

**WAKE COUNTY FIRE COMMISSION**  
**Thursday, September 15, 2016**

**Adopted Minutes**

*(Audio Replays of the meeting are available upon request)*

A meeting of the Wake County Fire Commission was held on Thursday, September 15, 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: Chief Tony Mauldin (South Region), David Dillon (North Region Alternate), Chief Keith McGee (West Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Bob Stagg (Citizen Consumer), and Matt Calabria (Wake County Commissioner).

The following members were absent: John Burns (Wake County Commissioner), and Chief Matt Poole (South Region Alternate), Chief Ron Early (North Region), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Ricky Wright (Citizen Consumer), Judge Keith Gregory (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, Fire Services Training Manager David Zoltoski, and Fire Services Logistics Manager Grant Vick.

Billy Myrick gave an invocation.

**PUBLIC COMMENTS**

None.

**ITEMS OF BUSINESS**

**APPROVAL OF AGENDA**

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

**ADOPTION OF MINUTES FOR JULY 21, 2016 REGULAR MEETING**

Upon motion of Bob Stagg and second by Lee Price, the Fire Commission unanimously approved the Minutes for the July 21, 2016 Regular Meeting.

## **REGULAR AGENDA**

### **FAIRVIEW FIRE DEPARTMENT MATCHING GRANT FUNDS REQUEST FOR PLYMOVENT SYSTEMS**

Deputy Fire Services Director Darrell Alford shared with the Commission that Fairview Fire Department submitted an application to DHS Assistance to Firefighters Grant in early 2015. This grant was for the installation of Plymovent Systems in Fairview Station 1 and 2. The total grant amount was \$ 90,252.00 with a 5% match of local funds which would make a total of \$ 4,512.00. The Grant has been awarded to Fairview Fire Department, and they have requested the Fire Tax District provide the local match.

Upon motion of Billy Myrick and second by David Dillon, the Fire Commission unanimously approved the Fire Tax District providing the local match request by Fairview Fire Department for the DHS Assistance to Firefighters Grant for the installation of Plymovent Systems in Fairview Station 1 and 2.

### **SUBCOMMITTEE APPOINTMENTS**

Deputy Fire Services Director Darrell Alford shared with the Commission that Wake County Fire Services received a letter from the East and South Region Chief's asking to update several of the appointments to the Fire Commissions various Sub-Committees. Wake County Fire Services on behalf of the East and South Region request the following appointments: Budget – East Alternate Robert Carter; Facility – East Alternate Wayne Dupree; Steering – East Alternate Robert Carter; Equipment – East Primary Jimmy McCauley, and East Alternate Donnie Lawrence; Apparatus – South Region Primary Barrett Penny, and South Region Alternate Barry Spain.

Fire Commission Chair Lucius Jones appointed the Subcommittee appointees as requested by the East and South Region Chief's.

### **ESTABLISHMENT OF VOLUNTEER RECRUITMENT AND RETENTION SUBCOMMITTEE**

Fire Services Director Nick Campasano stated that this Agenda Item is a request to establish a Volunteer Recruitment and Retention Subcommittee. He stated that as you are aware we have discussed in the past one of the County Commissioner goals is the cultivation of volunteers in the fire service, we have seen over the years a reduction of those numbers. Staff feels that we really need a Subcommittee whose focus is purely on staffing of volunteers, and recruitment and retention. So our request is that you vote to establish a new Subcommittee whose charge will be to establish best practices to recruit and maintain fire service volunteers, to serve as the recruitment and retention coordinating body, and also to develop countywide fire service volunteer firefighter policies.

