

WAKE COUNTY FIRE COMMISSION

Thursday, January 19, 2012

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 19, 2012, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Lee Price, Mr. Billy Myrick, Mr. Robert Stagg, Mr. Michael Denning, Phil Matthews, and Mr. Keith Gregory.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Fire and Emergency Management Director Ray Echevarria, Fire and Emergency Management EM Coordinator Josh Creighton, and Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved minutes of the November 17, 2011, Regular Meeting.

The agenda was approved as submitted.

REGULAR AGENDA

FIRE COMMISSION CHAIR ELECTION

Demetric Potts informed the Fire Commission members that it was that time of year where the Fire Commission accepted nominations for Chair and Vice Chair for the Fire Commission. Demetric stated that in the past they have taken nominations and for each position they accepted votes and we would follow the same process unless there was interest in doing something different. The Fire Commission chose to follow the same process that was used in the past. Demetric opened the floor for nominations for the position of Chair. Mr. Billy Myrick nominated Mr. Lucius Jones and the nomination was seconded by Chief Rodney Privette. There were no other nominations and all voted in favor for Mr. Lucius Jones as Chair of the Fire

Commission for calendar year 2012. Demetric opened the floor for nominations for the position of Vice Chair. Chair Lucius Jones nominated Mr. Robert “Bob” Stagg, and the nomination was seconded by Mr. Keith Gregory. There were no other nominations and all voted in favor for Mr. Robert “Bob” Stagg as Vice Chair of the Fire Commission for calendar year 2012.

APPARATUS COMMITTEE REPORT

Chief Woods reported that in the agenda packet there were minutes from the Apparatus Committee from the meeting held with Wake Forest Fire Department as part of the merger process with Falls Fire Department. Chief Woods reported that the committee had a lengthy discussion with Wake Forest in an effort to determine what they needed from the County to maintain or improve their ISO ratings. Chief Woods reported that the committee presented two plans to Wake Forest Fire Department and the Apparatus Committee voted to approve action Plan B (a copy of the plan is attached as part of these minutes). Chief Woods stated that Action Plan B was taken to staff and the Wake County Finance and Budget office to get confirmation that it would fit into the financial model. He reported that he did get confirmation. Chief Woods stated that both Wake Forest Fire Department and Falls Fire Department agreed to Action Plan B.

Chair Jones asked Ray Echevarria if staff had reviewed the proposal and if they were ok with it. Ray stated that staff had looked at the proposal and that there was some pretty significant cost avoidance associated with the plan by not replacing a piece of apparatus next year as well as by replacing a pumper tanker with a tanker. Chief Woods stated that their biggest concern was to make sure that Wake Forest Fire Department met all the requirements for their ISO inspection and DOI inspection to either lower their rating or maintain the rating that they currently have.

Chief Mauldin made a motion to approve the Apparatus Committee recommendation for Plan B, and the motion was seconded by Chief Rodney Privette. The Fire Commission unanimously approved the Apparatus Committee recommendation for Plan B.

INFORMATION AGENDA

EASTERN WAKE FIRE DEPARTMENT UPDATE

Demetric Potts reported that the Wake County Board of Commissioners and Eastern Wake Fire Department Board of Directors jointly appointed John Stephenson, Wake County Internal Auditor as Trustee for Eastern Wake Fire Department. Demetric also stated that the Wake County Board of Commissioners appointed four (4) members to the Eastern Wake Fire Department Board of Directors.

BAY LEAF RECONSTRUCTION PROJECT UPDATE

Demetric Potts reported that Mark Foresteiri with Wake County Facilities, Design, and Construction informed staff that the Design Team is currently preparing construction documents and that the construction document review will begin in early March. The prequalification for General Contractors is in mid-March. Mark informed staff that the documents would go out for bid April 1st and the Bid Opening is scheduled for April 26th. The Wake County Board of

Commissioners will award the contract on May 7th and construction will begin June 4th. Construction duration will be 14 months, this includes time for installation and utility connection of a temporary station on site which must be completed before the existing station is demolished.

Demetric also reported that Wake County Facilities, Design, and Construction has completed a Phase I Environmental Study for Station 3 and the site was clean. The County will conduct a Facility Condition Assessment of the station in the next 30 days, which will evaluate the condition of the structure, building envelope, building systems, life safety and code compliance issues.

FIRE TAX FINANCIAL REPORT

Mr. Chad Balke reported that included in the packet on the last five pages was the Financial Report. Chad stated that page one was the revenue summary and the only thing to note was typically as noted in the November report that very few revenues were showing up. This is typical that most of the revenues are generated in December and January. Right now through December there is about \$15.8 million total which is comparable to prior years. Page two and three lists the amount paid to and committed to departments as well as the System Wide expenses. Page four and five are the Capital reports and if you look at page four which is the first page of the Capital report you will see one of the very first projects, Unit 020F Fire Bay Leaf #1 you see the budgeted revenue of a little over \$500 thousand and in the second to last column you see a remaining balance of a little over \$48 thousand. This is for the design work for Bay Leaf Station 1; that does not include any of the construction costs. Chad reported that the other thing to note about the Capital report is that the County does transfers to some of the other funds that are not showing up right now. Those will be done soon and they will be reported at the March Fire Commission meeting.

SINGLE FIRE TAX DISTRICT BUDGET UPDATE

Chad Balke reported that we are still early in the process. He reported that the forms had been sent out to the departments in early January and were due back by January 31st. We will start department meetings on February 13th. These are meetings that the County will facilitate which will involve review of departmental request before they go to the Budget Committee. The Budget Committee meetings will start February 29th and at that meeting the Long Range Business Plan will be discussed as well as a review of the Financial Model. At the March 7th meeting we will be discussing the revenue outlook for FY13; we will be getting a final number in a week or two from Marcus Kinrade the Revenue Director. Early indications are that the revenue outlook is not very good for FY13. Chad stated that the Budget Committee meetings are from 6:00 – 7:30 PM and if any one needed a Budget Calendar we can send that out to you.

