

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
POLICE DEPARTMENT TRAINING ROOM
1035 WEST AVENUE NW
TUESDAY, JANUARY 23, 2024
8:30 A.M.**

***NOTE: LOCATION CHANGE DUE TO CONSTRUCTION ON THIRD
FLOOR OF CITY HALL**

- I. CALL TO ORDER
 - A. ABC Audit Report
- II. CITIZEN COMMENT
- III. COMMITTEE ITEMS
 - A. Update; Public Services – Radford Thomas, Public Services Director
 - 1. Quarterly Reports (submitted as information by Public Works & Public Utilities)
 - 2. Public Utilities Operations Manager Jeff Church will present an update on the following items:
 - A. Lead and Copper Inventory Project
 - B. Mueller Meter Project
 - 3. Public Works Operations Manager Jon Hogan will present an update on the following project along with additional items:
 - 1. Update; Freese and Nichols, Phase 1, Stormwater Project, 1003 Pennell Street
- IV. COMMUNITY DEVELOPMENT
 - A. Update; Downtown Master Plan – DRL Group
 - B. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, January 11, 2024. Minutes of the November 9, 2023 meeting are submitted as information. A report of current activities will be given by Kaylynn Horn, Economic & Main Street Development Director.

- C. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority met on Thursday, January 4, 2024. Minutes of the November 2, 2023 meeting are submitted as information. A report of current activities will be given by Kaylynn Horn, Economic & Main Street Development Director.
- D. Planning Board: The Planning Board will conduct a workshop on Monday, January 22, 2024. Hannah Williams, Planning Director will present a report of current projects.
- E. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board did not meet in January. The next meeting will be held on Monday, February 19 at 6:00 p.m. at Mulberry Recreation Center. Phil Harper, Parks & Recreation Director will present an update of current activities.

V. FINANCE & ADMINISTRATION

A. Update –Donna Bean, Finance Director

- 1. Sanitation Division; Restructure/Job Descriptions – Finance Director Donna Bean
- 2. December Financial Summary – Finance Director Donna Bean
- 3. Update; Bernhardt Lease Proposal – City Manager Scott Hildebran
- 4. Bids; City Hall Restroom Renovations: Staff recommends City Council award the low bid for the City Hall restroom renovations to Precision Contracting Company for the sum of \$88,774.00 as submitted.

B. Update; Public Communications

- 1. Public Information Officer Joshua Harris will present an update on current activities.

VI. PUBLIC SAFETY

A. Update; Police Department – Brent Phelps, Police Chief

B. Update; Fire Department – Norman Staines, Fire Chief

- 1. Fourth Quarterly Report (October, November & December) – Norman Staines, Fire Chief

VII. OTHER

A. February Calendar

VIII. ADJOURN

STREET DEPARTMENT QUARTERLY REPORT

To: City Manager

From: Tracy Huffman, Street Superintendent

Date: January 3, 2024

Subject: Oct Nov Dec 2023

PROJECT #	PROJECT DESCRIPTION	MANHOURS
500-01	Grading Dirt Streets	10
500-02	Opening Street Side Ditches	
500-03	Placing Stones on Dirts Streets	
500-04	Rebuilding Existing Dirt Streets	
500-05	Administration Building	
500-06	City Garage/Vehicle or Equipment Maintenance	75
500-07	Cemetery	12
500-08	Recreation	64
500-09	Water Department	3
500-10	Resurfacing Existing Paved Streets	
500-11	Patching Potholes	26
500-12	Rebuilding Pavement Edges	
500-13	Sanitation Department	20.5
500-14	Cleaning Streets	89
500-15	Repairing Utility Cuts	339
500-16	Repairing Gravel Shoulders	0
500-17	Taking Up Tickets	147.5
500-18	Maintenance Department	
500-19	Working at Sewer Plant	78
500-20	Fire Department	1
500-21	Removing Concrete Driveways	37

PROJECT #	PROJECT DESCRIPTION	MANHOURS
500-22	Curb & Gutter Installation	0
500-23	Replacing Concrete Driveways	75
500-24	Removing Trees From Shoulders	197
500-25	Crack Sealing	
500-26	Lake Rhodhiss Water	
500-27	Grounds Department	
500-28	Checking Street Lights	0
500-29	Mowing Street Shoulders and Parkways	119
500-30	Mowing City Lots	3
500-31	Snow and Ice Removal	0
500-32	Police Department	14
500-33	Cleaning Brush off Street Shoulders	635
500-36	Curb Dressing	
500-37	Repairing Concrete Sidewalks	323
500-40	Placing New Street Signs	
500-41	Post/Sign Maintenance	187
500-42	Painting Parking Spaces, Crosswalks & Centerlines	6
500-43	Constructing New Signs	232
500-44	Removing Old Street Signs & Post	3
500-45	Guard Rails	
500-50	Building Catch Basins	
500-51	Construction Storm Sewer Lines	
500-53	Installing Driveway Pipes	
500-54	Bridge Maintenance	
500-55	Storm Sewer Maintenance	521.4
500-57	Taking Out Driveways	

PROJECT #	PROJECT DESCRIPTION	MANHOURS
500-60	Greenway	
500-61	West End Park	
500-62	Streetscape	33
500-63	Downtown Events	382
500-80	Pushing Down/Clearing Private Property	
500-81	Grading & Repairing Nonstandard Streets	
500-85	Mowing Private Property	
500-90	Working on City Lot	128
500-91	Stock Piling Materials	90
500-92	Parking Lots (Lenoir Parking Commission)	
500-95	Preparing Streets to Be Paved	50
500-96	Pushing Down Dumpsite	13
500-99	Miscellaneous	5
	ADMINISTRATION	160
	VACATION	198.8
	SICK	383
	HOLIDAY	624
	PERSONAL DAY	48
	COMP TIME	0
	OVERTIME	45
	TOTAL HOURS	5377.2
	ACTUAL HOURS WORKED	5583.5
	TOTAL WATER USED	3,000
	TONS OF SAND USED	0

MAINTENANCE DEPARTMENT QUARTERLY REPORT

OCT NOV DEC 2023

DATE	CODE	FACILITY	MAINT 010	PLMB 020	ELECT 030	MECHAN 040	CONST 050	PUB SERV 060	TOTAL HOURS
	105	AIRPORT							
	106	GREENWAY	X		X				17
	120	CITY HALL	X	X	X	X	X		222
	121	AQUATIC	X	X	X	X	X		211
	122	MULBERRY REC	X	X	X	X	X		50
	123	MLK	X	X	X	X	X		97
		FIRE STATION #3							
	129	CABINET SHOP							
	130	BROY PARK BDGS	X		X				10
	131	WATER DEPT							
	132	GARDEN SHED	X						2
		OBT							
	312	TRAINING	X						42.5
	250	VEHICLE SERV	X		X	X			32
	260	MAINTENANCE	X						24
	264	PUBLIC SERV	X					X	7
	270	PUBLIC WORKS	X		X	X	X		59
	272	OPTIMIST PARK							
	280	HOGWALLER	X						10
	300	STREETSCAPE							
	310	LAW ENFORCEMENT	X	X	X		X		190
	321	SCULPTURE							
	340	CENTRAL FIRE	X		X	X	X	X	64
	341	FIRE STATION #2			X	X			23
	357	RAILROAD							
	360	WILSON PARK					X		12
	362	BROY PARK GROUNDS	X	X	X		X		18
	363	LHS GYM							
	364	POTTERY CLASS							
	367	COOK STADIUM	X	X					16
	513	SNOW							
	440	NEWS SCULPTURE							
	510	STREET DEPT	X		X				13
	511	CISTERNS							
	512	TRAFFIC LIGHTS	X		X				10
		WETLANDS							
	580	SHOOTING RANGE							0
	583	STAGE							
	710	SANITATION	X						1.5
	740	BLUE RIDGE CEM			X				8
	741	BELLEVIEW CEM							
	901	EVCS							
	920	MAIN STREET	X		X		X	X	650.5
	920	BBQ FESTIVAL	X	X	X		X	X	329.5
	6130	SOCCER COMPLEX	X	X	X				23
VAC	75	COMP		39 SICK		106 HOLIDAY	240	PL	8
		TRAINING						TOTAL	2610

