

# WAKE COUNTY FIRE COMMISSION MINUTES

## *Special Session*

**Thursday, October 24, 2002**

**(Adopted 11/21/2002)**

A special session of the Wake County Fire Commission was held on Thursday, October 24, 2002, at 4:30 p.m. at the EMS Training Classroom, Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cathy Lohr presided as Facilitator and called the meeting to order.

**Roll of Members Present:** Chief Tony Chiotakis, **West Region/Primary**  
Cathy Lohr, **Citizen/Consumer**  
Tony Mauldin, South Region/Alternate  
Billy Myrick, **Citizen/Consumer**  
Dewey Poole, **Citizen/Consumer**  
David Price, **Firefighter's Assoc. President**  
Ron Roof, **North Region/Primary**  
Ann Suggs, **Citizen/Consumer**  
Tom Vaughan, **East Region/Primary**

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

**Members Absent:** Cloyce Anders, External Facilitator\*  
Herb Council, **Wake County Commissioner**  
Rodney Privette, East Region/Alternate  
A.C. Rich, North Region/Alternate  
Buddy Scarboro, **Wendell Town Representative**

**Staff Present:** John Rukavina, Public Safety Director  
Raymond Boutwell, Budget & Mgmt Director  
Ray Echevarria, Fire/Rescue Director  
Chris Perry, Chief Deputy Fire Marshal  
Ricky L. Dorsey, Shift Supervisor  
Sherry Scoggins, Executive Secretary

Ms. Lohr called the meeting to order. The special session is convened to discuss recommendation for the Fire/EMS Capital Facility & Equipment Study, recommendation for the Fire Compensation Study, and meeting time and locations for 2003 Fire Commission meetings.

### **Recommendation for Fire/EMS Capital Facility & Equipment Study Proposals:**

Chief Tony Chiotakis was recognized to give an overview of the recommendation for the Fire/EMS Capital Facility & Equipment Study. Out of seventeen consultants contacted, only two companies submitted proposals. The committee assigned weights to various criteria and unanimously selected Tri-Data. Tri-Data was asked to return to provide additional details about its study process.

Chief Chiotakis motioned to accept Tri-Data Corporation for the Fire/EMS Capital Facility and Equipment Study. Motion seconded by Mr. Billy Myrick. Motion approved unanimously.

Ray Echevarria wanted to share a question posed to him by Chief Roof of why only two companies returned proposals. Several companies cited they could not do the study because of staffing and/or geographic location. The other group that submitted a proposal was Emergency Services Education & Consulting Group.

Meeting tomorrow of committee to work out communications process. Will be in the morning at Fire/Rescue office conference room.

### **Recommendation for the Fire Compensation Study proposals:**

Captain David Price was recognized to give an overview of the recommendation for the Fire Compensation Study. Received eight proposals. Using a forced choice method of assigned weights to criteria, the committee was able to narrow the choices to four consultants. The four firms were invited to interview and following the interviews, the committee debated the merits of each firm. Particular attention was given to each firm's expertise in Human Resources practices and the extent of each firm's fire service experience.

On behalf of the selection committee, Captain Price recommends to the Fire Commission that the award for the Fire Service Compensation Study be granted to the Waters Consulting Group, Inc. Motion seconded by Chief Vaughan. Motion approved unanimously.

Catherine Clark is the contact person for the Compensation Study. The selection committee will be involved in process from beginning to end. Will address issues and concerns at committee meetings. The cost for The Waters Consulting Group is approximately \$40,000.

### **Meeting Times and Locations for 2003 Fire Commission Meetings:**

Ms. Lohr opened the floor for discussion. Mr. Poole mentioned Citizen/Consumers expressed concern that 4:30 PM was not a convenient time and suggested 7 PM or 6:30 PM. Chief Vaughan commented to possibly rotate the meeting sites, especially around budget meetings. Also, would rather meet at 2 PM if a day meeting is scheduled and is in favor of limiting the meeting time. Mr. Rukavina commented to have two or three meetings in the evening and then re-evaluate the meeting time. Mr. Myrick commented to set time limit to 2 hours, no more than 2 ½ hours.

Mr. Poole motioned to have the first three (*regular*) meetings at 7 PM and to limit time to 2 ½ hours. Motion seconded by Chief Vaughan.

Mr. Boutwell then requested the Fire Commission schedule a budget meeting in April.

Ms. Lohr then restated Mr. Poole's motion to have the first three (*regular*) meetings at 7 PM and not go over 2 ½ hours and motion seconded by Chief Vaughan. Motion approved by majority with Chief Chiotakis voting nay.

The meetings to be held at **7 PM** are:

**Thursday, January 16, 2003**

**Thursday, March 20, 2003**

**Thursday, May 15, 2003**

Ms. Lohr reminded the Fire Commission of Mr. Boutwell's request for a budget meeting in April. Mr. Boutwell stated he would be available on Monday, April 14, 2003, at 6 PM to host a budget meeting with the Fire Commission. Chief Roof motioned to have the budget meeting on Monday, April 14, 2003, at 6 PM. Motion seconded by Mr. Myrick. Motion approved unanimously.

At the May meeting, will assess the meeting times for the remaining 2003 meetings.

### **Public Comments:**

Mr. Rukavina was recognized. Gibbie Harris, Community Health Director, will be at Commons Building at 10 AM on Friday, October 25, 2002, to discuss small pox vaccinations. She will discuss whom the first responders are that are being recommended for vaccination. Encourage every department to have a member there.

Ray Echevarria mentioned the Capital Study deals with EMS as well as fire. Trying to schedule meeting with the EMS personnel.

Mr. Poole mentioned that former committee member Ned Perry has cut his arm and he has little use of his right hand. Ned is in therapy for the next twelve months. Will get a card and bring to next meeting for committee members to sign.

Meeting adjourned at 5:17 PM.

### **Actions of the Special October meeting:**

Chief Chiotakis motioned to accept Tri-Data Corporation for the Fire/EMS Capital Facility and Equipment Study. Motion seconded by Mr. Billy Myrick. Motion approved unanimously.

On behalf of the selection committee, Captain Price recommends to the Fire Commission that the award for the Fire Service Compensation Study be granted to the Waters Consulting Group, Inc. Motion seconded by Chief Vaughan. Motion approved unanimously.

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