



# Morrisville Town Council

Regular Meeting

February 10, 2026, 6:00 PM

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**Town of Morrisville Mission Statement:** Connecting our diverse community to an enhanced quality of life through innovative programs and services.

1. **Call to Order**
2. **Recognition of Sergeant at Arms**
3. **Invocation**
4. **Pledge of Allegiance**
5. **Adoption of Regular Agenda**  
Call for any conflicts of interest in relation to the proposed agenda.
6. **Consent Agenda**
  - 6.a [Approval of November and December 2025 Town Council Meeting Minutes](#)  
[20251112 Minutes DRAFT.pdf](#)  
[20251125 Minutes DRAFT.pdf](#)  
[20251209 Minutes DRAFT.pdf](#)
  - 6.b [Resolution and Capital Project Ordinance Amendment Authorizing Phase 2A Design-Build for the Public Works Facility Project](#)  
Mark Spanioli, Director of Engineering  
[2026-31-0 RES DB Phase 2A for PW 125 Int Drive](#)  
[2026-31-0 CPOA PW Facility Renovation.pdf](#)
  - 6.c [Resolution Award of Service Sidearm to Brad Manville](#)  
Justin Rosser, Chief of Police  
[2026-56-0 RES Authorizing Award of a Badge and Police Service Sidearm - Manville.pdf](#)  
[2026-56-0 ATTH 01 Surplus Form](#)
  - 6.d [Resolution Appointing Advisory Committee Chairs & Vice-Chairs](#)  
Kimberly Kowanick, Deputy Town Clerk  
[2026-59-0 RES Approving Committee Chair and Vice Chair Appointments.pdf](#)

**7. Items Pulled from Consent (if any)**

**8. Proclamations**

8.a Proclamation Recognizing National Engineers Week *(for reference only)*  
2026-28-0 National Engineers Week Proclamation.pdf

8.b Proclamation Recognizing Government Communicators Day *(for reference only)*  
2026-57-0 PROC Gov Comms Day.pdf

**9. Morrisville Speaks: Public Comment**

**10. Presentations**

10.a Retirement Recognition of Sergeant Manville  
Justin Rosser, Chief of Police

10.b Retirement Recognition of Battalion Chief of Training Thomas "Chris" Salter  
Thomas Dooley, Fire Chief

10.c Fire Department Gap Report FY25  
Thomas Dooley Jr Fire Chief  
2026-55-0 PRES Gap Report FY25.pdf  
2026-55-0 ATTH 01 Fire Department Gap Report FY25.pdf  
2026-55-0 ATTH02 CRA.SOC.pdf

10.d Sustainability Program FY2025 Update  
Kimberly Conley, Sustainability Coordinator  
2026-53-0 PRES Sustainability Program FY2025 Update.pdf  
2026-53-0 ATTH01 Sustainability Investments Report.pdf  
2026-53-0 ATTH02 FY24 Admin Report (REV. Timeline).pdf  
2026-53-0 ATTH03 Goals Strategies Actions.pdf

**11. Future Meetings, Events and Resident Involvement Opportunities** For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**12. Council and Manager Comments**

**13. Work Sessions**

13.a Council Rules of Procedure – Rules 25 & 35  
Kayla Bertling, Town Clerk  
January 25 - Work Session  
February 10 - Work Session  
2026-10-0 PRES Rule 25 & 35.pdf  
2026-10-0 ATTH 01 2025 Proclamation Annual Report

**14. Adjournment**

Thank you for attending this meeting of the Morrisville Town Council. We hope you plan to join us again! Please feel free to email your Town Council members at [TownCouncil@morrisvillenc.gov](mailto:TownCouncil@morrisvillenc.gov) or visit [www.MorrisvilleNC.gov/Council](http://www.MorrisvilleNC.gov/Council) for additional contact information.

# Town Council Agenda Item Report

Agenda Item No. 6.a

Submitted by: Kayla Bertling

Submitting Department Administration

Meeting Date: February 10, 2026

## **SUBJECT**

Approval of November and December 2025 Town Council Meeting Minutes

### **Recommendation:**

Approve as presented

### **Updates/History of Briefing:**

Not Applicable

### **Executive Summary and Background Information:**

Minutes reflect Town Council Meetings on November 12, 2025, November 25, 2025, and December 9, 2025.

### **Advisory Board/Committee Review:**

None

### **Insert Date of Advisory Board/Committee Review:**

### **Advisory Board/Committee Recommendation and/or Vote:**

None

### **Potential Options:**

Approve minutes as presented.

Request changes and approve minutes.

### **Staff Recommendation:**

None

## **ATTACHMENTS**

- [20251112 Minutes DRAFT.pdf](#)
- [20251125 Minutes DRAFT.pdf](#)
- [20251209 Minutes DRAFT.pdf](#)



Morrisville Town Council  
Regular Meeting Minutes  
November 12, 2025, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley, Mayor Pro Tem Garimella, and Council Members Fender, Johnson, Rao, Robotti, Scroggins-Johnson, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez, *Deputy Town Manager*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Rox Cruz, *Public Information Officer*  
Rachel Cypher, *Planner II*  
Byron Hayes, *Chief Financial Officer*  
Brittany Johnson, *Planning Manager*  
Cindi King, *Parks, Recreation and Cultural Resources Assistant Director*  
Cacie Langley, *Financial Operations Manager*  
Bret Martin, *Transportation Project Manager*  
Shelly Mayo, *Planner III*  
Tiffany McNeill, *Economic Development Director*  
James Owens, *IT Support Technician*  
Mark Spanioli, *Engineering Director*  
Michele Stegall, *Planning Director*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:01 p.m.
2. **Recognition of Sergeant at Arms** – Detective Johnson
3. **Invocation** – delivered by Mayor Cawley
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Adoption of Regular Agenda**  
Town Manager Brandon Zuidema shared a request from staff to add a closed session item related to a personnel matter.

No conflicts of interest with the proposed agenda were reported.

**MOTION: Council Member Robotti moved to adopt the Regular Agenda with the addition. The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

6. **Consent Agenda**
  - 6.a. **Resolution and Capital Project Ordinance Amendment Authorizing Phase 1 Design-Build for the Public Works Facility Project (2025-385-0)**

**MOTION: Council Member Johnson moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**7. Items Pulled from Consent (if any)**

No items were pulled for discussion.

**8. Proclamations**

**8.a. Proclamation Recognizing World Pancreatic Cancer Day (2025-386-0)**

Council acknowledged a proclamation recognizing Pancreatic Cancer Day and urged residents to actively participate in raising awareness about pancreatic cancer, supporting research initiatives, and advocating for early detection and effective treatments. The proclamation was read by Council Member Johnson and was accepted by local volunteers of the Pancreatic Cancer Action Network.

**8.b. Proclamation Recognizing Lung Cancer Awareness Month (2025-387-0)**

Council acknowledged a proclamation recognizing Lung Cancer Awareness Month.

**8.c. Proclamation Recognizing Small Business Saturday (2025-388-0)**

Council acknowledged a proclamation recognizing Small Business Saturday.

**9. Morrisville Speaks: Public Comment**

No comments.

**10. Admin Reports – For information only unless Town Council pulls for specific questions.**

**10.a. FY2026 Q1 Financial & Budget Administrative Report (2025-399-0)**

*There were no questions on this Administrative Report.*

**11. Presentations**

**11.a. Alternative Transit Study Final Report and Recommendations (2025-389-0)**

**Bret Martin, Transportation Project Manager**

**Jorge Luna, South Atlantic Director - Transit and Rail, VHB**

**November 12 - Brief/Presentation**

**November 25 - Action**

Bret Martin, Transportation Project Manager, and consultants from VHB, presented the final report and recommendations on the Alternative Transit Study. Staff highlighted alternative funding opportunities that would maximize the Town's contributions to support the recommendations.

Council Member Fender expressed concern over the outlined fixed route options, noting that they did not go into the Breckenridge, Kitts Creek, or Church St neighborhoods. Consultants shared some reasoning for the suggestions, including highest ridership and ability to expand. Council Member Fender thought past data had shown high ridership among those neighborhoods. She emphasized the importance of wait time and reliability. She expressed concern that solutions presented increased coverage but did not improve wait time. She recommended an advanced booking option. Consultants noted the recommendation included an advanced booking option along with additional vehicles to reduce wait times. Council Member Fender expressed concern that residents who were dissatisfied with the Smart Shuttle may have not taken the survey. In response to Council Member Fender, staff noted the lack of peer communities operating only one microtransit vehicle. Staff emphasized the need for increasing the number of vehicles to alleviate issues. Council Member Fender shared her own difficulty in booking. Staff noted some neighborhoods may have high ridership, but advised fixed route services focused on mass transit rather than individual neighborhoods. Staff noted that fixed route would be supported by microtransit which would service neighborhoods.

Council Member Robotti supported all of Council Member Fender's comments, specifically noting her concern over a lack of service to the Breckenridge neighborhood. Council Member Robotti stated the original goal of the service was to support individuals with limited mobility and to alleviate traffic. She expressed concern that the first goal was not being achieved due to a lack of reliability, noting that anyone timebound could not rely on the Smart Shuttle. Council Member Robotti felt the presented fixed route options did not service areas where people would want to go. She felt the recommendations did not solve current issues with the service. Consultants advised Council that there were several route options considered and there would be significant investment to pursue that option. Consultants also advised Council that the study recommend concepts that the Town would refine during implementation.

Council Member Robotti felt the airport would be a destination residents would want, and she advocated for focusing on use cases identified by public engagement. Consultants noted the study did consider public engagement and the airport was identified. They advised that they focused on existing local service because including the airport would have a negative wait time tradeoff.

Council Member Scroggins-Johnson noted the current service was provided to riders at no cost. She expressed concern over increased burden on the Town with expansion. She indicated support for expanded nodes and additional vehicles, noting value for riders. Council Member Scroggins-Johnson advocated for inclusion of the new Wake Med medical center. She was concerned about reliability. Council Member Scroggins-Johnson advocated for an advanced reservation system with a pilot program. She was not supportive of the fixed route options. She supported increased microtransit. Council Member Scroggins-Johnson noted advantages to using vans which had reduced licensing requirements. She cautioned against a focus on future increased density, stating there would be limited growth. She emphasized the importance of reliability and advocated for increased nodes.

In response to Council Member Rao, staff clarified the study was complete and Council would consider accepting the results at the November 25 Council Meeting. If accepted, the Town would then move to implementation planning.

Council Member Rao noted his personal increased use of transit. He advocated for Morrisville transit to connect with those in neighboring jurisdictions.

In response to Mayor Pro Tem Garimella, consultants clarified the fixed routes were kept to a maximum frequency of 30 minutes based on public engagement results. Mayor Pro Tem Garimella felt fixed routes should be focused on commuters but was concerned the proposal would not meet that need. He also was concerned residents' routes would be too long with the proposal. Mayor Pro Tem Garimella suggested rotating the two proposed fixed routes to serve more residents with the same bus. He emphasized the importance of providing residents with more connection options. Consultants reminded Council that fixed routes were intended to complement microtransit service. Mayor Pro Tem Garimella advocated for fixed routes through neighborhoods, noting the ability to connect through to different areas beyond the neighborhoods. He also emphasized the goal of transporting residents. Mayor Pro Tem Garimella expressed concern that the proposed routes did not focus enough on destinations within Morrisville and did not support his preference for local connectivity over regional destinations such as the airport. Staff noted that adding more lines would increase costs and emphasized that outside funding opportunities rely on the Town following justified transit principles.

Mayor Cawley stated that the original intent of the service was not commuter focused. He emphasized reliability as a key issue and expressed support for fixed routes to improve reliability. He requested clarification on how many current nodes would be included in the

proposed routes and asked for combined maps. He supported fixed routes that would be slower and did not feel stops were needed every half mile. Mayor Cawley supported accelerating implementation of fixed routes along with increased microtransit vehicles to demonstrate reliability to residents.

Council Member Johnson expressed support for adding vehicles and nodes as well as advanced booking options to improve wait times and reliability. She noted that the program would never be perfect for everyone but emphasized the need to begin making changes now. She supported the phased approach and asked about the application period for funding. Staff clarified that increased vehicles and nodes could be implemented within the current agreement, while major changes would wait until the next application period in late 2026. In response to Council Member Johnson, Town Manager Zuidema advised that Council would need to reach consensus before staff could bring back a budget recommendation. Council Member Johnson expressed support for the recommendations as a means to begin addressing issues. She was interested in further discussion of fixed or hybrid options in future years. She highlighted the recommendations would allow for analysis and adjustments to improve reliability.

Council Member Robotti suggested discussing the topic further during the Council retreat. She proposed considering a nominal fee for riders to help offset costs, with possible exceptions for seniors and children. She noted this additional funding could support improvements.

Staff clarified that fixed route implementation could not occur immediately due to time needed to meet ADA standards.

Council Member Fender raised concerns about reliability for specific groups, including Wake Tech students and Early College High School students who lacked school bus transportation. She noted that parents had expressed interest in using the Smart Shuttle for these students but could not rely on the service. Council Member Fender questioned how proposed solutions would impact wait times. Staff clarified that the proposal would improve reliability compared to current service. Consultants noted that both options included additional vehicles and nodes. Council Member Fender strongly emphasized that the current system did not meet residents' needs and expressed frustration with waiting multiple years for improvements. She stated that continuing to underfund the system would waste prior investments. Staff emphasized that the system could not meet every need. Consultants reiterated the importance of nodes and microtransit to support a fixed route. Council Member Fender suggested designing fixed routes to align with nodes. Consultants emphasized that the proposed routes were conceptual and could be refined during implementation.

Council Member Scroggins-Johnson noted the lack of a clear border with Cary and asked how many nodes were mutual stops with Cary. Staff advised there were currently four. Council Member Scroggins-Johnson suggested identifying additional nodes near the border to provide riders with more options. In response to Council Member Scroggins-Johnson, staff noted Cary offered door-to-door service for seniors and individuals with disabilities as well as fixed routes. Staff advised that Cary also conducted a transit study. Council Member Scroggins-Johnson emphasized the need to understand Cary's plan as Morrisville developed its own. She expressed concern that proposed fixed routes focused solely on Morrisville and lacked interconnectivity. She noted adding more shuttles would improve reliability and suggested reviewing costs during the retreat.

Mayor Cawley advocated for Council to fast-track implementation of the recommendations. Council Member Scroggins-Johnson stated she was not in favor of fixed routes and felt there was not consensus from other members. Council Member Fender expressed support for fixed routes and believed Mayor Pro Tem Garimella did as well. Council Member Scroggins-Johnson was not supportive of accepting the results at the time. Council Member Johnson clarified that

the November 25 action would be to accept the study results, not adopt next steps. Town Manager Zuidema confirmed the goal was to accept the information for future consideration. Staff noted that fixed route planning would take time and could be ready by Fiscal Year 2028.

Council Member Cawley asked for consensus on quick wins. Staff advised that implementation should occur gradually to monitor reliability and gather feedback. Council Member Johnson expressed comfort with accepting the study and continuing discussion at the retreat. Council Member Robotti supported accepting the study immediately, noting that it would not change before November 25. Council Member Cawley expressed interest in beginning implementation on November 25, while Council Member Robotti stated that Council did not give consensus for his recommendation.

**Recess – 8:06 p.m.**

**Reconvene – 8:26 p.m.**

**11.b. FY 2025 Annual Comprehensive Financial Report Presentation & Fund Balance Presentation (2025-373-0)  
Byron Hayes, Chief Financial Officer**

Chief Financial Officer (CFO) Byron Hayes and Engagement Director Lee Ann Watters from auditing firm, Cherry Bekaert, presented the Fiscal Year 2024-2025 (FY25) Annual Comprehensive Financial Report (ACFR) and fund balance report. The Town received a clean audit, an unmodified opinion, and the GFOA Award for Excellence in Financial Reporting. There was one finding in the audit which had been corrected and staff implemented corrective action to prevent similar recurring findings.

Director Watters noted a delay in the single audit report due to the federal government shutdown. She noted the firm was prepared to issue the report once guidance from the federal government was received.

Council Member Robotti sought clarity on an uncorrected misstatement noted in the audit presentation. Staff explained the note resulted from a logistical reporting change between FY25 and FY26, in which the length of time sales and facilities tax accrued past the fiscal year end was reduced from 90 to 60 days. The change meant one less distribution of the taxes was recorded for FY25 to improve year-end process efficiencies. With the change now in effect, FY26 would show correct reporting.

Addressing the audit's one finding, CFO Hayes explained to prevent the issue in future years, an additional level of review to all invoices had been added.

**12. New Items**

**12.a. Annexation of o Watkins Road (2025-382-0)**

**Shelly Mayo, Planner III**

**November 12 - Brief and Action (Resolutions A & B)**

**November 25 - Public Hearing and Action (Ordinance)**

Shelly Mayo, Planner III, presented the annexation request for o Watkins Road.

Council Member Robotti sought clarity on the area to be considered.

**MOTION: Council Member Johnson moved to adopt Resolution 2025-382-0A of the Morrisville Town Council Pertaining to the Sufficiency of the Petition to Extend the Town of Morrisville Corporate Limits to Include o Watkins Road (ANX-25-0014). The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**MOTION: Council Member Johnson moved to adopt Resolution 2025-382-0B of the Morrisville Town Council Setting a Date for a Public Hearing on the Question of Voluntary Annexation for Property Located at 0 Watkins Road (ANX-25-0014). The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**12.b. Annexation of 429 Airport Boulevard (2025-341-0)  
Rachel Cypher, Planner II  
November 12 - Brief and Action (Resolutions A & B)  
November 25 - Public Hearing and Action (Ordinance)**

Rachel Cypher, Planner II, presented the annexation request.

**MOTION: Council Member Robotti moved to adopt Resolution 2025-341-0A of the Morrisville Town Council Pertaining to the Sufficiency of the Petition to Extend the Town of Morrisville Corporate Limits to Include 429 Airport Boulevard (ANX-25-0013). The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

**MOTION: Council Member Robotti moved to adopt Resolution 2025-341-0B of the Morrisville Town Council Setting a Date for a Public Hearing on the Question of Voluntary Annexation for Property Located at 429 Airport Boulevard (ANX-25-0013). The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

**13. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**14. Council and Manager Comments**

Mayor Pro Tem Garimella congratulated the incoming Council Members. He congratulated Mayor Cawley on his reelection and called for them to work together for the town.

Council Member Johnson congratulated and wished luck to the incoming and returning Council Members.

Mayor Cawley noted his attendance at Veteran's Day events and thanked staff, the Morrisville Veterans Foundation, and Preston Pointe. He also noted his attendance at the recent Police vs Fire Turkey Bowl. He issued thanks for the recent election and a commitment to make Morrisville better for all. He congratulated the new Council Members. Mayor Cawley shared excitement for the upcoming Green Day and noted a desire to continue sustainable efforts.

Council Member Robotti congratulated those elected. She encouraged candidates who were not elected to view their campaigns as a success for all their efforts leading up to election day.

Council Member Fender echoed Council Member Robotti's comments and spoke to the courage needed to run for office. She congratulated those reelected. She thanked all residents and neighbors who voted, noted the small percentage of voters in municipal elections. Council Member Fender was sad to be ending her time on Council, noting the opportunity was an honor. She enjoyed being present at the polls, stating it was fulfilling. She encouraged the public to come to Green Day. She encouraged those attending to bring their electronics to recycle and advised the public to create a place to store used electronics until the annual event.

Council Member Rao congratulated those elected and Mayor Pro Tem Garimella for his

campaign. He spoke about his upcoming term ending. Council Member Rao thanked staff for recent events around small businesses and veterans. He spoke about Veterans Day events in the area and their inspiring messages.

Council Member Scroggins-Johnson thanked all who voted. She stated there were 50% more voters than the 2023 election and shared her excitement for residents engaging about the future of the town. Council Member Scroggins-Johnson was honored to be reelected for a fourth term. She was humbled by the conversations had with residents and commented on the importance of the conversations had by all the candidates. She wanted to determine the best way to use the information gathered from residents.

Town Manager Zuidema reminded Council of ongoing advisory committee recruitment, new microphones, and the upcoming Council retreat.

**Recess – 9:20 p.m.**

**Reconvene – 9:28 p.m.**

**15. Work Sessions**

**15.a. Airport Boulevard Phase I Extension (2025-400-0)**

**Michele Stegall, Planning Director**

**Mark Spanioli, Town Engineer**

Michele Stegall, Planning Director, and Mark Spanioli, Town Engineer, led Council discussion on the Airport Boulevard Phase 1 extension. Staff provided history on the project.

Council Member Scroggins-Johnson thanked staff for compiling the extensive information on the history of the project and encouraged the public to read the information. She noted recent concerns from residents in the area over safety of children walking to nearby schools. She expressed concerns over this project coming before the McCrimmon flyover project. She also shared concerns over losing a small town feel, safety of the schools, and lost tree canopy.

Planning Director Michele Stegall noted the schools were involved in discussions. She highlighted the creation of school speed zones and enhanced pedestrian safety features. She also shared the schools and the Town would be kept informed during construction. Engineering Director Mark Spanioli highlighted the multi-use paths and sidewalks that would be constructed.

Staff advised Council that both the Airport Blvd project and the McCrimmon project were needed independently of each other. They also clarified that delay of the Airport Blvd project would not result in the money being redirected to the McCrimmon project. They noted the McCrimmon project was waiting on right of way acquisitions. Staff spoke about the benefits of both phases of the Airport Blvd project. Staff advised that upcoming years would have multiple roadway projects and creation of a new route would be beneficial to the community.

Council Member Scroggins-Johnson advocated for pausing the Airport Blvd project. She called for reallocation of Town budget prioritizations and noted her understanding that NCDOT funding would be lost.

Council Member Fender expressed concern over the proposed 45 mph speed zone, noting other major roads throughout town were 35 mph. She called for 35 mph and for a barrier to be added between the road and school. Staff advised on the speed determination. Council Member Fender noted delaying the project was not an option and advocated for the road to be 35 mph. She felt strongly that the residents should determine the speed limit rather than NCDOT. Responding to Council Member Fender's comments about a barrier for the school, staff advised that buffers are

typically negotiated by property owners during right of way acquisitions.

Council Member Johnson was glad to have the conversation to make the project as safe as possible for residents walking in the area. She felt that NCDOT would connect the roads whether now or in the future, and it would be better for Council to be involved. Council Member Johnson sought clarity on Council's ability to dictate speed limits and asked about crossing guards. Staff stated the Town paid for crossing guards at schools in town. Council Member Johnson felt a delay would not happen but acknowledged concerns about safety. She echoed staff's comments about the need for an additional route while McCrimmon was under construction. She felt most users would be Morrisville residents. She wanted to focus on the safety of everyone involved.

Council Member Rao sought clarity on how a delay could happen. Town Manager Zuidema noted the Town still owed some funds for the project due to increased costs but advised that invested money would not be returned if delayed. He also noted that NCDOT may not delay due to agreements in place or they could return at a later time when costs would be even higher to the Town. Council Member Rao was concerned that a delay would cause NCDOT to not return to the project and the Town would lose the funds invested. He was not happy to continue but wanted to address safety concerns moving forward.

Council Member Robotti agreed safety of residents was paramount. She noted there had been active work on the project for six years and that safety measures were built into the design. She did not see a path to delay or cancel. If the speed limit was set to 45 mph, she advocated for police officers to serve as crossing guards. Council Member Robotti noted the project had been on the Comprehensive Transportation Plan since 2002, and while she empathized with those who moved to the area without knowing, she did not think it reasonable to call off the project right before groundbreaking. She felt NCDOT would likely not look at future projects in the town favorably. She advocated for heavy enforcement of the speed limit. She did not feel there would be an issue with reducing the speed to 35 mph and advocated for Council to do so if possible.

Staff advised Council on the negative tradeoffs of delaying the project including negative impacts on several future funding opportunities for this and other projects, requirements to still pay remaining expenses on the project, no control over when the project would be brought back, reduced trust with regional partners, and the potential for the Town to be required to pay back any federal funds received for the project.

Council Member Scroggins-Johnson spoke about past challenges with Morrisville Carpenter Rd. She encouraged staff to explore restriping the new portion of Airport Blvd down to two lanes until Phase 2 of the project was completed. Council Member Robotti supported the suggestion.

Mayor Pro Tem Garimella felt the project would alleviate traffic, give additional options to drivers, and would improve internal circulation.

In response to Council Member Rao, staff noted they would share Council's concerns and would make clear Council's request for reduced speed. Staff and Council discussed Council Member Scroggins-Johnson's suggestion.

Mayor Cawley agreed with staff's recommendation to continue the project while working with NCDOT on safety concerns. He advocated for 45 mph once Phase 2 was completed.

Council indicated consensus for staff to pursue the speed limit reduction, along with crossing guards and other safety measures for the schools.

## **16. Closed Session**

### **15.a. Closed Session Pursuant to N.C.G.S. § 143-318.11 (a)(4) to Discuss a**

**Matter of Economic Development.**

- 15.b. ADDED: Closed Session Pursuant to N.C.G.S. § 143-318.11 (a)(6) to Discuss a personnel matter.**

**MOTION: Council Member Rao made a motion to enter Closed Session pursuant to N.C.G.S 143-318.11 (a)(4)(6) to discuss a matter of economic development and a personnel matter. The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

Town Council entered Closed Session at 10:27 p.m.

**MOTION: Council Member Robotti made a motion to end Closed Session and resume Open Session. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously (7-0).**

Town Council resumed Open Session at 10:57 p.m.

**17. Adjournment**

**MOTION: Council Member Robotti made a motion to adjourn the meeting. Council Member Scroggins-Johnson seconded the motion which carried unanimously (7-0).**

Mayor Cawley adjourned the meeting at 10:59 p.m.



Morrisville Town Council  
Regular Meeting Minutes  
November 25, 2025, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley, Mayor Pro Tem Garimella, and Council Members Fender, Johnson, Rao, Robotti, Scroggins-Johnson, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez, *Deputy Town Manager*  
John Letteney, *Assistant Town Manager*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kimberly Conley, *Sustainability Coordinator*  
Rachel Cypher, *Planner II*  
Byron Hayes, *Chief Financial Officer*  
Erin Hudson, *Communications & Outreach Director*  
Brittany Johnson, *Planning Manager*  
Cindi King, *Parks, Recreation and Cultural Resources Assistant Director*  
Bret Martin, *Transportation Project Manager*  
Shelly Mayo, *Planner III*  
Tiffany McNeill, *Economic Development Director*  
Anu Mishra, *Communications Specialist*  
James Owens, *IT Support Technician*  
Justin Rosser, *Chief of Police*  
Michele Stegall, *Planning Director*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:00 p.m.
2. **Recognition of Sergeant at Arms** – Officer Gul
3. **Invocation** – delivered by Council Member Rao
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Adoption of Regular Agenda**  
No conflicts of interest with the proposed agenda were reported.

**MOTION: Council Member Rao moved to adopt the Regular Agenda. The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

6. **Consent Agenda**
  - 6.a. **Resolution Authorizing Land Dedication for Watkins Road Public Right-of-Way Improvements (2025-405-0)**  
**Mark Spanioli, P.E. - Director of Engineering**

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion**

was seconded by Council Member Robotti and carried unanimously (7-0).

**6.b. 2026 PZB Chair and Vice Chair Appointments (2025-402-0)**  
Michele Stegall, Planning Director

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**6.c. Approval of October Town Council Meeting Minutes**

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**6.d. Resolution to Approve Wake County Quarterly Tax Reports (2025-412-0)**

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**6.e. Resolution to Approve Local Government Records Retention Schedules (2025-411-0)**  
Kayla Bertling, Town Clerk

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**6.f. Resolution Appointing Advisory Committee Members (2025-413-0)**  
Kayla Bertling, Town Clerk

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**6.g. Resolution Authorizing the Surplus of a 2008 KME Predator LFD Fire Truck (2025-414-0)**  
Byron Hayes, Chief Financial Officer

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**6.h. Resolution Authorizing an Amendment to the Town Manager Employment Agreement (2025-415-0)**

**MOTION: Council Member Rao moved to approve the Consent Agenda. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**7. Items Pulled from Consent (if any)**  
No items were pulled for discussion.

**8. Proclamations**

**8.a. Proclamation Recognizing Hanukkah and the Menorah Lighting (2025-401-0)**

Council acknowledged a proclamation recognizing Hanukkah and the Menorah Lighting.

**9. Morrisville Speaks: Public Comment**

Savitha Ravishankar, 613 Royal Tower Way, celebrated Community Member Saroj Sharma for her Honorary Doctorate degree. Community Member Ravishankar highlighted the recipient's inspirational nature and unwavering commitment to the community. She thanked the recipient's husband for his support, noting their combined impacts to the community.

Munisankara Mugachintala, Cary, spoke about a recent unsanctioned Diwali event. Community Member Mugachintala stated that their family could not celebrate at home due to apartment restrictions, fireworks were purchased legally, and believed fireworks were permitted due to past events. He also noted attendees cleaned up after the event. Following social media posts from the Town that stated the event was illegal, Community Member Mugachintala reached out to the police to cooperate. He felt with such a large group, it was impossible to know who caused damage. He sought guidance for future celebrations.

Subbareddy Madireddy, 113 Elmhaven Way, spoke about a recent unsanctioned Diwali event. He advocated that any harm caused was unintentional and asked Town leadership to reconsider citations issued. Community Member Madireddy noted potential immigration impacts. He advocated for compassion and education.

Bhavana Veeravalli, 1601 Carrington Park Circle, submitted public input online, which was read by Town Clerk Kayla Bertling. Community Member Veeravalli spoke in opposition of the Airport Boulevard Extension Project, expressing concern for pedestrian safety.

Patty Cheng, 304 Millet Dr., spoke about an ongoing transportation improvement project on Airport Blvd. She appreciated the Town's efforts to provide information to the community and Council Member Scroggins-Johnson's advocacy on the issue. Community Member Cheng expressed concern about the project being led by staff and the project's impact. She questioned the need for the project and the history of the project. She thanked Council Member Fender for her advocacy for lowering the speed limit along the road. Community Member Cheng felt concerned that citizen concerns were not addressed.

**10. Presentations**

**10.a. 20th Annual MESC Poster Contest Winners**

**Kimberly Conley, Sustainability Coordinator**

Kimberly Conley, Sustainability Coordinator, presented the winning posters and Council celebrated the young artists.

**10.b. Morrisville 101 Graduation**

**Erin L. Hudson, Communications & Outreach Director**

Erin L. Hudson, Communications & Outreach Director, celebrated the graduates of the Morrisville 101 program.

**11. Public Hearings**

**11.a. Annexation of O Watkins Road (2025-382-0)**

**Shelly Mayo, Planner III**

**November 12 - Brief and Action (Resolutions A & B)**

**November 25 - Public Hearing and Action (Ordinance)**

Shelly Mayo, Planner III, shared there were no updates on the annexation request for O Watkins Road.

Mayor Cawley declared the Public Hearing open. No comments were made.

**MOTION: Council Member Johnson moved to close the Public Hearing. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**MOTION: Council Member Johnson moved to adopt Ordinance 2025-382-0 of the Morrisville Town Council Pertaining to the Extension of the Town of Morrisville Corporate Limits to Include Property Located at 0 Watkins Road (ANX-25-0014). The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**11.b. Annexation of 429 Airport Boulevard (2025-341-0)  
Rachel Cypher, Planner II  
November 12 - Brief and Action (Resolutions A & B)  
November 25 - Public Hearing and Action (Ordinance)**

Rachel Cypher, Planner II, shared there were no updates on the annexation request for 429 Airport Boulevard.

Mayor Cawley declared the Public Hearing open.

Subbareddy Madireddy, 113 Elmhaven Way, spoke in reference to an ongoing transportation improvement project along Airport Blvd. He was concerned residents were uninformed of the project. Community Member Madireddy stated he was in favor of development. He called for Council to reevaluate the transportation project.

Amy Croute, on behalf of applicant Duke Energy, noted the annexation was part of a project approved with a Special Use Permit from the year before.

**MOTION: Council Member Johnson moved to close the Public Hearing. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

Council Member Johnson clarified for the community, the action to annex solely brought the property into the Town's corporate limits.

**MOTION: Council Member Johnson moved to adopt Ordinance 2025-341-0 of the Morrisville Town Council Pertaining to the Extension of the Town of Morrisville Corporate Limits to Include Property Located at 429 Airport Boulevard (ANX-0013). The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**11.c. Resolution Authorizing an Economic Incentive Grant Agreement with Novartis Gene Therapies, Inc. (2025-408-0)  
Tiffany McNeill, Economic Development Director  
Public Hearing/Action - November 25**

Tiffany McNeill, Economic Development Director, presented the Economic Incentive Grant Agreement with Novartis Gene Therapies, Inc. She shared the company's history and noted closed sessions previously held with the Town Council to discuss the incentive. The company would invest \$231 million and create 100 new jobs with an average wage of at least \$121,080 excluding bonuses and benefits.

Company representatives thanked Council and staff, sharing excitement about the partnership. They noted Economic Development Director McNeill was outstanding in her work compared with national peers.

Mayor Cawley declared the Public Hearing open.

Subbareddy Madireddy, 113 Elmhaven Way, thanked the Town for bringing innovative projects and asked for the projects to be exposed to local youth.

**MOTION: Council Member Johnson moved to close the Public Hearing. The motion was seconded by Council Member Robotti and carried unanimously (7-0).**

**MOTION: Council Member Robotti moved to adopt Resolution 2025-408-0 Authorizing an Economic Incentive Grant Agreement with Novartis Gene Therapies, Inc. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously (7-0).**

**12. Action Items**

**12.a. Alternative Transit Study Final Report and Recommendations (2025-389-0)**

**Bret Martin, Transportation Project Manager**

**Jorge Luna, South Atlantic Director - Transit and Rail, VHB**

**November 12 - Brief/Presentation**

**November 25 - Action**

Bret Martin, Transportation Project Manager, reviewed the Alternative Transit Study Final Report and Recommendations. He highlighted that further discussion on implementation was scheduled for the upcoming Council retreat and noted a few minor clarifications added to the presentation and report. He introduced the Town's new Senior Planner – Transportation, Phillip Vereen.

Council Member Scroggins-Johnson indicated support for accepting the report, if the suggested fixed route was altered. She asked for an alternative proposal to evaluate cost and benefit. Council Member Scroggins-Johnson clarified she wanted to reevaluate the circular route. She encouraged staff to explore partnerships with GoCary for funding. She sought clarity on how stops would be affected by the intertwined borders with Cary. Staff reminded Council that the final report was conceptual. Council Member Scroggins-Johnson stressed that even conceptually, the Town needed to determine where else to place routes, as there were limited opportunities to make changes. She noted the inability to use the service for time-sensitive needs. In response to Council Member Scroggins-Johnson, staff clarified that the circular route was not one of the recommended options. Council Member Scroggins-Johnson reiterated the need for further discussion on how best to improve the service.

Council Member Fender agreed with Council Member Scroggins-Johnson that the circular route did not meet the Town's needs. She expressed concern that the route was included in the report and questioned whether its inclusion in the survey predetermined the outcome. She stated the route did not meet needs due to exclusion of key areas. She expressed concern that recommendations and theoretical routes in the report could create confusion if Council voted to accept it. She noted that future residents or Councils might assume the recommendations were approved. Council Member Fender emphasized that the route excluded two of the largest subdivisions in town and stated that data-driven results were irrelevant if they did not meet community needs. She reiterated her concern about potential confusion created by the written report.

Council Member Robotti agreed with Council Member Fender. Council Member Robotti felt the study did not meet community needs. She expressed concern about the exclusion of Kitts Creek, Breckenridge, and the Senior Center. She sought clarity on the need to accept the results. Transportation Project Manager Martin clarified that the study was commissioned, scoped, and completed, and the action was to accept the results, not take action on specific recommendations. He advised Council that the results were based on transit best practices and survey data. Council Member Robotti expressed concern over the results and questioned the value of the process. Transportation Project Manager Martin sought clarity on Council's goal and noted the challenge of serving all areas within financial constraints. Town Manager Zuidema advised that the study was intended to identify alternative methods, not create detailed recommendations. He noted that the Smart Shuttle met certain needs but not new ones and

emphasized that the study was informational. He suggested modifying the motion to accept the report with the understanding that further discussion would occur.

Council Member Robotti asked about next steps and emphasized the need to clarify that accepting the report did not mean endorsing recommendations. Town Manager Zuidema recommended using the resolution to provide that clarity. Staff noted that the study was not intended to guide Council through the next steps. Council Member Robotti indicated support to accept the study was completed, however she noted her discontent with the results and recommendations.

Mayor Cawley indicated support to accept the study's results and recommended not accepting the recommendations. He looked forward to further discussion at the upcoming Council retreat.

Council Member Rao indicated support to accept the study's results, noting that future Councils could determine the best options for implementation. He emphasized the importance of reliability and the ability for changes to the implementation plan. Transportation Project Manager Martin advised Council that they had completed a similar process in 2019. At that time, Council accepted the results of a transportation study which eventually led to the Smart Shuttle program following implementation discussions by Council. Council Member Rao advocated for consideration for seniors, emphasizing reliability and safety.

Mayor Pro Tem Garimella noted a disconnect between staff and Council perspectives. He highlighted staff's focus on transit and funding principles and suggested using the upcoming retreat as an opportunity to educate Council.

Council Member Johnson advised Council that concerns raised at the last meeting were prioritized for retreat discussion. She emphasized that the most important part of the resolution was the "Therefore" clause, which accepted only that the report would only be used when considering future improvements. She recommended changing the resolution's title so that it reflected Council's concerns as well. She indicated support for adopting the resolution with the title change.

Town Manager Zuidema suggested simplifying the title. He drew attention to the last "Whereas" clause, which clarified Council may decide whether or not to implement the recommendations.

Council Member Fender acknowledged the recommendation but reiterated her concerns about language in the study. Discussing the neighborhood loop option, the study states that it is recommended due to it serving all major destinations. She did not agree with the validity of the statement. She also asked to receive routes studied but not included in the report.

Council Member Scroggins-Johnson felt the report was incomplete and needed modifications before acceptance. She stated the report would be a standalone document and the resolution would not correct inaccuracies. She was not in favor of accepting the study until a more complete version was created.

Council Member Robotti clarified her appreciation for Transportation Project Manager Martin's work and expertise.

Mayor Cawley felt that work would continue regardless of action taken tonight.

Council was not in favor of voting on the resolution. Town Manager Zuidema recommended tabling the item. He advised Council could disagree with the recommendations, but he cautioned against changing a report that was created by a consultant.

Mayor Cawley encouraged Council to view the study as data. Council Member Fender felt the data was not valid.

Council Member Fender expressed concern about accepting the report as a standalone document, reiterating that the resolution would not fix inaccuracies. She stated Council wanted a report that reflected their priorities and expressed frustration about the process. She emphasized that Council was the customer and should be satisfied with the end result.

Mayor Cawley requested a broader scope for future studies.

Planning Director Stegall emphasized that staff was hearing Council's concerns. She noted that Transportation Project Manager Martin had worked with consultants to gather more details after the November 12 meeting. She anticipated further discussion at the retreat.

Council Member Robotti asked if the consultant could return. Staff confirmed that was possible due to remaining budget.

Staff sought clarity on Council's expectations.

Council Member Robotti emphasized the need for recommendations that were realistic. She questioned the value of the process and stated the report did not translate data into realistic recommendations. Staff advised the scope was standard and not intended for detailed implementation planning, which would occur after Council agreed on a conceptual direction.

Council Member Fender offered to draw a map of her preferred routes.

In response to Council Member Robotti, staff sought clarity on Council's consensus of what was the correct direction for implementation. Council Member Robotti stated it meant connecting residents to key amenities and services, particularly focused on seniors and youth.

Council Member Robotti felt Council did not have an opportunity to share their expectations at the start of the study.

Council Member Scroggins-Johnson thought changes would be made to the report based on discussion from November 12. She felt Council did not have an opportunity to share their expectations at the start of the study.

Staff clarified that the study did not recommend fixed route and explained that option increased reliability but decreased coverage without multiple routes. Transportation Project Manager Martin noted financial constraints limited options but stated he could provide scenarios without those constraints. Council Member Scroggins-Johnson supported that approach and emphasized the importance of understanding tradeoffs.

Mayor Cawley stated the report was informational and suggested postponing any additional consultant funding until after the retreat discussion.

Council Member Johnson supported accepting the report, noting continued discussion would occur. She emphasized that Council was involved in creating expectations and that Council received a presentation early in the process from staff and the consultants. She acknowledged dissatisfaction with the results.

Council Member Fender stated that Council had communicated priorities, including Breckenridge, Kitts Creek, and the Senior Center. She expressed concern that the proposed neighborhood loop option excluded those areas and reiterated her concerns with documenting

an unacceptable route. Staff noted financial constraints influenced the recommendations. Council Member Fender advocated for Council to review options without those constraints.

Mayor Cawley emphasized the Town was not committed to the recommendations. Council Member Fender reiterated her concerns about future interpretation.

Staff recommended tabling the item until the retreat.

**MOTION: Council Member Robotti moved to table discussion until January 23, 2026. The motion was seconded by Council Member Fender and carried unanimously (7-0).**

**Recess – 8:03 p.m.**

**Reconvene – 8:23 p.m.**

**13. New Items**

**13.a. Public Art - Icon Selection (2025-203-0)**

**Brittany Johnson, Planning Manager**

Brittany Johnson, Planning Manager, presented the Icons for consideration as part of the Town's public art program, highlighting public engagement and next steps for implementation. The top three icons recommended for Council decision were dragonfly, peacock, and butterfly.

Mayor Cawley sought clarity on whether the five statues throughout town would be identical. Planning Manager Johnson clarified that while the statues would share the same mold for fabrication, each sculpture would have a unique design through decorations by artists.

Council Member Scroggins-Johnson suggested different poses for different locations. She noted this could create identity and excitement throughout Town, even if more expensive. Planning Manager Johnson advised that costs significantly limited the ability to create different poses and noted that other communities had similar constraints. She emphasized that each sculpture would be decorated uniquely. Council Member Scroggins-Johnson reiterated her desire for a sense of place.

Council Member Robotti noted examples from other communities where identical statues were decorated differently. She cautioned against any religious associations in the designs. Town Attorney Frank Gray agreed and advised avoiding any connection to religion as a reason for choosing an icon.

Council Member Johnson expressed excitement for the project and clarified that each icon would be completely different in design. She asked about the review process and emphasized the importance of uniqueness. Planning Manager Johnson explained that artists would submit 2D drawings for review by staff and the Parks, Recreation & Cultural Resources Advisory Committee (PRCRAC). If designs were too similar, they would likely not be selected together. Council would ultimately approve the final selections. Council Member Johnson requested that the peacock mold have the tail feathers open to maximize design space.

Mayor Pro Tem Garimella noted that while peacocks appear in Hindu beliefs, he did not view the icon as religious. He emphasized that the quality of the artist's work would matter most. He sought clarity on the process.

Council Member Rao sought clarity on how the icons were selected and suggested considering options that represent first responders or diversity. Planning Manager Johnson explained that the selection process included multiple rounds of public engagement, starting with open-ended

suggestions that were then narrowed down through community voting.

Council Member Robotti requested removal of the statue planned for the dog park.

Mayor Cawley expressed interest in placing a statue along a greenway and referenced the scattered trolls at Dix Park in Raleigh as an example. He asked staff to explore pre-designed options for the mold.

Council shared preferences for the icon selection. A majority of Council indicated preference for the peacock prior to discussion.

Council Member Scroggins-Johnson felt that the peacock did not represent Morrisville and expressed concern about religious affiliation. She preferred the butterfly for its association with sustainability. She also emphasized its design flexibility. Council Member Fender agreed, noting the butterfly was found naturally in town and aligned with the Town's sustainability initiatives.

Council Member Johnson emphasized that the peacock offered more design space and could serve as a creative canvas. She acknowledged the sustainability argument. Planning Manager Johnson confirmed that the statue could be designed to allow for additional surface area.

Council Member Rao asked about the timeline and suggested waiting for the new Council. Planning Manager Johnson advised that making a decision now was necessary to meet grant requirements.

Council selected the butterfly icon.

Council Member Robotti was not supportive of staff negotiating the final design details for the statue's mold.

Mayor Cawley was supportive of staff negotiating the final design details for the statue's mold.

Council Member Scroggins-Johnson was not supportive of staff negotiating the final design details for the statue's mold.

Council Member Johnson was supportive of staff negotiating the final design details for the statue's mold. She encouraged staff to maximize design space.

Mayor Cawley sought clarity, and Planning Manager Johnson confirmed staff could bring a design back to Council for input. Council indicated support for staff to select the manufacturer and return with a design for Council approval.

In discussing PRCRAC's proposed role of reviewing artist applications prior to Council selection, Council Member Scroggins-Johnson requested that Council be notified of their meetings. Council expressed support for PRCRAC's proposed role.

**14. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**15. Council and Manager Comments**

Council Member Johnson stated she was unaware of citations given following an unsanctioned Diwali event, as brought up during public comment. She asked staff to share information on the situation. She wished the community a happy Thanksgiving.

Mayor Cawley congratulated Saroj Sharma for her Honorary Doctorate, noting her and her

husband's inclusive vision for Morrisville. He wished the community a happy Thanksgiving. He noted a recent staff appreciation lunch from the self-titled Morrisville Indians. Mayor Cawley invited the community to the upcoming Christmas tree and Menorah lighting events. He thanked staff for their work to open a disc golf course and encouraged the public to visit.

Council Member Robotti noted her attendance at a recent silent reading event at the Pugh House, noting she talked with many residents who cared for the house. She was open to new ideas for the space. Council Member Robotti wished the community a happy Thanksgiving. She noted the upcoming term end for Council Members Rao and Fender.

Council Member Fender was sad that the evening was her last full Council meeting. She was honored to have been part of Council.

Council Member Rao shared he was emotional, noting his 14 years on Council. He thanked staff and his family. He encouraged the public to visit Dix Park, noting its innovative redevelopment. Council Member Rao spoke about World Entrepreneurs Week and thanked event organizers for a recent idea summit. He commented on the economic development announcement, noting the intentional work by Economic Development Director McNeill. He was honored to have been a part of it and shared excitement for the future of life sciences in Morrisville.

Council Member Scroggins-Johnson wished the community a happy Thanksgiving. She encouraged the public to attend the upcoming Christmas tree lighting event. She thanked Council Members Rao and Fender for their years of service, noting they had made a difference.

Mayor Pro Tem Garimella was surprised by citations mentioned during public comment and shared concerns about immigration impacts. He wanted to be made aware of the situation and asked staff for additional details. Mayor Pro Tem Garimella advised staff and Council about removal of property taxes in other states. He wished the community a happy Thanksgiving.

Town Manager Zuidema sought feedback on the upcoming Town Council retreat. Council Member Robotti and Mayor Cawley requested discussion of sustainability.

Town Manager Zuidema sought feedback on the 2026 Council Meeting Schedule. Council discussed timing of Work Sessions and expressed support for them to remain scheduled primarily on the 4<sup>th</sup> Thursday.

Town Manager Zuidema recommended the first two meetings for future annexations be placed on the consent agenda. Council indicated support.

Town Clerk Bertling reviewed parking and guest information for the upcoming Organizational Meeting and Swearing-In Ceremony.

**17. Adjournment**

**MOTION: Council Member Rao made a motion to adjourn the meeting. Council Member Fender seconded the motion which carried unanimously (7-0).**

Mayor Cawley adjourned the meeting at 9:25 p.m.



Morrisville Town Council  
Organizational Meeting Minutes  
December 9, 2025, 6:00 p.m.

**NOTE:** Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please click [here](#).

**Present:** Mayor Cawley, Council Members Garimella, Robotti, Fender, Johnson, Rao, Scroggins-Johnson, Kesling, Patel, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones.

**Staff:** Brandon Zuidema, *Town Manager*  
Giselle Rodriguez, *Deputy Town Manager*  
John Letteney, *Assistant Town Manager*  
Jeanne Hooks, *Director of Management Services*  
Kayla Bertling, *Town Clerk*  
Kathryn Boyle, *Planning Chief*  
Tom Dooley Jr., *Fire Chief*  
Laura Gough, *Social Media Coordinator*  
Erin Hudson, *Communications & Outreach Director*  
Cindi King, *Parks, Recreation and Cultural Resources Assistant Director*  
Bret Martin, *Transportation Project Manager*  
Tiffany McNeill, *Economic Development Director*  
James Owens, *IT Support Technician*  
Shandy Padgett, *Inspections Director*  
Justin Rosser, *Chief of Police*  
Mark Spanioli, *Engineering Director*  
Michele Stegall, *Planning Director*

1. **Call to Order** – Mayor Cawley called the meeting to order at 6:06 p.m.
2. **Recognition of Sergeant at Arms** – Sergeant Strickland
3. **Presentation of the Colors** – Morrisville Honor Guard
4. **Pledge of Allegiance** – led by Mayor Cawley
5. **Invocation** – delivered by Dr. Myron Yandle, Pastor of the First Baptist Church of Morrisville
6. **Adoption of Regular Agenda**

No conflicts of interest with the proposed agenda were reported.

**MOTION: Council Member Rao moved to adopt the Regular Agenda. The motion was seconded by Council Member Fender and carried unanimously (7-0).**

7. **Consent Agenda**
  - 7.a. **Resolution to Unseal Closed Session Minutes (2025-420-0)**  
Kayla Bertling, Town Clerk

**MOTION: Council Member Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Fender and carried unanimously (7-0).**

**7.b. Resolution Authorizing MPA Program ILA with Wake County (2025-421-0)  
Brandon Zuidema, Town Manager**

**MOTION: Council Member Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Fender and carried unanimously (7-0).**

**8. Items Pulled from Consent (if any)**

No items were pulled for discussion.

**9. Recognition of Outgoing Council Members**

**9.a. Recognition of Council Member Donna Fender**

Mayor Cawley and Council Member Robotti read a proclamation recognizing Council Member Fender's legacy of service, highlighting her advocacy for sustainability and affordable housing. Mayor Cawley presented Council Member Fender with a commemorative plaque.

Council Member Fender shared remarks on her time serving on Council. She expressed gratitude to neighbors and friends who volunteered and donated to support her election. She reflected on the hardships of running for office and described the experience as rewarding and profoundly humbling. Council Member Fender stated she never planned to serve but decided to get involved after the 2016 presidential election. She shared that taking the leap was terrifying but ultimately energizing and fulfilling. She emphasized the importance of overcoming obstacles and learning from new experiences. She shared being a part of something bigger than ourselves gave meaning to life.

Council Member Fender highlighted accomplishments related to sustainability but noted more work remained. She expressed appreciation for Sustainability Coordinator Kimberly Conley. Council Member Fender encouraged the new Council to prioritize sustainability and tree preservation. She concluded by asking Council to make her and other Morrisville residents proud.

**9.b. Recognition of Council Member Steve Rao**

Mayor Pro Tem Garimella shared remarks on Council Member Rao's dedication to the Morrisville community. Mayor Cawley and Mayor Pro Tem Garimella read a proclamation recognizing Council Member Rao's legacy of service, highlighting his advocacy for technological innovation, diverse cultural events, and community partnerships. Mayor Cawley presented Council Member Rao with a commemorative plaque.

Council Member Rao shared remarks on his time serving on Council. He reflected on the weight of decisions and the moments that brought him to serve. He expressed gratitude to those who shaped his service, beginning with his parents for teaching resiliency, hard work, and love for people. He thanked his mother-in-law and father-in-law for their legacy of service in the Air Force and for modeling steady, humble service. He acknowledged his sister-in-law and her daughter, and expressed deep appreciation to his wife, Komal, for her support and grounding influence. He recognized his children as his pride and inspiration.

Council Member Rao shared that President Jimmy Carter inspired his belief that service is not about the title but about the service given. He thanked everyone who had been the light behind his service. He expressed gratitude to Reverend Jones and Shiloh Baptist Church, noting that when neighbors come together, there is nothing they cannot accomplish. He highlighted achievements during his tenure and emphasized that unity is not a slogan but a way of life. He emphasized that diversity is not a challenge but an opportunity.

Council Member Rao thanked his colleagues, staff, and the people of Morrisville, for making the town the number one city to live, work, and play. He expressed appreciation to community members and elected officials. He expressed gratitude for the honor of his life. He stated his hope to continue serving and his pride in being a Morrisville resident. He encouraged Council to continue striving for greatness. Council Member Rao highlighted Asian-American elected officials who were the first in their roles and expressed gratitude for the opportunity to serve. He concluded by encouraging Morrisville to keep shining its light on the world.

## **10. Oaths of Office**

### **10.a. Mayor TJ Cawley, Sworn by NC Secretary of State Elaine Marshall**

NC Secretary of State Elaine Marshall performed the oath for Mayor TJ Cawley.

Mayor Cawley shared remarks. He thanked Secretary Marshall for administering the oath and expressed appreciation to residents in attendance. He thanked all candidates who ran for office, noting the community was stronger because of their participation. He expressed gratitude to Wake County Board of Elections staff, campaign volunteers, his campaign team, and the Wake Democratic Party for their efforts. Mayor Cawley stated that Morrisville saw the highest voter turnout in the Town's history.

Mayor Cawley thanked his family for their support, noting that for twelve years they shared him with the town, and he would not ask for another four. He emphasized that their support made his service possible and expressed his love for them. Mayor Cawley stated that the people have spoken and he looks forward to continuing efforts to make Morrisville an even greater place to live, work, and play. He emphasized the importance of wise investments, intentional planning, and centering of sustainability. He called for a community that was welcoming, vibrant, healthy, and connected. Mayor Cawley thanked the community.

### **10.b. Council Member Vicki Scroggins-Johnson, Sworn by NC Supreme Court Associate Justice Allison Riggs**

NC Supreme Court Associate Justice Allison Riggs performed the oath for Council Member Vicki Scroggins-Johnson.

Council Member Scroggins-Johnson shared remarks. She expressed significant gratitude and humility, noting that beginning her fourth term was still hard to absorb. She reflected on her time since first being elected and stated it had been an honor to serve a community known for its resiliency, diversity, and collaboration. She emphasized that Morrisville truly lives "Connected and Well" and thanked residents for trusting her again. She thanked Justice Riggs and former Town Manager Martha Paige, as well as those who supported her campaign. She also thanked all candidates who ran for office and encouraged them to work together to create a stronger Morrisville moving forward. Council Member Scroggins-Johnson expressed appreciation to her family for their support.

She spoke to the town's values and noted that while Morrisville was nearing build-out, there was still a way to go. She emphasized that the town's voice was strong and more connected than ever. She shared her personal connection to Morrisville, noting that she loved the Town when she moved here but later discovered familial ties to the area from before incorporation. She expressed pride in serving her hometown and spoke to the importance of local government and civic engagement.

Council Member Scroggins-Johnson shared Justice Riggs's election story and efforts to disenfranchise 60,000 voters. Council Member Scroggins-Johnson noted her own role in identifying impacted Morrisville residents. She emphasized that residents were connected at the local, state, and federal levels and that choices made locally affected many others. She

encouraged residents to “think local, think big” and asked how the town could continue to connect in the future. She reflected on past connections, including the Pugh House, Shiloh community, and Hindu cultural contributions, and current connections such as the All-America City designation, a resilient and vibrant environment, and the Town Center project. She concluded by calling for gratitude for the past, courage for the present, and hope for the future.

**10.c. Council Member Ashit Patel, Sworn by Former U.S. Representative Wiley Nickel**

Former U.S. Representative Wiley Nickel performed the oath ceremoniously for Council Member Ashit Patel. Council Member Patel was formally sworn by Town Clerk Bertling during the reception.

Council Member Patel shared remarks. He thanked former Council Member Donna Fender for her service to Morrisville and her commitment to the environment, stating his hope to make her proud. He expressed appreciation to Wiley Nickel, his family, elected officials in attendance, and those who placed their trust in him. He thanked the Mayor for encouragement throughout the election process and expressed gratitude to his campaign team for guiding him through the highs and lows with tireless work and commitment. He thanked voters for believing in him and stated that for those who did not vote for him, they were still neighbors, and he would work just as hard for them.

Council Member Patel thanked his wife for reminding him of his purpose in running and his children for their patience and support. He expressed gratitude to friends who contributed to his campaign, his mother for her support, and his late father for instilling values of integrity, principles, hard work, and perseverance. He stated his father would have felt every sacrifice was worth it. He thanked Town staff for their efforts to ensure the community continued to grow. He shared a lighthearted story about UNC students hanging his campaign signs on their walls. Council Member Patel stated he took the oath as seriously as when he joined the Army. He committed to making every decision with honesty, integrity, and for the best interest of the community.

**10.d. Council Member Harrison Kesling, Sworn by N.C. Representative Maria Cervania**

NC Representative Maria Cervania performed the oath for Council Member Harrison Kesling.

Council Member Kesling shared remarks. He thanked Representative Cervania for her encouragement and stated it was a privilege to stand before the community, noting it was not where he expected to be. He expressed excitement for the opportunity to represent his neighbors and gratitude to everyone who supported him. He thanked his mother, father, and friends who helped him begin his campaign and cross the finish line. He expressed appreciation to Council Members Robotti and Fender for believing in his vision for Morrisville and thanked area elected officials for their encouragement. He also thanked his fiancée for her support.

Council Member Kesling shared how his experiences motivated him to get involved, highlighting his value of walkability, connected neighborhoods, and designs that brought people together. He emphasized that local decisions impacted lives and spoke about the negative effects of convenience on the environment. He encouraged the public to consider a future where sustainability and connection was prioritized. He emphasized the need to design for people and stated his focus would be on sustainability, transportation, and community. He thanked neighbors for their trust, Council for their advice, staff for working to create a Town that reflects its highest values, and legislators for supporting legislation that contributes to progress. He concluded by stating that only together could we create a more perfect Morrisville.

**11. Reception**

**Recess – 7:26 p.m.**

**Reconvene – 8:11 p.m.**

**12. Morrisville Speaks: Public Comment**

Suresh Narayan, 803 Willingham Rd, thanked staff for their hard work and communication on the Senior Center expansion, noting that seniors were excited for the future. Community Member Narayan also thanked staff for their work to address safety concerns in the Breckenridge community.

Stefanie Reed, 1672 Legendary Ln., sang the YIMBY (Yes in My Back Yard) anthem to advocate for more apartments and increased housing options.

**13. Action Items**

**13.a. Selection of Mayor Pro Tem**

Council Member Johnson educated the public about the role of Mayor Pro Tem. She nominated Council Member Robotti. Council Member Scroggins-Johnson seconded the nomination.

**MOTION: Council Member Johnson moved to appoint Council Member Anne Robotti to serve as Mayor Pro Tem through 2027. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously (7-0).**

Mayor Pro Tem Robotti shared she was honored.

**13.b. Resolution Adopting the 2026 Town Council Meeting Schedule (2025-428-0)**

**MOTION: Mayor Pro Tem Robotti moved to adopt Resolution 2025-428-0 adopting the 2026 Town Council Meeting Schedule. The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

**13.c. Resolution Appointing Town Council Members to Regional Committee Vacancies (2025-417-0)**

Mayor Cawley read the recommended appointments.

- TJ Cawley would serve as the appointee and Harrison Kesling as the alternate to the CAMPO Executive Board
- Vicki Scroggins-Johnson would serve as the appointee and Ashit Patel as the alternate to the Central Pines Board of Delegates
- Liz Johnson would serve as the appointee and Satish Garimella as the alternate to JLOW
- Anne Robotti would serve as the appointee and TJ Cawley as the alternate to the Western Wake PAC

**MOTION: Mayor Pro Tem Robotti moved to adopt Resolution 2025-417-0 Appointing Town Council Members to Regional Committee Vacancies, as discussed. The motion was seconded by Council Member Johnson and carried unanimously (7-0).**

**14. Future Meetings, Events and Resident Involvement Opportunities**

For a full listing of events, please see the Town Calendar at [www.MorrisvilleNC.gov](http://www.MorrisvilleNC.gov)

**15. Council and Manager Comments**

Council Member Johnson welcomed the new Council Members and acknowledged the special nature of the meeting. She thanked staff for their Senior Center expansion presentation given to the seniors. She wished the community happy holidays. Council Member Johnson thanked staff for their excellent execution of Council's direction.

Mayor Cawley was happy to call Morrisville home and was humbled to represent the community. He wished the community happy holidays.

Mayor Pro Tem Robotti welcomed the new Council Members and acknowledged those that were reelected. She reflected on the lack of change in Council during her time and what it felt like to be a new Council Member. She hoped the new members would find the fellowship, support, and friendship that she shared with Donna Fender.

Council Member Patel thanked everyone for their support and shared excitement for the future.

Council Member Kesling shared gratitude to work with Council and staff to make Morrisville a better place.

Council Member Scroggins-Johnson thanked staff for the recent tree lighting event. She welcomed the new Council Members and reflected well on her relationship with Donna Fender. She wished the community happy holidays.

Council Member Garimella thanked staff for the execution of the meeting. He welcomed new Council Members and congratulated the new Mayor Pro Tem. He wished the community happy holidays.

Mayor Cawley welcomed the new members and noted those leaving would be missed.

Town Manager Zuidema thanked staff for the execution of the meeting and for the holiday decorations around Town Hall. He thanked the outgoing Council Members for their service and welcomed the new Council Members. He wished the community happy holidays.

17. **Adjournment**

**MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Garimella seconded the motion which carried unanimously (7-0).**

Mayor Cawley adjourned the meeting at 8:43 p.m.

# Town Council Agenda Item Report

Agenda Item No. 6.b

Submitted by: Mark Spanioli

Submitting Department Engineering

Meeting Date: February 10, 2026

## **SUBJECT**

Resolution and Capital Project Ordinance Amendment Authorizing Phase 2A Design-Build for the Public Works Facility Project

Mark Spanioli, Director of Engineering

## **Recommendation:**

Approve.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

In March of 2025, the Town of Morrisville entered into a purchase contract to acquire the property at 125 International Drive for the purpose of relocating the Public Works Department. The current building and property at 125 International Drive require renovations and upgrades to accommodate Public Works. The Town officially closed on and acquired the building in July of 2025.

In April of 2025, Town Council authorized staff (Resolution 2025-147-0) to proceed with the Design-Build delivery method for the public works building renovation project. In order to proceed with the first step in the Design-Build process, staff requested approval to proceed with phase 1, the design phase of the project.

In November of 2025, Town Council authorized staff (Resolution 2025-385-0) to enter into a phase 1 agreement for the design phase of the project with Balfour Beatty Construction, LLC in an amount not to exceed of \$850,000.

The project team is continuing to make progress and is ready to commence initial construction activities including demolition, preliminary site work, roofing and purchase of long lead material items. Staff are recommending entering into a phase 2A agreement for the construction phase of the project with Balfour Beatty Construction, LLC in an amount not to exceed of \$1,500,000.

The preliminary budget to purchase the property, design and construct the renovations is \$20.5 mil. The Town will cashflow the design-build cost until the anticipated 2nd Installment Financing is issued in the spring/summer. The Town adopted 2025-54-0B an Official Resolution of Intent to Reimburse once proceeds are received prior to fiscal year end.

The design phase will continue through the first quarter of 2026 followed by construction commencement in the spring/summer of 2026. Prior to commencement of the final construction phase, staff will present a project overview and request Council authorization of phase 2B (the final construction phase) for the design-build delivery method including authorization of construction costs associated with this phase. The final phase will reconcile the total costs and construction timeframe for the project.

The phase 1 and phase 2A portions of the project are within the budgeted project cost.

**Advisory Board/Committee Review:**

None

**Insert Date of Advisory Board/Committee Review:**

**Advisory Board/Committee Recommendation and/or Vote:**

None

**Potential Options:**

Approve the resolution and CPOA for phase 2A (demolition, initial construction and early work items) of the Design-Build delivery method for the Public Works Facility at 125 International Drive

Do not approve the resolution and CPOA for phase 1 (demolition, initial construction and early work items) of the Design-Build delivery method for the Public Works Facility at 125 International Drive

**Staff Recommendation:**

None

**ATTACHMENTS**

- [2026-31-0 RES DB Phase 2A for PW 125 Int Drive](#)
- [2026-31-0 CPOA PW Facility Renovation.pdf](#)



**RESOLUTION AND CAPITAL PROJECT ORDINANCE  
AMENDMENT 2026-31-0 OF THE MORRISVILLE TOWN  
COUNCIL AUTHORIZING PHASE 2A OF THE DESIGN-BUILD  
DELIVERY METHOD FOR CONSTRUCTION OF 125  
INTERNATIONAL DRIVE - PUBLIC WORKS RENOVATION  
PROJECT**

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**WHEREAS**, in March of 2025, the Town of Morrisville entered into a purchase contract to acquire the property at 125 International Drive for the purpose of relocating the Public Works Department and officially closed on and acquired the building in July of 2025; and

**WHEREAS**, in April of 2025, Town Council authorized staff to proceed with the Design-Build delivery method for the public works building renovation project; and

**WHEREAS**, in November of 2025, Town Council authorized the Town Manager to execute phase 1 (the design phase) of a design-build contract with Balfour Beatty Construction, LLC in the amount not to exceed of \$850,000; and

**WHEREAS**, the design is currently in development and the project team desires to commence early construction activities including demolition, site work, roofing and long lead construction item procurement; and

**WHEREAS**, staff negotiated a phase 2A contract at a fair and reasonable price with Balfour Beatty Construction, LLC for these early construction activities at the Public Works Renovation Project located at 125 International Drive, in an amount not to exceed of \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby authorizes the Town Manager to execute a phase 2A contract with Balfour Beatty Construction, LLC. in an amount not to exceed \$1,500,000, within available budgeted appropriations in the Capital Project Fund for the Public Works Renovation Project.

Adopted this 10<sup>th</sup> day of February 2026.

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TJ Cawley, Mayor

ATTEST:

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Kayla Bertling, Town Clerk



Town of Morrisville  
Morrisville, NC 27560

**CAPITAL PROJECT ORDINANCE AMENDMENT 2026-31-0**

**BE IT ORDAINED** by the Morrisville Town Council that, pursuant to NC General Statute 159-132, the following capital project ordinance hereby amends the Public Works Facility (formerly Renovation) Capital Project Ordinance:

**Section 1:** The project authorized is for the purpose of land acquisition, design, construction, and related costs for the acquisition, renovation, and/or construction of a new Public Works Facility

**Section 2:** The Town Manager is hereby directed to proceed with the capital project within the terms of the budget contained herein.

**Section 3.** The following revenues are anticipated to be available to complete this project: Increase/  
(Decrease)

<u>Revenues</u>	<u>Description</u>	<u>Current Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>
Transfer from CIP Reserve Funds	Appropriation of Reserves	688,600	(408,840)	279,760
Transfer from General Fund	Appropriation of Fund Balance	1,865,587	(500,000)	1,365,587
Installment Financing Proceeds	Installment Financing	10,000,000	10,500,000	20,500,000
Interest Earned	Recognizing Interest Earned	122,773	-	122,773
<b>Total Revenues</b>		<b>\$ 12,676,960</b>	<b>\$ 9,591,160</b>	<b>\$ 22,268,120</b>

**Section 4.** The following amounts are appropriated for the project: Increase/  
(Decrease)

<u>Expenditures</u>	<u>Description</u>	<u>Current Budget</u>	<u>Amendment</u>	<u>Revised Budget</u>
Professional Services	Design & Engineering Services	2,578,757	-	2,578,757
Acquisition	Property Acquisition	10,098,203	-	10,098,203
Capital Outlay	Construction	-	9,591,160	9,591,160
<b>Total Expenditures</b>		<b>\$ 12,676,960</b>	<b>\$ 9,591,160</b>	<b>\$ 22,268,120</b>

**Section 5:** The Chief Financial Officer is hereby directed to increase the Capital Project Fund by \$9,591,160, for applicable appropriations and transfers in alignment with a the acquisition, design, and renovation of a new Public Works Facility, and maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the financing agreement(s).

**Section 6:** The Town Manager may make Interfund Loans as necessary for cash flow needs pending receipt of debt proceeds and/or reimbursement grants or agreements. Such transactions will comply with financial reporting requirements.

**Section 7:** The Town Manager has the authority to transfer funds; both expenditures and revenues, between accounts listed in Sections 3 and 4 as may be necessary, provided however that the total expenditures equal the total revenues and that expenditures may not exceed the project total without amendment by this Council.

**Section 8:** Reimbursement requests should be made to the granting agencies and/or the General Fund in an orderly and timely manner if necessary.

**Section 9:** Copies of this capital project ordinance shall be furnished by the Town Clerk to the Project Manager and Chief Financial Officer for direction in carrying out the project.

This the 10th day of February, 2026.

\_\_\_\_\_  
TJ Cawley, Mayor

\_\_\_\_\_  
Kayla Bertling, Town Clerk

# Town Council Agenda Item Report

Agenda Item No. 6.c

Submitted by: Justin Rosser

Submitting Department Police

Meeting Date: February 10, 2026

## **SUBJECT**

Resolution Award of Service Sidearm to Brad Manville  
Justin Rosser, Chief of Police

## **Recommendation:**

Adopt resolution

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Sergeant Brad Manville is retiring after 30 years of dedicated law enforcement service. Town Policy and NCGS allow for the Chief of Police to award a service firearm and badge to a retiring police officer. Sergeant Brad Manville has met the requirements for the award of his service firearm and badge in recognition of his retirement from Town service. Sergeant Manville will be recognized for his retirement on February 10, 2026.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Adopt resolution, direct changes, or do not adopt resolution.