Director Campasano stated that in your packet he has included the 2015 Department of Homeland Security Notice of Funding Opportunity for Adequate Fire and Emergency Response Staffing. He stated that he did not include 2016 because that Notice of Funding Opportunity has not been released yet. He included this to give the Commission an idea of the grant funding that's available for volunteer recruitment and retention activities. He stated that on page 77 of

the packet there is a listing of all of the eligible costs, and will note that the SAFER Grant do have a local match. The finds are 100% from the Feds and there is no local match required, and there is a 48 month period of performance for this program. Director Campasano shared that these grant funds can be used to provide stipends for volunteer firefighters, insurance packages, reimbursement to members while attending basic training, marketing costs to attract new volunteer firefighters, station duty wear / uniforms can be reimbursed under this grant, medical exams for new recruits can be reimbursed under this grant. Length of Services Awards, if you wanted to institute a countywide length of service award program for volunteers, that is allowable. Personal Protective Equipment (PPE) / turn out clothing, so all of those items that may hinder a department from over recruiting or going above what they may normally have for numbers, this grant may be able to overcome those hurdles. Director stated that when they grade these grants (they are competitive grants), a higher priority is given to applicants that have a Volunteer Coordinator in place. One of the items in the scope of this Volunteer Recruitment and Retention Subcommittee is to serve as the coordinating body. Also applicants who perform a periodic evaluation of the program success, which could be another responsibility before that Volunteer Recruitment and Retention Subcommittee.

Director Campasano stated that this grant would not open again until January or February of 2017. So his request is to establish a new standing subcommittee, that would give us time to poll the various regions to get a list of representatives and alternates for that Subcommittee, and we would come back to you in November with a list of appointments.

Upon motion of Bob Stagg and second by Commissioner Matt Calabria, the Fire Commission unanimously approved the establishment of the Volunteer Recruitment and Retention Subcommittee.

### **WAKE COUNTY MEDICAL EXAM PROGRAM GUIDELINES**

Deputy Fire Services Director Darrell Alford share with the Fire Commission that the Wake County Fire Commission Staffing and Compensation subcommittee in conjunction with Wake County Fire Services Staff developed medical exam program guidelines for firefighter medical exams. These guidelines document the exam program and process for annual physicals. This document has been recommended for use by the Staffing and Compensation subcommittee. He stated that we are asking that the Fire Commission recommend the use of the Wake County Medical Exam Program Guidelines and make it a part of Fire Department Service Contract pending legal review of the Wake County Attorney's Office.

Upon motion of David Dillon and second by Chief Keith McGee, the Fire Commission unanimously recommended the use of the Wake County Medical Exam Program Guidelines, as well as making it a part of Fire Department Service Contract pending legal review of the Wake County Attorney's Office.

### **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:



## COMMITTEE UPDATES

### Administrative Sub-Committee:

Chief Tim Pope shared that the Administrative Committee did not meet.

### Apparatus Sub-Committee:

Chief Jim Jones shared that at their last committee meeting it was shared that Chief Bryant Woodall would be retiring and that would be his last Apparatus Committee meeting. He stated that they would definitely miss his leadership, his no nonsense approach to any issue that comes up, and most importantly his friendship. From the Committee they wanted to wish him the best of luck.

Chief Jones stated that the Apparatus Committee has been extremely busy of the last several weeks working on both the Tanker and Pumper Bids. He shared that bids for the Tankers were opened on August 25<sup>th</sup>, and we only had one company offer a Bid Proposal. Rosenbauer offered a bid of \$361,720 for each unit with a total for two units FY 2017, and one unit in FY 2018. The final amount is \$1,085,160. After careful review of the proposal the Apparatus Committee recommended that Rosenbauer be awarded the bid, and their recommendation to Wake County Finance is to secure funding.

Chief Jones stated that for your knowledge in FY 2017 Fuquay and Wake Forest would be receiving those units, and in FY 2018 Fuquay would be receiving another. He stated that this will be the first Tanker Specification in Wake County that incorporates a custom cab outfitted with a complete occupant protection system. The Committee's commitment to safety was the driving force behind this change in specifications. So this will be unique piece of apparatus in Wake County.

