

WAKE COUNTY FIRE COMMISSION

Thursday, January 21, 2016

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 21, 2016, 7:00 PM, 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: Chair Lucius Jones, Chief Tony Mauldin (South Region), Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Chief Todd Wright (West Region), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), and Chief Tim Pope (North Region).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), and John Burns (Wake County Commissioner).

Others Present: Sara Gould (Wake County Internal Auditor), Ricky Dorsey (Former Fire Services Training Director), Dr. Jose Cabanas (EMS Director), and Chris Colangelo (EMS Operations Director).

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

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.

RESOLUTION RECOGNIZING FORMER FIRE SERVICES TRAINING DIRECTOR RICKY DORSEY

Fire Commission Chairman Lucius Jones read the following Proclamation honoring Rickey L. Dorsey upon his retirement:

WAKE COUNTY FIRE COMMISSION

Proclamation

HONORING RICKY L. DORSEY UPON HIS RETIREMENT

Whereas, THE WAKE COUNTY FIRE COMMISSION ACKNOWLEDGES THE VITAL IMPORTANCE OF TRAINING THE MEMBERS OF THE FIRE SERVICE COMMUNITY

Whereas, RICKY DORSEY SERVED AS A MEMBER OF WAKE COUNTY FIRE SERVICES FOR OVER 23 YEARS

Whereas, RICKY DORSEY HAS MADE A LASTING CONTRIBUTION TO FIRE SERVICES IN WAKE COUNTY

Whereas, RICKY DORSEY DURING HIS TIME WITH WAKE COUNTY HAS SERVED AS AN INSPECTOR, FIRE INVESTIGATOR, TRAINING SPECIALIST, AND DIRECTOR OF FIRE TRAINING

Whereas, RICKY DORSEY WAS A MEMBER OF VARIOUS COMMITTEES INCLUDING THE EQUIPMENT, TRAINING, AND VARIOUS OTHER GROUPS FOR THE WAKE COUNTY FIRE COMMISSION; AND

Whereas, RICKY DORSEY HAS DEDICATED HIS LIFE TO PUBLIC SERVICE AND IMPROVED THE QUALITY OF LIFE FOR THE CITIZENS OF WAKE COUNTY IN A VARIETY OF ROLES AND WORKED CONSTANTLY ON FIRE SERVICE ISSUES WITHIN WAKE COUNTY,

Now Therefore, Be It Proclaimed, THAT THE WAKE COUNTY FIRE COMMISSION RECOGNIZES AND CELEBRATES THE LIFETIME ACHIEVEMENTS OF RICKY DORSEY, EXPRESSES ITS GRATITUDE AND HONORS HIS CONTRIBUTIONS MADE TO THIS COUNTY, AND EXTENDS BEST WISHES UPON HIS RETIREMENT.

LUCIUS JONES, CHAIR
WAKE COUNTY FIRE COMMISSION
DATED THIS THE 21ST DAY OF JANUARY, 2016

ELECTION OF THE FIRE COMMISSION CHAIR FOR CALENDAR YEAR 2016

Fire Services Director Nick Campasano opened the floor for nominations for Chair of the Fire Commission. Ricky Wright nominated Lucius Jones as Chair of the Fire Commission; the nomination was seconded by Chief Rodney Privette. Director asked if there were any other nominations and with there being none he called for the vote. The vote was unanimous.

ELECTION OF THE FIRE COMMISSION VICE CHAIR FOR CALENDAR YEAR 2016

Fire Services Director Nick Campasano opened the floor for nominations for Vice Chair of the Fire Commission. Lucius Jones nominated Billy Myrick as Vice Chair of the Fire Commission; the nomination was seconded by Chief Rodney Privette. Director asked if there were any other nominations and with there being none he called for the vote. The vote was unanimous.

ADOPTION OF MINUTES

Upon motion of Chief Todd Wright and second by Bob Stagg, the Fire Commission unanimously approved the Minutes of the November 19, 2015, Regular Meeting.

INTRODUCTION OF DR. JOSE CABANAS, DIRECTOR OF EMS / MEDICAL DIRECTOR

Fire Services Director Campasano stated that Dr. Cabanas was returning to Wake County as our Medical Director and was previously in Austin Texas, and he would like to meet the board to talk about the future and some of the initiatives of Wake EMS. Dr. Cabanas thanked the Chiefs and Commissioners for inviting him to the meeting and stated that it was a pleasure to be back in Wake County which he considers to be his home. He stated that he is very excited to be back in Wake County as your new Medical Director. He said the he wanted to introduce himself to the commission and make himself available for any collaborative partnerships, he stated that they certainly value the strong support they always receive as a system from their First Responder colleagues. He wanted to just that he was here and he was looking forward to working with all of them.

Fire Commission Chair Lucius stated that he was glad to have him hear and they would be glad to extend the invitation the other way. He thanked Dr. Cabanas for coming and addressing the Commission and he looked forward to working with him. Dr. Cabanas shared that he would provide his contact information and 24/7 he would be glad to help out at any time.

