

WAKE COUNTY FIRE COMMISSION

Thursday, July 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, July 21, 2016, 7:00 PM, Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Vice Chair Billy Myrick called the meeting to order.

The following members were present: Chief Ron Early (North Region), David Dillon (North Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), Judge Keith Gregory (Citizen/Consumer), Chief Tony Mauldin (South Region).

The following members were absent: John Burns (Wake County Commissioner), and Chief Matt Poole (South Region Alternate), Chair Lucius Jones, Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Ricky Wright (Citizen Consumer), and Judge Michael Denning (Citizen/Consumer).

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 Fire Services Logistics Manager Grant Vick.

Bob Stagg gave an invocation.

PUBLIC COMMENTS

None.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Commissioner Matt Calabria and second by Bob Stagg, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES FOR MAY 5, 2016 SPECIAL CALLED MEETING WORK SESSION

Upon motion of Commissioner Matt Calabria and second by Lee Price, the Fire Commission unanimously approved the minutes for the May 5, 2016 Special Called Meeting Work Session.

ADOPTION OF MINUTES FOR MAY 12, 2016 SPECIAL CALLED MEETING WORK SESSION

Upon motion of Bob Stagg and second by Judge Keith Gregory, the Fire Commission unanimously approved the minutes for the May 12, 2016 Special Called Meeting Work Session.

CHANGES TO THE APPARATUS CIP MODEL

Deputy Fire Services Director Darrell Alford shared with the Commission that during a meeting that Wake County had when Wake Forest Fire Department had there 9s Inspection for Wake Forest Station 4, the Department of Insurance made some statements to let us know that Wake Forest was in need of a tanker for their district as large as it was. He stated that we met with Wake Forest to discuss their apparatus needs and this was shared with the Apparatus Committee, and they approved the Wake Forest apparatus changes. Deputy Fire Services Director Darrell Alford referred the Commission members to page thirty-seven (37) in the Agenda Packet to the documentation letter that was given to the Apparatus Committee along with the documented changes to the Capital Improvement Plan which documents Vin #s instead of vehicle names because the names of vehicles change as fire departments move vehicles from station to station. He stated that on page thirty-eight (38) you have the CIP Model that was adopted as part of the FY 2017 budget process, and on page thirty-nine (39) you have the new proposed CIP Model and the yellow highlights are the changes that are effected in those seven (7) years.

In summary, Wake Forest was scheduled to get an engine in 2017 the Town of Wake Forest had already bought an engine for that station without any County support. Wake Forest was schedule to get a replacement for their old engine in 2017. Wake Forest has agreed to move that truck out and the county will buy them a new tanker to go at a North Carolina Rural Rated station that covers the Rural District. In FY 2019 Wake Forest was scheduled to get a rescue, as part of their Departmental Operating Guidelines they don't use rescues, they run their aerials as rescues, so they said that they didn't want a rescue so we are going to replace their engine that was to be replaced in FY 2017 in FY 2019. As part of this deal the new station 4 is covering some rural area in the County that has a little over sixty (60) home that are benefitting from that station being a rated 9s station. Therefore, the engine that the Town of Wake Forest purchased will be added to the replacement schedule. Again, this recommendation was approved by the Apparatus Committee.

Upon motion of Lee Price and second by Chief Tony Mauldin, the Fire Commission unanimously approved the changes to the apparatus model.

REPLACEMENT AND NEW APPOINTMENT TO THE COMMUNICATIONS COMMITTEE

Deputy Fire Services Director Darrell Alford shared with the Commission that Raleigh Wake 911 has had restructuring changes within their organization and they have always had a representative on the Communications Committee. They have requested to change their representative based on the personnel changes, and we request that the Fire Commission Chair appoint the Raleigh Wake 911 Director Dominick Nutter to the Fire Commission Communications Sub-Committee to replace Kelly Palmer.

