



PUBLIC SAFETY COMMITTEE

City Hall - Large Conference Room
300 W. Crowell Street
Monroe, NC
April 1, 2024
4:15 PM

AGENDA

1. Minutes from March 4, 2024
2. Ordinance to Amend Traffic Code – Chapter 75: Traffic Schedules, Schedule V. Turns Restricted
3. Federal SAFER Grant Opportunity
4. Firefighter's Burned Children's Fund Grant
5. Award of Fire Helmet and Retirement Resolution for Captain Lori Hyatt
6. Fire Station 6 Construction Manager at Risk (CMAR) Selection
7. Monroe Fire Department Call-Back and Overtime Procedures
8. Closed Session Pursuant to NCGSS 143-318.11(a)(1), (a)(3), and (a)(6)

**PUBLIC SAFETY COMMITTEE
MEETING MINUTES
March 4, 2024**

The Public Safety Committee met on March 4, 2024, at 4:45 p.m. in the City Hall Large Conference Room.

Members Present: Chairman David Dotson, Council Member Julie Thompson, Council Member Gary Anderson, Committee Member Charles Perry

Absent: Committee Member Chip Wardwell, Committee Member David Beckwith

Staff Present: City Manager Mark Watson, Assistant to City Manager Lisa Hollowell, Fire Chief Ron Fowler, Deputy Fire Chief Bryan Kindley, Deputy Fire Chief Greg Collins, Police Chief Bryan Gilliard, City Attorney Richard Long, Police Lieutenant Steve Morton, Police Lieutenant Chad Shoultes, Grant Administrator Lisa Kerner, and others

Guests:

Chairman David Dotson called the meeting to order at 5:00 p.m.

Item 1. Police Department Donations from Brady's K9 Fund and Tampa Police Department

Police Chief Gilliard introduced the CALEA representative conducting the police department site visit. Police Lieutenant Chad Shoultes presented to the Committee the opportunity to accept the donation of Police K9 ballistic vests for the Monroe Police Department along with a K9 vehicle kennel being decommissioned from a Tampa Florida Police Department surplus vehicle that is being donated to the Monroe Police Department. Council Member Anderson made a motion to accept these donations and forward to Council for approval. Council Member Thompson seconded the motion and the motion passed unanimously.

Item 2. Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant Application

Fire Chief Fowler presented to the Committee authorization to apply for a FEMA Assistance to Firefighters Grant to purchase a mobile air trailer system used to fill breathing apparatus bottles on emergency incidents and during training evolutions. The grant total would be approximately \$181,588. The grant is 90% Federal funding and 10% matching, meaning the City would have to fund approximately \$18,158. Chief Fowler stated that staff would also request to fund the match from Fund Balance if we receive the grant.

Council Member Anderson made a motion to recommend that Council authorize the grant application. Council Member Thompson seconded the motion and the motion passed unanimously.

Item 3. Firefighter Medal of Valor Awards

Chief Fowler presented to Committee that on November 23, 2022, the Monroe Fire Department responded to a structure fire with reports of a person possibly trapped inside. Captain Keith Starnes and Firefighter Josh Hawk entered the burning apartment, located and rescued the victim. Captain Charlie Porter and Firefighter Chad Aldridge assisted in getting the victim out of the residence and into the care of Union EMS. The victim was transported to the hospital where ultimately, she recovered. Chief Fowler requested the Public Safety Committee to recognize these firefighters and present the Medal of Valor at the next Council meeting. Committee Chair Dotson made a motion to award these firefighters with the Medal of Valor and do so at the next Council meeting. Council Member Anderson seconded the motion and the motion passed unanimously.

Item 4. Minutes of Public Safety Committee Meeting of February 5, 2024

Council Member Anderson made a motion to approve the minutes of the Public Safety Committee meeting of February 5, 2024. Council Member Thompson seconded the motion and the motion passed unanimously.

