

WAKE COUNTY FIRE COMMISSION

Thursday, November 19, 2015

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 19, 2015, 7:00 PM, in Room 100 A Corporate 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: Chair Lucius Jones, Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Chief Todd Wright (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Judge Michael Denning (Citizen/Consumer), Matt Calabria (Wake County Commissioner), and Chief Tim Pope (North Region).

The following members were absent: Chief Tony Mauldin (South Region), Chief Garland Johnston (West Region Alternate), Chris Perry (East Region Alternate), Judge Keith Gregory (Citizen/Consumer), and John Burns (Wake County Commissioner).

The following County officials and staff were present: Fire Services Director Nick Campasano, Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, Emergency Services Manager Demetric Potts, and Logistics Manager Grant Vick.

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

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

ADOPTION OF MINUTES

Upon motion of Lee Price and second by Bob Stagg, the Fire Commission unanimously approved the Minutes of the July 16, 2015 Regular Meeting.

REGULAR AGENDA

**CONSIDER APPARATUS COMMITTEE RECOMMENDATION TO AMEND
APPARATUS POLICY REGARDING THE PURCHASE OF ADMINISTRATIVE
VEHICLE**

Chief Frank Woods informed the Fire Commission that the Apparatus Committee was recommending that the Apparatus Policy be amended to reflect the following changes:

- Every administrative vehicle will be purchased through Wake County General Services Administration (WC GSA) to ensure utilization of State Contract pricing. Each Department identified to have an administration vehicle to be replaced will go through the apparatus committee to get a copy of the particular type of vehicle that may be on state contract to meet their needs and submit the appropriate paperwork through the committee to Wake County Fire Services Department staff who will forward the appropriately executed paperwork to WC GSA for purchasing. When WC GSA receives the vehicle, and completes the required documentation for registration, the department will be notified for pick-up.
- All vehicles titled to Wake County per N.C. General Statute 14-250 shall be marked with the county seal (logo) that is a minimum of 8 inches. The county logo shall be affixed to the sides of vehicles, logo shall be centered in height on the panel that it is being affixed to, and be clearly visible when the vehicle is operational. The color shall either be the county color scheme of Kobalt and Copper, solid Red or solid White. Wake County GSA will affix the logo prior to the vehicle leaving GSA.
- All graphics and equipment transfer/purchases, with the exception of the county logo will be at the discretion of the Department. Reimbursement will be in accordance with the current policy approved by the Fire Commission.

Upon motion of Bob Stagg and second by Ricky Wright, the Fire Commission unanimously approved the amendment to the Apparatus Policy regarding the purchase of administration vehicles.

CONSIDER APPROVAL OF CALENDAR YEAR 2016 MEETING DATES

Emergency Services Manager Demetric Potts requested that the Fire Commission approve the calendar year 2016 meeting dates as proposed.

Day	Date	Time
Thursday	January 21, 2016	7:00 PM
Thursday	March 17, 2016	7:00 PM
Thursday *****	May 19, 2016	7:00 PM
Thursday	July 21, 2016	7:00 PM
Thursday	September 15, 2016	7:00 PM
Thursday	November 17, 2016	7:00 PM

Upon motion of Billy Myrick and second by Chief David Price , the Fire Commission unanimously approved the calendar year 2016 meeting dates.

**CONSIDER APPOINTMENT OF CITIZEN / CONSUMER FOR FIRE COMMISSION
BUDGET COMMITTEE**

Emergency Services Manager Demetric Potts informed the Fire Commission that the Fire Tax Budget Committee consists of 4 Fire Service Regional representatives as well as 4 alternates, and 3 Citizen/Consumer representatives. The current Citizen/Consumers on the Fire Tax Budget Committee are Mr. Billy Myrick, and Mr. Ricky Wright. He stated that the FY 2017 Budget process is set to begin in January 2016, and it is being requested that the third Citizen/Consumer be appointed prior to the start of the process.

After discussion Fire Commission Chair Lucius Jones stated that he would be prepared to appoint a Citizen Consumer to the Fire Tax Budget Committee at the January Fire Commission meeting.

