

**WAKE COUNTY FIRE COMMISSION
MINUTES
Monday, July 22, 2002
(ADOPTED 9/19/2002)**

A regular meeting of the Wake County Fire Commission was held on Monday, July 22, 2002, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Ray Echevarria presided as Facilitator and called the meeting to order.

Roll of Members Present: Herb Council, **Wake County Commissioner**
Robert Gibbs, **West Region/Alternate**
Tony Mauldin, **South Region/Alternate**
Billy Myrick, **Citizen/Consumer**
David Price, **Firefighter's Assoc. President**
A.C. Rich, North Region/Alternate
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**

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

Members Absent: Chief Tony Chiotakis, **West Region/Primary***
Cathy Lohr, **Citizen/Consumer***
Ned Perry, **Citizen/Consumer***
Charles Sannipoli, **Citizen/Consumer***
Cloyce Anders, External Facilitator
Donald Pierce, **South Region/Primary**
Rodney Privette, **East Region/Alternate**
Buddy Scarboro, **Wendell Town Rep.**
Bonnie Woodruff, **Citizen/Consumer**

Staff Present: Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Management Analyst
Ray Echevarria, Fire/Rescue Director
Ricky L. Dorsey, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were 17 guests present at the Wake County Fire Commission meeting.

Mr. Echevarria informed the members and guests that Mr. Ned Perry has announced his resignation from the Fire Commission and he will be missed.

UNFINISHED BUSINESS

Adoption of the May 9, 2002, Minutes:

Chief Vaughan motioned to approve the minutes of the May Wake County Fire Commission meeting. Motion seconded by Mr. Myrick. The Wake County Fire Commission unanimously approved the minutes of the May 9, 2002, meeting.

Adoption of the June 4, 2002 Special Called Session Minutes:

Chief Vaughan motioned to approve the minutes of the June Wake County Fire Commission special called meeting. Motion seconded by Captain Price. The Wake County Fire Commission unanimously approved the minutes of the Special Called June 4, 2002, meeting.

Fire Tax Fund Financial Report:

Raymond Boutwell distributed handout and gave overview of the fire tax fund financial report. Stressed the handout, "Fire Tax District – Financial Report, 6/30/2002 (Unaudited)" has not yet been audited. Raymond Boutwell distributed a second handout and gave an overview of "Fire Tax District Capital Improvements". Handouts were presented for information only.

HEERY Study/Fire Station Location Analysis:

Raymond Boutwell gave overview of the HEERY Study. To date, received comments from Swift Creek, Bay Leaf, Apex, Hopkins and Fairview Fire Departments and is going to ask consultant to respond and update. Next step is to ask Wake County Fire Commission to assist group of County staff (Echevarria, Rukavina, Blackley, Stout, & Boutwell) with prioritization and how to implement. Do need to establish priorities and implementation plan and then develop a financial plan. [Chief Vaughan mentioned that neither he nor Zebulon Fire Chief Perry have received the HEERY Study.] Mr. Boutwell asked for group from the Wake County Fire Commission to help prioritize the study findings and to turn this around quickly. Ron Roof motioned to have facilitator to have the Facilities Committee identify a team to work with the County Facilities Team, with goal of identifying within next few weeks a plan and method. Motion seconded by Herb Council. Motion approved unanimously.

Mr. Rukavina gave overview on station location. After group discussion, Ron Roof motioned to direct staff to retain proposals for fire station location study and that the Wake County Fire Commission be involved in review of the proposals and recommendation of consultant. Motion seconded by David Price. Motion approved unanimously.

Budget Process Improvements for Next Fiscal Year:

Due to a scheduling conflict, Commissioner Council requested this item be heard earlier than scheduled in the agenda. Mr. Council shared copies of Rules of Procedure, p. 3; Section II, Mission; Number 2, items A & B:

- The roles for the Fire Commission as approved by the Board of Commissioners are:
 - Reviewing & making recommendations on operating budget requests
 - Reviewing and making recommendations on CIP budget process.

There was discussion at the work session by the Board of Commissioners on the role of the Wake County Fire Commission. The Board of Commissioners will clarify their expectations on the role of the Fire Commission.

Raymond Boutwell proposed that Fire Commission work with County staff to revise the fire department budget process. Would like volunteers from the Wake County Fire Commission and Wake County Fire Department Chiefs to work with the Budget Office. Mr. Boutwell will send out a request for interest to find out who wants to be involved and go from there.

As Mr. Council had a prior commitment, he was excused.

The Wake County Fire Commission took a brief recess.

Personnel/Compensation Study:

Mr. Echevarria distributed handout "Preliminary Draft – Scope of Work, Compensation Study" and opened discussion on the Personnel Compensation Study. A copy of this has been sent to the County Human Resources for recommendation. Ron Roof requested that volunteer compensation be included as part of the Personnel Compensation Study. Chief Roof motioned for staff to prepare request for proposal, with Wake County Fire Commission being involved in review of proposals and recommendation of consultant. Seconded by Chief Vaughan. Motion approved unanimously.