WATER AND SEWER QUARTERLY REPORT

OCT NOV DEC 2023

Derek Goble, Superintendent

PROJECTS

400-100 Construction of New Water Mains
400-101 Construction of New Sewer Mains

MANHOURS

WATER MAINTENANCE

400-01	Repairs to Broken Mains	396
400-02	Repairing Broken/Leaking Fire Hydrants	94.5
400-03	Weedeating Around Fire Hydrants	0
400-04	Flushing Fire Hydrants	34
400-05	Painting Fire Hydrants	3
400-06	Replacing Fire Hydrant	22
400-07	Checking Valves	4
400-08	Repairing Broken or Leaking Valves	6
400-09	Raising or Replacing Valve Boxes	22.5
400-10	Cleaning Valves	0
400-11	Repairing Service Lines	239
400-12	Replacing Water Meters	40.5
400-13	Repairing Leaking Water Meter Connections	36.5
400-14	Reading Water Meters	0
400-15	Cutting On and Cutting Off Meters	8.86
400-16	Raising or Lowering Water Meters & Boxes	16.5
400-17	Cleaning Meter Boxes	0
400-18	Replacing Meter Boxes and/or lids	44
400-19	Discontinuing Water Service Connections	16.5
400-20	Non-Payment	0
400-21	Checking For Leaks	83.5
400-22	Pressure Checks	11.5
400-23	Frozen Pipes	7.5
400-25	Construction of New Water Services	254
TOTAL WATER		1340.36

SEWER MAINTENANCE

400-49	Sewer Complaints	105.5
400-50	Camera Lines	103.5
400-51	Rodding Mains	0
400-52	Pressuring Lines	118.5
400-53	Flushing Lines	0
400-54	Installing Clean Outs	59
400-55	Flushing Clean Outs	
400-56	Repairing Clean Outs	15
400-57	Repairing Broken Sewer Mains	7.5
400-58	Repairing Service Lines	87
400-59	Repairing/Raising Manholes and Covers	48
400-60	Checking Manholes	36
400-61	Checking/Maintaining Creek Crossings	30.5
400-62	Checking/Maintaining Right of Ways	41.5
400-63	Root Control Treatment	0
400-64	Checking/Installing Grease Blocks	2
400-65	Construction of New Sewer Service	124.5
TOTAL SEWER		778.5

MISCELLANEOUS

400-75	Locates	23
400-76	Equipment Maintenance	131.5
400-77	Cleaning Shop/Lot	157.5
400-78	Repair Clean Ups	37
400-90	Department Work (Water and Sewer)	451.16
400-91	Working for Other Departments	118.5
TOTAL MISCELLANEOUS		918.66

Total Manhours 3037.52

Actual Hrs. 4320.25
HOLIDAY 480
SICK 199.25
VACATION 120

Overtime 100 PD 8 COMP 0 EDUCATION 32 **5259.5**

PUBLIC UTILITIES DEPARTMENT

SEWER COLLECTIONS

ACTIVITY REPORT

OCT NOV DEC 2023

MAIN LINES

SIZE	UNIT	PLACED THIS QTR	PLACED THIS YEAR	TOTAL , IN SERVICE	MANHOLES
6	Inches			33,353	123
8	Inches			680,877	3,087
10	Inches			10,285	46
12	Inches			68,061	264
15	Inches			16,099	53
18	Inches			25,054	76
21	Inches			15,780	50
24	Inches			1,549	6
30	Inches			8,849	31
TOTAL				859,907	
NEW MANHOLES CONSTRUCTED					
NEW SEWER SERVICES		4	13		

SEWER COMPLAINTS	TOTAL	29	TOTAL FOR YEAR	129
MAIN LINES RODDED	TOTAL FEET	0	TOTAL FOR YEAR	710
LINES TV'D	TOTAL	2,231	TOTAL FOR YEAR	5,481
MAIN LINE PRESSURED	TOTAL FEET	5,557	TOTAL FOR 'YEAR	10,583

WATER DISTRIBUTION ACTIVITY REPORT **OCT NOV DEC 2023**

MAIN LINES

SIZE	UNIT	PLACED THIS QTR	PLACED THIS YEAR
2"	FEET		
4"	FEET		
6"	FEET		
8"	FEET		
10"	FEET		
12"	FEET		
16"	FEET		
20"	FEET		
24"	FEET		
30"	FEET		
TOTAL		0	

VALVES

12"	FEET		
16"	FEET		
20"	FEET		
24"	FEET		
30"	FEET		
TOTAL			

WATER SERVICES

SIZE	UNIT	PLACED THIS QTR	PLACED THIS YEAR
3/4"	EACH		
1"	EACH		
1 1/2"	EACH		
2"	EACH		
3"	EACH		
4"	EACH		
6"	EACH		
8"	EACH		
Sprinkler Tap			
Lowered			
Renewed			
Repaired			

MAIN LINES

LOWERED	LEAKS	BREAKS	YEAR TOTAL
		16	60

WATER METERS	QTR	YEAR
NEW	1	36
MOVED		
CLEANED		1
REPLACED	6	17

FIRE HYDRANTS	QTR	YEAR
INSTALLED	1	4
REMOVED	1	1
LUBRICATED	1	3
MOVED		
PAINTED		5
REPAIRED	13	27
FLUSHED	15	43

Hudson Fire Hydrant Total 123

DRAFT City of Lenoir LCRR Compliance Webpage Material: LCRR FAQs

City website navigation: Home > City Government > Public Services > Public Utilities > LCRR Compliance

Webpage tile: Lead and Copper Rule Revisions (LCRR) Compliance

Webpage content:

What are the Lead and Copper Rule Revisions?

The Environmental Protection Agency (EPA) and the North Carolina Department of Environmental Quality (NC DEQ) have released updated standards called the [Lead and Copper Rule Revisions](#) (LCRR). The updated rule is designed to protect communities from the risks of lead exposure from drinking water flowing through lead-based pipes.

Does Lenoir have lead service lines?

Lenoir does not have records or staff knowledge of any known lead service lines in the distribution system. The City has historically routinely sampled for lead as required by the [Lead and Copper Rule](#) (LCR), and results have met state and federal safe drinking water levels for lead. The [2022 Annual Drinking Water Quality Report](#) has more information on the latest water quality sampling.

What is the Service Line Inventory?

The LCRR requires water systems to develop a [Service Line Inventory](#) (SLI). The SLI must identify and make public the location and material of all service lines that connect to buildings. The SLI must include material classification for the system-owned service line and the customer-owned service line.

The SLI will classify service lines in one of four ways: Lead, Galvanized Requiring Replacement (GRR), Non-Lead, or Unknown. A GRR service line is a galvanized pipe that has the potential for mineral, such as lead, deposits to accumulate within the piping over time. Lenoir does not expect that there will be lead service lines.