REGULAR AGENDA

PRESENTATION / REVIEW OF 2015 FISCAL YEAR FIRE TAX DISTRICT NOT-FOR-PROFIT FIRE DEPARTMENT AUDIT REPORTS

Wake County Internal Auditor Sara Gould shared with the Fire Commission the results of the FY 2015 fiscal year Fire Tax District audit reports that were developed by Wake County Auditor John Stephenson. The full presentation is attached as Appendix A to these minutes.

Highlights from the presentation:

Department Fund Balance Levels:

▪ Bay Leaf	7.97%	\$128,256
▪ Durham Highway	3.20%	\$ 24,661
▪ Eastern Wake	11.40%	\$184,740
▪ Fairview	17.80%	\$212,968
▪ Garner	9.50%	\$390,918
▪ Hopkins	2.20%	\$ 16,986
▪ Rolesville	14.00%	\$173,378
▪ Stony Hill	10.10%	\$103,428
▪ Swift Creek	3.00%	\$ 14,524
▪ Wake Forest	7.00%	\$376,673
▪ Wake New Hope	6.20%	\$ 70,762
▪ Wendell	24.30%	\$359,552
▪ Western Wake (1)	48.60%	\$255,559

(1) Majority of the fund balance related to WC-7

ACCEPTANCE OF COST SHARE PERCENTAGES WITH IMPLEMENTATION INTENDED FOR THE FY 2017 FIRE TAX BUDGET PROCESS

Fire Services Director Nick Campasano reported that we are moving with the cost share process and he wanted to bring the board up to date and also ask them to act on the recommendation from the Cost Share Committee. Director Campasano stated as a brief history as you know there is an agreement with municipalities who service the rural insurance districts. The methodology for that for that cost share was varied, not one method applied for all cost share municipalities. So a defined, consistent, defensible, equitable, and predictable method of applying that cost share to those municipalities did not exist. So the initiative for the Cost Share Study was to develop new defined methodology that could be defensible, equitable, all those things that the current model is not, and more importantly we would be able to update it on a periodic basis to keep up with cost, changes in service demands, and items such as that.

The Cost Share Committee along with the consultant identified various elements that would go into the cost share methodology, and these are some of them; area, valuation, heated square footage, service demand, fixed rate, call for service, population, parcels, and average composite, which is a compilation of various elements and weighting them to come out with a final percentage, which was the method arrived at with the consultant by the Cost Share Committee. The idea was to take the municipal portion of the element and compare it to the rural insurance district that was being protected to come up with a ratio.

In December of 2104 the methodology was presented to the Fire Commission, and a motion was made to table the issue until the criteria could be more closely examined and fine-tuned. In January the Board was presented a final methodology which was accepted, and this was the break down; area, valuation, heated square footage, service demand, and population and you can see the associated weights with that. At that time there was one outstanding issue and it resulted from a difference in the figures that were in the printed report and some of the fire departments historical knowledge of their own service demand. There was a discrepancy, so we worked with our GIS Department, and Raleigh Wake Emergency Communications Center, we compiled 2013 and 2014 response data, mapped it on GIS maps and we presented that to the Cost Share Committee in 2015. We identified areas of concern such as limited access roadways, and highways where CAD will default to place an incident to a nearest intersection or an on / off ramp if there is not an addressable geocode with it. That can skew to number for a community that has limited access highways or roadway incidents.

In July the Cost Share Committee voted to recommend that the Fire Commission adopt the cost share formula with CAD Service Demand as the accepted data source, and the caveat was that the variation of CAD data would need to be explained and validated to make sure that those discrepancies were accounted for. They also voted to recommend to the Fire Commission that the cost share calculations be implemented during the Fiscal Year 2017 budget process. Director Campasano provided to the Fire Commission a handout that showed how the calculations worked out. From the handout you could see the current elements with the updated values as of January 2016.

Director Campasano stated that the next step for the Fire Commission is to vote to allow us to present these percentages to the communities so that we could then work with the communities to validate the data, as we mentioned in earlier Commission meetings each community would be given an opportunity to look over the service demand, look over all the numbers, and look at the data sources. Once all that is completed we will continue to work on the implementation model,

once we have all these percentages how are they going to be applied to come up with the county portion to pay to the municipality. To do that we will have to look at being fair to the municipality that is providing the service, being fair to the tax district in funding that portion, coming up with a methodology that is consistently, that is stable, and also have some mutual type control over growth.

Upon motion of Lee Price and second by Bob Stagg, the Fire Commission unanimously approved the release of the Cost Share Percentages to the communities for validation with the intention of implementation for the FY 2017 Fire Tax Budget Process

FIRECOMMISSION APPOINTMENT OF CITIZEN / COMSUMERS FOR THE FIRE COMMISSION BUDGET SUB-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.

No action was taken on this item.

REQUEST FOR FIRE COMMISSION TO APPOINT CHRIS WALTON AS AN ALTERNATEFOR RWECC ON THE COMMUNICATIONS SUB-COMMITTEE

Upon motion of Lee Price and second by Chief Wright, the Fire Commission unanimously approved the appointment of Chris Walton as an alternate for Raleigh Wake Emergency Communications Center on the Fire Commission Communications Sub-Committee.

