

WAKE COUNTY FIRE COMMISSION
Thursday, November 17, 2016

Adopted

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 17, 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 Ron Early (North Region), David Dillon (North Region Alternate), Lee Price (Firefighters Association President), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), Chief Tony Mauldin (South Region), Matthew Stark (Citizen Consumer), Keith McGee (West Region), Chief Garland Johnston (West Region Alternate), Ricky Wright (Citizen Consumer).

The following members were absent: John Burns (Wake County Commissioner), Chief Matt Poole (South Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Judge Michael Denning (Citizen/Consumer), Billy Myrick (Citizen Consumer), Judge Keith Gregory (Citizen/Consumer).

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

Chair Lucius Jones gave an invocation.

PUBLIC COMMENTS

None

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Motion made by Lee Price and seconded by Bob Stagg. The motion to approve the agenda was approved unanimously by the Fire Commission.

ADOPTION OF MINUTES FOR SEPTEMBER 15, 2016

Motion made by Bob Stagg and seconded by Keith McGee; the Fire Commission unanimously approved the minutes for the September 15, 2016.

RECOGNITION OF 2016 #ONEWAKE VOLUNTEER RECOGNITION AWARD WINNER

John Callaway briefed the group on the history of Wake County's Volunteerism program. He presented Presidential awards to Chief Don Adams, James Schwenk (bronze winner), Walter Kreais (gold winner).

RECOGNITION OF BRYANT WOODALL

Chairman Jones requested that Commission Member Bob Stagg recognize, Chief Bryant Woodall for his service with Swift Creek Fire Department. Chief Woodall, thanked everyone for their support over the past eight years.

Commissioner Matt Calabria introduced and welcomed new Fire Commission member, Matt Stark. Matt is from Fuquay-Varina, and had expressed interest in this particular commission, the Commission is happy to have him aboard.

APPROVAL OF CALENDAR YEAR 2017 MEETING DATES

The meeting dates for calendar year 2017 were previously posted and have been circulated. Tony Mauldin made a motion to approve the 2017 Fire Commission Meeting dates. The motion was seconded by Bob Stagg and unanimously approved by the commission.

SUB-COMMITTEE APPOINTMENTS

On behalf of the Regional Reps, Darrell Alford requests that the Fire Commission Chair appoints personnel to the following subcommittees:

- Equipment (South Primary) – Scott Daniels
- Equipment (South Alternate) – Barry Spain
- Training (South Region Primary) – Jason Dietch
- Volunteer and recruitment and Retention Committee (West Region Primary) – Josh Brady
- Volunteer and recruitment and Retention Committee (North Region Primary) – Tom Sri
- Volunteer and recruitment and Retention Committee (North Region Alternate) – Matt Schultz
- Volunteer and recruitment and Retention Committee (East Region Primary) – Matthew White
- Volunteer and recruitment and Retention Committee (East Region Alternate) – Wayne Dupree

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James provided the Commission with a handout of the financial report. The Commission did not have any questions.

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

No report.

Apparatus Sub-Committee:

Apparatus Subcommittee Chair, Jim Jones reported that staff is working on answering question on small vehicle replacement, the final report will be ready to discuss at the next apparatus meeting. The staffing committee is also working on a replacement schedule for large apparatus replacement beyond FY18. The County has secured funding for this fiscal year for tanker purchases.

Staff noted several grammatical and clerical errors within the approved policies and procedures from the apparatus committee. Changes were given to the committee. The committee will review and discuss the changes. None of the changes will affect the fundamental aspect of the policies.

Budget Sub-Committee:

No report.

Communications Sub-Committee

No report.

Equipment Sub-committee:

Equipment Subcommittee Chair Brian Amerson provided a status on boots and helmets. Newton's Fire and Safety was awarded the bid for the Cairns 10-44 Helmet. Appointments will be set up in the upcoming weeks for fire departments to start ordering helmets. The wear test conducted on the boots from the equipment committee recommended Newton's Fire and Safety as well, for the Honeywell 55/55 boot. Staff is in the process of passing the appropriate information over to Tom Wester for a purchase order.

Facility Sub-Committee

Facility Subcommittee Chair, David Dillon reported that the Facility Committee met yesterday in Apex, at the Historic Halle Cultural Art Center. The Committee discussed streamlining the funding process and open projects. Since some projects came in under budget, the Committee was able to move some things around. Chief Ron Early asked is it still the intent of the County or the Committee to stick to the 100K or can we up that amount with the number of projects we know we are going to have. What is the process to increase the budget line to the facility? Michael James stated that at this time, the 100K is in the financial model and can change; this is something the Budget and Facility Committee can discuss. The Budget Committee will have to weigh projects with other competing priorities. Director Campasano reports that Wake County will be working with GSA on a needs assessment of all the stations. Once that study is completed, budget can form accordingly. Chief Ron Early asked a follow up question, when will this process start and will it happen annually? Tony Mauldin shared concern over unfinished issues identified in a 2004 needs assessment and believes those items should be addressed before starting another needs assessment. Director Campasano agreed that GSA can start with the study from 2004. There is not a definite date on when the needs assessment will take place.

Staffing and Compensation Sub-Committee:

Director Campasano, stated that although the staffing and compensation is not present tonight they did meet and presented a proposed revision to the compensation guidelines appendix A.