INFORMATION AGENDA

REVIEW OF EASTERN WAKE FIRE RESCUE FUND BALANCE

Chief David Cates shared with the Fire Commission members that at the November 2013 meeting of the Fire Commission Eastern Wake Fire & Rescue, Inc. made a request to utilize \$60,000 of its fund balance to provide Personal Firefighter Physicals, to purchase an all-terrain utility vehicle & trailer, and to upgrade rescue service levels. He stated that this request was part of a larger request submitted to then Assistant County Manager Joe Durham in his capacity as acting Fire Services Director to utilize \$118,870 for the above stated expenditures as well as to make station repairs & improvements, purchase Personal Protective Equipment, and to acquire essential equipment. Chief Cates stated that Eastern Wake Fire & Rescue completed the project as stated. Total cost of the project after sales tax reimbursement was \$118,453.67. He shared that in the process the department was certified by the North Carolina Association of Rescue and EMS, Inc. as a provider of Heavy Rescue Services as well as Agricultural Rescue Services.

FINANCE AND FIRE APPARATUS OVERVIEW

Emergency Services Manager Demetric Potts shared with the Fire Commission that the Apparatus Committee and Fire Services Staff met with Wake County Finance to receive an overview of financial policies and procedures for apparatus purchases. He stated that Wake County Finance provided information / guidance that related to the Local Government Budget and Fiscal Control Act (NCGS 159). They discussed Fiscal Control, Duties of the Finance Officer, Accounting System and Encumbrance Accounting, Incurring Obligations and pre-audit certificates, and Annual Reporting Requirements. They discussed Procurement practices and the Finance Department Procurement Division's roll in purchasing. Demetric shared that they ended the overview with discussing the expectations and procedures for purchasing and financing fire apparatus. Finally, he stated that the full presentation received from Wake County Finance was included in the Fire Commission Agenda Packet.

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James provided the following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

FY 2017 FIRE TAX BUDGET UPDATE

Budget and Management Analyst Michael James shared the proposed FY 2017 Fire Tax Budget Calendar with the Fire Commission.

Wake County Fire Tax District FY 2017 Budget Calendar		
Date	Event	Description
December 7, 2015	Budget Request Forms Distributed to Departments	
December-January	Preliminary Meeting with County Manager's Office	Update on prior year audited actuals, first revenue projection, upcoming budget process, etc.
January 29, 2016	Budget requests due to Wake County	
February 10th-February 24th	Meet with Individual Departments	Address questions related to budget requests
February 10th- March 1st	Meet with Fire Commission Committees	Meet with Equipment and Apparatus Committees
March 16, 2016	Budget Committee Work Session	Review Model- Revenue Projections
March 23, 2016	Budget Committee Work Session	Review Model-Expenditures, Expansion Requests
March 23-30, 2016	County Staff Prepares Recommended Budget	
March 30, 2016	Budget Committee Meeting	Staff Presents Recommended Budget to Committee
April 6, 2016	Reserve Date	Contingency Date
April 13, 2016	Reserve Date	Contingency Date
Late April	Meetings with County Manager's Office	County Staff, Budget Committee meet with County Manager's Office to discuss budget recommendations
May 12, 2016	Fire Commission Meeting	Budget Presentation(s) & Recommendation(s)
May 16, 2016	County Manager Presents Rec'd Budget to BoCC	
June 6, 2016	Public Hearings on Budget	
June 13, 2016	BoCC Budget Work Session	
June 20, 2016	BoCC - Adoption of FY 2017 Fire Tax District Operating & Capital Budgets	

SHARE POINT OVERVIEW

Fire Services Director Nick Campasano stated that at the last Commission meeting we discussed that we were looking to develop a site that the Fire Commission and all the Standing Committees could utilize for improved communications. He stated that this is the beginning of that Share Point site and it would be set up so minutes, agendas, documents, calendars, tasks and projects could be shared on the site so that anyone looking for the updated Staffing and Compensation Policy, they could go to the site and it would be on the Staffing and Compensation Sub-Committee page on the site. If you were looking for Apparatus Committee documents, those documents would be on the Apparatus Sub-Committee page on the site, etc. Director Campasano stated that we used the Budget Sub-Committee page for tonight's demonstration. Director Campasano introduced Logistics Manager Grant Vick as the Fire Services Department Share Point expert. Grant began a demonstration in reference to the various functions and utilizations of the Share Point site.