REQUEST FOR THE FIRE COMMISSION TO APPOINT STEVE FOWLER TO TRAINING SUB-COMMITTEE TO REPLACE ANGELA MIZELLE

Upon motion of Chief Wright and second by Lee Price, the Fire Commission unanimously approved the appointment of Steve Fowler on the Fire Commission Training Sub-Committee to replace Angela Mizelle.

INFORMATION AGENDA

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:

WAKE COUNTY FIRE TAX DISTRICT
FY 2016 SYSTEMWIDE OPERATING FINANCIAL REPORT
 As of 1.12.2016

Department: 51 Fire Services
Division: 5120 Fire Services
Unit: F250 Fire Tax District System

Revenues:

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + Amended Budget Less YTD Actual	Total YTD	YTD % of Amended Budget
T127 NC DMV Taxes	0.00	0.00	702,895.46	0.00	702,895.46	(702,895.46)	702,895.46	0.00
T128 Refunds of NC DMV Taxes	0.00	0.00	(1,362.03)	0.00	(1,362.03)	1,362.03	(1,362.03)	0.00
T200 Special District Taxes	21,523,000.00	21,523,000.00	18,950,894.55	0.00	18,950,894.55	2,572,115.45	18,950,894.55	88.05
N132 Interest - NC DOT - DMV Taxes	0.00	0.00	287.79	0.00	287.79	(287.79)	287.79	0.00
N140 Market vs Cost Investment Difference	0.00	0.00	5,355.78	0.00	5,355.78	(5,355.78)	5,355.78	0.00
N150 Interest Income/Pooled Funds	15,000.00	15,000.00	10,272.30	0.00	10,272.30	4,727.70	10,272.30	68.48
A370 Appropriated Fund Balance	623,000.00	625,610.00	0.00	0.00	0.00	625,610.00	0.00	0.00
Total Fire Tax District Revenues	22,161,000.00	22,163,610.00	19,668,333.85	0.00	19,668,333.85	2,495,276.15	19,668,333.85	88.74%

Expenditures:

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + Amended Budget Less YTD Actual	Total YTD	YTD % of Amended Budget
2406 CONTRACTED SERVICES	20,000.00	22,610.00	0.00	2,610.00	0.00	20,000.00	2,610.00	0.00
3104 EQUIPMENT	0.00	0.00	17.44	0.00	17.44	(17.44)	17.44	0.00
3134 OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	4,740.00	0.00	(4,740.00)	4,740.00	0.00
3617 DISPATCH SERVICE	195,773.00	195,773.00	0.00	195,773.00	0.00	195,773.00	0.00	0.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,000.00	15,000.00	7,035.21	0.00	7,035.21	7,964.79	7,035.21	46.90
4208 CITY OF RALEIGH HAZMAT PROGRAM	77,927.00	77,927.00	0.00	77,926.88	0.00	77,926.88	0.12	0.00
4224 NC DEPT OF NRCD - FORESTRY	67,929.00	67,929.00	27,854.24	40,074.76	27,854.24	67,929.00	67,929.00	41.00
4409 POSTAGE/CHARGES FROM GS	0.00	0.00	103.32	0.00	103.32	(103.32)	103.32	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,127.00	343,127.00	0.00	0.00	0.00	343,127.00	0.00	0.00
4446 800mhz charges from other dept	130,941.00	130,941.00	65,470.42	0.00	65,470.42	65,470.58	65,470.42	50.00
4447 CAD charges from other dept	9,596.00	9,596.00	4,798.18	0.00	4,798.18	4,797.82	4,798.18	50.00
4460 GSA Utilities - Electric	24,224.00	24,224.00	6,826.06	0.00	6,826.06	17,397.94	6,826.06	28.18
4758 MV Tax Collection Costs	50,000.00	50,000.00	16,560.83	0.00	16,560.83	33,439.17	16,560.83	33.12
9103 TRANSFER TO CP CO CONSTRUCTION FUND	2,051,000.00	2,051,000.00	2,051,000.00	0.00	2,051,000.00	0.00	2,051,000.00	100.00
9109 TRANSFER TO DGS FROM TAX DISTRICT FUND	962,000.00	962,000.00	0.00	0.00	0.00	962,000.00	0.00	0.00
Total Systemwide Expenditures	3,947,517.00	3,950,127.00	2,179,665.70	321,124.84	2,179,665.70	1,448,336.66	2,500,790.34	55.18%

