

MINUTES OF THE CITY OF BURLINGTON
CITY COUNCIL WORK SESSION
June 6, 2011

The City Council of the City of Burlington held a regularly scheduled work session at the John Robert Kernodle Senior Activity Center, 1535 South Mebane Street, Burlington, N.C., on June 6, 2011, at 7 p.m.

Councilmembers present: Mayor Ronnie K. Wall, Mayor Pro Tem David Huffman, Councilmembers James Butler, Stephen M. Ross and Celo Faucette

Councilmembers absent: None

Harold Owen, City Manager, present

Robert M. Ward, City Attorney, present

Jondeen D. Terry, City Clerk, present

Other Staff Present: David Beal, Jason Geary, Bob Harkrader, Frank Hope, Nolan Kirkman, Erik Osborne, Bob Patterson, Peggy Reece, Lanny Rhew, and Rachel Hawley.

Others Present: Richard Parker, Tom Jamison, Linda Nicklas and Charlotte Straney.

Media Present: Tomas Murawski and Tom Boney, Alamance News

A) Fire Services Report

Fire Chief Jay Smith introduced Chiefs Willets, Bradley and Younger, and Rick Fagan, CFO, for the Center for Public Safety Excellence.

Mr. Fagan thanked City staff for its assistance. Mr. Fagan explained that the Center for Public Safety Excellence, Inc. (CPSE) is a 501(c)(3) nonprofit established in 1996 to award accreditation to fire and emergency service agencies. He explained that Deccan International is a company established in 1996 to provide modeling software analyses tools for fire departments and EMS operations. Deccan's flagship product is a station location analysis tool dubbed ADAM for Apparatus Deployment Analysis Module. ADAM when used with Deccan's CAD Analyst application provides the input of historical response time for consideration in accurate station location analysis.

The scope of the project was to have a third party perform an independent study of the City of Burlington's existing fire station locations, determine coverage capabilities and gaps based upon historical data, and to provide recommendations for improved emergency response coverage and service in the community.

Below is a summary of Mr. Fagan's report to Council:

Executive Summary

The Center for Public Safety Excellence (CPSE) was contracted to conduct a fire station location and coverage study of the City of Burlington, North Carolina. The City of Burlington is a community of approximately 50,000 residents in a 25.3 square mile area. The City is currently covered by five fire stations serving as distribution points for emergency fire, EMS and rescue response crews staffing four fire engines, two fire trucks (with powered aerial ladder devices) and two rescue squads 24 hours a day, seven days a week. The Burlington Fire Department carries out its mission staffed by 90 full-time uniformed personnel, as well as one full-time and one part-time non-uniformed personnel. The current five station distribution for emergency response coverage in Burlington has been in effect for 18 years (since 1993).

Findings

The Burlington Fire Department does a good job when responding to an emergency in its City. However, the distribution of forces required to cover the City as it has grown and expanded over the years is inadequate to cover all parts of the community. Decision making for fire station distribution in the past has been based upon intuitive decision-making and opportunities for good deals in land or building procurement. This has led to gaps in coverage and long response times in certain areas of the City.

It is important to study the facts of risk, demand, response and coverage in any city to ensure that lives and property are adequately and efficiently protected and covered. Relative recommendations derived from the facts determined in this study, and also from the analysis of the community's priorities and expectations in fire protection are as follows:

- In order to know and understand what the contemporary hazards and risks are that exist in the community, the Burlington Fire Department should perform either on its own or with technical facilitation an all hazard community risk assessment to establish levels and types

of risks found in the community and to classify them in symmetrical community fire management zones.

- The Burlington Fire Department should have a fire service industry expert facilitate a community driven strategic plan to address current fire department critical issues and service gaps that can be addressed over a five-year period. This will allow for a continuous improvement process to be established in a structured way where improvement and success can be reported on a regular basis internally and externally.
- The Burlington Fire Department should determine and establish standards of cover driven by the community's hazards and risks that exist and which should be effectively protected against.
- The Burlington Fire Department should establish service level objectives and performance measures for "Call Processing" at the dispatch center, for "Turn-out Time" once the alarm is sounded, and for "Travel Time" en-route to emergency events in the City. These service level objectives should be measured at the 90% fractal and reported on a regular basis. The report of average response time should be eliminated.