An initial SLI is due to NC DEQ by October 16, 2024 for LCRR compliance. However, the SLI is a living document that will be continuously improved as service line material data becomes available. More information regarding the SLI can be found at [Guidance for Developing and Maintaining a Service Line Inventory](#).

How will Lenoir develop the SLI?

To develop the SLI, Lenoir is preparing an inventory of all service lines and their material. The City will use these methods to identify the material of service lines:

- Existing records and data
- Field inspections
- Customer self-assessment and survey

Existing Records and Data – Property construction dates from Caldwell County are used to determine the age of service lines. Buildings constructed after 1988 are highly unlikely to have lead service lines since 1988 was the effective date of the 1986 amendment to the EPA's [Safe Drinking Water Act](#), which prohibited the use of lead for drinking water pipe, solder, and flux.

Field Inspections – Inspections will be conducted at properties across Lenoir’s water system to verify service line material and minimize the quantity of Unknown service lines. The following types of inspections will be performed:

- Potholing
- Meter Box Inspections
- Building Inspections

Potholing involves excavations on either side of a meter box (curb stop) to uncover service lines and determine service line material. Potholing excavations will be located at least 18 inches from the meter box (curb stop) and will be two feet wide. All excavation efforts will be restored back to their original condition.

Meter Box Inspections involve looking inside the property’s meter box to determine service line material. Crews may need to clear vegetation debris to locate, uncover, and visually inspect the meter box contents.

For Potholing and Meter Box Inspections, property owners do not need to be home. Crews do not need to interact with property owners or enter homes.

For Building Inspections, property owners will need to be home to allow access to crews to enter the home and locate the customer-owned service line for material verification. The City will coordinate Building Inspections with property owners as needed.

Customer Self-Assessment and Survey – Customers can contribute to the SLI and report the customer-owned service line material by performing a self-assessment and filling out this survey: [\[insert LINK or EMBED survey to webpage\]](#). EPA provides [guidance on identifying service line material](#). If you have questions about the self-assessment, survey, or your service line material, please contact: Jeff Church, jeff.church@ci.lenoir.nc.us.

What happens if a lead service line is found during field inspections?

Lenoir does not expect that there will be lead service lines. Lenoir will follow EPA and NC DEQ LCRR guidance on addressing lead service lines as needed.

If lead pipe material is found, then does that mean there is lead in the customer’s water?

No. It is possible to receive safe drinking water through a lead service line. Lenoir utilizes a corrosion inhibitor that reduces the corrosion of metal pipes and decreases potential lead levels in treated drinking water. Lenoir utilizes a corrosion inhibitor as a protective water treatment measure and does not have known lead service lines.

Will the public be notified of the SLI results?

The SLI will be made publicly available when the SLI is submitted to NC DEQ on October 16, 2024. For customers with Lead, GRR, or Unknown service line material, Lenoir will send a notification letter to the property address. Lenoir will follow EPA and NC DEQ LCRR guidance on communicating SLI results to the public.

How will Lenoir maintain the SLI after the October 16, 2024 LCRR compliance deadline?

The SLI is a living document that will be continuously improved as service line material data becomes available. Lenoir will follow EPA and NC DEQ LCRR guidance on updating the SLI beyond October 16, 2024.

How will Lenoir comply with the LCRR requirements beyond the SLI?

The EPA released the proposed [Lead and Copper Rule Improvements](#) (LCRI), which are meant to clarify and strengthen the LCRR, on November 30, 2023. The EPA is expected to finalize the proposed LCRI by October 16, 2024. Lenoir is following EPA and NC DEQ guidance closely and will meet all LCRR and LCRI requirements by the October 16, 2024 compliance deadline and beyond. For now, Lenoir will remain focused on developing the SLI.

For additional questions or concerns, please contact: Jeff Church, jeff.church@ci.lenoir.nc.us

DRAFT City of Lenoir LCRR Customer Self-Assessment and Survey

Survey Title: Customer Water Service Line Material Reporting Form

Survey Description: Please perform a self-assessment of your service line material and submit this survey. EPA provides [guidance on identifying service line material](#). If you have questions about the self-assessment, survey, or your service line material, please contact: Jeff Church, jeff.church@ci.lenoir.nc.us.

Fields marked with an asterisk (*) are required.

Section 1: Customer Information

First Name*: *[fill in the blank]*

Last Name*: *[fill in the blank]*

Phone Number*: *[fill in the blank in phone number format]*

Email: *[fill in the blank in email format]*

Water account number: *[fill in the blank]*

Type of occupancy: *[dropdown]*

- Owner
- Renter

Section 2: Property Information

Street Address*: *[fill in the blank]*

Unit Number (Apt, Suite, etc.): *[fill in the blank]*

City*: *[fill in the blank]* OR *[dropdown – to include only the Cities that Lenoir has water customers]*

Zip Code*: *[fill in the blank]* OR *[dropdown – to include only the zip codes Lenoir has water customers]*

Year Home Built: *[fill in the blank]* OR *[dropdown – to include only whole numbers representing years and Unknown]*

Year Water Service Line was Installed: *[fill in the blank]* OR *[dropdown – to include only whole numbers representing years]*

Most Recent Year Water Service Line was Replaced: *[fill in the blank]* OR *[dropdown – to include only whole numbers representing years]*

Section 3: Service Line Material

What is your water service line material at the Point of Entry (this is the material of the pipe bringing water into your home)?* *[select the following options]*

- Lead
- Lead-lined Galvanized
- Galvanized
- Non-Lead – Copper
- Non-Lead – Plastic

- Non-Lead – Other
- Unknown – Material Unknown

How did you determine the service line material? *[select the following options]*

- Visual inspection
- Scratch test
- Magnet test
- Lead swab test
- Plumbing records
- Plumber or other qualified professional
- Cannot locate service line

Please upload 1-2 photos of your water service line (or service line material records) and upload here*:
[file upload capabilities with the allowed maximum file size and file type listed]

**Survey should automatically record the date and time of its submittal*

Completed Example Survey

Section 1: Customer Information

First Name*: John

Last Name*: Smith

Phone Number*: 123-456-7890

Email: john.smith@emailserver.com

Water account number:

Type of occupancy:

- Owner

Section 2: Property Information

Street Address*: 123 Main Street

Unit Number (Apt, Suite, etc.):

City*: Lenoir

Zip Code*: 28645

Year Home Built: 1980

Year Water Service Line was Installed: 1980

Most Recent Year Water Service Line was Replaced:

Section 3: Service Line Material

What is your water service line material at the Point of Entry (this is the material of the pipe bringing water into your home)?* *[select the following options]*

- Non-Lead Plastic

How did you determine the service line material?

- Visual inspection

Please upload 1-2 photos of your water service line (or service line material records) and upload here*: *[file upload capabilities with the allowed maximum file size and file type listed]*

- [Photo of plastic service line in home]

Examples of other water system customer surveys

- Town of Clayton (NC): <https://survey123.arcgis.com/share/ea37145e99044812a3c85df0298b9617>
- Western Virginia Water Authority (VA): <https://www.westernvawater.org/customers/water-service-line-inventory/pipe-materials>
- College Utilities / Golden Heart Utilities (AK): <https://www.surveymonkey.com/r/Q5B53FD>

Lenoir Business Advisory Board Meeting
Meeting Minutes
11/9/2023

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Members/Ex-Officio PRESENT	Ex-Officio Members ABSENT
1. Mark Transou-Chair	1. Gonzalo Vazquez	1. Joe Gibbons	1. Kaylynn Horn
2. Tim Biddix	2. Patrick Longano	2. Scott Hildebran	
3. Dana Clark	3. Margaret Forney		
4. Matt Underwood	4. Tyler Reese		
5. Jennifer Indicott	5. Darin McKinney		
6. Glenda Wilson			
7. Sean Williams			
8. Kimmie Rogers			
9. John Moore			

Staff Members PRESENT	
1. Matthew Anthony	3.
2. Lauren Hartley	4.

