

**WAKE COUNTY FIRE COMMISSION
MINUTES FOR TUESDAY, NOVEMBER 24, 1998
(Adopted 1-19-99)**

Time:	7:10 PM - 9:20 PM
Location:	Wake County Commons Building
Present :	Blaine Parks, Citizen/Consumer (Alternate) Phil Mitchell, South Region/Primary Rodney Privette, East Region/Alternate George Mills, North Region/Primary Ned Perry, Citizen/Consumer Bonnie Woodruff, Citizen/Consumer Bill Stevenson, President of Firemen's Association Cloyce Anders, External Facilitator (Non-voting) Ray Echevarria, Interim Director-Fire/Rescue Division Ed Brinson, West Region/Primary Max Ashworth, Citizen/Consumer Tom Vaughan, East Region/Primary Chuck Sannipoli, Citizen/Consumer Tony Chiotakis, West Region/Alternate A. C. Rich, North Region/Alternate
Absent:	Ken Farmer, South Region/Alternate Nancy Schwarm, Citizen/Consumer
Recognized:	David Cooke, Deputy County Manager Tim Lanier, Interim Public Safety Director Chris Perry, Shift Supervisor-Fire/Rescue Division Sherry Scoggins, Executive Secretary

<u>Topic:</u>	<u>Discussion & Summary of Topics:</u>
	The meeting began at 7:10.
	Roll was taken.
Comments by Cloyce Anders:	We are looking at a job to be done. This is critical and will have a tremendous impact on citizens of Wake County. This commission is charged with a responsibility and must also always consider this occupation as a hazard. We are fortunate to have fire services. We are blessed in Wake County to have dedicated volunteers. Volunteers are our most valuable asset. Not belittling career departments. Two handouts distributed to Wake County Fire Commission members -

	<ol style="list-style-type: none"> 1. 1996 Volunteer Fire Service in Delaware 2. 1994 The Volunteer Fire Service in the Commonwealth of Pennsylvania <p><i>Comparing Wake County to Delaware, if the volunteers were replaced by career personnel, would need 32 people, at an average cost of \$47,250 per person times the 20 volunteer stations for a total cost of \$30,240,000. Presently these volunteer stations are currently saving the tax payers \$22 million in tax dollars for salaries alone per year. Need to perpetuate the volunteer efforts. Wanted to point out costs and it is a myth that volunteer departments are less professional than career departments. Continue improvement for fire insurance ratings for home owners. Try to go from 9 to 6. Protection class is a source of pride by various departments. There is a lot to do, must remain focused. Must be organized and people need to work together. Must join together so we can be successful.</i></p>
<p>Comments by Commissioner:</p>	<p>None</p>
<p>Comments by Ray Echevarria:</p>	<p>Encouraged members to call, do not hesitate. Willing to help at any moment. Handbook may be big and was given to everyone as a frame of reference. Many fire chiefs and citizens are not aware of this information. The handbook is for the commissions use and meant to serve as a guide. Information will continue to be added.</p> <p>We are fortunate to have Mr. Anders; he is very knowledgeable in fire service issues. Also, thanks for volunteering time. This is an important commission with a lot of work to do in a short time.</p> <p>Distributed 3 hand-outs</p> <ol style="list-style-type: none"> 1. Copy of Contract 2. Draft of Rules of Procedure of Commission 3. Members Roster <p>Hope to have procedures on how budget will be created, so not to start from scratch.</p>
<p>Housekeeping:</p>	<p>Meeting Dates, Time & Location:</p> <p>Commission will meet on the third Tuesday of each month at 7 PM at the Wake County Commons Building beginning January 19, 1999. If there is a conflict with obtaining the Commons, then will use a fire department facility.</p> <p>Notification of meetings will be sent out by the Fire/Rescue Division.</p>

	Agendas will be sent out subsequent to meeting dates.
Establish State Mission (Role) of Commission:	
Mutual Aid Funding Issues:	This is who gets funds from the county. This group will decide how mutual aid funds will be dispersed.
Single Fire Protection and Emergency Services Contract:	<p>There was some disagreement. Will need to work with it. It is here to stay. Will have to decide how funds will be used. Service district is different from response districts.</p> <p>Clarification - Not one fire district, one service tax district. Currently use 21 rural districts . All the districts can be confusing.</p> <p>ISO for those fire protection districts vary. Ratings range from 1 (the best) to 10 (non-rated). Rating is based on amount/availability of water, equipment and service logs.</p>
Fire Protection and Emergency Services Contract:	Contracts exist between various fire departments and Wake County. Will review the blank contract handout and make recommendations.
Operating Budgets of Departments:	
Capital Improvement Projects Departments:	Would include items like building.
Firefighter and volunteer incentive retention and recruitment programs:	<p>Notice in Pennsylvania study. There is a dwindling number of people to manage volunteer departments. States with strong volunteerism give incentives. Some departments have own retirement packages.</p> <p>Wake County Firemen's Association is looking at retirement benefits.</p>
Continuing Improvement of Fire Protection Systems:	
Reviewing ISO and Consultants Reports:	Review ISO.
Service District Operation Regulations and Guidelines for Wake County Fire Protection Service District:	In other words, what minimum standards.

<p>Appoint Subcommittees:</p> <p>Capital Improvement Project:</p>	<p><i>Charles Sannipoli - Chairperson</i> <i>Phil Mitchell</i> <i>Nancy Schwarm</i> <i>George Mills</i> <i>Tony Chiotakis</i></p>
<p>Budget Review:</p>	<p>Mr. Anders stated that in establishing committees, have to be concerned with the Budget Review Committee. This should be as much a responsibility of each department as the committee. Only have so much that can be spent.</p> <p>Recommendation: Each primary and alternate region representative get with the other departments within the region to prepare budgets. Then present material to the Wake County Fire Commission for review prior to turning final budget request to Wake County Board of Commissioners.</p> <p><i>Bill Stevenson - Chairperson</i> <i>Ed Brinson - West Region/Primary</i> <i>Tony Chiotakis - West Region/Alternate</i> <i>Ken Farmer - South Region/Alternate</i> <i>George Mills - North Region/Primary</i> <i>Phil Mitchell - South Region/Primary</i> <i>Rodney Privette - East Region/Alternate</i> <i>A.C. Rich - North Region/Alternate</i> <i>Tom Vaughan - East Region/Primary</i></p> <p>Mr. Parks was concerned that a citizen/consumer was not on the committee. Mr. Anders pointed out this was for the budget preparation and that it would still be presented to the Wake County Fire Commission prior to going to the County Commissioners.</p>

Contract and Performance Requirements:	<i>Max Ashworth - Chairperson Rodney Privette A. C. Rich Ken Farmer Tom Vaughan</i>
Planning:	<i>Ned Perry - Chairperson Bonnie Woodruff Blaine Parks Bill Stevenson Ed Brinson</i>
Commissioner Brannon Recognized:	Apologized for being late. Appreciates the citizens and fire department input. This is an important cross roads and will need to address stations and pay issues. Will be here at meetings and thank you for being here.
Other Business:	
800 MHz:	<p>Mr. Anders mentioned letter that Chief Mills sent a letter to Commissioner Ward about the communications systems. Will this be an issue for discussion? What is best for citizens and County?</p> <p>Chief Mills stated concern due to newly elected commissioners. Worried that new board will not proceed with the 800 MHz system.</p> <p>Recommended to support the 800 MHz system to the new commissioners. Important to exchange dialogue of support of the 1994 study and 800 MHz.</p> <p>Mr. Perry commented that it is apparent that a great deal of studies have been done. Technology appears good for now and can be up-graded for the future.</p> <p>Chief Mills concerned that this will be a political issue and not looked at as a merit issue.</p> <p>Mr. Anders commented that the Wake County Fire Commission serve as a reference for communications. The Wake County Fire Commission can not afford to become a political body. Is confident that the proper information will be received by our elected officials.</p> <p>Commissioner Brannon commented that she believed the Wake County Fire Commission would be received as a resource for information.</p> <p>Chief Mills commented that this would be a part of improving fire service.</p>

	<p><i>Recommendation:</i> Anders, Perry and Mills to generate a letter of support. Unanimous approval for letter to Wake County Commissioners from the Wake County Fire Commission.</p>
<p>Current Priority Issues of the Fire Commission:</p>	<ol style="list-style-type: none"> 1. Fire Protection Contract Development 2. Performance, Service and Contract Compliance Issues 3. Funding Distribution/Service District Budget Development.
<p>Discussion on Funding Distribution/Service District Budget Development:</p>	<p>Ray stated the budget office should be sending out a timeline for when budgets are due in December.</p> <p>Chief Mills inquired would the regional chief budgets be due April 1.</p> <p>Ray advised that he had not seen a date in writing yet from the county budget office, but as soon as the dates became available, they would be sent out, possibly by the end of December. Ray also advised the need to start early and quickly on budget preparation and can use modified forms to expedite process.</p> <p>Chief Vaughan asked would budgets still go to the budget office.</p> <p>Ray responded yes, and since the service tax district is new, we will all learn together as the process is developed. The budget office did express an interest to sit in with the Budget Review Committee.</p> <p>When the budgets are brought back, can include Mr. Parks in the Budget Review Committee.</p> <p>Service tax districts are county created districts. If any municipality wants to join, municipality has to present a resolution to the county. To date, none have joined.</p> <p>Chief Chiotakis suggested to let municipalities have a liaison on the subcommittee since some municipalities are covered by volunteer departments.</p> <p>Mr. Anders commented that we need to coordinate and work with EMS. Can we compliment each other? Can we share buildings? We are here to serve and help each other.</p>
<p>Closing Comments:</p>	<p>Mr. Anders asked if there was anything else for the commission. From a facilitator stand point, anything that can be done, please present. To the chairman of the</p>

	committees, let us know the date and time of meeting so this can be forwarded to all members. Would like a report from each committee to be presented at the January meeting.
Confirm next meeting date:	The next meeting will be Tuesday, January 19, 1999, at 7 PM at the Wake County Commons Building.

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**Wake County Fire Commission
MINUTES FOR TUESDAY, JANUARY 19, 1999
ADOPTED 2/16/99**

Time:	7:05 PM - 10:00 PM
Location:	Wake County Commons Building Carya Drive
Present :	Tom Vaughan, East Region/Primary Rodney Privette, East Region/Alternate Phil Mitchell, South Region/Primary Ken Farmer, South Region/Alternate Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate George Mills, North Region/Primary A.C. Rich, North Region/Alternate Cloyce Anders, External Facilitator Charles Sannipoli, Citizen/Consumer Ned Perry, Citizen/Consumer Bonnie Woodruff, Citizen/Consumer Nancy Schwarm, Citizen/Consumer Blaine Parks, Citizen/Consumer(Alternate) - arrived late Ray Echevarria, Interim Director-Fire/Rescue Division
Absent:	Max Ashworth, Citizen/Consumer Bill Stevenson, President of Firemen's Association

Topic:	Discussion & Summary of Topics:
Meeting Called to Order:	The meeting was called to order at 7:05.
	Ray distributed handout <i>Discussion of Upcoming ISO Evaluation and Distribution of ISO Study Report</i> to Commission Members.
	Roll was taken.
Public Comments:	None
Old Business:	Motion to adopt 11-24-98 minutes with the following corrections: Page 2 will reflect: Comparing Wake County to Delaware, if the volunteers were replaced by career personnel, would need 32 people at an average cost of \$47,250 per person times the 20

	<p>volunteer stations for a total cost of \$30,240,000. Presently these volunteer stations are currently saving the tax payers \$22 million in tax dollars for salaries alone per year.</p> <p>Page 4 will reflect: Mr. Bill Stevenson - Chairperson of Budget Review Committee.</p>
COMMITTEE REPORTS:	
Budget Review:	<p>The Budget Review Subcommittee has not yet met. Several Chiefs are active in their regions. Reason meeting not yet scheduled is because Mr. Stevenson feels there will be several meetings after budgets are seen.</p>
Capital Improvement Program:	<p>All members met on Thursday, January 14, 1999. First meeting discussed what subcommittee would do initially:</p> <ul style="list-style-type: none"> • Develop and maintain goals • Review capital improvement forms; make funding recommendations • Maintain and consolidate inventories for all departments • Other duties as required <p>In discussion, noticed depreciation form missing. Recommend that form be added back for budget preparation.</p>
Contract & Performance Requirements:	<p>This subcommittee has not yet met.</p> <p>Mr. Anders re-iterated to advise Ray of when subcommittee meetings are scheduled in order to satisfy the public notice requirement. Do need to get contracts in place.</p>
Planning:	<p>Members met on Thursday, January 14, 1999, at 2 PM. The Fire Administration Office in Cary is the agreed upon meeting location and 2 PM is the agreed upon meeting time. The meeting days will be flexible. Due to limited parking at the Fire Administration Office, arrangements have been made so that members may park in the bank parking lot across the street. It was noted that Ray and Mr. Anders attended the Planning Subcommittee Meeting. The following items were discussed:</p> <ul style="list-style-type: none"> • Y2K Problem • ISO - what can and could be done • Goals for the next twelve months <p><i>Emergency Services Year 2000 Impact Study</i> Handout given to members reference the Y2K problem. Minutes of the Planning Subcommittee will be forthcoming. It did become obvious there has to be a sharing of information between subcommittees.</p> <p>Mr. Sannipoli inquired about input from the Commissioners</p>

	<p>on planning.</p> <p>Mr. Anders responded that the Wake County Fire Commission's role is to come up with a plan to present to the Commissioners. May be a three to five year plan; have a vision and give input to the Commissioners. Items like ISO are goals for protection class. The mission states where we are and where we will go.</p> <p>Ray advised that Ms. Brannon is the Commissioner chosen for the Wake County Fire Commission. Also, starting to collect data from planning and GIS of Wake County on population count, district sizes, and property valuations.</p> <p>Mr. Perry stated the County Commissioners will rely heavily on the Wake County Fire Commission. There is a lot of competition for funds and the Commissioners are looking for what is in the best interest for Wake County.</p> <p>Mr. Anders stated the Wake County Fire Commission is a useful tool for the County Commissioners and for the fire service of the county.</p>
NEW BUSINESS:	
Roles of Alternates	<p>The alternate will not vote unless the primary is absent.</p> <p>Mr. Anders stressed that the alternates should attend and give input and stay well informed. In <i>Draft of Rules of Procedure, page 4</i>, would be nice for each of the citizen appointees to have a citizen alternate. Motion was made by Mr. Vaughan for Mr. Anders to do letter to request appointing alternates to Wake County Fire Commission. Motion seconded by Mr. Brinson.</p> <p>Mr. Anders stated that should he miss a meeting, Ray will facilitate meeting.</p> <p>In <i>Draft of Rules of Procedure</i>:</p> <p>Page 4: Meetings will be on the third Tuesday of each month at the Wake County Commons Building unless otherwise noted.</p> <p>Page 5: Quorum - majority of full member; insert the word simple for majority.</p> <p>Standing committee appointments shall be made by the facilitator.</p> <p>There is not a method for removal of a member. Mr. Anders suggested if you have two un-excused absences</p>

	<p>from meetings, you would be removed. Members are appointed to two year terms. Another option is these appointments be rotating, possibly staggering the terms.</p> <p>Mr. Anders noted there was a problem with folks not attending North Carolina Fire/Rescue Commission Meetings that he was on. A possible solution is to notify the person who made the appointment so a new person could be appointed. Once past budget session and the Wake County Fire Commission is established, may be able to cut meetings back to every other month or quarterly.</p> <p>After discussion by the Wake County Fire Commission, members agreed upon three un-excused absences. Absence due to illness or a death will be an excused absence.</p> <p>If the primary member is here, the alternates are not able to make a motion.</p>
<p>Y2K Readiness</p>	<p>Referred to earlier handout.</p> <p>Anything that is date sensitive, potentially has a problem. Potential problem in emergency services.</p> <p>A self assessment of each department for their readiness is advised. In the handout is an attached items list that needs to be checked carefully. The 9-1-1 system is the first item on the list. The Wake County Fire Commission has to make this a high priority, as well as Wake County.</p> <p>Mr. Mills inquired why North Carolina has embarked on own incident reporting program and why not use the national program?</p> <p>Mr. Anders responded that the North Carolina system is compliant nationally. North Carolina is unique with incident reporting in that we also have the rescue module.</p> <p>Ray advised the state is allowing us to use this as a transition year which is a positive. The state is being lenient with implementation of system.</p> <p>Mr. Anders stated he did not mind sending letter to City of Raleigh to ascertain if 9-1-1 center is Y2K compliant.</p> <p>May need to go to manufacturers to certify Y2K compliance.</p> <p>Fire/Rescue Division will send out Y2K kit which will include a sample letter to manufacturers and a handout of different</p>

	<p>types of inventory.</p> <p>May need to coordinate two or three people to go to each department to assist with Y2K check if requested.</p> <p>Will provide an update at the next meeting.</p>
<p>Worker's Compensation</p>	<p>Mr. Anders advised he is the chair on the North Carolina Worker Compensation Fund. He does not accept commission for this position. He has seen problems in worker's compensation. When a department sends in a roster for worker compensation, send in the names of everyone you intend to cover. Whoever participated in your department, including your part-time employees. Coverage is determined by a class. Contract with Wake County requires coverage for volunteers. When you send in your roster, make sure all names are on roster and supplemental roster.</p> <p>Presently the Worker's Compensation Fund has \$5 million, in surplus. The goal is to have \$50 million in surplus in eight years.</p>
<p>Update on Board of Commissioners Representative</p>	<p>Yevonne Brannon will be our representative. She is unable to attend due to the Wake County Commissioners Meeting being rescheduled as a result of a holiday.</p>
<p>Discussion of upcoming ISO Re-evaluation and Distribution of ISO Study Report</p>	<p>ISO is expected to evaluate many departments in Wake County beginning January 1999. Prior to ISO site visit, Fire/Rescue Division will receive pre-survey packets. Departments may receive Community Outreach Survey. Presently, ISO comes every 15 years to evaluate departments. ISO sends out Community Outreach Survey every 30 months. ISO wants to get away from 15 year program and gear toward Community Outreach Survey results. DOI visits class nine departments. If a department drops below a class nine, then ISO will inspect. DOI does not have rating ability below a nine.</p> <p>Ray advised that in preparation for ISO re-evaluation, the County did an ISO study last year. The handout has the result of the study. The recommendations are based on the consultants interpretations of ISO rules. There are some good recommendation. Again, these are the consultants interpretations, not ISO's.</p> <p>The potential score based on the consultant's grade is very optimistic.</p> <p>It must be a goal of the Wake County Fire Commission to have departments go from a nine to a six.</p>

	<p>In the ISO handout, second page, ISO Public Protection Classification, brought the question are stations graded together.</p> <p>Mr. Anders replied that if two separate districts, then each district is listed separately. There may be a need to re-evaluate the water source for the district.</p> <p>Mr. Anders stressed that if you write down question(s) for ISO, he will get an answer. Also, do as much as each department can prior to ISO reevaluation to help with rating.</p> <p>As far as homeowner rates for insurance, a six and below is the same rate. The difference comes for commercial rates for insurance of six and below.</p> <p>Will not know how many departments will be in ISO reevaluation until the pre-surveys are received by the Fire/Rescue Division.</p> <p>Mr. Brinson stated a concern. The City of Raleigh has recently put a water line to Holly Springs through the Swift Creek Watershed. Swift Creek Fire Department would like to have a fire hydrant at Holly Springs and Penny Road, at the cost of Swift Creek Fire Department, for coverage of homes in the immediate area. The City of Raleigh will not install the hydrant due to watershed policy restrictions. There is a subdivision there that would benefit and the area in question will not be annexed by the City of Raleigh.</p> <p>Mr. Anders asked if Mr. Brinson had spoken with Mr. Benton, City Manger of Raleigh, for clarification - did this include fire hydrants.</p> <p>Mr. Brinson stated the purpose of those provisions was to not promote development around the watershed and they feel any connections would promote growth in the watershed.</p> <p>Mr. Anders stated he will talk with someone at the City of Raleigh and will make request before City Council.</p> <p>Motion for approval by Mr. Mills, seconded by Mr. Vaughan.</p> <p>Mr. Perry expressed concern about stepping into a fight. The community is very adamant about keeping growth down.</p> <p>Mr. Anders stated that a hydrant is not the same as water line connections to private homes. A hydrant will not drop</p>
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	<p>the ISO.</p> <p>Mr. Mills stated the hydrant would meet the objective of better coverage.</p> <p>Mr. Chiotakis asked if the county has money involved in this. If so, possibly route through the County Commissioners.</p> <p>Ray advised the County Planning Director does not have input on this hydrant.</p> <p>Mr. Brinson advised the water line from Ten-Ten to Holly Springs is Holly Springs jurisdiction and the line from Ten-Ten to Raleigh is Raleigh's jurisdiction.</p> <p>Mr. Vaughan was of the understanding the waterline is under direct control of Raleigh.</p> <p>Mr. Chiotakis asked if there were any other points.</p> <p>Mr. Brinson replied no.</p> <p>This would be brought back to the Wake County Fire Commission.</p>
<p>FY 99-2000 Budget Review Process Discussion</p>	<p>Big challenge getting through this budget year.</p> <p>Ray asked that all fire chiefs submit budget back to the Fire/Rescue division and the Fire/Rescue division would be responsible for making photo copies and dispersing to the various committees and Wake County Fire Commission.</p> <p>Out of this Wake County Fire Commission, would need to send in recommended action on budget and tax district. Each region currently working on budget.</p> <p>Mr. Vaughan asked that when budget submitted, will budget staff review?</p> <p>Ray advised that in the budget manual that was mailed to all departments, a calendar was included. Some dates on the calendar are Wake County deadlines.</p> <p>The last meeting it was suggested that the budget director be in the process of the budget meetings.</p> <p>The County is looking to the Fire Commission to recommend a service tax district rate. The Budget Director could come in at the front end and assist in the preparation of the budget process for the departments.</p>

After this year and next, will have more to focus budgets on.

It is any body's guess as to how it will land with the County Commissioners. In the past, funding to departments was sent out based on when funds received. The County is looking at twelve equal payments to fire departments. This is how fire departments will get paid, not how much you will get paid. The Finance Department understands that the front end would be a loss, with recovery toward the end of the year. If we go with twelve equal payments, may not need as much of an emergency contingency fund.

Mr. Vaughan believes this may be a hard year for the budget.

Ray stated it is appropriate for Wake County Fire Commission to decide on fund balance.

(Mr. Perry was excused at 8:45 PM)

Brought before the Wake County Fire Commission to put form back for depreciation items. Motioned by Mr. Sannipoli and seconded by Mr. Mills.

Trying to work in timeliness of Wake County. Ray reiterated open to changes for budget forms - as mentioned in letter sent out with budget packets to the fire departments.

Mr. Sannipoli mentioned these were different budget sheets.

Ray advised that he took out fund balances on purpose for Wake County Fire Commission to decide. May not be as cost efficient for each department to have fund balance versus a service tax district fund balance.

Mr. Anders questioned why is emergency fund balance there? What is the purpose?

Mr. Sannipoli responded that it was established to help cover front end of year.

Mr. Mills advised the funds were put in about 1990 in case department had to have funds for operating expenses until tax moneys came in. Put in to encourage good fiscal management.

Mr. Vaughan stated those funds need to be looked at. Need some reserve funds.

	<p>Mr. Chiotakis stated most departments already have funds in place. How are twelve month payments going to be detrimental? Department should already have plans for aging out equipment.</p> <p>Mr. Vaughan recommended putting capital outlay back.</p> <p>Mr. Anders recommended that everyone either motion or table by show of hands. Favor of motion to add back capital outlay to budget / depreciation - Motion carried as approved.</p> <p>Mr. Vaughan inquired about direction of budget.</p> <p>Mr. Privette stated his department did not have first responder. Would he need to hire staff by July 1st? Would like guidance from the budget department.</p> <p><i>(Ms. Woodruff was excused at 9:05 PM)</i></p> <p>Mr. Anders advised he would call Mr. Ashworth to move the Contract Subcommittee.</p> <p><i>Wake County Fire Commission Group Break at 9:05 PM</i></p> <p><i>Resumed at 9:15 PM</i></p> <p>Mr. Anders requested the Budget Subcommittee to meet with the Budget Director and vent items thoroughly, if there are any issues, bring back to the Wake County Fire Commission at that time.</p> <p>Mr. Sannipoli asked will we get County input on tax base.</p> <p>Ray advised trying. Invited all municipalities. The Town of Wendell will become part of service tax district.</p> <p>Mr. Anders advised will have meeting expeditiously.</p>
<p>Service Issues Approved by the Board of commissioners in 1998</p>	<p>Ray advised the first service issue was to create four fire regions.</p> <p>The second service issue is the medical first responder. The County Commissioners passed a proposal that first responder be provided county wide. The County still expects first responder to be in place effective July 1, 1999. EMS does the training for the first responder program. Have had a year to get training. Will need to include first responder in budget preparation.</p>

	<p>Mr. Anders had general comments about the first responder program. Medical first responder is to support EMS. The purpose of the first responder is to set the table. Departments will need to identify assets within county that can respond immediately.</p> <p>Ray again encouraged departments to include in budgets.</p> <p>The third service issue is closest station response. Looking at putting on line July 1, 1999, or as soon as possible.</p> <p>Mr. Mills stated he had a mutual aid concern as it relates to two in / two out. Stated Phil Penny of Emergency Communications Center would not address one department; may address county wide. Would like to see set up each district in north region for the two in / two out rule. Expressed concern that Emergency Communications does not dispatch mutual aid during severe alerts. What is the procedure.</p> <p>Ray advised this is not a procedure now. If there is input, have it come from the Wake County Fire Commission.</p> <p>Mr. Chiotakis recommended this issue to go to the Fire Chief's Council.</p> <p>Mr. Anders referred this issue to Fire Chief's Council for recommendations to the Wake County Fire Commission.</p>
<p>Distribution of FY 98-99 Mutual Aid Funding</p>	<p>This is money budgeted for departments who participate in mutual aid. Looking to the Wake County Fire Commission on guidance on how to distribute. The following are options for distribution:</p> <ul style="list-style-type: none"> • Distribute by the number of departments • Distribute by the number of stations • Distribute by each region <p>Mr. Mills asked could this money be used for retirement fund.</p> <p>This is general fund money to the different departments who participate in mutual aid.</p> <p>There are 21 departments participating in mutual aid. City of Raleigh and City of Cary are excluded from mutual aid funds.</p> <p>Mr. Sannipoli inquired could this be put in budget for something else.</p> <p>Ms. Schwarm confirmed that if region picked, the fire chief's</p>

	<p>would decide on how it is spent in the region.</p> <p>Mr. Anders motioned for vote to delay. First by Mr. Brinson and seconded by Ms. Schwarm. Motion carries to delay.</p> <p>Mr. Anders recommended to get a letter out to fire departments and the Chief's to get up with the region representative. Wants funds to be distributed based upon consensus.</p> <p>Will be brought up at the next meeting for discussion and a motion.</p>
Citizen Fire Service Orientation	<p>Ray offered that if a citizen would like, would make available an orientation explaining ISO and arrange a tour of a fire station.</p> <p>None of the citizens expressed an interest.</p>
Volunteer Firefighter Retirement Fund	<p>Basically states that 5% of service tax district funds will go into fund.</p> <p>Mr. Anders used an example that if the flat tax were \$8 million, then 5% would be \$400,000.</p> <p>This is a neat concept. State is a pension, not a money purchase account.</p> <p>Mr. Vaughan recommended support.</p> <p>Mr. Anders suggested this may need a committee.</p> <p>Ray advised this money would be a part of our total budget.</p> <p>Mr. Chiotakis questioned if 5% amount is enough.</p> <p>The concept of the volunteer firefighter retirement fund is based on a concept from Zebulon Fire Department. This is a non-contributory situation versus the state contributory fund. This is just for unpaid firefighters (non-career). These funds would be held and invested by Wake County. The state is done by a pension. The criteria for participating in the volunteer firefighter retirement fund is that volunteers respond to 10% of fire calls. Departments can establish a points system. Recruitment, retention and reward could be a tool.</p> <p>Mr. Anders asked if group wanted to refer this item to the planning subcommittee? Mr. Vaughan was first to motion, seconded by Mr. Sannipoli.</p>
Meeting Site for the	Chief George Gupton of the Knightdale Fire Department will

February 16, 1999, Wake County Fire Commission Meeting	host the next meeting at Station Two, located at Poole Road and Clifton Road (4828 Clifton Road).
Closing Comments	Mr. Anders advised that future handout materials will be sent in packets prior to meeting dates so all members can review prior to meeting.
Adjournment:	The Wake County Fire Commission adjourned at 10 PM.

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**Wake County Fire Commission
MINUTES FOR TUESDAY, FEBRUARY 16, 1999
ADOPTED 3/16/99**

Time:	7:11 PM - 9:12 PM
Location:	Knightdale Fire Station #2 Clifton Road and Poole Road
Present :	Yevonne Brannon, Wake County Commissioner Tom Vaughan, East Region/Primary Phil Mitchell, South Region/Primary Ken Farmer, South Region/Alternate - arrived late Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate George Mills, North Region/Primary Bill Stevenson, President of Firemen's Association Cloyce Anders, External Facilitator Charles Sannipoli, Citizen/Consumer Ned Perry, Citizen/Consumer Bonnie Woodruff, Citizen/Consumer Ray Echevarria, Interim Director-Fire/Rescue Division
Absent:	Max Ashworth, Citizen/Consumer Rodney Privette, East Region/Alternate A.C. Rich, North Region/Alternate Nancy Schwarm, Citizen/Consumer Blaine Parks, Citizen/Consumer(Alternate)

Topic:	Discussion & Summary of Topics:
Meeting Called to Order:	The meeting was called to order at 7:12 PM.
	Ray distributed handouts: 1. <i>Revised Budget Forms for the Swift Creek Fire Department</i> 2. <i>Budget Review Committee meeting notice</i>
	Roll was taken.
Public Comments:	None
Old Business:	Motion to adopt 1-19-99 minutes as read. Motion approved.
	Prior to report of the committees, Mr. Anders asked how many attended the winter fire chief's meeting at Nags Head

	<p>the previous weekend? No one attended. Mr. Anders stated the winter chief's meeting was about planning and the future of the fire service. He served as a moderator on panel and heard three fire chiefs discuss their perspective of fire services. Noted that it is time for the fire service to take a leadership role. Mr. Anders congratulated Mr. Stevenson on holding budget workshop this coming weekend. The fire service can earn creditability if we step up to the plate and take responsibility, challenge and look at the future for the citizens, county, and emergency services personnel. Must look at county as a whole and accept challenge before us. Expressed full confidence that we will work within budget. May need a couple of years of intense planning. There has not been a planning committee for fire services before in this county. While we have individual stations, we now have one tax rate for the county. Have to change method of thinking about tax. This is a big challenge. Moved to hear committee reports.</p>
COMMITTEE REPORTS:	
Budget Review:	<p>Mr. Stevenson commented that the Budget Committee does have a challenge.</p> <p>Thanked Chief Brinson for securing a site for the weekend workshop. The workshop will be at the Ramada Inn Blue Ridge Road across from the Fairgrounds. The workshop will begin at 8 a.m. on Saturday, February 20, 1999, and if a second day is needed, will return on Sunday, February 21, 1999. Would like to get done in one day.</p> <p>Depending on what happens at the weekend budget workshop, the Tuesday meeting may need to be worked in at a later time.</p> <p>It is the budget committee's understanding that the budget is to be ready by March 16th.</p> <p>Ray affirmed the date and added that the final recommendation should be to everyone before the Wake County Fire Commission meeting of March 16, 1999.</p> <p>Chief Chiotakis commented that he feels pressed by this new process. Feels there is a lot of information to be looked at. March 16th is new date to him.</p> <p>Mr. Anders commented that the March 16th date was discussed at the previous Wake County Fire Commission meeting.</p> <p>Ray stated that several chiefs did meet with the Budget Director. March 1st is the actual date. Mr. Boutwell is giving us a couple of weeks longer.</p>

	<p>Chief Mills stated previous budgets were due by April 1st. Asked what is County going to do beyond the March 16th date? Is someone going to overrule the budget?</p> <p>Ray stated that the deadlines have changed. The deadline used to be April 1st. This year the deadline was moved to March 1st for all County departments. If the Wake County Fire Commission recommends a budget and tax rate that represents a good value, does not know anyone will overrule. Strongly feels the recommendation of the Wake County Fire Commission will be respected.</p> <p>Ms. Brannon commented that unless Ray says something is wrong, do not want to overrule staff's deadline. May speak with Mr. Boutwell about the date while at retreat.</p> <p>Mr. Anders believes what Chief Stevenson has going on this weekend may make the March 16th deadline. We will try to make the March 16th deadline; otherwise, we will have to bring entire Wake County Fire Commission back to meet to discuss the budget.</p>
<p>Capital Improvement Program:</p>	<p>Mr. Sannipoli advised the Capital Improvement Committee is to meet this Friday and have not met prior to this meeting. Stressed that several parts of the budget will affect the capital improvement plans.</p> <p>Mr. Anders suggested looking at payment schedules and interest rates of current capital obligations.</p> <p>Mr. Sannipoli requested a list of fire departments. Needs to identify person to call to ask budget questions.</p> <p>Mr. Anders mentioned one of the areas to look at is to explore what other alternatives are there for financing. Is there something more efficient. Rather than try to budget one year, spread out payments over a period of time.</p> <p>Ms. Brannon suggested speaking with Cam Frazier. He has creative financing skills.</p>
<p>Contract & Performance Requirements:</p>	<p>This subcommittee has not yet met.</p> <p>Mr. Anders stated he would chair the committee since this committee has not yet met. Has gone through and made basic changes. This is something to be done.</p>
<p>Planning:</p>	<p>Mr. Perry asked Ray if he would send out the minutes from the January 14, 1999, meeting.</p>

Mr. Perry, Ms. Woodruff, and Mr. Stevenson met on Thursday, February 9, 1999, at 2:05 PM, at the Fire Administration Office in Cary. Ms. Woodruff took minutes for the committee and will have them available in the near future. Discussed priorities of the fire service.

First, standardize fire station plan. That plan can be amended and is to serve as a long term plan for putting buildings up. Building sites would need to be approved. Accept for consideration on July 1, 1999, all unincorporated sites in county by approved by Wake County Fire Commission.

Second, Y2K Readiness Program. Discussed a need for a central coordinator. Would best be handled by staff knowledgeable about Y2K. Possible option that county staff appoint a Y2K readiness coordinator. The coordinator would be responsible for accepting written correspondence from the first day of each month from the fire chiefs. The fire chief reports would need to be brief and to the point. The coordinator would then be responsible for reviewing, compiling reports, and mail to fire chiefs and Wake County Fire Commission members by the 20th of each month. This is to get information in and information back out in a timely manner.

Also discussed amount of support for sprinklers. Ms. Woodruff had questions about sprinklers and what can be done to encourage sprinklers. The Planning Committee adjourned at 4:20 PM.

Future Fire Station Locations

Mr. Anders noted the first recommendation is to become effective July 1, 1999, for future locations approved by Wake County Fire Commission. Why that date?

Mr. Perry responded that July 1, 1999, was used for fiscal year reasons.

Mr. Anders commented that from planning committee stand point, certain unincorporated areas, the necessity of fire protection need urban versus suburban rules.

Mr. Perry stated it is conceivable that a fire department may look at land that might not be a good site. Make the consideration as a team for those sites.

Mr. Anders noted the intent is to show future sites.

Mr. Perry said it is part of the big picture.

	<p>Mr. Sannipoli noted that in the capital improvement plan, there is a significant cost in new stations.</p> <p>Ms. Brannon commented there is a need for additional stations.</p> <p>Mr. Perry stated this becomes a team effort for site of future station. Look at possible future annexations and distance. No more sites committed until studied.</p> <p>Chief Vaughan stated looking at long term of municipal expansion of fire stations.</p> <p>Chief Chiotakis commented that we have to incorporate growth plans of municipalities.</p> <p>Mr. Perry pointed out that part of the master plan for site location of fire stations is to ask municipalities will they grow in the next five to ten years.</p> <p>Ms. Brannon asked Ray if some of this had been done by the previous Fire / Rescue Director?</p> <p>Mr. Anders believes a lot of that is being done.</p> <p>Ray commented that we are looking at those areas not currently in an insurance rated area.</p> <p>Mr. Sannipoli commented that we will need to look at priorities prior to where a station will go.</p> <p>Mr. Perry stated that to develop plans, does not cost that much. It helps to plan around other jurisdictions. The committee will look at criteria for a site.</p> <p>Ms. Brannon suggested that the EMS Task Force may compliment the planning committee.</p> <p>Ray suggested a possibly co-sharing a location. This may be an operating expense to share with EMS and possible to possibly share office space with SO.</p> <p>Ms. Brannon stated that co-sharing a site would be a good solution. When visiting in Phoenix, she saw a site that fire and EMS shared. When the final EMS Task Force report is available, will invite all Fire Commission Members to come.</p> <p>Mr. Perry commented that Cary Station 5 has a mini police station. This is a possible solution for future sites. The real benefit is to the community.</p>
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Look at locating land this current year. Might want to accelerate date for implementation of site locations.

Chief Mitchell questioned would town not have a say so in site location?

Chief Vaughan stated towns did not elect to join.

Mr. Anders stated we would not dictate; we would work with the city.

Chief Mitchell then questioned Wake County Fire Commission does not have final say so?

Mr. Perry stated would look at site and see how to find support for site.

Chief Mitchell asked are municipalities going to have say so?

Mr. Woodruff stated there is a lot of work to be done prior to a site proposal.

Chief Vaughan expressed agreement with the concept.

Mr. Anders pointed out a building is a future asset.

Mr. Perry made a motion that as of February 16, 1999, that for all unincorporated areas, all future fire site locations be approved by the Wake County Fire Commission.

Ray stressed areas financed by fire service tax district.

Motion seconded by Mr. Sannipoli.

Motion carried.

Y2K Readiness

Ray advised there is a staff member from Fire/Rescue division assisting with Y2K. Our division coordinator is Ricky Dorsey.

Mr. Perry stated concern that not sure planning committee is qualified for Y2K compliance. Not intending to commit a person.

It was stated that Ricky Dorsey could coordinate Y2K.

Mr. Perry stressed accountability of sharing information.

	<p>Get information to Ricky by first of month and Ricky would in turn get information out to each fire chief by the 20th of each month. Wants information coming and going regularly.</p> <p>Mr. Anders suggested that Ray implement by working with the fire departments.</p> <p>Chief Mills not in favor of having to generate another document each month.</p> <p>It was suggested to set up a survey with a due date.</p> <p>Chief Mills then stated his concern is the CAD system.</p> <p>Ms. Brannon stated she went to a County presentation two weeks ago that the County anticipates being in compliance by July 1.</p> <p>Mr. Anders stated he had heard the City had hired contractor to look at the issue of CAD.</p> <p>Ray suggested going to web sites. Also suggested collecting inventories from departments .</p> <p><i>Break at 8:20 PM; Resumed at 8:30 PM</i></p>
Mutual Aid Distribution	<p>Mr. Anders stated the options for fund distribution for mutual aid distribution are:</p> <ol style="list-style-type: none"> 1. By Department 2. By Station 3. By Region <p>Chief Brinson, Chief Vaughan and Chief Chiotakis motioned to distribute by region.</p> <p>Chief Mills motioned to divide by department.</p> <p>Ray advised to let him know how the region wants to spend money.</p> <p>Motion carried to divide by region.</p>
Closet Station Response	<p>Ray advised that due to conflicting schedules, many of the fire chiefs were unable to attend the January 25, 1999, Fire Chief's Council meeting. Would like to table until the next Fire Chief's Council meeting scheduled for April 22, 1999.</p>
NEW BUSINESS:	
Budget Workshop	<p>Chief Vaughan opened the discussion by stating he had</p>

started reviewing all department budget requests. Current proposed budget is \$8.3 million on a 10 cent rate. Adding up the budget requests on hand, he came up with a total budget request of \$12.48 million. If capital improvement, expansion, and depreciation were eliminated from budgets, leaving operating expenses and debt expense, would then have a budget request of \$8.1 million. Which is \$200,000 less than the \$8.3 million. Concerned about what kind of service can we provide

Mr. Anders questioned the appropriated or actual amounts for this year.

Ray advised do not have actual for this year's budget, yet. Will get another estimate in the near future. For FY 97-98, received \$6.7 million.

Mr. Sannipoli noted that the department budget totals for this year versus last year are higher.

Chief Vaughan stated the increase is for paid personnel to respond to first responder. Cut out everything but Operating Expenses and Debt Expenses and those two line items came to \$8.1 million.

Mr. Perry stated that ultimately the Commissioners will decide how much they will want to spend for service.

Mr. Anders stated that he feels much will be accomplished in the budget workshop. In fire service throughout the state, you will look after the people you serve.

Ms. Brannon stated there is a strong commitment to hold to level of service. Has heard citizens saying they want service if they are being taxed. There are folks already feel they are not getting what they pay.

Mr. Anders commented that the best bargain tax payers have are sitting in this room.

Chief Vaughan commented that between 11,000 and 12,000 calls were run.

Chief Chiotakis commented that a lot of people don't know what system they have.

Mr. Anders commented that may be getting blamed for slow communications response to answer 9-1-1 call.

Mr. Perry suggested education as a resource.

	<p>Chief Vaughan stressed have to provide service.</p> <p>Ms. Brannon stated she feels the public is not aware of Public Safety Services.</p> <p>Ray suggested positive PR, possibly through the web site. Maybe have the County public relations person doing broadcasts on services received.</p> <p>Chief Stevenson questioned how the Wake County Fire Commission did not get a public relations person on the board.</p> <p>Ms. Brannon commented that we have the best perspective of what is priority. Will push hard to get Wake County Fire Commission included on the web site.</p> <p>Chief Gupton commented that he hears about unincorporated areas not having EMS. Confident that Raleigh and Cary budgets exceed the County budget.</p> <p>Ms. Brannon stated that it would be good to have copies of the EMS study.</p> <p>Mr. Anders stated to be careful what you ask for with PR. When you start advertising level of service, it is expected.</p> <p>Chief Farmer advised that he is no longer Chief since the Town of Fuquay-Varina Fire Department and the Fuquay-Varina Rural Fire Department have merged. He suggested:</p> <ol style="list-style-type: none">1. Not to serve as the alternate for the southern region2. Continue to serve until a chief is appointed to Fuquay-Varina Fire Department3. Take another person in the region to serve as an alternate <p>Ray commented there is a lot of work to be done in a short period of time. Encourage Chief Farmer remaining with Wake County Fire Commission until we get through the budget cycle.</p> <p>Chief Vaughan questioned if Fuquay-Varina will have a town representative and Ray replied NO.</p> <p>Chief Farmer mentioned there is no real change in the service; the merger is modeled after the Morrisville Fire Department.</p> <p>Ray stated that he is in favor of Ken remaining.</p> <p>Chief Mills stated the County Commissioners appointed</p>
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	<p>members to two year terms.</p> <p>Mr. Lanier advised that County Commissioners appointed the primary and the alternates.</p> <p>Mr. Anders checked the rules of the Wake County Fire Commission and it did not mention have to be a fire chief; the rules used the term representative.</p> <p>Motion to have Chief Farmer remain, Chief Brinson seconded, motion carried.</p> <p><i>Ms. Woodruff excused at 9:08 PM</i></p>
<p>Meeting Site for the March 16, 1999, Wake County Fire Commission Meeting</p>	<p>Wake County Commons Building Carya Drive off Poole Road</p>
<p>Adjournment:</p>	<p>Meeting adjourned at 9:12 PM.</p>

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**Wake County Fire Commission
MINUTES FOR TUESDAY, MARCH 16, 1999
ADOPTED 4/20/99**

Time:	7:15 PM - 10:45 PM
Location:	Wake County Commons Building Carya Drive at Poole Road
Present :	Cloyce Anders, External Facilitator Yevonne Brannon, Wake County Commissioner Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate George Mills, North Region/Primary Phil Mitchell, South Region/Primary Ned Perry, Citizen/Consumer Rodney Privette, East Region/Alternate Tom Vaughan, East Region/Primary Ray Echevarria, Director-Fire/Rescue Division
Absent:	Max Ashworth, Citizen/Consumer Ken Farmer, South Region/Alternate Blaine Parks, Citizen/Consumer(Alternate) A.C. Rich, North Region/Alternate Charles Sannipoli, Citizen/Consumer Nancy Schwarm, Citizen/Consumer Bill Stevenson, President of Firemen's Association Bonnie Woodruff, Citizen/Consumer
Topic:	<u>Discussion & Summary of Topics:</u>
Meeting Called to Order:	The meeting was called to order at 7:15 PM.
	The following handouts were distributed: <ol style="list-style-type: none"> 1. <i>Press Release Announcing Echevarria as Wake County Fire Marshal</i> 2. <i>Wake County Fire Services Scheduled Meetings for 1999</i> 3. <i>Wake County Fire Commission Members Contact Sheet</i> 4. <i>Letter from Town of Apex concerning funding</i> 5. <i>Letter from Town of Knightdale concerning municipal tax rate</i> 6. <i>Planning Committee: Report on Remodel/Renovation of Fairview Fire Department</i> 7. <i>Planning Committee: Draft Minutes from the 3/9/99 meeting</i> 8. <i>FY 99-2000 Staff Recommendations Regarding Fire Department Budgets</i>

	Roll was taken.
Public Comments:	None.
Old Business:	Motion to adopt 2-16-99 minutes as read. Motion approved.
	Prior to report of the committees, Mr. Anders commented on the rules of absence. Mr. Ashworth has missed three consecutive meetings. Asked that Board of Commissioners replace Mr. Ashworth. Moved to hear committee reports.
COMMITTEE REPORTS:	
Capital Improvement Program:	No report.
Contract & Performance Requirements:	Meeting with County Attorney set for March 29, 1999. Will have a report available for the April Wake County Fire Commission meeting.
Planning:	<p>Mr. Perry read into the minutes the Planning Committees March 9, 1999, report about the planned remodel of the Fairview Fire Station.</p> <p>Made motion to change the word halt to delay; located on the middle of page 2.</p> <p>Ms. Brannon asked is Cary going to build a station in the vicinity of Fairview Fire Station 1?</p> <p>Mr. Perry said Cary would build a station about a mile to a mile and a half away.</p> <p>Mr. Anders then opened the floor to the Fairview delegation.</p> <p>Chief Pierce of Fairview Fire Department spoke. He read into the minutes the timeline, page 2, of the Wake County Fire Commission Planning Committee Meeting Draft Minutes of March 9, 1999. Chief Pierce addressed Mr. Perry's concern that the fire station site is not owned by Fairview Fire Department, but by Fairview Community. The contract with Fairview Community is that as long as there is a Fairview Fire Station on the site, there will be a fire station. Do not foresee being asked to leave. Chief Pierce did check into other land options, but was unable to secure a site that was within budget and staying within the 5 mile rating. Chief Pierce then shared a map of the Fairview Fire District with dots on the map denoting 1998 fires. Stations 1 and 2 are located at each end of the district. Average response time to calls is approximately 7 minutes. Chief Pierce commented that we have served the district well with what we have today. To move would cost \$1.5</p>

million. At end of FY will have \$350,000, and agrees that money will be tight for the next several years. Cary will build a station about 1 - 1.5 miles for Cary, not for the Fairview Community. It will be sometime to come before many communities are annexed. Chief Pierce then displayed a map with each dot denoting where an active volunteer member resided within the district. Would have a longer response time if the site were moved. Believes renovation is best option. Stressed that Fairview Fire Department would trim asset purchases.

Mr. Perry complimented department. The Planning Committee has strong feelings about this project. Current location serves well; to rebuild or renovate not bad. There is a lot happening with annexation in the west. Questioned how do Board of Commissioners feel about condemning a station. Need a site plan for future growth. They can function well at current site. The proposed outer loop interchange would impact station site. Mr. Perry stressed that the Planning Committee did not look at funding. Has had to look at all stations in the county and there are six to eight stations to possibly be closed, moved or merged. All land in Wake County is expensive. This may need to go to Capital Improvement Committee. Then asked Ms. Brannon how would the Board of Commissioners feel about condemning land?

Ms. Brannon did not feel this would go well. The Board is currently trying to push to buy land ahead of time and not just when it is needed. Trying to allocate up-front money for the next eight years. Also added that the EMS Task Force is looking into a 15 year plan. Also questioned if committee had been in contact with municipalities. Would need their 10-15 year plan. This is because we don't know if Cary is planning to annex. Need to have meeting with Mr. Jennings and EMS Task Force. This is a decision that should have been done five years ago.

Chief Pierce advised this was set up five years ago.

Ms. Brannon noted that we need to somehow tie planning needs together.

Mr. Perry commented that timing is crucial. Fairview has provided good coverage. Look at fire protection for whole county. How does County feel about capital outlay projects? How does County feel about money for land? Ownership is different for each of the fire departments. Fairview has a good contract reference land. May be that eight to ten years they may want to expand and do not see that expansion possible in a watershed. Spoke with Cary Fire Chief House about coverage in non-developed areas. Chief House has in place

contracts for areas that will be annexed. There appears to be a willingness to working together. Chief House will mail copy of contract. Chief House says information can be shared without a cost as to when a fire station needs to be built. Really moving on several areas. Moving much quicker than intended.

Chief Vaughan questioned if new station built, would it be central and cover area.

Mr. Perry stated no. If relocated and Garner comes in from the East, second station may need to close in eight to ten years.

Chief Vaughan then asked if there are any Cary water and sewer lines in the fire district.

Chief Pierce stated there is a short piece of water line on Kildaire Farm Road.

Chief Vaughan commented that it looks like you may get annexed in five to ten years.

Chief Vaughan asked if primary reason for renovating building is code violations.

Chief Pierce stated yes.

Chief Chiotakis questioned would they lose five mile coverage.

Mr. Perry stated that Cary and Apex have developed border of where they will annex up to. Appears a lot will happen.

Chief Chiotakis stated some areas with mobile home parks are a concern. Expose people to potential risk beyond the five mile fire district.

Mr. Anders stated looking at planning process in concentrated populated areas.

Mr. Brinson questioned what is the current response time.

Chief Pierce responded 7 minutes.

Chief Brinson then questioned if given authorization to proceed, can you continue without additional funds.

Chief Pierce responded yes. Continue to use what equipment on hand and with budget received this year, yes. What is life expectancy of station? In about 15-20 years, may need to close station one and move to station two. Two things to mention. First, reference the map of the volunteers, have a

turn over rate of two people per year over the past ten years. Have one opening and have a wait list of six to eight people. Of that wait list, four or five live in the immediate area.

Chief Chiotakis commented that Ned encapsulated well. Both groups have done well. There is no crystal ball for the future. Agree with approach with planning committee. This department did not start last year on feasibility. Have gone beyond emotional to professional on how can we continue to provide coverage. Current information on annexations for Cary and Apex are facing water impact. Both town councils have come up with a slow growth concept. Use what information out there to develop for Wake County plan. Believe Fairview should do renovation based on planning. Is in best interest.

Chief Mills commented on the subject of personnel. The volunteers are the backbone of the county. If we lose volunteers, we do not have the funds for career fire department personnel. You might alienate personnel. Comment about station, 1.2 million is a lot of money for half a station. Oppose notion of condemning property. Would have to pay fair value for land and legal fees. Supports Fairview's proposal to move forward.

Mr. Anders recognized Mr. Echevarria as the new Fire Marshal.

Ray commented that Fairview deserves a good fire station. There are a lot of opportunities; maybe co-locating.

Chief Pierce advised he has spoken with Apex EMS. Do have a bay for an ambulance. Have at least a 9 - 12 minute EMS response time. Fairview one of the first to be first responder. Have spoken to Apex to put a rescue squad in the station.

Ray commented to take what Fairview has and build on it for the long term.

Mr. Anders inquired could Fairview cover district with one station.

Chief Pierce advised no.

Chief Vaughan recommended we table for 30 days so more people can get information.

Chief Mitchell seconded the motion.

Chief Chiotakis commented to draw a line after Fairview. Have stopped Fairview when they have been planning. Fairview should be the line. In favor of Ned's recommendation to plan

	<p>sites. Fairview needs some direction.</p> <p>Chief Brinson advised he concurs with Chief Chiotakis.</p> <p>Chief Pierce commented that he agrees with Ray about everyone deserves a nice station. If you find a department that has gone through the effort we have today. We are so far along.</p> <p>Ms. Brannon questioned can the renovations be done cheaper.</p> <p>Mr. Anders advised the discussion was closed and to move to motion for vote. Four members in favor and two members opposed. Motion upheld.</p> <p><i>Break at 8:40 PM. Resumed at 8:50 PM.</i></p>
<p>Budget Review:</p>	<p>Mr. Anders opened the discussion of the budget. He met with members of the Budget Review Committee during the two day workshop at the Ramada Inn, the weekend of February 20 and 21. Came to conclusion this is an impossible task. Some information is missing. It was a genuine exercise. Heard the comment that I am not in a position to make a decision for a fire chief.</p> <p>Chief Mills reviewed the notes of the budget committee workshop. A couple of questions that arose while reviewing budgets:</p> <ol style="list-style-type: none"> 1. What is this for? 2. What are other benefits for fire fighters? <p>The submissions totaled 12.5 million. The estimated tax rate will generate approximately 8 million. Did not want to manage at line item level. Focused on funding at current level. May need to look at career staff during daytime to improve level of service. There are four departments to adopt the first responder program - burden placed on these departments for daytime personnel. Even at 10 cent rate versus 8.5 cent rate, would need the 1.5 cent rate tax revenue to add personnel, add station for future use, and upgrade departments that would allow ISO rating better than 6/9S. Needed to raise tax rate to 10 cents as recommended in the 1994 study. Put forward a plan to improve the fire service. Volunteer fire departments carry own water to scene. Cary and Raleigh do not pay to transport water and they use hydrants. Need to remember that it costs to provide water in rural areas. Did look at amount of indebtedness. Some departments are paying 10% in interest. Thinks there is an opportunity for some departments to refinance and / or consolidate loans. Also looked at amount of money departments have in reserve. Departments have been</p>

implementing plans for apparatus. Durham HWY spent down out of reserves rather than raise tax rate. Already have two departments underfunded at 8.5 cent tax rate, therefore, 10 cent tax rate proposal. In past you would get all money that has been collected. Also, there are several hundred thousand dollars not recognized due to county growth. Motion that overage of funds used for recruitment retention, capital expenditures and emergencies.

Chief Brinson seconded the motion. The Wake County Fire Commission would determine the percentage.

Chief Vaughan questioned are we going to get monthly report of overage.

Ray responded we can do this though our office.

Mr. Anders called for motion and members were all in favor of motion.

Chief Mills commented that committee members want to have input from chief officers to make necessary adjustments.

Mr. Anders commented to look at the handout prepared by Ray (*FY 99-2000 Staff Recommendations Regarding Fire Departments*).

Ray commented that the Board of Commissioners appointed Wake County Fire Commission to make recommendations. Wake County Fire Commission will make recommendations to Board of Commissioners. Part of current duties is to make these recommendations. If there are not enough copies of handout, let us know. Had hoped to have ready before tonight. When service tax district created, 8.5 cents recommended. I fully understand that to improve service county wide, will take money. There is not a consensus funding for items in each department. Recommendation to develop minimal level of service for citizens. Do we want staff? Reduce response time? What would it cost to get that level of service? Need to do additional planning before requesting additional moneys. The 1994 Fire Study did recommend 10 cent with six million being generated. Based on today's tax estimate, will generate 7.5 million at 8.5 cents. Even at 8.5 cents, have more money than in the past. Reason for service tax district is to equalize paying. Not to transfer tax burden, but to equalize cost for fire protection.

Mr. Anders opened the floor up for comments.

Ms. Brannon noted observations. Obvious that at county level, under gun to do a lot of things, especially with schools. Can

<p>(Public Comments) Dale Hayes, Treasurer, Fairview Fire Department:</p> <p>George Gupton, Chief, Knightdale Fire Department:</p> <p>Jimmy Keith, Chief, Wake Forest Fire Department:</p>	<p>not catch up in one year.</p> <p>Sees real change. How do we get more organized? People who provide fire services are not paid versus teachers who are. The Fairview Fire Department is run as an independent business, not as a government entity. Feels at risk. The judgment has to be different for volunteers versus municipal stations. Question when looking at finances, no provisions for renovations.</p> <p>I have been in fire services for 30 years and have been fire chief for 23 years. Appreciate what you do. Fire chiefs can not agree on what needs to be done. It is evident there would not be an agreement. I know what I need in Knightdale, not what other districts need. <i>Four or five years ago</i>, Greg Grayson met the fire chiefs at the Falls Fire Department with new budget forms. One chief mailed back his form with a zero. When asked why, he stated the county would give what they wanted him to have. Each time Knightdale gets a tax check, an administration fee is charged. Averaged five first responder calls yesterday. First responder not a Knightdale program. Is a Wake County program. Strongly feels citizens deserve first responder. For example: Yesterday, first responder out for 25 minutes yesterday on a cardiac while EMS came from downtown Raleigh. Strongly feels Wake County should pay for first responder. Garner is first in fire calls without first responder. Be prepared to run more calls for first responder. More schools will require more emergency services. Cutting funds will not solve problem. Work with Wake County Fire Commission and Wake County Fire Commission to work with fire service.</p> <p>Chief Brinson agreed with Chief Gupton</p> <p>Currently does not provide first responder. Will need funding for programming. When department goes to program, will do rural and municipal. Need start up equipment and a vehicle. Have been an advocate that municipalities fund at same rate as rural. Dilemma is, what is county going to fund. Can't tell municipality what county will fund. Whatever county does do, town will not match, but wants it to be close. As far as first responder, was not allotted start up equipment in either budget. We are paying personnel per call. Still have to have incentive for evening first responder calls. Do not want to run a fire engine. Would like a comparable vehicle.</p> <p>Mr. Anders advised Chief Keith it is a single tax district. Secondly, everyone in the budget review committee wanted to give Wake Forest what you requested because you did not have extras. Budget for this year to include three new stations. Not only first responder considered, but also to open a station.</p>
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**Rodney Warner, Chief,
Six Forks Fire/Rescue
Department:**

**Whit Kenny, Board
Member, Western Wake
Fire Department:**

The budget committee had to cut 4 million.

Chief Keith mentioned figure given for this year will be 40-50,000 less than last year's budget.

Ray noted that the end of this February was calculated as 95% of total revenue to be received.

In 1954, fire districts were started in Wake County. In 1956, Six Forks Fire Department opened for the citizens of the Chestnut Hill Community at Shelly Road and Six Forks Road. Six Forks Fire Department was the first to start and to maintain a rescue squad in 1976. Now have the smallest district of 3.2 miles with the highest population density. Have struggled with moves and we are currently in our fourth location. We were denied a tax increase last year. Request that you consider what has happened in the past.

Has concerns about the current shaping of the budget. Did the merge as requested; dissolved two corporations into one corporation. What I see in the budget tonight is different from what I expected. Have a brand new station with no background information. The merger was made in good faith. Dissolved two corporations at the County's request at a considerable expense.

Chief Pierce questioned what the back pages in the *FY 99-2000 Staff Recommendations Regarding Fire Departments* handout.

Ray stated these are summaries. Simply for reference purposes.

Chief Vaughan commented that the re-evaluation would be FY 2000-2001. Feels we are robbed by the fire collection fee. That money should not be levied from the tax checks.

Ray advised the discussion about the administration fee may be open to negotiation.

Mr. Anders commented we are now a single tax district.

Ms. Brannon stated she is learning a lot too. As you read in the 1994 study, offered different levels of service. What is basic, standard service? Get away from rate. What is justifiable service for everybody, regardless of rate.

Chief Vaughan commented that a lot of what you are doing is based on the 1994 Study.

Ms. Brannon questioned how do we fairly distribute moneys.

How do we open / close stations?

Chief Brinson commented to get out on the street level of the 700+ volunteers / citizens of Wake County. Need to get to street level before making recommendations.

Chief Pierce commented the summaries are confusing.

Mr. Anders pointed out these are summaries.

Ray advised these pages are strictly for reference and background on how we got where we are today.

Chief Pierce stated he would like clarification about the back pages.

Ray stated these pages are recommendations. Does not want to intercept the Wake County Fire Commission responsibility. As Fire Marshal, felt it was my responsibility to prepare.

Chief Pierce questioned why 8.5 cents when the budget review committee came up with 10 cents.

Chief Vaughan stated should be 10 cents because of study. Would rather compromise. Can live with what is received. Is concerned about misinformation from staff about fire departments. The previous Fire Marshal had wanted Wendell to request a higher tax rate last year, but did not go with that request.

Ms. Brannon noted that this is a fresh start. Do not want to destroy the system. May have to hang in there. Have to go from where we are and it will not be easy. You are all working on the best recommendation.

Chief Mitchell stated the budget review committee recommended 10 cents.

Mr. Anders stated that according to charge, we are to recommend a budget to Board of Commissioners. We are to submit a unified budget.

Ms. Brannon stressed that staff does not work for her. Only the County Manager and the County Attorney work for the Board of Commissioners.

Chief Chiotakis commented that the County Manager would use Ray's report for informational purposes.

Mr. Hayes stated that before this kind of report comes out, that it be discussed with the fire departments.

	<p>Ray asked Mr. Hayes to call him to discuss the handout.</p> <p>Mr. Anders commented credit is given for the level of professionalism and the discussion has been meaningful. Extremely proud of the group.</p> <p>Mr. Anders motioned to adjourned.</p>
<p>Meeting Site for the Tuesday, April 20, 1999, Wake County Fire Commission Meeting:</p>	<p>Wake County Commons Building Carya Drive off Poole Road</p>
<p>Adjournment:</p>	<p>Meeting adjourned at 10:45 PM.</p>

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**Wake County Fire Commission
MINUTES FOR TUESDAY, APRIL 20, 1999
*ADOPTED 5/18/99***

Time:	7:10 PM - 9:53 PM
Location:	Wake County Commons Building Carya Drive at Poole Road
Present :	Cloyce Anders, External Facilitator Yevonne Brannon, Wake County Commissioner Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate George Mills, North Region/Primary Phil Mitchell, South Region/Primary Ned Perry, Citizen/Consumer Rodney Privette, East Region/Alternate A.C. Rich, North Region/Alternate Charles Sannipoli, Citizen/Consumer Nancy Schwarm, Citizen/Consumer Tom Vaughan, East Region/Primary Bonnie Woodruff, Citizen/Consumer Ray Echevarria, Director-Fire/Rescue Division
Absent:	Max Ashworth, Citizen/Consumer Ken Farmer, South Region/Alternate Blaine Parks, Citizen/Consumer(Alternate) Bill Stevenson, President of Firemen's Association
Topic:	<u>Discussion & Summary of Topics:</u>
Meeting Called to Order:	The meeting was called to order at 7:10 PM.
Recognized Guests:	Mr. David W. Spencer and his Boy Scout Troop 301 were recognized as guests. They were attending a public meeting as part of earning their citizenship badge. David Cooke, Deputy County Manager, also attended Wake County Fire Commission meeting.
	The following handouts were distributed: <ol style="list-style-type: none"> 1. Wake County Fire Department Volunteerism - 1998 2. Wake County Fire Service Apparatus Inventory (April 1998) 3. Memo from Chief Vaughan reference <i>Fire Commission Budget Matters</i> 4. Memo from Ray Echevarria reference <i>Invitation to May 26th EMS Task Force Meeting</i>

	5. Memo from Charles Sannipoli reference <i>Leverage</i>
	Roll was taken.
Public Comments:	None.
Old Business:	Motion to adopt 3-16-99 minutes as read. Chief Mills requested amending the statement that Greg Grayson was with county 12 years to 4 or 5 years. Motion approved.
	Prior to report of the committees, Mr. Anders turned the floor over to Ms. Bonnie Woodruff. Ms. Woodruff stated she is a volunteer with the U.S. Fire Association and brought a video to share with the group. The video, "GET OUT & STAY ALIVE", is targeted toward college students. (Viewed video from 7:15 - 7:45.) There is a curriculum with the video. For those interested, she does have brochures about the program. This video is currently part of the freshman orientation at UNC-CH. Ms. Woodruff also stated she is an advocate for sprinklers. On May 5 th , she will go to Madison, Wisconsin, where a fire occurred at a college, to address the legislature to promote sprinklers.
COMMITTEE REPORTS:	
Budget Review:	Mr. Anders opened the meeting by stating the budget must be done. Will never know the total number of hours the Budget Review Committee has put forth working on the budget. Commended them for their work. The history of the budget is the rural fire departments previously used a rural fire tax system. The fire departments were entrusted to be good stewards with the citizens money. As of July 1, 1999, all will change. The rural tax district system will no longer exist as it will be replaced with a special service tax district. Have heard the concerns from the people involved. In the past, people basically paid for level of service they received in the rural tax district. One thing we have got to do under the new system is we must forget the old tax districts. You do not have a tax district anymore. Chief's must realize a single tax district. The goal of the special service tax district is to be revenue neutral. At the same time, fire departments are expected to increase service level and improve ISO ratings. Questions how can we cover additional areas and build new stations. Expenses have gone up. It is not reality to think fire departments can operate on a previous years budget. I don't know of anyone who provides a better service for the county. Wake County Fire Commission has been asked to present a budget. It is responsibility of the Fire Marshal to advise county on level of funding. This is difficult for Ray. This brings the question of unless we make a very good case, why should Wake County Fire Commission go through pain to prepare budget. Fire service in this county needs to have a say. Need to speak up and get involved. EMS and fire should operate together to plan. Next year,

hope planning can be moved along which will dictate level of service. If one department provides day time service, should all departments provide daytime service? I think it is critical for organization to be involved and have a strong say. I believe collectively in years to come, the Wake County Fire Commission can make a difference.

Mr. Anders then turned the floor to Chief Mills:

Chief Mills recommended a 10 cent tax rate. Based on 8.3 million tax property value. The County Assessor has put forth 8.8 million tax evaluation. Recommend 9.5 cent tax rate of \$880,000 more. The \$880,000 is necessary to accomplish goals of Wake County Fire Commission. Necessary to achieve ISO rating of 6 by the year 2003. Most departments are currently a split 6/9S. Takes money and paper work to raise rating. Rural departments must deliver water whereas municipalities do not. It is necessary to extend fire insurance boundaries to those areas beyond five road miles from a station. These people will now pay a tax they never paid before. Eventually the persons living in the 10 rating area will get angry because they are paying fire tax and not getting the benefit of an insurance premium credit. The Wake County Fire Commission needs to extend money to departments asked to provide services such as first responder. My question is why first responder if fire and EMS are leaving from the same place. There are costs involved in providing first responder. The Tri-Data Study of 1994 suggested a 10 cent tax rate. The county has grown in population and traffic. Can have stations five to seven miles apart and response times have grown. The Budget Review Committee makes a recommended tax rate of 9.5 cents at \$880,000 more. The Budget Review Committee in its meeting also discussed level of service.

Mr. Anders then recognized Chief Vaughan:

Chief Vaughan asked Ray is staff recommendation before or after collection and Ray advised after collection. Chief Vaughan then referred to the fire collection fee. Since there are no longer individual rural tax districts, should not have a collection fee. Chief Vaughan then suggested that instead of maintaining 25% of fund balance, reduce amount of fund balance to 15%. This would also need to be changed in the contract. Could use the overage budget for emergency funding for fire departments to recruit volunteers and to pay for paid personnel. If the recommendation is at 8.5 cents and not 9.5 cents, will need to do these recommendations immediately to free up funds .

Mr. Anders then turned the floor over to Mr. Sannipoli:

Mr. Sannipoli referred to a spreadsheet titled LEVERAGE. Did this by old tax district because that was only available information. Part of the county will see tax savings and the other part will have a tax increase. Mr. Sannipoli recommended a 10 cent tax rate.

Ms. Schwarm asked what is the difference between 9.5 cent and 10 cent tax rate.

Mr. Sannipoli advised \$400,000.00

Ms. Brannon advised we are talking about the past. The decision to streamline to a special service tax district was a legal decision. A unified tax district was approved unanimously. Have to remember that we are talking about peoples money and paying almost \$1,400.00 in taxes and then tacking on a fire expense. In looking at Tom's and George's proposal, Tom's proposal bridges the gap. Don't want to revisit this for a long time unless increase in taxes. If we get through a tough budget year, then next year will experience a growth in revenue. I don't know all the details; I support Tom's proposal. There is a tremendous potential for growth in revenue. Must get something going for schools. Think about Tom's proposal.

Ray stated we are currently providing service to citizens beyond the 5 mile insurance district. Everyone in Wake County is in a response district and gets service. Fire departments are already providing service to areas outside the 5 mile district.

Mr. Sannipoli stated everyone will pay one tax. You are going to increase seven districts regardless. Don't want to see a decrease in the other twelve districts. Make 10 cents if it will not be changed in a year.

Chief Chiotakis asked how much money will a department get if one district? What basis are you going to use for individual districts for dollar amounts?

Mr. Anders stated that you are going to have a pot of money from all the citizens of Wake County. The Budget Review Committee reviews the budget requests and the amount in the pot is doled out to each department.

Chief Mills stated this is the Budget Review Committee's first year and it is a transition from the past. Despite fact forms used were the same, department's filled out forms differently. Next year, the budget process will be more definitive.

Chief Chiotakis requested to look at the LEVERAGE sheet again. Use Morrisville as an example. Are you taking 1998-1999 budget to use as basis.

Mr. Sannipoli stated the LEVERAGE sheet is for comparison and not for budget.

Mr. Anders requested motion for Mr. Sannipoli's recommendation of 10 cent tax rate. Seconded by Chief Mitchell; motion passed.

	<p>Chief Vaughan referred back to his memo Item A. Recommended to eliminate the collection fee.</p> <p>Ms. Brannon stated that Raymond Boutwell is working on this item. She then referred to David Cooke.</p> <p>Mr. Cooke stated Raymond Boutwell looking at first two items of Chief Vaughan’s memo. The collection fee was valid when there were separate tax districts.</p> <p>Ms. Brannon stated there will be some charge, just like any other agency. You will be charged something. What does it cost legitimately for collection fees. It is not realistic that there be no charge; would charge the actual cost.</p> <p>Chief Brinson commented that Item C of Chief Vaughan’s memo, the overage fund, would be used for C.I.P. projects.</p> <p>Chief Chiotakis then commented that county would reduce amount in collection in amount equal to amount for real cost. Is in favor of.</p> <p>Ms. Schwarm then question if the approvals are separate.</p> <p>Mr. Anders answered yes.</p> <p>Chief Mills recommended to remove Item C since it was already voted on. Favor approved as amended.</p> <p>Motion to approve as amended seconded by Mr. Perry. Motion passed as amended.</p> <p>Ms. Brannon did comment that the county is working on these two items. When worked out, will bring back to the Wake County Fire Commission.</p> <p><i>(Break at 8:42 PM; Resumed at 8:47 PM.)</i></p>
Capital Improvement Program:	No report.
Contract & Performance Requirements:	<p>Met with the County Attorney yesterday reference the contract. Recommended 15% vs. 25% fund balance. We have a DRAFT now. As soon as it is cleaned up, will mail a DRAFT copy of contract to each Wake County Fire Commission member.</p> <p>Chief Vaughan requested that a copy also be mailed to each fire chief.</p> <p>Mr. Anders stated this could be done.</p>

Planning:

Mr. Anders then moved to the Fairview issue. Have tried to look at situation objectively. The land the station is on is owned by the Fairview Community Center. Talked about changing lease to use building for fire and EMS down the road. It is a known fact the building has to undergo major repairs. The second floor needs an additional exit and there are numerous code violations. Repairs could cost \$300,000 plus. The area will need two stations. Fairview currently has \$300,000 to do renovations. A potential land site to relocate the station was valued at \$90,000 an acre. If renovate current station, would have EMS bay for Apex. When will annex happen? Cary only annexes at request. Can not build one central location for area; will need two stations. If you renovate the station, the citizens in district would have an EMS in the district. May get a third station, *if* Cary builds. If Cary does what they say, down the road, Cary would save money with Fairview manning the third station. If you had to build, where would you build - primarily the area in concern. There is not a perfect solution for Fairview. Do think it is important that an EMS unit be located at the station, this may be a trend. Do not believe there is a perfect solution and it may be 5 to 10 years before Cary annexes.

Mr. Perry commented that he had met with Chief Donald Pierce again and there is no clear cut solution. Wanted to make additional comments. There are two acres behind property. This is extremely important since the property is in the Swift Creek watershed. Hate to see expansion in property that would not allow for future expansion.

Ownership of property is a concern. This area borders municipality that is annexing. It would behoove Commissioners on how mergers take place. How well does this meet insurance needs? Cary is interested in building a station and have volunteers man and provide fire protection.

Ms. Schwarm questioned would this mean keep the current station?

Mr. Perry stated would renovate current station.

Chief Brinson motioned to renovate with an ambulance at the site.

Seconded by Chief Mills.

Ray stated that we have not had opportunity to plan with other municipalities. EMS is currently undergoing a study. Do not know tax rate yet. Approved resolution for 10 cents tonight. May be putting the cart before the horse. Would like to wait to get tax rate set.

Chief Donald Pierce stated that he had a report from the Building Chairman. The current expense is \$80,000.

Ms. Brannon stated we are working and planning with other

municipalities. Like Ned's comment about land, there will be no exception in the Swift Creek watershed. It will not happen. Be very careful about possibilities. Might be better to get better site.

Chief Brinson then asked if the County approved the site plan.

Chief Pierce responded yes.

Chief Vaughan questioned will there be a rescue squad. Concerns about Cary annexation and how close a rural fire department to a town department. What is the time table on the new station. If Cary is already planning to hire for the new station, do not see a merger happening. County should contract with municipality when merger pushes out rural station.

Chief Mitchell questioned where is money going to come from?

Ray advised that he prepared staff recommendations with overage moneys used for Capital Projects.

Chief Mitchell concerned if there is a cut in the budget. Need to approve the budget first.

Chief George Mills commented we are here now and we need to make a decision. Someone will find fault regardless of when decision is made. We will never know all the unknowns. Ready to make a decision.

Chief Pierce advised he has proposal from Apex. We will plan for that. Investigated the two acres, the county staff has approved site plan as is. Wake SO already has access to the station. Have been working a minimum of two years in budget. This is a critical time, if we pull out now, will have to pay \$80,000 expense. Renovation will cost \$300,000 but cut space. Have done years worth of planning. Funds are there, plan in place. We have already postponed for 30 days.

Chief Brinson questioned what are the provisions for apparatus during renovation.

Chief Pierce responded some would go to station two and other pieces can be stored in area.

Chief Brinson commented that timing is critical.

Recognized Thomas Allen Pierce, a member of the Fairview Board of Directors, and he assured Wake County Fire Commission that there would be no problem to include EMS into the Fairview Community Center contract. Will be a long time before annexing.

