

WAKE COUNTY FIRE COMMISSION

Thursday, January 21, 2010

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 21st, 2010, 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 Freddy Lynn, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Keith Gregory, Mr. Robert Stagg, Chief Mark Haraway, Chief David Cates, Battalion Chief Lee Price, Chief Jimmy McCauley, Chief Cecil Parker, Chief Rodney Privette,

Members absent were: Chief Tony Mauldin and Chief A.C. Rich.

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.

Commissioner Coble motioned to amend the agenda by adding election of Chair and Vice-Chair to agenda. After second by Mr. Bob Stagg, agenda unanimously approved.

MINUTES

Upon motion of Commissioner Paul Coble and second by Mr. Robert Stagg, the Fire Commission unanimously approved minutes of the November 19th, 2009, regular meeting.

REGULAR AGENDA

PRESENTATION – 200 CLUB OF WAKE COUNTY

Dr. Garner, Board Member of the 200 Club of Wake County, provided the Fire Commission a presentation on the 200 Club. The presentation explained who the 200 Club members are and the mission of the 200 Club. Dr. Garner provided posters and asked all chiefs to display the posters in their stations.

Battalion Chief Lee Price informed the Fire Commission that he is coordinating a softball fund raiser event for the 200 Club on April 10, 2010.

INCIDENT MANAGEMENT TEAM CONCEPT

Chief Mark Haraway provided a presentation on the Incident Management Team Concept. Chief Haraway informed the Fire Commission that a multi-agency, multi-jurisdiction steering committee is recommending development of countywide incident management teams. Chief Haraway advised the Fire Commission that the Steering Committee seeks the Fire Commission support of the concept.

Commissioner Paul Coble motioned to endorse the concept of incident management team. After a second by Mr. Robert Stagg, the motion passed on a unanimous vote.

FACILITY COMMITTEE

Chief Ed Brinson provided the Facility Committee report:

STATUS OF THE GARNER FIRE STATION NO. 4 PROJECT

- Preparation of the construction site has started.
- A groundbreaking ceremony is planned for February.
- The structural steel should be on site in March.
- The projected opening of the station is during the month of November 2010.

FIRE STATION DORMITORY RENOVATION PROJECT

- The Bayleaf Station No. 2 renovation project will begin soon.
- The project completion dates for the remaining stations are on schedule.

BAY LEAF HEADQUARTERS FIRE STATION RECONSTRUCTION PROJECT.

- No action has occurred on the property agreement since the last Fire Commission meeting.

FIRE STATION CLOSURE PROCESS REVIEW

- The Facility Committee reviewed the latest information from Ray Echevarria regarding preliminary cost estimates for the suburban fire districts. The facility committee defers reporting on the latest information to Director Echevarria as part of his report.

WENDELL FALLS FIRE STATION PROJECT

- No action has taken place since the last Fire Commission Meeting.

HOPKINS FIRE DEPARTMENT RENOVATIONS

- The Facility Committee conducted a review of repairs pertaining to the septic system for the existing portion of the building and metal siding that has deteriorated due to age and environmental exposure.
- A future report will be forthcoming regarding these repairs.

REVIEW OF THE LITTLE RIVER RESERVOIR PROJECT IMPACT ON FIRE PROTECTION

- The purpose of the review was to assist in developing a response from the Facility Committee to the Fire Commission regarding an environmental impact study being conducted by the Army Corp of Engineers and the Department of Transportation.
- Maps and response time data analysis were reviewed for the Hopkins, Zebulon, Wendell Station No. 2, and Rolesville Fire Departments.
- Closing Fowler, Lizard Lick, and Riley Hill roads significantly increases fire department response times to the areas east of the proposed Little River Reservoir. For example, closing Fowler Road would increase response times by 248% for the Hopkins Fire Department.
- The facility committee voted to make a recommendation to the Fire Commission that they pass and forward a resolution to the Board of Commissioners that states one or more roads, including Fowler, Lizard Lick, and Riley Hill Roads remain passable during the Little River Reservoir construction project and that bridges be placed across the Little River Reservoir at Fowler, Lizard Lick and Riley Hill Roads upon completion of the project.

The Fire Commission discussed the impact of the Little River Reservoir on response times in the Eastern area of the County.

After discussion, Commissioner Paul Coble motioned to – 1) Recommend at least one road remains open across the project area during construction; and 2) Consider how fire protection will be provided using a combination of bridges and a new fire station, or other options. After a second by Mr. Billy Myrick, the motion passed on a unanimous vote.

UPDATE ON FIRE STATION CLOSURE PROJECT

Director Echevarria provided an update on the fire station closure project. He informed the Fire Commission that the City of Raleigh has provided a cost estimate that exceeds the current cost of service delivery. He also advised the Fire Commission that the proposal was under review by the County Manager's office.

Fire Commission members expressed concern about the length of time the closure evaluation process is taking, the lack of cost data, and lack of details on service delivery. Members discussed the need to evaluate fire protection on a countywide basis rather than focusing on the four fire stations.

After discussion, Battalion Chief Lee Price motioned for the Fire Commission to not support the fire station closure project and evaluate fire protection on a countywide basis. Chief David Cates seconded the motion. During discussion, Commissioner Coble offered a friendly amendment to "suspend" the fire station closure project. Chief Price accepted the friendly amendment to his motion. The amended motion passed on a unanimous vote.

FEEDBACK ON EASTERN WAKE INSURANCE FUNDING

Budget and Management Analyst Jason Horton provided a report on the status of funding for Eastern Wake Fire Department's insurance funding. The report outlined the historical budget line items for insurance.

Fire Commission members discussed the contingency funds in the FY 10 fire tax budget, and that the contingency funds would provide the funding necessary for Eastern Wake's insurance. Chief Parker provided information from the budget committee's preparation of the FY 10 recommended budget.

After discussion, Chief Parker motioned to approve the funding for Eastern Wake, and Ann Suggs seconded the motion. After continued discussion about the contingency funding, Chief Parker withdrew his motion.

Chief Parker then motioned to divide the approximate \$306,000 in contingency funds equally among the nineteen fire departments and provide approximately \$16,111 to each department as originally proposed in FY 10 Budget Committee fire tax budget recommendation. Battalion Lee Price seconded the motion. The motion failed on a tie vote, 6-yes, 6-no.

Chief Parker then motioned to provide a one-time allocation of \$11,985 to Eastern Wake Fire Department for insurance funding. Chief Privette seconded the motion. The motion passed on a 10-yes, 2-no vote.

INFORMATION AGENDA

PROPOSED FIRE CONTRACT REVISIONS

Director Echevarria provided a draft, revised fire protection contract for the Fire Commission to review before the March meeting. He requested feedback from Fire Commission members on the proposed draft and informed the Fire Commission that the contract will be on a future agenda for consideration of approval.

BUDGET COMMITTEE

Budget and Management Analyst Jason Horton provided a budget calendar for the FY 11 budget and reviewed dates in the calendar. He informed the Fire Commission that budget requests are due back from fire departments on January 29, 2010.

FIRE TAX FINANCIAL REPORT

Jason Horton provided a fire tax financial report. Mr. Horton identified budget changes since last meeting related to the new firefighter position for the Fuquay Varina Fire Department. The Fire Commission discussed fire tax revenues for the current year and for next year.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

ELECTION OF CHAIR AND VICE CHAIR

Chair Jones opened the floor for nominations for Fire Commission chair. Commissioner Coble nominated Mr. Lucius Jones for another term. Chief Freddy Lynn nominated Mr. Bob Stagg for chair. Being no further nominations, nominations were closed.