WAKE COUNTY FIRE TAX DISTRICT
FY 2016 DEPARTMENT APPROPRIATIONS
 As of 1.12.2016

Unit Name	Unit	Revenues/ Expenditures	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + YTD	Budget Less YTD Actual	Amended Budget	YTD % of Amended Budget
Apex FD	F251	Expenditures	2406 CONTRACTED SERVICES	741,083.00	741,083.00	432,298.44	308,794.56	432,298.44	741,083.00	0.00	741,083.00	58.33
Bawls/FD	F252	Expenditures	2406 CONTRACTED SERVICES	1,609,979.00	1,609,979.00	949,125.80	660,853.20	949,125.80	1,609,979.00	0.00	1,609,979.00	58.95
Carv FD	F253	Expenditures	2406 CONTRACTED SERVICES	85,000.00	85,000.00	0.00	0.00	0.00	0.00	85,000.00	0.00	0.00
Durham Highway FD	F254	Expenditures	2406 CONTRACTED SERVICES	773,844.00	773,844.00	451,408.00	322,436.00	451,408.00	773,844.00	0.00	773,844.00	58.33
Eastern Wake FD	F255	Expenditures	2406 CONTRACTED SERVICES	1,618,084.00	1,618,084.00	943,882.31	674,201.69	943,882.31	1,618,084.00	0.00	1,618,084.00	58.33
Fairview FD	F256	Expenditures	2406 CONTRACTED SERVICES	1,196,539.00	1,196,539.00	697,981.06	498,557.94	697,981.06	1,196,539.00	0.00	1,196,539.00	58.33
Fuquay Varina FD	F258	Expenditures	2406 CONTRACTED SERVICES	1,499,638.00	1,499,638.00	874,788.44	624,849.56	874,788.44	1,499,638.00	0.00	1,499,638.00	58.33
Garner FD	F259	Expenditures	2406 CONTRACTED SERVICES	1,736,668.00	1,736,668.00	1,013,056.31	723,611.69	1,013,056.31	1,736,668.00	0.00	1,736,668.00	58.33
Holly Springs FD	F260	Expenditures	2406 CONTRACTED SERVICES	603,207.00	603,207.00	351,870.75	251,336.25	351,870.75	603,207.00	0.00	603,207.00	58.33
Hopkins FD	F261	Expenditures	2406 CONTRACTED SERVICES	785,959.00	785,959.00	458,476.06	327,482.94	458,476.06	785,959.00	0.00	785,959.00	58.33
Morrisville FD	F262	Expenditures	2406 CONTRACTED SERVICES	846,120.00	846,120.00	493,570.00	352,550.00	493,570.00	846,120.00	0.00	846,120.00	58.33
Roseville FD	F264	Expenditures	2406 CONTRACTED SERVICES	761,301.00	761,301.00	444,092.25	317,208.75	444,092.25	761,301.00	0.00	761,301.00	58.33
Stony Hill FD	F265	Expenditures	2406 CONTRACTED SERVICES	1,019,273.00	1,019,273.00	602,672.45	416,600.55	602,672.45	1,019,273.00	0.00	1,019,273.00	58.33
Swift Creek FD	F266	Expenditures	2406 CONTRACTED SERVICES	489,587.00	489,587.00	304,342.44	185,244.56	304,342.44	489,587.00	0.00	489,587.00	62.16
Wake-New Hope FD	F267	Expenditures	2406 CONTRACTED SERVICES	1,147,297.00	1,147,297.00	669,256.56	478,040.44	669,256.56	1,147,297.00	0.00	1,147,297.00	58.33
Wake Forest FD	F268	Expenditures	2406 CONTRACTED SERVICES	719,540.00	719,540.00	410,231.69	297,308.31	410,231.69	719,540.00	0.00	719,540.00	58.33
Wendell FD	F269	Expenditures	2406 CONTRACTED SERVICES	1,477,033.00	1,477,033.00	861,602.56	615,430.44	861,602.56	1,477,033.00	0.00	1,477,033.00	58.33
Western Wake FD	F270	Expenditures	2406 CONTRACTED SERVICES	525,885.00	525,885.00	306,766.25	219,118.75	306,766.25	525,885.00	0.00	525,885.00	58.33
Zebulon FD	F271	Expenditures	2406 CONTRACTED SERVICES	580,445.00	580,445.00	340,343.50	243,102.50	340,343.50	580,445.00	(1.00)	580,445.00	58.33
Total Department Appropriations				18,213,483.00	18,213,483.00	10,811,766.87	7,516,717.13	10,811,766.87	18,128,484.00	84,999.00	84,999.00	58.25%

**WARE COUNTY FIRE TAX DISTRICT
CIP STATUS REPORT
As of 1.12.16**

Fund: 4400 Fire CIP
Department 84 Fire And Rescue CIP
Division 8420 Fire Facilities

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
000F	Fire-Buy/Lease #1	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,785,051.99	\$4,992.50	-	\$3,790,034.49	\$158,478.60	\$158,478.60
000F	Stony Hill Remediation	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$583,323.41	\$2,027.00	-	\$638,300.41	\$146,047.59	\$146,047.59
000F	Wendell Falls Station, Fire Tax Portion	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$4,451.42	\$2,350.00	-	\$6,701.42	\$343,298.58	\$343,298.58
007F	Fire Planned Facility Repairs	\$791,230.95	\$791,230.95	\$0.00	\$791,230.95	\$607,944.01	\$46,529.00	-	\$654,473.01	\$136,757.94	\$136,757.94
Total	Division 8420 Fire Facilities	\$5,891,092.04	\$5,891,092.04	\$0.00	\$5,891,092.04	\$4,962,770.83	\$1,06,738.50	-	\$5,069,509.33	\$801,582.71	\$801,582.71