STANDING COMMITTEE UPDATES

Equipment Committee:

Chief David Price provided the following update regarding the activities of the Equipment Committee:

As part of the FY16 Budget Process, the Fire Commission approved the purchase of replacement defibrillators to meet the FY15 and FY16 replacement plans. The total budgeted amount including FY15's budget was \$139,254. Those units have been ordered at a cost of \$60,979 and should be received soon

Additionally, two municipal cost share agencies that had not participated in the program in the past, Holly Springs and Morrisville, have expressed their interest in doing so. With their participation, all contracted agencies would have defibrillators that are consistent with the vendor selected by Wake County EMS. This would facilitate total interoperability between our units and the units carried by EMS. Cost savings would be realized by being able to purchase supplies at a discount from the contract.

There would be a total of 12 additional units purchased by these cost share agencies. The total Fire Tax District portion requested is \$6,491. The remaining funds will be provided by the municipality.

The Fire Commission's Equipment Committee approves this request and recommends the plan to the Wake County Fire Commission.

Upon motion of Billy Myrick and second by Chief Rodney Privette, the Fire Commission unanimously approved the purchase of 12 additional defibrillators for Holly Springs and Morrisville cost share departments.

Compensation and Staffing Committee:

Chief Tim Herman provided the following update regarding the activities of the Staffing and Compensation Committee:

At the July 31, 2015 meeting the Compensation and Staffing Committee considered a request from Fairview Fire department regarding a staffing structure change that would create new positions. Chief Price presented the request in which he stated that this change would not require additional funding within their current budget. The Compensation and Staffing Committee approved the request from Fairview Fire Department as it pertained to the scope of the Committee's guidelines. It was noted that Fairview Fire Department would need to provide additional budget, personnel/staffing information to Wake County Fire Services for review and evaluation.

The Compensation and Staffing Committee received and reviewed a requested staffing structure change from Zebulon Fire Department for information purposes only. Zebulon Fire Department is not required to follow the Wake County Compensation Guidelines because they are bound by the Town of Zebulon personnel policies and procedures.

The Compensation and Staffing Committee continued work on the Compensation Guideline Revisions. Wake County Human Resources, Fire Services staff, and the Committee will be working to resolve outstanding questions in an effort to bring the revision to completion. It is anticipated that the revision will be completed within the next 2 months.

It was anticipated that Wake County Human Resources would begin the market survey sometime around August 7, 2015. Once complete the Committee would report out to the Fire Commission and Wake County Fire personnel (Fire Departments) the results.

At the October 30, 2015 meeting the Compensation and Staffing Committee approved a staffing structure change that was requested by the Wendell Fire Department. This change will make (1) existing administration captain a district chief at no additional funds (position reclassification). Wake County Fire Services staff also approved this change as long as the person meets the required certifications and experience. See attached request and justification from Wendell FD.

Discussed the position vacancies within county fire departments during the past year, a survey was conducted to gather this information in an effort to justify to need to implement an increase in the Wake County Fire pay bands.

The committee worked on the revision of the Wake County Compensation Guidelines, waiting on a few more items from Wake County HR, to include the market survey. Market survey results are in, waiting on the final document from Wake County HR.

Budget Committee:

Emergency Services Manager Demetric Potts provided the following update regarding the activities of the Budget Committee:

At the October 13, 2015 meeting the Budget Committee considered the following request:

- ZEBULON FIRE DEPARTMENT REQUEST FOR EMERGENCY FUNDING FOR REPLACEMENT OF AN HVAC

Chief Perry stated that the request that he has before the Budget Committee today, as some of you may recall in the FY 14/15 budgeting process our department requested replacement of the HVAC unit due to it being at the end of its life cycle, that budget was approved at the option of the cost share proportion that went with it, however the Town did not fund its portion of that project, and so for lack of a better term the project died. Essentially to use his terms they forfeited County funds with not having the Town's portion of the funds. It was their intent of trying to get a couple more years out of it, and to try to come back to get the replacement a couple of years later. As things happen, that unit has now failed and their HVAC service contractors have advised that it is not cost effective to repair so they are looking at replacement of that unit which is an unbudgeted expense on either side of the cost share equation.