Chief Chiotakis then commented that when municipalities annex

	<p>properties, there will be provisions. If Town of Cary builds in Fairview, then Cary would respond in rural area. Don't end up with Western Wake situation. Ridiculous to have volunteer station in a municipal area. Can not say you get what you pay for. Glad Ned is talking to municipality about fire protection in the rural areas. Agrees with concept.</p> <p>Ms. Schwarm then questioned is the building being renovated.</p> <p>Chief Pierce stated that part of the old building would be torn off and would make an addition. Would cost between \$900,000.00 and one million to renovate and expand.</p> <p>Mr. Anders then advised a motion had been made and to vote. Motion is to approve renovation of Fairview Station with an EMS bay Five in favor and four opposed. Motion approved.</p>
<p>Y2K Update:</p>	<p>Ray stated that a Y2K Southern Bell update had been mailed to all Wake County Fire Commission members.</p>
<p>FY99-2000 Budget Discussion:</p>	<p>Ray advised the Wake County Fire Commission that a decision needs to be made on how to do payments to departments. Recommended giving 12 equal payments to fire departments based on distribution. It appears that 15% is about two months worth of expenses if departments should not get their money.</p> <p>Chief Vaughan motioned for 12 equal payments. Motion passed.</p> <p>Mr. Sannipoli then questioned what is the process by which we can tell individual departments what their budgets are.</p> <p>Mr. Anders stated could go back to Budget Review Committee recommendation, could go back to Ray's recommendation or could re-do the whole thing.</p> <p>Ray advised that it is the board's discretion to work out the distribution.</p> <p>Chief Mills suggested that the County Commissioners know approximately how much money to distribute to departments first. Then in the subsequent meeting, work on detailed break-down. There are flaws with both recommendations.</p> <p>Ms. Brannon then commented that 8.5 cents is a very preferred decision.</p> <p><i>(Mr. Anders left at 9:50 PM; turned meeting proceedings over to Ray.)</i></p> <p>Ms. Brannon stated wanted to look at ways to bring fund balance</p>

	<p>down. There are good opportunities to bridge gap of funds between 8.5 cents and 9.5 cents. Will work hard to support what has been suggested here. Committed to EMS and fire to have and get what they want, but it may take a year or two to do.</p> <p>Ray then stated that the Wake County Fire Commission makes recommendations to the Board. The Wake County Fire Commission is not a policy making board.</p>
Meeting Site for the Tuesday, May 18, 1999, Wake County Fire Commission Meeting:	Wake County Commons Building Carya Drive off Poole Road
Adjournment:	Meeting adjourned at 9:53 PM.

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**Wake County Fire Commission
MINUTES FOR TUESDAY, MAY 18, 1999
ADOPTED 10/5/1999**

Time:	7:15 PM - 9:50 PM
Location:	Wake County Commons Building Carya Drive at Poole Road
Present :	Yevonne Brannon, Wake County Commissioner Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate Ken Farmer, South Region/Alternate George Mills, North Region/Primary Phil Mitchell, South Region/Primary Ned Perry, Citizen/Consumer Charles Sannipoli, Citizen/Consumer Nancy Schwarm, Citizen/Consumer Tom Vaughan, East Region/Primary Bonnie Woodruff, Citizen/Consumer Ray Echevarria, Director-Fire/Rescue Division
Absent:	Cloyce Anders, External Facilitator Max Ashworth, Citizen/Consumer Blaine Parks, Citizen/Consumer(Alternate) Rodney Privette, East Region/Alternate A.C. Rich, North Region/Alternate Bill Stevenson, President of Firemen's Association
Topic:	<u>Discussion & Summary of Topics:</u>
Meeting Called to Order:	The meeting was called to order at 7:15 PM.
	The following handout was distributed: <ul style="list-style-type: none"> • Memo prepared by Ray Echevarria reference County Budget Adoption Timeline
	Roll was taken.
Public Comments:	Mr. Ken Farmer introduced the new Fuquay-Varina Fire Chief, Mark Melvin. Chief Robert Pearce, New Hope Fire Department - Chief Pearce appreciated the opportunity to speak. Knows of the challenges faced with the budget. As the manager was quoted in the paper, this is a hold the line budget year, and agrees with holding the line on the budget. Asking for help in year of transition.

	<p>Wake-New Hope provides best ISO in a non-municipal area. \$65,000.00 cut is a 9.23% cut in budget. Ask that budget remain uncut.</p> <p>Mr. Sannipoli asked about the cut.</p> <p>Ray commented the cut that Chief Pearce referred to is the staff recommendation.</p>
<p>Adoption of Minutes:</p>	<p>Motion to adopt 4-20-99 minutes as read.</p>
<p>County Manager Budget Recommendation Presentation:</p>	<p>The County Manager Budget Recommendation Presentation was made by Mr. David Cooke, Deputy County Manager. Mr. Cooke advised this is a difficult transition from twenty-one fire districts to one fire district. Several areas of discussion:</p> <ul style="list-style-type: none"> • Overall context of budget • Layout of staff recommendations • Walk through changes of finance; as from twenty-one to one fire tax district • Respond to what was on the last Wake County Fire Commission agenda: <ul style="list-style-type: none"> • 5% collection fee • Distribution of funds <p>Mr. Cooke distributed handouts:</p> <ol style="list-style-type: none"> 1. Wake County Fiscal Year, 1999-2000 Recommended Budget 2. Fire Tax District, County Manager's FY2000 Budget Recommendation Summary 3. FY2000 Fire Tax District <p>Distributed the first handout, <i>Wake County Fiscal Year, 1999-2000 Recommended Budget</i>. Stressed that he would not hit each chart. This year's budget is about education and everything else is to hold the line. Referred to the second page, second chart from the top on the left. This is basically what we are experiencing. Reflecting priorities to education and that Wake County Schools will get the lion's share of this year's budget. Some other charts show increase to other departments. Referred to third page, second chart from the top left, showing a recommended tax rate for the fire tax district of 8.5 cents. Shows there are ten new positions and provides for first responder county wide. Also, new station renovations for Fairview Fire Department and Fuquay-Varina building a third station in Willow Springs. Referred to the Budget Strategies for the County Manager's budget recommendation on the last page, top left chart. These included:</p> <ul style="list-style-type: none"> • Higher vacancy rates • Current expenses kept flat for most departments • Capital program reduced • Fund balance appropriation to balance budget

Using the fund balance is a short term strategy - not a long term. Referred to the FY 2000 Budget calendar, last page, second chart from the top left.

- Receive recommendations
- Public hearing on June 9 at 7 PM
- Work session on June 14 at 10 AM
- Adopt budget on June 21

Chief Mills questioned what are the ten positions?

Chief Chiotakis commented that he does not see emphasis placed on Fire and EMS services.

Chief Vaughan questioned if the second meeting was a public meeting.

The funding for the ten positions is shown in the *Fire Tax District, County Manager's FY2000 Budget Recommendation Summary (handout)*.

The attachments of the handout are what the Board of Commissioners saw at the Monday night meeting.

Ms. Schwarm questioned why the tax rate was different.

Ray commented that the Wake County Fire Commission recommendation has not yet gone to the Board of Commissioners.

Mr. Cooke stated the presentation could be a letter from the chair or could be speaking at the scheduled public hearing.

Chief Mills asked is it expected that Wake County Fire Commission speak before the Board.

Ray stated that it is up to the Wake County Fire Commission to make presentation to the Board.

Ms. Brannon commented that it should come as a separate document from Wake County Fire Commission. Do think the Wake County Fire Commission should send a letter to the Board of Commissioners. Will spend from now until June 21st looking at the budget. The Wake County Fire Commission should have a position.

Mr. Sannipoli asked is there any formal charge for the Wake County Fire Commission?

Ms. Brannon advised the Board would receive recommendation and that the Board would then take action.

	<p>Ray stated nothing presented.</p> <p>Mr. Sannipoli commented that the first year is a year of process. Worried that we are not doing process.</p> <p>Ms. Brannon stated this could be done either oral or written.</p> <p>Mr. Sannipoli commented that the 8.5 cent tax rate is a funded massive tax cut in the budget.</p> <p>Ms. Woodruff commented that we've been spending a lot of time and nothing has been given to the Board. Does not feel important in the process.</p> <p>Mr. Cooke advised you have several options. You can target the staff recommendation or you can present Wake County Fire Commission recommendation to the Board.</p> <p>Ms. Brannon stated that whatever the Wake County Fire Commission does, would be great if information communicated by the 8th of June to the Board.</p> <p>Mr. Cooke stated to not get into the individual distribution. Not a true hold the line budget with ten new positions and two new stations.</p> <p>Chief Mills commented that the fire departments have been receiving those funds to pay for fire protection. Does not see a 16% tax increase. And does not remember the Wake County Fire Commission addressing a station for Fuquay-Varina.</p> <p>Ms. Brannon commented that some of those folks who were not paying taxes were without a fire station. At that, an agreement was made that staff would develop a plan.</p> <p>Chief Mills stated he understood that this is a statement of intent and not an approval.</p> <p>Mr. Cooke stated this is a critical year.</p> <p>Chief Mills commented that he understands the point. Talk about Bayleaf taking a large cut. Two fire departments are asked to put forward \$200,000 to other departments to pay for new positions.</p> <p>Chief Mills stated that the Budget Review Subcommittee in a handicapped position since the chairperson not available for the last three meetings.</p> <p>Chief Vaughan commented to not argue about the 8.5 cents, we can not change the budget. Need to work on the contract and</p>
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revenue fees.

Mr. Sannipoli voiced that he was not in agreement of the 8.5 cents.

Mr. Cooke commented on the fund balance. Referred to page one. This is what Wake County holds you to today. What is the need to require 25% fund balance and \$25,000.00? 25% is really a cash flow issue. Is there a purpose to 25% of operational budget? If municipal agency, the municipality already has a fund. Suggestion for the other fire agencies, 10% or \$25,000; whichever is higher. Look at requirements since there is a need to keep an emergency reserve. Would go from restricted to unrestricted funds. This is a short term strategy to be used for one time expenses.

Mr. Sannipoli stated that part of 25% balance was to carry over for the fiscal year.

Mr. Cooke stated will provide 1/12 or 12 equal payments. In year of transition; right now revenue flow between two different agencies. Take off 5% from the 21 separate accounts. When we go from 21 to 1, everything from year 2000 will go into 1 fund from county wide tax district. In year 2001, all money will go into fund. Will talk about collection rate.

Chief Mills questioned about funds collected from prior years like 1996.

Mr. Cooke stated that revenue will go back to each district. Part of over collections are not so much from growth, but from delinquent accounts from prior years.

Chief Mills commented that county took out 5% for delinquency and 5% for collection fees.

Mr. Cooke commented on the collection rate, as shown in *FY2000 Fire Tax District (handout)*. This is how it will be treated for the whole district. Try to get closer to line on the budget. Can argue that we raise collection rate. The cost for collection recovers costs for functional support and collection. Anything above the 95% goes back to the fund. Sharing the philosophy of 5% fee to the district the fire tax district is similar to the solid waste fund. All expenses paid for by the county, hence the cost of the funds. Expenses recovered from the fund. 5% taken from fire districts was money from the 21 revenue funds.

Chief Vaughan questioned is all money going to general fund or is it going to Ray's budget.

Mr. Cooke stated this is not from Ray's budget.

Chief Vaughan stated that he has a problem with not collecting at actual cost. Like to see Wake County Fire Commission to recommend a 1% collection. Wants to be charged what it costs to collect funds.

Mr. Cooke stated there has to be an agreement. If we have to borrow from the general fund, then we have to pay the general fund back with interest. The county receives car payments throughout the year, but real estate comes in between September and January. There is no interest if you use your funds versus using the general fund.

Chief Chiotakis stated can not do numbers here tonight.

Ray stated that the Wake County Fire Commission can talk about the contract in a moment. The County Attorney is also looking at the language in the contract.

Mr. Perry commented that he is not a Wake County fire chief and is trying to get a good picture. Cost of collection is $\frac{1}{2}$ of 1%.

Mr. Cooke replied the collection fee of $\frac{1}{2}$ of 1% is what it costs for actual collection of the tax revenue.

Mr. Perry then questioned there are also other expenses with collection?

Chief Chiotakis commented that county charging 5% is for more than actual collection.

Mr. Perry then questioned what is mutual aid?

Ray stated that historically mutual aid is given to departments who give mutual aid to other departments to off-set costs. This year, the moneys divided to each of the four regions.

Mr. Cooke stated that if general fund used, then we have to pay general fund back. If we agree to use fund balances versus general funds, then no interest.

Chief Vaughan commented he wanted to look at the collection fee.

Chief Brinson commented on paying for calls.

Ray commented county pays for calls dispatched. If Swift Creek goes on 500 calls, then county is billed by City of Raleigh for those calls.

Mr. Cooke stated that he concluded his presentation.

Mr. Sannipoli questioned if figures used were this year's numbers.

Mr. Cooke responded yes, based on this year's numbers.

Chief Chiotakis questioned if emergency incident support was part of haz-mat.

Ray answered no.

Chief Vaughan stated that he mentioned before at previous meeting that haz-mat should not come out of collections.

Chief Mills questioned what is or is not covered by \$484,131. The business about radio dispatch, is that in the public safety budget?

Ray answered that he believes it is in the Emergency Management Budget.

Chief Mills questioned if we amass some money in this account, will it have interest.

Mr. Cooke replied yes.

Chief Chiotakis questioned why 95% and not 98%?

Mr. Cooke stated that county wide, collection is between 97-98%. 95% is a safe number.

Chief Chiotakis commented that he is trying to find a balance between 8.5 cents and 10 cents.

Chief Vaughan questioned are municipalities charged the fees for using the Fire Marshal's office and EMS?

Ray answered to look at the functions of the county as a whole, not just Fire Marshal.

Chief Vaughan commented that to his knowledge, county provides same services to municipalities.

Mr. Cooke thanked the group.

(Break at 8:30 PM)

(Resumed at 8:45 PM)

Ray stated the need to talk about a fire budget recommendation. Would like for the Wake County Fire Commission to have a plan of action tonight. The Budget Review Subcommittee recommended 9.5 cent tax rate and another motion was made to endorse tax rate at 10 cents. Did not address the distribution of funds. There are a couple of strategies available. Need to decide on ten cent tax rate

and distribution of revenue or does the Wake County Fire Commission do distribution based on staff recommendation.

Mr. Sannipoli stated that 10 cents was recommended with 9.5 cents for distribution with .5 cents to general fund.

Mr. Farmer stated this is an unfair process for this much change with this little notice. Won't cost the county per se, but would cost ten districts.

Chief Mills described the way the Budget Review Subcommittee came up with the extra fund. To distribute funds to departments that demonstrated needs. This is an imperfect process. Look at what you actually get and look at the proposed funding.

Mr. Perry commented that the County Commissioners have given us general directions. Talked about 13% for schools and then it was reduced to 10%. The County Manager addressed concerns that were very difficult. For us to continue at ten cents is not realistic. Endorse what staff has given us to go to the County Commissioners. Look at functions of support at a later time than tonight. Have a June 9, 1999, deadline. Talking for ten cents is valid. The County Commissioners have responsibility to make the final choice. Support what staff has recommended. I can not continue to support ten cents.

Mr. Sannipoli made motion with ten cent tax rate to distribute at 9.5 cents with .5 cents to the fund balance. Motion that the Wake County Fire Commission recommend to County Commissioners as documented in Budget Review Subcommittee report from the February 25, 1999, report.

Motion put to vote:
In favor - 3
Against - 5
Motion not approved.

Mr. Perry recommended supporting the Fire Marshal and staff.

Chief Mills commented to distribute funds based on 9.5 cents leaves door open to retract 10 cents. Distribute moneys based on 9.5 cents. No second on motion. Motion died.

Mr. Perry motioned that the Wake County Fire Commission approve the staff proposed budget of 8.5 cents with distribution provided by staff and look at functions provided at a later date.

Chief Vaughan stated he would second the motion of 8.5 cents only minus the later date.

Chief Mitchell stated the Wake County Fire Commission came up

with 9.5 cents, but staff recommends 8.5 cents. This is not what we set out to do.

Chief Vaughan commented that he did vote with 10 cent last go round, but it is time to move on to what we can do.

Ms. Schwarm stated she is disappointed that the County Commissioners did not hear about the 10 cent proposal.

Ray stated that whatever action taken by the Wake County Fire Commission, then take forward to the Board of Commissioners. Whatever approved here, need an action to go to the Board.

Chief Chiotakis stated that if Wake County Fire Commission feels 10 cents correct rate, what vehicle do we use to agree with 8.5 cents but not 10 cents.

Ms. Brannon stated that the Board of Commissioners is aware of the Wake County Fire Commission's position. It is not like no information not leaving the room. What you see from Mr. Cooke is a way to close the gap. The Wake County Fire Commission should send to a budget proposal along with concerns, or things you think are a problem that you would like to revisit in a year or two. Would be remiss not to. Should make clear you have concerns and to revisit. This is not set in stone.

Ray stated that someone needs to articulate this to the Board.

Chief Mills stated that he had a separate conversation with Cloyce Anders and Mr. Anders was prepared to make that presentation. Mr. Anders felt it his duty to present this message.

Ms. Brannon stated to give your concerns to the Board.

Ray stated that Mr. Perry's motion is on the table.

Mr. Perry stated the County Commissioners charged with fixing tax rates by July 1st. Nothing says that we can not go back to revisit.

Chief Chiotakis commented that he agreed totally. These are changeable issues. If County Commissioners go with the Manager's recommendation, can the 5% be altered at a later date? We think the cost of collection should be \$250,000 - can this be altered?

Mr. Cooke stated yes. Concerns for answer yes. Could reallocate mutual aid funds. Services are negotiable.

Motion put to vote:
Motion passed.

	<p>Ms. Brannon went to chart to do a visual of memo to Board. Suggested three sections to the memo:</p> <ol style="list-style-type: none"> 1. Actions / Recommendations taken 2. Issues of Concern / Unresolved 3. Future Needs to Revisit <p>Mr. Perry recommended putting together letter of what was voted on tonight for the Board of Commissioners. Suggested Ray do letter to meet the timetable.</p> <p>Chief Vaughan recommended going to Ray's office to discuss collection fee.</p> <p>Mr. Sannipoli motioned to discontinue mutual aid funding and to have it put back directly into budget.</p> <p style="padding-left: 40px;">Motion put to vote: Motion failed.</p> <p>Ray stated that he would do memo for Commissioners.</p> <p>Ms. Brannon stated that everyone should be able to come to meeting to discuss collection fees. Everyone can give a memo to Ray with issues of concern.</p> <p>Chief Vaughan stated this should start with the Contract & Performance Subcommittee. Suggested setting up a Contract & Performance Subcommittee as soon as possible.</p> <p>Ray stated that he would set up a Contract & Performance Subcommittee to meet as soon as possible and will get notice out to everyone.</p> <p>Ms. Brannon stated that each individual member send information to Ray to send memo to Board of Commissioners.</p> <p style="padding-left: 40px;">Motion put to vote: Motion passed.</p> <p>Ray stated to please get comments turned in by this Friday.</p>
COMMITTEE REPORTS:	
Budget Review:	No report.
Capital Improvement Program:	No report.
Contract & Performance Requirements:	Ray stated that he sent out proposed document. Asked if everyone had time to review.

	<p>Chief Vaughan commented that fund balance, where the overage balance to be used, first responder, and collection fee concerned him.</p> <p>Mr. Sannipoli questioned if this had been distributed to fire departments yet.</p> <p>Ray stated not at this time. The document is still in DRAFT form.</p> <p>Chief Mills questioned that when the Wake County Fire Commission comfortable with contracts, what are we responsible for doing?</p> <p>Chief Vaughan stated to meet and finalize the contracts.</p> <p>Chief Chiotakis has concerns about section D, the automatic mutual aid agreement. Under ISO agreement, shouldn't it read automatic aid.</p> <p>Chief Vaughan suggested that he come to the meeting.</p> <p>Ray encouraged everyone to look at the contract prior to coming to the meeting. Will get back with a meeting date.</p> <p>Chief Chiotakis also commented about section 11, liquidation in accordance with non-profit, all assets acquired with county funds. Questioned the wording.</p> <p>Chief Vaughan commented that in the future, dissolution could be a problem.</p> <p>Chief Brinson commented that section one had no provisions for the Wake County Fire Commission to recommend funding.</p> <p>Ray stated that the contract is between the county and the fire department.</p> <p>Chief Brinson stated there is no mention of the Wake County Fire Commission.</p> <p>Ray stated that we would need to come up with recommended language.</p>
Planning:	<p>Mr. Perry stated there was not a quorum to have a Planning Subcommittee meeting. Chief Robert Pearce submitted plan for addition to station two. Will look at recommendation and get back with you. They have a good plan for now and future needs. This will be addressed at the next meeting.</p>
Y2K Update:	<p>Ray asked that the individual fire department's keep us updated of any Y2K problems.</p>

	Chief Mills stated that WC3 is not 2000 compatible. WC5 may be a solution.
New Business:	<p>Ray stated that he hoped that we can get issues addressed between now and the June 15 meeting so we can take the summer off. Stated that we have come a long way in a short period of time. Ray proposed putting together a workplan and distributed a handout: <i>Consideration of Fire Commission Workplan for FY 99-2000.</i></p> <p>Ms. Brannon commented that it lets Board members know what has been done and what is proposed to be done.</p> <p>Ray reminded the Wake County Fire Commission that the EMS Task Force meeting is next week and the Wake County Fire Commission members are invited to attend.</p>
Meeting Site for the Thursday, June 3, 1999, Wake County Fire Commission Meeting:	Wake County Commons Building Carya Drive off Poole Road
Adjournment:	Meeting adjourned at 9:50 PM.

Handouts = 5

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**Wake County Fire Commission
MINUTES FOR THURSDAY, JUNE 3, 1999
ADOPTED 10/5/1999**

Time:	4:30 PM - 5:40 PM
Location:	Wake County Commons Building Carya Drive at Poole Road
Present :	Yevonne Brannon, Wake County Commissioner George Mills, North Region/Primary Phil Mitchell, South Region/Primary (<i>via telephone</i>) A.C. Rich, North Region/Alternate (<i>arrived at 4:50 PM</i>) Ned Perry, Citizen/Consumer Charles Sannipoli, Citizen/Consumer Tom Vaughan, East Region/Primary Ray Echevarria, Director-Fire/Rescue Division
Absent:	Cloyce Anders, External Facilitator Max Ashworth, Citizen/Consumer Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate Ken Farmer, South Region/Alternate Blaine Parks, Citizen/Consumer(Alternate) Rodney Privette, East Region/Alternate Nancy Schwarm, Citizen/Consumer Bill Stevenson, President of Firemen's Association Bonnie Woodruff, Citizen/Consumer
Topic:	Discussion & Summary of Topics:
Meeting Called to Order:	The meeting was called to order at 4:45 PM.
	The following handouts were distributed: <ul style="list-style-type: none"> • Draft of "Proposed" Municipal Contract • Draft of Memo prepared by Ray Echevarria reference Update on Fire Protection Issues and Fire Commission Activities
Public Comments:	No public comments.
Adoption of Minutes:	Motion to adopt 5-18-99 minutes waived until fall meeting.
Opening Remarks:	Ray recognized and welcomed Mr. David Cooke, Deputy County Manager, and Mr. Tim Lanier, Interim Public Safety Directory.
OLD BUSINESS:	
Discussion and Consideration of Proposed Fire Contract:	Ray opened the discussion by stating the Contract & Performance Subcommittee meeting had been very productive and a draft of the revisions for the proposed contract had been mailed out to Wake County Fire Commission members. There were two outstanding

issues:

1. Collection Fees
2. Overage Moneys

Chief Mills questioned the wording of paragraph number three.

Paragraph number three was then changed to reflect:

Any fire protection service tax district revenues collected annually in excess of the approved total appropriations shall be maintained in a separate account by the County. The Wake County Fire Commission **shall** make recommendations to the County for distribution of these revenues. The Wake County Board of Commissioners **will issue** final approval of distribution.

It was then questioned when monthly payments would be received.

Ray advised he had spoken with Stan Wood of Finance, and Mr. Wood advised that it would be the last day of the month.

Mr. Mills asked if the first payment would be received July 31, 1999.

Ray stated that is correct.

Paragraph number two was then changed to reflect:

A separate fund shall be maintained by the County for the funds collected as a result of the service tax district (after deducting 2.5% for collection and functional support). Funds will be paid in equal monthly payments to said Fire Department **on the last day of each month.**

Ray commented that paragraph number four had been changed. If departments want to take advantage of County services to save money, they may do so.

Ray also commented that paragraph 16, subsection I, which pertains to fire station construction / renovations, was added.

After discussion, paragraph 16, subsection I, was changed to reflect:

The Wake County Fire Commission shall make recommendations on new fire station locations and major renovations to the Wake County Board of Commissioners. The Board of Commissioners shall approve all new fire stations and major renovations financed utilizing service tax district funds. Major renovations include renovations of existing

fire stations which exceed \$100,000 in total cost.

Mr. Sannipoli commented that he was concerned with the wording in paragraph 14. Does not believe it is rational to maintain a rating if funding is cut.

Ms. Brannon stated that if this affects a department, then that department should make its case before signing the contract.

Chief Vaughan commented to change to fire department will make best effort to maintain rating.

Mr. Perry suggested fire department is expected. If they do not, then we will look at the circumstances.

Mr. Sannipoli suggested to change to best faith effort.

Ray stated that a possible concern for the County is the County is expecting departments to maintain ISO ratings. May be diluting County's ability to have department maintain ISO rating.

Mr. Sannipoli suggested that if a department decides not to maintain ISO rating, then it will affect funding.

Chief Vaughan commented that ISO is not something that can be fixed in 90 days.

Mr. Sannipoli then questioned what ISO do you want departments to have.

Ray commented to keep current rating.

Mr. Sannipoli stated that that is no incentive to improve.

Ray stated that we need to define level of service. The Wake County Fire Commission needs to work to define level of service. Does not feel this should be in the contract. If a situation is beyond a Fire Department's control, this will be taken into account.

Mr. Perry stated concern that we are boxing in the County.

Ms. Brannon stated a good compromise is expected. Failure to maintain ISO rating will be addressed.

Ray suggested changing to fire department shall make a good faith effort as originally suggested by Mr. Sannipoli.

Chief Vaughan questioned what if a department should lose ISO rating.

Ms. Brannon stated if rating lost, addressed by the Fire Marshal

and recommendation to Wake County Fire Commission, and then to Board of Commissioners.

Chief Mills then stated concern that County has a goal. How is that communicated if it is not in the contract. How is it communicated to departments. If it is a goal, then it needs to be in the contract.

Ms. Brannon stated she believes it should be in next year's contract. Work on recommendation for next year.

Ray stated there is a need for more discussion and thought on level of service.

Chief Mills questioned who's goal is it and who sets it.

Ms. Brannon expressed the goal should be set outside the contract.

Ray commented that we do have the ability to make amendments to the contracts.

After discussion, paragraph 14, was changed to reflect:

The Fire Department ***shall make a good faith effort to maintain its*** current rating, or better, with the **North Carolina Department of Insurance, and the Insurance Services Office, Inc.** as well as its present nonprofit corporation status pursuant to Chapter 55A of the North Carolina General Statutes. The Fire Department shall continuously comply with all applicable laws, ordinances and regulations. The bylaws of the Fire Department shall have reasonable provisions enabling citizens of the District to participate in the affairs of the Fire Department, as determined necessary by the Fire Department Board of Directors. ***Cases in which a fire department loses or receives a reduced rating will be examined by the Wake County Department of Public Safety, Fire/Rescue Services Division. The Wake County Public Safety Fire/Rescue Director shall make a report to the Wake County Fire Commission containing recommendations for corrective action.***

Mr. Perry moved to adopt.

Ray asked to see those in favor. All members present approved. Chief Vaughan called Chief Mitchell by telephone, and Chief Mitchell also approved.

Motion approved.

Chief Vaughan stated there had been a lot of work by a lot of people. Looking forward to taking the summer off and work on

	<p>other issues when we meet in September.</p>
<p>Discussion of Memorandum to Board of Commissioners:</p>	<p>Ray referred to the handout of the Draft memorandum Update on Fire Protection Issues and Fire Commission Activities. Would like to have memorandum finalized and distributed to Board of Commissioners by Monday. If you have any additions or revisions, please let me know.</p> <p>Ray was questioned when changes would be made to contract and he stated changes would be made tomorrow.</p> <p>Chief Robert Pearce, Wake-New Hope Chief, expressed concern over Wake County Fire Commission not meeting during the summer months. Asked how this would affect request with the Planning Subcommittee.</p> <p>Ray stated the Planning Subcommittee will continue to meet during the summer to prepare report for Wake County Fire Commission.</p> <p>Mr. Perry stated it would be helpful if Chief Pearce would prepare a letter and let him know how long a meeting would take. The Planning Subcommittee will be working throughout the summer months. Is unsure of meeting dates.</p> <p>Ray stated there will be no other Wake County Fire Commission meeting this month.</p> <p>Ray also mentioned the need to discuss couple of options for additional revenue distribution. Could be done on the front end or wait until end of year.</p> <p>Mr. Sannipoli questioned if this was the same as Mutual Aid money.</p> <p>Ray stated that Mutual Aid funding is eliminated for FY 99-2000.</p> <p>Chief Vaughan stated that we are talking about spending money we do not have yet. Leave until end of year and as emergencies come up for departments, then distribute on an as needed basis.</p> <p>Ray commented that we are unable to take action tonight. Give this thought and vote on this issue at the September meeting.</p> <p>Ms. Brannon stated this could be something the Budget Review Subcommittee can look at.</p> <p>Ray then moved to go over a couple of proposed meeting dates for fall meetings.</p> <p>Chief Mills commented the dates deviated from the rules</p>

	<p>established by the Wake County Fire Commission.</p> <p>Ray stated that he would send out a survey to all members to see what is the best date for September.</p>
<p>Meeting Site and Date for the Fall Wake County Fire Commission Meeting:</p>	<p>To be determined.</p>
<p>Adjournment:</p>	<p>Meeting adjourned at 5:40 PM.</p>

Handouts = 2

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Wake County Fire Commission
MINUTES FOR THURSDAY, SEPTEMBER 14, 1999
Adopted Minutes

Time:	4:30 PM -
Location:	Garner Fire Department, Station #1 503 West Main Street, Garner
Present :	Yevonne Brannon, Wake County Commissioner George Mills, North Region/Primary Phil Mitchell, South Region/Primary (<i>via telephone</i>) A.C. Rich, North Region/Alternate (<i>arrived at 4:50 PM</i>) Ned Perry, Citizen/Consumer Charles Sannipoli, Citizen/Consumer Tom Vaughan, East Region/Primary Ray Echevarria, Director-Fire/Rescue Division
Absent:	Cloyce Anders, External Facilitator Max Ashworth, Citizen/Consumer Ed Brinson, West Region/Primary Tony Chiotakis, West Region/Alternate Ken Farmer, South Region/Alternate Blaine Parks, Citizen/Consumer(Alternate) Rodney Privette, East Region/Alternate Nancy Schwarm, Citizen/Consumer Bill Stevenson, President of Firemen's Association Bonnie Woodruff, Citizen/Consumer
Topic:	<u>Discussion & Summary of Topics:</u>
Meeting Called to Order:	The meeting was called to order at
	The following handouts were distributed: <ul style="list-style-type: none"> • Draft of "Proposed" Municipal Contract • Draft of Memo prepared by Ray Echevarria reference Update on Fire Protection Issues and Fire Commission Activities
OLD BUSINESS:	
Adoption of Minutes:	Motion to adopt 5-18-99 minutes Motion to adopt 6-3-99 minutes
Opening Remarks:	
OLD BUSINESS:	
NEW BUSINESS:	
Chief Parker of Holly Springs Fire Department -- Holly Spring Fire	

Department's Apparatus Replacement Plan:	
Rules of Procedure:	
Next Year's Budget Process:	
Methods of Communicating Results of Fire Commission Meetings with the Board of Commissioners:	
Meeting Site for November 16, 1999, Wake County Fire Commission Meeting:	
Adjournment:	Meeting adjourned at

Handouts =

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**WAKE COUNTY FIRE COMMISSION
MINUTES
Tuesday, October 5, 1999
(Adopted Tuesday, November 16, 1999)**

The Wake County Fire Commission met Tuesday, October 5, 1999, at 4:42 p.m. at the Garner Fire Department, Station 1, 503 West Main Street, Garner, North Carolina.

Members Present: Cloyce Anders, External Facilitator
Ed Brinson, West Region/Primary
Tony Chiotakis, West Region/Alternate
Ray Echevarria, Director-Fire/Rescue Division
George Mills, North Region/Primary
Phil Mitchell, South Region/Primary
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
Donald Pierce, South Region/Alternate
Buddy Scarboro, Wendell Town Representative
Tom Vaughan, East Region/Primary
Bonnie Woodruff, Citizen/Consumer

Members Absent: Max Ashworth, Citizen/Consumer
Yevonne Brannon, Wake County Commissioner
Blaine Parks, Citizen/Consumer(Alternate)
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate
Charles Sannipoli, Citizen/Consumer
Nancy Schwarm, Citizen/Consumer

Staff Present: Tim Lanier, Interim Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Charles Ottaway, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Facilitator Cloyce Anders called the meeting to order.

Opening Comments:

Mr. Anders opened the meeting. Stated that he had been down east because of Hurricane Floyd. It seems that the North East Fire Department has been adopted by Wake County. The North Carolina State Fireman's Association has set up a fund specifically for firemen. This fund will try to compensate them. Hopefully will be able to effect a good return and this will help individuals. While the departments are devastated, the departments will be OK. They do have flood coverage which will replace equipment, buildings, and vehicles. One department will also get reimbursed for fund raiser it could not hold because of the flood. All

individuals at the fire station who lost personal effects will be compensated. Focus on individual for the fund. Everyone was insured. Twenty-four out of 25 fire members of the North East Fire Department had substantial damage. One family completely lost home. It is a real credit to those who have gone down to help. It really shows what emergency services is about. Emergency services suffered because they were out and not at the station. The treasurer of the fire department activated the alarm to notify the people in town the water was rising. Hopefully effort to bring in funds will be successful for Fire and Rescue personnel.

Approval of Minutes:

Upon motion of Mr. Ned Perry, seconded by Ms. Bonnie Woodruff, the Wake County Fire Commission unanimously approved the minutes of the May 18, 1999, and June 3, 1999, meetings.

Public Comments:

No public comments were requested to be heard. Therefore, the public comments portion of the meeting was declared closed.

NEW BUSINESS

Chief Parker of Holly Springs Fire Department -- Holly Spring Fire Department's Apparatus Replacement Plan:

Mr. Anders recognized Chief Parker and turned the floor over to him.

Chief Parker distributed memo reference fire equipment disposal / acquisition. Chief Parker requested the support of the Wake County Fire Commission so that his department could upgrade fire equipment and dispose of pieces that were no longer functional for the Holly Springs Fire Department.

Rules of Procedure:

The gray highlighted areas are the proposed changes.

Page 3, Section II, Item 2, amend to:

Delete - Managing "mutual aid" funding for FY 98-99.

Delete - Developing all necessary operation regulations and guidelines in order to implement a single fire protection service tax district, effective July 1, 1999.

Delete - Developing a revised fire protection and emergency services contract to be effective July 1, 1999.

- A. Reviewing and making recommendation on operating budget requests.
- B. Reviewing and making recommendation on CIP budget requests.
- C. Developing and implementing firefighter and volunteer incentive retention and recruitment programs.
- D. Making recommendations to the Board of Commissioners for continuing improvement of the fire protection system. *Develop a method of communication to the Board of Commissioners.*

- E. Reviewing ISO and consultants reports and taking action for improvement as deemed necessary.
- F. Enforcement of all service district operational regulations and guidelines for the Wake County fire protection service district.

Page 3, Section III, Item 1, amend to:
Change from bullets to alphabets for labeling purposes.

Page 4, Section III, Letter B, Item 1 and Item 2, amend gray highlighted area so that it reflects the region making the recommendation and not the Wake County Fire Commission on appointments to the Wake County Fire Commission.

Page 4, Section III, Letter C, Item 2, keep gray highlighted areas as is.

Page 5, Section III, Letter G, Action for Nonattendance, amend gray highlighted area to include: other than alternate appointees.

Did a show of hands:

Required to attend: 2

Not required to attend: 5

Page 5, Section IV, Letter A, Regular Meetings:
Ray Echevarria will send out survey to determine best date and time for members to attend Wake County Fire Commission meetings.

Break at 5:53 p.m.

Resumed at 6:03 p.m.

Page 7, Section IV, Item 6, amend gray highlighted area to:
Any *voting* member of the Fire Commission may make a motion. ~~A member may make only one motion at a time.~~

Page 7, Section V, Letter A, Standing Committees:
Mr. Anders will review restructuring the committees and also outline the duties of the committees.

Mr. Anders motioned to bring back for next meeting for a vote.

Next Year's Budget Process :

Mr. Echevarria recommended bringing staff budget recommendations before the Wake County Fire Commission before being submitted to the County. The Fire Commission will have an opportunity to review and make comments on staff recommendations.

Recommended to include citizens within the budget process and not just the fire chiefs.

Chief Brinson motioned that individual departments work with staff on budget recommendations and then staff bring budget recommendations to the Fire Commission. Motion seconded by Chief Vaughan. Motion passed.

Non-Appropriated Funds from 99-2000 Budget :

Approximately \$280,000 non-appropriated funds from 99-2000 budget.

Make a recommendation, not appropriation, on these funds.

Two options recommended:

- A. Let budget committee make recommendation to Wake County Fire Commission.
- B. Let staff make recommendation to Wake County Fire Commission.

Mr. Ned Perry motioned to hold funds in reserve for now. Motion seconded by Chief Brinson. Motion passed.

Method of communicating results of Fire Commission meetings with the Board of Commissioners :

Recommendation to notify Board of Commissioners in writing of Wake County Fire Commission activities.

No motion made.

Recommendation to look at the existing Wake County Planning Board and use as a model. Mr. Anders will bring report of Planning Board process.

No motion made.

Future Wake County Fire Commission Meetings:

Looking for a site for the Tuesday, November 16, 1999, 4:30 p.m. Wake County Fire Commission meeting.

Mr. Ned Perry motioned to survey the membership for time and day for members to attend Wake County Fire Commission meetings. Seconded by Chief Vaughan. Motion passed.

Adjournment:

With no other business, Facilitator Cloyce Anders declared the meeting adjourned at 6:45 p.m.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Tuesday, November 16, 1999
(Adopted Thursday, February 10, 2000)**

The Wake County Fire Commission met Tuesday, November 16, 1999, at 4:42 p.m. at the Wake County Public Safety Center, Room C170, 330 South Salisbury Street, Raleigh, North Carolina.

Members Present: Cloyce Anders, External Facilitator
Yevonne Brannon, Wake County Commissioner
Ed Brinson, West Region/Primary
Tony Chiotakis, West Region/Alternate
Ray Echevarria, Director-Fire/Rescue Division
George Mills, North Region/Primary
Phil Mitchell, South Region/Primary
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Tom Vaughan, East Region/Primary

Members Absent: Max Ashworth, Citizen/Consumer
Blaine Parks, Citizen/Consumer(Alternate)
Donald Pierce, South Region/Alternate
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate
Nancy Schwarm, Citizen/Consumer
Bonnie Woodruff, Citizen/Consumer

Staff Present: David Cooke, Deputy County Manager
Tim Lanier, Interim Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Ricky Dorsey, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Facilitator Cloyce Anders called the meeting to order at 4:42 p.m.

Approval of Minutes:

Upon motion of Mr. Charles Sannipoli, seconded by Mr. Ned Perry, the Wake County Fire Commission unanimously approved the minutes of the October 5, 1999, meeting.

Public Comments:

No public comments were requested to be heard. Therefore, the public comments portion of the meeting was declared closed.

Prior to the evening break, Chief Robert Pearce, of Wake-New Hope Fire Department, requested his public comments be heard. He stressed concern about having paid career personnel only versus combination paid and volunteer personnel staffing the fire station. Chief Pearce also suggested moving the Public Comments to the end of the agenda.

NEW BUSINESS

Rules of Procedure:

Upon motion of Chief Tom Vaughan, seconded by Mr. Ned Perry, the Wake County Fire Commission unanimously approved the Rules of Procedures.

Subcommittee Reports:

Planning Subcommittee:

Mr. Ned Perry advised that the Planning Subcommittee was unable to meet due to lack of committee member attendance, and does not have a report for the Wake County Fire Commission.

Subcommittee Structure:

Currently there are four subcommittees:

Budget Review Subcommittee
Capital Improvement Project Subcommittee
Contract and Performance Subcommittee
Planning Subcommittee

After group discussion, Mr. Anders restructured the subcommittees to:

1. Man-power and Staffing, and the needs associated with man-power.
2. Apparatus and Facilities

Mr. Anders also suggested to have people in place to function with the County Staff in developing a Master Plan.

FY 2000-2001 Budget Presentation (by Staff):

Raymond Echevarria distributed the following hand-outs prior to the start of FY 2000-2001 Budget Presentation:

1. What Does "Revenue Neutral" Mean

2. What's Your Property Worth? A look at Wake County's 2000 Property Revaluation Project

Raymond Echevarria presented Power Point FY 2000-2001 Budget Presentation.

Mr. Echevarria stated he would provide a copy of the presentation to all the Wake County Fire Commission members.

It was suggested that to accurately complete the budget forms, to be specific through example, by providing a guidelines book on how to do the budget.

No comments or suggestions were received on the budget forms for FY 2000-2001.

Future Wake County Fire Commission Meetings - Survey Results:

By simple majority, the time for Wake County Fire Commission meetings will be from 4:30 to 6:30 p.m.

Chief Phil Mitchell motioned the Wake County Fire Commission meet on the third Thursday, motion seconded by Chief Ed Brinson. Motion passed.

Looking for a meeting site for the Thursday, January 20, 2000, Wake County Fire Commission meeting.

Adjournment:

With no other business, Facilitator Cloyce Anders declared the meeting adjourned at 6:50 p.m.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, February 10, 2000
(Adopted Thursday, March 16, 2000)**

The Wake County Fire Commission met Thursday, February 10, 2000, at 5:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

Members Present: Ed Brinson, West Region/Primary
Ray Echevarria, Director-Fire/Rescue Division
Phil Mitchell, South Region/Primary
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Tom Vaughan, East Region/Primary
Bonnie Woodruff, Citizen/Consumer

Members Absent: Cloyce Anders, External Facilitator
Yevonne Brannon, Wake County Commissioner
Tony Chiotakis, West Region/Alternate
Blaine Parks, Citizen/Consumer(Alternate)
Donald Pierce, South Region/Alternate
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Primary
Ron Roof, North Region/Alternate
Nancy Schwarm, Citizen/Consumer

Staff Present: Chris Perry, Chief Deputy Fire Marshal
Charles Ottaway, Public Safety Shift Supervisor

Ray Echevarria called the meeting to order at 5:30 PM.

Approval of Minutes:

Upon motion of Mr. Ned Perry, seconded by Chief Ed Brinson, the Wake County Fire Commission unanimously approved the minutes of the November 16, 1999, meeting.

NEW BUSINESS

Update on Budget Process:

All but two or three of the budgets have been turned in. Sherry will be contacting the Chiefs to schedule meetings. Will have budget recommendations to the Fire Commission early March for discussion at the March meeting.

Discussion of Subcommittee Structure:

The following appointments were made to the Manpower/Staffing Subcommittee:

Chief Vaughan - Chair
Chief Mitchell
Charles Sannipoli
Chief Perry

The following appointments were made to the Apparatus/Facilities Subcommittee:

Ned Perry - Chair
Bonnie Woodruff
Buddy Scarboro

Will contact the remaining Fire Commission members.

Attendance:

Max Ashworth resigned from the Fire Commission thus opening a Citizen/Consumer slot.
Clerk to notify Schwarm & Parks.

Volunteer Firefighter Retirement Fund (Presentation by Chief Sidney Perry and Mr. Donald Horton w/discussion) [Handout]:

Motion to recommend to Board of Commissioners by Chief Vaughan, seconded by Charles Sannipoli. Motion carried unanimously.

EMS Task Force Study Update:

Request from Apex Fire Department via Chief Brinson:

Apex Fire Department requests \$15,000 due to unexpected equipment repair.

Recommendation for the department to use emergency contingency fund.

Chief Brinson requested that a letter of the recommendation be given to the Apex Fire Department President. Mr. Echevarria stated he would relay the request to Mr. Cloyce Anders.

(10 minute break. Meeting resumed at 6:30 PM)

Willow Springs Fire Station / Expansion of Insurance District:

Two issues before the Fire Commission:

1. Location of Station(s) in order to provide insurance credit.
2. Prototype of "Co-location station"

Referred to subcommittees.

Public Comments:

No public comments were requested to be heard. Therefore, the public comments portion of the meeting was declared closed.

Adjournment:

With no other business, motion to adjourn made by Buddy Scarboro, seconded by Ned Perry. Motion carried.

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**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, March 16, 2000
(Adopted 5/18/2000)**

The Wake County Fire Commission met Thursday, March 16, 2000, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

Members Present: Cloyce Anders, External Facilitator
Yevonne Brannon, Wake County Commissioner
Ed Brinson, West Region/Primary
Tony Chiotakis, West Region/Alternate
Ray Echevarria, Director-Fire/Rescue Division
Phil Mitchell, South Region/Primary
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
Donald Pierce, South Region/Alternate
A.C. Rich, North Region/Primary
Ron Roof, North Region/Alternate
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Nancy Schwarm, Citizen/Consumer
Tom Vaughan, East Region/Primary

Members Absent: Blaine Parks, Citizen/Consumer(Alternate)
Rodney Privette, East Region/Alternate
Bonnie Woodruff, Citizen/Consumer

Staff Present: Chris Perry, Chief Deputy Fire Marshal
Dewey Poole, Fire/Rescue Training Director
John Callaway, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Cloyce Anders called the meeting to order at 4:30 PM.

Roll call of members was taken. After roll, Mr. Anders introduced Chief Ron Roof, North Region/Alternate representative.

Approval of Minutes:

Upon motion of Cloyce Anders, seconded by Ned Perry, the Wake County Fire Commission unanimously approved the minutes of the February 10, 2000, meeting.

NEW BUSINESS

Subcommittee Reports:

Apparatus/Facilities Subcommittee:

Mr. Ned Perry read the minutes of the March 13, 2000, Apparatus/Facilities Subcommittee meeting into the record as well as distributed copies of the minutes.* The main agenda item is the proposed Willow Springs fire station. The subcommittee requested additional information from Ray Echevarria, Dewey Poole, and Chief Melvin.

Accepted report.

Manpower/Staffing Subcommittee:

No report was submitted.

Budget Presentation and Discussion:

Ray Echevarria did budget presentation as well as distributed handouts of the budget presentation.* Ray reviewed the three proposed budget scenarios and stated all three scenarios would be given to the County Budget Office.

Scenario one and two are based on 6% growth and a revenue neutral fire tax rate.

Scenario three based on operation budget requests from all fire departments.

Mr. Sannipoli made a motion to leave the tax rate at 8.5 cents with 6.5 cents for operational expenses and 2 cents for CIP and depreciation. Seconded by Chief Brinson. Motion carried unanimously.

Mr. Sannipoli stated he would write up the motion for Ray to have it included in the comments portion of the Fire/Rescue Staff Recommendations from the Wake County Fire Commission.

Chief Vaughan made a motion to support Fire/Rescue Staff Recommendation Scenario Two for operational expenses only. Seconded by Chief Mitchell. Motion carried unanimously.

Firefighters retirement fund will be discussed at the May Wake County Fire Commission Meeting.

Public Comments:

Chief Robert Pearce of Wake New Hope Fire Department was recognized:

- If we are moving toward a different budget process for next year, would appreciate more time to prepare for the process.
- Thinks it is unfair for the region representatives to distribute budget recommendation. All fire chiefs would like the same information as the Wake County Fire Commission as it relates to the fire department budgets.

Adjournment:

With no other business, motion to adjourn at 6:44 p.m. made by Cloyce Anders. Motion seconded by Ms. Brannon. Motion carried unanimously.

* Handout - Minutes of the March 13, 2000, Apparatus/Facilities Subcommittee

* Handout - Power Point Presentation of FY2000-2001 Fire Department Budgets - Fire/Rescue Staff Recommendations

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**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, May 18, 2000
(Adopted 7/20/2000)**

The Wake County Fire Commission met Thursday, May 18, 2000, at 4:30 p.m. at the Wake County Public Safety Center, 330 South Salisbury Street, Room C170, Raleigh, North Carolina.

Members Present: Yevonne Brannon, Wake County Commissioner
Ed Brinson, West Region/Primary
Tony Chiotakis, West Region/Alternate
Ray Echevarria, Director-Fire/Rescue Division
Phil Mitchell, South Region/Primary
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
Donald Pierce, South Region/Alternate
A.C. Rich, North Region/Primary (late arrival)
Ron Roof, North Region/Alternate
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative (late arrival)
Tom Vaughan, East Region/Primary

Members Absent: Cloyce Anders, External Facilitator
Blaine Parks, Citizen/Consumer (Alternate)
Rodney Privette, East Region/Alternate
Nancy Schwarm, Citizen/Consumer
Bonnie Woodruff, Citizen/Consumer

Staff Present: David Cooke, Deputy County Manager
John Rukavina, Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Dewey Poole, Fire/Rescue Training Director
John Callaway, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Ray Echevarria called the meeting to order at 4:32 PM.

Introduction of new Wake County Public Safety Director:

Ray Echevarria introduced the new Director of Wake County Public Safety, John D. Rukavina. Mr. Rukavina provided introductory remarks and stated he was looking forward to working with the County. He then joined the Fire Commission to participate in the evening discussion.

Approval of Minutes:

Upon motion of Ned Perry, seconded by Yevonne Brannon, the Wake County Fire Commission unanimously approved the minutes of the March 16, 2000, meeting.

NEW BUSINESS

Subcommittee Reports:

Apparatus/Facilities Subcommittee:

Chairperson Ned Perry stated the Apparatus/Facilities Subcommittee did not meet, and he does not have a report to submit to the Fire Commission.

Manpower/Staffing Subcommittee:

Chairperson Chief Vaughan stated the Manpower/Staffing Subcommittee did not meet, and he does not have a report to submit to the Fire Commission.

County Manager's Budget Recommendation Presentation - David Cooke, Deputy County Manager:

Mr. Cooke distributed *FIRE TAX RATE RECOMMENDATION FOR OPERATING EXPENSES AND DEBT SERVICE** handout to the Fire Commission. Mr. Cooke stated that all county fire departments will soon receive check for prior year fire tax revenues.

The fire tax rate recommended by the County Manager for FY 2000-2001 is seven cents - .065 to fund operating expenses and current debt service and .005 held for future Capital Improvements Projects as recommended by the Fire Commission and staff and approved by the Board of Commissioners. Chief Vaughan motioned to support the County Manager's seven-cent recommendation. Motion seconded by Ms. Brannon. Motion carried unanimously.

The group then discussed sending a written recommendation for the budget to the Board of Commissioners. Mr. Sannipoli offered to do the write up for the Fire Commission to be sent the Board of Commissioners. Motion passed unanimously for Mr. Sannipoli to do the write up to the Board of Commissioners.

Discussion of Budget Revision Process - Ray Echevarria, Fire/Rescue Director:

Ray distributed *WAKE COUNTY FIRE DEPARTMENTS - REVISING THE BUDGET PROCESS** handout to the Fire Commission. Ray commented this would be for the upcoming FY 2001-2002 budget process. Everything in the presentation is a proposal. Would like to meet with all the Wake County Fire Chiefs to discuss the change process. Ray proposes to bring list of performance measures back to the Fire Commission for discussion at the July meeting.

Memo from Cloyce Anders:

Ray distributed *CURRENT AND FUTURE SCHEDULE MEMO FROM W. CLOYCE ANDERS** handout. The Fire Commission discussed the memo and wanted clarification on whether or not Mr. Anders wanted to serve or resign. Ray stated that he would call Mr. Anders to get clarification. If Mr. Anders is unable to continue serving, then Ray will send out forms to the Fire Commission members and the members can nominate a new chairperson amongst themselves and have the new chairperson in place by the July meeting. If Mr. Anders is unable to continue serving, would also need to work on the rules of procedure to change structure of the Fire Commission.

Comments from Chief Rich:

Chief Rich commented on the meeting time of the Fire Commission. Stated that he has received comments from persons who are very interested in the fire service and would like to attend, but the meeting time conflicts with their work schedule. After a brief group discussion, it was agreed that agendas and minutes would be sent to the Fire Commission and also sent to all Wake County Fire Departments so everyone with an interest in the Fire Commission would be aware of what was being discussed. Meeting time will remain at 4:30 p.m.

Public Comments:

No comments were received.

Adjournment:

With no other business, motion to adjourn at 6:00 p.m. Motion carried unanimously.

*Attachment - Fire Tax Rate Recommendation for Operating Expenses and Debt Service

*Attachment - WAKE COUNTY FIRE DEPARTMENTS-Revising the Budget Process

*Attachment - Current and Future Schedule Memo, from W. Cloyce Anders

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, July 20, 2000
(Adopted 9/20/2000)**

The Wake County Fire Commission met Thursday, July 20, 2000, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

Members Present: Cloyce Anders, External Facilitator
Yevonne Brannon, Wake County Commissioner (late arrival)
Ray Echevarria, Director-Fire/Rescue Division
Darrin Holt, West Region/Primary
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
A.C. Rich, North Region/Primary (late arrival)
Ron Roof, North Region/Alternate
Buddy Scarboro, Wendell Town Representative
Nancy Schwarm, Citizen/Consumer
Tom Vaughan, East Region/Primary
Bonnie Woodruff, Citizen/Consumer

Members Absent: Tony Chiotakis, West Region/Alternate
Phil Mitchell, South Region/Primary
Blaine Parks, Citizen/Consumer (Alternate)
Donald Pierce, South Region/Alternate
Rodney Privette, East Region/Alternate
Charles Sannipoli, Citizen/Consumer

Staff Present: John Rukavina, Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Dewey Poole, Fire/Rescue Training Director
John Callaway, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Cloyce Anders called the meeting to order at 4:37 p.m.

OLD BUSINESS

Approval of Minutes:

Upon motion of Ned Perry seconded by Tom Vaughan, the Wake County Fire Commission unanimously approved the minutes of the May 18, 2000, meeting.

SUBCOMMITTEE REPORTS –

Apparatus/Facilities Subcommittee:

The Apparatus/Facilities Subcommittee met Tuesday, July 18, 2000. Chairperson Ned Perry distributed and read the minutes of the subcommittee into the minutes. As backup material for the minutes, three maps and a letter from Wake-New Hope Fire Department were also distributed to the Fire Commission members.

The Apparatus/Facilities Subcommittee made the following recommendations:

- The committee recommends that the Fire Commission ask the Wake County staff to purchase a site for the Willow Springs Fire Station as per the attached map. No motion.

After a brief discussion, this recommendation was amended to:

- The committee recommends that the Fire Commission ask the Wake County staff to **identify** a site for the Willow Springs Fire Station as per the attached map. Motion to accept recommendation made by Ron Roof, seconded by Nancy Schwarm. Motion carried.
- The committee also recommends that the Fire Commission ask Ray Echevarria to write a letter to Wake EMS and the Wake County Sheriff to determine if they want to join us in designing a building and site development at this site. Motion made and carried unanimously.
- The committee recommends that the Fire Commission ask Ray Echevarria to ask the "Computer Team" in the Fire/Rescue Division of Wake County Public Safety to establish new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. No motion.

After a brief discussion, this recommendation was amended to:

- The committee recommends that the Fire Commission ask Ray Echevarria to ask the "Computer Team" in the Fire/Rescue Division of Wake County Public Safety to **simulate** new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. Motion to accept recommendation made by Tom Vaughan. Seconded by Ron Roof. Motion carried.
- The Wake-New Hope Fire Department requested approval for the addition to their fire station two as per attached plans. The total price of the renovation/addition has been estimated to be approximately \$177,000. This project will require no loan at all and they are not asking for any funding for the project. It is the recommendation of this committee that the Fire Commission approve their request. Motion to accept recommendation made by Ned Perry, seconded by Bonnie Woodruff. Motion carried unanimously.

Manpower/Staffing Subcommittee:

The Manpower/Staffing Subcommittee met on Monday, July 17, 2000. Chairperson Tom Vaughan stated the following items were discussed:

- Number of calls, chute time, and response time
- How many personnel are needed
- Look at the different pay scales used throughout the Wake County Fire Departments and possibly recommend a pay scale
- Do a salary survey

Cloyce Anders assigned Darrin Holt, Western Region/Primary Representative, to the Manpower/Staffing Subcommittee.

NEW BUSINESS

Inventory Tax Exclusion Report:

Ray Echevarria stated there is approximately \$120,000 available as a result of the inventory tax reimbursement. Could opt to have the funds put into the Capital Improvement Project fund or come up with a method for distribution.

- Recommendation made for the approximate \$120,000 inventory tax exclusion funds to go to the Capital Improvement Project budget. Motion made by Buddy Scarboro, seconded by A.C. Rich. Motion carried unanimously.

Discussion of Cloyce Anders Continuing as Facilitator:

Cloyce Anders stated his intention of the memo concerning his attendance was to let the group know of his new commitment. He does not desire to be removed from the board; however, he may have a conflict from time to time that would not enable him to attend scheduled meetings.

- Recommendation made to have Cloyce Anders continue as Facilitator and when he is unavailable, have Ray facilitate the meeting. Motion made by Ned Perry, seconded by Ron Roof. Motion carried unanimously.

Discussion of Proposed CIP Process:

Ray Echevarria presented a slide presentation of the proposed CIP process and distributed handouts of the presentation.

- Recommendation to accept process as presented by staff as the process of the Fire Commission for CIP. Motion made by Buddy Scarboro, seconded by Ned Perry. Motion carried unanimously.

Discussion of Proposed Action Plan for Implementing Wake County Manager's Recommendations for CIP Funding:

After group discussion, much of the information needed for the proposed action plan would be done through the Apparatus/Facilities Subcommittee. Mr. Anders requested that the Manpower/Staffing Subcommittee assist with the FLEET section of the proposal. No further action taken at this time.

Proposed Comparative and Performance Measures:

Ray Echevarria distributed memo "*Proposed Comparative and Performance Measures*". Group would need to be in agreement on list of data to collect for baseline information. The information could then be used for planning and to establish strategic goals. Fire Commission agreed it is important to collect data.

Appointments to Wake County Fire Commission:

Ray Echevarria reminded members that appointments expire in October. One idea is to make staggering appointments. Staff will meet with County Clerk and John Rukavina to discuss term staggering.

Non-Compliance of Wake County Fire Departments:

Tom Vaughan stated there are at least four or five County fire departments that have been cited for non-compliance of fire and building codes. Sees this as a priority for capital improvement.

- Recommendation for staff to work with the fire departments not in compliance with state fire codes. Motion made by Tom Vaughan, seconded by Bonnie Woodruff. Motion carried unanimously.

PUBLIC COMMENTS:

No comments were received.

ADJOURNMENT:

With no other business to discuss, Cloyce Anders made motion to adjourn at 6:55 p.m. Motion carried unanimously.

SUMMARY OF ACTION ITEMS:

- The committee recommends that the Fire Commission ask the Wake County staff to purchase a site for the Willow Springs Fire Station as per the attached map. No motion.
- The committee recommends that the Fire Commission ask the Wake County staff to **identify** a site for the Willow Springs Fire Station as per the attached map. Motion to accept recommendation made by Ron Roof, seconded by Nancy Schwarm. Motion carried.
- The committee also recommends that the Fire Commission ask Ray Echevarria to write a letter to Wake EMS and the Wake County Sheriff to determine if they want to join us in designing a building and site development at this site. Motion made and carried unanimously.
- The committee recommends that the Fire Commission ask Ray Echevarria to ask the “Computer Team” in the Fire/Rescue Division of Wake County Public Safety to establish new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. No motion.
- The committee recommends that the Fire Commission ask Ray Echevarria to ask the “Computer Team” in the Fire/Rescue Division of Wake County Public Safety to **simulate** new boundaries between all our fire stations in Wake County so that each fire station will respond to all the areas that are within the shortest run time to that fire station. Motion to accept recommendation made by Tom Vaughan. Seconded by Ron Roof. Motion carried.
- The Wake-New Hope Fire Department requested approval for the addition to their fire station two as per attached plans. The total price of the renovation/addition has been estimated to be approximately \$177,000. This project will require no loan at all and they are not asking for any funding for the project. It is the recommendation of this committee that the Fire Commission approve their request. Motion to accept recommendation made by Ned Perry, seconded by Bonnie Woodruff. Motion carried unanimously.
- Recommendation made for the \$120,000 inventory tax exclusion funds to go to the Capital Improvement Project budget. Motion made by Buddy Scarboro, seconded by A.C. Rich. Motion carried unanimously.
- Recommendation made to have Cloyce Anders continue as Facilitator and ask Ray to fill in when Cloyce is unavailable. Motion made by Ned Perry, seconded by Ron Roof. Motion carried unanimously.
- Recommendation to accept process as presented by staff as the process of the Fire Commission for CIP. Motion made by Buddy Scarboro, seconded by Ned Perry. Motion carried unanimously.
- Agreed to Proposed Action Plan for implementing Wake County Manager’s recommendations for CIP funding. Manpower/Staffing subcommittee to assist with the FLEET section of the proposal.
- Agreed to begin collecting performance measure data.
- Recommendation for staff to work with the fire departments not in compliance with state fire codes. Motion made by Tom Vaughan, seconded by Bonnie Woodruff. Motion carried unanimously.

- With no other business to discuss, Cloyce Anders made motion to adjourn at 6:55 p.m. Motion carried unanimously.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Wednesday, September 20, 2000
*(Adopted 11/16/2000)***

The Wake County Fire Commission met Wednesday, September 20, 2000, at 4:30 p.m. at Garner Fire Department, Station 1, 503 West Main Street, Garner, North Carolina.

Members Present: Cloyce Anders, External Facilitator
Yevonne Brannon, Wake County Commissioner
Ray Echevarria, Director-Fire/Rescue Division
Darrin Holt, West Region/Primary
Phil Mitchell, South Region/Primary
Jimmy Nobles, Citizen/Consumer
Ned Perry, Citizen/Consumer
Sidney Perry, President of Fireman's Association
Donald Pierce, South Region/Alternate
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Primary
Ron Roof, North Region/Alternate
Tom Vaughan, East Region/Primary (late arrival)

Members Absent: Tony Chiotakis, West Region/Alternate
Blaine Parks, Citizen/Consumer (Alternate)
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Nancy Schwarm, Citizen/Consumer
Bonnie Woodruff, Citizen/Consumer

Staff Present: John Rukavina, Public Safety Director
Peter Ray, Budget & Management Analyst
Chris Perry, Chief Deputy Fire Marshal
Dewey Poole, Fire/Rescue Training Director
Charles Ottaway, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Cloyce Anders called the meeting to order at 4:30 p.m.

Approval of Minutes:

Chief Holt requested the July 20 Minutes be amended to reflect his attendance and to remove Chief Brinson. Upon motion of Ned Perry, seconded by Chief Phil Mitchell, the Wake County Fire Commission unanimously approved the minutes of the July 20, 2000, meeting.

SUBCOMMITTEE REPORTS –

Apparatus/Facilities Subcommittee:

Chairperson Ned Perry advised the Apparatus/Facilities Subcommittee did not have a report for the Fire Commission. However, the Apparatus/Facilities Subcommittee had been very busy gathering information.

Currently, the Stony Hill Fire Department is negotiating with an individual for land to relocate Stony Hill Fire Department Station 1. Mr. Ned Perry made a motion for Stony Hill to purchase site. Motion seconded by Ron Roof. No action on motion.

After group discussion, motion amended for Stony Hill to purchase site and that this action is introduced to not prejudice the Fire Commission CIP process. Furthermore, the project will be evaluated during the CIP prioritization process on its own merit. Amended motion approved by Fire Commission.

Chairperson Ned Perry stated he had been contacted by Chief Tom Vaughan reference additions to Wendell Fire Department Station 1 & 2. Will bring back more information. Would like this item put into CIP process. The need is high due to fire code violations.

Chairperson Ned Perry stated Chief George Gupton and members of the Town of Knightdale contacted him concerning Knightdale Fire Department Station 1. Several issues involving Station 1 and will require additional information before a decision can be made:

- Level of participation from Town of Knightdale
- Actual cost of remodeling, including removal of underground tanks and costs to architects
- Remodeling current site versus relocating and building on a new site

These items are being brought forth for information and do not have a decision to be made, yet.

Mr. Anders thanked Chairperson Ned Perry for the time he has put into the Apparatus/Facilities Subcommittee.

Manpower/Staffing Subcommittee:

Chairperson Tom Vaughan did not have a report to submit to the Fire Commission. Did update the Fire Commission on the Salary Survey. To date, 12 departments have turned in information on salary. Would like everyone's information so survey reflects all of Wake County.

Also looking at survey on what is done for volunteers. Try to develop a program for volunteer incentive program.

OLD BUSINESS

Discussion of Closest Fire Station Response Map:

Ray Echevarria discussed the map that was distributed in the mail pertaining to closest station response. The response map is an opportunity to look at existing boundaries in order to improve service in Wake County. This map is only the first step in a complex process. Ray Echevarria also distributed handout “*ISO Protection Classes*” as it relates to the map of closest fire station by mileage.

Some of the issues to be considered:

- Funding
- ISO
- County/County response; County/City response
- Raleigh / Cary borders
- Water availability
- “Seamless” Service Delivery
- Other options – Technology
 - Closest unit (CAD)
- Method of Operations
 - Personnel Availability

Update on CIP Process:

Mr. Rukavina addressed the group on the CIP process:

The Fire/Rescue budget includes funds for capital improvements. When reviewing capital improvement proposals, please do not limit reviews and recommendations to what the budgeted amount, by itself, will cover. In reality, many major projects will take at least two fiscal years to complete. And it is possible to use budgeted funds to finance one or more projects over a period of years. Most importantly, these options are best reviewed **after** the review process is complete and projects prioritized – not before.

Ray distributed handout “*CIP Assessment Criteria for Proposed Fire Facility Capital Improvements*” to the Fire Commission. Peter Ray, Budget & Management Analyst, assisted in the preparation of the handout and was a member of the audience. Ray also stated beginning process to include CIP as part of the budget process. Would like to develop material for assessing projects. This could be done at a work session prior to the November Fire Commission meeting. After brief discussion, group agreed on a work session for Thursday, October 26, at 4:30 PM, location to be announced.

Chief Vaughan inquired how much money in the CIP Fund? Would like to see a monthly amount for the CIP fund.

NEW BUSINESS

Update on Re-appointments:

Ray introduced and welcomed Jimmy Nobles to the Fire Commission. Mr. Nobles is on the Fire Commission as a Citizen/Consumer.

All appointments to the Fire Commission expire October 31, 2000. Fire Commission members should have received a letter from the Clerk to the Board about serving on the Fire Commission. Looking at staggering appointments in a 1 year / 2 year.

Meeting Site for November Fire Commission Meeting:

The Wake County Commons is not available for the November meeting.

COMMENTS:

Mr. Rukavina commented that he watched 2 programs on WUNC TV the other night dedicated to the fire service. These were very informative programs and hopes to obtain a copy of the programs in order to share with Wake County Fire Departments.

Mr. Anders stated there is a new in-line of duty death benefit available from the North Carolina Sate Fireman's Association. This change applies to every department who is a member of the North Carolina Sate Fireman's Association. Contact Paul Miller to file claim.

PUBLIC COMMENTS:

No comments were received.

ADJOURNMENT:

With no further business to discuss, Mr. Anders made motion to adjourn, seconded by Ned Perry at 6:45 p.m. Motion carried unanimously.

Handouts:

- ISO Protection Classes
- CIP Assessment Criteria for Proposed Fire Facility Capital Improvements

SUMMARY OF ACTION ITEMS:

Currently, the Stony Hill Fire Department is negotiating with an individual for land to relocate Stony Hill Fire Department Station 1. Mr. Ned Perry made a motion for Stony Hill to purchase site. Motion seconded by Ron Roof. No action on motion.

After group discussion, motion amended for Stony Hill to purchase site and that this action is introduced to not prejudice the Fire Commission CIP process. Furthermore, the project will be evaluated during the CIP prioritization process on its own merit. Amended motion approved by Fire Commission.

After brief discussion, group agreed on a work session to develop CIP process and criteria for Thursday, October 26, at 4:30 PM, location to be announced.

**WAKE COUNTY FIRE COMMISSION
WORK SESSION
MINUTES**

Thursday, October 26, 2000

***(Adopted 11/16/2000 as information attachment to
11/16/2000 Minutes)***

The Wake County Fire Commission held a Work Session meeting on Thursday, October 26, 2000, at 4:30 p.m. at Fairview Fire Department, Station 1, 4501 Ten-Ten Road, Apex, North Carolina.

Members Present: Tony Chiotakis, West Region/Alternate
Ray Echevarria, Director-Fire/Rescue Division
Ned Perry, Citizen/Consumer
Donald Pierce, South Region/Alternate
Tom Vaughan, East Region/Primary

Members Absent: Cloyce Anders, External Facilitator*
Yevonne Brannon, Wake County Commissioner
Darrin Holt, West Region/Primary
Phil Mitchell, South Region/Primary
Jimmy Nobles, Citizen/Consumer
Blaine Parks, Citizen/Consumer (Alternate)
Sidney Perry, President of Fireman's Association*
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Primary
Ron Roof, North Region/Alternate
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Nancy Schwarm, Citizen/Consumer
Bonnie Woodruff, Citizen/Consumer*

Staff Present: John Rukavina, Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Charles Ottaway, Public Safety Shift Supervisor
Sherry Scoggins, Executive Secretary

Ray Echevarria called the meeting to order at 4:30 p.m.

Since this was a Work Session and not a regular meeting, a quorum was not necessary.

Ray distributed the following handouts for discussion at the Work Session:

- Packet of CIP requests from each county fire department
- CIP Assessment Criteria for Proposed Fire Facility Capital Improvements – Capital Improvement Worksheet
- Guidelines for Applying CIP Assessment Criteria

Ray went over the Guidelines for Applying CIP Assessment Criteria. Emphasized this criteria is for **FY 2000-2001** projects, and the process is meant to rank all projects.

After group discussion, the criteria list was amended to:

1. Extending Services
 - a) District Factors
2. Eliminating Hazards
 - a) Fire and Building Code Violations
3. Effectiveness
 - a) Impact on Level of Service
 - b) Efficient Location
4. Efficiency
 - a) Co-Location

After group discussion, the guideline for Co-location was amended to:

Points in this category are received when there is an immediate need and EMS will be in the building when the facility opens, and thus share construction costs. Due to differing distribution requirements for EMS resources, Wake County EMS will determine need and opportunity for co-location.

The group also came to a consensus to have two lists:

- Building List
- Apparatus List

Ray stated that he would like to have all projects prioritized and lists prepared by the January Fire Commission meeting. We would begin work on the prioritization at the November 16, 2000, Fire Commission meeting. Those present, agreed on the criteria to be used at the next Fire Commission meeting. Will also need to discuss the criteria for FY 2001-2002. Would like to have an Apparatus replacement schedule for future CIP requests.

Thermal Imaging Cameras are under \$25,000 and are not capital improvement items. Chief Chiotakis suggested possibly doing an RFP on a special state contract. If this can be done as a County package deal, could have significant savings.

The meeting site for the next regularly scheduled Wake County Fire Commission will be at Fairview Fire Department, Station #1, on Thursday, November 16, 2000, at 4:30 PM.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, November 16, 2000
(Adopted 1/18/2001)**

The Wake County Fire Commission met Thursday, November 16, 2000, at 4:30 p.m. at Fairview Fire Department, Station 1, 4501 Ten-Ten Road, Apex, North Carolina.

Cloyce Anders called the meeting to order at 4:30 p.m.

Members Present: Cloyce Anders, External Facilitator
Yevonne Brannon, Wake County Commissioner (late arrival)
Tony Chiotakis, West Region/Alternate (late arrival)
Ray Echevarria, Director-Fire/Rescue Division
Mark Melvin, South Region/Alternate
Jimmy Nobles, Citizen/Consumer
Ned Perry, Citizen/Consumer
David Price, President of Firefighter's Association
Charles Sannipoli, Citizen/Consumer
A.C. Rich, North Region/Primary (late arrival)
Ron Roof, North Region/Alternate
Tom Vaughan, East Region/Primary

Members Absent: Darrin Holt, West Region/Primary
Donald Pierce, South Region/Primary*
Rodney Privette, East Region/Alternate*
Buddy Scarboro, Wendell Town Representative
Bonnie Woodruff, Citizen/Consumer*

Staff Present: John Rukavina, Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Donel Braxton, Deputy Fire Marshal
Sherry Scoggins, Executive Secretary

OLD BUSINESS

Approval of Minutes:

Adoption of the 9/20/2000 Minutes:

Upon motion of Jimmy Nobles and seconded by Ned Perry, the Wake County Fire Commission unanimously approved the minutes of the September 20, 2000, meeting.

Adoption of the 10/26/2000 Work Session Minutes:

Mr. Anders requested the October 26, 2000, Work Session minutes be attached to the November 16, 2000, Fire Commission minutes as information.

Approval of FY 00-01 CIP Prioritization Criteria:

Upon motion of Ned Perry and seconded by Jimmy Nobles, the Wake County Fire Commission unanimously approved the FY 00-01 CIP Prioritization Criteria.

CIP Ranking of CIP Projects:

Ned Perry entered the following motion for the Fire Commission's consideration (handout):

We approve the proposed Capital Improvement Ranking and project prioritization submitted by our staff today. Subject to:

1. Any case of a proposed capital improvement where the cost will be shared between Wake County and one or more municipalities, that the final Wake County CIP share amount will be dependant on an agreement between the one or more Municipalities involved and Wake County on those shared costs.
2. Actual funds disbursed will be consistent with the actual cost of the project(s).

Example: If any project is approved for a certain amount of funds and the project cost is not as much as the amount approved, the funds disbursed would be limited to the actual cost of the project.

In other words, if an approved project does not cost as much as was approved, then the full amount approved would not be disbursed.

After brief group discussion, the second item was amended to reflect:

2. Actual funds disbursed will be consistent with the actual cost of the project(s) up to the amount approved.

Motion made by Ned Perry, seconded by Ron Roof, motion passed unanimously.

NEW BUSINESS

FY 01-02 CIP Prioritization Criteria:

The CIP needs for next year will be different from the CIP needs of this year. Between now and the January meeting, staff will send out a list of possible CIP criteria.

Ownership of Capital Items:

John Rukavina gave a presentation to the group and submitted the presentation for the minutes. The presentation is as follows:

Sheet 1:

“Ownership” – The Bureaucracy:

- Items funded via Wake County can raise “ownership” issues....
- Depending on financing, a third party may have an ownership interest...
- Wake County can't just “give away” a building...

Sheet 2:

“Ownership” – The Reality:

- Wake County isn't in the “landlord” business....
- Fire departments want full use of capital items to do the job....
- If operation-control issues are resolved, “ownership” becomes a technicality.

Sheet 3:

“Ownership” – The Solution:

- To the extent that Wake County (or a third party) has an ownership interest, the County should provide (or negotiate) a lease that gives the fire department **maximum operational control** over the capital item.
- To the extent that Wake County operation control is **beneficial**, Wake County should be ready to retain that responsibility.

Bulk Purchase Ad Hoc Subcommittee Appointment:

The Bulk Purchase Ad Hoc Subcommittee would be an information only ad hoc subcommittee. They will research and present opportunities for the Fire Commission's consideration.

Motion to create the Bulk Purchase Ad Hoc Subcommittee made by Charles Sannipoli and seconded by Yevonne Brannon, motion carried unanimously.

After brief discussion, it was recommended that each region provide two names to participate on the Bulk Purchase Ad Hoc Subcommittee. These persons did not have to be a Fire Chief.