Upon motion of Lee Price and second by Chief Tony Mauldin, the Fire Commission unanimously approved the appointment of the Raleigh Wake 911 Director Dominick Nutter to the Fire Commission Communications Sub-Committee.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James provided the Commission with copies of the Financial Report for the year that has just wrapped up. He stated that Finance hasn't closed the books yet so there are a couple things that will be changed. Michael stated that there were some things that he wanted to point out on revenues; our revenues are exceeding our budget by about \$300,000.00. He reminded the Commission that we had appropriated over \$600,000.00 in Fund Balance so we will not have to use all that we had appropriated. The Financial reports have been incorporated into these minutes.

**WAKE COUNTY FIRE TAX DISTRICT
CIP STATUS REPORT
As of 6.30.2016**

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	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 Pending Commitments and	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
026F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$614,494.66	\$23,805.75		\$639,300.41	\$146,047.59	\$146,047.59
050F	Wendell Falls Station, Fire Tax Port	8420V0100	\$513,461.10	\$513,461.10	\$0.00	\$513,461.10	\$6,701.42	\$73,000.00		\$79,701.42	\$433,759.68	\$433,759.68
057F	Fire Planned Facility Repairs	8420V0100	\$791,230.95	\$791,230.95	\$0.00	\$791,230.95	\$671,780.31	\$4,744.06	\$0.00	\$676,524.37	\$114,706.58	\$114,706.58
072F	Fire Facility Condition Assessments	8420V0100	\$17,000.00	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00		\$0.00	\$17,000.00	\$17,000.00
Total Division 8420 Fire Facilities			\$2,106,040.05	\$2,106,040.05	\$0.00	\$2,106,040.05	\$1,292,976.39	\$101,549.81	\$0.00	\$1,394,526.20	\$711,513.85	\$711,513.85

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	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 Pending Commitments and	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCH	8430V0100	\$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	8430V0300	\$1,772,000.00	\$1,772,000.00	\$0.00	\$1,772,000.00	\$1,674,104.01	\$16,074.11		\$1,690,178.12	\$81,821.88	\$81,821.88
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$1,660,000.00	\$1,660,000.00	\$0.00	\$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	8430V0300	\$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 Defibrillators	8430V0300	\$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	8430V0300	\$284,000.00	\$284,000.00	\$0.00	\$284,000.00	\$207,530.72	\$0.00		\$207,530.72	\$76,469.28	\$76,469.28
066F	Fire SCBA's	8430V0300	\$481,928.53	\$481,928.53	\$0.00	\$481,928.53	\$481,928.53	(\$0.00)		\$481,928.53	\$0.00	\$0.00
084F	Fire Small Capital - FY16	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$78,860.14	\$0.00		\$78,860.14	\$71,139.86	\$71,139.86
Total Division 8430 Fire Fighting Equipment			\$5,043,531.53	\$5,043,531.53	\$0.00	\$5,043,531.53	\$3,768,774.21	\$32,299.47	\$0.00	\$3,801,073.68	\$1,242,457.85	\$1,242,457.85

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	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 Pending Commitments and	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$113,192.82	\$113,192.82	\$0.00	\$113,192.82	\$17,450.31	\$44,408.54	\$0.00	\$61,950.85	\$51,333.97	\$51,333.97
056F	Fire Small Vehicles	8440V0100	\$649,371.04	\$649,371.04	\$0.00	\$649,371.04	\$467,374.66	\$9,632.72		\$476,007.38	\$173,363.66	\$173,363.66
082F	FY15 Large Apparatus - Municipal	8440V0100	\$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	FY15 Large Apparatus - Rural	8440V0100	\$1,404,216.70	\$1,404,216.70	\$0.00	\$1,404,216.70	\$1,402,216.70	\$0.00		\$1,402,216.70	\$2,000.00	\$2,000.00
085F	FY16 Large Apparatus - Municipal	8440V0100	\$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	8440V0100	\$500,455.00	\$500,455.00	\$0.00	\$500,455.00	\$80,455.00	\$420,001.85		\$500,456.85	(\$1.85)	(\$1.85)
089F	Apparatus Emergency Repairs	8440V0100	\$25,000.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00		\$0.00	\$25,000.00	\$25,000.00
Total Division 8440 Fire Apparatus			\$3,369,235.56	\$3,369,235.56	\$0.00	\$3,369,235.56	\$1,967,496.67	\$670,443.11	\$0.00	\$2,637,939.78	\$731,295.78	\$731,295.78

