

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, March 21, 2002
(ADOPTED 5/09/2002)**

A regular meeting of the Wake County Fire Commission was held on Thursday, March 21, 2002, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cloyce Anders presided as Facilitator and called the meeting to order.

Roll of Members Present: Cloyce Anders, Facilitator
Chief Tony Chiotakis, **West Region/Primary**
Herb Council, **Wake County Commissioner**
Tony Mauldin, South Region/Alternate
Donald Pierce, **South Region/Primary**
David Price, **Firefighter's Assoc. President**
A.C. Rich, North Region/Alternate (late arrival)
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Robert Gibbs, West Region/Alternate* (Proposed Future Member)
James Nobles, **Citizen/Consumer***
Ned Perry, **Citizen/Consumer***
Rodney Privette, East Region/Alternate
Charles Sannipoli, **Citizen Consumer***
Buddy Scarboro, **Wendell Town Representative**
Tom Spillane, **Citizen/Consumer**
Bonnie Woodruff, **Citizen/Consumer***

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Management Analyst
Martin Chriscoe, Emergency Management Director
Ray Echevarria, Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
E. Charles Ottaway, Shift Supervisor
Ricky Dorsey, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were eleven guests present at the Wake County Fire Commission meeting.

UNFINISHED BUSINESS

Adoption of the 01/17/2002 Minutes:

Commissioner Council motioned to approve the January 17, 2002, minutes. Motion seconded by Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the January 17, 2002, meeting.

NEW BUSINESS

Budget Process Update:

Budget and Management Director Raymond Boutwell, with the aid of Budget Management Analyst Jennifer Willis, gave a presentation on the overview of the fire tax fund and the fire tax district FY 2002-2003 Revenue Projection. Distributed and referred to two handouts:

- ↳ Financial Status of Fire Tax Fund 3/19/2002
- ↳ Fire Tax District FY2002-2003 Revenue Projection

After Mr. Boutwell concluded his presentation, the floor was given to Ray Echevarria. Ray gave a presentation and referred to handouts:

- ↳ FY 2002-03 Wake County fire Department Budget Requests
- ↳ Capital Requests for Next Year

Ray Echevarria stated that Fire/Rescue hopes to complete the preliminary fire department budget reviews by the end of next week. Will do a follow up meeting with the fire departments to discuss budget recommendations.

Ray shared important dates for the FY 2003 budget:

- ↳ May 20, 2002 – County Manager’s Recommended Budget Presentation
- ↳ June 3, 2002 – Public Hearings on the Recommended Budget
- ↳ June 10, 2002 – Board Work Session
- ↳ June 17, 2002 – Adoption of a Budget Ordinance

Mr. Anders suggested the May Wake County Fire Commission be rescheduled so the Fire Commission could receive Mr. Cooke’s presentation on the budget before he makes his presentation to the Board. Thursday, May 9, 2002, was the agreed upon date for the May meeting, Sherry will check into a meeting site.

Special Presentation: Heery Facilities Study Overview (Report for Information Only):

Public Safety Director John Rukavina provided an update on the Heery Facilities Study. Heery is in the process of concluding a first draft of the fire department stations. In the near future, each department will receive a report for each station. In evaluating fire stations, the priority is on the life safety code issues.

Special Presentation: Wake County Radio Communications System (Report for Information Only):

Emergency Management Director Martin Chriscoe did a power point presentation on the Wake County Radio Communications. Distributed and referred to handouts:

- ↳ Wake County Trunked Radio System Project
- ↳ 800 MHz Radio System – Typical Fire Apparatus Installation

Discussion followed with recommendation that Wake County create a committee of fire service users to offer recommendations on system.