Motion to give two names from each region to staff by 11/30/2000, approved unanimously.

Apparatus Ad Hoc Subcommittee Appointment:

Prior to the creation of an Apparatus Ad Hoc Subcommittee, the Fire Commission requested an inventory list of all apparatus used by the Wake County Fire Departments. This request was referred to staff.

FY 01-02 Budget Process:

Ray Echevarria did a Power Point presentation reference the FY 01-02 Budget Process. The following handouts were distributed to coincide with the presentation:

- FY 2001-2002 Target Budget Development Flow Chart
- Wake County Fire Departments, Fiscal Year 2001-2002 Budget Submission Manual
- Budget Forms (DRAFT version for illustrative purposes only. Final version will be forthcoming and distributed in December.)
- FY 2001-2002 Fire Department Budgets Frequently Asked Questions

In December, staff will hold training meetings in each of the regions. At these training sessions, staff will then give the regions the budget forms and diskettes for FY 2001-2002 budget process.

PUBLIC COMMENTS:

No public comments were received.

ADJOURNMENT:

At 6:54 p.m., Mr. Anders motioned to adjourn, seconded by Ned Perry. Motion carried unanimously.

Handouts:

- Motion from Ned Perry reference the CIP Ranking & project prioritization and funds disbursement
- FY 2001-2002 Target Budget Development Flow Chart
- Wake County Fire Departments, Fiscal Year 2001-2002 Budget Submission Manual
- FY 2001-2002 Budget Forms
- FY 2001-2002 Fire Department Budgets Frequently Asked Questions

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, January 18, 2001
(Adopted 3/15/2001)**

The Wake County Fire Commission met Thursday, January 18, 2001, at 4:30 p.m. at the Wake County Public Safety Center, Room C170, 330 South Salisbury Street, Raleigh, North Carolina.

Cloyce Anders called the meeting to order at 4:34 p.m. Roll of members:

Members Present: Cloyce Anders, External Facilitator
Herb Council, Wake County Commissioner
Ray Echevarria, Director-Fire/Rescue Division
Mark Melvin, South Region/Alternate
Ned Perry, Citizen/Consumer
Donald Pierce, South Region/Primary
David Price, President of Firefighter's Association
Ron Roof, North Region/Alternate
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Tom Vaughan, East Region/Primary
Bonnie Woodruff, Citizen/Consumer*

Members Absent: Tony Chiotakis, West Region/Alternate
Darrin Holt, West Region/Primary*
Jimmy Nobles, Citizen/Consumer*
A.C. Rich, North Region/Primary
Rodney Privette, East Region/Alternate

Staff Present: David Cooke, County Manager
Demetric Potts, Administrative Services Coordinator II
John Rukavina, Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Dewey Poole, Director of Fire/Rescue Training
Donel Braxton, Deputy Fire Marshal
Sherry Scoggins, Executive Secretary

Mr. Anders introduced and welcomed Mr. Council to the Fire Commission.

OVERVIEW OF MUNICIPAL/COUNTY SERVICE REVIEW COMMITTEE

Presentation by David C. Cooke, County Manager:

Mr. Cooke presented an overview of the Municipal/County Service Review Committee. The following handouts were distributed:

- * County and Municipal Services Review (1/16/01)
- * Spreadsheet "Fire Services"

OLD BUSINESS

Approval of Minutes:

Adoption of the 11/16/2000 Minutes:

Upon motion of Charles Sannipoli and seconded by Ned Perry, the Wake County Fire Commission unanimously approved the minutes of the November 16, 2000, meeting.

Update on CAD and Radio Communications:

John Rukavina provided an update on the CAD and radio communications. Additional information will be provided as progress is made on these two projects.

FY 00-01 CIP Funding Strategies:

Ray Echevarria gave a presentation on the FY 00-01 CIP Funding Strategies. The following handout was distributed:

- * Comparison of Projected Capital Funding and Initial Needs Assessment

Update on FY 01-02 Budget Process:

Ray Echevarria gave an update on the FY 01-02 budget process for the Wake County Fire Departments.

SUBCOMMITTEE REPORTS

Report from Bulk Purchasing Ad Hoc Subcommittee:

Chris Perry gave an overview of the Bulk Purchasing Ad Hoc Subcommittee meeting. The Bulk Purchasing Ad Hoc Subcommittee consists of eight members and one staff member. The following handout was distributed:

- * Wake County Fire Commission, Bulk Purchasing Ad Hoc Committee Minutes

Chief Vaughan motioned that the Bulk Purchasing Ad Hoc Subcommittee continue meeting. Motion seconded by Ned Perry. Motion carried unanimously.

NEW BUSINESS

USFA \$100M Grant Program:

Ray Echevarria gave an overview of the new USFA \$100 Grant Program and distributed the following handout for information purposes:

- * Fire Service Organizations Briefed on New Grant Program

Information has yet to be distributed on the timeline for the grant submission.

Discussion of Apparatus Recommendations:

Ray Echevarria distributed two handouts relating to apparatus. Would like to make recommendations for the March meeting. The following handouts were distributed:

- * Apparatus Issues
- * "Stock Options" – Article from *Fire Chief Magazine*

Report on Fire Incident Reporting:

Chris Perry gave an overview of the implementation of the software for National Fire Incident Reporting System (NFIRS). Provided two handouts for review:

- * 2000 National Fire Incident Reporting System (NFIRS) [As of 1/15/2001]
- * Wake County Fire Departments 2000 Statistics [Received as of 1/15/2001]

Presentation of Accreditation Criteria:

John Rukavina distributed two handouts for information and future discussion. The following handouts were distributed:

- * Questions and Answers About Use of Fire Service Accreditation Benchmarks in Wake County
- * Section 5, Categories and Criteria

PUBLIC COMMENTS:

No public comments were received.

ADJOURNMENT:

At 6:54 p.m., Mr. Anders motioned to adjourn. Motion carried unanimously.

Attachments (Handouts):

- * County and Municipal Services Review (1/16/01)
- * Spreadsheet "Fire Services"
- * Comparison of Projected Capital Funding and Initial Needs Assessment
- * Wake County Fire Commission, Bulk Purchasing Ad Hoc Committee Minutes
- * Fire Service Organizations Briefed on New Grant Program
- * Apparatus Issues
- * "Stock Options" – Article from *Fire Chief Magazine*
- * 2000 National Fire Incident Reporting System (NFIRS) [As of 1/15/2001]
- * Wake County Fire Departments 2000 Statistics [Received as of 1/15/2001]
- * Questions and Answers About Use of Fire Service Accreditation Benchmarks in Wake County
- * Section 5, Categories and Criteria

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, March 15, 2001
*ADOPTED 5/17/2001***

The Wake County Fire Commission met Thursday, March 15, 2001, at 4:30 p.m. at the Wake County Public Safety Center, Room C170, 330 South Salisbury Street, Raleigh, North Carolina.

Cloyce Anders called the meeting to order. Roll of members:

Members Present: Cloyce Anders, External Facilitator
Tony Chiotakis, West Region/Alternate (late)
Ray Echevarria, Director-Fire/Rescue Division
Mark Melvin, South Region/Alternate
Jimmy Nobles, Citizen/Consumer
Donald Pierce, South Region/Primary
David Price, President of Firefighter's Association
Ron Roof, North Region/Primary
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative
Tom Vaughan, East Region/Primary

Members Absent: Herb Council, Wake County Commissioner
Darrin Holt, West Region/Primary
Ned Perry, Citizen/Consumer*
A.C. Rich, North Region/Alternate*
Rodney Privette, East Region/Alternate
Bonnie Woodruff, Citizen/Consumer*

Staff Present: David Cooke, County Manager
John Rukavina, Public Safety Director
Chris Perry, Chief Deputy Fire Marshal
Donel Braxton, Deputy Fire Marshal
Sherry Scoggins, Executive Secretary

REPORT ON FUND BALANCE AND DEBT SERVICE REVIEW

Presentation by David C. Cooke, County Manager:

- * Mr. Cooke stated information for the report on the fund balance and debt service review is being compiled. Once the report is completed, will share with the Fire Commission.

OLD BUSINESS

Approval of Minutes:

Adoption of the 01/18/2001 Minutes:

Upon motion of Charles Sannipoli and seconded by Chief Tom Vaughan, the Wake County Fire Commission unanimously approved the minutes of the January 18, 2001, meeting.

CFAI Fire Service Accreditation Criteria:

John Rukavina provided an overview on accreditation. Discussed the "Resolution" that was mailed to the Wake County Fire Commission. No motion on the "Resolution" at this meeting.

Discussion of Fire Apparatus Issues:

Ray Echevarria gave an update on the fire apparatus. Presently working on a proposal for a replacement schedule.

SUBCOMMITTEE REPORTS

Report from Bulk Purchasing Ad Hoc Subcommittee:

No report given at this meeting.

NEW BUSINESS

Fire Budget Policy Discussion:

Ray Echevarria did a Power Point presentation to coincide with the Fire Budget Policy Discussion. (Copies of the Power Point presentation included.)

FY 2001-2002 Budget Overview:

Ray Echevarria did a Power Point presentation of the FY 01-02 Budget Overview. Plans to do reviews with each of the departments in the next few weeks. (Copies of the Power Point presentation are included.)

PUBLIC COMMENTS:

No public comments were received.

ADJOURNMENT:

Mr. Anders motioned to adjourn. Motion carried unanimously.

Handouts:

- Fire Budget Policy Discussion – Power Point Presentation
- FY 2001-2002 Budget Overview – Power Point Presentation

WAKE COUNTY FIRE COMMISSION MINUTES

Special Called Session **Thursday, May 03, 2001** *ADOPTED 5/17/2001*

The Wake County Fire Commission met for a Special Called Session on Thursday, May 03, 2001, at 4:30 p.m. at the Wake County Public Safety Center, Room C170, 330 South Salisbury Street, Raleigh, North Carolina.

Ray Echevarria called the meeting to order. Roll of members:

Members Present: Ray Echevarria, Director-Fire/Rescue Division
Darrin Holt, West Region/Primary
Mark Melvin, South Region/Alternate
Jimmy Nobles, Citizen/Consumer (late)
Ned Perry, Citizen/Consumer
Donald Pierce, South Region/Primary
David Price, President of Firefighter's Association
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate (late)
Ron Roof, North Region/Primary
Charles Sannipoli, Citizen/Consumer
Bonnie Woodruff, Citizen/Consumer

Members Absent: Cloyce Anders, External Facilitator*
Tony Chiotakis, West Region/Alternate*
Herb Council, Wake County Commissioner
Buddy Scarboro, Wendell Town Representative*
Tom Vaughan, East Region/Primary*

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
Frank Cope, Administrative Services Coordinator I
Raymond Boutwell, Budget & Management Director
John Rukavina, Public Safety Director
Peter Ray, Budget & Management Analyst
Charles Ottaway, Deputy Fire Marshal
Sherry Scoggins, Executive Secretary

PRESENTATION BY DAVID COOKE, COUNTY MANAGER

Report on Fund Balance and Debt Service Review & FY 01-02 Fire Budget:

For Mr. Cooke's presentation, the following handouts were distributed and reviewed:

- ✧ White Notebook with Wake County Fire Department Fiscal Analysis for 1998, 1999 and 2000 for each Wake County Fire Department
- ✧ 3 Year Debt History – Budgeted (dark blue sheet)
- ✧ 3 Year Net Cash History – Audit Data (light blue sheet)
- ✧ Net Cash Balance – Audit Data (light green sheet)
- ✧ Net Cash and Debt (yellow sheet)
- ✧ Draft Wake County Fire Tax Increase Recommendation, July 1, 2001 – June 30, 2005 (purple sheet)
- ✧ Total Budget Requests (bright pink sheet)

Mr. Cooke introduced the new Deputy County Manager Joseph Durham to the Wake County Fire Commission and guests.

The presentation focused on an overview of all the county fire departments.

The FY00-01 fire tax rate is 7 cents – 6.5 cents for operating budget and .5 cents for the capital budget. For FY01-02, Mr. Cooke proposes the fire tax rate of 9 cents – 6.5 cents for operating budget and 2.5 cents for the capital budget.

Mr. Cooke will present his budget recommendation to the Board of Commissioners on May 17th at 10 AM. Public hearings on the budget are scheduled for June 4th at 2 PM at the Wake County Court House and for June 4th at 7 PM at the Wake County Commons Building. On June 11th the Board of Commissioners will have a work session to discuss the budget. If everything proceeds on schedule, on June 18th, the Board of Commissioners will approve the budget for FY01-02.

Mr. Sannipoli made a motion to send letter of support for the capital budget change and he would write the letter. Mr. Ned Perry seconded the motion. Motion was approved unanimously.

PUBLIC COMMENTS:

Chief Robert Pearce of Wake New Hope questioned if his department would receive less funds this year than last year. Mr. Cooke referred him to Mr. Echevarria. Mr. Echevarria stated that after tonight's meeting, would begin setting up meetings with the individual departments to discuss operating budgets.

ADJOURNMENT:

At 5:28 PM, Mr. Charles Sannipoli motioned to adjourn. Ms. Bonnie Woodruff seconded motion. Motion carried unanimously.

Handouts:

- ✧ White Notebook with Wake County Fire Department Fiscal Analysis for 1998, 1999 and 2000 for each Wake County Fire Department
- ✧ 3 Year Debt History – Budgeted (dark blue sheet)
- ✧ 3 Year Net Cash History – Audit Data (light blue sheet)
- ✧ Net Cash Balance – Audit Data (light green sheet)
- ✧ Net Cash and Debt (yellow sheet)
- ✧ Draft Wake County Fire Tax Increase Recommendation, July 1, 2001 – June 30, 2005 (purple sheet)
- ✧ Total Budget Requests (bright pink sheet)

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, May 17, 2001
(ADOPTED 7/19/2001)**

The Wake County Fire Commission met Thursday, May 17, 2001, at 4:30 p.m. at the Wake County Public Safety Center, Room C170, 330 South Salisbury Street, Raleigh, North Carolina.

Cloyce Anders called the meeting to order. Roll of members:

Members Present: Cloyce Anders, External Facilitator
Ray Echevarria, Director-Fire/Rescue Division
Mark Melvin, South Region/Alternate (Proxy for Ms. Woodruff)
Ned Perry, Citizen/Consumer
Donald Pierce, South Region/Primary
David Price, President of Firefighter's Association
Ron Roof, North Region/Primary
Rodney Privette, East Region/Alternate
Tom Vaughan, East Region/Primary
Bonnie Woodruff, Citizen/Consumer (Excused at 5:30 PM)

Members Absent: Tony Chiotakis, West Region/Alternate
Herb Council, Wake County Commissioner
Darrin Holt, West Region/Primary
Jimmy Nobles, Citizen/Consumer
A.C. Rich, North Region/Alternate
Charles Sannipoli, Citizen/Consumer
Buddy Scarboro, Wendell Town Representative

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Donel Braxton, Deputy Fire Marshal
Sherry Scoggins, Executive Secretary

OLD BUSINESS

Adoption of 03/15/2001 Minutes:

Mr. Ned Perry motioned to approve the March 15, 2001 Minutes; motion seconded by Ms. Bonnie Woodruff. The Wake County Fire Commission unanimously approved the minutes of the March 15, 2001, meeting.

Adoption of 05/03/2001 Minutes:

Ray Echevarria distributed the DRAFT Minutes of the May 3, 2001 Special Called Session of the Wake County Fire Commission for review and comment. Chief Ron Roof motioned to approve the May 3, 2001 Special Called Minutes; motion seconded by Captain David Price. The Wake County Fire Commission unanimously approved the minutes of the May 3, 2001, special called meeting.

NEW BUSINESS

BUDGET PROCESS UPDATE:

Update on Countywide issues only:

Ray Echevarria gave an overview of the below items.

Countywide policy on volunteer compensation options

Countywide specification of capital equipment

Common operating procedures (e.g., personnel accountability system)

Facility study:

Chief Vaughan motioned that Wake County contract with a consulting firm to prioritize building and/or remodeling needs of Wake County Fire Departments; motion seconded by Mr. Ned Perry. The Wake County Fire Commission unanimously approved the motion.

Other:

Chief Ron Roof mentioned that he would like to see some way for departments with major traffic congestion to have support for changes with the traffic lights.

Ray stated that he still has a couple of fire departments to meet with to discuss budget.

Chief Donald Pierce brought up an item of concern as it relates to the budget process and spending down funds in reserve. Recommended including language in contract to address fire

departments going out of business or incurring major unplanned expenses.

Chief Roof stated that he would like to see what is actually collected in the fire tax district, and where the revenues are.

WAKE FOREST FIRE STATION #2:

Chief Jimmy Keith of Wake Forest Fire Department addressed the Wake County Fire Commission and request that the items touched upon be referred to committee. About 2/3 of Station #2 project was for the Town of Wake Forest for properties that were annexed to the Town beyond the 5 mile fire district. The share for the county response area is about 30-35% funding of total project. Put together general information about the project and would like to request to give what he has for review to Ned Perry's committee for review. Chief Ron Roof was in favor of giving the information to Ned Perry's committee for recommendation. There were no objections from the Wake County Fire Commission members. Chief Keith gave information to Mr. Ned Perry. Mr. Perry stated that he would be in contact with Chief Keith.

CAPITAL IMPROVEMENT PROCESS PLANNING:

Ray suggested a committee do the legwork and bring recommendations to the Fire Commission with prioritizations. Possibly have Ned's committee review the Facilities needs and Tom's committee review the Apparatus needs. Would like to begin discussion on these items before the next Fire Commission meeting in July.

COUNTY PROTOTYPE FIRE STATION DESIGN:

Brought four prototype drawings of fire departments. Members and guests are welcome to look at the prototype designs.

OTHER BUSINESS:

Chief Melvin stated thermal imagers have been researched by DOI. Maybe invite someone to the next meeting to discuss thermal imagers.

Chief Roof questioned the status of the CIP project with the Knightdale Fire Department and the Town of Knightdale. If the Town of Knightdale was not going to match the funds for the fire station renovations, would the Fire Commission give consideration to those other projects next on the list until the CIP funds were exhausted.

Chief Ron Roof motioned to wait until the July meeting, if at the July meeting there is not a firm commitment on what is going to happen to the Knightdale renovation, then the funds that had been applied to Knightdale would be applied to whatever projects 4, 5, & 6 or however many that \$300,000 will fund and then we go into creating new list for next year; motion seconded by Chief Donald Pierce. The Wake County Fire Commission unanimously approved the motion.

For clarification, Mr. Echevarria inquired about something going to the Town of Knightdale about a deadline. Chief Tom Vaughan motioned that we send a letter to the fire chief and the Town of Knightdale about our decision of our previous motion, motion seconded by Chief Donald Pierce. The Wake County Fire Commission unanimously approved the motion.

Chief Melvin mentioned criteria for response to structural calls as it relates to ISO evaluation. May need to make a change in the contract reference mutual aid for ISO evaluation ratings.

PUBLIC COMMENTS:

No public comments were received.

ADJOURNMENT:

Mr. Anders motioned to adjourn. Motion carried unanimously.

Handouts:

- ✧ DRAFT Wake County Fire Commission Special Called Session Minutes from 5/3/2001

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Mr. Ned Perry motioned to approve the March 15, 2001 Minutes; motion seconded by Ms. Bonnie Woodruff. The Wake County Fire Commission unanimously approved the minutes of the March 15, 2001, meeting.

Ray Echevarria distributed the DRAFT Minutes of the May 3, 2001 Special Called Session of the Wake County Fire Commission for review and comment. Chief Ron Roof motioned to approve the May 3, 2001 Special Called Minutes; motion seconded by Captain David Price. The Wake County Fire Commission unanimously approved the minutes of the May 3, 2001, special called meeting.

Chief Vaughan motioned that Wake County contract with a consulting firm to prioritize building and/or remodeling needs of Wake County Fire Departments; motion seconded by Mr. Ned Perry. The Wake County Fire Commission unanimously approved the motion.

Chief Jimmy Keith of Wake Forest Fire Department addressed the Wake County Fire Commission and request that the items touched upon be referred to committee. About 2/3 of Station #2 project was for the Town of Wake Forest for properties that were annexed to the Town beyond the 5 mile fire district. The share for the county response area is about 30-35% funding of total project. Put together general information about the project and would like to request to give what he has for review to Ned Perry's committee for review. Chief Ron Roof was in favor of giving the information to Ned Perry's committee for recommendation. There were no objections from the Wake County Fire Commission members. Chief Keith gave information to Mr. Ned Perry. Mr. Perry stated that he would be in contact with Chief Keith.

Chief Ron Roof motioned to wait until the July meeting, if at the July meeting there is not a firm commitment on what is going to happen to the Knightdale renovation, then the funds that had been applied to Knightdale would be applied to whatever projects 4, 5, & 6 or however many that \$300,000 will fund and then we go into creating new list for next year; motion seconded by Chief Donald Pierce. The Wake County Fire Commission unanimously approved the motion.

Chief Tom Vaughan motioned that we send a letter to the fire chief and the Town of Knightdale about our decision of our previous motion, motion seconded by Chief Donald Pierce. The Wake County Fire Commission unanimously approved the motion.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, July 19, 2001
(ADOPTED October 25, 2001)**

The Wake County Fire Commission met Thursday, July 19, 2001, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

Cloyce Anders called the meeting to order.

Roll of Members Present: Cloyce Anders, External Facilitator
Darrin Holt, West Region/Primary
Mark Melvin, South Region/Alternate
James Nobles, Citizen/Consumer
Ned Perry, Citizen/Consumer
Donald Pierce, South Region/Primary
David Price, Firefighter's Assoc. President
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate
Ron Roof, North Region/Primary
Buddy Scarboro, Wendell Town Rep. (late)
Tom Vaughan, East Region/Primary
Bonnie Woodruff, Citizen/Consumer

Members Absent: Tony Chiotakis, West Region/Alternate
Herb Council, Wake County Commissioner
Charles Sannipoli, Citizen/Consumer*

Staff Present: David Cooke, County Manager
John Rukavina, Public Safety Director
Dewey Poole, Interim Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
John Callaway, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were thirteen guests present at the Wake County Fire Commission Meeting.

OLD BUSINESS

Adoption of 05/17/2001 Minutes:

Jimmy Nobles motioned to approve the May 17, 2001, Minutes. Motion seconded by Ned Perry. The Wake County Fire Commission unanimously approved the minutes of the May 17, 2001, meeting.

Recognition of New Apex Fire Chief:

Mr. Anders recognized the new Apex Fire Chief, Raymond Echevarria. On behalf of the Wake County Fire Commission, Mr. Anders expressed appreciation for the assistance given to the Fire Commission and wished Mr. Echevarria the best in his new position.

Knightdale CIP Funding Update:

Chief George Gupton of the Knightdale Fire Department gave an update on the status of the Knightdale CIP Funding request. Presently, the Town of Knightdale does not have funds to go toward the project.

Chief Tom Vaughan motioned that the Knightdale Fire Department work with the Fire Marshal's Office to bring a recommendation to the Fire Commission to bring station 1 up to fire code in the future and assign it to the Fire Marshal's Office and Chief Perry's committee. Motion seconded by Ned Perry. Motion approved unanimously by the Fire Commission.

Wake Forest Fire Department, Fire Station #2:

Mr. Ned Perry gave an update on the Wake Forest Fire Department, Fire Station #2 request. His committee has not met; however, he called the members and discussed this issue. Since this request was not submitted through regular channels, the members were not in favor of this request and suggested it be put in the form of a CIP request. Would like to submit a better report for the next meeting and requested that Wake Forest submit this as a CIP request.

Mr. Anders stated that the Fire Commission would notify Wake Forest of this decision and would ask that the request for Wake Forest Fire Station #2 be resubmitted through the formal CIP process.

NEW BUSINESS

Capital Improvement Process Update:

Mr. Ned Perry stated the committee does not have a report at this time on the Capital Improvement Process Update.

Donald Pierce mentioned that since the Knightdale CIP request fell through, would we contact the next persons with requests on the prioritization list. Chief Pierce went through the list in order:

- ✧ Willow Springs Fire Station
- ✧ Wendell, Sleeping Quarters
- ✧ Knightdale, Station #1 Renovations
- ✧ *Wake Forest, Land for Station #3*
- ✧ *Bay Leaf Station #1 Renovation, Design Fee*
- ✧ *Durham HWY Paint Building and Refinish Floors*
- ✧ *Wake-New Hope, Renovate Station 1& Repair Parking Lot at Station 1*

Mr. Anders suggested that the exact criteria of the CIP requests be written up for everyone.

Tom's motion for Knightdale was to refer to committee to see what could be done to meet fire code. Mr. Rukavina stated that Knightdale's issue is a code issue. If Knightdale Fire Department Station #1 requires repairs, then the Town of Knightdale and the County would work together. Knightdale's request would be from this year's CIP monies.

Upon checking, there is enough money for all the facility projects on the FY 2001 list now that Knightdale is no longer requesting CIP funding.

Ms. Bonnie Woodruff motioned that the Wake County Fire Commission recommend to the County Commissioners funding of the unfunded projects on the prioritization list. Motion seconded by Chief Holt. Motion approved unanimously.

Fire Tax District Revenue and Expenditure Update:

At the request of Chief Vaughan, Mr. Rukavina presented two handouts with fire tax district revenue and expenditure update as information.

FY 01-02 Operating Fund Request – Knightdale Fire Department:

Since the Knightdale Fire Department is having an audit, Chief Vaughan motioned to defer the FY 01-02 operating fund request until the November Wake County Fire Commission Meeting. Motion seconded by Mr. Perry. Motion approved unanimously.

Emergency Vehicle Repair CIP Appropriation:

Mr. Rukavina gave presentation. The Emergency Vehicle Repair CIP appropriation is for paying for repairs that would not be covered by insurance. Mr. Rukavina recommended that the Wake County Fire Commission recommend to the Board of Commissioners that they essentially reserve \$100,000 of CIP funds against a request by a

department for this type of repair. Objective is to get piece of equipment repaired and back in service as soon as possible.

Mr. Scarboro motioned to approve staff's recommendation of:

That \$100,000 of the fund balance of the CIP budget be set aside as a capital reserve for major emergency repairs of fire apparatus not otherwise covered by the insurance mandated in the contract between Wake County and the private non-profit corporations with which it contracts for services, and for which department cash reserves are insufficient.

Motion seconded by Ms. Bonnie Woodruff. Motion approved unanimously.

COMMITTEE REPORTS:

Contract Committee Update:

Donald Pierce reported the Contract Committee met last Thursday night. Chief Pierce motioned that the Fire Commission continue discussion on the contract amendments to its September meeting, and that between now and then the chiefs and members of the Fire Commission get together to consider the amendment proposals that the contract committee has presented to the Commission, ask questions and propose alternatives, identify overlap between proposed amendments and the existing contract, and share that information with Sherry to share with all the Chiefs in the County. Chief Vaughan seconded the motion. Motion approved unanimously.

OTHER BUSINESS:

Presentation by the Wake County Firefighters Association – Accountability Systems in Wake County:

David Price did a Power Point presentation on Accountability Systems in Wake County and distributed copies of the presentation.

Purpose of presentation today is for information. Suggested this information be shared with rest of fire departments through the region representatives on the Commission. Asking for feedback at the next meeting.

Mr. Perry recommended the training division bring back something in writing for the next Fire Commission meeting in order for the Fire Commission to make a strong endorsement, giving other agencies encouragement and support of this.

PUBLIC COMMENTS:

No public comments were received.

ADJOURNMENT:

Mr. Anders motioned to adjourn. Motion carried unanimously.

Handouts:

- ✧ Amended WCFC Agenda, 7/19/2001
- ✧ DRAFT Wake County Fire Tax Increase Recommendation, July 1, 2001- June 30, 2005
- ✧ Revenue and Expenditure Report for Fiscal Year 2001
- ✧ Memo, Contract Review Committee Report
- ✧ Recommended Fire Contract Amendment Summary
- ✧ Fire Contract Amendments
- ✧ Attachment C – Information for Annual Audit
- ✧ Fire Department, Full- and Part-Time Personnel Policies
- ✧ Fire Department, Volunteer Personnel Policies
- ✧ Personnel Accountability System (Power Point Presentation)

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Jimmy Nobles motioned to approve the May 17, 2001, Minutes. Motion seconded by Ned Perry. The Wake County Fire Commission unanimously approved the minutes of the May 17, 2001, meeting.

Chief Tom Vaughan motioned that the Knightdale Fire Department work with the Fire Marshal's Office to bring a recommendation to the Fire Commission to bring station 1 up to fire code in the future and assign it to the Fire Marshal's Office and Chief Perry's committee. Motion seconded by Ned Perry. Motion approved unanimously by the Fire Commission.

Ms. Bonnie Woodruff motioned that the Wake County Fire Commission recommend to the County Commissioners funding of the unfunded projects on the prioritization list. Motion seconded by Chief Holt. Motion approved unanimously.

Since the Knightdale Fire Department is having an audit, Chief Vaughan motioned to defer the FY 01-02 operating fund request until the November Wake County Fire Commission Meeting. Motion seconded by Mr. Perry. Motion approved unanimously.

Mr. Scarboro motioned to approve staff's recommendation of:

That \$100,000 of the fund balance of the CIP budget be set aside as a capital reserve for major emergency repairs of fire apparatus not otherwise covered by the insurance mandated in the contract between Wake County and the private non-profit corporations with which it contracts for services, and for which department cash reserves are insufficient.

Motion seconded by Ms. Bonnie Woodruff. Motion approved unanimously.

Donald Pierce reported the Contract Committee met last Thursday night. Chief Pierce motioned that the Fire Commission continue discussion on the contract amendments to its September meeting, and that between now and then the chiefs and members of the Fire Commission get together to consider the amendment proposals that the contract committee has presented to the Commission, ask questions and propose alternatives, identify overlap between proposed amendments and the existing contract, and share that information with Sherry to share with all the Chiefs in the County. Chief Vaughan seconded the motion. Motion approved unanimously.

Mr. Perry recommended the training division bring back something in writing for the next Fire Commission meeting in order for the Fire Commission to make a strong endorsement, giving other agencies encouragement and support of this.

Mr. Anders motioned to adjourn. Motion carried unanimously.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, October 25, 2001
(ADOPTED 11/29/2001)**

The Wake County Fire Commission met Thursday, October 25, 2001, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

Cathy Lohr called the meeting to order.

Roll of Members Present: Tony Chiotakis, West Region/Alternate
Darrin Holt, **West Region/Primary**
Ned Perry, **Citizen/Consumer**
Donald Pierce, **South Region/Primary**
David Price, **Firefighter's Assoc. President**
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate (late arrival)
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**
Tony Mauldin, South Region/Alternate

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, External Facilitator*
Mark Melvin, South Region/Alternate*
Charles Sannipoli, Citizen/Consumer*
Herb Council, Wake County Commissioner
James Nobles, Citizen/Consumer*
Buddy Scarboro, Wendell Town Representative
Bonnie Woodruff, Citizen Consumer

Staff Present: David Cooke, County Manager
John Rukavina, Public Safety Director
Mark Forestieri, Project Manager II
Dewey Poole, Interim Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
Ricky Dorsey, Deputy Fire Marshal (WC-1)
Sherry Scoggins, Executive Secretary

There were twelve guests present at the Wake County Fire Commission Meeting.

OLD BUSINESS

Update on Willow Springs Fire Station - Presentation by Mark Forestieri of Wake County Facilities Design & Construction:

Ms. Lohr recognized and turned the floor over to Mr. Mark Forestieri, Project Manager II, of Wake County Facilities Design and Construction. Mr. Forestieri updated the Fire Commission on the Willow Springs Fire Station. Mr. Forestieri brought large-scale drawings of the proposed facility for the Fire Commission and guests to view. This is the first prototype facility of this type facility for Wake County. Currently, there is no fire station within the Willow Springs area. The Willow Springs Fire Station will be located on Bud Lipscomb Road just off of Old State Road. The proposed facility is designed so that the dormitory and bays can be expanded; and if needed, an EMS facility can also be added on. Currently, Wake County and the Town of Fuquay-Varina are in preliminary discussions with Town of Fuquay-Varina operating the station and Wake County to maintain the station.

A couple of the members inquired about costs associated with the Willow Springs Fire Station project (land, building and furnishings) as well as what the total cost of the Willow Springs Fire Station will be.

Mr. Forestieri completed his presentation. Ms. Lohr thanked him for his presentation to the Fire Commission and guests.

Adoption of 7/19/2001 Minutes:

Ned Perry motioned to approve the July 19, 2001, Minutes. Motion seconded by Donald Pierce. The Wake County Fire Commission unanimously approved the minutes of the July 19, 2001, meeting.

Accountability Systems in Wake County:

At the July 19, 2001, Fire Commission meeting, David Price did a Power Point presentation on Accountability Systems in Wake County and distributed copies of the presentation.

David Price stated that as of today's meeting, the Accountability Systems in Wake County is still under review and he hopes to have a report by the next Fire Commission meeting.

Other Old Business:

Mr. Rukavina stated that when Knightdale was not able to participate in the FY 2001 CIP process, the Fire Commission approved the remainder of the FY 2001 CIP projects. He will have the costs of the remaining FY 2001 CIP projects for the Fire Commission at our next meeting. He apologized for the delay.

Review of Contract Amendment Proposals – Recommendation to the County Manager and Board of Commissioners:

Chief Donald Pierce, South Region/Primary member, spoke on behalf of the Contract Committee. As a result of a meeting earlier this week with the Wake County Fire Chiefs, the Contract Committee requested the Contract Amendment Report that was edited this week be submitted for review by Fire Commission members and for the Fire Chiefs of Wake County. Chief Pierce motioned that the Fire Commission accepts contract amendments 1-4 and 8-16 and that items A – E not be accepted. Mr. Rukavina requested this item be delayed until Mr. David Cooke, County Manager, could join the Fire Commission. Chief Vaughan motioned to delay the item. Seconded by Ron Roof. Motion passed unanimously.

Discussion of the Contract Amendments was continued after the Apparatus/Facilities Planning Committee: CIP Fire Station Recommendations.

Mr. Cooke joined the Fire Commission to discuss the Contract Amendment proposals. These contracts do go before the Board of Commissioners for approval before execution. Mr. Cooke understands that the following items are of concern for the Fire Chiefs: Open Meetings, Formal Bids, and Board of Directors. This is a situation where we are dealing primarily with taxpayer's money. Chief Pierce noted that, when Wake County decides to outsource fire protection to a private non-profit corporation fire department, tax funds paid to that fire department become private funds when received by that fire department.

Chief Vaughan motioned for a recess so members could review the "updated" Contract Committee report. Motion seconded by Chief Pierce. Motion passed unanimously.

Chief Donald Pierce motioned to pass items 1-4 and 8-16 of the Contract Committee report and to send to the County Manager for approval and to send the non-consensus items of A-E to the County Manager for approval.

Ned Perry amended the motion to pass items 1-4 and 8-16. Motion seconded by Chief Vaughan. Item was opposed by vote of 4(Pierce, Roof, Holt, Price) to 2(Perry, Vaughan).

Chief Donald Pierce made motion to refer to the County Manager, accept items 1-4 and 8-16 as written and refer other 5 on-consensus items (A-E) as rewritten by the County Fire Chiefs to County Manager with County Manager to have comments to Fire Commission at next meeting. Motion seconded by Ron Roof. Motion passed 4(Pierce, Roof, Holt, Price) to 2(Perry, Vaughan).

NEW BUSINESS

Meeting Schedule for 2002:

The 2002 Meeting Schedule for the Wake County Fire Commission was mailed to all members for review and comment. Ron Roof motioned to accept the 2002 Meeting Schedule for the Fire Commission. Motion seconded by Darrin Holt. Motion approved unanimously.

(Staff will contact the appropriate County personnel to secure meeting site.)

COMMITTEE REPORTS / COMMITTEE DEVELOPMENT:

Apparatus/Facilities Planning Committee – CIP Fire Station Recommendations:

Ned Perry gave presentation to the Fire Commission. He distributed a one-page report (blue paper) “Apparatus/Facilities Committee Report for FY 2001 CIP Ranking” and submitted for the record. He then distributed a two-page report (tan paper) “Apparatus/Facilities Committee Report of 10/11/2001” and submitted for the record.

Mr. Perry briefly went over the “Apparatus/Facilities Committee Report of 10/11/2001” with the Fire Commission. Items that are numbered are projects for consideration for this CIP process. Items on the sheet that are not numbered are for information and/or need additional information before a decision can be made on the request.

Mr. Perry made a motion to approve the first ten numbered items on the “Apparatus/Facilities Committee Report of 10/11/2001” report. Chief Tom Vaughan seconded the motion. The motion was approved unanimously.

**Apparatus/Facilities Planning Committee –
CIP Fire Apparatus Replacement Report:**

Chief Vaughan made presentation to the Fire Commission. Stated that he is waiting on information from three more departments.

**Apparatus/Facilities Planning Committee –
Proposal for Subcommittee for Fire Apparatus Design:**

Mr. Rukavina addressed the Fire Commission. The intent of this subcommittee is to stretch the money as far it will go for good apparatus and apparatus that meets the needs of the department. Members on the subcommittee do not have to be chief officers. Propose that a small group research.

Mr. Perry motioned that the facilitator work with County staff to develop a subcommittee to work on the fire apparatus design. Motion seconded by Ron Roof. Motion passed unanimously.

**Apparatus/Facilities Planning Committee—
Proposed Subcommittee for Thermal Imager Selection:**

Mr. Rukavina addressed the Fire Commission. Need to get together and decide which thermal imager we are going to buy. Make the dollar to go as far as possible by selecting one vendor. Looking for subcommittee to serve as a product evaluation committee.

Mr. Perry motioned to combine the two subcommittees, Fire Apparatus Design Subcommittee and Thermal Imager Selection Subcommittee. Chief Tom Vaughan seconded the motion. Motion approved unanimously.

**Staffing Committee –
Status Report:**

Chief Vaughan did not have a report for the Fire Commission.

OTHER BUSINESS:

Mr. Rukavina addressed the Fire Commission. When Knightdale was removed from the CIP proposal, massive renovations at Station Number 1 were necessary for code compliance. Have identified two areas that are safety concerns. The Town of Knightdale has approached the situation as a 50/50. Asks that the along with what Mr. Perry recommended today for CIP, appropriate up to \$15,000 of CIP revenues to deal with those safety concerns at Knightdale Station #1. This number is based on the information as obtained by Dewey Poole. The bedroom project will cost

between \$9,000 to \$15,000 and the bay project will cost between \$6,000 and \$12,000. The most this project might run is \$30,000.

Ned Perry made motion that based on what we heard that Knightdale will go 50/50 with us and that both projects can be completed with \$30,000. We add \$15,000 as a CIP item to what we have already addressed earlier today. Seconded by Chief Vaughan. Motion passed unanimously.

PUBLIC COMMENTS:

Mr. Rukavina made editorial comment that he has been working with the Contract Committee since June. Everybody that I have worked with has the best interests of the fire service at heart. It's been a pleasure working with the fire department representatives on this, even when we have not agreed. Firefighters are known for their ability to argue about issues, and that debate ultimately sheds more light than heat. I'm confident that we'll continue to work well together on routine and controversial issues.

Dewey Poole mentioned that Cathy Lohr is a candidate for the Wake County Fire Commission.

Cathy Lohr commented that she has worked with many fire departments across the state. Did not think there's anybody in this room who doesn't have absolutely the top priority for the people within Wake County. Commend you for having the Commission and thank you for this opportunity to be with you.

ADJOURNMENT:

Chief Vaughan motioned to adjourn. Motion seconded by Ned Perry. Motion approved unanimously.

Handouts:

- 📎 Apparatus/Facilities Committee Meeting report (FY 2001)[blue paper]
- 📎 Apparatus/Facilities Committee Report of 10-11-01[tan paper]
- 📎 Report to the Fire Commission from the Contract Amendment Committee – amended 10/25/2001

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Ned Perry motioned to approve the July 19, 2001, Minutes. Motion seconded by Donald Pierce. The Wake County Fire Commission unanimously approved the minutes of the July 19, 2001, meeting.

Chief Pierce motioned that the Fire Commission accepts contract amendments 1-4 and 8-16 and that items A – E not be accepted. Mr. Rukavina requested this item be delayed until Mr. David Cooke, County Manager, could join the Fire Commission. Chief Vaughan motioned to delay the item. Seconded by Ron Roof. Motion passed unanimously.

Chief Vaughan motioned for a recess so members could review the “updated” Contract Committee report. Motion seconded by Chief Pierce. Motion passed unanimously.

Chief Donald Pierce motioned to pass items 1-4 and 8-16 of the Contract Committee report and to send to the County Manager for approval and to send the non-consensus items of A-E to the County Manager for approval.

Ned Perry amended the motion to pass items 1-4 and 8-16. Motion seconded by Chief Vaughan. Item was opposed by vote of 4(Pierce, Roof, Holt, Price) to 2(Perry, Vaughan).

Chief Donald Pierce made motion to refer to the County Manager, accept items 1-4 and 8-16 as written and refer other 5 on-consensus items (A-E) as rewritten by the County Fire Chiefs to County Manager with County Manager to have comments to Fire Commission at next meeting. Motion seconded by Ron Roof. Motion passed 4(Pierce, Roof, Holt, Price) to 2(Perry, Vaughan).

The 2002 Meeting Schedule for the Wake County Fire Commission was mailed to all members for review and comment. Ron Roof motioned to accept the 2002 Meeting Schedule for the Fire Commission. Motion seconded by Darrin Holt. Motion approved unanimously.

Mr. Perry made a motion to approve the first ten numbered items on the “Apparatus/Facilities Committee Report of 10/11/2001” report. Chief Tom Vaughan seconded the motion. The motion was approved unanimously.

Mr. Perry motioned that the facilitator work with County staff to develop a subcommittee to work on the fire apparatus design. Motion seconded by Ron Roof. Motion passed unanimously.

Mr. Perry motioned to combine the two subcommittees, Fire Apparatus Design Subcommittee and Thermal Imager Selection Subcommittee. Chief Tom Vaughan seconded the motion. Motion approved unanimously.

Ned Perry made motion that based on what we heard that Knightdale will go 50/50 with us and that both projects can be completed with \$30,000. We add \$15,000 as a CIP item to what we have already addressed earlier today. Seconded by Chief Vaughan. Motion passed unanimously.

Chief Vaughan motioned to adjourn. Motion seconded by Ned Perry. Motion approved unanimously.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, November 29, 2001
*Adopted 1/17/2002***

The Wake County Fire Commission met Thursday, November 29, 2001, at 4:30 p.m. at the Wake County Cooperative (Agriculture) Building, 4001-A Carya Drive, Raleigh, North Carolina.

At the request of Mr. Cloyce Anders, Apex Fire Chief Ray Echevarria, served as External Facilitator until Mr. Anders arrived. Mr. Echevarria called the meeting to order.

Roll of Members Present: Cloyce Anders, External Facilitator (late arrival)*
Chief Tony Chiotakis, West Region/Alternate
Herb Council, **Wake County Commissioner**
Darrin Holt, **West Region/Primary** (late arrival)
Tony Mauldin, South Region/Alternate
Ned Perry, **Citizen/Consumer**
Donald Pierce, **South Region/Primary**
David Price, **Firefighter's Assoc. President**
Ron Roof, **North Region/Primary**
Charles Sannipoli, **Citizen/Consumer**
Tom Vaughan, **East Region/Primary**
Bonnie Woodruff, **Citizen Consumer** (late arrival)
(The bolded Membership Type equates to members eligible to vote.)

Members Absent: James Nobles, **Citizen/Consumer***
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate
Buddy Scarboro, **Wendell Town Representative**
Tom Spillane, **Citizen/Consumer***

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Dewey Poole, Interim Fire/Rescue Director
W. Donel Braxton, Deputy Fire Marshal
S. Cliff Freeman, Deputy Fire Marshal
Sherry Scoggins, Executive Secretary

There were four guests present at the Wake County Fire Commission Meeting.

OLD BUSINESS

Adoption of the 10/25/2001 Minutes:

Chief Tom Vaughan motioned to approve the October 25, 2001, minutes. Motion seconded by Mr. Ned Perry. The Wake County Fire Commission unanimously approved the minutes of the October 25, 2001, meeting.

FY 01-02 Operating Fund Request – Knightdale Fire Department (as requested from the 7/19/2001 Fire Commission meeting):

Mr. Dewey Poole provided information to the Fire Commission on behalf of the Knightdale Fire Department. Information from Chief Gupton and his secretary is they have a debt service payment on January 15th of around \$109,000.00 and they have estimated that at this time they have about \$55,000.00 of this money. The secretary also stated that in April they would have a retirement payment due of about \$20,000.00. Mr. Poole told them he would share this information with the Fire Commission.

Mr. Cooke, Mr. Frazier, Mr. Ferrell, Mr. Rukavina, and Mr. Poole have a meeting with the Knightdale Fire Department Board of Directors on December 11th to discuss the audit. The Knightdale Fire Department Board of Directors is supposed to submit information on where they stand. My suggestion is to table until after the December 11th meeting; may possibly call a special meeting before the January meeting. The Knightdale Fire Department is supposed to send something in writing to us by next Tuesday so information can be shared with the Fire Commission.

Chief Donald Pierce motioned to table Knightdale's request until next meeting. Motion seconded by Mr. Ned Perry. The Wake County Fire Commission unanimously approved motion.

Update on status FY 2001 CIP projects list & costs of each project:

Mr. Rukavina distributed two handouts for information:

- ✦ Wake county Fire Commission Fire Facility Improvement Recommendations (blue sheet) – This a copy of what the Wake County Fire Commission approved at the 19th meeting. The Board approved the prioritization based on Raymond Boutwell's representation that there is sufficient CIP money available to meet the estimated cost of these projects. This is the list as mentioned from the 10/25/2001. This did go forward to the Board of Commissioners and has been approved. Formalizing a letter on what has been approved and the status.

- ✦ Fire Assessment Project – Status Report (goldenrod sheet) – Several meetings ago, the Fire Commission recommended to the Board of Commissioners that they support a fire station assessment project. This included getting a professional firm to evaluate each fire station. This is a summary of what the assessment will consist of. This information will be used in CIP and operating budget process. Trying to establish baseline data that can be used for all physical facilities.

(Mr. Anders arrived and assumed the External Facilitator position.)

Meeting Schedule for 2002:

Mr. Ned Perry appreciated the meeting schedule for 2002. Would like to have all the meetings at the Commons or at the Cooperative (Agriculture) Building.

Mr. Perry – Request from Wendell Fire Department:

Mr. Ned Perry stated he received packet of information this week from the Wendell Fire Department chief for overrun on a CIP project. This is not being submitted as a committee report. The chief of Wendell recognizes he was supposed to have included all the money he needed for the request. The overrun is well under the 10% normal. Mr. Perry motioned that the Fire Commission approves from the CIP budget the amount Chief Vaughan requested which is \$6,747.93. Seconded by Mr. Charles Sannipoli. Mr. Rukavina reminded the Fire Commission that this goes to the Board of Commissioners. Motion was amended to reflect this is a recommendation to the Board of Commissioners to approve from the CIP budget request for the amount of \$6,747.93. Motion approved unanimously by the Wake County Fire Commission.

NEW BUSINESS

No New Business brought before the Wake County Fire Commission.

COMMITTEE REPORTS:

CONTRACT COMMITTEE – Nonconsensus Amendments:

The facilitator turned the floor over to Chief Donald Pierce for Contract Committee report. The Contract Committee met on Tuesday evening to discuss the five remaining nonconsensus items. Have a document with consensus. The final draft of that document came out late yesterday afternoon and sent to the Fire Chiefs for approval. Feedback received is that they need some time to review with their Board of Directors. We have a final document with consensus. Request to vote on document at next meeting after the Board of Directors can review this document. Chief Pierce motioned to table until the next meeting. Seconded by Chief Holt. Mr. Anders mentioned that there might be a special called meeting prior to the January Fire Commission meeting. Mr. Rukavina suggested the committee make a formal report; move to accept report and schedule for action at the next meeting. Chief Pierce amended the motion to accept the committee report and schedule for action at the next meeting. Motion seconded by Captain David Price. Motion approved unanimously by the Wake County Fire Commission.

OTHER BUSINESS:

No Other Business brought before the Wake County Fire Commission.

PUBLIC COMMENTS:

Mr. Cooke addressed the Fire Commission. Expressed appreciation for patience and the work done on the fire protection contract.

Ron Roof addressed the Fire Commission reference the budget process for fire departments. Met with staff last week to discuss refining the budget process. Mr. Poole stated he would try to have the budget packets for fire departments out prior to the first of the New Year. Mr. Rukavina commented that from this point forward, will see CIP as part of budget process. Also, will see a fire department census, which is a more organized way of asking for information about your budget. This will be part of budget assembly process so we don't have to ask for this information throughout the year.

Mr. Anders discussed an accident caused by a junior firefighter member resulting in a fatality.

Mr. Perry inquired on how Fire Chief George Gupton was doing as a result of a traffic accident. Stated he was OK.

Mr. Rukavina addressed the Fire Commission on the International Association of Fire Chiefs (IAFC); they have held a number of teleconferences. Wake County hosted one yesterday with the chief of command staff with the Arlington County VA Fire Department and the topic was how they handled the terrorist event at the Pentagon on September 11th. This was a free teleconference. Observation made by Arlington County; they knew the operations of their neighboring county. They are going to adopt a four county incident plan. This issue has also been raised in the Triangle area. Need to develop plans among and between us and with Durham and Orange counties. Good news is the folks in Orange and Durham counties recognize we need to work together. Arlington County does have a trunk system.

Commissioner Council addressed the Fire Commission concerning the 800 MHZ system.

Chief Ron Roof addressed the Fire Commission concerning federal funding.

Dewey Poole addressed the Fire Commission. Wake Technical Community College will build a site in northern Wake County. The City of Raleigh Fire Department, Wake Technical Community College and Wake County will meet to discuss future fire training facility.

ADJOURNMENT:

Chief Ron Roof motioned to adjourn. Motion seconded by Mr. Charles Sannipoli. Motion approved unanimously.

Handouts:

- ✦ 2001 Final Fire Contract, 11292001
- ✦ Wake County Fire Commission Fire Facility Improvement Recommendations (blue sheet)
- ✦ Fire Station Assessment Project – Status Report (goldenrod sheet)

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Chief Tom Vaughan motioned to approve the October 25, 2001, minutes. Motion seconded by Mr. Ned Perry. The Wake County Fire Commission unanimously approved the minutes of the October 25, 2001, meeting.

Chief Donald Pierce motioned to table Knightdale's request until next meeting. Motion seconded by Mr. Ned Perry. The Wake County Fire Commission unanimously approved motion.

Mr. Ned Perry stated he received packet of information this week from the Wendell Fire Department chief for overrun on a CIP project. This is not being submitted as a committee report. The chief of Wendell recognizes he was supposed to have included all the money he needed for the request. The overrun is well under the 10% normal. Mr. Perry motioned that the Fire Commission approves from the CIP budget the amount Chief Vaughan requested which is \$6,747.93. Seconded by Mr. Charles Sannipoli. Mr. Rukavina reminded the Fire Commission that this goes to the Board of Commissioners. Motion was amended to reflect this is a recommendation to the Board of Commissioners to approve from the CIP budget request for the amount of \$6,747.93. Motion approved unanimously by the Wake County Fire Commission.

The facilitator turned the floor over to Chief Donald Pierce for Contract Committee report. The Contract Committee met on Tuesday evening to discuss the five remaining nonconsensus items. Have a document with consensus. The final draft of that document came out late yesterday afternoon and sent to the Fire Chiefs for approval. Feedback received is that they need some time to review with their Board of Directors. We have a final document with consensus. Request to vote on document at next meeting after the Board of Directors can review this document. Chief Pierce motioned to table until the next meeting. Seconded by Chief Holt. Mr. Anders mentioned that there might be a special called meeting prior to the January Fire Commission meeting. Mr. Rukavina suggested the committee make a formal report; move to accept report and schedule for action at the next meeting. Chief Pierce amended the motion to accept the committee report and schedule for action at the next meeting. Motion seconded by Captain David Price. Motion approved unanimously by the Wake County Fire Commission.

Chief Ron Roof motioned to adjourn. Motion seconded by Mr. Charles Sannipoli. Motion approved unanimously.

WAKE COUNTY FIRE COMMISSION MINUTES

Thursday, January 17, 2002
(Adopted 3/21/2002)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 17, 2002, at 4:30 p.m. at the Wake County Cooperative (Agriculture) Building, 4001-A Carya Drive, Raleigh, North Carolina. Ms. Cathy Lohr presided as Facilitator and called the meeting to order.

Roll of Members Present: Chief Tony Chiotakis, **West Region/Alternate** (late arrival)
Herb Council, **Wake County Commissioner**
Tony Mauldin, **South Region/Alternate**
Ned Perry, **Citizen/Consumer**
David Price, **Firefighter's Assoc. President**
A.C. Rich, **North Region/Alternate** (late arrival)
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, Facilitator*
Darrin Holt, **West Region/Primary***
James Nobles, **Citizen/Consumer***
Donald Pierce, **South Region/Primary***
Rodney Privette, **East Region/Alternate**
Charles Sannipoli, **Citizen Consumer***
Buddy Scarboro, **Wendell Town Representative**
Tom Spillane, **Citizen/Consumer**
Bonnie Woodruff, **Citizen/Consumer***

Staff Present: David Cooke, County Manager
John Rukavina, Public Safety Director
Dewey Poole, Interim Fire/Rescue Director
Jennifer Willis, Budget & Management Analyst
Chris Perry, Chief Deputy Fire Marshal
E. Charles Ottaway, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were eight guests present at the Wake County Fire Commission Meeting.

UNFINISHED BUSINESS

Adoption of the 11/29/2001 Minutes:

Chief Ned Perry motioned to approve the November 29, 2001, minutes. Motion seconded by Commissioner Herb Council. The Wake County Fire Commission unanimously approved the minutes of the November 29, 2001, meeting.

FY 01-02 Operating Fund Request – Knightdale Fire Department:

Mr. Dewey Poole provided information to the Fire Commission on behalf of the Knightdale Fire Department. (Distributed Handout and read into minutes.)

If nothing unforeseen happens, the Knightdale Fire Department should possibly have \$7,000.00 to the good. If something comes up, may need to come back to the Fire Commission. Moved to table this item with the understanding that if something happens and Knightdale Fire Department requires financial assistance, will come back to the Fire Commission.

NEW BUSINESS

2002 Fire Act Grant Funding:

Mr. Rukavina stated this was submitted as information for the Fire Commission and the Fire Chiefs.

Ms. Lohr asked if any of the Wake County Fire Departments participated in last year's fire grant. Mr. Rukavina stated that many of the Wake County Fire Departments did and that a few of them did receive grant money.

Budget Schedule for FY 2002-2003:

Mr. Rukavina stated this was submitted as information for the Fire Commission and the Fire Chiefs.

FY 2003 Budget Presentation:

Chris Perry presented the FY 2003 Budget overview. This year's budget process will use Microsoft Access. A few changes have been made and should make for easier viewing of reports and data entered. There are three budget meetings scheduled for next week; two on Tuesday and one on Thursday. Budget packets will be released to the fire departments at

one of these meetings. Will meet with each department at least twice during the budget process.

Commissioner Council asked about the apparatus replacement and if there is an apparatus committee.

Chief Vaughan requested Chris Perry furnish an apparatus list to the Wake County Fire Commission members.

Ned Perry requested a report on the C.I.P. process for the March meeting.

Chief Vaughan requested a report on funds.

Mr. Rukavina introduced Jennifer Willis of the Budget Office to the Wake County Fire Commission and guests.

COMMITTEE REPORTS:

CONTRACT COMMITTEE:

The facilitator turned the floor over to Chief Ron Roof of the Contract Committee. Expressed a couple of concerns. Paragraph 13, would like to see the verbiage of *full-time personnel* changed to *career personnel*. (This has been done.) Suggested adding a Glossary of definitions. Paragraph 21, had concern that the previous contracts did not have expiration date. Recommends to strike *and shall expire on date*.

Chief Roof proposed that we state the contract will be reviewed on an annual basis without an expiration date. Chief Roof motioned in the submitted final draft, paragraph 21, to eliminate the last phrase "and shall expire on June 30, 2002". With that, the Contract Committee recommendation is to move to the full Fire Commission and send on to the County Commissioners. Seconded by Chief Vaughan.

Mr. Rukavina suggested amending the motion for a separate section of a standard self-renewal be re-inserted and that a second clause for automatic or schedule review be inserted.

Ms. Lohr restated Chief Roof's motion to have item 21 as it is with leaving the verbiage out of "and shall expire June 30, 2002".

Chief Roof requested to withdraw motion. He suggested having the County Attorney's office to make a last pass and put in the wording and then vote on it.

Chief Roof requested to withdraw motion and amendment. Chief Roof motioned to change paragraph 21 by eliminating the “and shall expire on June 30, 2002” and request the County Attorney’s office review the final draft of legal language to meet that intent of the contract. Voting on changing the language and having the County Attorney to review. Seconded by Ned Perry. Motion passed unanimously.

Chief Vaughan requested to know when the contract would be approved. The understanding is that Fire Commission would vote on it at March meeting.

Mr. Rukavina made a suggestion to have the County Attorney’s office return the contract prior to the next meeting.

Mr. Cooke questioned what if the County Attorney finds nothing wrong. The next meeting the committee report would accept as is and move forward.

Chief Chiotakis commented that he thought he was voting on article to be referred to the Attorney’s office for the proper phrase to make this an on-going contract also put an ending date on it. Chief Chiotakis motioned to send article 21 to the County Attorney office to insert the proper legal language that draws a termination to the contract with an automatic renewal clause; the County Attorneys office put that in there and send to the County Commissioners. Seconded by Ned Perry. Ms. Lohr restated the motion as contingent upon the County Attorney’s rewriting of looking at item 21, whatever changes, approve this contract and send it on to the County Commissioners. Chief Chiotakis amended his motion to send item 21 to the County Attorney to insert proper legal language that draws termination to contract with allowance for automatic renewal and send forward to the Contract Committee; if approved by Contract Committee, move to the Board of Commissioners. Ned Perry seconded the amended motion. Motion approved unanimously.

MANPOWER/STAFFING SUBCOMMITTEE:

Chief Vaughan requested to postpone his report until the March meeting.

OTHER BUSINESS:

No Other Business brought before the Wake County Fire Commission.

PUBLIC COMMENTS:

Mr. Dale Hayes, member of Board of Directors for the Fairview Fire Department, requested the floor. First, like to encourage the apparatus committee to work directly with the fire departments involved. Secondly, commended the Fire Marshal's Office, Chris Perry, for assistance with ISO rating in November. Last item to talk about is the fund balance. Departments with fund balances were asked to pay for half of their debt with monies they had in the bank. Current contract talks about a minimum reserve for a fund balance. Took opportunity to talk with president of board of directors around the county and they have varying opinions and reasons for why they have a fund balance. Maybe the Fire Commission could address what the maximum is on a fund balance since the contract addresses the minimum. Have not finished polling all the fire departments. Would like to come forward at the next Fire Commission with a report.

Mr. Poole commented that the committees have a lot of work to do prior to the next meeting.

Commissioner Council requested the floor. Dealt with the EMS Chiefs on issues of concern on whether we as a County are trying to move in and take over their operations. It is a policy decision of the Board of Commissioners that the County Board of Commissioners has no intention of taking over the not for profits systems. County Commissioners are responsible for the adequate level of service of fire protection in the community and responsible for the money, and we have to answer to the taxpayers. We like the way things are and we like the way things operate. Not intending to take over the not for profits and if you have any questions about this, contact me or the other Board of Commission members. Lets continue to improve on what we have. Wants us to feel comfortable talking about issues.

ADJOURNMENT:

Chief Ron Roof motioned to adjourn. Motion seconded by Chief Tony Chiotakis. Motion approved unanimously.

Handouts:

- ↳ Report to the Fire Commission – Knightdale Fire Department Request for Additional Funds

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Chief Ned Perry motioned to approve the November 29, 2001, minutes. Motion seconded by Commissioner Herb Council. The Wake County Fire Commission unanimously approved the minutes of the November 29, 2001, meeting.

Chief Roof requested to withdraw motion and amendment. Chief Roof motioned to change paragraph 21 by eliminating the "and shall expire on June 30, 2002" and request the County Attorney's office review the final draft of legal language to meet that intent of the contract. Voting on changing the language and having the County Attorney to review. Seconded by Ned Perry. Motion passed unanimously.

Chief Chiotakis motioned to send article 21 to the County Attorney office to insert the proper legal language that draws a termination to the contract with an automatic renewal clause; the County Attorneys office put that in there and send to the County Commissioners. Seconded by Ned Perry. Ms. Lohr restated the motion as contingent upon the County Attorney's rewriting of looking at item 21, whatever changes, approve this contract and send it on to the County Commissioners. Chief Chiotakis amended his motion to send item 21 to the County Attorney to insert proper legal language that draws termination to contract with allowance for automatic renewal and send forward to the Contract Committee; if approved by Contract Committee and move to the Board of Commissioners. Ned Perry seconded the amended motion. Motion approved unanimously.

Chief Ron Roof motioned to adjourn. Motion seconded by Chief Tony Chiotakis. Motion approved unanimously.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, March 21, 2002
(ADOPTED 5/09/2002)**

A regular meeting of the Wake County Fire Commission was held on Thursday, March 21, 2002, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cloyce Anders presided as Facilitator and called the meeting to order.

Roll of Members Present: Cloyce Anders, Facilitator
Chief Tony Chiotakis, **West Region/Primary**
Herb Council, **Wake County Commissioner**
Tony Mauldin, South Region/Alternate
Donald Pierce, **South Region/Primary**
David Price, **Firefighter's Assoc. President**
A.C. Rich, North Region/Alternate (late arrival)
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**
(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Robert Gibbs, West Region/Alternate* (Proposed Future Member)
James Nobles, **Citizen/Consumer***
Ned Perry, **Citizen/Consumer***
Rodney Privette, East Region/Alternate
Charles Sannipoli, **Citizen Consumer***
Buddy Scarboro, **Wendell Town Representative**
Tom Spillane, **Citizen/Consumer**
Bonnie Woodruff, **Citizen/Consumer***

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Management Analyst
Martin Chriscoe, Emergency Management Director
Ray Echevarria, Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
E. Charles Ottaway, Shift Supervisor
Ricky Dorsey, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were eleven guests present at the Wake County Fire Commission meeting.

UNFINISHED BUSINESS

Adoption of the 01/17/2002 Minutes:

Commissioner Council motioned to approve the January 17, 2002, minutes. Motion seconded by Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the January 17, 2002, meeting.

NEW BUSINESS

Budget Process Update:

Budget and Management Director Raymond Boutwell, with the aid of Budget Management Analyst Jennifer Willis, gave a presentation on the overview of the fire tax fund and the fire tax district FY 2002-2003 Revenue Projection. Distributed and referred to two handouts:

- ↳ Financial Status of Fire Tax Fund 3/19/2002
- ↳ Fire Tax District FY2002-2003 Revenue Projection

After Mr. Boutwell concluded his presentation, the floor was given to Ray Echevarria. Ray gave a presentation and referred to handouts:

- ↳ FY 2002-03 Wake County fire Department Budget Requests
- ↳ Capital Requests for Next Year

Ray Echevarria stated that Fire/Rescue hopes to complete the preliminary fire department budget reviews by the end of next week. Will do a follow up meeting with the fire departments to discuss budget recommendations.

Ray shared important dates for the FY 2003 budget:

- ↳ May 20, 2002 – County Manager’s Recommended Budget Presentation
- ↳ June 3, 2002 – Public Hearings on the Recommended Budget
- ↳ June 10, 2002 – Board Work Session
- ↳ June 17, 2002 – Adoption of a Budget Ordinance

Mr. Anders suggested the May Wake County Fire Commission be rescheduled so the Fire Commission could receive Mr. Cooke’s presentation on the budget before he makes his presentation to the Board. Thursday, May 9, 2002, was the agreed upon date for the May meeting, Sherry will check into a meeting site.

Special Presentation: Heery Facilities Study Overview (Report for Information Only):

Public Safety Director John Rukavina provided an update on the Heery Facilities Study. Heery is in the process of concluding a first draft of the fire department stations. In the near future, each department will receive a report for each station. In evaluating fire stations, the priority is on the life safety code issues.

Special Presentation: Wake County Radio Communications System (Report for Information Only):

Emergency Management Director Martin Chriscoe did a power point presentation on the Wake County Radio Communications. Distributed and referred to handouts:

- ↳ Wake County Trunked Radio System Project
- ↳ 800 MHz Radio System – Typical Fire Apparatus Installation

Discussion followed with recommendation that Wake County create a committee of fire service users to offer recommendations on system.

CIP Status Report:

Ray Echevarria provided an update on the status of FY 00-01 and FY 01-02 capital improvement projects by distributing handout:

- ↳ Capital Improvement Project Update (3/21/2002)

Progress Report – Thermal Imager Spec Team (Report for Requested Action):

Mike Chapman, Josh Bunn and Ricky Dorsey made presentation on the recommendations of the Thermal Imager Subcommittee. Mike Chapman gave a power point presentation on the criteria for evaluating nine different thermal imagers before narrowing the selection to two thermal imagers – the ISG and the MSA. Distributed and referred to handouts:

- ↳ Thermal Imager Subcommittee Meeting – 2/25/2002
- ↳ Thermal Imager Subcommittee Meeting – 3/14/2002
- ↳ ISG Thermal Systems Flyer
- ↳ Evaluation of Commercially Available Thermal Imaging Cameras for Navy Shipboard Firefighting, Department of the US Navy
- ↳ Thermal Camera Comparison and Analysis

The Thermal Imager Subcommittee had an ISG and an MSA Thermal Imager for members of the Fire Commission to see and use.

As a quorum was not present, information submitted as information. Will forward to the May Fire Commission meeting for action.

Members of the Fire Commission were pleased with the report and expressed appreciation for the work done by the Thermal Imager Subcommittee.

Progress Report – Fire Apparatus Spec Team (Report for Information Only):

Chris Perry provided an overview and update of the Fire Apparatus Subcommittee. The Fire Apparatus Subcommittee is made up of a variety of people – from firefighters up to the rank to fire chief. The subcommittee is meeting once every two weeks. Discussed and referred to handouts:

- ↳ Fire Apparatus Specification Committee Meeting – 2/20/2002
- ↳ Fire Apparatus Specification Committee Meeting – 3/11/2002
- ↳ Fire Apparatus Specification Committee – Committee Recommendations

COMMITTEE REPORTS:

Personnel Accountability System – Status Report (David Price):

David Price gave an update on the status of the Personnel Accountability System for use by all county fire departments. Currently looking at the system being used by the City of Raleigh, which is Passport System. Will come back to Fire Commission with information.

PUBLIC COMMENTS:

(30 minutes maximum time allotted per item/Maximum 3 minutes per person):

No public comments were made.

Ray Echevarria stated that he has additional informational handouts for members on the back table:

- ↳ Master Vehicle Information
- ↳ Comparison of FY 03 Incorporated Fire Department Budget Request and Current Year Appropriation
- ↳ FY03 Incorporated Fire Department Budget Request
- ↳ Wake County Fire Departments FY 2002-03 Budget Frequently Asked Questions

John Rukavina stressed the importance of the fire departments completing the defibrillator questions on the budget questions. A decision has been made on the defibrillators and does have money identified for this fiscal year, however, did not bring the particulars with him this evening. Information on the replacement defibrillators will be forthcoming.

ADJOURNMENT:

Mr. Anders adjourned the Fire Commission meeting.

Handouts:

- ↳ Financial Status of Fire Tax Fund 3/19/2002
- ↳ Fire Tax District FY2002-2003 Revenue Projection
- ↳ FY 2002-03 Wake County fire Department Budget Requests
- ↳ Capital Requests for Next Year
- ↳ Wake County Trunked Radio System Project
- ↳ 800 MHz Radio System – Typical Fire Apparatus Installation
- ↳ Capital Improvement Project Update (3/21/2002)
- ↳ Thermal Imager Subcommittee Meeting – 2/25/2002
- ↳ Thermal Imager Subcommittee Meeting – 3/14/2002
- ↳ ISG Thermal Systems Flyer
- ↳ Evaluation of Commercially Available Thermal Imaging Cameras for Navy Shipboard Firefighting, Department of the US Navy
- ↳ Thermal Camera Comparison and Analysis
- ↳ Fire Apparatus Specification Committee Meeting – 2/20/2002
- ↳ Fire Apparatus Specification Committee Meeting – 3/11/2002
- ↳ Fire Apparatus Specification Committee – Committee Recommendations
- ↳ Master Vehicle Information
- ↳ Comparison of FY 03 Incorporated Fire Department Budget Request and Current Year Appropriation
- ↳ FY03 Incorporated Fire Department Budget Request
- ↳ Wake County Fire Departments FY 2002-03 Budget Frequently Asked Questions

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Adoption of the 01/17/2002 Minutes:

Commissioner Council motioned to approve the January 17, 2002, minutes. Motion seconded by Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the January 17, 2002, meeting.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, May 9, 2002
*(ADOPTED 7/22/2002)***

A regular meeting of the Wake County Fire Commission was held on Thursday, May 9, 2002, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cathy Lohr presided as Facilitator and called the meeting to order.

Roll of Members Present: Chief Tony Chiotakis, **West Region/Primary**
Herb Council, **Wake County Commissioner**
Cathy Lohr, **Citizen/Consumer**
Tony Mauldin, South Region/Alternate
Ned Perry, **Citizen/Consumer**
Donald Pierce, **South Region/Primary**
David Price, **Firefighter's Assoc. President**
Rodney Privette, **East Region/Alternate**
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary (late arrival)**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, External Facilitator*
Robert Gibbs, West Region/Alternate* (Proposed Future Member)
James Nobles, **Citizen/Consumer***
A.C. Rich, North Region/Alternate
Charles Sannipoli, **Citizen Consumer***
Buddy Scarboro, **Wendell Town Representative**
Bonnie Woodruff, **Citizen/Consumer**

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Management Analyst
Ray Echevarria, Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
E. Charles Ottaway, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were 8 guests present at the Wake County Fire Commission meeting.

UNFINISHED BUSINESS

Adoption of the 03/21/2002 Minutes:

As requested, the West Region membership was corrected to show Chief Chiotakis as Primary and Chief Robert Gibbs as the proposed alternate. Commissioner Council motioned to approve the March 21, 2002, minutes with the corrections. Motion seconded by Chief Ron Roof. The Wake County Fire Commission unanimously approved the minutes of the March 21, 2002, meeting.

NEW BUSINESS

Budget Recommendation (County Manager David Cooke):

County Manager David Cooke gave a presentation on the proposed FY 2002-2003 budget for fire services. This presentation will be shared with the Board of Commissioners on May 20, 2002.

Distributed the following handouts with his presentation:

- Fire Tax District FY2000-2001 Revenue Projection
- Expenditure of Fire Departments (legal sheet)
- 3 Year Net Cash History – Audit Data
- Cash Reserve and Debt (10% Required Reserve)
- Requested Improvements by all Wake County Fire Departments for FY 2003
- Wake County Fire Department Fiscal Analysis 1998 – 2001

After discussion by the Fire Commission, Chief Ron Roof motioned to support the recommended ten-cent tax rate, support the total budget submittal, and discuss level of funding of support to each department.

After discussion, Chief Chiotakis questioned if we sent approval as is, can language be included that money be budgeted and held in escrow until questions about Knightdale be answered.

Chief Ron Roof then amended his motion to support the ten-cent tax rate, proposed budget as submitted (\$10,556,000.00) including the \$362,000 incremental to Knightdale to be budgeted and held in escrow while we resolve the amount. Seconded by Ned Perry. Motion approved unanimously.

COMMITTEE REPORTS:

Thermal Imager Spec Team:

Mike Chapman of the Western Wake Fire Department represented the Thermal Imager Spec Team. The choice between the two thermal imagers came down to ISG and MSA. Even though MSA had one more point, the ISG was chosen because of better visibility indoors and outdoors.

Ray distributed letter received from William L. Simmons of MSA.

Motion was made by Commissioner Council to send back to Thermal Imager Subcommittee to test three cameras, modify the criteria and assign weights and test the criteria. Motion seconded by Chief Ron Roof. Motion passed unanimously.

Fire Apparatus Spec Team:

Chris Perry made presentation on behalf of the Fire Apparatus Spec Team. Distributed handout of two meetings and Committee Recommendations. The meeting scheduled for Monday was canceled due to a conflict.

Personnel Accountability System – Status Report (David Price):

David Price distributed handout “Report by Accountability Committee” and gave presentation.

David Price motioned to adopt a Velcro tag based accountability system for fire service agencies in Wake County. Motion seconded by Ned Perry. Motion approved unanimously.

David Price motioned to adopt the Accountability and Rapid Intervention Team procedures as presented to be effective July 1 and to become first countywide standard operating procedure. Motion seconded by Ned Perry. Motion approved unanimously.

Contract Subcommittee:

Chief Donald Pierce spoke on behalf of the Contract Subcommittee. Chief Pierce stated he had been in contact with Ray reference wording in the contract – “no paid member” should be “no career member” because so many board members now receive pay. Chief Pierce recommended staff

change word from "paid" to "career" and replace that page of the contract. Motion seconded by David Price. Motion approved unanimously.

Chief Pierce then read the following into the record:

"Since July 2001 the Contract Committee has worked with the County Staff to amend the Fire Protection Contract that is used to contract Fire Service with departments that protect County (non-municipal) area. In doing so we have spent many hours meeting and negotiating the wording, content, and context of the contract in order to produce a mutually acceptable agreement. During the process of developing the contract there were several incidents of actions by Staff that created doubt and undermined the confidence that the Contract Committee, thus the Fire Commission and Fire Service which we represent, was being taken seriously by Staff.

One particular incident that reaffirmed our concerns was during the contract negotiations where Staff added language that had not been discussed with the Committee. This was in direct contradiction to our agreed upon operating process. From the beginning of the negotiations all proposed changes to the contract were written in bold print and/or some other method to make sure everyone knew that this was a proposed change. However, wording about the duration and renewal of the contract was inserted without any discussion, bold print, or any other type of recognition of these changes, and was presented to the Fire Commission in a version of the contract that was not approved by the committee. When John Rukavina was asked about this, he stated that he had discussed this with the County Manager and they felt that this needed to be added. With that being said, why was it not discussed nor disclosed to the committee and simply inserted in the proposed contract?

Now at the conclusion of the process, Staff totally disregarded the directions of the Fire Commission as well as the Contract Committee, as documented in our approved minutes. These actions of presenting the Contract to the County Commissioners without final approval from the Contract Committee and without any notifications or conversations with the Committee created embarrassing positions for the Regional Representatives that got "blind-sided" when questioned by their Region members. Also it undermined the credibility of the Fire Commission and the intent of Staff to work honestly and professionally with the Fire Service on very important issues. Many Chiefs called Contract Committee members when they started receiving Contracts in the mail for their signature and none of their Regional Representatives or Committee could tell them how this had happened!