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-56-0 RES Authorizing Award of a Badge and Police Service Sidearm - Manville.pdf](#)

- 2026-56-0 ATTH 01 Surplus Form



**RESOLUTION 2026-56-0 OF THE MORRISVILLE TOWN  
COUNCIL AUTHORIZING THE TOWN MANAGER TO  
AWARD A BADGE AND SERVICE SIDEARM UPON  
REQUEST AND IN ACCORDANCE WITH NORTH CAROLINA  
GENERAL STATUTE § 17F-20**

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**WHEREAS**, North Carolina General Statute § 17F-20 allows the Town Council, upon request, to award the badge worn or carried as well as the service sidearm to a Town law enforcement officer who is either retiring, killed in the line of duty, or are a member of the agency at the time of their death; and

**WHEREAS**, award of the badge and service sidearm may be made to the retiring officer or, in the secondary situation, that officer's surviving spouse, or in the absence of a surviving spouse, to his/her surviving children, upon request and at no cost to the retiring officer, and upon determining they are eligible to possess or receive the firearm under state and federal law, or without such eligibility if the sidearm is rendered incapable of being fired prior to its award; and

**WHEREAS**, the Town Manager recommends that the award of Sergeant Brad Manville's badge and service sidearm, pursuant to the criteria set forth above, be approved upon request and in conformance with North Carolina General Statute § 17F-20 and this Resolution, as follows:

1. Fill out a surplus property form for the service sidearm and route it to the Town Manager, and finally to the Chief Finance Officer for approval.
2. Approval of this resolution to request the badge and sidearm be transferred to the recipient in accordance with the General Statutes and Town policy.
3. Submitting the "Service Sidearm Request Form."
4. Submittal of the following signed and executed forms to the Purchasing and Contracts Manager upon adoption of this resolution:
  - a. The Town Council Resolution
  - b. Service Sidearm Request Form

Upon receipt of all forms and paperwork, the Purchasing and Contracts Manager will file and retain records, and the badge and service sidearm will then be formally awarded to Sergeant Brad Manville as a retired Town law enforcement officer.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** authorizes the Town Manager to award the badge and service sidearm to Sergeant Brad Manville, having met the requirements of North Carolina General Statute § 17F-20.

**BE IT FURTHER RESOLVED** that the Town of Morrisville Police Department shall include this award in an annual report to the Town Manager in January of each calendar year of all service sidearms awarded pursuant to law.

Adopted this the 10th day of February 2026.

ATTEST:

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TJ Cawley, Mayor

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Kayla Bertling, Town Clerk



**Morrisville**  
Live connected. Live well.

### Surplus Property Disposal Form

Department: Police

Transfer/Surplus: Surplus  
if Transfer:

Qty	Asset Description: Year, Make, Model, etc - measurements, if applicable, VIN/Serial #	Reason for disposal	Present Condition: Sale on Auction or Dispose	Est. Value
1	Sig Sauer P320 9mm Handgun, serial number 58J642959	Presented at retirement	Donate (TC approval)	\$468.00
1	Morrisville PD Sergeant's Badge (SymbolArts brand)	Presented at retirement	Dispose	\$120.00

Permission is hereby granted to dispose of the above items which are surplus and no longer used in this Department.

Have you offered this item(s) to other Departments within the Town?  
 Have you sent photos to Purchasing & Contract Manager?

| Yes | No  
 | Yes | No

Department Head Signature [Signature] Date 1/29/26  
 Senior Town Management [Signature] Date 2/2/2024  
 Finance Director Signature [Signature] Date 2/4/25

# Town Council Agenda Item Report

Agenda Item No. 6.d

Submitted by: Kimberly Kowanick

Submitting Department Administration

Meeting Date: February 10, 2026

## **SUBJECT**

Resolution Appointing Advisory Committee Chairs & Vice-Chairs  
Kimberly Kowanick, Deputy Town Clerk

## **Recommendation:**

Approve Resolution

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Appointed Public Bodies Administrative Policy requires committees to recommend one of its members to serve as its Chair and another as its Vice-Chair. The Town Council shall consider those recommendations and appoint each committee's Chair and Vice-Chair, to serve a one-year term. Council previously appointed the Planning and Zoning Board's Chair and Vice Chair for 2026 via Resolution 2025-402-0 on November 25, 2025.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Approve the Resolution naming committee Chairs and Vice-Chairs.

Request changes and approve the Resolution naming committee Chairs and Vice-Chairs.

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-59-0 RES Approving Committee Chair and Vice Chair Appointments.pdf](#)





**RESOLUTION 2026-59-0 OF THE MORRISVILLE TOWN  
COUNCIL APPROVING COMMITTEE CHAIR AND VICE CHAIR  
APPOINTMENTS**

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**WHEREAS**, the Appointed Public Bodies Administrative Policy requires committees to recommend one of its members to serve as its Chair and another as its Vice-Chair. The Town Council shall consider those recommendations and appoint each committee's Chair and Vice-Chair, to serve a one-year term; and

**WHEREAS**, the following recommendations were forwarded to the Town Clerk for Council consideration.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL** hereby appoints the following committee members to the positions of Chair and Vice-Chair for the year of 2026 as indicated below.

**Environment and Stormwater Committee (MESOC)**

Chair: Jim Simmons

Vice-Chair: Fiona Susie

**Parks, Recreation and Cultural Resources Advisory Committee (PRCRAC)**

Chair: Brian Cook

Vice-Chair: Kimberly Knox

**Public Safety Advisory Committee (PSAC)**

Chair: Valerie Bednarz

Vice-Chair: Mark Tulchinskiy

**Senior Advisory Committee (SAC)**

Chair: Samantha Warren

Vice-Chair: Patricia Cedzidlo

Adopted this the 10<sup>th</sup> day of February 2026.

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TJ Cawley, Mayor

ATTEST:

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Kayla Bertling, Town Clerk

# Town Council Agenda Item Report

Agenda Item No. 8.a

Submitted by: Mark Spanioli

Submitting Department Engineering

Meeting Date: February 10, 2026

## **SUBJECT**

Proclamation Recognizing National Engineers Week *(for reference only)*

### **Recommendation:**

Acknowledge proclamation.

### **Updates/History of Briefing:**

Not Applicable

### **Executive Summary and Background Information:**

Provide Proclamation for Engineers Week 2026 recognized by the Town of Morrisville and all of the engineers that work with, for and together to make the Town a better place to "Live Connected and Live Well".

### **Advisory Board/Committee Review:**

None

### **Insert Date of Advisory Board/Committee Review:**

### **Advisory Board/Committee Recommendation and/or Vote:**

None

### **Potential Options:**

None

### **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-28-0 National Engineers Week Proclamation.pdf](#)



# Proclamation

*Recognizing February 22-28, 2026, as National Engineers Week*

***“Transform Your Future”***

**WHEREAS**, engineers use their scientific skills and specialized knowledge and skills in creative and innovative ways to fulfill society's needs; and

**WHEREAS**, engineers help solve major technological challenges of our time - from designing efficient building systems to rebuilding towns devastated by natural disasters; and

**WHEREAS**, engineering has been called the invisible or stealth profession because everything around us and things we use every day have been engineered in some way, yet we may not see the engineers behind the scenes or know much about engineering; and

**WHEREAS**, founded in 1951, National Engineers Week (EWeek) is dedicated to ensuring a diverse and well-educated future engineering workforce by increasing understanding of, and interest in, engineering and technology careers; and

**WHEREAS**, EWeek is a formal coalition of more than 70 engineering, education and cultural societies, with more than 50 corporations and government agencies dedicated to raising public awareness of engineers' positive contributions to quality of life; and

**WHEREAS**, EWeek promotes recognition among parents, teachers and students of the importance of a technical education and a high level of math, science and technology literacy, and motivates youth to pursue engineering careers in order to provide a diverse and vigorous engineering workforce.

**NOW, THEREFORE** The Morrisville Town Council does hereby recognize the week of February 22-28, 2026, as National Engineers Week and calls upon all residents to join with representatives of the National Society of Professional Engineers and government agencies in activities, events, and ceremonies designed to pay tribute to our engineering professionals and to recognize the substantial contributions they make to technological advancements, global challenges and creating a future shaped by their collective ingenuity.

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TJ Cawley, Mayor

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Kayla Bertling, Town Clerk

# Town Council Agenda Item Report

Agenda Item No. 8.b

Submitted by: Erin Hudson

Submitting Department Communications

Meeting Date: February 10, 2026

## **SUBJECT**

Proclamation Recognizing Government Communicators Day *(for reference only)*

## **Recommendation:**

Present Proclamation

## **Updates/History of Briefing:**

N/A

## **Executive Summary and Background Information:**

The City-County Communications & Marketing Association (3CMA) is a professional organization dedicated to local government communication, marketing, and public engagement. With Government Communicators Day, the association recognizes the efforts of public communicators in local government annually on the third Friday of February.

The Communications & Outreach Department is comprised of Director Erin L. Hudson, Social Media Coordinator Laura Gough, Public Information Officer Rox Cruz, Community Relations Liaison Wendy Liu, and Communications Specialist Anu Mishra.

Communications & Outreach staff collaborates closely with a few other Town departments that also manage social media channels. We recognize the work and collaborative efforts of Senior Administrative Assistant Dana Smoak (Police), Marketing Coordinator Katie Gruninger (Parks, Recreation, & Cultural Resources), Assistant Fire Marshall Natasha Byrd (Fire), and Environmental Specialist Tony Victor (Engineering/Stormwater).

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Present Proclamation

**Staff Recommendation:**

None

**ATTACHMENTS**

- [2026-57-0 PROC Gov Comms Day.pdf](#)



# Proclamation

*Recognizing Government Communicators Day*

**WHEREAS**, the role of government communications professionals is to inform, educate and engage their communities; and

**WHEREAS**, robust communication in government creates trust and inspires residents to take action and be involved; and

**WHEREAS**, government communications create relationships and calls to action, build awareness and understanding through storytelling, engage and foster engagement on civic issues and use all channels to include people in critical decisions; and

**WHEREAS**, it is essential to have strong communications in government because it is a foundational element of living in a democracy where community members have the freedom to make their voice heard; and

**WHEREAS**, the Town of Morrisville is proud and has deep gratitude and recognition for government communicators' professionalism, dedication, hard work, commitment, enthusiasm and sacrifice.

**NOW, THEREFORE**, the Town Council of the Town of Morrisville does hereby proclaim February 20, 2026, as Government Communicators Day and encourages all residents to thank the members of the Communications & Outreach Department who have dedicated their careers to ensure Morrisville has effective, impactful and successful communication strategies that resonate and are relevant.

This the 10<sup>th</sup> day of February 2026.

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TJ Cawley, Mayor

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Kayla Bertling, Town Clerk

# Town Council Agenda Item Report

Agenda Item No. 10.a

Submitted by: Justin Rosser

Submitting Department Police

Meeting Date: February 10, 2026

## **SUBJECT**

Retirement Recognition of Sergeant Manville  
Justin Rosser, Chief of Police

## **Recommendation:**

None

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Sergeant Brad Manville is retiring after 30 years of dedicated law enforcement service.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

None

## **Staff Recommendation:**

None

## **ATTACHMENTS**

# Town Council Agenda Item Report

Agenda Item No. 10.b

Submitted by: Tom Dooley

Submitting Department Fire

Meeting Date: February 10, 2026

## **SUBJECT**

Retirement Recognition of Battalion Chief of Training Thomas "Chris" Salter  
Thomas Dooley, Fire Chief

## **Recommendation:**

Recognize Chris Salter for 26 years of service with the Morrisville Fire and Rescue Department

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Chief Salter is retiring with 26 years of service with Morrisville Fire Department. He started as a firefighter and worked his way through our rank structure to Captain before moving to Fire Command staff as the Battalion Chief of Training.

Chief Salter is best known for his work in training, conducting the first fire academies, partnering with our CAM team, and ensuring our Fire Department met all training requirements in achieving ISO 1. Chief Salter has achieved credentialing through the Center for Public Safety Excellence as a Chief Fire Officer, Fire Officer, and Chief Training Officer. Chief Salter is also credited with establishing our Honor Guard and Pipe and Drum Team.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Recognize Training Chief Chris Salter for his dedicated service of 26 years.

**Staff Recommendation:**

None

ATTACHMENTS

# Town Council Agenda Item Report

Agenda Item No. 10.c

Submitted by: Tom Dooley

Submitting Department Fire

Meeting Date: February 10, 2026

## **SUBJECT**

Fire Department Gap Report FY25

Thomas Dooley Jr Fire Chief

## **Recommendation:**

Receive information

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

The GAP analysis is to provide transparency and align with the fire department's accreditation requirements for annual reporting. The GAP analysis informs management and the Council about any performance, capability, or capacity gaps from the goals published in our Standard of Cover. The report is based on Fiscal Year 25.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

None

## **Staff Recommendation:**

None

## **ATTACHMENTS**

- [2026-55-0 PRES Gap Report FY25.pdf](#)
- [2026-55-0 ATTH 01 Fire Department Gap Report FY25.pdf](#)

- [2026-55-0 ATTH02 CRA.SOC.pdf](#)



# **Morrisville Fire Department Gap Report**

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Fiscal Year 2025

The Morrisville Fire Department's FY2025 Gap Report identifies operational, capability, and service-level shortfalls, explains their impact, and outlines strategic plans to close these gaps in alignment with fire service standards and community expectations.



# Data Quality

*Is it a gap, or is it poor data quality?*

- Before making costly changes, make sure the data is giving a true depiction of what's happening.
- MFD found a gap in accurate representation of turnout times. This will create other “gaps” which may or may not be actionable.
- MFD found staffing challenges to meet CAM and NFPA standards.
- Apparatus Maintenance dollars needed more detail.



# Accurate Enroute Time

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We get to the apparatus in a timely manner and don our gear before getting in, buckling up, and rolling towards the emergency.



We drive from where we were dispatched (usually the firehouse) to the emergency as efficiently as is legal and safe.



# Enroute Time Captured Early

“Oh no! Our drive times are getting longer but we need to get to these emergencies fast!”



- Street connectivity
- Traffic preemption
- Apparatus moves
- Deployment changes
- Station builds



# Enroute Time Captured Late

“Oh no! It’s taking us forever to get out of the station! What’s happening?”



- Policy changes
- Training
- Station layouts



# Critical Tasking / Staffing

*Tasks that are critical to complete on the emergency scene to successfully mitigate the incident.*

- 3-person minimum staffing vs. 4-person minimum staffing
  - NFPA 1710/1750 standard
  - Emergency response partners (CAM)
- Quint concept vs. traditional engine/ladder deployment
  - Specialization
  - Conflicting critical tasks



# Critical Task Single Family

CAM Critical Tasks	
Critical Task	Number of Personnel
Command/Safety/Accountability	3
Fire Attack/Investigation	2
Rapid Intervention Crew	5
Search/Rescue	2
Pump Operator	1
Backup/Support	3
Water Supply	1
Ladder/Ventilation	2
Aerial Operator	1
Total Emergency Response Force	20

## NFPA 1710 Standards

### Single Family

- **Typical 2,000 Square Feet**
- **No Basement / No exposure**
- **Critical Tasking Staff 16**
- **With aerial Critical Staffing 17**



# Our Plan

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- Monitor data quality and explore additional changes as needed. Data cleaning continues to be an emphasis.
- Increase minimum staffing to 20 to achieve a minimum of 4 people per company. Current Staffing is 19 with Minimum 3 per company.
- Purchase (FY26) two new apparatus to reduce downtime due to mechanical failures and move closer to a traditional engine/ladder deployment model. Track a unit repair and maintenance cost from start. Council approved on July 22, 2025.
- Complete the 2026 Community Risk Assessment and Standards of Cover document and submit for approval. Enhance community risk reduction offerings.
- Work with transportation and emergency response partners to explore traffic preemption functionality and enhancements.
- Support and progress health and wellness behaviors.



# Our 2025 -2030 Strategic Plan

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# Gap Report

Fiscal Year 2025

## ABSTRACT

Morrisville Fire Department's annual gap report provides a high-level analysis of the department's ability to meet its standards of cover with its current resources and practices during fiscal year 2025 (July 01, 2024 – June 30, 2025). It explores gaps in capacity and capability and describes plans to close the gaps.

Morrisville Fire Department

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## Purpose

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This document is designed to report to town administration and Town Council any gaps in the operational capabilities and capacity of Morrisville Fire Department's (MFD) current delivery system to mitigate the identified risks within its service area as identified in our Standards of Cover (SOC). This document should also identify any gaps in the service level provided compared to the service level endorsed by the Town Council. Two primary drivers for this report are compliance with our accreditation model and the department's effort for transparency.

This report is the method by which MFD satisfies performance indicator 2D.9 in the 10th Edition of the CFAI Accreditation Model, found in the Quality Improvement for the Fire and Emergency Services manual.

*2D.9 On at least an annual basis, the agency formally notifies the authority having jurisdiction (AHJ) of any gaps in the operational capabilities, capacity, and the levels of service provided within its delivery system to mitigate the identified risks within its service area, as identified in its community risk assessment /standards of cover.*

## Source Document

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The source document for all capacity, capabilities, and stated service levels is the fire department's Community Risk Assessment/Standards of Cover (CRA/SOC) document approved by the council. The fire department engaged in the Technical Assistance Program, which is the consulting and education arm of the Center for Public Safety Excellence (CPSE) which is our accrediting body, to facilitate the revision of our replacement CRA/SOC. The CRA/SOC was finalized in the Spring of 2021 and adopted by resolution by the council on May 25th, 2021.

The department will complete, submit for approval, and publish a revised CRA/SOC in mid-FY2026.

## Data Quality Context/Findings

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Notably, data quality can impact the validity of any gap analysis and must be considered when making data-informed decisions.

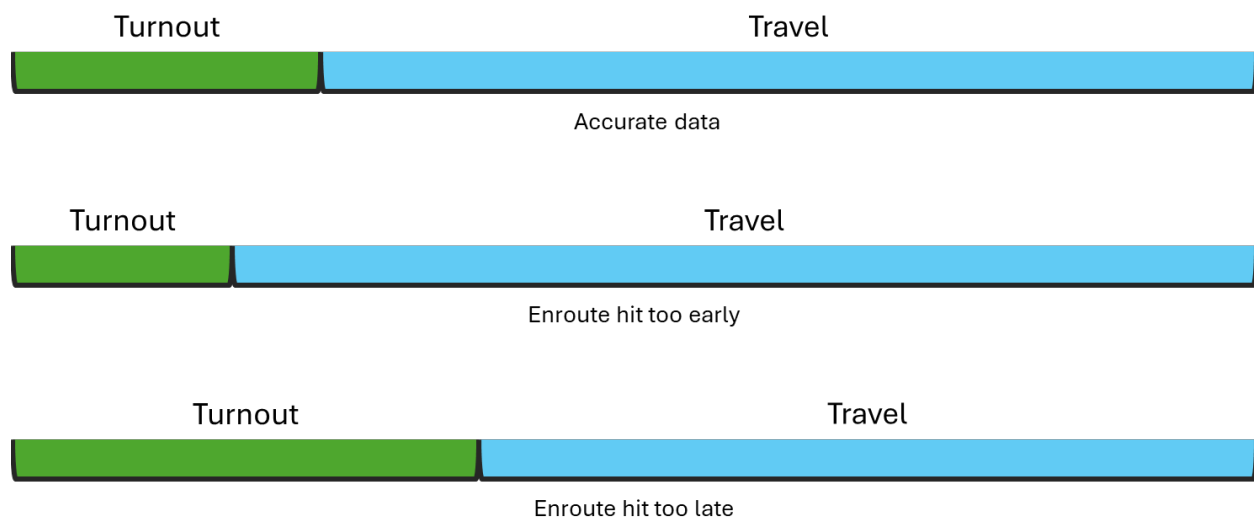
### Enroute Timestamps

Morrisville Fire Department apparatus use an auto-enroute function that should collect the enroute timestamp that informs turnout and travel time calculations. The enroute timestamp should represent the moment that an apparatus begins to depart its current location to respond to an emergency with all required staff on the truck and buckled in. Through the process of verifying and validating enroute timestamps, MFD discovered that the current auto-enroute function is not consistently accurately capturing enroute times. The timestamp captured often

falls later than the true apparatus departure time determined through reliable data sources such as automatic vehicle location (AVL) data.

## Impact on Turnout and Travel Time Calculations

When the enroute timestamp is captured inaccurately, both turnout and travel time calculations are impacted. The visual below shows a timeline with a correct enroute timestamp, where turnout and travel times are accurate. The second visual shows a timeline where the enroute button was captured earlier than the apparatus achieved its enroute status; while turnout time “looks good” due to being artificially shortened, the travel time looks longer. The third visual shows a timeline where the enroute button was captured later than the apparatus achieved its enroute status; turnout times look longer, and travel times “look good” due to being artificially shortened. Early capture inflates travel time, while late capture inflates turnout time; both distort operational performance.



## Why This Matters

Turnout and travel times are two of the most visible and meaningful measurements of the department’s ability to meet the community’s emergency needs. Perceived consistent failure to turnout in a timely manner provokes discussion on training, bay setup, station design, and operating guidelines. Perceived consistent failure to travel to an incident in a timely manner provokes discussion on station and resource (apparatus) placement, traffic calming, traffic light preemption, street connectivity, and tactical operating practices/deployment modeling. Solutions implemented out of a misunderstood or misleading dataset can be expensive mistakes.

## Our Improvement Plan

MFD is actively attempting to solve the data quality gap before reassessing actual performance gaps for validity. Department administrators are exploring opportunities to improve data connectivity to the mobile data terminals (MDT) on each apparatus, train and practice on proper turnout procedures, and increase turnout time visibility for frontline staff.

## Analysis Sample Size

Travel times are only within MFD's control where Morrisville properties are concerned; while the CAM model is a robust and comprehensive automatic aid system, Morrisville does not measure its ability to travel to emergencies outside of its jurisdiction because it is impossible to deliver the same travel time performance to the limits of Morrisville as to the limits of Apex (for instance).

Because travel time is only measured on incidents within Morrisville jurisdiction, the sample size for an annual analysis can be low, especially when filtered further. For instance, the count of low-risk hazmat incidents meeting MFD's criteria for a low-risk hazmat in its primary jurisdiction in fiscal year 2025 was 5. The drawback to 90<sup>th</sup> percentile performance measurement (that is: looking at what the department does 90 percent of the time) is that, with small samples of data, two unusual situations can mean the difference between successfully meeting the 90<sup>th</sup> percentile travel time goal and missing it by a mile. To inform decisions, MFD uses more than one year of data in its analyses to increase the sample size and offset the impact of 90<sup>th</sup> percentile calculations. MFD also uses additional statistical measurements to understand its service provision rather than solely relying on 90<sup>th</sup> percentile. When the 90<sup>th</sup> percentile is specifically needed, Morrisville calculates an interpolated 90<sup>th</sup> percentile to offset some (but not all) of the impact of a small n value.

# Standards of Cover Stated Capacity – Resources

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## Station 01

200 Town Hall Drive, Morrisville, NC

### Staffing

Minimum staffing for Station 01 is 6 personnel. Minimum should not be assumed as proper staffing of a unit. It is a necessary adaptation to current staffing levels and to accommodate personnel leave. A proper assignment of personnel would be 4 for a total of 8 minimum staffing. A total of 9 personnel is assigned to station 01. In the rare event all personnel are present the 9<sup>th</sup> person is utilized as a floater to another station to staff another apparatus to 4 personnel.

### Apparatus

Engine 21 (E21)

Rescue 21 (RES21)

## Station 02

10632 Chapel Hill Road, Morrisville, NC

### Staffing

Minimum staffing for Station 02 is 3 personnel. Minimum staffing should not be assumed as proper staffing. It is a necessary adaptation to current staffing levels and to accommodate personnel leave. At full staffing levels for station 2, staff is 4 personnel. With 4 being the optimal staffing level there is no replacement to cover personnel leave.

### Apparatus

Ladder 22 (LAD22)

Squad / Mobile Air 22 deployable unit on request, currently is not staffed and would require moving a person from another truck to respond.

## Station 03

1021 Harris Mill Road, Morrisville, NC

### Staffing

Minimum staffing for Station 03 is 4 personnel. Minimum staffing should not be assumed as proper staffing. At full staffing levels for station 3, staff is 6 personnel. This allows 4 to staff engine 23, 1 to staff the Battalion Chief truck, and one person can be utilized as a floater to another station if needed. In addition, two people need to remain flexible to move from engine 23 to the Tanker to respond to a call. The remaining personnel will either mark out of service and move to another

station, or a person will be pulled from another station to station 3 to put the unit back to minimum staffing and in service. This does create down time for the primary unit.

## Apparatus

Battalion 04 (BATO4); Chevy Suburban command vehicle

Ladder 23 (LAD23)

Tanker 23 (T23)

## Capacity Gaps

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3-person minimum staffing is below fire service best practice of 4. This impacts the department's ability to complete critical tasks on scene safely and efficiently. It should also be considered that NFPA 1710 states a minimum number of personnel on a single-family structure fire is 17 personnel. Staffing each of our units with 3 personnel and one Battalion Chief is a total of 13 personnel. Staffing each fire apparatus and one Battalion Chief with 4 personnel would be a minimum of 17. With the current staffing level of 19 we cannot staff units with 4 and meet the demands of staff leave. The department's apparatus fleet is aging, and units are being replaced to avoid downtime (downtime results in a company's inability to respond). Delivery times from manufacturers and cost increases interrupted our replacement plan.

## Plans to Close Capacity Gaps

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Morrisville Fire proposed a deployment model that contingent on budget approval will work to improve the minimum 4-person staffing per apparatus and better align with its response partners and national (NFPA) standards. The department has also requested funds to purchase two new apparatus in FY2026.

## Standards of Cover Stated Capability by Hazard

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### Fire

MFD has current standards identifying fire suppression, prevention, enforcement, and investigation as critical tasks. For each of these standards, a set of performance measures has been adopted to assess our performance.

MFD is currently moving away from what is known as a "quint concept" and towards a more traditional response model that separates engine and ladder functions.

## Emergency Medical Services (EMS)

The department follows all Wake County medical protocols at an EMT level and maintains equipment carried on apparatus to reflect an EMT's scope. Equipment in EMS bags includes suction units, blood glucose meters, drawn epinephrine, Narcan, aspirin, oral and nasal airways, and Albuterol breathing treatments. Continued first responder level services included oxygen, defibrillator, trauma, cervical spine immobilization, oxygen saturation, and blood pressure. In 2023, the department purchased equipment to expand medical services to include a specialty bike team. This team is deployed at special town events, at the parks, and on the greenways. This effort was started to improve access to patients in hard-to-reach locations (due to limited/no vehicular access, or due to large crowds).

## Rescue Services

Department rescue capabilities identified are motor vehicle and machinery extrication, water rescue, confined space rescue, and rope rescue. All Master Firefighters and above are required to be certified as Technical Rescuers, which includes general rescue and rope access rescue classes. Ladder 22 and Rescue 21 both carry a full complement of extrication equipment. Rescue 21 carries all specialty rope rescue equipment including harnesses and pre-rigged mechanical advantage systems. Additionally, an enclosed trailer containing all the department's confined space rescue and water rescue equipment is maintained.

## Hazardous Materials

The Town of Morrisville has several hazardous materials threats which led to the adoption of a service contract with Wake County to provide specialized hazardous materials response. All agency operations personnel are required to obtain and maintain a hazardous materials operation plus level certification through NCOFSM. All apparatus carries equipment to isolate, absorb, and stop small leaks typically associated with motor vehicle collisions. This equipment includes clay silicate absorbent, a 100-gallon spill pool, shovels for damming and diking, absorbent pads and tubes, and clay and wood plugs. Technician-level hazmat response is provided by the Raleigh Fire Department through a contract paid annually by the Town.

## Capability Gaps

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The quint concept introduces a capability gap because, during a complex incident, its multi-purpose nature may force a choice between essential tasks like initiating fire attack and starting ventilation until more resources arrive. This is in contrast to the traditional approach where specialized units handle specific critical tasks based on their training and equipment. As a municipal area grows in both population and building height, the traditional engine/ladder model can become more advantageous.

## Plans to Close Capability Gaps

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Continue planned implementation of engine/ladder concept; ensure community is still well-served by this change.

## Service Level Objectives and Gaps

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### Emergency Response Times

“Total response time” (TRT) is the amount of time between the moment an emergency call is picked up by dispatchers and the moment the dispatched apparatus arrives on scene. Meaning: From notification that there is an emergency to when help arrives. Individual time blocks within total response time are call processing (the amount of time to process the emergency call information and dispatch the right help), turnout, and travel. While we provide total response time measurements here, we use these individual blocks to identify areas of improvement, rather than using the overall TRT. All data included in response time calculations below represents Morrisville responses to Morrisville addresses.

### Defining Risk

“Risk” can be a misunderstood term. MFD uses a three-axis risk analysis tool based on the probability of an incident occurring, the likely magnitude of expected loss due to the incident, and the likely drain on the system of available emergency response resources any incident type may pose.

# Fire Suppression

## Low Risk

An example of a low-risk fire is a passenger vehicle fire. This would be considered low-risk because a single (non-electric) vehicle has contained fire spread and is therefore extinguished with few resources involved.

*For 90% of fire responses, the first due apparatus shall arrive within 7 minutes and 20 seconds.*

411 seconds or 06:51 (-00:29)

n = 36

## Moderate Risk

An example of a moderate-risk fire is a single-family home fire. This type of fire often requires more resources from the fire department to extinguish, and the potential impact of an incident is often the single household.

*For 90% of moderate-risk fire responses, the full initial assignment arrives within 11 minutes and 20 seconds.*

510 seconds or 08:30 (-02:50)

n = 5

## High Risk

An example of a high-risk fire is an apartment building fire. This type of fire requires many resources from the fire department, due to the potential spread to additional units, the above-ground floors to cover, and the potential impact to multiple households.

*For 90% of high-risk fire responses, the full initial assignment arrives within 11 minutes and 20 seconds.*

710 seconds or 11:50 (+00:30)

n = 7

# EMS

*Within 7 minutes of call pickup, the first-due apparatus shall arrive at the reported address.*

## Low Risk

An example of a low-risk EMS incident is a lift assist, where an individual is lifted and carried to a transport unit under the patient care of the transport agency.

374 seconds or 06:14 (-00:46)

n = 967

Not only does this succeed the 7-minute total response time benchmark set by MFD; it also nearly meets the NFPA standard 6-minute total response time.

## Moderate Risk

An example of a moderate-risk EMS is cardiac arrest, where companies will work together to ensure CPR compressions continue as long as possible by cycling efforts between members.

436 seconds or 07:16 (+00:16)

n = 246

## High Risk

An example of a high-risk EMS is a mass-casualty event.

Not applicable; no occurrences in fiscal year 2025.

## Hazmat

### Low Risk

An example of a low-risk hazmat incident is a small gasoline spill.

*For 90% of hazmat responses, the first due apparatus shall arrive within 7 minutes and 20 seconds.*

259 seconds or 04:19 (-03:01)

n = 5

### Moderate Risk

An example of a moderate-risk hazmat incident is a natural gas leak.

*For 90% of moderate-risk hazmat responses, the full initial assignment arrives within 9 minutes 20 seconds.*

428 seconds or 07:08 (-02:12)

n = 38

### High Risk

High-risk hazmat incidents require one unit on scene from an MFD partner agency (Raleigh, Durham, RRT) with greater hazmat mitigation capabilities. These events involve large hazmat releases.

Not applicable; no occurrences in fiscal year 2025.

## Rescue

### Low Risk

An example of a low-risk rescue is removal of people from a stalled elevator.

*For 90% of rescue responses, the first due apparatus shall arrive within 7 minutes and 20 seconds.*

445 seconds or 07:25 (+00:05)

n = 12

### Moderate Risk

**An example of a moderate-risk rescue incident is a trench rescue.**

*For 90% of moderate-risk rescue responses, the full initial assignment arrives within 7 minutes 20 seconds.*

423 seconds or 07:03 (-00:17)

n = 3

### High Risk

**An example of a high-risk rescue incident is a train derailment. This would be a major incident response in Morrisville.**

*For 90% of high-risk rescue responses, the full initial assignment arrives within 7 minutes 20 seconds.*

Not applicable; no occurrences in fiscal year 2025.

## Other MFD Performance Measurements

Unreported
  Achieved
  In peril
  Did not achieve

Measurement	Status
Confined fire to the rooms involved on arrival 90% of the time.	This information is difficult to capture due to the verbiage “on arrival.” Fire spread data exists, and MFD will explore modifying this measurement following its transition to the NERIS incident coding system in January 2026. This was left in this report to stay consistent with previous gap reports.
To achieve a primary search function and transmittal of “all clear” (no additional life hazards) within 10 minutes of the full first alarm arrival 90% of the time.	MFD is pursuing CAD data access for its Planning Chief in the hopes that additional performance analysis – including this measurement – can exist in the future. If we cannot it will be removed from this report.
Achieve a property save-to-loss ratio greater than 95%.	Morrisville’s property save-to-loss ratio did not fall below 97% in fiscal year 2025.
Maintain a town property value protected-to-loss ratio greater than 99.5%.	Removed. Will be fully absent from the next gap report. High property values in Morrisville render this measurement irrelevant.
Complete 100% of required annual routine fire inspections	Achieved.
Correct 90% of fire code violations within 90 days	This metric will be revised in FY2026 to represent reinspection timing rather than completed corrections.

Complete building/detection/suppression plan reviews within 10 business days 90% of the time	The Fire Marshal's Office completed 91.3% of plan reviews on time in FY2025.
Achieve 0 fire apparatus/vehicle crashes/damages annually	There were 4 MFD vehicle incidents in FY2025.
Achieve 0 firefighter injuries annually	There were 2 recorded Firefighter Injuries
Achieve 0 fire fatalities annually	1 civilian fatality – a vehicle fire.
Firefighters average 300 completed hours of fire service training per year.	Typically, training is best monitored by calendar year and not fiscal year due to reporting cycles. Additionally, due to the number of new hires in FY2025, this number is lower than expected when using averages. On average, firefighters completed roughly 260 training hours during the year.
Maintain a satisfactory rating or higher on 90% of the customer service surveys	MFD received survey responses amounting to 100% customer satisfaction.
Conduct two CERT training programs per year	CERT Basic Training was offered twice in FY2025 by MFD.
Conduct one fire safety day event a year during the National Fire Prevention Week.	Held 10/05/2024 at Park West Village.
Conduct one open house day event per year during the week	Held 05/03/2025 at Station 01.
Contact 20% of the town population with public fire education information annually	Staff encountered 7795 people (22% of the population) in-person in fiscal year 2025, and social media reach accounted for an additional 70-90 thousand reaches (150-300% of the population) per quarter. However, there is no way to filter this to only educational content.
Review internal Standard Operating Guidelines (SOGs) based on an established schedule	While an established schedule exists, policy review has fallen somewhat behind, and the department is currently working to complete overdue reviews. The explanation is due to personnel promoting and taking on new responsibilities. It took time to learn the process for the newly appointed person.
Achieve fire service accredited status from CPSE/CFAI	Morrisville Fire is currently accredited and will submit documents for peer assessment in March. The department will receive its new accredited status following document review (April), site visit (late spring), and commission hearing (summer). Accredited status is valid for five years.
Maintain annual fire service accreditation compliance report	MFD is current on its annual compliance report approval (last approval – November 2025).
100% pass rate on firefighter's annual performance readiness evaluations (PREs)	Achieved.

# Plans to Close Service Level Gaps

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## Response Times

See [Our Improvement Plan](#) to understand the data quality perspective on improving times. The department has hired a Battalion Chief of Planning to analyze data quality and help explore opportunities to improve the quality of data captured.

The department will partner with fire and transportation partners and Glance (vendor) to explore enhancements to current traffic preemption availability and functionality. Traffic preemption reduces the amount of slowing and stopping fire apparatus must do on route to an emergency by anticipating the apparatus's approach on each intersection and changing the traffic lights to give the apparatus the green.

The department will also monitor opportunities to support roadway connectivity where possible to give apparatus the shortest travel distance between the firehouse and an emergency.

The department consistently manages performance measurements with its dependencies and will continue to do so – at an advanced level with the recent onboarding of an analyst.

Currently, the department is looking forward to building a new Station 02 on Paramount Parkway and discontinuing use of its current Station 02 in the hopes that this will improve town-wide coverage.

## Other MFD Performance Gaps

With the somewhat recent surge in community risk reduction innovation, MFD's onboarding of its first Planning Chief, and new/enhanced access to data including the NERIS coding system and CAD timestamps, MFD will revisit its performance measurements for relevance, data availability, and specificity before the next gap report. Fewer metrics should show as "unreported" in future iterations.

## Inspections

As a part of the Town of Morrisville Strategic Plan, MFD has adopted goals to improve processing time for many aspects of fire inspections and plans review. As a result, MFD has received new performance measurement resources (e.g., a monthly report on inspection timing). The Assistant Fire Marshal proposed for in FY26 is to perform community risk reduction work and double as an additional qualified inspector. This will improve inspections and subsequent re-inspection completions.

## MFD Apparatus Incidents

MFD reports its crash information during the Review and Analysis quarterlies and continues to support an in-house pump school required of all drivers. The MFD Pump school ensures consistent training of all new drivers across all three shifts. The foundational training that occurs comes from selected inner department subject matter experts. A consistent message we feel eliminates confusion for new drivers creating a more confident driver operator. Safety with

apparatus is not always a driving issue, it can also be an operating issue. Deploying lights on a nighttime call to illuminate the scene can also provide a safe area for other apparatus to maneuver is an example of operational. As a self-delivery agency, we can also conduct an in-house emergency vehicle driving class for remedial training for drivers. The goal is to also reduce department turnover. We as a department have 9.1 years of experience with the Morrisville Fire Department. We have identified this as a contributing factor. MFD leadership will continue to monitor these incidents for areas of improvement.

## Firefighter Injuries

MFD has reengaged a health and wellness committee aimed at promoting healthy activities for its members to prevent injuries and promote healthier outcomes. The department promotes a safety culture and will improve upon this as opportunities are uncovered.

## Civilian Fatalities, Public Fire Education Contacts

MFD will hire a community risk reduction specialist in FY2026 to fine-tune community fire educational programming and ensure improved data collection on community contacts. The aim of community risk reduction activities is to reduce preventable emergencies.

# MORRISVILLE FIRE/RESCUE DEPARTMENT COMMUNITY RISK ASSESSMENT-STANDARDS OF COVER



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## **Morrisville Fire/Rescue Department**

**Fire Chief Scott Criddle**

**Community Risk Assessment-Standards of Cover**

### **Contributors**

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2020

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FINAL DRAFT

## **Executive Summary**

The Morrisville Fire/Rescue Department (MFRD) is committed to continuous quality improvement. Following the model set forth by the Commission on Fire Accreditation International, the Department updated the 2016 Community Risk Assessment/Standard of Cover. The community risk assessment is a constant cycle of deployment monitoring, evaluation, and modification. The real value realized in this document is the process undertaken in creating it. The MFRD identified the boundaries and unique characteristics of its jurisdictional area, identified the types and levels of risk present within, and evaluated the service demand for each risk. MFRD then assessed its ability to deliver the resources needed to handle these identified risks against industry best practices and standards.

MFRD finds itself in a unique position, being a relatively small town inside a large metro area. These dynamic conditions present challenges and necessitate adapting to not only a growing but a maturing community as well. The town has very little geographical area that can be annexed, but MFRD is experiencing tremendous growth and redevelopment inside the already identified geographical boundaries. A general overview of the Department is included at the beginning of this document.

The organization has seen a tremendous amount of change and growth, and this document reflects this. The agency has shown the progressive nature that most fire departments speak to by dropping our dispatch borders and entering into a seamless response concept with our two closest automatic aid partners. This was an enormous undertaking, and it showed not just the Morrisville Fire/Rescue Departments' commitment to serving our citizens but the organization as a whole. In moving to this concept, we also moved to a new dispatch center to facilitate the new response concept. The agency also moved to a new record management system in between the writing of the 5<sup>th</sup> edition and this current 6<sup>th</sup> edition of the CFAI Standards of Cover. The Department's leadership also changed multiple times, but the agency continued to move forward. This also speaks volumes to the women and men of this organization and their commitment to not only the mission statement of the core values of the Department but shows how the accreditation model has been woven into the fabric of the organization.

## A. Description of Community Served

### Introduction

The Morrisville Fire/Rescue Department (MFRD) Community Risk Assessment and Standards of Cover (CRA-SOC) 2020 has been revised from previous editions of this work. While it is still the result of a comprehensive deployment analysis conducted by the MFRD, it has been rewritten to follow the guidelines in *Community Risk Assessment: Standards of Cover, 6th Edition* and is in compliance with the Center for Public Safety Excellence's (CPSE) *Fire and Emergency Services Self Assessment Manual, 9th Edition* accreditation model.



The community risk assessment and standards of cover process is a constant cycle of deployment monitoring, evaluation, and modification. The true value of this document lies in the process undertaken in creating it. The MFRD identified the boundaries and unique characteristics of its jurisdictional area,

identified the types and levels of risk present within, and evaluated the service demand for each risk type. It then evaluated its ability to deliver the resources needed to handle these identified risks against best practice standards. Areas in need of improvement were identified, and a plan was made to improve the deployment ability of each.



The following study will begin with an overview of both the community and the department. Following this overview, the department will discuss areas such as risk assessment, critical task analysis, service level objectives, and distribution and concentration measured documentation of reliability studies and historical performance through charts, maps, and graphs. The study will conclude with policy recommendations.

### Community and Department Legal Basis

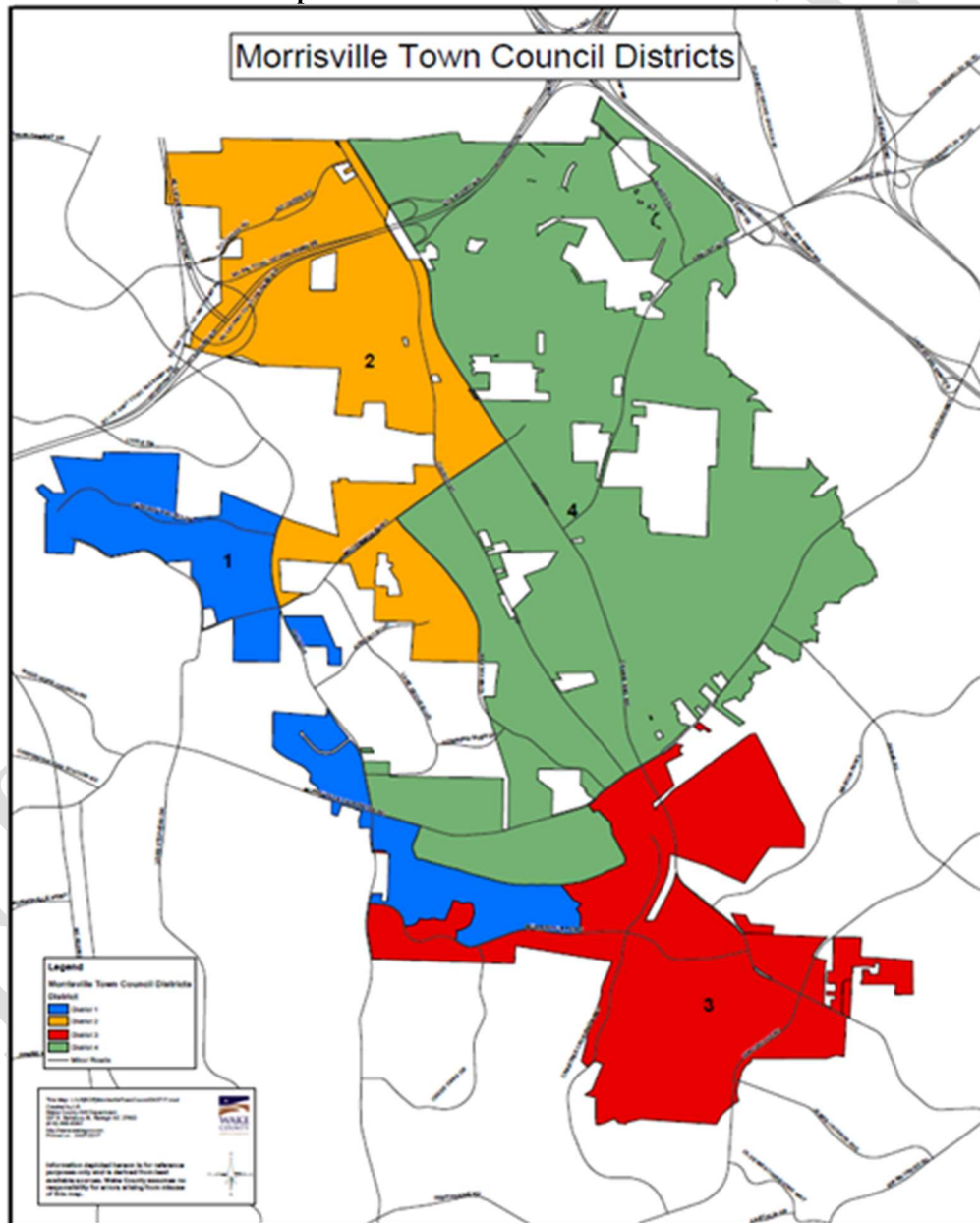
The Town of Morrisville operates under the council/manager form of government. In 2012 the town changed from a weak mayor to a voting mayor. The town is split into four voting districts, with one councilmember representing each district. The town also has two at-large seats in addition to one mayoral seat, all of which are voted on by all four districts. The districts are broken up by neighborhood and community areas. Seats operate on four-year terms encompassing two-year election cycles. The district election cycles and neighborhood breakdown are shown in the following table and map. North Carolina General Statutes *Chapter 160A, Article 14* and *160A Article 1* authorize a municipality to appoint a fire chief and to establish, organize, equip, and maintain a fire department. In addition, North Carolina General Statute *160A-293* is the law on fire protection outside city limits provided by a municipality. The roles, responsibilities, and authority of the department are defined in the Town of Morrisville Code of

Ordinances, Chapter 22.

Table 1: District Designation

District Designation			
District 1	District 2	District 3	District 4
2019 Election Cycle	2017 Election Cycle	2019 Election Cycle	2017 Election Cycle
Breckenridge	Kitts Creek Area	Preston Area	Savannah
Portion North Morrisville Pkwy	Providence Place Area	Weston Area	Ridgemont
West of Davis Drive	Some of Town Hall Commons		Addison Park
	North of McCrimmon		Grace Park
	West of Church Street		Carpenter Park
			Downing Glen
			East of Church Street

Map 1: Morrisville Town Council Districts



The town manager is responsible for the operation of the town on a day-to-day basis. The assistant town manager reports to the town manager and supervises specific department heads. In addition, there is a Director of Management Services, who supervises the information technology department and the finance department. The fire chief and police chief report directly to the town manager, who is responsible for community and emergency services.

## **History of the Community**

The Town of Morrisville is located in Wake County, North Carolina, and is often referred to as the “Heart of the Triangle” for its central location in a dynamic region. Morrisville has grown from a small rural town into a thriving town with a population of approximately 29,170 based on a January 2019 estimate by the Town of Morrisville Planning Department.



The Morrisville Fire/Rescue Department services the corporate limits and the surrounding unincorporated area in Wake County. The Town of Morrisville conducted a special census in 2015, which confirmed the town’s population had grown to 23,699, a 27.5% increase over the 18,576 population in 2010. This equates to 5,123 additional people who moved to the community since 2010.

The town was originally chartered on March 3, 1875. The town grew as a railroad town, having one of the only train depots in Wake County in the late 1800s. After the citizens voted to repeal the original charter in 1933, the town became chartered again in 1947. The current charter is in the Town of Morrisville Code of Ordinances, *part I Charter Sections 1-12*. The department is legally established within the town’s Code of Ordinances and complies with the North Carolina General Statutes *160A, Article 14*.

Morrisville Fire/Rescue was originally incorporated on June 8, 1955, as Morrisville Rural Fire Company, Inc, a time in which the town had a population of just 221. In 1994, the rural fire department merged with the town to create a municipal fire department, serving a town population of just over 1,000. The municipal fire department’s first fire chief was Tony Chiotakis, who was hired by the town in 1991 as the first full-time chief to run the rural fire department. In 1999, the first full-time career firefighters were hired, with six personnel being assigned to each of the three shifts.



The department currently has 17 suppression personnel assigned on each of the three shifts and six administration positions, with three of those serving in fire prevention. The department operates out of three fire stations. Fire Station 1 is located at 200 Town Hall Drive and was constructed in 2012 to replace the previous station located just down the street at 100 Morrisville Carpenter Road. Fire Station 2 is located at 10632 Chapel Hill Road and was constructed in 1999 to serve the northern end of the

community. Fire Station 3 is located at 6900 Carpenter Fire Station Road and is a co-located station with Cary Fire Department. The station replaced a previous station located just next door at 6804 Carpenter Fire Station Road. The previous station was designated as Station 2 prior to 1999 and then Station 3 after 1999 when the station at 10632 Chapel Hill Road was opened.

### **Community Financial Basis**

North Carolina General Statutes *Chapter 159, Section 7* governs local government finance. This statute requires the town to operate under a balanced budget. The Town of Morrisville has published budget policies that are followed. Transferring funds between accounts covers minor cost overruns in an individual program or department. Large overruns that occur from revenue shortfall, natural disasters, the health and safety of residents, and to protect the long-term fiscal security of the Town of Morrisville can come from the general fund. The general fund is a fund that has unreserved and undesignated funds available. Town policy is to maintain a fund balance of 25% to 45%. The department's budget is in concert with state statutes and town policies.

Each year, a budget calendar is adopted that provides guidance on when critical tasks in the development of the annual budget are due. The department's budget process begins with the previous year's budget spreadsheet, which includes a five-year projection for each line item. Department programs are assigned a program coordinator. Program coordinators are responsible for maintaining budgetary line items within their programs. The fire chief will communicate with program coordinators concerning changes in the program, funding or specific items and deadlines for the execution of the budget and formulation of the next budget. Once program coordinators have proposed the budgets for their programs, the fire chief must take the direction received from the manager and council to finalize the department's budget.

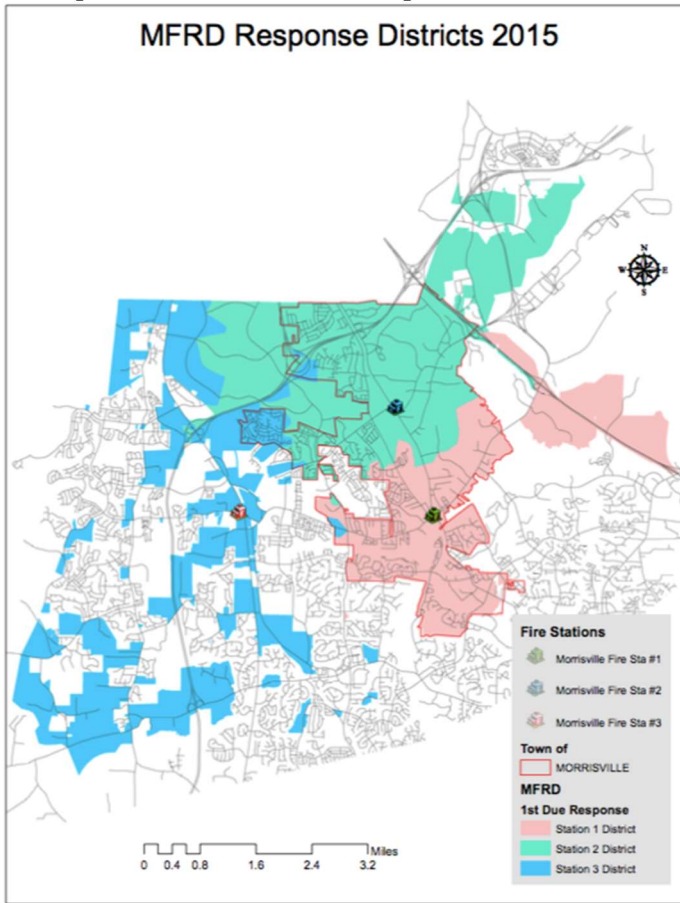
### **Community Boundaries**

The Town of Morrisville is located in western Wake County, North Carolina. The town's corporate limits cover an area of 9.8 square miles. Many residents are attracted to this area due to its proximity to the capital, the Raleigh-Durham International Airport (RDU), the Research Triangle Park (RTP), and to the college cities of Raleigh, Durham, and Chapel Hill. In fact, the US Census Bureau reports that between the years 2000 and 2010, the town's population grew 257%, and 27.5% between 2010 and July 2014.

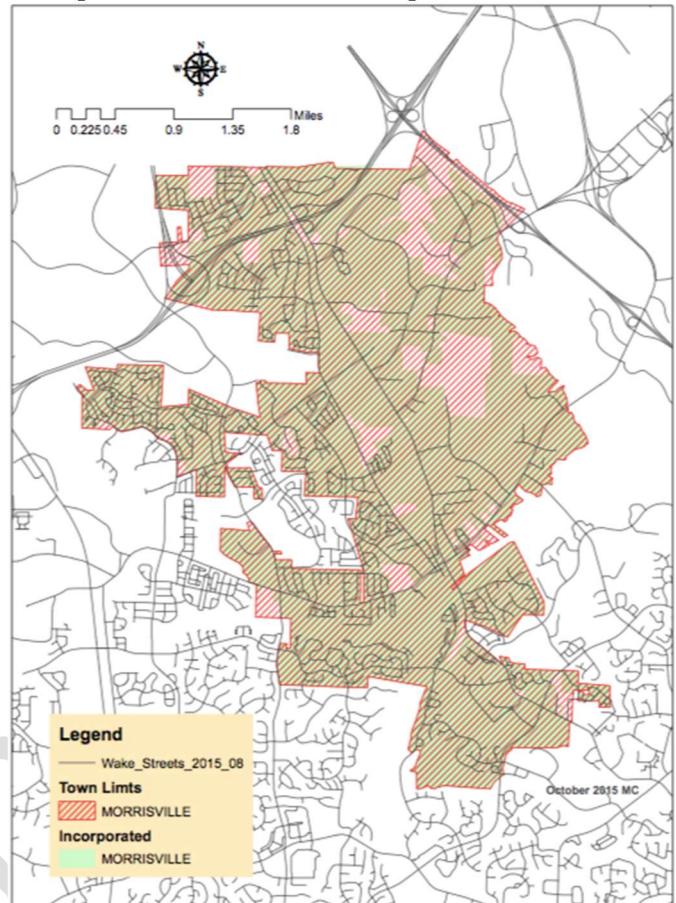
**Map 2: Town of Morrisville in relation to North Carolina**



**Map 3: Town of Morrisville Response Districts (2015)**



**Map 4: Town of Morrisville Corporate Limits (2015)**

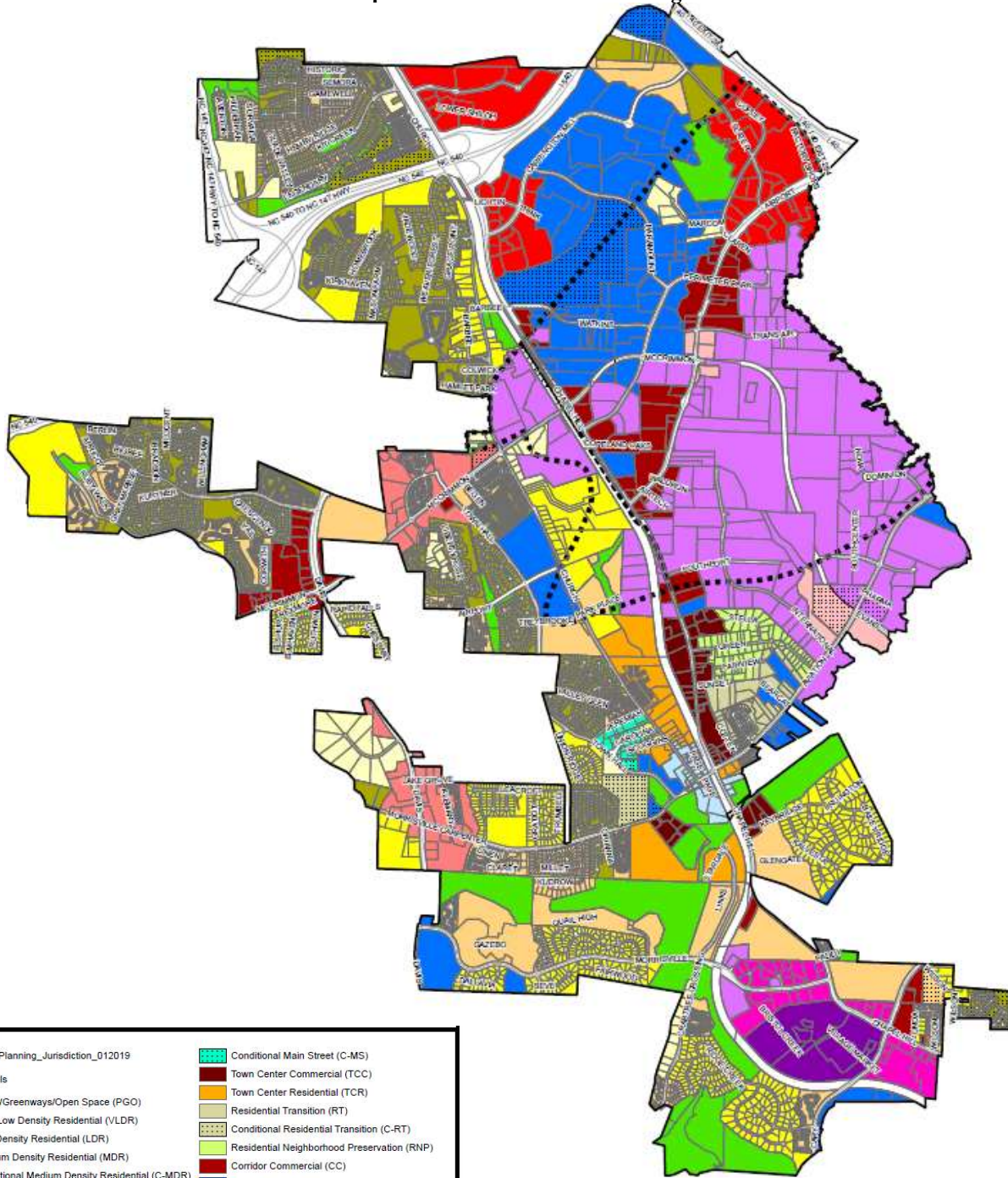


The department protects approximately 20 square miles and an estimated 29,170 residents. The northern section of the fire district covers the Interstate 40 corridor and the southern tip of the airport grounds. To the west, the first-in response district stops just into the Wake-Durham County line. In the southern fire district, unincorporated areas of Wake County are covered up to the Wake-Chatham County lines. The town is bordered to the east completely by the Town of Cary, which has annexed much of the rural fire districts in the southern fire district once known as the Carpenter, Upchurch, and Green Level communities.

### **Community Planning Areas**

The Town of Morrisville currently has 28 planning zones that vary from; low, medium, and high-density residential; mixed-use retail/residential; to office/industrial commercial uses. The zones are based on current manmade infrastructure within the service area along with community land use plans. Factors that played a role in the definition of the risk assessment zones included roadway, railroad crossings, population density, current/future land usage, and current/future occupancy types. A recent fire protection study performed by an outside consultant also recommended the building of new fire stations within the district. The factors that played a role in the placement of these community planning zones will be analyzed in detail throughout this CRA-SOC.

Map 5: Town of Morrisville Zoning



Legend	
	ToM_Planning_Jurisdiction_012019
	Parcels
	Parks/Greenways/Open Space (PGO)
	Very Low Density Residential (VLDR)
	Low Density Residential (LDR)
	Medium Density Residential (MDR)
	Conditional Medium Density Residential (C-MDR)
	High Density Residential (HDR)
	Conditional High Density Residential (C-HDR)
	Neighborhood Activity Center (NAC)
	Conditional Neighborhood Activity Center (C-NAC)
	Business Activity Center (BAC)
	Conditional Business Activity Center (C-BAC)
	Community Activity Center (CAC)
	Historic Crossroads Village (HCV)
	Main Street (MS)
	Conditional Main Street (C-MS)
	Town Center Commercial (TCC)
	Town Center Residential (TCR)
	Residential Transition (RT)
	Conditional Residential Transition (C-RT)
	Residential Neighborhood Preservation (RNP)
	Corridor Commercial (CC)
	Office/Institutional (OI)
	Conditional Office/Institutional (C-OI)
	Industrial Management (IM)
	Conditional Industrial Management (C-IM)
	Mixed Use Planned Development (MUPD)
	Roads
	Airport Overlay-A
	Airport Overlay-B
	Transit Oriented Development Overlay

**Approved Development**

In 2019, the Planning Department approved six new residential developments, which are anticipated to result in the construction of 941 new housing units.

- 811 multi-family units
- 90 single-family attached units
- 40 single-family detached units

Seven commercial developments totaling 957,868 sf were also approved in 2019.

- 675,102 sf of office development
- 282,766 sf of other commercial uses

**Residential**

- 01 Alta Morrisville multi-family | 250 units
- 02 Aviation Crossing multi-family | 298 units
- 03 Broadstone Trailside multi-family | 263 units
- 04 North Hampton Townes single-family attached | 62 units
- 05 Thornebury at Town Hall single-family detached | 36 units
- 06 single-family attached | 28 units
- 06 Wilson Road Subdivision single-family detached | 4 units

**Non-Residential**

- 01 Bee Safe Storage: Retail/Storage 201,366 sf | redevelopment
- 02 INQ 1101: Office 136,760 sf | redevelopment
- 03 The Factory: Office 200,000 sf | redevelopment
- 04 Forty540 Phase II: Office 248,342 sf | new construction
- 05 Market at Perimeter Park: Retail 15,400 sf | new construction
- 06 4000 Paramount Parkway: Office 90,000 sf | new construction
- 07 Wake Tech Phase II: College 66,000 sf | new construction

**Total Residential Units: 941**

**Total Non-Residential: 957,868 sf**

## Community Transportation Systems

**Air Travel:** The Town of Morrisville lies under both approach corridors to RDU's runway 05L and 05R, which is approximately four miles from the town center. The airport itself is the major point of entry into the RTP area and sees over 81,000 departures and landings annually, and over 14 million passengers a year. Over ten million people visit RDU each year to enplane, deplane, or make a connection. The types of aircraft operated out of RDU range in size from large commercial airliners like the Boeing 757 or Airbus A320, small regional jets like the Canadair CRJ-200, general aviation aircraft of all types and sizes, along with fixed and rotary military aircraft.



Raleigh-Durham International Airport

RDU Airport Authority employs a Crash Fire Rescue (CFR) department that houses several airport rescue firefighting vehicles. Morrisville is on the Wake County dispatch run order to all fire incidents at the airport, as well as aircraft crash standbys. The department responds to the airport an average of 20 times a year, many of which are false calls.

In the event an aircraft crashes outside the airport within the Town of Morrisville, RDU CFR would be dispatched to the crash site along with mutual aid from Raleigh, Cary, Western Wake, and Apex Fire Departments. While the impact area will be relatively small, an incident of this type would likely draw national media attention. Federal support from agencies like the National Transportation Safety Board and Federal Aviation Administration would be expected. Initial response priorities would be to assess rescue feasibility and find signs of life. As the response would most likely last days, then the National Incident Management System would be enacted to ensure continuity of operations for an extended amount of time.



North Carolina Amtrak

**Commuter Rail Service:** The Town of Morrisville has approximately 13.3 miles of railroad track that runs north and south parallel to Chapel Hill Road and splits the town into two sections. This rail line is owned and operated by the Norfolk Southern Rail Company and is used under contract by the North Carolina Department of Transportation. This rail line, known as Rail Line H, is very active with as many as fourteen trains using the corridor per day. Old Morrisville Fire Station 1, at the intersection on Morrisville-Carpenter Road and Chapel Hill Road, is

milepost 68.7 on the H line which runs from Greensboro (milepost 0) to Raleigh (milepost 81). There are currently two at-grade railroad crossings in Morrisville, and all have crossing arms and audio/visual warning systems.

Commuter rail service through the town consists of six trains daily. There are two types of commuter trains on this line, the Piedmont and the Carolinian. The Piedmont is a state-owned train that runs daily between Raleigh and Charlotte. There are two southbound trains to Charlotte and two northbound trains to Raleigh that may have 75-100 daily passengers on weekdays and 150-200 daily passengers on the weekend. The Piedmont trains consist of one locomotive, one baggage car, and three passenger cars. The Carolinian is a commuter train owned and operated by Amtrak, which runs from Charlotte to New York. There is one northbound train to New York in the morning and one southbound train to Charlotte in the afternoon that carries 175-225 passengers daily. The Carolinian train consists of one locomotive, one baggage car, one lounge car, and five passenger cars.

Commuter trains in this area carry only passengers and their baggage and do not have additional freight cars. The amount of fuel in the locomotive at the time it passes through the town depends on whether it is heading northbound or southbound. The Piedmont and Carolinian locomotives have a 2,200-gallon diesel fuel capacity. When the Piedmont is heading southbound, it has approximately 2,000 gallons at milepost 68.7 and anywhere from 1,000-1,200 gallons of diesel when it is heading northbound as it passes milepost 68.7 going to Raleigh. The Carolinian typically has 1,000 gallons of diesel when it passes through Morrisville going northbound and 1,800-2,000 gallons going southbound. Diesel fuel represents the largest amount of hazardous material at a commuter train incident in Morrisville, while electrical and passenger safety hazards remain the primary physical hazards for responders.

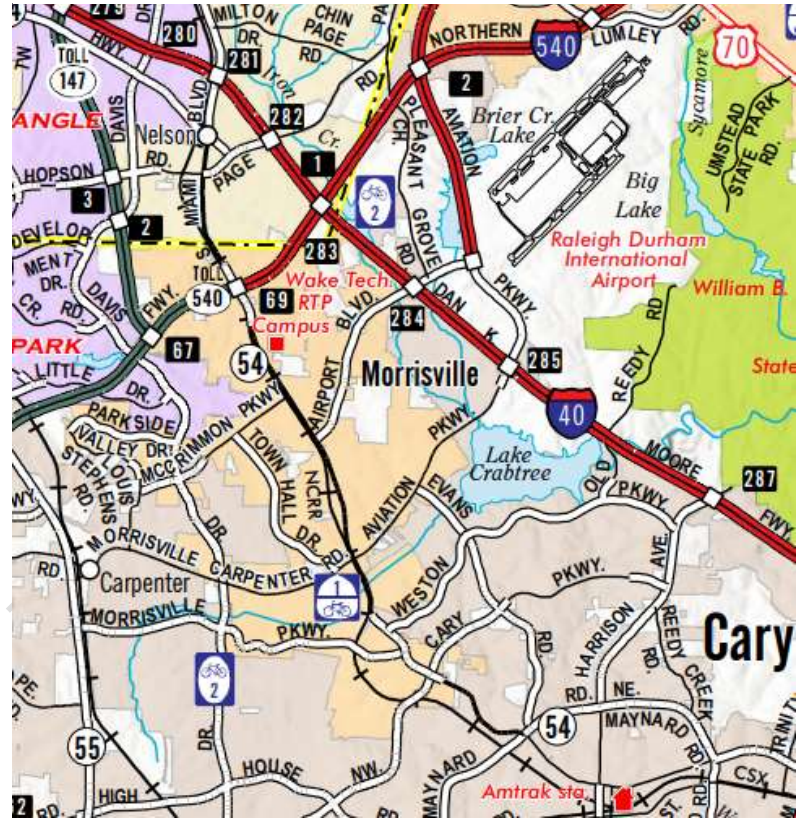
**Map 6: Rail Lines**



**Highways:** The Town of Morrisville is bordered on three sides by major highways used to transport commodities. Interstate 40 sees a large amount of local and interstate traffic within the three-mile stretch. This traffic includes liquid fuel tankers, hazardous materials trucks, and many other tractor-trailer combinations. North Carolina Highway 55 and NC/Interstate 540 are both large roads that connect I40 to Apex and point south and west of Morrisville. Mainly local traffic travels these roads, but commercial traffic and tractor-trailers also use these highways.

Potential incidents on these highways include motor vehicle collisions and vehicle fires. There are an infinite number of possibilities as to how many vehicles may be involved and the types of hazards present. One danger that does not change is the actual highway response and the requirement to block and redirect traffic. The volume of traffic that flows through this section of Interstate 40 is such that between 4 p.m. and 6 p.m. there is gridlock traffic. Operating in this environment is less than ideal and has led to the department adopting a highway response policy.