Fire Apparatus Deployment/Replacement Study:

Mr. Echevarria opened discussion on Fire Apparatus Deployment. Suggested combining apparatus and location study together. Chief Vaughan requested that all licensed motorized vehicles be included in the scope of the recommendation. Mr. Boutwell suggested the fleet management department of GSA review the small fleet vehicle section; maybe Glen Blackley's department could look at fleet and look into replacement scheduling. Chief Vaughan motioned to tie this in with station location study. Seconded by David Price. Motion approved unanimously.

Vehicle Replacement for Hopkins Fire Chief:

Due to a scheduling conflict, Chief Vaughan requested the following item be considered. Chief Vaughan requested the replacement of the Fire Chief's vehicle at Hopkins Fire Department out of capital funds. Mr. Boutwell commented that we are

developing a plan for this year. Motion seconded by Mr. Myrick. Motion passed unanimously.

Defibrillator Purchase Report:

Mr. Echevarria distributed handout and opened discussion on defibrillators. Chief Vaughan stated that each fire department should have at least two defibrillators per station. Mr. Rukavina recommended replacing the 510's, and then have two per station, or three per two stations. Ray suggested looking at cost to replace all 510's and then compare cost of two per station versus 1.5 per station. Ray will revise the proposal for review at the next meeting.

NEW BUSINESS

Long Range Budget Plan:

Ray proceeded to Long Range Plan. During discussion it was suggested that the studies being implemented could serve as a starting point for the strategic plan.

As Chief Vaughan had a prior commitment, he was excused. A quorum ceased to exist for the Wake County Fire Commission; the remainder of meeting was for information only.

Mutual Aid Agreement:

Mr. Rukavina distributed an amended Mutual Aid Agreement. Mentioned the current agreement had an expiration date and has expired. Ron Roof suggested they read this version, get questions back to Mr. Rukavina, and have the County Attorney address those questions. Ray stated that he could send a note to the regional representatives to get comments.

Fire Incident Report Update:

Fire Incident Report Update presented by Ray Echevarria. Currently seventeen departments are reporting information with seven departments reporting regularly.

COMMITTEE REPORTS:

Thermal Imager Spec Team:

Ricky Dorsey shared handout and gave presentation on behalf of the Thermal Imager Subcommittee. There were some improvements in the way the evaluation was done. The live structure burn was a good test and we found the MSA better than the ISG. Ron Roof suggested putting together a matrix on thermal imagers like the defibrillators for the next meeting. Ray mentioned doing a matrix for each department and for each

station. Chief Roof and Captain Price expressed appreciation for the outstanding job on the thermal imager study.

OTHER BUSINESS:

Chief Roof requested report on 800 Mhz for the next meeting.

Captain David Price stated there is a special called Fire Chief's meeting at the Wake County Commons on Tuesday, July 30, 2002, at 6:30 p.m.

PUBLIC COMMENTS:

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

In connection with the Heery study, Chief Brinson questioned if funds identified for a mechanical situation. Mr. Rukavina stated funds are currently set aside for power train reserve and could do the same thing for a mechanical failure. Glenn Blackly or Phil Stout could help with the dollar amount. Can have for the next agenda.

ADJOURNMENT:

Meeting adjourned at 7:36 p.m.

Handouts:

- Fire Tax District - Financial Report 6/30/2002
- Fire Tax District – Capital Improvements
- Major Issues to be Addressed Relative to Fire Service Capital Needs
- Rules of Procedure – Wake County Fire Commission
- Preliminary Draft – Scope of Work, Compensation Study
- Defibrillator Purchase Plan
- Mutual Aid Agreement (Revised)
- Spreadsheet – Thermal Imager Subcommittee

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Adoption of the May 9, 2002, Minutes:

Chief Vaughan motioned to approve the minutes of the May Wake County Fire Commission meeting. Motion seconded by Mr. Myrick. The Wake County Fire Commission unanimously approved the minutes of the May 9, 2002, meeting.

Adoption of the June 4, 2002 Special Called Session Minutes:

Chief Vaughan motioned to approve the minutes of the June Wake County Fire Commission special called meeting. Motion seconded by Captain Price. The Wake County Fire Commission unanimously approved the minutes of the Special Called June 4, 2002, meeting.

HEERY Study/Fire Station Location Analysis:

Ron Roof motioned to have facilitator to have the Facilities Committee to identify a team to work with the County Facilities Team, with goal of identifying within next few weeks to establish plan and method. Motion seconded by Herb Council. Motion approved unanimously.

Ron Roof motioned to direct staff to retain proposals for fire station location study and that the Wake County Fire Commission be involved in review of the proposals and recommendation of consultant. Motion seconded by David Price. Motion approved unanimously.

Personnel/Compensation Study:

Chief Roof motioned for staff to prepare request for proposal, with Wake County Fire Commission being involved in review of proposals and recommendation of consultant. Seconded by Chief Vaughan. Motion approved unanimously.

Fire Apparatus Deployment/Replacement Study:

Chief Vaughan motioned to tie this in with station location study. Seconded by David Price. Motion approved unanimously.

Vehicle Replacement for Hopkins Fire Chief:

Due to a scheduling conflict, Chief Vaughan requested the following item be considered. Chief Vaughan requested the replacement of the Fire Chief's vehicle at Hopkins Fire Department out of capital funds. Mr. Boutwell commented that we are developing a plan for this year. Motion seconded by Mr. Myrick. Motion passed unanimously.