The behavior that the Contract Committee experienced during the development of the new contract CAN NOT BE ACCEPTED as the way future discussions and negotiations can be carried out. Disregard for the due process determined by the Fire Commission and then ignored during this process invalidates the credibility of the Fire Commission and brings serious doubt and questionable support of the Fire Service in general for a viable process to work with Wake County.” (Statement attached)

John Rukavina distributed handout of e-mail transactions for the record. “Paid versus career was not an issue with staff. I think the contract process was difficult and never perfect. The process speaks for itself. If I made an error and somebody brought the error to my attention, I always promptly corrected it. But I am concerned that there is any indication that what we did in pursuance with what we thought was the direction of the board, was an attempt to mislead anyone or cause anyone any problem at all. I appreciate Donald bringing it our attention. I think the fix the board is dealing with is fine. But again in my looking at the record, the committee did make a decision concerning the roll over provision. Donald as chairman informed us of that as would be appropriate under those circumstances and we proceeded based on what the Commission had in the motion and the information we had from the contract committee. I think that these are all things that should be considered. I think all of us have learned something about how we would work on contract negotiations in the future. But I also thinks it’s appropriate that when issues like this are raised all the facts are on the table for everyone. I appreciate your review.”

Ray Echevarria addressed the Fire Commission. He shoulders a lot of the blame for misinterpreting the intent of the Commission’s motion about the rollover clause. “If I misinterpreted the intent I apologize.”

Chief Pierce submitted e-mail transactions for the record, with the section “We would like to review a final, clean version of the contract before making final approval”.

OTHER BUSINESS:

Funding Request for Knightdale:

John Rukavina made the presentation. As you will recall last year when the County adopted the budget, put in a provision for the use of cash reserve for up to 50% of department share of department debt. One of the guarantees we made at the time was, that we were basing that on information available and it could be wrong. Have the auditor contact us and advise us if the information we have is bad information. In late June early July of last year we learned this was true for Knightdale. I would like

the Fire Commission to honor the guarantee that we made, would be the right thing to do. Knightdale has been thoroughly audited. In asking for the endorsement from the Fire Commission, I am not suggesting that we take money away from anybody's budget or do anything that would hurt anybody's position as far as appropriations from the Fire Commission. There are financial means by which we can do that. It is not coming off the top of anyone's appropriation. The amount involved is \$54,680.45, and what we are seeking is the board's endorsement of the County proceeding to remit that money to the Knightdale Fire Department. Ask for endorsement. Tom Vaughan motioned to approve. Ned Perry seconded the motion. Motion approved unanimously.

Mr. Rukavina gave a second presentation. Do not have precise amount, amount less than \$37,000.00. Other costs incurred with connection of the Knightdale audit. Would like the Fire Commission endorsement of moving money around necessary to deal with obligation dealing with the conduct of that audit. What we want to do is have endorsement of board and relieve Knightdale for some of the costs incurred with that audit. The funds would come from County general fund. Costs associated with the audit. County did the audit at the request of the fire department. Recommendation not coming from the fire tax fund, then not sure we need to take action. Chief Vaughan did not want to take action, as the Fire Commission was not a part of the Knightdale audit process. Ron Roof concurred. Ned Perry recommended accepting report as presented.

PUBLIC COMMENTS:

(30 minutes maximum time allotted per item/Maximum 3 minutes per person):

Chief Ed Brinson asked question about rumor he heard that the Wake County Fire Rescue Training Center being closed. Mr. Rukavina responded. There is no one proposing that fire training be dropped.

Chief Donald Pierce asked about a fire plan or some type of long range projection plan for five or ten year plan. Does some type of plan exist? No known plan. Great idea. Commissioner Council suggested looking at fire service over the next three, five and ten years, so you can deal with some of these issues.

Chief Vaughan questioned what is the balance fund. Request Budget Office give what is the current fund balance.

John Rukavina brought to table for point of information. We have a cash reserve for all requirements and the County has a cash reserve

requirement. Maybe there should be some sort of formal reserve that there are resources there to support it.

Ms. Lohr suggested that the Balance Fund and the Long Range Plan be items on the next agenda.

Chief Brinson questioned when the revisions to the contracts would go out. The changes were made, copied and will be sent out tomorrow.

The next meeting date is July 18th at the Wake County Commons.

ADJOURNMENT:

David Price motioned to adjourn. Seconded by Commissioner Council. Motion to adjourn the Fire Commission meeting was unanimous.

Handouts:

- Fire Tax District FY2000-2001 Revenue Projection
- Expenditure of Fire Departments (legal sheet)
- 3 Year Net Cash History – Audit Data
- Cash Reserve and Debt (10% Required Reserve)
- Requested Improvements by all Wake County Fire Departments for FY 2003
- Wake County Fire Department Fiscal Analysis 1998 – 2001
- Ray distributed letter received from William L. Simmons of MSA
- Chris Perry made presentation on behalf of the Fire Apparatus Spec Team. Distributed handout of two meetings and Committee Recommendations.
- David Price distributed handout “Report by Accountability Committee” and gave presentation.
- Chief Donald Pierce read and submitted into the record memo of Fire Contract Negotiations.
- John Rukavina distributed handout of e-mail transactions as rebuttal for the record.
- Chief Pierce submitted e-mail transactions for the record, with the section “We would like to review a final, clean version of the contract before making final approval”.

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Adoption of the 03/21/2002 Minutes:

As requested, the West Region membership was corrected to show Chief Chiotakis as Primary and Chief Robert Gibbs as the proposed alternate. Commissioner Council motioned to approve the March 21, 2002, minutes with the corrections. Motion seconded by Chief Ron Roof. The Wake County Fire Commission unanimously approved the minutes of the March 21, 2002, meeting.

Budget Recommendation:

After discussion by the Fire Commission, Chief Ron Roof motioned to support the recommended ten-cent tax rate, support the total budget submittal, and discuss level of funding of support to each department.

After discussion, Chief Chiotakis questioned if we sent approval as is, can language be included that money be budgeted and held in escrow until questions about Knightdale be answered.

Chief Ron Roof then amended his motion to support the ten-cent tax rate, proposed budget as submitted (\$10,556,000.00) including the \$362,000 incremental to Knightdale to be budgeted and held in escrow while we resolve the amount. Seconded by Ned Perry. Motion approved unanimously.

Thermal Imager Spec Team:

Motion was made by Commissioner Council to send back to Thermal Imager Subcommittee to test three cameras, modify the criteria and assign weights and test the criteria. Motion seconded by Chief Ron Roof. Motion passed unanimously.

Personnel Accountability System – Status Report (David Price):

David Price motioned to adopt a Velcro tag based accountability system for fire service agencies in Wake County. Motion seconded by Ned Perry. Motion approved unanimously.

David Price motioned to adopt the Accountability and Rapid Intervention Team procedures as presented to be effective July 1 and to become first countywide standard operating procedure. Motion seconded by Ned Perry. Motion approved unanimously.

Contract Subcommittee:

Chief Pierce recommended staff change word from “paid” to “career” and replace that page of the contract. Motion seconded by David Price. Motion approved unanimously.

Funding Request for Knightdale:

The amount involved is \$54,680.45, and what we are seeking is the board's endorsement of the County proceeding to remit that money to the Knightdale Fire Department. Ask for endorsement. Tom Vaughan motioned to approve. Ned Perry seconded the motion. Motion approved unanimously.

ADJOURNMENT:

David Price motioned to adjourn. Seconded by Commissioner Council. Motion to adjourn the Fire Commission meeting was unanimous.

WAKE COUNTY FIRE COMMISSION MINUTES

Special Called Session

Tuesday, June 4, 2002

(ADOPTED 7/22/2002)

A special called session of the Wake County Fire Commission was held on Tuesday, June 4, 2002, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cathy Lohr presided as Facilitator and called the meeting to order.

Roll of Members Present: Chief Tony Chiotakis, **West Region/Primary**
Herb Council, **Wake County Commissioner**
Robert Gibbs, West Region/Alternate (late)
Cathy Lohr, **Citizen/Consumer**
Tony Mauldin, South Region/Alternate
Billy Myrick, **Citizen/Consumer**
Donald Pierce, **South Region/Primary** (late)
David Price, **Firefighter's Assoc. President**
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate (late)
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, External Facilitator*
Ned Perry, **Citizen/Consumer**
Charles Sannipoli, **Citizen Consumer**
Buddy Scarboro, **Wendell Town Representative**
Bonnie Woodruff, **Citizen/Consumer**

Staff Present: David Cooke, County Manager
Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Management Analyst
Ray Echevarria, Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
Jason R. Loftus, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were 45 guests present at the Wake County Fire Commission meeting.

Ms. Lohr called the meeting to order. As this is a special called session, there is no agenda. The special called session is convened to discuss FY 2003 Funding of the Knightdale Volunteer Fire Department and also the proposed FY 2003 fire department funding. Mr. Billy Myrick was recognized as our newest Citizen/Consumer member.

Ms. Lohr recognized Mr. Lucious Jones, Mayor of Wendell. Mr. Jones expressed concern about the proposed one-cent tax rate increase for the Wake County Special Fire Tax District, as the increase would affect the citizens in Wendell.

Ms. Lohr recognized Mr. David Cooke, Wake County Manager. Mr. Cooke shared and discussed several handouts with the Fire Commission and guests. After discussion, Chief Roof proposed that discussion to identify budget process for next year be included on the July agenda of the next regular scheduled Fire Commission meeting. Chief Roof commented that the Fire Commission needs to make a decision before leaving, need to have a specific recommendation. Mr. Cooke stated the group is an advisory board to the Commissioners. Commissioners value the input of the Fire Commission. If you want to make other changes, need to make a recommendation. Commissioner Council then commented that he would like to see more recommendations.

Chief Vaughan stated that he wanted to hear from Durham Highway and Western Wake about the increase and then make a recommendation.

Vernon Jones, former fire chief of Durham Highway, was recognized and spoke on behalf of Durham Highway. Mr. Jones answered questions posed to him reference the upcoming budget.

Robert Gibbs, Fire Chief of Western Wake Fire Department, was recognized and spoke on behalf of the Western Wake Fire Department. Chief Gibbs answered questions posed to him reference the upcoming budget.

Ms. Lohr motioned to take a recess.

Upon return from recess, the board members of the Knightdale Volunteer Fire Department were recognized. Ms. Barbara Poole, secretary to the Knightdale Volunteer Fire Department spoke first. She presented the history of the department and discussed the progress made to date. Stressed that we cannot put have professional firefighters to risk their lives to save other without paying them. Mr. Randy Wilkerson, Vice President to the Knightdale Volunteer Fire Department spoke and made a presentation to the Fire Commission and guests. Knightdale has the third largest district and will have a 4.5% reduction in area, not 1/3 as reported in the paper. Mr. Wilkerson explained the \$362,000.00 requested amount takes into account the \$282,000 loss from the Town of Knightdale and the remainder is to give salary increases to the paid firefighters. Mr. Thomas Brooks, Treasurer to the Knightdale Volunteer Fire Department was introduced and also available for questions.

Ms. Lohr then asked if there were any other comments from the guests.

Chief Jimmy Keith of the Wake Forest Fire Department was recognized. Commented that the Wake County fire Commission should be challenged to come up with a budget recommendation, with more time.

Chief Sidney Perry of the Zebulon Fire Department was recognized. Spoke on behalf of fire department and the Town of Zebulon since the town manager had to leave for another meeting. Ask that the Commission look at the numbers before them and see if some of those numbers can be changed. Knightdale has been on the front of the list for a number of people's conversations. Zebulon had asked for one person to give us eight people to have two people for each shift full time and did not receive funding. Certainly the cost and the operating expense would go down since Knightdale is not serving the municipality and I would hope the Commission would look at these numbers at this time and maybe the \$350,000 something could be used for other projects in the County. Zebulon would like some of that. Believe money could be used for other areas of the County and not fund the department the full \$350,000 or \$360,000 and believes there are other options. Seriously look at funding of and see if it can be reduced.

Chief Robert Pearce of the Wake New Hope Fire Department was recognized. Commented that he too shares a concern about the budget process. Saw the budget as three components: operating expense, salaries and debt reduction. It's not about the numbers; it is about serving Wake County.

Chief Ron Roof of the Bay Leaf Fire Department and representative of the Northern Region was recognized. This year consolidated Six Forks with Bay Leaf. As a result of holding the line with the budget, already in the hole as a result of the insurance increase.

Chief Vaughan was recognized. He made a motion that the Knightdale Volunteer Fire Department keeps the initial budget request of \$617,721.00; allot \$109,000.00 to assist with debt service; and allot \$51,000.00 to assist with salaries for a total of \$777,721.00. The remaining \$200,000.00 be put into escrow for other fire departments to apply for funds on an as need basis. Motion seconded by Chief Chiotakis. Upon vote, six members approved and one nay.

Chief Ron Roof then motioned that the Bay Leaf Fire Department budget be amended by 1% to \$946,866.00. Seconded by Chief Donald Pierce. Motion approved unanimously.

Chief Ron Roof then motioned that the funding of the consultant study, thermal imaging, and defibrillator be funded out of the fund balance and not the operating budget for a total of \$255,000.00. Motion seconded by Chief Chiotakis. Mr. Raymond Boutwell stated this should also include the SCBA's for a total of \$323,000.00. After group discussion, motion was approved unanimously.

Tom Vaughan then motioned to deduct \$50,000.00 from the Western Wake Fire Department and Durham Highway Fire Department budgets and put into escrow account. Motion seconded by Chief Tony Chiotakis. Motion approved unanimously.

Chief Ron Roof offered a statement of recommendation, not for a motion and vote. Recommend staff and County Commissioners look at recommendations and identify the best and most appropriate way to fund the recommendations at the lowest tax rate possible and avoid a tax rate increase if it possible to do that. No formal action by Fire Commission on statement of recommendation.

Mr. Myrick expressed concern over what had happened to the budgets.

Mr. Ron Roof motioned to adjourn. Motion seconded. Motion approved unanimously.

The next regular scheduled Fire Commission meeting is Thursday, July 18, 2002, 4:30 PM, at the Wake County Commons.

Handouts:

- Summary of Budget Requests from Fire Departments
- Summary – Determination of FY 02-03 Base Budget
- Fire Tax District Revenue Projections at \$0.09 and \$0.10
- Fire Tax District Special Fund
- Fire Tax Fund – Monthly Actual (July-December 2001)
- Proposed Allocation for Fire Departments (6/04/2002)

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Chief Vaughan was recognized. He made a motion that the Knightdale Volunteer Fire Department keeps the initial budget request of \$617,721.00; allot \$109,000.00 to assist with debt service; and allot \$51,000.00 to assist with salaries for a total of \$777,721.00. The remaining \$200,000.00 be put into escrow for other fire departments to apply for funds on an as need basis. Motion seconded by Chief Chiotakis. Upon vote, six members approved and one nay.

Chief Ron Roof then motioned that the Bay Leaf Fire Department budget be amended by 1% to \$946,866.00. Seconded by Chief Donald Pierce. Motion approved unanimously.

Chief Ron Roof then motioned that the funding of the consultant study, thermal imaging, and defibrillator be funded out of the fund balance and not the operating budget for a total of \$255,000.00. Motion seconded by Chief Chiotakis. Mr. Raymond Boutwell stated this should also include the SCBA's for a total of \$323,000.00. After group discussion, motion was approved unanimously.

Tom Vaughan then motioned to deduct \$50,000.00 from the Western Wake Fire Department and Durham Highway Fire Department budgets and put into escrow account. Motion seconded by Chief Tony Chiotakis. Motion approved unanimously.

Mr. Ron Roof motioned to adjourn. Motion seconded. Motion approved unanimously.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Monday, July 22, 2002
(ADOPTED 9/19/2002)**

A regular meeting of the Wake County Fire Commission was held on Monday, July 22, 2002, at 4:30 p.m. at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Ray Echevarria presided as Facilitator and called the meeting to order.

Roll of Members Present: Herb Council, **Wake County Commissioner**
Robert Gibbs, **West Region/Alternate**
Tony Mauldin, **South Region/Alternate**
Billy Myrick, **Citizen/Consumer**
David Price, **Firefighter's Assoc. President**
A.C. Rich, North Region/Alternate
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Chief Tony Chiotakis, **West Region/Primary***
Cathy Lohr, **Citizen/Consumer***
Ned Perry, **Citizen/Consumer***
Charles Sannipoli, **Citizen/Consumer***
Cloyce Anders, External Facilitator
Donald Pierce, **South Region/Primary**
Rodney Privette, **East Region/Alternate**
Buddy Scarboro, **Wendell Town Rep.**
Bonnie Woodruff, **Citizen/Consumer**

Staff Present: Joseph Durham, Deputy County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Management Analyst
Ray Echevarria, Fire/Rescue Director
Ricky L. Dorsey, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were 17 guests present at the Wake County Fire Commission meeting.

Mr. Echevarria informed the members and guests that Mr. Ned Perry has announced his resignation from the Fire Commission and he will be missed.

UNFINISHED BUSINESS

Adoption of the May 9, 2002, Minutes:

Chief Vaughan motioned to approve the minutes of the May Wake County Fire Commission meeting. Motion seconded by Mr. Myrick. The Wake County Fire Commission unanimously approved the minutes of the May 9, 2002, meeting.

Adoption of the June 4, 2002 Special Called Session Minutes:

Chief Vaughan motioned to approve the minutes of the June Wake County Fire Commission special called meeting. Motion seconded by Captain Price. The Wake County Fire Commission unanimously approved the minutes of the Special Called June 4, 2002, meeting.

Fire Tax Fund Financial Report:

Raymond Boutwell distributed handout and gave overview of the fire tax fund financial report. Stressed the handout, "Fire Tax District – Financial Report, 6/30/2002 (Unaudited)" has not yet been audited. Raymond Boutwell distributed a second handout and gave an overview of "Fire Tax District Capital Improvements". Handouts were presented for information only.

HEERY Study/Fire Station Location Analysis:

Raymond Boutwell gave overview of the HEERY Study. To date, received comments from Swift Creek, Bay Leaf, Apex, Hopkins and Fairview Fire Departments and is going to ask consultant to respond and update. Next step is to ask Wake County Fire Commission to assist group of County staff (Echevarria, Rukavina, Blackley, Stout, & Boutwell) with prioritization and how to implement. Do need to establish priorities and implementation plan and then develop a financial plan. [Chief Vaughan mentioned that neither he nor Zebulon Fire Chief Perry have received the HEERY Study.] Mr. Boutwell asked for group from the Wake County Fire Commission to help prioritize the study findings and to turn this around quickly. Ron Roof motioned to have facilitator to have the Facilities Committee identify a team to work with the County Facilities Team, with goal of identifying within next few weeks a plan and method. Motion seconded by Herb Council. Motion approved unanimously.

Mr. Rukavina gave overview on station location. After group discussion, Ron Roof motioned to direct staff to retain proposals for fire station location study and that the Wake County Fire Commission be involved in review of the proposals and recommendation of consultant. Motion seconded by David Price. Motion approved unanimously.

Budget Process Improvements for Next Fiscal Year:

Due to a scheduling conflict, Commissioner Council requested this item be heard earlier than scheduled in the agenda. Mr. Council shared copies of Rules of Procedure, p. 3; Section II, Mission; Number 2, items A & B:

- The roles for the Fire Commission as approved by the Board of Commissioners are:
 - Reviewing & making recommendations on operating budget requests
 - Reviewing and making recommendations on CIP budget process.

There was discussion at the work session by the Board of Commissioners on the role of the Wake County Fire Commission. The Board of Commissioners will clarify their expectations on the role of the Fire Commission.

Raymond Boutwell proposed that Fire Commission work with County staff to revise the fire department budget process. Would like volunteers from the Wake County Fire Commission and Wake County Fire Department Chiefs to work with the Budget Office. Mr. Boutwell will send out a request for interest to find out who wants to be involved and go from there.

As Mr. Council had a prior commitment, he was excused.

The Wake County Fire Commission took a brief recess.

Personnel/Compensation Study:

Mr. Echevarria distributed handout "Preliminary Draft – Scope of Work, Compensation Study" and opened discussion on the Personnel Compensation Study. A copy of this has been sent to the County Human Resources for recommendation. Ron Roof requested that volunteer compensation be included as part of the Personnel Compensation Study. Chief Roof motioned for staff to prepare request for proposal, with Wake County Fire Commission being involved in review of proposals and recommendation of consultant. Seconded by Chief Vaughan. Motion approved unanimously.

Fire Apparatus Deployment/Replacement Study:

Mr. Echevarria opened discussion on Fire Apparatus Deployment. Suggested combining apparatus and location study together. Chief Vaughan requested that all licensed motorized vehicles be included in the scope of the recommendation. Mr. Boutwell suggested the fleet management department of GSA review the small fleet vehicle section; maybe Glen Blackley's department could look at fleet and look into replacement scheduling. Chief Vaughan motioned to tie this in with station location study. Seconded by David Price. Motion approved unanimously.

Vehicle Replacement for Hopkins Fire Chief:

Due to a scheduling conflict, Chief Vaughan requested the following item be considered. Chief Vaughan requested the replacement of the Fire Chief's vehicle at Hopkins Fire Department out of capital funds. Mr. Boutwell commented that we are

developing a plan for this year. Motion seconded by Mr. Myrick. Motion passed unanimously.

Defibrillator Purchase Report:

Mr. Echevarria distributed handout and opened discussion on defibrillators. Chief Vaughan stated that each fire department should have at least two defibrillators per station. Mr. Rukavina recommended replacing the 510's, and then have two per station, or three per two stations. Ray suggested looking at cost to replace all 510's and then compare cost of two per station versus 1.5 per station. Ray will revise the proposal for review at the next meeting.

NEW BUSINESS

Long Range Budget Plan:

Ray proceeded to Long Range Plan. During discussion it was suggested that the studies being implemented could serve as a starting point for the strategic plan.

As Chief Vaughan had a prior commitment, he was excused. A quorum ceased to exist for the Wake County Fire Commission; the remainder of meeting was for information only.

Mutual Aid Agreement:

Mr. Rukavina distributed an amended Mutual Aid Agreement. Mentioned the current agreement had an expiration date and has expired. Ron Roof suggested they read this version, get questions back to Mr. Rukavina, and have the County Attorney address those questions. Ray stated that he could send a note to the regional representatives to get comments.

Fire Incident Report Update:

Fire Incident Report Update presented by Ray Echevarria. Currently seventeen departments are reporting information with seven departments reporting regularly.

COMMITTEE REPORTS:

Thermal Imager Spec Team:

Ricky Dorsey shared handout and gave presentation on behalf of the Thermal Imager Subcommittee. There were some improvements in the way the evaluation was done. The live structure burn was a good test and we found the MSA better than the ISG. Ron Roof suggested putting together a matrix on thermal imagers like the defibrillators for the next meeting. Ray mentioned doing a matrix for each department and for each

station. Chief Roof and Captain Price expressed appreciation for the outstanding job on the thermal imager study.

OTHER BUSINESS:

Chief Roof requested report on 800 Mhz for the next meeting.

Captain David Price stated there is a special called Fire Chief's meeting at the Wake County Commons on Tuesday, July 30, 2002, at 6:30 p.m.

PUBLIC COMMENTS:

(30 minutes maximum time allotted per item/Maximum 3 minutes per person):

In connection with the Heery study, Chief Brinson questioned if funds identified for a mechanical situation. Mr. Rukavina stated funds are currently set aside for power train reserve and could do the same thing for a mechanical failure. Glenn Blackly or Phil Stout could help with the dollar amount. Can have for the next agenda.

ADJOURNMENT:

Meeting adjourned at 7:36 p.m.

Handouts:

- Fire Tax District - Financial Report 6/30/2002
- Fire Tax District – Capital Improvements
- Major Issues to be Addressed Relative to Fire Service Capital Needs
- Rules of Procedure – Wake County Fire Commission
- Preliminary Draft – Scope of Work, Compensation Study
- Defibrillator Purchase Plan
- Mutual Aid Agreement (Revised)
- Spreadsheet – Thermal Imager Subcommittee

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Adoption of the May 9, 2002, Minutes:

Chief Vaughan motioned to approve the minutes of the May Wake County Fire Commission meeting. Motion seconded by Mr. Myrick. The Wake County Fire Commission unanimously approved the minutes of the May 9, 2002, meeting.

Adoption of the June 4, 2002 Special Called Session Minutes:

Chief Vaughan motioned to approve the minutes of the June Wake County Fire Commission special called meeting. Motion seconded by Captain Price. The Wake County Fire Commission unanimously approved the minutes of the Special Called June 4, 2002, meeting.

HEERY Study/Fire Station Location Analysis:

Ron Roof motioned to have facilitator to have the Facilities Committee to identify a team to work with the County Facilities Team, with goal of identifying within next few weeks to establish plan and method. Motion seconded by Herb Council. Motion approved unanimously.

Ron Roof motioned to direct staff to retain proposals for fire station location study and that the Wake County Fire Commission be involved in review of the proposals and recommendation of consultant. Motion seconded by David Price. Motion approved unanimously.

Personnel/Compensation Study:

Chief Roof motioned for staff to prepare request for proposal, with Wake County Fire Commission being involved in review of proposals and recommendation of consultant. Seconded by Chief Vaughan. Motion approved unanimously.

Fire Apparatus Deployment/Replacement Study:

Chief Vaughan motioned to tie this in with station location study. Seconded by David Price. Motion approved unanimously.

Vehicle Replacement for Hopkins Fire Chief:

Due to a scheduling conflict, Chief Vaughan requested the following item be considered. Chief Vaughan requested the replacement of the Fire Chief's vehicle at Hopkins Fire Department out of capital funds. Mr. Boutwell commented that we are developing a plan for this year. Motion seconded by Mr. Myrick. Motion passed unanimously.

**WAKE COUNTY FIRE COMMISSION
MINUTES
Thursday, September 19, 2002
(Adopted 11/21/2002)**

A regular meeting of the Wake County Fire Commission was held on Thursday, September 19, 2002, at 4:30 p.m. in the EMS Training Classroom located at the backside, lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Ray Echevarria presided as Facilitator and called the meeting to order.

Roll of Members Present: Herb Council, **Wake County Commissioner**
Tony Mauldin, **South Region/Alternate**
Billy Myrick, **Citizen/Consumer**
David Price, **Firefighter's Assoc. President**
A.C. Rich, North Region/Alternate
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**
Bonnie Woodruff, **Citizen/Consumer**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, External Facilitator*
Chief Tony Chiotakis, **West Region/Primary***
Chief Robert Gibbs, West Region/Alternate*
Cathy Lohr, **Citizen/Consumer***
Donald Pierce, **South Region/Primary**
Rodney Privette, **East Region/Alternate**
Buddy Scarboro, **Wendell Town Rep.**

Staff Present: David Cooke, County Manager
John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Ray Echevarria, County Fire Marshal
Chris Perry, Deputy Chief Fire Marshal
Charles Ottaway, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were 14 guests present at the Wake County Fire Commission meeting.

Mr. Echevarria welcomed members and guests to the Wake County Fire Commission meeting. Before beginning with items on the agenda, Mr. Echevarria explained the maps that were on display in the back of the room. The maps are to provide more information to fire departments. Chris Perry is the mapmaker in the office and we will bring maps to future meetings.

Mr. Echevarria also informed members that Mr. Sannipoli resigned his Citizen/Consumer position.

Ms. Woodruff was recognized. She expressed that she was not seeking reappointment to the Fire Commission. She appreciated the Fire Commission's patience while she learned the fire service.

In order to accommodate the action items, Mr. Echevarria stated we would go out of order of the agenda. Also, the Fire Contract item would be postponed to a future meeting.

UNFINISHED BUSINESS

Update on Budget Process:

Mr. Raymond Boutwell, Budget & Management Director for Wake County gave the update on the budget process. The following individuals are participating in the Fire Budget Process Workgroup with Budget & Management Services (BMS):

- Chief Ed Brinson (Swift Creek Fire Department)
- Chief Tony Chiotakis (Morrisville Fire Department & Fire Commission)
- Herb Council (County Commissioner & Fire Commission)
- Chief George Gupton (Knightdale Volunteer Fire Department)
- Mr. Rick Hardin (Zebulon Town Manager)
- Mr. Billy Myrick (Knightdale VFD Board & Fire Commission)
- Chief Robert Pearce (Wake-New Hope Fire Department)
- Chief A.C. Rich (Stony Hill Fire Department & Fire Commission)
- Chief Ron Roof (Bay Leaf Fire Department & Fire Commission)

Ron Roof motioned to accept recommendation of the workgroup that had worked with the Budget Management Office and that the Fire Commission establish or continues the budget finance subcommittee and we support the budget process proposed in this report. Motion seconded by Commissioner Council. Motion approved unanimously.

There was discussion about preference of members serving on the budget finance subcommittee. Mr. Boutwell commented that in the proposal that the budget process work group recommended they continue to function as that committee, and again, those members Billy Myrick, Chief Gupton, Chief Rich, Chief Brinson, Chief Roof, Chief Chiotakis, Rick Hardin, Herb Council and Robert Pearce. If OK with Fire Commission, the group recommended they continue and try to get another citizen representative.

Mr. Boutwell asked that all members of the Fire Commission be comfortable with challenging staff and other departments on budget issues, particularly if there is a process that does not seem to be working.

Fire Tax District Fund Status:

Raymond Boutwell gave an overview and distributed two-sided handout as an update on the fire tax district fund status. The first side is an overview of the (Unaudited) Fire Tax District – Revised Financial Report through 6/30/02. The second side is an overview of the Fire Tax District Fund Status as of September 17, 2002 for FY 2003. Presented as information.

Update on Thermal Imager Purchase:

Ricky Dorsey gave an overview of the process used by the Thermal Imager Subcommittee and shared two handouts. The first handout was a map of Thermal Imaging Camera (TIC) Coverage and the second handout was the Thermal Camera Evaluation Rating for the 1st and 2nd Evaluations. Initially evaluated nine cameras and narrowed it to three cameras. The final recommendation of the Thermal Imaging Subcommittee is the MSA4000. Mr. Bill Simmons, sales representative with MSA, was available for questions pertaining to the MSA4000.

Chief Vaughan moved to accept the committee's recommendation on the MSA4000 camera. Seconded simultaneously by Mr. Myrick and Chief Roof. Motion carried unanimously.

Ray Echevarria then distributed handouts of two spreadsheets pertaining to the Thermal Imager Assessment and a spreadsheet with the MSA Camera with Options. Currently there is \$50,000.00 budgeted for this year for thermal imager cameras. Mr. Simmons was recognized and stated he has a copy of a quote of \$13,000 per unit for a quantity of 11. Chief Roof stated he would like a current quote.

Chief Roof motioned the Fire Commission approve the purchase of one thermal imaging camera for each department and that the additional funding needed come from the reserve fund balance that the County has. Seconded by Ms. Woodruff. Mr. Boutwell addressed the Fire Commission on the use of the fire tax district fund in that if the integrity of the fund is in jeopardy, he will let the Fire Commission know. Motion approved unanimously.

Chief Roof requested this be a part of the record. The commission has the responsibility to create the long-range plan of what is the next step. Is the next step to make a plan of having one (thermal imaging camera) in each station within one or two years?

Mr. Rukavina reminded the Commission that the cost of purchasing mobile and portable 800 MHz radio equipment is included in the fire CIP. Mr. Boutwell clarified the fire portion appropriated for the radios over a period of time. Mr. Roof commented the budget committee has a lot of work to do. And does not know of a department that has been able to buy fire apparatus since July 1999. ***Would like this as an agenda item to be talked about at next meeting.*** Mr. Rukavina said that the CIP spreadsheet approved by the Commission at its May 2001 meeting would be redistributed with the minutes of this meeting.

Update on Defibrillators:

Ray Echevarria distributed handout of several spreadsheets. The goal is to replace all of the 510 units. Mr. Myrick motioned to replace all the 510s and every fire department has one defibrillator per station. Mr. Roof questioned would there be enough funds for a spare defibrillator for those departments with only one defibrillator. Mr. Myrick requested to amend the motion that we buy defibrillators to replace all the 510s so each station has at least one defibrillator, and if there is enough money left over, to buy additional defibrillators up to budgeted amount so every department will have at least one spare. Motion seconded by Ms. Woodruff. Motion approved unanimously.

*Fire Commission took a brief recess at 6:20 PM and resumed at 6:35 PM.
Commissioner Council and Ms. Woodruff were excused.*

Adoption of the July 22, 2002, Minutes:

Mr. Myrick motioned to approve the minutes of the July Wake County Fire Commission meeting. Motion seconded by simultaneously by Captain Price and Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the July 22, 2002, meeting.

Discussion of Chair to Facilities Subcommittee:

Mr. Echevarria shared that Mr. Anders suggested Mr. Myrick chair the Facilities Subcommittee. Mr. Myrick accepted and will schedule a meeting soon.

Update on the HEERY Study:

Ray Echevarria provided an update on the HEERY Study. The HEERY Study is for the existing facilities. The Facilities Subcommittee will work with the Budget Staff to prioritize items from the HEERY study.

Chief Roof requested a list of subcommittee members.

Update on Fire/EMS Capital Facility & Equipment Study:

Ray Echevarria made presentation and distributed handout. Yesterday was the deadline for proposal submittals from consulting firms and two proposals were received. The committee will be looking at those on October 2nd to make a recommendation to the Fire Commission on which consultant to use. One of the things on the project schedule is to have a Special Called Session in October so the committee can share a recommendation with the Fire Commission.

On the committee are: Billy Myrick, AC Rich, Tony Chiotakis, and Tony Mauldin.

Ray advised the Fire Commission that if anyone was interested in seeing the proposals, to call Ray. He received proposals from Tri-Date and Emergency Services Consulting Group.

Update on Fire Compensation Study:

Ray provided update on Fire Compensation Study and referred to handout shared during overview of Fire/EMS Capital Facility & Equipment Study. The proposals are due on September 26. Project schedule tracks with the other project.

On the committee are: Cathy Lohr, Rodney Privette, Chief Vaughan and David Price.

Know of at least four consultants that have said they will be submitting proposals.

Mutual Aid Agreement:

Mr. Echevarria opened discussion on the Mutual Aid Agreement and distributed a copy of the Mutual Aid Agreement. To date, has not received any comments concerning the Mutual Aid Agreement. After group discussion, Chief Ron Roof motioned to adopt the Mutual Aid Agreement. Motion seconded by Captain David Price. Motion approved unanimously.

800 MHZ Report:

Captain David Price was recognized and he presented an update on the 800 MHZ. All ten-tower sites are now under construction. We will test the system the second week of December and we are also working on finalizing the total number of radios for the departments and some of the templates for the radios themselves. The current issue being worked on is tactical or non-tactical.

(Mr. Myrick was excused at 7:15 PM.)

NEW BUSINESS

2003 Meeting Schedule:

After group discussion on changing time, site location, and limiting meeting duration, the 2003 Meeting Schedule was postponed until the Special Called Meeting scheduled for Thursday, October 24, 2002.

Fire Station Connectivity Project:

Ray Echevarria provided an update on the Fire Station Connectivity Project. Wake County is connecting all the fire stations to the Wake Net Computer system and will be providing a workstation for every station. Eventually you will wind up with two workstations in every station, with one being an administration workstation that has County's email software and Microsoft works and also have a CAD inquiry workstation to query CAD database. Wake Net will be installed before the CAD.

Chief Haraway inquired on what does he need to do or whom does he need to contact to get Station 3 with connectivity since Station 3 would be the administrative building. Ray suggested Chief Haraway give Chris or him a call and either one would help him.

Special Called Session – October 24, 2002:

As mentioned earlier by Ray Echevarria, there will be a Special Called Session of the Wake County Fire Commission on Thursday, October 24, 2002, at 4:30 PM in the EMS Training Classroom.

COMMITTEE REPORTS:

No committee reports presented.

OTHER BUSINESS:

No other business presented.

PUBLIC COMMENTS:

(30 minutes maximum time allotted per item/Maximum 3 minutes per person):

Chief Brinson thanked the Fire Commission and staff on moving forward with the thermal imagers and defibrillators.

Ray shared handout on information being submitted by fire departments from the incident reports. Will try to give departments feedback on what we are receiving. If you have any questions, please call. The first pages are simply a reporting status and the remaining pages are the NFPA fire experience survey on a countywide basis, giving us countywide fire data. We are learning how to run reports by FDID. If interested, please take a handout.

ADJOURNMENT:

Meeting adjourned at 7:37 PM.

Handouts:

- Draft Fire Budget Process Proposal for FY 2003-04
- 2 sided:
 - Fire Tax District –Revised Financial Report 6/30/02 (Unaudited)
 - Fire Tax District – Fund Status as of September 17, 2002
- Thermal Imaging Camera (TIC) Coverage (Map)
- Thermal Camera Evaluation Rating (Spreadsheet)
- Defibrillator and Thermal Imaging Camera Information
 - Thermal Imager Assessment (Spreadsheets)
 - Defibrillator (Spreadsheets)
- 2 sided:
 - Project Schedule Consultant Selection Committee for Fire/EMS Capital Facility and Equipment Study
 - Wake County Fire/Rescue Division Fire Compensation RFP Schedule
- Mutual Aid Agreement
- Wake County Fire Services NFIRS Reporting (Spreadsheet)

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Ron Roof motioned to accept recommendation of the workgroup that had worked with the Budget Management Office and that the Fire Commission establish or continues the budget finance subcommittee and we support the budget process proposed in this report. Motion seconded by Commissioner Council. Motion approved unanimously.

Chief Vaughan moved to accept the committee's recommendation on the MSA4000 camera. Seconded simultaneously by Mr. Myrick and Chief Roof. Motion carried unanimously.

Chief Roof motioned the Fire Commission approve the purchase of one thermal imaging camera for each department and that the additional funding needed come from the reserve fund balance that the County has. Seconded by Ms. Woodruff. Mr. Boutwell addressed the Fire Commission on the use of the fire tax district fund in that if the integrity of the fund is in jeopardy, he will let the Fire Commission know. Motion approved unanimously.

Mr. Myrick motioned to replace all the 510s and every fire department has one defibrillator per station. Mr. Roof questioned would there be enough funds for a spare defibrillator for those departments with only one defibrillator. Mr. Myrick requested to amend the motion that we buy defibrillators to replace all the 510s so each station has at least one defibrillator, and if there is enough money left over, to buy additional defibrillators up to budgeted amount so every department will have at least one spare. Motion seconded by Ms. Woodruff. Motion approved unanimously.

Mr. Myrick motioned to approve the minutes of the July Wake County Fire Commission meeting. Motion seconded by simultaneously by Captain Price and Chief Vaughan. The Wake County Fire Commission unanimously approved the minutes of the July 22, 2002, meeting.

Chief Ron Roof motioned to adopt the Mutual Aid Agreement. Motion seconded by Captain David Price. Motion approved unanimously.

WAKE COUNTY FIRE COMMISSION MINUTES

Special Session

Thursday, October 24, 2002

(Adopted 11/21/2002)

A special session of the Wake County Fire Commission was held on Thursday, October 24, 2002, at 4:30 p.m. at the EMS Training Classroom, Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cathy Lohr presided as Facilitator and called the meeting to order.

Roll of Members Present: Chief Tony Chiotakis, **West Region/Primary**
Cathy Lohr, **Citizen/Consumer**
Tony Mauldin, South Region/Alternate
Billy Myrick, **Citizen/Consumer**
Dewey Poole, **Citizen/Consumer**
David Price, **Firefighter's Assoc. President**
Ron Roof, **North Region/Primary**
Ann Suggs, **Citizen/Consumer**
Tom Vaughan, **East Region/Primary**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, External Facilitator*
Herb Council, **Wake County Commissioner**
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate
Buddy Scarboro, **Wendell Town Representative**

Staff Present: John Rukavina, Public Safety Director
Raymond Boutwell, Budget & Mgmt Director
Ray Echevarria, Fire/Rescue Director
Chris Perry, Chief Deputy Fire Marshal
Ricky L. Dorsey, Shift Supervisor
Sherry Scoggins, Executive Secretary

Ms. Lohr called the meeting to order. The special session is convened to discuss recommendation for the Fire/EMS Capital Facility & Equipment Study, recommendation for the Fire Compensation Study, and meeting time and locations for 2003 Fire Commission meetings.

Recommendation for Fire/EMS Capital Facility & Equipment Study Proposals:

Chief Tony Chiotakis was recognized to give an overview of the recommendation for the Fire/EMS Capital Facility & Equipment Study. Out of seventeen consultants contacted, only two companies submitted proposals. The committee assigned weights to various criteria and unanimously selected Tri-Data. Tri-Data was asked to return to provide additional details about its study process.

Chief Chiotakis motioned to accept Tri-Data Corporation for the Fire/EMS Capital Facility and Equipment Study. Motion seconded by Mr. Billy Myrick. Motion approved unanimously.

Ray Echevarria wanted to share a question posed to him by Chief Roof of why only two companies returned proposals. Several companies cited they could not do the study because of staffing and/or geographic location. The other group that submitted a proposal was Emergency Services Education & Consulting Group.

Meeting tomorrow of committee to work out communications process. Will be in the morning at Fire/Rescue office conference room.

Recommendation for the Fire Compensation Study proposals:

Captain David Price was recognized to give an overview of the recommendation for the Fire Compensation Study. Received eight proposals. Using a forced choice method of assigned weights to criteria, the committee was able to narrow the choices to four consultants. The four firms were invited to interview and following the interviews, the committee debated the merits of each firm. Particular attention was given to each firm's expertise in Human Resources practices and the extent of each firm's fire service experience.

On behalf of the selection committee, Captain Price recommends to the Fire Commission that the award for the Fire Service Compensation Study be granted to the Waters Consulting Group, Inc. Motion seconded by Chief Vaughan. Motion approved unanimously.

Catherine Clark is the contact person for the Compensation Study. The selection committee will be involved in process from beginning to end. Will address issues and concerns at committee meetings. The cost for The Waters Consulting Group is approximately \$40,000.

Meeting Times and Locations for 2003 Fire Commission Meetings:

Ms. Lohr opened the floor for discussion. Mr. Poole mentioned Citizen/Consumers expressed concern that 4:30 PM was not a convenient time and suggested 7 PM or 6:30 PM. Chief Vaughan commented to possibly rotate the meeting sites, especially around budget meetings. Also, would rather meet at 2 PM if a day meeting is scheduled and is in favor of limiting the meeting time. Mr. Rukavina commented to have two or three meetings in the evening and then re-evaluate the meeting time. Mr. Myrick commented to set time limit to 2 hours, no more than 2 ½ hours.

Mr. Poole motioned to have the first three (*regular*) meetings at 7 PM and to limit time to 2 ½ hours. Motion seconded by Chief Vaughan.

Mr. Boutwell then requested the Fire Commission schedule a budget meeting in April.

Ms. Lohr then restated Mr. Poole's motion to have the first three (*regular*) meetings at 7 PM and not go over 2 ½ hours and motion seconded by Chief Vaughan. Motion approved by majority with Chief Chiotakis voting nay.

The meetings to be held at **7 PM** are:

Thursday, January 16, 2003

Thursday, March 20, 2003

Thursday, May 15, 2003

Ms. Lohr reminded the Fire Commission of Mr. Boutwell's request for a budget meeting in April. Mr. Boutwell stated he would be available on Monday, April 14, 2003, at 6 PM to host a budget meeting with the Fire Commission. Chief Roof motioned to have the budget meeting on Monday, April 14, 2003, at 6 PM. Motion seconded by Mr. Myrick. Motion approved unanimously.

At the May meeting, will assess the meeting times for the remaining 2003 meetings.

Public Comments:

Mr. Rukavina was recognized. Gibbie Harris, Community Health Director, will be at Commons Building at 10 AM on Friday, October 25, 2002, to discuss small pox vaccinations. She will discuss whom the first responders are that are being recommended for vaccination. Encourage every department to have a member there.

Ray Echevarria mentioned the Capital Study deals with EMS as well as fire. Trying to schedule meeting with the EMS personnel.

Mr. Poole mentioned that former committee member Ned Perry has cut his arm and he has little use of his right hand. Ned is in therapy for the next twelve months. Will get a card and bring to next meeting for committee members to sign.

Meeting adjourned at 5:17 PM.

Actions of the Special October meeting:

Chief Chiotakis motioned to accept Tri-Data Corporation for the Fire/EMS Capital Facility and Equipment Study. Motion seconded by Mr. Billy Myrick. Motion approved unanimously.

On behalf of the selection committee, Captain Price recommends to the Fire Commission that the award for the Fire Service Compensation Study be granted to the Waters Consulting Group, Inc. Motion seconded by Chief Vaughan. Motion approved unanimously.

Mr. Poole motioned to have the first three (regular) meetings at 7 PM and not go over 2 ½ hours and motion seconded by Chief Vaughan. Motion approved by majority with Chief Chiotakis voting nay. The meetings to be held at **7 PM** are:

Thursday, January 16, 2003

Thursday, March 20, 2003

Thursday, May 15, 2003

Ms. Lohr reminded the Fire Commission of Mr. Boutwell's request for a budget meeting in April. Mr. Boutwell stated he would be available on Monday, April 14, 2003, at 6 PM to host a budget meeting with the Fire Commission. Chief Roof motioned to have the budget meeting on Monday, April 14, 2003, at 6 PM. Motion seconded by Mr. Myrick. Motion approved unanimously.

WAKE COUNTY FIRE COMMISSION MINUTES

Thursday, November 21, 2002
(ADOPTED January 16, 2003)

A regular meeting of the Wake County Fire Commission was held on Thursday, November 21, 2002, at 4:30 p.m. in the EMS Training Classroom located at the Wake County Commons Building, lower level, Cary Drive, Raleigh, North Carolina. Ms. Cathy Lohr presided as Facilitator and called the meeting to order.

Roll of Members Present: Tony Chiotakis, **West Region/Primary**
Paul Dunwell, South Region, Alternate
Cathy Lohr, **Citizen/Consumer**
Tony Mauldin, **South Region/Primary**
Billy Myrick, **Citizen/Consumer**
Dewey Poole, **Citizen/Consumer**
David Price, **Firefighter's Assoc. President**
Ron Roof, **North Region/Primary**
Tom Vaughan, **East Region/Primary**

(The bolded Membership Type equates to members eligible to vote.)

Members Absent: Cloyce Anders, External Facilitator*
Herb Council, **Wake County Commissioner**
Rodney Privette, East Region/Alternate
A.C. Rich, North Region/Alternate*
Buddy Scarboro, **Wendell Town Representative**
Ann Suggs, **Citizen/Consumer***

Staff Present: Raymond Boutwell, Budget & Mgmt Director
Jennifer Willis, Budget & Mgmt Analyst
John Rukavina, Public Safety Director
Catherine Clark, Public Safety Business Manager
Ray Echevarria, County Fire Marshal
Chris Perry, Deputy Chief Fire Marshal
Charles Ottaway, Shift Supervisor
Sherry Scoggins, Executive Secretary

There were 15 guests present at the Wake County Fire Commission meeting.

Ms. Cathy Lohr stated the presenter of the Compensation 101 Study was on a deadline for a flight and the Fire Commission would hear the presentation first and then go back for roll call and adoption of the minutes.

UNFINISHED BUSINESS

Compensation 101 (Catherine Clark):

Ms. Cathy Lohr recognized Ms. Catherine Clark, Public Safety Business Manager. Ms. Clark introduced Ms. Ruth Ann Edwards of the Waters Consulting Group, which is the firm selected to assist with the Fire Compensation Study. The floor was then given to Ms. Edwards. Ms. Edwards presented an overview to the Fire Commission and guests with a power point presentation as well as sharing hard copies titled "Wake County, North Carolina Fire Services; An Introduction and Overview to the Compensation Study Approach; November 21, 2002".

Ms. Edwards took questions from members. Mr. Poole expressed concern on the volunteer compensation since volunteers maintain the same certification as the paid personnel. As part of the study, there is a dedicated email address (wakecounty@watersconsulting.com) and toll free number (1.800.662.0931) where persons may ask questions and a response will be given in 24 hours. The completion date of the study is March 31, 2003.

Adoption of 9/19/2002 Minutes and 10/24/2002 Special Minutes:

Chief Chiotakis motioned to approve the minutes of the September Wake County Fire Commission meeting and the October Special Wake County Fire Commission meeting. Motion seconded by Captain Price. The Wake County Fire Commission unanimously approved the September 19, 2002, meeting minutes and the October 24, 2002, special meeting minutes.

Update on Fire/EMS Capital Facility & Equipment Study:

Ray Echevarria was recognized to give an update on the Fire/EMS Capital Facility & Equipment Study. After the special Fire Commission meeting, staff met with the Rescue Chief's Association and made presentation. The Rescue Chief's Association also supported Tri-Data as the consultant. Currently in the process of negotiating an agreement with Tri-Data and when done will do a kick-off meeting similar to the Compensation Study.

Discussion on Emergency Incident Rehabilitation Protocol (Dr. Brent Myers):

Ray Echevarria introduced Dr. Brent Myers. Dr. Myers is our associate Medical Director and will become the Medical Director upon retirement of our current medical director, Dr. Vaughan. Dr. Myers requested to present a proposed protocol on rehabilitation.

Dr. Myers distributed three handouts:

- Wake County Procedures, Fire Scene – Response Procedure
- Emergency Incident Rehabilitation Report (Spreadsheet)
- Fire Scene – Treatment Protocol

These protocols were initiated by EMS as a means of determining when it is safe to return fire personnel to a fire scene. FEMA and Fire Administration references were used to develop protocol that is to go into effect on January 1, 2003. Dr. Myers then went over each of the handouts with the Fire Commission members and guests. The rehabilitation protocols are to standardize the procedures across the county.

Mr. Poole motioned to support the EMS protocol as a minimum standard as a working procedure. Motion simultaneously seconded by Chief Mauldin and Mr. Myrick. Ms. Lohr then restated the motion as the commission to go on record adopting the EMS standard protocol as the minimum standard for Wake County fire departments. Motion approved unanimously.

Discussion followed pertaining to cost of EMS transport when fire personnel are transported to the hospital. Mr. Boutwell stated Jennifer has this item on her to do list and John Rukavina would follow up on the issue of charging fire personnel for transport. (Mr. Myrick requested follow-up at next meeting – Agenda Item.)

800 Mhz Update (David Price):

Mr. David Price was recognized and he provided an update of progress on the 800 Mhz radio system. He noted that the fire fleet map work group had reached consensus on using a non-tactical setting for the portable radio “emergency” button. He also reviewed the issue of the number of portable radios assigned to each fire department. He reminded the members that, at the last Fire Commission meeting, an addition of 101 portable radios had been proposed, at a total cost of \$381,000. He reported that, since that last meeting, he’d met with Public Safety staff, where the following alternative proposal had been identified:

1. Add a portable radio for each aerial ladder (for a new total of three portable radios per aerial ladder);
2. Add a portable radio for each rescue truck (for a total of two portable radios per rescue truck); and
3. Add an extended control console to each pumper and pumper-tanker, which would “free up” one portable radio on each such unit.

He noted that this alternative would cost \$180,000 – less than half the cost of adding 101 portable radios.

Ron Roof motioned for the Wake County Fire Commission to recommend revision to the radio contracts to allow for the addition for remote headsets for large apparatus and appropriate budget adjustment. Motion seconded by Dewey Poole. Motion approved unanimously.

Capital Fund (Requested by Chief Roof):

Mr. Raymond Boutwell was recognized and distributed handout "Fire Tax District – Revised Financial Report 6/30/02 (Unaudited)". First page is the unaudited 7/1/01 beginning fund balance through 6/30/02 ending fund balance. The second page is current fire tax district fund status as of November 18, 2002. Third page is the fire tax district capital fund status as of November 18, 2002. For the January meeting, put down on paper those things that have occurred in the past as commitments for the future that has yet to occur. Lay out a five-year plan that has been approved by the Fire Commission. Attempt to have this to you by January.

Ms. Lohr suggested that this come as an update to each Fire Commission meeting.

The Wake County Fire Commission took a short recess at 5:50 PM.

The Wake County Fire Commission resumed at 6:02 PM.

Chief Chiotakis was recognized. The 9-11 events were close to home. Mike Chambers was called to active duty and has just returned and is with us tonight and recognized Mr. Chambers.

800 Mhz Update (David Price):

Chief Ron Roof requested to amend the previous motion pertaining to the 800 Mhz Update.

The motion to the Wake County Fire Commission was recommend revision to the radio contract for remote headset and appropriate budget amendment. Seconded by Mr. Poole.

Ron Roof amended motion to add extended control consoles and additional portable radios as proposed by David Price. Seconded by Captain Price. After discussion, Mr. Boutwell recommended to put on one list all the pieces of equipment and how many radios are being talking about. A spreadsheet will be sent out with the recommendation of the equipment. The amended motion passed unanimously.

NEW BUSINESS

Discussion of establishment and/or identification of minimum standards for service delivery as part of the FY 2003-04 budget process (Chief Chiotakis):

Chief Chiotakis was recognized. Recommended the need to move forward with minimum standards of service for the next budget season and suggested the contract be used as a starting point. Ms. Lohr suggested a committee of three or more persons to start looking at for next budget year for consideration.

Chief Vaughan motioned for chairman to appoint a committee to look at minimum standards in Wake County. Seconded by Mr. Myrick. Motion approved unanimously.

If anybody is interested in serving, please let the chairman know.

Discussion followed on supporting idea to get standards developed and protocols identified and work into next years budget and the then work into a (long-range) strategic plan.

Discussion and identification of budget issues for next year (specifically compensation equity issues) (Raymond Boutwell/Chief Chiotakis) & Discussion on a consensus process for development of a “pay per call” system for all department (Raymond Boutwell/Chief Chiotakis):

Mr. Boutwell was recognized for both items and would like to will do this as a report on the regional concerns. Issues that arose were:

- Compensation – such as a Captain at one station earning less than a Captain at another station; being addressed by compensation study.
- Volunteer Pay Per Call – Varying rates being paid; being addressed by compensation study.
- Access versus Excel for budgeting
- Municipal / County cost share – will meet in the next 4 to 6 weeks to meet with the town managers
- Capital Process
- Fair Shake
- Consistency
- What is level of service? Define that level of service.
- Role of Fire Commission – look at policy issues globally not individually. Departments don't think it's appropriate to justify individual budget to the Fire Commission.
- Discussion about fund balance and level of fund balance.

Those are the different issues heard by the Budget Office.

Dewey Poole was recognized and offered to share copies of the procedures of the Fire Commission. Would like to have put on the agenda as an item at the next meeting. Suggest that everyone review guideline on what Fire Commission is to do and if there is a specific item that you want brought before the commission, we need to be made aware of that in time to get on agenda along and then any information that needs to go along with it.

Mr. Boutwell gave update on process of budget. On December 16 will have information out on the number kinds of things and by November 1 would have the non-number things out and those have been sent out and has examples of program descriptions if anyone needs a sample (handout) if anyone needs.

COMMITTEE REPORTS:

Apparatus / Facilities:

Mr. Billy Myrick, chair of the Apparatus/Facilities subcommittee was recognized. To date has visited half of the Wake County departments and will finish up next Tuesday. At that time will have meeting with the Apparatus/Facility Subcommittee. If anyone has any issue they would like addressed, please contact him.

OTHER BUSINESS:

Mr. Rukavina was recognized. Requested Mutual Aid contracts be turned in.

Mr. Rukavina was asked the status of three of the County Fire Protection contracts. Commented that the County Manager is currently working with those departments. Chief Vaughan requested a follow up on the status of the Fire Protection contracts.

Mr. Rukavina shared concerns that earlier this summer the Fire Commission adopted a policy on accountability. What he heard today was a county wide standard on rehab with EMS. He asked if the Fire Commission had considered a process for promulgating such standards.

Chief Roof was recognized and requested this item be put on the agenda reference traffic light control. Requested staff to check with county on ability to satisfy the state requirement for traffic light control.

Mr. Rukavina was recognized. Each fire department member needs to fill out (or participate in filling out) questionnaires on the compensation study, and wants everyone to be included in this study so the study will be workable in

years to come. December 10 & 11 are the dates the Waters Consulting Group will meet with the different fire service regions. Everyone has an opportunity to participate in the process.

PUBLIC COMMENTS:

(30 minutes maximum time allotted per item/Maximum 3 minutes per person):

Ms. Amy Shekita of Western Wake Fire/Rescue was recognized. Concerned about the way the Fire Commission has to vote on items. With all these studies, particularly the pay for call and volunteers, find out what do the volunteers think about it. Commented that it is interesting that people don't know why some departments have not signed contract and the Fire Commission should know. Since the Fire Commission represents all the departments, should think about actions.

Next meeting is January 16, 2003, at 7 PM, at the EMS Training Classroom, lower level of the Commons. The EMS Training Classroom will be the meeting site through the May meetings.

ADJOURNMENT:

Meeting adjourned at 7:15 PM.

Handouts:

- **Booklet, Wake County North Carolina Fire Services, An Introduction and Overview to the Compensation Study Approach, November 21, 2002 (Ms. Edwards of Waters Consulting Group)**
- **Wake County Procedures, Fire Scene – Response Procedure (Dr. Brent Myers)**
- **Emergency Incident Rehabilitation Report [Spreadsheet] (Dr. Brent Myers)**
- **Fire Scene – Treatment Protocol (Dr. Brent Myers)**
- **Fire Tax District – Revised Financial Report, 6/30/02 (Unaudited); Fire Tax District, Fund Status as of November 18, 2002; Fire Tax District, Capital Fund Status as of November 18, 2002 (Mr. Raymond Boutwell)**
- **Program Description, Budget Form #1 – 4 (Mr. Raymond Boutwell)**

ACTIONS OF THE WAKE COUNTY FIRE COMMISSION:

Adoption of 9/19/2002 Minutes and 10/24/2002 Special Minutes:

Chief Chiotakis motioned to approve the minutes of the September Wake County Fire Commission meeting and the October Special Wake County Fire Commission meeting. Motion seconded by Captain Price. The Wake County Fire Commission unanimously approved the September 19, 2002, meeting minutes and the October 24, 2002, special meeting minutes.

Discussion on Emergency Incident Rehabilitation Protocol (Dr. Brent Myers):

Mr. Poole motioned to support the EMS protocol as a minimum standard as a working procedure. Motion simultaneously seconded by Chief Mauldin and Mr. Myrick. Ms. Lohr then restated the motion as the commission to go on record adopting the EMS standard protocol as the minimum standard for Wake County fire departments. Motion approved unanimously.

800 Mhz Update (David Price):

Ron Roof motioned for the Wake County Fire Commission to recommend revision to the radio contracts to allow for the addition for remote headsets for large apparatus and appropriate budget adjustment. Motion seconded by Dewey Poole. Motion approved unanimously.

Ron Roof amended motion to add extended control consoles and additional portable radios as proposed by David Price. Seconded by Captain Price. After discussion, Mr. Boutwell recommended to put on one list all the pieces of equipment and how many radios are being talking about. A spreadsheet will be sent out with the recommendation of the equipment. The amended motion passed unanimously.

Discussion of establishment and/or identification of minimum standards for service delivery as part of the FY 2003-04 budget process (Chief Chiotakis):

Chief Vaughan motioned for chairman to appoint a committee to look at minimum standards in Wake County. Seconded by Mr. Myrick. Motion approved unanimously.

WAKE COUNTY FIRE COMMISSION
Thursday, March 20, 2003
Adopted May 15, 2003

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, March 20, 2003, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Tony Chiotakis, Commissioner Phil Jeffreys, Chief Paul Dunwell, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Chief Rodney Privette, Chief Ron Roof, and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Mr. Jeff Frazier, Ms. Cathy Lohr, Captain David Price, Chief A.C. Rich, Mr. Buddy Scarboro, and Ms. Ann Suggs.

APPROVAL OF MINUTES

Upon motion of Chief Roof, seconded by Dewey Poole, the Fire Commission unanimously approved the minutes of January 16, 2003.

BUDGET & FINANCIAL REPORT

Budget & Management Director Raymond Boutwell provided a financial report on the fire protection service tax district. Distributed handout.

Budget & Management Director Raymond Boutwell provided an update of the Budget Committee. Upon motion of Chief Vaughn, seconded by Billy Myrick, unanimously voted to accept budget committee recommendation and for budget committee to work with Budget & Management Director Raymond Boutwell to refine the budget process.

COMPENSATION STUDY

Catherine Clark provided a report on the Fire Service Compensation Study. Upon motion of Chief Vaughn, seconded by Chief Choitakis, unanimously voted to receive report and schedule a special called meeting of the Fire Commission to further discuss study.

STATION LOCATION / APPARATUS REPLACEMENT

Ray Echevarria provided an update on station location and apparatus replacement. No action required.

HEERY REPORT – CIP PRIORITIZATION

Mr. Myrick provided an update on the HEERY implementation plan development. No action required

TRAFFIC LIGHT CONTROL

Ray Echevarria provided an update on traffic light control. Letter of request has been forwarded to NC Department of Transportation.

VOLUNTEER PARTICIPATION IN LOCAL GOVERNMENT FEDERAL CREDIT UNION

Dewey Poole provided information regarding volunteer firefighters' ability to join the NC Local Government Federal Credit Union. Informational packets were provided to fire departments.

REVIEW OF OPEN BURNING IN UNINCORPORATED WAKE COUNTY

Raymond Echevarria provided information on Board of Commissioners direction to pursue permitting and increased oversight of open burning in unincorporated Wake County. Upon motion of Chief Roof, seconded by Dewey Poole, unanimously voted to ask Fire/Rescue staff to prepare a draft ordinance regarding open burning and bring back for review.

REVIEW OF FIRE/RESCUE DIVISION BUDGET REQUEST ITEMS

Ray Echevarria provided overview of FY 04 expansion items requested by Fire/Rescue Division.

COMMITTEE REPORTS

SERVICE LEVEL COMMITTEE

Dewey Poole provided update on Service Level Committee. Distributed copies of committee meeting minutes and presented recommendation for Fire Commission to support Wake County pursuing staffing study add-on to existing Fire/EMS Capital Facility and Equipment Study agreement with TriData.

Upon motion of Chief Chiotakis, seconded by Chief Mauldin, unanimously voted to support Wake County pursuing staffing study add-on with understanding that Budget Office confirms funds are available.

OTHER BUSINESS

Public Safety Director John Director informed Fire Commission that County staff has preliminary information indicating that county firefighters may be able to be exempted from ambulance billing. County staff is waiting for additional information.

Public Safety Director John Rukavina informed Fire Commission on status of FIRE Act Grants. Upon motion of Chief Vaughn, seconded by Chief Chiotakis, unanimously voted to encourage all Wake County fire departments to apply for FIRE Act Grants for 800 MHZ radios.

PUBLIC COMMENTS

As no one was requested to give public comment, the public comment was declared closed.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 15, 2003, 7 PM, at the EMS Training Classroom, lower level of the Wake County Commons Building.

WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – COMPENSATION STUDY
Tuesday, April 8, 2003
Adopted May 15, 2003

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Tuesday, April 8, 2003, 6:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. The purpose of the meeting was to discuss the Fire Service Compensation Study. Raymond Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Mr. Jeff Frazier, Commissioner Phil Jeffreys, Chief Paul Dunwell, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Captain David Price, Chief A.C. Rich, Chief Ron Roof, Ms. Ann Suggs, and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Chief Chiotakis, Ms. Cathy Lohr, Chief Rodney Privette, and Mr. Buddy Scarboro.

DISCUSSION OF FIRE SERVICE COMPENSATION STUDY

Catherine Clark provided presentation on the results of the Fire Service Compensation Study and distributed handouts.

The following items need further discussion:

- Need to identify number of years to move through pay range and number of years to get to mid-point – implement structured pay scales.
- District Chief – Need to verify salary data.
- Assistant Chief – May need to bring position into compensation system between District Chief and Fire Chief.
- Pay variances between fire service and law enforcement positions.
- Implementation and cost sharing of study recommendations for departments that protect municipal and county areas.
- Provide for maintenance of program; how will program be maintained?
- May need to consider longer than 3-year implementation plan.
- What is impact on budget after 3 years?
- What happens to employees at top of pay range?

Upon motion of Captain David Price, seconded by Ms. Ann Suggs, unanimously agreed:

Waters Consulting Group compensation recommendations for fire departments with which Wake County contracts be accepted by the Fire Commission, and recommended by the Fire Commission to Wake County's Manager for inclusion in the budget that he will recommend to the Board of Commissioners for fiscal year 2004, and in subsequent fiscal years as applicable:

1. For all full-time and part-time (less than 30 hours per week) personnel, adopt the three year/one-third per year implementation plan proposed by Waters, with the following implementation plan assumptions:
 - For full-time personnel, position in pay plan is based on time in grade
 - Midpoint will be the implementation ceiling
 - At the end of three years, no one will be below new minimum
 - Ranks and qualifications will be County-wide
 - County-wide pay increase policies
 - Meet FLSA standards
2. Pay plan will be maintained in the future as recommended by Waters
3. Pay plan (including administration of pay) will be the same for all departments; pay plan technical administrative support services will be addressed by the Fire Compensation Study Team with a recommendation to the Fire Commission at the November, 2003 meeting.
4. Benefits policies will be reviewed with a goal of recommendation for a County-wide standard for the budget year(s) beginning July 1, 2004.
5. For volunteer members, establish a County-wide firefighter base of \$7.00 reimbursement per call/training session, also meeting FLSA standards, all to be implemented in the budget year(s) beginning July 1, 2004, with study of volunteer officer reimbursement by the Fire Compensation Study Team during 2003.

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – COMPENSATION STUDY
Tuesday, April 8, 2003
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Tuesday, April 8, 2003, 6:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. The purpose of the meeting was to discuss the Fire Service Compensation Study. Raymond Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Mr. Jeff Frazier, Commissioner Phil Jeffreys, Chief Paul Dunwell, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Captain David Price, Chief A.C. Rich, Chief Ron Roof, Ms. Ann Suggs, and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Chief Chiotakis, Ms. Cathy Lohr, Chief Rodney Privette, and Mr. Buddy Scarboro.

DISCUSSION OF FIRE SERVICE COMPENSATION STUDY

Catherine Clark provided presentation on the results of the Fire Service Compensation Study and distributed handouts.

The following items need further discussion:

- Need to identify number of years to move through pay range and number of years to get to mid-point – implement structured pay scales.
- District Chief – Need to verify salary data.
- Assistant Chief – May need to bring position into compensation system between District Chief and Fire Chief.
- Pay variances between fire service and law enforcement positions.
- Implementation and cost sharing of study recommendations for departments that protect municipal and county areas.
- Provide for maintenance of program; how will program be maintained?
- May need to consider longer than 3-year implementation plan.
- What is impact on budget after 3 years?
- What happens to employees at top of pay range?

Upon motion of Captain David Price, seconded by Ms. Ann Suggs, unanimously agreed:

Waters Consulting Group compensation recommendations for fire departments with which Wake County contracts be accepted by the Fire Commission, and recommended by the Fire Commission to Wake County's Manager for inclusion in the budget that he will recommend to the Board of Commissioners for fiscal year 2004, and in subsequent fiscal years as applicable:

1. For all full-time and part-time (less than 30 hours per week) personnel, adopt the three year/one-third per year implementation plan proposed by Waters, with the following implementation plan assumptions:
 - For full-time personnel, position in pay plan is based on time in grade
 - Midpoint will be the implementation ceiling
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2. Pay plan will be maintained in the future as recommended by Waters
3. Pay plan (including administration of pay) will be the same for all departments; pay plan technical administrative support services will be addressed by the Fire Compensation Study Team with a recommendation to the Fire Commission at the November, 2003 meeting.
4. Benefits policies will be reviewed with a goal of recommendation for a County-wide standard for the budget year(s) beginning July 1, 2004.
5. For volunteer members, establish a County-wide firefighter base of \$7.00 reimbursement per call/training session, also meeting FLSA standards, all to be implemented in the budget year(s) beginning July 1, 2004, with study of volunteer officer reimbursement by the Fire Compensation Study Team during 2003.

Fire Commission adjourned meeting.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – BUDGET
RECOMMENDATIONS**

Wednesday, April 23, 2003

Adopted May 15, 2003

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Wednesday, April 23, 2003, 6:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ms. Cathy Lohr presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Tony Chiotakis, Commissioner Phil Jeffreys, Chief Paul Dunwell, Ms. Cathy Lohr, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Captain David Price, Chief A.C. Rich, Chief Ron Roof, and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Mr. Jeff Frazier, Chief Rodney Privette, Mr. Buddy Scarboro, and Ms. Ann Suggs.

DISCUSSION OF FY 04 FIRE DEPARTMENT BUDGET RECOMMENDATIONS

Ms. Cathy Lohr introduced Budget & Management Director Raymond Boutwell. Mr. Boutwell provided presentation on FY 04 fire department budget recommendations. Mr. Boutwell highlighted the following items for further review and analysis:

- Look at existing budget codes to see if any improvements can be made.
- Standardize certain costs when feasible.
- Analyze further what equipment is necessary.
- Review further sharing of certain types of equipment.
- Look at bonding costs.
- Review group buying of certain types of equipment.
- Fire departments should inform Budget Office when making adjustments to line item amounts.
- Review frequencies and costs of firefighter physical evaluations and examinations.

- Would like to get a Budget to Actual statement in annual audits.

Upon motion of Dewey Poole, seconded by Chief Vaughn, unanimously voted to agree with Budget Office FY 04 budget recommendations subject to minor changes to recommendations.

OTHER BUSINESS

Chief Tony Chiotakis informed the Fire Commission he is new Assistant Manager for the Town of Morrisville and Mike Chambers is new Town of Morrisville Fire Chief.

Fire Commission adjourned meeting.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – BUDGET
RECOMMENDATIONS
Wednesday, April 23, 2003
*ADOPTED Minutes***

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Wednesday, April 23, 2003, 6:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ms. Cathy Lohr presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Tony Chiotakis, Commissioner Phil Jeffreys, Chief Paul Dunwell, Ms. Cathy Lohr, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Captain David Price, Chief A.C. Rich, Chief Ron Roof, and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Mr. Jeff Frazier, Chief Rodney Privette, Mr. Buddy Scarboro, and Ms. Ann Suggs.

DISCUSSION OF FY 04 FIRE DEPARTMENT BUDGET RECOMMENDATIONS

Ms. Cathy Lohr introduced Budget & Management Director Raymond Boutwell. Mr. Boutwell provided presentation on FY 04 fire department budget recommendations. Mr. Boutwell highlighted the following items for further review and analysis:

- Look at existing budget codes to see if any improvements can be made.
- Standardize certain costs when feasible.
- Analyze further what equipment is necessary.
- Review further sharing of certain types of equipment.
- Look at bonding costs.
- Review group buying of certain types of equipment.
- Fire departments should inform Budget Office when making adjustments to line item amounts.

- Review frequencies and costs of firefighter physical evaluations and examinations.
- Would like to get a Budget to Actual statement in annual audits.

Upon motion of Dewey Poole, seconded by Chief Vaughn, unanimously voted to agree with Budget Office FY 04 budget recommendations subject to minor changes to recommendations.

OTHER BUSINESS

Chief Tony Chiotakis informed the Fire Commission he is new Assistant Manager for the Town of Morrisville and Mike Chambers is new Town of Morrisville Fire Chief.

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
Thursday, May 15, 2003
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, May 15, 2003, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cathy Lohr presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Commissioner Phil Jeffreys, Chief Paul Dunwell, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Chief Ron Roof, Chief Tom Vaughn, Mr. Jeff Frazier, Ms. Cathy Lohr, Captain David Price, Ms. Ann Suggs, and Chief A.C. Rich.

Members absent were: Mr. Cloyce Anders, Mr. Buddy Scarboro, and Chief Rodney Privette.

APPROVAL OF MINUTES

Upon motion of Ann Suggs, seconded by Commissioner Jeffreys, the Fire Commission unanimously approved the minutes of the March 20, 2003, regular meeting, the April 8, 2003, special called meeting, and the April 23, 2003, special called meeting.

STATION LOCATION / APPARATUS REPLACEMENT

Ray Echevarria provided an update on station location and apparatus replacement. No action required.

HEERY REPORT – CIP PRIORITIZATION

Mr. Myrick provided an update on the HEERY implementation plan development. No action required

COMPENSATION STUDY

Ray Echevarria provided an update on the Fire Service Compensation Study. Upon motion of Billy Myrick, seconded by Captain David Price, the Fire Commission unanimously approved the following motion:

That, in exchange for a commitment from Wake County to fund implementation of the compensation study salary recommendations over the next three fiscal years, each non-municipal department agree in writing with Wake County to implement the plan consistent with the motion adopted by the Fire Commission at its Special Meeting of April 8, 2003.

TRAFFIC LIGHT CONTROL

Ray Echevarria provided an update on traffic light control. No action required.

CAD UPDATE

Ray Echevarria provided update on new CAD system implementation. No action required.

MEETING TIMES FOR REMAINDER OF CALENDAR YEAR 2003 MEETINGS

Upon motion of Chief Ron Roof, seconded by Ms. Ann Suggs, the Fire Commission unanimously voted to set meetings at 7:00 PM on regular scheduled dates until the Fire Commission decides otherwise.

FIRE COMMISSION REPRESENTATIVE ON ASSESSMENT CENTER PANEL FOR WAKE COUNTY'S DIRECTOR OF FIRE/RESCUE TRAINING

Upon motion of Chief Ron Roof, seconded by Dewey Poole, the Fire Commission unanimously selected Chief A.C. Rich as the Fire Commission's representative on the Assessment Center Panel.

APPROVAL OF REIMBURSEMENT OF DURHAM HIGHWAY'S AMENDED 2000-2001 CIP PROJECT FOR \$13,650

Upon motion of Chief Ron Roof, seconded by Captain David Price, the Fire Commission unanimously approved reimbursement of Durham Highway's amended 2000-2001 CIP project for \$13,650.

COMMITTEE REPORTS

SERVICE LEVEL COMMITTEE

Dewey Poole provided update on Service Level Committee. No action required.

OTHER BUSINESS

John Rukavina discussed HIPAA rules as applied to fire departments.

Dewey Poole discussed mission statement for the Fire Commission.

Dewey Poole discussed status of fire protection agreement.

Upon motion by Mr. Dewey Poole, seconded by Ms. Ann Suggs, the Fire Commission unanimously voted to ask Commissioner Jeffries to contact County Manager David Cooke to find out status of contracts and provide update to Fire Commission.

BUDGET & FINANCIAL REPORT

Due to budget preparation work, a financial report for the service tax district was not available.

FY 04 FIRE DEPARTMENT BUDGET RECOMMENDATIONS

Budget and Management Services Director provided an update on FY 04 fire department budget recommendations.

PUBLIC COMMENTS

One comment received encouraging resolution of contract issue.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, July 17, 2003, at 7:00 PM.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – BUDGET
RECOMMENDATIONS
Monday, June 30, 2003
*ADOPTED Minutes***

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Monday, June 30, 2003, 6:30 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Cloyce Anders presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Tony Mauldin, Mr. Billy Myrick, Captain David Price, Chief Ron Roof, and Chief Tom Vaughn.

Members absent were: Ms. Cathy Lohr, Mr. Jeff Frazier, Chief Rodney Privette, Mr. Buddy Scarboro, Ms. Ann Suggs, Chief A.C. Rich, Commissioner Phil Jeffreys, and Chief Paul Dunwell .

RESIGNATION OF DEWEY POOLE

Ray Echevarria announced Dewey Poole has resigned from the Fire Commission.

**DISCUSSION OF APPROVED FY 04 FIRE DEPARTMENT BUDGET
APPROPRIATIONS**

Mr. Cloyce Anders introduced Budget & Management Director Raymond Boutwell. Mr. Boutwell guided discussion on approved FY 04 fire department budget appropriations. Mr. Boutwell distributed handout.

