

**Wake County Fire Commission
MINUTES FOR TUESDAY, JANUARY 19, 1999
ADOPTED 2/16/99**

Time:	7:05 PM - 10:00 PM
Location:	Wake County Commons Building Carya Drive
Present :	Tom Vaughan, East Region/Primary Rodney Privette, East Region/Alternate Phil Mitchell, South Region/Primary Ken Farmer, South Region/Alternate Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate George Mills, North Region/Primary A.C. Rich, North Region/Alternate Cloyce Anders, External Facilitator Charles Sannipoli, Citizen/Consumer Ned Perry, Citizen/Consumer Bonnie Woodruff, Citizen/Consumer Nancy Schwarm, Citizen/Consumer Blaine Parks, Citizen/Consumer(Alternate) - arrived late Ray Echevarria, Interim Director-Fire/Rescue Division
Absent:	Max Ashworth, Citizen/Consumer Bill Stevenson, President of Firemen's Association

Topic:	Discussion & Summary of Topics:
Meeting Called to Order:	The meeting was called to order at 7:05.
	Ray distributed handout <i>Discussion of Upcoming ISO Evaluation and Distribution of ISO Study Report</i> to Commission Members.
	Roll was taken.
Public Comments:	None
Old Business:	Motion to adopt 11-24-98 minutes with the following corrections: Page 2 will reflect: Comparing Wake County to Delaware, if the volunteers were replaced by career personnel, would need 32 people at an average cost of \$47,250 per person times the 20

	<p>volunteer stations for a total cost of \$30,240,000. Presently these volunteer stations are currently saving the tax payers \$22 million in tax dollars for salaries alone per year.</p> <p>Page 4 will reflect: Mr. Bill Stevenson - Chairperson of Budget Review Committee.</p>
COMMITTEE REPORTS:	
Budget Review:	The Budget Review Subcommittee has not yet met. Several Chiefs are active in their regions. Reason meeting not yet scheduled is because Mr. Stevenson feels there will be several meetings after budgets are seen.
Capital Improvement Program:	<p>All members met on Thursday, January 14, 1999. First meeting discussed what subcommittee would do initially:</p> <ul style="list-style-type: none"> • Develop and maintain goals • Review capital improvement forms; make funding recommendations • Maintain and consolidate inventories for all departments • Other duties as required <p>In discussion, noticed depreciation form missing. Recommend that form be added back for budget preparation.</p>
Contract & Performance Requirements:	<p>This subcommittee has not yet met.</p> <p>Mr. Anders re-iterated to advise Ray of when subcommittee meetings are scheduled in order to satisfy the public notice requirement. Do need to get contracts in place.</p>
Planning:	<p>Members met on Thursday, January 14, 1999, at 2 PM. The Fire Administration Office in Cary is the agreed upon meeting location and 2 PM is the agreed upon meeting time. The meeting days will be flexible. Due to limited parking at the Fire Administration Office, arrangements have been made so that members may park in the bank parking lot across the street. It was noted that Ray and Mr. Anders attended the Planning Subcommittee Meeting. The following items were discussed:</p> <ul style="list-style-type: none"> • Y2K Problem • ISO - what can and could be done • Goals for the next twelve months <p><i>Emergency Services Year 2000 Impact Study</i> Handout given to members reference the Y2K problem. Minutes of the Planning Subcommittee will be forthcoming. It did become obvious there has to be a sharing of information between subcommittees.</p> <p>Mr. Sannipoli inquired about input from the Commissioners</p>

