

**AGENDA
CITY OF LENOIR
COMMITTEE OF THE WHOLE
801 WEST AVENUE
TUESDAY, AUGUST 27, 2024
8:30 A.M.**

I. CALL TO ORDER

II. CITIZEN COMMENT

III. COMMITTEE ITEMS

- A. Update; Public Services Public Works Director Jon Hogan will report on current projects.
- B. Update; Public Services Public Utilities Director Jeff Church will report on current projects.

IV. COMMUNITY DEVELOPMENT

- A. Lenoir Business Advisory Board: The Lenoir Business Advisory Board met on Thursday, August 8. Brenda Floyd, Main Street & Economic Development Director will present a report of the meeting. Minutes of the June 13, 2024 meeting are submitted as information.
- B. Lenoir Tourism Development Authority: The Lenoir Tourism Development Authority (LTDA) met on Thursday, August 8. Minutes of the June 18 meeting are submitted as information. Brenda Floyd, Main Street & Economic Development Director will present a report of the meeting.
- C. Planning Board: The Planning Board meets on Monday, August 26. Hannah Williams, Planning Director will present a report of the meeting.
 - 1. Amendment; Comprehensive Plan: Staff has decided to add the Parks and Recreation Master Plan to this process in order to streamline community engagement efforts, and respond to recreation-themed feedback received during Phase I of public input. The original cost of this project is \$125,000, which has been funded in the current fiscal year. The Parks and Recreation Master Plan adds \$50,000, which is allocated through received grant funding.

Danny Wilson, Project Planner will discuss the scope of the project at the meeting.

Staff requests authorization from City Council to enter into a contract with Freese and Nichols for their services and the City Manager be authorized to sign the contract on behalf of the City of Lenoir.
- D. Parks & Recreation Advisory Board: The Parks & Recreation Advisory Board met on Monday, August 19 at 6:00 p.m. at Mulberry Recreation Center. Phil Harper, Parks & Recreation Director will present an update of current activities and projects.

V. FINANCE & ADMINISTRATION

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A. Update –Donna Bean, Finance Director

1. July Financial Summary – Finance Director Bean
2. Mark III Brokerage Agreement: Staff recommends City Council approve contracting with Mark III Brokerage, Inc. as the City's benefit broker at a cost of \$25,500.
3. Job Descriptions; Landscaping & Grounds Position: Staff recommends changing the position's job title from Parks and Grounds Equipment Operator to Parks and Public Properties Superintendent to provide the supervision needed for the re-organized division. The current budget allocation will cover the funding for these positions. The individual moving into the Superintendent position is currently the Turf Manager and the Turf Manager and one other vacant positions will be filled as of January 1, 2025.

Staff recommends City Council approve title changes as presented.

B. Update: Jared Wright, Director of Special Project and Grants

C. Update; Public Communications - Joshua Harris, Public Information Officer

1. July Communications Report

VI. PUBLIC SAFETY

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

1. 2nd Quarter Report (April – June)

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

1. 2nd Quarter Report (April – June)
2. Report for July 2024 – Incident Runs by Apparatus/Calls for Service

VII. OTHER

A. September Calendar

VIII. ADJOURN

Lenoir Business Advisory Board Meeting
Meeting Minutes
6/13/2024

3

Meeting Attendance

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

Staff Members PRESENT	Guest
1. Lauren Hartley	1.

Mark Transou called the meeting to order.

Approval of Minutes

- o Upon a motion from Matt Underwood to approve the May 9, 2024 minutes, seconded by Tim Biddix. All were in favor, none opposed.

Report from Grants Committee

- o Brenda Floyd gave an update on upcoming businesses that may apply for grants.

Lenoir Main Street Committee Update

- o Brenda Floyd gave an update on the upcoming events, which were provided.

Updates

- o The Downtown Masterplan is ongoing.

Other Business

- o **Officer Nominations/Terms**
 - Mark Transou stated there will be nominations to be voted on at the next meeting.
 - Amy Adams will be a new board member, effective July 1st. She is the owner of Southern Roots Salon.

Meeting adjourned.

Lenoir Tourism Development Authority
Meeting Minutes
6/18/2024

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Meeting Attendance

Board Members PRESENT	Board Members ABSENT	Ex-Officio Members PRESENT	Ex-Officio Members ABSENT
1. Dana Clark- Chair	1. Glenda Wilson	1. Scott Hildebran	
2. Matt Underwood	2. Karin Davidson	2. Donna Bean	
3. Angela Johnson			
4. Jesse Plaster			
5. Kimberly Edmisten			

Staff Members

PRESENT

1. Brenda Floyd	3. Joshua Harris
2. Lauren Hartley	

Guest/Public

1. Bryan Moore	3. Julie Bentley
2. Joe Gibbons	

Chair Dr. Dana Clark called the meeting to order.

- Mayor Gibbons stated we have 2 new board members effective July 1, 2024. Julie Phan Bentley who was in attendance and Jennifer Barlow.

Approval of Minutes

Matt Underwood made a motion to accept the March 14, 2024 minutes, seconded by Angela Johnson, 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 \$319,647.44 with \$189,087.21 in revenues and \$378,573.94 in expenditures. The total amount obligated is \$145,251.33 with a remaining amount of \$174,396.11.

Requests

- A request of \$229.12 was made for additional funding for the Beer Trail.
- A request of \$305,580 was made for additional funding to be taken from the fund balance for the following items:
 - O Lenoir High School Renovations \$50,000
 - O Farmer's Market \$50,000

- o Wayfinding signs \$50,000

- o Sign-321 \$155,580

- A request of \$4,000 was made for additional funding for the Chamber Contract with WordJack Media.

Matt Underwood made a motion to pay the 3 additional funding request as stated, seconded by Kim Edmisten, which was voted upon and passed unanimously.

- A request was made to pay \$1,000 towards staffing for the Blackberry Festival.

Jesse Plaster made a motion to pay \$1,000 towards staffing for the Blackberry Festival, seconded by Kim Edmisten, which was voted upon and passed unanimously.

Video/Festival Updates/Marketing

- Brenda Floyd gave an update on downtown events. An application is being processed for a free 60-90 second promotion video for the Blackberry Festival through the Uplift tourism program.
- Matt Underwood spoke about the Explore Caldwell webpage which will be converted to the Lenoir Tourism webpage.

Chris Cavanaugh

- Through the Uplift tourism program the board is provided with 6 free hours with Chris Cavanaugh. Dana Clark requested the board pay \$2,000 for strategic planning in addition to these free hours.

Matt Underwood made a motion to pay \$2,000 for Chris Cavanaugh, seconded by Jesse Plaster, which was voted upon and passed unanimously.

Meeting adjourned.

CITY OF LENOIR**COUNCIL ACTION FORM: August 23, 2024****I. Agenda Item:**

Staff requests permission to approve the attached amendment to the Freese and Nichols (FNI) Comprehensive Plan Contract in order to add the Parks and Recreation Master Plan. Staff requests that the City Manager be authorized to sign the contract on behalf of the City.

II. Background Information:

FNI has been retained to consult with Planning Staff and guide the effort to update the Lenoir Comp Plan. Staff has decided to add the Parks and Rec Master Plan to this process in order to streamline community engagement efforts, and respond to recreation-themed feedback received during Phase I of public input.

The original cost of this project is \$125,000, which has been funded in the current fiscal year. The Parks and Recreation Master Plan adds \$50,000, which is allocated through received grant funding.

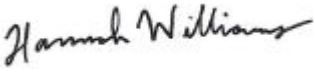
III. Staff Recommendation:

Staff requests the authorization from Council to enter into a contract with FNI for their services.

IV. Reviewed by:

City Attorney: _____

Finance Director: _____

Planning Director:  _____



**PROFESSIONAL SERVICES AGREEMENT
AMENDMENT # 1**

City of Lenoir, NC

FNI Project:

801 West Avenue NW

Client Contract:

PO/Contract No.)

Lenoir, NC 28645

Date:

8/23/2024

Project Name:

2045 Comprehensive Plan; adding Parks and Recreation Master Plan

The citywide Parks and Recreation Master Plan update will include an introduction and community analysis, parks and recreation inventory, identification of vision and goals, needs assessment, and recommendations for existing and future parks, recreation, and open space desires. The study area will encompass the entire City limits. The assessment will include the 12 existing City-owned parks and recreation facilities listed on the City's website.

Task 1: Engagement and Meetings

Consultant will include the following additional meetings and engagements. Parks elements will be incorporated into the Comprehensive Plan public engagement events.

Description of Services:

1. Kickoff meeting with technical City staff members and parks and recreation facilities tours and inventory (2 days)
2. Updates to the Comprehensive Plan website to include a new webpage that contains information about the Parks and Recreation Master Plan
3. Additional online engagement and survey tools to be added to the Parks and Recreation Master Plan webpage
4. One (1) in-person community event
5. Two (2) Recreation Advisory Committee Meetings to obtain feedback and review information gathered to-date

These meetings and engagements may be adjusted for other engagements with similar levels of effort, as agreed upon by all parties. Should any of these meetings or engagements not be conducted during the planned consultant trips, they may be conducted virtually, by City staff without the consultant present, or by other means as agreed upon by all parties.

In addition to the Consultant-led engagement events, the City will also engage the community through the following activities:

1. During community events and festivals at which the City was already planned to pass out information
2. Handing out flyers, survey forms, and information during other events, such as high school football games, and at the Senior Center

3. Having a digital survey station setup at recreation facilities to encourage users to submit feedback
4. Coordinate with K-12 public schools to obtain input from school children

Task 2: Introduction & Community Analysis

1. FNI will prepare an introduction chapter to the report to summarize the purpose of the plan, the benefits of parks and recreation, and any necessary context beyond the Comprehensive Plan.
2. FNI will prepare a community context chapter. The chapter will document and analyze the City's demographic profile and previous planning efforts to understand user groups and establish a basis for park standards and future demands. Items to be included in the report may include historic and projected populations, growth areas, age distribution, race and ethnicity, educational attainment, employment, and economics. FNI will duplicate this information from the Comprehensive Plan as feasible.

Task 3: Parks Inventory

1. City staff will provide baseline parks and recreation data including park and facility names, locations, acreages, lists of amenities, condition/warranty information, and list of programs. FNI will provide questionnaires and spreadsheets to City staff during project initiation to facilitate this data gathering.
2. FNI will prepare a parks and recreation inventory chapter to document the following: current parkland size, location and classification; quantity of equipment and amenities; and identification of recreation programs to create a snapshot of the current parks and recreation system. This data will be used as the basis for the Parks Assessment.

Task 4: Parks Assessment

1. FNI will conduct demand-based, standards-based, and resource-based needs assessments to analyze parkland location, quantity, and amenities. Public input will be summarized in the demand-based assessment.
2. FNI will develop target levels of service for parkland acreage, trail corridors and linkages, and other amenities that are right sized for the City. Levels of service will be based on current population and future population projections from the Community Analysis.
3. Detailed assessment of indoor recreation facilities is not included in this scope of services; however, including detailed information obtained from the City about the indoor recreation facilities will be part of the project.

4. City staff will provide information about the condition and needs of indoor recreational items, including but not limited to flooring, equipment condition, room usage, programming challenges, and other related items that can be used to help identify improvements and prioritize capital needs.
5. FNI will present a summary identifying noted needs in the City's parks network and recreational programming, based on the findings of the Parks Assessment. These needs will be addressed in the recommendations.

Task 5: Recommendations & Implementation

1. FNI will draft a recommendations chapter based on the outcomes of the public input and the needs assessment. Recommendations may include land acquisition and development of new parks, enhancements and upgrades to existing parks, recreational programming, operations and maintenance considerations, high-level trails master plan (including pulling in greenway elements from the Pedestrian Plan and Downtown Plan), and partnerships and funding opportunities.
2. FNI will develop an Implementation Plan. Based on community and City staff feedback, recommendations will be prioritized into an implementation action plan to include initiation time frames and planning level potential cost ranges.
3. The Implementation Plan will include prioritization and general budgeting to help inform the City's 10-year Capital Improvement Plan.