The Board of Commissioners has approved FY 04 fire department budget amounts as recommended. The budget ordinance adopted by the Board of Commissioners holds 50% of each fire department's annual budget amount in reserve pending

outcome of the Fire/EMS Capital Facility and Equipment Study and appropriates the other half of the annual amount to each fire department. Each fire department will receive monthly payment of 1/12th of the total annual appropriation, not of the six-month appropriation amount. After the final Fire/EMS Capital Facility and Equipment Study is presented and an implementation plan is developed, the remaining budget funds will be appropriated to fire departments; any modification of a department's second-half appropriation would occur only in connection with the implementation plan. The total budget amounts for each fire department includes an average 4% merit increase for salaries. Mr. Boutwell answered questions related to the budget approval.

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
Thursday, July 17, 2003
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, July 17, 2003, 7:00 PM in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Cloyce Anders presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Commissioner Phil Jeffreys, Chief Paul Dunwell, Chief Tony Mauldin, Mr. Billy Myrick, Chief Ron Roof, Chief Tom Vaughn, Mr. Jeff Frazier, Ms. Cathy Lohr, Captain David Price, Ms. Ann Suggs, and Chief Rodney Privette.

Members absent were: Chief A.C. Rich, and Mr. Buddy Scarboro.

APPROVAL OF MINUTES

Upon motion of Ann Suggs, seconded by Jeff Frazier, the Fire Commission unanimously approved the minutes of the May 15, 2003, regular meeting.

Upon motion of Chief Ron Roof, seconded by Captain David Price, the Fire Commission unanimously approved the minutes of the June 30, 2003, special called meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

Ray Echevarria provided a financial report on the fire protection service tax district. No action required.

STATION LOCATION / APPARATUS REPLACEMENT

Ray Echevarria provided an update on the Fire/EMS Capital Facility and Equipment Study. Draft report is due on July 18, 2003. No action required.

HEERY REPORT – CIP PRIORITIZATION

Mr. Myrick provided an update on the HEERY implementation plan development. HEERY is developing proposal to begin design work and preliminary key milestone dates are established for implementation of the report's repair recommendations. No action required.

COMPENSATION STUDY

Catherine Clark began discussion of Wake County Fire Compensation Administrative Guidelines. Fire Commission discussed administration merit pay for employees with salaries that are at the top of or exceed maximum for pay band. Upon motion of Chief Ron Roof, seconded by Mr. Billy Myrick, the Fire Commission approved the following motion:

Send option 2, merit bonus, to committee to include in the compensation administrative guidelines.

The motion passed on a vote of 8 – yes, 1 – no.

Fire Commission then discussed certification requirements for various positions in the compensation system. Upon motion of Chief Tom Vaughn, seconded by Mr. Billy Myrick, the following motion failed:

For the positions of Fire Captain, District Chief, Deputy Chief and Fire Chief, delete the requirement for Fire Instructor and for Fire Officer I and II certifications.

The motion failed on a vote of 3 – yes, 6 – no.

Upon motion of Cathy Lohr, seconded by Jeff Frazier, the Fire Commission approved the following motion:

Send the entire document of administrative guidelines back to the committee for additional review and make necessary corrections.

The motion passed unanimously.

The Fire Commission discussed salary guidelines for new employees hired from outside Wake County. Upon motion of Chief Tom Vaughn, seconded by Mr. Billy Myrick, the Fire Commission approved the following motion:

Delete last sentence of paragraph 2, page 4.

The motion passed unanimously.

TRAFFIC LIGHT CONTROL

Ray Echevarria provided an update on traffic light control. An update was requested but not received by NCDOT. No action required.

PUBLIC SAFETY WORKER EMS FEE EXEMPTION

The Fire Commission discussed EMS fee exemption for public safety workers while on duty. Upon motion of Chief Tom Vaughn, seconded by Ann Suggs, the Fire Commission approved the following motion:

Recommend Wake County Commissioners not charge any Pubic Safety responder for ambulance bill not covered by insurance.

The motion passed unanimously.

DRAFT OPEN BURNING REGULATION LANGUAGE

Ray Echevarria provided draft open burning regulation language proposed to be included in Wake County's code of ordinances. Fire Commission members will provide comments on the proposed language to the Fire/Rescue Division.

"NO-MAN'S LAND" (OUTSIDE PROTECTED AREA) DISTRICT EXPANSIONS

Fire Commission discussed proposed district expansions to a maximum of six road miles. Upon motion of Ann Suggs, seconded by Commissioner Phil Jeffreys, the Fire Commission approved the following motion:

Recommend approval of proposed districts.

The motion passed unanimously.

COMMITTEE REPORTS

SERVICE LEVEL COMMITTEE

Dewey Poole has resigned from Fire Commission. At its next meeting, the Service Level Committee will discuss Dewey's previous role as Co-Chair of the Service Level Committee. Ann Suggs continues to serve as committee Co-Chair.

OTHER BUSINESS

No other business was brought before the Fire Commission.

PUBLIC COMMENTS

Chief Jimmy Keith addressed the Fire Commission regarding funding for the compensation system.

Chief George Gupton addressed the Fire Commission regarding the certification requirements in the compensation system administrative guidelines.

Chief Scottie Harris addressed the Fire Commission regarding voting of the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, September 18, 2003, at 7:00 PM.

WAKE COUNTY FIRE COMMISSION
Thursday, September 25, 2003
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, September 25, 2003, 7:00 PM in the Wake County EMS Training Facility, Lower Level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Commissioner Phil Jeffreys, Chief Paul Dunwell, Chief Tony Mauldin, Mr. Billy Myrick, Chief Ron Roof, Chief Tom Vaughn, Captain David Price, Ms. Ann Suggs, Mr. Vernon Malone, Chief A.C. Rich, Chief Mike Chambers, and Chief Scottie Harris.

Members absent were: Mr. Cloyce Anders, Mr. Jeff Frazier, Mr. Buddy Scarboro, and Chief Rodney Privette.

Raymond L. Echevarria introduced newly appointed members of the Fire Commission. The Wake County Board of Commissioners approved the following appointments:

- Mr. Vernon Malone, Citizen Representative
- Fire Chief Scottie Harris, West Region Primary Representative
- Fire Chief Mike Chambers, West Region Alternate Representative

APPROVAL OF MINUTES

Upon motion of Ann Suggs, seconded by Commissioner Phil Jeffreys, the Fire Commission unanimously approved the minutes of the July 17, 2003, regular meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

A budget/fire tax financial report was not available for this meeting.

STATION LOCATION / APPARATUS REPLACEMENT

Ray Echevarria provided an update on the Fire/EMS Capital Facility and Equipment Study. Committee has reviewed second draft of report. Next draft anticipated on or about October 13, 2003. No action required.

HEERY REPORT – CIP PRIORITIZATION

Mr. Myrick provided an update on the HEERY implementation plan development. HEERY representatives have visited all fire stations to verify work previously identified. Provided schedule of milestone dates HEERY implementation.

OPEN BURNING REGULATION

Raymond Echevarria reviewed comments received so far on the proposed open burning regulations. Comments received to date will be incorporated into the proposed regulations. Work beginning on development of automated permit request and issuance system.

COMPENSATION STUDY

Raymond Echevarria began discussion of Wake County Fire Compensation Administrative Guidelines. Captain David Price provided report from the Compensation Committee. Committee has worked hard since last Fire Commission meeting, but has additional work to do on training and certification requirements before the committee can make a recommendation. Chief Tom Vaughn then introduced an alternate proposal for training and certification requirements.

Chief Vaughn made a motion to accept the alternate proposal:

1. We recommend that funds as recommended and appropriated through the Wake County Fire Compensation study be made available by January 1, 2004 to fire department whose salaries are identified below the normal level.
2. We recommend a Basic Level (see 1-6 on current requirements) for full-time firefighters in Wake County. Further recommendation that all volunteer firefighters be required to

complete all Basic Level training except #5. We recommend this policy be put in place as of January 1, 2004.

- (Basic Level includes: Rookie school, Hazardous Materials-Operations Level, Incident Command Training, Bloodborne Pathogens Course, Firefighter Level I and II, and Medical First Responder course. Volunteer exception is for Firefighter Level I and II.)
3. We recommend that full-time Fire Chief Officers attend a chief officer's training class of 40 hours to consist of the following curriculum:
 - a. Budgeting
 - b. Personnel Management
 - c. New Wake County I.C.S. Training
 - d. Crisis Management
 - e. Other curriculum and instructors as recommended by a committee of fire chiefs and the County Fire Marshall.
 - f. Target date for this course to begin is no later than January 1, 2004.
 4. We recommend that a basic level of additional training be developed for career F.D. drivers which consists of emergency vehicle driving and basic pump operations for existing full-time drivers and all future full-time drivers before promotion can be attained.
 5. We recommend all career fire captains and lieutenants complete a basic fire officers class, which consists of 80 hours of instruction. The committee listed under Section 3e plus 2 non-fire members from the fire commission will develop the curriculum for this class. This class should begin no later than January 1, 2004.
 6. Recommend funds be made available from the Wake County Fire Service tax to pay for off duty training for all career firefighters and officers while completing Section 2 through 5.

Motion seconded by Billy Myrick. After discussion, Chief Vaughn withdrew his motion.

Fire Commission discussed separating pay adjustment funding from the training and certification requirements. Chief Vaughn motioned to recommend to Wake County Commissioners that funds set aside for the fire Compensation Study be given to the Wake County fire departments. Motion seconded by Ann Suggs.

Motion passed unanimously.

Ann Suggs motioned for Fire Commission to reconvene in two weeks and Fire Compensation Study to bring back a recommendation on how to proceed with training and certification requirements. Meeting date for Special Called Fire Commission meeting set for October 9th, 2003, at 7:00 PM.

Motion seconded by Chief Tom Vaughn. Motion passed unanimously.

FIRE COMMISSION FACILITATOR

Commissioner Jeffreys requested to discuss facilitator position. Commissioner Jeffreys motioned to replace Cloyce Anders as facilitator of the Fire Commission. Motion seconded by Ann Suggs.

After discussion, Commissioner Jeffreys withdrew his motion. Members of the Fire Commission will discuss attendance concerns with Cloyce Anders.

COMMITTEE REPORTS

SERVICE LEVEL COMMITTEE

No report at this time. Discussed need to set next meeting date.

BUDGET COMMITTEE

Chief Ron Roof provided an update on the process for purchase of small capital outlay items requested in FY 03-04.

OTHER BUSINESS

Chief Ron Roof requested to add an agenda item for the November meeting to discuss the second half of the fiscal year funding to fire departments.

Mr. Billy Myrick questioned if additional 1.5% for annual pay raises has been placed in fire department monthly appropriations yet. The additional 1.5% should begin in October payments.

PUBLIC COMMENTS

No public comments.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, November 20, 2003, at 7:00 PM.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – TRAINING AND
CERTIFICATION REQUIREMENTS**

Thursday, October 9, 2003

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Thursday, October 9, 2003, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Commissioner Phil Jeffreys, Chief Tony Mauldin, Mr. Billy Myrick, Chief Ron Roof, Chief Tom Vaughn, Chief Paul Dunwell, Chief Mike Chambers, Chief Scottie Harris, Ms. Ann Suggs, and Mr. Vernon Malone.

Members absent were: Mr. Cloyce Anders, Captain David Price, Mr. Jeff Frazier, Chief Rodney Privette, Mr. Buddy Scarboro, and Chief A.C. Rich.

TRAINING AND CERTIFICATION REQUIREMENTS

Raymond Echevarria began discussion on Fire Compensation Administrative Guidelines, specifically training and certification requirements. Unanimous recommendations from the Compensation Study Committee were presented and discussed. Chief Tom Vaughn asked if Homeland Security grant funds could be used to pay for training and requested additional information on past, present and future grant funds.

Chief Roof motioned that the Fire Commission recommend adoption of the compensation guidelines, specifically pages one through thirteen. If there are any discrepancies between pages one through thirteen and the rest of the document, then pages one through thirteen will be the default. The Compensation Study Committee is to present to the Fire Commission at a later date, a final, clean copy that matches. The motion includes the specific statement that funds will be made available for the training as required to the fire departments, and that the County

Commissioners, the Fire Commission and County staff work on finding funds other than fire tax.

Motion seconded by Ms. Ann Suggs. Motion passed unanimously.

Fire Commission members asked that the November meeting agenda include an item for discussion of homeland security grant funds.

Chief Ron Roof asked that the Board of Commissioners approve the second half funding for the fire departments.

Public Safety Director John Rukavina advised the Fire Commission that four fire departments in Wake County received FIRE Act grant funds for 800 MHZ radios.

Chief Tom Vaughn informed the Fire Commission that he has spoken with Cloyce Anders, and Cloyce Anders desires to continue serving as facilitator.

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
Thursday, January 16, 2003
Adopted March 20, 2003

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 16, 2003, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ms. Cathy Lohr presided as Facilitator and called the meeting to order.

Ms. Lohr stated that at our previous meeting the Fire Commission agreed to hold the meeting to a 2 and ½ hour maximum meeting and that our meeting would conclude by 9:30 PM.

Ms. Lohr advised the Fire Commission that Commissioner Phil Jeffreys had been appointed to the Fire Commission.

Ms. Lohr then recognized Sherry Scoggins. This is Sherry's last meeting with the Fire Commission. Chief Vaughan motioned to prepare a letter of appreciation to Sherry Scoggins for her work on the Fire Commission and send a copy to Clayton Town Manager Steve Biggs. Motion seconded by Ann Suggs. Motion approved unanimously.

The following members were present: Chief Tony Chiotakis, Chief Paul Dunwell, Ms. Cathy Lohr, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Dewey Poole, Captain David Price, Chief A.C. Rich, Chief Ron Roof, Ms. Ann Suggs, and Chief Tom Vaughan.

Members absent were: Mr. Cloyce Anders, Commissioner Phil Jeffreys, Chief Rodney Privette, and Mr. Buddy Scarboro.

Also attending were: County Manager David Cooke, Public Safety Director John Rukavina, County Fire Marshal Ray Echevarria, Budget & Management Analyst Jennifer Willis, Chief Deputy Fire Marshal Chris Perry, Shift Supervisor Charles Ottaway, and Executive Secretary Sherry Scoggins.

There were 17 guests in attendance.

APPROVAL OF MINUTES

Upon motion of Ann Suggs, seconded by Billy Myrick, the Fire Commission unanimously approved the minutes of November 21, 2002.

BUDGET & FINANCIAL REPORT

Budget & Management Analyst Jennifer Willis distributed a handout “Fire Fund Balance Information” to members and guests.

STATION LOCATION / APPARATUS REPLACEMENT

Ray Echevarria provided an update on station location and apparatus replacement.

HEERY REPORT – CIP PRIORITIZATION

Mr. Myrick discussed and distributed handout of the Monday, January 6, 2003, minutes of the Fire Station and EMS Facility CIP Implementation Plan Review and Workshop was distributed to members and guests.

Ron Roof motioned for the Wake County Fire Commission to support the prioritization and categories of 3.3, 3.4, and 4.0, and to get HEERY to move ahead. Seconded by Ann Suggs. Motion approved unanimously.

COMPENSATION STUDY

Ray Echevarria provided an update on the Compensation Study.

Ms. Suggs will have information regarding volunteer membership in the Local Government Employees Credit Union available at the March meeting.

COST OF EMS TRANSPORT

Mr. Rukavina gave an update on the cost of EMS transport for injured firefighters. Referred to letter from EMS Director Barry Britt regarding Medicare rules related to providing free transport to firefighters.

TRAFFIC LIGHT CONTROL

Ray Echevarria shared the following handouts with the members and guests:

- DOT approved product list

- (Sample) Agreement between DOT and Town of Cary
- DOT Guidelines – additional copies; was included in the January agenda packet mailing.

DOT process for traffic light control:

- Jurisdiction identifies intersections
- DOT traffic engineers do study – at no cost
- If DOT traffic engineer agrees with need for traffic light control, then agreement is an option

Ron Roof motioned to request departments supply list of intersection(s) for study at no cost to the Fire/Rescue Division. Seconded by Ann Suggs. Motion approved unanimously.

FORESTRY SERVICES

County Manager David Cooke was recognized and he provided an update on the Forestry Services funding.

FIRE CONTRACT UPDATE

County Manager David Cooke was recognized and he provided an update on the Fire Contracts.

Dewey Poole motioned for the Fire Commission to give full support to the County to help in getting contracts signed. Ann Suggs seconded the motion. Motion approved unanimously.

DRAFT FIRE COMMISSION SOP'S

Ray Echevarria began discussion of how to distribute and implement countywide SOP's after approval by the Fire Commission. Members agreed that each department would adopt as an SOG standard for each department.

COMMITTEE REPORT SERVICE LEVEL COMMITTEE

Ms. Cathy Lohr gave an overview of the Service Level Committee that met on Wednesday, January 15, 2003, as well as a handout of the minutes of that meeting.

OTHER BUSINESS

Chief Scottie Harris of the Western Wake Fire/Rescue Department was recognized. Recommended the Fire Commission support the purchase of monitor to support the thermal imaging cameras to be used and maintained in the WC-1 vehicle. Had quotes available.

Chief Scottie Harris of the Western Wake Fire/Rescue Department also looking into an SCBA fill station at the Wake County Fire/Rescue Training Center.

PUBLIC COMMENTS

As no one was requested to give public comment, the public comment was declared closed.

ADJOURNMENT

As the weather was not favorable, Wake County Fire Commission adjourned.

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, March 20, 2003, 7 PM, at the EMS Training Classroom, lower level of the Wake County Commons Building.

WAKE COUNTY FIRE COMMISSION
Thursday, November 20, 2003
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, November 20, 2003, 7:00 PM in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Cloyce Anders presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Mr. Cloyce Anders, Chief Paul Dunwell, Mr. Jeff Frazier, Chief Scottie Harris, Commissioner Phil Jeffreys, Mr. Billy Myrick, Captain David Price, Chief Ron Roof, and Chief Tom Vaughn.

Members absent were: Chief Mike Chambers, Chief Rodney Privette, Chief A.C. Rich, Mr. Buddy Scarboro, and Ms. Ann Suggs.

Upcoming appointment changes to the Fire Commission were announced. The following changes have been recommended to the Wake County Board of Commissioners:

- New Representative of Firefighter's Association
- New West Region Primary Representative
- New North Region Primary and Alternate Representative
- New Citizen Representative

Cloyce Anders thanked Chief Ron Roof and Captain David Price for their service on the Fire Commission.

APPROVAL OF MINUTES

Upon motion of Mr. Billy Myrick, seconded by Captain David Price, the Fire Commission unanimously approved the minutes of the September 25, 2003, regular meeting.

Upon motion of Chief Roof, seconded by Captain David Price, the Fire Commission unanimously approved the minutes of the October 9, 2003, Special Called Meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

Mr. Ben Canada, Wake County's new Budget and Management Analyst for Public Safety, was introduced. Mr. Ben Canada provided a brief report on the status of the fire tax fund. Mr. Canada then began discussion of small capital process and reviewed forms. Mr. Canada then reviewed workplan for FY 05 budget request process and asked the Fire Commission to support the framework and process. Chief Tom Vaughn motioned to adopt the general framework and budget request process for FY 05, seconded by Mr. Billy Myrick. The Fire Commission unanimously approved the motion.

HOMELAND SECURITY GRANT FUNDS

Mr. Martin Chriscoe was recognized to provide an update on Homeland Security grant funds. Mr. Chriscoe introduced Mr. Brian McFeaters. Mr. McFeaters gave a presentation on the process for Homeland Security grant funds. Chief Vaughn requested additional information on the purchase of gator vehicles.

UNFINISHED BUSINESS

STATION LOCATION / APPARATUS REPLACEMENT

Ray Echevarria provided an update on the Fire/EMS Capital Facility and Equipment Study. Committee has reviewed second draft of report. Need to plan for Special Called meeting prior to next regular meeting.

HEERY REPORT – CIP PRIORITIZATION

Mr. Myrick provided an update on the HEERY implementation plan development. Mr. Myrick indicated importance of providing comments back on the HEERY drawings.

COMPENSATION STUDY

Captain David Price provided an update on the compensation study implementation. The committee continues to address questions on how to implement the study in the various departments.

NCDOT TRAFFIC PREEMPTION REQUEST

Raymond Echevarria provided an update on traffic preemption request. The North Carolina Department of Transportation has approved Wake County's traffic preemption request. Fire Commission asked to gather cost information and bring back to next meeting.

NEW BUSINESS

TRAINING COMMITTEE FOR FIRE CHIEF AND FIRE OFFICER TRAINING CLASSES

Fire Commission discussed formation of training committee for fire chief and fire officer training classes as approved with the compensation study plan. Raymond Echevarria will send out an e-mail asking for volunteers to serve on the committee. Committee will meet and report back to Fire Commission.

FIRE DEPARTMENT FUNDING FOR SECOND HALF OF FY 2004

Raymond Echevarria advised Fire Commission the Board of Commissioners has approved releasing funds to fire departments for second half of FY 2004.

800 MHZ/CAD USER GROUP

Cloyce Anders recommended formation of a user group to serve as a liaison to the County on CAD issues and 800 MHZ radio system issues. Recommended one representative from each region. Representatives are:

- Chief Frank Woods – East Region
- Chief Ron Roof – North Region
- Chief Paul Dunwell – South Region
- Chief Mark Haraway – West Region

The committee will provide updates to the Fire Commission.

COMMITTEE REPORTS

SERVICE LEVEL COMMITTEE

No report at this time.

BUDGET COMMITTEE

Ben Canada provided budget committee report during budget report.

OTHER BUSINESS

Chief Scottie Harris discussed departments receiving grant funds for 800 MHZ radios. If a fire department receives a grant for 800 MHZ radios, then the funds originally budgeted for that department's radio equipment will remain in the radio project to purchase additional portables for other fire departments.

PUBLIC COMMENTS

Commissioner Phil Jeffreys stated that the fire departments in Wake County have done a good job and will continue to do a good job.

Chief Sidney Perry asked the Fire Commission to consider alternating times for regular meetings. Consider alternating evening and late afternoon meetings.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, January 22, 2004, at 7:00 PM.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – TRIDATA PRESENTATION,
FIRE/EMS CAPITAL FACILITY AND EQUIPMENT STUDY
Thursday, January 8, 2004
*ADOPTED Minutes***

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Thursday, January 8, 2004, 6:30 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Cloyce Anders presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Mr. Cloyce Anders, Chief Mike Chambers, Chief Paul Dunwell, Chief Scottie Harris, Chief Tony Mauldin, Mr. Vernon Malone. Mr. Billy Myrick, Chief Rodney Privette, Ms. Ann Suggs, Chief Mike Cooper, Chief Scott McCollum, Mr. Lucius Jones, Chief Tom Vaughn.

Members absent were: Mr. Jeff Frazier, Chief Chris Wilson and Commissioner Phil Jeffreys.

TRIDATA PRESENTATION

Raymond Echevarria introduced Mr. Phil Schaenman, President of TriData Corporation, Inc. Mr. Schaenman gave the Fire Commission a presentation on the Fire/EMS Capital Facility and Equipment Study. The presentation gave the Fire Commission an overview of the consultant's methodology and study findings. A question and answer session followed the presentation.

TRIDATA STUDY TEAM RESPONSE TO TRIDATA RECOMMENDATIONS

Raymond Echevarria provided an overview of the Study Team's response to each recommendation in the TriData report. The report will be formally presented to the Fire Commission at its next regular meeting.

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
Thursday, January 22, 2004
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 22, 2004, 7:00 PM in the Wake County EMS Training Facility, Lower Level of the Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Raymond Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Mr. Jeff Frazier, Chief Scottie Harris, Commissioner Phil Jeffreys (alternate for Commissioner Harold Webb), Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Chief Rodney Privette, Ms. Ann Suggs, Chief Mike Cooper, Chief Scott McCollum, Mr. Lucius Jones, and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Commissioner Harold Webb, and Chief Chris Wilson.

APPROVAL OF MINUTES

Upon motion of Ms. Ann Suggs, seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the November 20, 2003, regular meeting.

Upon motion of Mr. Billy Myrick, seconded by Ms. Ann Suggs, the Fire Commission unanimously approved the minutes of the January 8, 2004, Special Called Meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

Mr. Ben Canada, Wake County Budget and Management Analyst, provided a brief report on the status of the fire tax fund. Ben gave report of budget committee recommendation to use small capital funds for second year of thermal imaging camera and defibrillator program. Ben encouraged all chiefs to apply for grant funds, and stated that FY 05 budget requests are due, via return e-mail, February 2nd, 2004.

UNFINISHED BUSINESS

STATION LOCATION / APPARATUS REPLACEMENT

Raymond Echevarria began discussion of TriData's final report of the Fire/EMS Capital Facility and Equipment Study.

Raymond Echevarria provided Study Team's report to the Fire Commission. The report is included as attachment A.

The Fire Commission began discussion of the report. Chief Scottie Harris guided comments by all Fire Commission members and persons in attendance.

Chief Tom Vaughn presented a series of questions and comments from fire chiefs and Fire Commission members. The questions and concerns are included as attachment B.

After discussion, Chief Vaughn motioned:

Do not recommend study to the Wake County Board of Commissioners since the study is based on inaccurate CAD data, is incomplete, and does not give specific information on how to accomplish the recommendations.

After second by Chief Harris, the motion passed unanimously.

HEERY REPORT – CIP PRIORITIZATION

Ray Echevarria provided an update on the HEERY project.

COMPENSATION STUDY

Ms. Catherine Clark opened discussion of the compensation study. The compensation study team was asked to look at four issues:

- New hire salaries
- 40 hour v. 56 hour employee pay rates
- Definition of part-time employee
- Reimbursement for training

The study team provided proposed interpretations on the four issues. Ms. Ann Suggs motioned to approve the study team's interpretations. Motion seconded by Chief Harris. After discussion, Ann Suggs amended her motion to approve items 1, 3 and 4, and for the study team to bring back further information on item 2. Amended motion seconded by Chief Harris. Motion passed unanimously.

OPEN BURNING

Raymond Echevarria provided an update on development of open burning rules, regulations and permitting system.

HOMELAND SECURITY GRANT INFORMATION

Chief A.C. Rich provided an update on homeland security grants.

STATION LOCATION / APPARATUS REPLACEMENT

Chief Cooper asked to revisit the TriData Fire/EMS Capital Facility and Equipment report. Chief Cooper offered the following motion:

Get a committee to address concerns and questions that have been posed, to fill in the holes, and follow up with no additional expense from TriData.

Ms. Ann Suggs seconded the motion. Motion passed unanimously.

NEW BUSINESS

800 MHZ RADIOS FOR REDS TEAM

The REDS team has requested Wake County provide 800 MHZ radios as part of the transition to the new 800 MHZ radio system. The REDS Team was part of the original project. The question to answer is whether REDS is a resource to Wake County fire departments and whether the County should provide them radios. Chief Harris motioned to not allow REDS on the 800 MHZ radio system. Chief Mauldin seconded the motion. Motion passed:

1 – abstain

2 – no

6 - yes

COMMUNAL PROPERTY USE GUIDELINES

Due to time limitations, this item was deferred.

CALENDAR YEAR 2004 MEETING TIMES

The Fire Commission directed to keep meeting times as currently scheduled.

COMMITTEE REPORTS

800 MHZ/CAD COMMITTEE

Due to time limitations, this item was deferred.

BUDGET COMMITTEE

Ben Canada provided budget committee report during budget report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, March 18, 2004, at 7:00 PM.

ATTACHMENT A

Wake County Fire/EMS Capital Facility and Equipment Study Matrix of Recommendations and Assessments

On June 17, 2002, the Wake County Board of Commissioners was presented with a recommendation from the County Manager and the Wake County Fire Commission that a consultant be hired to conduct a study of fire station and fire apparatus deployment in Wake County. The task of undertaking the same study of EMS station and vehicle deployment was added in the course of the budget process. The primary purpose of this study was to forecast demand for fire and EMS services through out the County, and plan for the future capital projections needed to meet that demand.

The proposed scope of work for the study was presented to both the Wake County Fire Commission and the Wake EMS/Rescue Chiefs Association for their review. The Fire Commission reviewed and approved the scope of work on July 22, 2002, and the EMS/Rescue Chiefs reviewed and approved the scope of work on November 2, 2002.

That scope of work included creation of a "study team," consisting of fire service representatives (selected by the Fire Commission), EMS representatives (selected by the EMS/Rescue Chiefs) and County staff representatives, to

- select a contractor with expertise in the fire/EMS service deployment to undertake the study
- make sure that the study's findings were supported by facts and data
- provide "from-the-ground-up" oversight of the study process
- based on this participation, analyze and make recommendations on the study's findings to the Fire Commission and to the EMS/Rescue Chiefs

This matrix contains those recommendations. On December 18, 2003, the study team unanimously adopted these recommendations. On January 20, 2004, the study team met again to review its recommendations in light of a presentation to the Fire Commission and EMS/Rescue Chiefs representatives by TriData CEO Phil Schaeffer on January 8, 2004, and unanimously reaffirmed its recommendations.

Members of TriData Study Team

- Mr. Glenn Blackley, Wake County GSA Director
- Mr. Phillip Stout, Director of Wake County Facilities and Construction
- Mr. John Rukavina, Wake County Public Safety Director
- Mr. Jon Olson, Wake County EMS
- Chief Tony Mauldin, Fuquay Varina Fire Department
- Mr. Billy Myrick, Wake County Fire Commission
- Chief Garland Tant, Zebulon EMS
- Chief Mike Chambers, Morrisville Fire Department
- Mr. Gary Kantner, Garner EMS
- Chief A.C. Rich, Stony Hill Fire Department
- Mr. Ben Canada, Wake County Budget and Management Analyst
- Mr. Raymond Echevarria, Wake County Fire/Rescue Director

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs’ Action	Fire Commission Action
Chapter I. Introduction				
1. The completion and quality of fire and EMS data should be improved countywide, for each department.	AGREE	AGREE. Particularly in area of getting EMS unit level dispatch information from all dispatch centers.	AGREE. Particularly in area of getting EMS unit level dispatch information from all dispatch centers.	
Chapter II. Demand and Population Projections				

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
2. Update the demand projections annually, and compare them to unit workloads and planned station locations.	AGREE	AGREE	AGREE	
Chapter III. Level of Service Targets				
3. Coverage goals in the future should be stated in terms of total response times, including call processing, turnout, and drive times.	AGREE	AGREE	AGREE	
4. County fire departments should improve their turnout times by implementing duty night programs to assure adequate volunteer staffing in station, or by other means.	AGREE (Understood that all fire stations will need sleeping quarters. Possible impact on CIP.)			
5. Efforts should be made to reduce call-	AGREE. Study Team recommends	AGREE. Study Team recommends	AGREE. Study Team	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs’ Action	Fire Commission Action
processing time to average no more than a minute.	call-processing performance measure of within 60 seconds, 90% of the time. This performance measure is consistent with NFPA 1221.	call-processing performance measure of within 60 seconds, 90% of the time. This performance measure is consistent with NFPA 1221.	recommends call-processing performance measure of within 60 seconds, 90% of the time. This performance measure is consistent with NFPA 1221.	
Chapter IV. Station Locations and Unit Redeployment				
<p><u>FIRE STATIONS (INCLUDING UNIT REDEPLOYMENT)</u></p> <p>A set of 18 fire station closures, relocations, and openings is recommended, as shown in Table 37 of the final report. There are slight variations presented as alternative scenarios in Chapter IV.</p> <p>The recommended station</p>	<p>The Study Team is committed to efficient and effective fire protection service in Wake County. TriData offers the untested assertion that, in several service areas, a neighboring fire department will be able to offer the same (or better) service than a department presently delivering the service,</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs’ Action	Fire Commission Action
<p>closings, moves, new stations, and unit redeployments are an integrated set and need to be considered as a package. Elements can be changed, but the changes may require a related series of other changes (e.g., if a station recommended to be closed is not closed, its units obviously cannot be redeployed).</p>	<p>at a lower cost. We recommend that Wake County not support closure of any fire station until TriData’s assertions can be tested through negotiation and cost-benefits analysis, and the following conditions are confirmed during the process: that (a), there is a more effective and efficient alternative available for delivery of fire protection services in a given service area, and (b) the alternative fire department is ready and willing to negotiate an agreement with Wake County to do so. Wake County should begin the negotiation and cost-benefits analysis immediately, with the goal to present</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
	<p>the results and any closure recommendations to the Wake County Board of Commissioners no later than December 31, 2004.</p> <p>For new fire station locations, it is understood that all proposed station locations are approximate (even when an exact address was indicated); and the locations can be fine-tuned based on land availability, cost, and other factors.</p> <p>For any recommended new fire station located inside a municipality, the Study Team recommendation does not imply a Wake County responsibility to share the cost of</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs’ Action	Fire Commission Action
	<p>addition, renovation or replacement of any fire station located in a municipality unless the addition, renovation or removal helps Wake County meet its service-level objectives in a response area where those objectives are not being met.</p>			
<p><u>ANOTHER FIRE STATION RECOMMENDATION</u></p>				
<p>6. The County should negotiate arrangements for municipalities to cover unincorporated areas near them when in the interests of the majority of citizens in the area.</p>	<p>The Study Team is committed to efficient and effective fire protection service in Wake County. TriData offers the untested assertion that, in several service areas, a neighboring fire department will be able to offer the same (or better) service than a department presently delivering the service,</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
	<p>at a lower cost. We recommend that Wake County not support contracting with a municipality to provide fire protection in unincorporated areas near them until TriData's assertions can be tested through negotiation and cost-benefits analysis, and the following conditions are confirmed during the process: that (a), there is a more effective and efficient alternative available for delivery of fire protection services in a given service area, and (b) the alternative fire department is ready and willing to negotiate an agreement with Wake County to do so. Wake County should begin the negotiation</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
	and cost-benefits analysis immediately, with the goal to present the results and any recommendation(s) to contract with a municipality to the Wake County Board of Commissioners no later than December 31, 2004.			
<p style="text-align: center;"><u>EMS STATIONS AND UNITS</u></p> <p>Changes recommended for EMS stations and unit redeployment are as follows. Some alternative scenarios are presented in Chapter IV.</p>				
<ul style="list-style-type: none"> • Relocate Cary EMS from its central station to Swift Creek Fire Station 1. • Relocate EMS 6 to Raleigh Fire Station 		The Study Team is committed to efficient and effective emergency medical service delivery in Wake County.	The Study Team is committed to efficient and effective emergency medical service	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
<p>24.</p> <ul style="list-style-type: none"> • Relocate EMS 13 to the projected new EMS/fire station on Durant Road and Koupela Road or to a new medical care facility proposed for that area by WakeMed. • Move EMS 12 to be co-located with fire units at Stony Hill Station 1. • Relocate Wendell EMS to be co-located with Wendell Fire Station 2. • Relocate one of the three staffed units from the Garner EMS headquarters station to Garner Fire Station 2, and a second unit to the Barwell Road/Rock Quarry 		<p>TriData proposes that some “second-duty” ambulances be relocated to areas where demand supports additional ambulance resources.</p> <p>The Study Team agrees with the areas identified with service deficiencies. The Team recommends not supporting the relocations until sufficient data is gathered and analyzed, and that analysis demonstrates response times can continue to be met in the affected service areas.</p>	<p>delivery in Wake County. TriData proposes that some “second-duty” ambulances be relocated to areas where demand supports additional ambulance resources.</p> <p>The Study Team agrees with the areas identified with service deficiencies. The Team recommends not supporting the relocations until sufficient data is gathered and analyzed, and that analysis demonstrates response times can continue to be met in the affected</p>	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
<p>Road area.</p> <ul style="list-style-type: none"> • Relocate a second-duty EMS unit with low utilization to the Wake EMS Station 5/Wake-New Hope Fire Station 1 area, where calls for service have expanded dramatically over the past three years. • Close EMS Station 1 and relocate its three units relocated to <ul style="list-style-type: none"> – A new station in the 400 block of Peace Street – Raleigh Station 2 – The former Wake-New Hope Station 1 • Consider relocating Knightdale and Zebulon second duty 			service areas.	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
units to other stations where the most first-due calls are missed (when data is available to do the analysis).				
7. Wake County should develop as soon as possible reliable data collection and analysis measures that support correction of in-depth EMS response (and other) problems—the number of units needed per station by time of day.		AGREE. Particularly in the area of EMS unit level data from all communications centers.	AGREE. Particularly in the area of EMS unit level data from all communications centers.	
8. All EMS units should be reliably staffed and thereby assignable by the new CAD system.		AGREE for all contracted EMS units and frontline Wake EMS units.	AGREE for all contracted EMS units and frontline Wake EMS units.	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs’ Action	Fire Commission Action
<p>9. Uncluster the EMS units. They have better impact on response times by being spread out.</p>		<p>The Study Team is committed to efficient and effective emergency medical service delivery in Wake County. TriData proposes that some “second-duty” ambulances be relocated to areas where demand supports additional ambulance resources.</p> <p>The Study Team agrees with the areas identified with service deficiencies. The Team recommends not supporting the relocations until sufficient data is gathered and analyzed, and that analysis demonstrates response times can</p>	<p>The Study Team is committed to efficient and effective emergency medical service delivery in Wake County. TriData proposes that some “second-duty” ambulances be relocated to areas where demand supports additional ambulance resources.</p> <p>The Study Team agrees with the areas identified with service deficiencies. The Team recommends not supporting the relocations until</p>	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
		continue to be met in the affected service areas.	sufficient data is gathered and analyzed, and that analysis demonstrates response times can continue to be met in the affected service areas.	
10. Monitor EMS call volume per unit at least annually.		AGREE	AGREE	
11. Consider adding a peak-load EMS unit when a unit is overloaded before adding a full-time unit.		AGREE	AGREE	
12. Consider declustering (i.e. redeploying) EMS units before adding new units.		AGREE. The Team recommends not supporting the declustering until sufficient data is gathered and analyzed, and that	AGREE. The Team recommends not supporting the declustering until sufficient data is gathered and	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
		analysis demonstrates response times can continue to be met in the affected service areas.	analyzed, and that analysis demonstrates response times can continue to be met in the affected service areas.	
<u>SPECIALTY UNITS</u>				
13. Going into the future, collect data on the location of calls requiring specialty units.	AGREE			
14. For hazmat and for technical rescue, have at least one highly trained unit of each type in the County, and then one or more satellite units trained to assist the main unit or handle simpler calls.	AGREE			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
Chapter V. Fire Vehicles				
<i>Overall</i>				
<p>15. At a minimum, every station (39 in total) should have at least one frontline engine. Eleven stations should have one aerial, and 26 stations should have at least one tanker (distributed as discussed in Chapter IV). Each EMS station (or fire station) where an EMS unit is based should have one frontline EMS unit unless demand is high enough and affects response times to warrant more.</p>	<p>AGREE ON ENGINES. Based upon the data and methodology used by TriData, the locations recommended for aerials and tankers are adequate.</p> <p>If the fire station closure process supported in the fire station location recommendations does not result in the closure of any fire station, it is understood that aerials and tankers recommended for redeployment will be need to be budgeted and purchased.</p>	<p>AGREE FOR AMBULANCES.</p>	<p>AGREE FOR AMBULANCES.</p>	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
	<p>The study team support and recommendation does not imply a Wake County responsibility to share the cost of addition, refurbishment, or replacement of any fire apparatus located in a municipality unless the apparatus helps Wake County meet its service-level objectives in a response area where those objectives are not being met and adds to the cost for the municipality.</p> <p>It is understood that Wake County's responsibility to share the cost of addition, refurbishment, or replacement of any fire apparatus is</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
	<p>linked directly with the outcome of the negotiation and cost-benefit analysis supported and recommended for new fire station locations. It is also understood that ownership of fire apparatus is an issue that needs to be negotiated before any fire apparatus owned by a private not-for-profit corporation or a municipality can be reassigned.</p>			
<p>16. The number of pumpers needed beyond one per station should be a function of the ability of the station to reliably turn out the first pumper with four staff, and the</p>	<p>AGREE</p>			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
reliability of the next two closest stations to do the same.				
<p>17. Fire departments should furnish—and Wake County staff must analyze—certain additional data to that now collected: the number of firefighters dispatched on the first, second, and third units per call in the station's first-due area that would comprise the first-alarm full assignment; the number of structure fires; the number of fires with spread beyond the room of origin; and the number of high risk structures requiring a fire flow (in gallons</p>	AGREE			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
per minute) greater than that required for a single-family dwelling.				
18. Wake County should develop and manage a coordinated, countywide approach to apparatus procurement and deployment.	AGREE	Agree to continue developing process of a coordinated countywide approach to EMS vehicle deployment.	Agree to continue developing process of a coordinated countywide approach to EMS vehicle deployment.	
19. Wake County should start to collect the vehicle maintenance data needed for better analysis of future vehicle replacement programs.	AGREE	AGREE	AGREE	
<i>Specifications</i>				
20. Wake County should study the potential cost effectiveness of new ambulances built on heavy-duty		AGREE	AGREE	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
commercial chassis as compared with chassis built on medium-duty chassis.				
21. Wake County should manage the development of performance-based fire apparatus specifications by vehicle class, e.g., pumper, pumper/tanker, rescue vehicle, aerial ladder.	AGREE			
22. Wake County should standardize apparatus designations by unit name, type, use, and numbering system.	AGREE	AGREE	AGREE	
23. Wake County should manage development of a standard set of specifications for the replacement of ambulances, fire apparatus, and other	AGREE	Agree that standard specifications need to be developed.	Agree that standard specifications need to be developed.	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
emergency vehicles.				
24. Wake County should collect the necessary data on hazmat and technical rescue incidents to support selection of the types of vehicles that will be needed in the future.	AGREE			
25. Wake County should purchase standard vehicles with commercial chassis for engine/pumpers, tanker/mobile water supply apparatus, heavy rescues/squads, and hazardous materials response units. Ladder units or quints should be custom vehicles	The Study Team recognizes there are differing views on the question of custom or commercial fire apparatus chassis. For pumpers and pumper/tankers, the Team recommends development of performance-based specifications using commercial chassis, with custom chassis bid as an alternate/option. The			

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
	<p>custom versus commercial purchase decision can then be based on a cost benefit (“business case”) analysis.</p> <p>The Study Team recommends the consideration of purchasing heavy rescue units on a custom chassis. Depending upon the configuration of a hazardous materials response unit, the Study Team recommends consideration of purchasing the hazardous materials response unit on a custom chassis.</p>			
<i>Procurement</i>				
26. Establish a county-	AGREE.	Continue	Continue	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
managed “lease-purchase” arrangement for buying new fire apparatus.		ambulance “lease-purchase” arrangement already in place for EMS vehicles.	ambulance “lease-purchase” arrangement already in place for EMS vehicles.	
<i>Maintenance</i>				
27. Wake County should establish a countywide fire vehicle maintenance program with written standards and SOPs.	AGREE	AGREE	AGREE	
28. Wake County should establish a formal apparatus replacement program with specific criteria for fire and EMS vehicle replacement (like Table 22, or the APWA Point System, or its GSA system).	AGREE	AGREE	AGREE	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
<i>Reserves</i>				
29. Wake County should establish standards for the size of its reserve apparatus fleet and manage that fleet.	AGREE FOR FIRE APPARATUS FLEET. The Study Team recommends a spare/reserve fleet program where the County owns the reserve apparatus, but the reserve apparatus are housed at key fire station locations throughout the County and are equipped and available for use by all County fire departments.	Agree the County should establish standards for the size of the reserve fleet.	Agree the County should establish standards for the size of the reserve fleet.	
30. Wake County should keep at least some reserve apparatus fully equipped so they would be immediately available to a department if a front-line vehicle	AGREE	AGREE	AGREE	

Recommendations	Study Team Recommendation – Fire	Study Team Recommendation – EMS	EMS/Rescue Chiefs' Action	Fire Commission Action
breaks down.				
<i>CIP</i>				
31. The county should ensure that the apparatus replacement program part of the Capital Improvement Program includes adequate funding for the replacement program it administers.	AGREE	AGREE	AGREE	

ATTACHMENT B

**Wake County Fire/EMS Capital Facility and Equipment Study
Matrix of Recommendations and Fire Commission/Fire Chief Questions and Comments**

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
Chapter I. Introduction		
32. The completion and quality of fire and EMS data should be improved countywide, for each department.	CURRENT FIRE DISPATCH (CAD) fire information time is not correct and incomplete.	
Chapter II. Demand and Population Projections		
33. Update the demand projections annually, and compare them to unit workloads and planned station locations.	Who will do this and who will review this information? Who will make recommendations on when changes are needed?	
Chapter III. Level of Service Targets		
34. Coverage goals in the future should be stated in terms of total response times, including call processing, turnout, and drive times.	How many stations are not staffed at night.	
35. County fire departments should improve their turnout times by implementing duty night programs to assure adequate volunteer staffing in station, or by other means.	Should fire depts. find it difficult to maintain volunteer staffing at night, the number budget priority should have to fund at least 2-24 hour. Full time FF per station to maintain coverage.	
36. Efforts should be made to reduce call-processing time to average no more than a minute.	Totally agree.	
Chapter IV. Station Locations and Unit Redeployment		

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
<p><u>FIRE STATIONS (INCLUDING UNIT REDEPLOYMENT)</u></p> <p>A set of 18 fire station closures, relocations, and openings is recommended, as shown in Table 37 of the final report. There are slight variations presented as alternative scenarios in Chapter IV.</p> <p>The recommended station closings, moves, new stations, and unit redeployments are an integrated set and need to be considered as a package. Elements can be changed, but the changes may require a related series of other changes (e.g., if a station recommended to be closed is not closed, its units obviously cannot be redeployed).</p>	<p>Totally disagree: 90% projectile can be accomplished by reducing CAD time and providing 24 hr. coverage at each station.</p> <p>Do not agree to closing stations which are paid for and replacing with 1.5 to 2 million dollar stations. Waste of taxpayer money where not needed. Donut holes should be handled individually where municipalities agree to contract with Wake Co. at a price less expensive than what current costs are.</p>	
<p><u>ANOTHER FIRE STATION RECOMMENDATION</u></p>		
<p>37. The County should negotiate arrangements for municipalities to cover unincorporated areas near them when in the interests of the majority of citizens in the area.</p>	<p>SEE SECTION 5</p>	
<p><u>EMS STATIONS AND UNITS</u></p> <p>Changes recommended for EMS stations and unit redeployment are as follows.</p>		

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
Some alternative scenarios are presented in Chapter IV.		
<ul style="list-style-type: none"> • Relocate Cary EMS from its central station to Swift Creek Fire Station 1. • Relocate EMS 6 to Raleigh Fire Station 24. • Relocate EMS 13 to the projected new EMS/fire station on Durant Road and Koupela Road or to a new medical care facility proposed for that area by WakeMed. • Move EMS 12 to be co-located with fire units at Stony Hill Station 1. • Relocate Wendell EMS to be co-located with Wendell Fire Station 2. • Relocate one of the three staffed units from the Garner EMS headquarters station to Garner Fire Station 2, and a second unit to the Barwell Road/Rock Quarry Road area. • Relocate a second-duty EMS unit with low utilization to the Wake EMS Station5/Wake-New Hope Fire Station 1 area, where calls for service have expanded dramatically over the past three years. 		

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
<ul style="list-style-type: none"> • Close EMS Station 1 and relocate its three units relocated to <ul style="list-style-type: none"> – A new station in the 400 block of Peace Street – Raleigh Station 2 – The former Wake-New Hope Station 1 • Consider relocating Knightdale and Zebulon second duty units to other stations where the most first-due calls are missed (when data is available to do the analysis). 		
<p>38. Wake County should develop as soon as possible reliable data collection and analysis measures that support correction of in-depth EMS response (and other) problems—the number of units needed per station by time of day.</p>		

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
39. All EMS units should be reliably staffed and thereby assignable by the new CAD system.		
40. Uncluster the EMS units. They have better impact on response times by being spread out.		
41. Monitor EMS call volume per unit at least annually.		
42. Consider adding a peak-load EMS unit when a unit is overloaded before adding a full-time unit.		
43. Consider declustering (i.e. redeploying) EMS units before adding new units.		
<u>SPECIALTY UNITS</u>		
44. Going into the future, collect data on the location of calls requiring specialty units.		

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
<p>45. For hazmat and for technical rescue, have at least one highly trained unit of each type in the County, and then one or more satellite units trained to assist the main unit or handle simpler calls.</p>	<p>How does this apply to the current Wake Co. contracts for the two HAZMAT Teams?</p>	
<p>Chapter V. Fire Vehicles</p>		
<p><i>Overall</i></p>		
<p>46. At a minimum, every station (39 in total) should have at least one frontline engine. Eleven stations should have one aerial, and 26 stations should have at least one tanker (distributed as discussed in Chapter IV). Each EMS station (or fire station) where an EMS unit is based should have one frontline EMS unit unless demand is high enough and affects response times to warrant more.</p>	<p>How does this affect I.S.O. requirements and municipal coverage?</p>	
<p>47. The number of pumpers needed beyond one per station should be a function of the ability of the station to reliably turn out the first pumper with four staff, and the reliability of the next two closest stations to do the same.</p>	<p>How does this affect I.S.O. ratings? How does this affect municipal coverage?</p>	

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
<p>48. Fire departments should furnish—and Wake County staff must analyze—certain additional data to that now collected: the number of firefighters dispatched on the first, second, and third units per call in the station's first-due area that would comprise the first-alarm full assignment; the number of structure fires; the number of fires with spread beyond the room of origin; and the number of high risk structures requiring a fire flow (in gallons per minute) greater than that required for a single-family dwelling.</p>	<p>DISAGREE. Information exists already on State Fire Reporting Incident Reports.</p>	
<p>49. Wake County should develop and manage a coordinated, countywide approach to apparatus procurement and deployment.</p>	<p>DISAGREE. How does this affect municipal depts.? County funds a designated amount for each truck. Any additional funds should be raised by department.</p>	
<p>50. Wake County should start to collect the vehicle maintenance data needed for better analysis of future vehicle replacement programs.</p>	<p>QUESTION – Who is going to collect this data?</p>	
<p><i>Specifications</i></p>		
<p>51. Wake County should study the</p>		

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
potential cost effectiveness of new ambulances built on heavy-duty commercial chassis as compared with chassis built on medium-duty chassis.		
52. Wake County should manage the development of performance-based fire apparatus specifications by vehicle class, e.g., pumper, pumper/tanker, rescue vehicle, aerial ladder.	Who will make the final decision on these specifications?	
53. Wake County should standardize apparatus designations by unit name, type, use, and numbering system.	Isn't most of this already in place. New CAD has to be standardized? What is the necessity of standardized numbering system?	
54. Wake County should manage development of a standard set of specifications for the replacement of ambulances, fire apparatus, and other emergency vehicles.	Who will do this? See item 21	
55. Wake County should collect the necessary data on hazmat and technical rescue incidents to support selection of the types of vehicles that will be needed in the future.	AGREE	
56. Wake County should purchase standard	More Information needed.	

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
vehicles with commercial chassis for engine/pumpers, tanker/mobile water supply apparatus, heavy rescues/squads, and hazardous materials response units. Ladder units or quints should be custom vehicles		
<i>Procurement</i>		
57. Establish a county-managed "lease-purchase" arrangement for buying new fire apparatus.	What type of lease?	
<i>Maintenance</i>		
58. Wake County should establish a countywide fire vehicle maintenance program with written standards and SOPs.	DISAGREE – Dept. already has a vehicle maintenance program, Dept. does small maintenance in-house with volunteers/staff at supplies cost only. Can County do it at this price?	
59. Wake County should establish a formal apparatus replacement program with specific criteria for fire and EMS vehicle replacement (like Table 22, or the APWA Point System, or its GSA system).	More discussion needed.	

Recommendations	Fire Commission/Fire Chiefs' Questions/Comments	Response
<i>Reserves</i>		
60. Wake County should establish standards for the size of its reserve apparatus fleet and manage that fleet.	DISAGREE – Why can't FD loan each other equipment at no cost? This is already being done at no cost.	
61. Wake County should keep at least some reserve apparatus fully equipped so they would be immediately available to a department if a front-line vehicle breaks down.	DISAGREE – Already being done by dept. loaner program. I.S.O. gives credit for reserve equipment.	
<i>CIP</i>		
62. The county should ensure that the apparatus replacement program part of the Capital Improvement Program includes adequate funding for the replacement program it administers.	DISAGREE – How can you insure you have enough funds to accomplish this?	

WAKE COUNTY FIRE COMMISSION
Thursday, March 18, 2004
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, March 18, 2004, 7:00 PM at Garner Fire Station #1, 503 West Main Street, Garner, North Carolina. Mr. Cloyce Anders presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Mr. Jeff Frazier, Chief Scottie Harris, Commissioner Harold Webb, Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Chief Rodney Privette, Chief Mike Cooper, Chief Chris Wilson, and Chief Scott McCollum.

Members absent were: Ms. Ann Suggs, Mr. Lucius Jones, and Chief Vaughn.

APPROVAL OF MINUTES

Upon motion of Mr. Billy Myrick, seconded by Mr. Jeff Frazier, the Fire Commission unanimously approved the minutes of the January 22, 2004, regular meeting.

UPDATE ON CAD TRANSITION

Raymond Echevarria introduced Mr. Bill Scanlon, Wake County Project Manager. Mr. Scanlon discussed the process to address remaining questions related to the CAD transition and his role in that process.

BUDGET / FIRE TAX FINANCIAL REPORT

Mr. Ben Canada, Wake County Budget and Management Analyst, provided a report on the status of the FY 2005 fire budget process. Due to the work done on the

budget process, Mr. Canada did not have a fund balance report. The Fire Commission will have a special called meeting to review the recommended FY 05 fire budget. The special called meeting will be held on Thursday, April 15, 2004, 6:30 PM, at the Wake EMS Training Facility.

UNFINISHED BUSINESS

HEERY REPORT – CIP PRIORITIZATION

Ray Echevarria provided an update on the HEERY project. No action needed.

COMPENSATION STUDY

Captain David Price of the Bay Leaf Fire Department provided an update on implementation of the compensation study recommendations. Captain Price reviewed the March 18, 2004, memorandum from the Fire Compensation Study Team to the Fire Commission. The study team will further review the issue of providing benefits for part-time employees when a part-time employee works in excess of 30 hours in a week.

OPEN BURNING

Raymond Echevarria provided an update on development of open burning rules, regulations and permitting system. The following issues were identified for follow up:

- Is a definition for nuisance needed?
- How will the County's ordinance impact the ETJ's of municipalities already exercising open control of open burning?
- Can the hours permitted for burning be extended?

COMMUNAL PROPERTY USE STANDARD OPERATING GUIDELINE

Raymond Echevarria reviewed Wake County Public Safety Standard Operating Procedure 310, Use of Communal Property Items Within Wake County Public Safety. The following issues were identified for further review:

- Section 3.e.ii. Can language be added to distinguish between damage caused by other than normal wear and tear or by conditions beyond the control of the user, from damage caused by misuse or negligence?

- Section 4. This section appears to be incorrectly titled. The section is titled – Liability, but addresses equipment damage issues and not liability issues.
- Section 5.a. This section states that the Emergency Management Staff Duty Officer will deliver the requested equipment. Need to verify this will occur.

NEW BUSINESS

FIRE RESCUE FY 05 BUDGET REQUEST EXPANSION ITEMS

Raymond Echevarria reviewed the budget expansion items requested by the Fire/Rescue Division for FY 05.

COMMITTEE REPORTS

800 MHZ/CAD COMMITTEE

Chris Perry provided an update on the 800 MHAZ/CAD committee.

BUDGET COMMITTEE

Ben Canada provided budget committee report during budget report.

OTHER BUSINESS

Chief Scottie Harris mentioned an item related to emergency communications. Chief Harris asked if a dispatcher can be dedicated to the county fire channel.

Chief Tony Mauldin introduced an issue regarding municipal representation on the Fire Commission. Chief Mauldin motioned for the Fire Commission to recommend to the Wake County Board of Commissioners for the Commissioners to include one municipal representative on the Fire Commission. Chief Mike Chambers seconded the motion. The motion passed unanimously.

Mr. Billy Myrick introduced an issue regarding the purchase of fire apparatus. Mr. Myrick motioned for the Fire Commission to appoint a committee to find out where,

how, why of fire apparatus purchasing and to push the program along. After discussion, the motion was withdrawn. Ben Canada informed the Fire Commission county staff will bring the following information to the special called meeting:

- How many fire trucks are more than 20 years old.
- How much capital money is available.

County staff will provide additional information at the May meeting.

Mr. Cloyce Anders informed the Fire Commission that when establishing special teams, do not set the teams up in a vacuum and do not set up stand alone teams.

PUBLIC COMMENTS

None.

ADJOURNMENT

The Fire Commission will have a special called meeting on Thursday, April 15, 2004, to receive the recommended FY 05 fire budget. The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 20, 2004, at 7:00 PM.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – FY 05 FIRE BUDGET
RECOMMENDATION**

Thursday, April 15, 2004

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Thursday, April 15, 2004, 6:30 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Mr. Cloyce Anders presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Mr. Cloyce Anders, Chief Mike Chambers, Chief Scottie Harris, Commissioner Harold Webb, Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Chief Rodney Privette, Chief Chris Wilson, Chief Scott McCollum, Mr. Lucius Jones, and Chief Tom Vaughn.

Members absent were: Chief Paul Dunwell, Mr. Jeff Frazier, Ms. Ann Suggs, and Chief Mike Cooper.

FY 05 FIRE BUDGET RECOMMENDATION

Mr. Ben Canada gave a presentation on the FY 05 fire budget recommendation. Following the presentation, Mr. Canada guided a question and answer session on the various recommendations. Mr. Canada provided option for an appeals process. The fire budget recommendation will be presented to the Wake County Board of Commissioners on May 19, 2004.

After discussion, Chief Tom Vaughn motioned for the Fire Commission to recommend accepting budget office recommendation for funding Wake County fire departments for FY 04 – 05 subject to appeals. Mr. Billy Myrick seconded the motion. The motion passed, 8 – aye, 1 – nay.

Chief Scottie Harris motioned that the budgets at a minimum remain at what the budgets were last year. After discussion, the motion was revised to be a recommendation to the budget office to fund appeals without reducing recommended funding to other fire departments. The budget committee will work with County staff on the appeals process.

The Fire Commission agreed to reschedule the regular May meeting from May 20, 2004, to May 13, 2004, to review the FY 04-05 budget recommendation after the appeals process. An additional issue for budget office follow up is to determine and distribute municipal tax rates for fire protection.

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
Thursday, May 13, 2004
ADOPTED Minutes
(ADOPTED July 15, 2004)

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, May 13, 2004, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Chief Scottie Harris, Commissioner Harold Webb, Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Chief Rodney Privette, Ms. Ann Suggs, Chief Mike Cooper, Mr. Lucius Jones, Chief Scott McCollum and Chief Tom Vaughn.

Members absent were: Mr. Cloyce Anders, Mr. Jeff Frazier, and Chief Chris Wilson.

APPROVAL OF MINUTES

Upon motion of Ms. Ann Suggs, seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the March 18, 2004, regular meeting.

Upon motion of Mr. Billy Myrick, seconded by Ms. Ann Suggs, the Fire Commission unanimously approved the minutes of the April 15, 2004, Special Called meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

Mr. Ben Canada, Wake County Budget and Management Analyst, provided a report on the recommended FY 2005 fire budget. Mr. Canada provided a summary of the budget committee's recommendation for budget appeals. Mr. Canada informed the Fire Commission the recommended salary increase for FY 2005 was adjusted to 3% from 3.5%. Mr. Canada also informed the Fire Commission the revenue projection for FY 2006 is lower.

Mr. Billy Myrick motioned for Fire Commission to recommend that the fire departments that appealed budget recommendations receive the remaining balance of funds appealed, which totals \$115,674, these funds would come from excess taxes collected over the past years that was/is being set aside for operating expenses. This does not affect the capital funds. Senator Malone seconded the motion. The motion passed on a vote of 8 – aye, 2 – nay.

MUNICIPAL TAX RATES FOR FIRE SERVICE

Mr. Ben Canada provided a handout summarizing equivalent tax rates in municipalities for fire protection. No action needed.

FIRE SERVICE LONG RANGE BUSINESS PLAN

Raymond Echevarria began discussion of fire service long range business plan. Ms. Ann Suggs motioned for the Fire Commission to appoint a committee and commit to completing the long range plan by January, 2006. Chief Tony Mauldin seconded the motion. The motion passed unanimously.

UNFINISHED BUSINESS

HEERY REPORT – CIP PRIORITIZATION

Mr. Billy Myrick provided an update on the HEERY project. No action needed.

COMPENSATION STUDY

Raymond L. Echevarria provided an update on the compensation study. The committee will be gathering data on life insurance for fire personnel. No action needed.

OPEN BURNING

Raymond Echevarria provided an update on development of open burning rules, regulations and permitting system. Mr. Lucius Jones motioned for the Fire Commission to not recommend adoption of open burning rules. Chief Tom Vaughn seconded the motion. The motion passed on a unanimous vote.

COMMUNAL PROPERTY USE STANDARD OPERATING GUIDELINE

- Raymond Echevarria provided an update on Wake County Public Safety Standard Operating Procedure 310, Use of Communal Property Items Within Wake County Public Safety. No action needed.

NEW BUSINESS

DURHAM HIGHWAY FIRE DEPARTMENT APPARATUS REPLACEMENT

Chief Mike Cooper began discussion and consideration of replacement apparatus for Durham Highway Tanker 8. Chief Cooper requested Fire Commission's support of Durham Highway's apparatus replacement. Chief Vaughn recommended waiting until long range business plan committee meeting and apparatus plan is complete and placing Durham Highway at the top of the list.

CAPITAL FUNDING AND FIRE APPARATUS

Raymond Echevarria informed the Fire Commission the long range business plan committee will begin work on the apparatus replacement plan.

CAD TRANSITION MEETING

Raymond Echevarria provided a summary of the CAD transition meeting. No action needed.

APPOINTMENT OF CONTRACT COMMITTEE

Public Safety Director John Rukavina began discussion and consideration of appointment of a contract committee. Chief Scottie Harris motioned for the Fire

Commission's previous contract committee to convene and review the fire protection contract to see what is working and to see if there are any problems with the provisions agreed to two years ago. Mr. Billy Myrick seconded the motion. The motion passed unanimously.

BOARD OF COMMISSIONERS REVISED POLICY REGARDING APPOINTMENTS TO COUNTY BOARDS, COMMISSIONS, COMMITTEES OR AUTHORITIES

Raymond Echevarria distributed and reviewed the Board of Commissioners revised policy regarding appointments to County boards, commissions, committees or authorities.

COMMITTEE REPORTS

800 MHZ/CAD COMMITTEE

Chris Perry provided an update on the 800 MHAZ/CAD committee.

BUDGET COMMITTEE

Ben Canada provided budget committee report during budget report.

OTHER BUSINESS

There was no other business presented to the Fire Commission.

PUBLIC COMMENTS

There were no public comments to the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, July 15, 2004, at 7:00 PM.

**WAKE COUNTY FIRE COMMISSION
SPECIAL CALLED MEETING – DURHAM HIGHWAY FIRE
APPARATUS REPLACEMENT**

Thursday, June 7, 2004

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

(ADOPTED July 15, 2004)

A special called meeting of the Wake County Fire Commission was held on Monday, June 7, 2004, 6:30 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Scottie Harris, Mr. Billy Myrick, Chief Rodney Privette, Ms. Ann Suggs, Chief Mike Cooper, Chief Chris Wilson, Chief Scott McCollum, and Chief Tom Vaughn.

Members absent were: Cloyce Anders, Chief Mike Chambers, Chief Paul Dunwell, Mr. Jeff Frazier, Commissioner Harold Webb, Chief Tony Mauldin, Senator Vernon Malone, and Mr. Lucius Jones.

DURHAM HIGHWAY FIRE APPARATUS REPLACEMENT

Raymond Echevarria began discussion of Durham Highway Fire Department's request for fire apparatus replacement.

Chief Vaughn submitted the following committee report as a motion for consideration:

Motion / recommendation to the Wake County Fire Commission to allow Durham Highway Fire Department to replace their 1983 tanker (due to pump failure / age of the apparatus and the cost of repair of a truck 20+ years of age) by utilizing funds from their operating and their debt service. They are to use the \$14,000 that they currently have on hand for the down payment. No funds will come from the Wake County CIP Fund. The truck in question to be replaced will be offered / given at no cost to any other Wake County funded fire department based upon their needs. If vehicle is not requested by any other Wake County Fire Department, Durham Highway agrees to apply the proceeds of the sale to the existing debt of the new truck.

Ms. Ann Suggs seconded the motion.

Chief Cooper gave the Fire Commission an overview of Durham Highway's process to specify and purchase a replacement fire apparatus. Durham Highway submitted

specifications to twelve vendors. Durham Highway received one bid from Triad Fire Equipment in the amount of \$407,832 for a Piece fire apparatus.

After discussion, Chief Vaughn submitted a follow up motion to his previous motion:

Motion to table the previous motion to allow Durham Highway time to work with County staff, to prepare financing plan, rebid the fire apparatus, and to determine where the money is coming from.

Ms. Ann Suggs seconded the motion. The motion carried on a vote of:

5 – aye

1 – nay

(Chief Chris Wilson voted in place of Chief Cooper as the North Region alternate member)

Fire Commission adjourned meeting.

WAKE COUNTY FIRE COMMISSION
Thursday, July 15, 2004
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, July 15, 2004, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Chief Scottie Harris, Commissioner Harold Webb, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Chief Scott McCollum and Chief Tom Vaughn.

Members absent were: Mr. Jeff Frazier, Mr. Vernon Malone, Chief Rodney Privette, Ms. Ann Suggs, Mr. Lucius Jones, and Chief Chris Wilson.

ROLL CALL

Raymond Echevarria distributed attendance roster for Fire Commission members. Attendance roster for FY 04 was distributed for review and verification.

ANNOUCEMENT OF CLOYCE ANDERS' RESIGNATION

Raymond Echevarria informed the Fire Commission of Cloyce Anders' resignation.

APPROVAL OF MINUTES

Upon motion of Chief Scottie Harris seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the May 13, 2004, regular meeting.

Upon motion of Chief Scottie Harris, seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the June 7, 2004, Special Called meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

Mr. Ben Canada, Wake County Budget and Management Analyst, provided a powerpoint presentation on budget issues. The presentation provided a synopsis of how FY 04 ended, an update on the FY 05 process, a preview of the FY 06 budget process and a discussion on fire tax district fund balance. Ben Canada stated that annual audits are due. Ben Canada informed the Fire Commission he is going to begin asking for quarterly reports.

UNFINISHED BUSINESS

FY 05 APPROVED BUDGET

Ben Canada provided an update on the FY approved budget during the financial report.

HEERY REPORT

Raymond Echevarria provided copy of e-mail from Don Jackowski, Wake County Facilities Design and Construction, regarding the construction schedule. Copies of revised construction drawings for each station were available.

COMPENSATION STUDY

Catherine Clark provided an update on the compensation study. She informed the Fire Commission the Compensation Committee has concluded its work. Catherine also reviewed how the monthly payments are calculated.

FIRE SERVICE LONG RANGE BUSINESS PLAN

Chief Tom Vaughn provided an update on the apparatus component. The fire apparatus committee is working on a replacement and purchase plan for fire apparatus and a basic set of specifications for various apparatus types.

Chief Scottie Harris provided an update on the facilities component. The facilities subcommittee has developed a list of criteria recommended to be looked when evaluating fire stations for closure. The list is:

Criteria for Closing Fire Stations

- Number of firefighters on initial unit – for structural fire dispatch – and response time to get first arriving unit.
- Is water supply a problem? If no hydrants, how long will it take to get tankers on the scene?
- Change in ISO grade (better or worse).
- Compliance with proposed service level response time goals (urban, suburban, rural).
- Cost to provide service based upon a long-term contract.
- Are other services impacted or provided that will no longer be provided? (rescue, brush, tanker)
- What future costs are anticipated (for both the current fire service provider and the proposed department)? i.e. apparatus replacement, station replacement or renovations.

If there is measurably better service at same cost, consider the proposal alternative.
If the same service can be provided at less cost, consider the proposal alternative.

Other Considerations

- Workload should be considered based on the number of incidents that originate in the primary service area and not based on the number of incidents responded to by units in the station?
- Need to evaluate the impact on current forced annexation contract areas (number of responses and the cost for service).
- Any savings/efficiencies created by closing fire stations are to be used to support operating expenses in the fire tax fund.

Chief Harris motioned, “Fire Commission agrees with and supports this list of criteria and considerations and requests the County Manager to begin discussions with Raleigh and Cary. To enable the Fire Commission to meet its commitment to complete a long-range business plan by January 2005, the Fire Commission requests a report on the status of the discussions at the September meeting.”

Chief Vaughn seconded the motion. Motion carried unanimously.

NEW BUSINESS

AUTOMATIC VEHICLE LOCATION (AVL) SYSTEM

Public Safety Director John Rukavina provided an update on implementation of AVL for EMS and Wake County Sheriff's Office. Fire service personnel are invited to demos on July 20, 2004, and July 21, 2004.

TURNOUT GEAR JOINT PURCHASE

Ricky Dorsey provided a report from the committee on joint purchase of turnout gear. Committee recommends that the joint purchase of turnout gear be processed in the same manner as the purchase of defibrillators and thermal imaging cameras based on the City of Raleigh turnout gear specification. The committee also recommends that FY 05 turnout gear funds be distributed based on the percentage and amounts allocated to the turnout gear line item by each department. The committee also recommends a study committee to evaluate turnout gear specification and distribution for FY 06.

Chief Vaughn motioned for the Fire Commission to approve the three committee recommendations. Chief Scottie Harris seconded the motion. The motion carried on a unanimous vote.

Each region will recommend one person for the turnout gear study committee.

YEAR 3 OF DEFIBRILLATOR AND THERMAL IMAGING CAMERA PURCHASE PLAN

Raymond Echevarria informed the Fire Commission Year 3 units have been ordered. Chief Roof is working on a replacement schedule for defibrillators and thermal imaging cameras for the budget committee.

MEDICAL FIRST RESPONDER PROGRAM

Ricky Dorsey provided a handout regarding issues with the Wake County Medical First Responder program. County staff recommends a small study team to explore the various issues including the feasibility of transitioning to medical responder. The

study team will bring back a program recommendation at the September Fire Commission meeting.

Chief Mauldin motioned for each region to recommend a member to the study team with Ricky Dorsey leading the team. The study team will bring answers back to the September meeting. Mr. Billy Myrick seconded the motion. The motion carried on a unanimous vote.

COMMITTEE REPORTS

800 MHZ/CAD COMMITTEE

Chris Perry provided an update for the 800 MHZ/CAD committee. The committee has developed several procedures for using the 800 MHZ radio system.

CONTRACT COMMITTEE

Raymond Echevarria informed the Fire Commission that Chiefs Rich (Stony Hill FD), Roof (Bay Leaf FD) and Vaughn (Wendell FD) are on the contract committee.

OTHER BUSINESS

Chief Scottie Harris provided a status report on Chief Jimmy Keith. Mr. Billy Myrick informed the Fire Commission the wife of Eastern Wake's treasurer passed away recently.

PUBLIC COMMENTS

There were no public comments to the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, September 16, 2004, at 7:00 PM.

WAKE COUNTY FIRE COMMISSION
Thursday, September 16, 2004
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, September 16, 2004, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Chief Scottie Harris, Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Ms. Ann Suggs, Mr. Lucius Jones and Chief Tom Vaughn.

Members absent were: Mr. Jeff Frazier, Chief Rodney Privette, Chief Mike Cooper, Chief Chris Wilson, Chief Scott McCollum and Commissioner Harold Webb.

APPROVAL OF MINUTES

Upon motion of Ms. Ann Suggs seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the July 15, 2004, regular meeting.

BUDGET / FIRE TAX FINANCIAL REPORT

Mr. Ben Canada, Wake County Budget and Management Analyst, provided an update on budget issues.

Ben Canada advised the Fire Commission he will soon distribute formats for quarterly financial reports.

Ben Canada also advised the Fire Commission the Budget Committee was drafting the small capital process for FY 05.

UNFINISHED BUSINESS

HEERY REPORT

Mr. Billy Myrick advised the Fire Commission a meeting is set to discuss the status of the HEERY project. Additional information will be provided at the November meeting.

FIRE SERVICE LONG RANGE BUSINESS PLAN

Ray Echevarria delivered a powerpoint presentation on the long range business plan. Ben Canada provided a presentation on the financial model used in the long range business plan.

Chief Frank Woods updated the Fire Commission on the apparatus committee's work.

MEDICAL FIRST RESPONDER PROGRAM

Ricky Dorsey advised the Fire Commission the committee is still drafting a recommendation for the Fire Commission to consider at its November meeting.

CAD TRANSITION ISSUE MEETINGS

Ray Echevarria updated the Fire Commission on the meetings.

NEW BUSINESS

QUARTERLY FINANCIAL REPORTING

Ben Canada discussed quarterly financial reporting during his staff report.

INCIDENT COMMAND SYSTEM

Mr. Glenn Clapp of Wake County Emergency Management provided a presentation on Wake County Incident Command System and National Incident Management System.

SERVICE LEVEL PERFORMANCE GOALS

Raymond Echevarria began discussion of recommended fire protection service level performance goals. The Fire Commission has not taken formal action to support the recommended performance goals.

Chief Mike Chambers motioned that the Fire Commission endorse recommendations of the service level committee and send the recommendations to the contract committee. Ms. Ann Suggs seconded the motion. The motion carried on a unanimous vote.

DISCUSSION OF FACILITATOR POSITION

Raymond Echevarria informed the Fire Commission there are several options for the Facilitator position that the Fire Commission may consider to recommend to the Wake County Board of Commissioners. After discussion, Ms. Ann Suggs motioned to table this item until the next meeting. After a second by Chief Tom Vaughn, the motion carried on a unanimous vote.

COMMITTEE REPORTS

CONTRACT COMMITTEE

Raymond Echevarria informed the Fire Commission that the contract committee has begun its work reviewing the fire protection contract.

OTHER BUSINESS

There was no other business brought before the Fire Commission.

PUBLIC COMMENTS

There were no public comments to the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, November 18, 2004, at 7:00 PM.

WAKE COUNTY FIRE COMMISSION
Thursday, November 18, 2004
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, November 18, 2004, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Chief Scottie Harris, Mr. Billy Myrick, Chief Rodney Privette, Ms. Ann Suggs, Chief Mike Cooper, Chief Scott McCollum, Mr. Lucius Jones and Chief Tom Vaughn.

Members absent were: Chief Tony Mauldin, Mr. Vernon Malone, Chief Chris Wilson, and Commissioner Harold Webb.

APPROVAL OF MINUTES

Upon motion of Ms. Ann Suggs seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the September 16, 2004, regular meeting.

UNFINISHED BUSINESS

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

Chief Tom Vaughn presented a recommendation from the apparatus committee. Chief Vaughn reviewed highlights of the recommendations contained in the notebook, Apparatus Replacement:

- Fire trucks should be the highest priority in the CIP
- Need to replace up to 28 fire trucks (municipal and private non-profit corporation fire departments)
- Specifications are recommended for pumper-tankers and tankers with option lists for both

- Replacement schedules for fire apparatus and small vehicles
- Costs shared between County and municipality where apparatus is shared use
- Exact amount and method of financing to be determined, choose method to get best interest rate possible
- After 20 years, vehicles should be returned to the County, sold, and proceeds to go back into vehicle CIP
- No additional apparatus added to fleet

Chief Vaughn and the apparatus committee addressed questions on the committee's recommendation.

Chief Vaughn motioned for the Fire Commission to adopt apparatus committee recommendations for recommendation to the County, and for the apparatus replacement plan to be revisited yearly.