Fire Commission members elected Mr. Lucius Jones to another term as Chair on a vote of 7 – Lucius Jones, 5 – Bob Stagg.

Chair Jones opened the floor for nominations for vice-chair. Commissioner Coble nominated Mr. Bob Stagg. Being no further nominations, nominations were closed and Mr. Stagg was elected unanimously as vice-chair.

OTHER BUSINESS

Commissioner Coble informed the Fire Commission of a recent incident involving missing funds from the Garner Fire Department. He reported that an audit is underway to verify the amount and that the proper authorities are involved.

PUBLIC COMMENTS

Chief Ed Brinson addressed the Fire Commission He reminded the Fire Commission that a process was supposed to be in place to request the approximately \$16,000 in contingency funds. He recommended that future requests considered by the Fire Commission be capped at the approximate \$16,000 amount.

Chief Wright addressed the Fire Commission. He expressed disappointment about the contingency funds. He informed the Fire Commission there appeared to be a gap in the Fire Commission accepting feedback.

Chief Roof addressed the Fire Commission. He expressed concern about the fire station closure evaluation process and felt that fire chiefs should have been more involved at the end.

Mr. Ray Broadwell, Eastern Wake Fire Department Board of Director President addressed the Fire Commission. He informed the Fire Commission that Eastern Wake presented accurate information on its insurance costs and inquired whether the additional funds for insurance need to be corrected again in the upcoming budget.

Chief Chris Wilson addressed the Fire Commission. Chief Wilson advised the Fire Commission that the services mentioned in the petition are city services. He also expressed a perception that cost is determining the fire station closure evaluation and recommended that the station closure process consider funding and service delivery.

Battalion Chief Lee Price addressed the Fire Commission. He discussed the approximate \$16,000 per department in contingency funds and expressed he feels an injustice was done by not providing those funds.

Chief Freddy Lynn addressed the Fire Commission. Chief Lynn requested a process for the contingency funds be in place by the March meeting. He also requested that agendas be sent out a week in advance of the meetings, requested an updated list of committee membership, and requested the chairs of all committee send committee meeting notices and minutes to all fire chiefs.

Mr. Rodney Dickerson, Town of Garner Assistant Manager, addressed the Fire Commission. He advised the Fire Commission that detailed information related to the Garner Fire Department missing funds was asked to not be given out. He also informed the Fire Commission that service delivery in the area will not be impacted.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION

Thursday, March 18, 2010

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 18th, 2010, 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 Freddy Lynn, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Robert Stagg, Chief Tony Mauldin, Chief David Cates, Battalion Chief Lee Price, Chief Jimmy McCauley, Chief Rodney Privette,

Members absent were: Chief Cecil Parker, Mr. Keith Gregory, Chief Mark Haraway and Chief A.C. Rich.

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 January 21st, 2010, regular meeting.

REGULAR AGENDA

FIRE BUDGET COMMITTEE

Budget Committee Chair Billy Myrick provided the Budget Committee report. Mr. Myrick informed the Fire Commission that the Budget Committee met and discussed allocating the FY 10 contingency funds. The Budget Committee recommends allocating the funds in a process of expense reimbursements the same as small capital through the County's Fire and Emergency Management Department, to be reimbursed through receipts, up to a maximum of \$16,111, in one-time funds to each fire department. After a motion by Mr. Myrick to accept the Budget Committee's recommended allocation of contingency funds, Battalion Chief Lee Price seconded the motion. The motion passed on a unanimous vote.

Mr. Myrick then asked Budget and Management Analyst Jason Horton to review the initial draft of the FY 11 fire tax budget summary. Mr. Horton reviewed the summary and discussed changes from FY 10 to FY 11.

APPARATUS COMMITTEE

Chief Frank Woods presented a recommended change to the small vehicle replacement policy. Chief Woods advised the Apparatus Committee recommends all administrative type vehicles be reviewed each fiscal year by the Apparatus Committee to ensure the vehicle meets the mileage criteria for replacement of 100,000 miles. The recommended changes increases the mileage from the current amount of 75,000 miles up to 100,000 miles.

After a motion by Commissioner Coble to adopt the Apparatus Committee recommendation and a second Mr. Bob Stagg, the Fire Commission unanimously approved the Apparatus Committee's recommended change.

INFORMATION AGENDA

REVISED FIRE PROTECTION AGREEMENT

Director Echevarria provided a draft, revised fire protection contract for the Fire Commission review before the March meeting. Mr. Echevarria reviewed the changes from the previous meeting. The Fire Commission discussed issues related to fire department board of director membership. Mr. Echevarria requested feedback from Fire Commission members on the proposed draft.

FIRE TAX FINANCIAL REPORT

Jason Horton provided a fire tax financial report. Mr. Horton reviewed the FY 10 end of year revenue estimate.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

No public comments provided at meeting.

ADJOURNMENT

Being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION

Thursday, May 13, 2010

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 13th, 2010, 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: Chief Cecil Parker, Ms. Ann Suggs (via telephone), Chief Freddy Lynn, Chief A.C. Rich, Chief Mark Haraway, Mr. Keith Gregory, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Robert Stagg, Chief David Cates, Battalion Chief Lee Price, and Chief Tom Vaughan.

Members absent were: Chief Tony Mauldin, Commissioner Paul Coble, 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 Chief Cecil Parker and second by Battalion Chief Lee Price, the Fire Commission unanimously approved minutes of the March 18th, 2010, regular meeting.

REGULAR AGENDA

FIRE BUDGET COMMITTEE

Budget Committee Chair Billy Myrick opened discussion with a brief overview. He turned discussion to Budget and Management Analyst Jason Horton. Mr. Horton presented the Budget Committee's recommended FY 11 fire tax district budget. He informed the Fire Commission the guiding principles for budget development were:

- Maintain an 8.0 cent tax rate;
- Include additional positions;
- Funding for mandated state retirement increases;
- Possible merit (pending County decision);
- Operating impacts of Garner Station #4.

Mr. Horton provided a presentation on the recommended operating and capital budgets. The recommended budget includes:

- Revenues
 - Recommended tax rate of 8.0 cents;
 - Revenue growth assumption of -0.45% in FY11;
 - Operating/capital distribution adjusted to 84%/16%;
 - Apparatus sales totaling \$9,000;
 - Recommended revenues total \$20,204,000.
- Department Appropriations
 - Department appropriations increased to \$16,514,571 (4.5% over previous year) includes:
 - Annualized new and reclassified positions;
 - Adjusted retirement for departments participating in the Local Government Retirement System;
 - Assumes one-time merit of 2.0% for full-time employees;
 - Reoccurring flat adjustment of \$7,500 per department;
 - Includes \$430,000 in department debt service (capital sources).
- New Staffing Expansion \$301,500
 - Includes nine (9) positions beginning no earlier than November 1, 2010.
- System-wide Expenses \$825,352
- Contribution to Fund Balance \$53,077
- Transfer to Capital Budget \$1,671,000 (Projects in FY 2010)
- Apparatus
 - Five (5) engine replacements, two (2) rescues, and six (6) small vehicle replacements.
- Facilities
 - Planned Facility Repairs;
 - Stony Hill UST remediation continuation.
- Equipment

- Small capital, air bottle, and turnout gear programs; pager and defibrillator replacements.
- Fire Tax District Debt Service \$1,140,000 for Prior Year Capital Purchases (Apparatus)

The Budget Committee identified other issues for future analysis:

- Long-term department appropriation strategy;
- Municipal cost-shares;
- Pre-existing debt payoff analysis;
- Clarifying line descriptions;
- Further development of budget object analyses.