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHES	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$110,208.54	\$0.00	-	\$110,208.54	\$21,394.46	\$21,394.46
044F	TURNOUT GEAR	\$1,772,000.00	\$1,772,000.00	\$0.00	\$1,772,000.00	\$1,550,146.37	\$2,88,130.00	-	\$1,818,276.37	(\$46,276.37)	(\$46,276.37)
060F	Fire 800 MHC - Onmilink Upgrade	\$1,660,000.00	\$597,000.00	\$1,063,000.00	\$1,660,000.00	\$1,036,000.00	\$0.00	-	\$1,036,000.00	\$624,000.00	\$624,000.00
061F	Fire Air Bottle Replacement	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$69,428.00	\$0.00	-	\$69,428.00	\$239,572.00	\$239,572.00
062F	Fire Debris/locks	\$255,000.00	\$255,000.00	\$0.00	\$255,000.00	\$110,714.27	\$16,225.36	-	\$126,939.63	\$128,060.37	\$128,060.37
063F	Fire Thermal Imaging Cameras	\$254,000.00	\$254,000.00	\$0.00	\$254,000.00	\$207,530.72	\$0.00	-	\$207,530.72	\$76,469.28	\$76,469.28
066F	Fire SCBA's	\$461,000.00	\$461,000.00	\$0.00	\$461,000.00	\$204,411.53	\$0.00	-	\$204,411.53	\$256,588.47	\$256,588.47
084F	Fire Small Capital - FY16	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$31,504.61	\$0.00	-	\$31,504.61	\$118,495.39	\$118,495.39
Total	Division 8430 Fire Fighting Equipment	\$5,022,603.00	\$3,959,603.00	\$1,063,000.00	\$5,022,603.00	\$3,319,944.04	\$2,84,355.36	-	\$3,604,299.40	\$1,418,303.60	\$355,303.60

Division 8440 Fire Apparatus

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	\$113,192.82	\$113,192.82	\$0.00	\$113,192.82	\$8,690.10	\$0.00	-	\$8,690.10	\$104,502.72	\$104,502.72
056F	Fire Small Vehicles	\$649,371.04	\$655,243.08	(\$5,872.04)	\$649,371.04	\$279,557.80	\$171,131.00	-	\$450,688.80	\$198,682.24	\$204,554.28
080F	FY14 Large Apparatus - Municipal	\$345,000.00	\$400,000.00	\$55,000.00	\$345,000.00	\$0.00	\$0.00	-	\$0.00	\$345,000.00	\$345,000.00
082F	FY15 Large Apparatus - Municipal	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$197,400.00	-	\$197,400.00	\$202,600.00	\$202,600.00
083F	FY16 Large Apparatus - Rural	\$1,404,216.70	\$1,444,216.70	\$1,260,000.00	\$1,404,216.70	\$1,402,216.70	\$0.00	-	\$1,402,216.70	\$2,000.00	(\$1,253,000.00)
085F	Large Apparatus - Municipal	\$277,000.00	\$277,000.00	\$0.00	\$277,000.00	\$0.00	\$0.00	-	\$0.00	\$277,000.00	\$277,000.00
086F	FY16 Large Apparatus - Rural	\$420,000.00	\$420,000.00	\$0.00	\$420,000.00	\$80,455.00	\$4,20,001.85	-	\$500,456.85	(\$30,456.85)	(\$30,456.85)
999F	Fire CIP - 2015 Infillment Proceeds	\$0.00	\$1,260,000.00	(\$1,260,000.00)	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$1,260,000.00
Total	Division 8440 Fire Apparatus	\$3,608,780.56	\$3,614,632.60	(\$5,872.04)	\$3,608,780.56	\$1,770,919.60	\$7,88,532.85	-	\$2,559,452.45	\$1,049,328.11	\$1,055,200.15

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date		Revenues (Over)/ Under Budget		Current Expenditure Budget		Actual Expenses to Date		Commitments	Pending Expenses	Amount Expensed to Date with		Remaining Expenditure Budget	Expenditure Authority (actual balance)
			Date	Revenues to Date	Over/Under Budget	Expenditure Budget	Actual Expenses to Date	Committed and Pending	Committed	Pending						
066F	Fire Presiding Department - Debt Service	\$531,000.00	\$531,000.00	\$531,000.00	\$0.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00	\$531,000.00
007F	Transfer to Debt Service Fund	\$60,071.98	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98	\$60,071.98
008F	Garner Station #4 Interlocal Agreement	\$150,000.00	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
069F	Fire Capital Uncommitted	\$378,984.63	\$2,696,300.53	\$2,317,315.90	(\$2,317,315.90)	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63	\$378,984.63
	Total Division 8499 Fire Capital Uncommitted	\$1,120,056.61	\$3,378,872.51	(\$2,258,815.90)	\$1,120,056.61	\$1,120,056.61	\$1,120,056.61	\$1,120,056.61	\$1,120,056.61	\$1,120,056.61	\$34,878.73	\$0.00	\$602,838.06	\$517,218.55	\$2,776,034.45	\$2,776,034.45
	Total Department 84 Fire And Rescue CIP	\$15,642,532.21	\$16,844,220.15	(\$1,201,687.94)	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$1,214,205.44	\$0.00	\$11,856,099.24	\$3,786,432.97	\$4,888,120.91	\$4,888,120.91
	Total Fund: 4400 Fire CIP	\$15,642,532.21	\$16,844,220.15	(\$1,201,687.94)	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$15,642,532.21	\$1,214,205.44	\$0.00	\$11,856,099.24	\$3,786,432.97	\$4,888,120.91	\$4,888,120.91

