

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for Thursday July 20, 2017
Location: Wake County EMS Training Facility
Time: 7:00 PM

◆ **Meeting Called to Order: Chairman Billy Myrick**

- Invocation
- Pledge of allegiance
- Roll of Members Present
- Appointments of Alternate Voting Members

◆ **Items of Business**

- Approval of Agenda
- Adoption of Minutes for March 16, 2017 Regular Meeting
- Adoption of Minutes for May 4, 2017 Special Called Meeting

◆ **Public Comments:**

- Comments from the public, on items not on the agenda, will be received at this time, with a maximum of 3 minutes per person. A signup sheet for those who wish to speak during the public comments section of the meeting is located at the entrance of the meeting room.

◆ **Regular Agenda**

- North Region Subcommittee Appointments
- Adoption – Fire Commission Rules of Procedure
- Consolidation of Fire Commission Subcommittees

◆ **Information Agenda**

- Fire Tax Financial Report
- Standing Committee Updates
 - Administrative
 - Apparatus
 - Budget
 - Communications
 - Equipment
 - Facility
 - Staffing and Compensation
 - Steering
 - Training
- Chair Report
- Fire Services Director Report

◆ **Other Business**

◆ **Adjournment** - Next Meeting September 21, 2017

Fire Services

**WAKE COUNTY
FIRE COMMISSION
Thursday, March 16, 2017**

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 16, 2017, 7:00 PM, Wake County EMS Training Commons Building, Rogers Lane, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Billy Myrick called the meeting to order.

The following members were present: Matt Calabria (Wake County Commissioner), Lee Price (Firefighters Association President), Chair Billy Myrick, Chief Ron Early (North Region), Chief David Dillon (North Region Alternate), Chief Tony Mauldin (South Region), Chief Keith McGhee (West Region), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Vice Chair Jones (Citizen Consumer), Bob Stagg (Citizen Consumer), and Matthew Stark (Citizen Consumer).

The following members were absent: John Burns (Wake County Commissioner), Chief Garland Johnston (West Region Alternate), Chief Matt Poole (South Region Alternate), Judge Keith Gregory (Citizen/Consumer), and Ricky Wright (Citizen Consumer).

The following County officials and staff were present: Deputy County Manager Johnna Rogers, Fire Services Director Nick Campasano, Deputy Fire Services Director Darrell Alford, Budget and Management Analyst Michael James, Fire Services Training Manager David Zoltoski and Sr. Accounting Technician Diana McBride.

Chris Perry gave an invocation. Chair Billy Myrick led the group with the pledge of allegiance.

PUBLIC COMMENTS

None

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Motion to approve the agenda was made by Vice Chair Jones and seconded by Lee Price. The motion was approved and unanimously carried by the Fire Commission. Chief Tony Mauldin requested to move the public comment to the beginning of the meeting versus the end. Wake County Fire Services Director Nick Campasano reported that the Administrative committee reviewed the Rules of Procedure; they will present the change at the May Fire Commission meeting regarding moving the public comment.

ADOPTION OF MINUTES FOR JANUARY 26, 2017

Motion to adopt the minutes for the January 26, 2017 meeting was made by Bob Stagg and seconded by Vice Chair Jones; the Fire Commission unanimously approved the minutes for the January 26, 2017 Fire Commission regular meeting.

ADOPTION OF MINUTES FOR MARCH 2, 2017, SPECIAL CALLED MEETING

Motion to adopt the minutes for the March 2, 2017 Special Called Meeting was made by Chief Keith McGee and seconded by Chief Mauldin; the Fire Commission unanimously approved the minutes for the March 2, 2017 Special Called Fire Commission Meeting.

REGULAR AGENDA

STAFFING AND DEPLOYMENT RECOMMENDATIONS

Director Nick Campasano requested that the Fire Commission vote on four of the eight recommendations presented at the March 2, 2017 Special Called Meeting.

The four recommendations for Fire Commission to discuss and consider were:

1. The utilization of NAPA-1720 as the standard guiding document for staffing and response.
2. The implementation of a countywide fire incident record management system.
3. The inclusion of fire dispatch standards as part of the inter-local agreement with the Raleigh Wake 911 Center.
4. The development of an organizational structure template for County Fire Departments.

Chief Mauldin, a representative for the Southern Region shared concerns of Wake County adopting the NFPA-1720 standard and the impact it will have on future stations with the 4 person response. Director Campasano responded that the recommendation for the NFPA-1720 standard has two phases. The first phase is response time that we currently meet but will have to continue to be tracked to identify future stations. The second phase is the assembly time and when we assemble people on the scene, that data is currently not being tracked. The recommendation for the integration of CAD would be to collect data to assess where the proper number of people is being assembled. Having this data will allow us to address staffing needs in those areas. Director Campasano referred to his previous presentation where he recommended a quarterly report be provided to the Fire Commission regarding how we are doing on response and assembly times, so we are not waiting 10 years. In response to the Countywide Records Management System, Chief Keith McGee shared his concern of lack of proper training and

consistency that may impact the effectiveness of the report. Director Campasano reiterated that the recommendation consists of two parts; the implementation of the CAD pushed records reporting, and providing training to ensure uniformity across the departments.

Director Campasano opened the floor to comments or questions, regarding the Staffing and Deployment Study Presentation from the Special Called Fire Commission Meeting before considering the four recommendations. Vice Chair Jones made a motion to utilize NAPA-1720 as the standard guiding document for staffing and response. The motion was seconded by Lee Price and was carried unanimously by the commission. Lee Price made the motion to move forward with the implementation of a countywide fire incident record management system with CAD integration and training. The motion was seconded by Chief McGhee, the motion was carried unanimously by the commission. Chief McGhee made the motion to include fire dispatch standards as part of the inter-local agreement with the Raleigh Wake 911 Center. The motion was seconded by Bob Stagg and carried unanimously by the commission. Chief McGhee made the motion to develop an organizational structure template for County fire departments; the motion was seconded by Vice Chair Jones and was carried unanimously by the commission.

COUNTY WIDE INFECTIOUS CONTROL MANUAL

Lee Price presented that the infectious disease control officers of the County, along with Raleigh Fire, Cary and some municipalities have been working on a standardized infections control manual for countywide use. It has been completed and will be provided by Katherine West in a Word format. Lee Price requested that the commission approves the purchase of the standardized infectious control manual in the amount of \$800. Vice Chair Jones inquired if all departments/municipalities have to adopt the procedures. Commissioner Matt Calabria stated it depends on the terms in the contract but Director Campasano clarified that this was not a contract but a program and the manual will serve as a guide for the program. Director Campasano stated that this was a coordinated effort among all of the departments including municipalities and the City of Raleigh on how to deal with a potential infectious exposure. Director Campasano concluded that this is a very helpful program and goes hand in hand with our wellness and medical exams programs. Lee Price explained the \$800 price tag and that the manual will be delivered to Captain Campbell with the City of Raleigh. The manual will come on a thumb drive and be distributed to the departments, at that time; departments can put their name on it. The purchase of the manual provides technical advice and litigation backing with OSHA. Director Campasano confirmed that there is funding available to purchase the manual. Any updates to the manual would be an additional charge. Bob Stagg asked the question to clarify that this covers occupational hazards versus an Ebola type outbreak. Vice Chair Jones made a motion to approve the purchase of the standardized infections control manual in the amount of \$800. The motion was seconded by Chief McGhee and carried unanimously by the commission.

FACILITY ASSESSMENTS

Director Campasano informed the commission that we have received the cost estimates from the County consultants regarding facilities assessments. They looked at 19 stations at a cost of \$7,700 per station. Based on information, the cost of 15 stations, 100% County fire departments,

will be a cost of \$115K. The GSA maintained buildings were not assessed, as GSA knows the condition of those locations. Director Campasano asked the commission for a recommendation to include \$115K in funding in the FY 2018 budget for the study. Director Campasano explained that the facility assessment would include life safety, mechanical, shell, roof, walls and utilities. Chief Calabria asked, “What action do we anticipate coming as a result of the facility assessment?” Director Campasano explained funding for improvements identified by the assessment. Deputy County Manager Johnna Rogers added that there will also be recommendations and cost estimates included. Chief Mauldin expressed his approval of this process and shared that current stations needs attention. He also expressed that the current annual budget of \$100K for facility improvements is not nearly enough to cover the problems throughout all the departments and stations in the County. Chief Mauldin also shared his concern of spending this money and it sits on the shelf like the last Erie study that was done about 15 years ago. He also added that there are several things that have not been done from the last facility assessment. The County will share this cost share with the cost share departments. Commissioner Calabria inquired if there had been any money set aside for the repairs and shared the same concern as Chief Mauldin. Director Campasano responded that our current fire model has \$100K a year, anything over that would have to be budgeted. Deputy County Manager, Rogers added that this assists the County with forecasting and prioritizing needs. Bob Stagg emphasized the shared concern of the cost versus the available funding resources. The group continued the discussion. Chairman Myrick asked Deputy County Manager Rogers if there was any extra funding to go towards facility repairs. Deputy County Manager Rogers stated that there are several issues in the fire capital plan that needed prioritizing. She added that the County’s number one priority is to take care of what we have first before we build new. Having an updated number gives you a good road map to prioritize all your capital needs. This assessment will identify significant needs and provide well documented justification to consider an increase in revenue. Deputy County Manager Rogers suggested doing an assessment of the older stations and see what comes back to alleviate concerns over the cost. Chief Ron Early amended Director Campasano’s motion to include that we follow the priorities set forth by this study. The motion was seconded by Bob Stagg and the motion was carried by the commission.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James referred Commission members to page 65 in the packet for the financial report. Michael reported no issues and that revenues are coming in as projected. The Commission did not have any questions for Michael.

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

No report.

Apparatus Sub-Committee:

Committee Chair, Jim Jones reported that the Apparatus Committee met yesterday at station 1 in Garner and discussed the County's plan for apparatus reduction as it relates to the recent staffing and development study, as well as, how to address countywide rising apparatus maintenance cost in the upcoming budget.

Moving forward the committee with Wake County staff will be looking for ways to clean up inconsistencies in vehicle and equipment maintenance. The hope is to develop a process that allows for equal comparison when evaluating apparatus maintenance cost. We are also looking to revise and update the small vehicle guideline to address the current needs of the departments and develop a policy to address two for one apparatus replacements.

Budget Sub-Committee:

No report.

Communications Sub-Committee

Committee Chair, Chris Perry reported to the Commission that the committee is currently looking at radios purchase for the next fiscal year. They are evaluating the features of the radios and determining which features are necessities. Radios will be purchased over the next three fiscal years. The CAD selection is still ongoing; the CAD Committee is still trying to narrow down a vendor selection. Hopefully, a vendor will be selected in the next two to three months; the implementation will probably take 12 to 18 months. Lastly, the radio system upgrade RFPs are being drafted to complete the third of the three phases in our radio project. The project was to upgrade the radios to the current P25 standard.

Equipment Sub-committee:

Brian Amersons reported on behalf of the Equipment Committee. The group met Monday, January 30, 2017 to discuss turnout gear and the distribution of gear. Staff has gathered figures to place defibrillators on all apparatus.

Facility Sub-Committee

David Dillon reported to the Commission that there are a few departments that have not completed their projects.

Staffing and Compensation Sub-Committee:

No report.

Steering Sub-Committee:

Stony Hill Fire Chief, AC Rich reported that the committee will be meeting on Wednesday, March 26, 2017. We will continue to work with County staff on the organization structure recommendation.

Training Sub-Committee:

No report.

CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

None

TRAINING DIRECTOR REPORT

David Zoltoski, Training Manager, informed the Commission of the upcoming trainings of ICS 100 and 200 in April, centrals in May, and hazmat in June.

