

**WAKE COUNTY  
FIRE COMMISSION  
Thursday, September 21, 2017**

**Adopted Minutes**

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

A meeting of the Wake County Fire Commission was held on Thursday, September 21, 2017, 7:00 PM, Wake County Emergency Services Education Center, Rogers Lane, Raleigh, North Carolina.

**CALL MEETING TO ORDER**

Commission Chair Billy Myrick called the meeting to order.

The following members were present: Chair Billy Myrick (Citizen Consumer), Vice Chair Lucius Jones (Town of Wendell Appointed), Matt Calabria (Wake County Commissioner), Chief Keith McGee (West Region), Chief Chris Perry (East Region Alternate), Chief Tony Mauldin (South Region), Chief Ron Early (North Region), Bob Stagg (Citizen Consumer),

The following members were absent: Judge Keith Gregory (Citizen/Consumer), John Burns (Wake County Commissioner), Chief Garland Johnston (West Region Alternate), Chief Matt Poole (South Region Alternate), Lee Price (Firefighters Association President), Assistant Chief David Dillon (North Region Alternate), Chief Rodney Privette (East Region), Ricky Wright (Citizen Consumer), Matthew Stark (Citizen Consumer) and Susan Ramsey (Citizen Consumer Alternate).

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

Chair Billy Myrick called the meeting to order at 7:00pm and Chief Chris Perry gave the invocation. Chairman Myrick led the group with the pledge of allegiance.

Mr. Bryant Woodall presented a Proclamation of behalf of the Wake County Fire Commission to honor the late Barry Doyle. The proclamation was presented to Barry's wife and daughter.

**ITEMS OF BUSINESS**

**APPROVAL OF AGENDA**

A motion to approve the September 21, 2017 agenda was made by Lucius Jones and seconded by Bob Stagg. The motion was approved unanimously by the Fire Commission.

## **ADOPTION OF MINUTES FOR JULY 20, 2017, REGULAR MEETING**

A motion was made to adopt the July 20, 2017 regular meeting minutes by Lucius Jones and seconded by Bob Stagg. The motion was approved unanimously by the Fire Commission.

## **PUBLIC COMMENTS**

None.

## **REGULAR AGENDA**

### **VOLUNTEER RECRUITMENT AND RETENTION REQUEST**

Chairman of the Volunteer and Recruitment Committee Chief Glenn Clapp requested the Fire Commission approve a pilot program for the Fairview Fire Department. The request would allow Fairview Fire Department to be reimbursed up to one thousand dollars for banners and literature to support volunteer recruitment. Fairview Fire Department will be holding an open house in October and will utilize this as a push to obtain new volunteers. Wake County Fire Services has reviewed the program and recommends the Fire Commission's approval. Data from this event could be utilized to leverage an "Assistance to Firefighters Grant" to provide funding for a larger countywide program. The Commission discussed banner details and concluded that due to the minimum cost of the banner; the banners should be specific to the department seeking recruitment. A motion to approve the Volunteer Recruitment and Retention pilot program was made by Lucius Jones and seconded by Chief Tony Mauldin. The motion was carried unanimously by the Commission.

## **INFORMATION AGENDA**

### **FIRE TAX DISTRICT FINANCIAL REPORT**

Wake County Budget and Management Analyst, Michael James provided the Commission with the FY2018 financial report. Michael will provide a summary of FY2017 at the November Commission meeting. The Commission did not have any questions for Michael.

**WAKE COUNTY FIRE TAX DISTRICT**  
**FY 2018 SYSTEMWIDE OPERATING FINANCIAL REPORT**  
As of 9.12.17

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	-	-	199,105	-	199,105	199,105	(199,105)	0.00
T128 Refunds of NC DMV Taxes	-	-	(1,580)	-	(1,580)	(1,580)	1,580	0.00
T200 Special District Taxes	25,860,000	25,860,000	2,808,367	-	2,808,367	2,808,367	23,051,633	10.86
N132 Interest - NCDOT - DMV Taxes	-	-	136	-	136	136	(136)	0.00
N140 Market vs Cost Investment Difference	-	-	7,544	-	7,544	7,544	(7,544)	0.00
N150 Interest Income/Pooled Funds	15,000	15,000	2,972	-	2,972	2,972	12,028	19.81
A370 Appropriated Fund Balance	621,000	621,000	-	-	-	-	621,000	0.00
<b>Total Revenues</b>	<b>26,496,000</b>	<b>26,496,000</b>	<b>3,016,543</b>	<b>0</b>	<b>3,016,543</b>	<b>3,016,543</b>	<b>23,479,457</b>	<b>11.38%</b>