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	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 Pending Commitments and	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
096F	Fire Preexisting Department - Debt	8490V0100	\$542,761.70	\$542,761.70	\$0.00	\$542,761.70	\$542,761.62	\$0.08		\$542,761.70	\$0.00	\$0.00
097F	Transfer to Debt Service Fund	8490V0100	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$60,071.98	\$0.00		\$60,071.98	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$150,000.00	\$122,000.00	\$28,000.00	\$150,000.00	\$0.00	\$0.00		\$0.00	\$150,000.00	\$122,000.00
099F	Fire Capital Uncommitted	8490V0100	\$3,166,294.40	\$4,506,940.91	(\$1,340,646.51)	\$3,166,294.40	\$4.48	\$0.00		\$4.48	\$3,166,289.92	\$4,506,936.43
Total Division 8499 Fire Capital Uncommitted			\$3,919,128.08	\$5,231,774.59	(\$1,312,646.51)	\$3,919,128.08	\$602,838.08	\$0.08		\$602,838.16	\$3,316,289.92	\$4,628,936.43
Total Department 84 Fire And Rescue CIP			\$14,437,935.22	\$15,750,581.73	(\$1,312,646.51)	\$14,437,935.22	\$7,632,085.35	\$804,292.47	\$0.00	\$8,436,377.82	\$6,001,557.40	\$7,314,203.91
Total Fund: 4400 Fire CIP			\$14,437,935.22	\$15,750,581.73	(\$1,312,646.51)	\$14,437,935.22	\$7,632,085.35	\$604,292.47	\$0.00	\$8,436,377.82	\$6,001,557.40	\$7,314,203.91

WAKE COUNTY FIRE TAX DISTRICT
Fiscal Year 2016 Operating Fund Financial Report
July 21, 2016

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	0.00	0.00	1,715,367.53	0.00	1,715,367.53	1,715,367.53	(1,715,367.53)	0.00
T128 Refunds of NC DMV Taxes	0.00	0.00	(2,638.85)	0.00	(2,638.85)	(2,638.85)	2,638.85	0.00
T200 Special District Taxes	21,523,000.00	21,523,000.00	20,052,000.77	0.00	20,052,000.77	20,052,000.77	1,470,999.23	93.17
N132 Interest - NCDOT - DMV Taxes	0.00	0.00	785.92	0.00	785.92	785.92	(785.92)	0.00
N140 Market vs Cost Investment Difference	0.00	0.00	13,798.79	0.00	13,798.79	13,798.79	(13,798.79)	0.00
N150 Interest Income/Pooled Funds	15,000.00	15,000.00	39,728.34	0.00	39,728.34	39,728.34	(24,728.34)	264.86
A370 Appropriated Fund Balance	623,000.00	3,125,610.00	0.00	0.00	0.00	0.00	3,125,610.00	0.00
Total	22,161,000.00	24,663,610.00	21,819,042.50	0.00	21,819,042.50	21,819,042.50	2,844,567.50	88.47%

Expenditures:

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2406 CONTRACTED SERVICES	20,000.00	22,610.00	0.00	17,610.00	0.00	17,610.00	5,000.00	0.00
3104 EQUIPMENT	0.00	0.00	330.47	0.00	330.47	330.47	(330.47)	0.00
3127 OFFICE SUPPLIES	0.00	0.00	2,142.25	0.00	2,142.25	2,142.25	(2,142.25)	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
3138 VEHICLE FUEL	0.00	0.00	25.00	0.00	25.00	25.00	(25.00)	0.00
3617 DISPATCH SERVICE	195,773.00	195,773.00	195,773.00	0.00	195,773.00	195,773.00	0.00	100.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,000.00	15,000.00	11,945.27	0.00	11,945.27	11,945.27	3,054.73	79.64
3717 GSA VEHICLE RENTAL/LEASE CHARGES	0.00	0.00	83.69	0.00	83.69	83.69	(83.69)	0.00
4208 CITY OF RALEIGH HAZMAT PROGRAM	77,927.00	77,927.00	77,926.88	0.00	77,926.88	77,926.88	0.12	100.00
4224 NC DEPT OF NRCD - FORESTRY	67,929.00	67,929.00	60,326.44	7,602.56	60,326.44	67,929.00	0.00	88.81
4409 POSTAGE/CHARGES FROM GS	0.00	0.00	239.29	0.00	239.29	239.29	(239.29)	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,127.00	343,127.00	0.00	0.00	0.00	0.00	343,127.00	0.00
4446 800mhz charges from other dept	130,941.00	130,941.00	130,940.84	0.00	130,940.84	130,940.84	0.16	100.00
4447 CAD charges from other dept	9,596.00	9,596.00	9,596.36	0.00	9,596.36	9,596.36	(0.36)	100.00
4460 GSA Utilities - Electric	24,224.00	24,224.00	23,451.51	0.00	23,451.51	23,451.51	772.49	96.81
4465 GSA Utilities - Waste Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4758 MV Tax Collection Costs	50,000.00	50,000.00	40,428.44	0.00	40,428.44	40,428.44	9,571.56	80.86
9103 TRANSFER TO C/P CO CONSTRUCTION FUND	2,051,000.00	4,551,000.00	4,551,000.00	0.00	4,551,000.00	4,551,000.00	0.00	100.00
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	962,000.00	962,000.00	962,000.00	0.00	962,000.00	962,000.00	0.00	100.00
2406 DEPARTMENT APPROPRIATIONS	18,213,483.00	18,213,483.00	18,200,201.83	0.29	18,200,201.83	18,200,201.12	13,280.88	99.93%
Total	22,161,000.00	24,663,610.00	24,266,411.27	29,952.85	24,266,411.27	24,296,364.12	367,245.88	98.39%

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

Chief Tim Pope shared that the Administrative Committee hasn't meet since March. They were tasked with looking at the current Rules of Procedure for the Fire Commission. He stated that they worked on that over a period of several months, and that was presented to the Fire Commission back on March 17th and to his knowledge there has been no action taken by the Fire Commission.

Bob Stagg stated that there were several recommendations that were presented by the Committee to the Fire Commission. He stated that some could be handled by the Fire Commission and some had to be handled by the Wake County Board of Commissioners. Chief Pope stated that there were some that needed clarification form the Wake County Board of Commissioners. Mr. Stagg asked if there were any that could be brought before the Fire Commission for action. He stated that he remembered one regarding bringing Public Comments to the front of the Fire Commission meeting opposed to the last part of the meeting. He asked if there was something that could be handled by us now. Chief Pope provided a handout of what was presented to the Fire Commission at the Mach 17, 2016 Fire Commission Meeting. Fire Services Director Nicholas Campasano requested that the Commission park this issue until after the remaining Standing Committee reports have be presented , and pick it up again under Other Business. He stated that he had copies of the "Rules" as a handout so they could follow along with the recommendations.

Apparatus Sub-Committee:

Deputy Chief Jim Jones stated that before he gave his update that he wanted to say thank you to Chief Woods for his time, his patience, and most importantly his leadership since the Committee was formed back in 2004. He stated that he had been there since the beginning and he doesn't know where the County would be without him being there. He also stated that on a personal side he thanks him for his friendship, he will miss meeting with him and going over all this stuff.