Mark Transou called the meeting to order.

Chair Transou congratulated Kimmie Rogers for her new position on City Council.

Approval of Minutes

- Upon a motion from Dana Clark, seconded by Glenda Wilson the September 14, 2023 minutes were unanimously approved.

Report from Grants Committee

- No updates at this time.

Lenoir Main Street Committee Update

- Matthew Anthony gave an update on upcoming events and provided a list.

Updates from Mayor Gibbons and City Manager Scott Hildebran

- The gateway sign at Smith Crossroads is in the process of being built. Wayfinding signs will be next.
- The downtown clock project "Time Well Spent" tile workshops are upcoming.
- The Hospital Ave sidewalk project has started.
- The City Council had a dedication for a new fire truck at station 2, Mack Cook Stadium lights and the EV charging station.
- The DLR group is almost complete with the Downtown Master Plan.
- New businesses: Mattress Warehouse, First Cash Pawn, Kingdom Hall Church, Quality Plus-rebuild, Valvoline Oil, Nara Express-reopen, Church Street Medical Center and Aesthetics, The Brush & Palette and Frankie's Pizza.

Meeting adjourned.

Lenoir Tourism Development Authority
Meeting Minutes
11/2/2023

Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Dana Clark- Chair	1. Jesse Plaster	1. Scott Hildebran	1. Kaylynn Horn
2. Brenda Floyd	2. Glenda Wilson	2. Donna Bean	2.
3. Matt Underwood	3. Karin Davidson	3.	
4. Angela Johnson			
5.			
6.			
7.			

Staff Members

PRESENT

1. Joshua Harris	
2. Matthew Anthony	
3. Lauren Hartley	

Guest/Public

1. Bryan Moore	
2. Joe Gibbons	
3. Cynthia Randolph-via Zoom	

Chair Dr. Dana Clark called the meeting to order.

Approval of Minutes

Matt Underwood made a motion to accept the September 7, 2023 minutes, seconded by Brenda Floyd, which was voted on and passed unanimously.

Financials

Finance Director Donna Bean presented the financial report for the LTDA which included a fund balance of \$533,119.54 with \$57,109.45 in revenues and \$33,124.08 in expenditures. The total amount obligated is \$377,576.19 with a remaining amount of \$155,543.35.

Auditor, Cynthia Randolph reported on her findings for the year ending June 30, 2023. She stated the audit went well with no concerns. The auditor's report was distributed out.

Brenda Floyd made a motion to accept the audit as presented, seconded by Angela Johnson, which was voted upon and passed unanimously.

Requests

- A request of \$5,500 was made to pay the Economic Development Partnership of North Carolina for the Zartico Partner Program for 2023-2024.

Matt Underwood made a motion to pay \$5,500 for the Zartico Partner Program, seconded by Angela Johnson, which was voted upon and passed unanimously.

- The Tourism Leadership Conference will be held November 15-16th, in Raleigh. Dana Clark and Matthew Underwood are interested in attending. The projected total cost would be \$3,200.

Angela Johnson made a motion to pay \$3,200 for 2 board members to attend the Tourism Leadership Conference, seconded by Brenda Floyd, which was voted upon and passed unanimously.

- Bryan Moore requested the LTDA pay half for the Yadkin Valley Heritage Corridor Partnership of \$3,000, which is a tourism and economic development collaboration. The Caldwell Chamber will pay the other half. The LTDA would be responsible for \$1,500.

Matt Underwood made a motion to pay \$1,500 for the Yadkin Valley Heritage Corridor Partnership, seconded by Brenda Floyd, which was voted upon and passed unanimously.

Updates

- Bryan Moore from the Caldwell Chamber gave an update on tourism.
- Matthew Anthony gave an update on downtown events.

Meeting adjourned.



**City of Lenoir
Financial Summary
As of 12/31/2023**



General Fund					
	2023-2024 Budget	12/31/2023	% of Budget	Change from Previous Year	12/31/2022
Total Revenue	\$ 22,066,505.00	\$ 14,680,155.82	67%	\$ (93,860.50)	\$ 14,774,016.32
Expenditures	\$ 22,066,505.00	\$ 10,890,337.86	49%	\$ 594,404.49	\$ 10,295,933.37
Over/Under	\$ -	\$ 3,789,817.96		\$ (688,264.99)	\$ 4,478,082.95
Downtown District					
	2023-2024 Budget	12/31/2023	% of Budget	Change from Previous Year	12/31/2022
Revenues	\$ 236,900.00	\$ 35,760.32	15%	\$ 2,188.63	\$ 33,571.69
Expenditures	\$ 236,900.00	\$ 169,467.41	72%	\$ (45,819.95)	\$ 215,287.36
Over/Under	\$ -	\$ (133,707.09)		\$ 48,008.58	\$ (181,715.67)
Water/Sewer Fund					
	2023-2024 Budget	12/31/2023	% of Budget	Change from Previous Year	12/31/2022
Revenues	\$ 10,726,980.00	\$ 5,615,106.16	52%	\$ 226,521.31	\$ 5,388,584.85
Expenditures	\$ 10,726,980.00	\$ 4,297,015.42	40%	\$ 640,071.05	\$ 3,656,944.37
Over/Under	\$ -	\$ 1,318,090.74		\$ (413,549.74)	\$ 1,731,640.48

CITY OF LENOIR
COUNCIL ACTION FORM

I. Agenda Item: City Hall Restrooms Project

Background Information: The City of Lenoir received an allocation of \$200,000 in SCIF funding in early 2022 and began renovations to the exterior of City Hall in 2023. As a part of the renovations, it was recommended that the restrooms be upgraded and made ADA compliant utilizing local funds.

Staff began soliciting bids in July of 2023. It took several months to get three contractors to respond with either a quote or a no bid for the project.

It was decided to proceed with the project since the bathrooms have not been upgraded since the City moved into the building in 1982.

BIDS:

Bidder	Bid Amount
Swanson Construction	\$ 162,099.84
Mike Simmons Construction Co.	No Bid
Precision Contracting Co.	\$ 88,774.00

Staff recommends awarding the bid for City Hall restroom renovations to Precision Contracting Co. for the sum of \$88,774.00.

III. Reviewed by:

Finance Director: *Donna Bean*

Precision Contracting Co.
1761 Morris Creek Rd.
Granite Falls, NC 28630
Office (828) 759-3994 Mobile (828) 217-1879
Unlimited License #64428
dgray@steelconbuilders.com

To: City of Lenoir
801 West Ave.
Lenoir, NC

September 14, 2023

Attn: Duke Moore
Building Maintenance Dept.

Re: City Hall Building
Existing 8 Toilet Rooms Renovation

Dear Sir:

Per your request, see the following proposal and scope of work.

Demolition

1. In each room we will remove all hard tile, plumbing fixtures, toilet accessories, toilet partitions, electric heaters, acoustical ceilings and light fixtures.
2. All debris will be removed from site. We will protect existing areas and clean-up on a daily basis.