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

Chief Tim Pope shared that the Administrative Committee met on January 4, 2016 for the first time and they no minutes or old business to approve/discuss. He stated that the following members were there, Chair Tim Pope, Robert Stagg (Citizen Representative), Darrin Holt (North Region Alternate), Jim Jones (South Region Representative), Mike Cooper (West Region Representative), Josh Brady (West Region Alternate), Lee Price (East Region Representative), David Cates (East Region Alternate), as well as Director Campasano (County Staff).

The Committee discussed the following:

Review of Committee Scope

The sub-committee reviewed and discussed the Administrative Sub-committee scope. The difference in scope between the Steering Sub-committee and Administrative Sub-committee was discussed. It was identified that as new initiatives are brought before the Steering Sub-committee, their task would be to complete a needs assessment and develop a recommendation. It would then be the responsibility of the Administrative Sub-committee to develop the required policies to carry out the initiative. Once the policies were developed, the Administrative Committee would bring a recommendation to the Fire Commission. The Administrative Committee would also be tasked with periodic review and revision of existing policy documents and revision recommendations was also discussed as a responsibility of the sub-committee.

Review of Fire Commission Rules and Procedures

The sub-committee discussed the Fire Commission Rules and Procedures and identified several areas which may warrant revision. Specific items discussed were membership criteria as it relates to citizen consumers. There was discussion as to what the term consumer representative meant and whether the consumer representative should reside in the single fire tax district. Having the citizen representatives align with the four regional areas was also discussed. There was a discussion regarding the addition of a representative of the Wake County Fire Chief's Association to the Fire Commission and how that representative would be chosen.

County staff requested that the sub-committee consider recommending an EMS representative addition to the Fire Commission and the creation of a Volunteer Recruitment and Retention Sub-committee. The pros and cons of the requested changes were discussed. The sub-committee did not feel that adding an EMS representative was in the best interest of the Fire Commission at this time. The Sub-committee was supportive of exploring the issue of volunteer recruitment and retention. The sub-committee felt that the Staffing and Compensation Sub-committee would be the best sub-committee to take a look at it.

The timing of the public comment period at the Fire Commission meeting was also discussed, as well as, the process required for an individual to discuss an agenda item with the commission. The sub-committee discussed the possibility of adding public comments to the beginning of the Fire Commission meeting.

The sub-committee discussed the limitations presented by only allowing members to serve on a maximum of 2 sub-committees, which includes primary positions, alternate positions and the Fire Commission primary and alternate positions.

The Chairman requested that the sub-committee members review the current Rules and Procedures document and compile a bullet list of recommended revisions for discussion at the February meeting. It was also requested that each of the above items be discussed among the regions, commission members and commissioners and that the sub-committee members be prepared to develop recommendations on these items at the next meeting. It was pointed out that

the SharePoint site did not have the most current adopted version of the Rules and Procedures. Staff stated that the site would be updated with the correct version.

Update of Ongoing Projects with Policy Implications

Director Nick Campasano updated the sub-committee on the status of ongoing projects and explained how the Steering and Administrative Sub-committees would each work to implement them when adopted by the Fire Commission.

The next meeting of the Administrative Sub-Committee will be February 1, 2016 at 1:30pm in the Bay Leaf Fire Station 1 conference room.

Apparatus Sub-Committee:

Chief Frank Woods shared that the Apparatus Committee has been working on several things throughout the year and where they are at right now is at their last meeting they made a decision on what they were going to recommend to the Budget Committee as far as replacements for the coming year. Chief Woods stated that they are also working on a more consolidated list for a more concise way to replace apparatus in the future.

Budget Sub-Committee:

Billy Myrick shared that the Budget Committee had met that day. At that meeting the Committee discussed the following:

Approval of the Minutes

Upon motion of Chief Tim Pope and second by Chief Wright the Budget Committee unanimously adopted the minutes of the October 13, 2015 meeting.

Update regarding transfer of \$40,000 in CIP Funds to cover FY 2016 Administrative Vehicle Bid Pricing (BID NO. 15-116)

Emergency Services Manager Demetric Potts informed the Budget Committee that \$40,000 was transferred out of an FY 2015 CIP Project account for FY15 Large Apparatus – Municipal to CIP Project Fire Small Apparatus to cover added expense from the administration vehicle bid (Bid No. 15-116).

