

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, OCTOBER 26, 2021
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

A. Update; Public Utilities – Public Utilities Director Radford Thomas

B. Update; Public Works – Public Works Director Jared Wright

IV. COMMUNITY DEVELOPMENT

A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, September 9. Minutes of the meeting are submitted as information. Kaylynn Horn, Economic Development Director, will present a report of current projects.

B. Planning Board: The Planning Board is scheduled to meet on Monday, October 25. Jenny Wheelock, Planning Director, will present updates on current projects.

C. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, October 18. Minutes of the meeting are submitted as information. Kenny Story, Recreation Director, will present updates on current activities.

V. FINANCE & ADMINISTRATION

A. Update – Finance Director Donna Bean

1. September Financial Summary
2. Recommendations; Staffing Position Changes
3. Consideration of Employee Holiday Bonus

B. Update; Public Communications – Public Information Officer Joshua Harris

1. September Communications Report

VI. PUBLIC SAFETY

A. Update; Police Department – Police Chief Brent Phelps

B. Update; Fire Department – Fire Chief Ken Hair

1. 2021 Third Quarter Report (July, August & September) – Chief Hair

VII. OTHER

A. November Calendar

VIII. ADJOURN

Lenoir Business Advisory Board Meeting
Meeting Minutes
9/9/2021

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Mark Transou- Chair	1. Grey Scheer	1. Joe Gibbons	1. Ike Perkins
2. Dana Clark	2. Gonzalo Vazquez	2. Scott Hildebran	2. Crissy Thomas
3. Jennifer Indicott	3. Patrick Longano		
4. Darin McKinney	4. John Moore		
5. Glenda Wilson	5.		
6. Sean Williams			
7. Matt Underwood			
8. Margaret Forney			
9. Tim Biddix			
10. Kimmie Rogers			
11.			
12.			

Staff Members PRESENT	
1. Kaylynn Horn	
2. Matthew Anthony	
3. Lauren Hartley	

Mark Transou called the meeting to order.

Approval of Minutes

Upon a motion from Dana Clark, seconded by Glenda Wilson the August 12, 2021 minutes were unanimously approved.

Report from Grants Committee

The Grants committee has nothing to report at this time.

- o Kaylynn Horn stated she has met with property owners on the application process.

Lenoir Main Street Committee Update

- o A scavenger hunt is planned for October.
- o The Carolina Tattoo & Art Gathering and Cruise-In were held and well attended.
- o The Sculpture Celebration will be held Saturday, September 11th.
- o Ribbon Cuttings will continue for new businesses.

Updates from Mayor Gibbons and City Manager Scott Hildebran

- o All projects and upcoming businesses are continuing to move forward.
- o New businesses: Dairi-O, Hwy 55, Jersey Mikes, Dodge City Steak House, Mavis Tire.
- o Sculpture celebration will be held Saturday, 9/11/21.
- o Proclamation in honor of Constitution week will be 9/17/21-9/23/21.

- o Proclamation of the National Day of Service and Remembrance- 20th anniversary of September 11, 2001.

Meeting adjourned.



Recreation Administrative Offices (828)757-2165 - Fax (828)758-1315
 Martin Luther King Center (828)757-2170
 Lenoir Aquatic & Fitness Center (828)757-2196
 Mulberry Recreation Center (828)757-2165
www.cityoflenoir.com/parks

Recreation Advisory Board Meeting

Minutes

Monday, October 18, 2021

The Recreation Advisory Board met at the Mulberry Recreation Center at 6:00pm.

Members present for this meeting were: Scott Barnett, Michael Dineen, Rick Pierce and James Robertson.

City staff members present were: Maria Swanson

Absences included: Schonna Banner, Darrell Lipford, Tim Poarch, and Crissy Thomas, Ex-Officio

Members were welcomed by Scott Barnett.

Minutes from the August 2021 and September 2021 meetings were reviewed. Motion made to approve August minutes was made by Rick Pierce, 2nd by Michael Dineen. Motion carried. Motion made to approve September minutes was made by James Robertson, 2nd by Rick Pierce. Motion carried.

Director's Report

- Fall baseball season will end on Monday, October 25th. The season went well with no issues.
- Youth basketball registration for boys and girls ages 4-15 will begin on Monday October 25th and will end on November 19th
- The Appalachian State baseball clinic that was held on September 29th went very well. We had 70 player show up for the clinic. It was a huge success and we receive many positive comments from parents and participates. Coach Kermit Smith from APP State is wanting to host a camp at Mulberry in the spring.
- The CCC&TI softball clinic was held on Thursday, September 30th at the Optimist Park field. We only had 12 players show up. Even though the turnout was low, the girls who attended enjoyed the day and learned some good softball skills.
- New LED lights were installed in the Mulberry Rec Center gym last week.
- A new park sign was installed at Wilson Park last week.
- Roof repairs at the MLK center are complete.
- Work continues on the roof at LAFC.
- Work continues at LHS Auditorium. Phase two bids for the project should be ready to go out in the next couple of weeks. This will include roof repairs, painting, replacement of broken window panes in the stage area, new HVAC system, and conversion of existing auditorium lights to LED lighting.
- Foothills Performing Arts held their first play of the season at LHS Auditorium the weekends of October 8-10 and October 15-17. The plays were well attended.
- The high school swim teams will begin having swim meets at LAFC starting November 19th
- We have received a generous donation a citizen for new decorative trash cans at the Broyhill Walking Park.

New Business

- No new business was discussed

Old Business

- No Old business was discussed.

There being no further business to discuss, the meeting was adjourned.

The next meeting will be at Mulberry Recreation Center at 6 p.m. Monday, February 21, 2022

Minutes submitted by: Maria Swanson



**City of Lenoir
Financial Summary
As of 9/30/2021**



General Fund					
	2021-2022 Budget	9/30/2021	% of Budget	Change from Previous Year	9/30/2020
Total Revenue	\$ 18,594,890.00	\$ 15,893,797.80	85%	\$ (87,490.93)	\$ 15,981,288.73
Expenditures	\$ 18,594,890.00	\$ 4,597,599.12	25%	\$ 198,881.41	\$ 4,398,717.71
Over/Under	\$ -	\$ 11,296,198.68		\$ (286,372.34)	\$ 11,582,571.02
Downtown District					
	2021-2022 Budget	9/30/2021	% of Budget	Change from Previous Year	9/30/2020
Revenues	\$ 184,638.00	\$ 19,384.21	10%	\$ (4,017.14)	\$ 23,401.35
Expenditures	\$ 184,638.00	\$ 37,621.82	20%	\$ (2,754.29)	\$ 40,376.11
Over/Under	\$ -	\$ (18,237.61)		\$ (1,262.85)	\$ (16,974.76)
Water/Sewer Fund					
	2021-2022 Budget	9/30/2021	% of Budget	Change from Previous Year	9/30/2020
Revenues	\$ 9,629,744.00	\$ 2,604,487.83	27%	\$ 181,532.55	\$ 2,422,955.28
Expenditures	\$ 9,629,744.00	\$ 1,715,570.02	18%	\$ (478,898.67)	\$ 2,194,468.69
Over/Under	\$ -	\$ 888,917.81		\$ 660,431.22	\$ 228,486.59