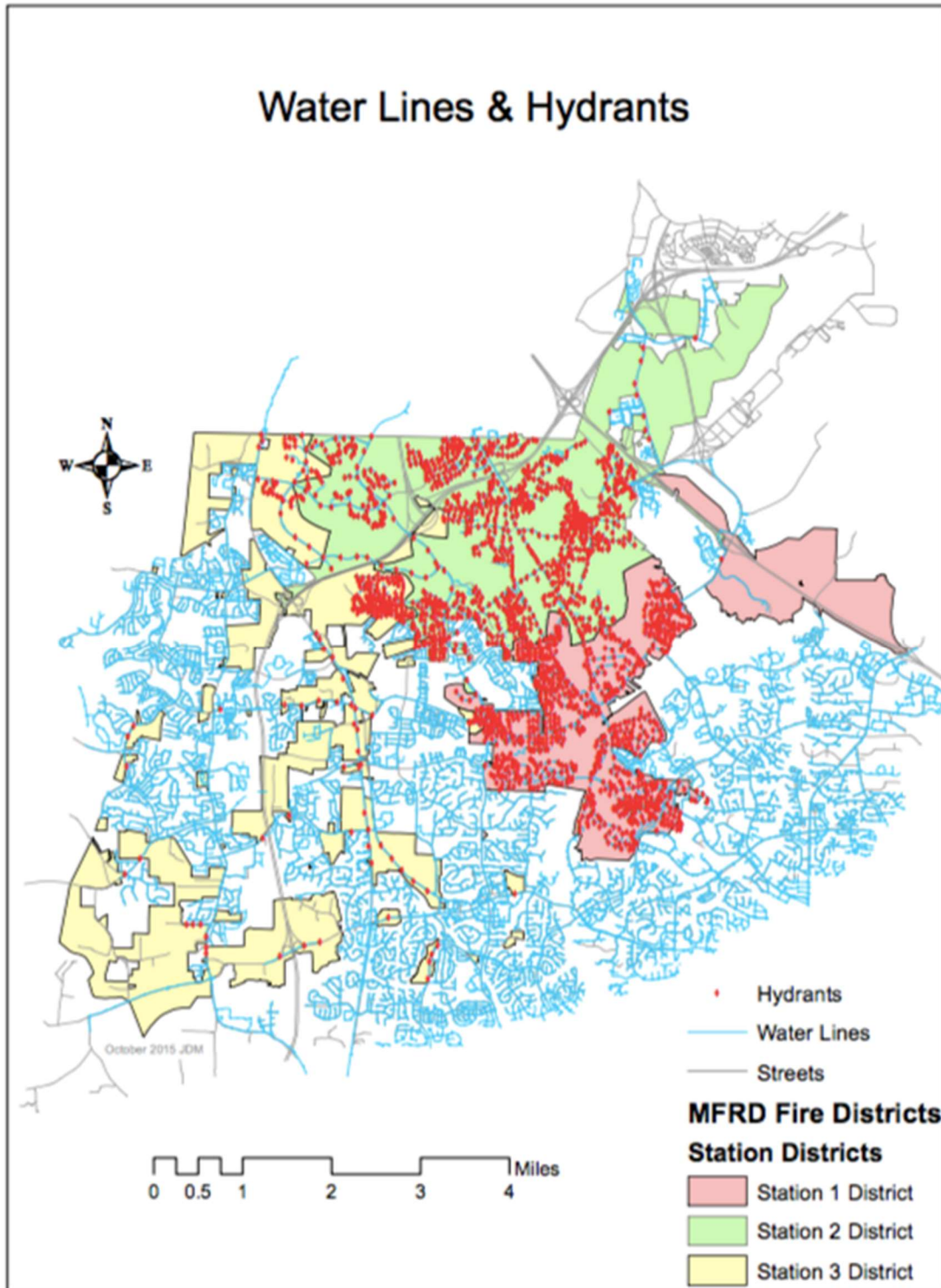
Map 7: Highways



### Community Critical Infrastructure

The Town of Morrisville is serviced by an extensive and water distribution system that covers most of the service area. Approximately 91% of the service area is covered by hydrants. In addition, only 275 properties are located further than 1,000 feet from a fire hydrant. The water distribution system is owned, operated, and maintained by a neighboring jurisdiction, the Town of Cary.

Map 8: Water Lines and Hydrants

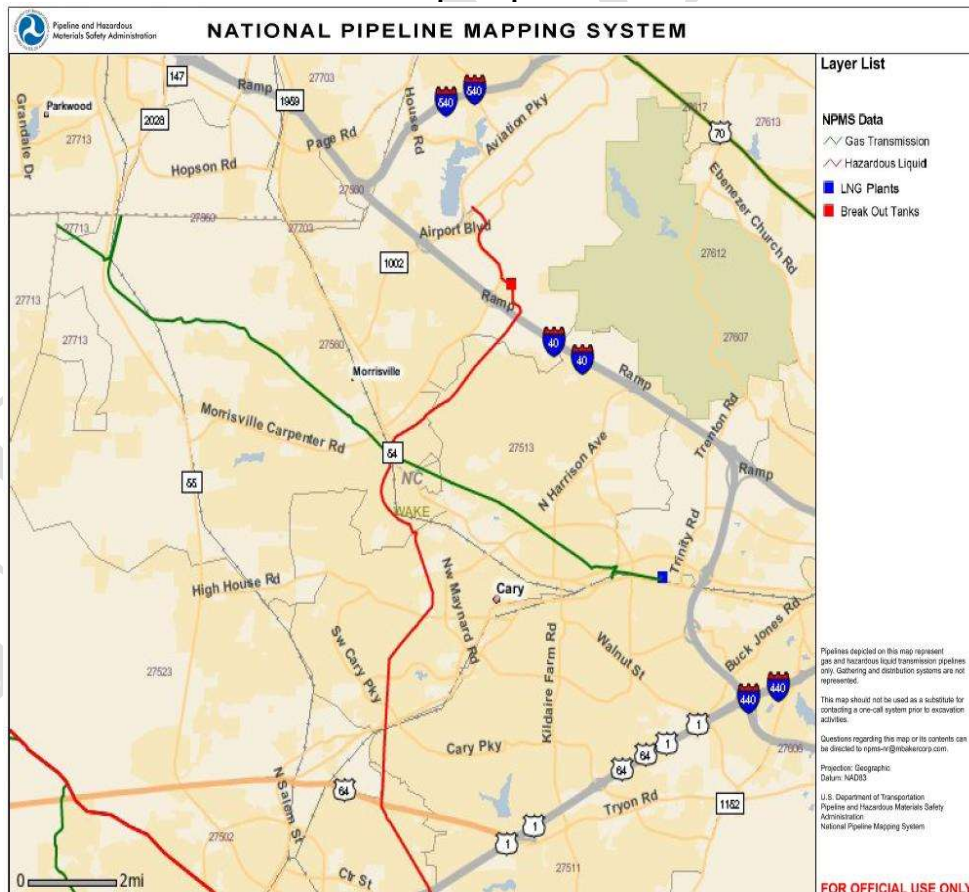


The Town of Morrisville employs its own stormwater engineers in the engineering department. The geographical topography of the land does not greatly affect stormwater runoff. However, the geology of the land does. The Town of Morrisville sits in the Deep River Basin – the largest of the three Triassic Basins located in North Carolina. In Triassic sites, the geology of the soil provides very poor water drainage and absorption. This causes the Town of Morrisville stormwater engineers to work with the planning department to determine permeable space land usage on new construction projects within the town.

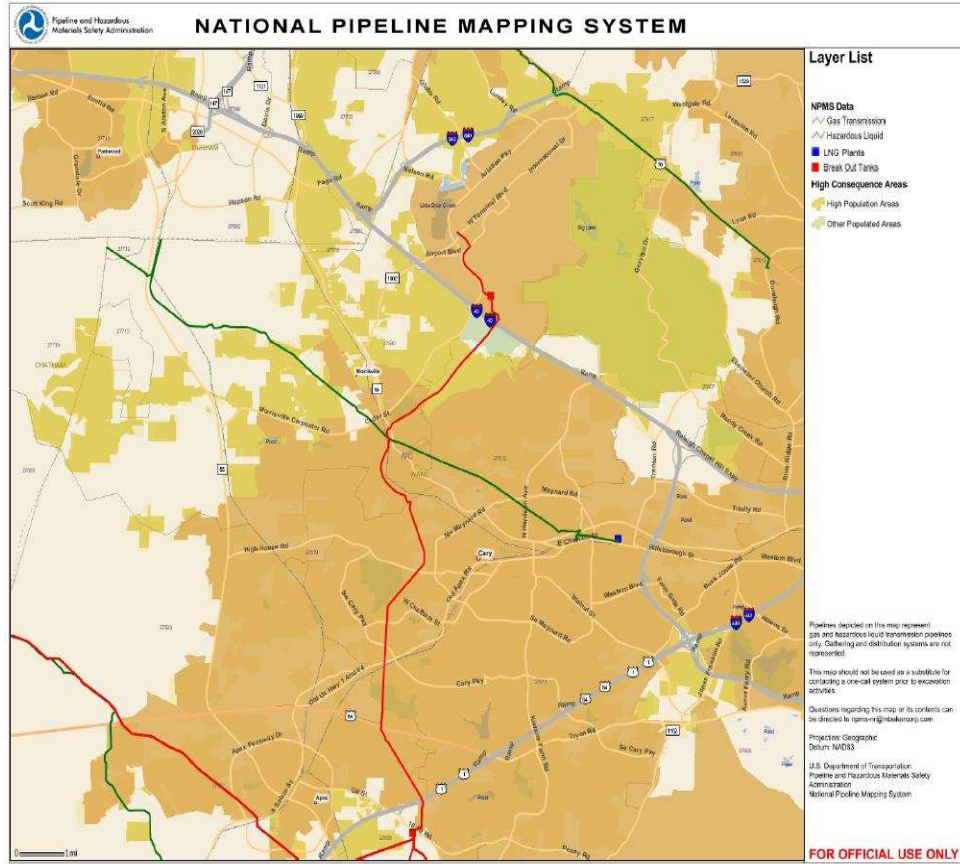
The town has two large-diameter pipelines running through the center of town. One pipeline is a 16-inch natural gas line owned and operated by PSNC Energy Company. This line is used as a main transmission line for the Wake-Durham County area and runs along Town Hall Drive out to NC/Interstate 540 and under Crabtree Creek, then crosses Chapel Hill Road under the Oaks at Weston apartment complex and into Cary.

The second pipe running under Morrisville carries aircraft fuel from Apex to the south and travels north to RDU. This pipe enters Morrisville jurisdiction under the Preston subdivision at NW Cary Parkway and Rainbrook Drive and generally travels along the Norfolk Southern Railroad corridor until it crosses Chapel Hill Road and Keybridge Drive. From that point, the pipeline goes north behind the Keybridge subdivision along Crabtree Creek, where it crosses through Lake Crabtree then under Interstate 40. The following maps show the pipes in relation to the town.

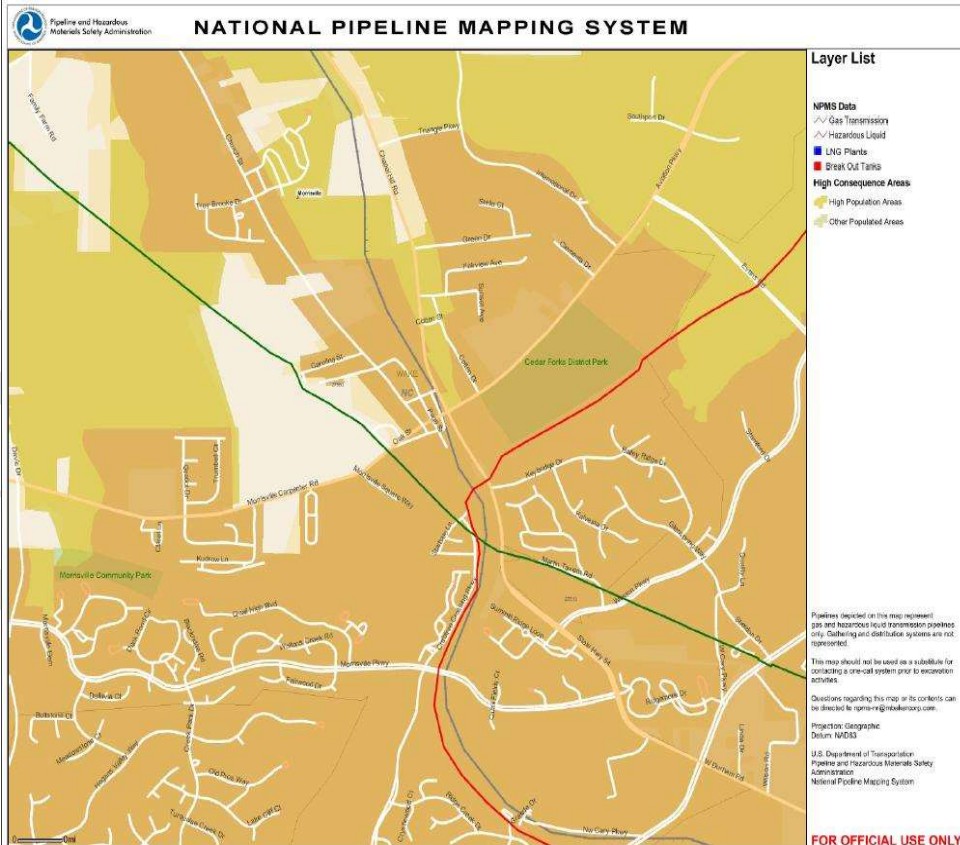
**Map 9: Pipelines**



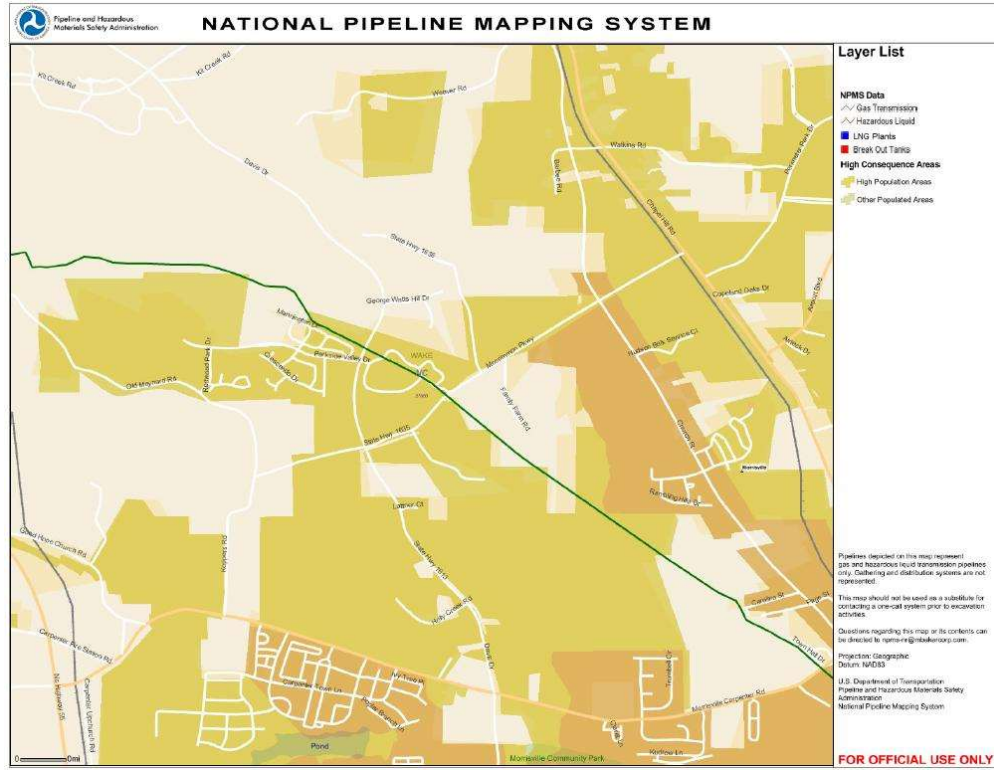
Map 10: Pipeline Start and End Points



Map 11: Pipeline Crossing Town Center



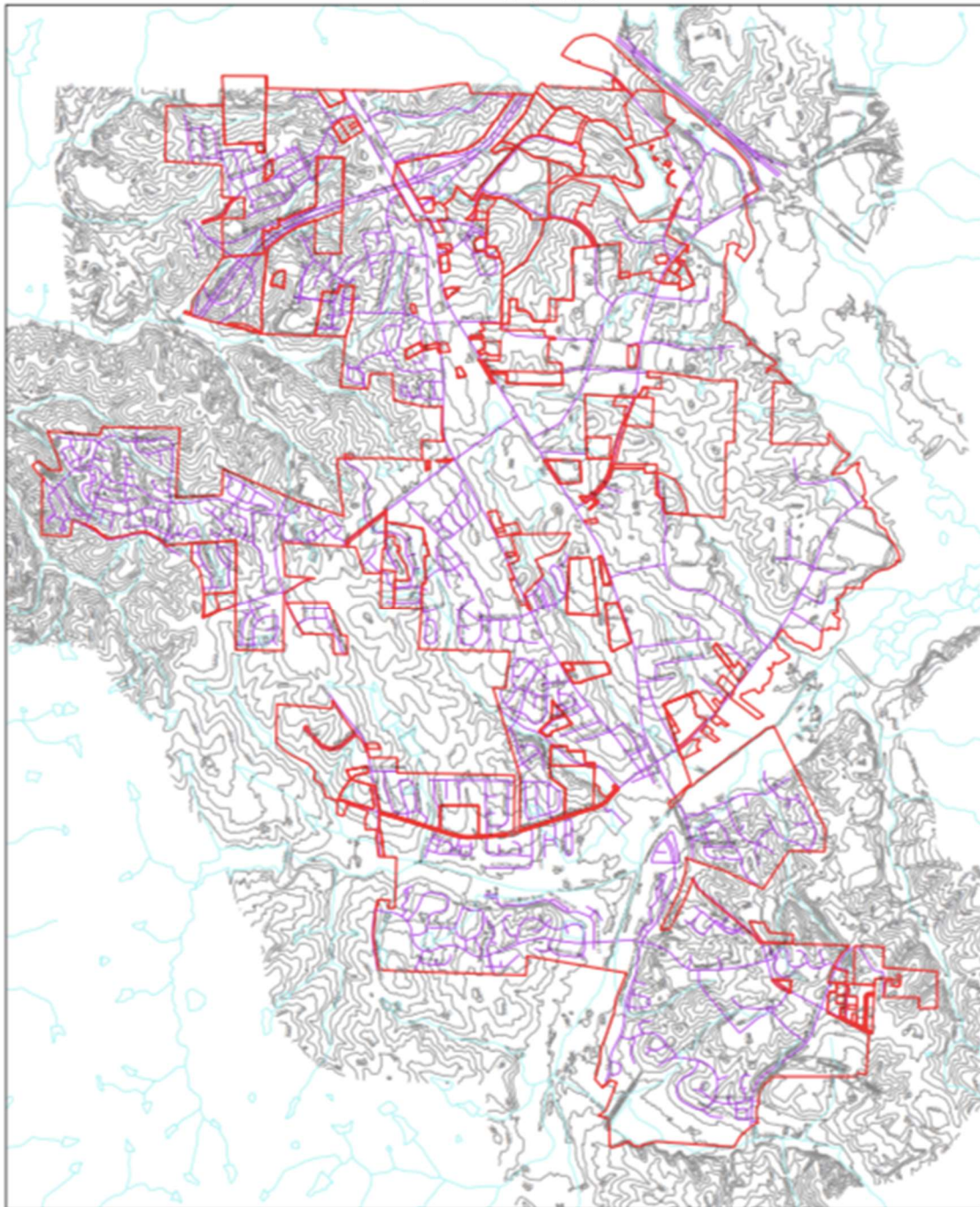
Map 12: Gas Pipeline in Northwest Corner of Town



### Community Topography

The Town of Morrisville sits at an average elevation of 302 feet above sea level. Due to the town is located on the eastern side of the Piedmont region of the state and close to the Coastal Plain region, there are minimal elevation changes within the district. The topography of the district has little to no influence on the community planning areas. There are no major natural barriers within the service area that impact the deployment of the department.

Map 13: Topography



**Legend**

- Morrisville Boundary
- Town Roads
- LIDAR contours\_10ft



## Community Geography

North Carolina can be broken down into three geographic regions that split the state into thirds. The regions are the Coastal Plain, Piedmont, and the Blue Ridge Mountains. The Town of Morrisville is in Wake County, within the Piedmont region of North Carolina, also known as the Central Piedmont Plateau.

The Piedmont region occupies about 45% of the state and is known for its rolling hills. The region has an elevation range of 300-1,100 feet above sea level. Morrisville is located on the eastern side of the region, closest to the Coastal Plain. As such, Morrisville does not experience any drastic elevation changes within the district.

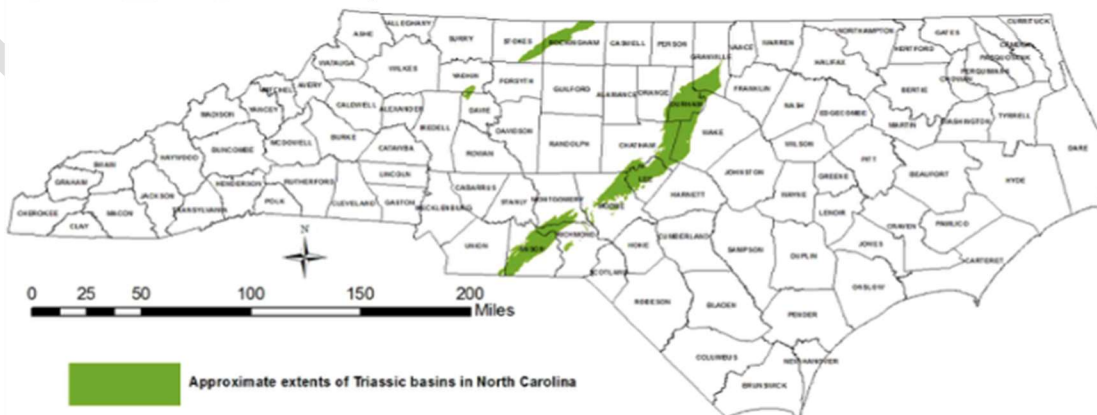
Map 14: North Carolina Geographic Regions



## Community Geology

The Town of Morrisville sits in the Deep River Basin – the largest of the three Triassic Basins in North Carolina. In Triassic sites, the geology of the soil provides very poor water drainage and absorption. This is due to an underlayment of sedimentary rocks that provides little pore space to hold water. Due to the Triassic site, the Town of Morrisville issues more construction blasting permits than other area municipalities that are not affected by the Triassic site. These Triassic sites have also been the subject of recent political debates in North Carolina due to the large volumes of shale gas that is underneath the sedimentary rocks in the Triassic Basins. The debate revolves around hydraulic fracturing, also known as fracking.

Map 15: North Carolina Triassic Basins

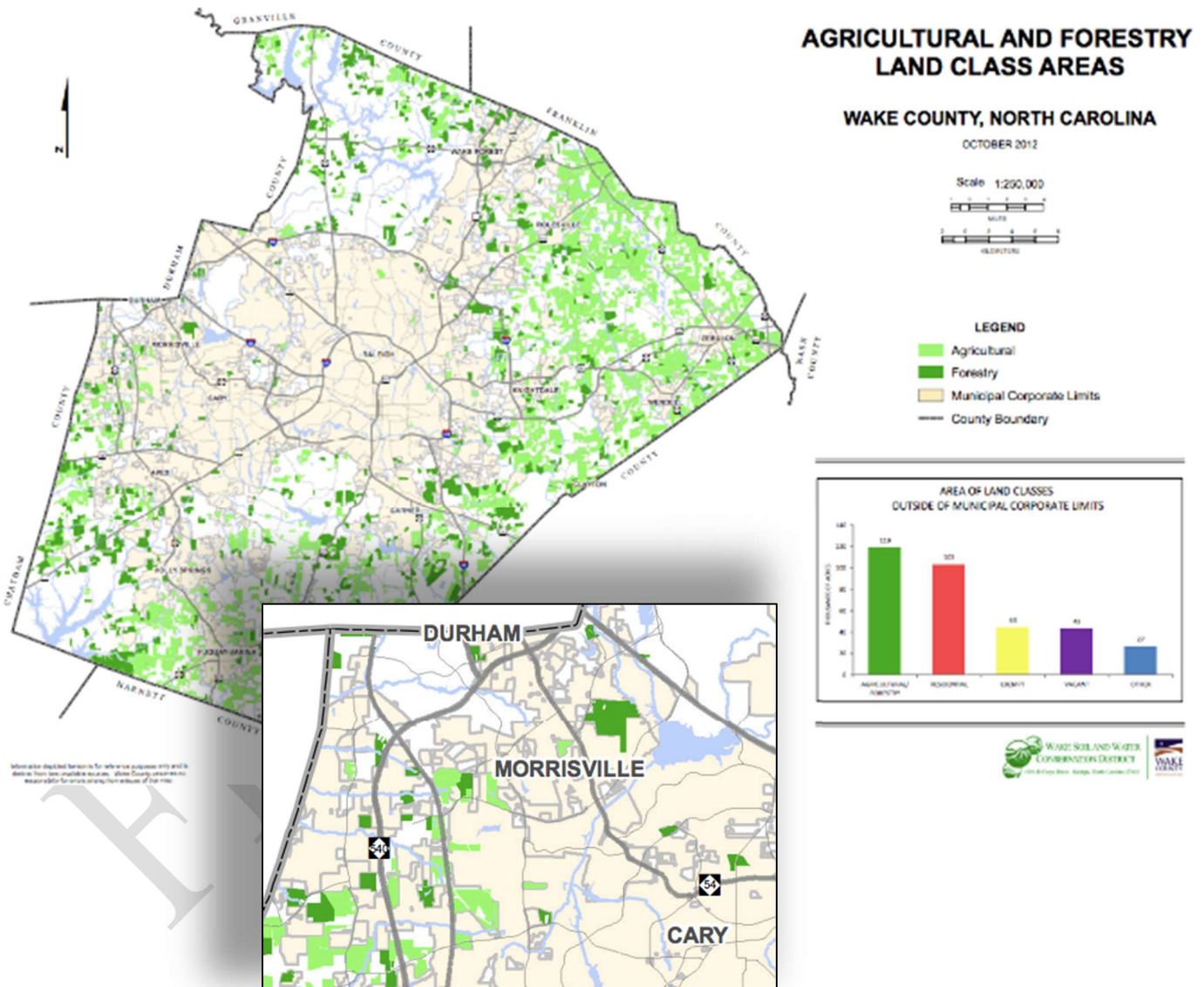


### Community Physiography

The Town of Morrisville is made up of a mix of urban and suburban land that is common with most areas in the easternmost part of the Piedmont region. This indigenous makeup of the region consists of a mix of pine forests and coastal-type plain lands. Based on historical events and data, the wildland/urban interface fire risk for the service area is considered extremely low.



Map 16: Agricultural and Forestry Land Class Areas



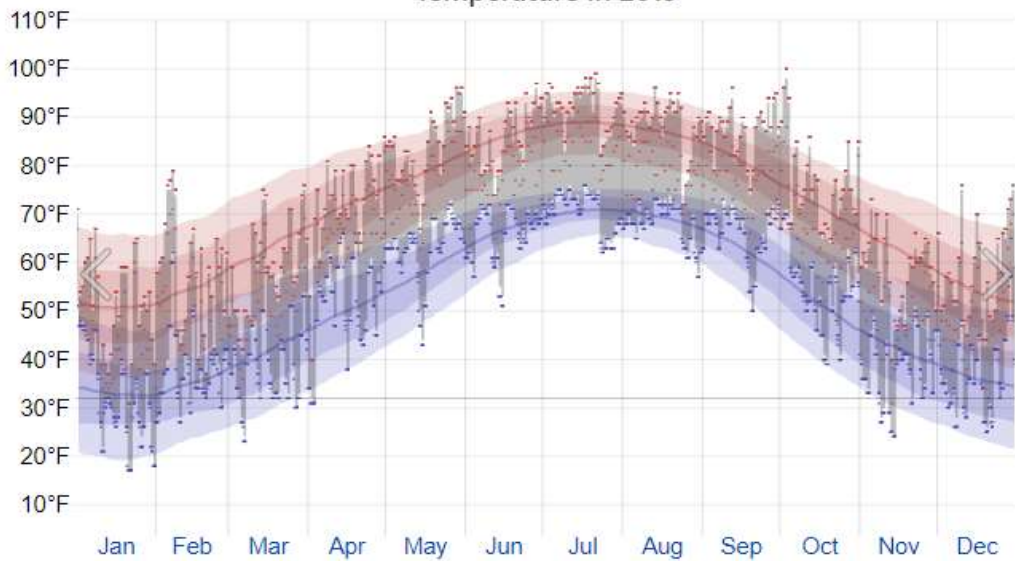
## Community Climate

The Town of Morrisville and the state of North Carolina are in a region of the United States where the opportunity exists to experience all four seasons throughout the year. Due to this, the department must be equipped to handle weather of 100 degrees and above in the summer, winter storms, and any other natural weather phenomenon.

**Table 2: Temperature and Rainfall by Month (2019)**  
 Nearest weather station at RALEIGH DURHAM AP, NC. Elevation 416 Feet

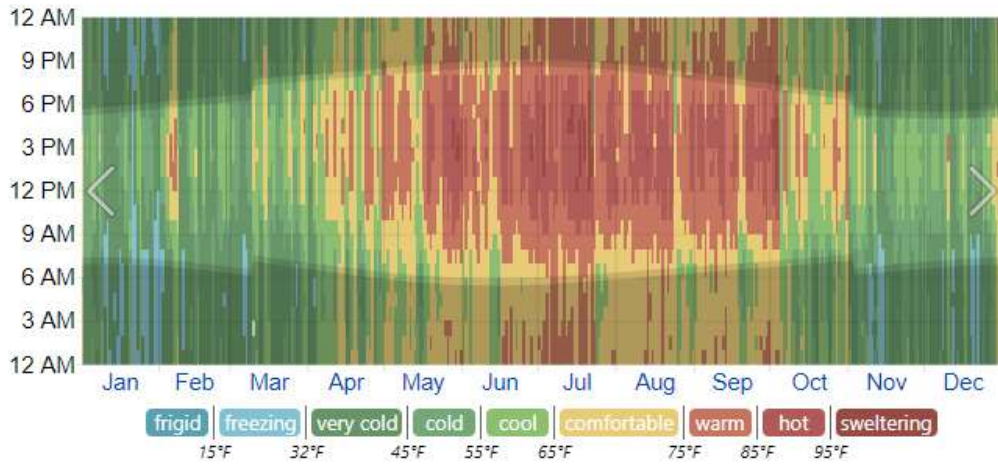
Month	High Temp ⇅	Average Temp ⇅	Low Temp ⇅	CDD ⇅	HDD ⇅	Rain(Inches) ⇅
January	49.8	39.7	29.6	0	783	4.0
February	54.0	43.0	31.9	1	627	3.5
March	62.5	50.7	38.9	9	456	4.0
April	71.8	59.1	46.4	38	214	2.8
May	78.7	67.0	55.3	119	61	3.8
June	85.5	74.7	63.8	293	5	3.4
July	89.1	78.8	68.5	429	0	4.3
August	87.2	77.2	67.2	379	1	3.8
September	81.3	71.2	61.0	206	20	4.3
October	71.8	60.0	48.2	39	194	3.2
November	62.4	51.0	39.5	6	425	3.0
December	53.3	43.0	32.6	2	679	3.0
<b>Yearly Total</b>				<b>1,521</b>	<b>3,465</b>	<b>43.1</b>

Temperature in 2019



The daily range of reported temperatures (gray bars) and 24-hour highs (red ticks) and lows (blue ticks), placed over the daily average high (faint red line) and low (faint blue line) temperature, with 25th to 75th and 10th to 90th percentile bands.

**Figure 1: Temperature (2019)**



The hourly reported temperature, color coded into bands. The shaded overlays indicate night and civil twilight.

Figure 2: Hourly Temperature (2019)

Table 3: Precipitation and Temperature by Month (2019)

Month	Total Precipitation Normal (inches)	Mean Max Temperature Normal (°F)	Mean Min Temperature Normal (°F)	Mean Avg Temperature Normal (°F)
January	3.50	50.9	31.0	41.0
February	3.23	55.2	33.8	44.5
March	4.11	63.4	39.9	51.6
April	2.92	72.4	48.0	60.2
May	3.27	79.6	56.5	68.0
June	3.52	87.1	65.8	76.4
July	4.73	90.2	69.9	80.0
August	4.26	88.4	68.6	78.5
September	4.36	82.1	61.7	71.9
October	3.25	72.7	49.8	61.2
November	3.12	63.6	40.8	52.2
December	3.07	53.6	33.3	43.5
Annual	43.34	71.6	49.9	60.8

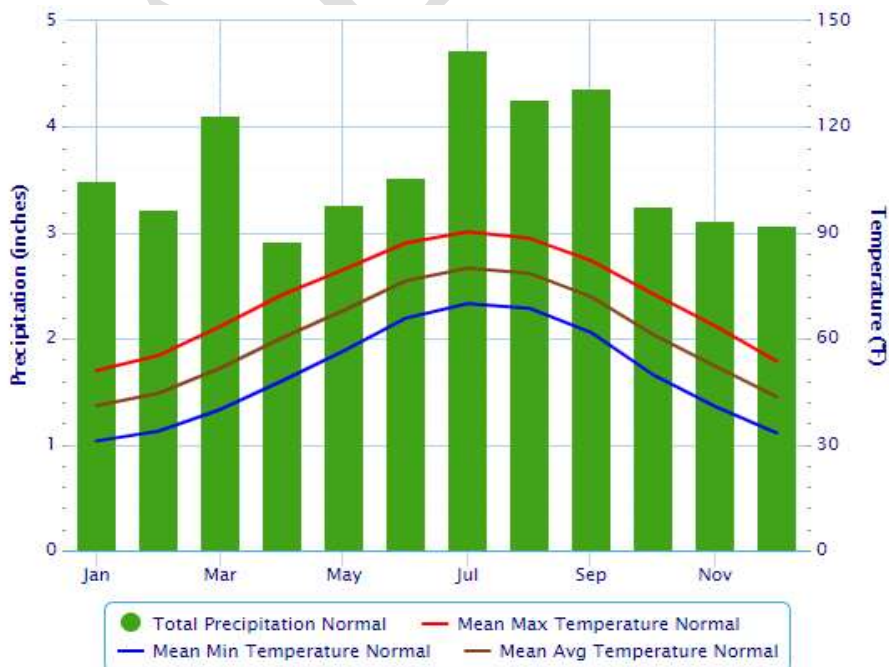


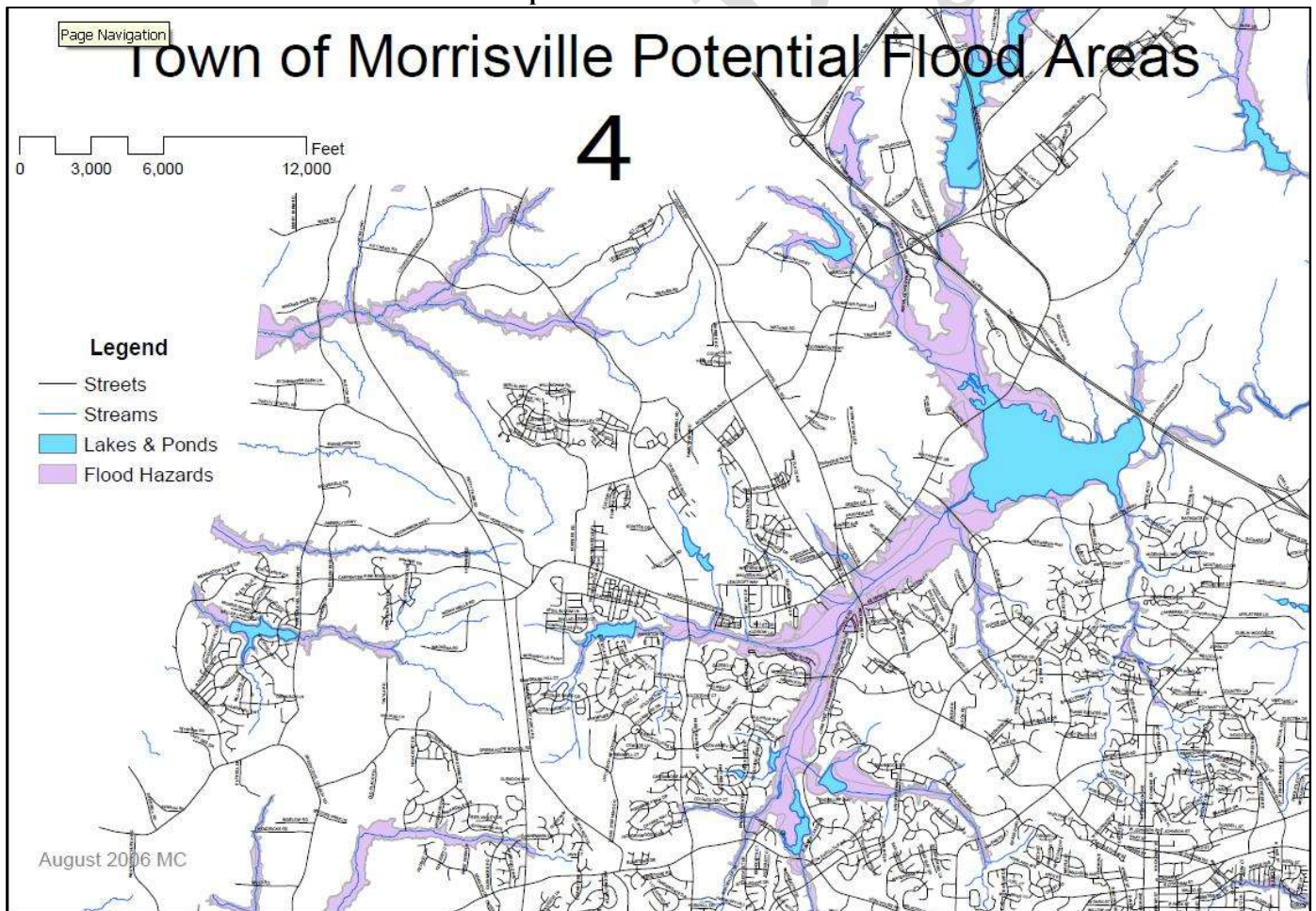
Figure 3: Precipitation and Temperature by Month (2019)

**Severe Thunderstorms:** Severe thunderstorms are the most frequent severe weather events seen in central North Carolina. According to the North Carolina Climate Office, the state experiences 40-50 thunderstorms in a year, with the busiest month being July. Each year an average of \$5 million in damages is caused by thunderstorms and their byproducts of rain, hail, lightning, and high wind.

Cloud to ground lightning is one of the most common causes of structure fires in Morrisville during the summer months. Additional calls received during thunderstorm events are false detector activations due to loss of power to buildings. The agency can modify its dispatch protocol to a set reduced dispatch to reserve units for higher call volume. Any supervisor in the system can request dispatch change to Storm Mode dispatching.

**Flooding:** The primary cause of flooding in the Town of Morrisville is heavy precipitation, usually associated with major storm systems. Areas of focus for the town are Crabtree Creek, Indian Creek, and Stirrup Iron Creek. During the winter season, significant runoff from abnormal snowmelt conditions may pose a relative threat to the county. During hurricanes, flooding risk is fairly minimal. Surface flooding may occur in some areas, but it is not likely that any sections would be inundated or requires evacuation.

Map 17: Potential Flood Areas



**Winter Storms:** Because severe winter storms include frigid temperatures, heavy snow, ice, and gusting winds in all combinations, the severity is usually determined by duration, temperature extremes, and accumulation of precipitation. The primary threat is the ability of such storms to completely immobilize large areas, disrupt services, and cause injury or death. In the Town of Morrisville, on average, snow and/or sleet occur once or twice annually. In North Carolina, snowfall ranges from one inch to approximately 24 inches across the state. During ice storms, many pine trees fall, causing roadway blockages and driving hazards.

Overall response plans during these types of weather events include fueling all apparatus prior to a storm, not making unnecessary trips, calling in additional personnel to staff small support vehicles, and running smaller vehicles as first out to EMS calls. This concept of operation has been enacted several times between 2015 and 2020 and has worked favorably in maintaining a high level of safety. All first out engines and quints (with the exception of Ladder 22) have automatic chains that are deployed when the apparatus must go on the road in icy conditions. Ladder 22 has chains that must be applied manually in preparation for winter weather. The heavy rescue company is also equipped with automatic chains. All smaller response vehicles are equipped with four-wheel-drive systems. This includes Rescue 21, Utility 21, Battalion 4, and all the fire administration vehicles. Lastly, the Town of Morrisville and Town of Cary employ their respective public works departments to apply a salt brine solution to the main roads prior to any potential winter weather.

**Tornadoes:** Tornadoes can occur at any time of the year and at any hour of the day. Tornadoes are most common in North Carolina from late March through June. Avoidance of tornadoes is virtually impossible, and the Town of Morrisville is vulnerable to their occurrence. While tornadoes are not a common occurrence in the area, Morrisville has experienced tornadoes in the past. Due to the rapid increases in population and development within the area, any tornado of significant proportion would pose a maximum threat to both lives and property.

**Table 4: Fujita Tornado Scale**

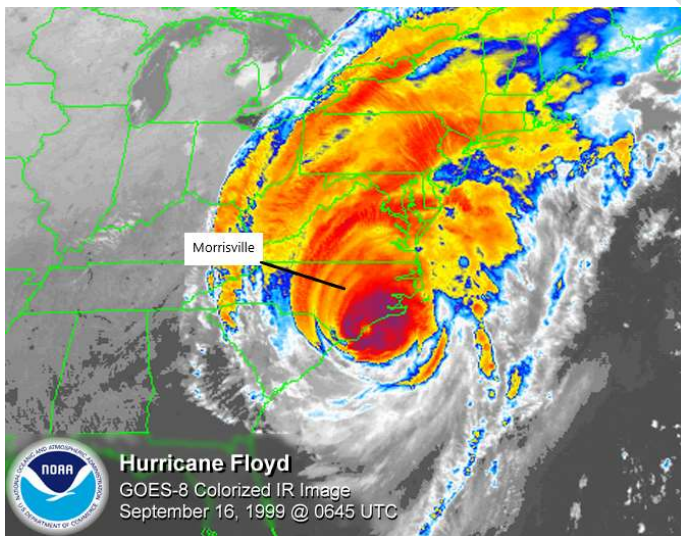
<b>Scale</b>	<b>Three Second Gust (mph)</b>	<b>Damage</b>
<b>F0</b>	65-85	Light
<b>F1</b>	86-110	Moderate
<b>F2</b>	111-135	Considerable
<b>F3</b>	136-165	Severe
<b>F4</b>	166-200	Devastating
<b>F5</b>	Over 200	Incredible

Deployment in response to a tornado touchdown would include a rapid assessment of the area affected, then a call for specialized rescue services. Most likely to be needed would be structural collapse rescue technicians and building inspectors. A high number of ambulances would also be required to be on standby for the transport of victims. The department would primarily be tasked with the search, rescue, and triage of victims.

**Hurricanes:** Hurricanes are among the most frequent and most damaging types of weather events faced by the Town of Morrisville. Since 2010, North Carolina has been directly and indirectly affected by 15 named tropical storms and hurricanes. Hurricanes are rated according to their wind speeds. That measurement is used to assign a category to the storm. This scale is known as the Saffir-Simpson Hurricane Scale.

**Table 5: Saffir-Simpson Hurricane Scale**

Category	Barometric Pressure	Wind Speed	Storm Surge	Damage Potential
<b>1 (weak)</b>	28.94 in Hg or more (980.2 Mb or more)	65 - 82 knots (75 - 95 mph)	4 - 5 feet (1.2 - 1.5 meters)	Minimal damage to vegetation
<b>2 (moderate)</b>	28.5 - 28.93 in Hg (965.12 - 979.68 mb)	83 - 95 knots (96 - 110 mph)	6 - 8 feet (1.8 - 2.4 meters)	Moderate damage to houses
<b>3 (strong)</b>	27.91 - 28.49 in Hg (945.14 - 964.78 mb)	96 - 113 knots (111 - 130 mph)	9 - 12 feet 2.7 - 3.7 meters	Extensive damage to small buildings
<b>4 (very strong)</b>	27.17 - 27.9 in Hg (920.08 - 944.8 mb)	114 - 135 knots (131 - 155 mph)	13 - 18 feet (3.9 - 5.5 meters)	Extreme structural damage
<b>5 (devastating)</b>	< 27.17 in Hg (< 920.08 mb)	> 135 knots (> 155 mph)	> 18 feet (> 5.5 meters)	Catastrophic building failures possible

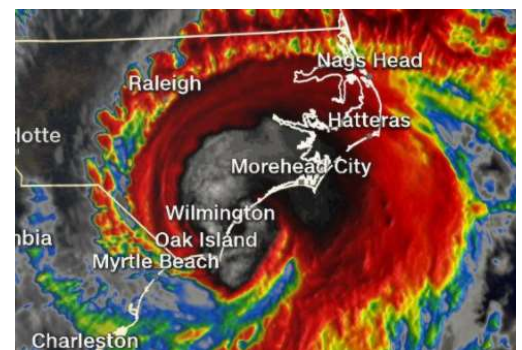


**Hurricane Florence North Carolina Landfall (2018)**

power lines.

Prior to hurricane landfall, notices are sent to all employees, and equipment is prepared in accordance with the emergency operations plan. Deployment of apparatus and equipment during hurricanes is based on incident response needs.

Of the named storms that hit North Carolina since 2010 at their max classification, eight were tropical storms (winds below 65 knots), one was a tropical low, one was a Category 2, one was a Category 3, three were a Category 4, and one was a Category 5. As shown in the following table, 2018 showed a dramatic increase in the number of powerful hurricanes to impact North Carolina. Weather events associated with hurricanes have included heavy rain, high winds, and tornadoes. Damage sustained during these storms has included road closures due to flash flooding, building damage, and downed trees and



**Table 6: Named Storms with North Carolina Impact (2010-2020)**

Storm Name	Max Classification	Year	Max Winds	Min Pressure
Michael	Category 4	2018	135	919
Florence	Category 4	2018	120	941
Chris	Category 2	2018	90	0
Ten	Tropical Low	2017	40	1004
Matthew	Category 5	2016	145	934
Julia	Tropical Storm	2016	45	1007
Colin	Tropical Storm	2016	50	987
Bonnie	Tropical Storm	2016	40	1006
Ana	Tropical Storm	2015	50	998
Andrea	Tropical Storm	2013	55	992
Beryl	Tropical Storm	2012	60	992
Alberto	Tropical Storm	2012	50	995
Lee	Tropical Storm	2011	50	986
Irene	Category 3	2011	105	942
Earl	Category 4	2010	125	927

**Community Population/Population Densities**

The Town of Morrisville conducted a Special Census in 2015, which showed that the town’s population had grown to 23,699, a 27.5% increase over the 18,576 population in 2010. This equates to 5,123 additional people who have moved to the community from 2010 to 2015. Furthermore, based on population estimates conducted by the town’s planning department, the population estimate as of January 2019 was 29,170. This data shows an increase of an additional 23.1% from 2015 to 2019.

The Town of Morrisville can be easily divided into three different residential occupancy types: multifamily apartments, multifamily townhouses, and single-family detached homes. The town has 18 occupied apartment complexes with two more under construction. Of the 29,170 estimated population, 9,774 of those residents, or 33.5%, live in apartments. In addition, 28.1% live in multifamily townhouses, and 38.4% live in single-family detached homes. The town currently has two apartment complexes, three townhome neighborhoods, and five single-family neighborhoods under construction. The estimated total build-out of the population after these completed residential construction projects is 30,925. The almost even one-third split of residential occupancy types shows the diverse nature of residential fire suppression deployment models encountered by the department.

### Community Demographic Features

The Town of Morrisville serves a diverse community of 29,170 residents. Based on a 2015 special census (when the population was approximately 23,873), the town is made up of 37% Asian. In further detail, the town is actually 27.9% Asian Indian.

Table 7: Town of Morrisville Racial Demographics (2015 Special Census)

Subject	Morrisville town, North Carolina			
	Estimate	Margin of Error	Percent	Percent Margin of Error
Two or more races	1,147	+/-415	4.8%	+/-1.7
One race	22,726	+/-417	95.2%	+/-1.7
White	10,583	+/-785	44.3%	+/-3.3
Black or African American	2,899	+/-422	12.1%	+/-1.8
American Indian and Alaska Native	118	+/-96	0.5%	+/-0.4
Cherokee tribal grouping	0	+/-22	0.0%	+/-0.1
Chippewa tribal grouping	0	+/-22	0.0%	+/-0.1
Navajo tribal grouping	0	+/-22	0.0%	+/-0.1
Sioux tribal grouping	0	+/-22	0.0%	+/-0.1
Asian	8,843	+/-806	37.0%	+/-3.4
Asian Indian	6,663	+/-757	27.9%	+/-3.2
Chinese	692	+/-370	2.9%	+/-1.5
Filipino	241	+/-172	1.0%	+/-0.7
Japanese	73	+/-68	0.3%	+/-0.3
Korean	214	+/-221	0.9%	+/-0.9
Vietnamese	78	+/-72	0.3%	+/-0.3
Other Asian	882	+/-392	3.7%	+/-1.6
Native Hawaiian and Other Pacific Islander	9	+/-16	0.0%	+/-0.1
Some other race	274	+/-258	1.1%	+/-1.1
Two or more races	1,147	+/-415	4.8%	+/-1.7
Race alone or in combination with one or more other races				
Total population	23,873	+/-54	23,873	(X)

In comparison, based on 2010 US Census data for the United States as a whole, only 0.9% of the US population is Asian Indian. This single cultural group, along with others, gives the Town of Morrisville a different culture itself compared to the rest of the country. Part of the reason for the large Asian Indian population in Morrisville is due to the town being home to one of the first large Hindu Temples in North Carolina. The Temple is located at 309 Aviation Parkway and is operated by The Hindu Society of North Carolina, founded in 1977. In its first few years, the Hindu Society of North Carolina had under 100 members and met in a dilapidated structure in downtown Raleigh. In 1984, a six-acre plot in Morrisville was purchased, and construction on a new Temple was started. On December 20, 1986, the first worship service was held in the new Temple in Morrisville. Since then, the Asian Indian population in Morrisville has grown exponentially. Multiple



other Hindu Temples have been created within Morrisville, along with Indian restaurants and other cultural-based businesses. With this, the Asian Indian culture and population in Morrisville continue to grow.

The Town of Morrisville has a median age of 33.5 years old, compared to the US population, which has a median age of 37.2 years old. The almost four-year difference may seem small, but this data shows Morrisville as a younger community. This can be attributed to the high number of technology-based jobs and proximity to several major universities. Technology-based jobs stem from RTP which is partly located in the unincorporated service delivery area of MFRD. In addition, the town is within thirty minutes driving time of major colleges/universities such as the University of North Carolina at Chapel Hill, Duke University, North Carolina State University, Shaw University, North Carolina Central University, Meredith College, Peace College, Durham Technical Community College, and Wake Technical Community College. The town is also the home to the new Wake Technical Community College RTP Campus.

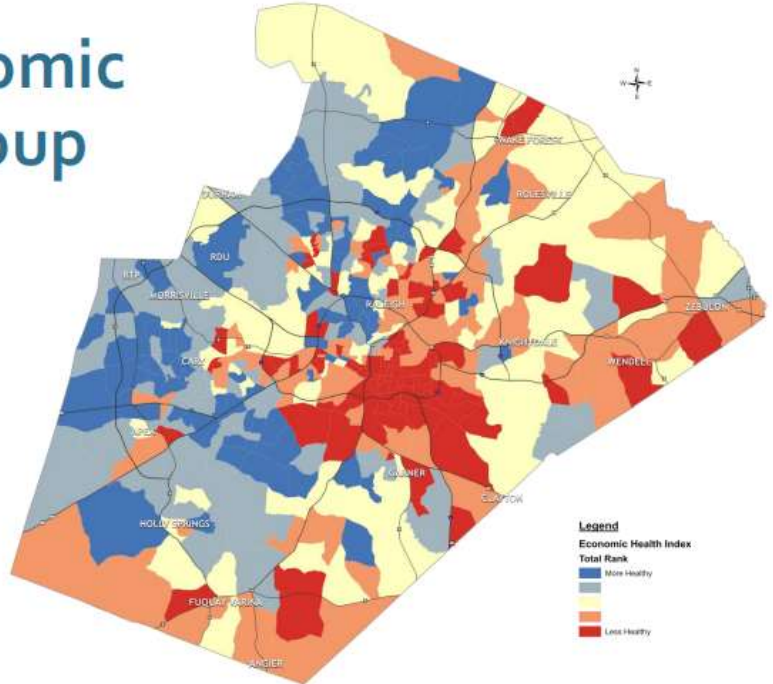


**Table 8: Town of Morrisville Age Demographics (2015 Special Census)**

Subject	Morrisville town, North Carolina			
	Estimate	Margin of Error	Percent	Percent Margin of Error
<b>SEX AND AGE</b>				
Total population	23,873	+/-54	23,873	(X)
Under 5 years	2,326	+/-291	9.7%	+/-1.2
5 to 9 years	2,346	+/-280	9.8%	+/-1.2
10 to 14 years	1,512	+/-291	6.3%	+/-1.2
15 to 19 years	1,088	+/-238	4.6%	+/-1.0
20 to 24 years	760	+/-189	3.2%	+/-0.8
25 to 34 years	4,928	+/-510	20.6%	+/-2.1
35 to 44 years	5,147	+/-457	21.6%	+/-1.9
45 to 54 years	2,623	+/-337	11.0%	+/-1.4
55 to 59 years	972	+/-227	4.1%	+/-0.9
60 to 64 years	815	+/-200	3.4%	+/-0.8
65 to 74 years	800	+/-177	3.4%	+/-0.7
75 to 84 years	317	+/-122	1.3%	+/-0.5
85 years and over	239	+/-109	1.0%	+/-0.5
Median age (years)	33.5	+/-0.8	(X)	(X)

Map 18: Wake County Economic Health by Block Group (2010-2014)

# Wake County Economic Health by Block Group ACS 2010-2014

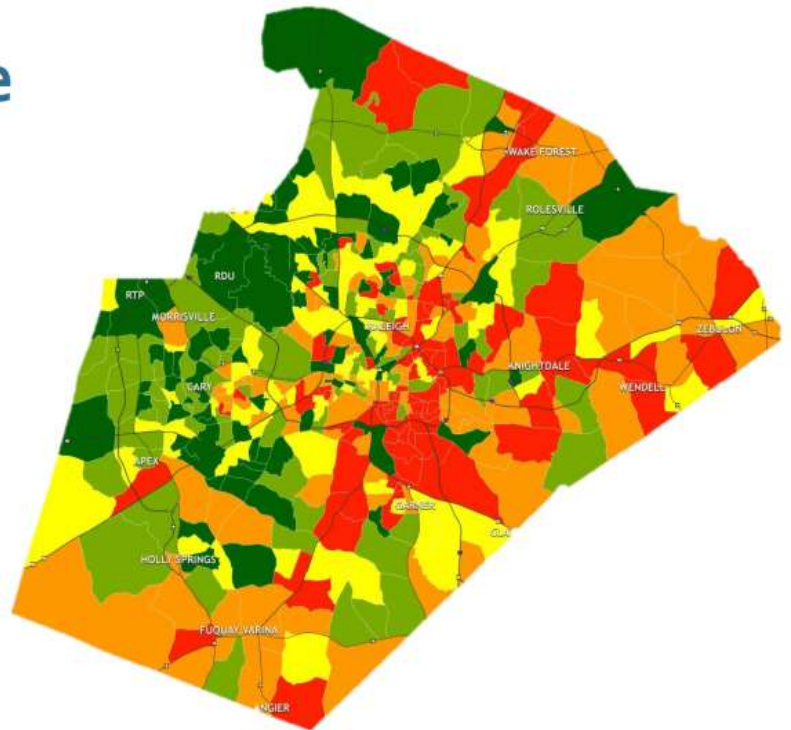


The ACS Characteristics used were:

- 1) % of persons living between 100%-200% the Federal Poverty rate
- 2) % of persons on Food Stamps
- 3) % of persons spending greater than 30% of income on rent
- 4) % of persons spending greater than 30% of income on a mortgage
- 5) Median Household Income by Block Group

Map 19: Vulnerability Profile (2010-2014)

# Vulnerability Profile 2010-2014



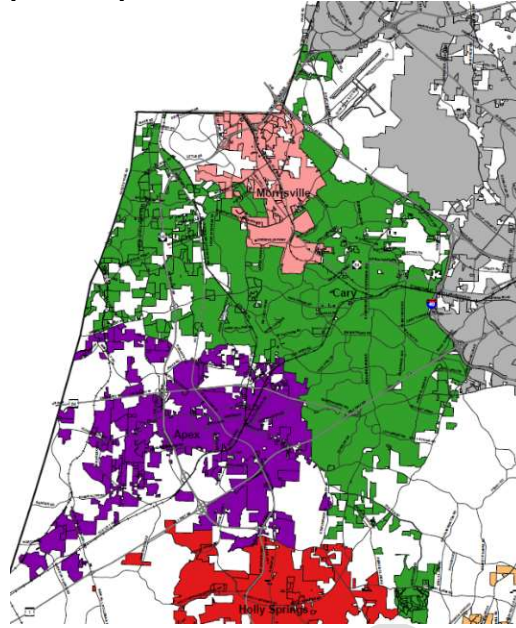
**Legend**

- ACS 2010-2014 Census Block Groups Vulnerability Ranking**
- Least Vulnerable
  - Vulnerable
  - More Vulnerable
  - Most Vulnerable
  - Most Vulnerable

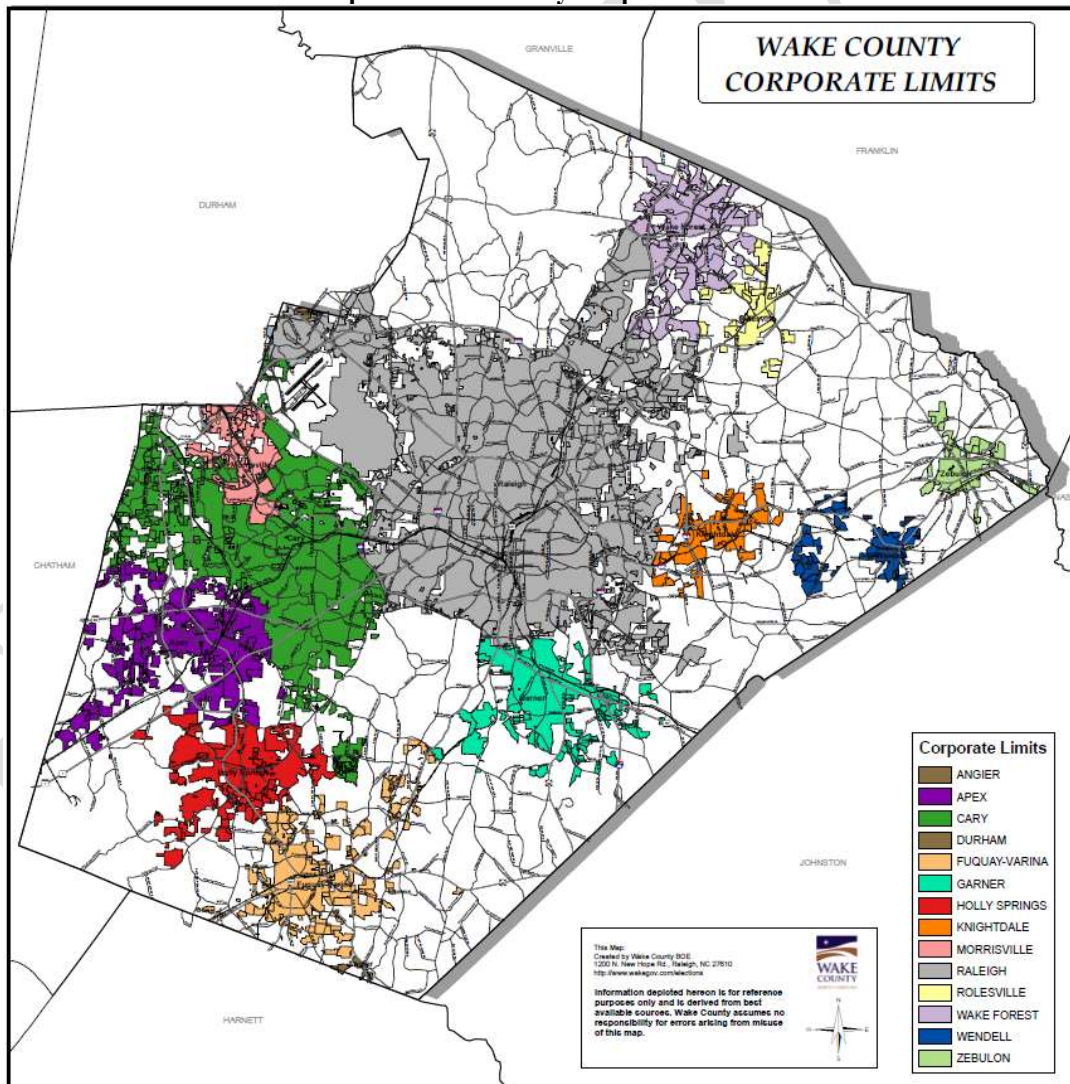
The ACS Characteristics used were:

- 1) % of persons living between 100%-200% the Federal Poverty rate
- 2) % of persons on Food Stamps
- 3) % of persons spending greater than 30% of income on rent
- 4) % of persons spending greater than 30% of income on a mortgage
- 5) Median Household Income by Block Group

Map 20: Corporate Limits – Western Wake County

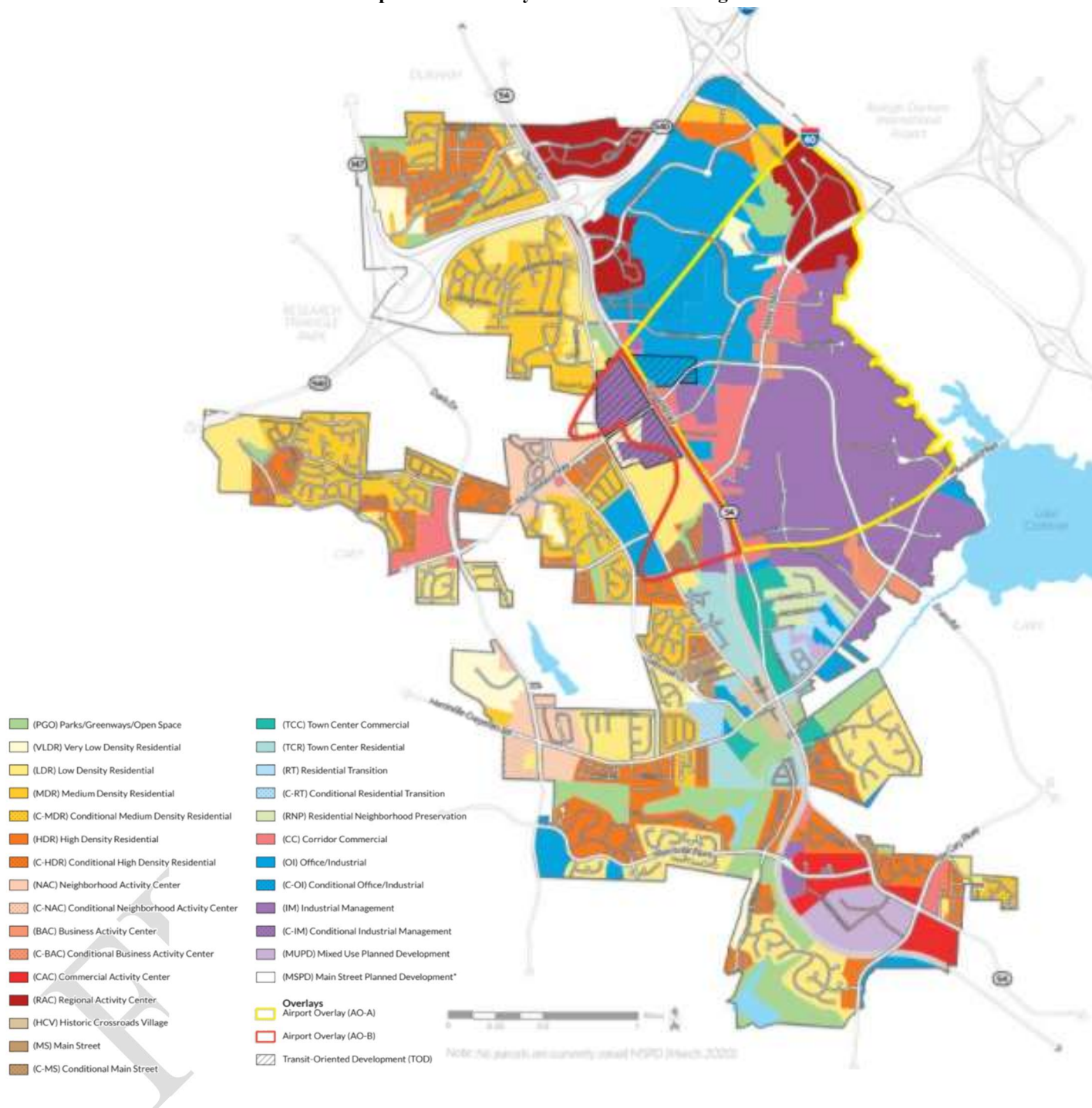


Map 21: Wake County Corporate Limits



# Community Land Use and Zoning

Map 22: Community Land Use and Zoning



## B. History of the Department

### Major Historical Milestones

The Morrisville Fire/Rescue Department (MFRD) was originally established in 1955 as an all-volunteer fire department. Cecil Sears led the efforts to start the fire department. He was able to establish a fire station out of a garage in downtown Morrisville. Funding sources included contracts from Wake County for fire protection in the unincorporated areas in Wake County, Town of Morrisville, and fundraisers in the form of barbeque and chicken dinners.



In 1974, the fire department opened up a second fire station, which was located on Carpenter Fire Station Road. The Carpenter fire station served the unincorporated fire district in Wake County. In 1976, the department proudly became the first fire department in Wake County to accept female firefighters into the department, a progressive mindset that has continued. In 1983, the MFRD became the second department in Wake County to offer first responder services. In 1988, the department began to supplement volunteers with paid part-time staff. This trend continued for the next ten years. In 1995, by resolution, the MFRD became a municipal fire department. The department, consisting of a mixture of volunteers and paid part-time firefighters, hired the first career fire chief. In 1999, the department opened the third fire station that is located on Chapel Hill Road at McCrimmon Parkway. Fire Station 2 services the north part of town. Also, in 1999, all

part-time positions were upgraded to full-time career positions. This allowed both fire stations to be staffed with career positions 24 hours per day. In 2003, full-time career firefighters were hired to staff the Carpenter fire station (now called Fire Station 3) 24 hours per day. In 2006, the department expanded its rescue service capabilities by joining NC USAR Task Force Four. In 2007, the department upgraded medical services from first responder to emergency medical technicians (EMT) level. Also, in 2007, the Station 3 operations relocated into Cary Fire Station 7, which is adjacent to the old MFRD Station 3. On March 14, 2012, a replacement was opened for Station 1 at 200 Town Hall Drive, approximately 1,600 feet from its predecessor.