During the FY16 budget process, the Wake County Fire Commission and County Commissioners approved the apparatus replacement funding model for administrative vehicles at \$ 31,300 per vehicle based on the State Contract pricing from 2014-2015. This bid was for a Chevrolet Tahoe, which was the vehicle identified as meeting all the needs for administrative vehicles based on towing capacity, cargo area, performance and re-sale value. During the FY16 State Contract bid process, General Motors did submit a bid price on Tahoe's. Wake County Fleet Services submitted an independent bid document to General Motors dealers and received quotes for Tahoe's in late November 2015. This bid was approved in early December by Wake County Procurement Office at a price of \$ 36,817. This is a price difference of \$5,517 per vehicle. At a meeting of the Apparatus Committee on December 8, 2015, it was recommended that additional funds be requested from the Budget Committee to cover the additional cost of the 5 total (2 cost share) administrative vehicles for a total of \$20,208.77. The Apparatus Committee also recommends that the administrative vehicle cost of \$36,817 be included in the funding model moving forward.

Request to Support Increase in Fire Tax Model Funding for Administrative Vehicle Outfitting up to \$7,000 for Stripping, Emergency Lights, Consoles, and Computer Mounts

Emergency Services Manager Demetric Potts informed the Budget Committee that the Apparatus Committee along with Fire Services Staff had identified a shortage in funding for the outfitting of administrative vehicles. The current Fire Commission Long Range Plan identifies \$3,500 for striping, emergency lights, consoles, and computer mounts, however no line item was ever created for this funding. This additional \$3,500 was always absorbed in the small vehicle line item of the budget. Based on actual quotes and cost from various sources, the cost for outfitting a vehicle as described above is between \$6,000 and \$7,000 dollars. The Apparatus Committee along with Wake County Fire Services Staff recommends increasing the funding up to \$7,000 for vehicle for striping, emergency lights, consoles, and computer mounts. The Apparatus Committee also recommended that this increase be applied to the FY 2016 Administrative Vehicles and be applied in the fire tax funding model moving forward. Fire Services will be responsible for providing a turn-key job for vehicle striping and the installation of emergency lights, consoles, and computer mounts.

Upon motion of Chief Wright and second by Chief Privette the Budget Committee unanimously voted to approve that up to \$7,000 is funded for vehicle for striping, emergency lights, consoles, and computer mounts.

Review of Budget Committee Scope

The Budget Committee reviewed the Committee Scope which reads “The charge of the Budget Committee shall be to develop and recommend the Annual Budget on behalf of the Fire Commission. Chair Billy Myrick asked if anyone had any questions regarding the Committee Scope.

Communications Sub-Committee

Chris Perry shared that that their committee met the previous week and they are working on the following:

Radio System Procedures

The committee has started digging into the radio system procedures, what’s out there and what needs to be updated. Particularly what happens when our radio system does not work, there is an outage in the system how do we react and how do we take care of emergencies when they happen. He stated that the current procedures were developed back in 2006 and hasn’t been revised since.

Radio System Replacement

The radio system is scheduled for FY18 and the committee is looking at that as well although they are not taking the lead on the actual device they are definitely providing input on what type of radio is purchased in the FY18 project as well as how many radios do we need which is a huge question that keeps coming up over and over again so they are looking at different ways to develop a needs analysis for radios and radio equipment.

Other Issues

The committee is looking at a lot of other issues such as storm plans in how they handle dispatch and response during weather events or other events similar to that that come through our county, how it affects the 911 Center as well as us during a response. They are also looking at smaller issues such as divided highway response and the most effective way to handle that.

Facility Sub-Committee

David Dillon reported that the Facility Committee met the day before and he was happy to say there was 100% attendance. He stated that the early discussion during the meeting was about the

funding agreements that the departments from last years' requests and allocations to make sure the needs were met and if there were any outstanding issues, as well as getting the funding agreements moving along for those department that have not gotten them in place. He shared that they reviewed their committee scope. He stated that the committee would be making a recommendation the Budget Committee on using Uncommitted Funds for handling emergency repairs. It was shared that the committee reviewed the survey data that was sent out to all departments regarding snow removal and the results were sent to GSA with no response to date.

They reviewed the current Planned Renovations and Repair Policy and it was the consensus of the committee to work with county staff to come up with a stream lined process to make these requests to the Facility Committee for example to come up with a simple to follow checklist for requestors to follow.

The next committee meeting is February 17.

Staffing and Compensation Sub-Committee:

Chief Herman shared that his committee met January 6th and as he has been reporting the committee has been working on the revisions of the Compensation Guidelines for six or seven months, and the committee has actually completed their part, so he wanted to make sure that everybody was aware, the Commission everybody in this room, the other part, there are two parts to it; the part that the committee looks at is to make sure that document is accurate, the wording is accurate, and the procedures are accurate.