Chief Jones stated that the Pumper bids were opened on September 8<sup>th</sup>, with four companies offering bid proposals. The lowest bid package was by Rosenbauer as well with year one unit costs of \$459,859 for two units, and year two each unit will costs \$466,656. The total purchase costs for the four units are \$1,853,030. After reviewing the lowest bid and clarification from some of the discrepancies we noted in comparing our specifications to the bid proposal, the Apparatus Committee recommended that Rosenbauer be awarded the bid. And their recommendation was sent to Wake County Finance top secure funding.

Chief Jones stated that for FY 2017 Durham Highway and Fairview would be receiving those units; in addition Garner and Holly Springs may be piggybacking this bid. In FY 2018 Eastern Wake and Wake New Hope would be receiving units.

### Budget Sub-Committee:

Billy Myrick shared that the Budget Committee did not meet.

### Communications Sub-Committee

Chris Perry shared that that their committee met on Wednesday, September 14<sup>th</sup> at the Raleigh Communication Center, and they have established that location as their standard meeting location. He encouraged anyone who hasn't seen the 911 Center to attend their next meeting to get an opportunity to see the facility. He stated that there were just a few bullets of accomplishments since their last time they produced a report to the Fire Commission. He stated that since their last report they are in the final steps of implementing a fire department backup notification system using a third party provider. He shared that they have implemented some changes to dispatches related to odor of gas to outside fires. He said that that was a resounding request they had gotten from fire departments. They continue to participate in the radio system

upgrade project including attendance recently at a radio technology fair at which they were able to evaluate potential vendors that have intentions on bidding on the radio system as far as subscriber units. Chief Perry also stated that they continue to participate in the CAD replacement project in which bids are due this week, so they will be very soon will begin the process of scoring and narrowing down the bids to a proposal for a CAD System recommendation. The goal is to have that done sometime by the end of the year or first of next year to get a vendor selected. Lastly they finalized a draft storm mode plan that will be discussed at length at the next Fire Chiefs meeting. This has been something that has been in the works for a number of years. This is for a situation that when bad weather occurs whether it is county wide or within a specific district, how we handle those to keep the system from being overloaded and allows the effective dispatch of fire units during those heavy call volume times. Bob Stagg asked that Chief Perry update the Commission on the status of BDAs. Chief Perry stated that it is still a work in progress; the question is what's doing about in building coverage. He said that they are attacking it in two different ways, 1) the school system is beginning the installation of Bi Directional Amplifiers in some of their buildings and they are anxious to see how that works, 2) Secondly as part of the radio system upgrade project our committee has weighed in and will continue to weigh in on what is the accepted level, and what type of coverage should we expect inside of buildings. He stated that through their Committee and the group that is doing the radio system project they continue to voice their strong feelings regarding in building coverage as compared to a street coverage which is fairly customary.

#### **Equipment Sub-committee:**

Chief Brian Ammerson shared that the Equipment has been fairly busy and they have been moving the meetings around the county. Their last meeting was held on August 22<sup>nd</sup> at Wake New Hope Fire Department. Some things that they are working on are helmet and boot specifications. The specifications have been finalized, and invitation for bids has been issued by Wake County and the bid is due for public opening on September 27<sup>th</sup> at 3:00 PM. The Committee felt that it would be important to conduct wear test on the boots, and wear test personnel was chosen for each region including Wake County, and they are going through an 8 week wear test. Boot brands were chosen based on current boots worn throughout the county.

He stated that there are currently 7 thermal imaging cameras (TIC) in Wake County that are scheduled to be replaced. The Committee recommended the MSA Evolution 6000 Plus TIC be purchased based on the camera meeting their specifications, and it is an NFPA compliant camera. There was a question raised at the last Committee meeting for the Fire Commission to consider for the future. That was to consider expanding the purchase of TICs in the future. Currently they have 1 camera per station and that poses a problem at times. It was brought up in the meeting that if their neighboring departments are out on a call and they run with them then it is very likely a TIC would not be on the truck when it got there. Often many trucks such as ladder companies have specific jobs such as search and rescue and many ladder companies currently don't have TICs on the truck. He stated that that was a question that came up that he thought he should present for future consideration.