Task 6: Preparation of Final Documents & Adoption

1. Draft Plan Report
 - a. Individual draft elements will be sent throughout the process, in alignment with the tasks above. The City will consolidate comments from staff and provide one set of consolidated comments per plan element to FNI.
 - b. A full draft of the Parks Plan (Draft 1) will be provided to the City and other parties the City wishes to include for internal review and comments. The City will consolidate comments from staff and others on Draft 1 and provide one set of consolidated comments within three (3) weeks of submission. FNI will facilitate a comment review meeting to clarify any comments, if needed.
 - c. A revised full draft of the Parks Plan will be provided that addresses the comments from Draft 1. This draft will serve as the draft for public review and comment, which will coincide with the Comprehensive Plan public review draft.
 - d. Changes will not be made to Draft 2 based on the public feedback gathered above, public feedback and comments will be provided in their entirety to City Commission along

with the draft plan for consideration and discussion.

2. Plan Adoption Meetings

- a. City staff will be responsible for presenting the draft Plan to the Recreation Advisory Board.
- b. One (1) Planning Board recommendation meeting, the same meeting where the Comprehensive Plan is being considered.
- c. One (1) City Council adoption meeting, the same meeting where the Comprehensive Plan is being considered.

1. Final Report and Deliverables

- a. Produce an “as adopted” final Plan that incorporates any changes requested during the adoption process by City Council.
- b. The Plan document will be prepared in Adobe InDesign and mapping will be done via ESRI’s ArcGIS software. Other graphic software may be utilized at the consultant’s discretion.
- c. Deliverables will be provided in digital format (PDF), including both text and mapping, such that it will be easily reproducible. Electronic files of the final Plan will be provided to the City.

Deliverables:

Schedule:	No changes
Compensation Type:	Lump Sum Fee
Current Contract Amount:	\$125,000
Amount of this Amendment:	\$50,000
Revised Total Amount Authorized:	\$175,000

The services described above shall proceed as amended upon execution of this Amendment. All other provisions, terms, and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

CITY OF LENOIR, NC

FREESE AND NICHOLS, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

		City of Lenoir Financial Summary As of 7/31/2024					
General Fund							
	2024-2025 Budget	7/31/2024	% of Budget	Change from Previous Year	7/31/2023		
Total Revenue	\$ 23,751,580.00	\$ 10,476,031.58	44%	\$ (1,672,238.02)	\$ 12,148,269.60		
Expenditures	\$ 23,751,580.00	\$ 1,987,532.10	8%	\$ (200,367.16)	\$ 2,187,899.26		
Over/Under	\$ -	\$ 8,488,499.48		\$ (1,471,870.86)	\$ 9,960,370.34		
Downtown District							
	2024-2025 Budget	7/31/2024	% of Budget	Change from Previous Year	7/31/2023		
Revenues	\$ 264,700.00	\$ 5,626.55	2%	\$ (9,679.40)	\$ 15,305.95		
Expenditures	\$ 264,700.00	\$ 13,594.05	5%	\$ 794.83	\$ 12,799.22		
Over/Under	\$ -	\$ (7,967.50)		\$ (10,474.23)	\$ 2,506.73		
Water/Sewer Fund							
	2024-2025 Budget	7/31/2024	% of Budget	Change from Previous Year	7/31/2023		
Revenues	\$ 11,770,028.00	\$ 1,116,226.60	9%	\$ 301,200.19	\$ 815,026.41		
Expenditures	\$ 11,770,028.00	\$ 794,789.69	7%	\$ 349,950.11	\$ 444,839.58		
Over/Under	\$ -	\$ 321,436.91		\$ (48,749.92)	\$ 370,186.83		

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Consideration to approve the title change as presented.

Background Information: Staff Recommends changing the position's job title from Parks and Grounds Equipment Operator to Parks and Public Properties Superintendent to provide the supervision needed for the re-organized division. The current budget allocation will cover the funding for the position change. There will not be a new position added to the department. The individual moving into the Superintendent position is currently the Turf Manager. It will be necessary to hire another Turf Manager, thus the need to convert the Parks and Grounds Equipment Operator position to the Parks and Public Properties Superintendent position. The Turf Manager and one other vacant positions will be filled as of 1/1/25 and the overall impact on the budget will be ~2,000 less than anticipated in the current budget.

- II. Staff Recommendation:** Staff recommends City Council approve title changes as presented.

III.

- IV. Reviewed by:**

City Attorney: _____

Finance Director: *Donna Bean*

Public Works/Public Utilities Director: _____

Recommendation					
<i>Recommendation: Based on input from the Department Head, staff recommends the following changes.</i>					
To Be Effective 09/1/24					
Department	Current Title	Proposed Title	Recommendation	Current Grade	Proposed Grade
Division Re-Organized - Change Pay Grade					
Parks and Public Properties	Parks and Grounds Equipment Operator	Parks and Public Properties Superintendent	Change the position's job title from Parks and Grounds Equipment Operator to Parks and Public Properties Superintendent to provide the supervision needed for the re-organized division. The current budget allocation will cover the funding for these positions.	17	43

PARKS AND PUBLIC PROPERTIES SUPERINTENDENT

General Statement of Duties

Performs responsible technical, managerial, administrative and supervisory work in the maintenance, repair activities, planning, organizing, and directing of the Parks and Public Properties division of the Public Works Department. The position is tasked with creating, designing and maintaining aesthetically pleasing environments throughout the City of Lenoir

Distinguishing Features of the Class

An employee in this class plans, organizes and manages the design, maintenance and repair of parks and public properties, the work of crews of Parks and Public Properties staff. Work also includes budget development and management, personnel management, and planning on a daily basis which will include long term planning for projects and departmental operations. Work involves developing specifications for city properties along with the Public Services Director of Public Works, coordinating with other City divisions and departments to include coordinating with parks and recreation to provide facilities and fields to meet the needs of the public, sharing equipment and staff, responding to internal and external customer complaints and scheduling equipment repairs. Work involves determining work priorities, supervising work completion, and ordering materials. This employee will perform duties of a grounds worker on a limited basis. Work requires considerable judgment and initiative in performance of duties. Tact and diplomacy are required in dealing with and resolving complaints. Employee is subject to hazards in the work environment including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, atmospheric conditions, oils, and tight quarters. Work is performed under the general supervision of the Public Services Director of Public Works and is evaluated by conference, reports and periodic inspections.

Duties and Responsibilities

Essential Duties and Tasks

- Work with Parks and Public Properties staff to design and install landscapes on city properties.
- Assist in the design and implementation of landscapes on large scale city projects.
- Work with the Parks and Public Properties staff to create and implement pest management programs and strategies on our landscaped properties.
- Work with Parks and Recreation as well as numerous property managers such as Police and Fire on landscape design, installation and maintenance of their properties.
- Coordinate with Parks and Recreation to meet the needs of scheduled events and utilization of public spaces.
- Work with Parks and Recreation Division staff and Buildings Maintenance staff on scheduling and programming the maintenance of all city recreational parks, building and facilities (Broyhill Walking. JE Broyhill, Mulberry etc.). This includes maintenance and cleaning of all amenities such as play systems, benches, shelters and restrooms.
- Work with contractors and Parks and Public Properties staff to schedule tree pruning and removal jobs on city properties.
- Work with Parks and Recreation on any projects or maintenance issues within the city parks.

- Assist in the design and implementation of landscapes and play systems with the city parks.
- Work with the staff in the scheduling, programming and maintenance of the City's sports turf program and IPM programming on city properties.
- Work with Recreation and Athletic Directors on scheduling fields for maintenance, play and tournaments.
- Work with "all" staff on weekly Downtown Maintenance operations (trash, weeds, blowing etc.).
- Assist crews with maintenance planning (mowing, pruning, spraying, and mulching and leaf removal) and scheduling on various city properties, passive parks, recreation parks, downtown and numerous traffic islands.
- Supervises crews in field directly and indirectly through supervisor and crew leaders; drives around to work sites; monitors work progress, quality, etc.; shifts staff for emergencies and priority needs.
- Assign Parks and Public Properties crews to property sites and vehicles; check for use of proper, safety equipment; plan and set priorities and work schedules on daily basis; shift personnel based on seasonal activities, adjust for absences, complaints, requests for service, adverse weather conditions, daily demands, deadlines and priorities, etc.; responds to requests from other City departments for assistance.
- Develop budget projections and request for annual and capital needs, equipment, materials and staff; obtain quotes on costs; monitor and control expenditures for division within approved budget and procures needed supplies, tools, and equipment.
- Confirm OSHA and City safety regulations are followed in all aspects of the work; conducts safety training in accordance with requirements; reviews accidents and prepare reports. Prepares and present monthly safety training in accordance with requirements; instruct personnel in safe work practices pertaining to equipment operation, exposure to human body fluids, and hazardous materials, etc.
- Inspect and identify needs; plan and organize workflow, improvement, repair, replacement and/or installation work for City properties and develops daily, weekly, yearly, and project action plans.
- Keep an open line of communication with companies and vendors within the industry to stay current with new plant materials etc. available on the market to better serve our landscapes.
- Assist with yearly selection purchase and installation of seasonal decorations to include Christmas tree and holiday decoration throughout the city.
- Work with Tree Board on tree issues and annual planning of Arbor Day event
- Work with Public Art Commission on the installation and landscape of art on city properties.
- Maintain appropriate records and prepare daily, weekly and monthly reports.
- Make field inspections on routes observing staff performance for proper use of safe and efficient procedures and equipment.
- Perform varied performance management duties; screen and hire; ensure proper training including safety training and cross training; coach and motivate; monitor and evaluate performance; take disciplinary action and recommend dismissal to the Public Services Director of Public Works.
- Prepare time and payroll records; compile and review crew reports;
- Receive and respond to citizen inquiries, complaints and/or request; assign or investigate personally or by proxy; explain policies and procedures and make decisions concerning appropriate course of action.
- Work with the Public Services Director of Public Works on defining needs and

specifications on projects and with contractors to ensure work meets the contract and plan specifications.

- Work with Master Gardener's on Arbor Day Celebration and tree giveaway.
- Work with Cooperative Extension on planning the annual Earth Day/Arbor Day event.
- Perform related duties as required.

Recruitment and Selection Guidelines

Knowledge Skills and Abilities

- Thorough knowledge of the principles, practices and methods essential to construction, repair and maintenance of public spaces and parks.
- Considerable knowledge of methods and practices of turf management and horticulture.
- Considerable knowledge of the tools, materials and operations, maintenance, capabilities and limitations of light to heavy equipment used in landscape work.
- Considerable knowledge of the occupational hazards and proper safety precautions involved in the operation of equipment.
- Considerable knowledge of the principles and properties of soil, fill materials, concrete, turf and plants.
- Considerable knowledge of principles of modern effective supervisory principles and practices including communication, coaching, motivating and conducting performance evaluations and skill in using effectively in supervising personnel.
- Working knowledge of the City's personnel, budget and purchasing policies and procedures.
- Ability to communicate effectively orally and in writing; to prepare plans, budget proposals and reports.
- Ability to schedule work, ensuring work not inhibited by contingencies and optimizing production.
- Ability to exercise sound judgment and initiative.
- Ability to be tactful and to use diplomacy in dealing with the public, especially in handling and resolving complaints.
- Ability to establish and maintain effective working relationships with employees, other departments, and the general public.

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, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally; and/in excess of 50 pounds of force frequently; and/or in excess of 20 pounds of force constantly to move objects.
- Must possess the visual acuity analyze data and figures, to operate a computer, to maintain records and prepare reports; to use measurement devices; to operate equipment and to determine the accuracy, neatness and thoroughness of work.

Desirable Education and Experience

- Graduation from an accredited technical or community college with an associated degree in landscaping, horticulture, turf management or other related field, and some

related planning and supervisory experience or graduation from high school, GED, and extensive related experience including some supervisory experience; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina Class C driver's license.

CITY OF LENOIR
COUNCIL ACTION FORM

- I. Agenda Item:** Consideration to approve contracting with Mark III Brokerage, Inc as the City's benefit broker.