5. Ordinance Temporarily closing State-Maintained roads for Independence Day, Patriots' Day, Halloween Happenings, and Christmas Tree Lighting Event

Public Safety Committee is requested to consider an ordinance to temporarily close certain state-maintained roads for Independence Day Celebration on Thursday, July 4, 2024, Patriots' Day on Sunday, September 15, 2024, Halloween Happenings on Saturday, October 19, 2024 and the Christmas Tree Lighting Event on Saturday, December 7, 2024. Public Safety Committee is requested to recommend City Council approve the Ordinance and authorize the City Manager to execute the necessary documents. Council Member Anderson made a motion to forward to Council for approval. Council Member Thompson seconded the motion and the motion passed unanimously.

Other

Committee Chair Dotson made a motion that the Union County Fire Tax be added as an agenda item for the next Public Safety Committee meeting. Council Member Anderson seconded the motion and the motion passed unanimously. City Manager Watson gave a presentation to the committee and explained how the County tax is administered and allocated to County fire departments.

Council Member Anderson requested an update on call backs and overtime to be added to the agenda for the Public Safety Committee meeting in April.

Adjournment

There being no further business, Council Member Anderson made a motion to adjourn the meeting. Council Member Thompson seconded the motion which passed unanimously, and the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Alice Withers – Committee Secretary



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Sarah McAllister, P.E., Engineering Director

PREPARED BY: Sarah McAllister, P.E., Engineering Director

SUBJECT: Ordinance to Amend Traffic Code – Chapter 75: Traffic Schedules
Schedule V. Turns Restricted.

SUMMARY STATEMENT

The Public Safety Committee is requested to consider amending Chapter 75 Schedule V: Turns Restricted to add the intersection of Shining Light Church Road and Old Charlotte Highway to section (A) “No Left Turns.”

REVIEW

Engineering Staff has received a request from Council Member Julie Thompson on behalf of the Shining Light Baptist Academy to restrict left turns during the school’s drop off and pick up hours. Engineering and Police staff have reviewed the request and found it to be reasonable. Restricting the left turn movement from Shining Light Church Road onto Old Charlotte Highway during the busy school drop off (7:30 – 8:00 am) and pick up hours (2:45 – 3:15 pm) will increase safety as well as decrease delays. Therefore, the attached Ordinance Amendment O-2024-14 is to add the Shining Light Church Road and Old Charlotte Highway intersection to Chapter 75 Schedule V: Turns Restricted.

RECOMMENDATION

Staff recommends adding Shining Light Church Road and Old Charlotte Highway intersection to Chapter 75 Schedule V: Turns Restricted by Ordinance (O-2024-14). If the Public Safety

Committee is in agreement, the proposed amendment to the Traffic Schedules will be placed on the next consent agenda for approval by City Council.

Attachments:
Ordinance (O-2024-14)
Map

**AN ORDINANCE TO AMEND
TITLE VII, CHAPTER 75
OF THE CITY OF MONROE CODE OF ORDINANCES
O-2024-14**

BE IT ORDAINED by the City of Monroe Council that Title VII: Traffic Code, Chapter 75 – Traffic Schedules of the City of Monroe Code of Ordinances be amended as follows:

ADD

SCHEDULE V. Turns Restricted (A) No left turns at the following intersections

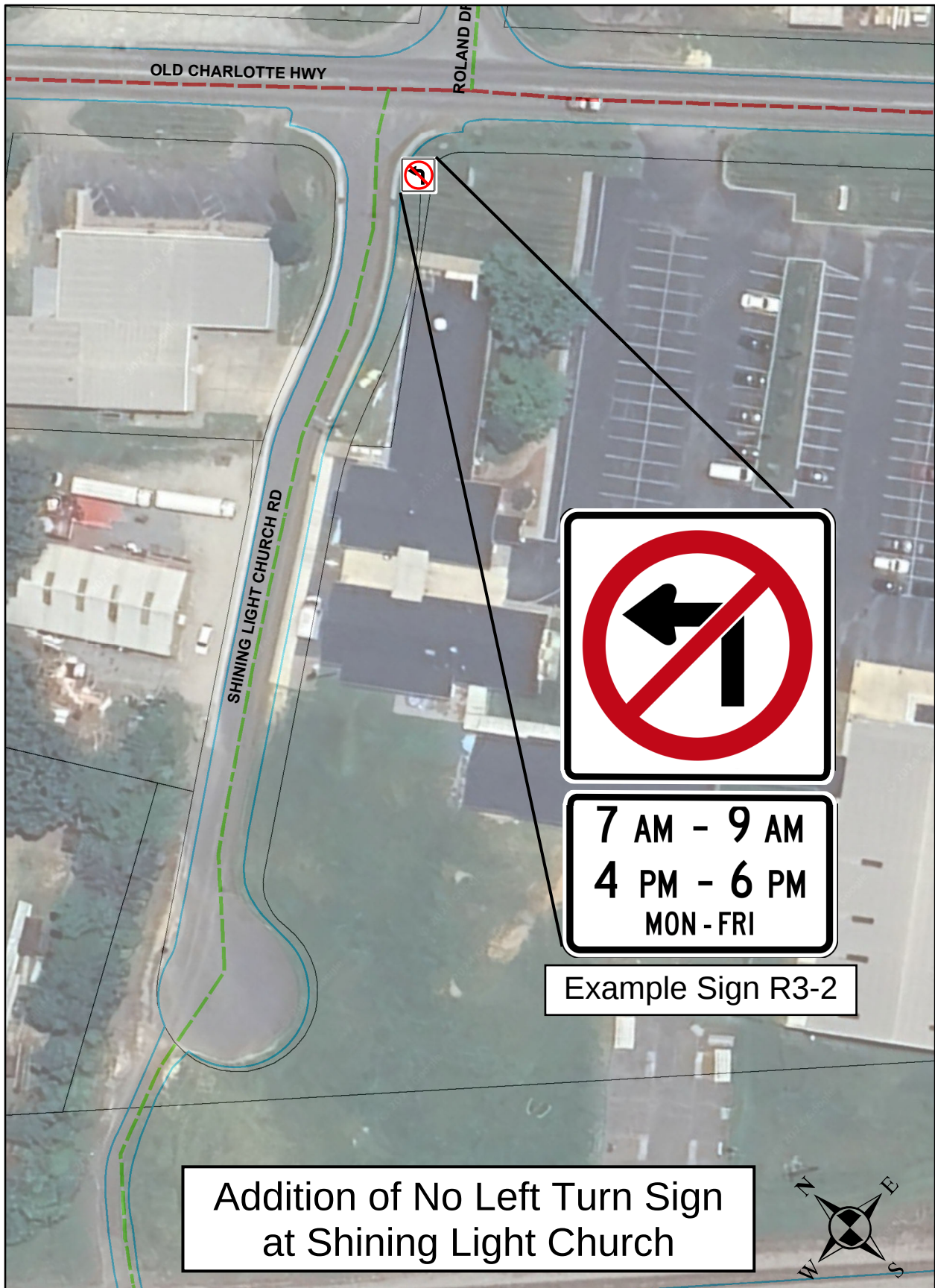
Intersection	Approach
Shining Light Church Road and Old Charlotte Hwy	Shining Light Church Road North Approach During the Hours of 7:30 am - 8:00 am and 2:45 pm - 3:15 pm Mon – Fri

Adopted this 9th day of April, 2024.

Robert Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk





STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Bryan Kindley, Deputy Chief

SUBJECT: Federal SAFER Grant Opportunity

SUMMARY STATEMENT

The Federal Staffing for Adequate Fire and Emergency Response (SAFER) grant opened March 11, 2024 and staff recommends applying for this grant.

REVIEW

The Federal Staffing for Adequate Fire and Emergency Response (SAFER) grant opened March 11, 2024 and closes on April 12, 2024. Staff recommends applying for this grant to seek staffing to separate the current Ladder/Rescue Company into two separate companies. Separating this company requires 12 additional personnel, providing four additional personnel on each of three shifts, resulting in a four-person Ladder Company and four-person Rescue Company.