The recruit academy has finished their EMT and the graduation has been set for Thursday, July 20, 2017.

OPERATIONS DIRECTOR REPORT

Wake County Fire Services Deputy Director Darrell Alford introduced Ben Griffin. Ben is the new logistics manager and comes to us from NCDOT.

Deputy Director Alford reported to the Commission that as part of the Staffing and Deployment study, County staff identified fleet reductions which results in cost savings with future replacement efficiencies. Deputy Director Alford and Director Campasano met with Tony Bailey with the NC Department of Insurance to review the proposed changes. They agreed that the changes would not cause any issues with the department current ISO grade. Deputy Director Alford and Director Campasano met with each department separately with the exception of one. During this process, we look at what a model fire station would look like. Deputy Director Alford reviewed and explained the plan with the Commission (visual).

LOGISTICS MANAGER REPORT

None

OTHER BUSINESS

None

ADJOURNMENT

Being no further business, Billy Myrick made a motion to adjourn, the motion was seconded and the meeting was adjourned.

FY 2018 Systemwide Expenditure Budget

Item	FY 2017		FY 2018		Increase/Decrease)
800 MHz Fire Costs	\$	149,001	\$	169,191	\$ 20,190
CAD Fire Costs		10,121		10,170	49
NC Forestry - Wildfire Prevention		66,548		66,046	(502)
Toner & Voice Pager Maint.		15,500		15,965	465
HAZMAT Program		79,397		79,788	391
RWCC Dispatch Service		221,353		275,585	54,232
Fire Service Training		343,279		343,279	-
County-Owned Facilities Utilities		24,242		-	(24,242)
Contracted Services		21,276		21,914	638
DMV Motor Vehicle Tax Collection Fees		50,000		51,500	1,500
Telematics				9,095	9,095
Snow Plow		-		60,000	60,000
Medical Exams		250,000		250,000	-
Total Uses	\$	1,230,717	\$	1,352,533	\$ 121,816

FY 2018-2024 Recommended Capital Improvement Plan Summary

Project	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Apparatus Replacement (Includes Small Vehicles)	\$ 1,682,029	\$ 1,086,106	\$ 1,666,089	\$ 3,520,789	\$ 942,527	\$ 1,268,687	\$ 1,791,646
800MHz Infrastructure and Radio Replacement	1,476,000	-	-	-	-	-	-
Pager and Radio Replacement	858,000	383,000	-	-	-	-	-
Turnout Gear (Includes Boots and Helmets)	280,506	290,324	300,485	311,002	321,887	333,153	344,814
Small Capital*	201,765	150,000	150,000	150,000	150,000	150,000	150,000
Thermal Imaging Cameras	63,333	72,599	52,608	32,951	26,232	35,737	43,921
Automatic External Defibrillators	74,993	75,921	78,235	74,825	67,620	89,533	86,677
Self Contained Breathing Apparatus (SCBA)	129,000	(86,460)	145,194	1,490	-	-	232,216
Facilities**	402,910	4,000,000	100,000	100,000	100,000	100,000	100,000
Reserves***	30,500	30,500	30,500	30,500	30,500	-	-
Total Uses	\$ 5,199,035	\$ 6,001,991	\$ 2,523,111	\$ 4,221,558	\$ 1,638,766	\$ 1,977,110	\$ 2,749,274

*FY 18 Includes one-time cost for a centralized record management system

**FY18 includes 150,000 for a facility condition assessment. FY 19 includes \$3.9 million for the construction of the Wendell Falls Fire Station

***Repayment to the County from the Town of Garner for the construction of Garner Station 4 is budgeted as a reserve

WAKE COUNTY FIRE TAX DISTRICT
FY 2017 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of 4.27.17

Revenues:

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	1,527,849	-	1,527,849	1,527,849	(1,527,849)	-
T128 Refunds of NC DMV Taxes	-	-	(5,801)	-	(5,801)	(5,801)	5,801	-
T200 Special District Taxes	25,423,000	25,423,000	23,640,144	-	23,640,144	23,640,144	1,782,856	93
N132 Interest - NCDOT - DMV Taxes	-	-	921	-	921	921	(921)	-
N140 Market vs Cost Investment Difference	-	-	(9,255)	-	(9,255)	(9,255)	9,255	-
N150 Interest Income/Pooled Funds	15,000	15,000	33,542	-	33,542	33,542	(18,542)	224
A370 Appropriated Fund Balance	-	8,776	-	-	-	-	8,776	-
	25,438,000	25,446,776	25,187,400	-	25,187,400	25,187,400	259,376	98.98%

Expenditures:

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	250,000	250,000	76,233	145,396	76,233	221,628	28,372	30
2406 CONTRACTED SERVICES	21,276	30,052	6,526	2,250	6,526	8,776	21,276	22
3104 EQUIPMENT	-	-	640	-	640	640	(640)	-
3117 Computer Software Fees	-	-	309	-	309	309	(309)	-
3127 OFFICE SUPPLIES	-	-	70	-	70	70	(70)	-
3134 OTHER SUPPLIES AND MATERIALS	-	-	9,416	-	9,416	9,416	(9,416)	-
3617 DISPATCH SERVICE	221,353	221,353	221,260	-	221,260	221,260	93	100
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,500	15,500	9,934	-	9,934	9,934	5,566	64
4208 CITY OF RALEIGH HAZMAT PROGRAM	79,397	79,397	-	79,397	-	79,397	0	-
4224 NC DEPT OF NRCD - FORESTRY	66,548	66,548	47,925	18,623	47,925	66,548	-	72
4409 POSTAGE/CHARGES FROM GS	-	-	195	-	195	195	(195)	-
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,280	343,280	-	-	-	-	343,280	-
4446 800mhz charges from other dept	149,001	149,001	111,751	-	111,751	111,751	37,250	75
4447 CAD charges from other dept	10,121	10,121	-	-	-	-	10,121	-
4460 GSA Utilities - Electric	24,242	24,242	16,109	-	16,109	16,109	8,133	66
4465 GSA Utilities - Waste Services	-	-	15	-	15	15	(15)	-
4758 MV Tax Collection Costs	50,000	50,000	39,820	-	39,820	39,820	10,180	80
8105 RESERVE FOR FUTURE APPROPRIATION	171,547	50,593	-	-	-	-	50,593	-
9103 TRANSFER TO C/P CO CONSTRUCTION FUND	2,850,453	2,850,453	2,850,453	-	2,850,453	2,850,453	-	100
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	959,000	1,079,954	1,079,954	-	1,079,954	1,079,954	-	100
DEPARTMENT APPROPRIATIONS	20,226,282	20,226,282	18,494,928	1,673,354	18,494,928	20,168,282	58,000	0.91
Total	25,438,000	25,446,776	22,965,538	1,919,020	22,965,538	24,884,557	562,219	90.25%

**WAKE COUNTY FIRE TAX DISTRICT
FY 2017 DEPARTMENT APPROPRIATIONS
As of 4.27.17**

Department Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	912,792	912,792	836,727	76,066	836,727	912,793	(1)	91.67
Bayleaf FD	1,754,967	1,754,967	1,610,946	144,021	1,610,946	1,754,967	0	91.79
Cary FD	58,000	58,000	-	-	-	-	58,000	0.00
Durham Highway FD	905,623	905,623	830,154	75,469	830,154	905,623	0	91.67
Eastern Wake FD	1,775,071	1,775,071	1,627,148	147,923	1,627,148	1,775,071	0	91.67
Fairview FD	1,305,512	1,305,512	1,196,719	108,793	1,196,719	1,305,512	0	91.67
Fuquay Varina FD	1,586,867	1,586,867	1,454,628	132,239	1,454,628	1,586,867	-	91.67
Garner FD	1,872,709	1,872,709	1,716,650	156,059	1,716,650	1,872,709	0	91.67
Holly Springs FD	603,207	603,207	552,940	50,267	552,940	603,207	-	91.67
Hopkins FD	909,251	909,251	833,480	75,771	833,480	909,251	-	91.67
Morrisville FD	846,120	846,120	775,610	70,510	775,610	846,120	-	91.67
Rolesville FD	808,556	808,556	741,175	67,380	741,175	808,555	1	91.67
Stony Hill FD	1,111,620	1,111,620	1,020,344	91,276	1,020,344	1,111,620	0	91.79
Swift Creek FD	605,143	605,143	558,464	46,679	558,464	605,142	1	92.29
Wake-New Hope FD	1,414,413	1,414,413	1,296,545	117,868	1,296,545	1,414,413	-	91.67
Wake Forest FD	871,615	871,615	798,980	72,635	798,980	871,615	0	91.67
Wendell FD	1,612,859	1,612,859	1,478,454	134,405	1,478,454	1,612,859	-	91.67
Western Wake FD	688,512	688,512	631,136	57,376	631,136	688,512	-	91.67
Zebulon FD	583,445	583,445	534,826	48,621	534,826	583,446	(1)	91.67
	20,226,282	20,226,282	18,494,928	1,673,354	18,494,928	20,168,282	58,000	91.44%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL BALANCE REPORT
As of 4.27.17**

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
026F	Stony Hill Remediation	8420V0100	\$827,348.00	\$827,348.00	\$0.00	\$827,348.00	\$619,177.41	\$19,123.00		\$638,300.41	\$189,047.59	\$189,047.59
050F	Wendell Falls Station, Fire Tax Portic	8420V0100	\$661,869.10	\$661,869.10	\$0.00	\$661,869.10	\$86,633.90	\$248,020.00		\$334,653.90	\$327,215.20	\$327,215.20
057F	Fire Planned Facility Repairs	8420V0100	\$1,127,230.95	\$1,127,230.95	\$0.00	\$1,127,230.95	\$842,328.86	\$92,553.09		\$934,881.95	\$192,349.00	\$192,349.00
072F	Fire Facility Condition Assessments	8420V0100	\$17,000.00	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00		\$0.00	\$17,000.00	\$17,000.00
Total Division 8420 Fire Facilities			\$2,633,448.05	\$2,633,448.05	\$0.00	\$2,633,448.05	\$1,548,140.17	\$359,696.09		\$1,907,836.26	\$725,611.79	\$725,611.79

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHE	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$110,208.54	\$0.00		\$110,208.54	\$21,394.46	\$21,394.46
044F	TURNOUT GEAR	8430V0300	\$2,446,686.00	\$2,446,686.00	\$0.00	\$2,446,686.00	\$1,856,578.41	\$180,867.76		\$2,037,446.17	\$409,239.83	\$409,239.83
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$3,061,000.00	\$3,061,000.00	\$0.00	\$3,061,000.00	\$1,813,000.00	\$1,248,000.00		\$3,061,000.00	\$0.00	\$0.00
061F	Fire Air Bottle Replacement	8430V0300	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$75,228.00	\$0.00		\$75,228.00	\$233,772.00	\$233,772.00
062F	Fire Defibrillators	8430V0300	\$291,979.00	\$291,979.00	\$0.00	\$291,979.00	\$119,443.95	\$21,132.16		\$140,576.11	\$151,402.89	\$151,402.89
063F	Fire Thermal Imaging Cameras	8430V0300	\$319,683.00	\$319,683.00	\$0.00	\$319,683.00	\$227,403.44	\$0.00		\$227,403.44	\$92,279.56	\$92,279.56
066F	Fire SCBA's	8430V0300	\$1,621,290.53	\$1,621,290.53	\$0.00	\$1,621,290.53	\$1,377,625.38	\$0.00		\$1,377,625.38	\$243,665.15	\$243,665.15
090F	Fire Small Capital - FY17	8430V0300	\$210,000.00	\$210,000.00	\$0.00	\$210,000.00	\$117,111.12	\$0.00		\$117,111.12	\$92,888.88	\$92,888.88
Total Division 8430 Fire Fighting Equipment			\$8,391,241.53	\$8,391,241.53	\$0.00	\$8,391,241.53	\$5,696,598.84	\$1,449,999.92		\$7,146,598.76	\$1,244,642.77	\$1,244,642.77