Next steps in the budget process are:

- Fire Commission consideration (May 13)
- County Manager's recommendation to Board of Commissioners (May 17)
- Public hearings (June 7)
- Board of Commissioners adoption (June 21)

After the presentation, Fire Commission members discussed possible uses of the \$7,500 base increase and whether the base increase should be used for personnel increases.

Mr. Bob Stagg motioned to accept the Budget Committee recommended budget with a change that the \$7,500 base increase cannot be used for personnel expenses and that departments provide Wake County's Fire Marshal a line item budget by August 1, 2010, detailing where the funds are going to be used. Chief Parker clarified that the fire tax budget recommendation for a 2% merit will not be included if the County does not fund a 2% merit. After clarification that the fire tax budget will mirror the County's recommendation for merit, Chief Parker seconded the motion. Motion passed unanimously.

CONSIDER RECOMMENDATION TO APPROPRIATE FUNDS FOR RADIO PREVENTATIVE MAINTENANCE

Chief Roof advised the Fire Commission of the need to perform preventative maintenance on the existing 800 MHZ radios based on manufacturer recommendations. Chief Roof informed the Fire Commission that the request is to reallocate approximately \$42,000 from contribution to fund balance to fund the radio maintenance while the radios are being reprogrammed for the rebanding project. Chief Lynn motioned to accept the recommendation. After a second by Mr. Stagg, the motion passed unanimously.

CONSIDER RECOMMENDED FIRE PROTECTION AGREEMENT

Director Echevarria presented a recommended fire protection agreement to the Fire Commission. Director Echevarria informed the Fire Commission the Contract Committee

began meeting in August 2009 to begin revising the contract. The Committee has provided updates to the Fire Commission and fire chiefs during contract development and incorporated feedback from earlier drafts. There are two contracts – one for not-for-profit fire departments and one for municipal fire departments. The new contract:

- Addresses composition of not-for-profit fire department boards of directors
- Provides actions for contract noncompliance
- Requires compliance with fire service compensation plan
- Provides additional financial controls
- Provides plan to improve fire insurance ratings
- Provides for additional training requirements
- Requires background and driver license reviews

After discussion, Mr. Stagg motioned to approve the revised fire protection agreement. After a second by Battalion Chief Lee Price, the motion passed unanimously.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Jason Horton advised the Fire Commission there are no outstanding issues of note at this time.

CHAIR REPORT

Chair Jones congratulated Fire Commission member Keith Gregory on his recent appointment by the Governor to 19th District Court judge.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

Mr. Stagg stated that one issue that came up during contract committee discussions is the variety of fire helmet color schemes. Fire Commission members discussed impact of standardizing color scheme. After discussion, members agreed to ask equipment committee to survey current practices and consider developing a recommendation for standardization of probationary firefighter helmet color.

PUBLIC COMMENTS

Chief A.C. Rich addressed the Fire Commission. He asked the Fire Commission to have the Budget Committee evaluate equity in funding operating budgets. He requested that the Budget Committee evaluate departments based on what they need to operate.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, September 23, 2010

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, September 23rd, 2010, 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: Chief Tony Mauldin, Ms. Ann Suggs, Chief A.C. Rich, Chief Mark Haraway, Chief Rodney Privette, Ms. Barbara Poole, Mr. Billy Myrick, and Battalion Chief Lee Price.

Members absent were: Chief Cecil Parker, Chief Freddy Lynn, Chief David Cates, Chief Tom Vaughan, Mr. Keith Gregory, Mr. Robert Stagg, and Commissioner Paul Coble.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Policy Analyst Jason Horton, Budget and Policy Analyst Randall Lyons, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Battalion Chief Lee Price and second by Chief Rodney Privette, the Fire Commission unanimously approved minutes of the May 13th, 2010, regular meeting.

REGULAR AGENDA

CONSIDER STAFFING COMMITTEE RECOMMENDATION ON ALLOCATION OF FY11 POSITIONS

Staffing Committee Chair Sidney Perry presented the Staffing Committee's recommended allocation of the FY11 positions. Chief Perry informed the Fire Commission the Committee considered two factors in developing its recommended allocation. The factors were placing nine, entry level firefighters in each department and reviewing the number of full-time firefighters in each fire department. Chief Perry stated the Committee exercised a forced choice decision making process to develop the recommended allocation of three positions to Bay Leaf Fire Department, three positions to Fairview Fire Department and three positions to Wake New Hope Fire Department. Chief Perry advised the Fire Commission the recommendation is to allocate these positions as entry level firefighters. Chief A. C. Rich advised the Fire Commission that the Fire Commission should consider allocating full-time positions to Falls Fire Department rather than Wake New Hope Fire Department since Falls Fire Department currently has no full-time positions.

Fire Commission members discussed the Committee recommendation and whether existing funds in each fire department's budget could be reallocated to support additional full-time positions. Fairview Board of Director President David Williams provided the Fire Commission a presentation on Fairview Fire Department's plan to reallocate three current part-time positions to one full-time position. Chief Jimmy McCauley of the Wake New Hope Fire Department advised the Fire Commission that Wake New Hope Fire Department does not have sufficient part-time funds to reallocate for an additional full-time position. Chief Ron Roof of the Bay Leaf Fire Department informed the Fire Commission that Bay Leaf Fire Department will reallocate existing part-time funding to create one 40-hour workweek full-time position and to promote employees.

After discussion, Battalion Chief Lee Price motioned to adopt the Staffing Committee recommendation with Fairview Fire Department's plan to convert part-time funds and Bay Leaf Fire Department's plan to reallocate part-time funds. Chief Mark Haraway seconded the motion.

After discussion on the motion, the motion passed on a vote of 8-yes, 1-no.

CONSIDER CHANGING FUNDING SOURCE FOR APPROVED FY11 FIRE APPARATUS

Budget and Policy Analyst Jason Horton informed the Fire Commission that the Wake County Finance Department recommends using cash reserves to finance the purchase of two fire apparatus in FY11. He stated that the Finance Department evaluated several financing options and determined that use of cash reserves is the most cost effective

financing method. Mr. Horton advised that the Apparatus Committee and the Budget Committee concur with the recommendation and requested the Fire Commission consider a motion to support using cash reserves for the purchase.

After Fire Commission discussion, Mr. Billy Myrick motioned to appropriate \$680,000 for the purchase of two engines, one each for the Hopkins and Stony Hill Fire Departments. After a second by Ms. Ann Suggs, the Fire Commission unanimously approved the motion.

CONSIDER MODIFICATION OF EASTERN WAKE AND GARNER FIRE INSURANCE DISTRICT BOUNDARIES FOR SOUTHEAST WAKE COUNTY FIRE STATION

Director Echevarria informed the Fire Commission that Garner Fire Station #4 is due to open in late November or early December. Due to the opening of the new station, fire insurance districts need to be revised. Director Echevarria stated that he recommends expanding the Garner Suburban Fire Insurance District to include the area not currently in a rated fire insurance district and an area currently in the Alert Fire Insurance District that Garner will now be able to respond quicker to. The boundaries of the Alert Fire Insurance District also need to be modified to reflect the area being placed in the Garner Suburban Fire District.