Chief Perry stated that the project cost is estimated at \$9,240 which does include a 10% contingency that the Town includes. The quote for the work is less than then that, but that is the total amount of funding that the Town is anticipating involving that contingency. Chief Perry shared that the actual quote for the work was \$8,400. Chief Perry stated that they went to the Facilities Committee first and asked for emergency funding for the cost share portion of that project, but he was informed that the Facilities Committee had already distributed the funds that were budgeted to them, so they referred them to the Budget Committee. Chief Perry stated that what they are asking for today is for them to consider an emergency funding request for 50% of the actual cost not to exceed \$4,620.

Chief Woods asked where the funds would come from. Emergency Service Manager Demetric Potts stated that with consideration that the funds weren't budgeted the first option would be to look for the funding within the existing appropriation. Chief Woods stated fund balance. Demetric stated that Uncommitted Funds would be a second option.

Director Campasano added that it is the hope that the other projects that have been funded will come in under budget, which some of them have and are projected to come in under budget there may be dollars remaining to be able to fund the request. To fund the project we would need to be able to show sufficient savings to fund the County cost share portion.

Upon motion of Chief Tim Pope and second by Chief Frank Woods the Budget Committee unanimously approved the emergency funding request for the replacement of the Zebulon Fire Department HVAC at the 50% cost share.

- FAIRVIEW FIRE DEPARTMENT REQUEST FOR REVIEW AND APPROVAL TO MAKE ADJUSTMENTS TO THEIR CURRENT STAFFING STRUCTURE

Chief Price shared that on July 31, 2015 the Compensation and Staffing Committee considered a request from Fairview Fire department regarding a staffing structure change that would create new positions. Chief Price presented the request in which he stated that this change would not require additional funding within their current budget. The Compensation and Staffing Committee approved the request from Fairview Fire Department as it pertained to the scope of the Committee's guidelines. It was noted that Fairview Fire Department would need to provide additional budget, personnel/staffing information to Wake County Fire Services for review and evaluation.

Fairview Fire Department provided documentation to demonstrate how they could fund the proposed staffing structure change within their FY 2016 budget appropriation. Wake County Fire Services staff reviewed the documentation and advised Chief Price, and Mike Hess, President, Fairview Fire Department Board of Directors that the staffing structure change as presented could only be supported for FY 2016. Both Chief Price and Mike Hess were informed that a permanent staffing structure change would require a personnel expansion request for support approval by the Fire Commission Budget Committee, and the Wake County Fire Commission.

After discussion and upon motion by Chief Pope and second by Chief Poole the Budget Committee voted unanimously to table the Fairview Fire Department request for review and approval to make adjustments to their current staffing structure.

- FUQUAY-VARINA FIRE DEPARTMENT REQUEST TO RECALCULATION OF COST SHARE FUNDING FOR THEIR RESCUE VEHICLE PURCHASE

Assistant Chief Jim Jones stated that their Rescue Truck was scheduled for replacement in this current fiscal year, and they started work on this project right after the budget started in July and they were operating at that time under the premise that their cap amount was \$420,000. They continued to work with meeting several vendors going through their spec process. He stated that in October they verified with Chief Woods that the cap was \$420,000, which at 47% of the cost share for Fuquay-Varina the County responsibility would be \$197,400. He stated that it was verified again on October 10th that that was the amount that was agreed upon so that was that was what they were working with. So the first meeting in January with the Town of Fuquay-Varina Board their internal Committee had come to a decision of what they wanted, they had worked out the final spec process, and had agreed to essentially piggyback the County on the same contract Fairview & New Hope Fire Departments had used in January with a final cost of \$420,799 with the Boards understanding that anything over \$420,000 they assumed 100% of the responsibility. The Town accepted the fact that they would assume the responsibility of the \$799.

Assistant Chief Jones stated that in March they were notified by Chief Woods and Demetric Potts that the cap amount was \$409,840 and that was an amount that was calculated based off some information that they received from Spartan which is the company that they went through, that they used some percentages of some increase based on the cap used for

Fairview & Wake New Hope Fire Departments purchase. Assistant Chief Jones stated that by the point they had already signed the contract based on the cap amount they were working with and the Board of Fuquay-Varina had already approved so they were kind of at a loss at that point. So what they are requesting is the 47% of the \$420,000 cap amount that they were originally working with.

