

**WAKE COUNTY FIRE COMMISSION  
MINUTES  
Thursday, September 19, 2002  
(Adopted 11/21/2002)**

A regular meeting of the Wake County Fire Commission was held on Thursday, September 19, 2002, at 4:30 p.m. in the EMS Training Classroom located at the backside, lower level of the Wake County Commons Building, Carya 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**  
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**  
Bonnie Woodruff, **Citizen/Consumer**

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

**Members Absent:** Cloyce Anders, External Facilitator\*  
Chief Tony Chiotakis, **West Region/Primary\***  
Chief Robert Gibbs, West Region/Alternate\*  
Cathy Lohr, **Citizen/Consumer\***  
Donald Pierce, **South Region/Primary**  
Rodney Privette, **East Region/Alternate**  
Buddy Scarboro, **Wendell Town Rep.**

**Staff Present:** David Cooke, County Manager  
John Rukavina, Public Safety Director  
Raymond Boutwell, Budget & Mgmt Director  
Ray Echevarria, County Fire Marshal  
Chris Perry, Deputy Chief Fire Marshal  
Charles Ottaway, Shift Supervisor  
Sherry Scoggins, Executive Secretary

There were 14 guests present at the Wake County Fire Commission meeting.

Mr. Echevarria welcomed members and guests to the Wake County Fire Commission meeting. Before beginning with items on the agenda, Mr. Echevarria explained the maps that were on display in the back of the room. The maps are to provide more information to fire departments. Chris Perry is the mapmaker in the office and we will bring maps to future meetings.

Mr. Echevarria also informed members that Mr. Sannipoli resigned his Citizen/Consumer position.

Ms. Woodruff was recognized. She expressed that she was not seeking reappointment to the Fire Commission. She appreciated the Fire Commission's patience while she learned the fire service.

In order to accommodate the action items, Mr. Echevarria stated we would go out of order of the agenda. Also, the Fire Contract item would be postponed to a future meeting.

## **UNFINISHED BUSINESS**

### **Update on Budget Process:**

Mr. Raymond Boutwell, Budget & Management Director for Wake County gave the update on the budget process. The following individuals are participating in the Fire Budget Process Workgroup with Budget & Management Services (BMS):

- Chief Ed Brinson (Swift Creek Fire Department)
- Chief Tony Chiotakis (Morrisville Fire Department & Fire Commission)
- Herb Council (County Commissioner & Fire Commission)
- Chief George Gupton (Knightdale Volunteer Fire Department)
- Mr. Rick Hardin (Zebulon Town Manager)
- Mr. Billy Myrick (Knightdale VFD Board & Fire Commission)
- Chief Robert Pearce (Wake-New Hope Fire Department)
- Chief A.C. Rich (Stony Hill Fire Department & Fire Commission)
- Chief Ron Roof (Bay Leaf Fire Department & Fire Commission)

Ron Roof motioned to accept recommendation of the workgroup that had worked with the Budget Management Office and that the Fire Commission establish or continues the budget finance subcommittee and we support the budget process proposed in this report. Motion seconded by Commissioner Council. Motion approved unanimously.

There was discussion about preference of members serving on the budget finance subcommittee. Mr. Boutwell commented that in the proposal that the budget process work group recommended they continue to function as that committee, and again, those members Billy Myrick, Chief Gupton, Chief Rich, Chief Brinson, Chief Roof, Chief Chiotakis, Rick Hardin, Herb Council and Robert Pearce. If OK with Fire Commission, the group recommended they continue and try to get another citizen representative.

Mr. Boutwell asked that all members of the Fire Commission be comfortable with challenging staff and other departments on budget issues, particularly if there is a process that does not seem to be working.

### **Fire Tax District Fund Status:**

Raymond Boutwell gave an overview and distributed two-sided handout as an update on the fire tax district fund status. The first side is an overview of the (Unaudited) Fire Tax District – Revised Financial Report through 6/30/02. The second side is an overview of the Fire Tax District Fund Status as of September 17, 2002 for FY 2003. Presented as information.

### **Update on Thermal Imager Purchase:**

Ricky Dorsey gave an overview of the process used by the Thermal Imager Subcommittee and shared two handouts. The first handout was a map of Thermal Imaging Camera (TIC) Coverage and the second handout was the Thermal Camera Evaluation Rating for the 1<sup>st</sup> and 2<sup>nd</sup> Evaluations. Initially evaluated nine cameras and narrowed it to three cameras. The final recommendation of the Thermal Imaging Subcommittee is the MSA4000. Mr. Bill Simmons, sales representative with MSA, was available for questions pertaining to the MSA4000.