Deputy Chief Jones stated that he had a couple updates from the Committee. He shared that they have been working on the final details of the FY 2017 / 2018 Pumper Specifications trying to iron out the base specs, and working through some additional options. They have called a Special Called Meeting to for the following Tuesday with the intent of approving the final version of the pumper spec, and it will go from their Committee to Wake County Procurement for review and then it will go out for Bid.

Deputy Chief Jones stated that the Tanker Specifications was approved at their last meeting and in has already been sent to Wake County Procurement and it should go out for Bid within the next week or so. He stated that the next project that they were going to be working on with staff involves a review of each department's small vehicle inventory and how that is reflected in the replacement model. During the apparatus inventory assessment that Wake County Logistics Manager Grant Vick has been conducting staff noticed that there were a lot of small vehicles in the replacement schedules. County staff is planning to meet with each department over the next several months to verify their small vehicle inventory and compare it with what is listed in the replacement schedule. They plan to reference what is currently the Apparatus Committee Policy as they relate to small vehicles. They plan is to have this inventory assessment completed prior to going into the FY 2018 budget process in January.

Budget Sub-Committee:

Budget and Management Analyst Michael James reported that the Budget Committee has not met since May 2016. The Board of Commissioners adopted the budget as recommended.

Communications Sub-Committee

Deputy Fire Services Director Darrell Alford shared that Chief Perry was out of town so he would be giving the Communications Committee report. He stated that the Committee held its last meeting at the new Raleigh Wake 911 Center. Dominick Nutter offered that Center's conference room as a meeting location for the Committee so going forward all the meetings will be held at the Raleigh Wake 911 Center.

Deputy Fire Services Director Darrell Alford shared that the Committee is taking comments for some policy changes in the Raleigh Wake 911 Center. The Raleigh Wake 911 Center is working on getting them implemented. He shared that the CAD Request for Proposal is out for Bid, and the CAD Committee hopes to have a vendor selected by the end of the calendar year. The 800 MHz Project is in Phase II, which includes infrastructure improvements. Phase III is subscriber mobile and portable replacements. He stated that fire departments are encouraged to attend the technology fair that is being held July 27th upstairs at the Wake Commons building. They are also looking for possible grant opportunities to help with funding the needed mobiles and portables. The Committee is continuing to work on several projects including storm mode, and some other policy revisions as well as a back-up plan when they have issues with the radio system.

Equipment Sub-committee:

Logistic Manager Grant Vick shared that Chief Brian Amerson could not attend so he would be giving the Equipment Committee report. He stated that they have met twice since the last Fire Commission meeting to discuss capital equipment purchases for the fiscal year. He stated that they have entertained local vendors and/or manufacturers as it pertains to helmet and boot purchases for the upcoming fiscal year. They are near the final stages of the helmet specifications and are entering the idea of wear testing boots before a decision is made for purchase.

Facility Sub-Committee

David Dillon shared that the Facilities met the previous day in Apex and they all the representatives with the exception of the West Region. He stated that they were able to review the requests that were submitted this year and last year. He stated that they were to support the requests from twelve (12) departments thanks to the work of Director Campasano and his staff. He stated that they have an opportunity to get a lot of things done this year that will hopefully make these stations safer. He said that he wanted to mention that the check list that was used this year as part of the budget packet was very helpful to the departments. He provided a handout to the Commission members, and shared that it was just a check list for the Chiefs to follow as they submitted their requests, which makes a simpler process and hopefully a quicker turn around in getting their reimbursements.

Fire Commission Vice Chair Billy Myrick asked Chief Mauldin if the water situation at the County owned Willow Springs Station had been fixed. Chief Mauldin stated that it had not, but they are moving forward and had a pre-construction meeting that week. They have signed a contract and have selected a vendor to put in the water line, and construction should begin on August 22nd. Chief Mauldin shared that they will be tying into a private water system behind the station and running the line along the road back to the station. Director Campasano added that he had spoken with GSA Director Dave Goodwin who shared that once the water line is completed they have also budgeted to go in to replace all water fixtures, repair any areas that have

been stained by the water, the showers. They will go throughout the station to address all those issues that the water problem has caused. Chief Mauldin shared that he has requested a meeting to discuss that with GSA because he thinks that some of that has changed.