Budget Committee Chair Billy Myrick asked how this error came about. Emergency Services Manager Demetric Potts stated that he would respond on behalf of Fire Services. He stated that when Chief Mauldin and Assistant Chief Jones presented the paperwork for the Funding Agreement he understood that it was to be based on the Bid from FY 2013 which was the Spartan Bid in which Fairview and Wake New Hope made their purchase so he asked the question why are cost differences incorrect. We were basing our numbers on the cap price of \$376,000, and from the email exchange with Chief Woods he indicated that according to Spartan there was an increase based on that Bid which had expired at the time they had made the order. There was a 9% increase in the cost of the vehicle so he did the recalculation based on the \$376,000 * 1.09, which is why he had informed them that as part of the Funding Agreement the Fire Tax District would fund its cost share portion of \$409,840. He stated that later it was brought to his attention that there had been some other exchanges with the Apparatus Committee and their department on what they were working with, the \$420,000, which is why we were there today to reconcile that and get this committee to OK the additional cost differential which is roughly \$5,000.

Upon motion of Chief Poole and second by Chief Pope the Budget committee voted unanimously to recommend funding the Fire Tax cost share portion of \$197,400 for the Fuquay-Varina Rescue Truck.

CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

Commissioner Matt Calabria requested that Director Campasano talk about the timing of the completion of all the various studies and analyses that the County is doing and how that may prime us for a decision come the 2016 2017 budget cycle. Director Campasano stated that he had in his report to go over all the various initiatives. He stated that as you know the County Commissioners on November 2nd adopted their goals, and there were a set of Public Safety goals included in those documents, and specifically there were initiatives to complete the Cost Share Methodology, Staffing and Deployment, Standard of Cover Initiatives, look at interoperability and communications in buildings (bi-directional amplifiers), initiatives to develop and maintain long term physical and psychological well-being, addressing those unique employee assistance programs that first responders need versus your standard employee; develop strategies to increase public safety recruitment and retention that goes right to the heart of that compensation initiative to make sure that we are paying our firefighters the market wage and retaining them because we all know that it is difficult to keep hiring firefighters, train them, outfit them and two years or three years later they leave. Finally, we want to also look at implementing best practices for volunteer recruiting for the organizations in the fire service.

Director Campasano stated that these appear to be lofty goals, but they are not goals to just put on the shelf. He mentioned that the Senior Leadership of the County met today that they have a schedule, and starting in February the County Commissioners will receive quarterly updates.

They are going to be held feet to the fire to make sure these initiatives are accomplished. And getting back directly to the Commissioners question, the staffing and deployment, the compensation, and cost share studies, we are looking to complete them before the budget process. Director Campasano stated that we could complete the compensation study today, but it would not go into effect until next budget year. So we are in line to get the compensation market analysis completed for FY 2017. That is our goal and he was sure the Commissioners would be calling him if we are not ready to do that. Those two initiatives, cost share, and market analysis we are looking to complete those before the budget process.

Director Campasano stated that he would also like to provide some updates on other projects that the department was working on. He noted that the staffing and deployment study was ongoing prior to his arrival and we are continuing with that. Where we are currently, and as a refresher, the staffing and deployment study was to look at apparatus and station placement throughout the county, look at historical responses and determine how many firefighters we are putting on scene for structure related calls, and life threatening medical calls. Seeing where we are now as a benchmark and then comparing that to the recommended number of firefighters that should be on scene. That will give us the gap, and once we know what the gap is then we can go forward and identify those methods to fill it.

We will also be looking at growth patterns throughout the county to determine where ideal locations for future fire stations should be or potential relocation of fire stations should be to better suit those areas that are increasing rapidly in developing populations. So, currently we have obtained all the fire hydrant data, GIS data layers, all of the municipality's data and mapped those. We have taken all of the fire incident data and mapped those as well to break out low, moderate, and high risk responses in hydranted and non-hydranted areas. Now that we have the hydrants mapped and incidents mapped we can look at the incidents occurring in those regions. We also have the recommended staff levels, for instance in a low risk hydranted area we should have 10 individuals responding on scene. In order to accomplish that correlation we have to take not only the CAD data, we also have to look at the records management or National Fire Information System Data that the fire departments themselves generate and send into the State Fire Insurance Office.