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
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	250,000	250,000	141	203,200	141	203,341	46,659	0.06
2406 CONTRACTED SERVICES	85,121	85,121	1,600	-	1,600	1,600	83,521	1.88
3162 Vehicle Upfitting Parts	9,095	9,095	-	-	-	-	9,095	0.00
3617 DISPATCH SERVICE	275,585	275,585	65,562	210,024	65,562	275,585	-	23.79
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,966	15,966	301	-	301	301	15,665	1.89
4208 CITY OF RALEIGH HAZMAT PROGRAM	79,788	79,788	-	-	-	-	79,788	0.00
4224 NC DEPT OF NRCD - FORESTRY	66,046	66,046	-	-	-	-	66,046	0.00
4409 POSTAGE/CHARGES FROM GS	-	-	34	-	34	34	(34)	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,279	343,279	-	-	-	-	343,279	0.00
4446 800mhz charges from other dept	177,659	177,659	42,298	-	42,298	42,298	135,361	23.81
4447 CAD charges from other dept	10,170	10,170	-	-	-	-	10,170	0.00
4758 MV Tax Collection Costs	51,500	51,500	4,651	-	4,651	4,651	46,849	9.03
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	1,141,000	1,141,000	-	-	-	-	1,141,000	0.00
9128 Transfer to Debt Service (Fire CIP)	1,876,000	1,876,000	-	-	-	-	1,876,000	0.00
Department Appropriations (Detail on Next Page)	22,114,791	22,114,791	5,533,919	16,528,872	5,533,919	22,056,791	58,000	
<b>Total Expenditures</b>	<b>26,496,000</b>	<b>26,496,000</b>	<b>5,648,505</b>	<b>16,942,095</b>	<b>5,648,505</b>	<b>22,584,601</b>	<b>3,911,399</b>	<b>21.32%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
FY 2018 DEPARTMENT APPROPRIATIONS  
As of 9.12.17**

Unit	Department Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	1,099,783	1,099,783	274,946	824,837	274,946	1,099,783	-	25.00
F253	Cary FD	58,000	58,000	-	-	-	-	58,000	0.00
F254	Durham Highway FD	919,397	919,397	229,849	689,548	229,849	919,397	-	25.00
F255	Eastern Wake FD	1,814,930	1,814,930	453,733	1,361,197	453,733	1,814,930	-	25.00
F256	Fairview FD	1,588,575	1,588,575	397,144	1,191,431	397,144	1,588,575	-	25.00
F258	Fuquay Varina FD	1,771,738	1,771,738	442,934	1,328,804	442,934	1,771,738	-	25.00
F259	Garner FD	2,027,915	2,027,915	506,979	1,520,936	506,979	2,027,915	-	25.00
F260	Holly Springs FD	641,997	641,997	160,499	487,498	160,499	641,997	-	25.00
F261	Hopkins FD	944,926	944,926	236,231	708,695	236,231	944,926	-	25.00
F262	Morrisville FD	846,120	846,120	211,530	634,590	211,530	846,120	-	25.00
F264	Rolesville FD	808,556	808,556	202,139	606,417	202,139	808,556	-	25.00
F266	Swift Creek FD	910,748	910,748	217,165	693,583	217,165	910,748	-	23.84
F267	Wake-New Hope FD	1,606,961	1,606,961	401,740	1,205,221	401,740	1,606,961	-	25.00
F268	Wake Forest FD	1,048,206	1,048,206	262,052	786,155	262,052	1,048,206	-	25.00
F269	Wendell FD	1,743,142	1,743,142	435,785	1,307,357	435,785	1,743,142	-	25.00
F270	Western Wake FD	693,416	693,416	173,354	520,062	173,354	693,416	-	25.00
F271	Zebulon FD	583,445	583,445	145,861	437,584	145,861	583,445	-	25.00
F272	Northern Wake FD	3,006,936	3,006,936	781,978	2,224,958	781,978	3,006,936	-	26.01
<b>Total</b>		<b>22,114,791</b>	<b>22,114,791</b>	<b>5,533,919</b>	<b>16,528,872</b>	<b>5,533,919</b>	<b>22,056,791</b>	<b>58,000</b>	<b>25.02%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
CAPITAL FUND BALANCE REPORT  
As of 9.12.17**