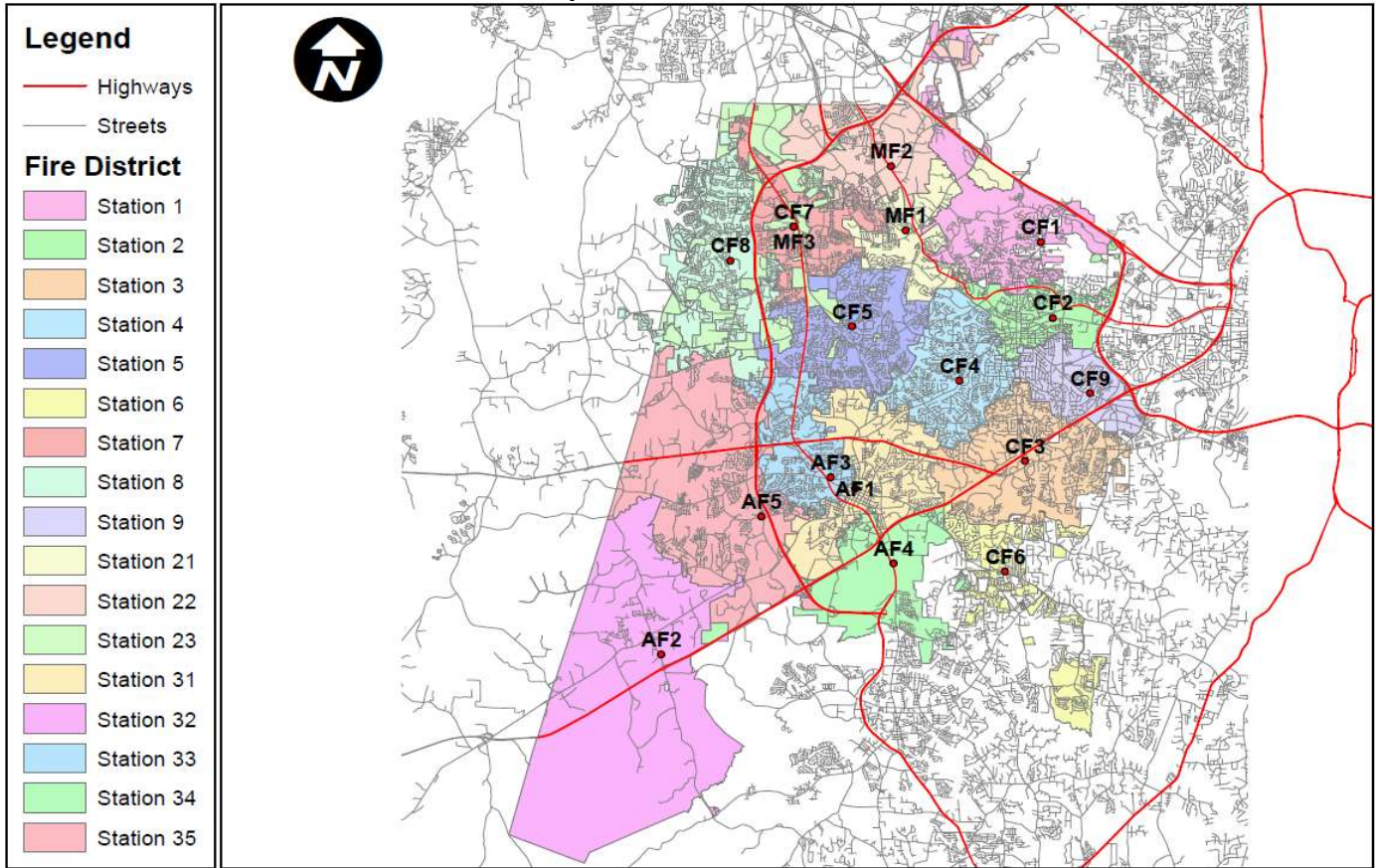
NC USAR Task Force Four was disbanded by North Carolina Emergency Management in 2013, though the department still collaborates with the Town of Apex Fire Department to provide technician level rescue in water and trench. Since the implementation of the quint staffing plan, the department has undergone many restructuring plans to align staffing with the town-adopted quint concept plan, including a large restructuring in 2015, adding several new positions within the department, and setting the stage for further hiring and advancement. The town has continued to add staff and physical assets to align the department with the growing community the department serves. This includes an assistant chief in charge of operations and acts as the accreditation manager, assistant fire marshal, training captain, multiple firefighter positions, and additional quints.

Since the 2015 restructuring and the addition of the administrative positions, the department is organized with a fire chief, assistant fire chief, a support services administrator, training captain, 3 battalion chiefs, 9 captains, 3 lieutenants, 12 engineers, 9 master firefighters, 12 firefighters, a fire marshal, a deputy fire marshal, and assistant fire marshal. Services provided to the community include public fire education, fire prevention, plans review, code enforcement, fire suppression, technical rescue, non-transport emergency medical services (EMS), and hazardous materials. Fire suppression includes both structural, vehicle, and a small amount of wildland/urban interface fires. Technical rescue services include high and low angle rope rescue, vehicle extrication, water rescue, and confined space rescue and trench rescue. EMS is provided at the EMT (basic life support – non-transport) level, and the department fits into the broader Wake County EMS system. All department members perform public education activities in a variety of subjects such as injury prevention, safe use of portable fire extinguishers, and home safety with the mobile fire safety house, CPR, and fire station tours.



The department responded to 2,847 emergency calls in 2018, averaging an increase of 8% per year for the previous five years. Historically the department was dispatched by the Raleigh Wake 911 Emergency Communications Center, but the department identified an area of opportunity to align the department's stated goals and objectives with a neighboring department that operates in the same fashion. The department signed a service level agreement with the Cary Emergency Communication Center for dispatching and entered into a new cooperative response model with the Cary Fire Department and the Apex Fire Department. With the unified response philosophy came the name idea of "CAM" – Cary, Apex, and Morrisville. This response model theoretically dropped districts, and the three agencies responded as one fire department. In an effort not to have redundant unit numbering throughout CAM, the Morrisville Fire/Rescue Department renumbered units to the '20s. As an example, units running out of MFRD Station 1 are now renumbered 21, companies responding from MFRD Station 2 are numbered 22, and so on.

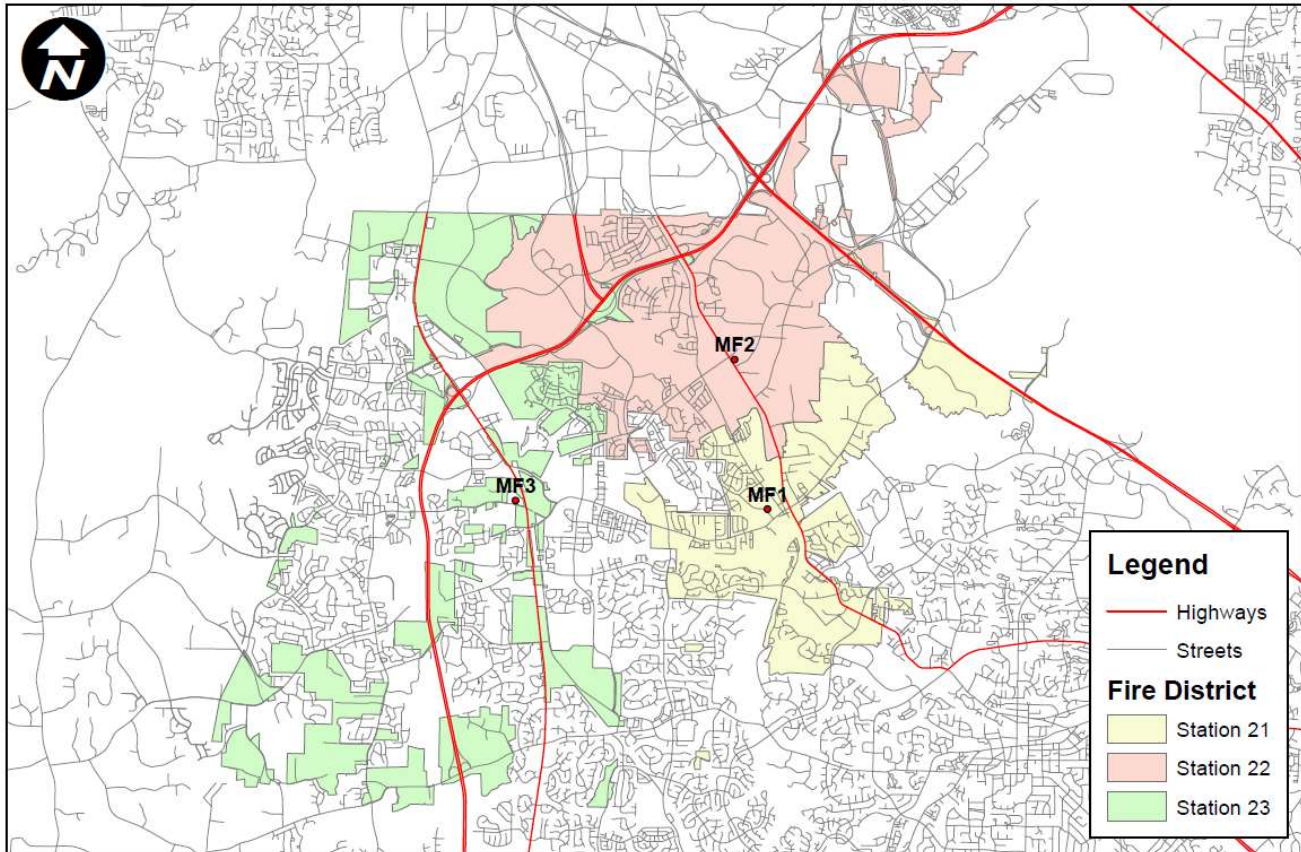
Map 23: CAM Fire Districts



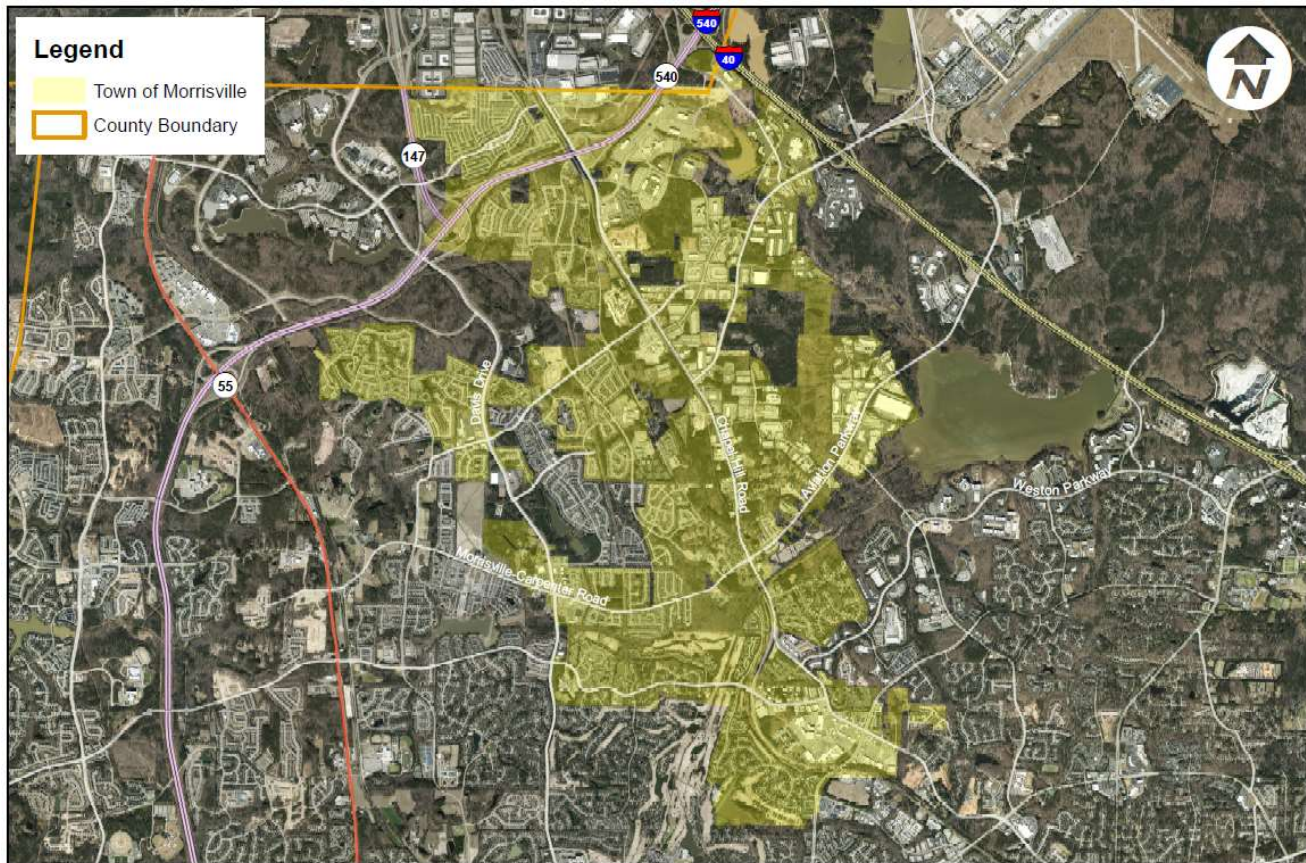
### Current Legal Boundary of Service Area

The Town of Morrisville is in western Wake County, North Carolina. The town's corporate limits cover an area of 9.8 square miles. Many residents are attracted to this area due to its proximity to the capital, the Raleigh-Durham International Airport (RDU), the Research Triangle Park (RTP), and to the college cities of Raleigh, Durham, and Chapel Hill. In fact, the US Census Bureau reports that between the years 2000 and 2010, the town's population grew 257%, and 27.5% between 2010 and July 2014. The MFRD protects approximately 22 square miles with an estimated population of 29,170. (A special census conducted in 2015 showed an estimated population of 26,599).

Map 24: Fire Districts in Service Area



Map 25: Town and County Boundaries



## Current Organization, Divisions, Programs, and Services

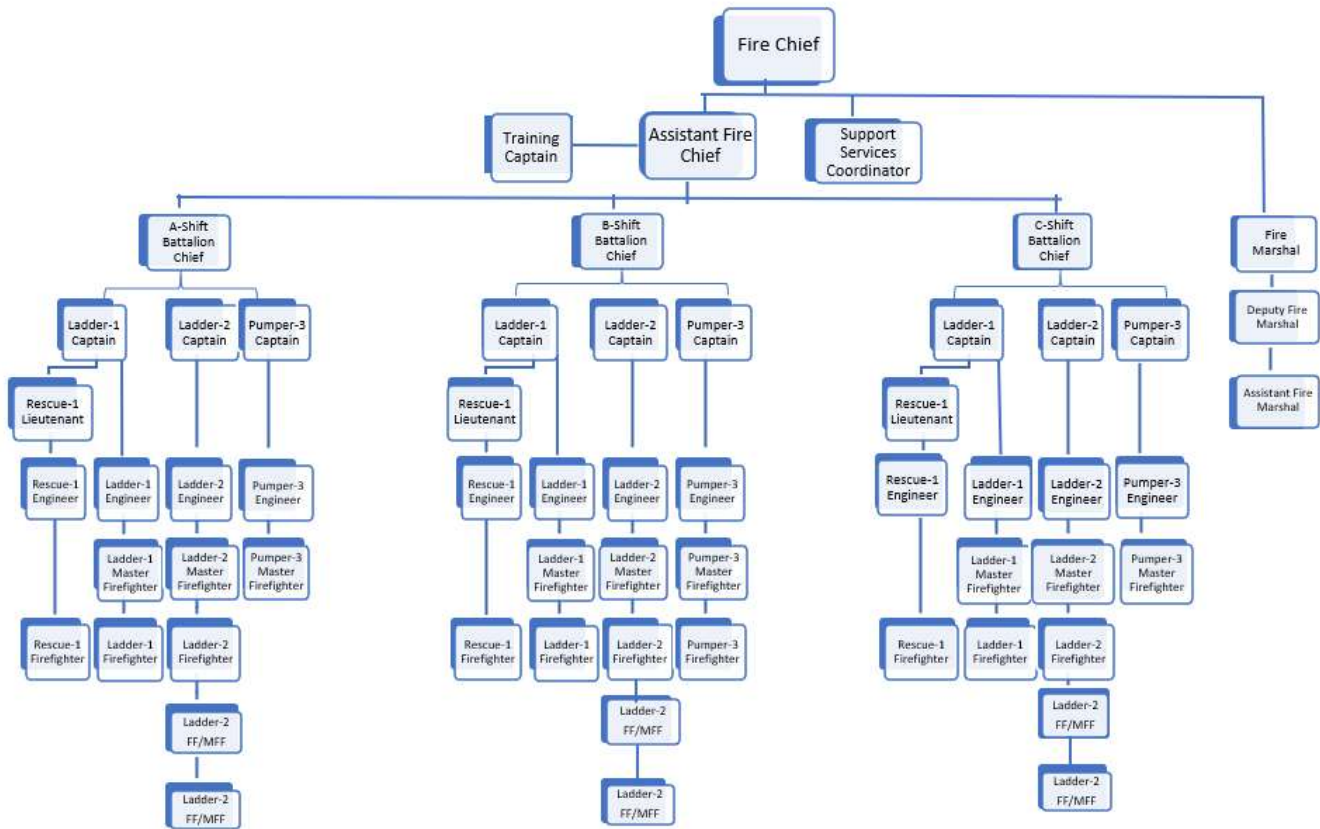


Figure 4: Organizational Chart

The department is broken down into four main sections or divisions: 1) Operations, 2) Training, 3) Fire Prevention, 4) Fire Administration. While these divisions have very distinct roles and responsibilities, there is a heavy interdependency on each division, and one division could not operate without the assistance of the other.

### Operations

The operations division is overseen by the assistant chief of operations (Morrisville Car 2). The assistant chief supervises all emergency response services and operations, supervises fire cause and accident investigations, manages employee evaluation and compensation program, manages the execution of the department budget from an implementation perspective, manages company deployment and minimum staffing of all fire department equipment, and manages department efforts to comply with the insurance services office grading scale relating to the deployment of assets. This division plays a heavy role in many of the logistics functions for the department, including the procurement of capital assets, including fire truck purchasing, all personal protective equipment purchasing, along with providing assistance to the fire administration, training, and prevention divisions.

### **Training Division**

The training division is managed and overseen by the fire training officer, most often referred to as the training captain (Morrisville Car 6). This individual manages all the department's training needs, including obtaining certifications through the direct delivery model, providing continuing education for certifications, managing the record-keeping of all certifications, providing content and logistical support to company officers and fire department members for daily training topics, and hands-on training at the fire stations and training facilities. There are many operations staff that assist the training division with executing the department's overall training philosophy.

### **Fire Prevention**

The fire prevention division is managed by the fire marshal (Morrisville FM21). The fire marshal is tasked with supervising the fire code officials to ensure the quality and reliability of inspections are met, investigating complaints of building code violations, ensuring plans that are submitted for construction projects meet fire code requirements, communicating with the operation division on upcoming construction projects to align inspections with operations, manage the injury prevention and public education requests, and support the operations division with pre-incident planning.

### **Fire Administration**

The fire chief (Morrisville Car 1) manages the fire administration division, which also consists of the assistant chief and the administration support services coordinator. Overall functions that are managed by fire administration are the development of the annual operating budget, overall supervision of accreditation compliance with the Commission on Fire Accreditation International, department compliance with the state of North Carolina ISO framework, developing and maintaining the department's guiding documents, and all other management functions related to overseeing a municipal fire department.



### Fire Stations, Training Facilities, Apparatus, Equipment, and Staffing

The MFRD serves the incorporated areas of the Town of Morrisville and unincorporated Wake County. The service district is approximately 20 square miles and contains a resident population of around 29,170 people. The department is comprised of one administration building, three stations, four primary apparatus with three reserve units, a utility vehicle and USAR trailer equipped with technical rescue equipment, and six support vehicles. There are 59 full-time personnel and 2 volunteer personnel.

**Current stations are located at the following addresses:**

- Station 1: 200 Town Hall Drive (Units responding from this station are numbered 21)
- Station 2: 10632 Chapel Hill Road (Units responding from this station are numbered 22)
- Station 3: 6900 Carpenter Fire Station Road (Units responding from this station are numbered 23)
- Administration: 260-C Town Hall Drive (Car 1, Car 2, Car 6, Fire Marshal (FM) 21, FM22, and FM23)

**Table 9: Deployment**

Company Type	Number of Units	Unit Designation	Minimum Staffing	Personnel	Apparatus Capabilities
Pumper	1	Pumper 23	3	Officer, Driver and firefighter	1500 GPM, 1000 Gallon booster tank, 40 gallon foam, dump capabilities w/drop tank, EMS capable
Quint (Ladder)	3	Ladder 21, Ladder 22, Ladder 23	3	Officer, Driver and firefighter	1500 GPM pump, 75-105 foot aerial, full compliment of NFPA 1901 ground ladders, EMS capable
Heavy Rescue	1	Rescue 21	3	Officer, Driver and firefighter	EMS Capable Full Compliment of NFPA 1901 Ground Ladders, Cutter/Spreaders, Low and High Pressure airbags, Rope Rescue equipment, etc.
Medium Rescue	1	Rescue 22	2	Officer, Firefighter	EMS Capable , small amounts extrication, and rescue equipment
Engines (used for reserve units)	2	Engine 21, Engine 22, and Engine 23	3	Officer, Driver and firefighter	1500 GPM pump, 500 gallon booster tank, 40 gallon foam
Battalion Chief	1	Battalion 4	1	Battalion Chief	Command vehicle
Car 1, Car 2, Car 6	1 each	Fire Chief, Asst Chief, Training Captain	1	Fire Chief, Asst Chief, Training Captain	Command vehicle, Training Captain (Acts as Safety Officer)

- The MFRD utilizes the Cary Emergency Communication Center (Cary ECC) for all dispatching needs. The 911 center utilized both emergency fire dispatching and emergency medical dispatching to determine the nature of the call, its severity, and what units need to be dispatched to mitigate the hazard. The current Cary ECC, inside the “CAM” system, utilizes both an advanced vehicle location (AVL) and a station-based approach. The closest capable apparatus is dispatched to the location up to five minutes, but if no unit is within five minutes of the dispatched address, the computer-aided dispatch (CAD) will default to a station responsible unit.

**Unit Type and Staffing:**

- Pumper, engine, ladder, and rescue units are staffed with a minimum of three certified firefighters: a captain, a lieutenant or an engineer who is signed off to ride as a company officer, an engineer, master firefighter or a firefighter who is signed off to drive that specific apparatus, and a firefighter. All members are also certified as emergency medical technicians.
- Squad 22 is staffed with a minimum of two certified firefighters: a captain; a lieutenant or an engineer who is signed off to ride as a company officer; and an engineer, master firefighter, or a firefighter who is signed off to drive that specific apparatus; and a firefighter.
- Battalion units are staffed with a battalion chief who is a certified firefighter and an emergency medical technician.
- Morrisville Car 6 is staffed with the training captain who is a certified firefighter and an emergency medical technician.
- Morrisville Car 2 is staffed with the assistant chief who is a certified firefighter and an emergency medical technician. This unit has the capability of responding 24 hours a day but is not on any specific run card.
- Morrisville Car 1 is staffed with the fire chief who is a certified firefighter and an emergency medical technician. This unit has the capability of responding 24 hours a day but is not on any specific run card.

**Geo Proximity Zones (GPZ):**

The MFRD has broken down the overall response district into five zones for several reasons. Since the service area is landlocked and very few areas are able to be annexed, the department can easily determine what the build-out of all the fire stations will be. Conceptually, from a data analysis perspective, it is ideal for the department to break down the zones where data will be analyzed and where future fire districts will be. The department has elected to further break down the zones into four additional quadrants. This allows for a deeper dive into where the areas of opportunity are for either re-distribution of resources or for increased concentration of units at existing stations. These GPZ's have recently been programmed into the CAD, which will allow for data analysis.

The department contracts with Wake County to provide fire protection and emergency response in areas outside of the Town of Morrisville's corporate limits. In addition, along with a memorandum of understanding with the Town of Cary, the department has an official, long-lasting automatic aid agreement with the Cary Fire Department to respond into areas north of Station 2's district; these areas are identified on the map as GPZ West and GPF East respectively.

Map 26: Geo Proximity Zones (GPZs)

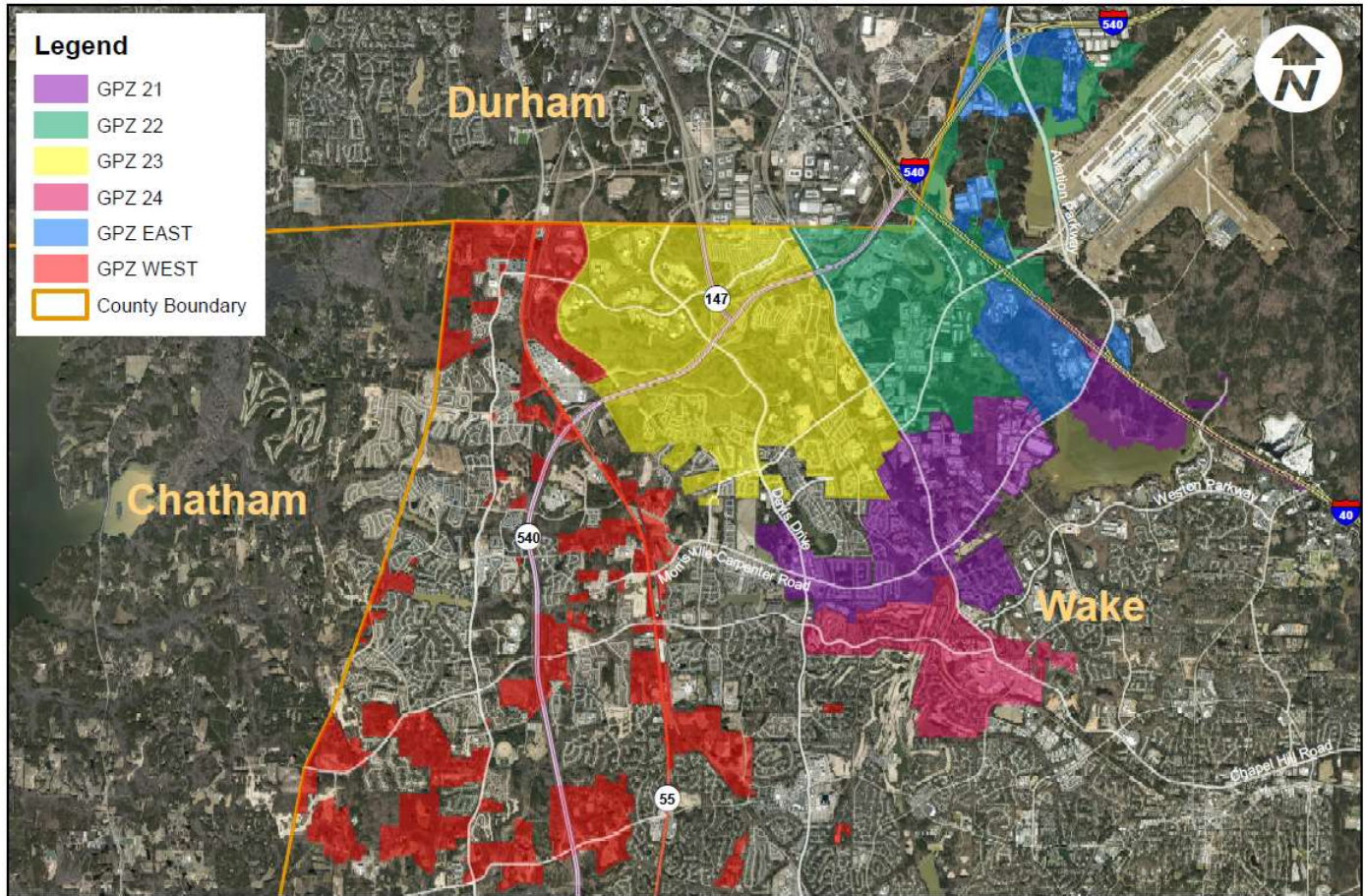
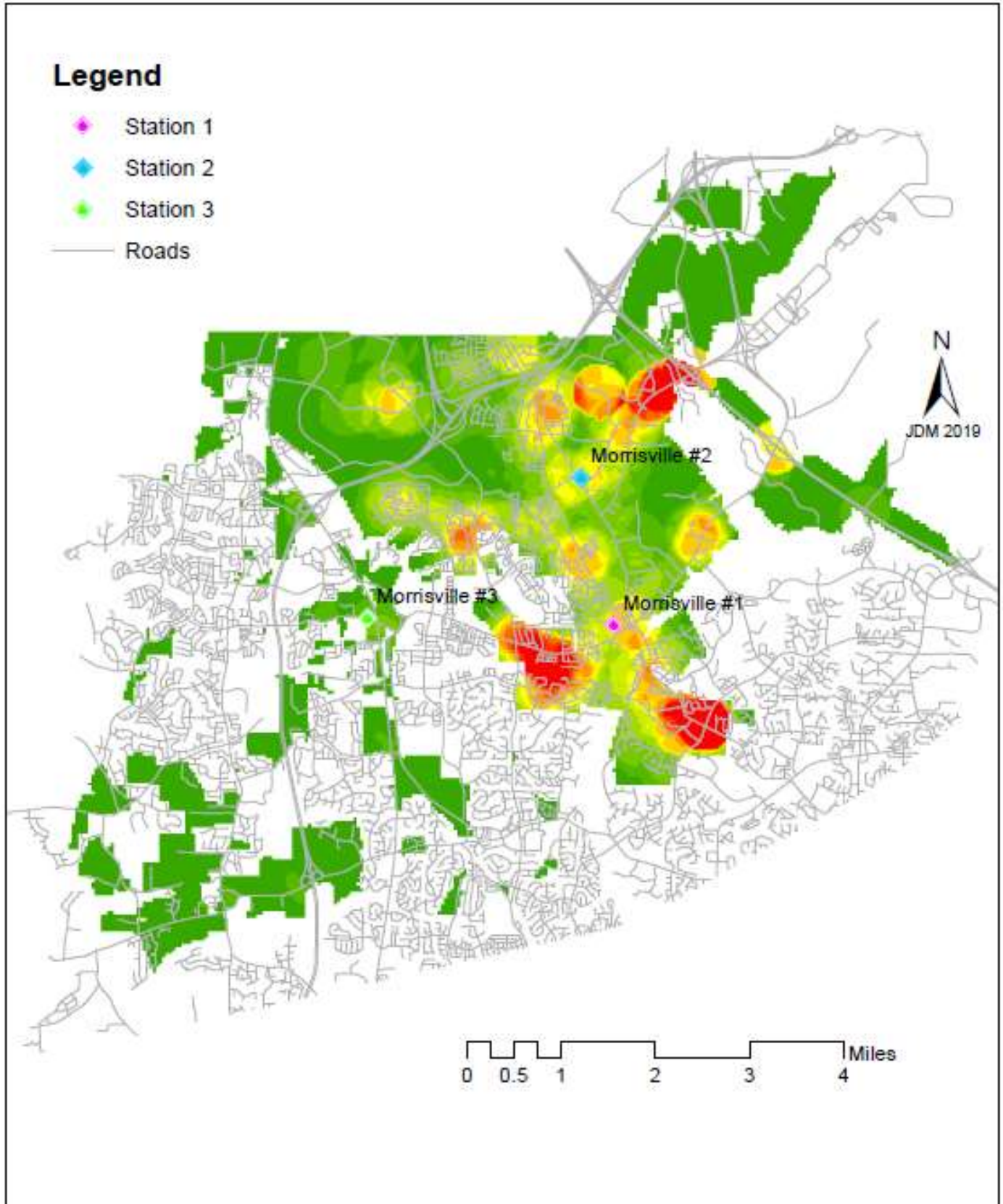


Table 10: Incidents per GPZ (2016-2020)

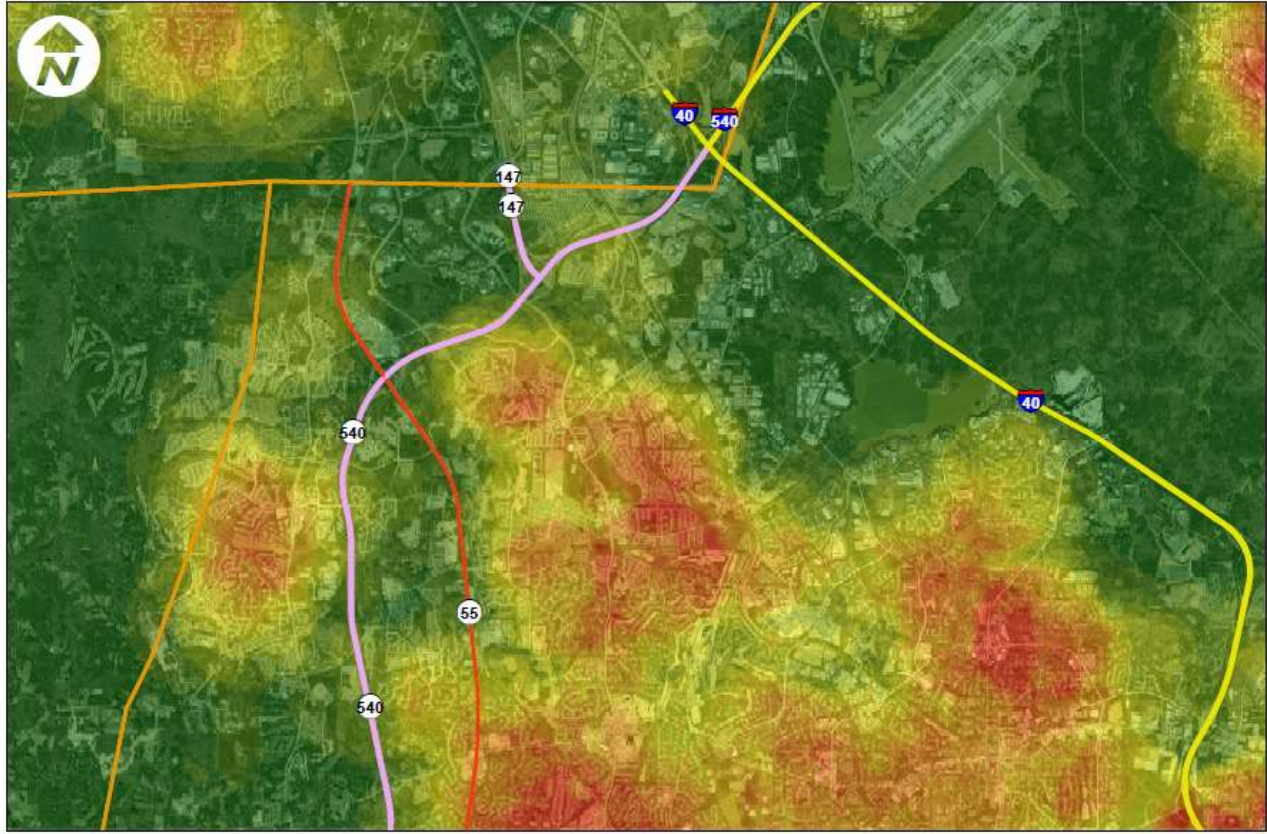
GPZ 21	GPZ 22	GPZ 23	GPZ 24	GPZ East/West
4463	2295	1742	4424	4180

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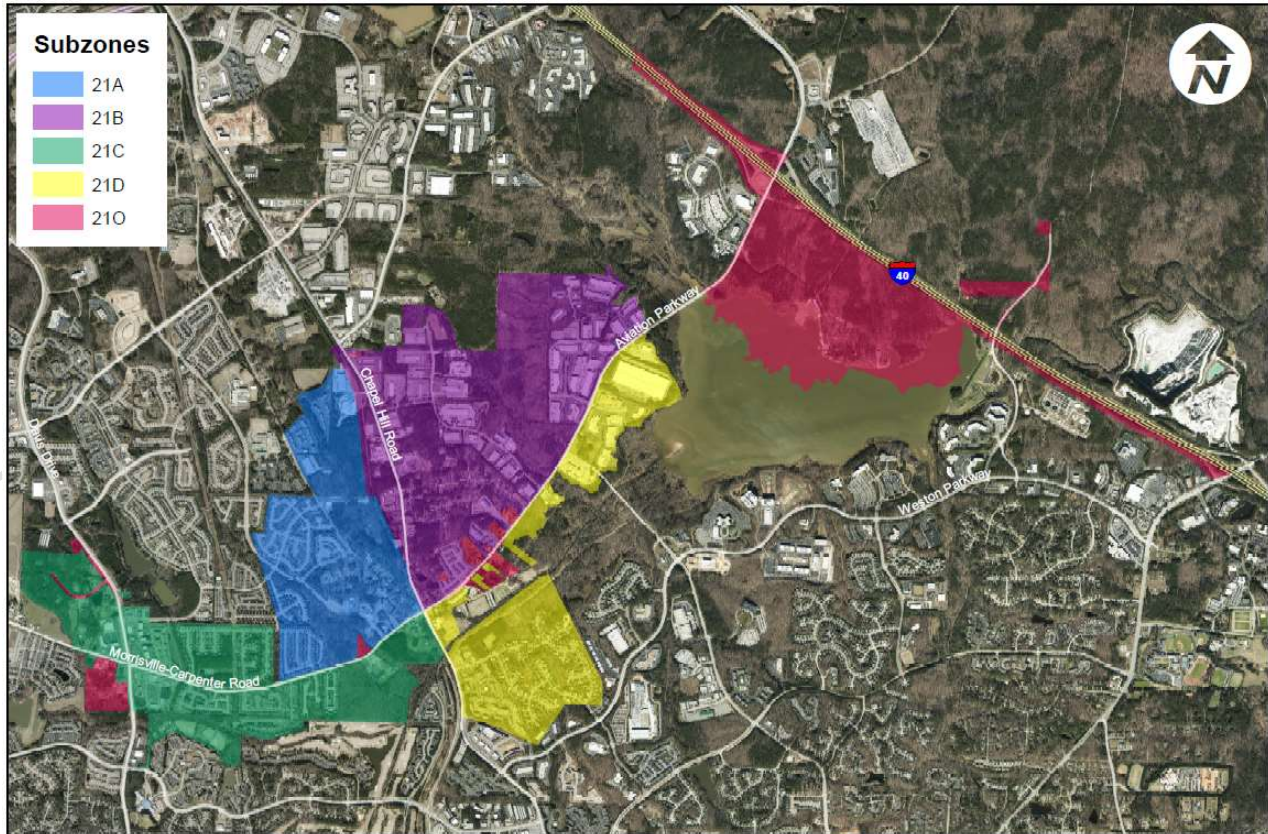
Map 27: Concentration of Calls (2016-2020)



Map 28: Population Density



Map 29: Subzones



## Station 1



Station 1, completed in 2012, houses a quint (Ladder 21), a reserve engine (Engine 21), a heavy-duty rescue (Rescue 21). The department's technical rescue trailer is also housed at this station, along with a utility truck to tow it. This trailer consists of confined space equipment, a small inflatable boat for light water rescue events and other miscellaneous rescue equipment. Seven personnel are assigned to this station, and staff Ladder 21 with four personnel and Rescue 21 with three personnel. Both Ladder 21 and Rescue 21 have minimum staffing of three per apparatus. Ladder 21 responds to all suppression-related calls, motor vehicle accidents in its response area, and all hazardous materials and technical rescue-related calls for service. Rescue 21 is the primary unit running EMS and service-related calls in Station 1's district. As a heavy rescue apparatus unit, Rescue 21 also runs all motor vehicle accidents in and around the department's service area.

Table 11: Morrisville Station 1 Unit Movement (2016-2020)

<b>Morrisville Brush 23</b>	
Fire	29
EMS	12
Rescue	1
Service	15
Cancelled-Fire	13
Cancelled-EMS	1
<b>Totals for Morrisville Brush 23</b>	<b>71</b>
<b>Morrisville Engine 21</b>	
Fire	67
EMS	190
Rescue	5
Hazmat	23
Service	282
Cancelled-Fire	95
Cancelled-EMS	36
<b>Totals for Morrisville Engine 21</b>	<b>698</b>
<b>Morrisville Ladder 21</b>	
Fire	289
EMS	1,076
Rescue	17
Hazmat	96
Service	1,843
Cancelled-Fire	504
Cancelled-EMS	182
<b>Totals for Morrisville Ladder 21</b>	<b>4,007</b>
<b>Morrisville Rescue 21</b>	
Fire	85
EMS	1,314
Rescue	27
Hazmat	62
Service	439
Cancelled-Fire	132
Cancelled-EMS	162
<b>Totals for Morrisville Rescue 21</b>	<b>2,221</b>
<b>Morrisville Squad 1</b>	
Fire	13
EMS	207
Rescue	3
Hazmat	3
Service	54
Cancelled-EMS	23
<b>Totals for Morrisville Squad 1</b>	<b>303</b>
<b>Morrisville USAR 21</b>	
Cancelled-Fire	2
<b>Totals for Morrisville USAR 21</b>	<b>2</b>
<b>Morrisville Utility 21</b>	
Fire	2
EMS	4
Rescue	1
Service	4
Cancelled-EMS	1
<b>Totals for Morrisville Utility 21</b>	<b>12</b>
<b>Totals for Morrisville Station 1</b>	
	<b>7,495</b>

Station 2



Station 2, built in 1999, houses a platform ladder company (Ladder 22), a medium rescue (Rescue 22), a reserve engine company (Engine 22), and the battalion chief vehicle. Cary Area EMS also co-habits this facility and staffs an advanced life support (ALS) ambulance 24 hours. This station is staffed by six personnel. When staffing permits, three personnel staff Ladder 22 and two personnel staff Rescue 22. When staffing does not permit, all Station 2 personnel staff Ladder 22 other than one staff member for the battalion vehicle. Ladder 22 is the primary apparatus stationed at this facility, responding to all calls in Station 2's response area. Station 2 has a medium rescue unit that, when staffing allows, runs EMS and service-related calls in Station 2's district. This allows Ladder 22 to focus on fire suppression-related calls. When in service, Rescue 22 is staffed with two personnel.



**Table 12: Morrisville Station 2 Unit Movement (2016-2020)**

<b>Morrisville Battalion 4</b>	
Fire	236
EMS	524
Rescue	15
Hazmat	88
Service	1,447
Cancelled-Fire	127
Cancelled-EMS	50
<b>Totals for Morrisville Battalion 4</b>	<b>2,487</b>
<b>Morrisville Engine 22</b>	
Fire	142
EMS	690
Rescue	30
Hazmat	45
Service	954
Cancelled-Fire	179
Cancelled-EMS	91
<b>Totals for Morrisville Engine 22</b>	<b>2,131</b>
<b>Morrisville Ladder 22</b>	
Fire	140
EMS	647
Rescue	32
Hazmat	58
Service	1,132
Cancelled-Fire	341
Cancelled-EMS	111
<b>Totals for Morrisville Ladder 22</b>	<b>2,461</b>
<b>Morrisville Rescue 22</b>	
Fire	69
EMS	1,000
Rescue	15
Hazmat	29
Service	316
Cancelled-Fire	43
Cancelled-EMS	140
<b>Totals for Morrisville Rescue 22</b>	<b>1,612</b>
<b>Totals for Morrisville Station 2</b>	<b>8,691</b>

**Station 3**



Station 3, also known as Cary Fire Station 7, was built in 2007 and is owned and operated by the Town of Cary Fire Department. The MFRD cohabitates the station with three personnel assigned to Ladder 23. Personnel also cross-staff one pumper/tanker (Pumper 23) that responds to the contracted area in unincorporated western Wake County and parts of Research Triangle Park. This station also houses a Cary Fire Department heavy rescue company and engine company.

**Fire Administration**

The department’s administration offices consist of the fire chief (Car 1), assistant fire chief (Car 2), fire marshal (FM 21), deputy fire marshal (FM 22), assistant fire marshal (FM 23), field training officer (Car 6), and support services coordinator. Fire Administration offices are headquartered at 260 Town Hall Drive and have been there since 2007. This public safety facility also houses the Morrisville Police Department and staff from engineering, stormwater, and public works.

**Table 13: Morrisville Station 3 Unit Movement (2016-2020)**

<b>Morrisville Engine 23</b>	
Fire	69
EMS	120
Hazmat	12
Service	192
Cancelled-Fire	55
Cancelled-EMS	28
<b>Totals for Morrisville Engine 23</b>	<b>476</b>
<b>Morrisville Ladder 23</b>	
Fire	22
EMS	35
Hazmat	2
Service	63
Cancelled-Fire	25
Cancelled-EMS	6
<b>Totals for Morrisville Ladder 23</b>	<b>153</b>
<b>Morrisville Pumper 23</b>	
Fire	219
EMS	342
Rescue	9
Hazmat	29
Service	616
Cancelled-Fire	226
Cancelled-EMS	99
<b>Totals for Morrisville Pumper 23</b>	<b>1,540</b>
<b>Totals for Morrisville Station 3</b>	<b>2,169</b>

## C. Current Descriptions of Levels of Service with Delivery Programs

### Fire Suppression

The Morrisville Fire/Rescue Department (MFRD) has current standards identifying structural and vehicle fire suppression critical tasks. For each of these standards, a set of performance measures have been adopted with which to assess the performance of each. The current deployment reflects a shift from a traditional two company station to what is known as a “quint concept.” The MFRD quint concept encompasses replacing the department’s engine companies with smaller ladder trucks known as “quints.” These ladder trucks typically have an aerial ladder, an assortment of ground ladders, a 300 to 500-gallon internal tank, a 1,500 gpm or greater pump, and enough large diameter hose and attack lines to be categorized as an engine. Thus, the apparatus is named quint for the five primary functions it fills as one apparatus compared to a separate ladder and engine company. The concept was adopted by the town’s senior leadership in 2008, and the department has been realigning personnel and equipment to match the concept. The MFRD has four primary units that are in service full time. Four personnel (minimum of three) regularly staff Ladder 21, Ladder 22, Ladder 23, and Rescue 21.



The department is working on building out the quint concept as the expansion of the department’s budget allows. Currently, Station 1 has all the apparatus needed for proper implementation of the quint concept; Station 2 utilizes the medium rescue to assist with EMS calls when staffing allows, and Station 3 does not have a support vehicle to assist Ladder 23 with EMS calls as the quint concept requires.



The goal is for the fire suppression operations division to add staffing to assign four personnel on each quint, Rescue 21 to three personnel, and two personnel on small rescue vehicles at each station by 2026.



### Emergency Medical Services

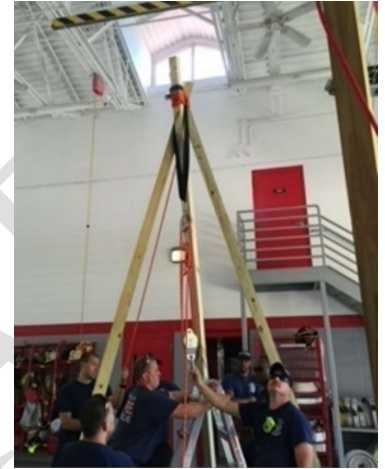
In 2006, the department made several key changes to the types of services provided by upgrading medical services to the basic life support level (BLS). Upgrading to a BLS department meant training all

personnel from the medical first responder level to become North Carolina State Emergency Medical Technicians-Basic (EMT-B). This change also meant following the Wake County medical protocols at an EMT-Basic level and upgrading the equipment carried on the apparatus to reflect what the protocols allowed EMTs to do. Additional equipment included adding suction units, blood glucose meters, epinephrine auto-injectors, aspirin, oral and nasal airways, and albuterol breathing treatments added to department EMS bags. Continued first responder level services included oxygen, defibrillator, trauma, cervical spine immobilization, oxygen saturation, and blood pressure. In the calendar year 2019, EMS calls accounted for 46.8% of the call volume, or 1,146 total calls of 2,432 primary calls.



## Technical Rescue

Rescue capabilities of the department are identified as motor vehicle, water rescue, confined space rescue, trench rescue, and rope rescue. All firefighters are certified to the appropriate rescue certifications based on the most current *Standard Operating Guideline 01.01 Promotional Eligibility Guide*. These certifications are technician level that follow the most recent edition of NFPA 1006, *Standard for Technical Rescue Professional Qualifications*. Typically, certifications required of staff are Technical Rescuer, Technical Rescuer-Vehicle, Technical Rescuer-Confined Space, Technical Rescuer-Water, and Technical Rescuer-Trench. The fire department works in conjunction with the other C.A.M partners to decide what the dispatch capabilities are on all apparatus in the system. Currently, the fire department has extrication capabilities on Ladder 22 and Rescue 21. They each carry a large cache of technical rescue equipment, including spreaders, cutters, airbags, stabilization equipment, etc. Rescue 22, which is a medium-duty rescue truck, carries extrication tools along with a smaller cache of equipment. Additionally, an enclosed trailer containing all the department's confined space rescue and water rescue equipment went into service in February 2015.



## Hazardous Materials

The Town of Morrisville has several hazardous materials threats, which lead to the adoption of a service contract with the City of Raleigh to provide specialized hazardous materials response. In addition to that service, all department operations personnel obtain and maintain a hazardous materials operation plus level certification through the North Carolina Office of State Fire Marshal (NC OSFM). This certification is a 40-hour course that meets the current edition of NFPA Standard 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. All apparatus carries equipment to isolate, absorb, and stop small leaks typically associated with motor vehicle collisions. This equipment includes clay silicate absorbent, a 100-gallon spill pool, shovels for damming and diking, absorbent pads and tubes, and clay and wood plugs.

## Community Risk Reduction

The department's prevention and enforcement fall under the purview of the town fire marshal. Operations personnel still play a crucial role in these three functions due to the staffing restraints and heavy workload of the fire marshal's office. All personnel who are master firefighter and above are fire and life safety educator certified through NC OSFM, ensuring that senior operations personnel are trained in safety education to support the department's mission.



**Table 14: Community Risk Reduction Stats (2019)**

<b>Total Annual Fire Inspections</b>	1,018
<b>Total Fire Re-Inspections</b>	990
<b>Total Plan Reviews</b>	996
<b>Total Construction Inspections</b>	726
<b>Total Citizens Reached</b>	17,535

Other functions of the fire marshal’s office are code enforcement and inspections. The fire chief, assistant fire chief, fire marshal, deputy fire marshal, assistant fire marshal, and battalion chiefs are trained and certified in code enforcement. Some company officers are certified to conduct inspections and will occasionally support the fire prevention office by conducting yearly inspections or following up to ensure violations have been fixed.

FINAL DRAFT

## D. Current Deployment and Coverage Areas

### Points of Service Delivery

The Town of Morrisville has a unique set of physical terrain features and risks which have guided the department to adopt its current operations matrix. The levels of service available to areas of the town and county vary due to the difference in each areas' threats. Fixed and mobile hazards, critical infrastructure, terrain, demographics, and call volume all affect the level of service that the department can provide.

Automatic aid/mutual aid resources are available through automatic aid contracts with the following agencies:

1. Cary Fire Department (automatic aid)
2. Apex Fire Department (automatic aid)
3. Durham Fire Department (automatic aid)
  - Durham Station 13
  - Durham Station 12
  - Wake County Fire Department (mutual aid) Western Wake Station 1

Depending on the location of an incident, resources from these agencies will be dispatched according to their proximity and unit capability. This ensures that calls requiring an effective response force of more than what the department can provide have the appropriate number of outside resources automatically dispatched.

### Minimum Deployment Resources

The daily minimum staffing level is 13 personnel. Of these, six are dispatched from Station 1, four from Station 2, and three from Station 3. Daytime during the week, additional help can be solicited from the fire chief, assistant chief of operations, fire marshal, deputy fire marshals, assistant fire marshal, and training captain for a significant event such as a large structure fire. All staffing is 24 career individuals.

On-duty crews at Station 3 select the appropriate response apparatus based on the nature of the call for service, access considerations, availability of hydrants, and the recommendations of computer aided dispatch software. The agency has mutual- and auto-aid agreements in place with surrounding career fire and EMS agencies to provide equipment and additional personnel when needed.

Table 15: Deployment Resources

	Minimum Staffing	Available Apparatus (*indicates reserve units)
Station #1	6	Ladder 21, Rescue 21, Engine 21*
Station #2	4	Battalion 4, Ladder 22, Squad 22 (when staffing allows), Engine 22*, Rescue 22*
Station #3	3	Ladder 23*, Pumper 23 (cross-staffed with Ladder 23), Engine 23*

## E. Summary of Community Response History

An examination of the volume and nature of responses across the Morrisville Fire/Rescue Department’s (MFRD) jurisdiction paints a picture of the needs of the community. The following data represents only the incidents within the jurisdiction and omits mutual aid given calls. Across all response categories, one evident trend is the lower response volume to the Fire Station 3 district. This is due to the lower population and population density of that district.

### Fire Responses

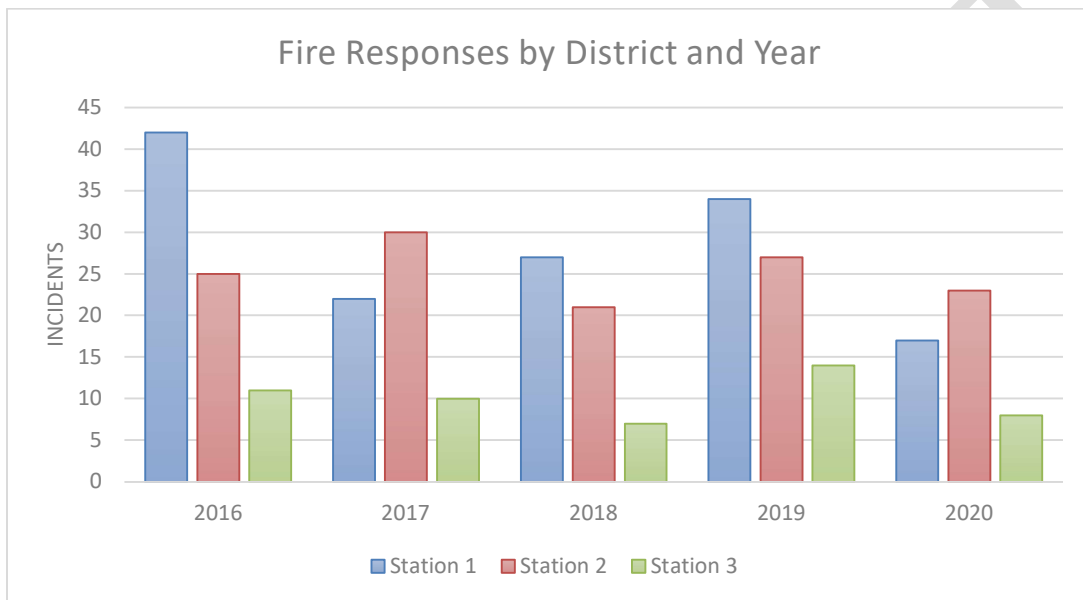


Figure 5: Fire Responses by District and Year (2016-2020)

Table 16: Fire Responses by Type, Jurisdiction-Wide (2016-2020)

Nature	Number (5 year cumulative)	Percent
Outside fire, other (160)	54	17.1%
Structure fire (111)	46	14.6%
Arcing/shorted electrical equipment (445)	40	12.7%
Passenger vehicle fire (131)	36	11.4%
Electrical wiring/equipment problem, other (440)	35	11.1%
Confined cooking fire (113)	26	8.3%
Dumpster/outside trash fire (154)	11	3.5%
Natural vegetation fire, other (140)	9	2.9%
Brush fire (142)	8	2.5%
Commercial vehicle fire (132)	7	2.2%

Fire responses account for 3.7% of total responses within the jurisdiction. There is an apparent variability in the distribution of fire incidents across the three station districts from year to year. This is due to the relatively low number of overall incidents.

### EMS Responses

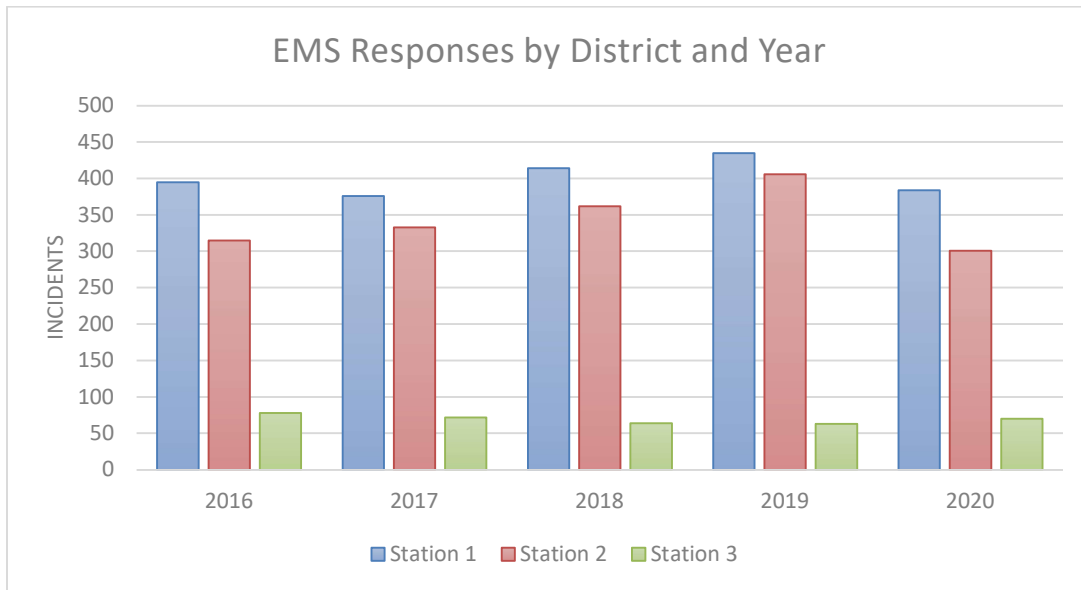


Figure 6: EMS Responses by District and Year (2016-2020)

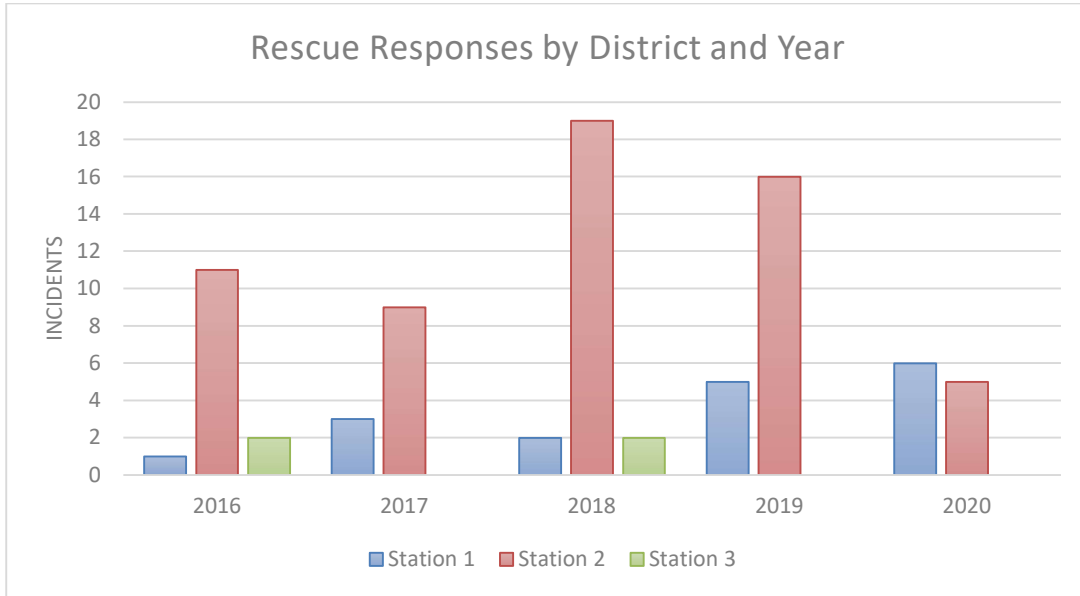
Table 17: EMS Responses by Type, Jurisdiction-Wide (2016-2020)

Nature	Number (5 year cumulative)	Percent
EMS call (321, single low acuity)	2,030	50.0%
Medical assist (311, low acuity)	1,204	29.7%
Motor vehicle accident (322, moderate acuity)	547	13.5%
Medical assist (311, moderate acuity)	145	3.6%

EMS responses account for 47.2% of total responses within the jurisdiction. It is difficult to determine the reason why Station 1 has 50 to 100 more EMS calls per year than Station 2. At first glance, it appears likely that the difference is due to unequal population distribution; however, several factors make this comparison difficult.

- Station 2’s district contains 12 hotels, whereas Station 1’s district has none. Hotels represent an EMS service demand that is not captured in traditional population statistics.
- Station 1’s district contains a senior living facility with 166 residential units, many of which have two occupants. This facility represents a significant EMS service demand.
- Station 2 is closer to Interstate 40 and responds to an increased number of motor vehicle accidents.
- Station 2’s district has a significant commercial district that represents a high workday population not captured in traditional population statistics.

**Technical Rescue Responses**



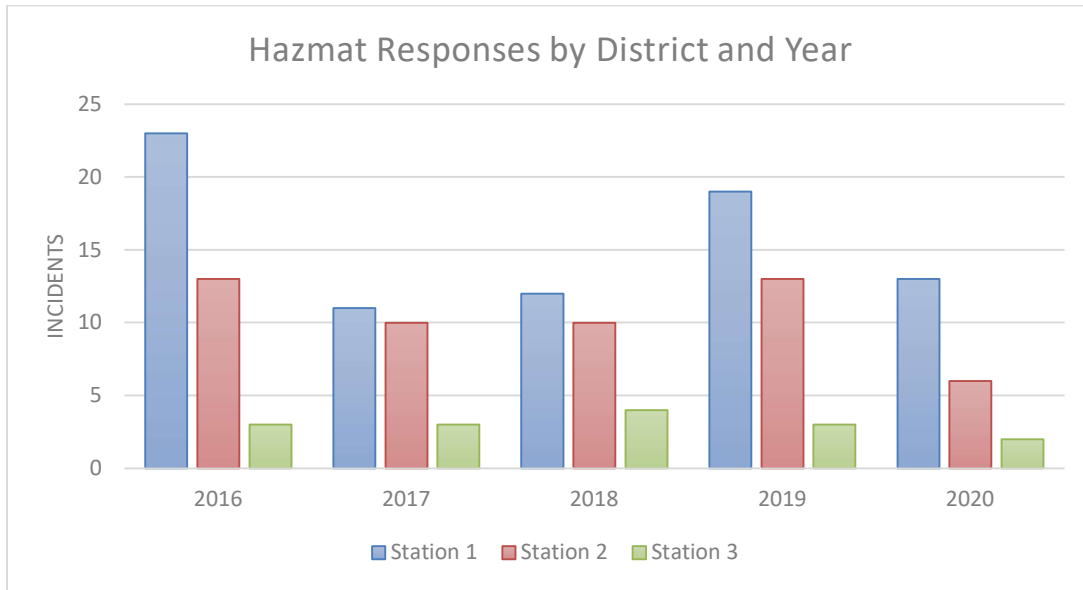
**Figure 7: Rescue Responses by District and Year (2016-2020)**

**Table 18: Rescue Responses by Type, Jurisdiction-Wide (2016-2020)**

Nature	Number (5 year cumulative)	Percent
Elevator rescue (353)	58	71.6%
Vehicle extrication (352)	16	19.8%
Search for person on land (341)	3	3.7%
Extrication, rescue, other (350)	3	3.7%

Technical rescue responses account for 0.9% of total responses within the jurisdiction. Station 2’s district accounts for 84% of all elevator rescues due to the 12 hotels and a high percentage of the jurisdiction’s multistory commercial buildings.

**Hazmat Responses**



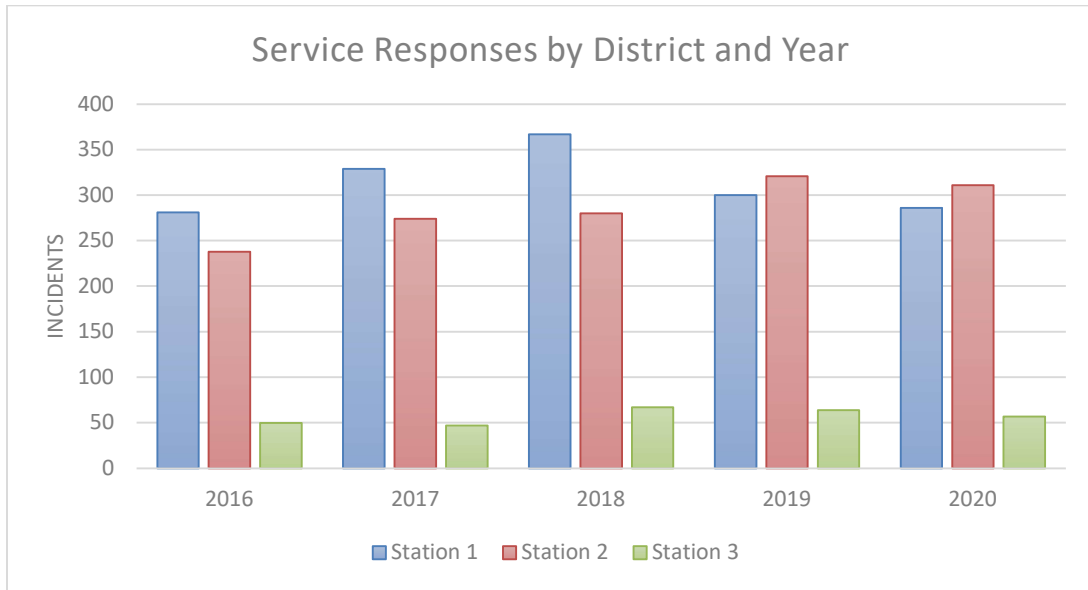
**Figure 8: Hazmat Responses by District and Year (2016-2020)**

**Table 19: Hazmat Responses by Type, Jurisdiction-Wide (2016-2020)**

Nature	Number (5 year cumulative)	Percent
Gas leak (412)	102	70.3%
Flammable liquid spill (411)	20	13.8%
Carbon monoxide incident (424)	9	6.2%
Combustible liquid spill (413)	4	2.8%

Hazardous materials responses account for 1.7% of total responses within the jurisdiction. While most of these responses are gas leaks, history has shown that the volume and distribution of these responses are highly dependent on the location and volume of construction occurring within the jurisdiction. For example, in previous years, a spike to over 50 gas leaks had occurred in a year when both AT&T and Google had been competing to install fiberoptic lines throughout the jurisdiction. The underground boring techniques used to install the fiberoptic lines resulted a large number of damaged gas lines.

**Service Responses**



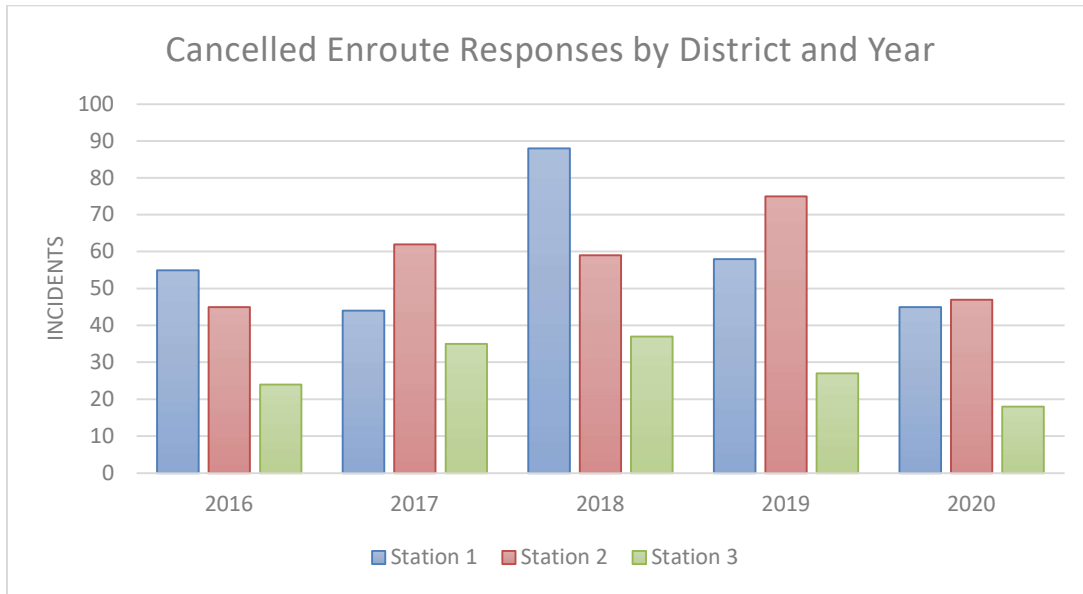
**Figure 9: Service Responses by District and Year (2016-2020)**

**Table 20: Service Responses by Type, Jurisdiction-Wide (2016-2020)**

Nature	Number (5 year cumulative)	Percent
Alarm system activation (745)	1,296	39.6%
Motor vehicle accident with no injuries (324)	267	8.2%
No incident found (622)	261	8.0%
Service call, other (500)	221	6.8%
Good intent call, other (600)	184	5.6%
Public service assistance, other (550)	84	2.6%
False alarm/false call, other (700)	80	2.4%
Assist invalid (554)	69	2.1%

Service responses account for 38.1% of total responses within the jurisdiction. This category of responses is a “catch-all” of incidents that do not logically fit in any of the other response categories. While very few of these responses have historically represented true emergencies, these responses represent a critical function of the organization. Whether it is responding to a false fire alarm activation, installing a smoke alarm, or regularly helping a wheelchair-bound individual back into a wheelchair, the members of the department take immense pride in providing these non-traditional, “value-added” services to the community.

**Cancelled Enroute Responses**



**Figure 10: Cancelled Enroute Responses by District and Year (2016-2020)**

While this category of response is not traditionally considered, canceled en route constitutes 8.4% of the responses within the jurisdiction. To a large degree, these responses are a function of emergency fire dispatching/emergency medical dispatching. Often units are dispatched based on a “worst-case scenario” while the 911 call taker is still questioning the 911 caller. Many of the canceled en route calls are a result of the incident being downgraded after the initial dispatch based on the additional information gleaned from the 911 caller.

## F. Community Priorities, Expectations, and Performance Goals

### Mission Statement

The purpose of the mission is to answer the questions:

- Who are we?
- Why do we exist?
- What do we do?
- Why do we do it?
- For whom?

In November 2018, the Morrisville Fire/Rescue Department (MFRD) partnered with the Technical Advising Program of the Center for Public Safety Excellence to develop a community-driven strategic plan. Both external and internal stakeholders participated in the development of the strategic plan, with an emphasis on aligning the department's strategic plan with the town's *Connect Morrisville-Strategic Plan*. By focusing on alignment, the department committed to supporting the town's plan and to its future implementation. The department, along with all stakeholders, developed a new mission statement, core values, and obtained a greater understanding of what the community members' expectations are of the organization.

**The Morrisville Fire/Rescue Department is committed to continuously improving the quality of life for our customers through prevention and emergency response.**

### Values

Values embraced by all members of an organization are extremely important, as they recognize the features that make up the personality and culture of the organization. A workgroup of internal stakeholders met during the strategic planning session to revisit the existing values and proposed a revision that was discussed, enhanced further, and agreed upon by the entire group.