New Work

1. New current style porcelain tile on floors and wainscot to match existing layout.
2. Paint all walls and door frames.
3. Install new acoustical ceilings and LED light fixtures.
4. Each room will have new ADA compliant water closet and wall mounted hand sink. Each water closet will have ADA grab bars. All hand sinks will have new mirrors. Per ADA regulations, rooms will not have partition walls.
5. We will reuse the exhaust fan ductwork and install new exhaust fans; except for the basement rooms. These existing rooms don't have exhaust vents. Upon further investigation after the ceilings are removed, we can determine the option for new fans in these rooms.
6. All existing doors and hardware will remain. We will revise the door swing of Basement Women's Room. The existing windows and slate sills will remain in Women's room on 2nd and 3rd floors.
7. All material, labor, equipment, clean-up, supervision and complete insurance package. Work is based on regular weekday periods.

Total Cost of \$ 88,774.00

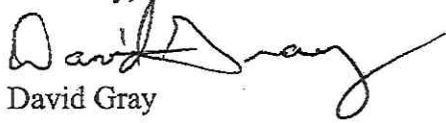
Exclusions: Cabinets, A/C work, work only inside toilet rooms.

Alternate for Electric Heaters

1. These existing rooms have heaters: 1st Floor Men and Women have one each, 2nd and 3rd Floor Women have two each. We have discussed the need of these heaters in new rooms. For your review, the cost of each new semi-recessed heater is \$1,108.00 each.

Thank you for the opportunity of this proposal.

Sincerely,


David Gray



Swanson Construction Services L.L.C.

Daily quote: Jesus said, Don't let your hearts be troubled. Trust in God, and trust in me. JOHN14:1

DATE: 10/10/2023

4323 Leger Rd, Valdese NC 28690
 Phone 828 851.6489
 SwansonConstructionService@gmail.com
 Licensed General Contractor # 80859

City of Lenoir
 801 West Ave. NW
 Lenoir NC 28645
 Duke Moore - contact

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
West Swanson	801 west avenue Lenoir	MATERIAL DEPOSIT, REMAINDER DUE AT INVOICE	N/A

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
8	Restroom renovation / 6 will be ADA Accessible basement and first floor will have two ADA compliant unisex	20,262.48	162,099.84
	New restroom fixtures include ADA height toilets, sinks with touchless faucet, grab bars, touchless paper towel dispensers, LED lighting, new drywall, 2 coats satin finish wall latex paint, use of existing doors with privacy signage locks per restroom, accoustical		
	Allowance of \$5.01 sq ft for floor tile and 4' of wall tile in each bathroom		
SUBTOTAL			
SALES TAX			
TOTAL			\$162,099.84

Quotation prepared by: (West) Shannon Swanson

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

To: Moore, Duke <dmoore@CI.LENOIR.NC.US>

Subject: Bathrooms Remodel

Duke and City Members of Lenoir

Due to the rising cost of building materials and plumbing supplies there is not a true estimate, that anyone could quote. The cost continues to change, sometimes weekly or even monthly. However, this also doesn't cover what could be hidden behind the walls and floors. There are so many variables that cannot be seen, for this reason, you can't give a true estimate.

Just want to be up front with you.

And for all the reasons above I cannot give a bid on this job.

Thank you to the town for considering me for the job.

Thank you,

Mike Simmons Construction, LLC



Chief Norman Staines
Fourth Quarter Report
October - December, 2023

OVERVIEW

Thank you for taking the time to look through the 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 fourth quarter of 2023. The fourth quarter of the year has been busy for our department and staff.

MAJOR EVENTS

OCTOBER – This month has been busy for administration and staff. Our department has participated in numerous community events as part of fire prevention month as well as trained on new Engine 2 and its equipment.

- Staff participated in fire prevention activities at the following locations:
 - o Cub Scout Pack 271 (October 2nd)
 - o First Baptist Church of Lenoir (October 10th)
 - o Whitnel Elementary School (October 10th and 12th)
 - o Lower Creek Baptist Church – Pre-School (October 11th)
 - o Lower Creek Elementary School (October 12th)
 - o Davenport Elementary School (October 13th)
 - o Lowes Hardware Safety Day (October 14th)
 - o Crestview Baptist Church (October 15th)
 - o ComServ (October 17th)
 - o First Presbyterian Church of Lenoir (October 18th)
 - o Early Head Start – Station Tour (October 19th)
 - o Wood, Fire and Smoke Festival – Fire Safety House (October 21st).
 - o First United Methodist Church (October 23rd)
 - o Hibriten High School (October 25th)
 - o Whitnel Elementary School Fall Festival (October 26th)
 - o New Horizon Elementary School (October 27th)
 - o Whitnel First Baptist Church (October 28th)
 - o Chick-fil-A (October 28th)
- Staff provided medical coverage for National Night Out (October 3rd).
- Staff provided medical coverage for William Lenoir Middle School football games (October 4th).
- Staff provided medical coverage for Hibriten High School football games (October 5th, 13th, 19th and 26th.)
- Chief Staines and Chief Jacobs were appointed to the Advisory Committee for the Emergency Management Degree program at Caldwell Community College & Technical Institute. They attended their first meeting on October 9th.
- Three staff members attended the North Carolina / South Carolina – International Association of Arson Investigators Fall Conference (October 16th – 20th)
- Staff provided medical coverage and fire prevention for Wood, Fire and Smoke Festival (October 21st).
- Staff provided medical coverage and traffic assistance for the Mad Hatter Pumpkin Patch – Run for Your Life 5K (October 27th).

- Staff hosted City of Lenoir Council and Administration for a breakfast and dedication of Engine 2 (October 27th).
- Staff provided medical coverage at Sabado en familia at Waterlife Church (October 28th).
- Staff handed out candy as part of the City of Lenoir Downtown Trick-or-Treat (October 28th).
- Tucker Price and Charlie Philyaw attend the ICS 300 class offered by Caldwell County Emergency Management (October 31st – November 2nd).

NOVEMBER – This month has been busy for administration and staff. Staff participated in several community events. Staff participated in training on fire hose and nozzle techniques.

- Staff provided medical coverage for Hibriten High School football game (November 3rd).
- Bryson Avery was hired as a part-time employee (November 6th).
- A City and County burn ban was put into effect on November 7th and was terminated on November 23rd.
- Staff set up Tower 1 with American Flag at the J.E. Broyhill Civic Center for the 2023 Foothills Veterans Winter Stand Down (November 9th).
- Staff participated in a fire prevention event at the First United Methodist Church for the Cub Scouts (November 13th).
- Staff provided medical coverage at the Light Up Lenoir events (November 16th).
- Staff began the transition from Emergency Reporting to the ESO reporting system.
- Staff assisted with “Turkey Tuesday” at the Martin Luther King Center (November 21st).
- Four staff members attended training at the National Fire Academy in Emmitsburg, MD. (November 17th – 19th).
- Staff toured the Lower Creek Waste Water Treatment Plant.
- The clock repair at Station 1 was completed on November 27th thanks to assistance from multiple City of Lenoir departments.
- Assistant Chief Jacobs completed the Fire Marshal 101 pilot course offered by the North Carolina Department of Insurance – Office of State Fire Marshal (November 27th – 30th).
- On-duty staff conducted fire safety training at Bernhardt Plant 7 (November 30th).

DECEMBER – Staff participated in several community events during December.

- Hosted quarterly “Retirees Breakfast” (December 1st).
- Staff provided medical coverage for the Downtown Lenoir Starry Night Christmas Parade (December 1st).
- Firefighters Maranda Harper and Brian Watson attended a three day heavy vehicle stabilization class in Durham (December 1st – 3rd).
- Staff assisted with placing Luminaries on Blue Ridge Memorial Park (December 8th).
- Staff provided medical coverage for the Dirty Santa Trail Run (December 9th).
- On-duty staff trained with Lenoir Police Department SRT team at the Caldwell County Fairgrounds (December 20th).
- Tucker Price started assisting with fire inspections one day per week (December 28th).