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$144,252.82	\$144,252.82	\$0.00	\$144,252.82	\$55,469.53	\$27,357.32		\$82,826.85	\$61,425.97	\$61,425.97
056F	Fire Small Vehicles	8440V0100	\$717,322.04	\$717,322.04	\$0.00	\$717,322.04	\$486,286.08	\$33,352.01		\$519,638.09	\$197,683.95	\$197,683.95
085F	FY16 Large Apparatus - Municipal	8440V0100	\$277,000.00	\$277,000.00	\$0.00	\$277,000.00	\$194,337.00	\$0.00		\$194,337.00	\$82,663.00	\$82,663.00
086F	FY16 Large Apparatus - Rural	8440V0100	\$500,455.00	\$80,455.00	\$420,000.00	\$500,455.00	\$80,455.00	\$420,001.85		\$500,456.85	(\$1.85)	(\$420,001.85)
087F	FY17 Large Apparatus - Municipal	8440V0100	\$301,316.00	\$301,316.00	\$0.00	\$301,316.00	\$0.00	\$0.00		\$0.00	\$301,316.00	\$301,316.00
088F	FY17 Large Apparatus - Rural	8440V0100	\$1,660,161.00	\$17,003.00	\$1,643,158.00	\$1,660,161.00	\$8,000.00	\$1,659,254.00		\$1,667,254.00	(\$7,093.00)	(\$1,650,251.00)
089F	Apparatus Emergency Repairs	8440V0100	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	\$21,175.59	\$0.00		\$21,175.59	\$53,824.41	\$53,824.41
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$2,063,158.00	(\$2,063,158.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,063,158.00
Total Division 8440 Fire Apparatus			\$3,675,506.86	\$3,675,506.86	\$0.00	\$3,675,506.86	\$845,723.20	\$2,139,965.18		\$2,985,688.38	\$689,818.48	\$689,818.48

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
096F	Fire Preexisting Department - Debt S	8490V0100	\$691,954.70	\$691,954.70	\$0.00	\$691,954.70	\$686,089.13	\$5,865.50		\$691,954.63	\$0.07	\$0.07
097F	Transfer to Debt Service Fund	8490V0100	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$60,071.98	\$0.00		\$60,071.98	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreeme	8490V0100	\$180,500.00	\$152,500.00	\$28,000.00	\$180,500.00	\$0.00	\$0.00		\$0.00	\$180,500.00	\$152,500.00
099F	Fire Capital Uncommitted	8490V0100	\$3,929,459.02	\$3,466,553.34	\$462,905.68	\$3,929,459.02	\$4.48	\$0.00		\$4.48	\$3,929,454.54	\$3,466,548.86
Total Division 8499 Fire Capital Uncommitted			\$4,861,985.70	\$4,371,080.02	\$490,905.68	\$4,861,985.70	\$746,165.59	\$5,865.50		\$752,031.09	\$4,109,954.61	\$3,619,048.93
Total Department 84 Fire And Rescue CIP			\$19,562,182.14	\$19,071,276.46	\$490,905.68	\$19,562,182.14	\$8,836,627.80	\$3,955,526.69		\$12,792,154.49	\$6,770,027.65	\$6,279,121.97
Total Fund: 4400 Fire CIP			\$19,562,182.14	\$19,071,276.46	\$490,905.68	\$19,562,182.14	\$8,836,627.80	\$3,955,526.69		\$12,792,154.49	\$6,770,027.65	\$6,279,121.97

**WAKE COUNTY
FIRE COMMISSION
Thursday, May 4, 2017
(Special Called Meeting)**

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 4, 2017, 7:00 PM, Wake County EMS Training Commons Building, Rogers Lane, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Billy Myrick called the meeting to order.

The following members were present: Chair Billy Myrick, Vice Chair Lucius Jones (Citizen Consumer), Matt Calabria (Wake County Commissioner), Lee Price (Firefighters Association President), Chief Ron Early (North Region), Chief Rodney Privette (East Region), Chief Tony Mauldin (South Region), Assistant Chief David Dillon (North Region Alternate), Keith McGee (West Region), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer) and Matthew Stark (Citizen Consumer).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), John Burns (Wake County Commissioner), Chief Garland Johnston (West Region Alternate), Chief Matt Poole (South Region Alternate), and Chris Perry (East Region Alternate).

The following County officials and staff were present: Deputy County Manager Johnna Rogers, Fire Services Director Nick Campasano, Deputy Fire Services Director Darrell Alford, Budget and Management Analyst Michael James, Fire Services Training Manager David Zoltoski and Sr. Accounting Technician Diana McBride.

Chair Billy Myrick called the meeting to order at 7:01pm and led the group with the pledge of allegiance. Vice Chair Jones gave the invocation.

PUBLIC COMMENTS

None

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Wake County Fire Services Deputy Director, Darrell Alford requested that the Commission

appoint a Chairman to the Budget Committee in addition to the Volunteerism and Recruitment Subcommittee. Bob Stagg moved to approve the agenda with the inclusion of the Deputy's request. The motion was seconded by Chief McGhee and the agenda was approved unanimously by the Commission.

REGULAR AGENDA

SUB COMMITTEE PROPOSED APPOINTMENTS

Deputy Director Alford requested from the Chairman that he appoints Chief Barry Spain in the Primary and Division Chief Glenn Clapp as the secondary for the Southern Region, removing Scott Daniel. In addition, appoint Division Chief Glenn Clapp as the Primary to the Volunteer Retention Committee and Assistant Chief Hunter Byars as Secondary. The Fire Commission Chairman Myrick approved the appointments as stated.

APPOINTMENT CHAIRMAN (VOLUNTEERISM & RECRUITMENT SUB COMMITTEE)

Deputy Director Alford reviewed the members of the Volunteerism and Recruitment Sub Committee. He mentioned that there are no citizen reps on the committee. He asked Chairman Myrick to appoint Chief Glenn Clapp as the Chairman to the Volunteerism and Recruitment Sub Committee. The appointment request was granted by Chairman Myrick.

Chairman Myrick previously expressed being removed from the Chair position of the Budget Committee due to becoming Fire Commission Chair. Deputy Director Alford requested Chairman Myrick to appoint Chief Matt Poole as Budget Committee Chair. The appointment request was granted by Chairman Myrick.

ADOPTION OF FIRE COMMISSION RULES OF PROCEDURE

Wake County Fire Services Director Nick Campasano reviewed the recommendations made by the Fire Commission that was presented to the Wake County Board of Commissioners along with their changes. It defined a citizen appointee as any resident of Wake County. It also stated that a citizen appointee shall not be affiliated with a fire department or fire department board of directors. Another change was the absence policy; the County Commissioners are following their administrative rules for attendance. That changed the unexcused absence for the Fire Commission from 3 to 1 annually. It was also recommended that the Fire Commission define the position of fire service planning and service regional representatives as being filled by a fire member serving at the rank of Fire Chief. Those changes were approved at the February 6, 2017 Board of Commissioners meeting. The first item requested is for the commission to adopt the mentioned changes (handout of recommended motions). A motion was made by Bob Stagg and seconded by Vice Chair Jones, the motion carried.

Since that time a recommendation came forth for the Administrative Sub Committee to change some of the Rules of Procedure. The Administrative Subcommittee has the authority to make

changes to the Rules of Procedure. Director Campasano pointed the Commission to the last recommendation on the handout. He explained that during the time County Commissioners was voting on the changes, the changes were not communicated back to the Clerk's office and at the same time, the two citizen reps was being appointed to the vacant positions. County staff's recommendation is that because primary citizen reps will be meeting every two months and voting, the conflict clause makes sense to be there for that balance. The alternate citizen reps that would fill in, if there is an absence, may not fill in as a volunteer in that role where they may not be able to participate. Staff recommended that the conflict clause not apply to the alternate positions. Bob Stagg opposed Director Campasano's position due to an alternate voting on items that may directly or indirectly impact their department where they are a member of the board of directors. Bob Stagg expressed that would be a conflict of interest and goes against the core of what the Fire Commission is about. Commissioner Calabria explained that citizen participation is limited and encourages active participation. Vice Chair Jones believes that everyone on the board is here representing County and taxpayers and not one department in particular. Vice Chair Jones made a motion to recommend that the Wake County Board of Commissioners amend Section III D of the Wake County Fire Commission Rules of Procedure by adding "primary citizen appointees" before "shall not be affiliated with any County Fire Department of their Board of Directors". Vice Chair Jones made the motion, it was seconded by Commissioner Calabria; the motion carried with one nay (Bob Stagg).

There were four motions for adoption from the Administrative Subcommittee:

- To amend Section IV (A) by adding "Effective January 2018, no person shall be eligible to serve as Chair for more than four (4) consecutive one (1) year terms".
The Commission discussed the pros and cons of having term limits. Director Campasano suggested to Chairman Myrick to appoint alternate citizen appointee, Susan Ramsey so that she may participate and vote (as Primary). Chairman Myrick granted the appointment of Susan Ramsey to fill the primary position for this meeting and as the alternate citizen appointee going forward. Bob Stagg made the motion. The motion failed due to lack of support.
- To amend Section IV (B) by adding "Effective January 2018, no person shall be eligible to serve as Vice-Chair for more than (4) consecutive one (1) terms"
A motion was made to table this recommendation. It was seconded and the motion was carried by the Commission to table the item.
- To amend Section V (M) by adding the Pledge of Allegiance as the first agenda item, the invocation as the second item and listing Public Comment after the Approval of Minutes
Vice Chair Jones made the motion and Chief McGhee seconded the motion. The motion was carried by the Commission.
- To amend Section VIII (C) by removing the sentence, "No person shall serve on more than two committees"
A motion was made by Vice Chair Jones and seconded by Chief Privette. The motion was carried by the Commission.

APPARATUS REDUCTION AND MOVEMENT PLAN

Deputy Director Alford explained the apparatus reduction and movement plan in detail (handout in packet). All departments with the exception of one have accepted the plan. Deputy Director Alford opened the floor to Chief Privette of Rolesville to express his concerns. Chief Privette briefly expressed his concerns and requested that a letter written to him from Wake County Fire Services Director Nicholas Campasano be included in the minutes and on record. Deputy Director Alford read the letter aloud to the Commission and submitted it for the record (letter attached to minutes). He added that his hope is the funding that is saved through this process is placed with staffing, as volunteerism is fading. Deputy Director Alford asked the Commission for a motion to support the fire apparatus reduction and movement plan as we presented it with the inclusion of the letter addressed to Chief Privette from Director Campasano. Vice Chair Jones made the motion and Bob Stagg seconded. The motion carried.

NORTHERN WAKE CONSOLIDATION

Director Campasano gave an overview of the proposed Northern Wake consolidation. Wake County Fire Services was approached by the Stony Hill and Bay Leaf Fire Department's board of directors in early fiscal year 2017. The two departments discussed the advantages of merging into one department, at that time the two departments created planning committees to look at items that need to be accomplished in order to achieve the consolidation. The committees looked at hierarchy, rank structure, standard operating procedures, uniforms etc. Since that time, they have presented a preliminary budget to the County; the County has a counter proposals budget that Nick presented. He does not anticipate the numbers to change significantly. The consolidation is in the final stages, with the legal review of the consolidation and memorandum of understanding. The proposed implementation date is July 1, 2017. Some of the benefits of the consolidation is a single fire delivery system versus two, is an improvement and streamlines things such as budget and fire protection agreements. It provides the opportunity to reduce cost and service delivery, consistent hiring practices and combining two insurance districts into one. Director Campasano presented the proposed budget (PowerPoint presentation). Chairman Myrick made the motion to accept the Northern Wake merger. The motion was carried unanimously by the Commission.