Recommendation					
<i>Recommendation: Based on input from the Public Utilities Direction, staff recommends the following changes.</i>					
To Be Effective 08/1/21					
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade
Job Responsibilities -Re-Organized - Change Pay Grade					
Public Utilities					
Public Utilities	Lab Supervisor	Assistant Superintendent - Treatment Plant Operations	Re-Organization to convert Lab Supervisor to Assistant Superintendent - Treatment Plant. This position will provide needed assistance to the Water Plant Superintendent with recordkeeping, training, safety and laboratory task.	18	21
Public Utilities	Utility Code/Metering Coordinator	Utility Maintenance Pipe Mechanic	To better reflect the needs of the department after the transition to automated meter reading, it is requested to convert the vacant UtilityCode/Metering Coordinator position to a Utility Maintenance Pipe Mechanic position.	18	17

LABORATORY SUPERVISOR

General Statement of Duties

Performs difficult technical work supervising a state certified water treatment plant laboratory necessary for the monitoring of municipal water operations; supervises laboratory staff.

Distinguishing Features of the Class

An employee in this class supervises and participates in a variety of chemical, biological, and microbiological tests designed to produce safe operation of water treatment. Work includes establishing standard methods, work schedules, and timetables; troubleshooting process problems; conducting complex laboratory procedures; and preparing necessary reports and maintenance of records and files. Work also includes insuring proper inventory of equipment and supplies and calibration of equipment. The employee is designated as the Laboratory Supervisor and accountable to the state for the accuracy and record keeping in the certified laboratory. The employee is subject to hazards associated with water and chemical work including exposure to electrical current, and chemicals, fumes, odors, dusts, mists, gases, and poor ventilation. Work is also subject to the final standards of OSHA on blood borne pathogens. Work is performed under general supervision and is reviewed for conformance to testing and reporting procedures and accuracy.

Duties and Responsibilities

Illustrative Examples of Work

- Supervises and performs tests on treated water and water samples; coordinates test results with plant operations personnel; establishes standard methods to be used following state and EPA guidelines; operates a microcomputer to analyze and track test results.
- Supervises the preparation of solutions and reagents.
- Supervises and performs tests on water samples.
- Interprets laboratory results and prepares state and federally required reports.
- Supervises and participates in the maintenance of an inventory of chemicals, solutions, culture media, reagents, required forms, and other laboratory supplies.
- Performs quality control program on equipment and supplies to assure reliable test results; maintains laboratory equipment in proper operating order; maintains state laboratory certification; calibrates instruments.
- Consults with, informs, and advises plant personnel about controls to be used, defects found, or changes in treatment process.
- Participates in hiring and provides training, performance coaching and evaluation to assigned staff.
- May serve as back-up ORC for the water plant.
- Supervises the sampling and prepares samples for contract laboratory analysis; reviews results of analyses.

Additional Job Duties

- Performs related tasks as assigned.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities

- Thorough knowledge of modern laboratory techniques, materials, and equipment, including those used in complex chemical and biochemical analysis of water and water.
- Thorough knowledge of the principles of organic and inorganic chemistry.
- Considerable knowledge of state, federal, and local laws, regulations, and practices related to water.
- Ability to read and interpret technical federal guidelines on treatment procedures and tests.
- Ability to interpret City ordinances and state regulations related to water treatment.
- Ability to prepare laboratory reagents and assemble laboratory apparatus for chemical and biological analysis.
- Ability to take water and sewage samples and perform the necessary laboratory tests.
- Ability to prepare and keep accurate records and prepare reports.
- Ability to plan, organize, and supervise the work of subordinates.
- Ability to understand and carry out complex oral and written instructions.
- Ability to perform mathematical calculations.
- Ability to establish and maintain effective working relationships with peers, superiors, and contracting agencies.

Physical Requirements

- Must be able to perform the basic life functions of stooping, crouching, reaching, standing, lifting, fingering, grasping, talking, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Must possess visual acuity to prepare and analyze laboratory results, data, and figures, to operate a microcomputer, and to perform visual inspection of measurement devices.

Desirable Education and Experience

- One of the following combinations of education and experience may be required by the State of North Carolina: 1) a bachelor's degree in chemistry and six months laboratory experience in analytical chemistry; 2) an associate's degree in chemistry technology, environmental science or related field, and two years analytical chemistry experience; or 3) six years of analytical chemistry laboratory experience.

Special Requirements

- Possession of Certification at Level A-Surface by the State of North Carolina for water treatment.
- May require physical/chemical certification.

WATER TREATMENT PLANT ASSISTANT SUPERINTENDENT

General Statement of Duties

Assists Superintendent in performing difficult technical work in planning, organizing and directing the operations, maintenance, and laboratory analyses at a water treatment plant. May serve in a leadership role in the absence of the Superintendent.

Distinguishing Features of the Class

An employee in this class assists planning and treatment for 24/7/365 operations of a facility to treat surface water to a safe and aesthetically pleasing level for consumption. Work is performed in accordance with state and federal laws and regulations. The employee serves as Laboratory Supervisor and chief analyst of the onsite state certified drinking water lab in ensuring that the permitted levels are met. Work involves collection and testing of water, inspecting the operations of the plant through observation and analysis of laboratory results, ensuring proper preventive maintenance and repairs, overseeing the operations of a state-certified laboratory, establishing and maintaining records and reports necessary for full compliance with all regulations. Work involves considerable initiative and judgment. The employee is subject to the hazards associated with working around water including hazards of noise, vibration, proximity to moving mechanical parts, electrical current, exposure to chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and may be required to enter confined spaces, and water pipes, and other hazards. The employee is also responsible for plant compliance with OSHA safety standards. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

Duties and Responsibilities

Essential Job Tasks

- Plans, organizes and performs the work of Laboratory Supervisor. Performs State mandated water testing for all necessary parameters at the proper frequency and intervals as directed by State and Federal regulations.
- Oversees calibration of all testing equipment, collects all necessary samples at the plant and system-wide, coordinates and delivers/ships all needed outside analyses, advises of results and needed operational adjustments, evaluates procedures and ensures proper laboratory analyses.
- Addresses complaint calls and assists City customers with water problems as a technical advisor by phone or by in-home visit.
- Serves as back-up operator in responsible charge (ORC) for the plant's wastewater, insuring the City meets its permitted discharge levels; reviews laboratory reports for operational performance of the plant and informs Superintendent of necessary changes in the chemical and physical processes of the plant.
- Prepares, maintains, and analyzes a variety of reports as required and as needed for effective governmental requirements and management decision-making.
- Supervises laboratory operations and procedures by fellow operators; ensures State annual recertification.
- Requests necessary resources for laboratory and plant operations; requisitions supplies, chemicals, equipment and other resources.
- Ensures proper preventive maintenance is performed on laboratory and plant equipment and facilities; participates in trouble-shooting equipment repair needs and recommends in-house repair measures or contracted repairs.
- Works to fill a plant operator shift when needed; participates and makes recommendations in the hiring process when consulted.

- Assists in scheduling of personnel and facility operations; subject to being called back after hours to assist if water plant problems arise.