Chief Early asked what the future funding is for the Planned Facility Repair and Renovations budget be. David Dillon shared that it would be \$100,000.00. Mr. Myrick stated that he requested that the Committee bring forward some things that the Budget Committee or Fire Commission may not know. He said that they could consider which ones were the worst and take care of them first and move down the line.

Staffing and Compensation Sub-Committee:

Director Campasano shared that the Committee met on July 11th, and under their new business they reviewed the proposed payroll workshop and they ran into two issues. One was hourly rates for the new salary compensation. There were two separate hourly rates, one for part-time employees (40 hours), and there was also the hourly rate paid to the part-time firefighters. One is \$17.70 roughly for a part-time and \$10.98 for full-time firefighters. So there was discussion on our recommended method of dealing with that. Since that time we have confirmed with Budget that we have budgeted all the part-time hours at that higher \$17 rate, so regardless of when those part-time firefighters are filling in they will be paid that rate.

The second issue was dealing with determining backing down from our annual salary that we pay our firefighters to achieve that hourly rate. So we have cancelled the payroll workshop because we have dealt with the hourly rate that we pay our part-time firefighters, and he has let all the departments know that if they have an issue with determining how to calculate backwards we would work on them one on one.

The second item was the Medical Exam Policy. We distributed a draft version, a starting point for the fitness for duty medical exams. The Compensation Staffing Committee reviewed it briefly, they have posted it to Share Point, and have asked all the Regional Reps to let fore departments know that it is on Share Point and that they should put their comments to the policy on Share Point in the discussion area where your comments can be noted. This way everyone can see those comments, add to them. He shared that Chief Early has informed us that there is a character limitation so you may have to break up your comments into multiples.

Director Campasano also stated that Chief Early asked when the Fire Service Administrative Assistants pay market analysis would be performed. He said that he contacted Human Resources and their suggestion to us is that we would be looking into the next budget year to address that and we should start looking at the position description, and align those as we did with the firefighters to the equivalent County positions so that we are comparing duties, responsibilities, and then we can get that into the queue to do that analysis.

Director Campasano also shared that the Committee asked for an update on the group healthcare insurance which he would address in his Director's report.

Steering Sub-Committee:

Chief A.C. Rich shared that the Steering Committee reconvened back in June to discuss the response level goals. He stated to remind everyone that the purpose of the Steering Committee is to explore elements that would fit into the Long Range Plan. He stated that currently those elements are centered on what we have been calling the Standard of Cover. He says that there is a lot of diversity in Wake County so they are trying to work around that with some standardized approach, service levels, and effective response force. All of those elements will come together

to really illustrate a cost that will help with the planning, and help with the financing of the recommended service levels.

Training Sub-Committee:

Chief Leroy Smith shared that the Committee met that day and they went from a discussion phase of a satellite training complex to the planning phase. One of the big objectives of their Committee is to look for a way to get people who are far away from the Shearon Harris Training Facility the ability to train to meet their NC Department of Insurance training requirements. So today the Committee took a big step in researching possible locations, looking at turnkey facilities, the costs, and they also have somebody looking into alternative funding be it a philanthropy, corporate donations and/or grants. They are looking at all different avenues trying to create a satellite training facility plan to submit to the Commission and possibly to go to the County Commissioners for consideration.

The second topic discussed was the Holly Springs Fire Department in partnership with the Wake County Firefighters Association, Wake Tech, and the Capital Area Fools will be hosting eight (8) hour training on Saturday, October 18th, called “Combat Ready Firefighting”. It is being taught by Traditions Training instructors, and the class has not been advertised formally yet and they already have sixty (60) people that want to attend. They have a venue that seat 250 and they are expecting to be close to that for this class.