Background Information: Staff recommends considering the approval of contracting with Mark III Brokerage, Inc as the City's benefit broker. Mark III will evaluate our current benefits package to evaluate our competitiveness and appropriateness of coverage. Mark III will also provide enrollment services, an employee website for benefit information, help with benefit enrollment and service delivery. The contract period is September 1, 2024 to June 30, 2027. The cost annually is \$25,500. The City had a broker, which provided less services, until FY 2018-2019 and the cost for the service at that time was \$35,753.50.

- II. Staff Recommendation:** Staff recommends City Council approve contracting with Mark III Brokerage, Inc as the City's benefit broker at a cost of \$25,500.
- III. Reviewed by:**

City Attorney: _____

Finance Director: *Donna Bean*

Public Works/Public Utilities Director: _____

Contract for Broker Services

Between City of Lenoir and Mark III Brokerage, Inc.

THIS AGREEMENT made the 1st of September, 2024 between City of Lenoir whose business is at 801 West Ave NW, Lenoir, NC 28645 and Mark III Brokerage, Inc., a North Carolina Corporation whose business address is 211 Greenwich Road, Charlotte, North Carolina 28211.

City of Lenoir has agreed to contract with Mark III Brokerage as the employee benefits broker effective September 1, 2024 to June 30, 2027. Thereafter, the Contract is renewable on an annual basis.

Responsibilities of Mark III Brokerage:

1. Mark III Brokerage will act as the broker for all of the employee benefits insurance programs implemented for City of Lenoir.
2. Mark III's responsibilities include:
 - a. Prepare and market the request for proposals. Once the responses have been received, evaluate the responses. The specifications will be developed with the input from the customer.
 - b. The criteria for the requests for proposal will be based on, but not limited to the following:
 1. Outstanding service, including but not limited to, strong client service support, home office underwriting, contracts and legal service departments, claims processing, and related customer service.
 2. Competitive plan designs.
 3. Competitive rates or fee structure.
 4. Future stability of rates.
 5. Providing comprehensive experience reports to the client so that an evaluation can be made as to the plan performance.

6. Carrier flexibility when plan design changes are necessary to meet the needs of the employees and the employer.
 7. Provides ongoing quality service and a service team that is dedicated to solving problems that arise during the plan year.
- c. Mark III Brokerage will provide an employee benefits web site. The web site will include the following:
1. Medical Insurance Program.
 2. Supporting Wellness Strategies.
 3. Dental Insurance Program
 4. Description of the Section 125 benefits.
 5. Forms available online for the employees to download.
 6. Product information online.
- d. If the enrollment data is available from the customer in an electronic file format, Mark III Brokerage will provide an electronic enrollment for the appropriate benefits for included in the plan. The elections collected will be:
- Medical Coverage
 Dental Coverage
 Group Life Coverage
 Disability Coverage
 Medical and Dependent Care Spending Account Elections
 Various Payroll Deduction Elections
- e. If an electronic enrollment is conducted, Mark III Brokerage will return the enrollment results back to the employer in Excel, which can be down loaded in to your payroll system. This is not a requirement, but it is available if you wish to take advantage of the system.
- f. The communication can be handled in four phases;
1. Group Meetings - At the group meetings, the employees are given information concerning all of the benefits. To review all of the benefits, the meeting will last approximately thirty minutes. The

amount of content communicated during the group presentation is up to the employer.

2. Individual Meetings - The employees are given time to meet with an enroller on a one-on-one basis. These meetings will be held at specific times and at the work locations. At this time, questions may be asked and forms completed. A copy of the election form is given to the employee as a confirmation.
 3. Self-enroll - If Mark III is managing the enrollment platform, employees can self-enroll using the system.
 4. Call Center – If Mark III is managing the enrollment platform, Mark III can deploy a call center enrollment strategy to take employee elections.
- g. Mark III Brokerage will coordinate the Section 125 program. This includes premium conversion and flexible spending accounts.
 - h. Non-commissioned Enrollment Team - All of the Mark III enrollment team are non-commissioned benefits counselors.
 - i. Mark III will produce Section 125 booklets for all of your employees. The information is in a concise and informative format. The brochure will give your employees all of their benefits information in one document.
 - j. Mark III will provide full time service personnel to answer questions that your employees and staff might have. Our service staff's core responsibility is only to address the needs of our customer. They are not responsible for marketing. We are advocates for the employer and its employees, not the insurance company.
 - k. If Mark III is the voluntary benefits broker, Mark III will pay for the Worxtime services.

Medical Plan Marketing and Evaluation Services - Mark III has the expertise to market and evaluate the medical plan. We will perform the following functions:

- a. Specification Preparation

With the guidance and assistance from the City, Mark III will prepare specifications that give the carriers/vendors an accurate assessment of your existing health insurance; including census, claims activity, current

plan design, and requested plan designs. The specifications outline your concerns and goals.

b. Marketing the Specifications

Mark III will contact the qualified carriers and vendors to determine their interest in evaluating your medical plan. Carriers/vendors that express an interest are sent the specifications to obtain a response. Mark III is responsible for gathering the responses from the qualified carriers/vendors.

c. Evaluate the Responses

Once all proposals are received, the City and Mark III will narrow down the most competitive carriers/vendors based on, but not limited to, the following criteria:

1. Quality of Care provided to the employees and their dependents.
2. Sound financial status of the firm.
3. Outstanding service, including but not limited to, strong client service support, home office underwriting, contracts and legal service departments, claims processing, and related customer service.
4. Networks, which provide excellent access to hospitals and physicians in the locations where employees reside. Carriers/vendors will complete a Provider Access Report (Geo-Access Report) using a criteria designated which will provide complete coverage for your employees.
5. Managed care expertise.
6. Competitive rates or fee structure.
7. Future stability of rates/fees.
8. Providing comprehensive experience reports to the client so that an evaluation can be made relative the plan performance.
9. Carrier flexibility when plan design changes are necessary to meet the needs of the employees and the employer.

10. Provides quality ongoing service and a service team that is dedicated to solving problems that arise during the plan year.
11. An ongoing employee education program to assist the employees' understanding of the plan's operation.
12. The flexibility to expand the network to cover new employees.

Mark III will provide a comprehensive evaluation, giving a side-by-side comparison of each vendor's offer.

The finalists are given the opportunity to make presentations to the City. This gives the staff the chance to ask questions and evaluate the carriers based on their responses. We have taken a long-term approach when creating a relationship with the employer and your satisfaction with the programs that are implemented will always be imperative.

During the plan year we track the claims to look for trends and monitor the service level of the vendor. Prior to the client receiving the renewal from the carrier/vendor, Mark III will evaluate the initial the experience and develop our renewal, separate of the carrier/vendor. Once Mark III has completed our initial evaluation, we will meet with the client to discuss our initial assessment.

At the renewal meeting, we will compare our estimates against the carrier/vendor's using the following criteria:

- a. Claims activity.
- b. Competitiveness of the carrier's reserving philosophy. This will be determined by comparing their assumptions to industry norms.
- c. Competitiveness of the carrier's retention. This will be determined by comparing their costs to industry norms.
- d. Changes in the demographic composition of the client and how that has changed over time. How these demographics (manual rate) impact the renewal.
- e. How competitive/aggressive the carrier is when weighing the manual rate vs. the experience rate or visa versa.
- f. Industry trending factors.

Based on the initial results of our meeting and how satisfied the City/Mark III is with the renewal, will determine the next step. If the renewal is competitive and there is not a significant financial or benefit change that is required, no action would be taken. If the response from the carrier/vendor were uncompetitive, then further negotiation would take place. If a satisfactory response from the carrier/vendor does not occur, then Mark III would market the plan in question to see if a more competitive offer can be attained from other qualified vendors.

At the City's request, Mark III will provide budget projections throughout the plan year, to help the City plan for financial considerations.

COBRA Administrative Services - Mark III will assist in identifying a COBRA administrator for the City.

Market and Evaluate Section 125 Services – As directed, Mark III will market and evaluate the Section 125 program.

Market and Evaluate Section Voluntary Benefits – As directed, Mark III will market and evaluate the Voluntary Benefits.

Wellness Planning and Implementation:

Mark III will bring its experience and knowledge of the market place with respect to assisting the City in implementing a Wellness Program.

The goals are to:

- To positively impact the health of the population.
- Design and implement an integrated health and wellness program.
- Drive member engagement and responsibility for their health.
- Provide tools and incentives that result in healthy behaviors.
- Positively influence change in the health care utilization based on demonstrated results.
- Strategies can include:
 - Premium differentials and other financial incentives.

- Employee clinics and pharmacies.
- Screenings and Biometrics.
- Health risk assessments.
- Accountability Standards.

The cost for these strategies will vary based on resources and situational implementation costs.

Worxtime – ACA Tracking and Reporting tool:

Mark III will make available to the City the Worxtime ACA Tracking and Reporting tool Program for Compliance.

Mark III acknowledges and accepts Worxtime's rights with respect to the Worxtime Program and Reports and any copies under all applicable national and international laws and treaties for the protection of Intellectual Property Rights, including, but not limited to, trade secrets, copyrights, trademarks and patents.

By signing this contract, City of Lenoir accepts Worxtime's rights noted above as well.

The City agrees to not cause or permit unauthorized copying, reproduction or disclosure of any portion of the Program or Reporting, or the delivery or distribution of any part thereof to any third party other than the Federal Government, for any purpose, without the prior written consent of Mark III and Worxtime.

This restriction shall continue beyond the termination of this contract. In the event you become aware of any unauthorized use, copying, reproduction or disclosure of the Worxtime Program or Reports, you agree to notify Mark III and Worxtime, in writing, as soon as commercially reasonable.

You may not transfer any of your rights under this Contract to any party, whatsoever, without the written consent of Mark III and Worxtime.

By accepting the rights granted by Mark III through Worxtime, you agree that you will not, without the prior written consent of Mark III and Worxtime

(a) sell, license, sublicense, grant rights to, distribute, lease or otherwise transfer or allow the transfer of the Program, or any backup copy, to third parties;

- (b) use the Program or Reports in any manner inconsistent with the rights granted herein;
- (c) use the Program or Reports in any manner for the purpose of monitoring or evaluating a greater number of employees than such number of employees anticipated;
- (d) modify or create derivative works of the Worxtime Program or Reports provided or separate the Program's component parts; or
- (e) unless specifically permitted under applicable law without the possibility of contractual waiver, attempt to decompile, disassemble or reverse engineer the Worxtime Program, or otherwise attempt to (i) derive source code or underlying ideas, algorithms, structure or organization from the Program or (ii) defeat, avoid, bypass, remove, deactivate or otherwise circumvent any software protection mechanisms in the Worxtime Program, including without limitation any such mechanism used to restrict or control the functionality of the Worxtime Program.

If Mark III is the voluntary benefits broker, Mark III will pay for the Worxtime services.

3. Responsibilities of the third-party administrator:

- a. The Third Party Administrator with whom Mark III coordinates for the Section 125 program shall design the Plan Document and keep updated as necessary.
- b. The Third Party Administrator with whom Mark III coordinates will adjudicate the claims incurred by the employees and dependents of the customer.

Health Plan Consulting Cost:

Mark III will perform the Health Plan Consulting for \$25,500 per year. Mark III will begin billing our fees effective September 1, 2024 for 36 months.

Responsibilities of City of Lenoir (known as the employer):

1. City of Lenoir agrees to support Mark III Brokerage's efforts to collect information necessary to bid the various employee benefits programs. This information would include census and payroll information.
2. City of Lenoir agrees to support Mark III Brokerage's efforts to communicate the employee benefits and Section 125 program by making the employees available during working hours.
3. City of Lenoir agrees to take and remit the payroll deductions for the various firms involved in the employee benefits programs.

City of Lenoir

Signed: _____

By: _____

Date: _____

Mark III Brokerage, Inc.