EXECUTIVE SERVICE CORPS OF THE of the TRIANGLE

Chad Balke reported that we have an opportunity to partner with an organization called the Executive Service Corps of the Triangle. This a pilot program that the County is looking into, this organization works with not for profit organizations throughout the Triangle providing nonprofit boards and administrative staff with organizational development opportunities. What they do is basically an assessment of each of the nonprofit boards and administrative staff and

provides feedback on the nonprofits or the fire departments in our case. Through this pilot program the County is looking for a few departments that would be interested in testing this out, who would also provide feedback to see if it would be worthwhile to roll out to other departments. Chad stated that if there are any departments that are interested in participating in this program they could contact him.

CHAIR REPORT

No report.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Long Range Business Plan Update

Demetric Potts reported that staff has worked with the Wake County Planning Department to get information to update the demographic information in the Long Range Business Plan such as population estimates, municipal planning boundaries, annexations, and population densities by Fire Insurance Districts. The next step in the process is to work with the Facilities and Staffing Committees to update those components of the plan. To move forward the Fire Commission will need to appoint Chairs to both those committees.

Wake Forest Fire Department / Falls Fire Department Merger

Demetric Potts reported that Wake Forest Fire Department and Falls Fire Department entered into a full Operational Consolidation in July 2011. They have established multiple committees to assist with the administrative issues and procedures during the merger process. They have also established a guideline for their volunteers so that everyone has the same expectations. Chief Early and Chief Wilson have jointly established the new organizational structure for Wake Forest Fire Department. The departments have been in contact with the NC Secretary of State regarding the paperwork for dissolution of the Falls Fire Department and the merging of the two departments. The merger has been moved up to this March/April in order to include the Falls District with the Wake Forest ISO rating inspection.

Fire Protection Agreement Revisions

Demetric Potts reported that the Fire and Emergency Management Department has been working with the County Manager's and County Attorney's office in reviewing and updating/revising the current Not for Profit Fire Protection Agreement in an effort to make sure the language in the agreement is clear, addressing the areas referencing the Annual Audit, Liquidation and Dissolution (clearly defining the disposition of assets, equipment, and real property in the event of liquidation or dissolution of a fire department). The expectation is that staff will bring to the Fire Commission recommendations for review and approval at the March Fire Commission meeting.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

Upon motion of Mr. Robert “Bob” Stagg and second by Chief A.C. Rich, the Fire Commission unanimously approved to suspend the rules to allow Chief Matt Poole more time to address the Fire Commission.

Chief Matt Poole stated that he has come before the Fire Commission to give a brief introduction of the Wake County Association of Fire Chiefs. Chief Poole reported that this is a recently formed association and he is proud to be nominated as the President of it for the first term. He stated that the reason why he wanted to come before the Fire Commission tonight is to provide you with some accurate information on what their association is and to give a little background on why they developed it.

Chief Poole shared that last year around April he sent a Chief Officer from the department to a committee meeting and he returned and he asked what was the business of the committee and he was filling him in on it and kept saying that this guy was doing this and this guy was doing that. So he asked who are you talking about and he said I don’t know his name. Chief Poole stated that it hit him that even though we are a large County we don’t network like we should to benefit the citizens and the fire service, so they started the idea of a Fire Chiefs lunch and they started in May of last year and the purpose was to not only get the Fire Chiefs, but the Deputy Chiefs, Assistant Chiefs, and Battalion Chiefs all together to meet each other and bounce ideas off each other to try to improve each department. It started off as a luncheon with 28 people and as they continued to meet throughout the year it grew to where they had 51 people that they correspond with. So as the meetings grew and participation grew they felt that they wanted to form an official association to benefit the fire service and to network and they drafted by-laws and in their annual meeting which is in January they selected a Board of Directors and officers to serve. Chief Poole stated that what he wanted to do tonight is briefly read you what they drafted so the Fire Commission could understand what the association is (the document is attached to these minutes).

Chair Lucius Jones asked for informational purposes if there was a Wake County Fireman’s Association. Chief Poole replied that there was and these are two different organizations. Chief Poole stated that with the Wake County Fireman’s Association any member of the Wake County Fire Service can join that organization. The Wake County Association of Fire Chiefs is totally separate from that organization, this is for Chief Officers and leaders to get together and network about leadership and those types of issues.

Chair Jones asked Chief Poole how many people attend the meetings of the Wake County Firemen’s Association. Chief Poole stated that he would have to defer that answer to the Chair of that Association. Mr. Lee Price stated that the attendance varies from 75 to 150 people each meeting depending on where the meeting is and what they have to serve to eat.

Chair Jones asked Mr. Price to tell the Fire Commission what was the purpose of the Wake County Fireman’s Association compared to the Wake County Association of Fire Chiefs. Mr. Price stated that each member of the department is a member of the Wake County Fireman’s

Association. He stated that they meet to talk about different things that are going on in the County and they provide some training. He stated that they partnered with the Chiefs for Howard Cross coming in where Wake Tech is picking up some of the bill and the County Fire Association is picking up some of that also, so they provide training for chiefs and firefighters and they also partnered with the State Association for the Fire Conference. It serves as a means for firefighters to come together to network and get information once a quarter.

ADJOURNMENT

Being no further business, the meeting was adjourned