Additional Job Duties

- Performs any related work as required including mowing at the plant, tanks, and pumps.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of water treatment and water analysis.
- Thorough knowledge of local, state, and federal laws and regulations relating to water treatment and water laboratory operations.
- Thorough knowledge of safety procedures and practices and recognition of hazards in water treatment and testing.
- Considerable knowledge of the City budget, purchasing, and personnel policies and practices.
- Considerable knowledge of the application of information technology to water treatment and testing.
- Working knowledge of mechanical, electrical, and electronic trades as applied to water treatment facilities and equipment maintenance and repair.
- Working knowledge of mathematics as it relates to calculations and data analysis.
- Ability to analyze information and make effective decisions.
- Ability to establish and maintain effective working relationships with City officials, industrial officials, regulatory officials, contractors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.

Physical Requirements

- Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, walking, fingering, grasping, talking, and hearing.
- Must be able to perform work exerting up to 55 pounds of force occasionally; and/or up to 10 pounds of force frequently and a negligible amount of force constantly to move objects.
- Must possess visual acuity necessary to inspect laboratory reports and system maps, prepare and analyze figures and data, and operate a computer terminal.

Desirable Education and Experience

- Possess an associate's degree in chemistry, biology, environmental science or related field and considerable water treatment experience, including supervisory experience; or an equivalent combination of education and experience.

Special Requirements

- Certification at Level A-Surface by the State of North Carolina for water treatment and a Physical/Chemical 1 wastewater treatment certification.
- Possession of a valid North Carolina driver's license.

CITY OF LENOIR
PUBLIC UTILITIES
UTILITY CODE/METERING COORDINATOR
(Revised: 12/11/2019)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

GENERAL STATEMENT OF DUTIES:

Under limited supervision, identify and perform tasks related to the development, implementation, and enforcement of backflow and cross-connection control regulations and compliance with grease trap requirements in the Distribution/Collection Division of the Public Utilities Department. The employee will also be the lead person in the water meter replacement program.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects: work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and feeling. Vocal communication, hearing, and visual acuity are required to perform job functions. Employee will be exposed to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. Worker may also be exposed to bloodborne pathogens.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Acts as Operator in Responsible Charge (ORC) for the Backflow Prevention/Cross-Connection Control Program.
- Develops, implements and administers the city policy on backflow prevention and cross-connection control.
- Assures compliance with the city's grease trap requirements and grease removal policy.
- Documents and assist in the installation, repair, testing and maintenance of backflow prevention devices throughout the distribution system.
- Deals with customers, plumbers, and contractors regarding backflow prevention and/or grease trap installation and maintenance, on a daily basis.
- Maintains AMI System (repeaters, collectors, meters).
- Implements and directs the water meter replacement program.
- Assists in reading and calibration of larger meters.
- Assists in cut-offs for non-payment.
- Assists in meter inventory.
- Assists in commissioning new meters.
- Interacts with agencies of state and local governments on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the construction, operation, and maintenance of water distribution and wastewater collection systems.
- Thorough knowledge of various types of backflow prevention devices as well as the ability to install, test and maintain said devices and related appurtenances.
- Thorough knowledge of the rules and regulations pertaining to backflow prevention and cross-connection control.
- Thorough knowledge the various types of water meters found throughout the distribution system, and the ability to replace and/or repair the meters.

- Thorough knowledge of the various types and operation of grease traps.
- Ability to prepare reports, drawings, and sketches.
- Ability to establish and maintain effective working relationships with associates, other city personnel, contractors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and some experience in the operation of water or wastewater treatment, collection, or distribution facilities.

SPECIAL REQUIREMENTS:

Must possess or be able to obtain a Backflow Prevention Device & Cross Connection Control certification within one year of employment in this position. Must possess a valid North Carolina driver license.

Pay Grade: 18

UTILITY MAINTENANCE PIPE MECHANIC

General Statement of Duties

Performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of water and sewer lines and appurtenances.

Distinguishing Features of the Class

An employee in this class performs a variety of skilled work as a member of a crew engaged in the construction, installation and repair of water and sewer lines. Work involves the operation of construction equipment in the installation, replacement and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, and making repairs to the water and sewer system. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

Duties and Responsibilities

Essential Duties and Tasks

- Operates tapping machine to make water and sewer taps and service connections.
- Lays water and sewer pipe; adjusts pipe to proper grade and depth and replaces sewer and water lines and related facilities.
- Installs, services and tests water meters and meter yokes.
- Operates backhoe, front end loader, dump trucks, jackhammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.
- Unstops sewer lines with pressure machines, vacuum machines, rodding machines or hand tools.
- Assists with making video-tape of sewer lines to identify inflow and infiltration problems; assists with or locates lines.
- Makes simple records of work activities; prepares drawings and measures to allow for updating of utility maps.

Additional Job Duties

- Performs other related tasks as required.

Knowledges, Skills, and Abilities

- Working knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.
- Working knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- Working knowledge of the use of common hand and power tools.
- Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.
- Some knowledge of the municipal water and sewer service policies and procedures.
- Skill in the operation of dump trucks, loaders and other construction equipment.
- Ability to establish and maintain effective working relationships with supervisors, co-workers and Line

Maintenance Mechanic

Page 2

the public.

Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.

Ability to prepare simple records of work activities.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as the backhoe and dump truck in a safe manner to fit pipes and other parts, read gauges, and make written records.

Desirable Education and Experience

Graduation from high school and some experience in related construction or utility maintenance work; or an equivalent combination of education and experience. Prefer utility construction or maintenance and heavy equipment operation experience.

Special Requirements

Possession of valid North Carolina driver's license.

Ability to obtain Grade I Collection or Grade C Distribution certification within 24 months.

2008

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.

September 2021 Communication Report

By Joshua Harris, Director, Communication & Public Information

10/1/2021

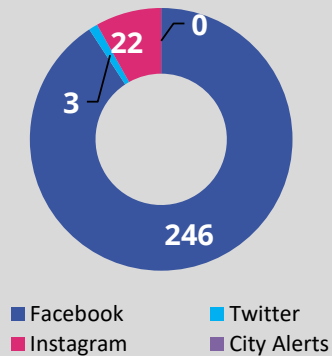
CONTENT CREATION

News Releases	Photos	Videos	Podcasts/Radio	Social Posts	Notify Me	Q&A	eSign
6	100	2		91	23	23	6