Signed: _____

By: _____

Date: _____

July 2024 Communication Report

By Joshua Harris, Communication & Public Information Director

CITY OF **LENOIR**
NC ★ CREATE WITH US

8/2/2024

CONTENT CREATION

News Releases

3

Photos

563

Videos

3

Web Updates

58

Podcast/Radio

Social Posts

137

Q&A

47

eSign

1

Council

1

Committees

9

PUBLIC ENGAGEMENT

Website Total Views

57,431

+/-
23.6%

Website Top Pages

- 1 *Payment Options*
- 2 *Event - July 4th Celebration*
- 3 *News - July 4th Events*
- 4 *LAFC*
- 5 *Jobs*
- 6 *Property Taxes*
- 7 *Job - Water Treatment Plant Operator - Swing Shift*
- 8 *Job - Laborer - Solid Waste*
- 9 *Water & Sewer Service*

Social Followers

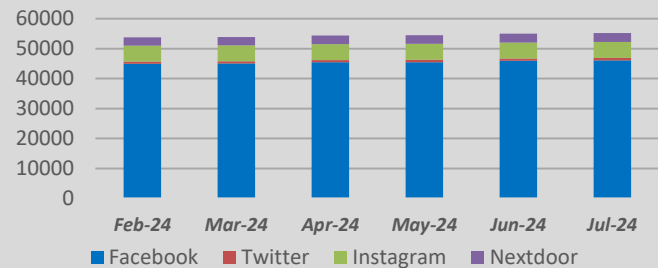
Total

55,962

+/-
0.36%

New this month

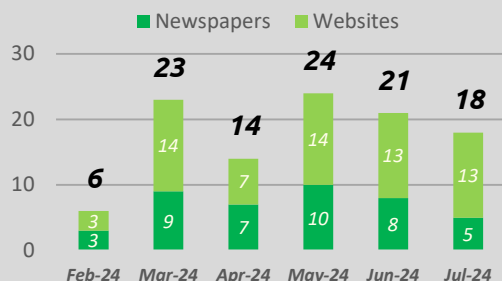
199



Social Engagement

	Total	+/-
Social Reach	149,680	-19.9%
Social Visits	18,836	-2.2%

Media Coverage



Video Views

1,432

Watch Time Hrs

26.6

	Views		Hours
Facebook	1,364	Facebook	10.0
YouTube	68	YouTube	16.6

News Releases

3

- 7/1** JULY 4TH EVENTS HAPPENING IN LENOIR
- 7/10** N.C. BLACKBERRY FESTIVAL THIS WEEKEND IN DOWNTOWN LENOIR!
- 7/24** Registration open for youth fall baseball and softball

Photos

563

<i>Date</i>	<i>#</i>	<i>Subject</i>	<i>Date</i>	<i>#</i>	<i>Subject</i>
7/2	6	Biscuitville Ribbon Cutting photos			
7/4	13	July 4th Celebration at Mulberry F			
7/9	5	Blackberry Festival No Parking in I			
7/12	177	NC Blackberry Festival 2024 Day 1			
7/13	240	NC Blackberry Festival 2024 Day 2			
7/25	92	A Tomato Blast at Unity Park Com			
7/26	30	Southern Thunder FNL Friday Nigl			

Photos

563



Biscuitville ribbon cutting



DAR Independence Day Ceremony



July 4th Celebration at Mulberry



NC Blackberry Festival



A Tomato Blast at Unity Park & Community Gardens



Southern Thunder at Friday Night Live

Social Posts 137

Top Facebook

#1	Police	46K	Meth trafficking arrests						
	Fact Statement for Immediate Release Date & Time: J...	Boost	...	Thu Jul 18, 4:54pm	46K Reach	49.5K Impressions	935 Reactions/Likes, comment...	90 Shares	
#2	City	10.1K	Southern Thunder at Friday Night Live						
	SOUTHERN THUNDER is booming out southern rock ...	Boost	...	Fri Jul 26, 7:30pm	10.1K Reach	10.1K Impressions	77 Reactions/Likes, comment...	2 Shares	
#3	Fire	5.4K	Breakfast and fellowship with Police						
	A little Breakfast and fellowship this morning with our...	Boost	...	Sun Jul 7, 10:36am	5.4K Reach	6.5K Impressions	284 Reactions/Likes, comment...	3 Shares	
#4	Parks	3.9K	July 4th Celebration Photos						
	What a fun 4th of July celebration at Mulberry Recrea...	Boost	...	Mon Jul 8, 11:55am	3.9K Reach	4.1K Impressions	77 Reactions/Likes, comment...	5 Shares	
#5	Downtown	1.5K	Blackberry Festival repost						
	IT'S STILL HAPPENING!	Boost unavailable	...	Sat Jul 13, 2:42pm	1.5K Reach	1.6K Impressions	31 Reactions/Likes, comment...	0 Shares	

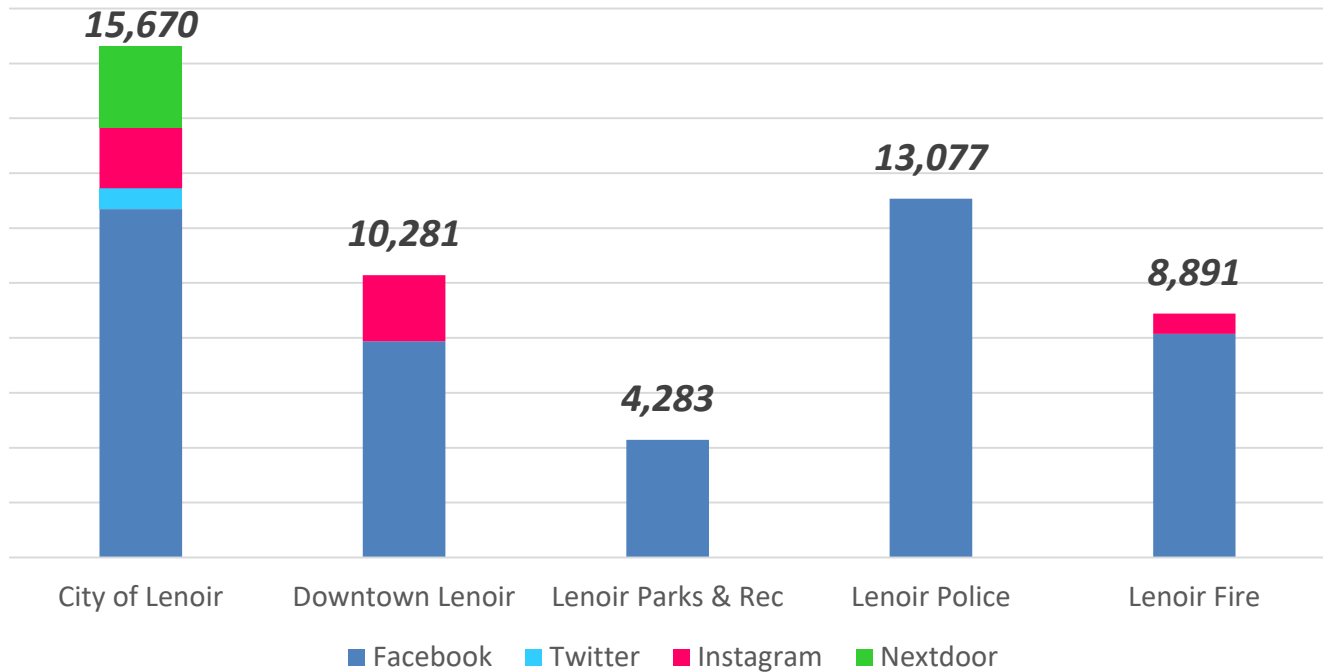
Top Twitter

	There were explosions of beautiful color, delicious flavor, and tantalizing smells at A Tomato Blast!!! yesterday, July 26, 2024, at Unity Park & Community Gardens in Lenoir! NC Cooperative Extension Caldwell Center Master Gardeners shared samples of fresh tomatoes from the https://t.co/TLhuWsEjsA	Jul 26, 2024	114	6	1	3
	The NC Blackberry Festival is happening this Friday & Saturday, July 12 & 13, in Downtown Lenoir! Come get your fill of fresh blackberries and festival food, shop hundreds of vendors, listen to live music, cool off in the Kids Foam Party, and have fun in Lenoir! #domoreinlenoir https://t.co/azdTaesOM4	Jul 8, 2024	112	5	0	4

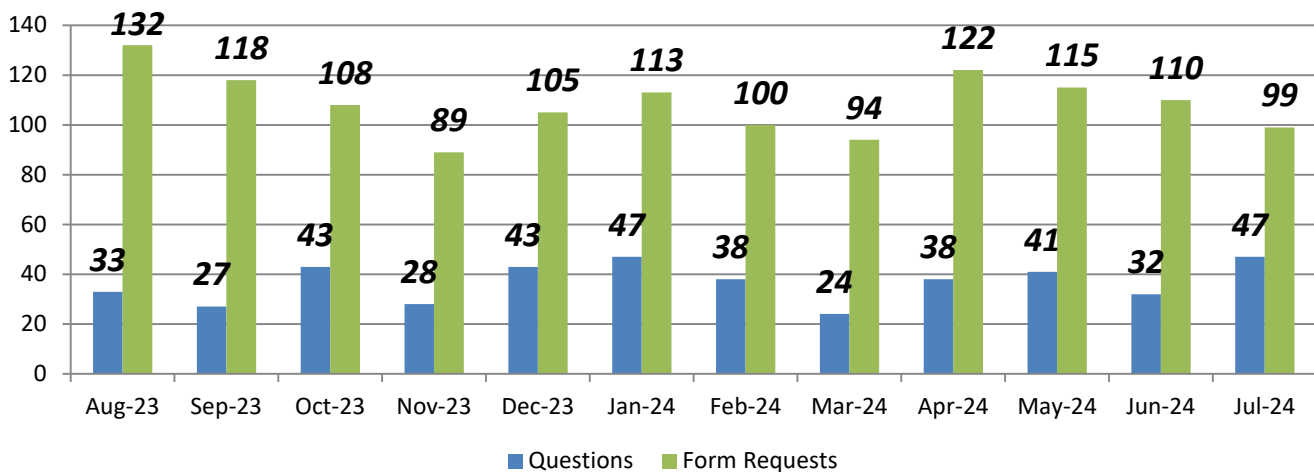
Top Instagram

#1	City	807	NC Blackberry Festival happening this Friday						
	The NC Blackberry Festival is happening this Friday ...	Boost	...	Mon Jul 8, 3:47pm	807 Reach	867 Impressions	47 Reactions/Likes, comment...	15 Shares	
#2	City	687	NC Blackberry Festival happening now						
	The NC Blackberry Festival is happening now in Dow...	Boost	...	Fri Jul 12, 8:16pm	687 Reach	819 Impressions	77 Reactions/Likes, comment...	6 Shares	

Social Comparison



Questions & Form Requests



Good afternoon, for account 798339 - the old AP who used to handle this account was Sheree Jenerette. I just attempted to login to With the addition of Biscuitville, there has been an increased number of vehicles accessing this location by left turning from Hospital We are handling the legal process of Ms Teresa Juarez Espejo (DOB:09/30/1981), and for this reason, we would like to know all infor Large tree down across greenway on east side near Rotary bench.

Q&A

47

How much does it cost to get something notarized?

I am concerned about my safety on the Greenway path near Quest 4 Life. I often walk this trail multiple times a day, sometimes alone. Trees located on City of Lenoir property are overhanging fence owned by Wexford Village HOA. Continued growth of these young trees is being a concern about speeding on this street this is every day thing the speed limit on this street is 35 I see cars flying through. I am interested in trying to find out when the next meeting of the group, the City of Lenoir Consultants

Hello. I'm trying to view property tax information on 910 Woodbine Pl NE

Please provide copies of the Tax Bills via email

Good morning. Rick Wakefield asked me to send you this information. I was headed out to work and when I stopped at the red light the lid on my trash can broke. How can I get a new trash can?

Is the blackberry pie eating contest for all ages? Also is it just an amount thing or a timed thing? Also are participants able to use the pie? I was planning a date for my husband to the blackberry festival. According to the hotel I booked with informed me the festival was delayed. Our office files hazard insurance claims on behalf of Select Portfolio Servicing, Inc. ("SPS") properties. We are currently trying to determine if a drunk driver all the time specially on Friday through Saturday I have videos off him and this happened all the time, open containers I have seen. When is the best place to park ?

I am trying to find out if the main road going thru Lenoir is closed? I need to go past the sonic and go to hospital avenue

Rabb mhp dr, Noise complaints

2 discarded full size toilets on side of road on Cottrell Hill road near Sherlee Street please remove them

811 Manchester Dr, Junk/abandoned vehicles, abandoned and tagless green Saturn on street

Lower Creek Airport noisy unregistered planes flying low over neighborhoods starting before 8am

Do you do Strawberries festival? I'd love to have one maybe like in June or August what do you think?