Chief Vaughan moved to accept the committee's recommendation on the MSA4000 camera. Seconded simultaneously by Mr. Myrick and Chief Roof. Motion carried unanimously.

Ray Echevarria then distributed handouts of two spreadsheets pertaining to the Thermal Imager Assessment and a spreadsheet with the MSA Camera with Options. Currently there is \$50,000.00 budgeted for this year for thermal imager cameras. Mr. Simmons was recognized and stated he has a copy of a quote of \$13,000 per unit for a quantity of 11. Chief Roof stated he would like a current quote.

Chief Roof motioned the Fire Commission approve the purchase of one thermal imaging camera for each department and that the additional funding needed come from the reserve fund balance that the County has. Seconded by Ms. Woodruff. Mr. Boutwell addressed the Fire Commission on the use of the fire tax district fund in that if the integrity of the fund is in jeopardy, he will let the Fire Commission know. Motion approved unanimously.

Chief Roof requested this be a part of the record. The commission has the responsibility to create the long-range plan of what is the next step. Is the next step to make a plan of having one (thermal imaging camera) in each station within one or two years?

Mr. Rukavina reminded the Commission that the cost of purchasing mobile and portable 800 MHz radio equipment is included in the fire CIP. Mr. Boutwell clarified the fire portion appropriated for the radios over a period of time. Mr. Roof commented the budget committee has a lot of work to do. And does not know of a department that has been able to buy fire apparatus since July 1999. ***Would like this as an agenda item to be talked about at next meeting.*** Mr. Rukavina said that the CIP spreadsheet approved by the Commission at its May 2001 meeting would be redistributed with the minutes of this meeting.

### **Update on Defibrillators:**

Ray Echevarria distributed handout of several spreadsheets. The goal is to replace all of the 510 units. Mr. Myrick motioned to replace all the 510s and every fire department has one defibrillator per station. Mr. Roof questioned would there be enough funds for a spare defibrillator for those departments with only one defibrillator. Mr. Myrick requested to amend the motion that we buy defibrillators to replace all the 510s so each station has at least one defibrillator, and if there is enough money left over, to buy additional defibrillators up to budgeted amount so every department will have at least one spare. Motion seconded by Ms. Woodruff. Motion approved unanimously.

*Fire Commission took a brief recess at 6:20 PM and resumed at 6:35 PM.  
Commissioner Council and Ms. Woodruff were excused.*

### **Adoption of the July 22, 2002, Minutes:**

Mr. Myrick motioned to approve the minutes of the July Wake County Fire Commission meeting. Motion seconded by simultaneously by Captain Price and Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the July 22, 2002, meeting.

### **Discussion of Chair to Facilities Subcommittee:**

Mr. Echevarria shared that Mr. Anders suggested Mr. Myrick chair the Facilities Subcommittee. Mr. Myrick accepted and will schedule a meeting soon.

### **Update on the HEERY Study:**

Ray Echevarria provided an update on the HEERY Study. The HEERY Study is for the existing facilities. The Facilities Subcommittee will work with the Budget Staff to prioritize items from the HEERY study.

Chief Roof requested a list of subcommittee members.

### **Update on Fire/EMS Capital Facility & Equipment Study:**

Ray Echevarria made presentation and distributed handout. Yesterday was the deadline for proposal submittals from consulting firms and two proposals were received. The committee will be looking at those on October 2<sup>nd</sup> to make a recommendation to the Fire Commission on which consultant to use. One of the things on the project schedule is to have a Special Called Session in October so the committee can share a recommendation with the Fire Commission.

On the committee are: Billy Myrick, AC Rich, Tony Chiotakis, and Tony Mauldin.

Ray advised the Fire Commission that if anyone was interested in seeing the proposals, to call Ray. He received proposals from Tri-Date and Emergency Services Consulting Group.

### **Update on Fire Compensation Study:**

Ray provided update on Fire Compensation Study and referred to handout shared during overview of Fire/EMS Capital Facility & Equipment Study. The proposals are due on September 26. Project schedule tracks with the other project.

On the committee are: Cathy Lohr, Rodney Privette, Chief Vaughan and David Price.

Know of at least four consultants that have said they will be submitting proposals.