	<p>on planning.</p> <p>Mr. Anders responded that the Wake County Fire Commission's role is to come up with a plan to present to the Commissioners. May be a three to five year plan; have a vision and give input to the Commissioners. Items like ISO are goals for protection class. The mission states where we are and where we will go.</p> <p>Ray advised that Ms. Brannon is the Commissioner chosen for the Wake County Fire Commission. Also, starting to collect data from planning and GIS of Wake County on population count, district sizes, and property valuations.</p> <p>Mr. Perry stated the County Commissioners will rely heavily on the Wake County Fire Commission. There is a lot of competition for funds and the Commissioners are looking for what is in the best interest for Wake County.</p> <p>Mr. Anders stated the Wake County Fire Commission is a useful tool for the County Commissioners and for the fire service of the county.</p>
NEW BUSINESS:	
Roles of Alternates	<p>The alternate will not vote unless the primary is absent.</p> <p>Mr. Anders stressed that the alternates should attend and give input and stay well informed. In <i>Draft of Rules of Procedure, page 4</i>, would be nice for each of the citizen appointees to have a citizen alternate. Motion was made by Mr. Vaughan for Mr. Anders to do letter to request appointing alternates to Wake County Fire Commission. Motion seconded by Mr. Brinson.</p> <p>Mr. Anders stated that should he miss a meeting, Ray will facilitate meeting.</p> <p>In <i>Draft of Rules of Procedure</i>:</p> <p>Page 4: Meetings will be on the third Tuesday of each month at the Wake County Commons Building unless otherwise noted.</p> <p>Page 5: Quorum - majority of full member; insert the word simple for majority.</p> <p>Standing committee appointments shall be made by the facilitator.</p> <p>There is not a method for removal of a member. Mr. Anders suggested if you have two un-excused absences</p>

	<p>from meetings, you would be removed. Members are appointed to two year terms. Another option is these appointments be rotating, possibly staggering the terms.</p> <p>Mr. Anders noted there was a problem with folks not attending North Carolina Fire/Rescue Commission Meetings that he was on. A possible solution is to notify the person who made the appointment so a new person could be appointed. Once past budget session and the Wake County Fire Commission is established, may be able to cut meetings back to every other month or quarterly.</p> <p>After discussion by the Wake County Fire Commission, members agreed upon three un-excused absences. Absence due to illness or a death will be an excused absence.</p> <p>If the primary member is here, the alternates are not able to make a motion.</p>
<p>Y2K Readiness</p>	<p>Referred to earlier handout.</p> <p>Anything that is date sensitive, potentially has a problem. Potential problem in emergency services.</p> <p>A self assessment of each department for their readiness is advised. In the handout is an attached items list that needs to be checked carefully. The 9-1-1 system is the first item on the list. The Wake County Fire Commission has to make this a high priority, as well as Wake County.</p> <p>Mr. Mills inquired why North Carolina has embarked on own incident reporting program and why not use the national program?</p> <p>Mr. Anders responded that the North Carolina system is compliant nationally. North Carolina is unique with incident reporting in that we also have the rescue module.</p> <p>Ray advised the state is allowing us to use this as a transition year which is a positive. The state is being lenient with implementation of system.</p> <p>Mr. Anders stated he did not mind sending letter to City of Raleigh to ascertain if 9-1-1 center is Y2K compliant.</p> <p>May need to go to manufacturers to certify Y2K compliance.</p> <p>Fire/Rescue Division will send out Y2K kit which will include a sample letter to manufacturers and a handout of different</p>