FISCAL YEAR 2018 BUDGET PRESENTATION

Budget and Management Analyst Michael James provided an overview of the fiscal year 2018 operating and fiscal years 2018-2024 CIP budgets. The Commission did not have any questions for Michael. Vice Chair Jones made a motion to accept the budgets; the motion was seconded by Chief McGhee and was carried by the Commission.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Michael James provided the Commission with the current financial report. He reports that revenues are coming in slightly over what was budgeted for fiscal year 2017.

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

No report.

Apparatus Sub-Committee:

No report.

Budget Sub-Committee:

No report.

Communications Sub-Committee

No report.

Equipment Sub-committee:

No report.

Facility Sub-Committee

No report.

Staffing and Compensation Sub-Committee:

No report.

Steering Sub-Committee:

No report.

Training Sub-Committee:

No report.

CHAIR REPORT

Chairman Myrick praised the budget for allowing 3 people at each station throughout the County. It had been a goal for the Commission since him joining. He thanked the Commission for their work.

FIRE SERVICES DIRECTOR REPORT

Director Campasano will present a plan at the next Fire Commission meeting that will consolidate some of the subcommittees.

Director Campasano provided an update on the health insurance. Blue Cross Blue Shield is currently examining all of the fire departments participation that they currently serve in the County. They will treat all of the departments as one employer and provide the cost so that we can compare cost to other insurance providers. Chief Cates has also researched the NC State Firefighter Association that firefighters can participate in. Chief Cates has confirmed that the departments are eligible to participate in the State's health plan. A memorandum of understanding is being drafted outlining the process for the department to move to the State's health plan. This will be a substantial savings for the departments.

TRAINING DIRECTOR REPORT

No report.

OPERATIONS DIRECTOR REPORT

Deputy Director Alford congratulated Chief Mauldin and the Fuquay Fire Department on a successful NC rating inspection.

Deputy Director Alford reported that all equipment has been distributed (boots, helmets etc.). There will be two more rating inspections in June (Swift Creek & Fairview).

Deputy Director Alford requested that the Commission do a proclamation for Barry at the next Commission meeting.

LOGISTICS MANAGER REPORT

No report.

OTHER BUSINESS

None

ADJOURNMENT

Being no further business, Billy Myrick made a motion to adjourn, the motion was seconded and the meeting was adjourned.



Department of Fire Services

TEL 919 856 6349
FAX 919 856 6236

Department of Fire Services
331 S. McDowell St. • P.O. Box 550 • Raleigh, NC 27602
www.wake.gov.com

May 3, 2017

Chief Rodney Privette
Rolesville Fire Department
104 E. Young St
Rolesville, NC 27571

Chief Privette:

As you are aware, the Fire Commission will be voting on their recommendation of support for the adoption of the *Apparatus Reduction and Movement* plan at their May 4 meeting. As part of this plan, a county-owned elliptical tanker assigned to the Rolesville Fire Department as Tanker 158 is slated to be moved to the Bay Leaf Fire Department. It is my understanding that you desire to retain that tanker in the event a new Rolesville Fire Department station was constructed.

Although I understand your desire to plan for future apparatus needs, the immediate financial improvement to the fire tax district funding model necessitates the implementation of the *Apparatus Reduction and Movement* plan. However, as is County policy, if a future fire station is constructed for the Rolesville Fire Department and is supported by the County, and serves both the municipal and the Rolesville Rural Insurance District, the County would ensure that appropriate apparatus are included for use by your department to be stationed in the new facility.

Wake County Fire Services appreciates the service provided to the residents of this county by the Rolesville Fire Department, and particularly, your concern to plan for the future. We look forward to collaborating with you and your Board of Directors in assuring the fire/rescue needs of the citizens of Rolesville and Wake County are met.

Sincerely,

Nicholas Campasano, CFO
Director
Department of Fire Services

(919) 856-6349 office
(919) 410-2412 cell
nicholas.campasano@wakegov.com
331 S. McDowell Street Raleigh, NC 27601

WAKE COUNTY FIRE TAX DISTRICT
FY 2017 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of 4.27.17

Revenues:

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	1,527,849	-	1,527,849	1,527,849	(1,527,849)	-
T128 Refunds of NC DMV Taxes	-	-	(5,801)	-	(5,801)	(5,801)	5,801	-
T200 Special District Taxes	25,423,000	25,423,000	23,640,144	-	23,640,144	23,640,144	1,782,856	93
N132 Interest - NCDOT - DMV Taxes	-	-	921	-	921	921	(921)	-
N140 Market vs Cost Investment Difference	-	-	(9,255)	-	(9,255)	(9,255)	9,255	-
N150 Interest Income/Pooled Funds	15,000	15,000	33,542	-	33,542	33,542	(18,542)	224
A370 Appropriated Fund Balance	-	8,776	-	-	-	-	8,776	-
	25,438,000	25,446,776	25,187,400	-	25,187,400	25,187,400	259,376	98.98%

Expenditures:

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	250,000	250,000	76,233	145,396	76,233	221,628	28,372	30
2406 CONTRACTED SERVICES	21,276	30,052	6,526	2,250	6,526	8,776	21,276	22
3104 EQUIPMENT	-	-	640	-	640	640	(640)	-
3117 Computer Software Fees	-	-	309	-	309	309	(309)	-
3127 OFFICE SUPPLIES	-	-	70	-	70	70	(70)	-
3134 OTHER SUPPLIES AND MATERIALS	-	-	9,416	-	9,416	9,416	(9,416)	-
3617 DISPATCH SERVICE	221,353	221,353	221,260	-	221,260	221,260	93	100
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,500	15,500	9,934	-	9,934	9,934	5,566	64
4208 CITY OF RALEIGH HAZMAT PROGRAM	79,397	79,397	-	79,397	-	79,397	0	-
4224 NC DEPT OF NRCD - FORESTRY	66,548	66,548	47,925	18,623	47,925	66,548	-	72
4409 POSTAGE/CHARGES FROM GS	-	-	195	-	195	195	(195)	-
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,280	343,280	-	-	-	-	343,280	-
4446 800mhz charges from other dept	149,001	149,001	111,751	-	111,751	111,751	37,250	75
4447 CAD charges from other dept	10,121	10,121	-	-	-	-	10,121	-
4460 GSA Utilities - Electric	24,242	24,242	16,109	-	16,109	16,109	8,133	66
4465 GSA Utilities - Waste Services	-	-	15	-	15	15	(15)	-
4758 MV Tax Collection Costs	50,000	50,000	39,820	-	39,820	39,820	10,180	80
8105 RESERVE FOR FUTURE APPROPRIATION	171,547	50,593	-	-	-	-	50,593	-
9103 TRANSFER TO C/P CO CONSTRUCTION FUND	2,850,453	2,850,453	2,850,453	-	2,850,453	2,850,453	-	100
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	959,000	1,079,954	1,079,954	-	1,079,954	1,079,954	-	100
DEPARTMENT APPROPRIATIONS	20,226,282	20,226,282	18,494,928	1,673,354	18,494,928	20,168,282	58,000	0.91
Total	25,438,000	25,446,776	22,965,538	1,919,020	22,965,538	24,884,557	562,219	90.25%

**WAKE COUNTY FIRE TAX DISTRICT
FY 2017 DEPARTMENT APPROPRIATIONS
As of 4.27.17**

Department Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	912,792	912,792	836,727	76,066	836,727	912,793	(1)	91.67
Bayleaf FD	1,754,967	1,754,967	1,610,946	144,021	1,610,946	1,754,967	0	91.79
Cary FD	58,000	58,000	-	-	-	-	58,000	0.00
Durham Highway FD	905,623	905,623	830,154	75,469	830,154	905,623	0	91.67
Eastern Wake FD	1,775,071	1,775,071	1,627,148	147,923	1,627,148	1,775,071	0	91.67
Fairview FD	1,305,512	1,305,512	1,196,719	108,793	1,196,719	1,305,512	0	91.67
Fuquay Varina FD	1,586,867	1,586,867	1,454,628	132,239	1,454,628	1,586,867	-	91.67
Garner FD	1,872,709	1,872,709	1,716,650	156,059	1,716,650	1,872,709	0	91.67
Holly Springs FD	603,207	603,207	552,940	50,267	552,940	603,207	-	91.67
Hopkins FD	909,251	909,251	833,480	75,771	833,480	909,251	-	91.67
Morrisville FD	846,120	846,120	775,610	70,510	775,610	846,120	-	91.67
Rolesville FD	808,556	808,556	741,175	67,380	741,175	808,555	1	91.67
Stony Hill FD	1,111,620	1,111,620	1,020,344	91,276	1,020,344	1,111,620	0	91.79
Swift Creek FD	605,143	605,143	558,464	46,679	558,464	605,142	1	92.29
Wake-New Hope FD	1,414,413	1,414,413	1,296,545	117,868	1,296,545	1,414,413	-	91.67
Wake Forest FD	871,615	871,615	798,980	72,635	798,980	871,615	0	91.67
Wendell FD	1,612,859	1,612,859	1,478,454	134,405	1,478,454	1,612,859	-	91.67
Western Wake FD	688,512	688,512	631,136	57,376	631,136	688,512	-	91.67
Zebulon FD	583,445	583,445	534,826	48,621	534,826	583,446	(1)	91.67
	20,226,282	20,226,282	18,494,928	1,673,354	18,494,928	20,168,282	58,000	91.44%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL BALANCE REPORT
As of 4.27.17**

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
026F	Stony Hill Remediation	8420V0100	\$827,348.00	\$827,348.00	\$0.00	\$827,348.00	\$619,177.41	\$19,123.00		\$638,300.41	\$189,047.59	\$189,047.59
050F	Wendell Falls Station, Fire Tax Portic	8420V0100	\$661,869.10	\$661,869.10	\$0.00	\$661,869.10	\$86,633.90	\$248,020.00		\$334,653.90	\$327,215.20	\$327,215.20
057F	Fire Planned Facility Repairs	8420V0100	\$1,127,230.95	\$1,127,230.95	\$0.00	\$1,127,230.95	\$842,328.86	\$92,553.09		\$934,881.95	\$192,349.00	\$192,349.00
072F	Fire Facility Condition Assessments	8420V0100	\$17,000.00	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00		\$0.00	\$17,000.00	\$17,000.00
Total Division 8420 Fire Facilities			\$2,633,448.05	\$2,633,448.05	\$0.00	\$2,633,448.05	\$1,548,140.17	\$359,696.09		\$1,907,836.26	\$725,611.79	\$725,611.79

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHE	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$110,208.54	\$0.00		\$110,208.54	\$21,394.46	\$21,394.46
044F	TURNOUT GEAR	8430V0300	\$2,446,686.00	\$2,446,686.00	\$0.00	\$2,446,686.00	\$1,856,578.41	\$180,867.76		\$2,037,446.17	\$409,239.83	\$409,239.83
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$3,061,000.00	\$3,061,000.00	\$0.00	\$3,061,000.00	\$1,813,000.00	\$1,248,000.00		\$3,061,000.00	\$0.00	\$0.00
061F	Fire Air Bottle Replacement	8430V0300	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$75,228.00	\$0.00		\$75,228.00	\$233,772.00	\$233,772.00
062F	Fire Defibrillators	8430V0300	\$291,979.00	\$291,979.00	\$0.00	\$291,979.00	\$119,443.95	\$21,132.16		\$140,576.11	\$151,402.89	\$151,402.89
063F	Fire Thermal Imaging Cameras	8430V0300	\$319,683.00	\$319,683.00	\$0.00	\$319,683.00	\$227,403.44	\$0.00		\$227,403.44	\$92,279.56	\$92,279.56
066F	Fire SCBA's	8430V0300	\$1,621,290.53	\$1,621,290.53	\$0.00	\$1,621,290.53	\$1,377,625.38	\$0.00		\$1,377,625.38	\$243,665.15	\$243,665.15
090F	Fire Small Capital - FY17	8430V0300	\$210,000.00	\$210,000.00	\$0.00	\$210,000.00	\$117,111.12	\$0.00		\$117,111.12	\$92,888.88	\$92,888.88
Total Division 8430 Fire Fighting Equipment			\$8,391,241.53	\$8,391,241.53	\$0.00	\$8,391,241.53	\$5,696,598.84	\$1,449,999.92		\$7,146,598.76	\$1,244,642.77	\$1,244,642.77

