

WAKE COUNTY FIRE COMMISSION

Thursday, September 18, 2014

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, September 18, 2014, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Chief David Price (South Region Alternate), Barbara Poole (Citizen Consumer), Chair Lucius Jones and Bob Stagg (Citizen Consumer).

Other members present: Chief Ron Early (North Region Alternate), and Chief Bryant Woodall (West Region Alternate)

The following members were absent: Chief Tony Mauldin (South Region), Chief Chris Perry (East Region), Lee Price (Firefighter's Association), Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), Commissioner Phil Matthews (WC Commissioner), Billy Myrick (Citizen Consumer), and Commissioners Paul Coble (WC Commissioners).

The following County officials and staff were present: Fiscal and Policy Analyst Mark Matthews, Emergency Services Manager Demetric Potts, Fire Services Sr. Accounting Tech Priti Amin, Charlie Johnson (Fire Services) and Charles Ottaway (Fire Services).

Chair Lucius Jones gave an invocation.

Bob Stagg requested to hold moment of silence, in respect of Fire Fighter Gupton that died in the line of duty in Franklin County. He also thanked Chief Cates captainship in this whole incident.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Lucius Jones and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Lucius Jones and second by Bob Stagg, the Fire Commission unanimously approved the minutes from the July 17, 2014 meeting.

REGULAR AGENDA

CONSIDER APPROVAL OF UPDATES TO THE FIRE COMMISSION RULES OF PROCEDURES

Demetric Potts made an opening statement that in the July meeting Director Wright had requested Fire Commission realignment for standing committee, and tonight we ask that the commission approve and adopt a revision to the rules of procedures that will align with this change.

A brief overview was requested where by Demetric mentioned that Director Wright wanted to add some additional committees as below:

- Budget Committee
- Apparatus Committee
- Facility Committee
- Equipment Committee
- Staffing & Compensation Committee (earlier they were two separate committees)
- Communications Committee
- Administrative Committee
- Steering Committee
- Training Committee

Chair Lucius Jones asked if anyone had questions for Demetric. Chief Tim Pope asked if there was any time frame these committees to be refilled or re-appointed. To this Demetric replied that Director Wright has been working with the regions in getting their appointments, but as he has been out of office for some time, anticipation is that it will be brought forward to the Fire Commission at the November meeting.

Bob Stagg asked that at one of the meetings it was discussed that Chairman of a committee member is allowed to vote for the Committee member, is it still in good standing?
To this Demetric replied “Yes, it is approved”

Upon motion of Lucius Jones, and seconded by Chief Rodney Privette, the Fire Commission unanimously agreed to approve additional committees.

CONSIDER APPROVAL OF SUPPORT FOR THE WAKE COUNTY FIRE PROTECTION MUTUAL AID AGREEMENT

Demetric Potts once again opened the floor by stating the following:

North Carolina General Statute Section 58-83-1 authorizes counties, municipal corporations and fire protection districts to send firefighters and firefighting equipment beyond their normal response area. Wake County Fire Protection Agreement requires participation by the contracted departments with Mutual Aid system plan. Currently we have separate mutual aid agreements to fulfill this requirement. The proposed “Fire Protection Mutual Aid Agreement, Wake County, North Carolina” allows for all fire departments to execute a single agreement for better clarity, record keeping, and administration of the fire contract. The term of the mutual aid agreement is from the date of execution through June 30, 2020 and provides for automatic renewal on July 1 of each subsequent year unless

terminated by written notice. He mentioned that once Fire Commission approves this, it will then go to the Board of Commissioners for approval for adoption.

Chief Haraway asked if this takes over existing agreement. To this Demetric replied that these agreements will only impact “Not for Profits departments” and that the Town of Cary will be included. Currently we have standing agreements with all the municipal departments, and those agreements will expire at the same time. So when there is a major change in agreement, local municipalities will be included as well.

Upon motion of Chair Lucius Jones, and seconded by Bob Stagg, the Fire Commission unanimously agreed to execute single agreement.

PRESENTATION ON DEVELOPMENT OF THE FIRE COMMISSION STRATEGIC PLAN

Financial analyst Mark Matthews presented a power point presentation.

He stated that the reason why we are rolling out the strategic plan is that it helps us set our priorities. Budget being a major issue, it has been a challenge for our sustainability. We need to define the Board of Commissioners (BOC) our level of service that targets Long Range Business Plan. This is an ongoing exercise for a Strategic plan that Director Wright has already started to work on. It is an organization that we need to focus throughout the year. Departments need to define as to how they will implement the strategic plan on a year to year basis. We are going to be listening and learning based on the data and feedback that we get that we get from customers and stake holders. What is our priority and what is the right level of service we can provide our citizens?

Mark mentioned that in order for a Strategic plan to fit into Fire District work plan and budget, following are the pieces that need to be put together.

- Cost Shares
- Standards of Cover (SOC)
- Apparatus, Equipment, Facilities
- Efficiencies, Cost Savings, Consolidations
- Revenue and Tax Rate.

All of these are tools towards our Strategic goals.

Also Strategic plan is a high level policy that can happen only with support of operations of business plan. This cannot be an annual goal; it is going to set a long term target and vision of where we want to take the Fire Tax District to. It is not a cost cutting mechanism nor is it a wish list. It is a communication tool of who we are and who we want to be. It is a measurement system, which collects the data and helps us deliver our services. This helps us improve day to day operation decisions. The plan needs to be simple and understandable to all managers, employees, elected officials and the public, so it is easily executable.