	<p>types of inventory.</p> <p>May need to coordinate two or three people to go to each department to assist with Y2K check if requested.</p> <p>Will provide an update at the next meeting.</p>
<p>Worker's Compensation</p>	<p>Mr. Anders advised he is the chair on the North Carolina Worker Compensation Fund. He does not accept commission for this position. He has seen problems in worker's compensation. When a department sends in a roster for worker compensation, send in the names of everyone you intend to cover. Whoever participated in your department, including your part-time employees. Coverage is determined by a class. Contract with Wake County requires coverage for volunteers. When you send in your roster, make sure all names are on roster and supplemental roster.</p> <p>Presently the Worker's Compensation Fund has \$5 million, in surplus. The goal is to have \$50 million in surplus in eight years.</p>
<p>Update on Board of Commissioners Representative</p>	<p>Yevonne Brannon will be our representative. She is unable to attend due to the Wake County Commissioners Meeting being rescheduled as a result of a holiday.</p>
<p>Discussion of upcoming ISO Re-evaluation and Distribution of ISO Study Report</p>	<p>ISO is expected to evaluate many departments in Wake County beginning January 1999. Prior to ISO site visit, Fire/Rescue Division will receive pre-survey packets. Departments may receive Community Outreach Survey. Presently, ISO comes every 15 years to evaluate departments. ISO sends out Community Outreach Survey every 30 months. ISO wants to get away from 15 year program and gear toward Community Outreach Survey results. DOI visits class nine departments. If a department drops below a class nine, then ISO will inspect. DOI does not have rating ability below a nine.</p> <p>Ray advised that in preparation for ISO re-evaluation, the County did an ISO study last year. The handout has the result of the study. The recommendations are based on the consultants interpretations of ISO rules. There are some good recommendation. Again, these are the consultants interpretations, not ISO's.</p> <p>The potential score based on the consultant's grade is very optimistic.</p> <p>It must be a goal of the Wake County Fire Commission to have departments go from a nine to a six.</p>

	<p>In the ISO handout, second page, ISO Public Protection Classification, brought the question are stations graded together.</p> <p>Mr. Anders replied that if two separate districts, then each district is listed separately. There may be a need to re-evaluate the water source for the district.</p> <p>Mr. Anders stressed that if you write down question(s) for ISO, he will get an answer. Also, do as much as each department can prior to ISO reevaluation to help with rating.</p> <p>As far as homeowner rates for insurance, a six and below is the same rate. The difference comes for commercial rates for insurance of six and below.</p> <p>Will not know how many departments will be in ISO reevaluation until the pre-surveys are received by the Fire/Rescue Division.</p> <p>Mr. Brinson stated a concern. The City of Raleigh has recently put a water line to Holly Springs through the Swift Creek Watershed. Swift Creek Fire Department would like to have a fire hydrant at Holly Springs and Penny Road, at the cost of Swift Creek Fire Department, for coverage of homes in the immediate area. The City of Raleigh will not install the hydrant due to watershed policy restrictions. There is a subdivision there that would benefit and the area in question will not be annexed by the City of Raleigh.</p> <p>Mr. Anders asked if Mr. Brinson had spoken with Mr. Benton, City Manger of Raleigh, for clarification - did this include fire hydrants.</p> <p>Mr. Brinson stated the purpose of those provisions was to not promote development around the watershed and they feel any connections would promote growth in the watershed.</p> <p>Mr. Anders stated he will talk with someone at the City of Raleigh and will make request before City Council.</p> <p>Motion for approval by Mr. Mills, seconded by Mr. Vaughan.</p> <p>Mr. Perry expressed concern about stepping into a fight. The community is very adamant about keeping growth down.</p> <p>Mr. Anders stated that a hydrant is not the same as water line connections to private homes. A hydrant will not drop</p>
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	<p>the ISO.</p> <p>Mr. Mills stated the hydrant would meet the objective of better coverage.</p> <p>Mr. Chiotakis asked if the county has money involved in this. If so, possibly route through the County Commissioners.</p> <p>Ray advised the County Planning Director does not have input on this hydrant.</p> <p>Mr. Brinson advised the water line from Ten-Ten to Holly Springs is Holly Springs jurisdiction and the line from Ten-Ten to Raleigh is Raleigh's jurisdiction.</p> <p>Mr. Vaughan was of the understanding the waterline is under direct control of Raleigh.</p> <p>Mr. Chiotakis asked if there were any other points.</p> <p>Mr. Brinson replied no.</p> <p>This would be brought back to the Wake County Fire Commission.</p>
<p>FY 99-2000 Budget Review Process Discussion</p>	<p>Big challenge getting through this budget year.</p> <p>Ray asked that all fire chiefs submit budget back to the Fire/Rescue division and the Fire/Rescue division would be responsible for making photo copies and dispersing to the various committees and Wake County Fire Commission.</p> <p>Out of this Wake County Fire Commission, would need to send in recommended action on budget and tax district. Each region currently working on budget.</p> <p>Mr. Vaughan asked that when budget submitted, will budget staff review?</p> <p>Ray advised that in the budget manual that was mailed to all departments, a calendar was included. Some dates on the calendar are Wake County deadlines.</p> <p>The last meeting it was suggested that the budget director be in the process of the budget meetings.</p> <p>The County is looking to the Fire Commission to recommend a service tax district rate. The Budget Director could come in at the front end and assist in the preparation of the budget process for the departments.</p>