**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 Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
026F	Stony Hill Remediation	8420V0100	\$827,348.00	\$827,348.00	\$0.00	\$827,348.00	\$619,177.41	\$19,123.00		\$638,300.41	\$189,047.59	\$189,047.59
050F	Wendell Falls Station, Fire Tax Portic	8420V0100	\$809,869.10	\$661,869.10	\$148,000.00	\$809,869.10	\$91,683.90	\$244,370.00		\$336,053.90	\$473,815.20	\$325,815.20
057F	Fire Planned Facility Repairs	8420V0100	\$1,232,230.95	\$1,127,230.95	\$105,000.00	\$1,232,230.95	\$897,701.78	\$87,506.29		\$985,208.07	\$247,022.88	\$142,022.88
072F	Fire Facility Condition Assessments	8420V0100	\$167,000.00	\$17,000.00	\$150,000.00	\$167,000.00	\$3.22	\$155,400.00		\$155,403.22	\$11,596.78	(\$138,403.22)
<b>Total Division 8420 Fire Facilities</b>			<b>\$3,036,448.05</b>	<b>\$2,633,448.05</b>	<b>\$403,000.00</b>	<b>\$3,036,448.05</b>	<b>\$1,608,566.31</b>	<b>\$506,399.29</b>		<b>\$2,114,965.60</b>	<b>\$921,482.45</b>	<b>\$518,482.45</b>

**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 Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHE	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$114,508.54	\$0.00		\$114,508.54	\$17,094.46	\$17,094.46
044F	TURNOUT GEAR	8430V0300	\$2,727,686.00	\$2,446,686.00	\$281,000.00	\$2,727,686.00	\$2,101,022.67	\$203,911.35		\$2,304,934.02	\$422,751.98	\$141,751.98
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$4,537,000.00	\$3,061,000.00	\$1,476,000.00	\$4,537,000.00	\$2,590,000.00	\$1,248,000.00		\$3,838,000.00	\$699,000.00	(\$777,000.00)
061F	Fire Air Bottle Replacement	8430V0300	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$75,228.00	\$0.00		\$75,228.00	\$233,772.00	\$233,772.00
062F	Fire Defibrillators	8430V0300	\$366,979.00	\$291,979.00	\$75,000.00	\$366,979.00	\$134,976.11	\$57,623.82		\$192,599.93	\$174,379.07	\$99,379.07
063F	Fire Thermal Imaging Cameras	8430V0300	\$382,683.00	\$319,683.00	\$63,000.00	\$382,683.00	\$233,377.17	\$39,995.00		\$273,372.17	\$109,310.83	\$46,310.83
066F	Fire SCBA's	8430V0300	\$1,750,290.53	\$1,621,290.53	\$129,000.00	\$1,750,290.53	\$1,612,472.46	\$0.00		\$1,612,472.46	\$137,818.07	\$8,818.07
073F	Pager Replacements	8430V0300	\$858,000.00	\$0.00	\$858,000.00	\$858,000.00	\$0.00	\$0.00		\$0.00	\$858,000.00	\$0.00
090F	Fire Small Capital - FY17	8430V0300	\$210,000.00	\$210,000.00	\$0.00	\$210,000.00	\$181,491.55	\$0.00		\$181,491.55	\$28,508.45	\$28,508.45
092F	Fire Small Capital - FY18	8430V0300	\$202,000.00	\$0.00	\$202,000.00	\$202,000.00	\$25,741.45	\$80,134.55		\$105,876.00	\$96,124.00	(\$105,876.00)
<b>Total Division 8430 Fire Fighting Equipment</b>			<b>\$11,475,241.53</b>	<b>\$8,391,241.53</b>	<b>\$3,084,000.00</b>	<b>\$11,475,241.53</b>	<b>\$7,068,817.95</b>	<b>\$1,629,664.72</b>		<b>\$8,698,482.67</b>	<b>\$2,776,758.86</b>	<b>(\$307,241.14)</b>