Drug dealer, bringing in all the weed, meth, and fyn and having younger people moving it for him. [name redacted], All 3 county's

Hello, I am unable to pull up Portier LLC PPT bill.

Someone complained that the bathrooms were locked over there this morning. I know that a city employee cleaned them this morning. Not worth a call as I don't want to hang up the emergency lines. However there is a gentleman named [redacted] I that lives in your area. I am a business operator in Lenoir and also a researcher. Did my phd from UNCG and I want to propose a affordable housing to the city. My water bill has been unbelievably high on many occasions. Can someone please be sent to my home to investigate this issue? The address is 3325 Grassy Meadows Place, Outdoor storage/accumulation junk or trash, Junk/abandoned vehicles, Trash and debris, Noise complaints. Water was cut off I just paid 69.00 and will pay the remainder Wednesday July 16th.. could u please cut the water back on

We haven't received a tax notice yet and our bill isn't coming up when I search for it. We don't want to miss the discount pay by date

Hello, I work in the tax department at La-Z-Boy Inc and we noticed that we did not receive a bill for 4 parcels that we paid on last year. The parcels are MURPHY OIL USA - PERSONAL PROPERTY

Street I live on, the subdivision was put in about 20 years ago, was going to put in a street between my property. In that strip of land my address is correct on this site but I am still getting tax statements at my previous address. Please advise how I can fix this, thank you

I am trying to locate a tax bill for CNH America. I have tried to search online using an account and doing the quick pay, but the website is not working

I'm contacting you to submit my band Stump water trio to the Lenoir Friday nights concert series... My phone number is 828-640-2511

Making sure concert was still on everybody all around is cancelling due to severe weather.

Time for Red Dirt?

Can you please email me copy of tax bill for account 6994 (last year parcel number 2023037586) under OneMain Financial Group LLC

We are looking to opening a business in downtown Lenoir and are trying to figure out what permits we are needing if we decide to open

Good Evening I see that the city of Kinston have many buildable lots available but unfortunately the site is not allowing me to see the details

I am moving and would like to discontinue my water service at my old address on August 5th. How would I do this?

I just got home and see you again mowed the ditches along Fairview Drive. It looks so nice! Thank you for a wonderful job! I appreciate it

Would be great if the City of Lenoir PD could have a community text messaging system when break-ins and burglaries, etc..happen in the area

I was wondering once I get a petition signed for speed bumps, how do I go about asking it to be put before city council ?

407 Kentwood St - Trashed house. Cats running around having kittens all over. People living in shed always scream and say crude things

I have a concern regarding the Lenoir Golf Club. Today Sunday July 28, 2024 at around 2pm this afternoon my husband and I were driving



Lenoir Police Department

Council Action Form



I. Agenda Item:

2nd Quarter 2024 Report to present to Council at the August Committee of the Whole meeting.

II. Background Information:

Department stats for the months of Apr. - Jun. 2024 for Council Review.

III. Staff Recommendation:

IV. Reviewed by:

City Attorney: _____ Date: _____

City Manager: _____ Date: _____

Police Chief: *Butt* Date: 8/6/2024



Chief Brent Phelps
Second Quarter Report
April – June, 2024



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL TRAINING

Instructor Training Hours		67
BLET 2024 Instructor Update: Firearms		25
Instructor Training Orientation (J. Banks)		24
NCLM Driver (C. Robinson)		18
Investigations Training Hours		80
Human Trafficking Course		8
NC Narcotics Association Conference		72
Special Response Team Training Hours		164
Distraction Devices		40
Less Lethal Methods		40
SRT Non-Specified		84
State Mandated Training Hours		805
Active Assailant: Call-Taking, Preparation, & Response		68
Bloodborne Pathogens / Hazmat		284
Care Under Gunfire		34
Citizens with Firearms		28
DCI Criminal Record Inquiries, File Transactions & General Inquiries		12
DV: Overcoming Elder Abuse & Exploitation		28
Ethics: Increasing Professionalism (LEO); Protecting Confidentiality (TO)		40
Firearms Classroom, Combat & Qualification (New Hires)		27
Healthy Mindset in Communications Center		4
Instructor Update (2024)		1
Juvenile Justice: Communication & Engagement		20
Legal & Legislative Updates		104
Missing Persons / Human Trafficking		8
Officer Safety		28
Remembering Your Why		4
SCAT (In-Service) & SCAT Refresher		106
Security Awareness Training		9
Supplemental Training Hours		506
Fire Extinguisher Training (2024)		68
New Hire: DMV-349, Garrity, Naloxone, OC, Policy & Procedure, Surviving Verbal Conflict, Taser, Weapon Cleaning/Assembly		35
Shoot / Don't Shoot Scenario Drills		352
Telecommunicator Certification Course (N. Hollar)		51
Supervisory Training Hours		136
911 Center Supervisor Program (D. Eller)		24
Community Oriented Policing (C. Lynn)		24
First Line Supervision (D. Eller, C. Smith)		80
Overdose, Response, Investigations & Prosecution		8
TOTAL TRAINING HOURS		1758



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

DEPARTMENTAL ACTIVITIES

Achievements & Announcements

Certificate(s): Telecommunications Course - N. Hollar

Golden Tickets: CPL S. Woodward, PTL J. Brown, TO Z. Walker (Apr) & CPL M. Foust, CPL M. Zambrano & PTL H. King (Jun)

Golden Ticket Awards (Quarterly / Annual): MPO C. Smith for YE 2023 & 4Q23; TO Z. Walker (for 2Q24)

Law Enforcement Certificate(s): Intermediate - Det. J. Massey

New Hire(s): Rec. Sec. M. Wood; Oath of Office(s): PTL A. Philyaw, PTL C. Kirby

Recognition: MTO B. Clark & MTO M. Ford to Asst. Comm. Ctr. SVRs

Retirements: Master Chaplain T. Barnes & Chaplain L. Harlow (30 years of volunteer service)

Committees & Meetings

Child Abuse/Fatality Prevention, Crime Stoppers, Criminal Justice Advisory Committee, Robins Nest, SCAT, Shelter Home

NC FBI-NAA Youth Leadership Program and Summer Conferences

Demos, Events & Tours

Blood Drive & Mobile Bus (department parking lot - June)

Building Tours & Activities (Davenport & Valmead)

Child Safety Event (DHHS), Little League Ceremony, Optimist Park breakfast, Neon Bike Ride, Safekids, Touch-a-Truck events

Downtown Events: Bike Festival, Bootlegger 100, Cruise-In, Glow Run, Movie Night, Music Madness

Employee Litter Sweep

Fundraisers: Crime Stoppers Bingo, Jeep Brigade (Deputy)

5/10K Race, Career Fairs, Dog Days K9 event, FOP food drive/delivery, GHSP Safety Initiatives, Promotional Processes

Medicine DEA (Caldwell Senior Center): 26 lbs collected on-site

National Night Out (Longview)

Department Upgrades & Equipment

DES Renewal

Network Domain Changes

Orientation & Training

C.A.D.E.T. Camp (5 day program for 21 students from 6th - 10th grade)

Conferences & Seminars: D.A.R.E.

City-Wide Training: Incident/Accident Reporting, Substance Abuse/Drug Testing, Hiring/Firing (in addition to Customer Service)

Internship & Job Shadowing: Wes Bolick (LNR Rhyne - 53.5 hours) & Kate Starr (3 days); M. Howard & K. Blankenship

Programs & Other Mentions

Graduation Ceremonies (BLET & HHS); Project Graduation at Bo's

Proclamations: Nat'l Telecommunicators Week, Motorcycle Safety Month & Peace Officers Memorial Week

Reserve Guard Duty: G. Warren & M. Zambrano

Social District Off Duty Detail (weekend nights)



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PERSONS

NIBRS	Charge Description	2Q21	2Q22	2Q23	2Q24
13A	Aggravated Assault	7	4	7	10
11D	Forcible Fondling	0	1	10	4
11A	Forcible Rape	2	11	3	1
11B	Forcible Sodomy	0	0	1	0
64A	Human Trafficking (Commercial Sex Acts)	0	0	0	0
64B	Human Trafficking (Involuntary Servitude)	0	0	0	0
36A	Incest	0	0	0	0
13C	Intimidation	1	1	4	8
09C	Justifiable Homicide	0	0	1	0
100	Kidnapping / Abduction	1	1	0	0
09A	Murder / Non-Negligent Manslaughter	1	0	0	0
09B	Negligent Manslaughter	0	0	0	0
11C	Sexual Assault with Object	0	1	0	0
13B	Simple Assault	62	72	78	87
36B	Statutory Rape	0	0	0	0
TOTALS		74	91	104	110

CRIMES AGAINST SOCIETY

NIBRS	Charge Description	2Q21	2Q22	2Q23	2Q24
720	Animal Cruelty	2	1	2	3
40B	Assisting / Promoting Prostitution	0	0	0	0
35A	Drug / Narcotic Violations	90	67	71	63
35B	Drug Equipment Violations	29	28	29	34
39A	Gambling (Betting / Wagering)	0	0	0	0
39C	Gambling (Equipment Violations)	0	0	0	0
39B	Gambling (Operating / Promotion)	0	0	0	0
39D	Gambling (Sports Tampering)	0	0	0	0
370	Pornography / Obscene Materials	0	0	1	1
40A	Prostitution	0	0	0	0
40C	Purchasing Prostitution	0	0	0	0
520	Weapons Law Violations	14	13	8	11
TOTALS		135	109	111	112



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CRIMES AGAINST PROPERTY

NIBRS	Charge Description	2Q21	2Q22	2Q23	2Q24
200	Arson	2	1	2	3
510	Bribery	0	0	0	0
220	Burglary / Breaking & Entering	39	48	32	36
250	Counterfeiting / Forgery	2	3	1	5
290	Destruction/ Damage/ Vandalism of	45	42	36	36
270	Embezzlement	1	1	0	2
210	Extortion / Blackmail	0	0	0	0
26G	Hacking / Computer Invasion	0	0	0	0
26F	Identity Theft	1	0	0	0
23H	Larceny (All Other)	59	51	60	52
23D	Larceny (From Building)	19	8	10	9
23E	Larceny (From Coin-Operated Machines / Devices)	3	0	0	0
23F	Larceny (From Motor Vehicles)	28	13	9	12
23G	Larceny (Motor Vehicle Parts and Accessories)	8	6	1	2
23A	Larceny (Pick-Pocket)	0	0	0	0
23B	Larceny (Purse Snatching)	0	0	0	0
23C	Larceny (Shoplifting)	24	29	25	22
240	Motor Vehicle Theft	25	27	18	9
26B	Fraud (Credit / Debit Card / ATM)	5	11	8	9
26A	Fraud (False Pretense / Swindle / Confidence Game)	12	9	14	9
26C	Fraud (Impersonation)	0	3	1	3
26D	Fraud (Welfare)	0	0	0	0
120	Robbery	2	1	0	2
280	Stolen Property	0	1	5	1
26E	Wire Fraud	0	0	0	0

TOTALS	275	254	222	212
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CRIME STOPPERS

Description	2Q21	2Q22	2Q23	2Q24
Calls Received	55	49	28	32
Illegal Narcotics Recovered	\$0	\$0	\$0	\$0
Rewards Paid	\$250	\$825	\$0	\$175
Stolen Property Recovered	\$0	\$0	\$0	\$0
Total Arrests	3	1	0	1



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GROUP B OFFENSES

NIBRS	Charge Description	2Q21	2Q22	2Q23	2Q24
90A	Bad Checks	0	0	0	0
90B	Curfew / Loitering / Vagrancy	0	0	0	0
90C	Disorderly Conduct	7	4	3	3
90D	Driving under Influence	6	11	8	9
90E	Drunkenness	2	0	1	4
90F	Family Non Violent Offenses	84	64	25	43
90G	Liquor Law Violations	1	0	0	0
90H	Peeping Tom	0	0	0	0
90I	Runaways	4	3	12	10
90J	Trespass of Real Property	0	0	0	6
90Z	All Other Offenses (Person / Property / Society)	4	1	1	1
TOTALS		108	83	50	76