He stated that defibrillators being the last thing, he stated that they received a question at the last meeting regarding the use of old defibrillators on emergency response vehicles. Chief Amerson stated that in the past Dr. Myers the Medical Director had approved the usage of older defibrillators, however the question was raised on does Dr. Cabanas approve the use of the older defibrillators on the primary trucks, not on a pick up, he is talking about second out engine or a rescue truck, so that question has been forwarded to EMS and they are awaiting a response form that.

### **Facility Sub-Committee**

David Dillon shared that the Facility Committee did not meet, however he report that the twelve projects that were approved for funding this year only 1 has been completed and that is Wake New Hope who got a roof repaired. He stated that Swift Creek is currently waiting for the funding agreement to come back from the county so they can begin work on their project. He stated that the majority of the rest of the department are having difficulty multiple bids, they have people promise to come out to do a bid / estimate and they don't show up, so they are having hard time making that happen. He stated that he doesn't know what happens as this year goes on and we have difficulty having only one or two bids on some of these things if that is something that we could look at further if we don't have the three within the thirty day window that we need to abide by to get the funding agreement.

### **Staffing and Compensation Sub-Committee:**

Deputy Fire Services Director Darrell Alford shared on behalf of Chief Tim Herman that the Committee has met and reviewed the Medical Exam Program and Guidelines. They also vetted some certifications for a couple new Chiefs in the County.

### **Steering Sub-Committee:**

No Report.

### **Training Sub-Committee:**

Chief Leroy Smith shared that the Committee met that day to talk about the project that he brought to the Commission at the last meeting about the adjunct training facility. He stated that they a really good meeting and they came up with a lot of suggestions, so their next step is to meet with Director Campasano and his staff to see which direction they would like for them to pursue. On another note he told then last month that they had sponsored a class Capital Area Fools, the Wake County Fire Fighters Association, along with Wake Tech for Combat Ready Firefighting and he was happy to say that after checking the registration tonight before he came they have 99 people signed up for the class.

## **CHAIR REPORT**

None.

## **FIRE SERVICES DIRECTOR REPORT**

Director Campasano shared that the first thing that he would like to discuss is if you noticed on your agenda the public comment wasn't moved to the front of the Agenda, and there is a reason for that. He provided the Commission with a copy of the last page of our current Rules of Regulations that were adopted in 2014. At our last meeting in July there was a motion made that bundled a number of items / amendments to the Rules and Regulations, one of which was moving public comments others involved term limits. At that time he raised an issue regarding that issue not being on the Agenda which they discussed through and that was not an issue. Director Campasano stated that what he failed to notice was the very last sentence which says that adoption of an amendment shall require an affirmative vote equal to a quorum. He stated that at the July meeting they had a quorum present at seven members which is a quorum, the vote was 6 yes / 1 no. In order to have an amendment passed it requires 7 yeses, so you need an affirmative vote equal to a quorum, which we did not have, so that motion that evening failed (did not pass), so that is why the Agenda order was not altered for this meeting.

Director Campasano stated that since that meeting he has had some discussion with the County