The mission and values are the foundation of this organization. Additionally, the revised and accepted mission and values align with the town's *Connect Morrisville-Strategic Plan*. Thus, every effort will be made to keep these current and meaningful so that the individuals who make up the MFRD are guided by them in the accomplishment of the goals, objectives, and day-to-day tasks.

- **Integrity**
- **Commitment**
- **Compassion**
- **Respect**
- **Professionalism**
- **Leadership**

### Community Service Priorities

To best dedicate time, energy, and resources to services most desired by its community, the MFRD needs to understand what the customers consider to be their priorities. With that, community/external stakeholders were asked to prioritize the programs offered by the department through a process of direct comparison. The results, including the scoring, were as follows:

Table 21: Community Service Priorities

Programs	Ranking	Score
Fire Suppression	1	63
Emergency Medical Services	2	58
Hazardous Materials Mitigation	3	46
Technical Rescue	4	38
Emergency Management	5	35
Community Risk Reduction	6	27
Fire Investigation	7	21
Public Fire and Life Safety Education	8	20

### Community Service Expectations

A key element of the MFRD’s organizational philosophy is having a high level of commitment to the community, as well as recognizing the importance of community satisfaction. Thus, the department invited community representatives to provide feedback on services provided by the department. Respondents were asked to provide a prioritized perspective of the programs and services provided by the department. Additionally, input was gathered during the meeting that revolved around community expectations and concerns (prioritized), as well as positive and other comments about the organization. Specific findings of the community stakeholders are provided in the appendix of this document. The department stakeholders utilized the full feedback from the community stakeholders in understanding the current challenges encountered within the organization. Additionally, the community stakeholders' feedback provided a process to ensure alignment with the work completed on the organizational mission, values, vision, and goals for improvement.

Here are some of the feedback that was given by the community/external stakeholders:

1. Best possible response times. Be quick and have equipment necessary. Respond to all incidents within 10 - 15 minutes. To respond within 3 - 5 minutes of 911 call. Respond to requests for service (emergency and non-emergency) in a timely fashion. Respond to a fire in a timely manner and with adequate men to handle the situation. Respond to emergencies in a timely manner.
2. Be approachable to citizens. Accessibility for public - non-emergency situations, i.e. events, education, etc. Be involved with outreach and prevention activities, such as child car seat safety, fire prevention, etc. To have the fire department once a month meet with the community. To have a community meeting or citizens about fire safety. Talk with parents about children and playing with matches.
3. Well-trained staff. Well trained. Well-trained, professional, courteous staff. Be adequately trained to perform. Knowledgeable, trained, and certified responders in time of need to provide the best possible outcome.
4. Adequate staffing. Enough staff and firehouses to be located and serve all sides of town. Adequately staffed and equipped. Well-supported, paid, appropriately staffed department.
5. Adequate equipment. Equipment is maintained well. Have most up-to-date equipment. Be properly equipped to deliver services. Be fully knowledgeable in the use of their equipment.

### **Historical Performance Goals**

The department developed the first set of performance goals in the initial 2011 standards of cover and kept the goals relatively the same through the 2016 re-accreditation process. These goals were initially developed for an urban and a rural district. Benchmark goals were set utilizing the accreditation guidance from the *Commission on Fire Accreditation International Fire and Emergency Services Self-Assessment Manual 7<sup>th</sup> Edition* and *8<sup>th</sup> Edition*, respectively. The department set performance goals for fire suppression, EMS, hazardous materials, and rescue. Inside each category were a few different data points, first due apparatus, and total response time of the identified effective response force. For all four categories (fire suppression, EMS, hazmat, and rescue), the benchmark for the first due apparatus was 7 minutes and 12 seconds, and the arrival of the balance of the alarm for each one of the four categories was: fire suppression 12 minutes; EMS 7 minutes and 12 seconds; hazmat 12 minutes; and rescue 7 minutes.

## **G. Community Risk Assessment and Risk Levels**

### **Risk Assessment Methodology**

#### **Methodology (Probability/Consequence/Impact of Event Risk)**

The Morrisville Fire/Rescue Department (MFRD) recognizes that hazards exist within the community, which brings with it an inherent risk to the citizens and visitors of that community, including their property and the environment itself. Hazards are the causes of danger and peril in the community, and risk quantifies the degree of potential danger that the hazard presents. The process for assessing risk within the community requires a logical, systematic, and consistent methodology that can be utilized and replicated over the entire community from year-to-year. The MFRD assesses risk created by identified hazards to determine the potential adverse impact for fire, emergency medical services, hazardous materials, technical rescue, and other service demands.

It is important to understand that MFRD assesses the risk to the community using a methodology that utilizes computer-aided dispatch (CAD) to recognize increase or decrease risk factors based on a quality assurance process utilizing the International Academy Version 7 Guide. Dispatch protocols are predetermined by run card based on the effective response force (ERF) to properly mitigated hazards in certain areas topographical inputs as well as structure types.

While the risk is assessed using stable and known data source features such as station locations, it is managed at the service demand zone (station first due) level for deployment and administration purposes. MFRD utilized the resources of the technical assistance and information resource division at the National Fire Protection Association (NFPA) to develop its risk assessment methodology based on what ERF is required to mitigate a hazard.

The department utilizes three factors when assessing risk: probability or likelihood of an incident occurring, the consequence (magnitude) of an incident on the community, and impact of an incident on the MFRD response system (which includes its automatic aid partners) and its ability to provide ongoing services to the remaining areas for service demand.

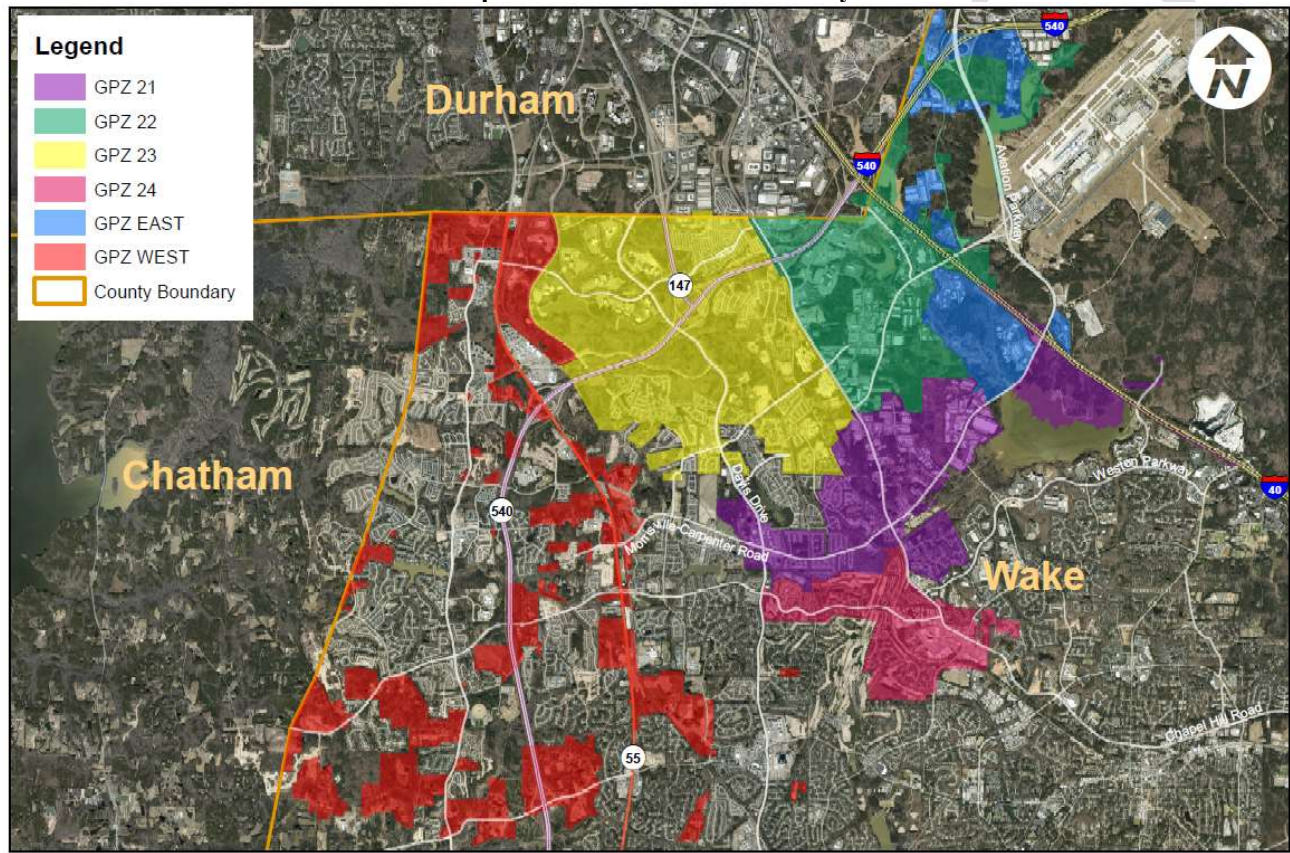
The department currently does not have the ability to dispatch based on specific location risks. As previously mentioned, the dispatch is driven by emergency fire dispatching and emergency medical dispatching. The department uses varying tools to analyze the potential risk that structures and occupancies have on the broader community. To date, units dispatched is a direct correlation to the ERF for a certain emergency fire dispatch nature code, not on the risk. The department, like most of the fire and emergency services, uses the occupancy vulnerability assessment profile (OVAP) to rate and rank specific property hazards within the primary response district. The profile is based on the Federal Emergency Management Agency's (FEMA) risk, hazard, and value evaluation (RHAVE) tool developed in the 1990s. While this information is used in the pre-planning process into the records management system, the department is not able to transition this into dispatch protocol for specific addresses.

### **Planning Areas/Zones**

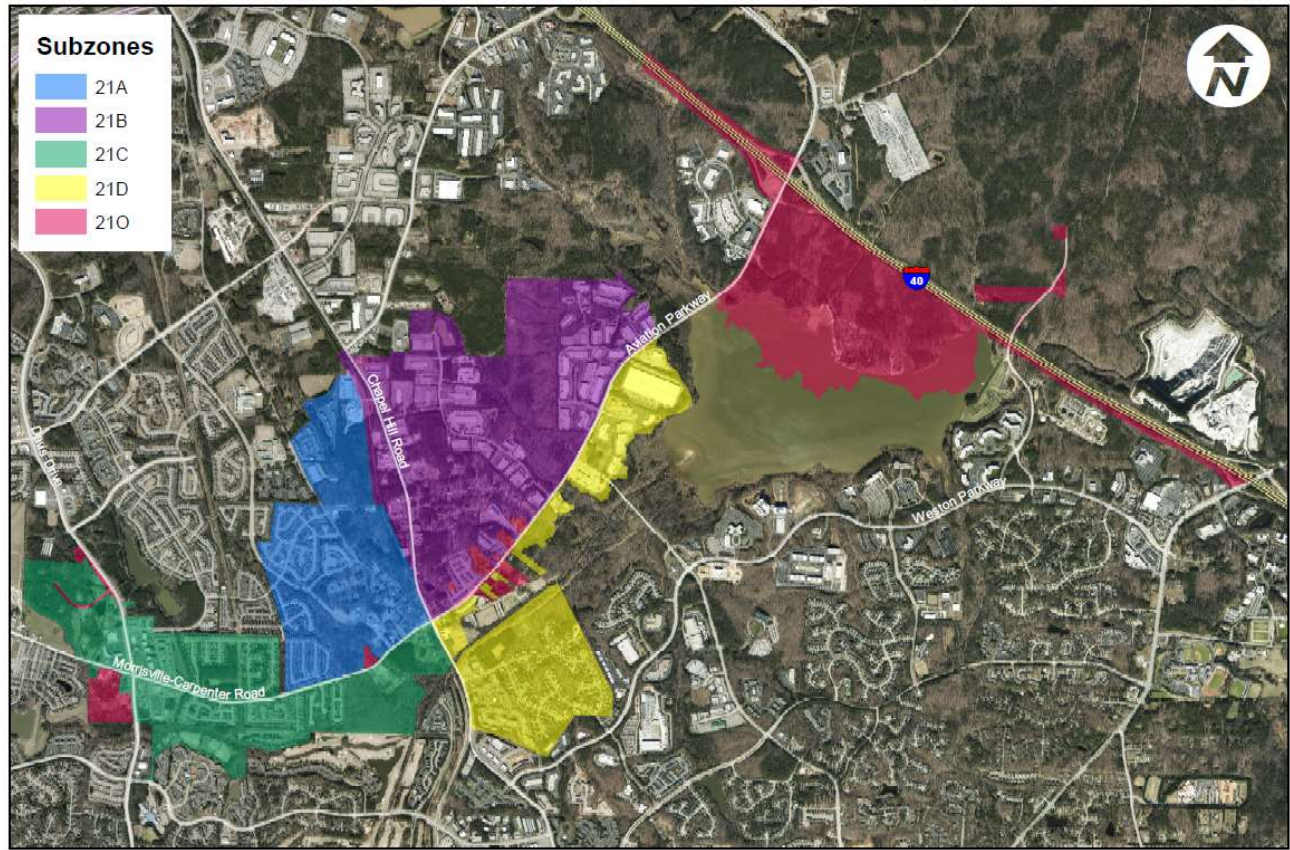
The department utilizes station location and automatic vehicle location to determine the correct dispatch of apparatus based on prearranged run cards for each dispatch determinant. The department also utilizes planning zones for forward-thinking and planning to project growth and future needs of

where station locations should be placed. The sizes of the planning zones are determined by many different factors. Each fire geo proximity zone's (GPZ) size and area are based on the future build-out of the organization. There are four main GPZs where data is analyzed for responses inside the town limits. These areas are subdivided into smaller areas, typically four subzones, to allow the department the opportunity to examine data in more of a granular way. While this is an option, typically, the call volume and service needs are too small in these zones for a true data analysis. The two GPZs that are outside the corporate limits are made up of two areas. The GPZs of East and West are areas the department is either contracted to respond to by Wake County or through an automatic aid agreement with the Cary Fire Department.

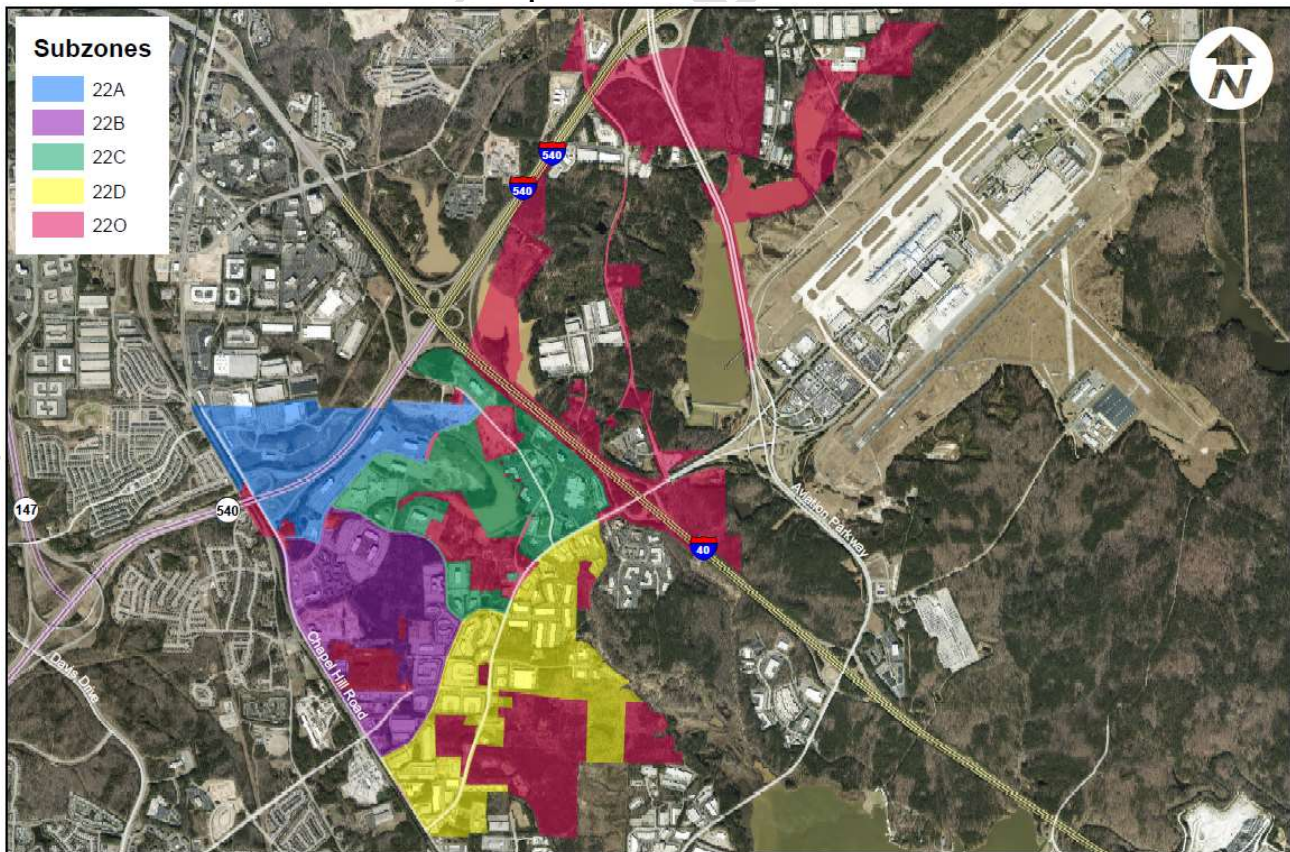
**Map 30: Town-Wide Geo Proximity**



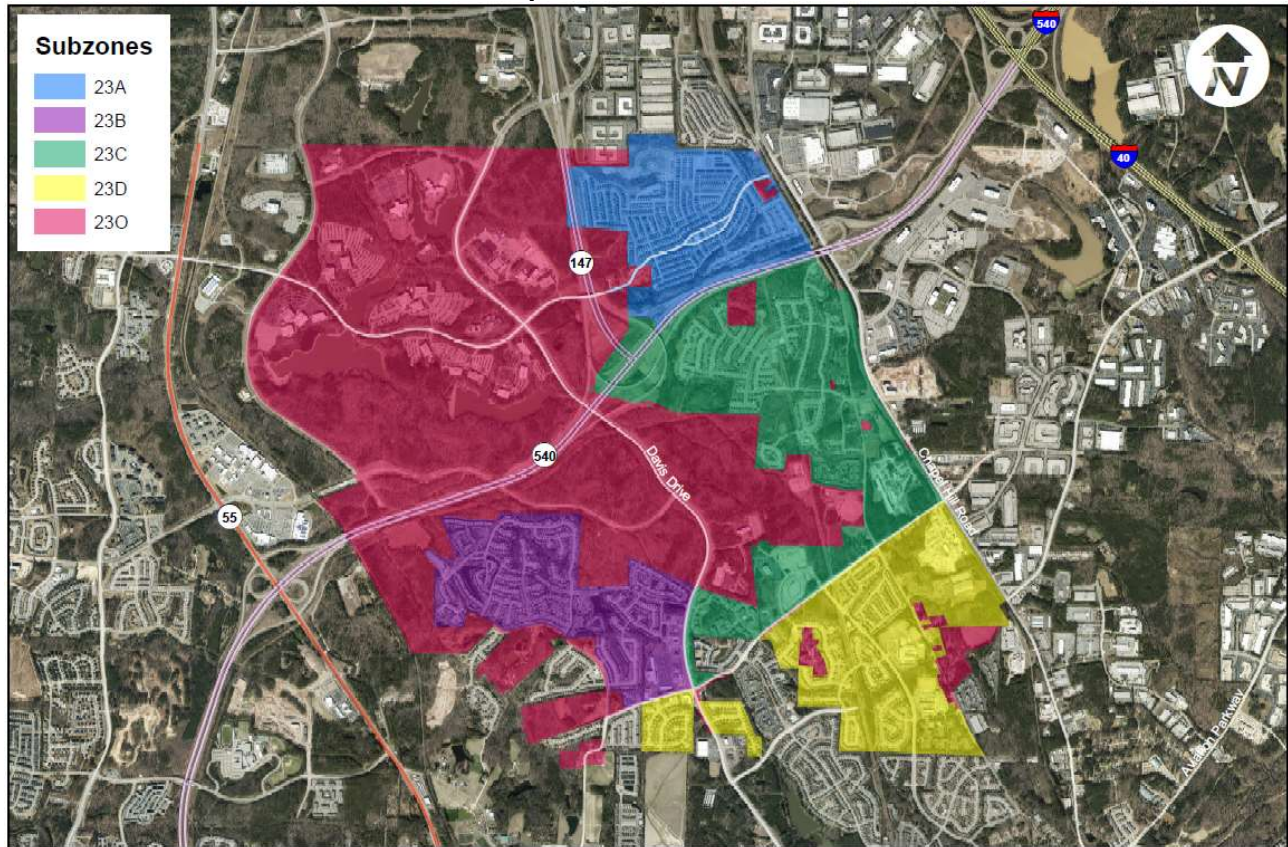
Map 31: GPZ 21 Sub Zones



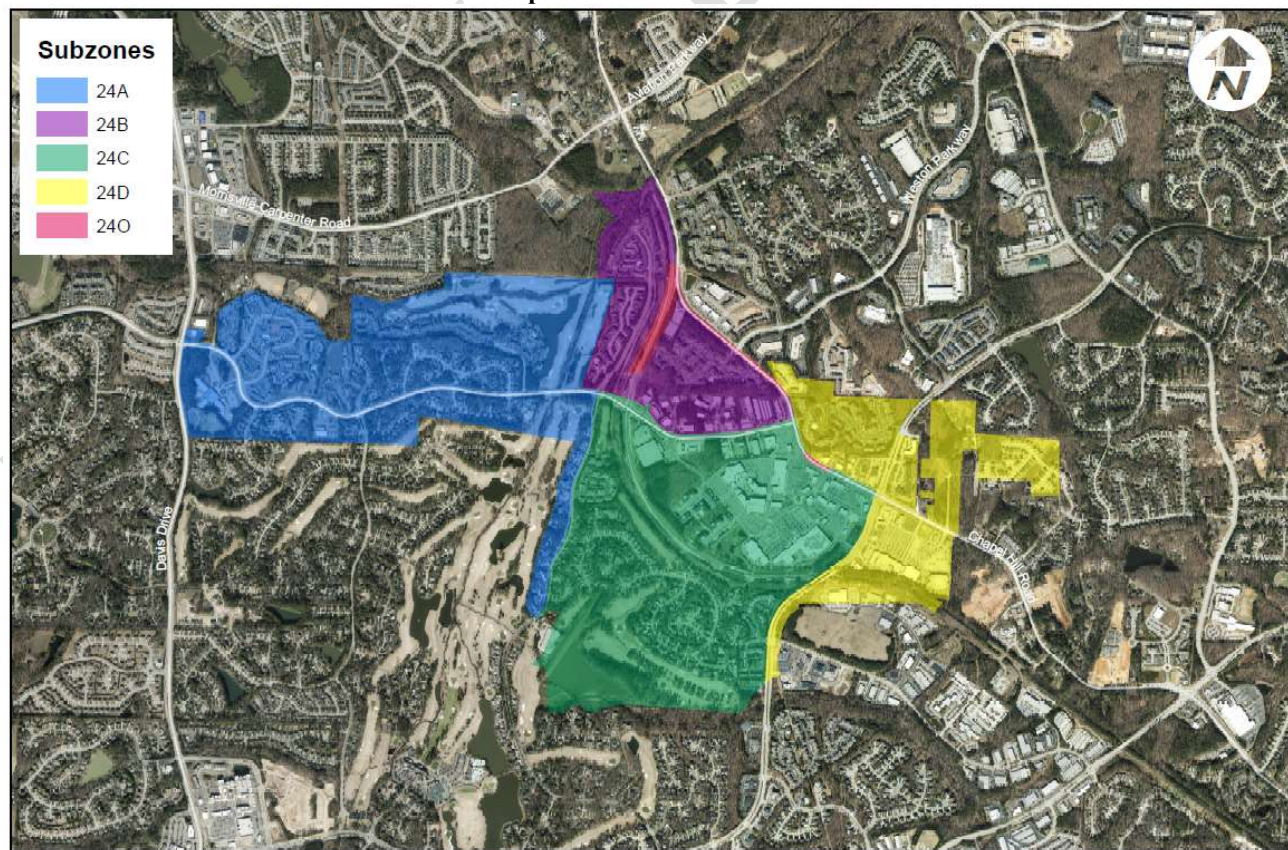
Map 32: GPZ 22 Sub Zones



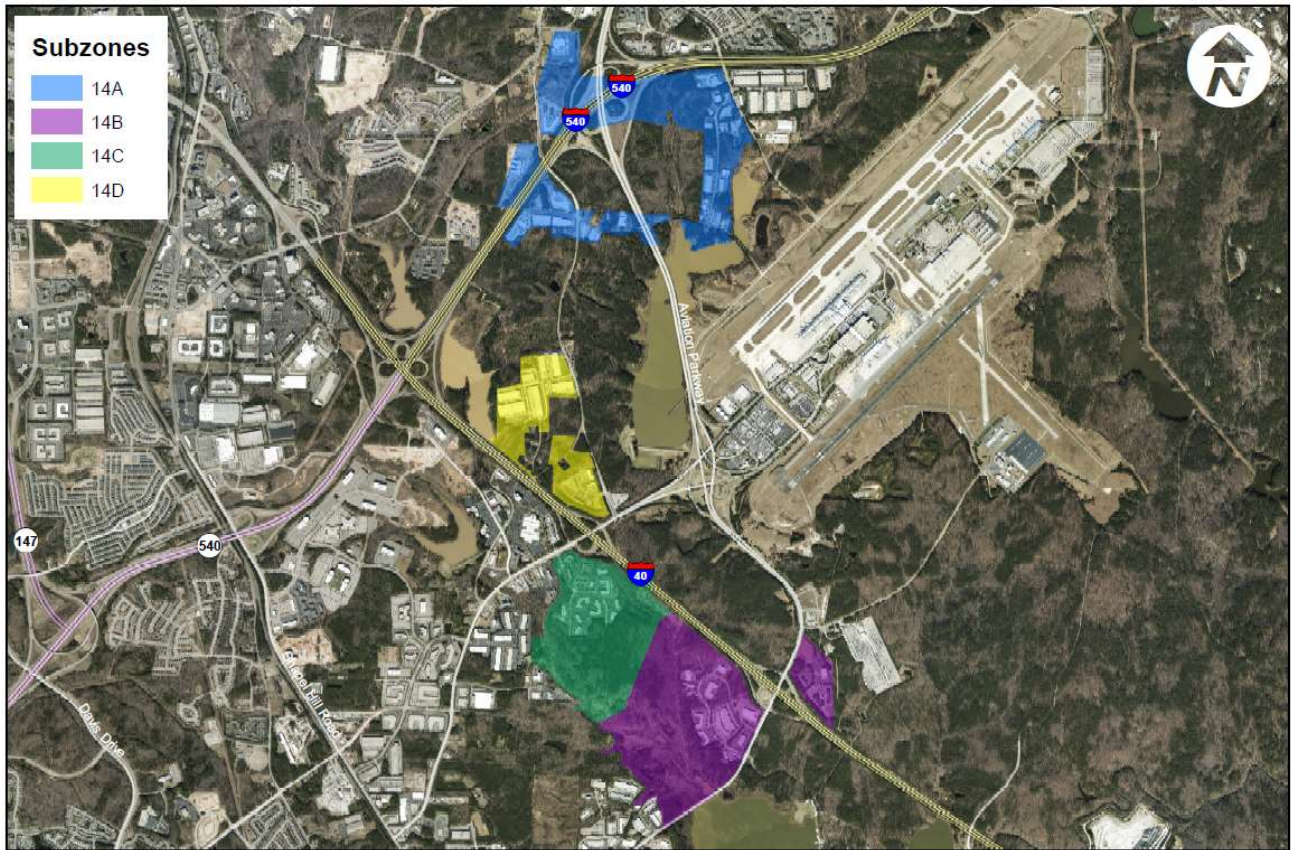
Map 33: GPZ 23 Sub Zones



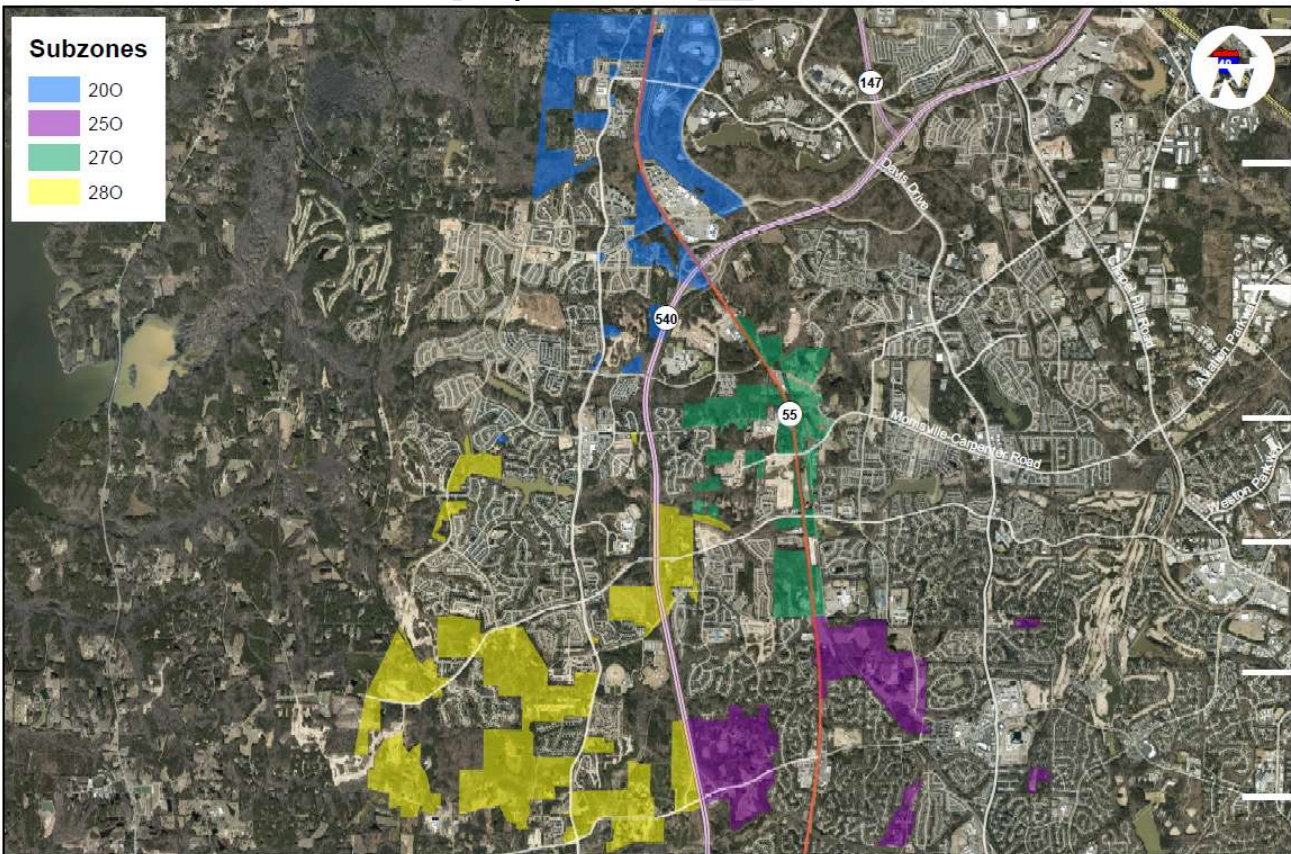
Map 34: GPZ 24 Sub Zones



Map 35: GPZ East Sub Zones



Map 36: GPZ West Sub Zones



## **Risk Assessment, Classification, and Categories**

### **Risk Methodology**

The MFRD suppression division operates three shifts of personnel out of three fire stations. Each station is located based on multiple different factors, and as the town grows rapidly, the re-evaluation of station locations is ongoing. A part of the re-evaluation process is reacting in a progressive way where growth will be, how performance has changed due to the introduction of the new automatic aid agreement and unified response concept with the Cary Fire Department, and MFRD's contractual obligation with Wake County to provide both fire protection and first responder coverage to the unincorporated areas of Wake County to the north and west parts of the county.

These areas are broken down into geographical planning zones for better data collection and analysis. Many different factors and characteristics define how these geographic planning zones are developed. The small and oblong shape of the response district, population density, economic factors, demographics, the high percentage of the fire district that is commercial property, call response performance, and the future build-out of the fire district are all factors that were considered in the development of the geographic planning zones. Additionally, fire incidents between 2016 and 2020 have been analyzed to determine fire loss and fire casualty rates for the town in these areas.

The department has mutual aid and automatic aid agreements with the Town of Cary, City of Durham, and Wake County, and contracted areas are identified and documented. The GPZs areas that are identified in any subzone with an oscar ("O") determinant for Wake County contract area that is in close proximity to Town of Morrisville boundaries and in the entirety of GPZ West, and the entirety of GPZ East (14) for the Town of Cary. The department has six GPZs to use in data analysis within the response area. These GPZs are further subdivided into four to five subzones for more pinpoint data analysis and to accurately capture data for areas that are under contract with the Town of Cary and Wake County. Zone and subzone borders are based on contract area limits, natural boundaries, and manmade boundaries. In mid-2020, the department updated its GPZs to align with dispatch system station renumbering along with current and potential station build-out.

The department is continuously evaluating adding additional resources into existing fire stations if call volume and performance demand it. Additionally, the department has been working towards moving to the quint concept, which would add additional resources to each station to alleviate the burden on the primary ladder trucks responding to higher acuity calls where a smaller apparatus can respond. Currently, all the stations are multi-company stations, but each is unique in how that is accomplished. Station 1 has a quint and a heavy rescue; Station 2 has a quint and a battalion chief, while Station 3 only has a quint. Station 3 is also Cary Station 7, where an additional engine and rescue are housed. With the automatic aid agreement with the Cary Fire Department, those units can respond in the absence of Ladder 23.

The decision was made to move Rescue 21 to Station 1 for two primary reasons. The first is the high acuity of medical calls at a location in that district and the proximity that station has to Highway I-40, a limited access high-use freeway.

With the use of automatic aid partners and advanced vehicle location dispatching, concentration factors have not been an issue for the department.

The department also evaluates needed resources based on the arrival and performance of the ERF. Historically these data points have been hard to meet since the units that were responding did so from fire stations that were much farther away, but with the new automatic aid agreement with CAM partners, the department will be in a better position to analyze ERF arrival.

The MFRD assesses risk based on the potential frequency, or the probability of an incident occurring, the needed resources it takes to mitigate the hazard or risk, and the consequences (life, emotional, and financial impact) using the three-axis model. An example of this is a natural disaster. While it has a very high probability of impact and consequence, it has a low probability of occurrence and would rate accordingly using the three-axis risk calculator

Conversely, the department responds to medical emergencies daily. The overall potential for damage from a medical call to the community at large is small, the amount of resources that are needed to mitigate the hazard using critical tasking is low, but the frequency rate that it happens is high. By using the three-axis risk calculator, the score will be 12.33. The lower the score, the less of a risk it is. The department breaks risk up into four categories: low, moderate, high, and maximum. The department's stated and adopted service level goals to determine the needed concentration and distribution of resources.



The department is continuously assessing the resources that are needed to mitigate the hazards that are found. Historically, the department applied a risk to each building but has moved to apply a risk to the resources that are needed to mitigate the hazard both on the dispatch side and incident found.

**Table 22: Fire Risk Assessment**

<b>Fire Risk Assessment</b>					
Fire	Probability	Consequence	Impact	Risk Score	Risk Assessment
Fire Alarm	6	2	2	12.33	Low
Vehicle Fire	4	2	2	8.48	Low
Dumpster/Trash Fire	4	2	2	8.48	Low
Single Family Home (<4000 SqFt)	4	6	6	34.98	Moderate
Single Family Home (>4000 SqFt)	4	8	6	44.18	High
Multi-Family	4	8	6	44.18	High
Commercial Building	2	8	6	37.67	High
Schools	2	8	8	48	Maximum
Structure Fire/Target Hazard	2	8	8	48	Maximum

Probability of Occurrence	
2	Quarterly/Yearly (0-4)
4	Monthly (5-31)
6	Weekly (32-364)
8	Daily (365 or more)

Impact to Resources	
2	1-3 MFD Dispatched Unit
4	4 MFD Dispatched Units
6	4 MFD and 1 Mutual Aid
8	4 MFD and 2 Mutual Aid

Low	0-19
Moderate	20-35
High	36-45
Maximum	45 and greater

Consequence of Significant Impact				Weight	Risk Score
	Life (50%)	Emotional (25%)	Financial (25%)		
2	No Hazard	No Emotional	\$0-\$49,999	50%	0.5
4	Potential loss of a life	Single real property/ business	\$50,000-\$499,000	25%	0.25
6	Potential loss of multiple civilian lives	Multiple real property/businesses	\$500,000-\$999,999	25%	0.25
8	Potential loss of multiple civilian lives or firefighters	Neighborhood/ Business Campus	\$1,000,000 and greater	Total Score	1

FINAL

**Emergency Medical Services Risk Assessment**

Medical risks are defined as events or areas which have a high probability of overloading the department's ability to respond. Though the department does not transport patients nor staff ambulances, a first responder program of EMTs has been in place since 2007. Advanced life support (ALS) and transport services are provided to the Town of Morrisville by Cary Area EMS and Wake County EMS.

As a medical first responder provider, most of the medical calls the department responds to are classified as "Charlie," "Delta," or "Echo" calls. The department also responds to some calls that are "Bravo 9" level calls. This gives the opportunity for apparatus to start the process of responding while the telecommunicator finishes the emergency medical dispatching process, entering the information into the *ProQA* computer processing and giving the responding units a final determinant. If it is determined the call is an "Alpha" level, response crews have the authority to return to service if they determine it does not need a first responder response. Examples of Charlie and Delta calls are cardiac emergencies, unconscious persons, choking calls, burns, and obstetrics. By asking a line of scripted questions to callers, calls receive a classification from the public safety answering point (PSAP) and are dispatching accordingly. This system is known as "emergency medical dispatching" and has been in place in Cary 911 since early 2010.

Medical risk levels have been reduced in the RTP area, as corporations such as Biogen Idec, Cisco Systems, and Network Appliance have created emergency response teams that are staffed by employees who are trained medical first responders trained in first aid and cardiopulmonary resuscitation (CPR). Companies that do not have response teams in place use contracted security companies, which employ guards with first aid, CPR, and automatic external defibrillator (AED) training. The use of these teams has improved medical care intervention times in an area that experiences long response times due to the road networks.

Table 23: EMS Risk Assessment

<b>EMS Risk Assessment</b>					
Event	Probability	Consequence	Impact	Risk Score	Risk Assessment
Breathing Difficulty	8	2	2	12.33	Low
Allergic Reaction	8	2	2	8.48	Low
Psychiatric	8	2	2	8.48	Low
Carbon Monoxide (2-4)	2	6	8	36.76	Moderate
9E1 (Code Blue)	6	6	6	44.1	Moderate
Mass Casualty Incident	2	8	8	48	High

Probability of Occurrence	
2	Yearly < 2
4	Quarterly/Yearly (3-4)
6	Monthly (5-31)
8	Weekly (32-364)

Impact to Resources	
2	1 MFD Dispatched Unit
4	2 MFD Dispatched Units
6	> 2 MFD Units
8	> 2 MFD Units and Auto Aid

<b>Low</b>	0-19
<b>Moderate</b>	20-45
<b>High</b>	46-50

Consequence of Significant Impact	
Emotional (20%)	
2	1 Potential Fatality
4	> 18 years old Fatality
6	< 18 years old Fatality
8	> 2 Fatalities

**Technical Rescue Risk Assessment**

Rescue risks within the Town of Morrisville are fairly limited but have been identified as probable. The risk categories for rescue include everything from single vehicle collisions to complex structural collapse scenarios. Typical risks found in structures include confined spaces and elevator rescue. Rural rescue risks include Lake Crabtree and the surrounding park, and the unincorporated county areas of Green Level and Carpenter, where there are large areas of canopied forest and trails. Construction sites in the town pose a considerable risk due to the heavy machinery, uneven terrain, and numerous trenches for utilities. The MFRD has the ability with the CAM response model to execute large, complex technical rescues since partners allow a force multiplier.

In assessing rescue risk probability, the department has determined the following rescue risk categories for the Town of Morrisville:

**Table 24: Rescue Risk Assessment**

<b>Rescue Risk Assessment</b>					
<b>Event</b>	<b>Probability</b>	<b>Consequence</b>	<b>Impact</b>	<b>Risk Score</b>	<b>Risk Assessment</b>
Entrapment	6	4	2	19.8	Low
Extrication	4	2	2	13.85	Low
High Angle Rescue	2	6	6	28.14	Moderate
Trench	2	8	6	36.76	Moderate
Train Derailment	2	8	8	44.18	High

<b>Probability of Occurrence</b>	
2	Quarterly/Yearly (0-4)
4	Monthly (5-31)
6	Weekly (32-364)
8	Daily (365 or more)

<b>Impact to Resources</b>	
2	1-3 MFD Dispatched Unit
4	4 MFD Dispatched Units
6	4 MFD and 1 Mutual Aid
8	4 MFD and 2 Mutual Aid

<b>Low</b>	0-19
<b>Moderate</b>	20-39
<b>High</b>	36-45
<b>Maximum</b>	40 and greater

<b>Consequence of Significant Impact</b>	
	<b>Life</b>
2	No Hazard
4	Potential loss of a life
6	Potential loss of multiple civilian lives
8	Potential loss of multiple civilian lives or firefighters

**Hazardous Materials Risk Assessment**

Hazardous materials risks within the department's jurisdiction fall into two categories: mobile and fixed. The mobile hazards consist of hazardous materials containers on rail cars, 18-wheel tankers, and smaller trucks used to transport liquid propane and other materials. Each of these hazard types follow a fixed infrastructure, whether the Norfolk Southern rail line, Interstate 40, or one of the major arteries through town (Airport Boulevard, Aviation Parkway, Chapel Hill Road, Highway 55, Davis Drive, etc.).

Fixed facility hazards are hazards that are located on a property in the jurisdiction. Fixed hazards include the natural gas and aviation fuel pipelines and hazardous materials or processes which are stored at a specific address. The University of Texas at Dallas also hosts a Tier II reporting database known as E-PLAN, which the department has access to in an online setting. Using the E-PLAN system, the department is able to access the hazardous chemical database saved for each property in the district. This information is then referenced in the pre-fire plan if applicable. All personnel are trained to the Hazmat Operations Level, which is the Occupational Safety & Health Administration *Standard 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER)* along with the NFPA 1072: *Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications*. In addition, the state of North Carolina also allows operation-level trained staff to perform some offensive-level actions. These actions can be found in North Carolina General Statute 13 NCAC 07F .0103 HAZARDOUS MATERIALS.

Other hazardous materials services are contracted through Raleigh Fire Department, which is a North Carolina Hazardous Materials Regional Response Team. If the response needs technician-level services, the MFRD can request this response through the dispatch center.

Table 25: Hazmat Risk Assessment

HAZMAT Risk Assessment					
Event	Probability	Consequence	Impact	Risk Score	Risk Assessment
Carbon Monoxide Alarm	6	2	2	12.33	Low
HAZMAT Release (Small 5<)	4	2	2	8.48	Low
Gas Leak Low Pressure	6	4	2	17.35	Moderate
HAZMAT Release (6-49 Gallons)	4	4	4	19.59	Moderate
HAZMAT Release (50-100)	4	8	4	33.94	High
Gas Leak High Pressure	6	8	6	44.2	High
HAZMAT Release(Large >101 Gallons)	2	8	8	48	Maximum

Probability of Occurrence	
2	Quarterly/Yearly (0-4)
4	Monthly (5-31)
6	Weekly (32-364)
8	Daily (365 or more)

Impact to Resources	
2	1 MFD Dispatched Unit
4	2-3 MFD Dispatched Units
6	MFD and 1 Mutual Aid
8	4 MFD units and/or NC RRT

Low	0-15
Moderate	16-29
High	30-45
Maximum	45 and greater

Consequence of Significant Impact					
	Life (50%)	Emotional (25%)	Financial (25%)	Weight	Risk Score
2	No Hazard	No Emotional	Residential Area	50%	0.5
4	Potential loss of a life	Single real property/ business	Commercial Area	25%	0.25
6	Potential loss of multiple civilian lives	Multiple real property/businesses	Residential and Commercial	25%	0.25
8	Potential loss of multiple civilian lives or firefighters	Neighborhood/ Business Campus	Evacuation >500 Civilians	Total Score	1

**Specific Event Risks**

The department has maintained a hazard analysis, which began in 2006 with the adoption and implementation of the *Town of Morrisville Emergency Operations Plan (EOP)*. The EOP was created to establish a chain of command in the event of a large-scale incident. This document outlined specific procedures for operating an emergency operations center and listed threats to the community as identified in the *Wake County Hazard and Vulnerability Assessment*.

In addition to the federal model of incident types, the department has outlined a method of determining the impact an incident will have on the community and rated it accordingly. The hazards are rated by the likelihood of occurrence, impact on the community, and total area impacted.

**Vulnerability Scale / Likelihood of Occurrence:**

- Highly likely: near 100% probability within the next year
- Likely: between 10% and 100% and probability next year with at least 1 chance in 10 years
- Possible: between 1% and 10% probability in the next year with at least 1 chance in next 100 years
- Unlikely: less than 1% probability in next year with less than 1 chance in next 100 years

**Impact on Community:**

- Catastrophic: 50%+ damage with multiple deaths, complete shutdown of facilities for 30+ days
- Critical: 25% - 50% damage with multiple severe injuries and complete shutdown of critical facilities for at least 2 weeks
- Limited: 10% to 25% damage with some injuries and complete shutdown of critical facilities for more than 1 week
- Negligible: Less than 10% damage with minor injuries and shutdown of critical facilities and services for 24 hours or less

**Area of Impact:**

- Large: Area affected is greater than 50% of the town jurisdiction
- Small: Area affected is less than 50% of the town jurisdiction

**Hurricanes**

Hurricanes are among the most frequent and most damaging types of weather events faced by the Town of Morrisville. Over the years 2001-2020, North Carolina has been directly and indirectly affected by 45 tropical storms and named hurricanes. Hurricanes are rated according to their wind speeds. That measurement is used to assign a category to the storm. This scale is known as the Saffir-Simpson Hurricane Scale.

**Table 26- Saffir-Simpson Hurricane Scale**

Category	Barometric Pressure	Wind Speed	Storm Surge	Damage Potential
<b>1 (weak)</b>	28.94 in Hg or more (980.2 Mb or more)	65 - 82 knots (75 - 95 mph)	4 - 5 feet (1.2 - 1.5 meters)	Minimal damage to vegetation
<b>2 (moderate)</b>	28.5 - 28.93 in Hg (965.12 - 979.68 mb)	83 - 95 knots (96 - 110 mph)	6 - 8 feet (1.8 - 2.4 meters)	Moderate damage to houses
<b>3 (strong)</b>	27.91 - 28.49 in Hg (945.14 - 964.78 mb)	96 - 113 knots (111 - 130 mph)	9 - 12 feet 2.7 - 3.7 meters	Extensive damage to small buildings
<b>4 (very strong)</b>	27.17 - 27.9 in Hg (920.08 - 944.8 mb)	114 - 135 knots (131 - 155 mph)	13 - 18 feet (3.9 - 5.5 meters)	Extreme structural damage
<b>5 (devastating)</b>	< 27.17 in Hg ( < 920.08 mb)	> 135 knots ( > 155 mph)	> 18 feet ( > 5.5 meters)	Catastrophic building failures possible

Of the named storms which hit North Carolina, three were tropical storms (winds below 65 knots), one was a Category 1 storm, one was a Category 2, one was a Category 3, and one was a Category 4. Morrisville experienced weather events with six of the seven hurricanes which hit North Carolina since 2004. Weather events associated with hurricanes have included heavy rain, high winds, and tornadoes. Damage sustained during these storms has included road closures due to flash flooding, building damage, and downed trees and power lines.

Prior to hurricane landfall, notices are sent to all employees, and equipment is prepared in accordance with the emergency operations plan. Deployment of apparatus and equipment during hurricanes is based on incident response needs.

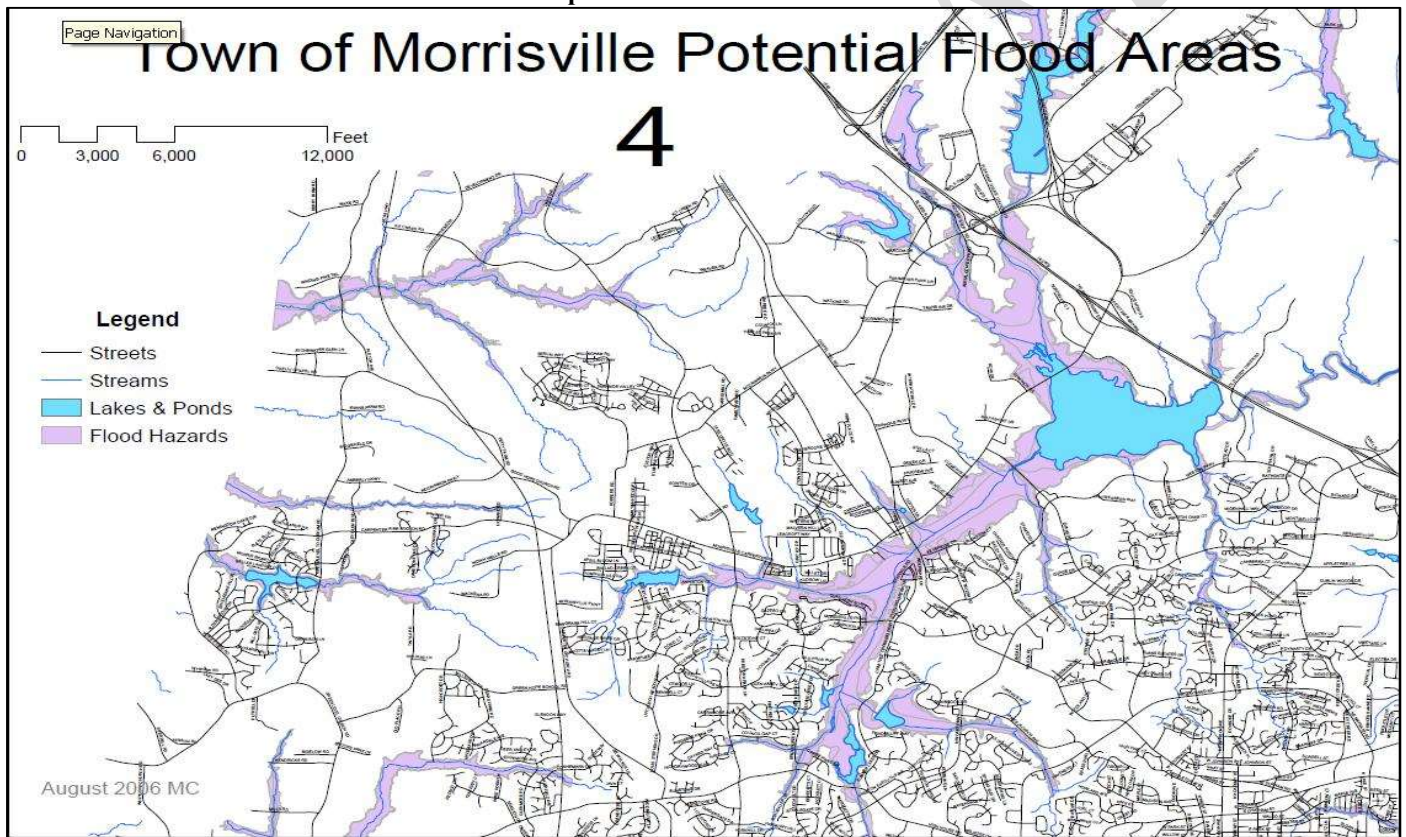
**Table 27: Hurricane Threat Assessment**

Likelihood of Occurrence	Area of Impact	Impact of Hazard	Incident Type
Possible	Large	Limited	Type 2

**Flooding**

The primary cause of flooding in the Town of Morrisville is heavy precipitation, usually associated with major storm systems. Areas of focus for the town are Crabtree Creek, Indian Creek, and Stirrup Iron Creek. During the winter season, significant run-off from abnormal snowmelt conditions may pose a relative threat to the county. During hurricanes, flooding risk is fairly minimal. Surface flooding may occur in some areas, but it is not likely that any sections would be inundated or requires evacuation.

**Map 37: Potential Flood Areas**



**Table 28: Flooding Threat Assessment**

Likelihood of Occurrence	Area of Impact	Impact of Hazard	Incident Type
Highly Likely	Small	Limited	3

**Tornadoes**

Tornadoes can occur at any time of the year and at any hour of the day. Tornadoes are most common in North Carolina from late March through June. Avoidance of tornadoes is virtually impossible, and the Town of Morrisville is vulnerable to their occurrence. While tornadoes are not a common occurrence in the area, Morrisville has experienced tornadoes in the past. Due to the rapid increases in population and development within the area, any tornado of significant proportion would pose a maximum threat to both lives and property.

**Table 29: Enhanced Fujita Scale**

<b>Scale</b>	<b>Three Second Gust (mph)</b>	<b>Damage</b>
<b>F0</b>	65-85	Light
<b>F1</b>	86-110	Moderate
<b>F2</b>	111-135	Considerable
<b>F3</b>	136-165	Severe
<b>F4</b>	166-200	Devastating
<b>F5</b>	Over 200	Incredible

Deployment in response to a tornado touchdown would include a rapid assessment of the area affected, then a call for specialized rescue services. Most likely to be needed would be structural collapse rescue technicians and building inspectors. A high number of ambulances would also be required to be on standby for the transport of victims. The department would primarily be tasked with search, rescue, and triage of victims.

**Table 30: Tornado Threat Assessment**

<b>Likelihood of Occurrence</b>	<b>Area of Impact</b>	<b>Impact of Hazard</b>	<b>Incident Type</b>
Possible	Large	Limited	3

**Severe Thunderstorms**

Severe thunderstorms are the most frequent severe weather events seen in central North Carolina. According to the North Carolina Climate Office, the state experiences 40-50 thunderstorms in a year, with the busiest month being July. Each year an average of \$5 million in damages is lost due to thunderstorms and the byproducts of rain, hail, lightning, and high wind.

Cloud to ground lightning is one of the most common causes of structure fires in Morrisville during the summer months. Additional calls received during thunderstorm events are false detector activations due to loss of power to buildings. As thunderstorms form quickly, no formal plan outside the EOP is required for thunderstorms. Operations are maintained as normal, and calls are answered as dispatched, barring any second or third duty calls for service.

**Table 31: Severe Thunderstorm Threat Assessment**

<b>Likelihood of Occurrence</b>	<b>Area of Impact</b>	<b>Impact of Hazard</b>	<b>Incident Type</b>
Highly Likely	Large	Limited	3

**Winter Storms**

Because severe winter storms include frigid temperatures, heavy snow, ice, and gusting winds in all combinations, the severity is usually determined by duration, temperature extremes, and accumulation of precipitation. The primary threat is the ability of such storms to completely immobilize large areas, disrupt services, and cause injury or death. In the Town of Morrisville, on average, snow and/or sleet occur once or twice annually. In North Carolina, snowfall ranges from one inch to approximately 24 inches across the state. During ice storms, many pine trees fall, causing roadway blockages and driving hazards.

The overall response plan during these types of weather events includes fueling all apparatus prior to a storm, not making unnecessary trips, calling in additional personnel to staff small support vehicles, and running smaller vehicles as first out to EMS calls. This concept of operation has been enacted several times in the years 2016-2020 and has worked favorably in maintaining a high level of safety. All first out engines and quints have automatic chains that are deployed when the apparatus must go on the road in icy conditions. Lastly, the Town of Morrisville and Town of Cary employ their respective public works departments to apply a salt brine solution to the main roads prior to any potential winter weather.

**Table 32: Winter Storms Threat Assessment**

<b>Likelihood of Occurrence</b>	<b>Area of Impact</b>	<b>Impact of Hazard</b>	<b>Incident Type</b>
Likely	Large	Limited	3

**Critical Task Analysis**

**Fire Suppression**

Fire risk categories are separated into low, moderate, high, and maximum risk. The fire risk level dictates the critical task analysis for the incident, which then dictates the initial response. Two basic assumptions are made in relation to establishing an ERF to fire incidents. The first assumption is that there are only 17 people per shift, with a minimum of three personnel per engine/quint and three personnel per rescue. The second assumption is that based on current operations, automatic aid will be a part of the ERF. One assumption that could be made but is not the closest CAM partner responds with a minimum of four personnel on their engines. With the quint concept and the nuances that have to be taken into account for the capability of units dispatched, a standard of three personnel are set for all units, though in reality, some will arrive with more staffing than the minimum. Since Wake County EMS dispatches a minimum of one ambulance to all structure fires, EMS will fill the role of rehab.

**Low Risk Fire Incidents**

Low risk fires would normally be minor in intensity, magnitude, or scope and may be effectively handled by one company. Low risk fires usually involve brush, dumpster, and vehicle fires with no exposure threats to structures. The following table depicts the critical tasking and staff necessary for mitigation and the resources assigned to low-risk fires.

**Table 33: Critical Task Analysis - Low Risk Fire**

Task	Number of Firefighters	Dispatched Units	Total Personal
Attack line	1	1 Pump Capable Unit	3
Pump operator	1	<b>Total Dispatched</b>	<b>3</b>
Command/safety	1		
<b>Total</b>	<b>3</b>		

**Moderate Risk Fire Incidents**

Moderate risk fires are usually confined to a single room or involve only contents. Moderate risk fires usually involve a single-family home or residence with little risk of extension to surrounding exposures. The following table depicts the critical tasking and staff necessary for mitigation and the resources assigned to moderate risk fires. MFRD does not count rehab or medical into the ERF. Wake County responds to every structure fire with at least an ALS ambulance with two trained medical staff (one paramedic and one emergency medical technician) and a district chief with one trained paramedic to perform rehab. If additional medical units are needed on scene, the EMS district chief will request the additional units.

**Table 34: Critical Task Analysis - Moderate Risk Structure Fire**

Task	Number of Firefighters	Dispatched Units	Total Personnel
Attack line	2	4 Pump Capable Units	12
Pump operator	1	1 Ladder	3
Water supply	1	1 Rescue	3
Back up line	2	2 Battalion Chiefs	2
RIT	2	<b>Total Dispatched</b>	<b>20</b>
Command/safety	1		
Search/rescue	2		
Ventilation	2		
Overhaul/salvage	2		
<b>Total</b>	<b>15</b>		

**High Risk Fire Incidents**

High risk fires have the potential to involve not only an entire structure but exposures as well. The following table depicts the critical tasking and staff necessary for mitigation and the resources assigned to high risk fires. This will include unit movement-ups from CAM partners to ensure there is adequate coverage across Morrisville during this event. MFRD does not count rehab or medical into the ERF. Wake County responds to every structure fire with at least an ALS ambulance with two trained medical staff (one paramedic and one emergency medical technician) and a district chief with one trained paramedic to perform rehab. If additional medical units are needed on scene, the EMS district chief will request the additional units.

**Table 35: Critical Task Analysis - High Risk Structure Fire**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Assessment team	2	5 Pump Capable Units	15
Attack line	2	2 Ladders	6
RIT	5	1 Rescue	3
Search and rescue	2	2 Battalion Chiefs	2
Ventilation/Ground Ladders/Utilities	3	<b>Total Dispatched</b>	<b>26</b>
Back up line	2		
Safety	1		
Command	1		
Pump operator	1		
Aerial operator	1		
Water supply	1		
Accountability officer	1		
Exposure protection	2		
Overhaul/salvage	2		
<b>Total</b>	<b>26</b>		

**Maximum Risk Fire Incidents**

Maximum risk fire incidents involve any high-rise or high life hazard. The following table depicts the critical tasking and staff necessary for mitigation and the resources assigned to maximum risk fires. This will include unit movement-ups from CAM partners to ensure there is adequate coverage across Morrisville during this event. MFRD does not count rehab or medical into the ERF. Wake County responds to every structure fire with at least an ALS ambulance with two trained medical staff (one paramedic and one emergency medical technician) and a district chief with one trained paramedic to perform rehab. If additional medical units are needed on scene, the EMS district chief will request the additional units.

**Table 36: Critical Task Analysis - Maximum Risk Structure Fire**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Assessment team	2	5 Pump Capable Units	15
Attack line	2	3 Ladders	9
R.I.T.	5	2 Rescue	6
Search and rescue	4	3 Battalion Chiefs	3
Ventilation/Ground Ladders/Utilities	4	Command Vehicle Response	2
Back up line	3	<b>Total Dispatched</b>	<b>35</b>
Safety	1		
Command	2		
Pump operator	2		
Aerial operator	2		
Water supply	2		
Accountability officer	1		
Exposure protection	2		
Overhaul/salvage	2		
Operations officer	1		
<b>Total</b>	<b>35</b>		

**Emergency Medical Critical Task Analysis**

The department commits to dispatching a single unit with a minimum of three EMTs to all EMS incidents. The department currently provides only basic life support services with no transport capabilities. Advanced life support and transport services are provided by Cary Area EMS and Wake County EMS. While the department considers mass casualty incidents from a medical perspective to be a medical responsibility and not fire only, the department recognizes the need to assist with an elevated response level for triaging and potentially rescue functions. Other mass casualty incidents not classified as rescue incidents, such as mass shootings, would be handled by the town emergency operations plan and would be managed using a unified command system incorporating fire, law enforcement, and EMS personnel. To date, no incidents of this nature have occurred, and there is no response data to present.

**Low Risk Medical Incidents**

Low risk medical emergencies typically involve minimal intervention on the part of the response resources. The department operates inside the Wake County EMS system and follows all applicable policies and protocols that the medical director initiates.

**Table 37: Critical Task Analysis - Low Risk Medical**

Task	Number of Firefighters	Dispatched Units	Total Personnel
Basic life support	1	B.L.S. Capable Unit	2
Information gathering/basic life support/command	1		
<b>Total</b>	<b>2</b>		

**Moderate Risk Medical Incidents**

Moderate risk medical emergencies sometimes require multiple units to get the identified ERF. When the primary unit dispatched only has three staff members on it, a second unit will add themselves to the call. This is so the department can execute the “pit crew” style CPR Wake County utilizes.

**Table 38: Critical Task Analysis - Moderate Risk Medical**

Task	Number of Firefighters	Dispatched Units	Total Personnel
Airway Management	1	1 B.L.S. Capable unit (if the dispatched unit does not have daily staffing of 4 personnel, a second unit will add themselves to the incident to get the desired ERF.	4
Compressions	1	<b>Total Dispatched</b>	<b>4</b>
Defibrillator Manager	1		
Command	1		
<b>Total</b>	<b>4</b>		

**Table 39: Critical Tasks Analysis - High Risk Medical**

Task	Number of Firefighters	Dispatched Units	Total Personnel
Fire Branch Officer	1	1 Battalion Chief	1
Safety	1	3 B.L.S. Capable Units	9
Triage	3	<b>Total Dispatched Units</b>	<b>4</b>
BLS	5		
<b>Total ERF Needed</b>	<b>10</b>		

**Technical Rescue Critical Task Analysis**

Technical rescue covers a wide variety of circumstances that require specialized skills and equipment. All staff are certified to a minimum of technical rescuer certification but, as staff gain higher ranks, they are able to obtain multiple additional technical rescuer certifications. Trench, confined space, water rescue, high and low angle rescues are events to which the department is dispatched. While structural collapse is something the department is dispatched to, MFRD will seek assistance from both CAM auto aid partners and mutual aid departments from the county and region.

**Technical Rescue Low Risk Incident**

These incidents cover a wide variety of circumstances and can be handled by a single or double-unit response.

**Table 40: Critical Task Analysis – Low Risk Technical Rescue**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Command/Safety	1	1 Suppression Unit	3
Rescue	2	<b>Total Dispatched</b>	<b>3</b>
<b>Total</b>	<b>3</b>		

**Technical Rescue Moderate Risk Incident**

Rescue conditions can be controlled by a primary response. The incident may require specialized knowledge and equipment but not the assembly of a specialized team.

**Table 41: Critical Task Analysis - Moderate Risk Technical Rescue**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Command/ Accountability	1	1 Pump Capable Unit	3
Safety	1	1 Ladder	3
Equipment Team	4	1 Rescue	3
Equipment Support	1	1 Battalion Chief	1
Triage	1	<b>Total Dispatched</b>	<b>10</b>
Life Safety, Hazard Analysis/Control	1		
<b>Total</b>	<b>9</b>		

**Technical Rescue High Risk Incident**

Complex rescue conditions will likely be extended in duration and require the use of specialized knowledge and resources with the assembly of a specialized team.

**Table 42: Critical Task Analysis - High Risk Technical Rescue**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Command	1	4 Pump Capable Units	12
Safety	1	1 Ladder	3
Triage	1	1 Rescue	2
Equipment Support	2	2 Battalion Chiefs	1
Equipment Team	4	<b>Total Dispatched</b>	<b>18</b>
Comms Leader	1		
Rescuer	2		
Accountability	1		
Backup Team	2		
Attendant	1		
Air Supply	1		
Life Safety, Hazard Analysis/Control	1		
<b>Total</b>	<b>18</b>		

**Hazmat Critical Task Analysis**

Hazardous material responses are classified into low, moderate, high, and maximum risk assessment categories. While the department identifies there could be a maximum risk hazmat emergency and plans accordingly, the time needed to mobilize the units, and the minimal number of calls that require a hazmat technician level response, the department has elected not to analyze these calls.

**Low Risk Hazmat Incidents**

These emergencies are usually frequent but require a small amount of intervention or resources to mitigate. They consist of fluid clean-up after motor vehicle accidents and carbon monoxide alarms.

**Table 43: Critical Task Analysis - Low Risk Hazmat**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Command	1	1 Pump Capable Unit	3
Air Monitoring	1	1 Rescue	3
Equipment Support	1	<b>Total Dispatched</b>	<b>6</b>
<b>Total</b>	<b>3</b>		

**Moderate Risk Hazmat Incident**

Incidents classified as moderate risk are small gas leaks both inside and out and fuel spills under 50 gallons.

**Table 44: Critical Task Analysis - Moderate Risk Hazmat**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Command	1	1 Pump Capable Unit	3
Pumper Operator	1	1 Ladder	3
Prepare for fire attack	2	1 Rescue	3
Air Monitoring	1	1 Battalion Chief	1
Accountability/Safety	1	<b>Total Dispatched</b>	<b>10</b>
Evacuation	2		
<b>Total</b>	<b>8</b>		

**High Risk Hazmat Incident**

Large outside gas lines or other large hazardous material spills would constitute a high risk hazmat emergency. These emergencies would also potentially need automatic and mutual aid to fulfill the ERF requirements. While not specifically designated, structure fires with a hazmat component could potentially be identified as a high risk hazmat incident.