CALLS FOR SERVICE

Description	2Q21	2Q22	2Q23	2Q24
Alarms	390	398	406	324
Animal Complaints	76	97	77	84
Civil Disturbances	244	274	245	193
Domestic Disturbances	327	286	217	243
Field Contacts	96	98	90	118
Follow-Ups	213	267	288	279
Foot Patrols	10	73	44	38
Incomplete 911s	717	532	974	601
Loud Noise Complaints	102	69	62	71
Special/House Checks	1787	2661	2395	2312
Stranded Motorists	145	150	114	128
Suspicious Persons	490	671	630	642
Suspicious Vehicles	341	274	252	253
Warrant Service	298	310	236	185
TOTALS	5236	6160	6030	5471

Group B offenses are non-reportable and consist of Crimes Against Society, except bad checks, runaway juvenile, and all other offenses.
Runaway juvenile is not classified as a crime by the FBI, but we feel documentation is warranted.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

CANINE ACTIVITIES

Description	2Q21	2Q22	2Q23	2Q24
Building Searches	12	4	0	0
Building Search Apprehensions	3	1	0	0
Call Outs	0	0	0	0
Demonstrations	0	0	0	0
Currency Seized	\$0	\$0	\$0	\$0
Assist Narcotics Searches	6	8	8	8
Assist Narcotics Seizures	1	2	3	6
Narcotic Utilizations	74	54	36	13
Street Value of Seized Narcotics	\$47,470	\$7,088	\$13,501	\$30,982
Tracks	19	13	2	0
Tracks Apprehensions	3	2	0	0
Training Hours	190	58	126	8.5
Utilizations	80	64	3	14

CHARGES / ARRESTS

Description	2Q21	2Q22	2Q23	2Q24
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Felony Charges

Adult	110	173	192	200
Juvenile	1	0	2	7

Misdemeanor Charges

Adult	504	642	619	481
Juvenile	8	9	7	16

TOTALS	623	824	820	704
---------------	------------	------------	------------	------------

<i>Figures to the right are arrests stemming from charges above. Involuntary Commitments are included in misdemeanor arrest totals.</i>	Felony Arrests	108	113	130	139
	Misdemeanor Arrests	406	523	489	496
	Involuntary Commitments	47	54	60	44



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

TRAFFIC

Description	2Q21	2Q22	2Q23	2Q24
Crashes				
Crashes with Injuries	47	41	48	62
Crashes with Property Dmg	220	212	216	180

TOTALS	267	253	264	242
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Figures to the right are included in the totals above.	Fatalities	0	2	0	2
	Hit & Runs	63	56	49	64
	Parking Lots	71	66	75	68

In 2nd quarter 2024, there were 3 pedestrians injured.

Tickets	2Q21	2Q22	2Q23	2Q24
Handicap Tickets Issued	2	0	1	0
Parking Tickets Issued	68	13	79	49
Parking Tickets Paid	71	78	49	35
Traffic Citations Issued	557	459	781	368
Warning Tickets Issed	259	294	447	254

Top Five Contributing Circumstances 2Q24

Failure to Reduce Speed	93
Failure to Yield Right of Way	73
Improper Backing	54
Inattention	46
Improper Lane Change	17

Top Five Crash Locations 2Q24

Blowing Rock Blvd / ABC Ct	6
Hickory Blvd / McLean Dr	5
Blowing Rock Blvd / Hospital Ave	5
Morganton Blvd / Fairview Dr	5
Wilkesboro Blvd / Hibriten Dr	5



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

ADMINISTRATIVE

Description	2Q24
ABC Permits	1
El Dorado Restaurant - 104 Main St	Malt Beverage, Spirituous Liquor (on premise)
Backgrounds	11

COMMUNICATIONS

Description	2Q21	2Q22	2Q23	2Q24
CAD Requests DSS	55	70	45	32
Criminal History Requests	71	60	76	62
Entered CAD Calls	9148	10230	10294	9064
Interpreter Requests (all Spanish)		9	3	0
Number of Monthly Validations	122	121	124	116
Utlity Calls	99	105	70	62

RECORDS

Description	2Q21	2Q22	2Q23	2Q24
CAD Reports	\$55	\$45	\$110	\$40
Fingerprints	\$35	\$20	\$15	\$40
Parking Ticket Payments	\$620	\$175	\$295	\$245
Reports	\$80	\$35	\$35	\$5
TOTALS	\$790	\$275	\$455	\$330

PROPERTY & EVIDENCE

Description	2Q21	2Q22	2Q23	2Q24
Evidence Destroyed	1261	1690	175	130
Evidence Received	692	735	664	601
Evidence Items To Date	45795	48357	50721	52688

In 2nd quarter 2024, 102.5 pounds of unused, unwanted medication was collected from the lobby drop box and from one event held at the Caldwell Senior Center in April.



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

GENERAL INVESTIGATIONS

Description	2Q21	2Q22	2Q23	2Q24
Interviews / Forensic Interviews		132 / 8	119 / 3	155 / 5
Recovered Stolen Property	\$44,859	\$306,931	\$78,639	\$26,823
Recovered Stolen Vehicles (number of)	17	24	19	5
Recovered Stolen Vehicles (value of)	\$124,684	\$173,300	\$77,734	\$24,500
Narcan Use	15	11	19	21
Overdoses	18	23	39	33
<i>Opioid Induced Overdoses</i>	<i>15</i>	<i>14</i>	<i>23</i>	<i>18</i>
Suicides	2	3	4	2
Unattended Deaths	8	15	10	20

Narcan is used to reverse fatal drug overdoses. In 2nd quarter 2024, its administration likely saved 14 lives.

CASE STATUSES

Description	2Q21	2Q22	2Q23	2Q24
Open	116	80	134	135
Inactive	275	258	280	186
CBA (Cleared by Arrest)	93	126	88	68
Exceptionally Cleared	8	9	4	6
Unfounded	31	34	29	17

TOTALS	523	507	535	412
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NUISANCE

Description	2Q21	2Q22	2Q23	2Q24
Offenses				
Abandoned / Junk Vehicle	3	1	1	4
Graffiti	0	0	15	3
Health and Safety	5	4	6	1
Junk and Debris	11	16	15	16
Miscellaneous	3	0	0	0
Tall Grass or Vegetation	28	32	34	48

TOTALS	50	53	71	72
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Case Statuses

City Abated	5	14	10	13
Owner Abated	42	33	36	47



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

NARCOTICS ACTIVITIES

Description	2Q21	2Q22	2Q23	2Q24
Arrests	19	15	7	6
Charges	40	32	7	17
Arrests While Assisting Other Agencies	0	0	0	0
Charges While Assisting Other Agencies	0	0	0	0
Cases Opened or Initiated Within City Limits	57	48	27	15
Cases Opened or Initiated While Assisting Other Agencies	16	15	5	13
Cash and Property Seized	\$25,757	\$11,800	\$11,681	\$1,022
Cash and Property Seized While Assisting Other Agencies	\$564	\$61,222	\$2,260	\$11,986
Illegal Narcotics Seized	\$171,373	\$91,855	\$59,390	\$91,735
Illegal Narcotics Seized While Assisting Other Agencies	\$433,231	\$160,935	\$123,948	\$402,220
Knock and Talks	2	5	2	3
Search Warrants	12	22	13	9
Total Assists and Joint Investigations	16	15	5	13
Vehicle Seizures	0	0	0	0

NARCOTICS CONFISCATED

Description	2Q24	
Drug Name	Quantity	Value
Alprazolam		
Buprenorphine		
Cocaine	488.6 gm	\$48,850
Crack Cocaine		
Fentanyl	21.4 gm	\$12,840
Heroin		
Marijuana		
Methamphetamine	200.3 gm	\$30,045
Mushrooms		
Oxycodone		
Round Pills		
Steroids		
TOTAL		\$91,735



LENOIR POLICE DEPARTMENT QUARTERLY REPORT

For the Alcoholic Beverage Commission Board's reporting requirements, listed below are alcoholic violations and drug charges from inside the city limits of Lenoir for the quarters below:

ALCOHOLIC VIOLATIONS

Description	2Q21	2Q22	2Q23	2Q24
Allowing Consumption of Malt Beverage Without a Permit				1
Consuming at an Off Premise Establishment				1
Consuming in a City Park				1
Contributing to the Delinquency of a Minor			4	6
Driving While Subject to Impairing Substances	5	9	9	6
Disorderly Conduct				
Driving Under the Influence	8			
Driving While Impaired	6	1	1	2
Drunkenness	3			
Hold Until Sober	1	3	4	7
Impaired Driving Revocation		3		
Intoxicated and Disruptive	3		5	4
Open Container		1		
Open Container in a Vehicle				1
TOTALS	26	17	23	29

DRUG CHARGES

Description	2Q21	2Q22	2Q23	2Q24
Felony Drug Charges	59	23	28	59
Misdemeanor Drug Charges	35	46	51	37
TOTALS	94	69	79	96

What's New in Nuisance?

- In addition to the incident reports on the quarterly, Detective Hartley also had 43 follow ups, and 76 self initiated code enforcement calls for the second quarter of 2024. Please see the map on the next page for a visible view of the Detective's follow ups and self initiated calls!

Please note duplicate visits have been limited to one visit per address for mapping purposes

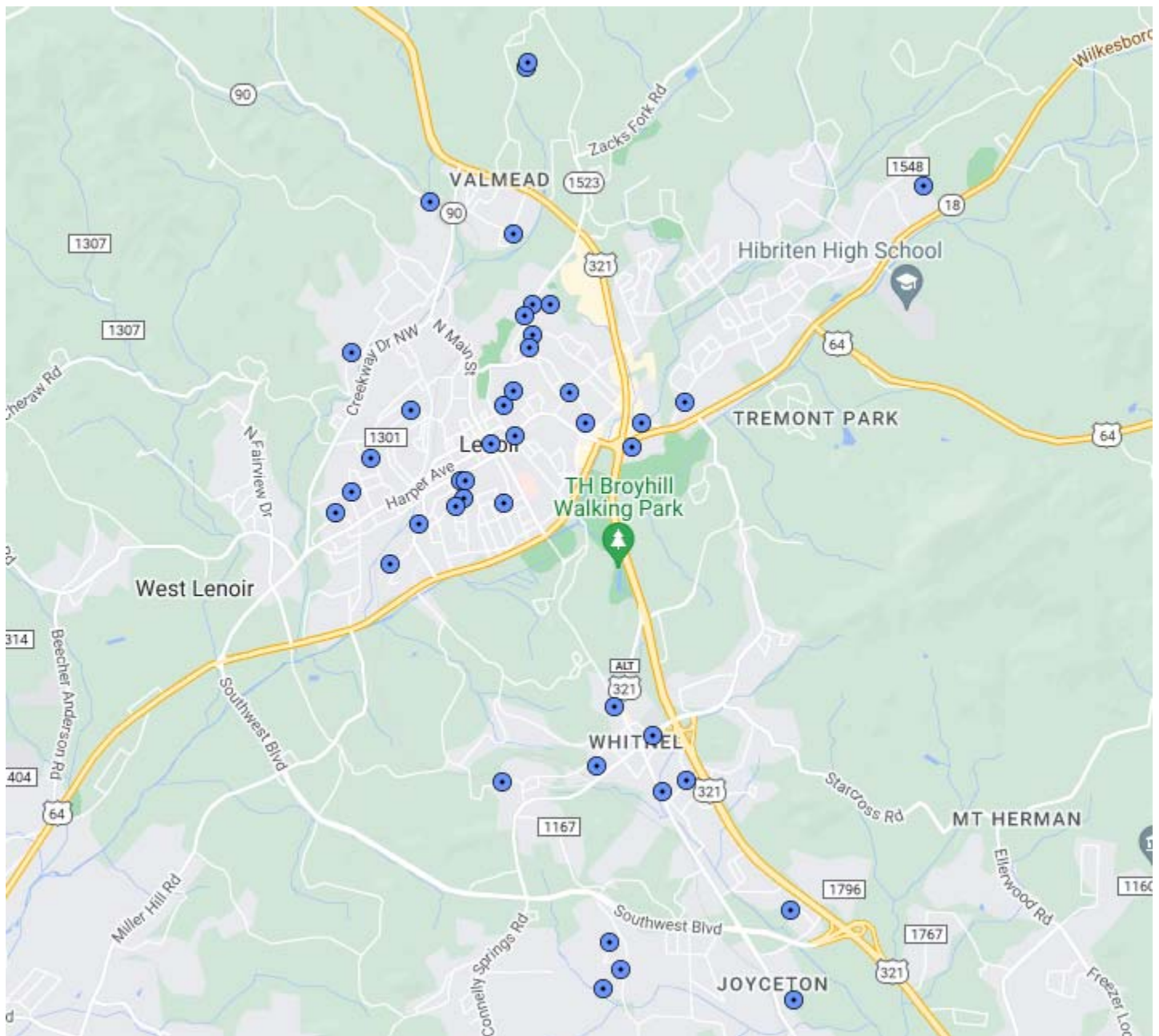
- The following pictures are some before and after shots of a properties in the city that Detective Hartley has been working on this quarter. Take a look!