- Received a single gas detector to detect Anhydrous Ammonia as part of a 50/50 NCLM Safety Grant. The total cost of the detector and equipment was \$3,474.35.
- Mike Dellinger resigned from department effective December 30th.

RESPONSES / INCIDENTS / CALLS FOR SERVICE

INCIDENT COUNT

INCIDENT TYPE	4 th Quarter 2022 # INCIDENTS	4 th Quarter 2023 # INCIDENTS
MEDICAL	564	551
FIRE	285	300
TOTAL	849	851

PRE-INCIDENT VALUE – VS – DOLLAR LOSSES – VS PROPERTY SAVED

	PRE-INCIDENT VALUE	LOSSES	PROPERTY SAVED
2022 – 4 th QUARTER	\$1,491,800	\$345,200	\$1,146,600
2023 – 4 th QUARTER	\$745,400	\$326,800	\$418,600

LIGHTS AND SIREN – AVERAGE RESPONSE TIME (Dispatch to Arrival)

Station	MEDICAL 2022 4 th Quarter	MEDICAL 2023 4 th Quarter	FIRE 2022 4 th Quarter	FIRE 2023 4 th Quarter
Station 1	4:02	3:27	4:11	4:08
Station 2	4:10	3:20	2:08	3:17
Station 3	3:57	3:09	4:33	3:55

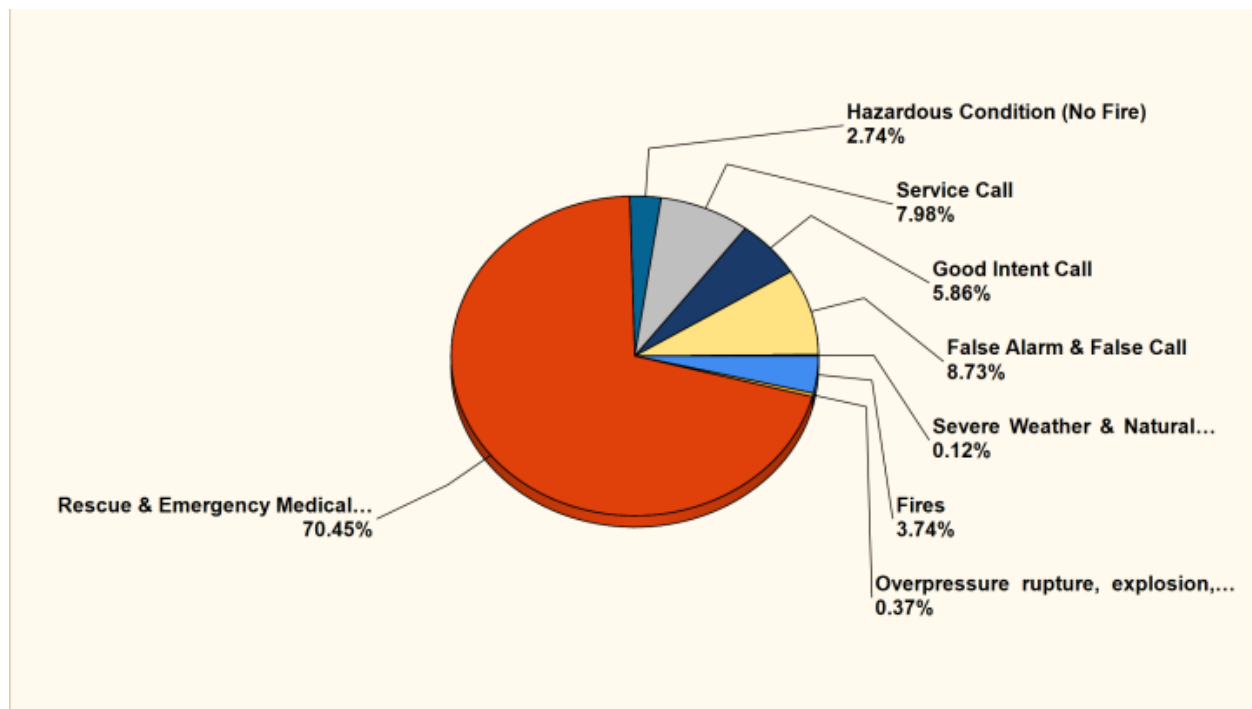
LIGHTS AND SIREN AVERAGE FOR ALL CALLS (MM:SS)

2022 – 4 th QUARTER	4:07
2023 – 4 th QUARTER	3:30
REDUCTION IN RESPONSE TIME	00:37

AVERAGE TIME ON SCENE (MM:SS)

2022 – 4 th QUARTER	40:52
2023 – 4 th QUARTER	38:17

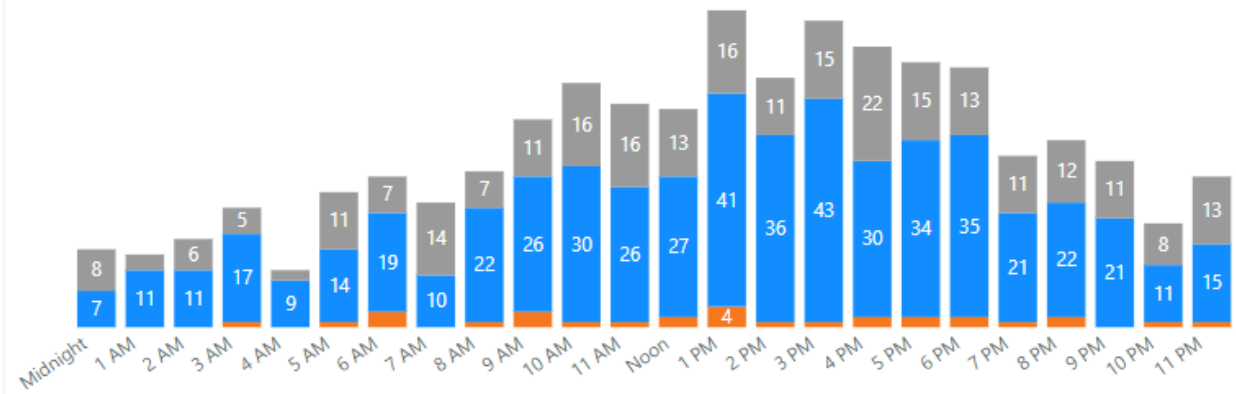
Breakdown by Major Incident Types



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	30	3.74%
Overpressure rupture, explosion, overheating - no fire	3	0.37%
Rescue & Emergency Medical Service	565	70.45%
Hazardous Condition (No Fire)	22	2.74%
Service Call	64	7.98%
Good Intent Call	47	5.86%
False Alarm & False Call	70	8.73%
Severe Weather & Natural Disaster	1	0.12%
TOTAL	802	100%