**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 Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$220,915.82	\$144,252.82	\$76,663.00	\$220,915.82	\$58,705.13	\$27,357.32	\$6,898.00	\$92,960.45	\$127,955.37	\$51,292.37
056F	Fire Small Vehicles	8440V0100	\$921,322.04	\$717,322.04	\$204,000.00	\$921,322.04	\$575,496.76	\$75,560.00		\$651,056.76	\$270,265.28	\$66,265.28
085F	FY16 Large Apparatus - Municipal	8440V0100	\$278,337.00	\$277,000.00	\$1,337.00	\$278,337.00	\$194,337.00	\$0.00		\$194,337.00	\$84,000.00	\$82,663.00
086F	FY16 Large Apparatus - Rural	8440V0100	\$500,455.00	\$80,455.00	\$420,000.00	\$500,455.00	\$502,461.00	\$0.00		\$502,461.00	(\$2,006.00)	(\$422,006.00)
087F	FY17 Large Apparatus - Municipal	8440V0100	\$301,316.00	\$301,316.00	\$0.00	\$301,316.00	\$84,000.00	\$0.00		\$84,000.00	\$217,316.00	\$217,316.00
088F	FY17 Large Apparatus - Rural	8440V0100	\$1,660,161.00	\$17,003.00	\$1,643,158.00	\$1,660,161.00	\$8,000.00	\$1,659,254.00		\$1,667,254.00	(\$7,093.00)	(\$1,650,251.00)
089F	Apparatus Emergency Repairs	8440V0100	\$150,000.00	\$75,000.00	\$75,000.00	\$150,000.00	\$36,256.34	\$0.00		\$36,256.34	\$113,743.66	\$38,743.66
091F	FY18 Large Apparatus - Rural	8440V0100	\$456.00	\$456.00	\$0.00	\$456.00	\$0.00	\$0.00		\$0.00	\$456.00	\$456.00
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$2,063,158.00	(\$2,063,158.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,063,158.00
<b>Total Division 8440 Fire Apparatus</b>			<b>\$4,032,962.86</b>	<b>\$3,675,962.86</b>	<b>\$357,000.00</b>	<b>\$4,032,962.86</b>	<b>\$1,459,256.23</b>	<b>\$1,762,171.32</b>	<b>\$6,898.00</b>	<b>\$3,228,325.55</b>	<b>\$804,637.31</b>	<b>\$447,637.31</b>

**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 Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
096F	Fire Preexisting Department - Debt S	8490V0100	\$762,954.70	\$691,954.70	\$71,000.00	\$762,954.70	\$709,551.10	\$52,789.53		\$762,340.63	\$614.07	(\$70,385.93)
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 Agree	8490V0100	\$180,500.00	\$152,500.00	\$28,000.00	\$180,500.00	\$0.00	\$0.00		\$0.00	\$180,500.00	\$152,500.00
099F	Fire Capital Uncommitted	8490V0100	\$3,929,459.02	\$3,490,138.67	\$439,320.35	\$3,929,459.02	\$4.48	\$0.00		\$4.48	\$3,929,454.54	\$3,490,134.19
<b>Total Division 8499 Fire Capital Uncommitted</b>			\$4,932,985.70	\$4,394,665.35	\$538,320.35	\$4,932,985.70	\$769,627.56	\$52,789.53		\$822,417.09	\$4,110,568.61	\$3,572,248.26
<b>Total Department 84 Fire And Rescue CIP</b>			\$23,477,638.14	\$19,095,317.79	\$4,382,320.35	\$23,477,638.14	\$10,906,268.05	\$3,951,024.86	\$6,898.00	\$14,864,190.91	\$8,613,447.23	\$4,231,126.88
<b>Total Fund: 4400 Fire CIP</b>			\$23,477,638.14	\$19,095,317.79	\$4,382,320.35	\$23,477,638.14	\$10,906,268.05	\$3,951,024.86	\$6,898.00	\$14,864,190.91	\$8,613,447.23	\$4,231,126.88