**Table 45: Critical Task Analysis - High Risk Hazmat**

<b>Task</b>	<b>Number of Firefighters</b>	<b>Dispatched Units</b>	<b>Total Personnel</b>
Command	1	4 Pump Capable Units	12
Pumper Operator	1	1 Ladder	3
Prepare for fire attack	2	1 Rescue	3
Air Monitoring	2	2 Battalion Chiefs	2
Accountability	1	<b>Total Dispatched</b>	<b>20</b>
Evacuation	4		
RIT	5		
Safety	1		
Water Supply	1		
Mitigation Support	2		
<b>Total</b>	<b>20</b>		

## H. Historical Perspective and Summary of System Performance

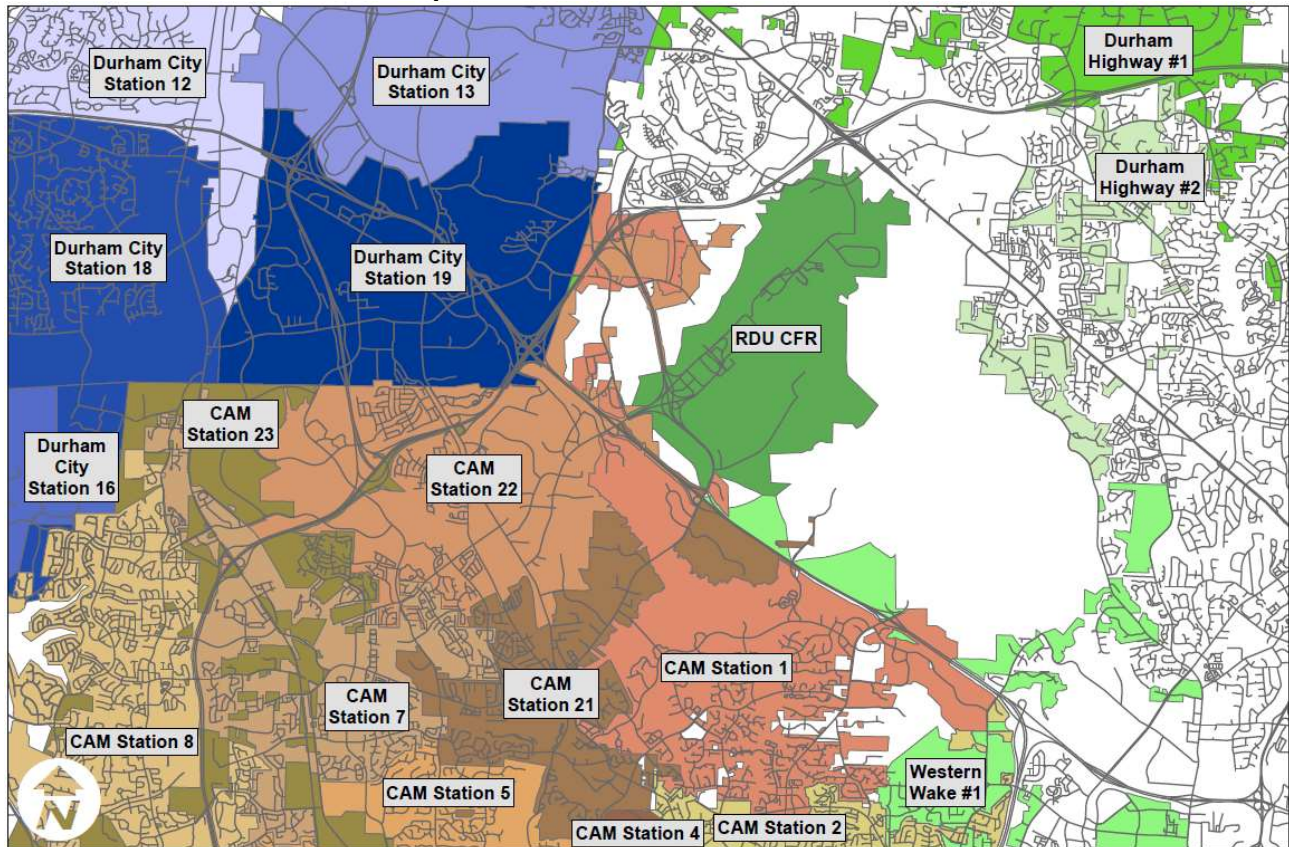
### Distribution Factors

The Morrisville Fire/Rescue Department (MFRD) suppression division operates three shifts of personnel out of three fire stations. Each station is located based on multiple different factors, and as the town grows rapidly, the re-evaluation of station locations is ongoing. A part of the re-evaluation process is reacting in a progressive way where growth will be, how performance has changed due to the introduction of the new automatic aid agreement and unified response concept with the Cary Fire Department, and the department's contractual obligation with Wake County to provide both fire protection and first responder coverage to the unincorporated areas of Wake County to the north and west parts of the county.

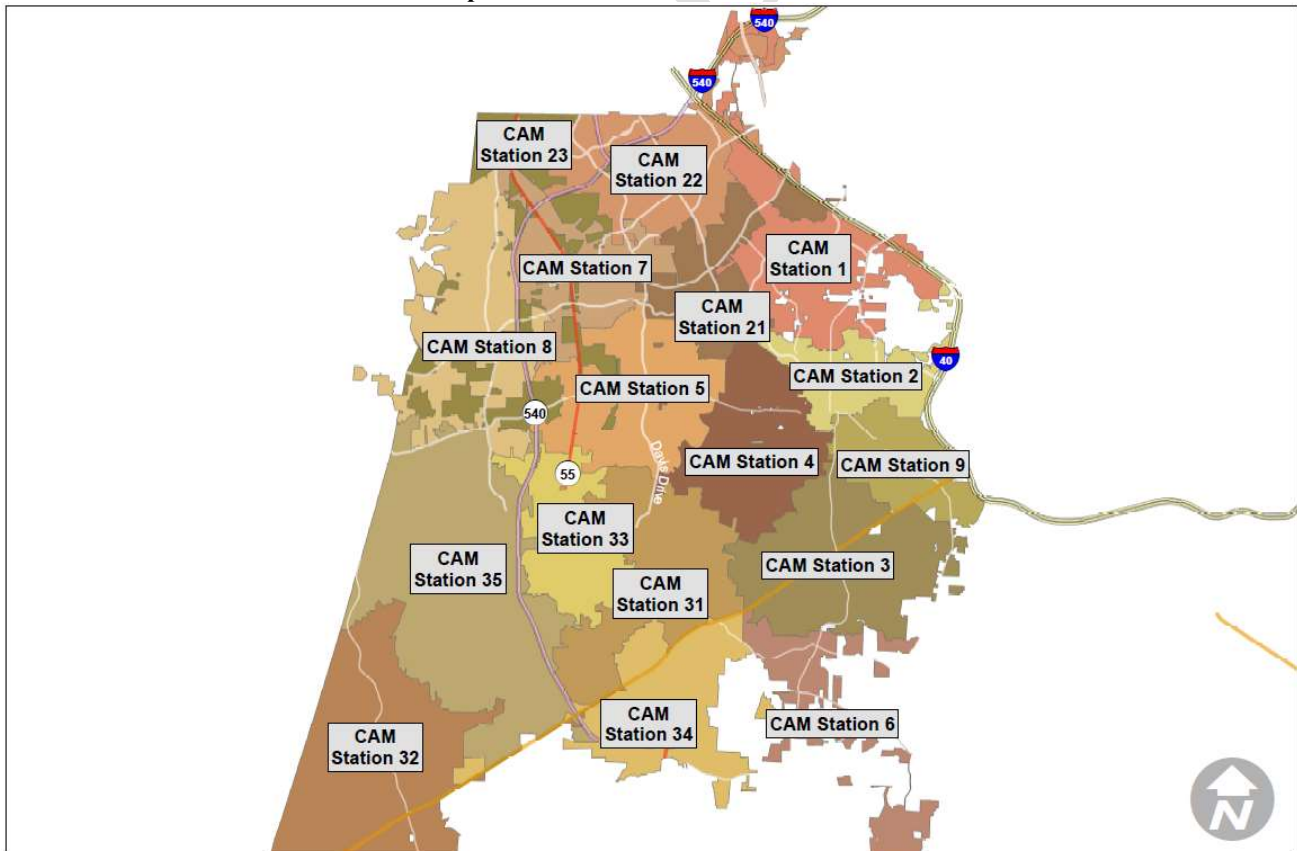
These areas are broken down into geographical planning zones for better data collection and analysis. Many different factors and characteristics define how these geographic planning zones are developed. The small and oblong shape of the response district, population density, economic factors, demographics, the high percentage of the fire district that is commercial property, call response performance, and the future build-out of the fire district are all factors that were taken into account in the development of the geographic planning zones (GPZ). Additionally, fire incidents over the 2016-2020 have been analyzed to determine fire loss and fire casualty rates for the town in these areas.

The department has mutual aid and automatic aid agreements with the Town of Cary, City of Durham, and County of Wake, and contracted areas are identified and documented. The Geographic Planning Zones areas that are identified in any subzone with an Oscar ("O") determinant for County of Wake contract area that is in close proximity to Town of Morrisville boundaries and in the entirety of GPZ West, and the entirety of GPZ East (14) for the Town of Cary. The department has six GPZs to use in data analysis within the response area. These GPZs are further subdivided into four to five subzones for more pinpoint data analysis and to accurately capture data for areas that are under contract with the Town of Cary and County of Wake. Zone and subzone borders are based on contract area limits, natural boundaries, and manmade boundaries. In mid-2020, the department updated its GPZs to align with dispatch system station renumbering as well as current and potential station build-out.

Map 38: Automatic and Mutual Aid Stations



Map 39: CAM Partners Automatic Aid



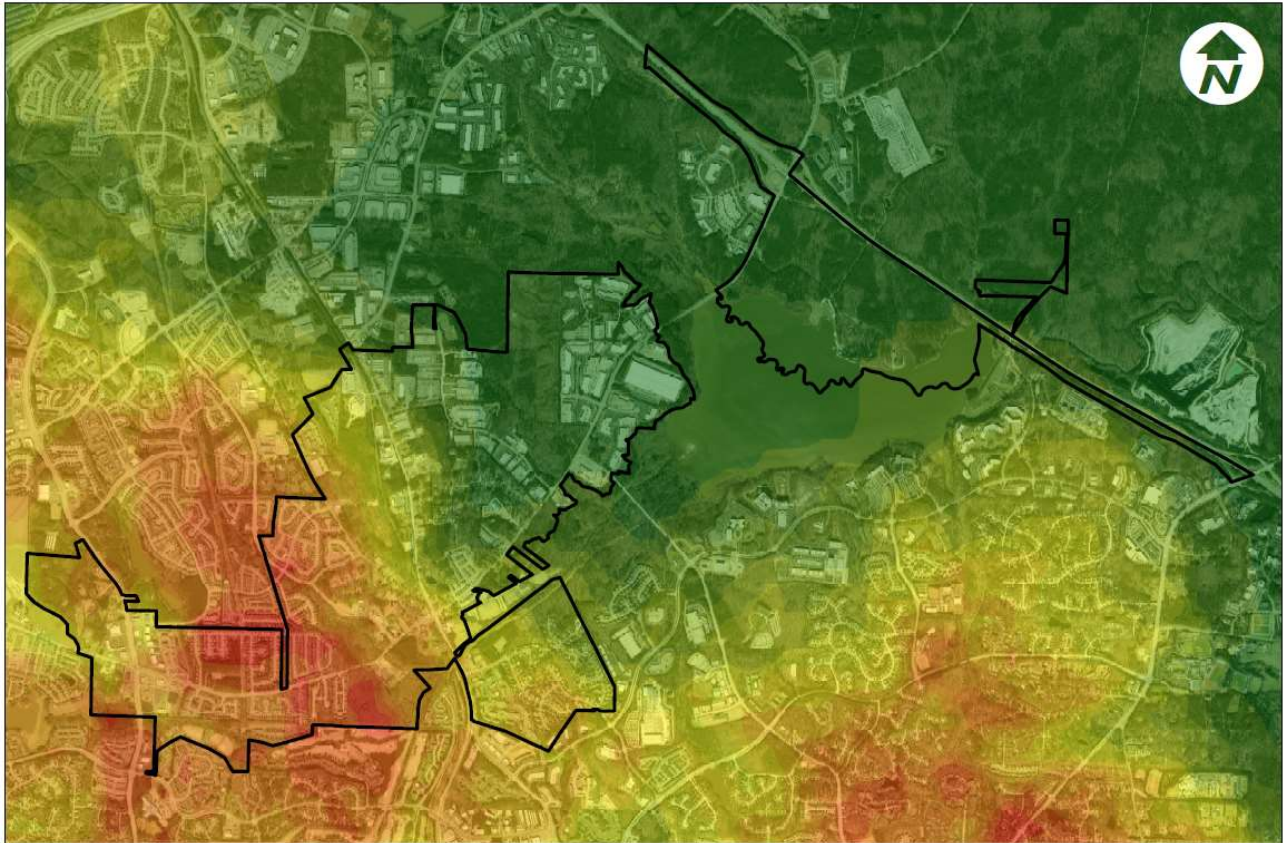
**Durham**

The following table reflects the first due travel time in each geographical planning zone.

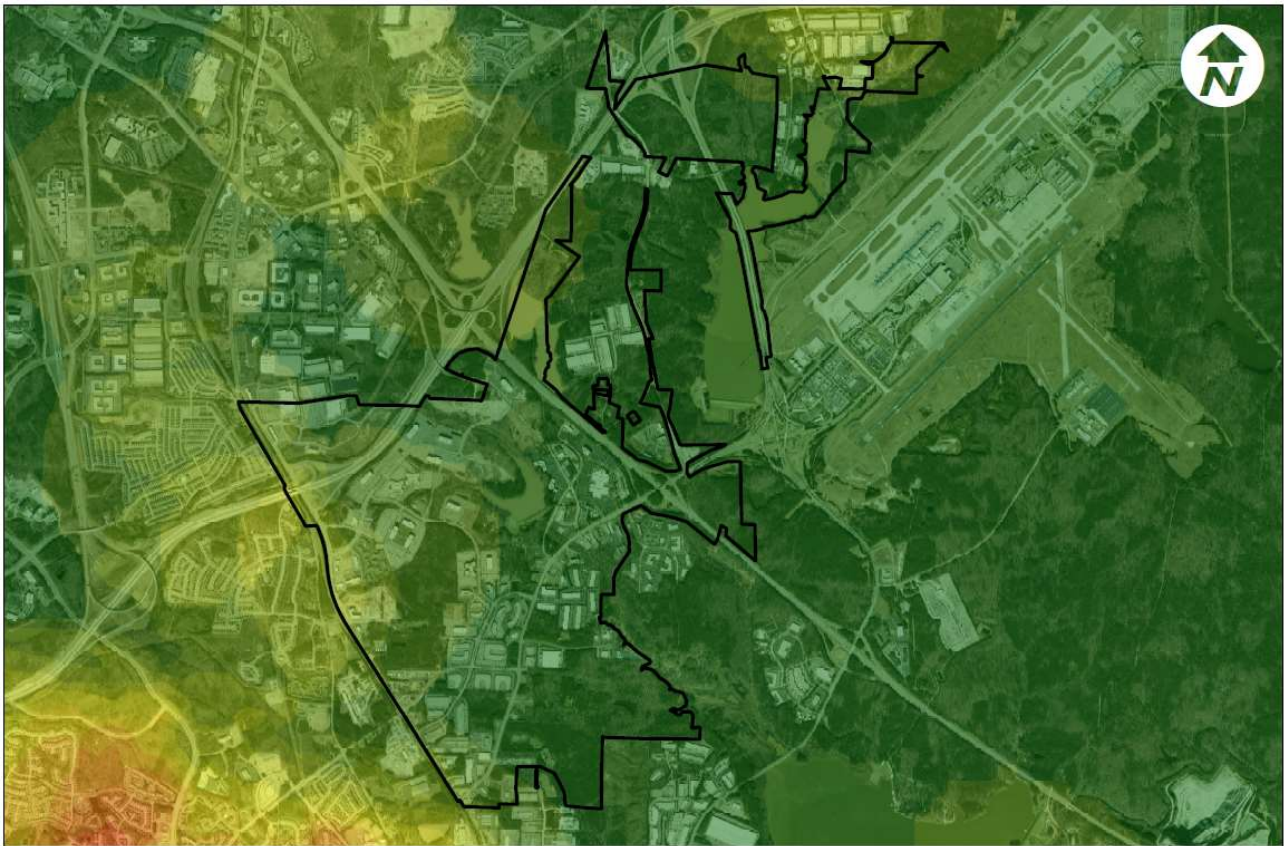
**Table 46: First Due Travel Time by GPZ (2016-2020)**

Travel Time by GPZ		2016-2020	2020	2019	2018	2017	2016
<b>Travel Time</b>	<b>GPZ 20</b>	08:22 n=105	07:51 n=15	08:17 n=19	08:11 n=26	08:26 n=30	08:22 n=15
	<b>GPZ 21</b>	04:32 n=1439	04:24 n=307	04:38 n=263	04:33 n=318	04:33 n=305	04:37 n=246
	<b>GPZ 22</b>	06:07 n=1679	05:34 n=291	05:44 n=335	06:16 n=359	06:32 n=398	06:27 n=296
	<b>GPZ 23</b>	07:10 n=1559	06:58 n=275	07:10 n=312	07:17 n=332	07:18 n=360	07:09 n=280
	<b>GPZ 24</b>	06:10 n=1572	06:32 n=296	06:10 n=318	05:52 n=348	05:47 n=360	06:11 n=250
	<b>GPZ 25</b>	07:05 n=31	05:11 n=4	06:03 n=7	07:21 n=12	07:07 n=3	06:20 n=5
	<b>GPZ 27</b>	03:18 n=97	02:40 n=27	03:39 n=16	04:44 n=13	02:41 n=27	02:23 n=14
	<b>GPZ 28</b>	06:55 n=61	06:22 n=17	06:50 n=14	08:08 n=11	06:17 n=9	08:00 n=10

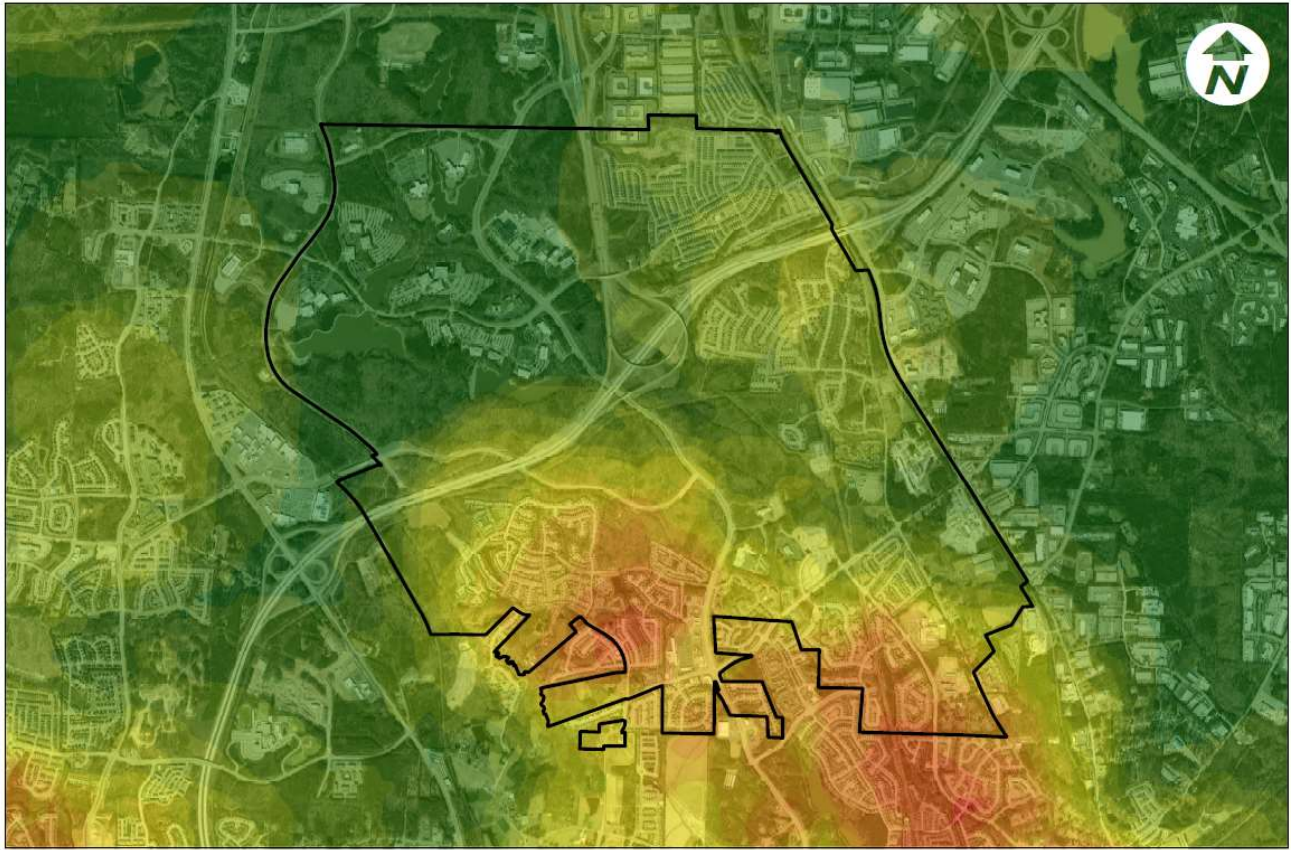
Map 40: Population Heat Map - GPZ 21



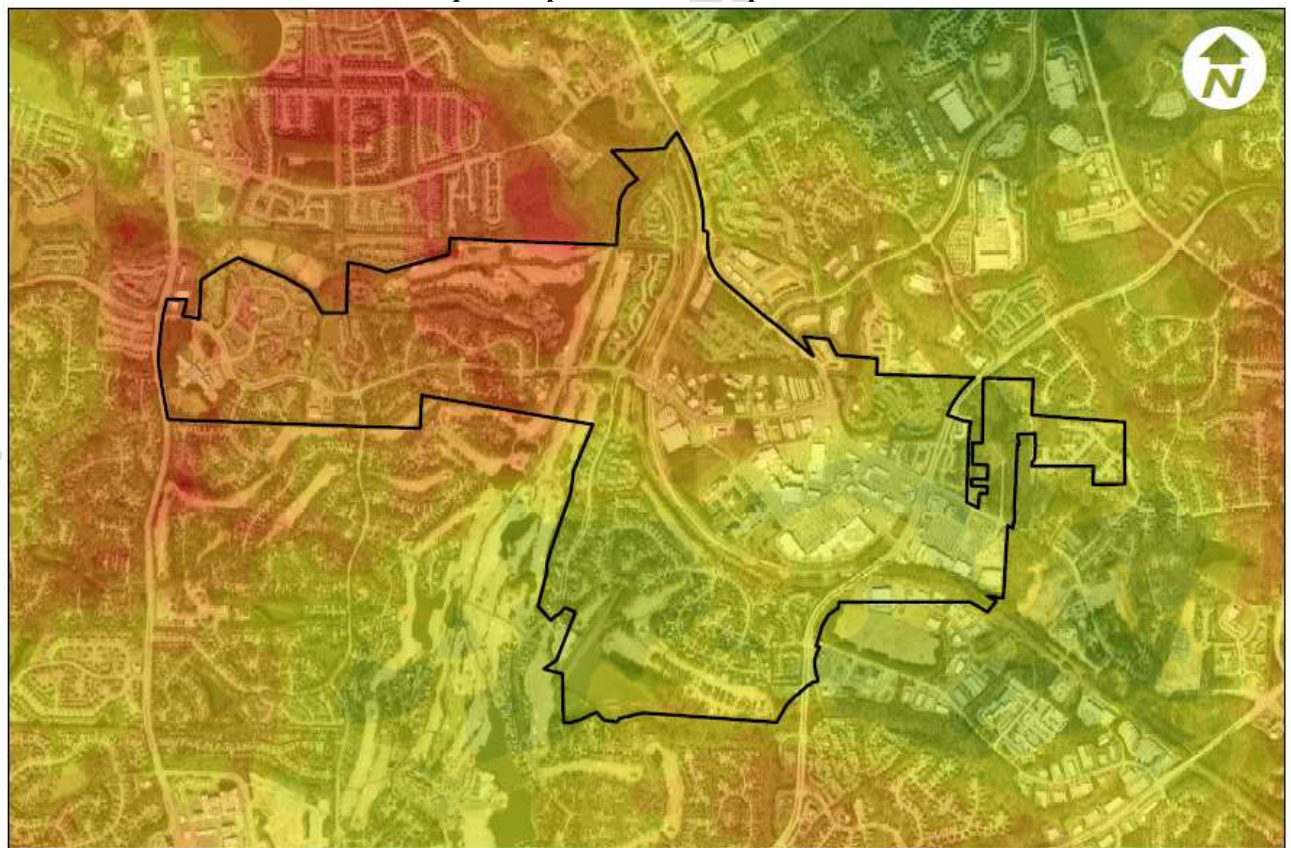
Map 41: Population Heat Map - GPZ 22



Map 42: Population Heat Map - GPZ 23



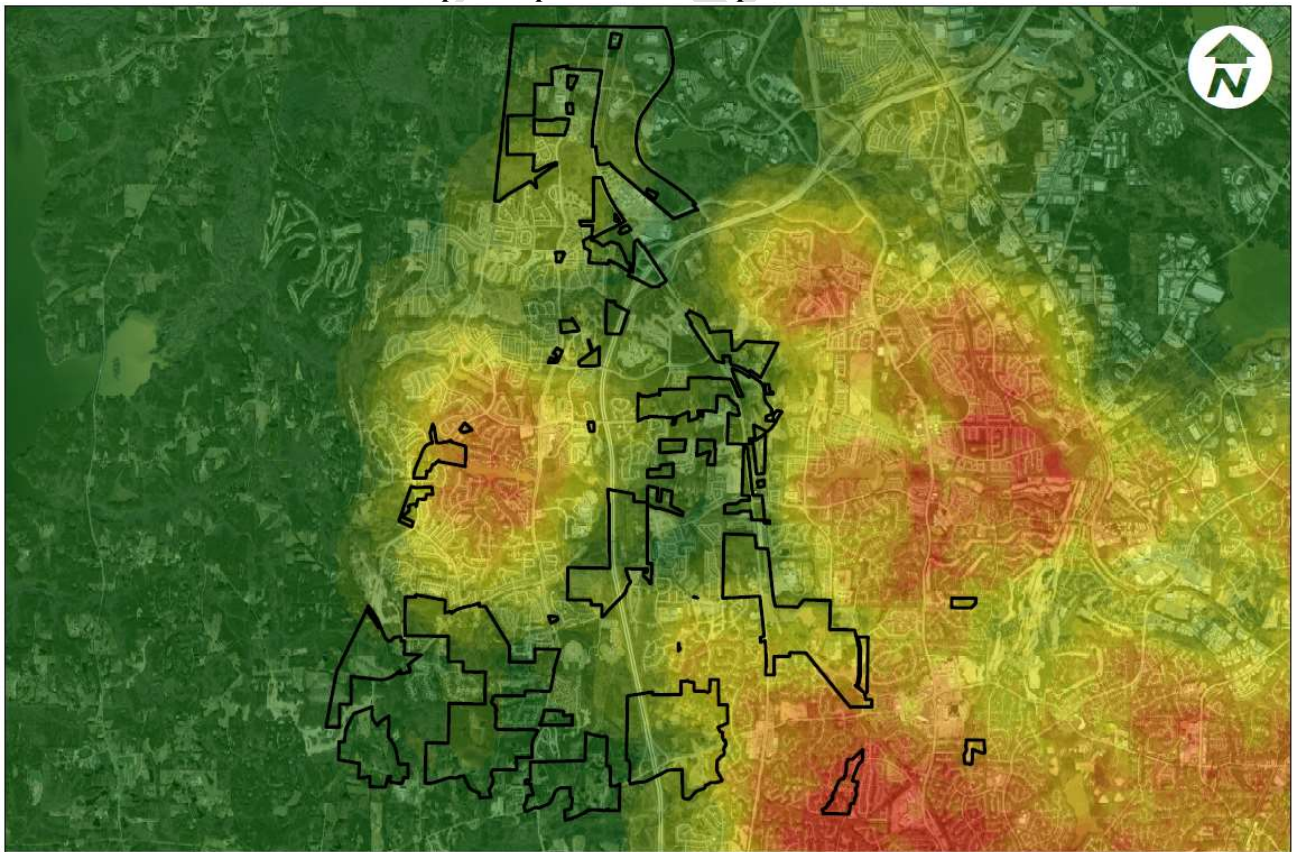
Map 43: Population Heat Map - GPZ 24



Map 44: Population Heat Map - GPZ East



Map 45: Population Heat Map - GPZ West



The following table reflects the road mileage that is in each geographical planning zone.

**Table 47: Road Mileage by GPZ**

<b>GPZ</b>	<b>Area (SqMi Long)</b>	<b>Area (SqMi Rounded)</b>	<b>Road (US Ft Long)</b>	<b>Road (US Mi Long)</b>	<b>Road (US Mi Rounded)</b>
21	3.480588	3.5	220460.968	41.753971	41.8
22	3.601801	3.6	211023.125	39.966501	40.0
23	5.670992	5.7	342497.595	64.866969	64.9
24	1.600528	1.6	103256.950	19.556241	19.6
East (14)	1.578524	1.6	94439.062	17.886186	17.9
West	5.081351	5.1	274197.957	51.931431	51.9

**Concentration Factors**

The department is continuously evaluating adding additional resources into existing fire stations if call volume and performance demand it. Additionally, the department has been working towards moving to the quint concept, which would add additional resources to each station to alleviate the burden on the primary ladder trucks responding to higher acuity calls where a smaller apparatus can respond. Currently, all the stations are multi-company stations, but each is unique in how that is accomplished. Station 1 has a quint and a heavy rescue; Station 2 has a quint and a battalion chief, while Station 3 only has a quint. Station 3 is also Cary Station 7, where an additional engine and rescue are housed. With the automatic aid agreement with the Cary Fire Department, those units can respond in the absence of Ladder 23.

The decision was made to move Rescue 21 to Station 1 for two primary reasons. The first is the high acuity of medical calls at a location in that district and the proximity that station has to Highway I-40, a limited access high-use freeway. With the use of automatic aid partners and advanced vehicle location dispatching, concentration factors have not been an issue for the department.

**Reliability Factors**

Unit reliability has historically been a difficult item to track for the department. Reliability has been defined in a few different ways, one being the percentage of calls that are handled by the station in their first due response area, and secondly, the percentage of simultaneous calls that happen. Both have merit, while both offer areas of improvement. Station unit reliability is an excellent factor in determining who is handling the calls in a specific station, but there is not a direct correlation between who is handing a call in a specific station and performance. With the implementation of advanced vehicle location dispatching and the new response model with auto-aid partners, units often times handle calls from a first due perspective inside a neighboring district.

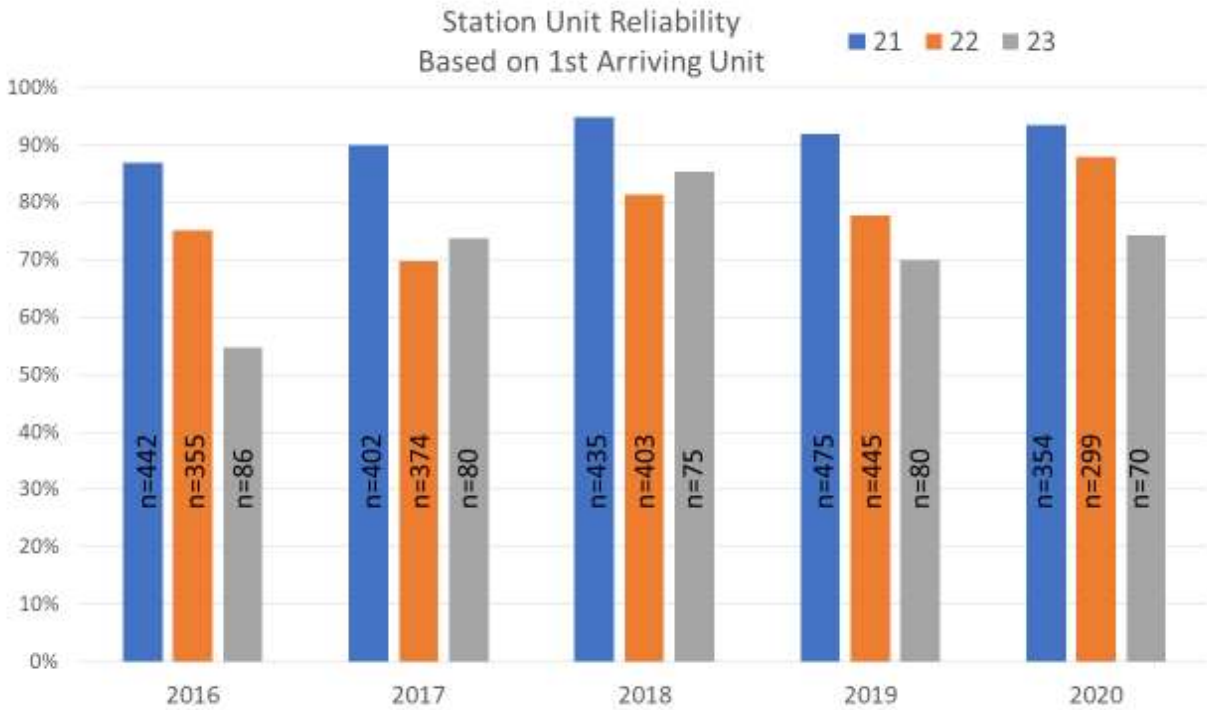


Figure 11: Station Unit Reliability (2016-2020)

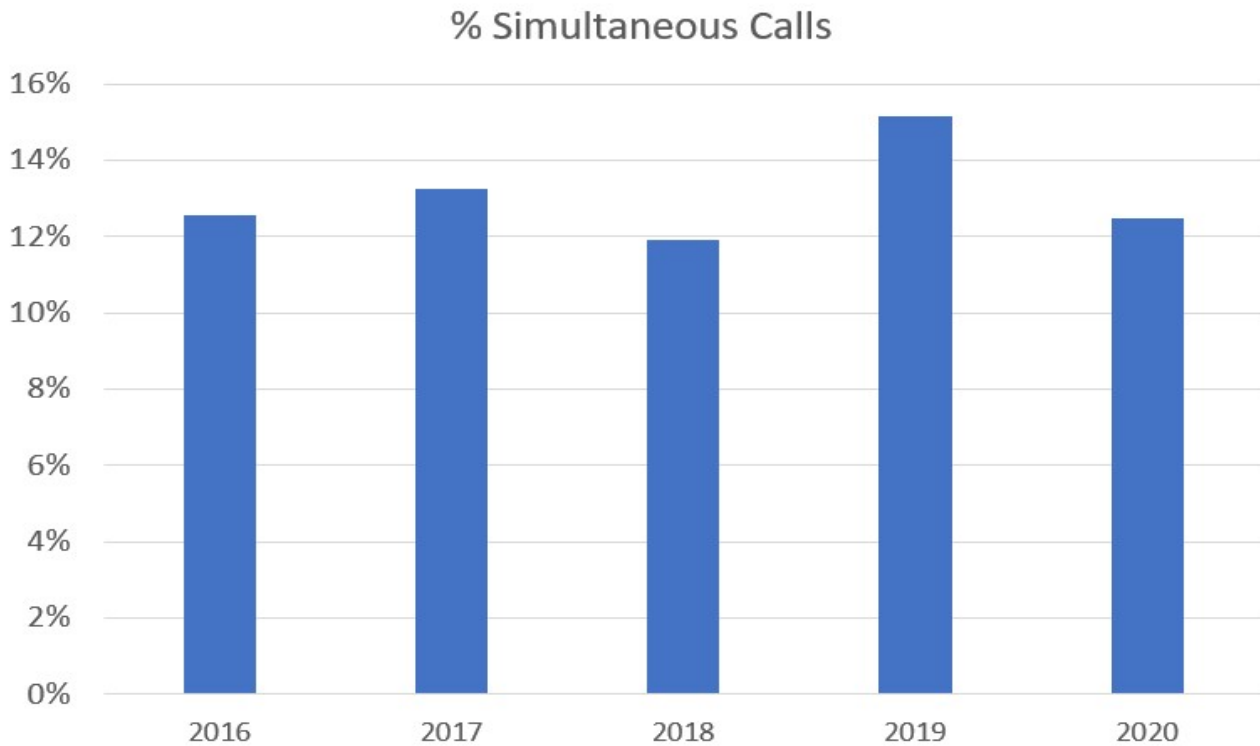


Figure 12: Percentage of Simultaneous Calls (2016-2020)

### Dataset Qualification

During the course of the data analysis, very few data points were excluded from the data set. The department operates under the philosophy that the 90th percentile analysis (generated in Microsoft Excel via the function “percentile.inc”) provides the remaining 10% as an outlet to account for outlying data points. All data is therefore included in the analysis with the following exceptions:

1. If there is reason to believe that the data does not reflect what actually happened. Under this practice, the circumstances surrounding data points are examined on a case-by-case basis. Data in the records management system is compared to that of the CAD database, and individuals who participated in the incident are interviewed to determine if the data collected represent what actually occurred. In the case of the data contained in this document, one arrival timestamp was excluded (2019, incident #1891) because it reflected a 35+ minute travel time. The officer making the report was interviewed, and a consensus was reached that the arrival timestamp was made a considerable amount of time after the actual apparatus arrival.
2. Data is not “manufactured” to generate a data point. For example, there is a small percentage of the calls where suppression personnel fail to timestamp their en route time on their mobile data terminal. In these cases, it is impossible to generate an accurate turnout or travel time for that given unit. This results in a different number of incidents analyzed in a given data set for travel time versus total response time.
3. For effective response force (ERF) calculations, units dispatched more than 5 minutes after the initial assignment dispatch are not included in the ERF assembly statistics.

Table 48: Travel Time by GPZ (2016-2020)

Travel Time by GPZ		2016-2020	2020	2019	2018	2017	2016
Travel Time	GPZ 20	08:22 n=105	07:51 n=15	08:17 n=19	08:11 n=26	08:26 n=30	08:22 n=15
	GPZ 21	04:32 n=1439	04:24 n=307	04:38 n=263	04:33 n=318	04:33 n=305	04:37 n=246
	GPZ 22	06:07 n=1679	05:34 n=291	05:44 n=335	06:16 n=359	06:32 n=398	06:27 n=296
	GPZ 23	07:10 n=1559	06:58 n=275	07:10 n=312	07:17 n=332	07:18 n=360	07:09 n=280
	GPZ 24	06:10 n=1572	06:32 n=296	06:10 n=318	05:52 n=348	05:47 n=360	06:11 n=250
	GPZ 25	07:05 n=31	05:11 n=4	06:03 n=7	07:21 n=12	07:07 n=3	06:20 n=5
	GPZ 27	03:18 n=97	02:40 n=27	03:39 n=16	04:44 n=13	02:41 n=27	02:23 n=14
	GPZ 28	06:55 n=61	06:22 n=17	06:50 n=14	08:08 n=11	06:17 n=9	08:00 n=10

**Baseline Performance Tables**

Low Risk Fire 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
Alarm Handling	Pick-up to Dispatch	All	2:57	1:42	2:53	3:29	2:38	2:57	1:00
			n=197	n=23	n=52	n=41	n=33	n=48	
Turnout Time	Turnout Time 1st Unit	All	1:48	2:39	1:46	1:25	1:34	1:46	1:20
			n=188	n=25	n=51	n=39	n=30	n=43	
Travel Time	Travel Time 1st Unit Distribution	Urban	5:35	6:41	5:27	5:07	4:55	5:49	5:00
			n=131	n=19	n=35	n=28	n=19	n=30	
		Rural	11:42	7:40	12:49	8:36	6:46	13:02	8:00
			n=55	n=6	n=16	n=10	n=11	n=12	
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	8:45	9:21	8:12	9:15	8:07	9:01	7:20
			n=134	n=19	n=35	n=29	n=19	n=32	
		Rural	14:47	9:55	15:12	14:50	9:54	16:33	10:20
			n=55	n=6	n=16	n=10	n=11	n=12	

Moderate Risk Fire 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
Alarm Handling	Pick-up to Dispatch	All	2:56	1:38	1:28	3:24	3:19	2:46	1:00
			n=45	n=10	n=6	n=7	n=9	n=13	
Turnout Time	Turnout Time 1st Unit	All	1:43	1:19	1:44	1:33	1:21	2:32	1:20
			n=43	n=11	n=6	n=6	n=8	n=12	
Travel Time	Travel Time 1st Unit Distribution	Urban	5:34	5:41	4:56	7:17	4:52	5:19	5:00
			n=36	n=9	n=3	n=6	n=8	n=11	
		Urban	9:19	9:13	7:05	9:04	9:08	7:46	8:00
			n=16	n=5	n=2	n=2	n=4	n=3	
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	9:34	8:07	6:08	10:46	8:02	8:31	7:20
			n=7	n=9	n=3	n=6	n=8	n=11	
		Urban	12:01	11:43	8:23	12:20	11:20	11:58	11:20
			n=16	n=5	n=2	n=2	n=4	n=3	

High Risk Fire 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
Alarm Handling	Pick-up to Dispatch	All	2:32	1:01	1:46	2:15	3:13	2:42	1:00
			n=63	n=6	n=17	n=7	n=17	n=16	

**MORRISVILLE FIRE/RESCUE DEPARTMENT COMMUNITY RISK ASSESSMENT-STANDARDS OF COVER**

<b>Turnout Time</b>	<b>Turnout Time 1st Unit</b>	All	1:57	2:20	1:53	2:10	1:36	1:37	1:20
			n=63	n=10	n=17	n=7	n=16	n=13	
<b>Travel Time</b>	<b>Travel Time 1st Unit Distribution</b>	Urban	5:13	5:22	4:56	4:31	5:15	4:57	5:00
			n=54	n=9	n=15	n=7	n=13	n=10	
<b>Total Response Time</b>	<b>Total Response Time 1st Unit on Scene Distribution</b>	Urban	7:52	7:25	7:13	7:25	8:07	9:39	7:20
			n=55	n=9	n=15	n=7	n=14	n=10	

<b>Low Risk EMS 90th Percentile Times Baseline Performance</b>			<b>2016-2020</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>Target</b>
<b>Alarm Handling</b>	<b>Pick-up to Dispatch</b>	All	2:03	0:47	1:21	2:13	2:22	2:34	1:00
			n=3,274	n=550	n=717	n=705	n=642	n=660	
<b>Turnout Time</b>	<b>Turnout Time 1st Unit</b>	All	1:36	1:50	1:41	1:36	1:30	1:21	1:00
			n=3,127	n=486	n=700	n=683	n=625	n=633	
<b>Travel Time</b>	<b>Travel Time 1st Unit Distribution</b>	Urban	6:01	6:12	6:07	5:57	6:01	5:53	5:00
			n=2,886	n=464	n=638	n=640	n=573	n=571	
		Rural	8:07	8:11	8:19	8:11	8:12	7:42	8:00
			n=245	n=28	n=61	n=43	n=51	n=62	
<b>Total Response Time</b>	<b>Total Response Time 1st Unit on Scene Distribution</b>	Urban	8:25	7:52	8:02	8:34	8:37	8:35	7:00
			n=2,901	n=464	n=639	n=642	n=579	n=577	
		Rural	10:48	9:56	11:23	11:10	10:15	10:07	10:00
			n=246	n=28	n=61	n=43	n=52	n=62	

Moderate Risk EMS 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
<b>Alarm Handling</b>	<b>Pick-up to Dispatch</b>	All	1:56	0:50	1:29	2:23	2:25	2:35	1:00
			n=789	n=202	n=178	n=135	n=139	n=135	
<b>Turnout Time</b>	<b>Turnout Time 1st Unit</b>	All	1:37	1:58	1:40	1:22	1:20	1:32	1:00
			n=752	n=187	n=172	n=129	n=135	n=129	
<b>Travel Time</b>	<b>Travel Time 1st Unit Distribution</b>	Urban	5:23	6:11	5:22	5:03	4:49	4:34	5:00
			n=484	n=126	n=112	n=88	n=82	n=76	
		Rural	7:22	7:09	7:46	7:19	7:09	7:01	8:00
			n=267	n=63	n=60	n=41	n=51	n=52	
	<b>Travel Time ERF Concentration</b>	Urban	6:04	6:02	6:14	5:32	6:37	5:26	5:00
			n=319	n=49	n=91	n=73	n=50	n=56	
Rural	8:47	8:36	9:28	7:34	9:58	8:18	8:00		
	n=199	n=53	n=50	n=32	n=33	n=31			
<b>Total Response Time</b>	<b>Total Response Time 1st Unit on Scene Distribution</b>	Urban	7:36	7:54	7:13	7:45	7:08	7:23	5:00
			n=488	n=126	n=112	n=88	n=83	n=79	
		Rural	10:00	9:28	10:07	9:44	9:48	10:34	8:00
			n=269	n=63	n=60	n=41	n=53	n=52	
	<b>Total Response Time ERF Concentration</b>	Urban	8:24	7:57	8:21	7:49	8:39	8:44	9:20
			n=323	n=49	n=92	n=73	n=50	n=59	
Rural	11:10	10:20	11:15	10:15	13:51	10:43	11:20		
	n=202	n=53	n=50	n=32	n=36	n=31			

FINAL

Low Risk Rescue 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
Alarm Handling	Pick-up to Dispatch	All	2:51	1:51	2:16	2:29	7:08	2:28	1:00
			n=58	n=4	n=18	n=19	n=7	n=10	
Turnout Time	Turnout Time 1st Unit	All	1:38	1:37	1:20	2:02	0:45	0:50	1:00
			n=56	n=4	n=18	n=19	n=7	n=8	
Travel Time	Travel Time 1st Unit Distribution	Urban	7:20	4:23	10:53	6:44	7:00	6:49	5:00
			n=46	n=3	n=14	n=15	n=6	n=8	
		Rural	8:26	11:37	7:38	7:41	6:29	N/A	8:00
	Travel Time ERF Concentration	Urban	7:35	4:43	10:53	6:44	7:08	5:58	5:00
			n=42	n=3	n=14	n=15	n=5	n=5	
		Rural	8:26	11:37	7:38	7:41	6:29	N/A	8:00
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	11:23	7:06	13:24	10:44	13:10	9:35	7:00
			n=47	n=3	n=14	n=15	n=6	n=9	
		Rural	10:56	14:05	10:09	10:02	9:17	N/A	10:00
	Total Response Time ERF Concentration	Urban	11:27	7:06	13:24	10:44	13:43	8:43	7:00
			n=42	n=3	n=14	n=15	n=5	n=5	
		Rural	10:56	14:05	10:09	10:02	9:17	N/A	10:00
n=10	n=1	n=4	n=4	n=1	n=0				

Moderate Risk Rescue 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
Alarm Handling	Pick-up to Dispatch	All	2:32	2:40	1:00	1:31	2:52	1:52	1:00
			n=22	n=6	n=3	n=4	n=5	n=4	
Turnout Time	Turnout Time 1st Unit	All	1:24	1:23	0:58	1:27	1:25	0:57	1:00
			n=22	n=7	n=2	n=4	n=5	n=4	
Travel Time	Travel Time 1st Unit Distribution	Urban	5:58	5:45	6:34	3:19	3:58	5:08	5:00
			n=15	n=6	n=2	n=3	n=2	n=2	
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	8:13	8:42	7:34	5:22	6:59	8:09	7:00
			n=15	n=6	n=2	n=3	n=2	n=2	
		Rural	9:17	7:16	N/A	4:48	10:12	2:06	10:00
			n=7	n=1	n=0	n=1	n=3	n=2	

Low Risk Hazmat 90th Percentile Times Baseline Performance			2016- 2020	2020	2019	2018	2017	2016	Target
	Pick-up to Dispatch	All	3:22	1:07	1:51	2:04	3:41	3:26	1:00

**MORRISVILLE FIRE/RESCUE DEPARTMENT COMMUNITY RISK ASSESSMENT-STANDARDS OF COVER**

<b>Alarm Handling</b>			n=50	n=2	n=6	n=13	n=14	n=15	
<b>Turnout Time</b>	<b>Turnout Time 1st Unit</b>	All	1:22	1:20	1:06	1:26	1:12	0:55	1:00
			n=42	n=1	n=5	n=12	n=13	n=11	
<b>Travel Time</b>	<b>Travel Time 1st Unit Distribution</b>	Urban	6:35	3:00	6:30	6:15	5:34	6:38	5:00
			n=37	n=1	n=4	n=10	n=12	n=10	
<b>Total Response Time</b>	<b>Total Response Time 1st Unit on Scene Distribution</b>	Urban	9:36	5:32	8:18	9:06	9:34	10:30	7:00
			n=37	n=1	n=4	n=10	n=13	n=10	

<b>Moderate Risk Hazmat 90th Percentile Times Baseline Performance</b>			<b>2016-2020</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>Target</b>
<b>Alarm Handling</b>	<b>Pick-up to Dispatch</b>	All	2:51	1:52	2:12	2:46	3:02	3:06	1:00
			n=81	n=5	n=29	n=13	n=10	n=24	
<b>Turnout Time</b>	<b>Turnout Time 1st Unit</b>	All	1:56	2:05	1:57	1:44	1:16	1:36	1:00
			n=91	n=18	n=29	n=12	n=9	n=23	
<b>Travel Time</b>	<b>Travel Time 1st Unit Distribution</b>	Urban	5:19	5:54	4:47	5:23	4:58	5:12	5:00
		n=80	n=17	n=25	n=8	n=7	n=23		
	Rural	6:36	3:45	8:01	5:59	4:25	N/A	8:00	
	n=10	n=1	n=4	n=3	n=2	n=0			
<b>Travel Time ERF Concentration</b>	Urban	9:38	9:35	6:04	12:13	6:46	7:11	5:00	
n=41	n=14	n=13	n=1	n=1	n=12				
<b>Total Response Time</b>	<b>Total Response Time 1st Unit on Scene Distribution</b>	Urban	8:20	8:00	7:45	9:19	8:25	8:22	7:00
		n=82	n=17	n=25	n=9	n=7	n=24		
	Rural	9:36	7:32	9:21	10:03	7:30	N/A	10:00	
	n=10	n=1	n=4	n=3	n=2	n=0			
<b>Total Response Time ERF Concentration</b>	Urban	13:17	12:02	8:38	17:09	6:46	12:35	9:20	
n=41	n=14	n=13	n=1	n=1	n=12				

## I. Evaluation of Service Delivery

### Performance Objectives – Benchmarks

#### All Programs

##### Call Processing Performance Objective

For all incident types in all population categories, the first alarm will be dispatched within one minute less call processing time 90 percent of the time.

##### Turnout Time Performance Objective

For all incident types, except emergency medical, in all population categories, the turnout time for all responding units will be 1 minute and 20 seconds or less 90 percent of the time.

##### Fire Suppression Services Program

For 90 percent of all fire suppression incidents, the total response time for the arrival of the first due unit, staffed with 2 firefighters and 1 officer, shall be 7 minutes in urban areas and 10 minutes and 20 seconds in rural areas. The first due unit shall be capable of: providing 300 gallons of water and 1,500 gallons per minute (gpm) pumping capacity; initiating command; requesting additional resources; establishing and advancing an attack line flowing a minimum of 150 gpm; establishing an uninterrupted water supply; containing the fire; and/or rescuing at-risk victims. These operations shall be done in accordance with departmental standard operating procedures while providing for the safety of responders and the general public.

For 90 percent of all moderate risk fires, the total response time for the arrival of the effective response force (ERF), staffed with 15 firefighters and officers, shall be 11 minutes and 20 seconds. For 90 percent of all high risk structure fires, the total response time for the arrival of the ERF, staffed with 26 firefighters and officers, shall be: 11 minutes and 20 seconds. For 90 percent of all maximum risk structure fires, the total response time for the arrival of the ERF, staffed with 26 firefighters and officers, shall be: 11 minutes and 20 seconds. The ERF for moderate risk shall be capable of: establishing command; providing an uninterrupted water supply; advancing an attack line and a backup line for fire control; complying with the Occupational Safety and Health Administration (OSHA) requirements of two in-two out; completing forcible entry; searching and rescuing at-risk victims; ventilating the structure; controlling utilities; and performing salvage and overhaul. The ERF for high and maximum fires shall also be capable of placing elevated streams into service from aerial ladders. These operations shall be done in accordance with departmental standard operating procedures while providing for the safety of responders and the general public.

### **Emergency Medical Services Program**

For 90 percent of all emergency medical services (EMS) responses, the total response time for the arrival of the first-due unit, staffed with 2 firefighters, shall be 7 minutes in urban areas and 10 minutes in rural areas. The first-due unit shall be capable of: assessing scene safety and establishing command; sizing-up the situation; conducting an initial patient assessment; obtaining vitals and patient's medical history; initiating mitigation efforts within one minute of arrival; providing first responder medical aid, including automatic external defibrillation (AED); and assisting transport personnel with packaging the patient.

For 90 percent of all moderate risk EMS response incidents, the total response time for the arrival of the ERF, staffed with 4 firefighters and officers, shall be 7 minutes in urban areas and 10 minutes in rural areas. The ERF shall be capable of: providing incident command and producing related documentation; appointing a site safety officer; completing patient assessment; providing appropriate treatment; performing AED; and initiating cardiopulmonary resuscitation (CPR).

For all high risk EMS response incidents, the department will dispatch a designated ERF, but the department considers the risk to belong with Wake County since they are the transport agency, and MFD is a supporting role.

### **Technical Rescue Program**

For 90 percent of all technical rescue incidents, the total response time for the arrival of the first-due unit, staffed with 2 firefighters and 1 officer, shall be 7 minutes in urban areas and 10 minutes in rural areas. The first-due unit shall be capable of: establishing command; sizing up to determine if a technical rescue response is required; requesting additional resources; and providing basic life support to any victim without endangering response personnel.

For 90 percent of all moderate risk technical rescue incidents, the total response time for the arrival of the ERF, including the technical response team, staffed with 9 firefighters and officers, shall be 7 minutes in urban areas and 10 minutes in rural areas. The ERF shall be capable of: appointing a site safety officer; establishing patient contact; staging and apparatus set up; providing technical expertise, knowledge, skills, and abilities during technical rescue incidents; and providing first responder medical support.

For 90 percent of all high risk technical rescue incidents, the total response time for the arrival of the ERF, including the technical response team, staffed with 18 firefighters and officers, shall be 7 minutes in urban areas and 10 minutes in rural areas. The ERF shall be capable of: appointing a site safety officer; establishing patient contact; staging and apparatus set up; providing technical expertise, knowledge, skills, and abilities during technical rescue incidents; and providing first responder medical support.

**Hazardous Materials Services Program**

For 90 percent of all hazardous materials response incidents, the total response time for the arrival of the first-due unit, staffed with 4 firefighters and 2 officers, shall be 7 minutes and in urban areas and 9 minutes in rural areas. The first-due unit shall be capable of: establishing command; sizing up and assessing the situation to determine the presence of a potentially hazardous material or explosive device; determining the need for additional resources; estimating the potential harm without intervention; and begin establishing a hot, warm, and cold zone.

For 90 percent of all moderate risk hazardous materials response incidents, the total response time for the arrival of the ERF, including the hazardous materials response team, staffed with 8 firefighters and officers, shall be 9 minutes and 20 seconds in urban areas and 12 minutes and 20 seconds in rural areas. The ERF shall be capable of providing the equipment, technical expertise, knowledge, skills, and abilities to mitigate a hazardous materials incident in accordance with department standard operating guidelines.

For 90 percent of all high risk hazardous materials response incidents, the total response time for the arrival of the ERF, including the hazardous materials response team, staffed with 20 firefighters and officers, shall be 9 minutes and 20 seconds in urban areas and 12 minutes and 20 seconds in rural areas. The ERF shall be capable of providing the equipment, technical expertise, knowledge, skills, and abilities to mitigate a hazardous materials incident in accordance with department standard operating guidelines.

**Performance Objectives – Baselines****Fire Suppression Services Program**

The department's baseline statements reflect actual performance from 2016 to 2020. The department relies on the use of automatic, and where applicable, mutual aid from neighboring fire departments to provide its ERF complement of personnel. These resources are immediately available as part of a seamless response system. The department's actual baseline service level performance is as follows:

For 90 percent of all fire suppression incidents, the total response time for the arrival of the first due unit, staffed with minimum 3 fire personnel, is: 8 minutes and 45 seconds in urban areas; and 11 minutes and 47 seconds in rural areas. The first due unit was capable of: providing 300 gallons of water and 1,500 gallons per minute (gpm) pumping capacity; initiating command; requesting additional resources; establishing and advancing an attack line flowing a minimum of 150 gpm; establishing an uninterrupted water supply; containing the fire; and/or rescuing at-risk victims. These operations were done in accordance with departmental standard operating procedures while providing for the safety of responders and the general public.

For 90 percent of all moderate risk fire suppression incidents, the total response time for the arrival of the ERF, staffed with minimum 15 fire personnel is: 9 minutes and 34 seconds in urban areas and 12 minutes and 01 seconds in rural areas. For 90 percent of all high risk fire suppression incidents, the total response time for the arrival of the ERF, staffed with minimum 26 fire personnel is: 7 minutes and 52 seconds. There were not sufficient incidents in rural areas to report a baseline measure. For 90 percent of maximum risk fire suppression response incidents the total response time for the arrival of the ERF, staffed with minimum 35 fire personnel is: not enough data to record

for urban and rural areas. The ERF was capable of: establishing command; providing an uninterrupted water supply; advancing an attack line and a backup line for fire control; complying with the OSHA requirements of two in-two out; completing forcible entry; searching and rescuing at-risk victims; ventilating the structure; controlling utilities; and performing salvage and overhaul. The ERF for high and maximum fires was also capable of placing elevated streams into service from aerial ladders. These operations were done in accordance with departmental standard operating procedures while providing for the safety of responders and the general public.

### **Emergency Medical Services Program**

The department's baseline statements reflect actual performance from 2016 to 2020. The department, on occasion, relies on the use of automatic aid, and where applicable, mutual aid from neighboring fire departments to provide its ERF complement of personnel. These resources are immediately available as part of a seamless response system. The department's actual baseline service level performance is as follows:

For 90 percent of all emergency medical services (EMS) responses, the total response time for the arrival of the first-due unit, staffed with 2 firefighters, is: 8 minutes and 25 seconds in urban areas; and 10 minutes and 49 seconds in the rural areas. The first-due unit was capable of: assessing scene safety and establishing command; sizing-up the situation; conducting an initial patient assessment; obtaining vitals and patient's medical history; initiating mitigation efforts within one minute of arrival; providing first responder medical aid, including automatic external defibrillation (AED); and assisting transport personnel with packaging the patient.

For 90 percent of all moderate risk EMS incidents, the total response time for the arrival of the ERF, staffed with minimum 4 fire personnel is: 8 minutes and 23 seconds in urban areas and 11 minutes and 12 seconds in rural areas. The ERF was capable of: providing incident command and producing related documentation; appointing a site safety officer; completing patient assessment; providing appropriate treatment; performing AED; and initiating cardiopulmonary resuscitation (CPR).

### **Technical Rescue Program**

The department's baseline statements reflect actual performance from 2016 to 2020. The department, on occasion, relies on the use of automatic aid, and where applicable, mutual aid from neighboring fire departments to provide its ERF complement of personnel. These resources are immediately available as part of a seamless response system. The department's actual baseline service level performance is as follows:

For 90 percent of all technical rescue incidents, the total response time for the arrival of the first-due unit, staffed with 2 firefighters and 1 officer, is: 11 minutes and 23 seconds in urban areas; and 10 minutes and 56 seconds in the rural areas. The first-due unit was capable of: establishing command; sizing up to determine if a technical rescue response is required; requesting additional resources; and providing basic life support to any victim without endangering response personnel.

For 90 percent of all moderate risk response incidents, the total response time for the arrival of the ERF requires staffing of a minimum of 9 firefighters and officers is 8 minutes and 17 seconds in urban areas and 9 minutes and 31 seconds in rural areas. The ERF was capable of: appointing a site safety officer; establishing patient contact; staging and apparatus set up; providing technical expertise,

knowledge, skills, and abilities during technical rescue incidents; and providing first responder medical support.

For 90 percent of all high risk response incidents, the total response time for the arrival of the ERF requires staffing of a minimum 18 fire personnel. There are not enough data to record for urban and rural areas.

### **Hazardous Materials Services Program**

The department's baseline statements reflect actual performance from 2016 to 2020. The department, on occasion, relies on the use of automatic aid, and where applicable, mutual aid from neighboring fire departments to provide its ERF complement of personnel. These resources are immediately available as part of a seamless response system. The department's actual baseline service level performance is as follows:

For 90 percent of all hazardous materials response incidents, the total response time for the arrival of the first-due unit, staffed with 2 firefighters and 1 officer, is 9 minutes and 36 seconds in urban areas. There were not sufficient incidents in rural areas to report a baseline measure. The first-due unit was capable of: establishing command; sizing up and assessing the situation to determine the presence of a potentially hazardous material or explosive device; determining the need for additional resources; estimating the potential harm without intervention; and begin establishing a hot, warm, and cold zone.

For 90 percent of all moderate risk hazardous materials response incidents, the total response time for the arrival of the ERF, staffed with a minimum of 8 fire personnel is: 13 minutes and 17 seconds in urban areas; there were not sufficient incidents in rural areas to report a baseline measure. The ERF was capable of providing the equipment, technical expertise, knowledge, skills, and abilities to mitigate a hazardous materials incident in accordance with department standard operating guidelines.

For 90 percent of high risk hazardous materials response incidents the total response time for the arrival of the ERF, staffed with minimum 20 fire personnel. There are not enough data to record for urban and rural areas.

## Performance Gaps – Baseline to Benchmark Time Gap

### Fire Suppression Response

- For 90% of fire responses to urban areas, the first due apparatus shall arrive within 7 minutes and 20 seconds total response time (TRT).
  - 8:45 (n=53134)
    - +1:25
- For 90% of fire responses to rural areas, the first due apparatus shall arrive within 7 minutes and 20 seconds TRT.
  - 14:47 (n=55)
    - +7:27
- For 90% of moderate risk fire responses to urban areas, the full initial assignment arrives within 11 minutes and 20 seconds TRT.
  - 9:34 (n=7)
    - -1:46
- For 90% of moderate risk fire responses to rural areas, the full initial assignment arrives within 11 minutes and 20 seconds TRT.
  - 12:01(n=16)
    - +0:41
- For 90% of high risk fire responses to urban areas, the full initial assignment arrives within 11 minutes and 20 seconds TRT.
  - 7:52 (n=55)
    - -3:28

### EMS Response

- For 90% of EMS responses to urban areas, the first due apparatus shall arrive within 7 minutes TRT.
  - 8:25 (n=2,878)
    - +1:25
- For 90% of EMS responses to rural areas, the first due apparatus shall arrive within 10 minutes TRT.
  - 10:49 (n=244)
    - +0:49
- For 90% of moderate risk EMS responses to urban areas, the first due apparatus shall arrive within 7 minutes TRT.
  - 8:23 (n=321)
    - +1:23
- For 90% of moderate risk EMS responses to rural areas, the first due apparatus shall arrive within 10 minutes TRT.
  - 11:12 (n=199)
    - +1:12

### Technical Rescue Response

- For 90% of rescue responses to urban areas, the first due apparatus shall arrive within 7 minutes and 20 seconds TRT.

- 11:23 (n=47)
  - +4:03
- For 90% of rescue responses to rural areas, the first due apparatus shall arrive within 10 minutes TRT.
  - 10:56 (n=10)
    - +0:56
- For 90% of moderate risk rescue responses to urban areas, the full initial assignment arrives within 9 minutes and 20 seconds TRT.
  - 8:17 (n=14)
    - -1:03
- For 90% of moderate risk rescue responses to rural areas, the full initial assignment arrives within 12 minutes TRT.
  - 9:31 (n=6)
    - -2:29

### **Hazmat Response**

- For 90% of hazmat responses to urban areas, the first due apparatus shall arrive within 7 minutes and 12 seconds TRT.
  - 9:36 (n=37)
    - +1:48
- For 90% of moderate risk hazmat responses to urban areas, the full initial assignment arrives within 9 minutes 20 seconds TRT.
  - 13:17 (n=41)
    - +3:57

### **Community Areas for Program Delivery and Coverage Improvement**

The department went to a seamless response model with the two closest automatic aid departments, and that has changed the areas of improvement and coverage gaps the department has experienced over the previous years. Since the closest station is responding to any emergency inside the MFRD's district, regardless of the department responding to the call, that has changed the gaps that have been experienced. Historically, GPZ 24D has been an issue with the delivery of the ERF, but new data has shown the move to the seamless response module with the Town of Cary has greatly improved the response times to that area. Two other areas that have shown a need for improvement for the first due delivery are GPZ 23B and GPZ 23A. These two areas will not see an improvement in first due delivery from the new response model, but the department has made plans to move fire station 3. This will allow for an improvement in the distribution of resources.

### **Recommendations for Improved Effectiveness in Deployment and Coverage**

The MFRD utilizes a process designed to deliver continuous, systematic, data-driven decision performance review. One of the main intents of the analysis conducted in the standard of cover process was to effect real change to the department and its ability to more effectively and efficiently accomplish its goals and mission.

### **Performance Improvement Methodology**

### Phase 1 Establish/Review Performance Measures

The Morrisville Fire/Rescue Department has completed a review of services and service levels as described in the Community Risk Assessment: Standards of Cover (CRA-SOC). Current services are based on the community's needs and expectations. Performance benchmarks have been adopted by the department and accepted by Town Council. The CRA-SOC is written to reflect the mechanism of self-assessment and allows for the adjustment of the service delivery model and the associated performance benchmarks. During the previous accreditation cycle, the department established and reviewed performance objectives from a broader view. The CRA-SOC has been adjusted to further delineate the department's response to fire and non-fire risks so that different levels of response can be evaluated for effectiveness. Continual review of risk within the town and geo-proximity planning zones allow for response adjustments so that resources reflect the potential hazards.

### Phase 2 – Evaluate Performance

The department constantly evaluates performance against the goals set forth in the CRA-SOC to ensure that response levels are meeting expectations. The department's response time performance is evaluated for the first-in apparatus and the ERF. Holistically, each response is evaluated to ensure that the department is meeting compliance, effectiveness, and relevance related to the hazard found.

Review of individual apparatus response times is conducted quarterly during the review and analysis quality control process. Reviews are used to ensure that response time, apparatus, and staffing data are as accurate as possible. The department develops quarterly operational reports, which are reviewed by the Executive Team. These reports are used to determine the overall performance for first-due apparatus and ERF. Incidents with non-compliant response times are evaluated to determine cause. Trends within geo-proximity zones are used to identify needs and adjust short- and long-term strategic planning.

### Phase 3 – Develop Compliance Strategies

#### Call Processing and Turnout Performance

In 2019, the MFRD moved to a different PSAP, which aligned the department with the largest auto-aid department. This move streamlined not only dispatching services, but the department also entered into a system-wide closest station response and seamless response concept with the Cary Fire Department and the Apex Fire Department, known as “CAM.” The department plans to continue to monitor and evaluate call processing processes and turnout performance as well as implement technological or guideline-based procedural changes to improve consistency with call processing and unit en route time measurement.

#### First-In and Effective Response Force Performance

The department plans to continue to analyze response data to determine areas that do not meet current response guidelines. Response data, post-move to the Cary Communication Center, and the department's new seamless response mindset will show where system performance has improved or where areas of concern need to be addressed. The department also moved to align data analysis with CAM partners and the capabilities of the Cary Communication Center by developing new management zones (GPZs). This will allow the department to develop data more granular and analyze response metrics both on a macro and micro level. The department is moving ahead with the relocation of Station 3. This fire station, which has been co-located with the Cary Fire Department since 2007, will better align with the increasing demand inside the Morrisville corporate limits, move the station closer to the large target hazards inside the contractual areas in Research Triangle Park, and contribute to the concentration of resources. The department has purchased property for the new station, and funds are allocated for the design of the fire station. The department will seek funds for the construction of the building in FY22.

### **Performance Monitoring Methodology**

#### Phase 4 – Communicate Expectations to the Organization

The MFRD executive team routinely emphasizes how performance is measured and the importance of accurate data. Accuracy is ensured via multiple layers of quality control and assurance. This information is then disseminated to the department to create a framework for discussion and improvement. When deficiencies are identified, staff are encouraged to provide suggestions or possible solutions. This information is used to evaluate current performance as well as predict future performance expectations. As the population and target hazards of Morrisville continue to grow and change, the department will continue to analyze and adjust the deployment model to meet the needs of the community.

Phase 5 – Validate Compliance

The MFRD continuously evaluates data and performance trends to ensure service delivery compliance. Performance is reviewed at multiple levels and at regular intervals. Individual unit response times are validated quarterly for accuracy and compliance. System performance is reviewed with the executive team, who represents the town manager on matters related to emergency response capabilities. Finally, GPZ and system performance data will be used to drive budget requests.

**Continuous Improvement Plan**

Phase 6 – Make Adjustments and Repeat Process

The MFRD works to ensure and maintain compliance with the standards that have been set by the organization and Town Council. All response data is compiled, evaluated, and reviewed in intervals that ensure expectations are being met. This includes looking at trends in performance failure, projecting future obstacles to success, and realizing and addressing challenges in accurate data collection and processing. In addition to historical performance evaluation, the department will extrapolate current data to forecast future performance. This data is compiled and displayed in an interactive and easy-to-understand format that allows for comparison and trend analysis, thus giving decision-makers an efficient way to predict future performance.

## J. Performance Maintenance and Improvement Plans

### Compliance Team / Responsibility

Responsibility for assembly and analysis of performance data is performed by the accreditation data team currently consisting of:

- The fire chief
- The accreditation manager (currently the assistant chief)
- The data manager (currently a captain)
- The GIS analyst (currently a captain)

### Performance Evaluation, Compliance Strategy, and Compliance Verification Reporting

Over the years 2008-2020, the MFRD has fully embraced the accreditation model of decision-making based on the evaluation of performance data. As a result, all but the very newest personnel have become accustomed to the terminology such as call handling, turnout times, and effective response force (ERF).

The following performance measures are analyzed quarterly at the 90<sup>th</sup> percentile for emergency responses:

- Overall alarm handling
- Turnout time by company
- Overall first arriving travel time (rural and urban districts)

Additionally, quarterly analysis is also performed of:

- Progression on accomplishing short, mid, and long-range goals
- Incident volume
- Incident aid given vs. received
- Simultaneous incident volume
- Property saved/loss to fire
- Fire fatalities
- Near miss reports
- Accidents involving department vehicles
- Department budget execution
- Fire inspection/reinspection completion
- Public education instances
- Customer service survey feedback
- Training hours completed
- Pre-fire plans completed

At the close of each calendar year, the above metrics are re-compiled for the preceding year along with:

- ERF statistics
- Progress towards meeting strategic and specific recommendations from the most recent peer assessment

As a small department with a relatively low call volume (2,268 in 2016, 2,815 in 2020), the struggle is often in having enough performance data points to make data-based decisions. Often when data is

filtered to incidents of just one specific year, response discipline, and severity level, the statistical significance of the remaining data pool is of questionable use for making high-level strategic decisions. This issue is further exacerbated when data is even further broken down geographically. To combat this issue, the department often uses aggregate data of call handling, turnout, and first arriving unit travel time/total response time as the key decision-making statistics. Since the same six primary units respond to incidents of all natures, this analysis strategy often provides the most insightful and statistically significant representation of performance.