The problem that we have been encountering is correlating those two databases together. We have multiple fire departments, and fortunately there was a decision made years ago to use a particular report number on the CAD in the fire departments incident report system as the incident number so that correlation could potentially be made, unfortunately there are about four or five departments that have not been using it. Once we have that correlation we should be able to come up with the numbers of personnel needed to be on scene to develop that benchmark. It is not going to tell us that we have too many firefighters; it is going to tell us what we have if we are getting the appropriate number of firefighters on scene for a particular level of incident to manage and put that fire out or to deal with a life threatening medical emergency. He stated that he wanted to clarify because he doesn't want expectations to be that when the staffing and deployment study is done we are going to have a list of apparatus we can eliminate here or add here. That gap analysis may tell us that we need additional apparatus or we are doing really well in this region and we don't need to add anything more over here. He doesn't believe that it will be specific enough to tell us that these are the pieces of apparatus that you will need to remove.

Director Campasano stated that along the apparatus and equipment line, one of the things that we are trying to do is become more data driven so that we can present the business case to the County Commissioners or County Manager's office that justifies exactly what we want. Director Campasano shared that now that Grant is on board he has been looking at the apparatus

maintenance schedules and trying to revamp those, and he will try to explain the purpose behind those as to what's wrong to what we have now. Currently we have apparatus on the maintenance schedule and it applies a point value for age, and mileage, and typically those points don't get applied until you reach a certain age, twenty years and you get a point, twenty-one years you get another point. At a certain mileage you get a point, but any apparatus that falls below those thresholds sit at zero. So we could have a vast fleet of apparatus sitting at zero and then all of a sudden 4 or 5 pop into that numerical category and they are due for replacement. What Grant is working on is a system that will apply a dividing number to all of those categories, mileage, engine hours, maintenance costs, and age; so that every apparatus no matter whether 1 year old or 20 years old will get a point value. After gathering this information we can then begin to long range plan, and also develop normalcy curves, we can average out the number of incidents in the county, the number of average miles and we can determine that any apparatus on average based on the number of calls that it goes on per year should average so many miles. Once we have these normalized curves we can plot all of the apparatus against themselves. One of the things that we are trying to be able to do is answer questions about why we are replacing this apparatus. We will have a more definitive and scientific method to make decisions. The Apparatus Committee will be working with Grant to firm up that methodology so we can really build a business case for that long range plan for when apparatus needs to be replaced.

Director Campasano stated that we are looking at forming an incident response data collection system, and there are really two paths that we are looking at, and that's to address the data collection issues that we have discovered through the Standard of Cover, and Staffing and Deployment studies. One path is firming up the policies, trying to come up with naming conventions that say when you are putting in your NFIRS reports this is the number you are going to use in the incident reports, this is the way you are going to enter in your address. The second would be, thinking out long term going out 5 to 10 years to look at a centralized data collection system that could be County based and all the departments could feed into so that data analysis could occur very quickly, and everybody would be using the same system. We are not looking to replace department systems if they have customized them, it would be an add-on. This is a long term process, we had a fact finding meeting with IT and found that the hurdles were huge and the cost were huge so we wouldn't be looking for an expansion this year to try to fund the centralized RMS system.

Director Campasano stated that we are also looking at the ISO fire insurance districts. He said that since he has come to his position we have fielded numerous responses to change CAD responses to move beats from one area to another, and we run into conflicts because every fire department has an insurance district and with closes station response you could have a neighboring engine responding to a fire, but we also have to dispatch the insurance district fire department because if there is a nonresponse and its found they could be put on probations and potentially lose their ISO rating. So we are duplicating responses in some areas, so we are investigating two different methods. One avenue we are looking at is the insurance district lines to see what would happen if we realigned the district lines with the response lines. The second avenue that we are looking at exploring with the Fire Marshals' Office, they were very interested because it has never been done in NC, and they laid out all the pros and cons; is establishing larger insurance districts that would be comprised of multiple departments, so now we could do closes station response and we are not worried at all whether its' your ISO district or my ISO district. We can keep the autonomy of the departments, but we would have to standardize operating procedures, which is a good thing, we would have to standardize a whole host of things across those departments. We would actually be creating consolidation but not by department. Director Campasano stated that the Fire Marshal's office is willing to sit to down with us to do a pilot on paper to see how it would work, then going into the future we may at some point take a

small region that has the same ISO rating to see how that would work. He stated that changing an Insurance District is basically a County Commission action and it doesn't require anything other than State Fire Marshal's Office approval and they have told us point blank that they would not approve any changes that would result in a decrease in ISO ratings.