Mr. Billy Myrick seconded the motion.

Motion carried on a vote of: 7 – aye, 1 – nay

The long range business plan update was postponed.

MEDICAL FIRST RESPONDER UPDATE

Dr. Brent Myers, Wake County's Medical Director, provided an update on the medical first responder committee. The committee is finalizing recommendations on a plan for transition to medical responder certification and continuing education.

No action requested.

RECOMMENDATION ON FIRE COMMISSION FACILITATOR POSITION

The Fire Commission discussed three options for recommendation to the Wake County Board of Commissioners regarding the facilitator position. The three options are:

- Maintain the nonvoting facilitator.
- Eliminate the nonvoting facilitator and the Fire/Rescue Services Director will run the meetings.
- Eliminate the nonvoting facilitator and the Fire Commission will annually elect a chairperson and vice-chairperson from the voting membership.

After discussion, Chief Scottie Harris motioned for the Fire Commission to recommend to the Wake County Board of Commissioners to eliminate the facilitator

position, to elect annually a chairperson and a vice-chairperson from among the voting membership, and to amend the Rules of Procedure to reflect the change. Ann Suggs will be the chairperson.

After a second by Chief Tom Vaughn, the motion carried on a unanimous vote.

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE (CONTINUED)

Budget and Management Analyst Ben Canada provided a powerpoint presentation on the status of the long range business plan. During the presentation Ben Canada informed the Fire Commission that a recommendation is needed for addressing the staffing component.

The Fire Commission agreed to use the service level committee to address the staffing component of the long range plan. In addition, all fire chiefs will be invited to join the participating committee members and work on staffing issues.

NEW BUSINESS

FIRE COMMISSION REPRESENTATIVE TO EMS PEER REVIEW COMMITTEE

The Fire Commission is requested to appoint a representative to serve on the EMS Peer Review Committee. Chief Paul Dunwell motioned for the Fire Commission to appoint Chief Scottie Harris as the Fire Commission's representative to the EMS Peer Review Committee. After a second by Chief Mike Chambers, the motion carried on a unanimous vote.

STONY HILL FIRE DEPARTMENT – UNDERGROUND PETROLEUM STORAGE TANK REMOVAL AND SITE REMEDIATION

Mr. Wayne Woodlief, Board of Director President for the Stony Hill Fire Department, provided an overview of Stony Hill Fire Department's situation with an underground petroleum storage tank removal and site remediation. The Stony Hill Fire Department is anticipating remediation expenses of approximately \$550,000 to \$800,000. Stony Hill Fire Department will need financial assistance to pay for the site remediation.

No action requested.

CONSIDERATION OF FY 05 SMALL CAPITAL PROCESS

Budget and Management Analyst Ben Canada submitted a recommendation from the budget committee and County staff. Ben Canada informed the Fire Commission the recommendation was for FY 05 only, and the process would change for FY 06.

Chief Vaughn motioned for the Fire Commission to approve the recommendation. After a second by Mr. Billy Myrick, the motion carried on a unanimous vote.

INFORMATION – WAKE EMS MEDICAL SUPPLY BULK PURCHASE

Ray Echevarria informed the Fire Commission that Wake EMS is preparing request for bids to bulk purchase medical supplies. Fire departments that currently purchase supplies through Wake EMS are included in the proposal, and all fire departments are eligible to participate in the bulk purchase.

COMMITTEE REPORTS

CONTRACT COMMITTEE

Raymond Echevarria informed the Fire Commission that the contract committee continues its work on the fund balance policy and reviewing the fire protection contract.

FACILITY COMMITTEE

Mr. Billy Myrick provided an update from the Facility Committee. Mr. Myrick informed the Fire Commission the Facility Committee has met and developed two recommendations.

The Facility Committee recommends the funding strategy for the next new fire station be debt financing rather than pay-as-go. Using debt financing as the funding strategy will put the \$1,673,367.06 currently budgeted for a new fire station available in the capital budget. Chief Mike Cooper motioned for the Fire Commission to accept the Committee recommendation. Upon second by Chief Dunwell, the motion carried on a unanimous vote.

The Facility Committee recommends moving forward with Phase II of the HEERY project. Phase II includes the following categories: 4 – Emergency Preparedness, 5 –

Facility Life Cycle, 6 – Code Compliance, and 9 – ADA Compliance. Funding for Phase II is \$2,002,000. This recommendation is subject to County staff meeting with each chief to review the work proposed to be completed in Phase II. Mr. Billy Myrick motioned for the Fire Commission to accept the committee recommendation. Upon second by Mr. Lucius Jones, the motion carried on a unanimous vote.

Mr. Myrick informed the Fire Commission that HEERY Project Phase 1 is approximately 50% complete.

OTHER BUSINESS

Chief Scottie Harris asked about the status of the third year purchase of thermal imaging cameras. Ray Echevarria informed the Fire Commission about the current situation with the model change. The new model is being evaluated.

PUBLIC COMMENTS

There were no public comments to the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, January 20, 2005, at 7:00 PM.

WAKE COUNTY FIRE COMMISSION
Thursday, January 27, 2005
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 27, 2005, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order. This meeting was originally scheduled for Thursday, January 20, 2005, and was postponed due to inclement weather.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Chief Scottie Harris, Chief Tony Mauldin, Senator Vernon Malone, Ms. Ann Suggs, Chief Mike Cooper, Chief Scott McCollum, Mr. Lucius Jones, Commissioner Harold Webb, and Chief Tom Vaughn.

Members absent were: Mr. Billy Myrick, Chief Rodney Privette, and Chief Chris Wilson.

APPROVAL OF MINUTES

Upon motion of Ms. Ann Suggs, seconded by Chief Mike Cooper, the Fire Commission unanimously approved the minutes of the November 18, 2004, regular meeting.

UNFINISHED BUSINESS

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

BUDGET/FINANCIAL POLICY UPDATE – FUND BALANCE

Mr. Ben Canada presented the draft fund balance policy. Upon motion of Chief Tom Vaughn, seconded by Ms. Ann Suggs, the Fire Commission unanimously approved the fund balance policy.

FIRE APPARATUS UPDATE

Chief Tom Vaughn provided an update from the apparatus committee. Pierce Manufacturing submitted the lowest, responsive bid for pumper-tankers, and KME

submitted the lowest, responsive bid for tankers. Chief Vaughn also indicated the committee was finalizing the brush truck replacement plan.

FACILITY UPDATE

Chief Scottie Harris provided an update from the facility committee. Chief Harris informed the Fire Commission that County Manager has began meeting with the Town of Cary to discuss the possibility of the municipality providing fire protection in unincorporated areas.

STAFFING UPDATE

Mr. Dewey Poole informed the Fire Commission that the staffing committee has began meeting. He also informed the Fire Commission that one of the committee's goals is to increase volunteerism.

PRESENTATION OF DRAFT LONG RANGE BUSINESS PLAN DOCUMENT

Budget and Management Analyst Ben Canada presented the Long Range Business Plan document. Upon motion of Chief Scottie Harris, seconded by Chief Mike Cooper, the Fire Commission voted unanimously to support the Long Range Business Plan. The Long Range Business Plan will be presented to the Wake County Board of Commissioners with the Fire Commission's unanimous support.

MEDICAL FIRST RESPONDER UPDATE

Ricky Dorsey provided an update on the Medical First Responder committee. The committee continues to meet and is finalizing a recommendation.

No action requested.

NEW BUSINESS

FY 06 BUDGET PROCESS

Budget and Management Analyst Ben Canada provided a presentation on the FY 06 budget process.

No action requested.

STONY HILL FIRE DEPARTMENT – UNDERGROUND PETROLEUM STORAGE TANK REMOVAL AND SITE REMEDIATION

Mr. Wayne Woodlief, Board of Director President for the Stony Hill Fire Department, informed the Fire Commission of Stony Hill Fire Department's situation. Mr. Woodlief informed the Fire Commission of Stony Hill's request for funding.

Senator Vernon Malone motioned for the Fire Commission to formally inform the Board of Commissioners of the situation and ask them to direct County staff on how to proceed. After a second by Chief Tom Vaughn, the motion carried unanimously.

Chief Cooper motioned to request the Budget Office to work with Stony Hill on their fund balance. After a second by Ms. Ann Suggs, the motion carried unanimously.

FIRE COMMISSION REPRESENTATIVE TO EMS PEER REVIEW COMMITTEE

Raymond Echevarria informed the Fire Commission of the need to recommend a replacement for Chief Scottie Harris.

Upon motion of Mr. Lucius Jones, seconded by Chief Tom Vaughn, the Fire Commission unanimously voted Chief Jim Bona as the Fire Commission's representative to the EMS Peer Review Committee.

FIRE COMMISSION REPRESENTATIVE TO 800 MHZ/CAD OPERATIONS GROUP

Public Safety Director John Rukavina informed the Fire Commission of the 800 MHZ/CAD Operations Group. The Operations Group has a membership position for a Fire Commission representative.

Upon motion of Ms. Ann Suggs, seconded by Mr. Lucius Jones, the Fire Commission unanimously voted Chief Scott McCollum as the Fire Commission's representative.

FUNDING FOR ADDITIONAL ALPHA PAGER REQUESTS

Raymond Echevarria informed the Fire Commission that several fire departments have requested additional alphanumeric pagers.

Upon motion of Chief Tom Vaughn, seconded by Mr. Lucius Jones, the Fire Commission unanimously voted for County staff to survey departments to see how many more are needed and to bring the quantity back to the Fire Commission in March.

FUNDING FOR TRAINING CENTER IMPROVEMENTS

Raymond Echevarria informed the Fire Commission of the request for two training center improvements.

Upon motion of Chief Tom Vaughn, seconded by Ms. Ann Suggs, the Fire Commission unanimously voted to recommend using \$9,600 to purchase a thermal imaging camera for the Wake County Fire/Rescue Training Center.

The Fire Commission did not take any action on the request for additional funding to support purchase of a mobile breathing air compressor.

CALENDAR YEAR 2005 MEETING SCHEDULE

Raymond Echevarria distributed the calendar year 2005 meeting schedule.

TURNOUT GEAR COMMITTEE

Raymond Echevarria informed the Fire Commission that we will reconvene the turnout gear committee to draft a turnout gear purchase plan.

REVIEW OF FIRE/RESCUE DIVISION 2005 BUSINESS PLAN

Raymond Echevarria provided a copy of the Fire/Rescue Division 2005 Business Plan.

COMMITTEE REPORTS

CONTRACT COMMITTEE

Raymond Echevarria informed the Fire Commission that the contract committee continues its work on reviewing the fire protection contract.

OTHER BUSINESS

Chief Scottie Harris asked about quickest unit response inside the City of Raleigh. Chief Harris motioned for the Fire Commission to send a letter to the City of Raleigh requesting a timeline of when the quickest unit response will be implemented inside the City of Raleigh. Upon second by Mr. Lucius Jones, motioned carried unanimously. Chief Cooper requested and Fire Commission members clarified that the Fire Commission is in support of quickest appropriate unit response.

Chief Mauldin informed the Fire Commission that the Wake County Firefighters' Association has appointed a nominating committee for three open positions. The nominating committee is soliciting names of interested persons for the vacancies.

Chief Scottie Harris provided departing comments and offered his appreciation for serving on the Fire Commission.

PUBLIC COMMENTS

There were no public comments to the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, March 17, 2005, at 7:00 PM.

WAKE COUNTY FIRE COMMISSION
Thursday, March 17, 2005
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, March 17, 2005, 7:00 PM in the EMS Training Classroom located at lower level of the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond L. Echevarria presided as Facilitator and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Mike Chambers, Chief Paul Dunwell, Fire Marshal Raymond Echevarria, Ms. Sue-Lynn Hinson, Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Public Safety Director John Rukavina, Ms. Ann Suggs, Chief Mike Cooper, Commissioner Harold Webb, Chief Tom Vaughan

Members absent were: Chief Rodney Privette, Chief Chris Wilson, Chief Scott McCollum, Mr. Lucius Jones

APPROVAL OF MINUTES

Upon motion of Ms. Ann Suggs, seconded by Commissioner Harold Webb, the Fire Commission unanimously approved the minutes of the January 27, 2005 (marked as "revised"), regular meeting.

UNFINISHED BUSINESS

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

FIRE APPARATUS UPDATE

Chief Tom Vaughan provided an update from the apparatus committee. All pumper/tankers, brush trucks, administrative vehicles and tankers have been ordered or will be ordered by end of next week. Next meeting of committee will be on March 28, 2005 at Rolesville FD at 10:00 AM.

Discussion followed regarding the funding of lightbars, warning equipment, and vehicle lettering on administrative-type vehicles and brush trucks. Mr. Myrick made a motion to fund this type warning equipment, vehicle lettering, and radio removal/installation out of the capital funding program up to an amount not to exceed \$3500, seconded by Ms. Suggs. The motion passed seven for, two against. Chief

Cooper emphasized that replacement criteria be objective and be applied consistently among different departments.

FACILITY UPDATE

Mr. Dewey Poole provided an update from the facility committee. Mr. Poole informed the Fire Commission that County Manager was continuing to meet with the Town of Cary and City of Raleigh to discuss the possibility of the municipality providing fire protection in unincorporated areas.

Mr. Poole requested that this committee and the facility committee tasked with managing the Heery facility improvements, chaired by Mr. Myrick, be merged into a single committee. Being that there was no objection by the Commission, the facilitator authorized the merging of these committees.

STAFFING UPDATE

Mr. Dewey Poole provided an update from the staffing committee. He and Chief Mark Haraway presented a draft report on staffing recommendations collected from surveying Fire Chiefs and developed by the committee. The committee requested that the Fire Commission identify staffing as its priority and authorize the committee to start work towards plan development. Chief Vaughan made a motion to accept the report as presented, to identify staffing as the number one priority of the Fire Commission, and to refer this report to the affected committees for developing a long term plan for addressing staffing issues. The motion was seconded by Ms. Suggs, and passed unanimously.

Mr. Poole requested that this committee and the existing service level committee be merged into a single committee. Being that there was no objection by the Commission, the facilitator authorized the merging of these committees.

OPEN BURNING

Mr. Echevarria provided an update on proposed open burning regulations. The Fire Commission's recommendations had been passed along to the County Commissioners. The direction given by the County Commissioners is to develop open burning regulations that can authorize the enforcement of open burning regulations without the use of required permits. Staff will be working with the County Attorney to develop a new proposal and will be presented to the Fire Commission at a later date.

No action requested.

ALPHANUMERIC PAGER SURVEY

Mr. Echevarria distributed the results of the alphanumeric pager survey requested at the last meeting. The survey outlined which departments needed additional pagers, how many they needed, and the purpose for which they needed them.

No action requested.

NEW BUSINESS

FY 06 BUDGET PROCESS

Budget and Management Analyst Ben Canada provided a presentation on the FY 06 budget process, including revenue estimates, an overview of base requests, and the next steps. Discussion followed.

A report of fire tax district collections was distributed.

No action requested.

FIRE STATION #1 RENOVATION FUNDING REQUEST – BAY LEAF FIRE DEPARTMENT

Chief Roof presented a request of funding for renovation of Bay Leaf Fire Department Station #1. Mark Foresteri, of Wake County Facility Design & Construction, presented on the feasibility study as authorized by the Fire Commission. Stewart Cooper Newell Architects presented a proposed architectural design. Discussion followed.

Mr. Myrick made a motion that this request be deferred to the Facility Committee for consideration. The motion was seconded by Chief Vaughan and passed unanimously.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

Ricky Dorsey presented a report from the turnout gear committee. The report included proposed turnout gear specifications and distribution process.

Chief Cooper made a motion to approve the specifications. The motion was seconded by Chief Mauldin and the motion passed unanimously.

OTHER BUSINESS

Sue-Lynn Hinson was introduced as the newest member of the Fire Commission as the new President of the Wake County Firefighter's Association, filling the position vacated by Chief Scottie Harris.

She requested that the Fire Commission recommend to the County Commissioners that an alternate be appointed to serve in her absence. This alternate would be designated by the President of the Wake County Firefighter's Association.

Ms. Suggs made a motion to approve this request. The motion was seconded by Chief Mauldin and was passed unanimously.

PUBLIC COMMENTS

There were no public comments to the Fire Commission.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 19, 2005, at 7:00 PM.

WAKE COUNTY FIRE COMMISSION
Thursday, May 5, 2005
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, May 5, 2005, 7:00 PM in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ann Suggs presided as Chair and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Paul Dunwell, Ms. Sue-Lynn Hinson, Chief Tony Mauldin, Mr. Vernon Malone, Mr. Billy Myrick, Public Safety Director John Rukavina, Ms. Ann Suggs, Chief Mike Cooper, Commissioner Harold Webb, Chief Tom Vaughan, Chief Chris Wilson, Chief Scott McCollum and Mr. Lucius Jones.

Members absent were: Chief Rodney Privette,

Chair Ann Suggs introduced Dewey Poole as a new member of the Fire Commission.

Public Safety Director John Rukavina introduced Mr. Skip Kirkwood, new Wake County Emergency Medical Services Director.

Mr. Billy Myrick gave an invocation.

APPROVAL OF MINUTES

Upon motion of Mr. Lucius Jones, seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the March 17, 2005, regular meeting.

UNFINISHED BUSINESS

FY 06 BUDGET RECOMMENDATION

Budget and Management Analyst Ben Canada provided a presentation on the Staff and Budget Committee's recommended FY 06 fire tax district budget. Ben Canada presented the base budget recommendation. Mr. Dewey Poole provided an overview of the staffing committee's review and ranking of staffing expansion requests.

Chief Tom Vaughn motioned for the Fire Commission to accept the recommendation and support the budget to the Board of Commissioners. Upon second by Mr. Billy Myrick, the motion carried on a unanimous vote.

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

FIRE APPARATUS UPDATE

Chief Tom Vaughn provided an update from the fire apparatus committee. The Pierce representative reports that the first pumper/tankers are expected in September. The KME representatives reported that the first tankers are expected in August. Small vehicles and brush trucks are coming in periodically.

FACILITY UPDATE

Mr. Billy Myrick provided an update from the Facility Committee. Mr. Myrick reported that Don Jackowski is meeting with all departments to review Phase II HEERY work. The Facility Committee is reviewing future phases of HEERY.

GARNER EMS EXTRICATION FUNDING

Public Safety Director John Rukavina informed the Fire Commission of extrication funding issues in the Garner EMS service area.

STAFFING UPDATE

Mr. Dewey Poole provided an update from the Staffing Committee. Dewey Poole and Chief Haraway have been gathering information on volunteer benefits.

ALPHANUMERIC PAGER SURVEY

Raymond Echevarria distributed the results of the alphanumeric pager survey requested at the last meeting. The survey outlined which departments needed additional pagers, how many they needed, and the purpose for which they needed them. The information will be presented to the budget committee for review and consideration.

No action requested.

NEW BUSINESS

EMS CHIEFS' RECOMMENDATION – COMMENDATION BAR FOR RECOGNITION OF CARDIAC ARREST SAVES

Wake County's Medical Director Dr. Brent Myers informed the Fire Commission of the EMS chiefs' recommendation for a commendation bar to honor cardiac arrest saves. Upon motion of Chief Tony Mauldin and second by Dewey Poole, the Fire Commission unanimously voted to support the EMS Chiefs' efforts to recognize those

with cardiac saves and encourage departments to allow their members to wear the ribbons.

FIRE COMMISSION RULES OF PROCEDURE

Fire/Rescue Director Raymond Echevarria provided a draft of revised rules of procedure for review prior to the next meeting.

ELECTION OF VICE-CHAIR

Upon motion of Mr. Billy Myrick and second by Mr. Dewey Poole, the Fire Commission unanimously elected Mr. Lucius Jones as Vice-Chair.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

Fire/Rescue Director Raymond Echevarria provided an update on the turnout gear committee. The committee has completed turnout gear specifications and submitted recommendations to the budget committee for funding replacement of turnout gear rated as poor in the turnout gear survey.

OTHER BUSINESS

PUBLIC COMMENTS

Chief A.C. Rich offered comments to the Fire Commission on the work of the various committees.

Ben Canada stated that the Fire Commission committee's have done an excellent job of making tough decisions to develop a fiscally responsible budget recommendation.

Mr. Billy Myrick thanked members of the budget committee for their hard work.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, July 21, 2005.

WAKE COUNTY FIRE COMMISSION
Thursday, July 21, 2005
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, July 21, 2005, 7:00 PM in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Raymond Echevarria presided as Chair and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Ms. Sue-Lynn Hinson, Mr. Billy Myrick, Chief Tom Vaughan, Mr. Mike Fletcher, Chief Mark Haraway and Mr. Dewey Poole.

Members absent were: Chief Paul Dunwell, Chief Tony Mauldin, Senator Vernon Malone, Chief Rodney Privette, Ms. Ann Suggs, Chief Mike Cooper, Chief Chris Wilson, Chief Scott McCollum, Mr. Lucius Jones, and Commissioner Harold Webb.

Raymond Echevarria recognized Representative Linda Coleman of the North Carolina House of Representatives.

Chief Tom Vaughn gave an invocation.

The Fire Commission viewed a presentation from the Eastern Wake Fire/Rescue Department on Firefighter Todd Blanchard's memorial service.

APPROVAL OF MINUTES

Upon motion of Mr. Dewey Poole, seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the May 5, 2005, regular meeting.

UNFINISHED BUSINESS

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

**FIRE APPARATUS UPDATE – AERIAL AND LAPTOP/PRINTER
RECOMMENDATION**

Chief Tom Vaughn provided an update from the fire apparatus committee. Chief Vaughn motioned for the Fire Commission to recommend purchase of a laptop and printer for the Apparatus Committee to use in tracking the vehicle information. Upon second by Mr. Billy Myrick, the motion carried unanimously.

Chief Vaughn then turned over the update to Chief Roof. Chief Roof offered an update and a recommendation to replace the Wendell Fire Department's aerial apparatus via a piggyback purchase off the City of Raleigh's recent bid, at a cost not to exceed \$600,000. Mr. Dewey Poole motioned to accept the recommendation. Upon a second by Mr. Billy Myrick, the motion passed unanimously,

FACILITY UPDATE

Mr. Billy Myrick provided an update from the Facility Committee. Mr. Myrick introduced Project Manager Don Jackowski of Wake County Facilities Design and Construction. Don Jackowski updated the Fire Commission on Phase I and Phase II of the HEERY project.

STAFFING UPDATE

Mr. Dewey Poole provided an update from the Staffing Committee. Dewey Poole introduced Mr. Cloyce Anders of VFIS to provide a presentation on benefits for volunteer firefighters.

FY 06 BUDGET UPDATE

Budget and Management Analyst Ben Canada provided a summary of the FY 06 department appropriation by budget component, an update on fire tax revenue, and an update on the CIP model and model assumptions.

ALPHANUMERIC PAGER SURVEY

Raymond Echevarria informed the Fire Commission no action has been taken on the alphanumeric pager purchase, waiting for a budget committee meeting.

No action requested.

FIRE COMMISSION RULES OF PROCEDURE

Raymond Echevarria reviewed updates to the Rules of Procedure. Chief Tom Vaughn motioned to approve Rules of Procedure with removal of section III.D.2. Mr. Dewey Poole seconded the motion. Ms. Sue-Lynn Hinson informed the Fire Commission that the Wake County Firefighters' Association alternate representative was not addressed in the Rules of Procedure. Chief Vaughn accepted an amendment to his motion to include revising the Rules to include the Association's alternate. Mr. Poole accepted the amendment for his second. The motion carried unanimously.

NEW BUSINESS

EMERGENCY MEDICAL DISPATCH PROTOCOL

Wake County's Medical Director Dr. Brent Myers informed the Fire Commission of the proposal to update Wake County's Emergency Medical Dispatch protocol. Upon motion of Chief Haraway, seconded by Mr. Dewey Poole, the Fire Commission voted unanimously to support implementation of the proposal.

MEDICAL FIRST RESPONSE GUIDELINES – SERVICE LEVEL GOALS

Dr. Brent Myers informed the Fire Commission that the current medical first responder guidelines do not include a minimum number of responders consistent with service level goals approved by the Fire Commission. Upon motion of Chief Tom Vaughn, seconded by Mr. Dewey Poole, the Fire Commission unanimously voted to support medical first responder guidelines of a minimum of 2 responders, optimum of 4, on all first-duty medical first responder calls.

REVISED OPEN BURNING RULES

Raymond Echevarria distributed a revised proposal for an open burning ordinance. After discussing the proposal, Raymond Echevarria informed the Fire Commission that a question and answer session will be scheduled with an Assistant County Attorney.

No action taken.

ICS/NIMS

Public Safety Director John Rukavina informed the Fire Commission of ICS/NIMS adoption requirements and provided a letter sent to Wake Technical Community College regarding ICS/NIMS training. John Rukavina proposed an implementation model of cross-disciplinary training at executive fire officer level, more discipline specific and more department specific training for lower levels of the organization, and line level training within each organization. Upon motion of Chief Haraway, seconded by Chief Tom Vaughn, the Fire Commission voted unanimously to support the recommendation to move forward with ICS/NIMS training consisting of cross-disciplinary training at the fire executive level, more discipline specific and department specific training moving down through the ranks, and encourage cross-disciplinary training for departments in lower levels whenever possible, and train-the-trainer approach.

FY 06 FIRE COMMISSION WORKPLAN

Raymond Echevarria distributed a draft FY 06 workplan for the Fire Commission.

SMALL VEHICLE REPLACEMENTS – ROAD TAX COST

Raymond Echevarria informed the Fire Commission of an issue related to paying road tax on replacement fire vehicles. Mr. Billy Myrick informed the Fire Commission that paying road tax was not part of the original proposal for \$3,500 per vehicle. Mr. Myrick motioned for the apparatus committee to review the road tax and the previous motion and bring back a recommendation at the next meeting. After a second by Mr. Dewey Poole, the motion carried unanimously.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

The turnout gear committee will meet on July 25, 2005, at Bay Leaf Fire Station #3.

CHAIR REPORT

No report.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Raymond Echevarria informed the Fire Commission that an e-mail was sent out regarding Board of Commissioner action on the Stony Hill Fire Department UGST situation and that work is being done to reinstate the "10-8" status button.

OTHER BUSINESS

PUBLIC COMMENTS

Western Wake Fire Department informed the Fire Commission that the department is moving to the EMT level. Western Wake also informed the Fire Commission that Western Wake needs additional alpha-numeric pagers and paving repair at Western Wake Station #1.

Chief Haraway informed the Fire Commission of the Western region's need for additional alpha-numeric pagers.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, September 15, 2005.

WAKE COUNTY FIRE COMMISSION
Thursday, September 15, 2005
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, September 15, 2005, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ms. Ann Suggs presided as Chair and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Scott McCollum, Chief Tony Mauldin, Ms. Sue-Lynn Hinson, Chief Chris Wilson, Ms. Ann Suggs, Mr. Billy Myrick, Mr. Dewey Poole, Chief Tom Vaughn, Senator Vernon Malone, Mr. Lucius Jones, Mr. Michael Fletcher, Chief Mike Cooper.

Members absent were: Chief Paul Dunwell, Chief Rodney Privette, and Commissioner Harold Webb

Mr. Lucius Jones gave an invocation.

APPROVAL OF MINUTES

Upon motion of Mr. Billy Myrick, seconded by Mr. Dewey Poole, the Fire Commission unanimously approved the minutes of the July 21, 2005, regular meeting.

UNFINISHED BUSINESS

MEDICAL FIRST RESPONDER COMMITTEE RECOMMENDATION

Dr. Brent Myers opened discussion of the Medical First Responder Committee recommendation. Mr. Don Gardner of Wake County Emergency Medical Services provided a presentation on the Committee's recommendation to transition to the state's Medical Responder certification and on the continuing medical education process. Fire Commission members were concerned about the impact of the state certification on volunteers. Staff from Wake EMS confirmed that assistance will be available to fire personnel to achieve the state certification.

Dewey Poole made motion to adopt the new policy and move forward with it. After a second by Chief Tony Mauldin, the motion passed unanimously.

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

FIRE APPARATUS UPDATE

Chief Tom Vaughn provided an update on the Apparatus Committee. Chief Vaughn informed the Fire Commission the committee is moving forward to recommend extension of the pumper/tanker bid for an additional twelve months.

FACILITY UPDATE

Mr. Billy Myrick provided an update on the Facility Committee. Fire/Rescue Director Raymond Echevarria informed the Fire Commission that he is updating information related to Western Wake Station #2 and Cary. Raymond Echevarria presented a Capital Improvement Form created by the committee. This form will be used to identify requested capital improvement projects and allow explanation of the project to bring before the Facility Committee. Upon motion of Chief Tom Vaughn, seconded by Mr. Lucius Jones, the Fire Commission unanimously adopted the Capital Improvement Form as presented.

STAFFING UPDATE

Mr. Dewey Poole provided an update on the Staffing Committee. Pablo Escobar informed the Fire Commission that he is now gathering data to see how many man-hours are used in each department. The forms are being sent out to each fire chief and the deadline to return the information is October 7th, 2005. Catherine Clark informed the Fire Commission that the compensation plan provides for a market survey to be completed every three years, and it is time to complete the survey. Upon motion of Chief Tony Mauldin, seconded by Chief Tom Vaughn, the Fire Commission voted unanimously to begin the market survey, authorize Catherine Clark and the compensation committee to use up to a maximum of \$5,000 to engage a compensation specialist to conduct the market survey, and to first ask Wake County Human Resources to conduct the survey before hiring an outside specialist.

FIRE COMMISSION RULES OF PROCEDURE

Raymond Echevarria reviewed updates to the Rules of Procedure. Upon motion of Mr. Billy Myrick, seconded by Chief Scott McCollum, the Fire Commission unanimously accepts the Rules of Procedure as revised.

OPEN BURNING ORDINANCE

Raymond Echevarria reviewed a revised ordinance amendment to regulate open burning. Upon motion of Mr. Dewey Poole, seconded by Chief Mike Cooper, the Fire

Commission voted unanimously to recommend the proposed ordinance amendment to the Wake County Board of Commissioners.

SMALL VEHICLE REPLACEMENTS – ROAD TAX COST

Raymond Echevarria informed the Fire Commission that the Fire Commission's previously approved motion to pay up to \$3,500 for lights, lettering, siren, etc., did not include the road tax cost. Mr. Billy Myrick motioned for the \$3,500 that was approved previously to be used for what it was intended to be used for, and if there are any funds left over, those funds will go towards the road tax cost, and if there are no funds left, the County will reimburse up to the actual cost of the road tax, and for the County to pay 100% of the road tax cost on the large vehicles. After a second by Mr. Dewey Poole, the motion carried unanimously.

OTHER OLD BUSINESS

Chief Scott McCollum inquired about the alphanumeric pagers and if the pagers can be ordered. Chief Mike Cooper motioned for the Budget Office to support purchase of pagers for replacement of damaged pagers and provide pagers for new members, and for the Budget Committee to handle the details. After a second by Chief Tom Vaughn, the motion carried unanimously.

NEW BUSINESS

FIRE COMMISSION APPOINTMENTS (2) TO EMS EDUCATION COMMITTEE

Raymond Echevarria informed the Fire Commission that two representatives from the Fire Commission are needed on the EMS Education Committee. After discussion, the Fire Commission agreed to solicit interested persons from each regional representative, to forward those names to Chair Ann Suggs, and for the Chair to appoint the Fire Commission representatives.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

Raymond Echevarria informed the Fire Commission that bids from eight companies were received for the turnout gear. The committee is meeting Tuesday to begin evaluating the proposals and bids and draft a recommendation.

CHAIR REPORT

No report.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Raymond Echevarria informed the Fire Commission that an e-mail has been generated by Chief Williams about computers in fire trucks. Mr. Bill Scanlon has agreed to facilitate a feasibility study to put computers in fire trucks.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

No public comments.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, November 17, 2005.

WAKE COUNTY FIRE COMMISSION
Thursday, November 17, 2005
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, November 17, 2005, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ms. Ann Suggs presided as Chair and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Scott McCollum, Ms. Sue-Lynn Hinson, Ms. Ann Suggs, Mr. Billy Myrick, Mr. Dewey Poole, Chief Tom Vaughn, Chief Tony Mauldin, Senator Vernon Malone, Commissioner Harold Webb, Mr. Lucius Jones, Mr. Michael Fletcher, Chief Mike Cooper, Chief Rodney Privette and Chief Chris Wilson.

Members absent were: Chief Paul Dunwell

Chief Tom Vaughan gave an invocation.

APPROVAL OF AGENDA

Ray Echevarria requested the item "Fire Apparatus – Electronic Information Access", under New Business, be moved up in the agenda due to a guest presenter at the meeting.

With the change noted and upon a motion of Mr. Lucius Jones, seconded by Senator Vernon Malone, the Fire Commission unanimously approved the agenda of the meeting.

APPROVAL OF MINUTES

Upon motion of Mr. Lucius Jones, seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the minutes of the September 15, 2005, regular meeting.

NEW BUSINESS

FIRE APPARATUS – ELECTRONIC INFORMATION ACCESS

Ray Echevarria introduced the request from Chiefs to explore the implementation of providing electronic information in fire apparatus. Jon Parks, of the Wake County E-Gov office, provided an overview of the process to determine the fire department needs relative to this project and a plan towards developing a recommendation for

presentation to the Fire Commission. The schedule for this project is structured to produce a recommendation prior to the development of the FY07 budget request, if desired.

OLD BUSINESS

MEDICAL RESPONDER TRANSITION - UPDATE

Don Garner provided an update on the progress towards the transition from the Wake County First Responder certification to the N.C. Medical Responder certification. Information regarding the process has been distributed to all departments and reference books/manuals that can be used to provide assistance in the transition were discussed. Training officer meetings have been scheduled to explain the program and answer any questions that departments may have.

FIRE SERVICE LONG RANGE BUSINESS PLAN UPDATE

FIRE APPARATUS UPDATE

Chief Tom Vaughn provided an update on the Apparatus Committee. Chief Vaughn informed the Fire Commission that many of the pumper/tankers, tankers, and brush trucks have been delivered. The committee is moving forward to develop specifications for service/rescue trucks.

FACILITY UPDATE

Mr. Billy Myrick provided an update on the Facility Committee. Ray Echevarria distributed a copy of the submitted County Commissioner agenda item to move forward with Heery Phase II work. The scope of work was reviewed by each Fire Chief during the development of the project scope. Don Jackowski, of Wake County Facility Design and Construction discussed the work included in Phase II and the bidding process. Mr. Jackowski discussed that parking lot improvements were not included in this bid, but would be addressed as part of the budgeted Phase II funding.

Senator Vernon Malone made a motion, seconded by Chief Tom Vaughan, to recommend this proposal to the County Commissioners for approval. The motion passed unanimously.

STAFFING UPDATE

Mr. Dewey Poole provided an update on the Staffing Committee. Mr. Poole discussed the VFIS death benefit currently carried by some departments. Pablo Escobar presented a collection of data regarding district demographics, staffing, and the demand for services. The data will be discussed in greater detail in future meetings.

FIRE TAX DISTRICT – FINANCIAL UPDATE

Pablo Escobar and Ben Canada provided presentations of the trends in budget appropriations and projections for FY07. Discussion followed regarding closing the gap between the projected expenditures and projected revenues.

NEW BUSINESS

FIRE TRAINING STRATEGIC PLAN COMMITTEE

Ray Echevarria provided information on a committee that has been formed to develop a strategic plan for delivery of fire training. The committee will consist of members of regional representatives of county fire departments, municipal fire departments, community colleges, law enforcement, private industry, EMS agencies, and NC DOI/OSFM.

CALENDAR YEAR 2006 MEETING SCHEDULE

Ray Echevarria presented a proposed calendar of meetings for calendar year 2006. Meeting locations would be determined and distributed.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

David Price presented a report on turnout gear specifications. MES-Carolinas has been awarded the bid and distribution of the gear will be finalized in the coming weeks.

CHAIR REPORT

Ms. Suggs reminded everyone of the Local Government Credit Union and the services they provide.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray Echevarria informed the Fire Commission that a draft report has been completed regarding the results of the CAD discussions from earlier meetings. A meeting will be scheduled very soon to discuss this report.

The open burning proposal previously approved by the Fire Commission was presented to the County Commissioners and several questions were raised. County staff will be meeting with the Public Safety committee and County Attorney's Office and working to resolve the questions. A motion was made by Lucius Jones,

seconded by Dewey Poole, to report to the County Commissioners that the Fire Commission proposal to support the original ordinance amendments for open burning regulation stands as recommended, with no changes. The motion passed unanimously.

OTHER BUSINESS

Mr. Billy Myrick inquired regarding issues relative to the 800 Mhz radio system. A meeting is scheduled to discuss radio procedures and issues that have come up. Chief Vaughan requested that someone representing the Raleigh/Wake Communications Center attend a future meeting to respond to issues raised.

Chief Tony Mauldin expressed his appreciation for all the support provided to his department during the recent barn fire.

Chief Cooper asked for an update on the alphanumeric pagers. The budget committee approved the purchase of 40 alphanumeric pagers and they are expected to arrive any day.

PUBLIC COMMENTS

Chief Gupton requested that the Fire Commission address problems at the next meeting with the 800 system and the CAD system.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, January 19, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, January 19, 2006
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 19, 2006, 7:00 PM, in the Wake County EMS Training Facility located in the lower level of the Commons Building, Cary Drive, Raleigh, North Carolina. Ms. Ann Suggs presided as Chair and called the meeting to order.

CALL MEETING TO ORDER

The following members were present: Chief Scott McCollum, Ms. Sue-Lynn Hinson, Ms. Ann Suggs, Mr. Billy Myrick, Mr. Dewey Poole, Chief Tom Vaughn, Chief Tony Mauldin, Mr. Michael Fletcher, Chief Mike Cooper, Chief Rodney Privette and Chief Chris Wilson and Chief Mark Haraway.

Members absent were: Chief Paul Dunwell, Senator Vernon Malone, Commissioner Harold Webb, Mr. Lucius Jones,

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Ray Echevarria requested to remove the item "Fire Tax District – Financial Update" from the agenda, and to move the item "CAD Reconfiguration to Dispatch by Fire Insurance District Boundary" from the regular agenda to the information agenda.

With the change noted and upon a motion of Chief Tom Vaughn, seconded by Mr. Dewey Poole, the Fire Commission unanimously approved the agenda of the meeting.

APPROVAL OF MINUTES

Upon motion of Mr. Billy Myrick, seconded by Mr. Dewey Poole, the Fire Commission unanimously approved the minutes of the November 17, 2005, regular meeting.

REGULAR AGENDA

COMPENSATION PLAN - MARKET STUDY

Ray Echevarria introduced Public Safety's new Business Manager, Jakeema Dawkins. Jakeem introduced Mr. Paul Boyles, the consultant working on the market

study. Paul Boyles provided the Fire Commission an update on the market study and answered questions on the process.

Market study results will be presented to the compensation committee, and the committee will offer a recommendation to the Fire Commission in March.

FY 07 BUDGET PROCESS

Budget and Management Analyst Ben Canada provided a copy of the FY 07 budget calendar and budget forms. Upon motion of Mr. Billy Myrick, seconded by Mr. Dewey Poole, the Fire Commission unanimously approved a motion to approve the budget forms and the budget calendar with a change in the May Fire Commission meeting date to May 4, 2006, with an alternate date of May 11, 2006.

FIRE STATION CLOSURE EVALUATION PROCESS

Ray Echevarria provided copies of draft process for fire station closure evaluation and draft budget approaches for fire station closure.

Upon second to Mr. Dewey Poole's motion to adopt the documents, the Fire Commission unanimously approved Mr. Poole's motion (Chief Mike Cooper recused himself from the vote.)

RESOLUTION ADOPTING NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) FOR USE IN WAKE COUNTY

Mr. John Rukavina informed the Fire Commission that the Wake County Board of Commissioners has approved a resolution adopting the National Incident Management System (NIMS) for use by agencies in Wake County and suggested that the Fire Commission approve the similar resolution provided to the Fire Commission. Upon motion of Chief Mike Cooper, seconded by Mr. Dewey Poole, the Fire Commission unanimously approved a motion adopting NIMS.

INFORMATION AGENDA

CAD RECONFIGURATION TO DISPATCH BY FIRE INSURANCE DISTRICT

Ray Echevarria provided a copy of the document titled, Transition Plan to Fire Chief's Recommended CAD Setup. Ray Echevarria informed the Fire Commission that at a meeting of fire chiefs on Tuesday, January 17, 2006, the group of fire chiefs recommended to maintain the current CAD configuration, to continue making improvements, and to revisit the issue in six months.

FIRE SERVICE LONG RANGE PLAN BUSINESS PLAN

FIRE APPARATUS UPDATE

Chief Tom Vaughn updated the Fire Commission on the purchase of replacement apparatus.

FACILITY UPDATE

Mr. Billy Myrick informed the Fire Commission that the County is obtaining permits for HEERY Phase II and dormitory improvements at Rolesville and Garner.

STAFFING UPDATE

Chief Mark Haraway informed the Fire Commission that the committee is working on several issues including a process to evaluate staffing expansions and the issue of an accidental death and disability insurance policy for volunteers. Upon motion of Mr. Dewey Poole, seconded by Chief Mike Cooper, the Fire Commission unanimously approved a motion to send the issue of a uniform accidental death and disability insurance policy to protect volunteers to the Staffing Committee, to review and compare what fire departments currently have, and work to bring back a uniform package.

UPDATE ON WESTERN WAKE STATION #2 EVALUATION

Ray Echevarria informed the Fire Commission that a meeting was held with the Board of Directors for Western Wake Fire Department and that the closure evaluation process is continuing.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

Ray Echevarria provided an update for the Turnout Gear Committee. Orders are being placed, and a turnout gear inspection class will be held in March.

CHAIR REPORT

Ms. Ann Suggs thanked all committee members for their hard work

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray Echevarria informed the Fire Commission of upcoming committee meeting dates. Ray Echevarria provided copies of minutes from the CAD/800 Users Group Committee.

OTHER BUSINESS

John Rukavina informed the Fire Commission that Chief Scott McCollum is the fire service representative on the CAD/800 MHZ Ops. Group.

PUBLIC COMMENTS

Chief A.C. Rich informed the Fire Commission that the Raleigh Fire Department will be coming on the 800 MHZ radio system soon.

Chief Scott McCollum inquired about the mobile radio repeaters. Programming issues and procedures need to be resolved before the repeaters can be deployed.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, March 16, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, March 16, 2006
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, March 16, 2006, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina. Ray Echevarria called the meeting to order and Ms. Ann Suggs presided as Chair upon her arrival.

CALL MEETING TO ORDER

The meeting was called to order for the purpose of information only since the Commission did not have a quorum.

The following members were present: Chief Scott McCollum, Ms. Sue-Lynn Hinson, Ms. Ann Suggs, Mr. Billy Myrick, Chief Paul Dunwell, and Chief Tony Mauldin

Members absent were: Mr. Dewey Poole, Chief Tom Vaughn, Senator Vernon Malone, Commissioner Harold Webb, Mr. Lucius Jones, Mr. Michael Fletcher, Chief Mike Cooper, Chief Rodney Privette and Chief Chris Wilson

Mr. Billy Myrick gave an invocation.

INFORMATION AGENDA

PRESENTATION BY FEED THE FIREFIGHTERS FOUNDATION

Ms. Sue-Lynn Hinson introduced Mr. Jack Fritz of the Feed the Firefighters Foundation. Mr. Fritz presented information on the Foundation and a rehab unit that the Foundation is in the process of implementing. The unit will be used to prepare meals on emergency scenes, as compared to transporting food to the location from the participating restaurants. Currently, food is being provided at emergency scenes at no cost to the fire departments. The foundation is seeking assistance with identifying possible funding sources for the rehab unit and the financial support of the Fire Commission with funds from the fire tax district.

The request was made that County staff explore the ability for the County to fund non-profit organization such as the Feed the Firefighters Foundation.

FY 07 BUDGET PROCESS UPDATE

Ben Canada provided an update on the FY07 budget process. A presentation was made containing revenue estimates, a review of the budget submittals, and the next steps in the budget process.

COMMITTEE REPORTS

TURNOUT GEAR COMMITTEE

Ray Echevarria provided an update on the turnout gear project. Several departments have received the new gear and others are waiting for the gear to be delivered. The gear inspection classes have been held, with good comments coming from those sessions. A handout was provided on the gear distribution progress.

CHAIR REPORT

Ms. Suggs had no report.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray Echevarria had no report.

OTHER BUSINESS

None

PUBLIC COMMENTS

None

COMPENSATION SUBCOMMITTEE REPORT

Captain David Price introduced Mr. Paul Boyles for an update on the results of the market survey for the compensation plan. Paul Boyle provided an overview of the market survey of the compensation plan, including an explanation of the data sheets used to gather survey information. Paul Boyles also informed the Fire Commission of his recommended salary bands based on the results of the market survey.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 4, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, April 13, 2006
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Thursday, April 13, 2006, 4:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Mr. Dewey Poole, Chief Tom Vaughn, Senator Vernon Malone, Chief Mark Haraway, Ms. Ann Suggs, Mr. Billy Myrick, Mr. Michael Fletcher, Mr. Rob McGraw, and Chief Tony Mauldin

Members absent were: Chief Scott McCollum, Ms. Sue-Lynn Hinson, Commissioner Harold Webb, Mr. Lucius Jones, Chief Paul Dunwell, Chief Mike Cooper, Chief Rodney Privette and Chief Chris Wilson

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Mr. Poole. The motion passed unanimously.

REGULAR AGENDA

COMPENSATION SUBCOMMITTEE REPORT

Captain David Price gave an update on the market study and proposed pay adjustment guidelines. He recapped the presentation given at the last meeting. Captain Price fielded questions regarding the compensation plan and the proposed adjustments.

Chief Vaughan made a motion to approve the market study pay adjustment proposal with the stipulation that the committee explore the possibility of eliminating the probationary firefighter position. Mr. Myrick seconded the motion. The motion passed unanimously.

Ray Echevarria presented a proposal for guidelines regarding pay adjustments within the compensation plan. The proposal outlined guidelines for departments to give pay

adjustments to employees to correct salary inequity issue or for employee responsibility changes. The proposal was sent back to committee for further review.

STAFFING COMMITTEE

Chief Haraway presented a report from the benefits assessment. The assessment identified those departments not participating in the VFIS life insurance benefits. The staffing committee recommended that the Commission make it a priority to allocate the funds to add the non-participating departments to the existing accidental death and injury insurance program with the 24/7 rider coverage at an estimated cost of \$75,000 per year. Mr. Poole made a motion to adopt the recommendation with the understanding that the budget committee work to find the additional funding needed, seconded by Mr. Myrick. The motion passed unanimously.

APPARATUS COMMITTEE

No report.

FACILITY COMMITTEE

Mr. Myrick reported that the facility committee recommends that Bay Leaf Fire Department be allocated up to \$50,000 towards design and planning of a renovation of Bay Leaf Station #1. Chief Vaughan made the motion, seconded by Mr. Poole. The motion carried.

Chief Vaughan reported on the committee's work on new proposed station locations. The committee has received several requests and will be reporting at a later date.

Mr. Poole gave an update on the committee's work regarding Durham Highway Station #2. Mr. Poole has spoken with representatives from the City of Raleigh Fire Department and has requested to meet with Durham Highway to review the station situation. The committee recommends that the station be considered closed for County funding purposes and be considered a City of Raleigh Fire Station, since the Raleigh Fire Department occupies the station with two staffed companies. It is the committee's opinion that no County funding be provided towards this station. Chief Vaughan made a motion to accept the committee's recommendation that Durham Highway Station #2 be considered closed for budget purposes and no funding be allocated towards it. Mr. Myrick seconded the motion. Clarification was made that this station would not be considered in other committees' work, such as apparatus replacement, staffing, etc. The motion carried unanimously. This situation will be revisited as needed if additional information comes forward.

PART-TIME FIRE CHIEF COMPENSATION

Mr. Poole gave a report on his letter requesting the staffing committee review part-time Fire Chief compensation. The letter requests the committee work to examine and standardize compensation for part-time Fire Chiefs. Part of their work will be to define what distinguishes a part-time Fire Chief from a full-time Fire Chief. A report will be forthcoming.

BUDGET COMMITTEE

Chief Vaughan reported that the committee was working to develop the coming year's budget proposal and will bring a report in coming months.

A discussion was held regarding the use of Homeland Security Funding and other grant sources. Chief Vaughan requested that a list be provided of Emergency Management resources. This list would be used to assess the equipment available and needed throughout the county. Chief Vaughan expressed the need to have this type of equipment (i.e. cots, etc.) distributed throughout the County, as compared to be centrally located in one warehouse.

PAY ADJUSTMENT GUIDELINES

Mr. Billy Myrick requested the Fire Commission reconsider the pay adjustment issue. After discussion, Mr. Myrick made a motion that Eastern Wake Fire/Rescue be allowed to make a salary adjustment for one employee as needed as long as the change does not increase the department's personnel budget and that the staffing committee proceed with development of a policy for salary adjustments. Senator Malone seconded the motion. The motion passed unanimously.

OTHER BUSINESS

Ms. Suggs reminded everyone of the upcoming apparatus display on April 27, 2006 and encouraged everyone to attend.

Mr. Poole inquired regarding County Commissioner appointee to the Fire Commission. Ms. Suggs will contact the Chairman of the County Commissioner to identify this Commission's County Commissioner's appointee.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 4, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, May 4, 2006
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, May 4, 2006, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Mr. Dewey Poole, Chief Tom Vaughan, Chief Mark Haraway, Ms. Ann Suggs, Senator Vernon Malone, Chief Scott McCollum, Mr. Billy Myrick, Mr. Michael Fletcher, Mr. Rob McGraw, Chief Rodney Privette, Mr. Lucius Jones, Chief Mike Cooper, and Chief Tony Mauldin

Members absent were: Ms. Sue-Lynn Hinson, Commissioner Harold Webb, and Chief Chris Wilson.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Ray Echevarria requested the agenda be revised to consider adoption of March 16, 2006, and April 13, 2006, minutes.

Chief McCollum made a motion to approve the agenda, which was seconded by Mr. Poole. The motion passed unanimously.

APPROVAL OF MINUTES

The Fire Commission considered the minutes of the March 16, 2006, and April 13, 2006, meetings. The Chair asked the Fire Commission if there are any changes needed. Hearing none, the Chair declared the minutes approved as published.

REGULAR AGENDA

EQUIPMENT INVENTORY

Mr. Brian McFeaters of Wake County Emergency Management provided an inventory list of Emergency Management resources and provided an overview of the warehouse and its contents.

Mr. McFeaters provided a brief overview of the Wake County's shelter operations. Shelter operations are conducted jointly between Emergency Management and Wake County Human Services. Distribution of the "POD"s (containers with shelter supplies) was discussed.

The Fire Commission requested staff to investigate a proposal to provide a POD equipped with cots, blankets, etc. in each region. Staff will bring a proposal back at the next meeting.

GRANT OPPORTUNITIES

Mr. McFeaters provided an overview of Homeland Security Grants in Wake County. He explained how funds have been distributed through the Domestic Preparedness Task Force. Eligible equipment, training, exercises, and planning activities (for Homeland Security Grants) were outlined.

APPARATUS COMMITTEE

Chief Roof presented the apparatus committee report. The committee recommends the replacement of one of Eastern Wake Fire/Rescue's pumper/tankers. This 1993 pumper is in need of repair; however, repair costs exceed the truck's value. The committee desires to move the replacement of the vehicle up to the FY06 apparatus replacement cycle. Chief Cooper made a motion to approve the committee recommendation, seconded by Chief Vaughan. The motion carried unanimously.

The committee recommended that, effective May 1, 2006, fire apparatus must be purchased through the County contract to be eligible for funding, including proportional funding for municipalities. Chief Vaughan made a motion to approve the recommendation, seconded by Mr. Jones. The motion passed unanimously.

FY 07 BUDGET RECOMMENDATION

Ben Canada provided a presentation on the FY 07 Budget Recommendation on behalf of the budget committee and staff. The presentation outlined this year's budget process, revenue estimates, fire department requests, and recommendations.

Chief Vaughan made a motion to accept the committee recommendation. Mr. Jones seconded the motion. Department representatives were given the opportunity to appeal items within the recommendation.

Chief Roof spoke regarding part-time compensation increases. Chief Roof expressed his disagreement with the recommendation to hold part-time merit

increases for the FY 07 fiscal year. He requested that the Fire Commission reinstate the funding for the part-time compensation increases. Committee members explained the budget committee's basis for the recommendation to withhold the part-time compensation increases. Chief Cooper made a motion to amend the recommended budget to provide \$55,000 for part-time compensation increases from the air bottle appropriation. Mr. McGraw seconded the motion. The motion failed 4-for, 6-against.

Chief Cooper spoke regarding funding for the Durham Highway Fire Department. He spoke regarding the status of Durham Highway Station #2 and the fact that this station is still in operation. Chief Cooper requested that \$45,000 for part-time salaries be provided in the budget. Discussion followed. No action was taken on this request.

Mr. Fletcher questioned the use of funds towards the Feed the Firefighters project. Clarification was made that up to \$10,000 is budgeted for the project.

Being no other appeals, the Commission voted on the motion and it passed unanimously.

INFORMATION AGENDA

CHAIR REPORT

No report.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray Echevarria announced the turnout gear committee would be meeting on May 25, 2006.

OTHER BUSINESS

None

PUBLIC COMMENTS

None

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, July 20, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, June 13, 2006
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A special-called meeting of the Wake County Fire Commission was held on Tuesday, June 13, 2006, 4:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ray Echevarria called the meeting to order.

The following members were present: Mr. Dewey Poole, Chief Tom Vaughan, Senator Vernon Malone, Chief Scott McCollum, Mr. Billy Myrick, Mr. Lucius Jones (via telephone), and Chief Tony Mauldin (via telephone).

Members absent were: Ms. Sue-Lynn Hinson, Commissioner Harold Webb, and Chief Chris Wilson, Chief Mark Haraway, Ms. Ann Suggs, Mr. Michael Fletcher, Mr. Rob McGraw, Chief Rodney Privette, and Chief Mike Cooper.

Chief Tom Vaughan gave an invocation.

APPROVAL OF AGENDA

Chief McCollum made a motion to approve the agenda, which was seconded by Mr. Malone. The motion passed unanimously.

SPECIAL CALLED AGENDA

PARKING LOT IMPROVEMENTS

Mr. Don Jacowski provided an overview of bids received on the parking lot improvements. Bids have been received and Wake County Facility Design and Construction was recommending to award the bid.

Mr. Billy Myrick advised that the facility committee unanimously recommends that the Fire Commission accept this recommendation and forward their recommendation to the Board of Commissioners for approval.

Mr. Malone made a motion, seconded by Chief Vaughan, to recommend the proposal to the Wake County Commissioners using unallocated funds from previous Heery project phases. The motion passed unanimously.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, July 20, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, July 20, 2006
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, July 20, 2006, 7:00 PM, in the Wake County EMS Training Facility, lower level of the Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Mr. Dewey Poole, Chief Tom Vaughan, Senator Vernon Malone, Chief Mark Haraway, Ms. Ann Suggs, Mr. Billy Myrick, Mr. Michael Fletcher, Ms. Sue-Lynn Hinson, Chief Chris Wilson, Mr. Rob McGraw, and Chief Tony Mauldin

Members absent were: Chief Scott McCollum, Commissioner Harold Webb, Mr. Lucius Jones, Chief Mike Cooper, and Chief Rodney Privette.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Chief Haraway. The motion passed unanimously.

APPROVAL OF MINUTES

Chief Vaughan made a motion to approve the minutes of May 4, 2006 and June 13, 2006, which was seconded by Mr. Poole. The motion passed unanimously.

REGULAR AGENDA

POD OPTIONS – WAKE COUNTY EMERGENCY MANAGEMENT

Ray Echevarria presented two options regarding placing POD's (package on demand units) equipped with cots in each region. Staff recommends that, if desired, small POD's be purchased to provide cots to be used for departments within each region. Chief Vaughan made a motion to move forward with the small POD with cots for each region. Funding will be referred to the budget committee for funding and a proposal

brought back to the Commission for approval. Mr. Poole seconded the motion. After some discussion, the motion passed unanimously.

COMPENSATION SUBCOMMITTEE REPORT

Ray Echevarria informed the Fire Commission that the Compensation Committee was reviewing the status of personnel obtaining certifications as contained in the Fire Service Compensation Plan. The Compensation Committee will make a report at a future meeting.

COMMITTEE APPOINTMENT PROCESS

Ray Echevarria presented a list of members of the various committees. The rules of procedure regarding appointment to committees were discussed. Mr. Echevarria asked that the Commission consider formalizing steps needed to become voting members of committees. Chief Vaughan recommended that staff and Ms. Suggs establish guidelines regarding committee appointments. A proposal will be brought back to the Commission.

REPORT FROM COMBINED APPARATUS, BUDGET, AND FACILITY COMMITTEE MEETING

Ray Echevarria provided a report from a combined meeting of the apparatus, budget, and facility committees. Their discussion centered on the impact of committee work associated with stations identified in the Fire Service Long Range Business Plan for closure evaluation. The committee made the following three recommendations:

1. Operating budget issues: Continue funding to maintain service. All expansion requests will be closely reviewed.
2. Facility related issues: Do only work that is necessary to maintain service. Not all work will be completed, and each item will be evaluated individually to identify need.
3. Apparatus replacement issues: Each apparatus or vehicle due for replacement will be evaluated individually to determine need.

Mr. Myrick made a motion to accept the recommendations as proposed, seconded by Mr. Poole. The motion passed unanimously.

APPARATUS COMMITTEE

Chief Woods presented a report from the apparatus committee. Pumper/Tankers for FY07 have been ordered. Bids received for the replacement brush trucks were too high; therefore, the specifications have been revised and are being sent out for re-bidding. Service truck specifications are being developed and are expected to be completed in about two months.

Garner FD has requested that one of their pumpers be replaced ahead of the planned replacement shown in the schedule due to excessive mileage and high

maintenance costs. Chief Mitchell presented background on the request for the early replacement of the 1998 Pierce with 84,000 miles. The County's share of the apparatus cost will be approximately \$128,000 (due to cost-sharing with the Town of Garner). Chief Vaughan recommended that the proportion of the proceeds from the sale of the existing apparatus be returned to the capital fund. After discussion, Chief Vaughan made a motion that the vehicle be replaced early, contingent on Garner Fire Department's return of 45% of the proceeds from the sale of the existing apparatus. Mr. Poole seconded the motion, which passed unanimously.

Senator Malone suggested that this type of situation be developed into a procedure to handle these situations in the future.

FACILITY COMMITTEE

Mr. Myrick reported that the facility committee recommended various repairs to Western Wake Stations 1 and 2. The recommended repairs were not cosmetic and were necessary for continued operation. Chief Mauldin made a motion, seconded by Mr. Poole, to approve the repairs. The motion passed unanimously.

BUDGET COMMITTEE

Chief Vaughan reported that the committee recommended that the merit increases for FY 07 be extended to provide funding for twelve months of the year, from nine months as budgeted. The committee also recommended that funding be set aside for part-time merit increases, pending a report from the compensation committee. Regarding the air bottle replacement program, the committee recommended that any unused funds be moved to the small capital budget.

Mr. Myrick discussed the practice of funding merit increases for nine months of each year (for the past two years). The committee's recommendation increases the funding to twelve months for FY 2007, but not for FY 2006. Mr. Myrick stated that the departments should be provided with the missing three months of merit funding from FY 2006.

Mr. Poole made a motion that merit increases for the FY 2007 be funded for twelve months. Seconded by Mr. Myrick, the motion passed unanimously.

Chief Mauldin made a motion, seconded by Chief Haraway that paragraph 3.5 be referred to attorneys to clarify how it applies in determining merit pay. The motion passed unanimously.

Mr. Myrick made a motion that the County go back to FY 06 and determine how much money was not appropriated in FY 06 for merit pay and pay departments that amount. The motion was seconded by Senator Malone. The motion failed.

INFORMATION AGENDA

CHAIR REPORT

No report.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray Echevarria presented a report from the turnout gear committee. The committee is working to develop this year's specifications.

Ray also presented a web-based calendar of Fire Commission committee meetings. Instructions were distributed to access the calendar.

OTHER BUSINESS

Ben Canada introduced Cheryl Reed as a new budget analyst with Wake County's Budget and Management Services Department. Cheryl will be working with the fire departments in coming years.

Assistant Chief David Williams of the Wake Forest Fire Department asked that merit increases for Wake Forest Fire Department be revisited, since funding for merit increases was not included.

Mr. Poole announced that he would not be renewing his appointment in October

PUBLIC COMMENTS

None

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, September 21, 2006.

WAKE COUNTY FIRE COMMISSION
Thursday, August 22, 2006
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A special-called meeting of the Wake County Fire Commission was held on Tuesday, August 22, 2006, 4:00 PM, in the Wake County EMS Training Center, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Mr. Dewey Poole, Chief Tom Vaughn, Ms. Ann Suggs, and Mr. Rob McGraw

The following members present via teleconference call: Senator Vernon Malone, Mr. Billy Myrick, and Chief Scott McCollum

Members absent were: Chief Scott McCollum, Chief Mark Haraway, Ms. Sue-Lynn Hinson, Commissioner Harold Webb, Mr. Lucius Jones, Chief Mike Cooper, Chief Rodney Privette, Chief Tony Mauldin, Mr. Michael Fletcher, and Chief Chris Wilson

Chief Vaughan gave an invocation.

APPROVAL OF AGENDA

Chief Vaughan made a motion to approve the agenda, which was seconded by Mr. Poole. The motion passed unanimously.

SPECIAL CALLED AGENDA

CIP FUND REALLOCATION

Ray Echevarria presented a requested CIP fund reallocation to provide funding for pumper/tanker apparatus replacements for Eastern Wake, Garner, and Swift Creek. The proposed reallocation of money is to be transferred from the Heery dormitory phase. Chief Vaughan made a motion to transfer the funds, seconded by Mr. McGraw. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, August 22, 2006
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A special-called meeting of the Wake County Fire Commission was held on Tuesday, August 22, 2006, 4:00 PM, in the Wake County EMS Training Center, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Mr. Dewey Poole, Chief Tom Vaughn, Ms. Ann Suggs, and Mr. Rob McGraw

The following members present via teleconference call: Senator Vernon Malone, Mr. Billy Myrick, and Chief Scott McCollum

Members absent were: Chief Mark Haraway, Ms. Sue-Lynn Hinson, Commissioner Harold Webb, Mr. Lucius Jones, Chief Mike Cooper, Chief Rodney Privette, Chief Tony Mauldin, Mr. Michael Fletcher, and Chief Chris Wilson

Chief Vaughan gave an invocation.

APPROVAL OF AGENDA

Chief Vaughan made a motion to approve the agenda, which was seconded by Mr. Poole. The motion passed unanimously.

SPECIAL CALLED AGENDA

CIP FUND REALLOCATION

Ray Echevarria presented a requested CIP fund reallocation to provide funding for pumper/tanker apparatus replacements for Eastern Wake, Garner, and Swift Creek. The proposed reallocation of money is to be transferred from the Heery dormitory phase. Chief Vaughan made a motion to transfer the funds, seconded by Mr. McGraw. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, September 21, 2006
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, September 21, 2006, 7:00 PM, in the Wake County EMS Training Facility, Carya Drive, Raleigh, North Carolina.

CALL TO ORDER

Chairman Suggs called the meeting to order. Mr. Billy Myrick gave the invocation.

ATTENDANCE

In Attendance were: Mr. Dewey Poole, Ms. Sue-Lynn Hinson, Mr. Lucius Jones, Chief Scott McCollum, Chief Chris Wilson, Mr. Rob McGraw, Chief Mike Cooper, Chief Rodney Privette, and Chief Tony Mauldin. Chairman Suggs noted the presence of a quorum.

Members absent were: Senator Vernon Malone, Mr. Michael Fletcher, Chief Mark Haraway, Chief Tom Vaughan, and Commissioner Betty Lou Ward.

APPROVAL OF AGENDA

Chief Cooper made a motion to approve the agenda, which was seconded by Mr. Poole. The motion passed unanimously.

APPROVAL OF MINUTES

Chief Mauldin made a motion to approve the minutes of July 20, 2006, which was seconded by Mr. Myrick. The motion passed unanimously.

Mr. Jones made a motion to approve the minutes of August 22, 2006, which was seconded by Chief Privette. The motion included an amendment to strike Chief McCollum listing as an absent member. (He was listed as present via teleconference and absent.) The motion passed unanimously.

MEDICAL RESPONDER CONTINUING EDUCATION UPDATE

Medical Director Brent Myers provided an update on the program to transition the Wake County First Responder program to Medical Responder. He described Wake Technical Community College's participation in delivering the necessary transition training.

Chief McCollum made a motion to support Wake County's work with Wake Technical Community College to have medical training available in a convenient and readily available fashion. Chief Mauldin seconded the motion. The motion passed unanimously.

DURHAM HIGHWAY ENGINE 1 REPLACEMENT

Durham Highway Board President Chuck Sannipoli presented a report on the source of funds used for options on replacement pumper/tankers for Durham Highway Tanker 8 and Engine 1. Mr. Sannipoli informed the Fire Commission how Durham Highway Fire Department funded options on the replacement for Tanker 8 and for Engine 1, and that Wake County staff's interpretation is that the department used fire tax revenues to fund the options. Mr. Sannipoli explained that the department used its fund balance accumulated prior to the fire service tax district and, therefore, did not use fire service tax district revenues. Durham Highway plans to use its fund balance to pay for options on the Engine 1 replacement.

Mr. Myrick made a motion to approve the use up to \$75,000 of Durham Highway's fund balance on the purchase of this apparatus, seconded by Mr. Poole. The motion passed unanimously.

Chief Mauldin requested that a procedure be developed to address the use of fund balance for the purchase of fire apparatus in the future. Mr. Jones requested that a limit be placed on the amount of overage a department may spend. These requests were forwarded to the apparatus committee for consideration.

COMPENSATION COMMITTEE REPORT

Captain David Price presented a report from the compensation committee report. The committee was tasked with addressing several key issues. The Committee is currently developing compensation recommendations for Chief, Assistant/Deputy Chief, and volunteer line officer. The Committee is preparing a report on compliance with certification and training requirements of the Compensation Plan. This report will be coming at the November meeting.

The Committee is also addressing part-time merit increase.

COMMITTEE APPOINTMENTS

Ray Echevarria presented recommendations regarding appointments to the various Fire Commission committees. A list of recommendations, based on input provided, was presented for consideration by the Fire Commission. The list was discussed and revised based upon the Commission's discussion.

RECOMMENDATION #1

Not more than 2 departments from a single region can be represented on a committee.

RECOMMENDATION #2

Each standing committee must have at least one member from each region. (Standing committees are: Budget, Staffing, Apparatus, Facility, Compensation)

RECOMMENDATION #3

Each department can be represented by no more than 1 member on each committee.

RECOMMENDATION #4

Each person can be a member of not more than 1 committee.

RECOMMENDATION #5

Each committee shall be chaired by a voting member of the Fire Commission.

RECOMMENDATION #6

The Fire Commission's Committees develop and submit proposals and recommendations to the Fire Commission in respective subject areas. No committee may mandate or implement a proposal or recommendation until the Fire Commission approves that proposal or recommendation.

The Fire Commission supported Recommendation #1. Recommendation #2 was combined with Recommendation #5 and revised as follows: Each standing committee must have at least one member from each region and one voting member of the Fire Commission. Recommendation #3 was clarified that each department can be represented by no more than 1 voting member from a department. The Fire Commission did not support Recommendation #4. The Fire Commission supported Recommendation #6.

Ray Echevarria clarified that these provisions address voting members of the Committees, and that all committee meetings are open for anyone to attend and participate.

These recommendations will be incorporated into the rules of procedure and presented at the next meeting for approval.

DATA AND INFORMATION COLLECTION

Ray Echevarria expressed the need for departments to provide timely data and information to the various Fire Commission committees and County staff. The committees and staff have had difficulty in obtaining timely information used in analyzing issues and preparing recommendations.

Mr. Poole made a motion that departments that fail to respond to requested data (after two notifications, one being by certified mail) by the requested date forfeit any opportunity for funding connected with the respective project or program. The motion was seconded by Mr. Myrick. The motion passed unanimously.

APPARATUS COMMITTEE

Chief Woods presented a report from the apparatus committee. The committee is working on specifications for service trucks and next year's pumper/tanker. Brush truck final drawings are being developed.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL MODEL

Cheryl Reed presented an update on the financial model and the capital plan.

NIMS COMPLIANCE

Ray Echevarria presented a summary of work done and to be done for compliance with National Incident Management System implementation.

FACILITY COMMITTEE

Mr. Myrick reported that work is continuing on the Heery Project. Mr. Myrick explained the process of how the scope of work was determined and how the actual construction work is managed.

Mr. Poole recommended that departments that have problems with HEERY work document the issues for further review and resolution.

Chief Mauldin requested the facility committee meet to discuss identified issues and means to correcting in the future.

CHAIR REPORT

Chief Vaughan has had a cardiac stint put in place and is in recovery.

Chairman Suggs stated that we do have representation from an assigned County Commissioner to the Fire Commission. It was noted that Mr. Harold Webb last attended our meetings. She requested an official response from the Clerk to the Board as to this oversight.

Chairman Suggs thanked Mr. Poole for his outstanding service to the Fire Commission.

FIRE/RESCUE SERVICES DIRECTOR REPORT

None.

OTHER BUSINESS

Mr. Poole discussed the Fire Commission's work towards providing funding for volunteers and volunteer duty crews. Departments that received additional funding were asked to explain how the funding is being utilized.

Mr. Poole thanked everyone for the opportunity to serve on the Fire Commission and offered final comments.

Mr. Myrick thanked Mr. Poole for his work for the Commission.

Chief McCollum announced an upcoming train-the-trainer class of the "Courage to be Safe" program on November 18th at the Keeter Training Center. There will be a national instructor, and the course is being sponsored by the Wake County Firefighters Association and the Fire/Rescue Division of Wake County Public Safety. Chief McCollum recommended that each department have a representative attend.

PUBLIC COMMENTS

Chief Gupton invited everyone to the Eastern Wake Fire/Rescue barbeque on October 6th.

Ms. McGill spoke regarding her son attending the meeting for a school project and how impressed they were with the Fire Commission's work.

ADJOURNMENT

There being no further business, the meeting was adjourned.

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, November 16, 2006.

Respectfully submitted,

Ann R. Suggs, Chairman

Ray Echevarria, Fire Rescue Director

Date Approved _____

WAKE COUNTY FIRE COMMISSION
Thursday, November 16, 2006
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, November 16, 2006, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Ms. Sue-Lynn Hinson, Chief Tom Vaughan, Mr. Bill Gatewood, Mr. Lucius Jones, Chief Scott McCollum, Chief Chris Wilson, and Chief Tony Mauldin

Members absent were: Senator Vernon Malone, Mr. Michael Fletcher, Chief Mark Haraway, Mr. Rob McGraw, Chief Mike Cooper, Chief Rodney Privette, and Commissioner Betty Lou Ward.

Mr. Billy Myrick gave an invocation.

Ms. Suggs introduced Mr. Bill Gatewood, who was recently appointed by the Board of Commissioners as a citizen representative to the Fire Commission.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Chief Mauldin. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Myrick made a motion to approve the minutes of September 21, 2006, which was seconded by Mr. Jones. The motion passed unanimously.

REGULAR AGENDA

BAY LEAF FIRE STATION #1 RENOVATION

Chief Ron Roof presented a report on the renovation of Bay Leaf Fire Station #1. Stewart-Cooper-Newell Architects presented their findings on site restrictions and associated options for the proposed building project. Chief Roof requested that the Fire Commission:

- 1) Authorize the department to seek a special use permit for Option #3, construction of a new, two-story station,
- 2) Approve the use of \$150,000 of FY 07 Heery project funding for development and obtaining the special use permit, and
- 3) Develop the FY 2008 capital budget to include the requested building project.

Mr. Myrick made a motion to accept construction Option #3 and grant Bay Leaf Fire Department up to \$150,000 from the Heery funding towards obtaining the special use permit. The motion was seconded by Chief Vaughan. The motion passed, 6-yes, 3-no.

Discussion followed that work would be done to determine the impact of this project within the long range plan and financial model.

COMPENSATION COMMITTEE REPORT

Captain David Price presented committee recommendations to the Fire Commission. The recommendations include compensation for Chief's positions, volunteer Chief officers, and non-Chief volunteer line officers. The recommendation also included extending the deadline for the required Instructional Techniques for Company Officers Training. In addition, the committee made recommendations related to compliance with the requirements of the compensation study. The committee recommendations are:

1) Chief's Position

The committee was asked to define the parameters to be used to differentiate between a stipend, a part-time employee and a full time employee.

Recommendation

- Volunteer Stipend - Up to \$12,000 annually with no accounting for hours
- Part-time employee - \$12,001 up to the amount for 30 hours per week annually (based on the individual's length of service and current pay ranges). They must account for hours.
- Full time employee - Any chief who averages more than 30 hours per week annually. They must account for hours. (This position must be approved by the Budget Committee)

2) Stipends for Other Volunteer Chief Officers

The committee was asked to define limits for stipends for other Volunteer Chief Officer positions.

Recommendation

Set an annual limit on Assistant or Deputy Chief Officers at \$6000. This mirrors the Budget Committees standard.

3) Stipends for Other Volunteer Line Officers

The committee was asked to determine if other Non Chief Volunteer Line Officers should receive a stipend.

Recommendation

Other Volunteer Line Officers should not receive a stipend for non response duties.

4) Instructional Techniques for Company Officers Training

Instructional Techniques for Company Officers was a required class for incumbent employees at the rank of Captain in order to meet the Compensation Plan guidelines. Due to difficulty in getting class materials the training was not held. This has since been resolved and classes should begin in the fourth quarter of 2006.

Recommendation

Extend the deadline for completion of this requirement until June 30, 2007

5) Compensation Study Compliance

As required by the Compensation Guidelines, the Committee has reviewed participating departments' compliance with the Compensation Study Guidelines. Based on the information provided by the departments to the Committee, we recommend the following actions as outlined in Section 5 subsections 1-3.

Recommendations

• **Durham Highway Fire Department**

5 Incumbent Part-time Captains salaries be adjusted back to rate as of June 30, 2003 until all requirements for the position are met.

1 Incumbent Part-time Captain has until June 30, 2007 to meet the objective for Instructional techniques for Company Officers

1 New hire Part-time Captains salary be adjusted back to the rate of Firefighter until all requirements for the position are met.

• **Garner Fire Department**

1 New hire Firefighter be adjusted back to the rate of Probationary Firefighter until all requirements for the position are met.

• **Swift Creek Fire Department**

2 incumbent Part-time Captains have until June 30, 2007 to meet the objective for Instructional techniques for Company Officers.

1 Incumbent Part-time Captain's salary be adjusted back to rate as of June 30, 2003 until all requirements for the position are met.

- **Wake-New Hope Fire Department**

3 New Hire Driver/Operators be adjusted back to the rate of Firefighter until all requirements for the position are met.

- **Western Wake Fire Department**

1 Incumbent Captain's salary be adjusted back to rate as of June 30, 2003 until all requirements for the position are met.

Chief Mauldin made a motion, seconded by Mr. Myrick to approve the recommendations. The motion passed unanimously.