After discussion, Mr. Myrick motioned to support the recommendation to modify the boundaries of the Garner Suburban and Alert Fire Insurance Districts. After a second by Ms. Suggs, the motion unanimously passed.

CONSIDER APPROVAL OF POST INCIDENT REVIEW TRAINING PROGRAM

Director Echevarria informed the Fire Commission that the Department of Fire and Emergency Management is working on a post incident review training program for the Fire Commission to consider adoption of. No action requested.

INFORMATION AGENDA

FACILITY COMMITTEE

Director Echevarria informed the Fire Commission that the Facility Committee's report is provided. No action requested.

COUNTYWIDE ETHICS POLICY

Director Echevarria advised the Fire Commission that he recommends the Fire Commission consider adoption of an ethics policy to be included as an amendment to the fire protection agreement. He provided a rough draft of a policy based on Wake County's ethics policy.

CALENDAR YEAR 2011 MEETING DATES

Director Echevarria provided a handout of meeting dates for 2011. The meeting dates will be on the Fire Commission's November meeting agenda for approval.

FIRE TAX FINANCIAL REPORT

Mr. Horton advised the Fire Commission two reports are provided. One report is an end of year report for FY10, and the second report is a report for FY11. Mr. Horton summarized expenditures and revenues and uncommitted funds.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Director Echevarria stated that the current Wake County Recruit Academy has several recruits that would be candidates for employment in the fire departments receiving FY11 firefighter positions.

OTHER BUSINESS

Chief Tony Mauldin inquired about replacing Fire Chief Phil Mitchell on Fire Commission subcommittees. Chair Lucius Jones stated he would coordinate with Director Echevarria on replacement appointees.

Mr. Billy Myrick asked Fire Commission members to keep e-mails professional.

PUBLIC COMMENTS

No public comments.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION
Thursday, November 18, 2010
ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 18th, 2010, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Member Billy Myrick called the meeting to order.

The following members were present: Chief Cecil Parker, Ms. Ann Suggs (phone), Chief Freddy Lynn, Chief David Cates, Chief Tom Vaughan, Ms. Barbara Poole, Chair Lucius Jones, Assistant Chief Lee Price, and Mr. Keith Gregory.

Members absent were: Mr. Robert Stagg, and Commissioner Paul Coble.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Policy Analyst Jason Horton, and Public Safety Business Officer Demetric Potts.

Chief Tom Vaughan gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Assistant Chief Lee Price and second by Chief Freddy Lynn, the Fire Commission unanimously approved minutes of the September 23rd, 2010, Regular Meeting.

REGULAR AGENDA

CONSIDER APPROVAL OF CALENDAR YEAR 2011 MEETING DATES

Fire and Emergency Management Director Ray Echevarria stated that staff gave out the 2011 meeting schedule at the September 23rd meeting for review and consideration. Staff said that we would put the schedule on the agenda for approval so we could get these

dates set on our calendars. Director Echeverria stated that with the exception of the May meeting which in past years we have been flexible with so we could match up with the County Manager's budget schedule. Once the Fire Commission approves this schedule these dates won't change next year. Director Echeverria asked that the Fire Commission consider approving these dates.

Chief Freddy Lynn stated that for the past two years there have been at least three departments that have had their annual meeting the third Thursday in September. Chief Lynn asked if they could change the Fire Commission meeting away from the third Thursday now. Director Echevarria stated that if that's what the Fire Commission wants to do, certainly we could make that change. Mr. Myrick asked Chief Lynn to explain what he would like to change. Chief Lynn stated that the September meeting last year and the year before conflicted with the annual meetings for Garner, New Hope, and Wake Forest each year. Mr. Myrick asked Chief Lynn what date he would like to change the meeting to. Chief Lynn stated he would like to change the meeting date to either the second or fourth Thursday.

After discussion, Chief Freddy Lynn motioned to change the meeting to the fourth Thursday for September only. Assistant Chief Lee Price seconded the motion.

After discussion on the motion, the Fire Commission unanimously approved the motion.

Chief Lynn amended his motion to accept the meeting schedule for the whole year.

CONSIDER APPROVAL OF WAKE COUNTY POST INCIDENT REVIEW TRAINING PROGRAM

Fire and Emergency Management Director Ray Echevarria stated that our new contract has a paragraph that talks about doing post incident reviews and there is a sentence that says that those reviews will be conducted by a Fire Services facilitator that has attended a training course that's been approved by the Fire Commission. Director Echeverria stated that he really struggled with whether or not to bring this before the Fire Commission tonight or to wait until a later meeting. He decided to come forward because we have been able to get a class scheduled which will occur before the January meeting. Director Echeverria stated that Ricky Dorsey, our Training Director has looked far and wide for a post incident review class and after speaking with Chief Haraway who gave them a contact in Conover who had taught some post incident review classes they were able to get him to come and provide the class for us. Director Echeverria stated what he struggled with was either they could have the class and then he could bring all the information back to the Fire Commission for review or the other option which he chose was to bring all the information to the Fire Commission up front to give them the opportunity to say up front yea or nea before we have the class. Director Echeverria stated that there were some holes to fill in and all they had was a broad outline, but this was pretty much the only class that they were able to find.

After Fire Commission discussion, Chief Tom Vaughan motioned to approve the Post Incident Review Program. Assistant Chief Lee Price seconded the motion. The Fire Commission unanimously approved the motion.

INFORMATION AGENDA

FACILITY COMMITTEE

Chief Ed Brinson, Equipment Committee Chair informed the Fire Commission members that a copy of his committee report was included in the agenda packet. Chief Brinson then verbally updated the Fire Commission members with regard to the items on the Facility Committee report.

STATUS OF THE GARNER FIRE STATION NO. 4 PROJECT

- A ribbon cutting ceremony and open house is scheduled for December 1, 2010 at 10:00AM.

FIRE STATION DORMITORY RENOVATION PROJECT

- All of the dormitory projects have been completed.

STATUS OF THE BAY LEAF STATION NO. 3, HOPKINS AND DURHAM HIGHWAY RENOVATION PROJECTS

- Bay Leaf – The project will go out for bid in January.
- Hopkins – The project is near completion.
- Durham-Highway – Reimbursement of funds is pending receipt of additional project documentation.

ZEBULON FIRE STATION NO. 2 CONSTRUCTION PROJECT

- The facility committee continues to review the project parameters and supporting documentation.
- Additional response time and call volume data has been requested by the facility committee.
- A facility committee meeting has been scheduled for January 6 to review the additional information.
- A recommendation is forthcoming from the facility committee regarding this project.

WENDELL FALLS FIRE STATION PROJECT

No status change.

BAYLEAF HEADQUARTERS FIRE STATION RECONSTRUCTION PROJECT

- No status change.

FIRE STATION REPAIR, MAINTENANCE, AND RENOVATION POLICY

- The facility committee is requesting the adoption of a Fire Station Repair, Maintenance, and Renovation Policy.

After Fire Commission discussion, Chief David Cates motioned to table the adoption of a Fire Station Repair, Maintenance, and Renovation Policy until the next meeting. Assistant Chief Lee Price seconded the motion. The motion passed on a 9-yes, 1-no vote.