This plan is consensus driven that focuses on broad, shared objectives. We need to review and revise our strategic plan at least once every two years or more if needed. Also incorporate input from BOC, Fire Commission, board members and citizens. Regular reporting of results can help us give a clear picture regardless of it being good, bad or ugly. We should never lose an opportunity to show how performance management enhances service delivery. Our citizens should hear our success stories.

Departments will still have their own individual initiatives and objectives that will relate with district wide objectives, key intended outcomes and Fire Tax District mission.

Mark emphasized on the three main components of Strategic plan as below:

- Mission: He read a quote of Rudy Giuliani who said “The first question is always, what is the mission? Ask yourself what you would like to achieve not day to day, but your overarching goal”. Basically where we want to be in five years from now. Why we exist, who do we serve and what is the purpose of our service. What is our ultimate outcome of our achievements?
- Values: What is the core value that we bring to work? Who are we, and who do we want to be? Our core qualities of integrity, professionalism, compassion, communication and stewardship should be our mission.
- Vision: It is a statement of where we strive to go, target and achieve in the future.

He continued to say the four perspectives components of the strategic plan:

- Customer perspectives—Who are our customers and what is their expectation? What value are we delivering them with our services?
- Internal process perspective—All our plans need customer satisfaction. Does the Emergency
- Action plan and measures of service quality meet the ISO ratings?
- Financial perspective—This includes cost of Fire Services per capita, per square mile, per call. What is our annual spending on maintenance debt ratios?
- Employee learning and growth perspective—This is something that should never be missed. We have to take measures to reduce on job injuries, avoid line-of-duty deaths and provide annual training where needed. This improves employee satisfaction and results in fewer turnovers.

A good strategic plan to be successful should be open and transparent. Goals should be practical and actionable.

Mark made closing statements by giving some important dates for the strategic plan to be in place.

- September through December 2014—Prepare first components for SOC, Finalize Cost Share Study in preparation for FY 2016 Budget Development.
- May through July 2015---Agree on mission statement, values, and vision on strategic objectives. Customer, internal processes, financial, and employee learning growth.
- July 2015---Fire Commission Meeting to adopt FTD Strategic Plan.

Questions were welcome, but since there were none, Lucius Jones complimented Mark that this was a good job.

PRESENTATION ON PROCESS/PROCEDURE FOR STANDARD OF COVER (SOC)

Director Wright being absent, this topic was tabled.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mark Matthews stated that he has included the Fire Tax Financial Report that shows the current status of CIP and operating budget for FY 2015. Since Finance department is currently working with auditors to close the figures of FY 2014, true actual figures of FY 2014 will be reflected in the November meeting.

COST SHARE STUDY UPDATE

Mark reminded everyone about the special Cost Share meeting to be held at Public Safety Center on September 25th at 10:00AM. Public input and from stake holders will be received. Kent Greene the author of the study of Cost Share will be present there to provide brief information and updates. The details of this meeting are posted on the Fire Services website for public access. There will be a special called meeting in November to incorporate all the comments and inputs.

Chair Lucius Jones asked if anyone had any questions.

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Demetric Potts did not have any report submitted by Director Wright who was out for indefinite period of time due to illness. All he said is that we wish him well.

OTHER BUSINESS

Chief Rodney Privette of the Eastern Region talked about Turnout gear allocation money saying that sometimes not all the money set aside for turnout gear is used due to many reasons. If this money is made available to buy other accessories like boots and hats, it would be in favor of individual departments. Chair Jones asked that since there was no money set aside, how were the departments managing it? To this, Chief David Price said that in normal circumstances each department pay on their own under the PPE line item and making sure that this money does not exceed the allowable funds, they intend to make a recommendation to Fire Commission for their approval if the left over money could be put to good use.

PUBLIC COMMENTS

Chief David Cates thanked everyone and appreciated the concerns for Captain Baugh for the incident that happened. There was a vehicle stabilization issue. He is recovering from the injury. He also invited everyone to celebrate Eastern Wake Fire Department for completing 60 years of service that is to be celebrated on October 11th, 2014, 11:00 AM to 5:00PM with an open house.

Chief Frank Woods stated that due to the recent incident in Franklin County where a Firefighter lost his life in a tanker incident, Fairview Fire Department has graciously agreed to lend them their old tanker until Justice Fire Department can replace theirs. Chair Lucius Jones complimented the department saying that the department was doing a very commendable job and thanked all of them.

Chief Deputy Fire Marshal Charlie Johnson of Wake County Fire Services said that the gas meters that were recently purchased with the MMRS money have arrived and they are awaiting some operational instructions. With the help of WC1, it will be soon co-ordinated to be delivered to different departments.

Chief Haraway continued to talk about gas meters to Chair Jones and to Charlie saying that even the Co monitors were in. Apex has replaced all of their old ones with the newest generation with raised monitor. They have the opportunity to use them at various locations and they have proven to be far better than the generation 1 units. They calibrate quick and are ready to go in less than 10 seconds, smaller package, much more responsive. The single gas, on scene Co. monitors will also be going out one per department. Some spare units of Co monitors will be kept at the warehouse and used when needed in case of any damaged units.

Chief Price thanked Chief Haraway for the initiation to secure these meters from Domestic Preparedness Task force as this will be a big help to all departments.

ADJOURNMENT

Being no further business, the meeting was adjourned