## STANDING COMMITTEE UPDATES

### **Administrative Sub-Committee:**

No report.

### **Apparatus Sub-Committee:**

The Apparatus Subcommittee met and is currently updating Policies and Procedures.

### **Budget Sub-Committee:**

No report.

### **Communications Sub-Committee**

Chief Perry reported that radio replacement has begun. There was a slow start due to a firmware issue.

CAD implementation is in progress with a March 2020, go live target date.

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

Fire Services Logistics Manager Ben Griffin shared that during their August 21<sup>st</sup> meeting; they reviewed the current specification for turnout gear and made a few changes. The plan is for the Town of Cary to complete the bid. A meeting is scheduled for October 10 at 9:30 a.m. (Morrisville, Station 1) with vendors to present their turnout gear products. Ben extended an invitation for everyone to attend.

We are currently issuing 10% turnout gear replacement for FY2018.

### **Facility Sub-Committee**

Wake County Fire Services Deputy Director Darrell Alford reported that a purchase order is being issued for the four vehicle exhaust systems that are scheduled for Western Wake, Eastern Wake Station 1 and Wendell Stations 1 and 2.

Chief Ron Early inquired about the status of the Facility Assessments. Wake County Fire Services Director Nick Campasano provided an update that the surveys have been completed; they are now compiling the data to provide a report. The report is expected to be completed by the end of October.

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

No report.

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

No report.

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

No report.

## **CHAIR REPORT**

No report.

## **FIRE SERVICES DIRECTOR REPORT**

Director Campasano reminded the Commission of the change to the monthly appropriation payment schedule being moved back a week each quarter to fall in line with the language of the Fire Protection Agreement.

We will continue to compile data for the consolidation of subcommittees and present it at the November Fire Commission meeting. Any realignment can go into effect January 2018.

The ImageTrend contract has been finalized. Director Campasano continued to urge all chiefs to go to the OSFM24 website and utilize the demo. The integration of the program is scheduled to be completed by January 2018. Data can be entered into the system beginning January 1, 2018. The first six months will be a training period. The system will officially go live July 2018.

## **TRAINING DIRECTOR REPORT**

Wake County Fire Services Training Manager David Zoltoski reported that during the first quarter of FY2018, there has been 55 drills, 700 students and 320 hours of training. Essentials will take place on Monday October 2<sup>nd</sup>, ICS begins November 4<sup>th</sup>.

Academy 10 is in the application process and is open until November 9<sup>th</sup>.

## **OPERATIONS DIRECTOR REPORT**

Deputy Director Alford reported that Swift Creek Fire Department is the latest department to receive their ISO rating and was an improvement from their last inspection. Every department has improved their grade tremendously.

Phase one of five has been completed to get defibrillators on all rolling apparatus.

Financing has been secured for the new apparatus scheduled for FY2018. A purchase order will be completed next week, scheduled delivery for October 2018. Admin Vehicles for this fiscal year have all been ordered and should arrive within the next few weeks.

## **LOGISTICS MANAGER REPORT**

No report.

## **OTHER BUSINESS**

The Northern Wake Fire Department will hold its first public safety day, Sunday, October 8, 2017 from 1pm – 5pm at the Harris Teeter shopping center, located at Hwy 50 and Hwy 98.

## **ADJOURNMENT**

Being no further business, Chief McGee made a motion to adjourn, the motion was seconded by Chief Early and the meeting was adjourned.