PUBLIC ENGAGEMENT

New Followers

271



Social Reach

72,152

Facebook	66,650	
Twitter	5,011	

Video Views

1,095

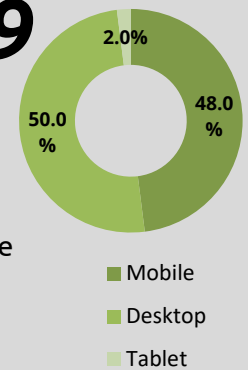
Facebook	1,028
YouTube	67

Website Views

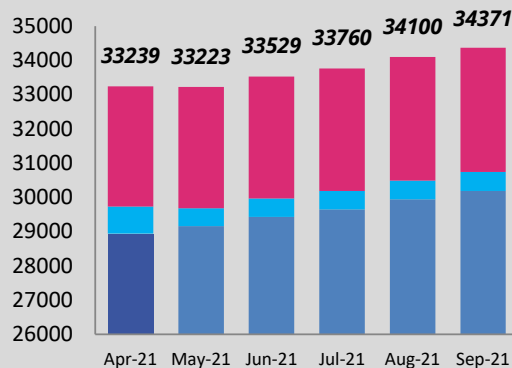
32,929

Top Pages

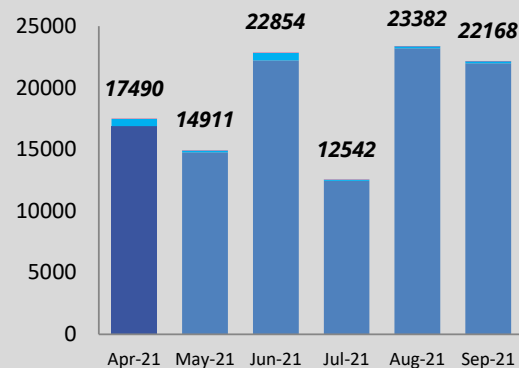
- 1 Payment Options
- 2 Jobs
- 3 Water & Sewer Service
- 4 Police
- 5 Garbage Collection
- 6 LAFC
- 7 Parks & Recreation



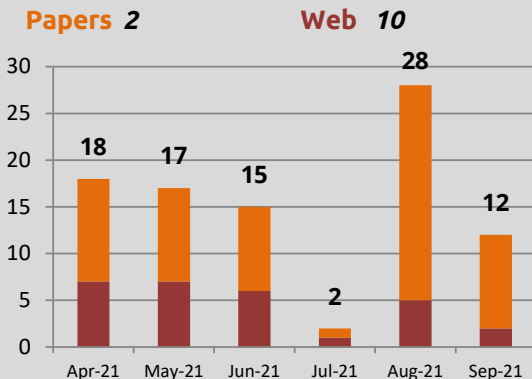
Total Followers



Social Engagement



Media Coverage





Top Facebook

Reach: The number of people who saw the post on their feed

Engagements: Reactions, comments, shares, photo/video views, and clicks

Total Facebook Followers

30,191

Last Month 29,945

Gain 246

City of Lenoir, NC Government
Published by Joshua Harris · September 3 at 4:00 PM · 🌐

Congratulations to **Golden Cardinal Gallery** on moving into their location at 219 North Main St in **Downtown Lenoir**! The owners held a ribbon cutting ceremony today to celebrate opening their shop and kick off the 6th Annual **Carolina Tattoo and Arts Gathering** happening this weekend.

See Insights [Boost Post](#)

👍❤️ 119 16 Comments 79 Shares

Metric	Value
Post Impressions	19,987
Post Reach	17,260
Post Engagement	2,993

	Paid	Organic	Rate
Reach		17,260	
Engagements		2,993	17%
> Comments		16	
> Shares		79	

City of Lenoir Fire Department
Published by Tucker Price · September 11 at 4:09 PM · 🌐

It was a true honor to be able to take part in the ceremony for the 20th anniversary of September 11, 2001. We would also like to say what an honor it was to be presented a cross made from steel retrieved from Ground Zero to be displayed in our Head Quarters Station. May we never forget the events that took place on this horrific day in our nations history. May we never forget the lives lost that day, the families left behind, and the lives forever changed by the events of this day.

See Insights [Boost Post](#)

👍❤️ You and 249 others 5 Comments 22 Shares

Metric	Value
Post Impressions	4,003
Post Reach	4,003
Post Engagement	621

	Paid	Organic	Rate
Reach		4,003	
Engagements		621	16%
> Comments		5	
> Shares		22	

City of Lenoir Police Department
Published by Lpd Post · 22h · 🌐

We regret to inform the community that due to the rise in delta variant cases, we have chosen to cancel this year's National Night Out, normally held the first Tuesday night in October. We hope to hold this event next year, God willing. Take care and stay safe out there.

See Insights [Boost Post](#)

👍👍👍 54 11 Comments 9 Shares

Metric	Value
Post Impressions	3,831
Post Reach	3,764
Post Engagement	366

	Paid	Organic	Rate
Reach		3,764	
Engagements		366	10%
> Comments		11	
> Shares		9	



Top Tweets

Impressions: Times people saw this Tweet on Twitter

Engagements: Times people interacted with this Tweet

Total Twitter Followers

549

Last Month

546

Gain

3



City of Lenoir, NC @CityofLenoir

Congratulations to K&K Sparkle Boutique on moving to their new location at 118 Main St. in Downtown Lenoir . We know you'll have continued success in Lenoir.

[#DoMoreInLenoir](#)

pic.twitter.com/TkmhFxyjFQ

Impressions	970
Total engagements	34
Media engagements	22
Detail expands	7
Likes	2
Hashtag clicks	2
Retweets	1



City of Lenoir, NC @CityofLenoir

A resident spotted a young Black Bear on Charlesmont Court in northeaster Lenoir this morning. @BeBearWise has good tips about staying safe around Black Bears at

<https://bearwise.org/bear-safety-tips/bear-encounter/> ... pic.twitter.com/ve4W4kY4gj

Impressions	841
Total engagements	37
Media engagements	23
Detail expands	4
Likes	3
Link clicks	3
Retweets	2
Replies	1
Profile clicks	1



