

**WAKE COUNTY
FIRE COMMISSION
Thursday, March 16, 2017**

Adopted

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 16, 2017, 7:00 PM, Wake County EMS Training Commons Building, Rogers Lane, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Billy Myrick called the meeting to order.

The following members were present: Matt Calabria (Wake County Commissioner), Lee Price (Firefighters Association President), Chair Billy Myrick, Chief Ron Early (North Region), Chief David Dillon (North Region Alternate), Chief Tony Mauldin (South Region), Chief Keith McGhee (West Region), Chief Rodney Privette (East Region), Chief Garland Johnston (West Region Alternate), Chris Perry (East Region Alternate), Vice Chair Jones (Citizen Consumer), Bob Stagg (Citizen Consumer) and Matthew Stark (Citizen Consumer).

The following members were absent: John Burns (Wake County Commissioner), Chief Matt Poole (South Region Alternate), Judge Keith Gregory (Citizen/Consumer), and Ricky Wright (Citizen Consumer).

The following County officials and staff were present: Deputy County Manager Johnna Rogers, Fire Services Director Nick Campasano, Deputy Fire Services Director Darrell Alford, Budget and Management Analyst Michael James, Fire Services Training Manager David Zoltoski and Sr. Accounting Technician Diana McBride.

Chris Perry gave an invocation. Chair Billy Myrick led the group with the pledge of allegiance.

PUBLIC COMMENTS

None

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Motion to approve the agenda was made by Vice Chair Jones and seconded by Lee Price. The motion was approved and unanimously carried by the Fire Commission. Chief Tony Mauldin requested to move the public comment to the beginning of the meeting versus the end. Wake County Fire Services Director Nick Campasano reported that the Administrative committee reviewed the Rules of Procedure; they will present the change at the May Fire Commission meeting regarding moving the public comment.

ADOPTION OF MINUTES FOR JANUARY 26, 2017

Motion to adopt the minutes for the January 26, 2017 meeting was made by Bob Stagg and seconded by Vice Chair Jones; the Fire Commission unanimously approved the minutes for the January 26, 2017 Fire Commission regular meeting.

ADOPTION OF MINUTES FOR MARCH 2, 2017, SPECIAL CALLED MEETING

Motion to adopt the minutes for the March 2, 2017 Special Called Meeting was made by Chief Keith McGee and seconded by Chief Mauldin; the Fire Commission unanimously approved the minutes for the March 2, 2017 Special Called Fire Commission Meeting.

REGULAR AGENDA

STAFFING AND DEPLOYMENT RECOMMENDATIONS

Director Nick Campasano requested that the Fire Commission vote on four of the eight recommendations presented at the March 2, 2017 Special Called Meeting.

The four recommendations for Fire Commission to discuss and consider were:

1. The utilization of NAPA-1720 as the standard guiding document for staffing and response.
2. The implementation of a countywide fire incident record management system.
3. The inclusion of fire dispatch standards as part of the inter-local agreement with the Raleigh Wake 911 Center.
4. The development of an organizational structure template for County Fire Departments.

Chief Mauldin, a representative for the Southern Region shared concerns of Wake County adopting the NFPA-1720 standard and the impact it will have on future stations with the 4 person response. Director Campasano responded that the recommendation for the NFPA-1720 standard has two phases. The first phase is response time that we currently meet but will have to continue to be tracked to identify future stations. The second phase is the assembly time and when we assemble people on the scene, that data is currently not being tracked. The recommendation for the integration of CAD would be to collect data to assess where the proper number of people is being assembled. Having this data will allow us to address staffing needs in those areas. Director Campasano referred to his previous presentation where he recommended a quarterly report be provided to the Fire Commission regarding how we are doing on response and assembly times, so we are not waiting 10 years. In response to the Countywide Records Management System, Chief Keith McGee shared his concern of lack of proper training and

consistency that may impact the effectiveness of the report. Director Campasano reiterated that the recommendation consists of two parts; the implementation of the CAD pushed records reporting, and providing training to ensure uniformity across the departments.

Director Campasano opened the floor to comments or questions, regarding the Staffing and Deployment Study Presentation from the Special Called Fire Commission Meeting before considering the four recommendations. Vice Chair Jones made a motion to utilize NAPA-1720 as the standard guiding document for staffing and response. The motion was seconded by Lee Price and was carried unanimously by the commission. Lee Price made the motion to move forward with the implementation of a countywide fire incident record management system with CAD integration and training. The motion was seconded by Chief McGhee, the motion was carried unanimously by the commission. Chief McGhee made the motion to include fire dispatch standards as part of the inter-local agreement with the Raleigh Wake 911 Center. The motion was seconded by Bob Stagg and carried unanimously by the commission. Chief McGhee made the motion to develop an organizational structure template for County fire departments; the motion was seconded by Vice Chair Jones and was carried unanimously by the commission.

COUNTY WIDE INFECTIOUS CONTROL MANUAL

Lee Price presented that the infectious disease control officers of the County, along with Raleigh Fire, Cary and some municipalities have been working on a standardized infections control manual for countywide use. It has been completed and will be provided by Katherine West in a Word format. Lee Price requested that the commission approves the purchase of the standardized infectious control manual in the amount of \$800. Vice Chair Jones inquired if all departments/municipalities have to adopt the procedures. Commissioner Matt Calabria stated it depends on the terms in the contract but Director Campasano clarified that this was not a contract but a program and the manual will serve as a guide for the program. Director Campasano stated that this was a coordinated effort among all of the departments including municipalities and the City of Raleigh on how to deal with a potential infectious exposure. Director Campasano concluded that this is a very helpful program and goes hand in hand with our wellness and medical exams programs. Lee Price explained the \$800 price tag and that the manual will be delivered to Captain Campbell with the City of Raleigh. The manual will come on a thumb drive and be distributed to the departments, at that time; departments can put their name on it. The purchase of the manual provides technical advice and litigation backing with OSHA. Director Campasano confirmed that there is funding available to purchase the manual. Any updates to the manual would be an additional charge. Bob Stagg asked the question to clarify that this covers occupational hazards versus an Ebola type outbreak. Vice Chair Jones made a motion to approve the purchase of the standardized infections control manual in the amount of \$800. The motion was seconded by Chief McGhee and carried unanimously by the commission.

FACILITY ASSESSMENTS

Director Campasano informed the commission that we have received the cost estimates from the County consultants regarding facilities assessments. They looked at 19 stations at a cost of \$7,700 per station. Based on information, the cost of 15 stations, 100% County fire departments,

will be a cost of \$115K. The GSA maintained buildings were not assessed, as GSA knows the condition of those locations. Director Campasano asked the commission for a recommendation to include \$115K in funding in the FY 2018 budget for the study. Director Campasano explained that the facility assessment would include life safety, mechanical, shell, roof, walls and utilities. Chief Calabria asked, “What action do we anticipate coming as a result of the facility assessment?” Director Campasano explained funding for improvements identified by the assessment. Deputy County Manager Johnna Rogers added that there will also be recommendations and cost estimates included. Chief Mauldin expressed his approval of this process and shared that current stations needs attention. He also expressed that the current annual budget of \$100K for facility improvements is not nearly enough to cover the problems throughout all the departments and stations in the County. Chief Mauldin also shared his concern of spending this money and it sits on the shelf like the last Erie study that was done about 15 years ago. He also added that there are several things that have not been done from the last facility assessment. The County will share this cost share with the cost share departments. Commissioner Calabria inquired if there had been any money set aside for the repairs and shared the same concern as Chief Mauldin. Director Campasano responded that our current fire model has \$100K a year, anything over that would have to be budgeted. Deputy County Manager, Rogers added that this assists the County with forecasting and prioritizing needs. Bob Stagg emphasized the shared concern of the cost versus the available funding resources. The group continued the discussion. Chairman Myrick asked Deputy County Manager Rogers if there was any extra funding to go towards facility repairs. Deputy County Manager Rogers stated that there are several issues in the fire capital plan that needed prioritizing. She added that the County’s number one priority is to take care of what we have first before we build new. Having an updated number gives you a good road map to prioritize all your capital needs. This assessment will identify significant needs and provide well documented justification to consider an increase in revenue. Deputy County Manager Rogers suggested doing an assessment of the older stations and see what comes back to alleviate concerns over the cost. Chief Ron Early amended Director Campasano’s motion to include that we follow the priorities set forth by this study. The motion was seconded by Bob Stagg and the motion was carried by the commission.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James referred Commission members to page 65 in the packet for the financial report. Michael reported no issues and that revenues are coming in as projected. The Commission did not have any questions for Michael.

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

No report.

Apparatus Sub-Committee:

Committee Chair, Jim Jones reported that the Apparatus Committee met yesterday at station 1 in Garner and discussed the County's plan for apparatus reduction as it relates to the recent staffing and development study, as well as, how to address countywide rising apparatus maintenance cost in the upcoming budget.

Moving forward the committee with Wake County staff will be looking for ways to clean up inconsistencies in vehicle and equipment maintenance. The hope is to develop a process that allows for equal comparison when evaluating apparatus maintenance cost. We are also looking to revise and update the small vehicle guideline to address the current needs of the departments and develop a policy to address two for one apparatus replacements.

Budget Sub-Committee:

No report.

Communications Sub-Committee

Committee Chair, Chris Perry reported to the Commission that the committee is currently looking at radios purchase for the next fiscal year. They are evaluating the features of the radios and determining which features are necessities. Radios will be purchased over the next three fiscal years. The CAD selection is still ongoing; the CAD Committee is still trying to narrow down a vendor selection. Hopefully, a vendor will be selected in the next two to three months; the implementation will probably take 12 to 18 months. Lastly, the radio system upgrade RFPs are being drafted to complete the third of the three phases in our radio project. The project was to upgrade the radios to the current P25 standard.

Equipment Sub-committee:

Brian Amersons reported on behalf of the Equipment Committee. The group met Monday, January 30, 2017 to discuss turnout gear and the distribution of gear. Staff has gathered figures to place defibrillators on all apparatus.

Facility Sub-Committee

David Dillon reported to the Commission that there are a few departments that have not completed their projects.

Staffing and Compensation Sub-Committee:

No report.

Steering Sub-Committee:

Stony Hill Fire Chief, AC Rich reported that the committee will be meeting on Wednesday, March 26, 2017. We will continue to work with County staff on the organization structure recommendation.

Training Sub-Committee:

No report.

CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

None

TRAINING DIRECTOR REPORT

David Zoltoski, Training Manager, informed the Commission of the upcoming trainings of ICS 100 and 200 in April, centrals in May, and hazmat in June.

The recruit academy has finished their EMT and the graduation has been set for Thursday, July 20, 2017.

OPERATIONS DIRECTOR REPORT

Wake County Fire Services Deputy Director Darrell Alford introduced Ben Griffin. Ben is the new logistics manager and comes to us from NCDOT.

Deputy Director Alford reported to the Commission that as part of the Staffing and Deployment study, County staff identified fleet reductions which results in cost savings with future replacement efficiencies. Deputy Director Alford and Director Campasano met with Tony Bailey with the NC Department of Insurance to review the proposed changes. They agreed that the changes would not cause any issues with the department current ISO grade. Deputy Director Alford and Director Campasano met with each department separately with the exception of one. During this process, we look at what a model fire station would look like. Deputy Director Alford reviewed and explained the plan with the Commission (visual).

LOGISTICS MANAGER REPORT

None

OTHER BUSINESS

None

ADJOURNMENT

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