Staff has identified this staffing need and requested funds in the upcoming budget, however, we feel it would be prudent to apply for this grant opportunity. This is a 100% federally funded grant for 36 months that covers the cost of regular salary and benefits with no city match required.

RECOMMENDATION

Staff requests the Public Safety Committee to recommend that City Council approve Staff to apply for the SAFER grant opportunity for 12 personnel.



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Withers, Administrative Assistant II

SUBJECT: Burned Children's Fund Grant Acceptance

SUMMARY STATEMENT

Public Safety Committee is requested to consider a grant from The Firefighters Burned Children's Fund and a budget amendment in the amount of \$1,000 to appropriate these funds for use by the Fire Department.

REVIEW

The Fire Department received a \$1,000 grant donation from The Firefighters Burned Children's Fund. The grant is designated to purchase carbon monoxide detectors.

RECOMMENDATION

Staff requests that the Public Safety Committee recommend that City Council accept the \$1,000 Firefighters Burned Children's Fund Grant and approve the attached budget amendment to appropriate the funds to the Fire Department expenditure accounts.

Attachment: BA-2024-07

CITY OF MONROE
BUDGET AMENDMENT
BA-2024-07

Amendment necessary to appropriate funding from The Firefighters Burned Children's Fund grant to be used by the Fire Department for the purchase of carbon monoxide detectors.

General Fund:

Revenues:

Miscellaneous Revenue	\$ 1,000
-----------------------	----------

Expenditures:

Public Safety	\$ 1,000
---------------	----------

Adopted this 1st day of April.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Williams, Administrative Assistant II

SUBJECT: Award of Fire Helmet and Retirement Resolution for Captain Lori Hyatt

SUMMARY STATEMENT

The Public Safety Committee is requested to consider a recommendation for City Council to authorize awarding Captain Lori Hyatt her fire helmet and to adopt Resolution R-2024-16 on the occasion of her retirement.

REVIEW

Captain Lori Hyatt is retiring May 1, 2024, with 30 years of service to the City of Monroe. The General Assembly of North Carolina recognizes the importance and the symbolism of the Firefighter's helmet. General Statute §160A-294.1 authorizes municipalities, at the discretion of the governing board, to honor retiring firefighters by awarding them their fire helmet. Recognizing the importance of the fire helmet to Captain Hyatt, Staff feels it is fitting and proper to honor her by awarding her with her fire helmet to cherish during retirement. In accordance with General Statute §160A-294.1, staff recommends that Council set the price of the helmet at \$0.01 (one cent), and award it to Captain Hyatt. Staff has also prepared Resolution R-2024-16, recognizing Captain Hyatt on her retirement, for Council adoption. Staff expresses appreciation to Captain Hyatt for her service to the Monroe Fire Department over the past 30 years and extend best wishes and God's blessings on her retirement.

RECOMMENDATION

Staff requests that the Public Safety Committee recommend that City Council adopt Resolution R-2024-16 and that Council authorize awarding Captain Hyatt her fire helmet for one cent.

**RESOLUTION OF MONROE CITY COUNCIL
HONORING RETIRING EMPLOYEE
LORI HYATT
R-2024-16**

WHEREAS, on the occasion of her retirement on May 1, 2024, City Council finds it is fitting and proper to express its sincere appreciation to Captain Lori Hyatt for her loyal and dedicated service to the Monroe Public Safety and Monroe Fire Departments over the last 30 years; and

WHEREAS, Lori Hyatt joined Monroe Public Safety Department as a Public Safety Officer on September 16, 1994 and following reorganization of Monroe Fire Department in 1999, continued to serve with the Fire Department advancing through the ranks and serving in key positions as Engineer, Lieutenant, and Captain; and

WHEREAS, Lori Hyatt achieved numerous fire service professional certifications and accomplishments from the State of North Carolina and the National Fire Academy; and