Top Instagram

Likes: The number of people who liked the post on their feed

Total Instagram Followers

3,631

Last Month 3,609 Gain 22

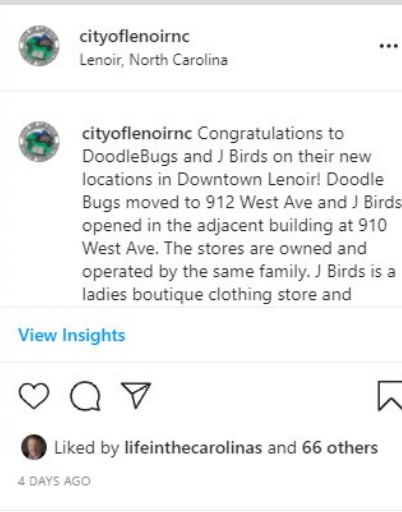


Likes

na

Comments

na



Likes

na

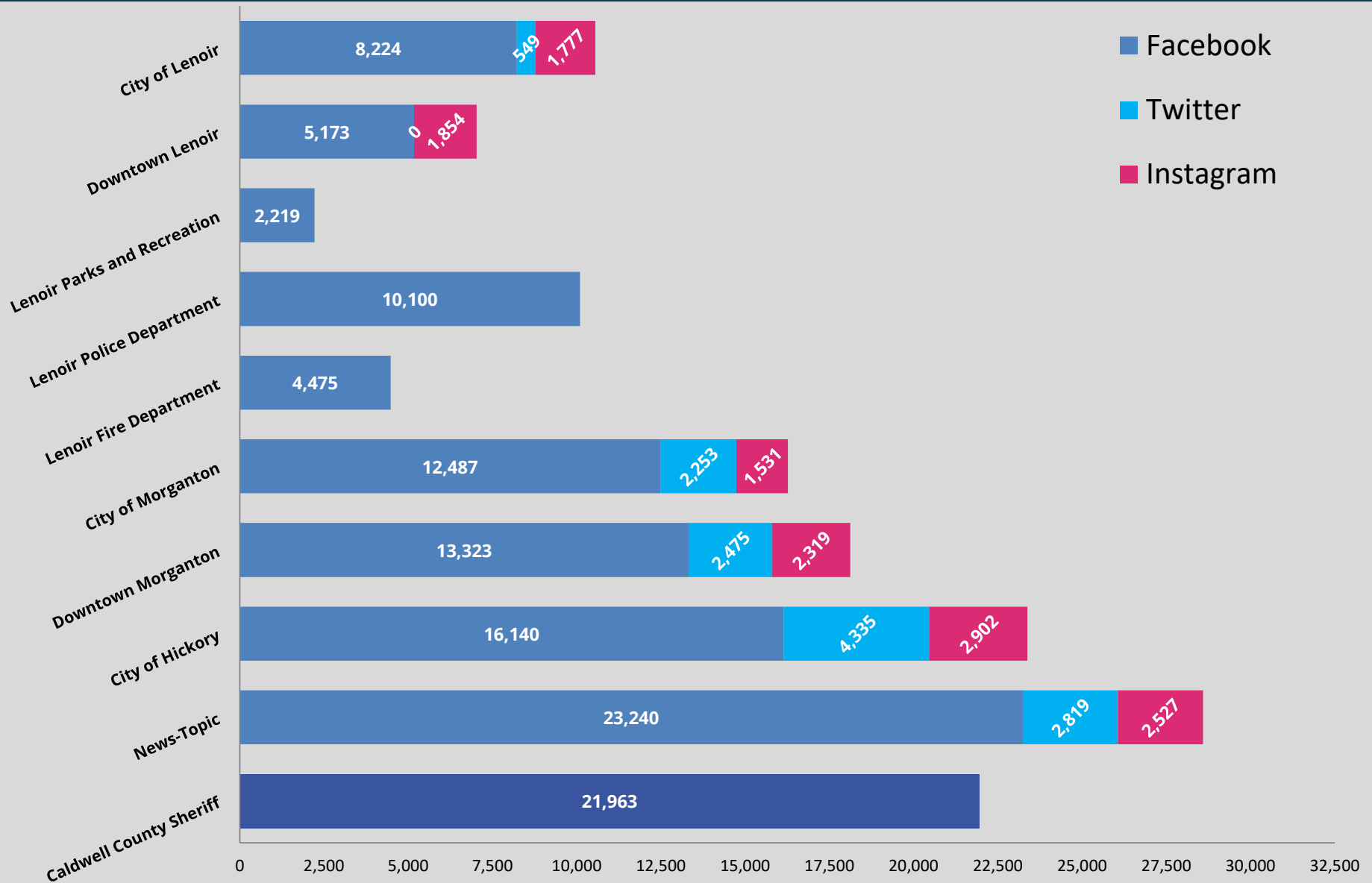
Comments

na



Social Comparison

The chart below compares Lenoir's social accounts with surrounding organizations.





Questions and Form Requests

23

Bulk Garbage 69

Garbage Pickup 8

Cart Issue 7

Extra Cart 11

Payment Plan

Records Request

Total Requests 95

I would like to request that horses be allowed back into City of Lenoir Parades, horses are a good way of
I live at pine tree place lenoir and my son was riding his bike and almost fell on some metal pipes my nei
I've been noticing that my water pressure seems high. I bought a ten dollar pressure guage at Lowes and
The main shut off at the house when cut off makes the meter at main cut off run way faster
Lost cell phone, 6675 NC-181, morganton

We have installed a Flo meter and it tells me our psi is too high at about 145 psi. Our pipes are old and brittle and I'm concerned the pipes will not be
Are there still plans to build stores in front of the Hampton inn across from Dunkin' Donuts
calling to see if there is going to be a Christmas parade

We live on Hoover St. This truck has no license plate, three wheels, and it has been out here

Bless you Mayor and all those involved in remembering and honoring 9/11!

sister working on Veterans of Vietnam Era book, we're down here copying

1041 Morganton Boulevard, Any Variances, Special Permits or Conditions

The Caldwell House Kenham Place Lenoir nc is in need of having trash picked up and also an old sofa, mattress.

Leak Resolution Feedback Pressure wash house and outlying concrete drive/patio/walkway

Leak Resolution Feedback Water Pressure Valve burst near house, outside. Customers side of meter. New Valve installed 09/17/21

Thank you so much. This portal has been a great help in seeing my water usage and for any possible leaks. Still watching to stay on top of any problem

Big pot hole coming to town by Ebony's Funeral home pooped my right front tire. There's no warning sign anywhere don't want anyone to wreck or p

Street light has gone out. Entire street is over grown with overhanging tree limbs, weeds and shrubs.

I am trying to find overnight accommodations with few challenges.

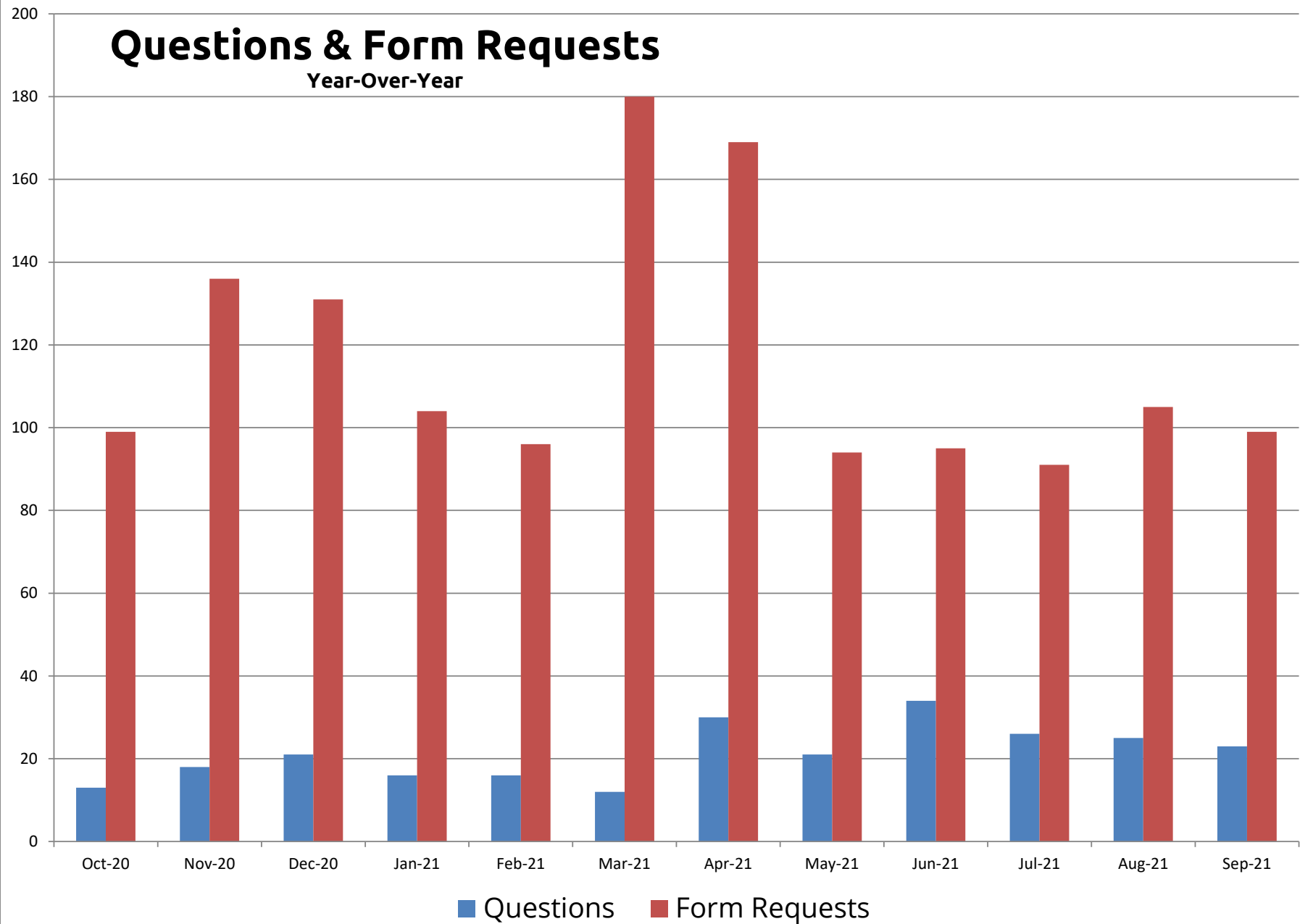
How can I find the restrictions/codes/etc for the development I live in and if they are still enforceable?

