

WAKE COUNTY FIRE COMMISSION
Thursday, November 20, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 20, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chairwoman Ann Suggs called the meeting to order.

The following members were present: Chair Suggs, Mr. Lucius Jones, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Commissioner Paul Coble, Mr. Robert Stagg, Chief Cecil Parker, Mrs. Barbara Poole

Members absent were: Chief Tom Vaughan, Senator Vernon Malone, Chief Chris Wilson, Chief Mark Haraway, and Chief Rodney Privette.

The following County staff were present: Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

Chair Suggs introduced two new Fire Commission members. The new members are Chief David Cates representing the Western Region and Lee Price serving as the President of the Wake County Firefighters' Association.

The agenda was approved as submitted.

MINUTES

The minutes of the September 18th, 2008, regular meeting were approved as submitted.

The minutes of the November 5th, 2008, work session were approved with one amendment. The minutes are amended to reflect that Chief Chris Wilson, North Region alternate member, was present at the work session.

REGULAR AGENDA

FIRE COMMISSION CHAIR ELECTION

Chair Suggs introduced Fire Services Director Raymond Echevarria to provide introductory remarks. Director Echevarria informed the Fire Commission that the Rules of Procedure were revised approximately four years to replace the nonvoting facilitator with a chair elected from among the voting membership. The Rules stated that elections were to be held annually. Chair Suggs was elected as the first chair, and elections have not been held since the first election.

Director Echevarria provided options for the Fire Commission to hold elections. The Fire Commission decided to have the Chair open the meeting for nominations from the floor. Chair Suggs opened the floor for nominations for chair.

Mr. Robert Stagg nominated Mr. Lucius Jones. Commissioner Paul Coble seconded the nomination. Being no additional nominations, Chair Suggs closed the nominations. Mr. Lucius Jones was elected Fire Commission Chair by unanimous vote.

Ms. Ann Suggs was unanimously elected Vice Chair upon nomination by Chair Jones.

Newly elected Chair Lucius Jones began presiding over the meeting.

CONSIDERATION OF RECOMMENDATION FROM AD HOC COMMITTEE ON FY 09 FIRE TAX BUDGET

Fire Services Director Raymond Echevarria provided a copy of the handout that was provided at the November 5, 2008, work session. Director Echevarria informed the Fire Commission of actions that Wake County is taking in response to lower than expected revenues. Wake County has implemented a hiring freeze and eliminated travel and food expenditures.

Since no action was taken on the committee's recommendations at the work session, the item is on the agenda for Fire Commission action. Chief Mike Cooper inquired about retirement funding. Budget and Management Analyst Jason Horton informed the Fire Commission that departments that exceed the 9.87% retirement funding will be reduced to 9.87%, and departments that are lower than 9.87% will be increased.

Director Echevarria informed the Fire Commission that the plan to implement the retirement funding is to coordinate with Wake County's Human Resources Department to create a countywide plan for private, not-for-profit fire departments that are not already in the state retirement system.

Chief Cooper inquired as to why the number of new positions that can be added is reduced. Jason Horton informed the Fire Commission that the sustainable fire tax model prepared by staff included 18 new positions and assumed fire department appropriations would increase by 2%. The Ad Hoc Committee's recommendation includes 12 new positions with increasing the assumed department appropriations to 4%.

Discussion followed about assumptions in the fire tax model.

Mr. Billy Myrick motioned to accept the recommendations from the Ad Hoc Committee. After a second by Ms. Ann Suggs, the Fire Commission unanimously approved the recommendations.

FIRE SERVICE COMPENSATION PLAN UPDATE

Captain David Price informed the Fire Commission that there is only one outstanding item regarding compliance with the 2006 compensation plan. Captain Price, Chair of the Compensation Committee, informed the Fire Commission that the committee is working with the department to address the issue.

Captain Price also informed the Fire Commission that the Compensation Committee continues to receive feedback about department compliance with compensation guidelines. The Compensation Committee will conduct a survey of all departments and inform the Fire Commission of the results.

Captain Price also informed the Fire Commission that a market survey is being conducted. Results of the market survey will be brought to the Fire Commission.

CONSIDER ADOPTION OF POST INCIDENT REVIEW PROGRAM

Fire/Rescue Training Director Ricky Dorsey presented a recommended post incident review program to the Fire Commission for consideration of adoption. The program will provide a systematic and consistent approach for reviewing and evaluating incident response. The program will be used by both fire agencies and EMS agencies.

After discussion, the consensus of the Fire Commission was to obtain feedback from fire chiefs and bring back to the Fire Commission at a later date.

FACILITY COMMITTEE

Chief Ed Brinson provided a report from the Facility Committee. Chief Brinson provided an update on the dormitory project. The Committee recommended pulling Western Wake and Falls Fire Departments from the project. Chief Brinson also informed the Fire Commission that the County and the Town of Garner have approved the interlocal agreement for fire station in southeast Wake County.

APPARATUS COMMITTEE

Chief Ron Roof provided a report from the Apparatus Committee. The Committee presented five items:

1. We will finalize our replacement list for 2010 by the 15th of December, we are requesting from the Fire Commission that once the list is finalized that no other Vehicle be added, without the Fire Commission approval and where the money will come from for payment, this will enable the Capital Budget to be consistent. However this does not preclude an Emergency purchase, still needing Fire Commission approval.
2. We have compiled our return revenue from the sales of vehicles for the next six years (including 09), it will be approximately \$150,692.00 (admin vehicles only). Also we will start paying off our initial debt of first vehicles bought starting in 2016.
3. The Committee went over the current replacement schedule for the next five years, and voted and agreed that we would like to request from the Fire Commission that all vehicles scheduled to be replaced at Stations that are on the list for potential closing not be replaced until a decision has been made as to whether or not they are to close or remain open.
4. The Committee discussed as to how we handle the following small items on new Apparatus:
 - a. Five Traffic Vests-Department Responsibility
 - b. Five Traffic Cones-Department Responsibility
 - c. Five Warning Devices-Department Responsibility
 - d. Automated Defibrillator-County Responsibility

After discussion, it was determined that the Fire Commission should appoint a person/committee to track all the de-fibs and insure the person/committee is responsible for the tracking and replacement of all defibs in the County, also to insure the Budget reflects this, to include a new Defib for each Apparatus purchased.