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$144,252.82	\$144,252.82	\$0.00	\$144,252.82	\$55,469.53	\$27,357.32		\$82,826.85	\$61,425.97	\$61,425.97
056F	Fire Small Vehicles	8440V0100	\$717,322.04	\$717,322.04	\$0.00	\$717,322.04	\$486,286.08	\$33,352.01		\$519,638.09	\$197,683.95	\$197,683.95
085F	FY16 Large Apparatus - Municipal	8440V0100	\$277,000.00	\$277,000.00	\$0.00	\$277,000.00	\$194,337.00	\$0.00		\$194,337.00	\$82,663.00	\$82,663.00
086F	FY16 Large Apparatus - Rural	8440V0100	\$500,455.00	\$80,455.00	\$420,000.00	\$500,455.00	\$80,455.00	\$420,001.85		\$500,456.85	(\$1.85)	(\$420,001.85)
087F	FY17 Large Apparatus - Municipal	8440V0100	\$301,316.00	\$301,316.00	\$0.00	\$301,316.00	\$0.00	\$0.00		\$0.00	\$301,316.00	\$301,316.00
088F	FY17 Large Apparatus - Rural	8440V0100	\$1,660,161.00	\$17,003.00	\$1,643,158.00	\$1,660,161.00	\$8,000.00	\$1,659,254.00		\$1,667,254.00	(\$7,093.00)	(\$1,650,251.00)
089F	Apparatus Emergency Repairs	8440V0100	\$75,000.00	\$75,000.00	\$0.00	\$75,000.00	\$21,175.59	\$0.00		\$21,175.59	\$53,824.41	\$53,824.41
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$2,063,158.00	(\$2,063,158.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,063,158.00
Total Division 8440 Fire Apparatus			\$3,675,506.86	\$3,675,506.86	\$0.00	\$3,675,506.86	\$845,723.20	\$2,139,965.18		\$2,985,688.38	\$689,818.48	\$689,818.48

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
096F	Fire Preexisting Department - Debt S	8490V0100	\$691,954.70	\$691,954.70	\$0.00	\$691,954.70	\$686,089.13	\$5,865.50		\$691,954.63	\$0.07	\$0.07
097F	Transfer to Debt Service Fund	8490V0100	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$60,071.98	\$0.00		\$60,071.98	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreeme	8490V0100	\$180,500.00	\$152,500.00	\$28,000.00	\$180,500.00	\$0.00	\$0.00		\$0.00	\$180,500.00	\$152,500.00
099F	Fire Capital Uncommitted	8490V0100	\$3,929,459.02	\$3,466,553.34	\$462,905.68	\$3,929,459.02	\$4.48	\$0.00		\$4.48	\$3,929,454.54	\$3,466,548.86
Total Division 8499 Fire Capital Uncommitted			\$4,861,985.70	\$4,371,080.02	\$490,905.68	\$4,861,985.70	\$746,165.59	\$5,865.50		\$752,031.09	\$4,109,954.61	\$3,619,048.93
Total Department 84 Fire And Rescue CIP			\$19,562,182.14	\$19,071,276.46	\$490,905.68	\$19,562,182.14	\$8,836,627.80	\$3,955,526.69		\$12,792,154.49	\$6,770,027.65	\$6,279,121.97
Total Fund: 4400 Fire CIP			\$19,562,182.14	\$19,071,276.46	\$490,905.68	\$19,562,182.14	\$8,836,627.80	\$3,955,526.69		\$12,792,154.49	\$6,770,027.65	\$6,279,121.97

Item Title:

Fire Department Realignment within Tax District Regions

Specific Action Requested:

The Fire Commission to support Staff recommended Tax District Realignment with an effective date of January 1, 2018.

Item Summary:

Due to department consolidations within the North Region, this area is left with only 3 departments. Realignment would balance the departments and their representation on the various Fire Commission Committees and Subcommittees.

Attachments:

1. Fire Department Realignment Tables and explanation of recommended change.

Fire Department Realignment within the Tax District Regions

Due to the consolidation of departments in the North Region, realignment should take place to balance out the number of departments in each region. The current list is below, and as shown, the North Region only has 3 departments, with 2 times as many in the East Region.

West	South	East	North
Morrisville	Fairview	Eastern Wake	Durham Highway
Apex	Holly Springs	Wake New Hope	Wake Forest
Swift Creek	Fuquay- Varina	Wendell	Northern Wake
Western Wake	Garner	Rolesville	
		Hopkins	
		Zebulon	

The staff recommended movement of departments would keep departments in a similar geographical location, and would lessen the impacts of multiple movements, as illustrated in the following table. This change would impact one department and would result in the North, South and West regions having 4 departments, and decreases the East Region to 5.

West	South	East	North
Morrisville	Fairview	Eastern Wake	Durham Highway
Apex	Holly Springs	Wake New Hope	Wake Forest
Swift Creek	Fuquay- Varina	Wendell	Northern Wake
Western Wake	Garner	Hopkins	Rolesville
		Zebulon	

Staff recommends an effective date of January 1, 2018 for this change.



North Region Reps

Ron

to:

Darrell.Alford

06/22/2017 04:08 PM

Hide Details

From: "Ron" <rearly@wakeforestfire.com>

To: <Darrell.Alford@wakegov.com>

History: This message has been replied to.

Daryl,

I would like to submit the following names to County staff to address the committee situation.

David McNulty (DH) as Primary on Steering

Ed Barrett (WF) as Primary on Admin

Ron Early

Fire Chief

Wake Forest Fire Department, Inc.

420 East Elm Avenue

Office - 919-556-1966

Cell - 919-761-4009

rearly@wakeforestfire.com

Item Title:

Revised Fire Commission Rules of Procedure

Specific Action Requested:

The Fire Commission adopts the revised rules of procedure reflecting the changes to qualifications of citizen appointees.

Item Summary:

At the June 5, 2017 Wake County Board of Commissioners meeting, the following resolution was passed:

That the Board of Commissioners authorizes the Fire Commission to amend Section III D of the Wake County Fire Commission's Rules of Procedure by inserting the words "primary citizen appointees" before the words "shall not be affiliated with any county fire department or their Board of Directors" and add the words, "Citizens may be considered for appointment as Alternates regardless of whether they are affiliated with a county fire department, as long as, they recuse themselves on issues presenting a conflict of interest to them or the county fire department with which they are affiliated, such as votes on recommendations directly impacting the affiliated fire department" at the end of that section.

It is requested that the Fire Commission adopt the attached revised Rules of Procedure, which reflect the authorized changes to Section III D above.

Attachments:

1. Fire Commission Rules of Procedure

*Wake County Fire
Commission Rules of
Procedure*

Wake County Fire Services Department
9/18/2014

Contents

I.	Name.....	2
II.	Mission.....	2
III.	Membership and Composition.....	2
IV.	Fire Commission Officers.....	4
V.	Meetings.....	5
VI.	Action by the Fire Commission	10
VII.	Duty to Vote.....	13
VIII.	Committees	15
IX.	Amendment of Rules	16

I. Name

The name of this board appointed to serve the Wake County Board of Commissioners shall be referred to as the Wake County Fire Commission (hereinafter referred to as the Fire Commission).

II. Mission

The mission of the Fire Commission shall be to make formal recommendations to the Wake County Board of Commissioners on fire protection and emergency services delivery applicable to those departments covered under the venue of the Fire Commission.

The roles of the Fire Commission members as approved by the Wake County Board of Commissioners are:

- A. Reviewing and making recommendations on operating budget requests.
- B. Reviewing and making recommendations on CIP budget requests.
- C. Reviewing and supporting firefighter and volunteer incentive retention and recruitment programs.
- D. Making recommendations to the Wake County Board of Commissioners for continuing improvement of the fire protection system.
- E. Reviewing ISO and consultants reports and recommending action for improvement as deemed necessary.
- F. Developing and providing overview of all service district operational regulations and guidelines for the Wake County fire protection service district.

III. Membership and Composition

As approved by the Wake County Board of Commissioners, the structure of the Fire Commission is:

- A. Wake County Board of Commissioner member (1)
- B. Representatives of fire service planning and service regions (4)
- C. President of Wake County Firefighters' Association (1)
- D. Citizen Appointees (7)
- E. Representatives of municipalities participating in Fire Protection Service District (1 seat per each participating municipality)
- F. County Staff (non-voting)

Appointment and Term - The Wake County Board of Commissioners shall make all primary and alternate appointments to the Fire Commission. All appointments shall comply with established rules and procedures of the Board of Commissioners. Any person appointed

by the Wake County Board of Commissioners to fill an unexpired term shall be appointed to serve the duration of the term.

- A. **Wake County Board of Commissioners Appointee (1)** - The Wake County Board of Commissioners shall appoint a member to serve as the Board of Commissioner appointee to the Fire Commission. The Board of Commissioners, at their discretion, may appoint an alternate Commissioner, to represent the Commissioners in the event of the absence of the appointed Commissioner.
- B. **Fire Service Planning and Service Region (4)** - Each fire service planning and service region shall elect two representatives, serving at the rank of Fire Chief, from each region to be represented on the Fire Commission. One representative shall be identified as the primary representative to the Fire Commission. The second representative shall be identified as the alternate representative. The representative shall serve for a period of two years. The selection of the region representative shall be based upon vote of the members of that region, with that person's name submitted to the Wake County Board of Commissioners for approval. Should an appointed region representative's status within his region or fire department change, the fire service region may make a recommendation to the Board of Commissioners that the appointee be removed from the Fire Commission and request that another representative of that region be appointed to the Fire Commission.
- C. **President of Wake County Firefighters' Association (1)** - The President of the Wake County Firefighters' Association shall receive an automatic recommendation for appointment to the Fire Commission. The appointed term of the President of the Wake County Firefighters' Association shall coincide with the President's tenure as President of the Association. Should the President be replaced by another member of the Firefighters' Association, the Wake County Board of Commissioners shall appoint the person serving as President of the Association to the Fire Commission. The President of the Wake County Firefighters' Association shall recommend an alternate representative for appointment.
- D. **Citizen Appointees (7)** - The Wake County Board of Commissioners shall appoint seven citizens to serve on the Fire Commission. Each appointment shall be for a two-year term. Five (5) citizens shall be appointed as primary voting members and two (2) citizens shall be appointed as alternate non-voting members. In the event of a temporary absence of a primary member, the Chair shall appoint an alternate member to fill the vacant position for that meeting. In such events, the appointed alternate member shall have voting privileges. Citizen appointees shall be ~~a residents~~s of Wake County, ~~and~~ Primary citizen appointees shall not be affiliated with any County Fire Department or their Board of Directors. Citizens may be considered for appointment as Alternates regardless of whether they are affiliated with a county fire department, as long as, they recuse themselves on issues presenting a conflict of interest to them or the county fire department with which they are affiliated, such as votes on recommendations directly impacting the affiliated fire department.