Leak Resolution Feedback Stuck flapper

sidewalk is blocked by a sandwich sign

Questions & Form Requests

Year-Over-Year





2021 THIRD QUARTER REPORT

July, August & September

MISSION:

“The mission of Lenoir Fire Department is to provide public safety in the form of Fire Prevention, Fire Protection, Rescue Services and Emergency Medical Care. We will constantly strive to improve the quality of life for the citizens of Lenoir.”

VISION:

“To be aggressively proactive with respect to traditions and the realization of progression.”

OVERVIEW

Thank you for taking the time to look through Lenoir Fire Department's quarterly report. This report is designed to give you an understanding of the day to day operations of our department and staff for the third quarter of 2021. This quarter proved to be a busy one for our department and staff. As schools started back and athletics beginning, our staff has performed numerous back-up ambulance stand-bys for football games for varsity, junior varsity, and middle school. We also performed medical stand-bys for high school cross country meets, youth football, and City sponsored events. COVID continues to be problematic for our community and positive rates and hospitalizations for our citizens are still increasing drastically. Due to COVID positive increases, the City implemented mask mandates again for all personnel vaccinated or not when you are inside with others and cannot maintain social distancing.

MAJOR EVENTS

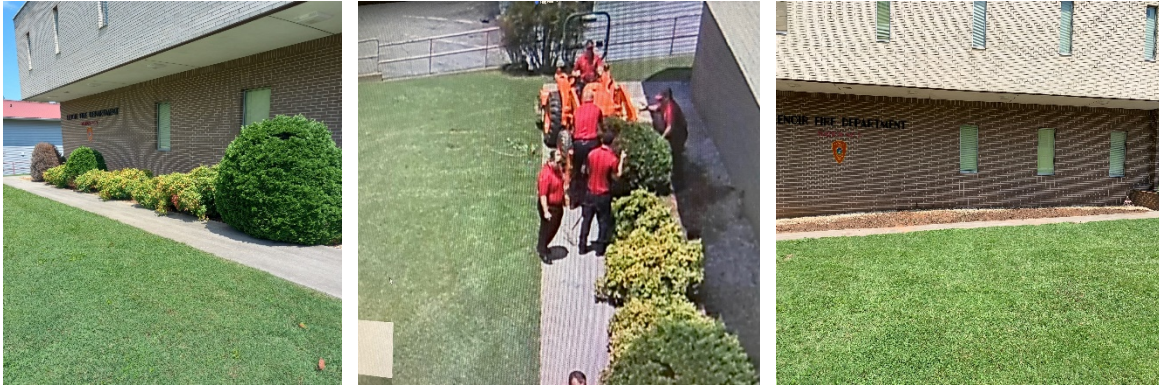
JULY – The City held the Fire Works show for the July 4th Celebration due to COVID and did not hold the normal celebration events. Our department jointly provided a unified command for the event due to traffic and mass gathering of people. We provided fire stand-by for the fireworks and medical stand-by for the crowd gathered in the parking lot of the old mall.

- This month we picked up the two Chevrolet Silverado 2500s that will be utilized for our Quick Response Vehicle (QRV) program. We also began coming up with plans to mark the vehicles with Frye Signs.
- This month we had the honor of having our story of the Strip Mall fire we had in February published in Firehouse Magazine. This is a national published magazine and the story was written by Chief Billy Goldfeder based upon accounts of some of our staff that were on the scene. Chief Goldfeder had reached out to us wanting to write this story due to the smoke explosion that occurred. He stated that the actions of our staff who seemed to know something was about to happen before the explosion occurred (based upon the social media video that was seen) sparked his interest for the story. It is written as a case study to help other departments that may encounter a similar fire.



- We ordered 3 Automated External Defibrillators and medical bags to be housed on the new QRV vehicles so that we would not take away this equipment from existing apparatus and to enhance our service delivery.

AUGUST – B-Shift personnel at Fire Station 2 took some time to beautify the grounds at their facility by removing some bushes that were overgrown and dying in the front of the station. The shrubbery had become too large to manage by simple pruning performed every year so it was decided to remove the old and we plan to plant smaller, more manageable greenery soon.



- At the City Council Meeting held on August 17, the American Legion Post 29 presented an award for this year's Firefighter of the Year Award. Captain Jonathan Wright was selected as this Year's Firefighter of the Year. "Our department selected Captain Jonathan Wright for the American Legion Firefighter of the Year because not only is he a well-rounded Firefighter and Officer but just a well-rounded person. He is a well-respected Officer of our department and has earned this as he always gives his all as a Firefighter and is simply a great leader for our staff to emulate. He also utilizes his many vocational talents for the betterment of the Fire Department and Firefighters." This award was presented along with the Police Department's Police Officer of the Year Award winner from American Legion Post 29.



- A-Shift personnel at Fire Station 1 installed lighting on the front of their facility to accent and make visible at night the sculpture donated by Kue King titled "Wherever Flames May Rage" and the signage depicting this facility and our Department Patch. The LED

lighting installed has made the clock and the “All American City” sign visible at night now. their efforts of this lighting install has made our facility and the entrance to downtown more welcoming for residents and visitors at night and place emphasis on the wonderful sculpture that was donated to us.



- Schools started back this month and along with that so did athletic programs. Our staff provided back-up ambulance stand-by coverage for one varsity football games and one middle school football game. Our staff also performed medical stand-by for a varsity practice as their regular trainer had a scheduling conflict and could not attend that day. Our efforts ensured that the football team did not have to miss an important practice session before the start of the season.
- We also performed medical stand-bys for two City sponsored events this month, a cruise-in and the “Southern Sundowner” race. For each of these events we utilized our UTV and two Firefighters.