5. At or last meeting we held a Discussion on the Black Box that will be required with the new NFPA requirements, and there was some concern over the legal aspects of the box and the information contained with it. Chief Woods will schedule a briefing on the black Box for all County Departments and will advise the date time and place.

Chief Woods also informed the Fire Commission that the Apparatus Committee recommends revising the large apparatus replacement plan. The Committee recommends allocating funds for departments to purchase replacements individually rather than replacing apparatus based on countywide specifications. The consensus of the Fire Commission was to continue purchasing standardized apparatus based on countywide specifications. Although cost savings will not be realized when purchasing small numbers of replacements, standardizing apparatus is an important goal and apparatus standardization should be continued.

Ms. Ann Suggs motioned to approve item #3. After a second by Commissioner Coble, the Fire Commission unanimously approved the recommendation from the Apparatus Committee.

Discussion followed about tracking defibrillators for replacement. The Fire Commission decided to transition the Turnout Gear Committee to an Equipment Committee.

FIRE TAX BUDGET UPDATE

Budget and Management Analyst Jason Horton provided a fire tax update. No action necessary. Future updates will be on the information agenda.

INFORMATION AGENDA

FIRE COMMISSION COMMITTEE APPOINTMENTS

Fire Services Director Echevarria provided a handout detailing updated committee appointments. The appointments were made based on the revised committee structure approved by the Fire Commission at its September meeting.

PRESENTATION ON WAKE COUNTY RECRUIT ACADEMY

Training Director Ricky Dorsey provided an informational session on the first Wake County recruit academy. The presentation provided background on the academy.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Fire Services Director Echevarria informed the Fire Commission that information requested at the November 5, 2008, work session is provided for information only. Director Echevarria also informed the Fire Commission that a kickoff meeting was held for the fire station closure evaluation process.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.

Meeting Handouts

WAKE COUNTY FIRE COMMISSION FACILITY COMMITTEE

MEMO TO: Fire Commission Members
FROM: Ed Brinson, Chairman
DATE: November 20, 2008
SUBJECT: Facility Committee Report

Since the last Fire Commission meeting the Facility Committee met on November 12, 2008 at Fairview Fire Station No.1. We respectfully offer the following report.

FIRE STATION DORMITORY RENOVATION PROJECT

The second phase of design work should be completed by November 20. The design work is on track for review by the facility committee in December/January. Several design areas remain to be completed. In addition, two fire stations were removed from the renovation project. The following action was taken or noted by the facility committee during the last meeting:

- The committee agreed to support the renovation design changes at Stony Hill Station 2.
- Swift Creek has started the annexation process with the Town of Cary. The annexation allows municipal water to support their sprinkler system.
- Due to EMS moving into Fairview Station No. 1 during October, Fairview has requested the design team to conduct a second review of the dorm accommodations.
- The committee pulled the Falls Fire Station renovation project. During the design process, it was discovered that the Falls Fire Station has a number of issues that cannot be readily resolved to accommodate the renovation project. These issues include:
 - Zoning non-conformance.
 - Higher than normal cost for a sprinkler system due to the construction features of the present structure.
 - Construction of a rated fire barrier.
 - ADA accessibility code compliance.
 - The parking lot is located on an adjoining property.

Due to the number of issues associated with this property, the facility committee voted to suspend all dormitory design work on this station. The committee did agree that major maintenance issues for this fire station would be addressed on an as needed basis.

- The committee pulled the Western-Wake renovation project. The issue of the land lease was a major topic of discussion. It was reported that Wake County EMS was loosing their land lease for the EMS station on District Drive from the State due to the state having other plans for the land. Western-Wake may face a similar situation with their land lease renewal. Ray Echevarria is investigating the lease issue. In addition, it was determined that Western-Wake already has accommodations to sleep four firefighters within their current building design. The committee did not feel it was appropriate to spend additional monies on this station with the potential of loosing the building and land to the State of North Carolina.

As reported at the last fire commission meeting, preliminary cost estimates show that the project is still within budget. These projects will go to bid in the January/February period and the committee will be able to bring you an exact estimate of costs.

STATUS OF THE LAND PURCHASE FOR GARNER STATION 4

Since the last Fire Commission meeting, the County Board of Commissioners and the Town of Garner Board agreed to purchase the land on Spaceway Court for the fire station. The zoning of the land went before the Town of Garner Planning Commission and the commission agreed to change the zoning to accommodate the construction of Garner Station 4. The zoning change was needed before both the Town of Garner and Wake County officials agreed to sign the Interlocal Agreement.

WENDELL FALLS FIRE STATION PROJECT

No action has been taken on this project since the last Fire Commission meeting.

**WAKE COUNTY FIRE COMMISSION
APPARATUS COMMITTEE**

TO: Wake County Fire Commission

November 20, 2008

**FROM: Chief Frank Woods
Apparatus Committee Chairman**

Subject: Apparatus Report

The following is the Apparatus Committee report for November 20th 2008.

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