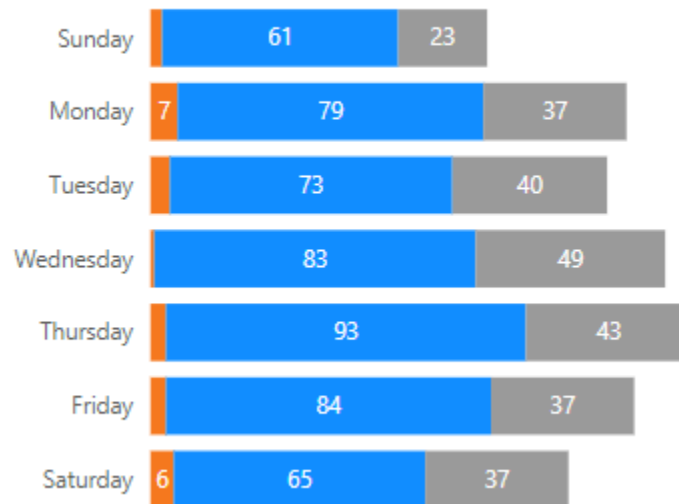
Number of Incidents by Hour of the Day

Incident Category ● Fire ● EMS ● Other



Number of Incidents by Weekday and Incident Category

● Fire ● EMS ● Other



4th QUARTER INCIDENT TYPE COUNT PER STATION

INCIDENT TYPE	# INCIDENTS 2022	# INCIDENTS 2023
Station: 1 - STATION 1		
100 – Fire, other	1	1
111 - Building fire	3	6
112 – Fire in structure other than a building	0	1
118 - Trash or rubbish fire, contained	1	2
131 - Passenger vehicle fire	3	2
132 - Road freight or transport vehicle fire	0	0
137 – Camper or recreational vehicle (RV) fire	1	0
140 – Natural vegetation fire, other	4	1
141 – Forest, woods or wildland fire	0	2
142 – Brush or brush and grass mixture fire	1	1
143 - Grass fire	0	1
151 - Outside rubbish, trash or waste fire	2	1
162 - Outside equipment fire	0	0
163 - Outside gas or vapor combustion explosion	0	0
240 – Explosion (no fire), other	1	0
251 – Excessive heat, scorch burns with no ignition	0	4
311 - Medical assist, assist EMS crew	15	18
321 - EMS call, excluding vehicle accident with injury	271	304
322 - Motor vehicle accident with injuries	17	18
323 - Motor vehicle/pedestrian accident (MV Ped)	3	0
324 - Motor vehicle accident with no injuries.	22	20
331 - Lock-in (if lock out , use 511)	2	1
341 - Search for person on land	0	0
351 – Extrication of victim(s) from building / structure	0	1
353 - Removal of victim(s) from stalled elevator	0	2
381 - Rescue or EMS standby	20	18
400 - Hazardous condition, other	0	2
410 – Combustible / flammable gas/liquid condition, other	0	1
411 – Gasoline or other flammable liquid spill	1	0
412 - Gas leak (natural gas or LPG)	3	6
413 - Oil or other combustible liquid spill	0	1
421 - Chemical hazard (no spill or leak)	0	1
422 - Chemical spill or leak	0	0
424 – Carbon monoxide incident	0	1
442 - Overheated motor	0	0
443 – Breakdown of light ballast	1	0
444 - Power line down	8	2
445 - Arcing, shorted electrical equipment	3	4
462 - Aircraft standby	1	0
463 - Vehicle accident, general cleanup	0	0
511 - Lock-out	0	0

522 - Water or steam leak	8	0
542 - Animal rescue	2	1
550 – Public service assistance, other	0	1
551 - Assist police or other governmental agency	1	0
552 - Police matter	0	0
553 - Public service	44	29
554 - Assist invalid	1	3
561 - Unauthorized burning	6	18
571 - Cover assignment, standby, move up	0	0
611 - Dispatched & cancelled en route	15	16
622 - No incident found on arrival at dispatch address	6	7
631 - Authorized controlled burning	2	6
651 - Smoke scare, odor of smoke	4	1
652 – Steam, vapor, for or dust thought to be smoke	1	0
671 - HazMat release investigation w/no HazMat	1	2
710 – Malicious, mischievous false call, other	0	1
713 - Telephone, malicious false alarm	0	0
714 – Central station, malicious false alarm	0	1
721 - Bomb scare, odor of smoke	0	0
731 - Sprinkler activation due to malfunction	8	0
732 – Extinguishing system activation due to malfunction	1	0
733 - Smoke detector activation due to malfunction	2	9
735 - Alarm system sounded due to malfunction	10	9
736 – CO detector activation due to malfunction	0	2
740 - Unintentional transmission of alarm, other	0	4
741 - Sprinkler activation, no fire - unintentional	4	0
743 - Smoke detector activation, no fire - unintentional	8	15
744 - Detector activation, no fire - unintentional	5	2
745 - Alarm system activation, no fire - unintentional	28	25
746 - Carbon monoxide detector activation, no CO	1	2
812 - Flood assessment	0	0
813 - Wind storm, tornado/hurricane assessment	5	1
911 – Citizen complaint	1	0
# Incidents for 1 - Station 1:	548	577
Station: 2 - STATION 2		
100 – Fire, other	1	0
111 - Building fire	5	1
113 - Cooking fire, confined to container	0	0
117 - Commercial Compactor fire, confined to rubbish	0	0
118 - Trash or rubbish fire, contained	1	0
121 - Fire in mobile home used as fixed residence	1	0
131 - Passenger vehicle fire	2	3
138 – Off-road vehicle or heavy equipment fire	1	0
142 – Brush or brush and grass mixture fire	0	1
143 – Grass fire	1	0
151 - Outside rubbish, trash or waste fire	0	1

154 - Dumpster or other outside trash receptacle fire	0	0
251 – Excessive heat, scorch burns with no ignition	0	2
311 - Medical assist, assist EMS crew	5	1
321 - EMS call, excluding vehicle accident with injury	96	71
322 - Motor vehicle accident with injuries	7	9
323 - Motor vehicle/pedestrian accident (MV Ped)	0	1
324 - Motor vehicle accident with no injuries.	12	9
341 – Search for person on land	0	1
357 – Extrication of victim(s) from machinery	0	1
381 - Rescue or EMS standby	0	1
400 - Hazardous condition, other	0	0
411 – Gasoline or other flammable liquid spill	1	0
412 - Gas leak (natural gas or LPG)	2	1
413 - Oil or other combustible liquid spill	0	0
421 – Chemical hazard (no spill or leak)	1	0
444 - Power line down	4	1
445 - Arcing, shorted electrical equipment	0	2
462 - Aircraft standby	1	0
511 - Lock-out	1	0
522 - Water or steam leak	0	0
531 - Smoke or odor removal	0	0
542 - Animal rescue	0	1
550 - Public service assistance, other	0	0
551 - Assist police or other governmental agency	1	1
552 – Police matter	1	0
553 - Public service	9	13
554 - Assist invalid	1	3
561 - Unauthorized burning	3	4
571 - Cover assignment, standby, move up	0	0
611 - Dispatched & cancelled en route	3	8
621 – Wrong location	1	0
622 - No incident found on arrival at dispatch address	1	2
631 - Authorized controlled burning	0	1
651 - Smoke scare, odor of smoke	5	1
711 - Municipal alarm system, malicious false alarm	0	0
713 – Telephone, malicious false alarm	1	0
715 - Local alarm system, malicious false alarm	0	0
731 - Sprinkler activation due to malfunction	1	1
732 - Extinguishing system activation due to malfunction	0	0
733 - Smoke detector activation due to malfunction	1	1
734 - Heat detector activation due to malfunction	0	0
735 - Alarm system sounded due to malfunction	0	1
740 - Unintentional transmission of alarm, other	1	0
741 - Sprinkler activation, no fire - unintentional	2	0
743 - Smoke detector activation, no fire - unintentional	2	3
744 - Detector activation, no fire - unintentional	0	1

745 - Alarm system activation, no fire - unintentional	0	4
746 - Carbon monoxide detector activation, no CO	0	0
813 - Wind storm, tornado/hurricane assessment	5	0
814 - Lightning strike (no fire)	0	0
# Incidents for 2 - Station 2:	184	151
Station: 3 - STATION 3		
100 - Fire, other	0	0
111 - Building fire	3	1
113 - Cooking fire, confined to container	0	1
131 - Passenger vehicle fire	0	0
138 - Off-road vehicle or heavy equipment fire	0	1
143 - Grass fire	0	2
151 - Outside rubbish, trash or waste fire	0	1
251 - Excessive heat, scorch burns no ignition	0	1
311 - Medical assist, assist EMS crew	6	5
321 - EMS call, excluding vehicle accident with injury	54	49
322 - Motor vehicle accident with injuries	5	1
324 - Motor vehicle accident with no injuries.	3	4
331 - Lock-in (if lock out, use 511)	1	0
341 - Search for person on land	0	1
353 - Removal of victim(s) from stalled elevator	0	1
363 - Swift water rescue	0	0
381 - Rescue or EMS standby	0	1
410 - Combustible / flammable gas/liquid condition, other	1	0
412 - Gas leak (natural gas or LPG)	0	2
413 - Oil or other combustible liquid spill	1	0
421 - Chemical hazard (no spill or leak)	0	0
423 - Refrigeration leak	0	0
424 - Carbon monoxide incident	0	0
442 - Overheated motor	0	0
444 - Power line down	1	0
445 - Arcing, shorted electrical equipment	0	2
463 - Vehicle accident, general cleanup	0	0
500 - Service Call, other	0	0
511 - Lock-out	0	1
531 - Smoke or odor removal	0	0
551 - Assist police or other government agency	1	1
553 - Public service	10	9
554 - Assist invalid	2	1
561 - Unauthorized burning	1	3
571 - Cover assignment, standby, move up	0	0
611 - Dispatched & cancelled en route	3	3
622 - No incident found on arrival at dispatch address	0	0
631 - Authorized controlled burning	0	1
651 - Smoke scare, odor of smoke	1	1
671 - HazMat release investigation w/no HazMat	0	1

711 – Municipal alarm system, malicious false alarm	0	1
731 – Sprinkler activation due to malfunction	0	1
733 - Smoke detector activation due to malfunction	1	1
735 - Alarm system sounded due to malfunction	2	0
736 - CO detector activation due to malfunction	0	1
740 – Unintentional transmission of alarm, other	1	0
741 - Sprinkler activation, no fire - unintentional	1	0
743 - Smoke detector activation, no fire - unintentional	5	6
745 - Alarm system activation, no fire - unintentional	1	1
746 – Carbon monoxide activation, no fire – unintentional	1	1
813 - Wind storm, tornado/hurricane assessment	3	0
# Incidents for 3 - Station 3:	108	106

TRAINING REPORT

In the third quarter, our department participated in a total of **3,716** hours of training. This training accounts for both on and off duty training.

Student Hours by Month

	On Duty	Off Duty	Total
October	1579	188	1767
November	1682	166	1848
December	57	44	101
Total	3318	398	3716

October: During the month, staff complete trauma training for their EMT in service. They then trained on water supplies and vehicle extrication training as they continued for familiarize themselves with the new truck and its equipment.

November: During the month, staff completed training on behavioral emergencies for their EMT in service. They then trained on fire hose, streams and appliances and vehicle extrication.

December: During the month, staff started completing their training on harassment prevention as part of City mandated training topics. This training will continue into January 2024.

FIRE PREVENTION ACTIVITIES

In the fourth quarter of 2023 the department delivered twenty-seven (27) fire prevention presentations / public education programs. We were able to perform these programs for businesses, schools, and religious groups and had an estimate of 3,296 participants.

0-4 years (preschool)	546
5-10 years (elementary)	851
11-13 years (middle school)	484
14-18 years (high school)	335
Adults (19-61)	1080
Seniors (62+)	0
Total Participants	3,296

Thirty (30) smoke detectors were installed in fourth quarter 2023. These detectors can be requested and installed free for our citizens by calling one of our stations and scheduling them.

FIRE MARSHAL'S REPORT

Fire Marshal – This quarter **275 fire code inspections** on business within the Lenoir City Limits were completed. Monthly totals were 103 in October, 90 in November and 82 in December.

- The Fire Marshal investigated 9 complaints at the following locations: TCBY, Lowe's Home Improvement, Valmead School, Comic Range and Gaming, Lower Creek Elementary School and WalMart. Illegal burn complaints were investigated at 512 Wentworth Place and 607 Wentworth Place. Information packets on acceptable burning within the City was given out at these locations.
- The Fire Marshal put in significant work on several projects this quarter to include: Jason Mart, Yarn Shop, Boone Lumber, 1841 Restaurant, Old Paxar Building, Central Baptist Church, Exela, First Baptist Church of Lenoir, Kingdom Hall, Fire Department Station 3, Coco Bail Bonds, Banana Box Grocery, Nara Express, First Class Pawn, Mattress Warehouse, Caldwell Memorial Hospital, Swartz and Swartz, Fleet Genius, Frankie's Pizza, Craftmasters, GFD Property Management, Blue Ridge Teijen, Northside Childrens Center, Bumgarner Oil, Chris' Home Builders, Foothills Bio-Energies, Beauty Express, T-Mobile, Koinonia and Planning Department.

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 **60 investigations** that occurred in the City with the list below being of higher impact:

- House fire: Wilson, Hospital, Vance and Hemlock
- Commercial: Women's Shelter, Fairfield Chair # 2, Creekway Inside Flea Market, Bemis and Bernhardt # 3
- Wildland: Wilkesboro Blvd and Southwest Loop

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.

- Hydraulic fluid spill on West Ave, Hospital Ave and Fire Station 1 from Republic truck
- Search for lost person – trails at Aquatic Center
- Search for lost person – Bannon Street, elderly person walked away from home
- Gas leak on Arlington Circle, was leak inside apartment complex
- Gas leak on Vance Street, was leak from old meter
- Gas leak near Blueridge Engeries, potentially from truck coming through the City
- Gas leak at Conerstone Dentistry, was leak from bad regulator
- Gas leak on Sherelee Street, was leak around tank
- Multiple storm preps with one storm causing damage and calls for service

Burning Issues –

- 31 illegal burns
- 8 authorized burns

Other –

- Reapplied for smoke detector grant with the Office of State Marshal. They are currently out and will notify us when they have additional detectors to distribute.
- Started process for changing departmental software from Emergency Reporting to ESO.
- Working with City Safety on OSHA and Emergency Operations Plan for Fire Department and City.









February 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 6:00 p.m. City Council	7 9:00 a.m. Staff Mtg.	8 2:00 p.m. ABC Board 6:00 p.m. Lenoir Business Adv. Brd. (City Hall, 3rd Floor)	9	10
11	12 Noon - City/County Services Committee	13 8:15 a.m. Economic Development Adv. Committee	14 Happy Valentine's Day!	15	16	17
18	19 6:00 p.m. Parks & Recreation Adv. Brd. (Mulberry Rec. Ctr.)	20 6:00 p.m. City Council	21 9:00 a.m. Staff Meeting	22	23 8:00 a.m. City Council Budget Retreat (J.E. Broy. Civic Ctr.)	24
25	26 5:30 p.m. Planning Board	27 8:30 a.m. Committee of the Whole (City Hall, 3rd Floor)	28 Noon - Foothills Regional Airport Authority	29		
		Notes for March				