- E. **Municipal Representatives (1 seat per each participating municipality)** - Municipalities that elect to join the Fire Protection Service Tax District shall receive one seat on the Fire Commission.
- F. **Director - Wake County Department of Fire and Emergency Management (non-voting)** – The Director and his staff shall provide administrative support to the Fire Commission. The Director and/or his designee may be called on to provide requested information and/or advice to the Commission. He may participate in any discussions, however is not permitted to vote.
- G. **Recommendation for Removal from Fire Commission** – Other than those actions outlined in Section V (K) of this document, the Fire Commission may recommend to the Wake County Board of Commissioners the removal of any appointed member for actions that might damage or compromise the integrity of the Fire Commission or any committee thereof. This will require a majority vote of the Fire Commission, excluding the member under consideration. It is the responsibility of the Wake County Board of Commissioners to determine if grounds are sufficient to warrant removal of the appointee from the Fire Commission.
- a. **Removal of Committee Chair or Member** – The Fire Commission has the power to remove a committee chair or member deemed to have acted in a manner that damage or compromise the integrity or used his/her position in a manner inconsistent with the intent of the Fire Commission. A two thirds majority of the Fire Commission is required for the removal.

IV. Fire Commission Officers

- A. **Fire Commission Chair** - The Fire Commission will elect a Chair annually from among the voting membership. The Chair shall preside at Fire Commission meetings if he or she is present. The chair may vote in all cases. In order to address the Fire Commission, a member must be recognized by the chair.

If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the Fire Commission shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the chair becomes actively involved in debate on a particular matter, he or she may designate another Fire Commission member to preside over the debate. The chair shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers, to include but not be limited to:

- To rule motions in or out of order, including any motion deliberately offered to obstruct or delay the conducting of Fire Commission business;

- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the powers listed may be appealed to the Fire Commission upon motion of any Commission member. Such a motion is in order immediately after a decision under those powers 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.

- B. **Fire Commission Vice-Chair** - The Fire Commission will elect a Vice-Chair annually from among the voting membership. The position of Vice-Chair shall be a voting position. The role of the Vice-Chair shall be to serve as the presiding officer of the Fire Commission in the absence of the Chair. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

V. Meetings

The Fire Commission shall meet as needed to accomplish its mission as designated by the Chair.

A. **Regular Meetings**

The Fire Commission shall hold a regular meeting on the third Thursday of every other month beginning in January of each year, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Wake County Emergency Medical Services Training Center unless otherwise scheduled elsewhere and shall begin at 7:00 PM.

B. **Special Emergency and Rescheduled Meetings**

(a) **Special Meetings.** The chair or a majority of the members may at any time call a special meeting of the Fire Commission. At least forty-eight 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 given to each Fire Commission member and to the Clerk to the Board of County Commissioners.

A special meeting may also be called or scheduled by vote of the Fire Commission in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight 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 given to each Fire Commission member and to the Clerk to the Board of County Commissioners.

Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present and (2) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) Emergency Meetings. The chair or a majority of the members may at any time call an emergency meeting of the Fire Commission by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each Fire Commission member and to the Clerk to the Fire Commission of County Commissioners. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Fire Commission. Only business connected with the emergency may be considered at an emergency meeting.

(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 in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

C. Organizational Meeting

On the date and at the time of the regular meeting in January, the Fire Commission shall nominate and elect from its own membership a Chair and Vice-Chair. Beginning with the regular Fire Commission meeting in January the Chairperson will open the nominations and accept nominations from the Fire Commission members. The Chairperson shall close the nominations and if necessary, immediately conduct an election. A simple majority of those voting, providing a quorum is present, shall be sufficient in determining the outcome.

D. Cancellation and Rescheduling of Meetings

The Chair may cancel or reschedule a scheduled regular meeting upon determining that there will be no business for the Fire Commission to consider at that meeting, or sufficient notification has been given that indicates that there will be not be a quorum at the meeting.

E. Meeting Notice - Regular Meeting

A regular schedule specifying the time, date, and place of the Fire Commission's regular meetings for the calendar year will be kept on file with the Clerk to the Wake County Board of Commissioners. Any revision to the schedule will be sent to the Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

F. Meeting Notice – Special Meetings

For any Fire Commission meeting to be held at a time or place other than those shown on the filed schedule of the Fire Commission's meeting, a written notice of the date, time,

and place and purpose of the meeting will be sent to the Clerk to the Wake County Board of Commissioners at least three calendar days before the meeting.

G. Meeting Cancellations

For cancellations of any meeting, all Fire Commission members will be notified at least 24 hours before the scheduled meeting time. Fire Commission members may be notified via phone, fax, e-mail, or in writing. In addition, written notice will be sent to the Clerk to the Wake County Board of Commissioners at least 24 hours before the scheduled meeting time.

H. No Notice – Continuation of Recessed Meetings

If the Fire Commission recesses a regular or special meeting for which proper notice was given, after the Chair has announced in open session the time and place at which the meeting will be continued, no further notice needs to be given for the continuation of the meeting.

I. Quorum

A majority of the actual membership of the Fire Commission excluding vacant seats shall constitute a quorum. A majority is more than half. The Chair shall be considered a member of the Fire Commission in determining the number on which a majority is based and in counting the number of members actually present.

A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

J. Attendance

All members of the Fire Commission are expected to be present at all regularly scheduled meetings. Members who are not physically present but are in direct contact via telephone or internet shall be counted present. NOTE: It is not the intent of the previous sentence to encourage telecommuting for Fire Commission meetings. The intent is to provide for those members who, for a legitimate reason, cannot be physically present for the meetings a means to be involved in the Commission's business and represent those he/she is responsible.

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

(a) Committees

Members of any Fire Commission committee are also expected to attend all committee meetings. Therefore the same standard of attendance is required for Committee members.

K. Action for Nonattendance

Should any appointed member of the Fire Commission, other than alternate appointees, have more than one (1) unexcused absence within a calendar year, the Fire Commission shall make a recommendation to the Wake County Board of Commissioners that the appointee be removed from the Fire Commission and that a new person be appointed to fulfill the unexpired term of the original appointee.

It should be noted the importance of consistent attendance by all Fire Commission members. In the event a pattern is noted concerning a lack of consistent attendance by a member, the Chair shall recommend to the Board of Commissioners the replacement of that member.

(a) Committees

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

L. Meeting Agenda

The agenda should be prepared to achieve two functions:

- Focus the Fire Commission by determining what issues will be considered at the meeting and what order each issue will be considered.
- Serve as a guide to the public as to what issues will be considered at the meeting.

(a) Proposed Agenda. The Chair determines the content and order of the agenda for Fire Commission meetings. The Chair will advise the Wake County Director of Fire and Emergency Management as to the content of the agenda. At least 7 calendar days before the Fire Commission's next scheduled meeting, the Director of Fire and Emergency Management will prepare the meeting's agenda. Copies of the Fire Commission proposed agenda and any supporting documents shall be emailed to all Commission members and chief officers of all departments prior to the applicable meeting.

Any Fire Commission member may, by a timely request, have an item placed on the proposed agenda. A request to have an item of business placed on the agenda must be received at least 10 working days before the meeting. Each member that requests an item to be on the agenda shall provide a copy of all proposed information, reports, resolutions, etc., that will be attached to the proposed agenda. All agenda documents shall be submitted in the format (see attachment page 18 of 18) identified by the Director of the Fire and Emergency Management Department.

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 and/or distribute. Each Fire Commission member shall receive a

copy of the proposed agenda and the agenda package and the materials shall be available for public inspection and/or distribution when they are distributed to the Fire Commission members.

- (b) Adoption of the Agenda.** As its first order of business at each meeting, the Fire Commission shall discuss and revise the proposed agenda and adopt an agenda for the meeting. The Fire Commission may, by majority vote, add items to or subtract items from the proposed agenda, except that the Fire Commission may not add items to the agenda of a special or emergency meeting unless (a) all members are present and (b) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Fire Commission may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Fire Commission members.

The Fire Commission may designate certain agenda items “for discussion and possible action.” Such designation means that the Fire Commission intends to discuss the general subject area of that agenda item before making any motion concerning that item.

- (c) Open Meetings Requirements.** The Fire Commission shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Fire Commission to understand what is being deliberated, voted, or acted on. However, the Fire Commission may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

M. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Pledge of Allegiance
- Invocation
- Discussion and revision of the proposed agenda; adoption of an agenda
- Approval of the minutes
- Public Comment
- Unfinished business
- New business
- Committee reports
- Appointments
- Informal discussion

By general consent of the Fire Commission, items may be considered out of order.

N. Conduct of Meetings

The deliberations of all meetings of the Fire Commission and various subcommittees shall be governed by NCGS 143-318, N.C. Open Meeting Law, these Rules of Procedure, and Robert's Rules of Order, Newly Revised. The Fire Commission shall conduct business in accordance with the distributed agenda.

All official meetings of the Fire Commission will be open to the general public and any person is entitled to attend. An "official" Fire Commission meeting is any gathering together of, or simultaneous communication between, a majority of Fire Commission members for the purpose of considering the public business of the Fire Commission. A purely social gathering or communication does not constitute an official meeting.

As presiding officer, the Chair may take whatever action is necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient and effective disposition of issues before the Fire Commission. At the time the meeting is scheduled to begin, or at some reasonable waiting time thereafter if a quorum is not initially present, the Chair will call the meeting to order and announce which members are absent.

VI. Action by the Fire Commission

The Fire Commission shall proceed by motion as provided for in this section. Any member, including the Chair, may make a motion. A motion must be on the floor before a Fire Commission may proceed with discussion or action.

After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before someone who has already spoken.

To the extent possible, the debate shall alternate between proponents and opponents of the motion.

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

- **Second Required** - A motion requires a second.
- **One Motion at a Time** - A member may make only one motion at a time.
- **Substantive Motions** - A substantive motion (any motion other than a procedural motion) is out of order while another substantive motion is pending.

- **Adoption by Majority Vote** - A motion shall be adopted by a majority of the votes cast, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

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, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

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 Chair ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the whole of the Fire Commission. This appeal is in order immediately after such a decision 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.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to [recess] [adjourn] to a time and place certain shall also comply with the requirements of Section V. Meetings, B. (c).

Motion 3. To Take a Brief Recess. This motion may be made to provide a break of no more than fifteen (15) minutes to allow members to attend to personal matters, attempt to gather necessary information for Committee actions, or for basic relief. The Chair shall determine the length of the recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Fire Commission may not suspend provisions of the rules that state requirements imposed by law on the Fire Commission. For adoption, the motion requires an affirmative vote equal to a two-thirds majority of the entire membership of the Fire Commission.

Motion 6. To Go into Closed Session. The Fire Commission 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 at an open meeting. A motion based on G.S. 143-318.11(a) (1) shall 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(a)(3) shall identify the parties in each

existing lawsuit concerning which the Fire Commission expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Fire Commission may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 60 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 person 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.

Motion 10. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 11. To Refer a Motion to a Committee. The Fire Commission may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Fire Commission, whether or not the committee has reported the matter to the Fire Commission.

Motion 12. To Amend.

- (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment 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 [order] [policy] [regulation] [resolution] shall be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The Fire Commission may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9. The motion is in order at any time within 120 days after the day of a vote to defer

consideration. A substantive motion on which consideration has been deferred expires 120 days after the deferral unless a motion to revive consideration is adopted.

Motion 14. To Reconsider. The Fire Commission 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, except in the case of a tie; in that case the “nos” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] 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.

Motion 15. To Rescind or Repeal. The Fire Commission may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 16. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the entire membership of the Fire Commission. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Fire Commission, whichever occurs first.

C. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

D. Withdrawal of a Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

VII. Duty to Vote

Every member must vote unless excused by the remaining members of the Fire Commission. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Fire Commission or by law, or the member’s official conduct. In all other cases, a failure to vote by a member who is physically present in the Fire Commission meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

A. Basis for Determining a Voting Result – A simple majority of a qualified quorum shall determine the voting result.

B. Voting Procedure – Regular business of the Fire Commission shall be ratified or opposed by a voice vote or show of hands. Per NCGS 143-318.13 (b): At no time shall the Fire Commission or any subcommittee of the Fire Commission vote by secret ballot.

- C. **One Vote each** – Each member of the Fire Commission or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted.
- D. **Abstention** – Members of the Fire Commission may register their abstention on any vote, which shall be reflected in the minutes. Members are to abstain from voting and from participating in deliberations on matters, which may pose a conflict of interest for them or an agency represented.
- E. **Determination of Actions** – All final actions, committee appointments, or policy recommendations shall require the favorable vote of a majority of those Fire Commission or subcommittee members present and not abstaining on the vote at a duly called meeting.
- F. **Public Address to the Fire Commission** - Any individual or group who wishes to address the Fire Commission shall make a request to the Chair be on the agenda. The Chair shall determine whether it will hear the individual or group. Allowable time for the address shall be no more than three (3) minutes, unless there is an affirmative vote to suspend the rule.
- G. **Public Hearings** - Public hearings required by law or deemed advisable by the Fire Commission shall be organized by a special order that sets 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. The special order is adopted by a majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing

All notice and other requirements of the open meetings law applicable to Fire Commission meetings shall also apply to public hearings at which a majority of the Fire Commission is present; such a hearing is considered to be part of a regular or special meeting of the Fire Commission. These requirements also apply to hearings conducted by appointed or elected committees of Fire Commission members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Section V. Meetings, B. (c) shall be followed in continuing a hearing at which a majority of the Fire Commission, or of a Fire Commission committee, as applicable, is present.

At the time appointed for the hearing, the Chair or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

- H. Closed Sessions** - The Fire Commission may hold closed sessions as provided by law. The Fire Commission shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. 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, mediations, arbitrations, 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 the vote of a majority of those present and voting. The Fire Commission shall terminate the closed session by a majority vote, using Motion 7. Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.
- I. Minutes** - Accurate minutes of the Fire Commission meetings shall be kept. The Fire Commission shall also keep an audio recording of any session. These minutes and audio recordings shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Fire Commission, the entire Fire Commission shall be polled by name on any vote. Minutes shall be kept by a representative of the Wake County Fire Services Department.

VIII. Committees

- A. Establishment and Appointment** - The Fire Commission may establish and appoint members for such standing and ad hoc committees as are required to help carry on the Fire Commission's work. The Fire Commission's standing committees are:
- Budget Committee
 - Apparatus Committee
 - Facility Committee
 - Equipment Committee
 - Staffing & Compensation Committee
 - Communications Committee
 - Administrative Committee
 - Steering Committee
 - Training Committee
 - Volunteer Recruitment and Retention Committee

If the Fire Commission proposes to refer an issue to a committee for further review but the issue is not within the purview of one of the standing committees, the Fire Commission may refer it to an ad hoc committee appointed for a particular purpose. If the Fire Commission makes such a referral, the Chair will appoint members of the ad hoc committee.

- B. Minimum Standing Committee Membership** - Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Fire Commission. Not more than two (2) departments from a single region can be represented by voting members on a committee. Each fire department can be represented by no more than one (1) voting member on each committee.

- C. Standing Committee Appointments** – The Fire Commission Chair shall make appointments for voting members to Standing Committees. Each committee is composed of one member and one alternate member from each of the Wake County Fire Service Regions. A Standing Committee Chairperson will be appointed by the Fire Commission Chair to manage activities of the Standing Committee. The appointed Standing Committee Chairperson may be a fire service representative from any region. Each fire department can be represented by no more than one (1) voting member on each Standing Committee. Citizens may be representatives on established Standing Committees. The Fire Commission Chair may appoint up to four (4) citizens members and four (4) citizen alternates to Standing Committees.

- D. Standing Committee Procedures** – The Chair of the Standing Committee will supervise the meetings and all minutes and agendas. Each member of the Standing Committee or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted. Agendas are to be sent to all Fire Chiefs whose departments fall under the fire tax districts, Fire Commission members, and each voting member of the committee at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above within one (1) week of a committee meeting. A Standing Committee quorum will consist of a simple majority of the members (including the Chairperson).

- E. Ad-Hoc Committees** – As addressed in VIII (A) - above, the Chair has the power to appoint special committees to address issues of interest to the Fire Commission that do not fall under the prevue of a standing committee. The chairman of the committee can vote on any measure brought before or addressed by this committee and is responsible for presenting the findings to the Fire Commission on or before the date requested.

IX. Amendment of Rules

These rules may be amended at any regular Fire Commission meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the Fire Commission provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

Item Title:

Fire Commission Subcommittee Consolidation

Specific Action Requested:

The Fire Commission to provide a recommendation on the consolidation of the existing Fire Commission standing subcommittees.

Item Summary:

Fire Services staff would like to consolidate the number of standing subcommittees to increase the efficiency and effectiveness of the subcommittees. The recommended changes would result in a reduced number of meetings fire department, citizen appointees and staff would need to attend. Currently, subcommittee meetings are subject to cancellation due to lack of items needing attention. By reducing the number of subcommittees, increasing the resulting subcommittee's scope and reducing the meeting frequency, it is anticipated that an increase in productivity and participation will result.

Attachments:

1. Draft consolidated standing subcommittee scopes, meeting schedules and revised Rules of Procedures section related to standing committees.

Committee Scopes

1. Administrative/Steering
 - Provide recommendations on policy guidance to the Fire Commission.
 - Assist in the development of the Strategic Plan for fire service and related initiatives on behalf of the Fire Commission.
 - Assist in the development of new programs and recommendations on existing program guidance which define the future service delivery needs and expectations of the fire service within Wake County.
 - Provide guidance and recommendations on the staffing and compensation initiatives of the fire service to the Fire Commission.
2. Capital Improvement Committee
 - Assist in the development of fire apparatus fleet replacement specifications on behalf of the Fire Commission.
 - Assist in the development of capital fire equipment specifications and wear or operational testing on behalf of the Fire Commission.
 - Provide recommendations on the capital facility construction, renovation and repair program to the Fire Commission.
3. Budget Committee
 - Provide recommendations to the Fire Commission on the annual Wake County Fire Tax District budget.
4. Communications Committee
 - Provide guidance to and oversight of the communications/radio program on behalf of the Fire Commission.
5. Volunteer Recruitment and Retention Committee
 - Research and compile volunteer recruitment and retention best practices
 - Assist in the development of county-wide policies to improve the recruitment and retention of volunteers within Wake County fire departments
 - Provide recommendations on volunteer recruitment and retention policies to the Fire Commission
6. Training Committee
 - Assist in the development and maintenance of fire service training programs on behalf of the Fire Commission.
 - Research new training programs and provide recommendations on implementation to the Fire Commission

Meeting Schedules

1. Administrative
 - a. First Monday of the month
 - b. 1:30 PM
 - c. Bi-monthly – January, March, May, July, September, November
2. Capital Improvement
 - a. Second Thursday of the month
 - b. 1:30 PM
 - c. Bi-monthly – February, April, June, August, October, December
3. Budget Committee
 - a. Meeting days as determined by need and agreed to by committee
 - b. 1:30 PM
 - c. Scheduled as needed during the months of March, April and May
4. Communications
 - a. Second Wednesday of the month
 - b. 1:30 PM
 - c. Bi-monthly - January, March, May, July, September, November
5. Volunteer Recruitment and Retention
 - a. Fourth Monday of the month
 - b. 1:30 PM
 - c. Bi-monthly - February, April, June, August, October, December
6. Training
 - a. Second Thursday of the month
 - b. 1:30 PM
 - c. Bi-monthly - January, March, May, July, September, November

A. Establishment and Appointment - The Fire Commission may establish and appoint members for such standing and ad hoc committees as are required to help carry on the Fire Commission's work. The Fire Commission's standing committees are:

- Administrative Committee
- Capital Improvement Committee
- Budget Committee
- Communications Committee
- Volunteer Recruitment and Retention Committee
- Training Committee

If the Fire Commission proposes to refer an issue to a committee for further review but the issue is not within the purview of one of the standing committees, the Fire Commission may refer it to an ad hoc committee appointed for a particular purpose. If the Fire Commission makes such a referral, the Chair will appoint members of the ad hoc committee.

B. Minimum Standing Committee Membership - Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Fire Commission. Not more than two (2) departments from a single region can be represented by voting members on a committee. Each fire department can be represented by no more than one (1) voting member on each committee.

C. Standing Committee Appointments - The Fire Commission Chair shall make appointments for voting members to Standing Committees. Each committee is composed of one member and one alternate member from each of the Wake County Fire Service Regions. A Standing Committee Chairperson will be appointed by the Fire Commission Chair to manage activities of the Standing Committee. The appointed Standing Committee Chairperson may be a fire service representative from any region. Each fire department can be represented by no more than one (1) voting member on each Standing Committee. Citizens may be representatives on established Standing Committees. The Fire Commission Chair may appoint up to four (4) citizens members and four (4) citizen alternates to Standing Committees.

D. Standing Committee Procedures - The Chair of the Standing Committee will supervise the meetings and all minutes and agendas. Each member of the Standing Committee or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted. Agendas are to be sent to all Fire Chiefs whose departments fall under the fire tax districts, Fire Commission members, and each voting member of the committee at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above within one (1) week of a committee meeting. A Standing Committee quorum will consist of a simple majority of the members (including the Chairperson).

E. Ad-Hoc Committees - As addressed in VIII (A) - above, the Chair has the power to appoint special committees to address issues of interest to the Fire Commission that do not fall under the purview of a standing committee. The chairman of the committee can

vote on any measure brought before or addressed by this committee and is responsible for presenting the findings to the Fire Commission on or before the date requested.

DRAFT

WAKE COUNTY FIRE TAX DISTRICT
FY 2017 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of 7.13.17

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	1,894,857	-	1,894,857	1,894,857	(1,894,857)	-
T128 Refunds of NC DMV Taxes	-	-	(7,129)	-	(7,129)	(7,129)	7,129	-
T200 Special District Taxes	25,423,000	25,423,000	23,765,860	-	23,765,860	23,765,860	1,657,140	93
T200 Special District Taxes (Old Fire Districts)	-	-	165	-	165	165	(165)	-
N132 Interest - NCDOT - DMV Taxes	-	-	1,184	-	1,184	1,184	(1,184)	-
N140 Market vs Cost Investment Difference	-	-	(9,255)	-	(9,255)	(9,255)	9,255	-
N150 Interest Income/Pooled Funds	15,000	15,000	44,592	-	44,592	44,592	(29,592)	297
A370 Appropriated Fund Balance	-	8,776	-	-	-	-	8,776	-
Total	25,438,000	25,446,776	25,690,274	-	25,690,274	25,690,274	(243,498)	100.96%

