

WAKE COUNTY FIRE COMMISSION
Thursday, November 18, 2010
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 18th, 2010, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Member Billy Myrick called the meeting to order.

The following members were present: Chief Cecil Parker, Ms. Ann Suggs (phone), Chief Freddy Lynn, Chief David Cates, Chief Tom Vaughan, Ms. Barbara Poole, Chair Lucius Jones, Assistant Chief Lee Price, and Mr. Keith Gregory.

Members absent were: Mr. Robert Stagg, and Commissioner Paul Coble.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Policy Analyst Jason Horton, and Public Safety Business Officer Demetric Potts.

Chief Tom Vaughan gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Assistant Chief Lee Price and second by Chief Freddy Lynn, the Fire Commission unanimously approved minutes of the September 23rd, 2010, Regular Meeting.

REGULAR AGENDA

CONSIDER APPROVAL OF CALENDAR YEAR 2011 MEETING DATES

Fire and Emergency Management Director Ray Echevarria stated that staff gave out the 2011 meeting schedule at the September 23rd meeting for review and consideration. Staff said that we would put the schedule on the agenda for approval so we could get these

dates set on our calendars. Director Echeverria stated that with the exception of the May meeting which in past years we have been flexible with so we could match up with the County Manager's budget schedule. Once the Fire Commission approves this schedule these dates won't change next year. Director Echeverria asked that the Fire Commission consider approving these dates.

Chief Freddy Lynn stated that for the past two years there have been at least three departments that have had their annual meeting the third Thursday in September. Chief Lynn asked if they could change the Fire Commission meeting away from the third Thursday now. Director Echevarria stated that if that's what the Fire Commission wants to do, certainly we could make that change. Mr. Myrick asked Chief Lynn to explain what he would like to change. Chief Lynn stated that the September meeting last year and the year before conflicted with the annual meetings for Garner, New Hope, and Wake Forest each year. Mr. Myrick asked Chief Lynn what date he would like to change the meeting to. Chief Lynn stated he would like to change the meeting date to either the second or fourth Thursday.

After discussion, Chief Freddy Lynn motioned to change the meeting to the fourth Thursday for September only. Assistant Chief Lee Price seconded the motion.

After discussion on the motion, the Fire Commission unanimously approved the motion.

Chief Lynn amended his motion to accept the meeting schedule for the whole year.

CONSIDER APPROVAL OF WAKE COUNTY POST INCIDENT REVIEW TRAINING PROGRAM

Fire and Emergency Management Director Ray Echevarria stated that our new contract has a paragraph that talks about doing post incident reviews and there is a sentence that says that those reviews will be conducted by a Fire Services facilitator that has attended a training course that's been approved by the Fire Commission. Director Echeverria stated that he really struggled with whether or not to bring this before the Fire Commission tonight or to wait until a later meeting. He decided to come forward because we have been able to get a class scheduled which will occur before the January meeting. Director Echeverria stated that Ricky Dorsey, our Training Director has looked far and wide for a post incident review class and after speaking with Chief Haraway who gave them a contact in Conover who had taught some post incident review classes they were able to get him to come and provide the class for us. Director Echeverria stated what he struggled with was either they could have the class and then he could bring all the information back to the Fire Commission for review or the other option which he chose was to bring all the information to the Fire Commission up front to give them the opportunity to say up front yea or nea before we have the class. Director Echeverria stated that there were some holes to fill in and all they had was a broad outline, but this was pretty much the only class that they were able to find.

After Fire Commission discussion, Chief Tom Vaughan motioned to approve the Post Incident Review Program. Assistant Chief Lee Price seconded the motion. The Fire Commission unanimously approved the motion.

INFORMATION AGENDA

FACILITY COMMITTEE

Chief Ed Brinson, Equipment Committee Chair informed the Fire Commission members that a copy of his committee report was included in the agenda packet. Chief Brinson then verbally updated the Fire Commission members with regard to the items on the Facility Committee report.

STATUS OF THE GARNER FIRE STATION NO. 4 PROJECT

- A ribbon cutting ceremony and open house is scheduled for December 1, 2010 at 10:00AM.

FIRE STATION DORMITORY RENOVATION PROJECT

- All of the dormitory projects have been completed.

STATUS OF THE BAY LEAF STATION NO. 3, HOPKINS AND DURHAM HIGHWAY RENOVATION PROJECTS

- Bay Leaf – The project will go out for bid in January.
- Hopkins – The project is near completion.
- Durham-Highway – Reimbursement of funds is pending receipt of additional project documentation.

ZEBULON FIRE STATION NO. 2 CONSTRUCTION PROJECT

- The facility committee continues to review the project parameters and supporting documentation.
- Additional response time and call volume data has been requested by the facility committee.
- A facility committee meeting has been scheduled for January 6 to review the additional information.
- A recommendation is forthcoming from the facility committee regarding this project.