The other part is working with Wake County Human Resources to update the salaries, doing the market survey. He stated that he was asked to have all this completed for this meeting, however they are not finished and he wanted to make sure everybody understands the hold-up is Wake County HR. Chief Herman commented that he has requested and asked for this information and it has not been shared with him at all. He was under the impression that it was going to be brought before the Commission tonight, however it is not and it may be brought to you at the next meeting.

He stated that as the Chair of this committee he doesn't know anything about it, he doesn't know where they are at with it, he doesn't know any numbers and he thinks it is going to be a big part of the budget process and he is sure that the Budget Committee would like to see it as soon as possible. Chief Herman stated that he would take any questions but the fire side of this is complete.

Chief Ron Early asked when was the last time that the Firemen received a pay study that was complied with. Chief Herman responded 2008. Chief Early stated that in comparison to the rest of the County employees do they get a regular pay study done and are they compensated when the pay studies are done? Chief Herman stated that everybody in Wake County receives a pay study every three years and it is pretty much a consent agenda item to approve those. Chief Early asked so what is the holdup for our Firemen, why are we not getting compensated when a pay study is done. Chief Herman stated that to his knowledge when they are done they are brought back to this committee for approval, it is our business whether we want to approve them or not, if they choose to fund something else in place of it, it a great question Chief, but that's how it has been done in the past. Chief Herman shared that they are waiting for Wake County HR to give them the information. He says that they do know that the results are in from the department that they poled to see what their current salaries are, and they do know that they are somewhere between 13% and 15% behind. However they have not seen any salary recommendation, they have not seen any plan of implementation to present to them. He stated

that it is in the Compensation Guidelines that their committee is the one that presents that plan to this committee every three years.

Director Campasano stated that the bulk of the study is done and there is one remaining area and that is the legal opinion as to the implementation / application of the Labor Departments' 7K exemption. He stated that there are some not-for-profits utilizing it and there are some that are not, and that goes to the calculation of overtime. We cannot come up with an implementation until we know the baseline overtime rates needed, as soon as we have that piece and the Attorney's interpretation we can then release the information.

Deputy County Manager shared with the Fire Commission that HR reports to her and she was actually the holdup. She stated that she was provided a copy of the study, she had some questions and she wasn't releasing it until she was comfortable because she is quality control, and they had hoped to get it ready for them tonight, but she was not going to share data that she was not 100% confident in that could lead to the wrong conclusion. Deputy County Manger Rogers shared that she was working with the County Attorney in getting the 7K questions answered and they will work to get that to the committee as soon as possible.

Training Sub-Committee

Chief Smith stated that the Training Committee met that day they discussed the Scope of the Committee, goals and objectives. They talked about third party instructor funding with Wake Tech and they hope to have information on that from Wake Tech at their next meeting. The discussed their collaboration on classes throughout the county, and they also discussed a possible evening academy type class for members who may have full-time jobs and would like to Fire 1 & Fire 2 rated classes, so they are looking at the possibility of putting a pilot together with the end goal that they would come out with Fire 1&2, HazMat Ops, the only thing they would be lacking would be their EMT.

CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

Director Campasano shared that Fire Services is continuing to work with our core goal teams, as he mentioned in November the County Commissioners set up Core Goal Teams to identify objectives, initiatives to further their goals for the coming year, and he is the lead for Public Safety and they are tasked with developing the action items, and as he mentioned in November some of those objective align very closely with what we have been talking about tonight, for instance developing a sustainable fire service model, communications / BDAs in schools and buildings is also one of those goals. He stated that currently the teams are developing their action items which will be presented to the County Commissioners at their February retreat and there will be a dashboard created on the County website so that people can look and actually see the progress that is being made on those action items.

Apparatus and equipment

Grant Vick will begin scheduling with departments a time to apply the County seal to County vehicles as we have talked about in past meetings. We are also brainstorming with GSA to see if we can identify a countywide maintenance program for our vehicles to reduce the costs and make it easier for individual departments to have their apparatus maintained.

Director Campasano stated that he was very happy to see the number of reports this evening, Share Point is up and running, all the committees have scheduled their monthly meetings, and as we mentioned to the individual Chairs we would like to keep on that monthly meeting schedule.

ISO / Fire Insurance District

Chief Alford will be working with Rolesville and Wendell on their upcoming ISO rating.

Health Benefits

Director Campasano stated that he has been meeting Todd Writer who is a health benefits consultant for the County. They have met for the last two weeks to explore method for taking all that health insurance information that we compiled from all the departments to explore areas that we could potentially streamline levels of benefits for the opportunity for departments to purchase medical insurance to streamline and be more cost effective.

Share Point

The Share Point Budget Committee site has all of the dates for the budget submissions so if anyone is interested in the due dates you can go to the site. There are also the documents for your budget submissions on that site.

Severe Weather Plowing Policy

When the survey went out one of the things we asked for was the name and contact information of their current provider, and in talking with our Emergency Management Director, Josh Creighton, he said that if we had that information he would be glad to house that information in Web EOC, so should we get a very severe snowstorm the EOC could make those contacts for the fire departments.

Recruit Academy

The Recruit school is underway, and the Fire Service pump that has been giving us problems has been repaired and is up and running.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned