

**WAKE COUNTY FIRE
COMMISSION
Thursday, January 26, 2017**

Adopted

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 26, 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, Billy Myrick (Citizen Consumer), Chief Ron Early (North Region), Lee Price (Firefighters Association President), Bob Stagg (Citizen Consumer), Matthew Stark (Citizen Consumer), Ricky Wright (Citizen Consumer), John Burns (Wake County Commissioner), Chief Matt Poole (South Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate) David Dillon (North Region Alternate).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Matt Calabria (Wake County Commissioner), Chief Tony Mauldin (South Region), Keith McGee (West Region), and Chief Garland Johnston (West Region Alternate).

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, Fire Services Sr. Accounting Tech. Diana McBride and Wake County Finance Auditor John Stephenson.

Vice Chair Billy Myrick gave an invocation.

PUBLIC COMMENTS

None

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Motion to approve the Agenda was made by Chief Ron Early and seconded by Billy Myrick. The motion was approved unanimously by the Fire Commission.

Election of the Fire Commission Chair for calendar year 2017

Chairman Lucius Jones allowed Wake County Fire Services Director Nick Campasano to open the floor for the election of Chair and Vice Chair of the Fire Commission. Chief Ron Early nominated Billy Myrick as Fire Commission Chair. The motion was seconded by Ricky Wright; the motion was carried unanimously by the Commission. Billy Myrick nominated Lucius Jones as Vice Chair for the Fire Commission. A motion was made by Rodney Privette and seconded by Billy Myrick. The Commission carried the motion unanimously. No other nominations were made.

ADOPTION OF MINUTES FOR NOVEMBER 17, 2016

Motion to adopt the Minutes for the November 17, 2016 meeting was made by Bob Staggs and seconded by Lee Price; the Fire Commission unanimously approved the minutes for the November 17, 2016 Fire Commission regular meeting.

PRESENTATION / REVIEW OF 2016 FISCAL YEAR FIRE TAX DISTRICT NOT-FOR-PROFIT FIRE DEPARTMENT AUDIT REPORTS

Wake County Auditor John Stephenson, presented on the fire tax district audits. John reported that Wake County looks for good reporting, consistent numbers from department to department, adequate note disclosure, and a 5% fund balance requirement.

Comment [WU1]: Was there a PPT or handout? If so, please reference and include as an attachment to the minutes.

WEST REGION SUB COMMITTEE APPOINTMENTS

On behalf of the Western region, Wake County Fire Services Deputy Director of Operations, Darrell Alford, asked the Fire Commission Chair to appoint the following positions:

Apparatus Committee Primary Representative – Booby Boening, Morrisville Fire Dept.
Apparatus Committee Alternate Representative – Daniel Carson, Swift Creek Fire Dept
Budget Committee Primary Representative – Jeff Maynard, Apex Fire Dept
Budget Committee Alternate Representative – Mike Gerke, Swift Creek Fire Dept

Chairman Billy Myrick granted the appointment request.

DISPOSAL OF SURPLUS GEAR

Wake County Fire Services Director Nick Campasano shared that during the last Fire Commission meeting there was a discussion on the turnout gear program. The question came up about donating some of the outdated gear to less fortunate fire departments. Since that time, Director Campasano has had a chance to run it by legal for review. The County Attorney recommends following NFPA-1581 standards. According to the NFPA-1581 standard, turnout gear is at end of life at 10 years; gear should be destroyed or downgraded to non-life fire use. The County Attorney found no liability that Wake County would incur by donating the gear; while on the other hand, they suggested not donating the gear because there is currently a standard in place to follow. The recommendation remains with the Fire Commission. Upon further discussion, Matt Poole makes a motion to the Wake County Board of Commissioners

recommending that surplus turnout gear past the 10 year life span be donated to less fortunate fire departments. The motion was seconded by Rodney Privette, the motion was carried unanimously by the Fire Commission.

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:

Deputy Director Darrell Alford, reported that all large apparatus (FVFD tanker, WFFD tanker, DHFD engine and Fairview engine) was ordered in mid-December with an expected arrival date of December 2017. All small vehicles have been purchased for this fiscal year with the exception of WFFD utility 5, which is currently in process. At the last apparatus committee meeting, Wake County staff presented a proposed 7 year replacement plan based on FY16 inputs for mileage, hours and maintenance cost. The intent is to lock in FY19 and possibly begin a spec, RFP development and bidding process early in the calendar year of FY18 to be ready for execution of the bid in early FY19. Years beyond FY19 will be used for planning and modeling purposes as apparatus could move depending on the inputs received each year. The apparatus committee recommended that County staff accept a proposal from Garner Fire for a 2 for 1 swap in the proposed FY19 replacement plan. As it stands in the current proposed model, Garner is slated to receive a rescue and engine in FY19. The County would be cost sharing on both of these units up to the County bid pricing. Garner has proposed to purchase a quint that would replace both of these trucks with the County only cost sharing the amount of the rescue and pumper. When the quint comes up for replacement in 20 or so years, the County would only cost share up to its percentage of a County bid of a heavy rescue unit. Chief Cash from Wake Forest Fire Department urged the Apparatus Committee to begin looking at cost sharing on all aerials and ladders that would respond into County areas.

Budget Sub-Committee:

No report.

Communications Sub-Committee

Chris Perry updated the Commission on two major projects, the cad project selection and replacement of radios. There are a total of four vendors; we will receive a two day demo from each vendor. Once all the demos are completed we can start the selection process. Once a vendor is selected, we are looking at a 16 to 17 month implementation.

Radio replacement is coming up soon. Staff will get together to see how to maximize budgeted

funds for radios. Bob Stagg mentioned the implementation of BDAs in all new school construction and thanked the Fire Commission for their role in making it happen.

Equipment Sub-committee:

Deputy Director Darrell Alford reported that the Equipment Committee did not meet the past two months; however a lot has taken place in the equipment area. Helmets (247) have arrived and have been separated by departments, hopefully to be distributed next week. Boots (315) have been sized by each department and is in the process of being ordered. The purchase of two thermal imaging cameras has been delivered to their respective departments. Defibs will be ordered next week. All departments have ordered the 10% allotment of turnout gear. County staff is currently putting together an analysis for consideration of placing defibs on all rolling pieces of apparatus. We will look at a one-time cost with reoccurring cost every five years, or a five year implementation process in order to have a more level budget that would not spike every five years.

Deputy Director Darrell Alford, reported that he has sent every department numbers, he will be working with departments and Wake County IS for radio replacement for FY18.

Facility Sub-Committee

David Dillon updated the group on current projects. All projects have taken off with the exception of Stony Hill and Wake Forest.

David Dillon invited the Commission to the 2017 BEST Conference and provided brochures about the conference.

Staffing and Compensation Sub-Committee:

Director Campasano reminded the group of the market analysis that was done back in July that captured pay scales and the evaluation of various fire department positions. From the study, there were pay adjustments and compression adjustments made as well to bring all of the pay to a competitive market. As a result, there was an update to Wake County compensation guidelines, Appendix A lists annual salaries. However, due to the various schedules, an hourly rate is needed. The Committee is currently updating the position and descriptions to accurately reflect what those job duties are; they have surveyed all the departments for the years in grade for the incumbent position for compression adjustments and calculations.

Director Campasano reported that the changes to the rule of procedures will go before the Board of Commissioners February, 6, 2017. We assume that those changes will be approved, at that time; we will present it to the Commission. There were five changes:

1. Convert two historically vacant commission citizen positions to alternate positions and fill them
2. Request to define a citizen representative (must be a citizen of Wake County)
3. Request that the citizen representative not be affiliated with a fire department or fire department board or directors
4. Codify that the fire region representatives (four regions) shall be serving as a fire chief
5. Aligns the Fire Commission attendance rules with Wake County's committee and sub-committee attendance rules

Steering Sub-Committee:

Stony Hill Fire Chief, AC Rich reported that the steering sub-committee has been working on the deployment study. The committee has taken input, suggestions and data from Director Campasano and his staff. The committee is close to identifying an appropriate level of service and service delivery and discussing the metrics and methodology. Director Campasano added that the plan is to continue to pull data together; a special Fire Commission meeting will be held at the end of February, beginning of March to discuss the findings. Chief AC Rich strongly encouraged everyone to attend and give input.

Training Sub-Committee:

No report.

CHAIR REPORT

On behalf of the Fire Commission, Chairman Jones thanked and expressed appreciation to Director Campasano and Wake County staff for their professionalism while serving as Chair over the years.

FIRE SERVICES DIRECTOR REPORT

Director Campasano reported that the Medical Exam program is going well. Most departments have returned their amendments to their contracts. As of December there were approximately 133 exams provided through SiteMed.

Director Campasano reported that Todd Rider, consultant with Wake County for health benefits, (MEWA) presented two carriers (United Healthcare, BlueCross BlueShield) that are interested in assisting in developing the MEWA. The hope is to have options prior to the start of the next fiscal year.

Director Campasano has been in contact with Facility Design and Construction (FDC) regarding a cost estimate to complete a second facilities condition assessment. FDC estimates the cost to be \$75 to \$100K to complete the assessment; the cost is expected to be built into the FY18 budget.

Lastly, Director Campasano requested that the Commission consider a contract of approximately of \$60K to plow stations during ice/snow events. The Commission discussed the need and concluded with Commissioner Burns making a motion for Director Campasano to make the necessary steps to incorporate funds for snow removal into the 18 budget. The motion was seconded by Bob Stagg and carried unanimously by the Commission.

TRAINING DIRECTOR REPORT

David Zoltoski, Training Manager, provided an update on the Fire Training Center. In the last six months the training center has completed 172 drills and 251 students. The academy just started with 16 recruits.

OPERATIONS DIRECTOR REPORT

None

LOGISTICS MANAGER REPORT

None

OTHER BUSINESS

Matt Pool reported the passing of Chief Mauldin's father, requested to keep them in your thoughts and prayers.

ADJOURNMENT

Being no further business, Billy Myrick made a motion to adjourn, the motion was seconded by Bob Stagg, and the meeting was adjourned.