This city abated property is located Hibriten Dr & Prestwood Dr



This owner abated property is located at 903 Southside Ct





1025 COLLEGE AV
108 DOVE ST
1111 LENOIR AV
114 PALMER ST
117 NW MAIN ST
120 WILKESBORO BLVD
125 ABC CT
126 TORRENCE CIR
1264 NORWOOD ST
1268 LAUREN PL
1308 JOLLY PL
1312 UNDERDOWN AV
1471 OVERLOOK DR
1500 BERKLEY ST

1516 POPLAR ST
1650 BERKLEY ST
1707 NORWOOD ST
1801 VALWAY RD
1526 WAKEFIELD DR
2004 HAMPTON HEIGHTS ST
206 WILLOW ST
2116 WALT ARNEY RD
216 LOWER CREEK DR
510 HILL ST
414 FINLEY AV
503 HOSPITAL AV
407 KENTWOOD ST
318 GLENDALE ST

342 FINLEY AV
218 GLENWOOD ST
321 BEALL ST
311 HARRINGTON ST
217 FINLEY AV
304 TOMLINSON CT
301 SPRUCE ST
301 SUNSET ST
280 MCRARY PL
903 SOUTHSIDE CT
575 HARPER AV
507 OAK ST
412 FOREST PL
324 EASTVIEW PL



Lenoir Police Department

Calls For Service

49

*115 NE ABC CT
LENOIR, NC 28645*

April 1, 2024 - June 30, 2024

INCOMPLETE 911	1
SPECIAL CHECK	1
SUMMONS SERVICE	1
TRAFFIC STOP	1

Total Calls:	4
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Lenoir Police Department

Calls For Service

50

*1326 SW CONNELLY SPRINGS RD
LENOIR, NC 28645*

April 1, 2024 - June 30, 2024

DOMESTIC DISTURBANCE	2
ESCORT FUNERAL	6
RUNAWAY JUVENILE	2
SPEAK WITH OFFICER	1
SPECIAL CHECK	3
SUMMONS SERVICE	1
TRAFFIC STOP	2

Total Calls:	17
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Chief Norman Staines
Second Quarter Report
April - June, 2024

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 second quarter of 2024. The second quarter of the year has been busy for our department and staff.

MAJOR EVENTS

APRIL –

- Girl Scouts toured Station 1 (April 2nd).
- Engine 2 crew attended a Duke Energy Live Power Line Demonstration at Caldwell Community College & Technical Institute (April 4th).
- Caldwell Opportunities toured Station 1 (April 10th).
- Chief Sturgis, Lieutenant Brawley and Engineer Simmons attended Fire Department Instructor Conference (April 17th – 20th).
- Staff provided medical coverage at the Bootlegger 100 Bike Race and Lenoir Bicycle Festival (April 20th).
- Staff hosted a Birthday Party at Station 2 that was offered as part of the Communities in School silent auction (April 20th).
- Eighteen staff members participated in the City of Lenoir Employee Litter Sweep (April 25th).
- Engine 2 crew completed a standby at Whitnel Elementary School (April 25th).
- Engine 2 crew participated in the Child Health and Safety Fair hosted by Caldwell County Health Department. Approximately 350 were present during the event (April 29th).

MAY –

- Valmead Elementary School classes toured Station 1 (May 3rd).
- Staff conducted a medical standby for Caldwell Community College & Technical Institute's Graduation (May 10th).
- On duty staff attended a cookout at Lenoir Healthcare Center (May 16th).
- Station 2 crews conducted a standby at Faithfest at Caldwell County Fairgrounds (May 18th).
- Davenport Elementary School classes toured Station 1 (May 21st and 23rd).
- On duty staff attended an UNC Health Caldwell Giveback Lunch at the Caldwell County Health Department (May 22nd).
- Staff conducted a medical standby for Hibriten High School's Graduation (May 23rd).
- Staff filled up the dunking booth for the Lenoir Legends Fan Fest (May 25th).
- On duty staff attended a Memorial Day Cookout at Koinonia Apartments (May 30th).

- Staff conducted a medical standby at the Neon Night Ride (May 31st).
- Captain Greg Cannon retired from the department (May 31st).

JUNE –

- Staff participated in the North Carolina Smoke Detector Canvas. Staff installed 53 smoke detectors during the event (June 1st).
- Engine 1 crew participated in a Touch-a-Truck event at the Caldwell County Library (June 1st).
- Engine 3 crew participated in a Touch-a-Truck event at Chick-Fil-A (June 1st).
- Station 1 crews set up a helicopter LZ to assist with Lenoir Police Department's C.A.D.E.T. Summer Program (June 4th).
- Department hosted the quarterly Retiree Breakfast (June 7th).
- Engine 1 crew conducted a fire truck visit at Calvary Baptist Church (June 13th).
- Engine 1 crew attended the T-Mobile Grand Opening (June 14th).
- City Safety Committee completed inspections at all three fire stations (June 18th).
- Residence of Grace Village Senior Living Center completed a tour at Fire Station # 3 (June 18th).
- Four staff members assisted with the Keith Owens Boot Camp at Gamewell Fire Department that was attended by 14 children (June 20th).
- Engine 1 crew conducted a fire truck visit at New Covenant Church's Summer Reading Program (June 20th).
- Rescue 1 crew conducted a fire truck visit at Family First Healthcare (June 20th).

RESPONSES / INCIDENTS / CALLS FOR SERVICE

INCIDENT COUNT

INCIDENT TYPE	2 nd Quarter 2023 # INCIDENTS	2 nd Quarter 2024 # INCIDENTS
MEDICAL	598	574
FIRE	300	266
TOTAL	898	840

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

	PRE-INCIDENT VALUE	LOSSES	PROPERTY SAVED
2023 – 2 nd QUARTER	\$6,239,075	\$259,910	\$5,979,165
2024 – 2 nd QUARTER	\$7,272,000	\$129,490	\$7,142,510

Count of Incidents with Property Loss: 10
Percent of Property Value Saved: 91.65%

Count of Incidents with Content Loss: 6
Percent of Content Value Saved: 91.98%

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

2023 – 2nd QUARTER	3:33
2024 – 2nd QUARTER	2:57

AVERAGE TIME ON SCENE (MM:SS)

2023 – 2nd QUARTER	30:14
2024 – 2nd QUARTER	36:16

COUNT OF INCIDENTS BY APPARATUS

	2023 – 2 nd QUARTER	2024 – 2 nd QUARTER
Battalion	116	99
Car 1	2	11
Car 2	14	13
Car 3	17	23
Car 4	4	3
Engine 1	25	182
Engine 2	126	132
Engine 3	129	144
Ladder 1	223	149
Ladder 2	129	136
QRV – 1	285	243
QRV – 2	140	116
QRV – 3	75	73
Rescue 1	186	51
Rescue 10	11	10
Support 1 (UTV)	6	1
S-10 (Command Trailer)	0	0
ST1 – Headquarters	0	0
ST2 – Station 2	0	0
Tower 1	21	11
Truck 17	1	0
Truck 18	0	0
TOTAL FOR ALL APPARATUS	1510	1397

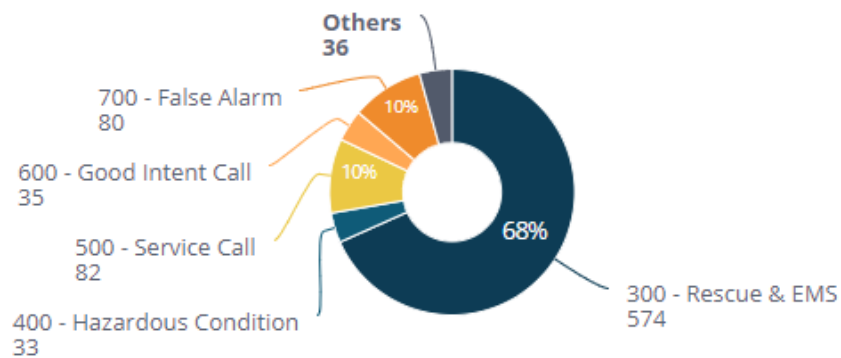
Count of Incidents per Station

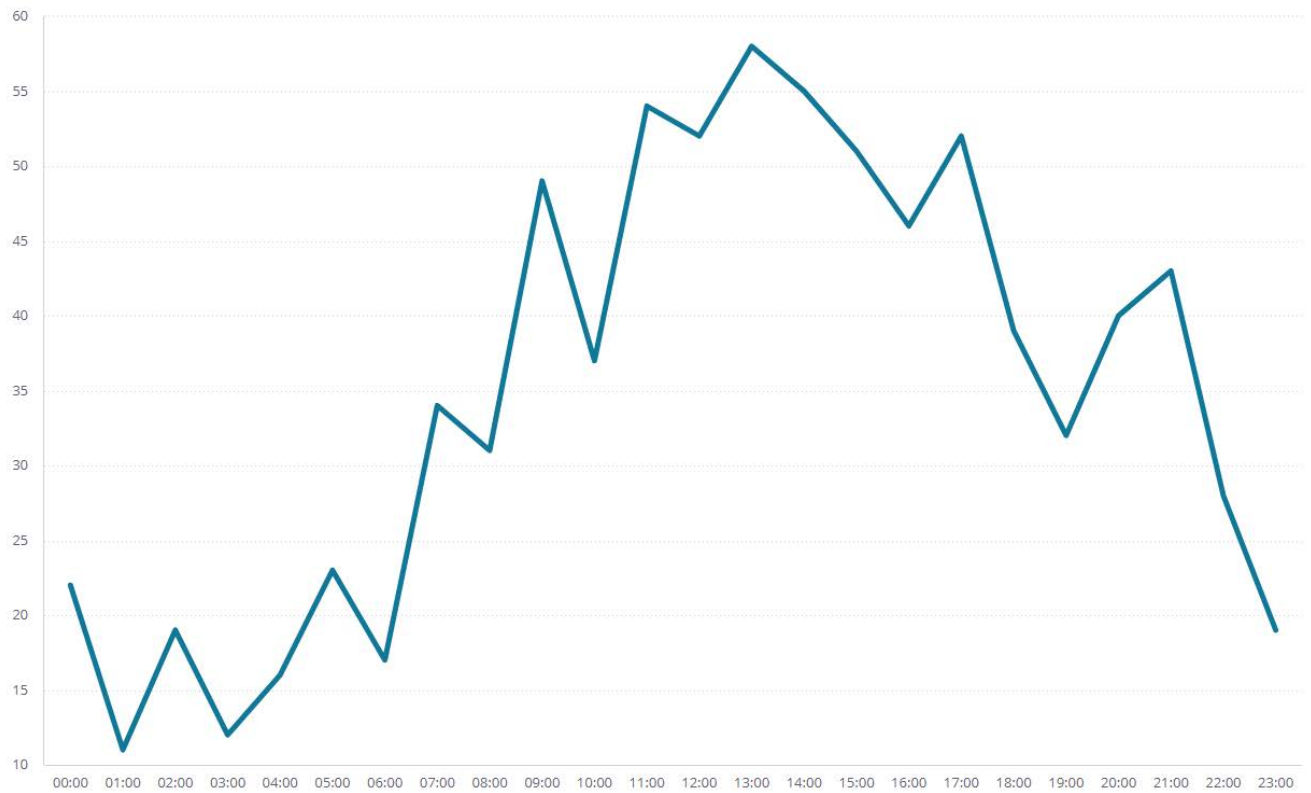
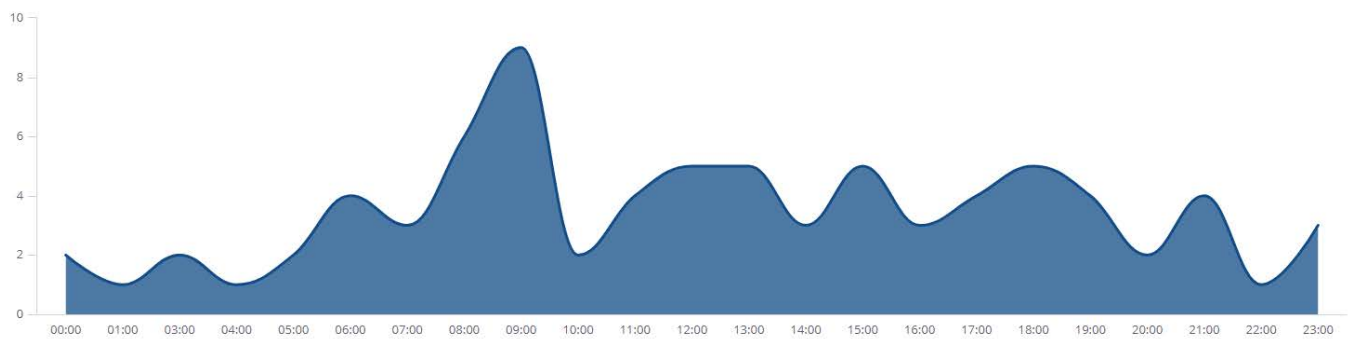
	April 2024	May 2024	June 2024	Station Totals
Station 1	151	180	168	499
Station 2	58	79	73	210
Station 3	34	53	44	131
Monthly Total	243	312	285	840