There is a constant focus on not just compiling the data but understanding what it means. As a small department, operational changes are able to be implemented quickly, and the impacts of those changes can often be analyzed in short order. Conversely, changes to performance metrics can typically be identified quickly, and the root cause for the change can be determined and corrected.

- If you don't measure the results of your plan, you can't tell success from failure.
- If you can't see success, you can't reward it.
- If you can't reward success, you're probably rewarding failure.
- If you can't see success, you can't learn from it.
- If you can't recognize failure, you can't correct it.
- If you can demonstrate results, you can win public support.

David Osborn and Ted Gaebler  
Reinventing Government

### Compliance Verification Reporting

Response metrics are compiled and reviewed on a quarterly basis in preparation for the Quarterly Review and Analysis meeting held by the fire chief or assistant chief on each of the three shifts, ensuring all department personnel stay informed and aware. A gap report is prepared and shared with town administration and elected officials annually as a summary of the previous year's performance and an identification of any deficiencies.

The data tables for the CRA-SOC are updated annually when the statistics are compiled for the annual compliance report.

Fire chiefs need to stop telling city managers what resources they need to do the job, and start telling them what job they can do with the resources they have.

Chief Alan V. Brunacini

### Continuous Improvement Strategy

The department takes great pride in its spirit of continuous improvement with the end goal of maximizing customer service and incident outcomes. This is the underlying logic on which every major strategic and operational decision is based. In this case, between 2016 and 2020, a number of major undertakings have been executed in the spirit of continuous improvement.

#### *TAP Team Facilitation of Strategic Plan and CRA/SOC Rewriting*

In preparation for the 2021 accreditation cycle, the department contracted with the Center for Public Safety Excellence Technical Advisor Program for assistance with rewriting both the Strategic Plan and Community Risk Assessment-Standards of Cover. Both documents had only seen only minor revisions and data updates since their original inception prior to the department's initial 2011 accreditation cycle. The department places great value on the importance of having an objective third party guide the process of forging the documents that will determine the path forward and assure that the standards of a progressive, modern fire agency are being met.

CAM

As of May 7, 2019, the department switched from Raleigh Wake 911 to the Town of Cary 911 as the primary public safety answering point (PSAP). The Cary Fire Department is both the primary resource for receiving mutual aid and the most common recipient of aid given from the MFRD. This transition was accompanied by an agreement between the three fire agencies (Cary, Apex, and Morrisville, hence the acronym “CAM”) to essentially operate as a single, seamless district by utilizing closest unit dispatching through automatic vehicle location (AVL) regardless of political or district boundaries. Since many of the 911 calls originating within the department’s jurisdiction went through Cary’s PSAP prior to the switch, the change resulted in a decrease in alarm handling times and total response times by eliminating the need to transition the call from one PSAP to the other prior to dispatch. This change is anticipated to also result in a reduction of travel time and total response time both for the first arriving unit and the ERF. As the three agencies have sought to increase interoperability, joint training and consolidation of operational policies have increased at a steady pace. The administrations of all three agencies chose to undertake this laborious realignment with the end goals of increased efficiency and improved incident outcomes.

#### *Fire Protection Study*

In 2016, Brooks Innovative Consulting was selected to perform what was titled a “Fire Protection Study.” The scope of the study included an analysis of future fire station placement and staffing needs along with recommendations for maximizing credit towards improving the department’s insurance rating. Completed in 2017, the study helped justify major, long-term strategic changes needed to maintain and improve levels of service.

#### *ESO Records Management System*

As of April 1, 2020, the department changed records management systems to *ESO*, consolidating two other systems used previously. One of the main drivers of this decision was to increase the plausibility of obtaining patient outcome data. The Wake County EMS system uses *ESO* for patient care reporting. The MFRD is the first non-transport/first responder department in Wake County to align records management systems with the EMS system. The change also made the department *NEMESIS* compliant, which is not currently required by the state, but that requirement is anticipated to be implemented at some point in the future.

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# Town Council Agenda Item Report

Agenda Item No. 10.d

Submitted by: Kimberly Conley

Submitting Department Public Works

Meeting Date: February 10, 2026

## **SUBJECT**

Sustainability Program FY2025 Update

Kimberly Conley, Sustainability Coordinator

## **Recommendation:**

Receive update.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

This update will provide information on the status of the 5 Master Sustainability Plan goals that sunset in FY2026. The 5 goals represent the following focus areas of Energy/Water (2), Waste/Recycling, Transportation, and Greenhouse Gas Emissions. The update will include FY2025 actions and a briefing on FY2026 actions currently underway. It also includes FY2027-28 revised actions, and a funding summary outlining grants and rebates both received and expected. The Program would like to gain insight from Council on priorities for the next iteration of the Master Sustainability Plan with the intention of integrating research and analysis to help inform the process.

## **Advisory Board/Committee Review:**

Environment and Stormwater Committee

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Receive update.

## **Staff Recommendation:**

None

## ATTACHMENTS

- [2026-53-0 PRES Sustainability Program FY2025 Update.pdf](#)
- [2026-53-0 ATTH01 Sustainability Investments Report.pdf](#)
- [2026-53-0 ATTH02 FY24 Admin Report \(REV. Timeline\).pdf](#)
- [2026-53-0 ATTH03 Goals Strategies Actions.pdf](#)



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# **Sustainability Program**

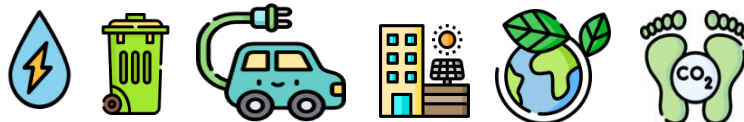
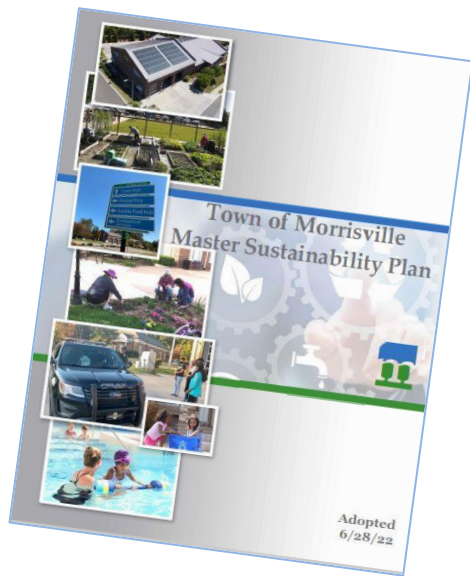
## **FY2025 Update**

### **February 10, 2026**

**Kimberly Conley, Sustainability Coordinator**

# Master Sustainability Plan

Initiative	Plan Duration	Development	Approval
Master Sustainability Plan	FY2023-2028	Guides overall program and implementation. Stakeholder engagement was incorporated, as well as data analysis, and an assessment of previous sustainability projects prior to the formalization of the program. Created a baseline and subsequent goals.	Adopted by Town Council - 6/2022



# Sustainability Task Force (STF)

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- Most Town departments are represented on the STF.
- STF meets quarterly with sub-groups meeting regularly based on actions outlined for specific fiscal years.
- Updates on STF accomplishments posted to News & Notes and Department Head meetings (beg. 2026)

Energy/Water

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# Energy/Water Goals



## Goal 1: Reduce electricity consumption -5% by 2026

- Energy efficiency/conservation
- Building Automation Systems
- Solar



-11% Reduction

## Goal 2: Solar generation of 200 kW by 2026

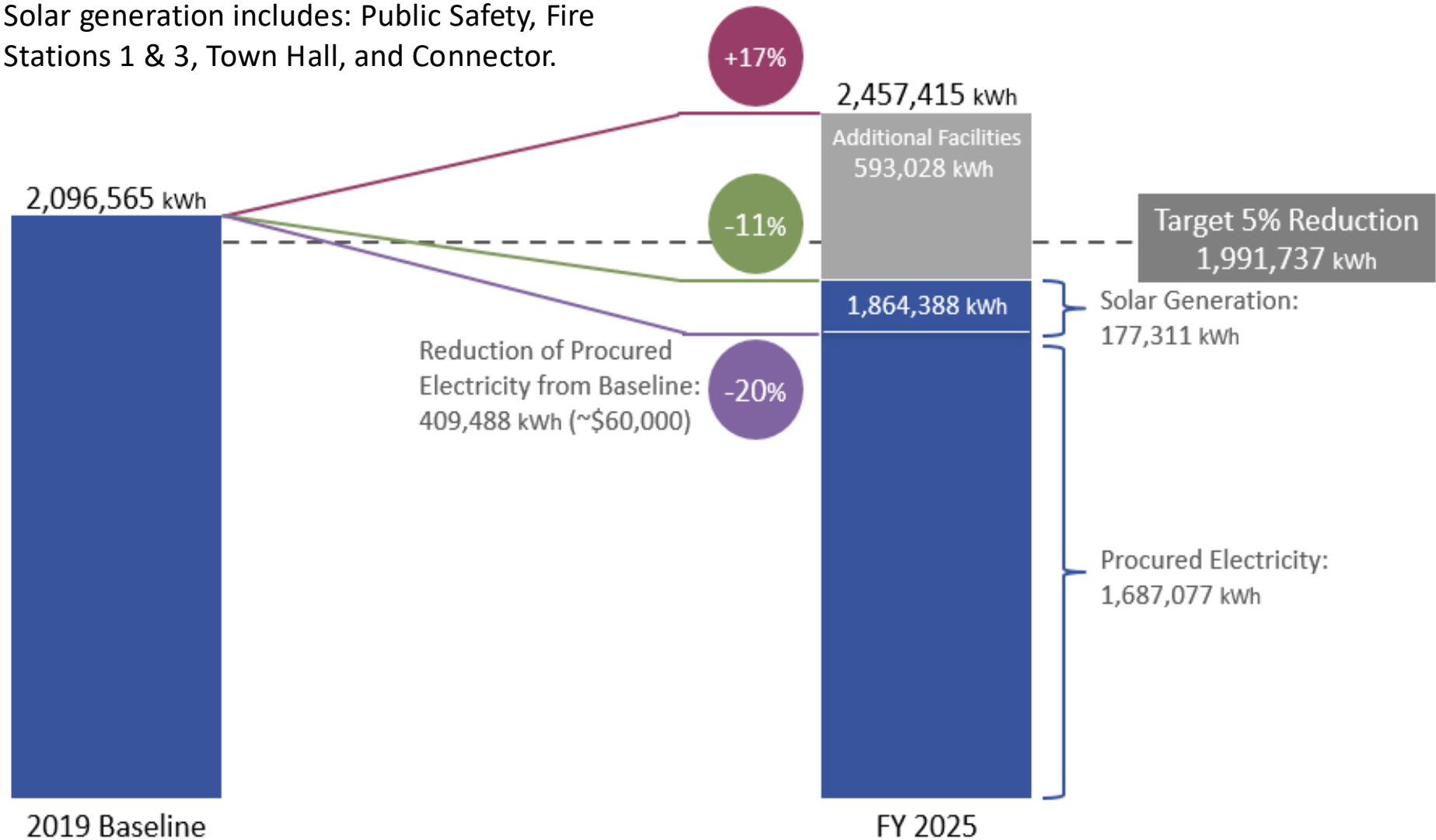
- Rooftop arrays: Public Safety, Town Hall, Fire Station #1,#3, Connector



267kW

# Change in Total Electricity Usage, kWh

Solar generation includes: Public Safety, Fire Stations 1 & 3, Town Hall, and Connector.



# MAFC Energy & Water Conservation Campaign

A blue decal with a white shower head icon on the left. The text reads "TAKE SHORTER SHOWERS Water is precious. Save it." Below the main text, it says "Shorten your shower one minute and save 550 gallons per year!". On the right side, there is a circular logo with a green leaf and a building icon, with the text "MAFC Energy & Water Conservation" around it.

**TAKE SHORTER SHOWERS**  
Water is precious. Save it.

*Shorten your shower one minute and save 550 gallons per year!*

Sample of decals posted at MAFC. For representation only.

A graphic featuring a green tree with several leaves on the left, and several green leaves scattered to the right. The leaves contain text in Hindi and English. The background is light blue with cloud-like shapes.

*Thank you for helping us  
**TO LEAVE NO WASTE,  
LEAVE NO TRACE,**  
and collectively care  
for this shared space.*

कोई  
नशान  
न छोड़े

No Dejar  
Rastro

Leave  
No Trace

# Waste/Recycling

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# Waste/Recycling Goals



## Goal 3: Increase efficiency of waste/recycling of Town operations

210 pounds  
textiles collected

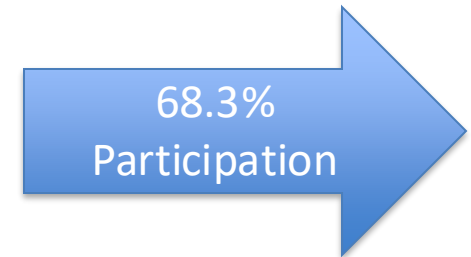
- Education/training conducted with staff.
- Recycling signage posted in all facilities.
- Textile Recycling available at PW for uniforms.



# Waste/Recycling Goals cont.

## Goal 4: Increase Community Recycling Rate

- Baseline of participation: 57.7%
- 18% increase
- National average: 43%



## Goal 5: Food waste program accessibility

- FY24: 3 Town-sponsored community carts and carts for each Fire Station
- Fats, Oils, & Grease Collected: 570 gallons



# Transportation

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# Transportation Goals



## Goal 6: Reduce gasoline consumption -20% by 2026



- Vehicle count in 2019: 126 vs 2026: 134.
- Increase in call volume +1,200 in FY23-24 as compared to baseline (Fire).
- Events have increased from 20 in FY21 to 62 in FY25, which is a 210% increase. (Idling)
- Lack of available hybrid vehicles for replacements and the success in filling new and vacant positions has increased the overall consumption of gasoline.

# Built Environment

# Built Environment Goals



## Goal 7: Incorporate green standards in Town projects

Tracking!

- Piloting LEED Silver (adjacent) for PW Facility & Senior Center
- Fire Station #3 Example:
  - Optimized Mechanical Systems (Willdan)
  - Building Automation System (monitoring)
  - Rooftop Solar
  - EV Charging
  - Award-winning Apiaries!



# Built Environment Goals cont.

## Goal 8: Build a sense of community

- Housing Rehabilitation Program for low-to-moderate income residents is currently being assessed for viability by the Task Force. This includes peer analysis and understanding of current resources available.
- Engineering has multiple projects that incorporate pedestrian/cycling-friendly aspects, such as Aviation Pkwy Pedestrian Access and Carolina Street.

Tracking!



# Natural Environment

# Natural Environment Goals



## Goal 9: Maintain and nurture the Town's tree canopy

- Canopy Implementation Plan is currently underway!

Develop a 5-year plan to establish goals, strategies, and actions to achieve canopy growth by targeting areas where expansion will have the greatest community impact.



Tracking!



# Natural Environment Goals cont.

## Goal 10: Native plant inclusion for Town projects

Complete!

- FY24 established 70% minimum for native plant materials in Town projects. This resides in the PW Standards document, which is shared with all design/build firms for guidance.
- Duke Energy Foundation Grant=3 more native gardens this year!



# Greenhouse Gas Emissions Goals



## Goal 11: Reduce carbon emissions -5% by 2026

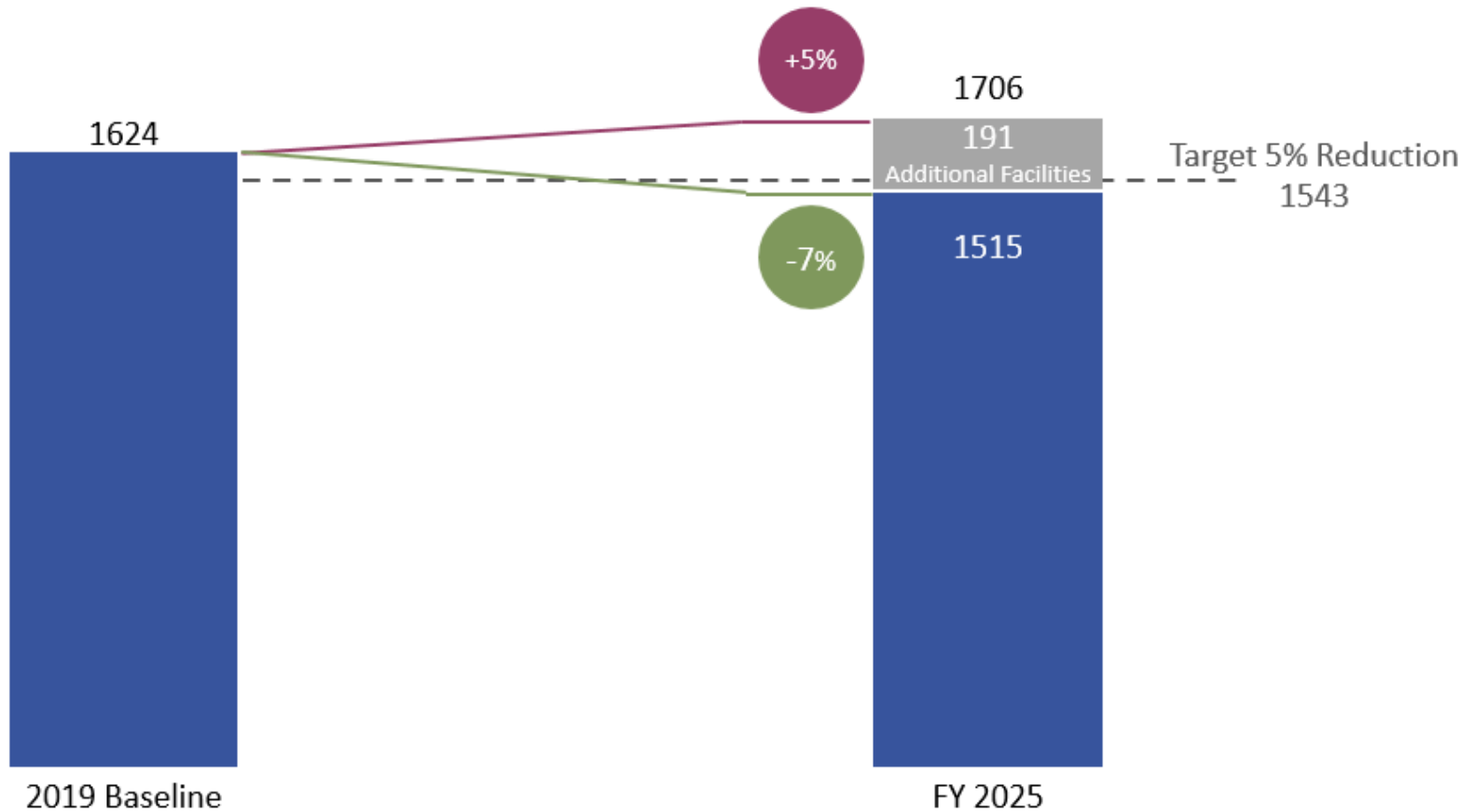


-7%

- Gains in solar as well as efficiency/conservation have resulted in 109 metric tons of CO<sub>2</sub>e (carbon dioxide equivalent) as of FY25.

Emissions Source	MT CO <sub>2</sub> e (% of Total)
Electricity	711 (44%)
Natural Gas	343 (21%)
Gasoline	489 (30%)
Diesel	81 (5%)
<b>Total</b>	<b>1,624 (100%)</b>

# Change in Total GHG (MT CO<sub>2</sub>e)



Additional Facilities includes Fire Station 3, Fire Admin, EV Charger, new streetlights

# MSP Goals and Status

Objective	2019 Baseline	2026 Goal	FY2025	FY2025 vs. Baseline %
Reduce electricity -5% by 2026	2,096,565	1,991,737	1,864,662	<b>-11%</b>
Solar generation 200kW by 2026	0	200	267	<b>134%</b>
Reduce gasoline consumption -20% by 2026	54,805	43,884	71,352	<b>30%</b>
Reduce GHG emissions -5% by 2026	1,624	1,543	1,515	<b>-7%</b>
Recycling Participation 70%	57.7%	70%	68.29%	<b>68.32%</b>








FY25 data is included.

Strategic Planning Dashboard:

21 <https://opendata.morrisvillenc.gov/pages/spdashboard/>






# MSP Actions Update

# FY25 Actions/Status

FY25 Actions / Status	Detail
 <b>Implement Solar (G2 S1.A2)</b>	Two solar projects were installed, including Town Hall (59kW), and Connector (16kW).
 <b>Promote Food Waste Program and Implement Pilot Project (G5)</b>	The Town installed 3 community food waste carts open to resident use at 3 parks, including Northwest Park, Morrisville Community Park, and Church Street Park. As of December 2025, the carts are serviced twice per week, rather than once, which indicates adoption.
 <b>Apply for Tree City Designation (G9 S1.A3)</b>	The Town's Code of Ordinances (Ch.66) had to be revised and approved prior to application submission. Application was submitted Dec. 2025.
 <b>Canopy Implementation Plan (G9)</b>	White House Administration federal funding freeze delayed this project significantly.
 <b>Identify RECs Purchase (G11 S2.A1)</b>	Renewable Energy Certificates are purchased as a solution to ensure GHG goals are met annually. RECs were not needed based on solar inclusion.
 <b>Research, Propose and Implement Green (buildings) Standards for Town Projects (G7 S1.A1-3)</b>	Two projects were selected as pilots in order to determine viability of LEED Silver status (w/o certification).
 <b>Evaluate opportunities for developer incentives to increase and / or save tree canopy (G9 S2.A1)</b>	This item was put on hold to a) give the newly adopted Tree Preservation requirements passed in 2023, time to have an impact, and b) investigate the opportunity to partner with Planning on a larger, more comprehensive incentives discussion within a future effort.

The following key can be used to identify project status:

# FY26 Actions/Status






FY26 Actions / Status	Detail
 <b>Implement Solar (G2 S1.A2)</b>	The remaining Congressionally Directed Spending solar projects are currently being re-bid to include domestic panels. The contractor is expected to be selected by March.
 <b>Assess future solar (G2 S1.A2)</b>	With the completion of rooftop arrays at the MAFC and the Chamber of Commerce buildings, all major buildings that the town owns will include solar energy. The opportunity to include solar in Capital Projects is a natural progression of this effort.
 <b>Implement / Evaluate Food Waste Pilot Project (G5)</b>	Evaluate existing food waste pilot and identify opportunities to expand the effort for Town operations as well as community resources.
 <b>Investigate, Propose, and Approve Partnership Opportunities for Housing Rehab. for LMI (G8 S2.A2)</b>	Peer municipalities such as Cary and Carrboro offer homeowners access to funding that may support energy efficiency and/or improvements that aid in aging-in-place which in turn supports affordable housing efforts.
 <b>Identify Partners and Apply for Multi-Family Waste/Recycling Funding Opps. (G4)</b>	Review opportunities through both the State and the County that support multi-family recycling.

Completed ✓

In Progress →

On Hold ▲

# FY26 continued

 <p><b>Evaluate and Implement Surplus Policies (G3)</b></p>	<p>Language promoting re-use/repurpose as part of the Sustainable Purchasing Guidelines completed in FY24. Includes textile recycling collections available to all staff for uniforms and Town-imprinted clothes.</p>
 <p><b>Implement Tree Management Plan</b></p> <ul style="list-style-type: none"> <li> <b>Integrate incentives for Tree Canopy Save into UDO (G9)</b></li> </ul>	<p>The NC Forest Service grant in support of developing a Canopy Implementation Plan is currently underway. This 5-year plan will include a priority planting analysis and growth modeling for public land. It will also assess a community tree giveaway program.</p> <p>This item was put on hold to a) give the newly adopted Tree Preservation requirements passed in 2023, time to have an impact, and b) investigate the opportunity to partner with Planning on a larger, more comprehensive incentives discussion within a future effort.</p>
 <p><b>Identify RECs for Potential Purchase (G11 S2.A1)</b></p>	<p>Renewable Energy Certificates are purchased as a solution to ensure GHG goals are met annually. RECs were not needed based on solar inclusion.</p>
 <p><b>Implementation of EV Infrastructure (G6 S1.A4) Recurring</b></p>	<p>Clean Fuel Advanced Technology (CFAT) grant (awaiting Federal Highways Administration approval) to fund EV chargers at Church Street Southern Lot.</p>

Completed ✓

In Progress ➡

On Hold ▲



**TREE CITY USA®**  
An Arbor Day Foundation Program

# FY27-28 Actions (Revised Jan. 2025)

2027	FY 2027	2028	FY 2028
<ul style="list-style-type: none"> <li>• Energy audits (G1 S1.A1)</li> <li>• Develop recommended incentives to developers to increase and /or save tree canopy (G9 S2.A1)</li> <li>• Explore internal policies and incentives for increased efficiencies (G6 S1.A5)</li> <li>• Research green (building) standards for policies, adopt green standard for Town projects (G7 S1.A1-3)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> <li>• Implement surplus policy (G3 S1.A3-4)</li> </ul>	<p>Assess MSP Goals and Report Results to Council / Community</p> <p>↑ Create New Goals (if appropriate)</p> <p>Implement Solar (G2 S1.A2)</p> <p>Create Communication Strategy for Housing Rehabilitation for LMI (G8 S2.A2)</p> <p>Assess Internal Policies for Increased Efficiencies (G6 S1.A5)</p> <p>Review PW Standards &amp; Recommendations Document for Applicability and Impact (G7)</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p>Conduct Tree Inventory (G9)</p>	<ul style="list-style-type: none"> <li>• Mechanical improvements (G1 S1.A3)</li> <li>• Draft recommendations for policies, adopt green standard for Town projects (G7 S1.A1-3)</li> <li>• Propose partnership opportunities for housing rehab. program for LMI (G8 S2.A2)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> </ul>	<p><i>Mechanical Improvements</i> (G1 S1.A3)</p> <p>Implement Solar (G2 S1.A2)</p> <p>Assess Food Waste Pilot Results and Recommend Phase II (G5)</p> <p>Integrate Tree Inventory into Management Plan and/or community tree giveaway (G9)</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p>Implementation of EV Infrastructure (G6 S1.A4) (Recurring)</p>

Timeline key:  
 Solid color blocks represent original timeline tasks developed within the approved MSP. The column to the right is the revised timeline.  
 Green text: Action that was not identified in the initial Timeline document.

# Funding Summary

Status / Timeline	Grant	Description	Amount
FY23	Congressionally Directed Spending (Rep. Ross)	Solar on Town Facilities	\$250,000
Expected FY26	CFAT Grant	EVSE and EV	~\$50,000
	Duke Energy Foundation	Bio-Diversity & Native Plants Parks	\$10,000
<b>Grants</b>			<b>\$310,000</b>

Status / Timeline	Rebate	Description	Amount
Received FY25	Duke Energy Non-Profit	TH (Solar)	\$37,500
Received FY25	Federal Elective Pay	FS #3 (Solar)	\$48,000
		PSMS (Solar)	\$50,000
Expected FY26	Federal Elective Pay	Town Hall (Solar)	\$39,600
		Connector (Solar)	\$11,400
<b>Rebates/Refunds</b>			<b>\$186,500</b>

# Sustainability Intern – Miranda Zwack

## Key Projects:

- Student Art Poster Contest
  - Development of a Standard Operating Procedure
  - Library display, prizes, communication with parents
- Canopy Implementation Plan & Planting (July 2025-Sept. 2026)
  - Help manage Project Team, coordinate meetings, reporting & deliverables
  - Arbor Day Celebration April 4<sup>th</sup> 10a-1p



# Next Gen MSP

- FY2026 – 5 of 11 Goals sunset
  - Report progress to Community
- FY2027 – Submit Request for Qualifications Subject Matter Experts/Consultants in Climate and Sustainability
  - Select Consultant
- FY2028 – Conduct Stakeholder Engagement beginning with Council priorities
  - Draft /Finalize Initial Scope
  - Develop Next Gen MSP





## Sustainability Investments Summary

April 22, 2025

### Introduction

Based on the Town Council’s request, please find a ‘Sustainability Investments Summary’ which aims to quantify the investments versus the financial savings realized as a result of the implementation of sustainability initiatives from fiscal year 2021 to present.

To date the overall savings-to-investment ratio or SIR for the Sustainability program is \$1.14. This translates to every \$1.00 invested; the Town realizes a return of \$1.14. Based on the investments made by the Town to date, the anticipated cumulative energy savings over the anticipated 25-year life of the projects is over \$730,000 (in 2020 dollars).

Projects with the potential to provide a direct payback were highlighted in the tables below based on fiscal year. However, all other program costs including studies, outreach, education & awareness, and events such as Green Day and Earth Day, have been factored into the calculations. Greenhouse gas emissions (GHG) reductions based on project type and kilowatt hours have also been included per the U.S. Environmental Protection Agency Greenhouse Gas Emissions Equivalencies Calculator.

### Background

The Town’s first formalized Sustainability program has been active for almost 4 ½ years. In that time, the result from projects including energy efficiency and conservation, solar, EV infrastructure, food waste diversion, and others, have reduced greenhouse gas emissions by an average of **96 metric tons annually**.

The Master Sustainability Plan includes a timeline (which was updated January 23, 2025, and included in this packet) beginning in FY23 through FY28. It is important to note that this report quantifies investments starting in FY21, even though the official MSP had yet to be finalized. The Town’s first solar array was constructed in FY21 at Fire Station #1. The Town was able to fast-track solar projects with the intent of leveraging the Duke Energy non-profit rebate program which resulted in a total of almost \$175,000 in rebates.

### Fiscal Year Detail

For each fiscal year, please find details on rebates, incentives, or grants that were awarded. Those funds have been accounted for in the paybacks of the projects. ‘Other projects’ which include expenses not necessarily tied to payback or a GHG reduction are included in the totals. All totals are ‘to date.’

#### FY21

Project	Project Cost	Rebates/ Incentives	Net Project Cost	GHG Reduction (lbs)	Payback (yrs)	Savings (\$)	Annual kWh savings	% Cost Offset for Bldg
FS#1 Solar	\$62,992	\$24,975	\$38,017	29,000	7.56	\$5,029	44,118	44.6%
Other Projects	\$10,900	-	\$10,900	-	-	-	-	-
<b>Totals</b>	<b>\$73,892</b>	<b>\$24,975</b>	<b>\$48,917</b>	<b>29,000</b>	<b>-</b>	<b>\$5,029</b>	<b>44,118</b>	<b>-</b>

*Duke Energy Non-Profit Rebate (Fire Station #1): \$24,975 (Received)*

**FY22**

Project	Project Cost	Rebates/ Incentives	Net Project Cost	GHG Reduction (lbs)	Payback (yrs)	Savings (\$)	Annual kWh savings	% Cost Offset for Bldg
PSMS Pilot & Backbone BAS	\$55,400	-	\$55,400	15,300	23.8	\$2,328	23,281	8.8%
Other Projects	\$32,852	\$10,000	\$22,852	-	-	-	-	-
<b>Totals</b>	<b>\$88,252</b>	<b>\$10,000</b>	<b>\$78,252</b>	<b>15,300</b>	<b>-</b>	<b>\$2,328</b>	<b>23,281</b>	<b>-</b>

*NC Department of Environmental Quality – Community Waste Reduction and Recycling Grant: \$10,000 (Received)*

**FY23**

Project	Project Cost	Rebates/ Incentives	Net Project Cost	GHG Reduction (lbs)	Payback (yrs)	Savings (\$)	Annual kWh savings	% Cost Offset for Bldg
Energy Audits	\$40,000	\$20,000	\$20,000	43,200	5.00	\$4,000	37,352 kWh/ 1,599 therms	2.4%
Solar (PSMS)	\$164,500	\$110,000	\$54,895	58,100	6.21	\$8,846	88,380	26.4%
EVSE Infrastructure	\$50,400	\$25,000	\$25,400	50,400	-	-	-	-
BAS-MAFC	\$85,622	-	\$85,622	6,600	85.62	\$1,000	10,000	2.2%
BAS-Connector/HCC	\$48,588	-	\$48,588	13,100	24.29	\$2,000	19,939	27.8%
Other Projects	\$31,200	-	\$31,200	-	-	-	-	-
<b>Totals</b>	<b>\$420,310</b>	<b>\$155,000</b>	<b>\$265,310</b>	<b>171,400</b>	<b>-</b>	<b>\$15,846</b>	<b>155,671</b>	<b>-</b>

*Congressionally Directed Spending program funds (CW Ross) - \$250,000 with a \$250,000 match from Town funds. Note, these funds have not been included in the overall 'Investments' calculations since no projects have come to fruition as of the completion of this report.*

*Duke Energy –*

- *Audit: \$20,000 (Received)*
- *Non-Profit Rebate (PSMS): \$60,000 (Received)*

*NC DEQ VW Settlement Funding (TH, MCP Chargers): \$25,000 (Received)*  
*Pending Federal Elective Pay Incentive (PSMS): \$50,000*

**FY24**

Project	Project Cost	Rebates/ Incentives	Net Project Cost	GHG Reduction (lbs)	Payback (yrs)	Savings (\$)	Annual kWh savings	% Cost Offset for Bldg
Solar Project (FS#3)	\$162,815	\$100,105	\$62,710	75,100	4.22	\$14,859	114,297	46.9%
Increased Energy Eff (FS#3)	\$24,800	\$13,599	\$11,201	69,500	1.10	\$10,177	105,867 kWh/1,035 Therms	34.7%
Other Projects	\$70,000	-	\$70,000	-	-	-	-	-
<b>Totals</b>	<b>\$257,615</b>	<b>\$113,704</b>	<b>\$143,911</b>	<b>144,600</b>	<b>-</b>	<b>\$25,036</b>	<b>-</b>	<b>-</b>

*\*Solar on FS#3, as well as 'increased energy efficiency' were Capital Investment Project expenses and did NOT come out of the Sustainability line directly. Since they are investments made with Town dollars, they were included in this summary.*

Duke Energy –

- *FS#3 Energy Design Assistance Rebate: \$13,599 (Received)*
- *Non-Profit Solar Rebate (FS#3): \$51,900 (Received)*

*Pending Federal Elective Pay (FS#3): \$48,205*

**FY25**

Project	Project Cost	Rebates/ Incentives	Net Project Cost	GHG Reduction (lbs)	Payback (yrs)	Savings (\$)	Annual kWh savings	% Cost Offset for Bldg
Solar project (TH)	\$132,000	\$76,500	\$55,500	38,400	11.58	\$4,794	67,752	19.3%
Food Waste Pilot & Education	\$30,000	-	\$30,000	11,651	-	-	-	-
Other Projects	\$19,000	-	\$19,000	-	-	-	-	-
<b>Totals</b>	<b>\$181,000</b>	<b>\$76,500</b>	<b>\$104,500</b>	<b>50,051</b>		<b>\$4,794</b>	<b>67,752</b>	

*Duke Energy Non-Profit Rebate (Town Hall): \$37,500 (Received)*

*Pending Federal Elective Pay (TH): \$39,000*

## Overall Investment Summary

The following table summarizes the fully encumbered salary for the Sustainability Coordinator, net project costs for all sustainability initiatives, the associated GHG reductions, and the cumulative dollar savings. To better understand the financial gains, a savings-to-investment ratio, as well as an extrapolation of savings over the 25-year life of the projects.

Fiscal Year	Fully Encumbered Salary	Net Project Cost	GHG Reduction (lbs/yr)	GHG Reduction (metric tons/yr)	Cumulative Savings (\$)
FY21	\$113,700	\$48,917	29,000	13.2	\$5,029
FY22	\$116,500	\$78,252	15,300	6.9	\$10,058
FY23	\$123,500	\$265,705	171,400	77.8	\$30,933
FY24	\$130,800	\$143,511	144,600	65.6	\$76,844
FY25	\$145,000	\$104,500	50,051	22.7	\$127,549
<b>Cumulative Totals FY21 to FY 25</b>	<b>\$629,500</b>	<b>\$640,885</b>	<b>1,059,651</b>	<b>480.8</b>	<b>\$127,549</b>
	<b>\$1,270,385</b>				

The savings-to-investment ratio compares the present value of savings to the present value of investment costs, indicating the economic viability of an investment. For every dollar that the Town invests in sustainability (not including salary), \$1.14 is gained. Based on the investments made by the Town to-date, the anticipated cumulative energy savings over the anticipated 25-year life of the projects is over \$730,000 (in 2020 dollars).

The Savings-to-Investment Ratio (SIR, \$1.14) is a calculation based on the total life of the project (i.e., beyond the FY21 through 25 in the table), including anticipated expenses (e.g. replacing an inverter for the solar array, or long-term disposal costs), and an interest/inflation component (3%).

## Conclusion

The Town has reduced greenhouse gas emissions by a total of 480 metric tons from FY21-FY25, which is the equivalent of not burning over 530,000 pounds of coal or powering 100 homes' electricity use for one year.

The goals established in the MSP specific to greenhouse gas emissions reductions are tracking at 3.7% of the 5% goal based on FY24 actuals. The investments made in sustainability initiatives are paving the way for significant reductions in Town-generated greenhouse gas emissions.

This report would not be complete if it did not reference the social cost of carbon (SCC), which is a monetary value of the long-term damage done by emitting one additional ton of carbon into the

atmosphere. The SCC provides a quantitative measure of the economic impacts of climate change, including environmental, health, and economic costs. The federal government uses a conservative SCC of \$51 per metric ton of carbon. Based on the Town's reductions, that equates to a \$24,000 lifetime value.



## ADMINISTRATIVE REPORT

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**To:** Members of Town Council

**From:** Kimberly Conley, Sustainability Coordinator

**CC:** Jeffery Brown, Public Works Director  
John Letteney, Assistant Town Manager

**Subject:** Master Sustainability Plan Update

**Date:** September 24, 2024

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### Executive Summary

The Master Sustainability Plan (MSP), approved in June of 2022, has yielded two years of implementation efforts. This administrative report provides updates on the programmatic actions for FY2024 (Table 1), as well as a list of initiatives that occurred outside of the timeline that support and strengthen the Town's overall commitment to sustainability (Table 2). Table 3 includes a list of the rebates or tax incentives received in FY2024, as well as the expected incentives for FY2025. Table 4 includes a summary of fuel consumption as it relates to reduction goals in gasoline, electricity, diesel, and greenhouse gas emissions collectively. This report also includes a revised timeline through FY2028.

### Background

The Sustainability Program has been able to advance several actions due to the support of staff, including those associated with the Sustainability Task Force, as well as Public Works. When drafting the initial timeline, multi-step efforts were individually segmented into separate fiscal years to account for programmatic challenges. As a result, several actions were able to be combined and therefore advanced from future years such as:

- Energy Audits (six initial buildings with the most usage)
- Fleet Policy (evaluation, draft, approve)
- Native Plant goal (develop, approve, and implement)

Other actions such as 'Implement Solar' have been added to the timeline to leverage newly available tax incentives and / or Congressional Directed Spending Program funds received from Congresswoman Deborah Ross' office. The revised Timeline includes 14 new actions not formerly identified, and 15 actions advanced from a future year. The new actions were vetted by the Sustainability Task Force and the Morrisville Environment & Stormwater Committee and labeled as supplemental to existing actions/strategies that further support our goals. If there are costs



associated with these actions, they will be absorbed by the base budget for sustainability. Many of the actions were added to help assess initiatives already in progress to determine success and/or longevity of the effort.

The following key can be used to identify project status:

Completed ✓

In Progress ➡

Table 1.

FY24 Actions / Status	Detail
<b>Develop internal policy for single-use plastic reduction &amp; printing (G1 S1.A1)</b> ✓	This action was rolled into the Town’s recently approved ‘Sustainable Purchasing Guidelines’ effort. Staff is encouraged to seek alternatives to purchasing single-use plastic water bottle items, as well as Styrofoam when utilizing Town funds. Staff is asked to keep printing to a minimum and to print double-sided and in grayscale if possible.
<b>Sustainable Procurement Policy (G3 S1.A1)</b> ✓	Sustainable Purchasing Guidelines (SPG), as well as a Checklist have been developed and approved by Senior Leadership. The guidelines highlight environmental, social, and financial factors to review when determining more sustainable alternatives. Staff is encouraged to use the checklist, which provides examples of how to directly tie the goals in the Master Sustainability Plan to purchases.
<b>Implement Solar (G2 S1.A2)</b> ➡	Rooftop solar arrays have been designed and have received approval from Duke Energy for Town Hall and the MAFC. The Town is currently awaiting guidance from the U.S. Department of Energy regarding Buy America Build America requirements as part of the Congressionally Directed Spending Program.
<b>Research food waste program opportunities (G5 S1.A1, G5 S2.A1)</b> ✓	Food waste programs such as Compost Now offer a pick-up service for residents and commercial businesses in Morrisville. The Western Wake Farmers Market has included a food waste collection since the Spring of 2024. Seventy countertop pails have been given away as a part of that partnership with Wake County Solid Waste.
<b>Identify RECs Purchase (G11 S2.A1)</b> ✓	Renewable Energy Certificates (RECs) are purchased as a solution to ensuring GHG goals are met annually. RECs were not needed based on solar inclusion.



<b>Building Automation Systems (BAS) (Recurring)</b>	MAFC is the Town’s 5th facility to integrate BAS which provides monitoring and troubleshooting of mechanical systems to keep staff and visitors more comfortable, while reducing consumption when the building is not in use. Additional facilities with BAS implemented include Fire Station #3, Connector, Historic Christian Church, and PSMS.
<b>Implementation of EV infrastructure (G6 S1.A4) (Recurring)</b>	Four ChargePoint EV chargers (8 ports) were added to MCP and Town Hall as part of the VW Settlement Mitigation Funding from NC DEQ. Public Works will continue to explore funding opportunities to install additional charging stations in the identified locations from the EVSE and Fleet Electrification Plan completed in 2022, including the Town Center and Public Works . ToM chargers have reduced greenhouse gas emissions by more than 300,000 lbs.
<b>Research requirements to apply for Tree City (G9 S1.A1)</b>	In partnership with the NC Forest Service, staff learned that the Town does indeed meet the requirements of a *Tree City designation. The application will be submitted this Fall.
<b>Evaluate opportunities for developer incentives to increase and / or save tree canopy (G9 S2.A1)</b>	This item is in progress as we a) give the newly adopted Tree Preservation requirements passed in 2022, time to have an impact, and b) investigate the opportunity to partner with Planning on a larger, more comprehensive incentives discussion within a future effort. There is also an opportunity to incorporate this evaluation in the Canopy Implementation Plan.

- \* The Town is already meeting the requirements for Tree City by:
- Continuing plantings / maintenance on Town-owned property.
  - Updating the Tree Protection ordinance (2022).
  - Developing a scope for a Tree Canopy Implementation Plan.
  - Annually celebrating Arbor Day.

Public Works and Sustainability will continue to lead these efforts. Once a municipality receives designation, they become eligible for additional grant opportunities. There are no requirements for funding to keep the designation beyond continuing to spend the \$2/per capita. Signage will be required as part of the designation.

### Concurrent Projects

Concurrent projects are efforts that occur outside the timeline in support of goals outlined in the Master Sustainability Plan but aren’t specifically called out in the document.



**Concurrent Projects Outside of Timeline**

**Description**

Table 2.

<i>Mayors' Monarch Pledge</i>	<p>The Town has been a pledge within this program, facilitated by the National Wildlife Federation, since 2021. Action items committed for 2024 include:</p> <ul style="list-style-type: none"> <li>• A pollinator proclamation to raise awareness of the importance of monarch habitats, as well as other pollinators.</li> <li>• Engage with Town parks and recreation, public works, and others to revise and maintain milkweed and native nectar planting programs.</li> </ul>
<i>Water Bottle Filling station</i>	<p>The newly approved Sustainability Purchasing Guidelines deter staff from using Town funds to purchase single-use plastic water for Town-sponsored events. Staff has built a water bottle filling station for large scale events and attendees will be encouraged to bring a water container.</p>
<i>Recycle Right</i>	<p>The Town has pledged to 'Recycle Right®' alongside the National League of Cities and WM (formerly Waste Management) to demonstrate a continued commitment to enhancing recycling efforts and to pledge to act. This is primarily an education and outreach effort to be facilitated with Communications and Sustainability.</p>

**Incentives and Rebates**

As a result of the Inflation Reduction Act of 2022, non-profits like local governments are now able to claim tax incentives for the very first time in history. Over the next three years, the Town estimates these incentives to surpass \$200k. These incentives are available to all non-profits that register eligible projects with the U.S. Treasury and complete the applicable tax forms.

In addition, staff continues to identify and apply for grants that support the goals outlined in the Master Sustainability Plan. For example, staff has applied for NC Forest Service grant funds to support an implementation plan for increasing the Town's tree canopy by leveraging the Wake County Land Cover Analysis and Tree Canopy Assessment, as well as the subsequent ToM-specific study conducted as a follow-up. Depending upon the results of this plan, budget requests for FY2026 will be included to fund the recommendations.



Table 3.

Status / Timeline	Funding Agency	Description	Amount
Received FY24	NC Dept of Env. Quality	MCP, TH (EV Charging)	\$25,000
*Expected FY25 (approved)	Duke Energy Non-Profit	TH (Solar)	\$37,500
Pending FY25	Federal Elective Pay	FS #3 (Solar)	\$48,000
		PSMS (Solar)	\$50,000
FY25 Expected Rebates/Refunds			**\$135,500

\*Project must be completed by January 11, 2025, to receive this rebate. With the delay in the solar projects due to BABA requirements, this may not be attained.

\*\*Total does NOT include the \$25,000 rebate for the EV chargers obtained as a part of the Volkswagen Mitigation Settlement efforts.

All rebates or incentives are reappropriated back to the Sustainability program to support new programs. The Town has already completed the necessary paperwork to receive these incentives for Fire Station #3 and PSMS solar projects.

### Status of Energy and Greenhouse Gas Goals

In the table below please find the major goals as related to energy & water and greenhouse gas emissions within the Master Sustainability Plan and the Town's progress in reaching the 2026 goals.

There are several factors to point out in the following analysis including:

- New facilities such as Fire Station #3, MCP III, Fire Administration, and EV chargers (aside from PSMS) are NOT included in the comparison since they were not assessed as part of the 2019 baseline. New facilities would add approximately 15% in electricity consumption and about 90 metric tons of additional greenhouse gas emissions.
- The Town will exceed the 200kW goal of solar generation by the end of FY2025 with the addition of arrays on Town Hall and the Morrisville Aquatics & Fitness Center.



- Procured electricity (purchased from Duke Energy) is down 6.4% derived from on-site solar generation. This equates to about a \$3,000 cost savings for the year.
- For the Police Department specifically, the lack of available hybrid vehicles for replacements, increased call volumes, and the success in filling new and vacant positions, has increased the overall consumption of gasoline.
- EV charging increased almost 100,000 kWh from FY2023-2024.

Table 4.

Objective	2019 Baseline	2026 Goal	FY2024	FY2024 vs. Baseline %
<b>Reduce electricity consumption by 5% by 2026 (kWh)</b>	2,096,565	1,991,737	2,046,365	-2.4%
<b>Solar generation 200 kW by 2026</b>	0	200	131	65% (goal is 100%)
<b>Reduce gasoline consumption by 20% by 2026 (gallons)</b>	54,805	43,844	68,436	25%
<b>Reduce GHG emissions 5% by 2026 (metric tons)</b>	1,624	1,543	1,564	-3.7%

## Conclusion

The FY2024 reduction of greenhouse gas emissions as a -3.7% value over the baseline is an indicator of the Town fulfilling its mission to increase the efficiency and sustainability within facilities, fleet, programs, and policies. In addition, there has been a -2.4% reduction in electricity. The overall Sustainability program has reaped tremendous growth and advancement of MSP goals, strategies, and actions including changes to the overall timeline to include 29 actions that were either advanced from a future year, or newly developed within the MSP timeline itself.

## Next Steps

A more in-depth analysis of how to reduce gasoline consumption is currently underway. In addition, the program will consider the most appropriate way to account for new facilities within future goals. A commitment to building as 'green' and efficiently as possible at the start of a new project will continue to be a priority.

The program will assess the future need for a Community Climate Action Plan.



**Master Sustainability Plan: At-A-Glance Timeline for Implementation (Rev. 9/2024)**





2023	FY 2023 (actual)	2024	FY 2024 (actual)	2025	FY 2025
<ul style="list-style-type: none"> <li>• Energy audits (G1 S1.A1)</li> <li>• Sustainable procurement policy (G3 S1.A1)</li> <li>• Evaluate hybrid/EV, draft sustainable fleet policy (G6 S1 A1-4)</li> <li>• Collaborate with Wake County on tree canopy (G9 S1.A1-2)</li> <li>• Develop policy for native plant inclusion (G10 S1.A1)</li> <li>• Evaluate REC options for potential purchase (G11 S2A.1)</li> </ul>	<p><b>Energy Audit</b> (G1 S1.A1) Advanced from FY25, 27</p> <p><b>Sustainable Procurement Policy</b> (G3 S1.A1)</p> <p>Evaluate Hybrid/EV needs, <b>Draft and Approve Fleet Policy</b> (G6 S1.A1-4) Adv. from FY24</p> <p><b>Implement Solar</b> (G2 S1.A2) Adv. from FY24</p> <p>Develop, <b>Approve and Implement Native Plant Goal</b> for Town Projects (G10 S1.A1) Adv. from FY24, 25</p> <p>Wake County Land Cover Analysis and Tree Canopy Assessment (G9 S1.A1)</p> <p>Evaluate RECs Purchase (G11 S2.A1)</p> <p><b>Promote Recycling in Town Parks, Grounds, and Greenways through visible receptacles</b> (G4 S1.A2) Adv. from 2024</p>	<ul style="list-style-type: none"> <li>• Develop internal policy for single-use plastic red. &amp; printing (G3 S1.A2)</li> <li>• Promote recycling in Town parks, grounds, and greenways through visible receptacles (G4 S1.A.2)</li> <li>• Implement solar (G2 S1.A2)</li> <li>• Research food waste program opportunities (G5 S1.A1, G5 S2.A1)</li> <li>• Evaluate hybrid/EV, approve and implement policy (G6 S1 A1-4)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> <li>• Develop policy for native plant inclusion (G10 S1.A1)</li> <li>• Evaluate opportunities for developer incentives to increase and /or save tree canopy (G9 S2.A1)</li> </ul>	<p><b>Sustainable Purchasing Guidelines</b> (G3 S1.A1) FY23 holdover</p> <p>↑ Develop Internal Policy for single-use plastic and printing reduction (G3 S1A2)</p> <p>*Implement Solar (G2 S1.A2)</p> <p>Research Food Waste Program Opportunities (G5 S1.A1, S2.A1)</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p><b>Research Requirements to Apply for Tree City</b> (G9 S1.A1) Adv. from FY25</p> <p><b>Implementation of EV Infrastructure</b> (G6 S1.A4) (Recurring)</p> <p><b>Evaluate Opportunities for Developer Incentives to Increase and /or Save Tree Canopy</b> (G9 S2.A1)</p> <p>*Due to Buy America Build America requirements, projects are delayed.</p>	<ul style="list-style-type: none"> <li>• Energy audits (G1 S1.A1)</li> <li>• Promote food waste program opportunities (G5 S2.A1)</li> <li>• Develop implementation for EV infrastructure (G6 S1.A4)</li> <li>• Research requirements to apply for Tree City (G9 S1.A3)</li> <li>• Wake County tree canopy evaluation of results to develop implementation plan (G9 S1.A1-2)</li> <li>• Implement policy for native plant inclusion (G10 S1.A1)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> </ul>	<p><b>Implement Solar</b> (G2 S1.A2) Adv. from FY26</p> <p>Promote Food Waste Program Opportunities (G5 S1.A1, S2.A1)</p> <p><b>Develop/Implement Food Waste Pilot Project inc. education campaign</b> (G5)</p> <p><b>Apply for Tree City Designation</b> (G9 S1.A3) Adv. from FY26</p> <p><b>Canopy Implementation Plan per Wake County Land Cover &amp; Tree Canopy Assessment / ToM Reports</b> (G9)</p> <p>↑ Evaluate Opportunities for Developer Incentives to Increase and /or Save Tree Canopy (G9 S2.A1)</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p><b>Research, Propose and Implement Green (buildings) Standards for Town Projects</b> (G7 S1.A1-3) Adv. from FY27</p>
<p>Timeline: Color blocks represent original timeline tasks developed within the approved MSP. The following narrative for each year is either actual tasks undertaken or proposed for that particular fiscal year.</p> <p><b>Green:</b> Action that was not identified in the initial Timeline document.</p> <p><b>Purple:</b> Action that was advanced from a future year.</p> <p><b>Orange:</b> Action delayed.</p> <p>↑ Item was incorporated into above action.</p>					
<p>The following Actions are recurring for the duration of the plan:</p> <ul style="list-style-type: none"> <li>• BAS / ionization</li> <li>• Support opportunity to promote walk/bike-ability within Town plans / projects</li> <li>• Internal training</li> <li>• Support Affordable Housing efforts</li> </ul>					



2026	FY 2026	2027	FY 2027	2028	FY 2028
<ul style="list-style-type: none"> <li>• Mechanical improvements (G1 S1.A3)</li> <li>• Implement Solar (G2 S1.A2)</li> <li>• Promote food waste program opportunities (G5 S2.A1)</li> <li>• Investigate viability of partnership opportunities for housing rehab. program for LMI (G8 S2.A2)</li> <li>• Evaluate surplus policies (G3 S1.A3-4)</li> <li>• Apply for Tree City (G9 S1.A3)</li> <li>• Develop food waste comms strategy (G5 S1.A1, G5 S2.A1)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> </ul>	<p>Mechanical Improvements (G1 S1.A3)</p> <p>Implement Solar (G2 S1.A2)</p> <p>Assess Future Solar (G2 S1.A2)</p> <p>Implement / Evaluate Food Waste Pilot Project (G5)</p> <p>Investigate, Propose, and Approve Partnership Opportunities for Housing Rehabilitation for LMI (G8 S2.A2) Adv. from FY28</p> <p>Identify Multi-Family Waste/Recycling Support (G4)</p> <p>Evaluate and Implement Surplus Policies (G3 S1.A3-4) Adv. from FY27</p> <p>Implement Tree Management Plan</p> <p>↑ Integrate incentives for Tree Canopy Save into UDO (G9) Adv. from FY27</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p>Implementation of EV Infrastructure (G6 S1.A4) (Recurring)</p>	<ul style="list-style-type: none"> <li>• Energy audits (G1 S1.A1)</li> <li>• Develop recommended incentives to developers to increase and /or save tree canopy (G9 S2.A1)</li> <li>• Explore internal policies and incentives for increased efficiencies (G6 S1.A5)</li> <li>• Research green (building) standards for policies, adopt green standard for Town projects (G7 S1.A1-3)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> <li>• Implement surplus policy (G3 S1.A3-4)</li> </ul>	<p>Assess MSP Goals and Report Results to Council / Community</p> <p>↑ Create New Goals (if appropriate)</p> <p>Implement Solar (G2 S1.A2)</p> <p>Create Communication Strategy for Housing Rehabilitation for LMI (G8 S2.A2)</p> <p>Assess Internal Policies for Increased Efficiencies (G6 S1.A5)</p> <p>Review PW Standards &amp; Recommendations Document for Applicability and Impact (G7)</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p>Conduct Tree Inventory (G9)</p>	<ul style="list-style-type: none"> <li>• Mechanical improvements (G1 S1.A3)</li> <li>• Draft recommendations for policies, adopt green standard for Town projects (G7 S1.A1-3)</li> <li>• Propose partnership opportunities for housing rehab. program for LMI (G8 S2.A2)</li> <li>• Identify REC options for potential purchase (G11 S2A.1)</li> </ul>	<p>Mechanical Improvements (G1 S1.A3)</p> <p>Implement Solar (G2 S1.A2)</p> <p>Assess Food Waste Pilot Results and Recommend Phase II (G5)</p> <p>Integrate Tree Inventory into Management Plan and/or community tree giveaway (G9)</p> <p>Identify RECs for Potential Purchase (G11 S2.A1)</p> <p>Implementation of EV Infrastructure (G6 S1.A4) (Recurring)</p>
<p>Master Sustainability Plan: <a href="https://www.morrisvillenc.gov/home/showdocument?id=6649">https://www.morrisvillenc.gov/home/showdocument?id=6649</a> (timeline pages 63-64)</p>					





Energy & Water		Strategy	Actions
	<b>Goal 1</b> Reduce electricity consumption 5% by 2026	S1: Increase efficiency of Town bldgs. and processes	A1: Building energy audits A2: Continued BAS / ionization implementation A3: Improve efficiency of equipment (mechanical)
		S2: Increase conservation efforts for departments and staff	A1: Energy conservation training program A2: Identify opportunities for conservation
	<b>Goal 2</b> Solar generation of 200 kW by 2026	S1: Identify Town bldg. rooftops compatible	A1: Create a solar plan for implementation A2: Implement solar based on prioritization plan
Waste & Recycling			
	<b>Goal 3</b> Increase efficiency of waste/recycling of Town operations	S1: Reduce waste in Town operations	A1: Develop sustainable procurement policy A2: Develop internal policy for reduction in single-use-plastic and printing A3: Evaluate existing surplus policies to increase re-use of assets A4: Internal training
		S2: Increase recycling in Town operations	A1: Research current process for collecting / disposing A2: Develop / implement recycling awards & education A3: Promote recycling in Town bldgs. through visible / accessible receptacles
	<b>Goal 4</b> Increase community recycling rate	S1: Educate residents to increase recycling rate to 70%	A1: Develop communications strategy A2: Promote recycling in parks, grounds, and greenways with visible / accessible receptacles
	<b>Goal 5</b> Food waste program accessibility	S1: Evaluate food waste programs for the community	A1: Promote food waste program opportunities
		S2: Communicate food waste program to residents	A1: Develop communications strategy (voluntary)
Transportation			
	<b>Goal 6</b> Reduce gasoline consumption by 20% by 2026	S1: Develop sustainable fleet policy	A1: Evaluate hybrid/EV fleet options A2: Evaluate opportunities for a sustainable fleet policy A3: Implement a sustainable fleet policy A4: Develop an implementation plan for EV infrastructure A5: Explore internal policies and incentives for increased efficiencies
Built Environment			
	<b>Goal 7</b> Incorporate green standards in Town projects	S1: Develop Town policies to support green standards	A1: Research green standards (including sustainable materials / techniques) A2: Draft recommendations for policy changes A3: Adopt a green standard policy for Town projects
	<b>Goal 8</b> Build a sense of community	S1: Support intentional development to increase walkability/bike-ability S2: Support affordable housing / housing rehabilitation efforts	A1: Support opportunities to promote walkability / bike-ability within established Town plans / projects (Town Center, Comprehensive Transportation Plans, etc.) A1: Support AH efforts A2: Investigate viability of partnership opportunities for housing rehabilitation program for LMI population
Natural Environment			
	<b>Goal 9</b> Maintain and nurture the Town's tree canopy	S1: Establish a tree canopy baseline	A1: Collaborate with Wake County on 2022 Land Cover & Tree Canopy Assessment A2: Evaluate results from assessment and develop implementation plan A3: Research requirements and develop plan to become part of national 'Tree City' program
		S2: Identify incentives to save the tree canopy	A1: Evaluate the opportunities to develop incentives to developers to increase / save tree canopy
	<b>Goal 10</b> Native plant inclusion for Town projects	S1: Consider Town policy for a 70% native plant minimum for required landscaping on Town projects	A1: Develop and implement policy
Greenhouse Gas Emissions			
	<b>Goal 11</b> Reduce GHG emissions 5% by 2026	S1: Meet yearly goals in Energy/Water & Transportation S2: Evaluate purchase of Renewable Energy Certificates (RECs) that expand emissions reductions for Town operations.	A1: Identify REC options for potential purchase

# Town Council Agenda Item Report

Agenda Item No. 13.a

Submitted by: Kayla Bertling

Submitting Department Administration

Meeting Date: February 10, 2026

## **SUBJECT**

Council Rules of Procedure – Rules 25 & 35

Kayla Bertling, Town Clerk

January 25 - Work Session

February 10 - Work Session

## **Recommendation:**

Receive information, discuss, and provide feedback.

## **Updates/History of Briefing:**

Not Applicable

## **Executive Summary and Background Information:**

Town Council governs themselves through their adopted Policies and Rules of Procedure. Following changes in CY2025, rules 25 and 35 were requested for further discussion during the annual retreat.

Rule 25 establishes policy for ceremonial documents, particularly proclamations. Staff will share the 2025 Proclamation Annual Report. Council will continue discussions around proclamation presentation practices.

Rule 35 establishes policy for Council participation in events. The rule was adopted in September 2025 and was requested for retreat discussion at that time.

## **Advisory Board/Committee Review:**

None

## **Insert Date of Advisory Board/Committee Review:**

## **Advisory Board/Committee Recommendation and/or Vote:**

None

## **Potential Options:**

Receive information, discuss, and provide feedback.

**Staff Recommendation:**

None

**ATTACHMENTS**

- [2026-10-0 PRES Rule 25 & 35.pdf](#)
- [2026-10-0 ATTH 01 2025 Proclamation Annual Report](#)
- [2026-10-0 ATTH 02 Town Council Policies & Rules of Procedure](#)



# *Rule 25* Proclamations

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Town Council

January 27, 2026

February 10, 2026

Kayla Bertling, Town Clerk



February Updates

# Proclamation Review

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- **What are we doing?**
  - Review of 2025 Policy & Practice Changes
  - 2025 Annual Report
  - Looking to 2026



# 2025 in Review

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# Major Policy Changes

*Approved on April 8, 2025*

- Town Council Policies & Rules of Procedure – Rule 25
  - Moved Staff Recognition to Staff Events
  - Reduced to Max. 2 Read Per Meeting



# Annual List

*Discussed on May 13, 2025*

## Proclamations Automatically Added to the Agenda by the Clerk

- Black History Month
- Read Across America
- Women's History & Women in Public Office
- Holi Festival
- Creek Week
- NC Arbor Day
- Child Abuse Month
- Nepal Day
- Earth Day
- Small Business Week
- AAPI Heritage Month
- Foster Care Month
- National Tennis Month
- Juneteenth
- Pride Month
- S'Morrisville
- India Independence Day
- Senior Citizens Day
- National Preparedness Month
- Fire Prevention Week
- Domestic Violence Awareness Month
- Small Business Saturday
- World Pancreatic Cancer Day



# Council Requests

*Reviewed on June 24, 2025*

- Reviewed the Two Methods Council Members Can Request Proclamations
- Started Conversation on Assigning Reading vs Rotating
  - *Will Continue Later Today*



# 2025 Annual Report

42 Proclamations Issued by Council



7 Requests Approved



13 Added By Staff



22 From Annual List

0 Issued by Individual Council Members

*ATTH 01 Specific  
Proclamations Listed*



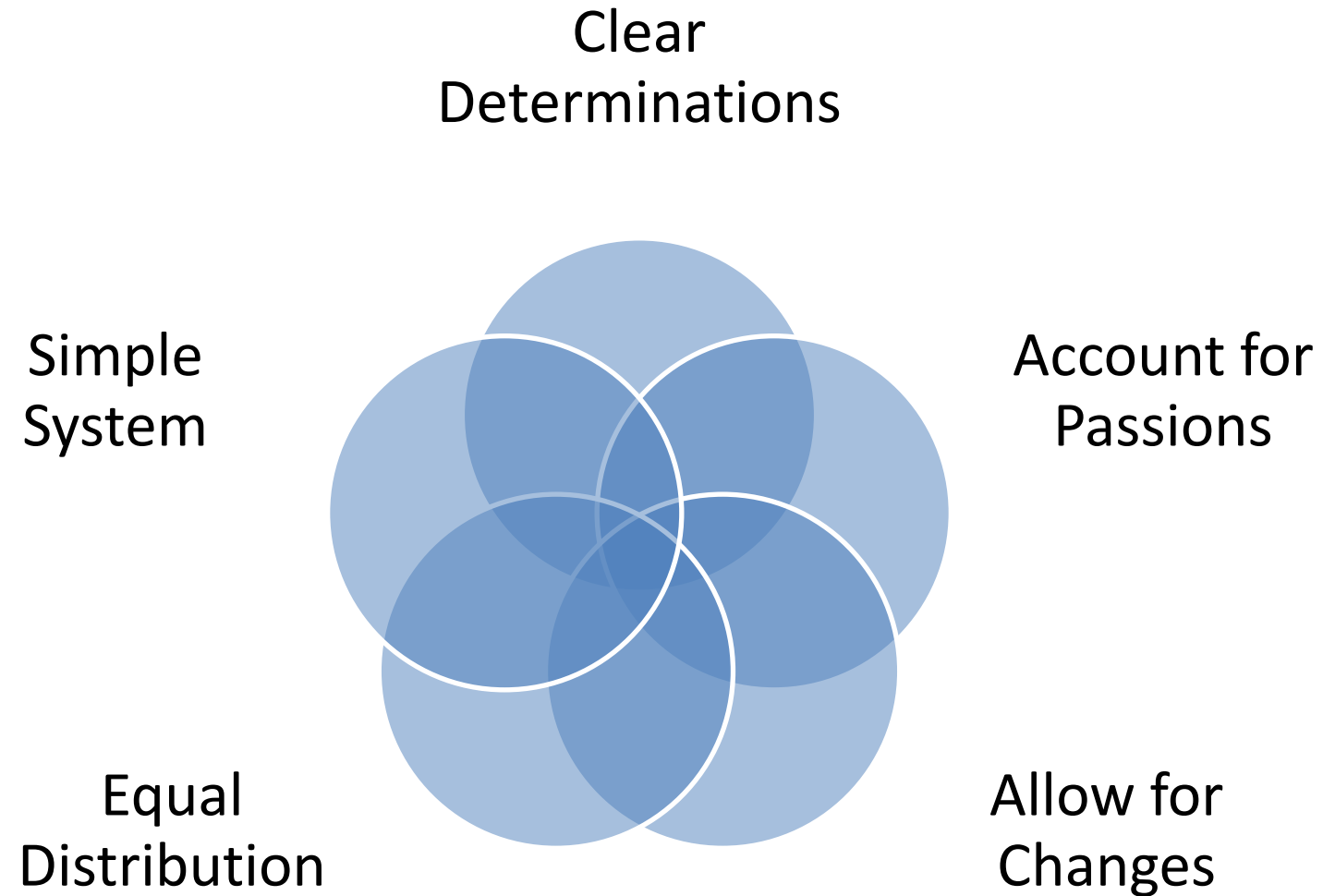
**Questions or Discussion?**

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# Discussion on Reading

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# Wants



# Recommendation

## Assign 3 Each

- Annual Holiday List
- Town Events

## Rotation

- New Requests
- In Council Meetings
- Listed in Redline

## Talk It Out

- Other Town Events
- External Events
- Changes During the Year

*Majority*

*Allows for Changes*



# Exercise

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# Exercise Results

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Council provided their top five proclamation selections. Excel's solver function was used to generate "solved" assignments as a starting point for Council discussion.

**PROCLAMATION**

- Black History Month
- Holi Festival of Colors
- NC Arbor Day
- National Child Abuse Prevention Month
- Nepal Day
- Small Business Week
- National Tennis Month
- Peace Officers' Memorial Day & Police Week
- National Senior Health & Fitness Day
- National Family Health & Fitness Day
- Pride Month
- Juneteenth
- National Parks & Recreation Month
- S'Morrisville Day
- Senior Citizens Day
- Diwali
- Small Business Saturday
- World Pancreatic Cancer Day
- Menorah Lighting
- Women's History Month and Women in Public Office
- Domestic Violence Awareness Month
- Foster Care Month
- Read Across America Day
- Earth Day

Cawley	Robotti	Johnson	Scroggins-Johnson	Garimella	Kesling	Patel
					<b>4</b>	
3				3		<b>2</b>
<b>2</b>					5	
	3	<b>4</b>				
		5				<b>3</b>
			4	<b>3</b>		
				<b>3</b>		
		<b>2</b>				
<b>5</b>						
	<b>2</b>				3	
	<b>1</b>				2	
<b>1</b>						4
			<b>1</b>			
			<b>2</b>			5
4				3		<b>1</b>
		3	5	3	<b>1</b>	
		<b>1</b>				
			3			
	4					
	5					

Italics are "solved" assignments.

Still to be assigned:

(1)

(1)

(1)

(1)

*Council Member Garimella did not provide preference order for his top five.*



# “Solved” Assignments

<i>Black History Month</i>	Kesling
<i>Holi Festival of Colors</i>	Patel
<i>NC Arbor Day</i>	Cawley
<i>National Child Abuse Prevention Month</i>	Johnson
<i>Nepal Day</i>	Patel
<i>Small Business Week</i>	Garimella
<i>National Tennis Month</i>	Garimella
<i>Peace Officers' Memorial Day &amp; Police Week</i>	Johnson
<i>National Senior Health &amp; Fitness Day</i>	
<i>National Family Health &amp; Fitness Day</i>	Cawley
<i>Pride Month</i>	Robotti
<i>Juneteenth</i>	Robotti
<i>National Parks &amp; Recreation Month</i>	Cawley
<i>S'Morrisville Day</i>	Scroggins-Johnson
<i>Senior Citizens Day</i>	Scroggins-Johnson
<i>Diwali</i>	Patel
<i>Small Business Saturday</i>	Kesling
<i>World Pancreatic Cancer Day</i>	Johnson
<i>Menorah Lighting</i>	



# Decision Points

Any changes to the “solved” assignments?