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	250,000.00	174,551.00	98,249.18	62,930.70	98,249.18	161,179.88	13,371.12	56.29
2140 OTHER PROFESSIONAL SERVICES	0.00	0.00	10,742.50	0.00	10,742.50	10,742.50	(10,742.50)	0.00
2406 CONTRACTED SERVICES	21,276.00	30,052.00	8,776.00	0.00	8,776.00	8,776.00	21,276.00	29.20
3104 EQUIPMENT	0.00	0.00	640.37	0.00	640.37	640.37	(640.37)	0.00
3117 Computer Software Fees	0.00	0.00	308.82	0.00	308.82	308.82	(308.82)	0.00
3127 OFFICE SUPPLIES	0.00	0.00	142.47	0.00	142.47	142.47	(142.47)	0.00
3134 OTHER SUPPLIES AND MATERIALS	0.00	0.00	9,416.20	0.00	9,416.20	9,416.20	(9,416.20)	0.00
3617 DISPATCH SERVICE	221,353.00	221,353.00	221,260.00	0.00	221,260.00	221,260.00	93.00	99.96
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,500.00	15,500.00	10,996.44	0.00	10,996.44	10,996.44	4,503.56	70.94
4208 CITY OF RALEIGH HAZMAT PROGRAM	79,397.00	79,397.00	79,396.86	0.00	79,396.86	79,396.86	0.14	100.00
4224 NC DEPT OF NRCD - FORESTRY	66,548.00	66,548.00	64,697.26	1,850.74	64,697.26	66,548.00	0.00	97.22
4409 POSTAGE/CHARGES FROM GS	0.00	0.00	218.07	0.00	218.07	218.07	(218.07)	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,280.00	343,280.00	0.00	0.00	0.00	0.00	343,280.00	0.00
4446 800mhz charges from other dept	149,001.00	149,001.00	149,001.40	0.00	149,001.40	149,001.40	(0.40)	100.00
4447 CAD charges from other dept	10,121.00	10,121.00	10,120.72	0.00	10,120.72	10,120.72	0.28	100.00
4460 GSA Utilities - Electric	24,242.00	24,242.00	22,700.98	0.00	22,700.98	22,700.98	1,541.02	93.64
4465 GSA Utilities - Waste Services	0.00	0.00	15.00	0.00	15.00	15.00	(15.00)	0.00
4758 MV Tax Collection Costs	50,000.00	50,000.00	49,294.23	0.00	49,294.23	49,294.23	705.77	98.59
8105 RESERVE FOR FUTURE APPROPRIATION	171,547.00	50,593.00	0.00	0.00	0.00	0.00	50,593.00	0.00
9103 TRANSFER TO C/P CO CONSTRUCTION FUND	2,850,453.00	2,850,453.00	2,850,453.00	0.00	2,850,453.00	2,850,453.00	0.00	100.00
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	959,000.00	1,079,954.00	1,079,954.00	0.00	1,079,954.00	1,079,954.00	0.00	100.00
DEPARTMENT APPROPRIATIONS	20,226,282	20,301,731	20,301,144	1,673,354	18,494,928	20,168,282	58,000	1
Total	25,438,000	25,446,776	24,967,527	1,738,136	23,161,311	24,899,447	471,880	91.02%

**WAKE COUNTY FIRE TAX DISTRICT
FY 2017 DEPARTMENT APPROPRIATIONS
As of 7.13.17**

Department Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	912,792	912,792	912,793	(0)	912,793	912,793	(1)	100
Bayleaf FD	1,754,967	1,755,842	1,755,842	(0)	1,755,842	1,755,842	0	100
Cary FD	58,000	58,000	57,413	-	57,413	57,413	587	99
Durham Highway FD	905,623	907,873	907,873	-	907,873	907,873	0	100
Eastern Wake FD	1,775,071	1,794,694	1,794,694	(0)	1,794,694	1,794,694	0	100
Fairview FD	1,305,512	1,308,262	1,308,262	(0)	1,308,262	1,308,262	0	100
Fuquay Varina FD	1,586,867	1,586,867	1,586,867	(0)	1,586,867	1,586,867	-	100
Garner FD	1,872,709	1,883,760	1,883,760	(0)	1,883,760	1,883,760	0	100
Holly Springs FD	603,207	603,207	603,207	-	603,207	603,207	-	100
Hopkins FD	909,251	912,251	912,251	0	912,251	912,251	-	100
Morrisville FD	846,120	846,120	846,120	-	846,120	846,120	-	100
Rolesville FD	808,556	808,556	808,555	0	808,555	808,555	1	100
Stony Hill FD	1,111,620	1,112,183	1,112,183	0	1,112,183	1,112,183	0	100
Swift Creek FD	605,143	605,143	605,142	-	605,142	605,142	1	100
Wake-New Hope FD	1,414,413	1,417,413	1,417,413	-	1,417,413	1,417,413	-	100
Wake Forest FD	871,615	874,932	874,932	-	874,932	874,932	0	100
Wendell FD	1,612,859	1,641,879	1,641,879	(0)	1,641,879	1,641,879	(0)	100
Western Wake FD	688,512	688,512	688,512	-	688,512	688,512	-	100
Zebulon FD	583,445	583,445	583,446	-	583,446	583,446	(1)	100
Total	20,226,282	20,301,731	20,301,144	0	20,301,144	20,301,144	587	99.997%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of 7.13.17**

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
026F	Stony Hill Remediation	8420V0100	\$827,348.00	\$827,348.00	\$0.00	\$827,348.00	\$619,177.41	\$19,123.00		\$638,300.41	\$189,047.59	\$189,047.59
050F	Wendell Falls Station, Fire Tax Ports	8420V0100	\$809,869.10	\$661,869.10	\$148,000.00	\$809,869.10	\$91,683.90	\$244,370.00		\$336,053.90	\$473,815.20	\$325,815.20
057F	Fire Planned Facility Repairs	8420V0100	\$1,232,230.95	\$1,127,230.95	\$105,000.00	\$1,232,230.95	\$854,474.30	\$135,533.09	(\$4,799.32)	\$985,208.07	\$247,022.88	\$142,022.88
072F	Fire Facility Condition Assessments	8420V0100	\$167,000.00	\$17,000.00	\$150,000.00	\$167,000.00	\$0.00	\$155,400.00		\$155,400.00	\$11,600.00	(\$138,400.00)
Total Division 8420 Fire Facilities			\$3,036,448.05	\$2,633,448.05	\$403,000.00	\$3,036,448.05	\$1,565,335.61	\$554,426.09	(\$4,799.32)	\$2,114,962.38	\$921,485.67	\$518,485.67

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCH	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$114,508.54	\$0.00		\$114,508.54	\$17,094.46	\$17,094.46
044F	TURNOUT GEAR	8430V0300	\$2,727,686.00	\$2,446,686.00	\$281,000.00	\$2,727,686.00	\$2,003,302.55	\$60,797.02		\$2,064,099.57	\$663,586.43	\$382,586.43
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$4,537,000.00	\$3,061,000.00	\$1,476,000.00	\$4,537,000.00	\$2,590,000.00	\$1,248,000.00		\$3,838,000.00	\$699,000.00	(\$777,000.00)
061F	Fire Air Bottle Replacement	8430V0300	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$75,228.00	\$0.00		\$75,228.00	\$233,772.00	\$233,772.00
062F	Fire Defibrillators	8430V0300	\$366,979.00	\$291,979.00	\$75,000.00	\$366,979.00	\$119,443.95	\$21,132.16		\$140,576.11	\$226,402.89	\$151,402.89
063F	Fire Thermal Imaging Cameras	8430V0300	\$382,683.00	\$319,683.00	\$63,000.00	\$382,683.00	\$233,377.17	\$0.00		\$233,377.17	\$149,305.83	\$86,305.83
066F	Fire SCBA's	8430V0300	\$1,750,290.53	\$1,621,290.53	\$129,000.00	\$1,750,290.53	\$1,383,570.46	\$0.00		\$1,383,570.46	\$366,720.07	\$237,720.07
073F	Pager Replacements	8430V0300	\$858,000.00	\$0.00	\$858,000.00	\$858,000.00	\$0.00	\$0.00		\$0.00	\$858,000.00	\$0.00
090F	Fire Small Capital - FY17	8430V0300	\$210,000.00	\$210,000.00	\$0.00	\$210,000.00	\$176,565.68	\$0.00		\$176,565.68	\$33,434.32	\$33,434.32
092F	Fire Small Capital - FY18	8430V0300	\$202,000.00	\$0.00	\$202,000.00	\$202,000.00	\$8,087.75	\$88,965.25		\$97,053.00	\$104,947.00	(\$97,053.00)
Total Division 8430 Fire Fighting Equipment			\$11,475,241.53	\$8,391,241.53	\$3,084,000.00	\$11,475,241.53	\$6,704,084.10	\$1,418,894.43		\$8,122,978.53	\$3,352,263.00	\$268,263.00

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$220,915.82	\$144,252.82	\$76,663.00	\$220,915.82	\$58,705.13	\$27,357.32		\$86,062.45	\$134,853.37	\$58,190.37
056F	Fire Small Vehicles	8440V0100	\$921,322.04	\$717,322.04	\$204,000.00	\$921,322.04	\$494,616.77	\$85,934.01		\$580,550.78	\$340,771.26	\$136,771.26
085F	FY16 Large Apparatus - Municipal	8440V0100	\$278,337.00	\$277,000.00	\$1,337.00	\$278,337.00	\$194,337.00	\$0.00		\$194,337.00	\$84,000.00	\$82,663.00
086F	FY16 Large Apparatus - Rural	8440V0100	\$500,455.00	\$80,455.00	\$420,000.00	\$500,455.00	\$502,461.00	\$0.00		\$502,461.00	(\$2,006.00)	(\$422,006.00)
087F	FY17 Large Apparatus - Municipal	8440V0100	\$301,316.00	\$301,316.00	\$0.00	\$301,316.00	\$84,000.00	\$0.00		\$84,000.00	\$217,316.00	\$217,316.00
088F	FY17 Large Apparatus - Rural	8440V0100	\$1,660,161.00	\$17,003.00	\$1,643,158.00	\$1,660,161.00	\$8,000.00	\$1,659,254.00		\$1,667,254.00	(\$7,093.00)	(\$1,650,251.00)
089F	Apparatus Emergency Repairs	8440V0100	\$150,000.00	\$75,000.00	\$75,000.00	\$150,000.00	\$36,256.34	\$0.00		\$36,256.34	\$113,743.66	\$38,743.66
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$2,063,158.00	(\$2,063,158.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,063,158.00
Total Division 8440 Fire Apparatus			\$4,032,506.86	\$3,675,506.86	\$357,000.00	\$4,032,506.86	\$1,378,376.24	\$1,772,545.33		\$3,150,921.57	\$881,585.29	\$524,585.29

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
096F	Fire Preexisting Department - Debt	8490V0100	\$762,954.70	\$691,954.70	\$71,000.00	\$762,954.70	\$689,887.71	\$72,452.92		\$762,340.63	\$614.07	(\$70,385.93)
097F	Transfer to Debt Service Fund	8490V0100	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$60,071.98	\$0.00		\$60,071.98	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreeem	8490V0100	\$180,500.00	\$152,500.00	\$28,000.00	\$180,500.00	\$0.00	\$0.00		\$0.00	\$180,500.00	\$152,500.00
099F	Fire Capital Uncommitted	8490V0100	\$3,929,459.02	\$3,479,100.10	\$450,358.92	\$3,929,459.02	\$4.48	\$0.00		\$4.48	\$3,929,454.54	\$3,479,095.62
Total Division 8499 Fire Capital Uncommitted			\$4,932,985.70	\$4,383,626.78	\$549,358.92	\$4,932,985.70	\$749,964.17	\$72,452.92		\$822,417.09	\$4,110,568.61	\$3,561,209.69
Total Department 84 Fire And Rescue CIP			\$23,477,182.14	\$19,083,823.22	\$4,393,358.92	\$23,477,182.14	\$10,397,760.12	\$3,818,318.77	(\$4,799.32)	\$14,211,279.57	\$9,265,902.57	\$4,872,543.65
Total Fund: 4400 Fire CIP			\$23,477,182.14	\$19,083,823.22	\$4,393,358.92	\$23,477,182.14	\$10,397,760.12	\$3,818,318.77	(\$4,799.32)	\$14,211,279.57	\$9,265,902.57	\$4,872,543.65