Specific recommendations derived from the facts determined in this study, and also from the analysis of the community's priorities and expectations in fire protection are as follows:

The City of Burlington should evaluate its current distribution and concentration of emergency response forces relative to the risks and demands identified in the data analysis of this study. Serious consideration should be given to the following station location and coverage recommendations in order to provide effective coverage and response to the emergency fire, EMS and rescue events in the City:

- The following recommendations are made to provide coverage to gaps that currently dangerously exist in the community should the City elect to operate out of its current existing stations:
 1. Add a sixth fire station in the area of the north central area of the City. An example of the area would be like the intersection of Rockwood Avenue and West Front Street.
 2. Add a seventh fire station at a good access point in the southwest area of the City.

- An alternative to maintaining all existing stations would be the elimination of existing fire station #4 and considering the following fire station locations as recommended:
 1. With the closing of existing fire station #4, build a new fire station #4 in an area approximately a mile and one half to the northeast of the existing station. This will provide critical coverage to areas of deficient coverage in the north central of the City.
 2. Build a 6th fire station in the southwest area of the City where new development has occurred. A location with good access to the interstate highway as well as access to areas west, north and south should be considered. This will also assist with response and coverage to the newly annexed areas that are planned for in the south and southwest.

Chief Jay Smith discussed the CAD to CAD switch that will improve the amount of time it takes to get the call information. Chief Smith said the addition of a mobile data computer in apparatus should help with times.

Mayor Wall mentioned that he had not seen the second person in communications assist with a call. He asked if that would help.

Councilmember Butler said there were two items to consider - geographical realignment and internal efficiencies.

City Manager Owen asked Council to read the Fire Station Distribution and Coverage Study and to let their questions be known. He said staff would start the process.

Mayor Wall said that the fire study should be presented at a Council meeting.

Mayor Pro Tem Huffman asked about insurance rates, and Mr. Fagan explained that insurance companies base rates on the ISO rating, station distribution, how many trucks, evaluation of the communication center and the City's water system.

Councilmember Ross suggested that standards be established for the Fire Department.

Councilmember Faucette said that the citizens have stated what they want to happen and that staff should consider those comments. Councilmember Faucette agreed that presentation should be made at the Council meeting so the majority of citizens would know the background.

Mayor Pro Tem Huffman said Council needs time to absorb the report and then make recommendations.

Mayor Wall said staff should have a dialog on standards and how to improve communications. He said that process should start immediately.

B) Elon/Burlington Annexation Line of Agreement

Planning and Economic Development Director Bob Harkrader informed Council that a letter had been received from Mayor Jerry Tolley, Town of Elon, requesting renewal of the Elon-Burlington Annexation Line of Agreement that was executed in 1991. He explained that the basis of the agreement was that neither city would cross the line to complete an annexation. He explained that the major benefit was that each local government knows the boundaries of its future planning as it relates to the other. He pointed out that it enables developers to identify who they should deal with if they intended to improve property. Mr. Harkrader said the agreement would expire in August 2011 if not renewed and that the NCGS allowed it to be renewed for up to 20 years.

City Engineer Lanny Rhew provided maps with quantity and cost estimates for water and sanitary sewer. The base cost for water was \$3,200,000 and sewer was \$3,300,000 in the NC 87 corridor area.

City Manager Owen said Mayor Tolley and staff were requesting to renew the current Annexation Line of Agreement.

City Attorney Ward said that in the past the City of Burlington and the Town of Elon had annexed the same area. A lawsuit was necessary to settle this matter. He stated the statutes provide municipalities the authority to enter into annexation lines of agreement were an outgrowth of that lawsuit. He said it would be prudent to consider an annexation line of agreement with Elon.

Mr. Harkrader stated that it was advantageous to have an agreement.

Councilmember Ross suggested waiting until the annexation legislation was settled.

Councilmember Butler suggested a sub-committee to start some dialogue.

Alamance News reporter Tomas Murawski pointed out that it was a sub-committee of Council and that it would be subject to the open meetings law.

Mayor Wall acknowledged Mr. Murawski for recognition of that fact.

Mayor Pro Tem Huffman suggested continuing the discussion to the July 18, 2011, work session.

C) Junked Motor Vehicles

Planning and Economic Development Director Bob Harkrader stated that a public hearing would be held June 6, 2011. Mr. Harkrader explained that the proposed ordinance would regulate junked motor vehicles, abandoned motor vehicles and hazardous motor vehicles.

Assistant Director of Planning Services David Beal reviewed definitions of a junked motor vehicle, an abandoned motor vehicle and a hazardous motor vehicle. He also summarized the exceptions to the ordinance such as a vehicle that was in an enclosed building. He pointed out that the ordinance worked in tandem with the Zoning Ordinance.