After this year and next, will have more to focus budgets on.

It is any body's guess as to how it will land with the County Commissioners. In the past, funding to departments was sent out based on when funds received. The County is looking at twelve equal payments to fire departments. This is how fire departments will get paid, not how much you will get paid. The Finance Department understands that the front end would be a loss, with recovery toward the end of the year. If we go with twelve equal payments, may not need as much of an emergency contingency fund.

Mr. Vaughan believes this may be a hard year for the budget.

Ray stated it is appropriate for Wake County Fire Commission to decide on fund balance.

(Mr. Perry was excused at 8:45 PM)

Brought before the Wake County Fire Commission to put form back for depreciation items. Motioned by Mr. Sannipoli and seconded by Mr. Mills.

Trying to work in timeliness of Wake County. Ray reiterated open to changes for budget forms - as mentioned in letter sent out with budget packets to the fire departments.

Mr. Sannipoli mentioned these were different budget sheets.

Ray advised that he took out fund balances on purpose for Wake County Fire Commission to decide. May not be as cost efficient for each department to have fund balance versus a service tax district fund balance.

Mr. Anders questioned why is emergency fund balance there? What is the purpose?

Mr. Sannipoli responded that it was established to help cover front end of year.

Mr. Mills advised the funds were put in about 1990 in case department had to have funds for operating expenses until tax moneys came in. Put in to encourage good fiscal management.

Mr. Vaughan stated those funds need to be looked at. Need some reserve funds.

	<p>Mr. Chiotakis stated most departments already have funds in place. How are twelve month payments going to be detrimental? Department should already have plans for aging out equipment.</p> <p>Mr. Vaughan recommended putting capital outlay back.</p> <p>Mr. Anders recommended that everyone either motion or table by show of hands. Favor of motion to add back capital outlay to budget / depreciation - Motion carried as approved.</p> <p>Mr. Vaughan inquired about direction of budget.</p> <p>Mr. Privette stated his department did not have first responder. Would he need to hire staff by July 1st? Would like guidance from the budget department.</p> <p><i>(Ms. Woodruff was excused at 9:05 PM)</i></p> <p>Mr. Anders advised he would call Mr. Ashworth to move the Contract Subcommittee.</p> <p><i>Wake County Fire Commission Group Break at 9:05 PM</i></p> <p><i>Resumed at 9:15 PM</i></p> <p>Mr. Anders requested the Budget Subcommittee to meet with the Budget Director and vent items thoroughly, if there are any issues, bring back to the Wake County Fire Commission at that time.</p> <p>Mr. Sannipoli asked will we get County input on tax base.</p> <p>Ray advised trying. Invited all municipalities. The Town of Wendell will become part of service tax district.</p> <p>Mr. Anders advised will have meeting expeditiously.</p>
<p>Service Issues Approved by the Board of commissioners in 1998</p>	<p>Ray advised the first service issue was to create four fire regions.</p> <p>The second service issue is the medical first responder. The County Commissioners passed a proposal that first responder be provided county wide. The County still expects first responder to be in place effective July 1, 1999. EMS does the training for the first responder program. Have had a year to get training. Will need to include first responder in budget preparation.</p>