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton advised the Fire Commission that there were copies of the financial reports in the meeting materials. Mr. Horton stated that he wanted to point out that there have been a few adjustments to department budgets since the last meeting. There were no major adjustments except for one department, Wake New Hope. Effective November 1st Wake New Hope has hired three (3) of the positions that was approved by the Fire Commission at the last meeting. The funds for that department were held in the System Wide budget under a reserve object code, and with the notification of those persons being on board the budget for Wake New Hope was adjusted to include funding for those new positions.

Mr. Horton stated that he was asked about the year to date available balance. Mr. Horton stated that Fuquay-Varina is showing a high balance because their contract is still under review by the Town and we have not received the signed contract. Once we receive the signed contract we will reserve those funds in future periods.

Mr. Horton pointed out that as of the date he ran the financial report the Fire Tax District had spent \$4.5 million dollars. He stated that there were no issues with the Capital budget. Mr. Horton reported that for small CIP repairs there was \$100,000 budgeted for future years; however there is \$121,000 in the budget for this fiscal year.

Mr. Horton stated that when he ran this report a week ago the tax revenues for the Fire Tax District was \$3.8 million dollars, which means that Fire Tax District expenses are currently higher than revenues. This is expected whenever your property taxes are your major revenue source for the Fire Tax District. This goes back to the fund balance policy that we have for the Fire Tax District in which we maintain at least 16% Fund Balance to help get through the slow periods when expenses are steady and revenues don't come in until mid-November, early December. At the date of this report the Fire Tax District was in the red approximately \$700,000, but when you add in the fund balance the Fire Tax District was fully funded, therefore there are no issues with cash flow.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Director Echevarria read comments sent in by Fire Commission member Bob Staggs in recognition of Ed Schmelzer who has recently passed.

Director Echevarria also told the Fire Commission members that they should have received an invitation to the Garner Station 4 Grand opening scheduled for December 1st. Also, a reminder that January will be the first meeting of the year and that's the meeting where we elect the Chair and Vice Chair, so that will be the first item on the agenda for the January meeting.

OTHER BUSINESS

Chief Tom Vaughan informed the Fire Commission that their zone met and discussed several outstanding issues involving the Equipment Committee such as air bottles, defibs, and thermal imaging cameras. Chief Vaughan wanted to know if Captain David Price was in a position to give an update from the Equipment Committee. Captain Price reported that currently the Equipment Committee is working on defibs and turn out gear. He stated that they were pretty much at the point where the turn out gear contract is about to expire so they are trying to get that in place before hand. He stated that they are aware that there are some issues with the thermal imaging cameras; they are trying to get loaners in to take care of those issues. They are also working on the FY 2011 defib order so they can get those departments back filled that have the old units as well as put into place those units approved for departments that have added stations. As for air bottle purchases those departments that have scheduled purchases can move forward with those purchases.

Chief Vaughan asked how much funding was available for air bottle purchases. Captain Price asked Mr. Jason Horton to respond to this question. Mr. Horton reported that there was \$380,000 available for small capital/air bottle purchases. A portion of this funding is for small capital that is unspent by departments and the remaining balance is dedicated for air bottle purchases. Mr. Horton estimates that there would be approximately \$230,000 available. Chief Vaughan wanted to know what departments should do about the problems they are having with the cameras. Captain Price stated that those departments should contact the Equipment Committee to be added on the list, and as soon as the Committee meets and makes a decision on whether they will go with the same vendor or re-evaluate cameras they will get them on the list for replacement. Captain Price concluded by saying if there are any departments that have air bottle submissions they should forward those submissions to Wendi Brusseau with Fire and Emergency Management.

Director Echevarria stated that on behalf of Captain Price and the Equipment Committee please remind members in your zones that if Captain Price and the Equipment Committee

send out requests for information regarding inventory to please return that information as soon as possible because it helps them manage the replacement of equipment.

PUBLIC COMMENTS

Mr. Billy Myrick stated that he wanted to congratulate Mr. Keith Gregory on re-election as Judge. He says that we are fortunate to have Judge Gregory with us, and he was glad to see him back as Judge. Also, Mr. Myrick stated that Judge Gregory informed him that he was going to stay and be a member of the Fire Commission.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, January 20, 2011

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 20, 2011, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Ms. Barbara Poole, Billy Myrick, Assistant Chief Lee Price, Mr. Robert Stagg (Phone), Commissioner Paul Coble, and Mr. Keith Gregory.

Members absent were: Ms. Ann Suggs.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Policy Analyst Jason Horton, and Public Safety Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

The agenda was approved as submitted.

MINUTES

Upon motion of Mr. Paul Coble and second by Mr. Keith Gregory the Fire Commission unanimously approved minutes of the November 18th, 2010, Regular Meeting.

Chair Lucius Jones acknowledged that there was a quorum and requested a motion to approve the Agenda with the removal of the Wendell Fire Department Proposal item. Upon motion of Mr. Paul Coble and second by Mr. Keith Gregory the Fire Commission unanimously approved the Agenda.

REGULAR AGENDA

Election of Fire Commission Chair and Vice Chair

Fire and Emergency Management Director Ray Echevarria stated that it was that time of the year where we elect the Chair and Vice Chair for the upcoming year and the process that we have

followed in the past has been that we open the floor for nominations and once we receive the nominations we will precede with the voting. Mr. Echevarria stated that unless someone had a better plan we would move forward as we have in the past. Mr. Echevarria asked for nominations for Fire Commission Chair. Mr. Paul Coble nominated Mr. Lucius Jones and Chief Rodney Privette seconded the nomination. Chief Mauldin nominated Assistant Chief Lee Price. Mr. Echevarria asked if there were any other nominations and hearing none he closed the floor for nominations and moved to vote for Mr. Jones and Assistant Chief Price. Mr. Echevarria stated that we would vote for Mr. Jones first and those who wanted to vote for Mr. Jones would do so by a show of hands and since Mr. Stagg was on the phone he would have to speak up for whoever he was voting for. Those that voted for Mr. Jones as Chair for 2011 were Chief Privette, Mr. Jones, Mr. Myrick, Mrs. Poole, Mr. Coble, Mr. Stagg, and Mr. Gregory. The count was 7 votes for Mr. Jones. There were 4 votes for Assistant Chief Price. Mr. Echevarria announced that Mr. Lucius Jones would be the Fire Commission Chair for 2011.

Mr. Echevarria opened the floor for nominations for Vice Chair. Mr. Coble nominated Mr. Bob Stagg for Vice Chair. Chief Mauldin nominated Assistant Chief Lee Price for Vice Chair. Mr. Echevarria asked if there were any other nominations and hearing none he closed the floor for nominations and moved to vote for Mr. Stagg and Assistant Chief Price. Mr. Echevarria stated that we would vote for Mr. Stagg first and those who wanted to vote for Mr. Stagg would do so by a show of hands. Those that voted for Mr. Stagg as Vice Chair for 2011 were Chief Privette, Mr. Jones, Mr. Myrick, Mrs. Poole, Mr. Coble, Mr. Stagg, and Mr. Gregory. There were 4 votes for Assistant Chief Price. Mr. Echevarria announced that Mr. Bob Stagg would be the Fire Commission Vice Chair for 2011.