COMMITTEE APPOINTMENTS

Ray Echevarria discussed proposed changes to the Fire Commission's rules of procedure relative to the appointments to committees. Mr. Echevarria also noted changes needed in the current committees if the proposals were approved.

Chief McCollum made a motion to accept the changes, seconded by Ms. Hinson. The motion carried unanimously.

CONFIRMATION OF FIRE COMMISSION'S SERVICE LEVEL GOALS

John Rukavina discussed the established service level goals and requested clarification on those established goals.

Chief Mauldin requested that this issue be referred to the Staffing Committee.

CITIZEN APPOINTEE TO COMPENSATION COMMITTEE

Ms. Suggs requested that Dewey Poole be appointed to the compensation committee. Being no objections, Mr. Poole's appointment was approved.

APPARATUS COMMITTEE

Chief Woods presented a report from the apparatus committee. The report included updates to the established replacement plan, including an increase in the amount budgeted for pumper/tankers. In addition, the use of additional funding for apparatus

was clarified in the plan as requested at the last Fire Commission meeting. The purchase of vehicles by municipalities was also addressed in the plan. Chief Wood requested that the Commission approved the proposed recommendations and the next two year's replacement schedule:

The Apparatus Replacement Committee (Subcommittee of the Wake County Fire Commission) has been meeting every Tuesday. We are proud to present to the Wake County Fire Commission a complete and comprehensive Apparatus Replacement plan through 2016. We would like for you to review the plan and recommend its approval to the Wake County Board of Commissioners.

The apparatus committee has set a price limit of \$320,000.00 for a Pumper/Tanker, & \$320,000.00 for a Service Truck, the higher prices then what we submitted from previous years are due to EPA regulated Engine changes, which drove the price up by approximately \$15,000.00. We recommend that the F.D. vehicles be purchased through tax exempt financing over a ten-year period and the debt services be repaid using Wake County Fire CIP funds. Each F.D. must order their vehicles from the successful bidder in order to receive Funding, and work with Staff and the Apparatus Committee to coordinate ordering apparatus.

We recommend that the Fire Commission approve that no other monies, by any County Fire Department, other than what can be returned on the sale of the old vehicle, (vehicle being replaced), Fund Raising, or Donations be added to the final total listed above. Every Department will have to justify the source of additional monies above total for apparatus cost.

In order for Municipalities and Town financed Departments to receive any funding from the County for a piece of Apparatus they must buy what is on current County Contract. Also it is the Municipalities/Town's Responsibility for financing their portion of the apparatus. Municipalities and Town Financed Departments are responsible for any cost above the contract price. Any Municipality or Town that wishes to buy & contract with a different vendor other than what is on Contract will not receive any County Funding, and are 100% responsible for their decision to go with a different vendor or different type apparatus.

Chief Vaughan made a motion to approve the apparatus committee's recommendation. Chief McCollum seconded the motion. The motion passed unanimously.

Chief Woods presented a recommendation for a Standard Operating Guideline on maintenance of County Fire Apparatus. This recommendation was deferred to the January meeting.

Chief Woods presented the committee's work on standardizing apparatus types for National Incident Management System compliance. The proposed changes would

be made to vehicles in the CAD system. Chief Vaughan made a motion to approve the committee's recommended standardizing, seconded by Chief Mauldin. The motion passed unanimously.

INFORMATION AGENDA

REPORT ON EVALUATION AND APPLICATION OF FIRE COMMISSION'S CLOSURE CRITERIA – WESTERN WAKE FIRE STATION #2

Ray Echevarria reported that at an earlier meeting with the Western Wake Board of Directors, the Board requested that tonight's presentation

Mr. Gatewood, made a motion, seconded by Ms. Hinson, to postpone the presentation of the report. The motion passed unanimously.

FACILITY COMMITTEE

Mr. Myrick explained that many concerns have been raised regarding the quality of work being done in the stations. County staff and the facility committee will be looking into these concerns and reporting back.

Mr. Myrick explained that the committee had made those areas paying fire tax, but not in a rated fire insurance district, priorities for the construction of new stations.

Heery Phase II projects are nearing completion and Phase III work will be looked at soon.

CHAIR REPORT

Ms. Suggs extended her sympathy to Chief Vaughan in the loss of his mother.

Ms. Suggs congratulated Dr. Myers on his recent award as National Medical Director of the Year.

Ms. Suggs recognized Mr. Paul Coble

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray offered copies of the pumper/tanker and service trucks specifications on CD for those departments' desiring copies.

OTHER BUSINESS

None.

PUBLIC COMMENTS

John Rukavina reported that Dr. Brent Myers' letter to Wake Technical Community College has had a positive impact on first responder training in the fire departments.

Chief Vaughan requested that the replacement of Wake EMS' First Responder coordinator have fire service background and have the ability to work with fire departments well.

John Rukavina reported that radio interoperability between Johnston County and Harnett County is near final completion. A draft of the related procedure will be distributed for comments.

Mr. Myrick reported that there are six Wake County Public Schools that do not receive automatic aid in the event of alarms or fires at these facilities. These schools are located within the Town of Knightdale. Mr. Myrick would like this situation addressed.

Chief McCollum reminded everyone of the Courage to Be Safe program to be presented this Saturday at Keeter Training Center. The program is sponsored by the Wake County Firefighter's Association and the Fire/Resuce

Ms. Hinson thanked everyone for her time on the Fire Commission. Mr. Wayne Sherrod has been elected as the President of the Association and will be taking her place.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, January 18, 2007.

WAKE COUNTY FIRE COMMISSION
Thursday, January 18, 2007
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 18, 2007, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Mr. Wayne Sherrod, Chief Tom Vaughan, Mr. Bill Gatewood, Chief Mike Cooper, Chief Mark Haraway, Chief Chris Wilson, Commissioner Paul Coble, and Chief Tony Mauldin

Members absent were: Senator Vernon Malone, Mr. Michael Fletcher, Mr. Lucius Jones, Chief Scott McCollum, and Chief Rodney Privette.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Chief Mauldin. The motion passed unanimously.

APPROVAL OF MINUTES

Chief Mauldin made a motion to approve the minutes of November 16, 2006, meeting which was seconded by Mr. Gatewood. The motion passed unanimously.

REGULAR AGENDA

CREDIT UNION REPRESENTATIVE

Bentley Hatcher of the North Carolina State Employee's Credit Union provided information on the Credit Union's commercial lending program.

FIRE APPARATUS FINANCING

Ray Echevarria began discussion of fire apparatus financing by reviewing the long range business plan's section on fire apparatus financing. Ben Canada presented a draft proposal for financing future fire apparatus purchases:

DRAFT FIRE APPARATUS FINANCING POLICY

The financing approach with the lowest overall cost (including direct and indirect administrative costs) is the bundling of purchases each fiscal year through the County.

The County will competitively bid the fire apparatus financing most likely using North Carolina General Statute 160A-20 authorization; however the County will use whatever legally financing tools it deems necessary to obtain the best rate. This financing structure will provide the following benefits:

- Ability to bundle financing of fire apparatus and avoid additional, duplicate administrative costs
- Ability to bid and finance apparatus based on factors other than delivery date (such as market conditions and cash flow).
- Ability to maximize County's tax-exempt AAA borrowing power which will produce lowest interest rates
- Ability to seek Board of Commissioners approval only once instead of with each piece of equipment

The County will follow the steps and approximate timelines outlined below in executing the financing of apparatus:

1. Work with Fire Apparatus Committee to develop list of fire apparatus to be financed, amounts and delivery dates each year
2. At time of ordering the vendor will be instructed that County will hold title to vehicles
3. Include fire apparatus in County annual reimbursement resolution approved by the Board of Commissioners each year
4. Based on economic factors determine the best window of opportunity for when financing should take place and develop calendar for financing
5. Develop Request For Proposal (RFP) for financing. The Fire Apparatus Committee will review the RFP prior to distribution.
6. Develop list of lending institutions to send RFP to with input from Fire Apparatus Committee
7. Receive and evaluate proposals, select proposal with lowest cost.
8. Select financial institution and close financing

Timing of the financing process will not be linked to payment of the vendor upon apparatus delivery. Payment to the vendor and execution of the capital lease will follow the steps outlined below:

1. Approximately two months before delivery date County and Fire Department will execute a Capital lease.
 - Lease will include language that County will obtain truck tags which will be paid for from fire tax capital funds
 - County will retain title and independent fire departments will be responsible for insuring the vehicles. The County shall be added as additional insured and loss payee on the insurance policy
 2. Approximately two weeks prior to scheduled delivery date, the Department and County will verify the vendor's payment information is entered into Wake County's electronic payment system for ACH payment or payment by check.
 3. Fire Departments will complete a Fire Apparatus Acceptance Form after truck is delivered and final inspection is complete and fax completed form to Wake County Fire/Rescue Division.
 4. Upon receipt of Fire Apparatus Acceptance Form, Fire/Rescue will submit the documentation needed for electronic payment to vendor. .
-

Melinda Cannady provided additional background information on the financing process and recommendations. This proposal was presented to the Apparatus Committee and the Committee supported the proposal as presented. A clarification was made that this financing arrangement will require that the vehicles be titled to Wake County. In turn, the County will arrange a capital lease for the vehicle that would consider the vehicle to be a department asset.

Ray Echevarria clarified that this proposal would apply only to large vehicles, not brush trucks or small vehicles. It would also not apply to municipal departments, nor to departments partially funded by municipalities.

Chief Vaughan made a motion, seconded by Chief Cooper to adopt the proposed financing plan. The motion passed unanimously.

EMS STANDBY AT HOT DRILLS

John Rukavina discussed the use of EMS resources at fire department events such as live burns. Under current policy, these are billable events by EMS, with no exception. An exception will be presented to the County Commissioners to exempt these stand-by events from being billed. This update was for information only.

REVISED SERVICE LEVEL GOALS

John Rukavina presented revised service level goals for consideration. The revised goals were presented to the Fire Commission in November and were reviewed and supported by the Staffing Committee in December.

SERVICE LEVEL GOALS

Incident Type	Minimum Staff at first-unit arrival ⁽¹⁾⁽²⁾	Minimum Staff for incident ⁽³⁾	Minimum Unit response for incident
Structure	4	16 ⁽⁴⁾	4⁽⁵⁾
Vehicle	4	4	1
First Responder	2	2	1

(1) Urban = 5 Minutes
 Suburban = 7 Minutes
 Rural = 9 Minutes

(2) Per Staffing Committee recommendation of December 14, 2006 . Because Staffing Committee goal is four firefighters/station, Staffing Committee unanimously voted to set "Service Level Goal" for "Minimum Staff at first-unit arrival" as firefighters arriving on apparatus.

(3) Urban = 13 minutes
 Suburban = 15 minutes
 Rural = 17 minutes

(4) Includes Incident Commander. Can be done via mutual/automatic aid. Assumes that staff arrives on fire apparatus. Firefighters arriving via POV with second and subsequent units can be counted if documented.

(5) Per Staffing Committee recommendation of December 14, 2006. Based on staffing needs for typical minimum reported (residential) structure fire, Staffing Committee unanimously recommended four-unit minimum response.

The goals were revised to be minimum goals with a minimum goal of four units responding to a structure fire. The minimum staffing goal was also revised to include only personnel actually riding on the apparatus for determining compliance.

Chief Mauldin made a motion, seconded by Chief Cooper to adopt the revised service level goals. Much discussion followed to clarify the intent of the goals and their background. The motion passed unanimously.

FIRE/EMS CO-LOCATION

John Rukavina discussed the co-location of EMS resources in fire station facilities. The EMS agencies have recommended an assessment of fire facilities to be conducted to determine feasibility of existing fire stations to house EMS units. The assessment will be used to identify which fire stations are possible co-location sites for EMS units. The assessment would not be funded with fire tax funds. The Facility Committee reviewed and supported the recommendation.

Chief Mauldin made a motion, seconded by Mr. Myrick to endorse the assessments as proposed. The motion passed unanimously.

STORM WATER/WATER SHED REGULATIONS AND FIRE STATION LOCATION

John Rukavina discussed the impact of storm water/water shed regulations on fire station and emergency service facilities in water shed areas. John Rukavina advised the Fire Commission that Public Safety plans to seek exemption for essential public safety facilities in water shed areas. The facilities would only include fire stations, EMS stations, emergency radio system tower sites, and similar facilities. Mr. Rukavina sought the Fire Commission's support for seeking the exemption.

Chief Vaughan made a motion, seconded by Mr. Myrick to endorse the recommendation. The motion passed unanimously.

COMPENSATION COMMITTEE REPORT

Captain David Price presented committee recommendations to the Fire Commission. The recommendations include compensation for part-time merit increases.

Recommendations to Fire Commission by Compensation Committee January 18, 2007

The Fire Commission charged the Compensation Committee with bringing back a recommendation on whether or not part-time personnel in Wake County Fire Departments that are part of the Compensation plan should receive a merit increase for FY 06-07.

The Compensation Committee makes the following recommendations based on the work of the Committee:

- Do not award merit increases to part-time personnel for FY 06-07, but ensure that all personnel are being paid within the new pay ranges.
- To hold the remaining monies available for the part-time merit increases. Use these funds to supplement retirement funding to departments not on the Local Government Retirement System.
- To separate part-time personnel from full time personnel in the Compensation Guidelines regarding merit increases.
- To conduct an annual pay study of part-time salaries in the major departments in the state using part-time personnel and adjust the hourly rates as necessary to reflect any changes found.

Chief Haraway made a motion, seconded by Mr. Myrick to approve the recommendations.

Chief Cooper expressed concern from the North Region that not providing part-time merit increases may be detrimental to morale of the employees and that the recommendation was not unanimous from the committee. Captain Price informed the Fire Commission that the majority of the Compensation Committee supported this recommendation; however, the support was not unanimous.

After discussion, the motion passed 6-yes, 2-no. Chief Cooper expressed that his vote was made as a representation of his constituency, not personally.

COMMITTEE APPOINTMENTS

Chief Vaughan discussed that the Eastern Region recommended that each region be allowed to appoint an alternate to serve on each committee. The alternate could only vote in the absence of a regular voting member from his region.

Mr. Myrick made a motion to accept the recommendation, seconded by Chief Haraway. The motion carried unanimously.

REVISED APPARATUS SECTION FOR LONG RANGE PLAN

Chief Roof discussed recommended revisions to the apparatus section of the long range business plan including the new financing policy presented earlier to the Fire

The revised plan was submitted for the Commission's approval. The Fire Commission considered approval with the next item on the agenda.

Apparatus

Recommendations:

Policy Issue / Process	Fire Commission and County Staff Agree:
Large Apparatus Replacement	<p>All large apparatus 20 years of age will be replaced. A Custom Engine, priced at current bid price, will replace the existing engines. The Apparatus Committee has developed a standard specification for the engine.</p> <p>Commercial tankers at current bid pricing will replace tankers. The Apparatus Committee has developed a standard specification for the tanker.</p> <p>Service trucks will be replaced at twenty years. The existing Trucks will be replaced by a Custom Truck, priced at current bid price The Apparatus Committee has developed a standard specification for the service truck.</p> <p>(The apparatus committee will set a ceiling price for options by year according to bid pricing, for each large apparatus.)</p>

Use of Debt for Large Apparatus and Ownership

FIRE APPARATUS FINANCING POLICY

The financing approach with the lowest overall cost (including direct and indirect administrative costs) is the bundling of purchases each fiscal year through the County.

The County will competitively bid the fire apparatus financing most likely using North Carolina General Statute 160A-20 authorization; however the County will use whatever legally financing tools it deems necessary to obtain the best rate. This financing structure will provide the following benefits:

- Ability to bundle financing of fire apparatus and avoid additional, duplicate administrative costs
- Ability to bid and finance apparatus based on factors other than delivery date (such as market conditions and cash flow).
- Ability to maximize County's tax-exempt AAA borrowing power which will produce lowest interest rates
- Ability to seek Board of Commissioners approval only once instead of with each piece of equipment

The County will follow the steps and approximate timelines outlined below in executing the financing of apparatus:

9. Work with Fire Apparatus Committee to develop list of fire apparatus to be financed, amounts and delivery dates each year
10. At time of ordering the vendor will be instructed that County will hold title to vehicles
11. Include fire apparatus in County annual reimbursement resolution approved by the Board of Commissioners each year
12. Based on economic factors determine the best window of opportunity for when financing should take place and develop calendar for financing
13. Develop Request For Proposal (RFP) for financing. The Fire Apparatus Committee will review the RFP prior to distribution.
14. Develop list of lending institutions to send RFP to with input from Fire Apparatus Committee
15. Receive and evaluate proposals, select proposal with lowest cost.
16. Select financial institution and close financing

Timing of the financing process will not be linked to payment of the vendor upon apparatus delivery. Payment to the vendor and execution of the capital lease will follow the steps outlined below:

5. Approximately two months before delivery date County and Fire Department will execute a Capital lease.
 - Lease will include language that County will obtain truck tags which will be paid for from fire tax capital funds
 - County will retain title and independent fire departments will be responsible for insuring the vehicles. The County shall be added as additional insured and loss payee on the insurance policy
6. Approximately two weeks prior to scheduled delivery date, the Department and County will verify the vendor's payment information is entered into Wake County's electronic payment system for ACH payment or payment by check.
7. Fire Departments will complete a Fire Apparatus Acceptance Form after truck is delivered and final inspection is complete and fax completed form to Wake County Fire/Rescue Division.
8. Upon receipt of Fire Apparatus Acceptance Form, Fire/Rescue will submit the documentation needed for electronic payment to vendor

Options on All Large Apparatus	Individual Fire Departments have the discretion in choosing their options, but will only be funded up to the maximum price to be established by the apparatus committee and approved by the Fire Commission. Should a department wish to purchase an option that causes the total price to exceed the cost above the maximum limit funding must come from a non-Fire Tax source, or from fund raising, or donations, as per the Fire Commission.
Small Vehicle Replacement	<p>Small apparatus (brush trucks, pickups, SUVs, and sedans) will be replaced after 10 years/75,000 miles (for brush trucks) or 7 years/75,000 miles (all others). Unless approved by the Apparatus Committee and staff, existing vehicles will be replaced with vehicles of the same type and cost-range. A \$3,500.00 limit is established to outfit new vehicles with lights, siren if needed. Tags, & road use tax will be funded separately.</p> <p>Small vehicles will be purchased with cash, and not debt-financed.</p>
Cost-sharing with municipalities	County staff will utilize the same cost-sharing arrangements with municipal fire departments and municipal-based nonprofit departments, as is utilized with the Budget process. This will only be done if the Departments buy apparatus off the current County contract. The County will pay their portion utilizing cash system.
Use of Revenue from Sale of Existing Apparatus	Revenue from sale of existing apparatus should first be used to "outfit" new apparatus with essential equipment. After outfitting, departments may use remaining revenue for capital needs, at the department's discretion.

<p>Changes to fleet size and composition</p>	<p>As of FY 2005, no additional apparatus will be added to the fleet and the Fire CIP without prior approval. The following three steps must be adhered to:</p> <ul style="list-style-type: none"> • Notify the Fire Marshal of request in writing • Fire Marshall will take the request to the Apparatus Committee for a recommendation to the Fire Commission • If approved the department will be authorized to purchase the vehicle <p>When large apparatus reaches 20 years, the apparatus committee will look at whether it will be replaced by looking at each Department individually. This means if Department A has had part of their ISO territory annexed or has more pressurized hydrants then previously, their changes may deem less or different type apparatus. This will obviously involve the Department in question.</p>
<p>Apparatus for Stations that May Close</p>	<p>Apparatus located at stations that may close, will be replaced, until it is determined at what time they will officially cease operation of that station.</p> <p>Should the station or department close, apparatus bought with Fire Tax funds after 1999, could be assigned to the next Department that is due a Truck, this will have to be handled on a case-by-case basis.</p> <p>The Fire Commission and staff recognize that this approach may result in some departments having less discretion over options. For example, Department A might purchase a new engine with certain options—if and when Department A closes, the department that “inherits” the engine will have to retain the option, whether or not it is needed.</p>

Remaining Tasks

1. Maintain and update fleet inventory.
2. Meet on a routine basis to insure fleet is maintained and is replaced as scheduled, also to update all specifications as needed per any changes that occur or changes that are deemed necessary from previous bid process.
3. Continue with the development of standards for apparatus maintenance and repair.

4. Continue to evaluate quality and usefulness of all apparatus that is purchased.
5. Work with Staff and facilities committees to determine if any needs for future apparatus needs, i.e. new stations. This will need the inclusion of the Budget Staff to insure the monies would be available.
6. Work with Staff to insure we are kept informed of when a station will close.
7. Insure Staff and the Fire Commission are updated on status of apparatus as needed.

COUNTYWIDE FIRE APPARATUS MAINTENANCE POLICY

Chief Roof advised that the Apparatus Committee had not received any questions or issues with the proposed apparatus maintenance policy presented to the Fire Commission in November.

WAKE COUNTY FIRE COMMISSION APPARATUS COMMITTEE

STANDARD OPERATING GUIDELINE #1

COUNTY FIRE APPARATUS

1. PURPOSE

- 1.1. To ensure that all County Fire Apparatus purchased through the County contracts are well maintained and that records of maintenance or repairs are recorded and tracked. This will include Pumper/Tankers, Tankers, Aerials, Brush Units, and all small vehicles purchased under the County Purchasing Contract.

2. REFERENCES

- 2.1. North Carolina Fire and Rescue Commission Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart L, Fire Protection, Section 1910.156, Chapter 4, Section 4-4 Inspection, Maintenance, and Repair of Vehicles.

2.2 Current edition of the National Fire Protection Association's 1911:
Service Tests of Fire Pump Systems on Fire Apparatus

2.3 Current edition of the National Fire Protection Association's
1914:
Testing Fire Department Aerial Devices.

2.4 Manufacturer's maintenance and testing recommendations

3. OSHA REQUIREMENTS

3.1. Department Vehicles shall be inspected:

3.1.1. At least weekly

3.1.2. Within 24 hours after any use or repair

3.1.3. Prior to being placed in service or used for emergency purposes to
identify and correct unsafe conditions.

4. REQUIRED MATERIAL

4.1. Maintenance, testing, and repair records.

4.2. Current edition National Fire Protection Association Standard 1911.

4.3. Current edition National Fire Protection Association Standard 1914.

5. PROCEDURE

5.1. Departments will be responsible for checking assigned vehicles in
accordance with Departmental Policies and or Guidelines.

5.1.1. All departments must have a written Departmental Policy or Guideline
available for review upon request.

5.2. Any repairs to vehicles will be made only by qualified persons
experienced with the type of vehicle or the type of work to be
performed in accordance with manufacturer's instructions.

5.3. Preventative maintenance programs for all vehicles should be in place
Performed per individual Departmental SOG's or SOP's.

5.3.1.All departments must have a written Departmental Policy or Guideline
available for review upon request.

5.4. Maintenance Records on each individual piece of apparatus shall be
Recorded and maintained by each department and available for
review upon request. These records must be current and available
upon vehicle's replacement.

5.4.1.The County Maintenance Log Form may be used or any comparable
maintenance software that can produce the same information.
(Attachment A)

5.5. Fire Pumps on apparatus will be tested in accordance with the
applicable
Requirements of NFPA 1911: Service Tests of Fire Pump Systems on
Fire Apparatus

5.5.1.These test results will be kept by each department and will be available
for review upon request.

5.5.2.These records must be current and available upon vehicle's
replacement.

5.6. All aerial devices will be inspected and service tested in accordance
with
The applicable requirements of NFPA 1914: Testing Fire Department
Aerial Devices

5.6.1.These test results will be kept by each department and will be available
for review upon request.

5.6.2.These records must be current and available upon vehicle's
replacement.

5.7. All ground ladders will be inspected and tested in accordance with the applicable requirements of the current edition of NFPA 1931: Design of and Design Verification Tests for Fire Department Ground Ladders.

5.7.1. These test results will be kept by each department and will be available for review upon request.

5.7.2. These records must be current and available upon vehicle's replacement.

6. **NOTIFICATION PROCEDURES**

6.1. To ensure quality assurance of the County purchased vehicles, the reporting of certain repairs will require that the Wake County Fire Commission - Apparatus Committee be notified of the repairs so that internal tracking of these repairs can be tracked. (This is not a request to make the repairs, only a means for the Committee to track the major repairs that are needed.)

6.1.1. Any repairs to the vehicle's transmission. This will include the driving axles, universal joint, drive shaft, etc.

6.1.2. Any repairs to the motor. This will include repairs that are not considered routine maintenance.

6.1.3. Any repairs to the chassis or body. This includes any component of the frame or body of the vehicle. This will also include any repairs made to the vehicle resulting from a motor vehicle accident.

6.1.4. Any repairs to the Fire Pump. This includes any internal repairs to the pump components. This **does not** include valve kit replacements; these would be considered routine maintenance and should be tracked by those procedures.

6.1.5. Any repairs made to the aerial device. This will include any repair made to the aerial device that cannot be considered routine maintenance.

6.2. A County Apparatus Repair Notification shall be completed by the department and forwarded to the Wake County Public Safety Fire/Rescue Division. The form will then be given to the Apparatus Committee for recording purposes.

Mr. Gatewood made a motion, seconded by Chief Mauldin to approve the presented revised apparatus section of the long range plan and fire apparatus maintenance policy. The motion passed unanimously.

INFORMATION AGENDA

BUDGET UPDATE

Chief Vaughan provided the FY08 budget development calendar and highlighted significant dates. The budget submittals should be sent via email to Cheryl.

STAFFING COMMITTEE

Chief Haraway reported that the Staffing Committee had been meeting and discussed the process for evaluating FY 08 expansion requests. The Committee has also invited IRS and Department of Labor representatives to assist with the classification of part-time employees. Also, the Committee continues to work on various firefighter benefit programs.

FACILITY COMMITTEE

Ray Echevarria advised that the Facility Committee will meet on Thursday, February 1, 2007.

CHAIR REPORT

Ms. Suggs welcomed Wake County Commissioner Paul Coble as part of the Fire Commission.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray recognized Mr. Wayne Sherrod as the newly-elected president of the Wake County Firefighter's Association and member of the Fire Commission.

Ray provided an update on the work with Western Wake regarding the station closure recommendation. A special-called meeting of the Fire Commission may be held in the next few weeks regarding the recommendation. Chief Cooper advised that he would recuse himself during this item, and the North Region alternate member would represent his region on this issue.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief A.C. Rich of Stony Hill Fire Department expressed concern on the difficulty of keeping up with committee discussions and decisions with most meetings occurring during daytime hours. Chief Rich asked the Fire Commission to have committee minutes developed and distributed after each meeting. Chief Rich also expressed his perspectives on the part-time merit increase issue and how it impacts his department.

Discussion followed regarding committee meeting minutes. Agreement was made that an effort will be made to provide minutes after each committee meeting. Chief Cooper asked staff to research if there are any statutory requirements for committee agendas and minutes.

Tony Fraccola spoke representing the Town of Knightdale regarding response to school facilities. Mr. Fraccola provided examples of other fire departments responding to school property with no mutual or automatic aid from another fire department, and stated that school response should be reviewed as a county-wide issue.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, March 15, 2007.

WAKE COUNTY FIRE COMMISSION
Thursday, March 15, 2007
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, March 15, 2007, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Mr. Wayne Sherrod, Chief Tom Vaughan, Chief Mark Haraway, Commissioner Paul Coble, Chief Chris Wilson, Mr. Michael Fletcher, Mr. Lucius Jones, and Chief Tony Mauldin

Members absent were: Senator Vernon Malone, Mr. Bill Gatewood, Chief Mike Cooper, Chief Scott McCollum, and Chief Rodney Privette.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Mr. Sherrod. The motion passed unanimously.

APPROVAL OF MINUTES

Chief Vaughan made a motion to approve the minutes of January 18, 2007, which was seconded by Chief Haraway. The motion passed unanimously.

REGULAR AGENDA

BUDGET PROCESS UPDATE

Chief Sidney Perry gave an update on the budget process to date. Department meetings have begun and the committee will begin meetings very soon. Cheryl Reid presented historical tax revenue information and an analysis of fire tax revenues. Ms. Reid presented FY 2008 Revenue Projections based on two methods. A summary of department base requests, expansion requests, and small capital requests were distributed. A budget calendar was presented, which outlined key dates in this year's project.

APPARATUS COMMITTEE

Chief Woods presented that the apparatus committee had received several requests for additional vehicles. The committee recommends a Chief's vehicle for both Swift Creek and Durham Highway as well as a brush truck for Fairview. Wake Forest has requested a 3000 gallon pumper/tanker. The committee recommends replacing an upcoming pumper/tanker with the county spec tanker. Chief Swift has advised that he does not support the committee's recommendation.

Chief Vaughan asked to consider the Chief's vehicle and the brush truck separately from the pumper/tanker request. Chief Vaughan made a motion, seconded by Chief Mauldin, to approve the committee's recommendation regarding the two Chief's vehicles and the brush truck recommendation. The motion was approved unanimously.

Chief Swift asked that any decision on the pumper/tanker be delayed to the next meeting to allow him time to prepare a presentation for the Commission. Ms. Suggs honored the request and asked staff to place this issue on the agenda for the May Fire Commission meeting. Discussion followed regarding the committee's action on this matter and the reasoning for the current 2000 gallon tanker specification.

A citizen spoke to support Chief Swift's request to delay any decision for a future presentation.

INFORMATION AGENDA

STAFFING COMMITTEE

Chief Haraway reported on the last staffing committee meeting. Representatives from the League of Municipalities and NC Department of Labor attended the meeting. Chief Haraway reported the committee learned that volunteers receiving stipends would need to receive W-2's, as compared to 1099's. It was also explained that incorporated, non-profit departments could not utilize the FLSA 7(k) exemption regarding overtime, which is available to local government agencies. In addition, firefighter benefits were studied to explore the possibility of expanding coverage for life insurance.

FACILITY COMMITTEE

Mr. Myrick reported on the last meeting of the facility committee. The committee continues to work on those areas not inside a six-mile rated fire insurance district, but are within the fire service tax district. The committee recommended that County explore the possibility of partnering with the Town of Garner for a fire station in the

area East of Garner. The committee discussed the implementation of Heery Phase II project and lessons learned from the earlier phases.

CHAIR REPORT

Ms. Suggs presented the following committee appointments:

Chief Sidney Perry, Chair of the Budget Committee

Chuck Sannipoli, appointed to Facility Committee and Compensation Committee

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray explained that, at the request of the Clerk to the Board of Commissioners, he would be working on meeting attendance by members. Any member not meeting attendance requirements will be contacted directly.

Ray explained that committee members are distributing minutes as requested at an earlier meeting.

Staffing workbooks are available and updates will be provided due to new developments since the books were produced.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 10, 2007. This date is one week earlier than regularly scheduled to allow for budget consideration.

WAKE COUNTY FIRE COMMISSION
Special Called Meeting
Monday, April 16, 2007
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Monday, April 16, 2007, 6:30 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Wayne Sherrod, Chief Tom Vaughan, Mr. Bill Gatewood, Chief Scott McCollum, Mr. Michael Fletcher, Mr. Lucius Jones, and Chief Tony Mauldin

Members absent were: Senator Vernon Malone, Chief Mark Haraway, Commissioner Paul Coble, Chief Chris Wilson, Chief Mike Cooper, Mr. Billy Myrick, Chief Scott McCollum, and Chief Rodney Privette.

Chief Vaughan gave an invocation.

SPECIAL CALLED AGENDA

PRESENTATION OF WESTERN WAKE FIRE STATION #2 REPORT

Raymond Echevarria presented a report on the application of the Fire Commission's fire station closure plan on Western Wake Fire Station #2. The report contained the following staff recommendations:

- Discontinue funding service from Western Wake Fire Station #2 (does not affect full-time employee at Station #1)
- Create "Cary Suburban Fire Insurance District"
- Contract with Town of Cary Fire Department to serve Cary Suburban Fire Insurance District
- Effective July 1, 2007

The recommendation included that the Fire Commission refer this report to the committees for consideration.

Chief Jim Bona presented Western Wake's response to the report presented. Chief Bona's report explained that it has not been shown that the station closure would not

clearly demonstrate an acceptable cost savings and would possibly result a lower level of service to some areas. Western Wake requests that a station closure not be recommended unless the criteria can be justified beyond a shadow of a doubt.

Discussion and questions from Fire Commission members followed.

A motion was made to appoint a special committee consisting of two members from the apparatus, staffing, and facility committees to research this issue. Any other Fire Commission members are welcome as well. The motion was made by Chief Vaughan and seconded by Mr. Jones. The motion carried unanimously.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, May 10, 2007.

WAKE COUNTY FIRE COMMISSION
Thursday, May 10, 2007
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, May 10, 2007, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Mr. Wayne Sherrod, Chief Tom Vaughan, Senator Vernon Malone, Chief Mike Cooper, Mr. Bill Gatewood, Chief Rodney Privette, Mr. Michael Fletcher, Chief Scott McCollum, Commissioner Paul Coble, and Chief Tony Mauldin

Members absent were: Chief Mark Haraway, Chief Cecil Parker, Chief Chris Wilson, and Mr. Lucius Jones.

Chief Vaughan gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Chief Cooper. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Myrick made a motion to approve the minutes of March 15, 2007, which was seconded by Chief Mauldin. The motion passed unanimously.

Chief Mauldin made a motion to approve the minutes of the special-called meeting on April 16, 2007, which was seconded by Mr. Gatewood. The motion passed unanimously.

REGULAR AGENDA

FY08 BUDGET RECOMMENDATION

Budget Director Johnna Rogers presented a report on the fund balance for the fire tax fund. Ms. Rogers explained that there had been discussion about the status of

the actual fund balance with the Budget Committee, and she was presenting a report on what has been shared with the Committee. The fund balance has been separated into two funds – uncommitted funds and unobligated funds. The uncommitted fund balance is \$2.254 million at the end of FY07. Unobligated fund balance is \$4.285 million at the end of FY07. The total of these two funds is \$6.539 million.

Cheryl Reed presented the Budget Committee's recommended FY08 budget. Ms. Reed's presentation explained this year's budget process, revenue projections, and base budgets including personnel and operating expenditures. The proposed budget does not provide for any expansions for FY08.

Ms Reed presented the fire tax capital improvement plan. Some small capital programs (air bottle replacement, small capital, turnout gear and grant match/contingency funding) previously funded in the operating budget have been moved to the capital improvement budget. The capital model includes a place holder for the Bay Leaf headquarters fire station at an estimate of \$4.8 million, subject to approval by Fire Commission.

Chief McCollum requested that the issue of part-time salaries be a priority in future years, since it was not funded last year nor is it included in this recommendation.

Chief Vaughan made a motion to approve the FY08 proposed budget and recommend it to the Board of Commissioners. Chief Cooper seconded the motion. The motion carried unanimously.

WAKE FOREST FD – REQUEST FOR 3000 GALLON PUMPER/TANKER

Chief Swift presented a request for a 3000 gallon pumper/tanker for the Wake Forest Fire Department. The presentation outlined Chief Swift's need for a 3000 gallon pumper/tanker and explained the process to date with this request. Discussion followed regarding the request, such as price comparison of the vehicle and safety concerns.

Chief Woods answered various questions regarding the Apparatus Committee's opinions during this process. Ray Echevarria provided a history of fire apparatus purchases since the implementation of the fire tax district.

Fire Commission members had several questions related to the request:

- Chief Vaughan requested that the apparatus committee examine Wake Forest's request to add to the fleet.
- The Fire Commission asked if private dollars should be allowed to support fire apparatus purchase?
- Should the pumper-tanker specifications be revised to allow for a 3000 gallon pumper-tanker?
- Could a compromise be worked out with Wake Forest Fire Department?

The issue was referred back to committee to answer the questions.

FACILITY COMMITTEE

Mr. Myrick presented a report from the Facility Committee meeting. Ray Echevarria explained two recommendations from the Facility Committee. The first recommendation from the committee was to approve parking lot repairs at Wake-New Hope Station #1. The second recommendation from the committee was to approve Bay Leaf's Headquarters Fire Station, contingent on approval of a special use permit, and inclusion of a substation east of Garner in the long range plan. Ray pointed out that the first recommendation was a unanimous request of the committee. The second recommendation comes from the committee at a vote of 3-yes, 2-no, 1-abstain.

Chief Cooper made a motion, seconded by Chief Mauldin to approve the request related to repair the parking lot at Wake-New Hope Fire Station. The motion carried unanimously.

Much discussion followed regarding the cost of the Bay Leaf station in conjunction with other funding priorities in place. Chief Roof provided a history of the need for the replacement station.

Mr. Fletcher made a motion to approve the Bay Leaf Fire Station project, contingent upon the approval of the special use permit. The motion was seconded by Mr. Gatewood. The motion carries 5-yes, 4-no, 1- abstain.

STAFFING COMMITTEE

Chief Mauldin presented a report from the staffing committee. The first recommendation from the committee was to endorse the process of the communication centers notifying incident commanders of the need to conduct personnel accountability counts every 20 minutes. Chief Cooper seconded the motion and it carried unanimously.

Chief Mauldin notified the Commission of a firefighter fatality in the Angier/Black River Fire Department, in Harnett County. Chief Brinson provided information on the death and arrangements.

INFORMATION AGENDA

WESTERN WAKE FIRE STATION #2 AD HOC COMMITTEE

Chief Perry provided a report on the ad hoc committee on Western Wake #2 closure. The committee is in agreement with the intent to close the fire station; however, they do not agree with the July 2007 time frame. At this point, the committee is working

towards a July, 2008 implementation; however will wait until the next meeting to make a recommendation to the Commission, after further information is obtained.

CHAIR REPORT

No report.

FIRE/RESCUE SERVICES DIRECTOR REPORT

No report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief Brinson requested that the Commission face the audience in future meetings.

Chief A.C. Rich provided comments regarding the priority of staffing over other projects such as apparatus. Chief Rich explained that his department could utilize a 3,000 gallon tanker; however, they would prefer staffing over the additional apparatus.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, July 19, 2007.

WAKE COUNTY FIRE COMMISSION
Thursday, July 19, 2007
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, July 19, 2007, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ray Echevarria called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Mr. Wayne Sherrod, Chief Tom Vaughan, Chief Mark Haraway, Mr. Michael Fletcher, Mr. Lucius Jones, Chief Chris Wilson, Senator Vernon Malone, Commissioner Paul Coble, and Chief Tony Mauldin

Members absent were: Chief Cecil Parker, Chief Mike Cooper, Mr. Bill Gatewood, Chief Rodney Privette, and Chief Scott McCollum.

Chief Vaughan gave an invocation.

Ray introduced Demetric Potts, the new Public Safety Manager, working in the Public Safety Department

APPROVAL OF AGENDA

Mr. Coble made a motion to approve the agenda, which was seconded by Mr. Jones. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Jones made a motion to approve the minutes of May 10, 2007, which was seconded by Mr. Myrick. The motion passed unanimously.

REGULAR AGENDA

APPARATUS COMMITTEE

Chief Frank Woods presented the apparatus committee report. Bids have been awarded for the pumper/tankers and the service trucks, as each were received within

the budgeted amount. The brush truck specifications will be altered and rebid, as compliant bids received were over the budgeted amount.

Chief Ed Brinson made a presentation regarding the committee's recommendation regarding Wake Forest Fire Department's 3000 gallon pumper/tanker request. The committee recommends that, 1) the existing pumper/tanker specification be maintained, 2) adding a 3000 gallon tank as an option to the current specification is not feasible, and 3) the fire tax support 100% of replacement of pumper/tanker with a county specification tanker. The recommendations apply only to the use of fire tax funding and do not preclude the use of other funding.

Ray Echevarria informed the Fire Commission that Chief Swift requested that any action be postponed due to him being unable to attend the meeting.

After the presentation and discussion, Mr. Fletcher made a motion to accept the committee's recommendation, removing the funding of a 2000 gallon tanker, and to request that this item not be brought back to the Fire Commission for future consideration for a period of at least one year. Mr. Coble seconded the motion. A clarification was made that this motion does not affect Wake Forest's upcoming pumper/tanker replacement and that fire tax funds not be used towards the purchase of a 3000 gallon tanker. The motion passed unanimously.

Senator Malone requested that this decision be communicated to Wake Forest via letter.

Ray turned the Chair of the meeting over to Ms. Suggs.

WESTERN WAKE FIRE STATION #2 AD HOC COMMITTEE RECOMMENDATION

Chief Sidney Perry presented a report on the Western Wake Ad Hoc committee. The committee recommends that the Fire Commission, 1) discontinue funding for Western Wake Fire Station #2 effective July 1, 2008, 2) create a Cary Suburban Fire Insurance District, 3) contract with Cary Fire Department to serve the Cary Suburban Fire Insurance District, and 4) contract with Cary Fire Department to provide a supplemental response to Western Wake in those areas currently in Station 2's area that will not be part of the Cary Suburban Fire Insurance District.

Committee recommendations regarding apparatus and personnel were discussed.

Chief Bona addressed questions and explained issues that Western Wake has with the closure of the fire station, including the impact on insurance grading, personnel, and apparatus concerns.

Ray Echevarria explained that if, at some future time, information becomes available different than expected (i.e. insurance grading outcomes or a change by the Town of Cary), that information will be brought back to the Fire Commission for evaluation.

Chief Haraway made a motion to accept the committee recommendation as stated. Mr. Fletcher seconded the motion. The motion carried unanimously.

FACILITY COMMITTEE

Chief Brinson presented the facility committee report. The report included a breakdown of current Heery projects. Also, the committee has been evaluating coverage of unincorporated areas not in a rated fire insurance district in Eastern Wake County. The committee recommends proceeding with construction of a fire station, operated by the Garner Fire Department in the US 70/Raynor Road area to serve this unrated area. The committee further recommends the Fire Commission adopt a resolution supporting the fire station in the area, including exploring options to cost-share this project with the Town of Garner.

Discussion followed regarding the timing of the fire station in Raynor Road area and the reconstruction of Bay Leaf fire station #1 as currently contained in the fire tax district capital improvement plan.

Commissioner Coble made a motion to support the facility committee recommendation regarding the fire station in the Raynor Road/US 70 area. Chief Vaughan seconded the motion. The motion passed unanimously.

Discussion continued on the reconstruction of Bay Leaf fire station #1, the need to balance staffing needs with other capital projects and the need to coordinate the operating budget with the capital budget. After discussion on the Bay Leaf Station #1 reconstruction, Chief Brinson informed the Fire Commission that he and Chief Roof recommend moving forward with the special use permit consideration at the Board of Adjustment meeting in August, and after that meeting, the Facility Committee will review the reconstruction project to see if any cost savings can be realized.

FIRE TAX CIP REEXAMINATION

Ray explained that this item had been covered during discussion of the Facility Committee recommendations in the previous agenda item.

SUBCOMMITTEE MEETING PROCEDURES

Chief A.C. Rich discussed the issue of disseminating information discussed at subcommittee meetings, since all fire departments cannot be present at all meetings.

Chief Rich requested that agendas and minutes for each subcommittee meeting be distributed.

Ms. Suggs informed the Fire Commission that she will ask Ray Echevarria to distribute meeting notices and minutes of committee meetings.

INFORMATION AGENDA

CHAIR REPORT

Chief Ed Brinson has been appointed to the Facility Committee and, with the resignation of Mr. Myrick from the committee, has been elected as committee chairman by the committee.

FIRE/RESCUE SERVICES DIRECTOR REPORT

No report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief Rich explained that the Stony Hill Fire Station construction project was 100% managed by Wake County staff. Chief Rich inquired whether any cost savings could be realized in the Bay Leaf project if that same project management took place. The Stony Hill fire station is owned by and construction was managed by Wake County.

Chief Rich also discussed staffing and the impact of hiring full vs. part-time personnel.

The question arose regarding the ownership of the Bay Leaf Fire Station, once remodeled. The ownership of the Bay Leaf station has not been determined.

Mr. Myrick publicly thanked Western Wake for all they have done and service to the County.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, September 20, 2007.

WAKE COUNTY FIRE COMMISSION
Thursday, September 20, 2007
Adopted Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, September 20, 2007, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ray Echevarria called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Chief Tom Vaughan, Chief Mark Haraway, Chief Mike Cooper, Mr. Lucius Jones, Mr. Bill Gatewood, Chief Chris Wilson, and Chief Scott McCollum.

Members absent were: Chief Cecil Parker, Mr. Michael Fletcher, Mr. Wayne Sherrod, Commissioner Paul Coble, Chief Rodney Privette, Chief Tony Mauldin, and Senator Vernon Malone.

Mr. Myrick gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Mr. Jones. The motion passed unanimously.

APPROVAL OF MINUTES

Mr. Myrick made a motion to approve the minutes of July 19, 2007, which was seconded by Mr. Jones. The motion passed unanimously.

REGULAR AGENDA

FIRE STATION CLOSURE CRITERIA AND EVALUATION

Ray Echevarria presented the current status and action plan for the service replacement of Western Wake Fire Station #2. The goal is to have an agreement in place prior to the beginning of the FY09 budget preparation cycle.

Ray called attention to the fire station closure section of the business plan. Due to the completion of the Western Wake evaluation, he solicited the Commission's

pleasure regarding proceeding with another station for evaluation. Mr. Jones expressed that he desired that the Facility Committee develop a recommendation and bring it back to the Commission. This was the consensus of the Commission.

FACILITY COMMITTEE

Chief Brinson presented the Facility Committee report. He provided an update on the status of current Heery projects and requests. The dormitory study has been received and the committee has asked the evaluators to re-study the station dorms based upon one bed for each firefighter assigned to a fire station.

The facility committee has also been working on a project plan for a fire station in Southeastern Wake County. The committee requests that the Commission adopt a resolution to forward the project plan to the Budget Committee for incorporation into the Capital Improvement Plan.

The Fire Commission discussed the need to complete the fire facility section of the Long Range Business Plan.

Chief Brinson presented a report on the Bay Leaf Fire Station #1 reconstruction. The committee recommends that the Fire Commission take action tonight after hearing the staffing committee report to make a sound decision based on priority needs. Chief Brinson presented the existing conditions at the station and the various options to address the issues identified. The committee recommends proceeding with the option of demolishing and reconstruction of the fire station at the station's current site. The Fire Commission discussed the various options.

Chair Ann Suggs asked Chief Haraway to update the Fire Commission on the Staffing Committee's efforts to prepare a staffing improvement plan.

Chief Haraway presented a Staffing Committee update. The Committee has set priorities and is working on a staffing plan to begin with the upcoming budget cycle. Chief Haraway advised that approximately 152 firefighters would be needed to meet the goals set forth by the Fire Commission, based on four firefighters per station. The rough estimates of costs for these employees would be approximately seven million dollars. The Staffing Committee is updating the estimates and finalizing the plan to present a recommendation to the Fire Commission at the Commission's November meeting.

Chief Vaughan made a motion to delay any new construction of buildings until ownership of the building and a master plan, including staffing, facility, and budget priorities, is established. Mr. Jones seconded the motion. After discussion, the motion passed, 4-Yes, 3-No, with Ms. Suggs casting the tie-breaking vote.

Chief McCollum made a motion to adopt the plan for a fire station in Southeastern Wake County and support beginning a land search for the station. Chief Cooper seconded the motion, and the motion passed unanimously.

INFORMATION AGENDA

STAFFING COMMITTEE

Chief Haraway provided update during the Facility Committee discussion.

APPARATUS COMMITTEE

Chief Roof presented the apparatus committee report. The brush trucks have been re-bid, based on the revised specifications. The lowest bid was by Seagrave Apparatus at a per unit bid of \$73,929. The bid will be awarded this week, and the committee will be working with affected departments to begin placing orders.

CHAIR REPORT

Ann Suggs thanked all the committees for their hard work.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray Echevarria presented several items for information. A new budget analyst has been hired, replacing Cheryl Reid. Ray advised all Chiefs to be looking for staffing surveys to collect information on behalf of the staffing committee. There has been a lot of discussion related to apparatus numbering. Ray recommended to send this issue to the CAD/800 User's Group to explore the need of changing the apparatus numbering on a county-wide basis and bring back a recommendation to the Commission.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Dewey Poole spoke regarding financial obligations of identified needs. Mr. Poole explained that the Commissioners must be made aware of the financial needs of the fire service.

John Rukavina provided a status report on use of EMS units at fire service special events such as live burns or physical agility testing. The Board of Commissioners approved a policy change that allows EMS agencies to provide a standby unit at

these types of events, at no charge, provided a minimum of five business days notice is given.

Ms. Suggs requested clarification on the Board of Commissioner's action to send the Bay Leaf Fire station project back to the Fire Commission. John Rukavina provided an explanation of this action. The Commissioners wanted clarification and desired that some questions/concerns be addressed.

Mr. Myrick explained that he felt that we be sure that Commissioners are getting the message from the Fire Commission. He explained that a system of communication be established to ensure that they are aware of the Fire Commission's intentions and issues.

Mr. Gatewood explained that a priority be placed on establishing the plan and priorities so that projects are not delayed. Chief Cooper echoed those thoughts and that these projects must be expedited once the plan is completed. He recommended that this plan be presented in conjunction with the budget process. Questions were raised regarding who would compile the information from the various committees into a single plan.

Chief Cooper made a motion to appoint an ad hoc committee consisting of the chairs of the committees to assemble the comprehensive plan with priorities by the January Fire Commission meeting, including a status report in November. The motion was seconded by Mr. Gatewood and passed unanimously.

Chief McCollum thanked the committees for distributing minutes of meetings as requested.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, November 15, 2007.

WAKE COUNTY FIRE COMMISSION
Thursday, November 15, 2007
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, November 15, 2007, 7:00 PM, in the Wake County EMS Training Facility, Carya Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Chief Tom Vaughan, Chief Mike Cooper, Mr. Lucius Jones, Mr. Bill Gatewood, Chief Tony Mauldin, Chief Rodney Privette, and Chief Scott McCollum.

Members absent were: Chief Mark Haraway, Chief Cecil Parker, Mr. Michael Fletcher, Mr. Wayne Sherrod, Chief Chris Wilson, Commissioner Paul Coble, and Senator Vernon Malone.

Mr. Myrick gave an invocation.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Mr. Gatewood. The motion passed unanimously.

APPROVAL OF MINUTES

Being no changes to the minutes of September 20, 2007, those minutes stood approved as presented.

REGULAR AGENDA

COUNTY INTEREST IN NEW OR SUBSTANTIALLY-RENOVATED FIRE STATIONS

John Rukavina presented a report on the County's interest in owning new or substantially renovated fire stations. Mr. Rukavina provided a history of ownership of fire stations constructed by the County, specifically Fuquay-Varina Fire Station #3 (Willow Springs fire station) and Stony Hill Fire Station #1. Cheryl Spivey, representing the Finance Department of Wake County, and Wake County Attorney

Scott Warren provided additional information. Ms. Spivey explained that the County can obtain the lowest financing rates provided the County owns the property. She explained to obtain the best deal for the Bay Leaf project, Wake County would need to own the building and either own the land or have a lease covering the duration of the mortgage. Mr. Warren explained that the County's current policy is that the County own property it constructs and there is no compelling reason to change this policy.

The Fire Commission had much discussion about the definition of a substantially renovated building and whether property ownership was necessary for the County to own a building.

After discussion, Chief Vaughan made a motion to endorse the findings of the County Attorney and the Finance Department and that when a new building or expenditure of more than 50% of the value of the building is spent, that Wake County own the building and land. Mr. Myrick seconded the motion. After much discussion, Chief Vaughan withdrew the motion so that legal staff could return at the January meeting with a proposal.

STAFFING COMMITTEE RECOMMENDATION

Chief Roof presented the Staffing Committee's recommended Staffing Improvement Plan. The presentation included the Committee's long range staffing plan based on the Committee's findings and conclusions and coordination with the budget committee. The plan provides four people at each fire station over a three-year period. The Committee evaluated several alternative plans to allocate new positions over the three-year period. The Staffing Committee recommended the Fire Commission adopt the three-year plan for four firefighters per department first year and include the staffing recommendations in Long Range Business Plan.

Discussion followed regarding differences between this recommendation and the alternate plan to provide 3 firefighters per station the first year.

Chief Cooper made a motion to accept the staffing committee's recommendation as presented. Chief McCollum seconded the motion. The motion passed on a vote of 5-yes and 1- no.

FACILITY COMMITTEE

Chief Brinson presented the Facility Committee's report on Heery projects, prototype station design, and dormitory study. The committee requested the Fire Commission give approval to the dormitory construction project. A report was given on progress of the Southeastern Wake County Fire Station. Chief Brinson also informed the Fire Commission of the Facility Committee strategic plan that outlines future fire station needs based on population projections. In addition to the Southeastern Wake County fire station, the Committee recommends land acquisition for a fire station in

the Wendell Falls area prior to 2015. The Committee also identified stations to be evaluated for possible closure. These stations are to be evaluated for potential closures at the rate of one evaluation per year over the next several years. The stations identified for evaluation are Bay Leaf Station 3, Falls, Wake-New Hope 1, Western Wake 1, and Eastern Wake 2. Much discussion followed on the ranking of fire stations to be evaluated. The Fire Commission asked the Facility Committee to develop criteria for adding fire stations to the list for closure evaluation. Chief Brinson also reported on a request for fire station renovation and repair from Hopkins Fire Department.

Chief Brinson informed the Fire Commission on the results of building and septic system evaluations at Bay Leaf Fire Station #1. A Wake County building inspector has determined there are no immediate life safety hazards at the fire station. Additionally, an inspection of the septic system by Wake County Environmental Services concluded the septic system has not failed but also cannot be expanded for additional staff.

Chief McCollum made a motion, seconded by Chief Mauldin, to accept the recommendation to approve the Dormitory Project. The motion passed unanimously.

CAD/800 MHZ COMMITTEE RECOMMENDATION-STANDARDIZED RADIO IDENTIFICATION SYSTEM

Chief McCollum presented a report from the CAD/800 MHZ Committee on a standardized radio identification system. Chief McCollum reported the Committee identified several issues including the use of different identification systems, lack of consistency among departments, duplication of unit numbers/names, confusion with other agencies, lack of expandability, and confusion associated with County-provided station numbers. The committee provided several recommendations, including working towards establishing a countywide system that includes all fire departments and has room for future growth. The Committee recommended the Fire Commission support Wake Forest's request to renumber the department's apparatus.

John Rukavina asked, on behalf of the Raleigh-Wake Emergency Communication Center, that any action regarding Wake Forest be tabled until the January meeting to allow them to further explore the issue.

Chief McCollum made a motion that Wake Forest work with the ECC to resolve any issues and implement as these parties agreed. Chief Cooper seconded the motion. The motion passed unanimously.

CARY FIRE DEPARTMENT CONTRACT FOR CARY SUBURBAN FIRE DISTRICT

Ray Echevarria presented a draft list of items to be included in the contract to be negotiated with Cary Fire Department for serving the Cary Suburban Fire District. The list of items were explained and discussed.

INFORMATION AGENDA

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray reported that Wayne Sherrod informed him that the Wake County Firefighter's Association has elected a new president, Bryan Lane, from Bay Leaf Fire Department. Ray advised that he would be processing the request to the Clerk of the Board of Commissioners to have Mr. Lane appointed to the Commission.

CHAIR REPORT

Ms. Suggs asked that the Fire Commission's attendance policy be reviewed. Ray reviewed the current policy for attendance, as set forth by the Board of Commissioners. Ms. Suggs asked that members with low attendance be contacted.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Dewey Poole explained that as a result of Eastern Wake 2's addition to the possible facility closure list, he met with Chief Gupton to explain why this action was taken. Mr. Poole distributed the criteria for evaluating fire station closure.

Chief Privette asked for clarification regarding EMS renumbering. Jon Olson informed the Fire Commission of the EMS renumbering system.

Much discussion followed regarding emergency response units having the same radio identification numbers.

Ann requested that Ray research reassembling Fire Commission notebooks for members.

ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, January 17, 2008.

WAKE COUNTY FIRE COMMISSION
Thursday, January 17, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A regular meeting of the Wake County Fire Commission was held on Thursday, January 17, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Chief Tom Vaughan, Chief Mike Cooper, Chief Mark Haraway, Mr. Bryan Lane, Mr. Bill Gatewood, Chief Tony Mauldin, Chief Chris Wilson, Mr. Lucius Jones, Senator Vernon Malone, Mr. Michael Fletcher, and Chief Rodney Privette.

Members absent were: Chief Cecil Parker, Chief Scott McCollum, and Commissioner Paul Coble.

Mr. Myrick gave an invocation.

Ms. Suggs welcomed Bryan Lane as the newest member to the Commission.

APPROVAL OF AGENDA

Mr. Myrick made a motion to approve the agenda, which was seconded by Chief Cooper. The motion passed unanimously.

APPROVAL OF MINUTES

Being no changes to the minutes of November 15, 2007, those minutes stood approved as presented.

REGULAR AGENDA

PRESENTATION ON DOMESTIC PREPAREDNESS AND READINESS REGIONS

Martin Chriscoe made a presentation of the Domestic Preparedness and Readiness Regions. Mr. Chriscoe outlined the current regions, their purpose, and why these regions are important. In the future, homeland security funding will be distributed at the region level, as compared to the current process of distribution at the county level. The core committee and service representatives to Region 4 were presented.

LETTER FROM COUNTY ATTORNEY – COUNTY OWNERSHIP INTEREST IN NEW OR SUBSTANTIALLY RENOVATED FACILITIES

John Rukavina presented a letter provided from County Attorney Scott Warren regarding County ownership of facilities. This letter is a follow-up from a discussion at the last meeting and outlines the county's position in ownership interest in new or substantially renovated facilities.

Chief Vaughan made a motion to accept and endorse the letter, as provided by the County Attorney. The motion was seconded by Chief Haraway and was passed unanimously.

FACILITY COMMITTEE

Chief Brinson presented a report of activities of the facility committee. Based on their activities, the committee requested the following action.

The committee requested that the Commission pass a resolution that supports the retrofitting of existing fire stations with sprinkler systems once the initial dormitory renovations are complete and that the funds be planned in the long range business plan and financial model.

The committee requested that the Commission authorize the procurement of the land in the Wendell Falls area and that a plan be developed to identify the size of the site needed for the facility. In addition, the requests the authorization of the Fire Commission to include the construction of the fire station in the capital improvement plan financial model.

Based on a motion and vote by the Facility Committee, the committee requested that the Fire Commission ask the County Manager and Staff to contact the City Manager and Fire Chief of Raleigh to determine if they would be willing to contract with the County to provide fire protection in the areas that meet the 50% ranking criteria.

The facility committee requested that the Fire Commission adopt a proposed Fire Station Repair and Renovation Policy and include the funds in the CIP budget planning process for fiscal year 2008 and subsequent years.

A question and answer session followed regarding the presentation.

Chief Cooper made a motion to accept the report and recommendations as presented. Mr. Gatewood seconded the motion. The motion passed unanimously.

COMPENSATION COMMITTEE

Captain David Price provided a report from a combined group of the compensation and staffing committees.

The combined committee recommended that the funding level for retirement programs for all departments be set at 10% of salary for each full-time employee. This amount would be allocated to the department and be used only for full-time employee retirement benefits in a bona fide plan.

The combined committee recommended funding each department for a longevity program for full-time employees at levels designated by the committee, which is consistent with the State of North Carolina program.

The combined committee recommended funding each department for a VFIS Group Term Life Insurance Policy with a \$50,000 coverage and 24/7 coverage rider. This coverage would bring all departments' coverage to a consistent level and covers members both on and off duty.

Discussion followed.

Chief Vaughan made a motion to refer these recommendations to the Budget Committee and that the benefits be at least equal to that of Wake County employees. The motion died without a second.

Senator Malone made a motion to move the three recommendations forward in the budget process. The motion was seconded by Chief Vaughan and passed unanimously.

APPARATUS COMMITTEE

Chief Woods presented two policies for approval from the Apparatus Committee. The first policy dealt with administrative/small vehicle replacement. Chief Mauldin made a motion to approve this policy. Mr. Myrick seconded the motion. The motion passed unanimously.

The second policy dealt with disposal of vehicles replaced using County fire tax funds. Mr. Jones made a motion to approve the policy and Mr. Malone seconded it. The motion passed unanimously.

LONG RANGE BUSINESS PLAN

Ray Echevarria presented an overview of the Long Range Business Plan. The Long Range Plan document contains the recommendations previously approved by the Fire Commission. The plan includes the facility and staffing recommendations through 2015, the original long-range business plan approved by the Board of Commissioners, a placeholder for the updated Capital model, and the Compensation Plan. The presentation included a summary of observations, findings, and recommendations.

Discussion followed.

Chief Cooper made a motion to accept the business plan, including the changes made during discussion, and present the plan to the Board of Commissioners in February. Mr. Lane seconded the motion. The motion failed on a vote of 3-Yes, 7-No.

The Commission scheduled a work session for February 21, 2008 to continue discussion of the business plan.

INFORMATION AGENDA

PRESENTATION – FIRE PROTECTION SERVICE TAX DISTRICT DEBT

Jason Horton, Wake County Budget and Management Analyst, presented the current finance model (does not include the recommendations approved by the Fire Commission during this meeting). The handouts illustrated the capital debt service.

FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray informed the Fire Commission that several materials requested by the Fire Commission at the November meeting are provided for members' information and use. The materials are a notebook containing Fire Commission background information and copies of the Wake County Board of Commissioners' policies on appointed boards.

CHAIR REPORT

Ms. Suggs had no report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The next meeting of the Wake County Fire Commission is a work session scheduled for Thursday, February 21, 2008.

WAKE COUNTY FIRE COMMISSION
Thursday, February 21, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special-called meeting of the Wake County Fire Commission was held on Thursday, February 21, 2008, 6:30 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Chief Mike Cooper, Chief Mark Haraway, Mr. Bryan Lane, Mr. Bill Gatewood, Chief Scott McCollum, Mr. Michael Fletcher, and Chief Rodney Privette.

Members absent were: Chief Cecil Parker, Chief Tom Vaughan, Chief Tony Mauldin, Chief Chris Wilson, Senator Vernon Malone, Mr. Lucius Jones, and Commissioner Paul Coble.

Mr. Myrick gave an invocation.

Ms. Suggs welcomed Deputy County Manager Joe Durham, who was in attendance.

DISCUSSION AND WORK ON LONG-RANGE BUSINESS PLAN

Fire/Rescue Services Director Ray Echevarria gave a recap of the discussion at the last Fire Commission meeting regarding the long-range business plan and the purpose of this evening's work session.

Chief Haraway, representing the staffing committee, provided an overview of the committee's work towards development of the plan. In support of the commission's adopted priority of staffing, Chief Haraway requested that the Fire Commission consider a motion to accept the long-range business plan and forward it to the County Commissioners.

Chief Sidney Perry, representing the budget committee, provided a report from the committee. The budget committee recommends that the Fire Commission endorse the long-range plan. Chief Perry presented documentation that every Fire Chief in Wake County supports the adoption of the long-range plan.

Budget and Management Analyst Jason Horton provided an updated Fire Tax Model with three options of funding the Long-Range Business Plan. The updated models used a revenue-neutral fire tax rate as the base. Mr. Horton explained the options provided in the handout.

Fire Commission members discussed the financial models and implementation options. The discussion included the impact on the tax rate of the service tax district.

Chief McCollum made a motion to accept the plan as presented and forward it to the County Commissioners. The motion was seconded by Chief Cooper. After discussion, the motion passed on a unanimous vote.

Chief Cooper recommended that another work session be scheduled to prioritize the new elements included in the Long-Range Business Plan using a forced-choice matrix. This work session was scheduled for March 6, 2008 at 6:30 PM.

ADJOURNMENT

The next meeting of the Wake County Fire Commission is a work session scheduled for Thursday, March 6, 2008.

WAKE COUNTY FIRE COMMISSION
Thursday, March 6, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special-called meeting of the Wake County Fire Commission was held on Thursday, March 6, 2008, 6:30 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Chief Tom Vaughan, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mark Haraway, Chief Chris Wilson, Mr. Bryan Lane, Mr. Bill Gatewood, Chief Mike Cooper, Mr. Michael Fletcher, and Chief Rodney Privette.

Members absent were: Chief Cecil Parker, Chief Scott McCollum, Senator Vernon Malone, Mr. Lucius Jones, and Commissioner Paul Coble.

Chief Vaughan gave an invocation.

FORCED CHOICE PRIORITIZATION OF BUSINESS PLAN ELEMENTS

Ray presented an overview of the forced choice prioritization process and the elements that would be prioritized. The nine items to be prioritized were:

- Staffing Plan
- 10% Retirement
- Longevity
- Group Term Life Insurance
- Wendell Falls Station and Land
- Sprinkler System Retrofit in Existing Stations
- Planned Repairs/Renovations -\$750 - \$5K and \$5K - \$25K
- Major Structural or Infrastructure Repairs
- Emergency Repairs

Using the forced choice process, each item was prioritized against each other item resulting in the following weighted ranking (with the weighted total in parenthesis):

1. Staffing Plan (25)
2. Group Term Life Insurance (16)
3. 10% Retirement (15)
4. Emergency Repairs (12)

5. Longevity (8)
6. Planned Repairs/Renovations -\$750 - \$5K and \$5K - \$25K (6)
7. Major Structural or Infrastructure Repairs (5)
8. Wendell Falls Station and Land (2)
9. Sprinkler System Retrofit in Existing Stations (1)

Chief Cooper made a motion to accept this ranking as the initial prioritization of the business plan elements. Seconded by Mr. Myrick, the motion passed unanimously.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, March 20, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 20, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Chief Tom Vaughan, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Lucius Jones, Chief Chris Wilson, Mr. Bryan Lane, Chief Scott McCollum, Mr. Bill Gatewood,.

Members absent were: Chief Cecil Parker, Chief Mark Haraway, Senator Vernon Malone, Chief Mike Cooper, Mr. Michael Fletcher, Chief Rodney Privette, and Commissioner Paul Coble.

Mr. Myrick gave an invocation.

MINUTES

Being no changes, the minutes of the January 17, 2008 regular meeting stood approved as presented.

Being no changes, the minutes of the February 21, 2008 special-called meeting stood approved as presented.

Being no changes, the minutes of the March 6, 2008 special-called meeting stood approved as presented.

REGULAR AGENDA

APPARATUS COMMITTEE

Chief Roof presented the Apparatus Committee report. The committee has reviewed the tanker specifications and compared the specifications to upcoming changes in apparatus standards. The committee also reviewed the possible impact of new diesel engine requirements.

Mr. Gatewood made a motion, seconded by Chief Mauldin to proceed with bidding of the FY09 Tankers and rebid next year the FY10 Tankers when the NFPA and diesel engine impacts are known by the manufacturers. The motion passed unanimously.

FACILITY COMMITTEE

Chief Brinson presented the Facility Committee report. Chief Brinson presented results from the fire station dormitory project which includes providing sprinkler systems where required by the North Carolina Building Code. The committee requested that the Commission reallocate funds in the amount of \$1,200,000 from FY10 to FY09 to facilitate bundling of the dormitory projects.

Chief Brinson provided an update on a fire station in the Southeastern portion of Wake County. A possible site has been identified. The committee requested that the Fire Commission direct staff to continue working to identify the site and work towards acquiring the site.

Chief Brinson provided an update on the Wendell Falls fire station. The proposed site will accommodate a fire/EMS/law enforcement station. The committee requested that the Commission direct staff to purchase the site.

Chief Brinson explained that the Fire Station Repair and Renovation project needs to be put back into the Long Range Plan. The committee requested that the Commission place this project back into the Long Range Plan.

Chief Brinson provided an update on the Fire Station Closure evaluation project.

Chief Vaughan made a motion, seconded by Chief Mauldin to approve the first recommendation moving funds related to the dormitory project. The motion passed unanimously.

Mr. Myrick made a motion to proceed with the Southeastern Wake County fire station recommendation. Mr. Lane seconded the motion. The motion passed unanimously.

Chief Mauldin made a motion to accept the recommendation related to Wendell Falls fire station site acquisition. Mr. Gatewood seconded the motion. The motion passed unanimously.

Mr. Lane made a motion to put the fire station repair and renovation project back into the Long Range Plan. Mr. Gatewood seconded the motion. The motion passed unanimously.

FIRE COMMISSION COMMITTEE STRUCTURE

Chief Rich presented observations on Fire Commission committee representation. Chief Rich requested that the Commission examine committee representation and take action to be sure that each region is properly represented.

Discussion followed regarding the current rules of procedure and the revisions that occurred approximately one year ago.

Ms. Suggs appointed Chief Rich, Chief Vaughan, Mr. Gatewood, and Ray Echevarria to examine the committee structure and bring recommendations back to the Commission.

INFORMATION AGENDA

FY09 BUDGET PROCESS UPDATE

Jason Horton provided an update of the budget process. Jason presented the calendar and work done to date on developing the FY09 budget. Jason also presented updates on the revenue-neutral tax rate and updated revenue projections.

LONG RANGE BUSINESS PLAN UPDATE

A presentation of the Long Range Business Plan is tentatively scheduled for a Board of Commissioners work session on April 15, 2008. The current plan is that the committee chairs will present the various elements of the business plan.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Ray asked that everyone pay attention to the presented budget calendar and encouraged attendance and to be involved in the budget process. The schedule includes a rescheduled May Fire Commission Meeting to allow for approval prior to the County Manager's recommendation.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, May 8, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 8, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Chief Tom Vaughan, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Lucius Jones, Chief Mike Cooper, Mr. Michael Fletcher, Senator Vernon Malone, Mr. Bryan Lane, Chief Scott McCollum, Mr. Bill Gatewood.

Members absent were: Chief Cecil Parker, Chief Chris Wilson, Chief Mark Haraway, Chief Rodney Privette, and Commissioner Paul Coble.

County staff present were: County Manager David Cooke, Deputy County Manager Joe Durham, Public Safety Director John Rukavina, Fire/Rescue Services Director Ray Echevarria, Chief Deputy Fire Marshal Chris Perry, Budget Manager Ben Canada, and Budget and Management Analyst Jason Horton.

Commissioner Lindy Brown was also in attendance.

Mr. Myrick gave an invocation.

Ms. Suggs welcomed County Manager David Cooke, Deputy County Manager Joe Durham, and County Commissioner Lindy Brown.

Mr. Myrick made a motion, seconded by Mr. Jones to approve the agenda as presented.

MINUTES

The minutes of the March 20, 2008 regular meeting were presented. Mr. Jones made a motion, seconded by Mr. Myrick to approve the minutes as presented.

REGULAR AGENDA

LONG RANGE BUSINESS PLAN UPDATE

Fire/Rescue Director Raymond Echevarria informed that Fire Commission that the Long Range Business Plan will be presented to the Wake County Board of Commissioners at the Commissioners May 12, 2008, work session. The presentation provided to the Fire Commission is the same presentation to be delivered the Commissioners.

Chief Ron Roof and Chief Ed Brinson delivered the presentation outlining various business plan components:

- Long Range Plan background
- Firefighter safety
- Staffing recommendations
- Facility recommendations
- Long Range Plan prioritization

BUDGET COMMITTEE – FY09 FIRE TAX BUDGET RECOMMENDATION

Chief Sidney Perry, Budget Committee Chair, recognized members of the Budget Committee and County staff for efforts in drafting a recommended FY 09 fire tax budget. Chief Perry introduced Budget and Management Jason Horton to provide a presentation on the Budget Committee's recommended FY 09 fire tax budget.

Jason Horton presented the Budget Committee's FY09 budget recommendation. Mr. Horton's presentation included the assumptions used to develop the recommendation, an overview of the operating expenditures, and capital projects. The recommendations included two options – one option that included funding for all of the expansions included in the Long Range Plan and another option that maintained a revenue neutral fire tax rate.

After discussion, Chief Cooper made a motion, seconded by Mr. Lane, to recommend the option that recommended funding all expansions in the business plan. The motion carried 6-Yes, 5-No. Fire Commission Chair Ann Suggs voted in the majority to break a tie vote.

FIRE COMMISSION COMMITTEE STRUCTURE

Mr. Gatewood presented a recommendation from the Ad Hoc Committee on restructuring Fire Commission committees. The ad hoc committee recommended the following revisions in the Rules of Procedure:

- Each committee be comprised of one voting member and one alternate member from each of the four regions
- No person serve on more than two committees
- That agendas be distributed at least two days prior to the meetings and minutes be distributed within one week of the meeting

Fire Commission members raised two issues during discussion – Fire Commission member representation and citizen representation on the Committees.

After discussion, the recommendation was referred back to the ad hoc committee to address the issues raised by the Fire Commission.

APPARATUS COMMITTEE

Chief Woods presented the Apparatus Committee report. The Apparatus Committee recommends the Commission change the apparatus purchasing procedure to allow municipalities to receive fire tax money for service truck replacements purchased through each municipality's bid process. The Committee further recommends that service truck replacement costs be based on three sizes of service trucks:

- Small service truck (550 type chassis) - \$150,000.00 maximum replacement cost
- Medium service truck (commercial type chassis) - \$250,000.00 maximum replacement cost
- Large service truck (custom truck chassis) - \$320,000.00 maximum replacement cost

Chief Mauldin made a motion, seconded by Chief Vaughan to accept the recommendation. The motion passed unanimously.

A copy of the Apparatus Committee report is included as Attachment 1.

CONDITIONS FOR BAY LEAF STATION #1 RECONSTRUCTION

Fire/Rescue Services Director Raymond Echevarria reminded the Fire Commission that station reconstruction was put on hold pending resolution of ownership and completion of the Long Range Plan. Before the project can move forward, the Fire Commission will need to determine if the conditions have been satisfied.

FIRE PROTECTION AGREEMENT FOR CARY FIRE DEPARTMENT

Fire/Rescue Services Director Raymond Echevarria presented a recommended fire protection agreement for the Town of Cary to serve the Cary Suburban Fire Insurance District.

Chief Vaughan made a motion, seconded by Mr. Jones to support the agreement. The motion passed unanimously.

Director Echevarria also explained that work was initiated with the County's Public Affairs Department to develop a public information brochure to send to the property owners in the Western Wake #2 area. However, the work is taking longer than anticipated. Director Echevarria recommended that the Fire Commission adopt a motion to recommend the work get expedited to inform the property owners of upcoming changes with Western Wake Fire Station #2.

Mr. Jones made a motion, seconded by Mr. Myrick to accept the recommendation. The motion passed unanimously.

A copy of the agreement is included as Attachment 2.

INFORMATION AGENDA

FACILITY COMMITTEE

Chief Brinson provided an update on work of the facility committee. Chief Brinson updated the Fire Commission on the dormitory project, land acquisition for fire station sites in southeastern Wake County and in Wendell Falls area, and the fire station closure evaluation process.

A copy of the Facility Committee report is included as Attachment 3.

No action taken.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief Brinson explained that the document distributed by County Staff regarding Administrative Staffing Salaries is inaccurate and misleading. Clarification was made that the amounts shown included benefits, as well as the salary amounts. The distributed documents were taken up until clarification could be made.

Chief David Cates provided comments regarding the closure of Western Wake station #2 and budgetary implications. Chief Cates explained that significant savings cannot be realized from station closures.

ADJOURNMENT

Being no further business, the meeting was adjourned.

Attachment 1

WAKE COUNTY FIRE COMMISSION APPARATUS COMMITTEE

TO: All Fire Commission Members

The apparatus committee would like for you to approve the following Procedure for apparatus purchasing of the Rescue Trucks. We will have three (3) Rescues for purchasing after July 1st FY 09, that are all for Municipalities, Zebulon (50%), Holly Springs (23.4%), and Garner (45.3%).

