



Minutes of the Roanoke Rapids City Council

A Special Meeting (Budget Work Session) of the City Council of the City of Roanoke Rapids was held on **Thursday, April 13, 2023** at **10:00 a.m.** at Fire Station No. 1.

Present: Emery G. Doughtie, Mayor

Council Members

Sandra Bryant)
Wayne Smith)
Rex Stainback)

Kelly Traynham, City Manager
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Jason Patrick, Fire Chief

Absent: Carl Ferebee, Mayor Pro Tem
Tommy Daughtry, Council Member

The meeting was called to order.

Fire Department

Fire Chief Patrick presented the proposed FY 2023-2024 operational budget for the Fire Department.

He stated the biggest request in the operational budget is funding for part-time salaries. As they know, the department is having a lot of turnover which means they need to send people to school (5 days a week). When they send people to school, sometimes office staff has to step up and fill those positions. Also, Deputy Chief Wes Hux is retiring at the end of the month. He is the only level 3 Inspector/Fire Marshal right now so they will need to have him back on a part-time basis to help with some of the plan reviews.

Chief Patrick said they were trying to get a succession plan in place because in the next 7-8 years, all the chief officers will be eligible to retire. This is something they need to look at for the future.

Councilman Smith asked Chief Patrick what the requested increase in the budget was in comparison to last year. He replied \$33,300 increase in the operational budget, not including capital.

Chief Patrick noted the following increases in the operational budget:

- On Call Pay - increase from \$2,200 to \$3,000
- Part-time - \$25,000
- Utilities (Fuel) – increase from \$6,000 to \$7,800
- Training, Meetings – increase from \$6,000 to \$7,500
- Maint & Repairs(Equip) – increase from \$15,000 to \$16,000
- Maint & Repairs (Apparatus Vehicles) – increase from \$18,000 to \$20,000
- Maint & Repairs (Staff Vehicles) – increase from \$3,000 to \$5,000
- Automotive Supplies – increase from \$5,000 to \$6,000
- Dept. Supplies – increase from \$4,000 to \$5,000
- Annual Physicals – increase from \$8,700 to \$9,500
- Other Supplies – increase from \$7,750 to \$8,500
- Equipment – increase from \$16,000 to \$17,500
- Turn Out Gear – increase from \$20,000 to \$22,000
- Career Development – increase from \$12,600 to \$14,750

Mayor Doughtie asked Chief Patrick how many employees did the department have when it was fully staffed. He replied 32 and right now they have 29 employees.

Chief Patrick requested the following Capital Needs:

- | | |
|-----------------------------------|-------------------|
| • Equipment for New Fire Engine | \$155,000 |
| • Station 1 Access Aisle | \$13,000 |
| • Generator Replacement Station 1 | \$90,000 |
| • Lease Two (2) F-150 | \$20,000 annually |

He noted they have submitted a grant for over \$70,000 to replace all the fire hose, nozzles and different adapters. That would be for the entire department. A portion would go towards the new truck.

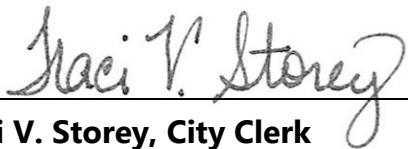
Councilman Smith asked if they pay those going to the Fire Academy at Nash Community College. Chief Patrick replied yes, it is just like the Police Department for BLET. They have them sign a 2-year contract once they complete school. They had a good success rate with the last academy. Candidates are screened and are required to successfully complete a physical agility test.

City Manager Traynham reported if they look at the hourly rate of pay, the entry-level firefighters are the lowest paid employees. Chief Patrick added the starting firefighters are making less than \$13 per hour.

Councilman Smith asked how long was the Fire Academy. Chief Patrick replied it was 16 weeks long and gets them to Level 2 certification.

City Council discussed employee retention and the new requirements by the State for firefighter certifications.

The meeting adjourned at 11:15 a.m.



Traci V. Storey, City Clerk

Approved by Council Action on: May 2, 2023