CIP Status Report:

Ray Echevarria provided an update on the status of FY 00-01 and FY 01-02 capital improvement projects by distributing handout:

- ↳ Capital Improvement Project Update (3/21/2002)

Progress Report – Thermal Imager Spec Team (Report for Requested Action):

Mike Chapman, Josh Bunn and Ricky Dorsey made presentation on the recommendations of the Thermal Imager Subcommittee. Mike Chapman gave a power point presentation on the criteria for evaluating nine different thermal imagers before narrowing the selection to two thermal imagers – the ISG and the MSA. Distributed and referred to handouts:

- ↳ Thermal Imager Subcommittee Meeting – 2/25/2002
- ↳ Thermal Imager Subcommittee Meeting – 3/14/2002
- ↳ ISG Thermal Systems Flyer
- ↳ Evaluation of Commercially Available Thermal Imaging Cameras for Navy Shipboard Firefighting, Department of the US Navy
- ↳ Thermal Camera Comparison and Analysis

The Thermal Imager Subcommittee had an ISG and an MSA Thermal Imager for members of the Fire Commission to see and use.

As a quorum was not present, information submitted as information. Will forward to the May Fire Commission meeting for action.

Members of the Fire Commission were pleased with the report and expressed appreciation for the work done by the Thermal Imager Subcommittee.

Progress Report – Fire Apparatus Spec Team (Report for Information Only):

Chris Perry provided an overview and update of the Fire Apparatus Subcommittee. The Fire Apparatus Subcommittee is made up of a variety of people – from firefighters up to the rank to fire chief. The subcommittee is meeting once every two weeks. Discussed and referred to handouts:

- ↳ Fire Apparatus Specification Committee Meeting – 2/20/2002
- ↳ Fire Apparatus Specification Committee Meeting – 3/11/2002
- ↳ Fire Apparatus Specification Committee – Committee Recommendations

COMMITTEE REPORTS:

Personnel Accountability System – Status Report (David Price):

David Price gave an update on the status of the Personnel Accountability System for use by all county fire departments. Currently looking at the system being used by the City of Raleigh, which is Passport System. Will come back to Fire Commission with information.

PUBLIC COMMENTS:

(30 minutes maximum time allotted per item/Maximum 3 minutes per person):

No public comments were made.

Ray Echevarria stated that he has additional informational handouts for members on the back table:

- ↳ Master Vehicle Information
- ↳ Comparison of FY 03 Incorporated Fire Department Budget Request and Current Year Appropriation
- ↳ FY03 Incorporated Fire Department Budget Request
- ↳ Wake County Fire Departments FY 2002-03 Budget Frequently Asked Questions

John Rukavina stressed the importance of the fire departments completing the defibrillator questions on the budget questions. A decision has been made on the defibrillators and does have money identified for this fiscal year, however, did not bring the particulars with him this evening. Information on the replacement defibrillators will be forthcoming.

ADJOURNMENT:

Mr. Anders adjourned the Fire Commission meeting.

Handouts:

- ↳ Financial Status of Fire Tax Fund 3/19/2002
- ↳ Fire Tax District FY2002-2003 Revenue Projection
- ↳ FY 2002-03 Wake County fire Department Budget Requests
- ↳ Capital Requests for Next Year
- ↳ Wake County Trunked Radio System Project
- ↳ 800 MHz Radio System – Typical Fire Apparatus Installation
- ↳ Capital Improvement Project Update (3/21/2002)
- ↳ Thermal Imager Subcommittee Meeting – 2/25/2002
- ↳ Thermal Imager Subcommittee Meeting – 3/14/2002
- ↳ ISG Thermal Systems Flyer
- ↳ Evaluation of Commercially Available Thermal Imaging Cameras for Navy Shipboard Firefighting, Department of the US Navy
- ↳ Thermal Camera Comparison and Analysis
- ↳ Fire Apparatus Specification Committee Meeting – 2/20/2002
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- ↳ Fire Apparatus Specification Committee – Committee Recommendations
- ↳ Master Vehicle Information
- ↳ Comparison of FY 03 Incorporated Fire Department Budget Request and Current Year Appropriation
- ↳ FY03 Incorporated Fire Department Budget Request
- ↳ Wake County Fire Departments FY 2002-03 Budget Frequently Asked Questions

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

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Commissioner Council motioned to approve the January 17, 2002, minutes. Motion seconded by Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the January 17, 2002, meeting.