Select two additional to be read during Council meetings:

Women's History Month and Women in Public Office

Domestic Violence Awareness Month

Foster Care Month

Read Across America Day

Earth Day

Assign third to Robotti, Scroggins-Johnson, Garimella, Kesling

National Senior Health & Fitness Day

Menorah Lighting

Selected #1

Selected #2



# **Information: Requests**

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# Three Methods

## Holiday Recurring Calendar

- No Request Needed
- Clerk's Office Maintains

## Requested

- External
- Advisory Committees
- Staff
- Council

## Council Member Presented

- Presented by Individual Members
- 2 Annual Per Member



# Council vs Council Member

- **Requested by Council**

- Deadlines:

- 12 Days Prior to Council Meeting
- 14 Days Prior to Outside Event

Requested by **Council Member** ➡ Presented by **Council**

- **Council Member Presented**

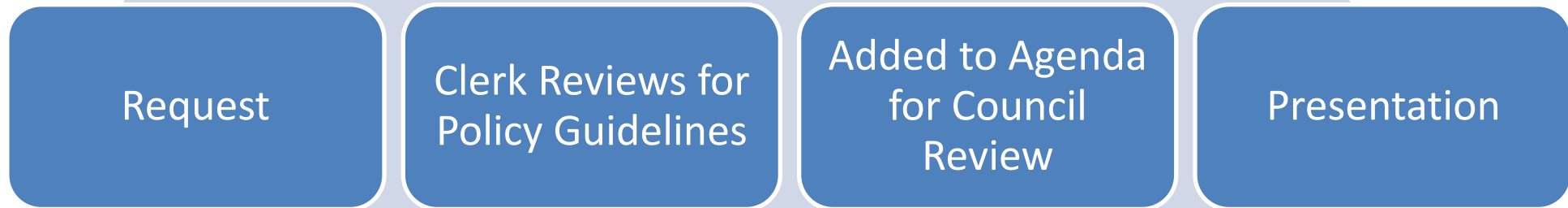
- Member Limited to 2 Annually
- Recognize Outstanding Achievements to the Community
- Individual Only Recognized Once in 5-Year Period

Requested by **Council Member** ➡ Presented by **Council Member**



# Request Approval

## Presented by **Council**

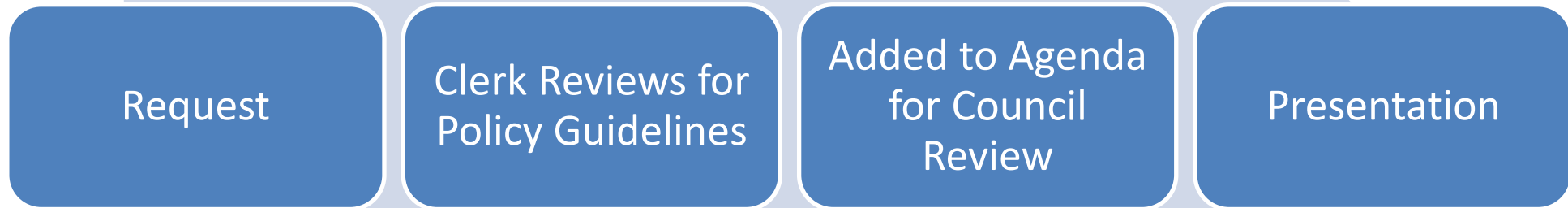


## Presented by **Council Member**



# Request Approval

## Presented by **Council**



## Presented by **Council Member**



Deviations  
Require  
Council  
Majority

Would Council like to be notified of **Council Member presented** proclamations outside of the annual report?





# *Rule 35*

# Council Participation in Events

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Town Council

February 10, 2026

Kayla Bertling, Town Clerk

# Policy Addition

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- Town Council Policies & Rules of Procedure
  - Rule 35
  - Adopted September 23, 2025
    - Asked to Review During Retreat



# Discussion

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Title	PROC Type	Council Date	Notes	Location
Small Business New Year's Resolution	Added Staff	1/14/2025		Council Meeting
Human Trafficking Prevention Month	Request Approved	1/28/2025	Shield NC	Council Meeting
National Engineers Week	Recurring Staff	2/11/2025		Council Meeting
Black History Month	Holiday Annual	2/25/2025		Council Meeting
Read Across America Day	Holiday Annual	2/25/2025		Council Meeting
Creek Week	Holiday Annual	3/11/2025		Council Meeting
Holi Festival of Colors	Holiday Annual	3/11/2025		Council Meeting
NC Arbor Day	Holiday Annual	3/11/2025		Council Meeting
National Child Abuse Prevention Month	Holiday Annual	3/25/2025	Children's Advocacy Centers of North Carolina	Council Meeting; External Event
Local Government Budget & Finance Professionals Week	Added Staff	3/25/2025		Council Meeting
Women's History Month and Women in Public Office	Holiday Annual	3/25/2025		Council Meeting
Earth Day	Holiday Annual	4/8/2025		Council Meeting
Nepal Day	Holiday Annual	4/8/2025	Nepal Center of North Carolina	Council Meeting
Wake Early College of Information and Biotechnologies	Request Approved	4/8/2025	Inaugural graduating class of WECIB	Council Meeting
Small Business Week	Holiday Annual	4/22/2025		Council Meeting
Air Quality Awareness Week	Added Staff	4/22/2025	Previous holiday recurring.	Council Meeting
Frontline Worker Appreciation Month	Request Approved	4/22/2025	Mayor Cawley requested.	Council Meeting
Asian American & Pacific Islander Heritage Month	Holiday Annual	5/13/2025		Council Meeting
National Tennis Month	Holiday Annual	5/13/2025	Laura Weygandt, Western Wake Tennis Association	Council Meeting
Public Works Week	Recurring Staff	5/13/2025		Staff Event/Meeting
Peace Officers' Memorial Day and Police Week	Recurring Staff	5/13/2025		Staff Event/Meeting
Building Safety Month	Recurring Staff	5/13/2025		Staff Event/Meeting
Huntington's Disease Awareness Month	Request Approved	5/27/2025	HD Reach	Council Meeting
National Senior Health & Fitness Day	Recurring Staff	5/27/2025	Aloha to Fitness event at Senior Center	Town Event
State Champion Recognition	Request Approved	6/10/2025		Council Meeting
National Family Health & Fitness Day	Recurring Staff	6/10/2025	Stretch & Shine: Family Yoga Class	Town Event
Pride Month	Holiday Annual	6/10/2025	Music in the Park: Pride	Town Event
Juneteenth	Holiday Annual	6/10/2025	Music in the Park: Juneteenth	Town Event
National Parks & Recreation Month	Recurring Staff	6/24/2025	Opening day at MSC	Town Event
S'Morrisville Day	Holiday Annual	7/22/2025	S'Morrisville	Town Event
India Independence Day	Holiday Annual	8/12/2025	Read by all.	Council Meeting; External Event
Senior Citizens Day	Holiday Annual	8/12/2025		Council Meeting
National Preparedness Month	Holiday Annual	9/9/2025		Council Meeting
Fire Prevention Week	Holiday Annual	9/23/2025		Council Meeting
Domestic Violence Awareness Month	Holiday Annual	10/14/2025		Council Meeting
Kannada Language and Cultural Heritage Month(1st November)	Request Approved	10/14/2025	Organization: Sampige Triangle Kannada Association	Council Meeting
National Planning Month	Recurring Staff	10/14/2025		Council Meeting
Diwali	Recurring Staff	10/28/2025	Diwali	Town Event
World Pancreatic Cancer Day	Holiday Annual	11/12/2025		Council Meeting
Lung Cancer Awareness Month	Request Approved	11/12/2025	Organization: American Lung Cancer Screening Initiative	Council Meeting
Small Business Saturday	Holiday Annual	11/25/2025		Town Event
Menorah Lighting	Recurring Staff	12/25/2025	Menorah Lighting	Town Event

Totals: 42 Proclamations Issued by Council in CY2025  
0 Proclamations Issued by Individual Council Members

# TOWN COUNCIL POLICIES AND RULES OF PROCEDURE

Version 16 – Updated October 2025



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## **Code of Conduct and Commitment to Ethics**

**Purpose:** The purpose of this policy is to establish guidelines for an ethical standard of conduct for the duly elected Council of the Town of Morrisville, and to help those elected officials determine what conduct is appropriate in particular cases.

**Section 1.** Council Members shall obey all laws applicable to their official actions as members of the Council. Council Members shall be guided by the spirit as well as the letter of the law in what they do. At the same time, Council Members shall feel free to assert policy positions and opinions without fear of reprisal from fellow Council Members or community members. To declare that a Council Member is behaving unethically because one disagrees with that Council Member on a question of policy (and not because of the Council Member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

**Section 2.** Council Members shall act with integrity and independence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Behaving consistently and with respect toward everyone with whom they interact;
- Exhibiting trustworthiness;
- Using their best independent judgment to pursue the common good as they see it, and presenting their opinions in a reasonable, forthright, consistent manner;
- Remaining incorruptible and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- Treating other Council Members and the public with respect and honoring the opinions of others even when the Council Member disagrees with those opinions;
- Not reaching conclusions on issues until all sides have been heard;
- Recognizing that they are part of a larger group and acting accordingly; and
- Recognizing that individual Council Members are not generally allowed to act on behalf of the Council but may only do so if Town Council specifically authorizes it, and that Town Council must take official action as a body.

**Section 3.** Council Members shall avoid impropriety in the exercise of their official duties. Their official actions shall be above reproach. If a Council Member believes that his or her actions, while legal and ethical, may be misunderstood, the Council Member shall seek the advice of the Town's Attorney and shall consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

**Section 4.** Council Members shall faithfully perform the duties of their offices. They shall act as responsible community members whom others can trust and respect. They shall set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Council Members shall faithfully attend and prepare for meetings.

Council Members shall endeavor to keep up to date, through the Town Attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. They shall carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They shall demand full accountability from those over whom the Council has authority.

Council Members shall be willing to bear their fair share of Town Council's workload. To the extent appropriate, they shall be willing to put Town Council's interests ahead of their own.

**Section 5.** Council Members shall conduct the affairs of the Town Council in an open and public manner. They shall comply with applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They shall remember when they meet that they are conducting the public's business.

In order to ensure strict compliance with the laws concerning openness, Council Members shall endeavor to create an environment of transparency and candor at all times in the governmental unit. They shall direct staff to cooperate in responding to public records requests. They shall take steps to make certain that closed sessions held by the Council are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

**Section 6.** Council Members agree to abide by the adopted Town Council Policies and Rules of Procedure including this Code of Conduct and Ethics, the Social Media Policy, and other applicable policies that may be adopted by Town Council in the future.

**Section 7.** The Code of Conduct and Commitment to Ethics will be reviewed annually during the Council retreat (or no later than the first February Council meeting in the event a retreat is not held) and such review will be documented in the meeting minutes, and by acknowledgement form, maintained on file in the Town Clerk's office. The acknowledgment form will denote the policy version being reviewed at that time. Council Members may elect to individually acknowledge the Code of Conduct and Commitment to Ethics to express their commitment to this policy.

## **Rule 1. Regular Meetings**

The Town Council shall hold regular meetings on the second and fourth Tuesday of each month, except that if a regular meeting day is a legal holiday or conflicts with a professional conference that the majority of Council Members wish to attend, the meeting shall be held on the previous Monday or on Wednesday or Thursday of the same week at the discretion of Town Council.

The meetings shall be held at the Town Hall Council Chambers unless Council elects to hold a meeting at another location in the community or Council Chambers are unavailable, in which case Town Council shall work with staff to identify an alternative location with any such change in location duly advertised. All meetings shall begin at 6:00 p.m.

A copy of Town Council's current meeting schedule shall be filed with the Town Clerk. No other meetings shall be set outside of the guidelines of this Rule or Rule 2.

## **Rule 2. Special, Emergency, Recessed [or Adjourned], Rescheduled, or Postponed Meetings**

**(A) Special Meetings.** The Mayor, the Mayor Pro Tempore, or any two members of Town Council may at any time call a special Town Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered.

- (1) At least forty-eight (48) hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to each Council Member via email to the email addresses on file with the Town Clerk. Should notice of receipt not be received, then a printed notice shall be left at their usual dwelling place; (2) posted at the door of Town Council's usual meeting room; and (3) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk.
- (2) A special meeting may also be called or scheduled by a vote of Town Council in open session during another duly called meeting. The approved motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose.
  - (a) At least forty-eight (48) hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted at the door of Town Council's usual meeting room; and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk (G.S. §143-318.12(b)(2)).
  - (b) Such notice shall also be emailed or delivered at least forty-eight (48) hours before the meeting to each Council Member not present at the meeting at which the special meeting was called or scheduled.

- (c) Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner, unless all members are present and agree or those not present have signed a written waiver of notice, and Town Council determines in good faith at the meeting that it is essential to discuss or act on a different or additional item(s) immediately.

**(B) Emergency Meetings.** Emergency meetings of Town Council may be called only because of generally unexpected circumstances that require immediate consideration by Town Council. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of Town Council.

- (1) The Mayor, the Mayor Pro Tempore, or any two Council Members may at any time call an emergency Town Council meeting by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. The notice shall be delivered to each Council Member or left at their usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held at any time when all members of Town Council are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if Town Council complies with the notice provisions of the next paragraph.
  - (a) Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request, which includes the newspaper's, wire service's, or station's telephone number, with the Town Clerk (G.S. §143-318.12(b)(3)).
  - (b) This notice shall be given either by telephone or by the same method used to notify Council Members and shall be given at the expense of the party notified.

**(C) Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. No further notice need be given of a recessed (or adjourned) session of a properly called regular, special, or emergency meeting (G.S. §143-318.12(b)(1)).

**(D) Rescheduled or Postponed Meetings.** During the period between regularly scheduled meetings, Town Council may reschedule or postpone a regular meeting by submitting a written notice or email to the Town Clerk and Town Manager stating the time, place and reason for the rescheduled meeting. Such action may be initiated by any Council Member, but a majority of Town Council must submit a confirming notice or email to the Town Clerk and Town Manager in order for the action to be effective. Such action must be taken at least 72 hours prior to the originally scheduled meeting time.

- (1) Upon receipt of such notice by a majority of Town Council, the Town Clerk and Town Manager shall take the necessary steps to (1) notify each Council Member of the rescheduled meeting, (2) post a notice of the rescheduled meeting on the Town's website and on the door of Town Council's usual meeting room, and (3) notify each person, newspaper, wire service, television or radio station who has filed a written request with the Town Clerk for notice of Town meetings.
- (2) Such notices shall be posted or mailed at least 48 hours prior to the rescheduled meeting time (G.S. §143-318-12(b)(1)). To the extent practical, the Town Clerk and Town Manager shall also notify by phone or email those persons having business on the agenda that the meeting has been rescheduled.

### **Rule 3. Organizational Meeting**

On the date and at the time of the first regular meeting in December following a general election in which Council Members are elected, or at an earlier date, if any, set by the incumbent Town Council, the newly elected members shall take and subscribe the oath of office as the first order of new business. As the second order of new business the Town Council shall elect a Mayor Pro Tempore. This organizational meeting shall not be held before the municipal election results are officially determined, certified, and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

### **Rule 4. Agenda**

- (A) Draft Agenda.** The Town Manager shall prepare a draft agenda for each meeting. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each Council Member shall receive a copy of the proposed agenda and the agenda package and both documents shall be available for public inspection and distribution or copying no later than the day following when they are distributed to the Council Members.
- (B) Adoption of the Agenda.** As its first order of business at each meeting, the Council shall, as specified in Rule 6, discuss and revise (if necessary) the proposed agenda and adopt an agenda for the meeting (motions to add items to the agenda do not require a second). If items are proposed to be added to the agenda of a meeting, Town Council may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Council Members.

Town Council may, by majority vote, add items to or subtract items from the proposed agenda, except that:

- (1) Town Council may not subtract items from the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council Members, unless those calling the meeting consent to the deletion;

- (2) Town Council may not add items to the proposed agenda stated in the notice of a special meeting called by the Mayor, Mayor Pro Tempore, or two Council Members, unless all members are present, or those who are absent sign a written waiver of notice; and
- (3) Only business connected with the emergency may be considered at an emergency meeting. The Council may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the additional item(s) immediately.

Town Council may designate certain agenda items “for discussion and possible action.” Such designation means that Town Council intends to discuss the general subject area of that agenda item before making any motion concerning that item.

Council members may, by vote or consensus, request or direct staff to include an item(s) on a future agenda during an official meeting. Individual requests from Council Members are considered through Town Council Roundtable submissions as outlined in Rule 4(e) Monthly Roundtable.

**(C) Consent Agenda.** Town Council may designate a part of the agenda as the “Consent Agenda.” Items shall be placed on the Consent Agenda by those preparing the proposed agenda if they are judged to be noncontroversial, routine, and/or do not require deliberation or discussion. Any Council Member may remove an item from the Consent Agenda and place it on the Regular Agenda while the Consent Agenda is being discussed and revised prior to its adoption. All items on the Consent Agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote with each individual item.

**(D) Work Sessions.** Selected work sessions will be scheduled as approved in the Town Council meeting calendar. Work Sessions provide an opportunity to Town Council to receive major project or work item updates, discuss policy issues not ready for a vote, and/or provide guidance to staff on next steps on the related topic. Work sessions are non-voting meetings and items requiring a vote will not be scheduled during a work session. Discussion is geared toward consensus rather than formal action, i.e. directing staff to develop a Briefing Item to formalize information or provide direction for official action. Work session topics may include, but are not limited to, Town Council roundtable, work initiative presentations and progress reports, major projects and initiatives, comprehensive updates, strategic planning, capital investment planning, and budget/financial planning topics.

- (1) In-meeting work sessions may be included on the agenda after other work(other than Closed Sessions) is completed and may be formal/informal only if very short in duration or time sensitive to address immediate needs. Any materials prepared for a Work Session will be made available to Town Council and the public before or during the meeting and linked to the agenda as soon as possible.

- (2) Work Sessions are flexible in length, at the discretion of Town Council, and may be continued or deferred to accommodate time constraints, or other agenda management workload as needed. Work Sessions will be limited to no more than two per meeting unless there are time-sensitive topics. Additional or other special work sessions may be scheduled during the year outside of the adopted meeting schedule as needed.

**(E) Town Council Roundtable.** Time set aside to discuss individual items of interest. Council members will provide suggested discussion topics for discussion by all Council Members. Council Members may, but are not required to, provide items. Support materials are optional, but staff work should not be required in advance of the introduction of a roundtable topic.

Discussion outcomes could include:

- (1) Council support for continued review/discussion,
- (2) Request for staff support and/or additional information,
- (3) Referral to staff for action/follow up, or
- (4) Deferral of action/discontinued action.

Consensus of a majority of all Council Members (at least four members) is required to move an item forward for briefing, official work session, or presentation. Items referred to staff will be coordinated and scheduled into the work program by the Town Manager. Roundtable item status will be monitored, tracked and reported to Town Council on a periodic basis, no less than quarterly.

**(F) Briefing Schedule.** A standard schedule to review briefing items brought forward has been established to allow appropriate time for Town Council to consider and discuss policy decisions and action items. The standard schedule is for planning and code of ordinance items to be briefed twice before voting on them, Occasionally, items will need to be expedited and briefed only once before being considered for a vote at the next business meeting or may be extended to allow for additional discussion and presentation of information. Town Council may adjust the voting schedule for any item at their discretion if all discussion is complete or by majority vote. Some matters requiring review and approval are routine and do not require considerable time for deliberation and may be considered for a vote at the next or same meeting the briefing item is introduced.

The three schedules are outlined below:

- (1) Schedule 1: Brief twice – vote once (three meetings)
  - (a) Policy setting or amendment;
  - (b) Major budget matters;
  - (c) Project approvals;
  - (d) Studies; or

- (e) Items not otherwise listed for Schedule 2 or 3.
- (2) Schedule 2: Brief once – vote once (two meetings)
  - (a) Committee appointments;
  - (b) Committee Charter amendments;
  - (c) Formal contracts related to approved projects;
  - (d) Any development application approved by Town Council not requiring a public hearing per the UDO or Administrative Manual;
  - (e) Street lighting requests (if compliant with Town Street Lighting Policy and meets all ordinance requirements); or
  - (f) Other regular business.
- (3) Schedule 3: No Briefing required (one meeting)
  - (a) Wake County Tax Reports;
  - (b) Street acceptances;
  - (c) Routine budget amendments;
  - (d) Staff appointments;
  - (e) Consent Agenda;
  - (f) Approval of meeting minutes; or
  - (g) Non-controversial, administrative, or routine items.

## **Rule 5. Public Input to Town Council**

Town Council believes in a fair process for individuals that are interested in presenting suggestions, comments or other thoughts. Public input is vital to the function of Town governance and the Town encourages a wide variety of input for fair representation during decision making, which enables educated leadership and a better decision-making process. Public input helps ensure that Town Council is aware of community member feedback and perspective on the budget, specific projects, and the operations of the Town.

### **(A) Definitions:**

- (1) **Public Comment** refers to specific time during Town Council meetings during which general public comment may be submitted to Town Council for items that do not appear on the meeting agenda. Items that already have a public hearing scheduled on the agenda will not be discussed during public comment. This will be reflected on the Council meeting agenda as “Morrisville Speaks: Public Comment.”
- (2) **Public Hearing Input** refers to specific time during Town Council meetings when public input on a specific agenda item may be submitted to Town Council through a hearing.. This will be reflected on the Council meeting agenda as “Public Hearing.”

Public Hearing Input may come through a Public Hearing session mandated

by North Carolina General Statutes or through a Public Hearing session initiated by Council to gather additional input from the community on a specific item.

- (3) **Online Public Input** is an opportunity for community members that cannot attend a Town Council meeting in-person to still offer feedback for Public Comment or Public Hearing items on a Town Council agenda.
- (a) Online Public Input is accepted from the time the meeting agenda is posted to the community up until 3 hours prior to the start of a meeting. Submitters are asked to provide their name and full address (including city or town) to verify residency if necessary.
- 1) If a community member submits Online Public Comment after 3:00 pm the day of a Council meeting, they will be informed that they will need to resubmit their input for the next Council meeting if they would like it read in a Council meeting.
  - 2) Community members will be provided guidance (via the Town website) for input that differentiates between input intended to be read at a Council meeting (sent to [publicinput@morrisvillenc.gov](mailto:publicinput@morrisvillenc.gov)) or input intended to ask a question of or inform Council Members of information but not intended to be read at a Council meeting (sent to [towncouncil@morrisvillenc.gov](mailto:towncouncil@morrisvillenc.gov)).
- (b) After Online Public Input is received, so long as it was within the window of time identified above, the Town Clerk will provide the submitter's name and address, and will read the Online Public Input into the record for up to three minutes (to be consistent with in-person speakers).  
The entire Online Public Input will be provided to Town Council regardless of when it was received (see below).
- (c) A full hard copy of any Online Public Input received by the posted timeline the day of a meeting will be provided at each Council Member's seat prior to the start of the meeting. All Online Public Input will be forwarded electronically after the meeting to all Council Members (including those that were not in attendance at the meeting).

**(B) Procedures:**

- (1) Sign-Up
- (a) Persons wishing to speak during Public Comment, or Public Hearing Input are asked to sign up prior to the meeting and provide all required information, including physical residence street or business address, including city, and indicating whether they are a resident of or a business owner in Morrisville. There are no residential limitations to speakers addressing Town Council.
  - (b) The Public Input sign-up period will begin at 12:00 p.m. the day of each meeting. The sign-up period will end at the beginning of the agenda item immediately prior to Morrisville Speaks: Public Comment on the agenda. At the appropriate time during the meeting, the Mayor (or the presiding

Council Member in the Mayor's absence) will acknowledge those who have signed up to speak and they will be called upon in the order they signed up. Speakers will direct their comments to the Town Council as a whole, not to an individual Council Member(s) or the audience, from the designated microphone stand and will begin their remarks by stating their name and address. It is also at the discretion of the Mayor (or the presiding officer) to allow others in the audience who did not sign up to speak.

(2) Time Allotment:

- (a) Public Comment will be limited to a maximum of 30 minutes for the entire comment period, unless an exception is granted by the Mayor or by Council Member consensus. If the time period runs out before all persons who have signed up to speak have an opportunity, those names will be carried over to the Public Comment session at the next scheduled meeting.

Public Comment will be scheduled to occur after consideration of the Consent Agenda and Proclamations.

- (b) Public Hearing Input will be limited to 20 minutes for those in favor and 20 minutes for those in opposition at each meeting, unless an exception is granted by the Mayor or by Council Member consensus. Note that one Public Hearing Input session may be continued through several meetings and speakers may present only once unless authorized for additional feedback by Council Member consensus.
- (c) In lieu of waiting for the next meeting to speak, those wishing to share their feedback with Town Council may also submit their feedback via the Online Public Input option identified in this policy.
- (d) Only one speaker will be acknowledged at a time. Individual comments are limited to three minutes unless otherwise stated by the Mayor.

(3) Groups of speakers

- (a) The spokesperson for a group may be permitted to speak up to six minutes at the discretion of Town Council. The group and authority of the spokesperson shall be identified by the speaker.
- (b) A delegate may be selected from a group of individuals supporting/opposing positions when a number of people wishing to attend a public hearing exceeds the capacity of the Council Chambers. Advance arrangements must be made to accommodate those not able to listen to the Public Hearing from within the Council Chambers.

(4) Protocol

- (a) Speakers offering comments may ask questions. Town Council will not generally answer questions during Public Input, but may refer questions

to staff for response or follow-up.

- (b) Speakers who have prepared written remarks and supporting documents for presentation are required to leave a copy of any documents presented with the Town Clerk.
  - (c) Those who do not wish to speak but would like to submit comments are encouraged to do so. These comments will be read aloud as outlined in section (A)(3) above. These documents will become a public record.
  - (d) Speakers requesting audio visual display of any information must request the ability to do so and provide information no later than 24 hours prior to the start of the meeting from the Town Clerk to accommodate setup and testing prior to the start of the meeting. Town Council has the ability to grant or deny a request at their discretion.
  - (e) Should a speaker submit Online Public Input and then elect to speak during Public Comment or Public Hearing Input, their Online Public Input will not be read in the meeting but will be provided to Council.
    - 1) If the speaker's Online Public Input is on a different topic, the speaker will have the opportunity to address that topic as well as their in-person comment if they do not exceed the three-minute time limit.
    - 2) If the speaker does not have the time or elects not to address their Online Public Input topic during their in-person comment, they will have to resubmit the Online Public Input topic at a future meeting in order to have it read in the meeting.
- (5) Courtesy
- (a) Speakers shall be courteous in their language and presentation. Disrespectful, unprofessional, hateful or potentially inciting or dangerous language will be stopped, and the speaker may be escorted from the building.
  - (b) The Mayor is authorized to determine when a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground. Council members may request the Mayor to intervene, if necessary.
  - (c) Members of the public are asked to refrain from applauding and speaking out from the audience.
- (6) Public Input is not the only opportunity to address Town Council; Town Council strongly encourages community members to directly contact Council Members and/or Town staff with any questions or comments. Town Council

may be contacted as a group by e-mailing [TownCouncil@morrisvillenc.gov](mailto:TownCouncil@morrisvillenc.gov).  
Town staff may be contacted by emailing [information@morrisvillenc.gov](mailto:information@morrisvillenc.gov).

### **Rule 6. Order of Business**

- (A) Items shall be placed on the agenda according to the order of business. The order of business for each meeting shall generally be as follows:
  - (1) Call to Order
  - (2) Invocation
  - (3) Pledge of Allegiance
  - (4) Adoption of Agenda
  - (5) Consent Agenda
  - (6) Proclamations
  - (7) Morrisville Speaks: Public Comment
  - (8) Presentations
  - (9) Public Hearings
  - (10) Action Items
  - (11) New Items
  - (12) Future Meetings and Events
  - (13) Council and Manager Comments
  - (14) Work Session (if scheduled)
  - (15) Closed Session (if scheduled)
  - (16) Adjournment
- (B) By general consent of the Town Council, items may be considered out of order, added to the agenda, or postponed due to the length of the meeting.
- (C) Town Council will break periodically during a meeting between agenda items or to move into an informal work session as determined by the length of the meeting. In general, a break will generally occur approximately 90 minutes into a meeting, if not before.

### **Rule 7. Office of Mayor**

- (A) The Mayor shall review all draft meeting agendas and return same with comments and amendments prior to the Town Clerk publishing and posting the proposed agenda.
- (B) The Mayor shall preside over all meetings of the Town Council and shall have the right to vote on all matters.

- (C) The Mayor (or other presiding officer) shall have the following powers:
  - (1) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
  - (2) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
  - (3) To entertain and answer questions of parliamentary law or procedure;
  - (4) To call a brief recess at any time; and
  - (5) To adjourn in an emergency.
- (D) A decision by the presiding officer under (A), (B), or (C) may be appealed to the full Town Council upon motion of any Council Member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (A), (B), or (C) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

### **Rule 8. Office of Mayor Pro Tempore**

- (A) At the organizational meeting, the Council shall elect from among its members a Mayor Pro Tempore to serve at the Town Council's pleasure. A Council Member who serves as Mayor Pro Tempore shall be entitled to vote on all matters and shall be considered a Council Member for all purposes, including the determination of whether a quorum is present.

In the Mayor's absence, the Town Council may confer on the Mayor Pro Tempore any of the powers and duties of the Mayor.

- (B) If the Mayor should become physically or mentally incapable of performing the duties of his or her office, the Town Council may by unanimous vote declare that they are incapacitated and confer any of their powers and duties on the Mayor Pro Tempore. When a Mayor declares that they are no longer incapacitated, and a majority of the Town Council concurs, the Mayor shall resume the exercise of their powers and duties.
- (C) If both the Mayor and Mayor Pro Tempore are absent from a meeting, the Town Council may elect from among its members a temporary presiding officer.
- (D) For purposes of these Meeting Rules of Procedure, the title of Mayor Pro Tempore may be substituted for Mayor, in the absence of the Mayor.

### **Rule 9. Public Records**

- (A) Public records are any records made or received in the transaction of public business. Types of forms or records include, but are not limited to, documents,

papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics. It is the content of the record, not its location, that determines whether it is a public record (G.S. § 132-1).

- (B) All communication to and from Town Council members, individually and collectively, are subject to public records laws, including e-mails and text messages (G.S. § 132-6). The Town's e-mail archive system complies with public records retention guidelines and can capture historical e-mail communications, including draft and deleted e-mails to comply with public records requests.
- (C) Town Council members are subject to compliance with requests to provide public records from personal e-mail accounts and phone accounts, including text messages.
- (D) Exceptions to release of public records include confidential matters such as personnel, trade secrets, law enforcement recordings, and other matters covered under attorney-client privilege. Calling a record "confidential" for the sole purpose of avoiding disclosure does not fulfill the confidentiality requirement.
- (E) Destroying or deleting public records is a Class 3 misdemeanor punishable by a fine (G.S. § 132-3).

#### **Rule 10. Action by the Council**

Town Council shall proceed by motion, except as otherwise provided for in Rule 4 and in Rule 31. Any Council Member may make a motion.

#### **Rule 11. Second Not Required**

Motions require a second.

#### **Rule 12. One Motion at a Time**

A Council Member may make only one motion at a time.

#### **Rule 13. Adoption by Majority Vote**

A motion shall be adopted by a majority of the votes cast by Council Members, assuming a quorum as defined in Rule 27 is present, unless otherwise required by these rules or the laws of North Carolina.

See Rule 23 concerning the number of votes necessary to adopt an ordinance or approve a contract. Other extraordinary voting requirements imposed by particular statutes are not specified in these rules. The Town Attorney should be consulted as questions arise.

## **Rule 14. Voting by Written Ballot**

Town Council may choose, by majority vote, to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the meeting shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

## **Rule 15. Remote Participation**

- (A) Members of Town Council may remotely participate in meetings in limited circumstances. Council members must provide written notice to the Town Clerk and/or Town Manager (e-mail or text messaging is acceptable) of the need for remote participation at least 24 hours prior to the start of the meeting to allow for necessary arrangements by staff, unless advance notice is impractical. The Town Manager will promptly notify the Mayor of the remote participation.
- (1) Council members can remotely participate in up to two business meetings within one calendar year. Any further remote participation shall only be allowed upon a majority vote by the Town Council.
    - (a) Remote participation is intended to be reserved for unavoidable absences by Council Members. The intent of Town Council is to be present in-person for each meeting whenever possible to maximize the efficiency of the meeting and the value of the discussions held and actions taken.
    - (b) Remote participation will not be allowed solely for the convenience of a Council Member or merely to avoid attending one or more particular meetings.
  - (2) Council Members may also participate remotely in work sessions for the same reasons noted in Section 1 above in accordance with remote participation guidelines. Remote participation in work sessions will not be counted against the two meeting limitation. Staff is responsible for tracking all Council Member attendance and remote participation.
  - (3) Council Members participating remotely in a meeting are asked to log on remotely at least 20 minutes prior to the start of the meeting to ensure the technology is functioning correctly to allow their active participation.
  - (4) At the start of the meeting, the Mayor shall announce that a Council Member is participating in discussion and deliberation remotely and will acknowledge that the remote Council Member does not count toward quorum and cannot vote while participating remotely. The Council Member will identify themselves for the record.
  - (5) The Town Clerk shall list the Council Member as participating remotely. The Council Member participating remotely may participate in discussion on any agenda item but may NOT make motions, nor participate in voting during the meeting. The Council Member's remote participation shall not count toward the quorum requirement. Absent a quorum of Council Members participating in-person, remote participation will NOT be allowed.
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- (6) Remote participation will be allowed only during Open Session. Remote participation shall NOT be allowed during quasi-judicial hearings or Closed Sessions.
- (7) A Council Member participating remotely who is leaving the meeting before it is adjourned or rejoining the meeting after a period of absence shall notify the Town Clerk and/or Town Manager, who will promptly notify the Mayor.
- (8) The Council Member participating remotely must ensure they can be fully and clearly heard by other Council Members and those in attendance of the official meeting. Use of telephone, internet, or satellite-enabled audio/video conferencing, or any other technology enabling the remote participant and those present at the meeting to clearly communicate with one another is required. If clear audio is not available, a majority of the Council Members present may vote to end the remote participation.

Text messaging, instant messaging, email, and web chat without audio are NOT acceptable means of remote participation.

#### **Rule 16. Discussion/Debate**

- (A) The Mayor, or other presiding officer, may state the motion and then open the floor to debate on it.
- (B) The Mayor shall preside over the debate according to the following general principles:
  - (1) The maker of the motion is entitled to speak first;
  - (2) Council Members shall wait to be recognized by the Mayor before speaking;
  - (3) A Council Member who has not spoken on the issue shall be recognized before one who has already spoken;
  - (4) Council Members shall refrain from interrupting or engaging in individual discussion/debate;
  - (5) Council Members shall strive to advance deliberations through collective input and inquiry into debate and discussion.

#### **Rule 17. Ratifications of Actions**

To the extent permitted by law, Town Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

#### **Rule 18. Procedural Motions**

**(A) Certain Motions Allowed.** In addition to substantive proposals, only the \_\_\_\_\_ following procedural motions, and no others, are in order. Unless otherwise noted,

each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

The procedural motions are summarized in table form in the appendix. Note that the appended table is intended only to provide a quick reference guide to the motions; this rule and its comments should be consulted for a discussion of how each procedural motion is used.

**(B) Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

**Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in their remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the full Town Council, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The Council Member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be made only at the conclusion of Town Council consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule 2(c).

**Motion 3. To Take a Brief Recess.** Any Council Member can request a recess and the presiding officer can recess the meeting at will.

**Motion 4. Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

**Motion 5. To Suspend the Rules.** Town Council may not suspend provisions of the rules that state requirements imposed by law on Town Council. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the council, excluding seats.

**Motion 6. To Go into Closed Session.** Town Council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted during an open meeting. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by a vote of a majority of those present and voting. Town Council shall terminate the closed session by a majority vote.

**Motion 7. To Leave Closed Session.**

**Motion 8. To Divide a Complex Motion and Consider It by Paragraph.**

**Motion 9. To Postpone Consideration.** Town Council may postpone a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion or else move to suspend the rules (Rule 18(b), Motion 5).

**Motion 10. Motion for the Previous Question.** This motion is not in order until there have been at least 20 minutes of debate, and every member has had an opportunity to speak once.

**Motion 11. To postpone to a Certain Time or Day.**

**Motion 12. To Amend.** An amendment to a motion must be pertinent to the subject matter. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. During discussion of a motion, should the Town Council, by consensus, determine that a friendly amendment is in order, the presiding officer shall ask the members who made and seconded the motion to agree to the friendly amendment and upon agreement the Town Council shall continue debate considering the amended motion.

**Motion 13. To Reconsider.** Town Council may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the “nays” prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

**Rule 19. Meeting Rules and Procedures During a State of Emergency**

During periods covered by a State of Emergency declared as outlined in N.C.G.S. 166A-19.20 that interferes with or makes regular meetings of Town Council in person not practical, the Town Council may by simple majority vote suspend Town Council Policies and Rules of Procedures to facilitate continuation of local government business. All Open Meetings and Public Notice requirements for meetings remain in effect during a State of Emergency. Specific Rules that may be suspended include, but are not limited to the following (Authority provided under S.L. 2020-3, SB 704/May 4, 2020):

Rule 4 – Agenda: Any portion of an agenda and/or the order of the agenda may be modified or deleted to facilitate the efficient management of the Town’s business.

Rule 5 – Public Address Procedures: In lieu of a 30-minute Public Comment period

as part of a regular meeting or Online Public Input availability, Public Comment may be accepted in alternative forms of communication timing and delivery, including written comments that are summarized or read as a part of the meeting. If summarized during the meeting, the full context of each Public Comment will be provided to each Council Member and will be preserved as a part of the meeting record.

Public Hearings may or may not be conducted by virtual meeting at the discretion of Town Council. In the event a Public Hearing is necessary, all public notice requirements will be complied with and any Public Hearing opened during this time must be continued to the next regularly scheduled meeting for action, and must remain open for 24 hours post-meeting to allow for written comments to be received.

**Rule 6 – Order of Business:** Any portion of an agenda and/or the order of the agenda may be modified or deleted to facilitate the efficient management of the Town’s business.

**Rule 13 – Adoption by Majority Vote:** If a meeting is conducted virtually, a majority of Council Members participating in the virtual meeting will be considered an official vote. All votes conducted during a virtual meeting must be conducted by roll call vote.

**Rule 15 – Remote Participation:** Provisions for remote participation can be waived. All council members may participate remotely as a part of a virtual meeting. Limitations on the number of meetings, written notice or a specific circumstance of participating remotely will not be required. Council members may vote on any item of business included on the agenda.

**Rule 24 - Adoption of the Budget Ordinance:** A regular meeting of Town Council to adopt the budget ordinance, including the public hearing, may be conducted virtually. All other sections of the Rule will remain in effect.

**Rule 27 – Quorum:** A quorum of Town Council shall be established through roll call at the beginning of a virtual meeting. All other sections of the Rules will remain in effect.

Meeting rules established in Rule 19 during a State of Emergency will be in effect upon adoption of this Rule and upon any declaration of a State of Emergency. Upon the expiration of a State of Emergency, provisions of this rule will cease to be in effect.

## **Rule 20. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

## **Rule 21. Duty to Vote**

Every Council Member must vote unless excused by the remaining Council Members according to law. A Council Member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining Council Members. No Council Member shall be excused from voting except upon matters involving the consideration of their own financial interest or official conduct. In all other cases, a failure to vote by a Council Member who is physically present in the Council Chambers, or who has withdrawn without being excused by a majority vote of the remaining Council Members present, shall be recorded as an affirmative vote.

## **Rule 22. Introduction of Ordinances**

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the Town Council.

## **Rule 23. Adoption of Ordinances and Approval of Contracts**

Generally, an affirmative vote equal to a majority of all the Council Members not excused from voting on the question in issue shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify, or authorize any contract on behalf of the Town. A simple majority vote requires an affirmative vote from at least four of the seven Council Members.

In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the Town Council, excluding vacant seats. A two-thirds vote (a “super majority”) requires an affirmative vote from at least five of the seven Council Members. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken.

## **Rule 24. Adoption of the Budget Ordinance**

- (A) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular meeting of the Town Council by a simple majority of those present and voting, a quorum being present;
- (B) No action taken with respect to the adoption or amendment of the budget ordinance needs to be published or is subject to any other procedural requirement governing the adoption of ordinances or resolution by the Town Council; and
- (C) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any Town charter or local act concerning initiative or referendum.
- (D) During the period beginning with the submission of the budget to the Town Council and ending with the adoption of the budget ordinance, the Town Council may hold special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which

continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each Council Member has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to allow, the holding of closed meetings by the council if it is otherwise prohibited by law from holding such a meeting.

## **Rule 25. Request for Ceremonial Documents**

### **(A) Proclamations**

- (1) A “Proclamation” is a ceremonial document issued by the Town Council that may be used to formally recognize and celebrate the extraordinary achievements of Town community members, staff, and non-profit organizations, to honor occasions of importance to the community, and to increase public awareness of issues with the hope of improving the well-being of the members of the Morrisville community.
- (2) The Town Clerk’s Office will facilitate the receipt of proclamation requests and will address them in accordance with this policy. All requests will be reviewed on a case-by-case basis and only those requests that are compliant with the guidelines established in this Rule will be honored.
- (3) Requests for proclamations:
  - (a) Proclamation request deadlines:
    - 1) Requests from outside the organization shall be received no less than 30 days prior to the requested meeting date for presentation to ensure time for review and follow-up as necessary.
    - 2) Requests from Town Advisory Boards/Committees or affiliated members shall be received no less than 30 days prior to the requested meeting date for presentation to ensure time for review and follow-up as necessary.
    - 3) Staff and Council requests should be received no less than 12 days prior to the requested meeting date for presentation to ensure they are included in the agenda process.
  - (b) Only one proclamation per year may be requested per organization. Requests may not be duplicated.
  - (c) Proclamations will not be backdated and must be requested for a prospective event or acknowledgement.
  - (d) Recurring requests:
    - 1) Annual or other repeat requests from outside the organization must be submitted in writing for each occasion in accordance with established guidelines. There is no guarantee that proclamations will automatically be renewed.
    - 2) Town staff will establish a schedule to recognize recurring holidays,

themes, or events annually.

- (e) Proclamation requests will not be considered in the following categories:
    - 1) Matters that would require taking a position (or appearing to take a position) on a political issue or campaign;
    - 2) Matters that involve issues of personal conviction;
    - 3) Matters that involve promoting a specific religion (as opposed to a culture);
    - 4) Matters that are reasonably expected to create or contribute to controversy; or
    - 5) Matters that advertise commercial purposes.
  - (f) The Town reserves the right to accept, modify, or decline any request regardless of whether it was previously accommodated.
- (4) Issuance of proclamations:
- (a) Approved proclamations will be presented according to the following guidelines:
    - 1) Proclamations requested by Council Members or staff recognizing events or recognizing individuals or entities other than Town staff will be read aloud in the meeting and may be presented if a recipient is present.
      - a) Proclamations requested by a Council Member will be read by that Council Member.
      - b) Proclamations not requested by a Council Member will be read on a rotating basis among Council Members. The Town Clerk will track this rotation. Council Members may decline the opportunity to read a proclamation in a meeting.
      - c) Proclamations related to a Town event may also be read at the event.
        - 1. The reading of proclamations at a Town event will be done on a rotating basis and will be tracked by the Town Clerk.
        - 2. Council Members may elect to share the reading of a proclamation at a Town event.
        - 3. Council Members may decline the opportunity to read a proclamation at a Town event.
    - 2) Proclamations requested by Council Members or staff recognizing Town staff will normally be presented to staff members in a staff meeting during regular Town business hours. Exceptions may be made by Council at their discretion.
    - 3) Proclamations from outside the organization that have someone in the audience to receive the proclamation may be read aloud and presented in the meeting. The recipient(s) will have up to three minutes to acknowledge the proclamation.

- 4) Proclamations from outside the organization that do not have someone in the audience to receive the proclamation will be noted on the meeting agenda but will not be read or presented.
- (b) Proclamations may be requested for presentation outside of a regularly scheduled meeting if a request is made to the Town Clerk's Office a minimum of two weeks prior to the event. Outside meeting presentation requests will be made at the discretion of Town Council.
- (c) No more than two proclamations will be read aloud in a single Town Council meeting.
  - 1) In the event there are more than two proclamations that qualify to be read, staff will work to shift proclamations to other meetings or work with the sponsor(s) for an alternative to the proclamation being read in a meeting.
  - 2) If a requested proclamation cannot be rescheduled, it will be listed on the Council meeting agenda but will not be read in the meeting.
  - 3) If necessary, proclamations will be prioritized based on the following:
    - a) Council requests
    - b) Staff requests
    - c) Pre-approved annual proclamations
    - d) External requests
- (d) All proclamations issued will be kept on file with the Town Clerk and will be posted on the Town website subsequent to issuance.
- (e) Council Members may individually issue up to two (2) proclamations annually, recognizing outstanding achievements and contributions to the Morrisville community.
  - 1) These recognitions shall focus on lifetime contributions to the Town or a specific act within the twelve months preceding the award issuance.
  - 2) The recipient must have lived or worked within the Town at the time of contribution(s) to be eligible.
  - 3) Elected Federal, State, or Local Representatives (while holding office), candidates for elected office and current employees are not eligible for individual recognition. This does not apply to recognition of a group of Town employees.
  - 4) Recipients may only be recognized once within a 5-year period.
  - 5) Individual recognition proclamations will not be announced during Town Council meetings.
  - 6) If any recommended recipient does not meet the criteria defined herein, the sponsoring Council Member must seek approval of the full Town Council prior to issuance.
- (f) The Town Clerk will maintain an electronic file of all proclamations

issued (including those issued outside of a Council meeting) by Council Members and will share via an annual report with Town Council in January for the preceding calendar year.

- (g) For proclamation requests that do not meet specified guidelines, Town Council may choose to provide a ceremonial letter of recognition/congratulations in lieu of proclamation. Letters are within the discretion of the Town Council and will be prepared by staff and issued by Town Council.

## **(B) Resolutions of Support**

- (1) Resolutions are non-binding, unenforceable statements made by Town Council. Resolutions may be adopted at Town Council's discretion. Resolutions serve the intent of persuading or encouraging other legislative bodies to adopt legislation that is of importance to the Town of Morrisville.
  - (a) Resolution adoption does not guarantee support or endorsement by any legislative body, other than the Town.
  - (b) Any request for a resolution of support shall be made to the Town Clerk's office.
- (2) Resolution guidelines:
  - (a) Resolutions will only be considered for issues relevant to the Town's major service areas or quality of life issues on behalf of Morrisville community members, including, but not limited to public safety, public works, economic development, transportation, planning and development services, parks and recreation, community services, and technology.
  - (b) Resolutions shall not conflict with the Town's previously adopted positions in any of these service areas unless Town Council acknowledges a change in position.
  - (c) Resolutions may be vetted during the Town Council Roundtable discussion or during a Town Council meeting. Any proposed resolution must receive majority support of the Town Council to move forward and be considered for a vote at the following meeting.
  - (d) The Town Clerk will circulate the draft resolution to finalize verbiage and the resolution will be included as an action item on the meeting agenda.
  - (e) Resolutions that are time-sensitive, i.e. related to legislative matters or similarly supported items, can be considered outside of this process as needed.
  - (f) Town Council reserves the right to modify, postpone, or deny consideration of any resolution request.
- (3) For resolution requests that do not meet specified guidelines, Town Council may choose to provide a letter of support in lieu of a resolution. Letters are

issued by Town Council and are within the discretion of the Town Council.

## **Rule 26. Closed Sessions**

### **(A) Town Council may hold Closed Sessions as provided by law.**

Town Council may go into a Closed Session for one or more of the permissible purposes listed in G.S. 143.318.11(a) with a motion made and adopted during open session. Specific motion information is outlined in Rule 18(b), Motion 6.

- (1) Only those actions authorized by statute may be discussed in Closed Session.
- (2) Typically, only Town Council, the Town Attorney(s), and members of the Senior Leadership Team will attend Closed Sessions. Other staff may be added at the discretion of the Town Manager depending on the topic(s) being discussed.
- (3) Closed Sessions are not open to the public.
- (4) A motion to adjourn or recess shall not be in order during a Closed Session.
- (5) While disclosure of information from Closed Sessions is not prohibited or sanctioned by law, Council Members commit not to disclose information discussed in the course of a Closed Session that would frustrate the purpose for which the closed session was properly conducted.

### **(B) Closed Session Procedures:**

- (1) Closed Sessions will be clearly disclosed on a draft/published agenda (unless emergency circumstances exist).
- (2) Council Members will be confidentially notified with as much advance notice as possible about the general purpose/content of the Closed Session in order to be able to consider the motion to add or go into Closed Session.
- (3) Council Members requesting the addition of a Closed Session must notify the Mayor or Mayor Pro Tem (if the presiding officer) and then notify each Council Member of their intention to call for a Closed Session and the general purpose/content of the Closed Session.
- (4) Council Members are not considered employees, and may not request a Closed Session to discuss personnel matters about other Council Members.
- (5) Advisory Committee Members are not considered employees, and Council Members and staff may not request a Closed Session to discuss personnel matters about Advisory Committee Members.

### **(C) Closed Session Minutes Procedures:**

- (1) Following each Closed Session, a draft of summary minutes of each Closed Session will be prepared by the official notetaker and submitted to the Mayor,

Mayor Pro Tem, Town Attorney, and Town Manager for review.

- (2) Any communication of Closed Session minutes will be marked as “Confidential – Not for Public Record.”
- (3) Once the reviewing parties (section 1 above) have made any necessary edits and have agreed the minutes are an accurate summary of the Closed Session discussion, the Closed Session minutes will be forwarded to the Town Clerk for secure storage.

**(D) Sealing and Unsealing Closed Session Minutes:**

- (1) Closed Session minutes are confidential, considered “sealed”, and are not available for public inspection (G.S. 143.318.10(e)).
- (2) Minutes will remain sealed unless otherwise directed by a majority vote of Town Council. All sealed Closed Session minutes are reviewed annually at the end of the calendar year by the Town Manager, Town Clerk, and Town Attorney. They will be unsealed by action of Town Council if the unsealing of the minutes will not frustrate the purpose of the Closed Session, and in accordance with the adopted Policy included in the Appendix of these Rules of Procedure.
- (3) When it is determined by the Town Manager, Town Clerk, and Town Attorney that making the Closed Session minutes available to the public would no longer frustrate the purpose of the Closed Session, a recommendation shall be made to Town Council that these minutes be considered for “unsealing.” Upon a majority of Council Members approving the unsealing, the minutes shall be made available for public inspection.
- (4) Copies of all sealed minutes are always available for visible inspection by Council Members in the Town Clerk’s office.

**Rule 27. Quorum**

A majority of the actual membership of Town Council, excluding vacant seats, shall constitute a quorum. A majority is more than half. A Council Member who has withdrawn from a meeting without being excused by majority vote of the remaining Council Members present shall be counted as present for purposes of determining whether or not a quorum is present.

**Rule 28. Public Hearings**

Rules governing public hearings required by law or deemed advisable shall be organized by the Town staff and announced by the Mayor (or presiding Council Member). The rules shall set forth the subject, date, place, and time of the hearing as well as any rules

regarding the length of time allotted for each speaker, and other pertinent matters. Town guidelines for public hearings are outlined in Rule 5, “Public Address to Town Council.”

All notice and other requirements of the Open Meetings Law applicable to Council Meetings shall also apply to public hearings at which a majority of the Town Council is present; such a hearing is considered to be part of a regular or special meeting of the Town Council. A public hearing for which any notices required by the Open Meetings Law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) “Recessed Meetings,” shall be followed in continuing a hearing at which a majority of Town Council is present.

At the time appointed for the hearing, the Mayor (or the presiding officer) shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak who has not done so, the presiding officer shall entertain or make a motion to end the hearing.

### **Rule 29. Quorum at Public Hearings**

A quorum of the Town Council shall be required at all public hearings required by state law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular Town Council meeting without further advertisement.

### **Rule 30. Minutes**

Full and accurate minutes of Town Council proceedings, including Closed Sessions, shall be kept. Minutes are not intended to be verbatim, but to capture the essence of discussion and decisions by Town Council. The Town Clerk shall also keep a general account of any Closed Session so that a person not in attendance would have a reasonable understanding of what transpired. Minutes and general accounts of regular meetings shall be open to inspection of the public.

Minutes and general accounts of Closed Sessions are sealed and not open to public inspection, but may be unsealed as outlined in Rule 26, Closed Sessions.

### **Rule 31. Appointments**

(A) Town Council may consider and make appointments to other bodies, including its own committees, if any, only in open session. The council may not consider or fill a vacancy among its own membership except in open session.

(B) Rather than proceeding by motion, Town Council shall use the following procedure to make appointments to advisory boards/committees (other appointment methods may be used for appointment to other offices as deemed necessary by Town Council):

(1) All applicants eligible for appointment will be presented to Town Council for

inspection two weeks prior to the scheduled vote, via briefing item. At the appropriate time, the names of all eligible appointees will be provided by a ballot outlining the number of seats available for appointment to each advisory board/committee. Council Members will cast votes for the number of seats available, and the ballots will be tallied by the Town Clerk and recorded in the minutes. Applicants must receive a minimum of four votes for appointment.

### **Rule 32. Committees and Boards**

- (A) Establishment and Appointment.** The Town Council or the Mayor, if the Mayor is delegated that power by the rest of the Town Council, may establish and appoint members for such temporary and standing Town committees and boards as are needed to help carry on the work of the Town government. Any specific provisions of law relating to particular committees and boards shall be followed.
- (B) Open Meetings Law.** The requirements of the Open Meetings Law shall apply to all elected and appointed authorities, boards, commissions, councils, or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the Town's professional staff.

### **Rule 33. Amendment of the Rules**

These rules may be amended at any regular Council Meeting or at any properly called Special Council Meeting that includes amendments of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the Town charter, general law, and generally accepted principles of parliamentary procedure.

### **Rule 34. Reference to *Robert's Rules of Order Newly Revised***

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the Town Council and Town staff shall refer to *Robert's Rules of Order Newly Revised*, to answer unresolved procedural questions.

**Based on the book,  
*Suggested Rules of Procedure for a City Council*  
Third Edition  
By: A. Fleming Bell, II**

**And**

***A Model Code of Ethics for North Carolina Local Elected Official*  
By: A. Fleming Bell, II**

**Institute of Government  
The University of North Carolina at Chapel Hill  
2000**

## **Rule 35. Town Council Participation in Events**

- (A)** The purpose of this rule is to ensure that all Morrisville Town Council Members are included in Town-sponsored and hosted events (i.e. “Town Events”), Morrisville Chamber of Commerce (MCOC) sponsored or hosted events based on the Town being a Mission Sponsor for the MCOC (i.e. “MCOC Events”), and, whenever agreeable to the organizer(s), private events involving Council or staff, in order to:
- (1) Have equitable opportunities for all Council members to represent the Town in a public capacity;
  - (2) Promote transparency, inclusivity, and shared leadership among Council Members when engaging with the community; and
  - (3) Establish clear procedures for extending invitations to Council Members and providing opportunities to Council Members who wish to speak at an event.

Four or more Council members may be present at the same event or gathering, but Council members shall refrain from deliberating or conducting public business in that setting.

- (B)** This policy applies to the following:

- (1) All Town events;
- (2) All MCOC events;
- (3) Any private event that includes Council member participation due to their role on Council (and not as a private community member) where the organizer is open to Council Members speaking and/or being recognized;
- (4) Any private event that includes recognition of a Town staff member where the organizer is open to Council Members speaking and/or being recognized; and
- (5) Any other event where Town Council representation is expected or customary.

- (C)** Invitations to Events

- (1) All Council Members shall be invited to all Town and MCOC events through the use of calendar invitations.
- (2) Invitations shall be extended by the Town Manager’s Office and/or designated Town or MCOC staff.
- (3) Invitations shall be sent with as much advance notice as possible, ideally no less than ten (10) business days before the event.
- (4) Invitations shall include the event date, time, location, agenda, and any anticipated Council participation.

- (D)** Speaking Opportunities

- (1) Speaking opportunities for interested Council Members shall be shared among Council Members in a fair and rotating manner. Specific rules relating to the reading of proclamations may be found in the Council rules discussing Requests for Ceremonial Documents (see Rule 25).
- (2) The Mayor shall generally speak first where multiple Council Members are \_\_\_\_\_

speaking unless other arrangements are made in advance.

- (3) In the absence of the Mayor, the Mayor Pro Tem shall generally speak first unless other arrangements are made in advance. In the event neither are present, the Council Members present at the event will determine the speaking order.
- (4) When multiple Council Members are present, remarks shall be coordinated to ensure all participating Council Members who wish to speak have the opportunity to do so.

**(E) Equity and Visibility at Town or MCOC Events**

- (1) All Council Members in attendance at an event shall be equally recognized in printed programs, promotional materials, and during public announcements when attending events. This includes information and photographs shared after an event is concluded.
- (2) Town staff and Council Members present shall ensure that all Council Members are included in group photos, ceremonial acts, or acknowledgments.
- (3) All Council Members will be seated or positioned together at events when feasible, consistent with the event's protocol and space constraints.
- (4) Council Members in attendance at private events shall adhere to the above guidelines whenever practical.

**(F) Town Staff Responsibilities**

- (1) The Town Manager's Office shall be responsible for implementing this rule and ensuring compliance at Town events or MCOC events where staff are present.
- (2) The Town Clerk or designated staff member shall manage calendar invitations.
- (3) The event coordinator will develop the program for each event.
- (4) Communications staff shall coordinate with Town or MCOC event organizers to include Council Members in event promotion and programs where appropriate.

**(G) Council Member Responsibilities**

- (1) Council Members are expected to respond in a timely manner to event invitations; their response shall be to the person who sent the invite. Council Members receiving an invite not sent to all Council Members will request that the sender invite all Council Members and will notify the Town Clerk of the event.
- (2) Council Members shall work collaboratively to ensure fair participation at events.
- (3) Council Members shall follow the event program as implemented by staff and will avoid attempts to alter the program.
- (4) Council Members shall represent the Town professionally and in accordance with the adopted Code of Conduct.
- (5) Council Members are encouraged to abide by the guidelines set forth in the

North Carolina League of Municipalities (NCLM) “Commit to Civility” program.

- (6) When four or more Council Members are present, they shall refrain from deliberating or transacting public business.

**Adopted:**

**May 27, 2008 (Res 2008-049)**

**Updates:**

**Version 2 – October 28, 2008 (Res 2008-099)**

**Version 3 – August 25, 2009 (Res 2009-050)**

**Version 4 – May 24, 2010 (Res 2010-024)**

**Version 5 – December 14, 2010 (Res 2010-076)**

**Version 6 – November 26, 2012 (Res 2012-111)**

**Version 7 – July 23, 2013 (Res 2013-065)**

**Version 8 – October 25, 2016 (Res 2016-69)**

**Version 9 – December 12, 2017 (Res 2017-422-0)**

**Version 10 – August 13, 2019 (Res 2019-164-0)**

**Version 11 – March 10, 2020 (Res 2020-49-0)**

**Version 12 – April 28, 2020 (Res 2020-130-0)**

**Version 13 – May 26, 2020 (Res 2020-164-0)**

**Version 14 – April 22, 2024 (Res 2024-131-0)**

**Version 15 – April 8, 2025 (Res 2025-65-0)**

**Version 16 – September 23, 2025 (Res 2025-306-0)**

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**Appendix 1  
Summary of Motions**

	Motion	Vote Required	Special Requirements
1	To Appeal a Procedural Ruling of the Presiding Officer	Majority	Is in order immediately after the presiding officer announces a procedural ruling, as specified in Rule 7, and at no other time. The Council Member making the motion need not be recognized by the presiding officer, and the motion, if timely, made may not be ruled out of order.
2	To Adjourn	Majority	May not interrupt deliberation of pending substantive matter. Motion to [recess] [adjourn] to a time and place certain must also comply with Rule 2(c).
3	To Take a Brief Recess	Majority	None
4	Call to Follow the Agenda	Majority	Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.
5	To Suspend the Rules	Two-Thirds	Town Council may not suspend provisions of the rules that state requirements impose by law on the council.
6	To Go into Closed Session	Majority	Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) must also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318.11(a)(3) must identify the parties in each existing lawsuit concerning which the council expects to receive advice during each closed session, if in fact such advice is to be received.
7	To Leave Closed Session	Majority	None
8	To Divide a Complex Motion and Consider it by Paragraph	Majority	None

9	To Postpone Consideration	Majority	A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration (Motion 13) is adopted. While a postponed motion remains pending, a new motion with the same effect cannot be introduced. CAUTION: Do not confuse with Motion 11.
10	Motion for the Previous Question	Majority	Not in order until there have been at least 20 minutes of debate, and every member has had an opportunity to speak once.
11	To Postpone to a Certain Time and Day (See Motion 9)	Majority	None
12	To Amend	Majority	(a) Amendments must be pertinent to the subject matter of the motion being amended. An amendment is improper if adoption of the motion with that amendment added has the same effect as rejection of the original motion. A proposal to substitute a different motion shall be treated as a motion to amend.  (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.  (c) Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.
13	To Reconsider	Majority	Must be made by a Council Member who voted with the prevailing side (the majority side except in the case of a tie; in that case the “noes” prevail). May only be made at the meeting at which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. Cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

## Appendix 2

### Town of Morrisville Social Media Policy for Elected Officials

**This policy provides guidance to Town of Morrisville elected officials who choose to engage with community members using personal and professional (i.e. related to their position and responsibilities as a Council Member) social media platforms, including but not limited to, Facebook, Twitter (“X”), Instagram, and Nextdoor. This policy will be reviewed annually by Council Members.**

- (A) Council Members are encouraged to maintain separate personal and professional social media accounts (i.e. related to their position and responsibilities as a Council Member).
- (B) Whether Council Members maintain separate accounts or not, the following guidelines are suggested:
  - (1) Clarify with a statement on each personal platform: “Opinions on this account are my own and do not reflect the opinions of the Town of Morrisville.”
  - (2) Professional social media sites shall include this notification: “Posts to and from this page are subject to NC Public Records Law.”

(NOTE: Council Members are encouraged to reference the *Town of Morrisville Elected Official Social Media Toolkit* resource for assistance with creating and managing social media platforms.)
- (C) Council Members must be mindful that posting content on personal and professional social media accounts regarding Town-related matters may constitute a public record.
- (D) Council Members are encouraged to avoid policy debate and discussion on social media platforms and to use social media posts to share and inform the public and to encourage public participation.
- (E) Council Member professional social media platforms will be considered a limited public forum. The First Amendment protects individuals from government censorship in a public forum. Therefore, posts and comments shall be removed on these platforms only if they include:
  - (1) Content that promotes discrimination;
  - (2) Sexual content;
  - (3) Commerce solicitations (ads);
  - (4) Information that will compromise public safety;

- (5) Endorsement of illegal behavior; and/or
- (6) Protected medical information.
- (F) It is anticipated that, from time to time, Council Members will have access to information that is considered privileged or confidential under NC General Statutes. Elected officials shall not reveal any confidential or privileged information about the Town, its constituents, its employees, or its contractors on social media platforms.
- (G) Town Council members shall direct members of the public to the Town’s official digital platforms in order to respond to a social media inquiry, the following responses are suggested:
  - (1) Twitter / “X”: “Tagging @Morrisville\_NC on your inquiry so the Town may respond to you directly.”
  - (2) Facebook: “Tagging @TownOfMorrisville on your inquiry so the Town may respond to you directly.”
  - (3) Instagram: “Tagging @townofmorrisvillenc on your inquiry so the Town may respond to you directly.”
  - (4) YouTube: “Tagging @TownofMorrisvilleNC on your inquiry so the Town may respond to you directly.”
  - (5) Other platforms, such as Nextdoor: “Please contact the Town of Morrisville directly at 919-463-6152 or at [information@morrisvillenc.gov](mailto:information@morrisvillenc.gov) so the Administration may respond to you.”

**Code of Conduct: Best Practices for Elected Officials**

- (A) To encourage public engagement and constructive dialogue, while maintaining the dignity and integrity of elected office, the following best practices help to ensure that the official use of social media by Council Members is done in a responsible manner.
- (B) Town of Morrisville Council Members are encouraged to:
  - (1) Be honest and accurate when posting information, and quickly correct any mistakes, misstatements, and/or factual errors in content upon discovery.
  - (2) Promote constructive dialogue and civic engagement.
    - (a) Avoid undignified remarks on social media platforms and on others’ social media platforms. Undignified remarks are those that “lack seriousness in manner, appearance or language.”
    - (b) Avoid discourteous remarks. Discourteous remarks include those that display “unpolished manners or disrespect for others.”

- (c) Refrain from disruptive statements. A disruptive statement is one that contains personal attacks, profanity, commercial advertising or content which is entirely off-topic.
  - (d) Avoid personal attacks, which are disparaging remarks that attribute motives to a person's action. Statements of fact, or of your own opinion are generally not personal attacks.
- (C) Consider whether liking, sharing, retweeting or commenting on social media posts could be perceived as an official endorsement by the Town, its employees, constituents, other public officials, suppliers, vendors, or contractors.
- (D) Monitor personal social media accounts on which they identify themselves as members of the Morrisville Town Council, and be prepared to appropriately address or escalate situations that arise as a result of posting on those accounts.

***Adopted August 13, 2019 by Resolution 2019-158-0  
Amended April 8, 2025 by Resolution 2025-65-0***

Appendix 3 – Rules of Procedure Changes  
(Beginning April 8, 2025)

Version	Date	Enacting Resolution	Policy Change
16	September 23, 2025	2025-306-0	Rule 35 added
15	April 8, 2025	2025-65-0	<p>The following changes were adopted:</p> <p>Throughout – changed “resident” to “community member.”</p> <p>Throughout – changed “should” to “shall”.</p> <p>Throughout – removed references to the Mayor as being separate from other Council Members where appropriate.</p> <p>Section 7 – Clarified that Council is expected to sign their annual ethics commitment form no later than the first February meeting each year.</p> <p>Rule 1 – Clarified that Council may shift a scheduled meeting to a Monday, Thursday, or Friday; this includes to allow Council Members to attend a conference.</p> <p>Rule 1 – Clarified that Council may elect to hold a Council meeting at a site other than the Town Council Chambers at their discretion.</p> <p>Rule 4(A) – Changed “Proposed Agenda” to “Draft Agenda.”</p> <p>Rule 4(E) – Reduced the requirement to advance a Roundtable item from a super majority (five votes) to a simple majority (four votes).</p> <p>Rule 5 – Changed “Public Address” to “Public Input”.</p> <p>Rule 5(A) – Established three methods of Public Input, including Public Comment (in-person), Public Hearing Input (in-person), and Online Public Input (for comment or public hearing).</p>

			<p>Rule 5(A)(3) – Modified the procedure for Online Public Input (formerly “e-comment”) by allowing Online Public Input from the time the agenda is posted publicly up to three hours prior to the meeting and clarified how that input is handled if it comes in after three hours prior.</p> <p>Rule 5(A)(3) – Modified the procedure so that Online Public Input will be read into the meeting record for up to three minutes.</p> <p>Rule 6 – Modified the standard agenda order by separating proclamations from presentations and making the order consent agenda, proclamations, public comment, and then presentations.</p> <p>Rule 15 – Added that text messaging is an acceptable form of notice for remote participation; clarified that twenty-four hours’ notice is requested when practical.</p> <p>Rule 15 – Removed the requirement for a Council Member to offer a justification for their remote participation.</p> <p>Rule 15 – Added clarifying language on the purpose of remote participation.</p> <p>Rule 15 – Removed the requirement for a Council Member to identify their location when participating remotely.</p> <p>Rule 25(A)(4) – Separated out proclamations for staff recognition from other proclamations in order to recognize staff during their workday.</p> <p>Rule 25(A)(4) – Implemented a three-minute time limit for anyone speaking after receiving a proclamation.</p> <p>Rule 25(A)(4) – Clarified that if there is not a recipient for a proclamation requested from outside the Town, that it will be acknowledged on the meeting agenda but will not be read in the meeting.</p>
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			<p>Rule 25(A)(4) – Reduced the number of proclamations read aloud in a meeting from three to two.</p> <p>Rule 26 – Consolidated the separate Closed Session Policy adopted in 2018 into this Rule to avoid conflicting information.</p> <p>Rule 26(A) – Added clarification on staff that normally attends a closed session.</p> <p>Rule 26(B) – Clarified that Advisory Committee members are not employees and may not be discussed in closed session.</p> <p>Appendix 2 – Social Media – added a reference to the Town’s YouTube account.</p> <p>Town Council Policy on Closed Session Minutes – consolidated the content into Rule 26 and eliminated the policy.</p>
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