Appendix A lists all the various grades along with fulltime 24 hour shift personnel and their annual salary. Wake County has converted those salaries into hourly rates, so that all fire departments can be on the same page. Staffing and compensation will present revisions to the Fire Commission to adopt into the compensation guidelines. This will also help streamline the process for budgeting. Director Campasano directed the departments to SharePoint if they would like to view any of the documents.

Steering Sub-Committee:

No report.

Training Sub-Committee:

No report.



CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

Amendment to Rules of procedure

The Wake County Board of Commissioners Public Safety committee met on October 24 to discuss items from the Fire Commission and provide recommendations to present to the Wake County Board of Commissioners. The Committee established the following recommendation:

The committee was not inclined to add an additional position. They believe that there is sufficient representation on the fire side with the four regions having fire chiefs, the Wake County Association of Fire Chiefs and the Wake County Association of Fire Fighters.

The committee also discussed Citizen Representative and makes the following recommendation to take to the full commission: That the definition of a Citizen Representative will be a Wake County resident. Currently, the rule of procedures uses the terms Citizen Appointees and Citizen Consumers. They will be replaced with Citizen Representative and used in a singular sense throughout the document. They also discussed a condition be placed on the citizen representative that they not be associated with any fire department nor any board of directors of a fire department. We went through the County Attorneys' office to get legal review of that and she could not find any State statute that would prohibit this condition.

They also recommended that we codify the language of the original intent of the Board of Fire Commission into the rule of procedure. There is no documentation of the original intent being that the four regional Fire Representatives should be a fire chief.

It was brought to our attention by the County Clerk, during our meeting that within the BOC policy and procedures for advisory boards and appointments, there is an attendance requirement. The attendance requirement requires a 75% attendance rate. The Fire Commission requirement attendance rate is 50%. Our rule of procedure needs to be as stringent, if not more as that of the County Board of Commissioners appointed committees. Going forward, Director Campasano will prepare an agenda item for the Board of Commissioners, laying out all discussion items and the requests for them to review to make any changes they see deemed appropriate to their policies and procedures. Once that is completed, Director Campasano will work with the Administrative Subcommittee to update the Fire Commission rules of procedure to reflect the changes. An excused absence would not count towards their attendance.

Medical Exam Program

The medical exam program is being instituted. We have received the final revisions back from the County Attorneys' office, we have sent out the revised language to the fire departments and it is also posted on SharePoint. The revisions from the County Attorney's office did not change the substance of the contract; it ensured that the correct legal language was used. All of the Fire Protection Agreements amendments have been sent to the nonprofit fire departments. Once they are signed and return, we can start the reimbursement process for medical exams. The last remaining piece is the language amendment for the municipal departments. It is currently in legal review with the County Attorney's office. The municipalities departments are working under a ten year contract so the wording needs to reflect the ten years versus the remaining 14 years. The County is not capable of committing to 14 years of funding and will revisit on an annual basis to see how the program develops.

Director Campasano informed the group that Todd Rider, a representative from Marsh and McLennan, a consulting firm with the County on medical health benefits, will be reaching out to all fire departments requesting information. The County is moving forward with a MEWA (Multiple Employer Welfare Arrangement) that can handle all health insurance related issues. The intent is to have something in place by next fiscal year or at least know if we will be doing this or not.

Director Campasano informed the Chairman that he can appoint up to four Citizen Representatives for the Volunteer recruitment and retention position, as well as four alternates. He may also appoint a chair from the four appointees.

TRAINING DIRECTOR REPORT

David Zoltoski, Training Manager, provided an update on the Fire Training Center. Since July, there were 131 drills, an increase from last year. Student participation was 1498 also an increase from the previous year. The training center is handling reporting a little differently. Sixteen of the 19 contract fire departments have sent students to the training center over the past four months.

The Duke Energy transformer prop is almost complete. We will be performing a test burn in the near future.

Academy number 9 starts January 4, 2017 and runs until July 2017 and has 17 recruits. Of the 17 recruits, 9 are from Garner, the other 8 are from Swift Creek, Fuquay-Varina, Durham Highway, Wake New Hope, Wake Forest, Stony Hill and Rolesville. David reviewed the upcoming training schedule. Chair Lucius Jones raised the question of how many of the recruits that completes the academy work in Wake County. Darrell Alford responded that there is about a 50% rate of recruits who remain in Wake County to work. Discussion followed regarding recruits, recruit retention in Wake County and the scholarship program. Recruits are eligible for a \$500 scholarship for completing the academy.

OPERATIONS DIRECTOR REPORT

Deputy Director Darrell Alford, reported that all SCBAs for the volunteer fire departments have come in and are in service at the departments. The Business Office is in the process of completing the purchase order for boots. Helmets will be completely ordered by November 21, 2016. Finance is finishing up the purchase orders for the two tankers and two pumpers.

Going forward with planned facility and repairs, the departments will receive funding agreements with pre-approved budget amounts; departments will provide all paperwork at the end of the completed project.

Deputy Director Alford encouraged departments to order their PPE (turnout gear) before the end of the year to receive the 10% allotment.

All departments are doing well with ISO grades.

Deputy Director Alford discussed deployments (Matthew, mountain fires). That discussion lead to a discussion on donating protective equipment to funded challenged departments. Chair Lucius Jones asked the question about how we would go about donating the items. No decision made about donating gear.



LOGISTICS MANAGER REPORT

Deputy Director Alford informed the group that Grant Vick is no longer with Wake County Fire Services. That position will be posted very soon.

OTHER BUSINESS

None

ADJOURNMENT

Being no further business, the meeting was adjourned

**Fire Services Department
Official Document**