We are proposing that these be bought by each of the Municipalities through their Bid process. We will have a cost savings by their percentage we pay and by the type they buy. The Departments and Municipalities are asking to purchase different size Trucks (Small 550 type, Medium Commercial type like an International Chassis, and Large Custom similar to the type we bought this year. We would propose that we set the cap prices as follows:

Small 550 Type \$150,000.00

Medium Commercial Type \$250,000.00

Custom Truck \$320,000.00

We will have two (2) Rescues to purchase in 2011, both of these Departments are requesting the Small type Rescues.

In 2012 we will have only one and currently it is a large type rescue.

We will have none in 2013, 1 in 2014 & 2015, none in 2016, and 2 in 2017.

Due to the single quantity and variety of size/type Rescue Truck needed during the next several years, we feel it would be more cost effective for Departments to Bid their own Truck and the Committee set the cap for Purchase Price with the Fire Commission approval. However we still feel that we will get our Best Bang For The Buck to continue with the Committee writing the specifications and bidding the Pumper/Tankers and Tankers at this time due to the amount of Vehicles to be bought through the upcoming years.

Attachment 2

INTERLOCAL AGREEMENT

BETWEEN

WAKE COUNTY AND THE TOWN OF CARY

REGARDING

FIRE PROTECTION AND RELATED EMERGENCY SERVICES

This Agreement entered into this, the ___ day of _____, 2008, by and between the Town of Cary, hereinafter referred to as "TOWN" and Wake County, hereinafter referred to as "COUNTY," pursuant to the provisions of Article 20 of Chapter 160A of the North Carolina General Statutes.

WITNESSETH:

WHEREAS, North Carolina General Statutes 69-25.5 and 69-25.6 authorizes COUNTY and TOWN to enter into an agreement to provide fire protection and related services to a COUNTY fire protection district; and

WHEREAS, North Carolina General Statutes 58-83.1 authorizes TOWN to send firefighters and apparatus beyond the territorial limits of the Town; and

WHEREAS, COUNTY has identified a fire protection district, hereinafter referred to as "FIRE DISTRICT," and an adjacent service area, hereinafter referred to as "WESTERN WAKE STATION 2 RESPONSE AREA" that would substantially benefit as the result of such agreements; and

WHEREAS, TOWN has determined that it has sufficient fire protection resources to enter into an agreement with COUNTY to provide fire protection and related services in FIRE DISTRICT, and to enhance fire protection response in WESTERN WAKE STATION 2 RESPONSE AREA; and

WHEREAS, COUNTY and TOWN and Town desire to enter into this agreement for the TOWN to furnish fire protection for and within the areas described above.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth and other good and valuable considerations, COUNTY and TOWN agree as follows:

1. TOWN agrees to provide fire protection services equivalent to the fire protection services TOWN provides itself, except as otherwise defined herein, including (but not limited to) response to reports of fire, medical emergency and other emergency events to which TOWN's fire department customarily provides to itself but not including North Carolina State Fire Code enforcement activities outside TOWN's extraterritorial jurisdiction areas in FIRE DISTRICT, which is described in Exhibit 1, "Cary Suburban Fire Insurance District," which is attached hereto and incorporated herein).
2. COUNTY agrees to reimburse TOWN for these services to FIRE DISTRICT in the amount of forty-four thousand two hundred ninety-five dollars (\$44,295) for fiscal year 2009, payable quarterly in arrears, and further agrees to annually adjust that reimbursement rate for each succeeding fiscal year of this agreement by multiplying TOWN's cost per response to FIRE DISTRICT of two thousand nine hundred ninety-five dollars (\$2995) by the average number of responses in FIRE DISTRICT per year over the most recent three calendar years during the term of this agreement.
3. TOWN agrees to respond in a manner and with resources to fire and related emergencies in FIRE DISTRICT as TOWN responds within its corporate boundaries.
4. TOWN agrees to maintain its current one-fire-unit "quickest unit response" policy, described in Exhibit 2, "Cary Fire Department Quickest Unit Response," which is attached hereto and incorporated herein, and, further, to enhance its "quickest unit response" policy to reports of structure fires in WESTERN WAKE FIRE STATION 2 RESPONSE AREA, described in Exhibit 3, "Western Wake Fire Station 2 Response Area," which is attached hereto and incorporated herein, by dispatching a second unit (engine or ladder) with its customary complement of firefighters with the quickest unit.
5. COUNTY agrees to reimburse TOWN for the response of that second unit to WESTERN WAKE FIRE STATION 2 RESPONSE AREA in the amount of five thousand nine hundred eighty-eight (\$5988) for fiscal year 2009, payable quarterly in arrears, and further agrees to annually adjust that reimbursement rate for each succeeding fiscal year of this agreement by multiplying TOWN's cost per response to FIRE DISTRICT of nine hundred ninety-eight (\$998) by the average number of responses per year in WESTERN WAKE FIRE STATION 2 RESPONSE AREA over the most recent three calendar years during the term of this agreement.
6. TOWN agrees that the officer in charge of the responses to fires in the FIRE

DISTRICT will request a COUNTY fire investigator for any fire that is incendiary in nature, or the cause of which cannot reasonably be determined by the officer in charge.

7. TOWN agrees to maintain the fire protection resources required during the term of this agreement to meet the service level(s) described in this agreement in a manner consistent with TOWN's provision of fire protection services within its corporate boundaries, and to comply with all applicable local, state and federal regulations, including (but not limited to) state OSHA requirements and the requirements of Presidential Decision Directive Five that the National Incident Management System (NIMS) be used in management of TOWN's emergency response. TOWN further agrees to cooperate and participate in COUNTY's current mutual aid plan.
8. TOWN agrees to maintain insurance coverage as follows:

TOWN shall obtain, at his sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Risk Manager.

Workers' Compensation Insurance, with limits for Coverage A Statutory-State of North Carolina and Coverage B Employers Liability \$500,000 each accident, disease policy limit and disease Each Employee.

General Liability - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This insurance shall include Comprehensive Broad Form Coverage including contractual liability.

Automobile Liability, with limits of no less than \$500,000 Combined Single Limit for bodily injury and property damage. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought on a Wake County site.

Excess Liability Insurance with limits of \$3,000,000 each occurrence.

All insurance companies must be licensed in North Carolina and be acceptable to the County's Risk Manager. Insurance Policies, except Workers' Compensation, shall be endorsed (1) to show Wake County as

additional insured, as their interests may appear and (2) to amend cancellation notice to 45 days, pursuant to North Carolina law. Certificates of insurance shall be signed by a licensed North Carolina agent.

Copies or originals of correspondence, certificates, endorsements or other items pertaining to insurance shall be sent to:

Wake County Risk Manager
Room 900 - WCOB
P. O. Box 550
Raleigh, NC 27602

If the Provider does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to Wake County may be considered. Limit requirements may be met by combined primary and excess umbrella policies.

9. TOWN agrees to indemnify and save harmless Wake County for any and all liability and expense including attorney's fees, court costs and other costs incurred by Wake County and arising from the services described in 1-7 of this agreement that are caused by the negligence or willful misconduct of the, TOWN, Fire Department, its agents and employees, up to the limits of the insurance coverage described in 8 above. Wake County agrees to indemnify and save harmless TOWN for any and all liability and expense including attorney's fees, court costs and other costs incurred by the TOWN and arising from services described in 1-7 of this agreement that are caused by the negligence or willful misconduct of Wake County, its agents and employees, up to the limits of the insurance coverage described in 8 above. It is the intent of this section to require the parties to provide indemnification to the extent permitted under North Carolina law.

Nothing in this section is intended to nor will have the effect of abrogating any governmental immunity or other defense otherwise available at law.

10. COUNTY and TOWN agree that this agreement is not intended to serve for the benefit of any third party, that the rights and obligation contained herein belong exclusively to the entities, which are parties hereto as a benefit to that third party, and that this agreement may not be transferred or assigned by TOWN without written consent of COUNTY.
11. COUNTY and TOWN agree that specific amendments to this agreement may be necessary on an individual basis, and, further, that this agreement may be amended in writing with the consent of the parties thereto.
12. COUNTY and TOWN agree that this agreement shall be for a term of

three years, commencing July 1, 2008, and, at the end of the three year term, shall automatically renew for successive three-year terms unless either party provides at least 90 days notice to the other of its intention not to renew agreement. The parties agree further that this agreement may be terminated by either party upon advance written notice to the other party, served upon the other party by certified mail at least ninety (90) days prior to termination.

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by the Chair of the Board of County Commissioners and attested by the Clerk of the Board of County Commissioners, and the Town has caused this instrument to be signed in its name by its Mayor, attested by its Clerk to the Town Board.

TOWN OF CARY

By: _____
Harold Weinbrecht
Mayor

ATTEST:

Sue Rowland, Clerk
Town of Cary, North Carolina

COUNTY OF WAKE

By: _____
Joe Bryan
Chairman, Board of Commissioners

ATTEST:

Susan Banks, Clerk
County of Wake, North Carolina

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Melinda Canady, Finance Officer

Attachment 3

WAKE COUNTY FIRE COMMISSION FACILITY COMMITTEE

MEMO TO: Fire Commission Members
FROM: Ed Brinson, Chairman
DATE: April 8, 2008
SUBJECT: Facility Committee Report

Fire Station Dormitory Project

Per Patrick McHugh (Wake County Facilities and Design and Construction)

The architect is beginning to visit stations to verify as-built floor plan layouts and ceiling/above ceiling information needed to complete the design. The engineer and site designers will capture as-built information as appropriate to the scope of work.

The design team continues trying to determine which municipalities will allow water connections to serve the fire sprinkler system. The recent lift of water restrictions by the City of Raleigh is helping by allowing new flow tests to be completed.

Status Of The Land Search For The Southeastern Wake County Fire Station

Per Mark Forestieri (Wake County Facilities and Design and Construction)

CLH Landscape Design Architects is laying out some site concept sketches for the Space Way Court site, on the north side of the cul-de-sac.

We are awaiting information on the acreage. At the same time, Stewart-Cooper-Newell Architects is updating the Fire/EMS dual substation prototype for this station, which we have not yet built. We have requested an appraisal on the land, and believe that will be received in early June. In addition, we will need to obtain a soil subsurface report as part of our due diligence process. We are striving to bring a recommendation to the Fire Commission in July.

Status Of The Wendell Falls Fire Station.

Per Mark Forestieri (Wake County Facilities and Design and Construction)

CLH has also been hired for this investigation. However, this site is a much larger master planning effort and involves not only the Fire/EMS/Police Station but also a Solid Waste Super Convenience Center and a Wake County Middle School.

We have just received some initial information that indicates that there is not enough space for the Fire/EMS/Police Station on the Martin Pond Road site due to the presence of large stream buffers on the north and east sides. However, the designer believes we can locate both this station and the convenience center with access on the realigned Richardson Road. We are in the midst of this investigation and have not been able to draw any further conclusions yet.

Because this is a larger process, it will involve getting consensus from Town of Wendell planning. Because a school site acquisition is subject to Board of Education and Board of Commissioners approval, final approval on this Master Plan and site may not be presented to the Fire Commission until September, but we should be able to present a preliminary draft report/plan.

Fire Station Closure Evaluation.

As requested by the Fire Commission, the Facility Committee has completed their obligation for ranking the list of fire stations to be evaluated for closure. No further direction by the Facility Committee will be taken.

Fire Station Repair And Renovation Budget Review.

The repair and renovation plan, as adopted by the Fire Commission, was deferred to the Budget Committee for consideration. No further action will be taken by the Facility Committee until funding is provided for the pan.

WAKE COUNTY FIRE COMMISSION
Wednesday, June 4, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special-called meeting of the Wake County Fire Commission was held on Wednesday, June 4, 2008, 6:30 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Ms. Ann Suggs called the meeting to order.

The following members were present: Chief Tom Vaughan, Mr. Billy Myrick, Chief Mike Cooper, Mr. Michael Fletcher, Chief Cecil Parker, Chief Mark Haraway, Mr. Bryan Lane, Mr. Lucius Jones, Senator Vernon Malone, Chief Rodney Privette, Chief Scott McCollum, Mr. Bill Gatewood.

Members absent were: Chief Chris Wilson, Chief Tony Mauldin, and Commissioner Paul Coble.

County staff present were: County Manager David Cooke, Deputy County Manager Joe Durham, Public Safety Director John Rukavina, Fire/Rescue Services Director Raymond Echevarria, Chief Deputy Fire Marshal Chris Perry, Budget Manager Ben Canada, and Budget and Management Analyst Jason Horton.

Mr. Myrick gave an invocation.

Ms. Suggs welcomed County Manager David Cooke and Deputy County Manager Joe Durham.

**CONSIDER FEEDBACK FROM BUDGET COMMITTEE ON
COUNTY MANAGER'S RECOMMENDED FY 09 FIRE TAX BUDGET**

Chair Ann Suggs requested Fire/Rescue Services Director Raymond Echevarria read a statement from Ms. Suggs regarding this year's budget process. Raymond read the letter that expressed the chair's opinions related to the budget process and comments made at the budget public hearing.

Chief Roof responded to the statement. Chief Roof clarified his comments.

Fire Commission members provided feedback regarding the comments made at the public hearing.

The Fire Commission discussed suggestions made by the Chair on how to handle these situations going forward. It was decided that more research should be done. Chair Suggs reiterated that she would be sending a letter of apology to the Board of Commissioners regarding the comments made at the public hearing.

Chief Sidney Perry, Budget Committee Chair, presented a report on behalf of the Budget Committee. He informed the Fire Commission that the Budget Committee has reviewed the County Manager's recommended budget and has two proposals related to the manager's recommendation for the Fire Commission to consider.

The first proposal from the Budget Committee was:

- The budget committee requests that we be allowed to use the necessary funds, approximately \$198,000, out of the proposed staffing funds to provide a maximum 10% retirement to all current fulltime firefighters. No department would be funded above 10% for retirement from county funds.

Chief Vaughan made a motion, which was seconded by Mr. Myrick, to approve the recommendation.

Clarification was made that these recommendations were intended to be discussion points during a future meeting with the County Manager. Discussion on the motion followed. After discussion, the motion passed on a vote of 6-yes, 5-no. Chair Ann Suggs voted for the motion to break a tie.

The second proposal from the Budget Committee was:

- The budget committee requests that the county be asked to re-instate the 2.5% administration fee instead of the proposed manner (direct fees for functional support). This is currently a part of our contract and it also cost our budget approximately \$154,000 to proceed as currently recommended.

Mr. Myrick made a motion to support the recommendation, and Mr. Gatewood seconded the motion. Mr. Cooke provided background on the administrative cost and the basis for the recommendation to allocate direct fees for functional support to the fire tax fund. After discussion, the motion passed unanimously.

Ms. Suggs thanked Mr. Cooke for attending the meeting.

Mr. Cooke expressed his appreciation to the Commission and its work.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, July 17, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, July 17, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Ann Suggs called the meeting to order.

The following members were present: Vice Chair Lucius Jones, Chief Tom Vaughan, Mr. Billy Myrick, Chief Mark Haraway, Chief Cecil Parker, Commissioner Paul Coble, Mr. Bryan Lane, and Mr. Bill Gatewood.

Members absent were: Chief Chris Wilson, Chief Mike Cooper, Chief Tony Mauldin, Senator Vernon Malone, Chief Rodney Privette, and Chief Scott McCollum.

County staff present were: Fire/Rescue Services Director Raymond Echevarria, Chief Deputy Fire Marshal Chris Perry, Facilities Project Manager Mike Aull, and Public Safety Manager Demetric Potts.

Commissioner Coble gave an invocation.

MINUTES

The minutes of the May 8, 2008 regular meeting were presented. Mr. Myrick made a motion, seconded by Chief Haraway to approve the minutes as presented.

The minutes of the June 4, 2008 special-called meeting were presented. Chief Parker made a motion, seconded by Chief Haraway to approve the minutes as presented.

REGULAR AGENDA

FACILITY COMMITTEE

Chief Brinson provided an update on the fire station dormitory project. Design work continues for dormitory improvements and sprinkler installations. Eastern Wake Fire Station #2 was found to be in compliance with the dormitory guidelines and has been moved to phase 2 of the sprinkler retrofit project. Design work will continue on the stations on the closure evaluation list; however, the actual construction work will be bid as an alternate.

Director Echevarria presented a report on the Southeast Wake County fire station project. He outlined the project objectives, strategy, sites explored and advantages for the recommended location on Spaceway Court. Mike Aull presented information on findings during the site selection and evaluation process.

Chief Brinson informed the Fire Commission the Facility Committee recommended supporting purchase of the site.

Discussion followed regarding a partnership with the Town of Garner. Fire Commission members expressed an interest in protecting the fire tax investment in the project.

Chief Vaughan made a motion to accept the Facility Committee recommendations, including bringing the interlocal agreement back to the Fire Commission for comments. Chief Parker seconded the motion. The motion passed unanimously.

Chief Brinson provided an update on the property for the Wendell Falls area. The previously identified site has been determined to be inadequate; however, another site has been identified and is being evaluated.

Chief Brinson informed the Fire Commission that the Town of Fuquay-Varina Fire Department has requested funding for a station renovation project at Fuquay Fire Station #1. Chief Mauldin has been advised to submit his request as part of the capital budget projects.

Chief Brinson asked the Fire Commission to revisit the moratorium placed on construction projects including the Bay Leaf fire station reconstruction project and determine if station construction can resume. Mr. Bryan Lane made a motion that the moratorium be lifted and to proceed with the Bay Leaf fire station reconstruction. There was no second to the motion and discussion cannot continue without one. Chair Suggs offered a second to the motion. After much discussion regarding ownership of the station, the motion was withdrawn until a formal agreement is made between the department and County regarding ownership of the station and land.

APPARATUS COMMITTEE

Chief Woods provided information on upcoming changes to the fire apparatus standard and new technologies to reduce diesel exhaust particulates. Both of these changes impact the cost of future replacement apparatus.

Chief Woods informed the Fire Commission that the Apparatus Committee will develop a plan to evaluate each apparatus prior to replacement. The plan will be brought back for review and consideration of Fire Commission approval.

FIRE COMMISSION COMMITTEE STRUCTURE

Director Echevarria presented a report from the ad-hoc committee on revising the committee structure. The committee recommends that voting membership on the standing committees be limited to one fire service representative per region. The ad-hoc committee's recommendation also limits the number of committees that one person can be on to a maximum of two committees.

Feedback was requested from the Fire Commission. There was no opposition expressed to the recommendations. A draft of revised Rules of Procedure will be presented to the Fire Commission in September.

INFORMATION AGENDA

CHAIR REPORT

Director Echevarria presented the chair's report. Director Echevarria informed the Fire Commission that meeting with the County Manager has been set to discuss funding for the retirement program and the 2.5% collection fee. The meeting is scheduled for next week and involves representatives from the Fire Commission.

FIRE/RESCUE DIRECTOR REPORT

Ray Echevarria reported that Mike Fletcher has resigned from the Fire Commission.

OTHER BUSINESS

Chief Vaughan asked that the Chair research the County's policy on conflict of interest related to members of committees or commissions voting for issues related to the agencies that they represent.

PUBLIC COMMENTS

Chief David Cates presented a request for Western Wake to retain a 2005 Suburban from the closed Western Wake Fire Station #2. Western Wake's request was denied by the Apparatus Committee and was brought to the Fire Commission in appeal. Chief Woods provided information on the Apparatus Committee's consideration of the request. The consensus of the Fire Commission was a request that the Apparatus Committee review the established small vehicle policy and provide a recommendation to the Fire Commission on the status of the Suburban.

Mr. Myrick requested that the staff send an e-mail to fire departments requesting departments implement fuel conservation measures.

ADJOURNMENT

Being no further business, and without objection, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, September 18, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, September 18, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

At the request of Chairwoman Ann Suggs, Chief Vaughan called the meeting to order. Vice Chair Lucius Jones conducted the meeting upon his arrival.

The following members were present: Chair Suggs, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Mr. Bryan Lane, Chief Scott McCollum, Commissioner Paul Coble and Mr. Robert Stagg.

Members absent were: Chief Cecil Parker, Senator Vernon Malone, Chief Chris Wilson, Chief Mark Haraway, Chief Rodney Privette, and Mrs. Barbara Poole.

The following County staff were present: Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

Chief Vaughan introduced Mr. Stagg, who made some opening remarks.

MINUTES

The minutes of the July 17, 2008 regular meeting were presented. Mr. Myrick made a motion, seconded by Mr. Stagg to approve the minutes as presented. The motion passed unanimously.

REGULAR AGENDA

CONFLICT OF INTEREST / CODE OF ETHICS

Director Echevarria presented information on the County's conflict of interest policy. According to the policy, a conflict of interest for a Fire Commission member exists only when the member could receive a direct personal financial benefit from an issue under consideration. Collateral involvement in an issue is not deemed to be a conflict of interest. The Fire Commission can recommend a more stringent conflict of interest/ethics policy if it desires.

Several members expressed the desire to continue using the County policy and not to enact a more stringent policy.

FACILITY COMMITTEE

Chief Brinson presented a report from the Facility Committee. The report included an update on the dormitory project. See attached report for details. There was no action requested on this item.

Chief Brinson presented a draft interlocal agreement with the Town of Garner for the future fire station in the southeastern area of Wake County. The committee recommended approval of the draft agreement so that it could be forwarded to the Board of Commissioners for their approval.

Mr. Myrick expressed concern on the proposed funding percentage for the fire station. The interlocal agreement includes a provision that the Town of Garner fund approximately 15% of the land and construction costs, EMS would fund 25%, and the fire service tax would fund the remainder approximate 60%. Mr. Myrick expressed that the Town of Garner's share should be higher than the proposed 15 percent. Chief Vaughan echoed the concern relative to the funding percentage.

Director Echevarria provided a brief history of the station site selection and proposed area to be protected. He indicated that the County has demonstrated a need for this fire station for several years. Based on these needs, the cost distribution was based on the distribution of the new station's first due incidents in the County and in the Town. The distribution of incident demand is used as a proxy for need. A utilization agreement has not been developed. The utilization agreement will outline funding percentages for staffing and other operational costs.

Chief Cooper made a motion to approve the interlocal agreement as presented and recommend approval by the Board of County Commissioners. The motion was seconded by Chief Mauldin. The motion passed unanimously.

APPARATUS COMMITTEE

Chief Woods presented the apparatus committee report. Chief Woods informed the Fire Commission that the Committee has followed up on Western Wake's small vehicle. Western Wake's small vehicle will be transferred to the Swift Creek Fire Department.

Chief Woods presented a recommended policy on reviewing, replacing and delaying fire apparatus replacement.

Chief Woods presented information on fuel consumption measures. The committee reported recommendations to fire departments to conserve fuel.

Chief Woods informed the Fire Commission of the cost impact of upcoming changes in the national fire apparatus standard. The standard changes could increase the cost of future apparatus purchases by approximately \$25,000 per vehicle.

Chief Vaughan explained that he felt that a single unit response in closest station areas was appropriate and should be explored with Raleigh and Cary. Although no formal action was taken, the general consensus of the Commission was that this should be explored and implemented if acceptable with Raleigh and Cary.

FIRE TAX BUDGET UPDATE

Jason Horton distributed a report on budgeted versus actual expenses of the fire service tax district. This is a new report that is available and will be distributed at each Fire Commission meeting for informational purposes.

Jason Horton presented information on the status of fire tax capital projects. He recommended cleaning up the capital budget by closing out completed projects and moving balances to uncommitted funds. Mr. Horton requested the Fire Commission recommend that Budget and Management Services be authorized by the Board of Commissioners to clean up the capital projects in the fire tax budget.

Chief McCollum made a motion, seconded by Mr. Coble, to recommend the capital clean up as presented. The motion passed unanimously.

Chief Vaughan asked a question regarding discussions with the County Manager related to collection fees and retirement funding. Director Echevarria updated the Fire Commission on the meetings. There is an Ad Hoc Committee appointed by Chair Ann Suggs that is meeting with the County Manager and other county staff. The Committee is working on a fire tax model that is sustainable for five years without requiring a fire tax increase to support ongoing costs. The Apparatus Committee assisted in the sustainable fire tax model work by developing recommendations to

reduce future fire apparatus replacement costs. Additional meetings are scheduled to continue the discussions.

Chief Vaughan inquired about the fire station closure evaluation process. Director Echevarria informed the Fire Commission that the process is pending a meeting between the County Manager and Raleigh's City Manager to determine Raleigh's interest in the project.

AD HOC COMMITTEE ON FIRE COMMISSION COMMITTEE STRUCTURE

Chief A.C. Rich provided an overview of recommendations from the Ad Hoc Committee on proposed changes to the Fire Commission's committee structure. Chief Rich explained that the Ad Hoc Committee recommends:

- Standing committees (apparatus, facility, compensation, budget, and staffing) would consist of one primary voting person from each region, one alternate/secondary person from each region, no citizen, and a Committee Chair appointed by the Fire Commission Chair.
- A quorum would consist of four of the five voting members being present.
- No person may serve on more than two committees.
- No Fire Commission member could serve as a voting member of the standing committees.

Mr. Myrick expressed concern on excluding citizens and Fire Commission members from committee membership.

Chief Vaughan proposed the following changes:

- Delete #B-5 (related to Commission members serving on committees)
- In #B-7, delete the word "not"
- In #C-4, change wording to reflect the majority of the members

Chief McCollum proposed that clarification be made that region representatives be appointed by the region, not the Chair. Director Echevarria offered reasons for Chair appointments in the past and explained that the recommendations were based on region recommendations.

Chief Vaughan made a motion to approve the recommendations with his proposed changes. Mr. Myrick seconded the motion. The motion passed unanimously.

INFORMATION AGENDA

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Ray reported that the County's Human Resources department is working with the Compensation Committee to update the salary schedule in the compensation guidelines.

Mr. Myrick inquired about the Public Safety organizational structure as a result of former Public Safety Director John Rukavina's departure. Director Echevarria informed the Fire Commission that the County's Fire/Rescue Services Division now reports directly to Deputy County Manager Joe Durham. A review is being conducted to explore the possibility of merging Emergency Management and Fire/Rescue Services.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.

Meeting Handouts

ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS

By submitting this electronic application, I pledge that, if appointed I agree by my signature below that, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners.

I. DECLARATION OF POLICY

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a Code of Ethics for County officials is hereby adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are compatible with the best interests of the County.

II. APPLICABILITY OF ETHICS POLICY

The provisions of this policy shall apply to all elected and appointed County officials, members of County boards and commissions appointed by the County commissioners, and other County employees.

II. FINANCIAL AND PERSONAL DISCLOSURE

Any County official or employee who must officially consider any public matter involving his financial or personal interests, or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

III. GIFTS AND FAVORS

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value, or legitimate political contributions shall not be included in this policy.

IV. APPOINTMENT, EMPLOYMENT, OR CONTRACT AWARD OF RELATIVES OR BUSINESS PARTNERS

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage, or business interest who is being considered for appointment, employment or contract award by that authority. Immediate family related by blood and marriage are to include: spouse, child, parents, brothers, sisters, grandparents, grandchildren, step-, and in-law relationships for preceding categories.

MEMO TO: Fire Commission Members
FROM: Ed Brinson, Chairman
DATE: September 18, 2008
SUBJECT: Facility Committee Report

Since the last Fire Commission meeting the Facility Committee met on September 10, 2008 at Fairview Fire Station No.1. We respectfully offer the following report.

FIRE STATION DORMITORY RENOVATION PROJECT

The project is continuing to move forward. As expected with all projects of this nature the milestone dates that were presented last month have moved out several weeks. As new dates are published, we will report those to the Fire Commission. The architects are in the second round of reviews with each department to ensure the preliminary blueprints and plans are correct. The engineering firm is working on the sprinkler system designs and have visited all fire stations.

Sprinkler system water is still being explored with some of the departments. AQUA is available in some areas as a source of water for the system. However, AQUA is currently quoting a \$500 to \$700 monthly meter fee for their service. County staff is negotiating a lower meter fee for these applications. There may be other opportunities to save tap on fees as we move forward.

Stony Hill asked that their proposed plan be reevaluated by the architects and engineers and we have requested Patrick McHugh with Facilities Design and Construction to honor their request.

Chief Cooper from Durham-Highway sent a request to the facility committee on September 12, 2008 to have their fire station removed from the dormitory renovation project. Their facility already has accommodations for sleeping 4 firefighters and no renovations are required.

Once the sprinkler retrofit project begins, we will readdress the sprinkler retrofit project at Durham-Highway.

Preliminary cost estimates show that the project is still within budget and we are looking for opportunities to reduce the overall cost of the project.

STATUS OF THE LAND PURCHASE FOR GARNER STATION 4

At the last Fire Commission meeting, the location of the fire station was endorsed and county staff was directed to move forward with developing an Interlocal Government Agreement (ILA) with the Town of Garner for the purchase of the land.

County staff and the county manager met with Town of Garner (TOG) officials and agreed on the items that the ILA should contain. The ILA was reviewed and endorsed by the members present at the last facility committee meeting. Essential items in the ILA included:

- Ownership of the land by Wake County.
- Cost sharing of the land purchase with the TOG.
- Cost share payment terms.
- Cost sharing the design and construction cost.
- An option for Wake County to sell the fire station to the TOG should they start a municipal fire department.
- Fair market sales agreement with the TOG should the county decide to sell the fire station.
- **Fire Commission Action Item:**
 - Endorse the ILA between Wake County and the Town of Garner for the land purchase, design and construction of a fire station in Southeastern Wake County. This endorsement will allow the purchase of the land to be placed on the next Board of Commissioners agenda.

WENDELL FALLS FIRE STATION PROJECT

No action has been taken on this project since the last Fire Commission meeting.

FUQUAY-VARINA HEADQUARTERS FIRE STATION RENOVATION PROJECT

No status change. The CIP project documents are still pending.

HOPKINS FIRE DEPARTMENT RENOVATIONS

The facility committee has received a CIP request from Chief Woods regarding renovations and repairs to the Hopkins fire station. As reported in previous Facility Committee meeting minutes, there is a need to evaluate this station for repairs and renovations. Such repair and renovations include replacing the building siding, code compliance issues with existing fuel tanks, adding an administrative area and some septic tank work.

The consensus of the facility committee is that this request will need an architectural and engineering assessment through Facilities Design and Construction. Therefore, we recommend that this request be tabled until we are nearing the completion of the dormitory project. Once we have a better understanding of the total cost of the dormitory project, we will work with county staff and the Fire Commission to see if the repairs and renovations are feasible and can be accomplished with anticipated surplus funds from the dormitory project.

**WAKE COUNTY FIRE COMMISSION
APPARATUS COMMITTEE**

TO: Fire Commission

FROM: Apparatus Committee

Subject: Apparatus Replacement Plan Recommendation

As per direction of the Fire Commission on Thursday July 17th 2008 the Apparatus Committee in order to be financially responsible to the County we will implement the following rules effective FY 2010 for Apparatus replacement.

1. **Review:** Look at all Apparatus that is currently on our Capital replacement plan and determine if it needs to be replaced, delayed, or not replaced at all reducing our Fleet size.
2. **Replace:** Replace the Apparatus if it is a First out, and meets criteria initially set forth in the replacement plan. Or if a continued cost of maintenance to operate justifies replacement, the determination will be on a case by case basis, age & mileage will be a factor.
3. **Delay:**
If an individual Station is on the Fire Commission list for possible closure, delay all replacements until a decision is made to either close or not to close the Station, this will be the same criteria being utilized by the Facilities Committee.
4. **Reduce:** Reduce the fleet size by the following:
 - a. Status of Department has changed, i.e. Station has closed or is not in CAD as a recognized station.
 - b. More pressurized hydrants have been put in place requiring less need for Tankers.
 - c. Mutual Aid can assist reducing requirements of individual Departments and still meet ISO requirements.

The Apparatus committee recommends the attached changes to the replacement schedule as shown. We have also made adjustments to costs that would be associated with our decisions. We would like for these recommendations to be brought to the Fire Commission for approval.

**WAKE COUNTY FIRE COMMISSION
APPARATUS COMMITTEE**

**TO: Wake County Fire Commission
2008**

September

FROM: Apparatus Committee

Subject: Recommendations for Fuel Consumption

The Apparatus Committee feels we have several very viable ways to recommend reduction in fuel costs within the County.

- 1. We recommend that we start talks with Raleigh, Cary, and Durham County, to try and stop sending multiple units on First Responder calls, i.e. a Raleigh Unit and a County Unit, or two (2) County Units to the same call, or send closest station only. This would have to be a Policy change with the above cities and Wake County agreeing in some cases, others it will have to be an internal operational change.**
- 2. Fire Commission adopt and enforce a Policy that no one adds their self to another dispatched Departments call unless requested by the initial unit dispatched, or a Chief Officer requests more units.**
- 3. Review the attached document for the types of calls and the number of units responding to each type of call in particular to Fire Alarms, we recommend that each Department adopt the ISO standard for responding to Fire Alarms.**
- 4. Utilize Brush Units or Admin Vehicles for First Responder calls in lieu of a larger Engine/Pumper Tanker, if possible.**

The Apparatus Committee feels that these are a few ways to reduce fuel costs and to keep Departments fuels costs down, this does not preclude any Department with coming up with their own ways to help reduce costs.

WAKE COUNTY FIRE COMMISSION
Work Session
Wednesday, November 5, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A work session of the Wake County Fire Commission was held on Wednesday, November 5, 2008, 1:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL WORK SESSION TO ORDER

Chair Ann Suggs called the meeting to order.

The following members were present: Chief Tom Vaughan, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Lucius Jones, Mr. Bryan Lane, Mr. Robert Stagg, Ms. Barbara Poole, Chief Rodney Privette, Chief Chris Wilson and Chief Mark Haraway.

Members absent were: Chief Mike Cooper, Chief Scott McCollum, Chief Cecil Parker, Senator Vernon Malone, and Commissioner Paul Coble.

REPORT FROM FY 09 BUDGET AD HOC COMMITTEE

Chief Mark Haraway provided a report from the FY 09 Budget Ad Hoc Committee. The Ad Hoc Committee was appointed by the Chair to continue discussions with the County Manager on several issues:

- Use of FY 09 fire tax funds for increased retirement funding
- Replacement of 2.5% collection fee with direct fee allocations
- Determination of number of new positions that can be added

A copy of the Ad Hoc Committee's recommendation summary is attached.

The committee recommended implementing a countywide retirement plan that is comparable to other Wake County employees. The committee also recommended a two-year transition to the direct fee allocations for functional support.

During the discussions on the FY 09 budget, the County Manager directed the Committee to develop a fire tax model that was sustainable for five years without a tax increase. Jason Horton presented the Committee's recommended five-year sustainable model.

Fire Commission members expressed concern over the direct fee allocations for functional support. Many of the issues discussed were identified as being contract issues, and the current contract needs to be revised.

The Ad Hoc Committee addressed many questions from Fire Commission members. The Committee report will be presented at the next Fire Commission meeting for consideration.

REPORT FROM COMPENSATION COMMITTEE

Captain David Price informed the Fire Commission that the Compensation Committee needs assistance with compliance with the adopted compensation plan and guidelines. The Compensation Committee has identified several cases that are not in compliance with guidelines in the compensation plan.

The committee reported that there is currently no effective method to achieve compliance with compensation guidelines. The compensation plan states that actions inconsistent with the plan will not be funded in a department's operating budget. However, the Committee needs Fire Commission support to achieve compliance.

Fire Commission members asked for copies of the compensation guidelines and for specific issues that are not in compliance.

OTHER BUSINESS

Fire/Rescue Services Director Raymond Echevarria informed Fire Commission members that the Fire Commission's Rules of Procedure state that the Chair is to be elected annually. However, elections have not been held annually and will be held at the next meeting.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, November 20, 2008
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 20, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chairwoman Ann Suggs called the meeting to order.

The following members were present: Chair Suggs, Mr. Lucius Jones, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Commissioner Paul Coble, Mr. Robert Stagg, Chief Cecil Parker, Mrs. Barbara Poole

Members absent were: Chief Tom Vaughan, Senator Vernon Malone, Chief Chris Wilson, Chief Mark Haraway, and Chief Rodney Privette.

The following County staff were present: Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

Chair Suggs introduced two new Fire Commission members. The new members are Chief David Cates representing the Western Region and Lee Price serving as the President of the Wake County Firefighters' Association.

The agenda was approved as submitted.

MINUTES

The minutes of the September 18th, 2008, regular meeting were approved as submitted.

The minutes of the November 5th, 2008, work session were approved with one amendment. The minutes are amended to reflect that Chief Chris Wilson, North Region alternate member, was present at the work session.

REGULAR AGENDA

FIRE COMMISSION CHAIR ELECTION

Chair Suggs introduced Fire Services Director Raymond Echevarria to provide introductory remarks. Director Echevarria informed the Fire Commission that the Rules of Procedure were revised approximately four years to replace the nonvoting facilitator with a chair elected from among the voting membership. The Rules stated that elections were to be held annually. Chair Suggs was elected as the first chair, and elections have not been held since the first election.

Director Echevarria provided options for the Fire Commission to hold elections. The Fire Commission decided to have the Chair open the meeting for nominations from the floor. Chair Suggs opened the floor for nominations for chair.

Mr. Robert Stagg nominated Mr. Lucius Jones. Commissioner Paul Coble seconded the nomination. Being no additional nominations, Chair Suggs closed the nominations. Mr. Lucius Jones was elected Fire Commission Chair by unanimous vote.

Ms. Ann Suggs was unanimously elected Vice Chair upon nomination by Chair Jones.

Newly elected Chair Lucius Jones began presiding over the meeting.

CONSIDERATION OF RECOMMENDATION FROM AD HOC COMMITTEE ON FY 09 FIRE TAX BUDGET

Fire Services Director Raymond Echevarria provided a copy of the handout that was provided at the November 5, 2008, work session. Director Echevarria informed the Fire Commission of actions that Wake County is taking in response to lower than expected revenues. Wake County has implemented a hiring freeze and eliminated travel and food expenditures.

Since no action was taken on the committee's recommendations at the work session, the item is on the agenda for Fire Commission action. Chief Mike Cooper inquired about retirement funding. Budget and Management Analyst Jason Horton informed the Fire Commission that departments that exceed the 9.87% retirement funding will be reduced to 9.87%, and departments that are lower than 9.87% will be increased.

Director Echevarria informed the Fire Commission that the plan to implement the retirement funding is to coordinate with Wake County's Human Resources Department to create a countywide plan for private, not-for-profit fire departments that are not already in the state retirement system.

Chief Cooper inquired as to why the number of new positions that can be added is reduced. Jason Horton informed the Fire Commission that the sustainable fire tax model prepared by staff included 18 new positions and assumed fire department appropriations would increase by 2%. The Ad Hoc Committee's recommendation includes 12 new positions with increasing the assumed department appropriations to 4%.

Discussion followed about assumptions in the fire tax model.

Mr. Billy Myrick motioned to accept the recommendations from the Ad Hoc Committee. After a second by Ms. Ann Suggs, the Fire Commission unanimously approved the recommendations.

FIRE SERVICE COMPENSATION PLAN UPDATE

Captain David Price informed the Fire Commission that there is only one outstanding item regarding compliance with the 2006 compensation plan. Captain Price, Chair of the Compensation Committee, informed the Fire Commission that the committee is working with the department to address the issue.

Captain Price also informed the Fire Commission that the Compensation Committee continues to receive feedback about department compliance with compensation guidelines. The Compensation Committee will conduct a survey of all departments and inform the Fire Commission of the results.

Captain Price also informed the Fire Commission that a market survey is being conducted. Results of the market survey will be brought to the Fire Commission.

CONSIDER ADOPTION OF POST INCIDENT REVIEW PROGRAM

Fire/Rescue Training Director Ricky Dorsey presented a recommended post incident review program to the Fire Commission for consideration of adoption. The program will provide a systematic and consistent approach for reviewing and evaluating incident response. The program will be used by both fire agencies and EMS agencies.

After discussion, the consensus of the Fire Commission was to obtain feedback from fire chiefs and bring back to the Fire Commission at a later date.

FACILITY COMMITTEE

Chief Ed Brinson provided a report from the Facility Committee. Chief Brinson provided an update on the dormitory project. The Committee recommended pulling Western Wake and Falls Fire Departments from the project. Chief Brinson also informed the Fire Commission that the County and the Town of Garner have approved the interlocal agreement for fire station in southeast Wake County.

APPARATUS COMMITTEE

Chief Ron Roof provided a report from the Apparatus Committee. The Committee presented five items:

1. We will finalize our replacement list for 2010 by the 15th of December, we are requesting from the Fire Commission that once the list is finalized that no other Vehicle be added, without the Fire Commission approval and where the money will come from for payment, this will enable the Capital Budget to be consistent. However this does not preclude an Emergency purchase, still needing Fire Commission approval.
2. We have compiled our return revenue from the sales of vehicles for the next six years (including 09), it will be approximately \$150,692.00 (admin vehicles only). Also we will start paying off our initial debt of first vehicles bought starting in 2016.
3. The Committee went over the current replacement schedule for the next five years, and voted and agreed that we would like to request from the Fire Commission that all vehicles scheduled to be replaced at Stations that are on the list for potential closing not be replaced until a decision has been made as to whether or not they are to close or remain open.
4. The Committee discussed as to how we handle the following small items on new Apparatus:
 - a. Five Traffic Vests-Department Responsibility
 - b. Five Traffic Cones-Department Responsibility
 - c. Five Warning Devices-Department Responsibility
 - d. Automated Defibrillator-County Responsibility

After discussion, it was determined that the Fire Commission should appoint a person/committee to track all the de-fibs and insure the person/committee is responsible for the tracking and replacement of all defibs in the County, also to insure the Budget reflects this, to include a new Defib for each Apparatus purchased.

5. At or last meeting we held a Discussion on the Black Box that will be required with the new NFPA requirements, and there was some concern over the legal aspects of the box and the information contained with it. Chief Woods will schedule a briefing on the black Box for all County Departments and will advise the date time and place.

Chief Woods also informed the Fire Commission that the Apparatus Committee recommends revising the large apparatus replacement plan. The Committee recommends allocating funds for departments to purchase replacements individually rather than replacing apparatus based on countywide specifications. The consensus of the Fire Commission was to continue purchasing standardized apparatus based on countywide specifications. Although cost savings will not be realized when purchasing small numbers of replacements, standardizing apparatus is an important goal and apparatus standardization should be continued.

Ms. Ann Suggs motioned to approve item #3. After a second by Commissioner Coble, the Fire Commission unanimously approved the recommendation from the Apparatus Committee.

Discussion followed about tracking defibrillators for replacement. The Fire Commission decided to transition the Turnout Gear Committee to an Equipment Committee.

FIRE TAX BUDGET UPDATE

Budget and Management Analyst Jason Horton provided a fire tax update. No action necessary. Future updates will be on the information agenda.

INFORMATION AGENDA

FIRE COMMISSION COMMITTEE APPOINTMENTS

Fire Services Director Echevarria provided a handout detailing updated committee appointments. The appointments were made based on the revised committee structure approved by the Fire Commission at its September meeting.

PRESENTATION ON WAKE COUNTY RECRUIT ACADEMY

Training Director Ricky Dorsey provided an informational session on the first Wake County recruit academy. The presentation provided background on the academy.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Fire Services Director Echevarria informed the Fire Commission that information requested at the November 5, 2008, work session is provided for information only. Director Echevarria also informed the Fire Commission that a kickoff meeting was held for the fire station closure evaluation process.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.

Meeting Handouts

WAKE COUNTY FIRE COMMISSION FACILITY COMMITTEE

MEMO TO: Fire Commission Members
FROM: Ed Brinson, Chairman
DATE: November 20, 2008
SUBJECT: Facility Committee Report

Since the last Fire Commission meeting the Facility Committee met on November 12, 2008 at Fairview Fire Station No.1. We respectfully offer the following report.

FIRE STATION DORMITORY RENOVATION PROJECT

The second phase of design work should be completed by November 20. The design work is on track for review by the facility committee in December/January. Several design areas remain to be completed. In addition, two fire stations were removed from the renovation project. The following action was taken or noted by the facility committee during the last meeting:

- The committee agreed to support the renovation design changes at Stony Hill Station 2.
- Swift Creek has started the annexation process with the Town of Cary. The annexation allows municipal water to support their sprinkler system.
- Due to EMS moving into Fairview Station No. 1 during October, Fairview has requested the design team to conduct a second review of the dorm accommodations.
- The committee pulled the Falls Fire Station renovation project. During the design process, it was discovered that the Falls Fire Station has a number of issues that cannot be readily resolved to accommodate the renovation project. These issues include:
 - Zoning non-conformance.
 - Higher than normal cost for a sprinkler system due to the construction features of the present structure.
 - Construction of a rated fire barrier.
 - ADA accessibility code compliance.
 - The parking lot is located on an adjoining property.

Due to the number of issues associated with this property, the facility committee voted to suspend all dormitory design work on this station. The committee did agree that major maintenance issues for this fire station would be addressed on an as needed basis.

- The committee pulled the Western-Wake renovation project. The issue of the land lease was a major topic of discussion. It was reported that Wake County EMS was losing their land lease for the EMS station on District Drive from the State due to the state having other plans for the land. Western-Wake may face a similar situation with their land lease renewal. Ray Echevarria is investigating the lease issue. In addition, it was determined that Western-Wake already has accommodations to sleep four firefighters within their current building design. The committee did not feel it was appropriate to spend additional monies on this station with the potential of losing the building and land to the State of North Carolina.

As reported at the last fire commission meeting, preliminary cost estimates show that the project is still within budget. These projects will go to bid in the January/February period and the committee will be able to bring you an exact estimate of costs.

STATUS OF THE LAND PURCHASE FOR GARNER STATION 4

Since the last Fire Commission meeting, the County Board of Commissioners and the Town of Garner Board agreed to purchase the land on Spaceway Court for the fire station. The zoning of the land went before the Town of Garner Planning Commission and the commission agreed to change the zoning to accommodate the construction of Garner Station 4. The zoning change was needed before both the Town of Garner and Wake County officials agreed to sign the Interlocal Agreement.

WENDELL FALLS FIRE STATION PROJECT

No action has been taken on this project since the last Fire Commission meeting.

**WAKE COUNTY FIRE COMMISSION
APPARATUS COMMITTEE**

TO: Wake County Fire Commission

November 20, 2008

**FROM: Chief Frank Woods
Apparatus Committee Chairman**

Subject: Apparatus Report

The following is the Apparatus Committee report for November 20th 2008.

6. We will finalize our replacement list for 2010 by the 15th of December, we are requesting from the Fire Commission that once the list is finalized that no other Vehicle be added, without the Fire Commission approval and where the money will come from for payment, this will enable the Capital Budget to be consistent. However this does not preclude an Emergency purchase, still needing Fire Commission approval.
7. We have compiled our return revenue from the sales of vehicles for the next six years (including 09), it will be approximately \$150,692.00 (admin vehicles only). Also we will start paying off our initial debt of first vehicles bought starting in 2016.
8. The Committee went over the current replacement schedule for the next five years, and voted and agreed that we would like to request from the Fire Commission that all vehicles scheduled to be replaced at Stations that are on the list for potential closing not be replaced until a decision has been made as to whether or not they are to close or remain open.
9. The Committee discussed as to how we handle the following small items on new Apparatus:
 - a. Five Traffic Vests-Department Responsibility
 - b. Five Traffic Cones-Department Responsibility
 - c. Five Warning Devices-Department Responsibility
 - d. Automated Defibrillator-County Responsibility

After discussion, it was determined that the Fire Commission should appoint a person/committee to track all the de-fibs and insure the person/committee is responsible for the tracking and replacement of all defibs in the County, also to insure the Budget reflects this, to include a new Defib for each Apparatus purchased.

10. At or last meeting we held a Discussion on the Black Box that will be required with the new NFPA requirements, and there was some concern over the legal aspects of the box and the information contained with it. Chief Woods will schedule a briefing on the black Box for all County Departments and will advise the date time and place.

WAKE COUNTY FIRE COMMISSION
Thursday, January 15, 2009
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 15, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Ms. Ann Suggs, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Mr. Robert Stagg, Mrs. Barbara Poole, Chief Tom Vaughn, Chief David Cates, and Battalion Chief Lee Price.

Members absent were: Senator Vernon Malone, Chief Chris Wilson, Commissioner Paul Coble, Chief Rodney Privette, and Chief Cecil Parker.

The following County staff were present: Commissioner Lindy Brown, Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

The minutes of the November 20th, 2008, regular meeting were approved as submitted.

REGULAR AGENDA

RECOMMENDATION FROM STAFFING AD HOC COMMITTEE

Fire Chief Mark Haraway presented a recommendation distribution of new positions approved in the FY 09 budget. The Committee recommended allocating the positions as listed below:

Stony Hill – 3 personnel

Rolesville – 2 personnel matched by 1 from the Town of Rolesville

Hopkins – 2 personnel; existing daytime position changed to 24 hour

Wendell – 2 personnel for station 2

Garner – 1 person to be matched by the Town of Garner

Fuquay-Varina – 1 person to be matched by the Town of Fuquay-Varina

Apex – 1 person – Town of Apex already matching this position

Chief Haraway presented the data to support the committee's recommendation. Mr. Myirck made a motion to accept the Ad Hoc Committee recommendation and implement as written. After a second by Chief Vaughan, the motion passed unanimously.

COMPENSATION COMMITTEE – MARKET SURVEY RESULTS

Captain David Price presented the results of the market survey. Captain Price informed the Fire Commission that the salary ranges are surveyed every three years. Wake County's Human Resources Department completed the survey. The survey determined that all of the positions were below the market ranges for each position. The proposed pay ranges bring the salaries closer to the market and reduces the budget impact.

Captain Price informed the Fire Commission that the projected budget impact will be calculated based on the FY 10 budget information.

Fire Commission members discussed the market survey.

After discussion, the Fire Commission delayed action until the budget impact can be determined.

INFORMATION AGENDA

FACILITY COMMITTEE

Chief Ed Brinson provided a report from the Facility Committee for information only. No action needed.

APPARATUS COMMITTEE

Chief Frank Woods presented information on planned FY 2010 fire apparatus replacements. No action needed.

FIRE TAX FINANCIAL REPORT

Budget and Management Analyst Jason Horton provided a fire tax financial report. No action necessary. Future updates will be on the information agenda.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Fire Services Director Raymond Echevarria informed the Fire Commission that due to workload demands, he will not attend committee meetings as in the past.

OTHER BUSINESS

Lee Price asked Director Echevarria about the status of the fire station closure evaluation process. Director Echevarria informed the Fire Commission that the incident data is under review and the process continues.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, March 19, 2009
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 19, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Ms. Ann Suggs, Commissioner Paul Coble, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Robert Stagg, Senator Vernon Malone, Chief Tom Vaughan, Chief David Cates, Battalion Chief Lee Price, Chief Cecil Parker, and Chief Chris Wilson.

Members absent were: Chief Mike Cooper, Ms. Barbara Poole, Chief Mark Haraway, and Chief Rodney Privette.

The following County staff were present: Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Commissioner Paul Coble and second by Ms. Ann Suggs, the Fire Commission unanimously approved minutes of the January 15th, 2009, regular meeting.

REGULAR AGENDA

FACILITY COMMITTEE

Chief Ed Brinson, Facility Committee Chair, introduced Senior Project Manager Mark Forestieri of Wake County Facilities, Design and Construction. Mark Forestieri provided a brief history of the southeastern fire station project and the station's proposed design. Mark Forestieri then introduced Mr. Kenneth Newell of Stewart-Cooper-Newell Architects. Mr. Newell provided an overview of the proposed fire station design. Discussion followed on the building plans. After discussion, Mr. Billy Myrick motioned to approve the schematic design for the new fire station. After a second by Ms. Suggs, the Fire Commission unanimously approved the schematic design.

Chief Ed Brinson requested the Fire Commission consider bidding construction of dormitory improvements. Discussion followed on fire stations included in the project. Commissioner Coble motioned to prioritize the dormitories and do work where needed for personnel currently sleeping in areas that are not code compliant, to advertise the request for bids, and bid stations as a series of alternates. A request was also made to determine if the Town of Cary can provide water service to supply the sprinkler system at Fairview Fire Station #1. After a second by Battalion Chief Lee Price, the Fire Commission unanimously approved the recommendation.

STAFFING PLAN UPDATE

Chief Tony Mauldin of Fuquay-Varina Fire Department asked for clarification on the position allocated to the Fuquay Fire Department. Chief Mauldin asked what would happen to the position if the Town is unable to match the position. Chair Lucius Jones has asked Chief Haraway to review where and how to allocate the position and for Chief Haraway to make a recommendation at the next Fire Commission meeting.

EQUIPMENT COMMITTEE

Captain David Price, Chair of the Equipment Committee, informed the Fire Commission that the Equipment Committee requests the Fire Commission add Cary and Raleigh Fire Departments as voting members to the Equipment Committee. Chief Mauldin motioned to support the Committee's request. After a second by Mr. Billy Myrick, the Fire Commission unanimously approved the request.

COMPENSATION COMMITTEE

Captain David Price provided a report detailing the cost impact of implementing the new salary ranges in the market survey for full-time salaries. Captain Price advised the Fire Commission that the Compensation Committee recommends including funds in the upcoming FY10 budget to implement the new market ranges for full-time positions. Battalion Chief Lee Price motioned to accept the Committee's recommendation. After a second by Ms. Ann Suggs, the Fire Commission unanimously approved the recommendation.

RETIREMENT AD HOC COMMITTEE

Captain David Price presented a recommendation from the Retirement Ad Hoc Committee. The committee recommends budgeting 9.87% as long as the department agrees that its employees contribute 6% of their salary. If approved, the Compensation Committee will develop guidelines for implementation. Mr. Billy Myrick motioned to support the Committee's recommendation. After a second by Chief Tom Vaughan, the Fire Commission unanimously approved the motion.

APPARATUS COMMITTEE

No report.

INFORMATION AGENDA

BUDGET COMMITTEE

Chief Parker provided the Fire Commission an update on the Budget Committee's progress in developing a recommended FY10 fire tax budget.

FIRE TAX FINANCIAL REPORT

Budget and Management Analyst Jason Horton provided a fire tax financial report. Jason noted the changes from the January meeting. Discussion followed on part-time staffing costs for departments that received new full-time positions in FY09. Jason Horton deferred to Budget Committee Chair Cecil Parker. Chief Parker informed the Fire Commission that the Budget Committee is scheduled to review part-time staffing at the Committee's next meeting.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

Battalion Chief Lee Price informed the Fire Commission that the Wake County Firemen's Association has called a Chief's Council meeting and invited Fire Commission members to attend.

PUBLIC COMMENTS

Chief Ed Brinson of the Fairview Fire Department provided information on volunteerism at the Fairview Fire Department. Chief Brinson presented a request for the Fire Commission to allocate positions remaining from FY09 to Fairview Fire Department and to ask County staff to work with the department to review data and assist the department in developing a plan to reallocate some of our current part-time positions to full-time 24-hour positions.

Mr. Rodney Dickerson, Assistant Town Manager for Town of Garner, informed the Fire Commission of challenges the Town has in getting information about issues and asked to improve communications with the Town.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, April 30, 2009
Special Called Meeting – FY10 Budget Recommendation
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Thursday, April 30, 2009, 6:30 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Commissioner Paul Coble, Chief Tony Mauldin, Mr. Billy Myrick, Mr. Robert Stagg, Chief Tom Vaughan, Chief David Cates, Battalion Chief Lee Price, Chief Cecil Parker, Chief Rodney Privette, and Chief Mark Haraway.

Members absent were: Ms. Ann Suggs, Chief Chris Wilson, Chief Mike Cooper, and Ms. Barbara Poole.

The following County staff were present: Commissioner Lindy Brown, Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

CONSIDER BUDGET COMMITTEE'S FY10 FIRE PROTECTION SERVICE TAX DISTRICT BUDGET RECOMMENDATION

Chief Cecil Parker, Budget Committee Chair, provided a presentation on the Budget Committee's recommended FY10 fire tax district budget. Discussion followed on the recommendation.

Chief Mauldin asked why the position allocated in the current year for Fuquay-Varina Fire Department was on the list for redistribution in FY10. Clarification was made that the position was still available for Fuquay if the Town matches the position.

Clarification was also offered on the position originally allocated to the Town of Apex Fire Department. A recommendation will be offered to the Fire Commission at the May meeting on allocation of the Apex position.

Chief Vaughan requested detail information on the fire training budget. Chief Vaughan requested information on:

3124 Food/Catering	\$4,100
3301 Airfare	\$2,300
3303 Conference/Training	\$2,100
3305 Certification/Licensing	\$3,700
3306 Lodging	\$2,880
3307 Meals	\$2,600

The Fire Commission discussed the methodology for providing operating increases for fire departments and the inclusion of six new firefighter positions.

After discussion, Battalion Chief Lee Price motioned that the Fire Commission approve the Budget Committee's recommendation with two exceptions:

- Do not include adding the six new firefighter positions
- Hold the approximately \$16,000 appropriated per department for operating increases in a contingency fund for a department that has a financial difficulty to request funds from.

After a second by Commissioner Paul Coble, discussion followed. Clarification was made that the operating increase funds would be held in a contingency line item and that the Fire Commission would approve any operating increases. Further clarification was made that the FY09 positions would remain in the budget, and funds for the six new positions in FY10 would remain in fund balance.

After discussion, the motion carried on a unanimous vote.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, May 21, 2009
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 21st, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Ms. Ann Suggs, Commissioner Paul Coble, Chief Tony Mauldin, Chief Mike Cooper, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Robert Stagg, Chief Mark Haraway, Chief David Cates, Battalion Chief Lee Price, and Chief Chris Wilson.

Members absent were:, Chief Cecil Parker, and Chief Rodney Privette, Chief Tom Vaughan.

The following County officials and staff were present: Commissioner Lindy Brown, Commissioner Joe Bryan, Deputy County Manager Joe Durham, Director of Fire and Emergency Management Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Commissioner Paul Coble and second by Mr. Robert Stagg, the Fire Commission unanimously approved minutes of the March 19th, 2009, regular meeting and the April 30th, 2009, special called meeting.

REGULAR AGENDA

REALLOCATION OF FY09 FIREFIGHTER POSITION

Chief Mark Haraway informed the Fire Commission that the Town of Apex has returned the one firefighter position allocated to Apex Fire Department. Chief Haraway also informed the Fire Commission that the Town of Fuquay will match the position allocated to the Town of Fuquay-Varina Fire Department in the FY 2010 budget year.

Chief Haraway informed the Fire Commission that the Staffing Ad Hoc Committee recommends that the Fuquay-Varina Fire Department retain the position to be matched in the FY 2010 budget year subject to the Town of Fuquay-Varina provide written documentation of the match.

Chief Haraway then advised the Fire Commission that the Staffing Ad Hoc Committee reassign the position originally allocated to Apex to the Fairview Fire Department. The Committee recommends the reassignment subject to Fairview Fire Department reassigning their current part-time staffing funds to full-time positions providing 24 / 7 staffing for at least one engine company.

After discussion, Mr. Billy Myrick motioned that the Fire Commission approve the Staffing Ad Hoc Committee's recommendations. After a second by Commissioner Coble, the motion was approved unanimously.

FACILITY COMMITTEE

Chief Ed Brinson provided the Facility Committee report. The report contained information on the status of the Garner Fire Station #4 project, Fuquay Varina Headquarters Renovation Project, Bay Leaf Headquarters Reconstruction Project, Fire Station Closure Process Review, and Fire Station Dormitory Renovation Project.

Chief Brinson informed the Fire Commission that the Facility Committee recommended the fire tax district fund a percentage of the Fuquay Varina Headquarters renovation. Chief Mauldin clarified that the Town is requesting fire tax funding for only 23% of the addition portion of the project and not requesting funding for the renovation portion of the project.

Chief Brinson provided copies of the dormitory project bid summaries. Wake County Project Manager Patrick McHugh provided an overview of the bid process. Discussion followed on the site and planning issues of the project. Fire Commission asked County staff to follow up on the site issues to determine whether the project requires compliance with the identified site issues and report back at the next Fire

Commission meeting. The Fire Commission will schedule a special called meeting at a later date to consider a recommendation for the dormitory project bid award.

After discussion, Mr. Robert Stagg motioned to approve the funding agreement with Fuquay Varina. Commissioner Coble seconded the motion. Chief Tony Mauldin recused himself from the vote. The motion carried on a unanimous vote.

Battalion Chief Lee Price asked about the status of the fire station closure evaluation process. Battalion Chief Price asked for a report on the process at the July 16, Fire Commission meeting.

FY10 FIRE TAX BUDGET FOLLOW UP

Chair Lucius Jones discussed the process for distributing additional FY2010 operating funds to fire departments. Chair Jones informed the Fire Commission that he will appoint a committee to develop guidelines for the distribution of additional operating funds to fire departments and that the funds are to be used for emergency situations. The committee will review requests and make recommendations for distributing funds.

The Fire Commission discussed issues and options for reviewing requests for and appropriating the FY 2010 operating funds.

Director Raymond Echevarria advised the Fire Commission that the fire training budget information requested during the April 30, 2009, special called budget meeting is provided.

MERGER PLAN FOR WAKE FOREST AND FALLS FIRE DEPARTMENT

Wake Forest Fire Chief Freddy Lynn provided the Fire Commission a proposal outlining a proposed merger of the Wake Forest and Falls Fire Departments. Chief Lynn advised the Fire Commission that the Presidents of both departments' boards have signed a letter authorizing the merger, and the merger will take approximately two years to complete.

Chief Lynn answered questions from Fire Commission members about the proposal.

After discussion, Mr. Billy Myrick motioned for the Fire Commission to accept the proposal and allow up to two years for the merger. After a second by Ms. Suggs, the motion passed on a unanimous vote.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Budget and Management Analyst Jason Horton provided a fire tax financial report. Mr. Horton advised the Fire Commission that he projects the fire tax district will end the FY 09 budget year slightly above budgeted revenue.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief Ron Roof provided background on the Budget Committee's recommendation for allocating FY 2010 operating funds to fire departments.

Chief Mike Cooper raised a question on behalf of Chief A. C. Rich regarding the Compensation Committee's recommended plan for implementing the new salary bands. Chief Cooper advised the Fire Commission that Chief Rich requests the Compensation Committee revisit the implementation plan for the new salary bands.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Monday, June 8, 2009
Special Called Meeting – FY10 Budget Recommendation
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Monday, June 8th, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order and provided an invocation.

The following members were present: Chief Tony Mauldin, Commissioner Paul Coble, and Chief Rodney Privette.

The following members were present via teleconference: Battalion Chief Lee Price, Ms. Ann Suggs

Members absent were: Mr. Robert Stagg, Mr. Billy Myrick, Chief Cecil Parker, Chief David Cates, Chief Chris Wilson, Chief Mike Cooper, Chief Mark Haraway and Ms. Barbara Poole.

The following County staff were present: Director of Fire and Emergency Management Raymond Echevarria, and Budget and Management Analyst Jason Horton.

The agenda was approved as submitted.

**CONSIDER FACILITY COMMITTEE RECOMMENDATION FOR DORMITORY
PROJECT BID AWARD**

Chief Ed Brinson, Facility Committee Chair, provided the Facility Committee's recommendation to award the dormitory project bid to J. D. Beam, Inc. Chief Brinson informed the Fire Commission the committee recommends that the Fire Commission support accepting project deduct #2 which removes Wake-New Hope Fire Station #2 from the project since the station is not occupied on a 24-hour basis.

The following stations will be included in the project:

- Fairview Fire Station #2
- Stony Hill Fire Station #2
- Swift Creek Fire Station
- Fairview Fire Station #1
- Bay Leaf Fire Station #2

Discussion followed on the recommendation. After discussion, Chief Mauldin motioned to approve the Facility Committee recommendation and recommend that Board of Commissioners award the dormitory project bid to J.D. Beam. After a second by Ms. Ann Suggs, the motion carried on a unanimous vote.

CONSIDER COMPENSATION COMMITTEE RECOMMENDATION TO IMPLEMENT RETIREMENT FUNDING PLAN

Captain David Price provided a recommendation that the Fire Commission approve a plan to implement a standardized retirement funding amount of 9.87% of career employees' salary.

Captain Price informed the Fire Commission the committee recommends implementing the funding July 1, 2009, based on:

- Retirement funding requirements are to be included as Section 8 of the Fire Service Compensation Plan.
- Retirement contributions can only be used for a retirement plan that is a United States Internal Revenue Service (IRS) qualified retirement plan.
- Each department will submit a letter of certification to the Compensation Committee by the department's plan administrator verifying that the department's plan is an IRS qualifying plan.
- The department's annual audit will include documentation of the approved funding amount for retirement plans and the amount of funds spent on qualifying plan payments for the fiscal year.

After discussion, Ms. Ann Suggs motioned to approve the Compensation Committee's recommendation. After a second by Battalion Chief Lee Price, the motion carried on a unanimous vote.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, July 16, 2009
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, July 16th, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Ms. Ann Suggs, Commissioner Paul Coble, Chief Cecil Parker, Chief Mike Cooper, Mr. Billy Myrick, Mr. Robert Stagg, Chief Mark Haraway, Chief David Cates, Battalion Chief Lee Price and Chief Jimmy McCauley, .

Members absent were: Chief Tony Mauldin, Chief Chris Wilson, Ms. Barbara Poole and Chief Rodney Privette.

The following County officials and staff were present: Commissioner Lindy Brown, Director of Fire and Emergency Management Raymond Echevarria, Public Safety Business Manager Demetric Potts and Wake County Budget Manager Ben Canada.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

The Fire Commission considered the minutes of the May 21st, 2009, regular meeting. Ms. Ann Suggs identified a needed correction on page 3 in the summary of the discussion on the merger plan for Wake Forest and Falls Fire Departments. Ms. Suggs noted that the motion should read, "...Mr. Billy Myrick motioned for the Fire Commission to accept the proposal and allow up to two years..." Ms. Suggs motioned for approval with the correction. The motion was passed unanimously after receiving a second from Mr. Myrick.

There being no noted changes, Commissioner Paul Coble motioned to approve the minutes of the June 8th, Special Called meeting. After a second by Mr. Bob Stagg, the motion was approved unanimously.

REGULAR AGENDA

REPORT ON EVALUATION AND APPLICATION OF FIRE COMMISSION'S FIRE STATION CLOSURE CRITERIA

Director Echevarria provided an outline of the evaluation and application of the Fire Commission's fire station closure criteria to four fire stations – Bay Leaf Fire Station #3, Falls Fire Station, Wake New Hope Fire Station #1 and Western Wake Fire Station #1.

The presentation summarized the staff analysis of the criteria adopted by the Fire Commission. Director Echevarria advised the Fire Commission that cost data is incomplete, and he is waiting for an estimated fire contract cost from the City of Raleigh.

After the presentation, the Fire Commission discussed the information and next steps. Fire Commission members decided to focus on the first two fire stations recommended for action in the report – Bay Leaf Fire Station #3 and Falls Fire Station. Fire Commission members discussed the importance of allowing the fire departments to provide information in response to the report.

After discussion, it was the consensus of the Fire Commission to schedule a special called meeting prior to the September meeting to allow the Bay Leaf and Falls Fire Departments an opportunity to provide feedback on the report. Additionally, Fire Commission members wanted to schedule the special called meeting after receiving cost data from the Raleigh Fire Department.

FAIRVIEW FIRE DEPARTMENT STAFFING PLAN

Chief Ed Brinson provided the Fire Commission an update on the Fairview Fire Department's staffing plan. The staffing plan was offered in response to the Fire Commission's approval of one full-time firefighter position for Fairview Fire Department with the condition that the Fairview Fire Department reallocate current part-time funds to full-time positions to provide 24 / 7 staffing.

Chief Brinson presented three staffing scenarios that the Fairview Fire Department considered to meet the Fire Commission's conditions. Chief Brinson advised the Fire Commission that scenario 2 provides a service improvement and does not diminish current levels of service. Chief Brinson also advised the Fire Commission that scenario 2 requires additional funding in the amount of approximately \$31, 637 including startup costs. Commissioner Coble questioned the initial startup costs which was adjusted accordingly.

The Fire Commission discussed at length the options presented by Chief Brinson. After discussion, Chief Haraway motioned to accept scenario 2 as presented and reallocate the necessary funds. After a second by Ms. Suggs, the motion passed with Mr. Myrick dissenting.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Canada presented a year-end report for FY 2009. He also provided a year-to-date financial report for FY 2010.

After discussion, Mr. Canada provided the Fire Commission information on House Bill 852, An Act to Defer a Portion of the Property Tax Due on Real Property Held for Sale by a Builder.

UPDATE ON RETIREMENT FUNDING IMPLEMENTATION

Captain David Price, Chair of the Compensation Committee provided the Fire Commission an update on implementing the retirement funding plan as approved by the Fire Commission. Captain Price advised the Fire Commission that additional retirement funding has been provided to twelve fire departments after receiving the required documentation by those departments. The Compensation Committee continues to work with the remaining fire departments to obtain the required documentation.

FACILITY COMMITTEE REPORT

Chief Ed Brinson, Facility Committee Chair, provided a report from the Facility Committee. Chief Brinson advised the Fire Commission that design documents are being prepared for the southeast Wake County fire station, that notice to proceed was issued for the dormitory improvements, work has started on the Fuquay Varina Headquarters project, and work continues on the property ownership agreement for the Bay Leaf Station #1 reconstruction project

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

A member of the Durham Highway Fire Department invited the Fire Commission and others to attend a Pride and Ownership Seminar given by Rick Lasky and hosted by the Durham Highway Fire Department. The seminar is scheduled for August 1, 8:00 AM – 4:00 PM, at Providence Baptist Church.

Commissioner Lindy Brown thanked Fire Commission members and staff for the time and effort in addressing difficult fire service issues.

Chief Mike Cooper informed the Fire Commission that he has decided to no longer serve as Chief of Durham Highway Fire Department and that he will resign as the Fire Commission's north region primary representative.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, October 8, 2009
Special Called Meeting – Bid Award for Construction of
Fire Station in Southeast Wake County

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A special called meeting of the Wake County Fire Commission was held on Thursday, October 8th, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order and provided an invocation.

The following members were present: Commissioner Paul Coble, Battalion Chief Lee Price, Chief Freddy Lynn, Chief Mark Haraway, Chief Jimmy McCauley, Mr. Keith Gregory, Mr. Billy Myrick, Ms. Barbara Poole, Mr. Robert Stagg

Members absent were: Chief Tony Mauldin, , Chief Cecil Parker, Chief David Cates, , Chief A.C. Rich, Chief Rodney Privette, Ms. Ann Suggs

The following County staff were present: Director of Fire and Emergency Management Raymond Echevarria, and Business Manager Demetric Potts.

Chair Lucius Jones welcomed newly appointed members – Mr. Keith Gregory, Chief Freddy Lynn and Chief A.C. Rich.

The agenda was approved as submitted.

CONSIDER FACILITY COMMITTEE RECOMMENDATION FOR BID AWARD –
CONSTRUCTION OF FIRE STATION IN SOUTHEAST WAKE COUNTY

Chief Ed Brinson, Facility Committee Chair, introduced Wake County Project Manager Mark Forestieri to provide information on received for the construction of the fire station in the southeast area of the County.

Mr. Forestieri provided brief background on the project and referred to drawings of the site location and façade renderings. He advised the Fire Commission that Wake County received ten responsive bids and two nonresponsive bids.

The lowest responsive bidder was Riggs-Harrod Builders located in Durham, North Carolina. The lowest responsive bid amount was \$1,991,997. The bid is approximately \$464,023 below the project budget. Mr. Forestieri discussed the cost share between Wake County Fire Tax District, Town of Garner and Wake County Emergency Medical Services.

Fire Commission members asked Mr. Forestieri several questions regarding the project and Riggs-Harrod Builders.

After discussion, Mr. Robert Stagg motioned for the Fire Commission to recommend the Wake County Board of Commissioners award the fire station construction bid to Riggs-Harrod Builders. The motion passed unanimously after receiving a second by Mr. Billy Myrick.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION
Thursday, November 19, 2009
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 19th, 2009, 7:00 PM, in the Wake County EMS Training Facility, Carya Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Ms. Ann Suggs (via telephone), Commissioner Paul Coble, Chief Freddy Lynn, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Keith Gregory, Mr. Robert Stagg, Chief Mark Haraway, Chief David Cates, Battalion Chief Lee Price, and Chief Jimmy McCauley.

Members absent were: Chief Tony Mauldin, Chief Cecil Parker, Chief A.C. Rich and Chief Rodney Privette.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Commissioner Paul Coble and second by Mr. Robert Stagg, the Fire Commission unanimously approved minutes of the July 16th, 2009, regular meeting. Upon motion of Commissioner Paul Coble and second by Mr. Robert Stagg, the Fire Commission unanimously approved the minutes of the October 8th, 2009, special called meeting.

REGULAR AGENDA

PROPOSED FIRE CONTRACT REVISIONS

Director Raymond Echevarria provided a report from the Fire Contract Committee and informed the Fire Commission of the Committee's recommended changes for the next fire contract. The Committee's goal is to complete the contract prior to July 1, 2010, with the new contract effective July 1, 2010.

During the discussion, Fire Commission members directed the Contract Committee to revise two of its proposed revisions:

- Revise the minimum fund balance requirement to require fire departments to maintain a minimum fund balance of at least 5% of their annual operating appropriation
- Revise the driver license check provision to require fire departments to participate in the Transit Driver Program provided by the North Carolina Department of Transportation. The Wake Forest Fire Department currently participates in the program.

After discussion, Ms. Suggs motioned to accept the Contract Committee's proposed revisions with the two changes directed by the Fire Commission. After a second by Chief Price, the Fire Commission unanimously approved the motion.

Director Echevarria also informed the Fire Commission that the Contract Committee discussed developing an ethics policy and nepotism policy. The Committee recommends that the Fire Commission continue work on both policies and consider including in the Fire Service Compensation Guidelines.

INFORMATION AGENDA

CALENDAR YEAR 2010 MEETING DATES

Director Echevarria provided the Fire Commission a list of Fire Commission meeting dates and times for 2010. He informed the Fire Commission that the May meeting may be rescheduled to accommodate the FY 2011 budget recommendation.

FIRE TAX FINANCIAL REPORT

Jason Horton provided a fire tax financial report. Mr. Horton informed the Fire Commission that preparations are underway for the FY 11 budget process and that the Board of Trustees for the North Carolina Local Government Employees' Retirement System may increase contribution rates for the retirement system.

FACILITY COMMITTEE

Chief Ron Roof provided the Facility Committee report. The report contained information on the status of the Garner Fire Station #4 project, Fuquay Varina Headquarters Renovation Project, Bay Leaf Headquarters Reconstruction Project, Fire Station Closure Process Review, and Fire Station Dormitory Renovation Project.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Director Echevarria informed Fire Commission members that notebooks with previous fire studies are available for members after the meeting.

OTHER BUSINESS

Chief Price informed the Fire Commission that he was reelected as President of the Wake County Firefighters' Association. Chief Price also presented a request for Mr. Horton to review Eastern Wake Fire Department's funding for VFIS insurance on behalf of Eastern Wake. Mr. Horton advised he would research the issue and provide a report at the next Fire Commission meeting.

Chief Price inquired about the process for fire departments to request FY 10 funds currently held in reserve. He asked how fire departments request funding. Chairman Jones informed the Fire Commission that the Budget Committee will develop guidelines for fire departments to request funding.

Chief David Cates informed the Fire Commission that Western Wake Fire Department will celebrate 50 years of service on Saturday, November 21, 2009. He invited Fire Commission members to attend the celebration.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.