### **Mutual Aid Agreement:**

Mr. Echevarria opened discussion on the Mutual Aid Agreement and distributed a copy of the Mutual Aid Agreement. To date, has not received any comments concerning the Mutual Aid Agreement. After group discussion, Chief Ron Roof motioned to adopt the Mutual Aid Agreement. Motion seconded by Captain David Price. Motion approved unanimously.

### **800 MHZ Report:**

Captain David Price was recognized and he presented an update on the 800 MHZ. All ten-tower sites are now under construction. We will test the system the second week of December and we are also working on finalizing the total number of radios for the departments and some of the templates for the radios themselves. The current issue being worked on is tactical or non-tactical.

(Mr. Myrick was excused at 7:15 PM.)

## **NEW BUSINESS**

### **2003 Meeting Schedule:**

After group discussion on changing time, site location, and limiting meeting duration, the 2003 Meeting Schedule was postponed until the Special Called Meeting scheduled for Thursday, October 24, 2002.

### **Fire Station Connectivity Project:**

Ray Echevarria provided an update on the Fire Station Connectivity Project. Wake County is connecting all the fire stations to the Wake Net Computer system and will be providing a workstation for every station. Eventually you will wind up with two workstations in every station, with one being an administration workstation that has County's email software and Microsoft works and also have a CAD inquiry workstation to query CAD database. Wake Net will be installed before the CAD.

Chief Haraway inquired on what does he need to do or whom does he need to contact to get Station 3 with connectivity since Station 3 would be the administrative building. Ray suggested Chief Haraway give Chris or him a call and either one would help him.

### **Special Called Session – October 24, 2002:**

As mentioned earlier by Ray Echevarria, there will be a Special Called Session of the Wake County Fire Commission on Thursday, October 24, 2002, at 4:30 PM in the EMS Training Classroom.

## **COMMITTEE REPORTS:**

No committee reports presented.

## **OTHER BUSINESS:**

No other business presented.

## **PUBLIC COMMENTS:**

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

Chief Brinson thanked the Fire Commission and staff on moving forward with the thermal imagers and defibrillators.

Ray shared handout on information being submitted by fire departments from the incident reports. Will try to give departments feedback on what we are receiving. If you have any questions, please call. The first pages are simply a reporting status and the remaining pages are the NFPA fire experience survey on a countywide basis, giving us countywide fire data. We are learning how to run reports by FDID. If interested, please take a handout.

## **ADJOURNMENT:**

Meeting adjourned at 7:37 PM.

### **Handouts:**

- Draft Fire Budget Process Proposal for FY 2003-04
- 2 sided:
  - Fire Tax District –Revised Financial Report 6/30/02 (Unaudited)
  - Fire Tax District – Fund Status as of September 17, 2002
- Thermal Imaging Camera (TIC) Coverage (Map)
- Thermal Camera Evaluation Rating (Spreadsheet)
- Defibrillator and Thermal Imaging Camera Information
  - Thermal Imager Assessment (Spreadsheets)
  - Defibrillator (Spreadsheets)
- 2 sided:
  - Project Schedule Consultant Selection Committee for Fire/EMS Capital Facility and Equipment Study
  - Wake County Fire/Rescue Division Fire Compensation RFP Schedule
- Mutual Aid Agreement
- Wake County Fire Services NFIRS Reporting (Spreadsheet)

## **ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:**

Ron Roof motioned to accept recommendation of the workgroup that had worked with the Budget Management Office and that the Fire Commission establish or continues the budget finance subcommittee and we support the budget process proposed in this report. Motion seconded by Commissioner Council. Motion approved unanimously.

Chief Vaughan moved to accept the committee's recommendation on the MSA4000 camera. Seconded simultaneously by Mr. Myrick and Chief Roof. Motion carried unanimously.

Chief Roof motioned the Fire Commission approve the purchase of one thermal imaging camera for each department and that the additional funding needed come from the reserve fund balance that the County has. Seconded by Ms. Woodruff. Mr. Boutwell addressed the Fire Commission on the use of the fire tax district fund in that if the integrity of the fund is in jeopardy, he will let the Fire Commission know. Motion approved unanimously.

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Mr. Myrick motioned to approve the minutes of the July Wake County Fire Commission meeting. Motion seconded by simultaneously by Captain Price and Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the July 22, 2002, meeting.

Chief Ron Roof motioned to adopt the Mutual Aid Agreement. Motion seconded by Captain David Price. Motion approved unanimously.