WHEREAS, Lori Hyatt's experience, skills and commitment to excellence positively influenced other members of the Fire Department and Captain Hyatt contributed greatly to developing Monroe Fire Department into the modern day professional fire department it is today; and

WHEREAS, Lori Hyatt played vital roles in advancement of Monroe Fire Department including organization and growth of the Fire Department and development of personnel; and

WHEREAS, Lori Hyatt has selflessly and faithfully served the citizens of Monroe and Union County where her personal integrity, professionalism and devotion to duty has been a tremendous example of public service; and

WHEREAS, members of Monroe Fire Department are most grateful to Captain Hyatt for her professional and personal contributions over her 30 years of distinguished service to the citizens of Monroe, and Monroe Fire Department, and wish her God's blessings for a long and happy retirement.

NOW, THEREFORE, BE IT RESOLVED, I, Robert A. Burns, by the virtue of the authority vested in me as Mayor of the City of Monroe, do hereby proclaim Lori Hyatt a vital part of the City of Monroe community and encourage all citizens to express appreciation and support for her accomplishments.

BE IT FURTHER RESOLVED, that this Resolution be entered upon the permanent Minutes of the Monroe City Council.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Monroe to be affixed this the 9th day of April 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Greg Collins, Deputy Fire Chief

SUBJECT: Fire Station 6 Construction Manager at Risk (CMAR) Selection

SUMMARY STATEMENT

The Public Safety Committee is requested to consider an award for a Construction Manager at Risk (CMAR) for construction services for Fire Station 6.

REVIEW

A Request for Qualifications was sent out for the selection of a CMAR contractor and eight packet submissions were received. A review panel was established comprised of Chief Ron Fowler, Deputy Chief Greg Collins, Purchasing Manager Karen Penegar, and Stewart Cooper Newell Architect Ken Newell. The panel reviewed all proposals and selected two contractors to invite for an in-person interview.

Interviews were conducted on March 11, 2024 with D. R. Reynolds Company and Cloverleaf Construction. The panel recommends proceeding with D. R. Reynolds as the CMAR contractor for Fire Station 6. This was based on their lengthy experience of fire station projects, positive references from past customers and the many local and regional projects by this company. The panel feels this contractor will be a good fit for the city and department for this project.

RECOMMENDATION

Staff requests the Public Safety Committee to recommend approval by City Council of D. R. Reynolds Company as the selected CMAR contractor for this project and allow staff to proceed with the contract negotiations for pre-construction services. Following pre-construction services, a contract for construction of the fire station will be brought back to the Public Safety Committee and Council for approval.



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Ronald D. Fowler, Fire Chief

PREPARED BY: Alice Withers, Administrative Assistant II

SUBJECT: Call-Back and Overtime Pay Procedures

SUMMARY STATEMENT

Discussion of call-back and overtime pay procedures for Public Safety personnel.

REVIEW

Council Member Anderson asked at the March PS meeting that an update be provided to the committee on call-backs and overtime pay procedures. Staff will provide an update on this subject matter to the Committee.

RECOMMENDATION

For discussion purposes.



STAFF REPORT

TO: Public Safety Committee

VIA: Mark Watson, City Manager

DATE: April 1, 2024

FROM: Mark Watson, City Manager

PREPARED BY: Bridgette H. Robinson, City Clerk

SUBJECT: Closed Session Pursuant to North Carolina General Statute Sections 143-318.11(a)(1), (a)(3) and (a)(6)

SUMMARY STATEMENT

The Public Safety Committee is asked to approve a motion to go into Closed Session.

REVIEW

The Public Safety Committee is permitted to hold a Closed Session in accordance with North Carolina General Statute Sections §143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the laws of the State of North Carolina, (a)(3) to consult with the City's attorneys and (a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.

RECOMMENDATION

Staff recommends that the Public Safety Committee approve a motion to go into Closed Session pursuant to N.C.G.S. Sections 143-318.11(a)(1), (a)(3) and (a)(6).