WENDELL FALLS FIRE STATION PROJECT

No status change.

BAYLEAF HEADQUARTERS FIRE STATION RECONSTRUCTION PROJECT

- No status change.

FIRE STATION REPAIR, MAINTENANCE, AND RENOVATION POLICY

- The facility committee is requesting the adoption of a Fire Station Repair, Maintenance, and Renovation Policy.

After Fire Commission discussion, Chief David Cates motioned to table the adoption of a Fire Station Repair, Maintenance, and Renovation Policy until the next meeting. Assistant Chief Lee Price seconded the motion. The motion passed on a 9-yes, 1-no vote.

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton advised the Fire Commission that there were copies of the financial reports in the meeting materials. Mr. Horton stated that he wanted to point out that there have been a few adjustments to department budgets since the last meeting. There were no major adjustments except for one department, Wake New Hope. Effective November 1st Wake New Hope has hired three (3) of the positions that was approved by the Fire Commission at the last meeting. The funds for that department were held in the System Wide budget under a reserve object code, and with the notification of those persons being on board the budget for Wake New Hope was adjusted to include funding for those new positions.

Mr. Horton stated that he was asked about the year to date available balance. Mr. Horton stated that Fuquay-Varina is showing a high balance because their contract is still under review by the Town and we have not received the signed contract. Once we receive the signed contract we will reserve those funds in future periods.

Mr. Horton pointed out that as of the date he ran the financial report the Fire Tax District had spent \$4.5 million dollars. He stated that there were no issues with the Capital budget. Mr. Horton reported that for small CIP repairs there was \$100,000 budgeted for future years; however there is \$121,000 in the budget for this fiscal year.

Mr. Horton stated that when he ran this report a week ago the tax revenues for the Fire Tax District was \$3.8 million dollars, which means that Fire Tax District expenses are currently higher than revenues. This is expected whenever your property taxes are your major revenue source for the Fire Tax District. This goes back to the fund balance policy that we have for the Fire Tax District in which we maintain at least 16% Fund Balance to help get through the slow periods when expenses are steady and revenues don't come in until mid-November, early December. At the date of this report the Fire Tax District was in the red approximately \$700,000, but when you add in the fund balance the Fire Tax District was fully funded, therefore there are no issues with cash flow.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Director Echevarria read comments sent in by Fire Commission member Bob Staggs in recognition of Ed Schmelzer who has recently passed.

Director Echevarria also told the Fire Commission members that they should have received an invitation to the Garner Station 4 Grand opening scheduled for December 1st. Also, a reminder that January will be the first meeting of the year and that's the meeting where we elect the Chair and Vice Chair, so that will be the first item on the agenda for the January meeting.

OTHER BUSINESS

Chief Tom Vaughan informed the Fire Commission that their zone met and discussed several outstanding issues involving the Equipment Committee such as air bottles, defibs, and thermal imaging cameras. Chief Vaughan wanted to know if Captain David Price was in a position to give an update from the Equipment Committee. Captain Price reported that currently the Equipment Committee is working on defibs and turn out gear. He stated that they were pretty much at the point where the turn out gear contract is about to expire so they are trying to get that in place before hand. He stated that they are aware that there are some issues with the thermal imaging cameras; they are trying to get loaners in to take care of those issues. They are also working on the FY 2011 defib order so they can get those departments back filled that have the old units as well as put into place those units approved for departments that have added stations. As for air bottle purchases those departments that have scheduled purchases can move forward with those purchases.

Chief Vaughan asked how much funding was available for air bottle purchases. Captain Price asked Mr. Jason Horton to respond to this question. Mr. Horton reported that there was \$380,000 available for small capital/air bottle purchases. A portion of this funding is for small capital that is unspent by departments and the remaining balance is dedicated for air bottle purchases. Mr. Horton estimates that there would be approximately \$230,000 available. Chief Vaughan wanted to know what departments should do about the problems they are having with the cameras. Captain Price stated that those departments should contact the Equipment Committee to be added on the list, and as soon as the Committee meets and makes a decision on whether they will go with the same vendor or re-evaluate cameras they will get them on the list for replacement. Captain Price concluded by saying if there are any departments that have air bottle submissions they should forward those submissions to Wendi Brusseau with Fire and Emergency Management.

Director Echevarria stated that on behalf of Captain Price and the Equipment Committee please remind members in your zones that if Captain Price and the Equipment Committee

send out requests for information regarding inventory to please return that information as soon as possible because it helps them manage the replacement of equipment.

PUBLIC COMMENTS

Mr. Billy Myrick stated that he wanted to congratulate Mr. Keith Gregory on re-election as Judge. He says that we are fortunate to have Judge Gregory with us, and he was glad to see him back as Judge. Also, Mr. Myrick stated that Judge Gregory informed him that he was going to stay and be a member of the Fire Commission.

ADJOURNMENT

Being no further business, the meeting was adjourned