




THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA
FIRE DEPARTMENT

Date: February 1, 2021
To: Debora P. Diaz
Town Manager
From: Troy N. Tilley
Fire Chief 
Re: Assistance to Firefighters Grant Program

The US Department of Homeland Security, FEMA, explains that the primary goal of the Assistance to Firefighters Grant (AFG) is "...to enhance the safety of the public and firefighters with respect to fire-related hazards by providing direct financial assistance to eligible fire departments, nonaffiliated Emergency Medical Services organizations and State Fire Training Academies. This funding is critically needed resources to equip and train emergency personnel to recognized standards, enhance operations efficiencies, foster interoperability and support community resilience."

We are seeking AFG funding for the acquisition of TDMA (Time Division Multiple Access) capable, P-25 compliant, 800 MHz vehicle and personnel portable communications equipment, to replace the non-compliant equipment, to current standards. The request also addresses one of the core capabilities of the National Preparedness Goal, Fire Management and Suppression.

Our mission is "to minimize the risks of fire and other hazards to the citizens and visitors of Kill Devil Hills by educating the public on safety issues, prompt response to emergency situations and providing mitigation of emergency situations through highly trained and well-equipped personnel in a caring, courteous and professional manner." In order to continue meeting our mission, we need up-to-date equipment to conduct emergency fire and all hazard operations in the Town.

We previously applied for an AFG grant, in March 2020, for the acquisition of vehicle and personnel portable communications equipment, and unfortunately, we were not awarded the grant. At their March 9, 2020 meeting, the Board of Commissioners granted approval to seek the grant.

I am requesting the Board of Commissioners' approval (again) to apply for the AFG grant, for an approximate amount of \$300,000, with the 5% required matching funds, \$15,000, being allocated from the budget. The application submission deadline is February 12, 2021.

Should you have any questions, or require additional information, please do not hesitate to contact me.

3. Schedule Public Hearings for Recommended Amendments to the Town Code (Attached CA-3A and 3B)

The Town Attorney has reviewed the recommended amendments and has found them to be in compliance with applicable North Carolina law:

A. Chapter 153, Zoning - §153.073 Landscaping Requirements – modify landscaping requirements to include single-family and duplex dwellings with greater than 6,000 square feet lot coverage.

At the direction of the BOC, Staff drafted an amendment that creates landscaping buffer requirements for large single-family and duplex development. Following review at its August 20, 2019, meeting, the Planning Board forwarded it to the BOC, with a favorable recommendation. At its October 16, 2019, meeting, the BOC denied the amendment by a vote of 3-2, following a public hearing.

At the BOC's January 22, 2020, joint worksession with the Planning Board, the BOC directed Staff to reintroduce this amendment to the Planning Board for review and possible public hearing. At its February 11, 2020, meeting, the Planning Board voted to forward this amendment to the BOC, with a favorable recommendation.

B. Chapter 153, Zoning - §153.310 Cottage Court(s) and §153.311 Cluster Homes – modify cottage court(s) and cluster homes minimum lot dimensions abutting NC 12

At the BOC's January 22, 2020, joint worksession with the Planning Board, the BOC directed Staff to draft an amendment to change minimum lot dimension requirements for cottage courts and cluster homes that abut NC 12. At its February 11, 2020, meeting, the Planning Board voted to forward this amendment to the BOC, with a favorable recommendation.

Approval of the Consent Agenda will schedule public hearings for items 3A and 3B on Wednesday, March 25, 2020, at 6:00 p.m.

4. Assistance to Firefighters Grant for the purchase of new portable radios (Attached CA-4)

Fire Chief Tilley's memorandum in the meeting materials highlights the Fire Department's opportunity to apply for a FEMA Assistance to Firefighters Grant (AFG) to fund acquisition of vehicle and personnel portable communications equipment. Purchase of the communications equipment is recommended in the 2020-2021 plan year; however, Staff has identified the AFG process as a worthwhile opportunity to offset the project's cost. Approval of the Consent Agenda will authorize Staff to apply for the approximate \$300,000 AFG grant and plan for the required 5% matching funding in the 2020-2021 Budget.

Approved Minutes

March 9, 2020

Board of Commissioners Meeting

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5. Recommendation for fiscal year end 6/30/2020 auditor (Attached CA-5)

With Kill Devil Hills' need to secure an auditing group for FY 2020, the Town requested proposals for CPA firms to provide financial auditing services. Following a review by a Staff audit committee, the firm of Potter & Company of Mooresville, N.C. has been unanimously recommended to perform the annual fiscal year end 2020 audit, with up to three additional years as a renewal option. The criteria considered by the committee has been highlighted in the meeting materials. Approval of the Consent Agenda will accept the audit committee's recommendation and authorize the Town Manager to execute a contractual agreement for services.

6. Government Education Access Channels Committee (GEACC) budget request fiscal year 2020/2021 (Attached CA-6)

Approval of the Consent Agenda will record approval of the 2020-2021 GEACC Budget, operating Current Television's government and educational access channels (Charter Spectrum 191 and 198). Regularly produced shows, Destination Dare and Dare Education Awareness, are also funded by Current TV. Apart from the annual \$1,000.00 membership fee, there is no cost to the Town for operating the channels, as most operational funding is received from N.C. Video Programming Distribution proceeds.

7. Budget Amendment (Attached CA-7A)

- A. #18 - to record NCLM Wellness Grant funds received from the N.C. League of Municipalities for the Town's employee wellness program.

Ms. Díaz presented the Consent Agenda and recommended approval as presented.

Commissioner McAvoy moved to approve the Consent Agenda, as presented. Commissioner Gray provided a second, and the motion passed with a unanimous, 5-0, vote.

Public comment

Response to Public Comment