Attorney's Office regarding some of the items that we had discussed previously, and he will fill you in on some of those discussions. Pertaining to term limits the County Attorney's Office recommended that any motion / amendment to the Regulations specify a number of things, 1) what is the effective date for the term limits, in other words if you are passing that tonight is it effective January 1<sup>st</sup> or July 1<sup>st</sup>; there should be an effective date. Any amendment should not strip an incumbent member of their vested right to serve in a position. The other suggestion was that any motion also include some language that determines what a term equals, for instance if you are saying that no one can serve more than two consecutive terms you might want to have language that for the purposes of the effective date anyone who has served more than half of a term shall be considered to have served one term. The clock would start on the effective date, so if you say that no one could be a member of the Fire Commission for more than six years, if someone has already served those six years when you make the amendment you don't count the six years they have already been a member, it would be as of the effective date. Attorney Beth Smerko also recommended that there is some consideration put to what is the definition of a Citizen and of a Consumer. Director Campasano stated that he had spoken with Commissioner Calabria and there is a Public Safety Committee meeting scheduled for October 4<sup>th</sup> and our intent is to get this item on the Agenda. There is another item on the Commissioners Core Goals that will be discussed primarily. Director Campasano stated that his recommendation is for a stepped approach for all of the questions, how many representatives / citizen representatives should there be, should there be alternative representatives, the entire structure of the Fire Commission, those issues raised should be discussed at the Public Safety Committee, their recommendation should come back to the Fire Commission, and then any amendment to the Rules of Procedure should be done based on that. He stated that he doesn't know what their final recommendation will be from that Committee. He would think that something small like moving public comment that would stay the same regardless of the make of the Fire Commission or the roles or anything that come out of the Public Safety Committee. Something like that would be fine to do. Director Campasano stated that we don't meet again until November, so his guess that any effective date for a term limit would be January so he believes that there is still time to have this issue brought before the Public Safety Committee for them to work out any suggestions and we could do any recommendations / changes / or amendments to the policy at that time.

Director Campasano stated that he has a brochure at each of your positions and this is an FYI for all the fire departments that may or may not know about this, he attended a meeting in August, the Greater Raleigh Chamber of Commerce regarding the on ramp signals. There are four identified on ramps, all west bound on I-540, Falls of the Neuse Road (exit 14), Six Forks Road (exit 11), Creedmoor Road (exit 9), and Leesville Road (exit 7) and NCDOT will be installing a ramp metering signal, the existing ramps will be improved so that there are two lanes and at the end of the ramp before merging onto the highway there will be two traffic signals (one on the left / one on the right) that will be red and they will alternate green and red, so as traffic gets down to merge onto the highway they will have to stop and only one car at a time will be allowed to enter onto the highway. The theory is that by metering the traffic they can naturally go into those gaps created with the traffic flow on the highway and you prevent downstream congestion. Those signals will be active in the mornings and evenings at peak rush hour periods, there will be cameras to monitor the traffic as well as sensors, if at any period of time traffic starts to back up onto the main arteries those lights would turn green, so again traffic would flow. So that is a consideration for emergency responders, you may now be faced with two lanes of traffic. The construction is estimated to start in December, and they don't feel that this is going to be a long project; just a couple months because most of the on ramps are ready for the installation they just need some minor improvements to the shoulder, etc.

Director Campasano reported that that the new Fire Protection Agreements have been sent out. We have received all the agreement back with the exception of a handful of maybe two or three

departments. He stated that we needed to have the signed signature pages back by September 21<sup>st</sup> so that we can get them keyed into the system in time for the October payments. He stated that he would be reaching out to all three of those departments just as a reminder.

Bob Stagg asked that regarding the conversation with Beth Smerko are we to gather that something as simple as Lucius moving the public comments to the front or adding the Pledge of Allegiance you want that to go to the Public Safety Committee or could they do that now? Director Campasano stated that something like moving the public comments up is probably not going to change regardless of what the makeup of the Commission is going to be so that would be appropriate, what the Attorney's Office recommended is that any motion made be specific to one amendment, for instance don't bundle term limits, agenda changes, where you live all in one motion. Allow individuals to be able to vote on the merit of each amendment, but he thinks and this is his opinion that something small that would probably not be effected by the makeup or the structure of the Commission such as an agenda change would be appropriate.

