

**WAKE COUNTY FIRE COMMISSION  
MINUTES  
Thursday, July 20, 2000  
(Adopted 9/20/2000)**

The Wake County Fire Commission met Thursday, July 20, 2000, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

**Members Present:** Cloyce Anders, External Facilitator  
Yevonne Brannon, Wake County Commissioner (late arrival)  
Ray Echevarria, Director-Fire/Rescue Division  
Darrin Holt, West Region/Primary  
Ned Perry, Citizen/Consumer  
Sidney Perry, President of Fireman's Association  
A.C. Rich, North Region/Primary (late arrival)  
Ron Roof, North Region/Alternate  
Buddy Scarboro, Wendell Town Representative  
Nancy Schwarm, Citizen/Consumer  
Tom Vaughan, East Region/Primary  
Bonnie Woodruff, Citizen/Consumer

**Members Absent:** Tony Chiotakis, West Region/Alternate  
Phil Mitchell, South Region/Primary  
Blaine Parks, Citizen/Consumer (Alternate)  
Donald Pierce, South Region/Alternate  
Rodney Privette, East Region/Alternate  
Charles Sannipoli, Citizen/Consumer

**Staff Present:** John Rukavina, Public Safety Director  
Chris Perry, Chief Deputy Fire Marshal  
Dewey Poole, Fire/Rescue Training Director  
John Callaway, Public Safety Shift Supervisor  
Sherry Scoggins, Executive Secretary

Cloyce Anders called the meeting to order at 4:37 p.m.

**OLD BUSINESS**

**Approval of Minutes:**

Upon motion of Ned Perry seconded by Tom Vaughan, the Wake County Fire Commission unanimously approved the minutes of the May 18, 2000, meeting.

**SUBCOMMITTEE REPORTS –**

## Apparatus/Facilities Subcommittee:

The Apparatus/Facilities Subcommittee met Tuesday, July 18, 2000. Chairperson Ned Perry distributed and read the minutes of the subcommittee into the minutes. As backup material for the minutes, three maps and a letter from Wake-New Hope Fire Department were also distributed to the Fire Commission members.

The Apparatus/Facilities Subcommittee made the following recommendations:

- The committee recommends that the Fire Commission ask the Wake County staff to purchase a site for the Willow Springs Fire Station as per the attached map. No motion.

After a brief discussion, this recommendation was amended to:

- The committee recommends that the Fire Commission ask the Wake County staff to **identify** a site for the Willow Springs Fire Station as per the attached map. Motion to accept recommendation made by Ron Roof, seconded by Nancy Schwarm. Motion carried.
- The committee also recommends that the Fire Commission ask Ray Echevarria to write a letter to Wake EMS and the Wake County Sheriff to determine if they want to join us in designing a building and site development at this site. Motion made and carried unanimously.
- The committee recommends that the Fire Commission ask Ray Echevarria to ask the "Computer Team" in the Fire/Rescue Division of Wake County Public Safety to establish new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. No motion.

After a brief discussion, this recommendation was amended to:

- The committee recommends that the Fire Commission ask Ray Echevarria to ask the "Computer Team" in the Fire/Rescue Division of Wake County Public Safety to **simulate** new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. Motion to accept recommendation made by Tom Vaughan. Seconded by Ron Roof. Motion carried.
- The Wake-New Hope Fire Department requested approval for the addition to their fire station two as per attached plans. The total price of the renovation/addition has been estimated to be approximately \$177,000. This project will require no loan at all and they are not asking for any funding for the project. It is the recommendation of this committee that the Fire Commission approve their request. Motion to accept recommendation made by Ned Perry, seconded by Bonnie Woodruff. Motion carried unanimously.

## Manpower/Staffing Subcommittee:

The Manpower/Staffing Subcommittee met on Monday, July 17, 2000. Chairperson Tom Vaughan stated the following items were discussed:

- Number of calls, chute time, and response time
- How many personnel are needed
- Look at the different pay scales used throughout the Wake County Fire Departments and possibly recommend a pay scale
- Do a salary survey

Cloyce Anders assigned Darrin Holt, Western Region/Primary Representative, to the Manpower/Staffing Subcommittee.

## **NEW BUSINESS**

### **Inventory Tax Exclusion Report:**

Ray Echevarria stated there is approximately \$120,000 available as a result of the inventory tax reimbursement. Could opt to have the funds put into the Capital Improvement Project fund or come up with a method for distribution.

- Recommendation made for the approximate \$120,000 inventory tax exclusion funds to go to the Capital Improvement Project budget. Motion made by Buddy Scarboro, seconded by A.C. Rich. Motion carried unanimously.