Director Campasano stated that another initiative that we were working on was Health Care Benefits options. He said that we have requested health care information from all of the departments and we have received that information. The County Manager's Office is meeting tomorrow with their health care consultant, and the thought is to explore the possibility to take all the various fire departments and allowing all their members to be in a larger risk pool to result in lower premiums and insurance rates.

Director Campasano stated that as you know the Cost Share Project is completed and we have the methodology. The last piece that we were waiting for was the reappraisal. The reason that the reappraisal is very important is because if you look at the various ingredients, valuation holds a big weight, 20%. So we really need to have accurate numbers to make sure that the cost share formula is current. He stated that those numbers should be made public towards the end of the month and we can begin to plug them into the municipal and county areas. Then the next step would be applying the methodology. Again, adding into that piece, depending on that methodology there will be a cost associated with it. As those cost share formulas are evaluated there could be a potential cost overall to the Fire Tax.

The Compensation Study and Guidelines, Chief Herman's Committee has been working very hard on getting this done. He mentioned that the last piece of the policy which was the leave hours. What we are stuck on right now is a legal determination of the IRS 7k exemption. For those of you who are not aware of what that is, the IRS allows fire departments and police departments to work their employees a little bit more than the standard 40 hour work week when they are working a multiple day schedule up to 28 days. The statutes as you read them in the IRS regulations limit that exemption to municipal agencies not private not for profit corporations. Unfortunately we do have non-profit fire departments that are utilizing that 7k exemption. So we are working with the County Attorney's Office to get ruling to whether it is acceptable or not to utilize it. If it is not acceptable then we are looking at potentially reimbursing firefighters for overtime they should have received or if they are 7k exempt that is a method of reducing that cost overall because you can now extend your work cycles and pay at an appropriate work level which is what most municipal departments are doing. So we are waiting for the County Attorney's Office interpretation.

The Compensation Study analysis has been received and Human Resources are doing the calculations. The process as he understands it, they will be looking at the median pay rate for the various positions and then taking a percentage off that for the starting pay rate and adding a percentage for an upper level pay rate. There was some concern and rightly so, Chief Pope just recently sent him a calculation, officers that were stuck at the extreme end and are nearing the end of their careers, when we provide merit increases they are getting lump sum dollar amount. So their base pay never changes, so when their retirement benefits are calculated they are losing out on those increases. The Market Analysis when put into place will increase the upper end, as well as increase the starting end. So this should address the market differential between the pay rates, it should also address that high end for those officers and firefighters who are at the end of their career. The Market Analysis will be done prior to the budget process.

Director Campasano stated that we mentioned the budget schedule. It is on the Share Point site and we will also be mailing that out. He said that he did want to commend out Budget Analyst

Michael James, when he first came on he said that he wanted to get out there to visit the fire departments / stations to see what they were doing so he has an idea when he was working on their budgets what decisions were made. He said that they have completed all but 8, and those are scheduled for December 7th, 14th, and 15th. So by the 15th Michael will have visited all the stations so all of you will all have had a visit from him and you can explain your needs so he will better understand your budget requests.

Spare radio deployment, Director Campasano shared that the City of Raleigh supplied the County with about 90 spare 800 MHz radios. The Equipment Committee has been working with the Communications Committee and they have developed a request form and a policy, both committees will work towards approval of their respective parts, and once that approval is done the departments can request their radios. The maximum is 5 additional radios per department. The memory/software will be updated and the radios will be delivered to those departments.

Deputy Fire Services Director Darrell Alford has sent out a survey to all departments asking for your fire alarm and fire protection system information. They are looking at providing the departments the ability to piggy back on the County's fire alarm maintenance and testing contracts. So again by numbers we can potentially reduce the costs. We are looking for information on what types of systems you have, what devices you have, and how often you test them. Once those surveys are sent back we will be able to get some numbers for GSA and get an answer back.

Director Campasano said that you should see another survey in a couple weeks on the Plowing Policy. We have been asked to investigate the potential for having GSA coordinate plowing at non county fire stations in those severe storm events. It may not be a county fire station but the apparatus still has to get out and in many cases the fire department may not have someone to provide that service. That survey will gather that information on how many buildings and who's doing it now.

We are also working on Board of Directors Training Program. We are attempting to work with the UNC School of Government to provide a roughly 4 hour module type of training program that is completely voluntary, but we will provide it to Board of Directors members who would like to take advantage of it to learn about how to run a meeting, what's required for non-profit type organizations. We have been working with Norma Houston and Kara Millonzi, but we really haven't been able to get anywhere. They are kind of hesitant, and we are getting the feeling that they don't really want to do this. Deputy Fire Services Director Alford has reached out to Greg Grayson from the Office of the State Fire Marshal who does a lot with the School of Government, and he has volunteered to assist us to get those programs online. We would like to do a pilot in January, and Bay Leaf has volunteered to host the first program. It will be open to any Board of Director member who would like to attend.

The Fire Training Center pump exploded a couple weeks ago. The 250 horsepower electric motor exploded and burned, the pump at the Training Center is out. This is the pump that feeds the hydrant system for all the live fire training, and all the evolutions. We have recently received a quote of \$9,500 for repair, and GSA is going forward with that repair. Historically, we have already replaced the electrical panel to the tune of about \$5,000, and we have replaced the pump itself, the shaft, and bearings at about \$9,000. So once the new motor is installed we will have a new pump system. Currently it is out of service, but the Fire Training Center is not. We are utilizing pumpers to draft and back feed into the hydrant system, so the Training Center itself is up and running.

Director Campasano reported that Chief Ricky Dorsey, our Training Chief, is retiring at the end of December. He shared that there will be a reception for Chief Dorsey on December 3rd at Garner Station 1 from 3-5 PM if you would like to stop in and wish him well please do so.

Wake Tech approached our department and would like to develop a Training Advisory Council utilizing the members of the Fire Commission, members of the Fire Departments both municipal small and large to develop comprehensive training and planning documents going forward. We are going to work with them to explore where a committee like that would reside, is it going to be a Wake Tech type committee or a sub-committee under the Fire Commission. We already have a Training Committee so it may fall under that, but that is going forward to try to develop a more robust training curriculum.

The Fire Academy is starting January 1st, we have 19 recruits signed up for it and that program will end in July. That is a Monday – Friday program, 5 days a week, 8 hours a day and the firefighters get no compensation for 6 months, but they come out fully certified and very attractive for hire for fire departments looking to put on new recruits.

OTHER BUSINESS

Hal Atkinson wanted to recognize Roy Ed Jones of Rolesville Fire Department who had passed away in the past month. He stated that Roy Ed was a great community server, a good volunteer, and a good representative of our family of firefighters. He would like to take a few minutes to reflect our appreciation of Roy Ed Jones for what he had done for us.

PUBLIC COMMENTS

Chief Pope stated that he wanted to thank Chief Herman and his committee on the work that they were doing on the Pay and Compensation Study. He stated that we have a lot of studies that were paid for and are still sitting on the shelf. He shared that at the last Chief Association meeting they wanted to help provide additional justification for Chef Herman and his committee. Just to give you some quick numbers, in 2014 we lost 19 firefighters in Wake County from one department to another, retiring, or just quitting the fire service altogether, by September of this year 29. He stated that 2 Fire Commission meetings ago we talked about those who were at the top of the pay ranges. He said that he had 2 Captains who have been here for over 25 years that top out this year if the ranges get adjusted this coming up year, and they get a merit increase the next three years. He stated that he appreciated our director bring this up a little while ago, but he wanted to give us some real numbers. It doesn't sound like a lot, but it is pretty interesting when he researched this. Just missing a merit increase, an increase in his base salary this year, he got a merit bonus because he was topped out, just missing that one year, if those individuals were to retire in 2019 they would lose \$1,500 in retirement benefits a year for the rest of their life.

ADJOURNMENT

Being no further business, the meeting was adjourned