SEPTEMBER – On September 1st, it was decided by Dr. McClinton (the County’s Medical Control Director) and CCEMS to stop fire department First Responders from responding to known COVID positive patients in an effort to control COVID outbreaks in the fire departments. The only time our staff should be responding to known COVID positive patients is for cardiac arrest patients and when EMD advises they need extra help on the scene.

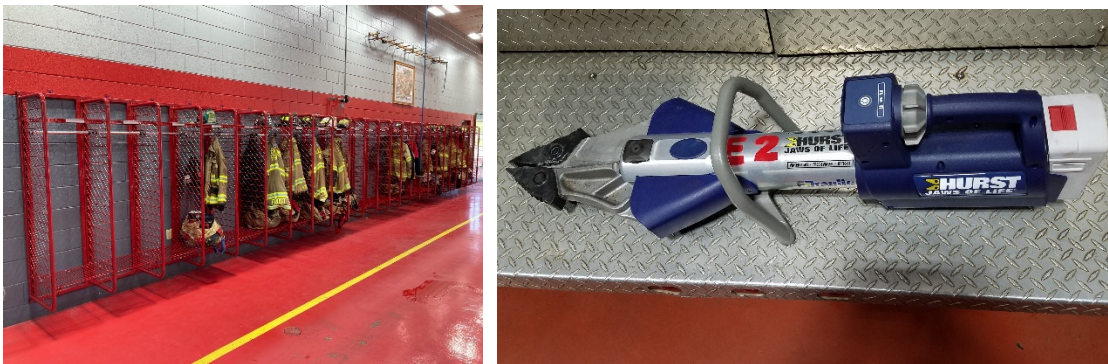
- From the 8th through the 11th we provided fire stand-by for the Caldwell County Fair. Each of these days we provided a suppression apparatus and crew to stand-by for public safety threats at the fairgrounds.
- On the 11th, our department participated in the 20th Anniversary of the 9/11 attacks program hosted by WaterLife Church. During this ceremony our department received a donation of a cross cut out of a beam of one of the fallen World Trade Center Buildings from a retired NYC Firefighter who was on the scene that tragic day. We are in the process of building a place to mount this for viewing at our Station 1 Facility.
- On the 19th we incurred an incident with our Aerial Tower apparatus that caused significant damage to the nozzles on the bucket and the compromised the integrity of the bucket itself. We have plans to send the truck back to the factory to have damages

repaired and for them to recertify the bucket for safe use again. Until the truck gets back to the factory we do not know how much repairs will be but we estimate somewhere between \$20,000 and \$25,000.

- On the 24th while mowing the yard at Station 1, we encountered a sinkhole that has formed on the side between us and Ridge St. City Administration and Public Works is currently working on this to get an understanding of the impact this will have on the underground infrastructure and our building. Several agencies are involved to form a plan to mitigate the sinkhole.



- This month we provided back-up ambulance stand-bys for 2 varsity football games, 2 junior varsity football games, and 2 middle school football games. We also provided medical stand-by for a cars show, the Sculpture Celebration, youth football games and a high school cross country race.
- This month we received and placed into service the items we received from the NCLM Safety Grants we were awarded and detailed in last quarter's report. These items included the battery operated extrication tool for Engine 2 and turnout gear lockers for Station 1. The tool will allow for enhanced service delivery for station 2 and the gear lockers will provide better integrity of the gear by allowing it to dry properly when it is wet and provide better safety levels for the staff.



- We also held our quarterly retiree breakfast this month and we had 23 retirees in attendance.

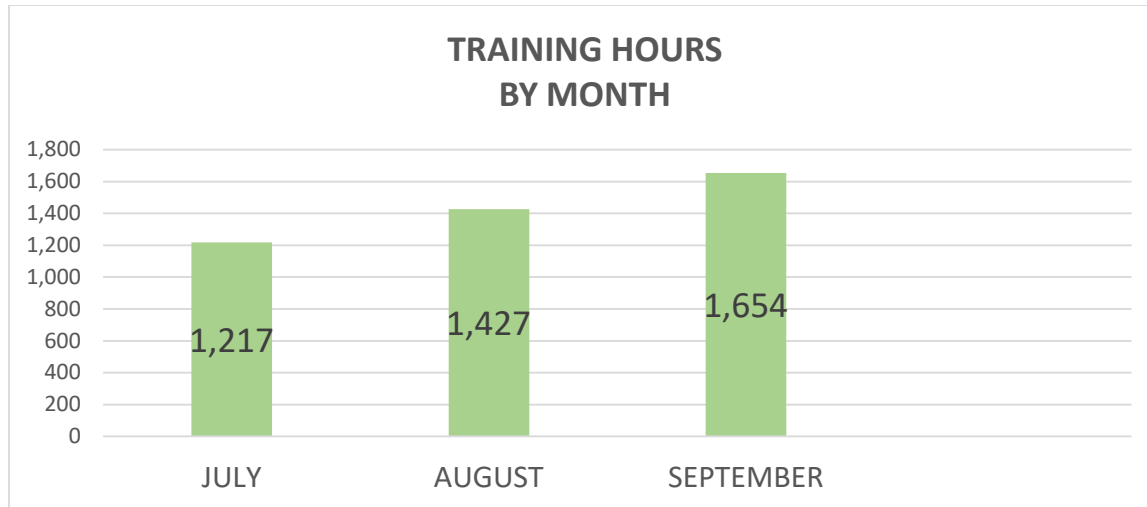
RESPONSES/INCIDENTS/CALLS FOR SERVICE

Incident Reports By Type of Situation Found	# of Incidents Current Quarter	2020 Quarterly Comparison	# of Incidents 2021 YTD
Fire, structure	4	2	18
Fire, vehicle & heavy equipment	6	1	12
Fire, brush or grass	10	4	33
Fire, trash	3	2	11
Fire, other	1	2	10
Medical call	356	69	1,017
EMS lift assist	20	11	53
Assist invalid, lift assist	15	0	30
MVA – with Injuries	34	24	69
MVA- no Injuries	46	23	128
Rescue call	38	10	79
Service call, public	79	73	197
Cover in assignment	3	3	7
Hazardous condition, other, power lines	16	20	39
Hazardous material or spill	6	8	33
False alarm, sprinkler	10	2	19
False alarm, smoke or carbon monoxide	44	41	98
False alarm, alarm sounded	25	14	72
False alarm, malicious & bomb threats	1	1	1
False alarm, other	31	27	90
Severe weather or natural disasters	4	0	12
TOTALS	752	337	2,028

Incident Responses by Districts	# of Incidents Current Quarter	Avg. Response Time/Minutes	Incidents 2020 Comparison	Response Time 2020 Comparison
Station 1	457	3.75	194	4.15
Station 2	207	3.27	101	3.37
Station 3	88	3.27	42	3.38
TOTALS	752	3.43	337	3.63

TRAINING REPORT

In the third quarter, our department personnel participated in a total of **4,298 hours** of training, on and off duty which averages to about **74 hours** per firefighter.