	<p>Mr. Anders had general comments about the first responder program. Medical first responder is to support EMS. The purpose of the first responder is to set the table. Departments will need to identify assets within county that can respond immediately.</p> <p>Ray again encouraged departments to include in budgets.</p> <p>The third service issue is closest station response. Looking at putting on line July 1, 1999, or as soon as possible.</p> <p>Mr. Mills stated he had a mutual aid concern as it relates to two in / two out. Stated Phil Penny of Emergency Communications Center would not address one department; may address county wide. Would like to see set up each district in north region for the two in / two out rule. Expressed concern that Emergency Communications does not dispatch mutual aid during severe alerts. What is the procedure.</p> <p>Ray advised this is not a procedure now. If there is input, have it come from the Wake County Fire Commission.</p> <p>Mr. Chiotakis recommended this issue to go to the Fire Chief's Council.</p> <p>Mr. Anders referred this issue to Fire Chief's Council for recommendations to the Wake County Fire Commission.</p>
<p>Distribution of FY 98-99 Mutual Aid Funding</p>	<p>This is money budgeted for departments who participate in mutual aid. Looking to the Wake County Fire Commission on guidance on how to distribute. The following are options for distribution:</p> <ul style="list-style-type: none"> • Distribute by the number of departments • Distribute by the number of stations • Distribute by each region <p>Mr. Mills asked could this money be used for retirement fund.</p> <p>This is general fund money to the different departments who participate in mutual aid.</p> <p>There are 21 departments participating in mutual aid. City of Raleigh and City of Cary are excluded from mutual aid funds.</p> <p>Mr. Sannipoli inquired could this be put in budget for something else.</p> <p>Ms. Schwarm confirmed that if region picked, the fire chief's</p>

	<p>would decide on how it is spent in the region.</p> <p>Mr. Anders motioned for vote to delay. First by Mr. Brinson and seconded by Ms. Schwarm. Motion carries to delay.</p> <p>Mr. Anders recommended to get a letter out to fire departments and the Chief's to get up with the region representative. Wants funds to be distributed based upon consensus.</p> <p>Will be brought up at the next meeting for discussion and a motion.</p>
<p>Citizen Fire Service Orientation</p>	<p>Ray offered that if a citizen would like, would make available an orientation explaining ISO and arrange a tour of a fire station.</p> <p>None of the citizens expressed an interest.</p>
<p>Volunteer Firefighter Retirement Fund</p>	<p>Basically states that 5% of service tax district funds will go into fund.</p> <p>Mr. Anders used an example that if the flat tax were \$8 million, then 5% would be \$400,000.</p> <p>This is a neat concept. State is a pension, not a money purchase account.</p> <p>Mr. Vaughan recommended support.</p> <p>Mr. Anders suggested this may need a committee.</p> <p>Ray advised this money would be a part of our total budget.</p> <p>Mr. Chiotakis questioned if 5% amount is enough.</p> <p>The concept of the volunteer firefighter retirement fund is based on a concept from Zebulon Fire Department. This is a non-contributory situation versus the state contributory fund. This is just for unpaid firefighters (non-career). These funds would be held and invested by Wake County. The state is done by a pension. The criteria for participating in the volunteer firefighter retirement fund is that volunteers respond to 10% of fire calls. Departments can establish a points system. Recruitment, retention and reward could be a tool.</p> <p>Mr. Anders asked if group wanted to refer this item to the planning subcommittee? Mr. Vaughan was first to motion, seconded by Mr. Sannipoli.</p>
<p>Meeting Site for the</p>	<p>Chief George Gupton of the Knightdale Fire Department will</p>

February 16, 1999, Wake County Fire Commission Meeting	host the next meeting at Station Two, located at Poole Road and Clifton Road (4828 Clifton Road).
Closing Comments	Mr. Anders advised that future handout materials will be sent in packets prior to meeting dates so all members can review prior to meeting.
Adjournment:	The Wake County Fire Commission adjourned at 10 PM.

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