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Volunteer and Recruitment:

Director Campasano shared that we had touched on the Volunteer Recruitment issue, the Staffing and Compensation Committee is working on that as well as staff in house. We did an update in May, asked all the departments what their volunteer numbers were. We will be doing an update in August to see where those numbers are, if they are increasing / decreasing. We are also working with the Wake County Department of Communications, and are targeting messaging out through Twitter, and other social media about volunteering for fire departments. We are also working to develop a stop webpage within the Wake County Fire Services web site where we will have contact information for all of the various fire departments. We are developing a survey that will be going out to the fire departments to get some more very specific information on how they deal with volunteer within their departments. Once we have the detailed information we can compile what we determine are the best practices type of document.

Staffing and Deployment:

Chief Rich explained that the Steering Committee is working determining levels of service. Staff is also working on various parts of that project and our hope is that when this report is completed it will be an all-inclusive recommendation. Much more than simply saying that we need to hire 150 firefighters and build 40 stations. We want to look at all of the items that make up fire service in Wake County, and that will include recommendations that will include communication with Raleigh for coverage to doughnut holes. Recommendation to look at ISO districts, if any boundary changes could result in efficiencies, regionalization of specialized equipment. So our hope is that between the staff work, the work that the Steering Committee is doing we will have a very robust package of recommendations of things that you can implement in the near term, and things that as Chief Rich mentioned can be inserted into a Long Range

Plan. He said that the goal is to complete the Staffing and Deployment Study by the end of the calendar year.

Share Point:

Director Campasano said that Share Point is up and running, it is being used by quite a few people, and we would like to encourage that. There are sections in every one of the Sub-Committee pages for comments. We post all of the documents, and the audio for the meetings for every sub-committee. We are encouraging everyone to use it as much as possible.

ISO Insurance Districts:

Deputy Alford and I want to run a pilot / paper study of the effects of regionalization of an ISO District. Simply on paper trying to list what the challenges would be, what the benefits would be, what the negative effects would be so that with the Staffing and Deployment Study we would see if there were merits to doing that. What I am referring to is that if we had 4 departments that each had their own ISO District, if we were to take those 4 departments and they maintain their identity, maintain their response area, but they would have one ISO District that they cover cooperatively. That would allow us to share apparatus, generalize standard operating procedures. There are issues that may come up that we may not have considered; we will be working with the Department of Insurance to look at the pros and cons and work out the challenges.

Healthcare Benefits:

Director stated that he has reached out to Todd Rider who is the Benefits Advisor for Marsh & McLennan Agency. When we last met he was going to investigate the establishment of a Multiple Employer Welfare Arrangement (MEWA), and that is an organization that under its umbrella could bring in multiple employers/employees under a medical program as far as health insurance. He has reached out, but he hasn't gotten in touch with him and he wants to see where he is with that investigation.

Cost Share Project:

As you know this was completed and we finalized the funding. Director Campasano has been meeting with all of the cost share communities and the Town managers. We have been explaining what the new cost share percentages are; we are opening up the dialogue so that during the budget session we will have a three way discussion versus the department with the county and the department with the municipality as far as their budgets. We will be scheduling in September a workshop with all of the municipalities together to come up with a budget submission document so that our cost share chiefs aren't budgeting in two different directions. This is an effort to streamline the budget process for our cost share departments. The cost share calculations will be done annually. FY 2017 will be averaged with FY 2018, and the following year it will be a rolling 3 year average.

Contract Revisions:

We have sent out proposed Fire Protection Agreement revisions to all the Not for Profit Fire Departments, we asked for feedback. We received letters from some chiefs of the Board of Directors comments. We also had a meeting with Board of Directors from Bay Leaf Fire Department, Stony Hill Fire Department, and we had some representatives from Swift Creek Fire Department, and Fairview Fire Department. We compiled the comments, looked at the revisions and based on some of that input we are adding / deleting some of the proposed language. The final version is in the County Attorney's Office, and Deputy County Attorney Beth Smerko said it was on the top of her list to review. We are hoping to get it out to the fire departments in the next week or so.

