

WAKE COUNTY FIRE COMMISSION

Thursday, July 17, 2014

ADOPTED MINUTES

(Audio Replays of the meeting are available upon request)

The Wake County Fire Commission was held on Thursday, July 17, 2014, 7:00 PM, at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Meeting was called to order by Fire Commission Chair Lucius Jones.

Members present: Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Barbara Poole (Citizen Consumer), Billy Myrick (Citizen/Consumer), Bob Stagg (Citizen/Consumer),

Other members present: Chief Chris Perry (East Region Alternate), and Chief Bryant Woodall (West Region Alternate)

The following members were absent: Judge Michael Denning (Citizen/Consumer), Keith Gregory (Citizen/Consumer), Chief Lee Price (Firefighter's Association), Chief Ron Early (North Region Alternate), Commissioner Phil Matthews (WC Commissioner), Chief David Price (South Region Alternate), and Paul Coble (WC Commissioner).

County officials and staff present: Fire Services Director Mike Wright, Fire Service Training Director Ricky Dorsey, Emergency Management Director Josh Creighton, Charles Ottaway WC1, Emergency Services Manager Demetric Potts and Sr. Accounting Tech Fire Services Priti Amin.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Bob Stagg, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES for MARCH 20, 2014

Upon motion of Billy Myrick and second by Bob Stagg, the Fire Commission unanimously approved the minutes from the March 20, 2014 meeting.

ADOPTION OF MINUTES for MAY 01, 2014

Upon motion of Chief Mauldin and second by Billy Myrick, the Fire Commission unanimously approved the minutes of May 1, 2014 meeting.

REGULAR AGENDA

CONSIDERATION OF RECOMMENDED FIRE COMMISSION STANDING COMMITTEE REALIGNMENT

Fire Service Director Mike Wright opened the floor stating that the item for consideration and approval was the recommended Fire Commission Standing Committee realignment that was presented and discussed at Board of Directors Outreach Meeting that was held on June 19, 2014, as well as having been presented to the Fire Chiefs. Director Wright stated that this has been circulated heavily since he has gotten here in terms of seeking input. He stated that from a Fire Services Director standpoint he was requesting that the Fire Commission consider realignment of the committees as proposed.

Chair Jones stated that everyone so far has been through this and everyone has recommended that has been exposed, so he stated that he would like to entertain a motion to approve the standing committee realignment.

Upon motion of Bob Stagg, and seconded Chief Haraway, the Fire Commission unanimously approved the recommended standing committee realignment.

CONSIDERATION OF APPROVAL OF RECOMMENDED FIREFIGHTER FIRST RESPONSE AND EMS COOPERATIVE PATIENT CARE POLICY

Fire Service Director Mike Wright stated that this was presented Dr. Myers and himself to the Wake County Association Fire Chiefs on May 8th for their input. He stated that they offered input and suggestions, and their request and input was considered on item 5 in reference in driving the EMS units. Director Wright noted that the document was amended to reflect the Chiefs input and was it was taken back to the Wake County Association Fire Chiefs on July 10, asking for their support and approval and they felt that it was okay to bring it forward to the Fire Commission.

Chair Jones stated that he felt that this issue had been vetted by all parties involved and all were in agreement, so he would like to entertain a motion to approve the recommended Firefighter First Response and EMS Cooperative Patient Care Policy.

Upon motion of Billy Myrick, and seconded Chief Haraway, the Fire Commission unanimously approved the recommended Firefighter First Response and EMS Cooperative Patient Care Policy.

**CONSIDERATION OF APPROVAL FACILITIES COMMITTEE FY 2015
RECOMMENDATION FOR PLANNED FACILITY MAINTENANCE, REPAIRS, AND
RENOVATION PROJECTS**

David Dillon stated that the Facilities Committee met and vetted these items, the 9 needs that will be met this year. He stated that the Committee was able to meet all the requested needs without spending all of the \$100,000 funded for the needs. Mr. Dillon requested that the Fire Commission support moving forward with the recommended projects.

Mr. Billy Myrick asked if there was a list of the recommended projects. Mr. Dillon informed Mr. Myrick that the list of projects was on page 18 of the Agenda Packet. Mr. Myrick asked if there was a unanimous vote on the recommended projects. Mr. Dillon stated that the vote was unanimous.

Upon motion of Chief Mauldin, and seconded Billy Myrick, the Fire Commission unanimously approved the recommended planned facility renovation projects.

**CONSIDERATION OF REVISION TO THE WAKE COUNTY APPARATUS
COMMITTEE POLICIES AND PROCEDURES.**

Director Wright stated that Apparatus Committee Chair Chief Woods was out of state attending to family business so he told him that he would bring this item forward. Director Wright stated that the request is to add a Section 12 to the Apparatus Committee Policy of the Fire Commission. This is basically addressing the use of leased vehicles at a department level and leaving that responsibility to the Department Board of Directors and Town Managers to determine what is appropriate for that use. Director Wright stated that this was taken to the Apparatus Committee for their review and they recommended the change. It was also taken to the Wake County Association of Fire Chiefs on July 10th and they voted to bring it forward to the Fire Commission for support.

Chair Jones asked if everyone along the way has supported this with no opposition. Director Wright responded yes. Mr. Myrick asked if the policy change was stating that the department Board would make a policy on the how their vehicles would be used. Director Wright stated that the intent of it is to allow the Boards who deal with their operational policies the discretion to determine how these apparatus/vehicles will be used.

Mr. Myrick asked if this would be controlled by the County. Director Wright stated that the County would not write the policy. We would say based upon if this was adopted there would be an expectation that a policy would exist that displays good reasonable judgment regarding the use of the apparatus.

Chief Mauldin asked Director Wright if we were just trying to clean up some stuff or was there an issue out there that we were trying to address. Director Wright responded that it was a little bit of both. He stated that the leased vehicle because they are County property there was a question of responsibility on that, and when he has been asked about it his position has been if he was told by his Manager to write a policy on vehicle use he could do that and distribute it

amongst the departments. His position was that he felt it was best to place responsibility on the Board of Directors to determine what they feel is the most appropriate use of apparatus and equipment. This keeps this at an operational level at each department.

Mr. Myrick stated that he didn't have a problem with that at all, but the County in his opinion maybe needs to know a little bit about what everybody is doing, and he thinks that all the stations should be doing something similar, not one department doing something and another department not being to do that same thing. Mr. Myrick stated that he is okay with leaving it up to the Board and so far they have shown good judgment on what they have done with vehicles, he hadn't seen a problem with that, but it is something that he feels that the County should look at every now and then anyway.

Mr. Billy Myrick moved that the Fire Commission accept the policy as presented, the motion was seconded by Chief Pope, and the Fire Commission unanimously approved the recommended revision to apparatus committee policies and procedures.

CONSIDERATION OF REQUEST FOR REPLACEMENT OF DURHAM HIGHWAY FIRE DEPARTMENT STATION 2 APPARATUS

Chief Feely stated that this item was to talk about their station 2 which they have since 1976 and they currently lease that station to the City of Raleigh. Chief Feely stated that they have equipment at that station that they want to get back into the replacement schedule. He shared that this station was a part of their ISO and they share that station with Raleigh Engine 23 Battalion 4, but they still run calls from that particular station. He stated that the 2 units that they have at that station is a 1992 E-One Pumper, and they a 1976 Tanker. Chief Feely stated that the reason why they were there for the 1976 Tanker was because they have had it for a very long time dating back to 2002 and they originally had it on the replacement schedule, and apparently at that time in 2002 it was decided that it was still in good working order so they decided to keep that unit for quite some time beyond that and did not replace it and now it has come time to replace it and they found that it was no longer on the replacement plan. Chief Feely stated that the reason that they wanted to bring that back is because their station 2 is being paid for by the City of Raleigh at no cost to the County, so there is no cost to run from that station because of their lease agreement with them, so they can basically run at no cost at all other than to maintain the vehicles that they have there.

Chief Feely stated that they are requesting that their Engine 2 and Tanker 7 be added to the replacement plan once again and they would replace both units with one replacement Tanker based on the current specification. He says that they can do it with one because they can also station one of their other pumpers at the department as well and be able to run the one new vehicle. Chief Feely stated that they would like to have the opportunity to have those apparatus placed back on the schedule so they could run from that department / location. He stated that it is part of their ISO and it is important that they run from that location and they do run from that location using the vehicles that they have today and they are dated and they just want to get them back on the schedule.

Chair Lucius Jones asked Chief Feely if he was saying that this is actually a Raleigh Fire Station. Chief Feely responded saying that it is a Durham Highway Station that they are sharing and leasing it to the City of Raleigh, so they still have ownership of the station and they lease it to Raleigh for \$50,000 a year that they use for cost at the department. He stated that at the same time they have full access to that station and run from that station as the Raleigh Fire does. Chief Feely says that they have done that since 1999 and the contract is good through 2025.

Chair Jones asked if they staffed that station. Chief Feely replied that they do not staff that station. Chair Jones asked if the station was ever used. Chief Feely replied that they do house their 2 vehicles there and in the event that they do get a call any of their volunteers in that area can pull from that station and station and run a truck out of that station. Chief Feely stated that they want to continue to run from that station, but the older vehicles that they have at that station make it difficult. He stated that they need to run from it to maintain the ISO for the citizens that they have in that part of their district.

Chair Jones stated that he certainly is not an expert, but there seems to be a disconnect in that it appears that we have a full time Raleigh Fire Station here and we have fire trucks sitting in their station. He asked Chief Feely where his other station was located. Chief Feely replied that their other station was on Norwood Road. Chair Jones asked Chief Feely if this station was ever on the list to be closed. Chief Feely responded that not to his knowledge. Chair Jones asked if there were full time staff at their other station. Chief Feely responded that yes they do have full time staff at their other station.

Mr. Billy Myrick asked Chief Feely if he knew the history of the Fire Commission and that station. Chief Feely replied no not about that station, he only knew of the history of the 2 trucks that we were talking about here. Mr. Myrick stated that he thinks we need to get the minutes of some meetings, but as he recollects many years ago that station was taken off as a station and not considered to be a station and was a storage place for trucks. He asked if he was incorrect with that now. Chief Feely responded that that may be the case today, but they want to utilize the station and that's what they are asking for and they can run enough people to run trucks from that station and they need to do so because of their ISO. Mr. Myrick stated that Chief Feely is asking to put the apparatus back on the replacement schedule, but the station itself is not in his opinion as he remembers is not an operating station, so to him if we are going to replace apparatus to go into a storage building we need to look at what that station does for his ISO and consider all this at one time and maybe do more studying that what has been brought there tonight.

Chief Tim Pope commented that they should send this back to Director Wright, and have him gather more information and bring it back to the Fire Commission. Chief Tony Mauldin stated that he would like to gather all the facts before they made a recommendation.

Chair Jones requested that Director Wright look into this and research the minutes to see what Commission at that time decided on what they wanted to do. He stated that they would look into it and study it and bring it back at a later time.

Mr. Bob Stagg asked what did they feel would be a reasonable time frame to bring this back for consideration, next Fire Commission. Director Wright stated that he would try his best to bring

it back at the next Fire Commission meeting. Chair Jones stated that Director Wright would look into this and bring it back at the next Fire Commission meeting, and if he needed more time they would allow that.

Mr. Bob Stagg moved to table this item to the next meeting. The motion was seconded by Chief Mauldin, the Fire Commission unanimously approved to table the item.

INFORMATION AGENDA

APPARATUS COMMITTEE UPDATE

Chief Chris Perry reported that three tankers purchased in FY 13/14 Apparatus CIP are to be delivered soon. The apparatus committee is exploring the option of a county wide maintenance program using a single outside vendor to help control maintenance cost. The pumper tanker specification bids were open July 6th and will be awarded upon closing of purchasing bid process.

COMPENSATION AND STAFFING COMMITTEE UPDATE (STONY HILL FD REORGANIZATION PROPOSAL

Deputy Chief Tim Herman reported in place of Chief David Price. Stony Hill Fire Department brought forward a proposal to realign the department's organizational structure to better meet their needs and objectives of the fire department. This was being accomplished with no additional tax dollars. The consensus of the Committee was to support the proposal as outlined on page 29.

Billy Myrick called Chief Rich to comment a quick overview of what they had planned about this realignment.

His recommendations were as follows:

The reclassification will involve the following personnel changes. These changes are described in the attached spreadsheet and organizational charts. All proposed changes are within the existing pay bands established in the Wake County Fire Compensation Administrative Guidelines (2006 edition).

- Defer the District Chief's position.
- Defer three (3) Part-time Captain's positions.
- Reclassify three (3) FT Firefighter positions to FT Captain's positions; to be promoted from within our existing full-time staff.
- Reclassify the Volunteer Fire Chief to a part-time Fire Chief's position.

Reclassification and Restructure Benefits:

This reorganization initiative will yield these administrative and operational benefits:

- Overall FTE's will be decreased by 1 (from 10 to 9)
- Achieve improved shift level supervision and management within the 24hr full-time personnel.
- Create enhanced career paths for existing full-time employees, enhancing employee retention.

- Improve overtime funds for FT employees (within appropriation).
- No Fire Tax fund increases in appropriation are required and the initiative fits within the Manager approved FY15 funding model.
- The creation of a more centralized and effective Fire Chief’s position.
- The reduction of administrative duplication within the organization.
- Staffing layout will be better aligned for future consolidation efforts.

Proposed Staffing Layout:

Weekdays:

Station #1:

PT Fire Chief

PT Captain (10hr)

PT Engineer (10hr)

PT Firefighter (10hr)

Station #2:

FT Captain (24hr)

FT Engineer (24hr)

FT Firefighter (24hr)

PT Firefighter (10hr)

Weeknights (6pm-6am) and Weekends (6am-6am):

Station #1:

(Vol. Duty Crew)

Vol. Engineer

Vol. Firefighter/EMT

Vol. Firefighter

Station #2:

FT Captain (24hr)

FT Engineer (24hr)

FT Firefighter (24hr)

(Volunteer personnel will supplement all Weeknights and Weekend staffing via additional response)

Billy Myrick did ask to confirm if the service level will still be equal or better and to that Chief assured that there would be no decrease in the quality of service.

EQUIPMENT COMMITTEE UPDATE

Ben Oswald discussed that their equipment committee was currently working to field test and evaluate turnout gear by various manufacturers in order to update the specifications. This evaluation is being done in preparation for the bid process.

He also mentioned that they had bid, ordered and distributed the FY 2014 thermal imaging cameras, and the FY 2014 defibrillators were purchased under the existing Wake County bid.

They meet regularly to discuss sizes and Chief Price continues to serve as Chairman of the equipment committee.

No further comments were made beyond this.

POST INCIDENT REVIEW UPDATE

Chief Ricky Dorsey reported Post Incident review updates that were conducted from July 1, 2013—June 30, 2014. The following summary was provided.

Trending Discussions

1. Rural Water Supply Challenges – large structures in non-hydrated areas

2. Staffing Levels – minimal personnel on scene in the first few minutes of the incidents.
3. Accountability – how to effectively account for personnel
4. Transitional Fire Attack – switching from Defensive Attack to Offensive Attack
5. Following IC Orders – effectively managing all personnel on the incident
6. Good Salvage Operations – property saved due to good salvage work
7. Local Tankers VS Tanker Strike Team – extended travel time for the Tanker Strike Team
8. CAD Unit Recommendations – need solutions to knowing if resources are in service for more effective dispatch
9. Smoking related fires on balconies and decks – more fires originating outside on the deck and balconies of dwellings. Included are multifamily dwellings. Depending on construction dates of multistory apartments, balconies may not be protected by sprinklers and fire may overrun sprinkler systems.

As a result of PIR initiatives, fire fighters are participating in drills and exercise at the training center and take back more information to share with their department. The training center has proven very valuable to all personnel.

Billy Myrick expressed that the overall picture of the training center is being received very well by the county and seems very supportive.

FIRE TAX BUDGET AND FINANCIAL REPORT UPDATE

Demetric Potts presented the Fire Tax Financial Reports on behalf of Mark Matthews.

The FY 2015 Adopted Budget, approved by the Board of Commissioners on June 16, 2014, does not include the 1.6% across-the-board reduction that was in the Recommended Budget. Since FY 2014 does not finalize till late August or September, true figures will reflect in next meeting.

Please note that based on the FY 2015 Adopted Budget and the revenue and expenditure growth assumptions, the Fire Tax District is no longer financially sustainable for five years in accordance with the Fire Commission's financial policies adopted in 2005. While this policy was suspended on a one-time basis for the adoption of this budget, a significant amount of legwork will be needed in the coming months to develop a FY 2016 budget that is sustainable, meets community service level expectations, and aligns expenditures with revenue. Staff looks forward with working with all of you in the coming months to meet this goal.

He did mention that probably in the next Fire meeting we would have FY 2014 books closed to reflect a clear picture of budget.

Report was attached to present FY 2015 figures.

No one had any questions for Demetric and Billy Myrick appreciated Demetric's job.

Financial Reports Attached:

COST SHARE STUDY UPDATE

Director Wright reported on behalf of Mark Matthews:

The Cost Share Committee met on July 10, 2014 and agreed on the next steps and anticipated timeline for the remainder of the Cost Share Study process outlined below. Based on the fiscal calendar and the timeline below, a final recommendation should be available for consideration as part of the FY 2016 Budget Process.

- **Late July:** Draft report shared with all eight cost share departments to validate the information included on their respective departments (two week window).
- **Late July/early August:** Staff to compile feedback from cost share departments and share with ESCI and Committee members.
- **Early-Mid August:**
 - ESCI to provide final draft report for presentation to stakeholders.
 - Committee to request special called Fire Commission meeting for the purpose of receiving stakeholder input on Preliminary Cost Share Study and which factors should be incorporated into the final recommended cost share formula.
 - Draft report to be posted online for review three weeks prior to public hearing.
- **Mid-September:** Formal presentation of Cost Share Study and receipt of public/stakeholder input at special called Fire Commission meeting.
- **Early October:** ESCI to share final recommendations and formula with Cost Share Committee for review and feedback.
- **October-early November:** Cost Share Committee to review and validate final recommendations and prepare for November Work session, and consider what recommendations to make to the Fire Commission, County Manager, and Board of Commissioners regarding implementation of a cost share formula.
- **November 10, 2014:** ESCI to present Final Cost Share Study to Wake County Board of Commissioners as part of Work session.
- **November 20, 2014:** Final Cost Share Study and Committee recommendations to be presented to Fire Commission as part of regular meeting.
- **November-May:** Incorporate new cost share formula into FY 2016 County Fire Tax and town recommended budget processes, and update cost share, fire protection and/or interlocal agreements as necessary.

Billy Myrick complimented Director Wright as he liked his upcoming plans.

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Director Wright Board reported:

- BOD Outreach:
Held Thursday June 19, 2014
13 Fire Departments are represented
Members of Fire Commission are represented
35 attendee's
The intent is to hold June and January outreach programs. Additional meetings with Fire Department Board of Directors will be offered on an individual department basis in the fall and spring.

One other important plan is to have:
- Fire Staff Work Sessions
Scheduled for the 4th Thursday of each month 10:00-11:30
First one begins August 27 – Stony Hill FD Station # 1
Locations are being reserved / based upon input – meetings will be held at FD
Location and dates once confirmed will be emailed to all.
- Fire Training Center Study
After evaluation by committee and staff – it has been determined the study is not satisfactory. It lacked analysis and supporting data to validate recommendations. It did have value in the work of the study but it fails to meet expectations. Negotiations with the vendor are going on to complete the contract.
Director Wright recommends establishing Training Committee and jointly with staff completing report or as an option if there is concern for bias; bring in a facilitator to work with the training committee and staff.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief Mark Haraway had three items to present:

Chief Rich and Chief Haraway through the Wake County Preparedness Committee area have received MMRS grant money from Emergency Management to get new gas meters that can be used in post structure fire. This project would have cost \$ 20000, but since MMRS gave the grant, there was no cost to fire departments.

When incidents happen, most of the time, it exceeds local capability. Storm events, tornados, active shooter, and many other incidents have taken place where even though you want to help, it

is beyond capacity. A good way is to attend training that is offered by Emergency Management which helps to prepare for interoperability when incidents occur. Wake county being one of the largest county, it needs well organized trained staff to execute any incident in proper manner. The training class would allow you to take home very valuable information that one can share with their staff.

On the closing note, Billy Myrick expressed his gratitude towards Wake County Commissioner for their support in eliminating 1.6% reduction. This action reassured the fire service that Wake County Board of Commissioners supported this vital service.

ADJOURNMENT

Being no further business, the meeting was adjourned