FACILITY COMMITTEE

Chief Ed Brinson, Equipment Committee Chair informed the Fire Commission members that a copy of his committee report was included in the agenda packet. Chief Brinson stated that he wanted to bring the Fire Commission up to date on a couple of items and that he had one action item for the Fire Commission to consider. Chief Brinson then verbally updated the Fire Commission members with regard to the items on the Facility Committee report.

STATUS OF THE BAY LEAF STATION NO. 3, HOPKINS AND DURHAM HIGHWAY RENOVATION PROJECTS

- Bay Leaf – The project is in the final stages of planning.
- Hopkins – The project is complete.
- Durham-Highway – The project is complete.

FIRE STATION REPAIR, MAINTENANCE, AND RENOVATION POLICY

- The facility committee is requesting the adoption of a Fire Station Repair, Maintenance, and Renovation Policy by the Fire Commission. The purpose of the policy is to guide the facility committee and fire departments through a RMR budget expansion request, and the project prioritization, approval and award process.
 - The policy was an agenda item last month and action on this item was tabled until this month's meeting.
 - A copy of the policy is attached at the end of the report.

ZEBULON FIRE STATION NO. 2 CONSTRUCTION PROJECT

General Information

- Chief Perry presented a proposal to the Facility Committee on August 25, 2010 and requested the committee review the CIP request to see if there was a desire for county participation in building a second municipal fire station that would serve the north side of Zebulon. The facility committee agreed to hear the request. Over the course of several meetings, Chief Perry presented the following information supporting his request:
 - The town has been working on this project since 2002.
 - Growth is occurring on the north side of town and the current fire station, located on the south side of town, no longer meets all of the department's municipal needs.
 - Wake EMS has expressed a desire to co-locate in the new fire station.
 - The department has a desire to provide better fire protection to the north, east and western side of the district.
 - The current fire station cannot house all of the department apparatus and there is no room to expand the existing fire station.
 - The current station has been added on to three times.
 - The Town of Zebulon has already purchased the land for the fire station.
 - There would be a quicker response to the county areas being served by this fire station.
 - The department is currently meeting the response time standard of 9.2 minutes to the county areas 99% of the time.
 - The department is asking for a 20% funding match due to the station benefiting the town more than the county.
 - The Wakelon fire district is divided between a five-mile and a six-mile fire district. Currently both districts have a Class 9S insurance rating. The fire department has a desire to lower the fire insurance rating in the five-mile district and this desire can be accomplished with their current station location. Having the new fire station would allow the six-mile district to move to a five-mile district.
 - It was determined that approximately 50 occupancies are located in the 6 mile Wakelon fire district that have an Department of Insurance class 9S rating.

Costs

- Chief Perry provided a total cost estimate of \$2,012,000 for the planning, design, site work, construction, and furnishings. The 20% construction cost estimate for the county fire's portion of the project is \$402,400.00
- The estimated county portion of the monthly operating cost was \$463. The annualized cost is \$5,556. These costs include phone, utilities, insurance, maintenance, office supplies, and IT equipment and services.
- The department plans to hire three additional firefighters for this station and desires for the county to pay a portion of their salary and benefits.

Maps, Data, and Information Review

- A detailed review of maps and data provided by Chief Perry and Director Echevarria was held during the meetings. The review included the following:

- Maps of the proposed station location and county response areas.
- Maps showing closest station response.
- Maps of mutual-aid departments, locations, and travel times.
- Maps of distribution and concentration of fire stations associated with existing stations and the new station.
- Response times analysis based on 7 ½ and 15 ½-minute travel time using GIS street speed limits. The 7 ½ minute travel time is for the first due unit. The 15 ½ minute travel time is for the balance of the first alarm assignment. The following were reviewed:
 - 7 ½-minute travel times for the Zebulon and Hopkins fire departments.
 - 7 ½-minute travel times with the new fire station location and the existing Zebulon and Hopkins locations.
 - 7 ½-minute travel times with both Wendell fire stations added to the response with the current Zebulon and Hopkins locations.
 - 7 ½-minute travel times with both Wendell fire stations added to the response with the current Zebulon and Hopkins locations and the proposed new fire station.
 - Incident counts within the existing Zebulon 7 ½-minute travel time.
 - Incident counts with the proposed Zebulon 7 ½-minute travel time with the additional fire station.
- Incident counts within the fire district that had a response time of greater than 9 minutes.
- Simultaneous incident counts
- Historical response time data for the last ten years.
- Response time data over 9 minutes.

After Fire Commission discussion, Chief Tony Mauldin motioned that the Fire Commission approve the Fire Station Repair, Maintenance, and Renovation Policy. Mr. Paul Coble seconded the motion. Commission unanimously approved the Fire Station Repair, Maintenance, and Renovation Policy.

Chief Brinson stated that the last item he has on the agenda was the Zebulon Fire Station No. 2 Construction Project. Chief Brinson stated that the Facilities Committee had been reviewing a request for the past several months from Zebulon Fire Station for County participation in the construction of Zebulon Fire Station No. 2. Chief Brinson noted that currently in the Fire Commission Long Range Business Plan that there were no plans to build fire stations in areas that are in rated fire districts or areas where service level goals are being met. Chief Brinson stated that the provisions of the Long Range Business Plan do not support Zebulon Fire Station No. 2. Chief Brinson stated that the conclusions from the Facilities Committee is that the current fire station location met its established response time standards as defined in the Long Range Business Plan, the Committee agreed that the Wakelon fire district is a 9s rated fire district, and an additional fire station is not required to meet established response time standards or the 9s fire insurance rating, and the Zebulon Fire Department does not meet the established criteria for supporting an additional fire station, the Facilities Committee agreed that the further review of maps, data, and other information regarding this request is not warranted and a call for a motion to support this request was made and the motion died for lack of a second, therefore the Facilities

does not support funding a portion of construction or operation of Zebulon Station Fire Station No. 2.

After Fire Commission discussion Mr. Myrick made a motion to table the issue and refer it to the Budget Committee for a recommendation. The motion was seconded by Mr. Coble. Fire Commission unanimously approved the motion.

APPARATUS COMMITTEE

Chief Woods stated that on the Apparatus Committee Report there were three items and he asked the Fire Commission to strike item #3 of the report.

Chief Woods shared with the Fire Commission that the Apparatus Committee along with County Staff and the Budget Office at our last meeting made the decision to move out Tanker Replacement one year, to sustain the current Budget. This means that the purchase of five tankers will be moved out one more year. Chief Woods wanted to clarify that this is the current plan and the Apparatus Committee would like to have the option to modify the plan if an emergency replacement comes up. If this should happen the Apparatus Committee would work with the County staff and the Budget Committee to re-evaluate the plan.

Upon motion of Mr. Paul Coble and second by Chief Privette the Fire Commission unanimously approved moving the Tanker Replacement out one year.

Chief Woods stated that the Apparatus Committee has been working with Wake New-Hope Fire Department for over a year going along with what the Fire Commission has directed us to do in trying to reduce the fleet. Chief Woods shared that Wake New-Hope Fire Department has agreed and he has the original signed document from Wake New-Hope Fire Department signed by their Board and their Fire Chief that they agree to give up one vehicle which would be a 1995 Tanker. This action would reduce their tanker fleet by one. At this time the Committee's plan is to place this vehicle at another fire department whereby we would not have to buy five tankers at one time we could buy four and push out the replacements another three to four years. Chief Woods stated that at this time they would not like to state which department would receive the tanker until they have had an opportunity to talk to all the departments to get an agreement. Chief Woods stated that there is money in the budget for this and they have talked to the Budget Office staff and they are in agreement with this action.