Medical Exams:

Medical Exam RFPs were opened up today. We had 3 vendors that provided bids, MedFirst, SiteMed, and Wake Internal Medicine. It looks like by quantity the medicals exams can range anywhere from a low of \$195 per head to \$280 per head if I can remember correctly.

Creedmoor:

Mr. Stagg asked if there would be any consideration of providing fire protection in the Creedmoor area. Director Campasano stated that consideration for serving this area will be done after of the Staffing and Deployment Study Assessment.

OPERATIONS DIRECTOR REPORT

Deputy Fire Services Director Darrell Alford shared the following:

Recruit Academy Graduation – graduated 12 recruits this past Monday night. This is a very good class of young men, and if you have the opportunity to hire one of these young men, please do so.

We assisted Garner FD this past week with their NCRRS rating. They performed very well. Thanks to all who assisted them. Results should be out in about 60 days or so.

We continue to work with ESCI on the staffing and deployment study, we are still on track to have this completed by the end of the calendar year

Tanker specs have gone to County Finance for the RFP to hit the street

Pumper Specs should be completed next week and be ready to go to Finance for RFP

The fire chiefs have been sent several documents related to items that were approved in the budget. Facility Planned Renovations checklist, Small Capital Expansion checklist, Small Capital

\$ 8333 hopefully these documents will streamline the process for all

SCBA, PPE, Tie's and Dfibs that were approved for FY17 will be ordered as soon as Grant completes his inventory process

All the FY16 Admin vehicles have arrived. EWFD and SHFD pie ups are complete and in service. The 3 tahoes for Bay Leaf, Western Wake, and Hopkins have been delivered to their stations and are in process of being equipped and striped.

OTHER BUSINESS

At the request of Fire Commission, Director Campasano passed out the Fire Commission Rules of Procedure that contained areas of comments where Director Campasano had performed research on what items the Fire Commission could act on and what fell under the auspice of the Wake County Board of Commissioners, as well as recommended changes mentioned by the Administrative Committee. After review of this document and some conversations concerning comments that were given by Tim Pope during the Standing Committee updates....

Bob Stagg made a motion to accept changes to Rules of Procedure as presented by the Administration Committee for the following: Section IV a – Fire Commission Chair –add “Chair of the Fire Commission will be limited to no more than 2 consecutive, 2 year terms. Section IV b – add “Vice Chair of the Fire Commission will be limited to no more than 2 consecutive, 2 year terms. Section V. M, order of business, move public comment to first order of business”. Section VIII, C Standing Committee Appointments, “remove the language regarding “no person can serve on more than 2 committees”. Section IX, amendment of rules, add language “Fire Commission” between the words regular and meeting. Motion was seconded by Lee Price. Director Campasano suggested to amend motion to include the words “as Chair” following section IV a and the words “as Vice Chair “following section IV b. Matt Calabria suggested amending the motion to include in section IV a, the language” It shall be the responsibility of the Chair to promote citizen participation in the Fire Commission. An annually press release, opinion editorial or guest column are ways which the Chair can inform the public of the importance of citizen participation and invite qualified citizens to apply for available board seats. This public information shall be released at least 21 days before anticipated WCBOC vote to appoint or reappoint fire commission members. The Fire Services shall assist the Chair with the preparation in distribution of all related communications”. Commissioner Stagg accepted the amendments.

The commissioners discussed proposed changes. Stagg called for question...a vote was taken with 6-1 in favor.

Motion was made by Lee Price and 2nd by Tony Mauldin County Commissioner controlled language to the Public Safety Committee. Vote was taken 6-1 in favor.

ADJOURNMENT

Being no further business, the meeting was adjourned