- **July**, we participated in EMT in-service, which is a monthly requirement and our focus on duty was on hazardous materials training which is an annual requirement.
- **August**, we participated in EMT in-service and our focus on duty was swift and surface water rescues.
- **September**, we participated in EMT in-service and our focus on duty was hand-line and LDH fire hose which included testing, maintenance, operations and uses.

FIRE PREVENTION ACTIVITIES

- In the third quarter of this year we have performed and delivered **4 fire prevention presentations/programs**. We were able to perform these programs in businesses and schools and reached a **total of 203 people, 141 children and 62 adults**.
- This quarter, with our smoke alarm program. Our staff distributed and installed **10 smoke alarms** this quarter ensuring early warning detection of a fire and improving the safety of the citizens at these residences. This program is made possible by the grant award from NC Office of State Fire Marshal and the department budget.



FIRE MARSHAL'S REPORT

Fire Marshal - This quarter the Fire Marshal performed a total of **122 fire code inspections** on businesses within Lenoir City Limits. In July he completed **40**, August he completed **42** and in September he completed **40**.

- Chief assisted businesses and developers with continued work to meet fire codes and planning at several different locations (Kattz Corner, Greer Apartments, Old Williams Grocery for Tattoo Gathering, Cube Smart Self Storage, LEO's, Quest Complex, Caldwell County Animal Shelter, CDI Chemicals, Bluebell Apartments, Caldwell County Fair, Saint Francis of Assisi, City of Lenoir Fireworks Display, Google, Civic Center, Chipolte, and Caldwell County Jail.).
- Also, this quarter there were no noted complaints on any business for fire code violations.
- Currently working with Hibriten High School for control burn for safety that takes place annually at adjacent to their football and baseball field.
- Worked with the State Fire Marshal's Office on FEMA reporting

FIRE INVESTIGATIONS – In accordance with N.C.G.S. Chapter 58 article 79, all fires that occur inside the City Limits of Lenoir are investigated for cause and determination. We have certified fire investigators on each shift and they work under the direct supervision of our Fire Marshal. This quarter we had **24 fires** that occurred in the City.

- Of the 24 fires mentioned, 4 were structure fires that occurred in residential and commercial structures. The major fires that occurred this quarter were at Fairfield Plant 1 and JBS Meat Packing.
- We had 12 instances of subjects performing illegal burns.

EMERGENCY MANAGEMENT – The Fire Marshal also acts as the City of Lenoir's Emergency Manager under the direct supervision of the Fire Chief. This position works closely with local and State Emergency Management and partners with the LEPC to respond and mitigate hazardous/disasterous incidents or situations.

- Gas Pump issue and leak on McLean Drive.
- We had three different storm systems this quarter with heavy rains and high winds and we performed a few flood and wind damage assessments.
- Clean up of dumped nails in the roadway at Smith Crossroads.
- We had a small oil spill on Starcross Rd.
- We had a vehicle wreck with a fuel spill in a creek on Norwood St.
- Assisted LPD with illegal dumping on Wilkesboro Blvd.

OTHER DUTIES – Our Fire Marshal also performs IT services for our department to help the City's IT staff. This quarter, he worked diligently with our Fire Reporting Software Company as they were bought out and will be changing.

LOGISTICS' REPORT

MAINTENANCE – This portion of the report will indicate any maintenance that took place on apparatus and/or facilities for the quarter.

July – Engine 3 - NC Inspection \$16.85, PM Repair work with fluids changed, replaced light bulbs and fixed oil stick tube \$338.01, Replaced front and back seat belts \$906.16

- Dodge Service Truck – Replaced spark plugs \$83.92
- Battalion Truck – Repaired rotors and replaced front and rear brake pads \$262.99, Replaced the battery \$129.39
- Engine 1 – Replaced both front leaf springs \$2,274.15
- Engine 2 – Replaced tire \$3,324.95
- Ladder 2 – Fixed Hydraulic Leak \$10.00
- Ladder 1 – A/C Repair \$69.97, replaced coolant \$49.06
- Rescue 1 - Replaced coolant hose \$82.04, PM Repair work with fluids changed \$250.18
- Logistics Vehicle – A/C Repair work and replaced wiper blades \$81.82
- Station Supplies – Oil and DEF \$29.18

August – Station Supplies – Coolant \$45.06, Garage purchased and stocked Rescue 1 Brake rotors \$1,550.73

- Fire Marshal Vehicle – PM Repair work with fluids changed \$80.03
- Deputy Chief Vehicle – NC Safety Inspection \$16.85, PM repair work with fluids changed \$89.13
- Engine 1 – NC Safety Inspection \$38.25
- Rescue 1 – Front Brakes repair work \$3,899.82
- Dodge Service Truck – Replaced Battery \$59.97
- Staff removed old/dead shrubbery from the front of Station 2, no cost associated

September – Ambulance – PM Repair work with fluids changed \$111.27

- Maintenance Vehicle – PM repair work with fluids changed \$61.99, NC Inspection \$16.85
- Station Supplies – Purchased refills of fluids for distribution systems \$890.00
- Staff performed annual hose testing of all department suppression and supply fire hose

EQUIPMENT PURCHASES – This portion of the report will indicate the major equipment purchases for the quarter.

July – Purchased and had installed door opener motors for Station 2 in preparation for the QRVs Program \$2,820.87

August – Purchased Battery Operated Extrication tool for Engine 2 which was part of the NCLM Safety Grant we were awarded. Total cost was \$10,792.92 and our share was \$5,396.46

- Purchased Turnout Gear Storage Lockers for Station 1 which was part of the NCLM Safety Grant we were awarded. Total cost was \$6,657.36 and our share was \$3,328.68

September – We had the two QRV trucks marked for identification purposes \$2,802.45 for both vehicles (we still have to upfit both vehicles for audible and visual warning devices)



Respectfully submitted by;

Ken Hair

Fire Chief, City of Lenoir Fire Department



November 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Fall Leaf Pickup Begins	2 Election Day! 5:00 p.m. City Council (Note Time Change)	3 9:00 a.m. Staff Meeting	4	5	6
7	8 Noon - City/County Services Committee	9 8:00 a.m. EDC	10	11 Veterans Day! City Offices Closed!	12	13
14	15 National League of Cities Conference Begins (Virtual)	16 Cancelled-City Council Meeting	17	18 National League of Cities Conf. Ends 6:00 p.m. Lenoir Bus. Adv. Board - Virtual	19	20
21	22 5:30 p.m. Planning Board	23 Cancelled-Committee of the Whole Mtg. 5:00 p.m. Turkey Tuesday at MLK Ctr.	24	25 City Offices Closed in Observance of Thanksgiving	26 City Offices Closed in Observance of Thanksgiving	27
28	29	30				
Notes for December						
City offices will be closed on Thursday, December 23, Friday, December 24 and Monday, December 27 in observance of the Christmas holiday. City offices will also be closed on Friday, December 31 in observance of New Year's Day.						

City of Lenoir
P.O. Box 958
Lenoir, N.C. 28645
www.cityoflenoir.com
757-2200 / 757-2162 fax

Joseph L. Gibbons, Mayor
Scott E. Hildebran, City Manager
Shirley M. Cannon, City Clerk