Mr. Beal proposed an effective date of October 1, 2011. He stressed that voluntary compliance was encouraged. Mr. Beal said that a professional service contract was under development with a single towing provider to handle the work.

D) Demolition - 712 Baldwin Road

Mr. Beal described the structure located at 712 Baldwin Road. He stated that it had been through the minimum housing process. He said the value was approximately \$12,000, and that someone could build multiple units on the property. He stated that the owners had requested that the City proceed with the demolition.

E) Front Street - Bike Paths

Public Works Director Nolan Kirkman said the project would entail using existing pavement on Front Street from between Fisher and Rockwood Avenue. He said that NCDOT would be resurfacing Front Street in the summer of 2011. He said that one 28' section between Central Avenue and Trollinger Street would not be wide enough to stripe bike lanes. He said that bike lanes needed to be a minimum of four feet. He said notices were mailed to 100 residents on Front Street. He said the feedback was mostly against the project because of parking. He explained that, if approved, there would be no

parking on Front Street. He said that the discussions began with Elon students jogging along Front Street.

City Manager Owen said there have been discussions with LabCorp concerning off-site running on the north side of Front Street.

Mayor Wall pointed out that when striping lanes, parking had been eliminated for everyone including churches, etc. He said he had spoken with Mike Mills, and that citizens in Chapel Hill did not like striped lanes because car traffic did not go onto that portion of the road and that caused trash to accumulate.

City Manager Owen said that Mr. Mills had told him that a decision did not have to be made immediately.

The public hearing is scheduled for June 7, 2011.

F) Discussion of Make-Up - Board of Adjustment

Planning and Economic Development Director Bob Harkrader stated that his department was the liaison to six boards and commissions. He explained that the Board of Adjustment is a quasi-judicial board and that it considers appeals concerning zoning variances. He said the current Board of Adjustment is made up of 10 members; five appointed by the City, five appointed by the county; and two alternates. He said that ETJ members often go for a period of time when they have no items and some members may not attend because there were no items on which they could participate or vote.

Mr. Harkrader said that staff believed that citizens would be better served if all members voted on all matters and that ETJ members would vote on City matters as well as ETJ matters. Mr. Harkrader asked if Council thought it was a good idea. He proposed reducing the number of people on the board from 14 to 11. He said that if Council agrees, the next step would be to go before the Planning and Zoning Commission to make a Zoning amendment. He said Council would receive a recommendation from the Planning and Zoning Commission proposing five City, two ETJ members, and two alternates for the county and two alternates for the City. He emphasized that experience is important on this board.

Ms. Charlotte Straney, Board of Adjustment board member, stated that four of the five members were scheduled to go off the Board of Adjustment due to having served three terms in succession. The terms would expire July 1, 2011.

Councilmember Butler spoke in favor of changing the composition of the board.

Mr. Harkrader said he would present the matter to the Planning and Zoning Commission at its June meeting.

G) Appointments - Boards and Commissions

Public Information Officer Rachel Hawley said that Council had received the application at the May 2011 work session. She asked Council to make appointments at the June 21, 2011, Council meeting so board and commission members could be notified and seated by July 1, 2011.

Request for Water Service

City Engineer Lanny Rhew said he had received a request for a sewer tap at the office of Alamance Memorial Park, 4039 South Church Street.

Mr. Rhew also received a request for a water tap at 3138 Whitesell Drive.

Council agreed to both requests contingent upon the applicants signing an annexation petition prior to application.

H) Committee Reports

Councilmember Faucette said the Chamber of Commerce Economic Development Committee would meet later that week.

Councilmember Ross said he was happy to report that efforts of the Burlington Downtown Corporation were starting to produce results. He said that the grant program was established and was a huge success. He said there were 1,000 people in attendance at the soft opening of the Company Shops Market. He said other downtown businesses were booming and that he hoped the co-op would spearhead further development.

Councilmember Butler said the board and staff were still working with ACTA to get them set up on a contract basis with PART. He said that ACTA was changing over to a computer system that would determine urban versus rural. He said it was critical for the longevity of ACTA.

Mayor Wall said there would be a route change and rate change with PART.

Mayor Wall said that the COG merger was approved. He said that Guilford County was not a part of the new merged COG.

J) City Manager Comments

City Manager Owen said \$5,000 had been received from the Hayden-Harmon Foundation for free swimming classes at North Park.

ADJOURN

The meeting was adjourned.

Jondeen D. Terry, City Clerk