Upon motion of Mr. Paul Coble and second by Mr. Billy Myrick the Fire Commission unanimously approved the theory of purchasing and reissuing vehicles to other fire departments. Once the final details are determined the Apparatus Committee will come back to the Fire Commission for final approval.

EQUIPMENT COMMITTEE

Captain Price stated that most of his report is for informational purposes only and he noted that there was one change to the report. Under Air Cylinder Replacement you can remove the

request by Wendell Fire Department to receive funding as well as the request for additional funding.

Captain Price stated that since the last Fire Commission meeting the Equipment Committee has been extremely busy. They have several areas that they are currently working on with reference to replacement items. The replacement schedule for air cylinders has been updated and the monies are available for departments to replace their air cylinders.

Captain Price informed the Fire Commission that the Purchase Order for the FY 2011 Defibrillator purchase has been approved and monies are available for that purchase as well. He stated that the Fire Service was able to see a significant savings on this purchase by piggy backing on the EMS bid including a contribution / credit by the manufacturer on the return of the older units. The Committee has a recommendation to expedite the purchase of the FY 2012 defibrillator allotment. The Committee would like to encumber the funds in late FY 2011 which would allow the Fire Service to avoid any cost increases the manufacturer may have. The current contract that EMS has expires the first week in July and this is the contract that we have been purchasing the FY 2010 & FY 2011 defibrillators. If we let that contract run out before we encumber the money for the FY 2012 units we don't know what the price is going to do and we can only ensure the current pricing through the first week of July. The Committee feels that there will be sufficient funds available after July 1st to cover those purchases. Captain Price stated that it is the Committee's recommendation to expedite the purchase of the FY 2012 defibrillators if it is the pleasure of the Fire Commission.

Captain Price informed the Fire Commission that the Committee is partnering with the City of Raleigh who is currently doing thermal imager evaluations. They expect to go to bid sometime in mid to late February. It is felt that partnering with the City will be a win win situation because they have a small number as well as the County and by combining those hopefully we can see a significant cost savings with the purchase of the FY 2011 units.

Captain Price noted that in the Agenda Packet there was information on a helmet color survey. The Fire Commission asked the Committee to review this information and bring back a proposal. Based on the discussion of the Committee it is their recommendation that the Committee adopt a standardized color to the probationary and junior fire fighters as department budgets allow for replacements. That helmet color would be yellow for probationary members and green for junior members. The Committee did see a split between Captains and Lieutenants and it the Committees recommendation that as funds are available and helmets are replaced that Captains and Lieutenants wear red helmets as a standardizing feature.

Captain Price reported that the Committee would be holding meetings with vendors early next month and begin our evaluation process shortly after that for the new turnout gear bid. The process should be complete by June.

Upon motion of Mr. Billy Myrick and second by Mr. Paul Coble the Fire Commission unanimously approved the Air Cylinder Replacement, FY 2012 Defibrillator purchase and the FY 2011 Thermal Imager purchase.

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton advised the Fire Commission that there were copies of the financial reports in the meeting materials. He stated that he would just touch on a couple high points. When he ran the financial report a total of 89% of the FY 2011 Fire Tax District revenues had been received, and right now we are projecting to be right on target for budgeted revenues for FY 2011. Since a majority of those revenues have been posted the Finance Department has been able to move forward with posting some larger expenditures that were budgeted in FY 2011 such as the transfer to the fire CIP, and transfers to debt service. Those actuals will show up on the financial report. On the Capital Improvement side those projects are progressing at a steady rate, and he is working with Facilities, Design, and Construction; there are several projects that are nearing completion or have been completed and they are in the process of paying those invoices and commitments related to those projects and they will be closing those projects. One of which is the dormitory project that was approved by the Fire Commission a few years ago.

Jason stated that he would like to update the Fire Commission on a couple other activities that he was working on. One is that we have received audits from all the fire departments for FY 2011 and he has reviewed those and shared some of the findings with staff and we are in the process of reaching back out to departments regarding any questions we may have had that were generated out of those audits. Most of the questions that we have had pertained to leave liability estimates not being included in the audit statements, questions regarding fund balance, statements in the management letters to departments. Those three areas are the main things that we were asking questions about. We plan to share that information with the Budget Committee and that information may come to the Fire Commission at a future date.

BUDGET UPDATE

Jason informed the Fire Commission that in their packets there was a draft Budget Calendar for FY 2012. Mr. Horton stated that budget forms have been distributed to the departments, and he has received a few questions from departments related to filling out those forms. The request from departments will be due February 4th, and budget meetings are set to begin on March 9th, and right now are set to be on Wednesday nights with a start time at 6:00 PM lasting to 7:30 PM.

PAGER REPLACEMENT UPDATE

Fire and Emergency Management Director Ray Echevarria stated that at the last Budget Committee meeting there were some questions about pager replacement. Ray said that he tried to get Frank Hall who is the County Radio System Manager to attend the meeting but he couldn't make it tonight. Ray wanted to update the Commission on a couple areas 1) Where we are with the pager replacement, 2) The flow of information. Ray says that some of the feedback that he has gotten is that the flow of information regarding the pager replacement and some of the technical information getting back to the Fire Service is not where it needs to be. Rays says that he talked with Frank about that and they have taken a look at it and it is felt that part of the problem is our representation on the CAD / 800 MHz Ops Group. This group deals with issues just like this and there is a position on that Advisory Board for the County Fire Service.

Currently Darrell Cash from Wake Forest is the County's representative and it is believed that he has missed the last three or four meetings. Ray stated that he would be working with Lucius and Frank Hall to see if there is something that we could do to improve the attendance and communication. Hopefully that will help improve the communication flow.

Ray reported that the pager replacement is part of a larger project which is the FCC has mandated that Public Safety Agencies narrow band their frequencies so our tone & voice and alpha numeric pagers which operated on VHF had to be replaced with narrow band equipment to include infrastructure, devices, and radios in the stations. This affects the Fire Service and also affects EMS. So what Frank Hall is doing as part of the County's narrow banding efforts is move forward with the narrow banding project in a way that doesn't create unnecessary operational problems.

Ray reported that Frank Hall told him that he is still on pace to bid out the devices in February and he will start deploying them soon after that hopefully in March. Ray stated that we are on schedule to do the replacement this year, but Frank is working on the narrow banding project so that we replace these pagers in coordination with EMS and other work to make sure that the towers and CAD System will work.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

No report.

OTHER BUSINESS

Fire Commission Member Paul Coble stated that with some additional duties that he was going to have this year he wanted to suggest that the Fire Commission allow for an alternate to sit in if he couldn't attend a meeting. He suggested that Phil Matthews, Vice Chair, Wake County Board of Commissioners serve as the alternate. By consensus the Fire Commission agreed to allow Mr. Matthews to serve as an alternate for Mr. Coble if he were unable to attend a Fire Commission meeting.

Commission Member Billy Myrick took this opportunity to congratulate Mr. Coble on being elected Chair of the Wake County Board of Commissioners as well as thanking him for his willingness to stay a member of the Fire Commission.