### **Discussion of Cloyce Anders Continuing as Facilitator:**

Cloyce Anders stated his intention of the memo concerning his attendance was to let the group know of his new commitment. He does not desire to be removed from the board; however, he may have a conflict from time to time that would not enable him to attend scheduled meetings.

- Recommendation made to have Cloyce Anders continue as Facilitator and when he is unavailable, have Ray facilitate the meeting. Motion made by Ned Perry, seconded by Ron Roof. Motion carried unanimously.

### **Discussion of Proposed CIP Process:**

Ray Echevarria presented a slide presentation of the proposed CIP process and distributed handouts of the presentation.

- Recommendation to accept process as presented by staff as the process of the Fire Commission for CIP. Motion made by Buddy Scarboro, seconded by Ned Perry. Motion carried unanimously.

### **Discussion of Proposed Action Plan for Implementing Wake County Manager's Recommendations for CIP Funding:**

After group discussion, much of the information needed for the proposed action plan would be done through the Apparatus/Facilities Subcommittee. Mr. Anders requested that the Manpower/Staffing Subcommittee assist with the FLEET section of the proposal. No further action taken at this time.

### **Proposed Comparative and Performance Measures:**

Ray Echevarria distributed memo "*Proposed Comparative and Performance Measures*". Group would need to be in agreement on list of data to collect for baseline information. The information could then be used for planning and to establish strategic goals. Fire Commission agreed it is important to collect data.

### **Appointments to Wake County Fire Commission:**

Ray Echevarria reminded members that appointments expire in October. One idea is to make staggering appointments. Staff will meet with County Clerk and John Rukavina to discuss term staggering.

### **Non-Compliance of Wake County Fire Departments:**

Tom Vaughan stated there are at least four or five County fire departments that have been cited for non-compliance of fire and building codes. Sees this as a priority for capital improvement.

- Recommendation for staff to work with the fire departments not in compliance with state fire codes. Motion made by Tom Vaughan, seconded by Bonnie Woodruff. Motion carried unanimously.

### **PUBLIC COMMENTS:**

No comments were received.

### **ADJOURNMENT:**

With no other business to discuss, Cloyce Anders made motion to adjourn at 6:55 p.m. Motion carried unanimously.

## SUMMARY OF ACTION ITEMS:

- The committee recommends that the Fire Commission ask the Wake County staff to purchase a site for the Willow Springs Fire Station as per the attached map. No motion.
- The committee recommends that the Fire Commission ask the Wake County staff to **identify** a site for the Willow Springs Fire Station as per the attached map. Motion to accept recommendation made by Ron Roof, seconded by Nancy Schwarm. Motion carried.
- The committee also recommends that the Fire Commission ask Ray Echevarria to write a letter to Wake EMS and the Wake County Sheriff to determine if they want to join us in designing a building and site development at this site. Motion made and carried unanimously.
- The committee recommends that the Fire Commission ask Ray Echevarria to ask the “Computer Team” in the Fire/Rescue Division of Wake County Public Safety to establish new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. No motion.
- The committee recommends that the Fire Commission ask Ray Echevarria to ask the “Computer Team” in the Fire/Rescue Division of Wake County Public Safety to **simulate** new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. Motion to accept recommendation made by Tom Vaughan. Seconded by Ron Roof. Motion carried.
- The Wake-New Hope Fire Department requested approval for the addition to their fire station two as per attached plans. The total price of the renovation/addition has been estimated to be approximately \$177,000. This project will require no loan at all and they are not asking for any funding for the project. It is the recommendation of this committee that the Fire Commission approve their request. Motion to accept recommendation made by Ned Perry, seconded by Bonnie Woodruff. Motion carried unanimously.
- Recommendation made for the \$120,000 inventory tax exclusion funds to go to the Capital Improvement Project budget. Motion made by Buddy Scarboro, seconded by A.C. Rich. Motion carried unanimously.
- Recommendation made to have Cloyce Anders continue as Facilitator and ask Ray to fill in when Cloyce is unavailable. Motion made by Ned Perry, seconded by Ron Roof. Motion carried unanimously.
- Recommendation to accept process as presented by staff as the process of the Fire Commission for CIP. Motion made by Buddy Scarboro, seconded by Ned Perry. Motion carried unanimously.
- Agreed to Proposed Action Plan for implementing Wake County Manager’s recommendations for CIP funding. Manpower/Staffing subcommittee to assist with the FLEET section of the proposal.
- Agreed to begin collecting performance measure data.
- Recommendation for staff to work with the fire departments not in compliance with state fire codes. Motion made by Tom Vaughan, seconded by Bonnie Woodruff. Motion carried unanimously.

- With no other business to discuss, Cloyce Anders made motion to adjourn at 6:55 p.m. Motion carried unanimously.