Breakdown of Major Incident Types

MAJOR INCIDENTS	# INCIDENTS	% of TOTAL
Fires	23	2.7%
Overpressure rupture, explosion, overheating – no fire	2	0.2%
Rescue & Emergency Medical Services	574	68.3%
Hazardous Condition (No Fire)	33	3.9%
Service Call	82	9.8%
Good Intent Call	35	4.2%
False Alarm & False Call	80	9.5%
Severe Weather & Natural Disaster	11	1.3%
TOTAL	840	

Percentage of Incident Type Group



Number of Incidents by Hour of the Day**False Alarms over Time**

Incidents with False Alarms: 80

Percent of Incidents with False Alarms: 9.52%

TRAINING REPORT

In the second quarter, our department participated in a total of 4,835 hours of training. This training accounts for both on and off duty training.

Student Hours by Month

	On Duty	Off Duty	Total
April	1,662	264	1,926
May	1,332	123	1,455
June	1,373	81	1,454
Total	4,367	468	4,835

April: Staff completed their EMT in service on training about Medical Patients. Staff trained on water supplies and fire hose operations.

May: Staff completed their EMT in service on training about Infants. Staff trained on the foam utilization and operations of the new Foam Pak. Also, staff completed training on water supplies.

June: Staff completed training on the new I-Gel airways for their monthly EMT in service. Crews trained on the new fire hose and nozzles that were received with the Firehouse Subs grant. Crews trained on apparatus to include operations and placement.

FIRE PREVENTION ACTIVITIES

In the second quarter of 2024 the department delivered 15 fire prevention presentations / public education programs. We were able to perform these programs for businesses, schools, and religious groups and had an estimate of 1,445 participants.

0-4 years (preschool)	231
5-10 years (elementary)	403
11-13 years (middle school)	100
14-18 years (high school)	90
Adults (19-61)	497
Seniors (62+)	124
Total Participants	1,445

Sixty-seven (67) smoke detectors were installed in second quarter 2024. Of these, fifty-three (53) were installed as part of a statewide smoke detector community canvas on June 1st. 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 **290 fire code inspections** were completed on businesses within the Lenoir City limits. Monthly totals were 120 in April, 89 in May and 81 in June.

- The Fire Marshal investigated a complaint at one business during this quarter. Staff worked with Taco Bell to mitigate the complaint.
- The Fire Marshal worked on projects with the following businesses, location, and/or organizations: Fleet Genius, Delk 4 Law, 341 Harper Avenue, Liquidation Warehouse, Banana Box Grocery, Liquid Roots, 307 Shasta Lane and City of Lenoir Planning Department.
- Fire Department used approximately 42,125 gallons of water on fires and training.

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 44 investigations that occurred in the City with below being of higher impact:

- House fires: Pennton Ave, Hickory Street, Virginia Street and Ascot Lane
- Commercial fires: N/A
- Wildland fires: N/A

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.

- Fuel spill on Connelly Springs Road;
- Fuel leak from vehicle on Harper Avenue;
- Gas leaks on Valencia Place, Main Street, Woodsway Lane, Holly Court, Kentwood Street;
- Investigated a fireworks explosion at Aldi's;
- Staff removed a tree trimmer from a tree on Finley Avenue;
- Multiple storm preparations with three (3) storms causing calls for service and damage. Public Works responded and provided some storm debris removal.

Other –

- Continuing to work on changing reporting software from Emergency Reporting to ESO.
- Working with City Safety on OSHA and Emergency Operation Plans.
- Assisted Lenoir Police Department with tractor trailer rear wheels coming off.
- Assisted in unclogging a drain at Martin Luther King Center.
- Assisted with filling pool at Aquatic Center.

QUARTERLY STAFF ACCOMPLISHMENTS / UPDATES:

- Macie Farr graduated with her Associates of Applied Science in Emergency Management.
- Philip Clark graduated with his Associates of Applied Science in Fire Protection Technology and Emergency Medicine.
- Tucker Price obtain his Fire / Arson Investigator Certification.
- Cory Houck was promoted to Battalion Chief on A-Shift.
- Lindsey Annas was promoted to Captain on B-Shift at Station 1.
- Charlie Philyaw was promoted to Lieutenant on C-Shift at Station 1.
- Matt Triplett was promoted to Engineer on C-Shift at Station 2.
- Phillip Hubbard was promoted to Captain on C-Shift at Station 2.
- Andrew Lafon was promoted to Lieutenant on A-Shift at Station 2.
- Blake Chandler was promoted to Engineer on C-Shift at Station 1.
- Dilan Price started as a Firefighter I on May 13th.
- Ashlee Reichard was hired full-time and will start on shift July 9th.
- Jeremiah Annas, Seth Stout and Jaxson Lee were hired as part-time employees.
- Assistant Chief Chris Jacobs completed his Fire Inspector Level III.
- Shane Bowman completed his Fire Officer II.
- Hunter Winkler and Blake Chandler completed their Driver Operator – Aerials certification.
- Matthew Frazier, Matthew Triplett, Tucker Stone, Jody Spears, Jonathan Newman, Barrett Belk each completed their Driver Operator – Pumps certification.
- Ethan McLean completed his Technical Rescuer – Vehicle and Trench. He also completed the OSFM Technical Rope School: Single Rescuer Movements.



Trash truck accident on Harper Ave.



Multiple vehicles on fire on Creekway Drive.



Crew participating in Safety Fair at Caldwell County Health and Human Services Building.



Staff talking to campers about Ladder 1 at the Keith Owens Bootcamp.



Staff installing smoke detectors during Smoke Detector Saturday.

TO: S. Hildebran, City Manager
FROM: Norman Staines, Fire Chief
DATE: August 13, 2024
RE: Fire Department Report for July 2024

INCIDENT RUNS BY APPARATUS

	Total Responses
<u>Headquarters Responses</u>	218
R1 Crew	53
(R1 Crew on T1)	7
(R1 Crew on E1)	0
(R1 Crew on R1)	46
L1 Crew	63
(L1 Crew on L1)	3
(L1 Crew on E1)	60
QRV1 by R1 and L1 Crews	88
R10 (Ambulance)	6
Support 1 (UTV)	8
Average Response Time	<u>2:57</u>
<u>Station 2 Responses</u>	121
E2 Crew	47
L2 Crew	40
QRV2 by E2 and L2 Crews	33
Station 2	1
Average Response Time	<u>2:53</u>
<u>Station 3 Responses</u>	62
E3	38
QRV3 by E3 Crew	24
Average Response Time	<u>2:46</u>
<u>Administration Responses</u>	59
C1	1
C2	7
C3	4
C4	1
Battalion 1-3	46
T17	1

TOTAL NUMBER APPARATUS RESPONSES TO EACH DISTRICT:

	HQ's DISTRICT	STA. 2 DIST	STA. 3 DIST	TOTAL
HQ's APPARATUS	203	7	8	218
STA. 2 APPARATUS	49	66	6	121
STA. 3 APPARATUS	25	11	26	62
ADMINISTRATION	42	10	7	59

CALLS FOR SERVICE BY TYPE OF SITUATION FOUND:

Type	Headquarters	Station 2	Station 3	Total
Structure Fire	0	0	1	1
Vehicle Fire	0	0	0	0
Trash/Rubbish Fire	1	1	0	2
Natural Vegetation Fire	1	1	0	2
Medical Assist (help EMS)	3	0	1	4
EMS Call	96	37	22	155
Car Wreck w/Injuries	11	0	1	12
Car Wreck w/No Injuries	2	1	0	3
Rescue-Lock in	2	0	0	2
Rescue-Extrication MVA	0	1	0	1
Search for lost person	0	0	1	1
Rescue-Elevator	1	0	0	1
Medical/Fire Standby at Event	6	0	0	6
EMS Standby for Ambulance	6	0	0	6
Assist Invalid	0	4	0	4
Assist Police or Government	2	1	0	3
Lock Out	1	0	0	1
Flammable liquid/gas spill/leak	0	1	1	2
Chemical hazard no spill	0	1	0	1
Arcing, shorted electrical equip.	3	0	0	3
Excessive Heat no fire	1	0	0	1
Powerline down	0	0	1	1
Tree Down	2	0	1	3
Public Service	6	4	1	11
Unauthorized burning	1	2	0	3
Cancelled Enroute	2	2	1	5
Smoke Scare	2	1	1	4
No incident found at address	0	1	0	1
Alarm Activation	22	3	3	28
Weather/Windstorm	2	1	0	3
TOTAL INCIDENTS	173	62	35	270

CALLS FOR SERVICE WITHIN EACH DISTRICT:

2024			2023		
<u>HQ's</u>	<u>STA. 2</u>	<u>STA.3</u>	<u>HQ's</u>	<u>STA. 2</u>	<u>STA.3</u>
173	62	35	200	77	41

TRAINING AND FIRE PREVENTION:

Training Hours	1237.5
Inspections	56
Fire Prevention Education Programs	3



September 2024



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Noon - 7:00 p.m. Carolina Tattoo & Arts Gathering ends	2 Labor Day! City Offices Closed!	3 6:00 p.m. City Council	4 9:00 a.m. Staff Meeting	5	6	7 9:00 a.m. - 4:00 p.m. Annual Sculpture Festival (JE Broy.Pk) 3:00 p.m. Cruise-In
8	9 Noon - City/County Services Committee	10 8:15 a.m. Economic Development Adv. Board	11 1:30 p.m. ABC Board	12 6:00 p.m. Lenoir Business Adv. Board (City Hall, Third Floor)	13	14 NCDOT Fall Litter Sweep Begins
15	16 6:00 p.m. Parks & Recreation Adv. Brd. (MLK Center)	17 6:00 p.m. City Council	18 9:00 a.m. Staff Meeting	19	20	21
22	23 5:30 p.m. Planning Board	24 8:30 a.m. Committee of the Whole (City Hall, 3rd Floor)	25 Noon - Foothills Regional Airport Authority	26	27	28 NCDOT Fall Litter Sweep Ends
29	30					
		Notes for October				
		The annual Wood Fire Smoke Barbeque Festival will be held on Saturday, October 19 in downtown Lenoir.				

City of Lenoir
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