Bob Stagg also asked what was the status of the after action or lesson learned after certain fires where there are fatalities or significant property damage, are they still ongoing and are we getting communication among the departments and who is facilitating that now that Ricky is gone? Deputy Director Darrell Alford stated that he is facilitating them and more than likely Training Manager David Zoltoski be doing them going forward. He stated that luckily they haven't had a fatality fire in a long time, we have had some fires that either met or were close to the threshold and David will probably be reaching out to those Chiefs soon.

### **OPERATIONS DIRECTOR REPORT**

Deputy Fire Services Director Darrell Alford shared we have completed the Medical Exam review and bid award process. As mention at your last meeting we had three providers that submitted bids. SiteMed, which most of you know because they are a big provider here in the County, and they are a mobile provider has been awarded the bid. Staff has a meeting scheduled with them on September 20<sup>th</sup> to hopefully finalize the forms and to get them working the Business Manager Demetric Potts to get a contract in place. Again to echo what Chief Jones said; kudos to the Apparatus Committee on developing the specifications for the apparatus bids. Director Campasano has mentioned before a fire department Board of Directors training program and training classes. We have had a meeting with Greg Grayson with the Office of State Fire Marshal, and talked about this, Greg was kind of intrigued and went to looking and found that this wasn't offered anywhere in the State, a full training program for Board of Directors for fire departments, so Greg met with the Institute of Government and they are working on developing a class that will be an online program and they are about one to two months away from finishing it and they are going to want some department to pilot it for Wake County since we are the ones that mentioned it so as soon as that gets up and running he will come back to you and give you more information. He shared that Wake County received three nominations form fire department for Wake County Volunteer Recognition. There were a total of fifteen throughout the County, but there were three from fire departments, Eastern Wake, Bay Leaf, and Wake Forest each nominated a member from their departments and Wake County will announce a winner in the next few weeks.

Director Campasano stated that he would like to add that as part of the medical exams SiteMed would also be providing immunizations.

### **TRAINING MANAGER REPORT**

Training Manager David Zoltoski stated that they have had over 800 students and 80 plus drills

for the first quarter of the fiscal year. In doing that they have had seven contracting departments, two law enforcement drills, a federal drill with the military and also two private industries. He stated that for the remainder of 2016 they have ICS, Essentials of Firefighting and HazMat scheduled and also for 2017 they scheduled all the way out through December. So Essentials, ICS and HazMat are continued to be taught out at the training center or they are actually looking at other locations for those classes to help with having them centrally located in the County. So with that said we also have our Academy coming up. The application period for the Recruit Academy has opened and it will be open until November. Academy 8 graduated in July and everything is moving forward with the new academy and it seems that we have a lot of interest and they already have nine spots requested by Garner so hopefully those spaces will be filled by paid personnel by Garner, so we are looking forward to another Academy coming up. He reported that they have a transformer prop being built out at the Training Center from Duke Energy. The prop is in response to fire they had at a transformer at one of their sites in South Carolina. It will be used by Wake County fire departments if they schedule it. This will be a new prop that we have, and we also have a LP tank that has been repaired and is fully functional and they used that in the last Essentials School.

### **LOGISTICS MANAGER REPORT**

Logistics Manager Grant Vick reported that the Turn-out Gear Inventory for all eighteen fire departments has been completed. There is an unofficial count of 2,530 garments in the inventory. Of those 2,046 are in fair condition, 238 sets in like new condition, and 46 require additional advanced inspection. He reported that so they have 96.4% of personnel countywide and by the next Commission he would have a more accurate percentage of the gear hit and missed as well as other factors that were included in the assessment. Grant also stated that he met with Rhinehart to discuss the Air Pack Order for the funded departments. The order is put together and he has sent it to Darrell and Nick to take a look at before we proceed on, but we are in the process of placing the order.

### **OTHER BUSINESS**

None.

### **PUBLIC COMMENTS**

None.

### **ADJOURNMENT**

Being no further business, the meeting was adjourned