PUBLIC COMMENTS

Chief Brinson stated that we have a Fire Chief that was retiring next month who has served on many committees during his tenure as Fire Chief, and he felt that it would be appropriate at this time if the Fire Commission would recognize Chief Ron Roof for his service to the citizens and Wake County.

Chief Brinson stated that he met with the Chief's from the Southern Region and he has a lot of items on his plate, therefore he is resigning as Chairman of the Facilities Committee and the Facilities Committee effective this evening.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 5, 2011

ADOPTED Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 5, 2011, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Ms. Barbara Poole, Mr. Billy Myrick, Assistant Chief Lee Price, Mr. Robert Stagg, Commissioner Paul Coble, and Mr. Keith Gregory.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Policy Analyst Jason Horton, and Public Safety Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Paul Coble and second by Mr. Robert Stagg the Fire Commission unanimously approved minutes of the January 20th, 2011, Regular Meeting.

Former Commission Member Ann Suggs was recognized for her years of service to Wake County and the Fire Commission. Upon motion of Chief Tony Mauldin and second by Mr. Robert Stagg the Fire Commission unanimously approved that staff develop a Resolution in honor of Ms. Suggs to be presented at the next Fire Commission meeting.

The agenda was approved as submitted.

REGULAR AGENDA

Fire Budget Committee

Budget Committee Chair Billy Myrick opened discussion with a brief overview. He turned discussion over to Budget and Management Analyst Jason Horton. Mr. Horton presented the Budget Committee's recommended FY 2012 Fire Tax District budget. Jason informed the Fire Commission that the members of the Budget Committee were:

- Billy Myrick (Chairman)
- Ed Brinson, Fairview FD (South Region)
- Mark Harraway, Apex FD (West Region)
- Sidney Perry, Zebulon FD (East Region)
- A.C. Rich, Stony Hill FD (North Region)
- Barbara Poole, Citizen
- Robert “Bob” Stagg, Citizen

Mr. Horton provided information on the FY 2012 Revenue Assumptions:

- **Tax Base Changes (Revenue Growth)**
 - No change to small growth in the real property
 - No change in personal property
 - Public Service was unknown
 - Small growth in vehicles
 - Model anticipated growth of 0.05% in FY 2012

Mr. Horton provided a presentation on the recommended operating and capital budgets. The recommended budget includes:

- **Revenues**
 - Recommended Tax Rate of 8.0 cents
 - Slight revenue growth of 0.26%
 - No change to the operating Capital distribution
 - Recommended revenues total \$20,248,000 (if merit is included the revenues total would be increased to \$20,253,000)
 - Tax revenue growth of \$53,000 from previous year
- **Department Appropriations**
 - Department appropriations increased to \$16,545,315 (1.98% increase over prior year). Includes:
 - Annualized new staffing
 - Change in Off-setting Revenues
 - Potential cost savings (i.e. closure, consolidations)
 - Merit adjustment
 - Sustainability of Fire Tax Fund if fund balance is utilized
- System-wide Expenses - \$824,685 with merit; \$1,004,985 without merit
- Transfer to Capital Budget - \$1,743,000 (Project in FY 2012)
- Apparatus
 - One (1) Brush Truck, Three (3) Engines, and Three (3) Small Vehicles
- Facilities
 - Planned facility repairs and Stony Hill UST remediation
- Equipment
 - Small Capital, air bottles, turnout gear programs, Omni-link radio upgrade, and new SCBA project

- Fire Tax District Debt Service \$1,140,000 for Prior Year Capital Purchases (Apparatus)

The complete Fire Budget Committee Recommendation for Fiscal Year 2012 is attached as part of the minutes.

Next steps in the budget process are:

- County Manager's recommendation to the Board of Commissioners (May 16)
- Public hearings (June 6)
- Board of Commissioners adoption (June 20)

Mr. Paul Coble motioned to approve the budget as presented, and asked staff to go back and take a look at Bay Leaf to see if they can come up with a model that would bring the cost more in line with what we have done with other facilities, and they would address that as a separate item when staff brings it back to the Fire Commission. The motion was seconded by Mr. Robert Stagg. After discussion the Fire Commission voted 10 to 1 in favor of the motion.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton advised the Fire Commission that there were copies of the financial reports in the meeting materials. Mr. Horton reported that the reports were generated one (1) week prior to the meeting. He stated that the expenditures for the departments seem to be on track. He noted that there were no issues that needed attention from the Fire Commission.

CHAIR REPORT

No report.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Fire Protection Agreement Compliance:

Fire and Emergency Management Director Raymond Echevarria reported that he wanted to update the Fire Commission on our efforts to ensure compliance with the new fire contract. He reminded the Commission that last year we implemented a new fire contract and that the new contract included a paragraph that allowed us to go in and do reviews to make sure that things are being done in accordance with the contract. Mr. Echevarria noted that we have initiated a plan what we call a compliance program to make sure that we are monitoring things the way that we are supposed to be.

He stated that the program involves two (2) steps; one is what we call a file review where the contract says that we are to maintain certain documents within our files. Staff has sent out a matrix out to all the fire chiefs requesting that they submit the required documents for our files.

The second is site reviews where we schedule to go out on site and have the Fire Chief provide a stack of information that will be reviewed by Fire and Emergency Management staff, and Finance and Budget Office staff (Jason Horton, Budget Analyst, and John Stephenson, Internal Auditor). Examples of documents reviewed are documents related to internal controls, and training records.

Mr. Echevarria reported that we have completed three (3) site reviews, Eastern Wake, Swift Creek, and Garner. He reported that Swift Creek invited staff to come in because they made a number of changes to their internal control policies. Staff found no issues with Swift Creek. Staff conducted a site review with Garner who had also implemented a number of changes with their internal control policies. Staff found no issues with Garner. It was noted that Garner's certifications exceeded what was in the Compensation Guidelines. With Eastern Wake we found issues with compliance with the Compensation Guidelines. Mr. Echevarria stated that we are working with that department now. It looks like we have an issue with some salary overpayments.

Mr. Echevarria stated that we will continue to schedule site reviews as well as continue to report back to the Fire Commission.

Long Range Business Plan:

Mr. Echevarria reported that during the budget process there was a lot of discussion about updating the Long Range Business Plan. He reported that we needed to take a look at some of the assumptions that we made about levels of service, what our needs are going to be over the next five (5) years. Mr. Echevarria stated that between now and July he would welcome feedback from any of the Fire Commission members on what process we could put in place to update the plan. It was noted that it took a while to develop the plan but it is time to revisit the plan to see what changes we need to make going forward.

Facility Committee Chair:

Mr. Echevarria reported that we were still in need of a Facility Committee Chair, and we welcome any volunteers so that the committee could make recommendation to the Fire Commission. It was reported that when the budget is done there were funds available for projects that the committee would need to review and make recommendation on.

Mr. Myrick voiced his concern regarding the understanding of the established "Rules of Procedures". He requested that staff have the County Attorney review the rules and offer an interpretation. Mr. Echevarria stated that he would meet with County Attorney Scott Warren to review the rules and he would resend the "Rules of Procedure" out to everybody. Chief Tony Mauldin requested that when the rules are sent out that staff also sends out a list of the standing committee members.

OTHER BUSINESS

None

PUBLIC COMMENTS

Chief Rodney Privette reported that the Rolesville Fire Department received a grant in the amount of \$115,500 to update all their SCBA's.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, September 22, 2011

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, September 22, 2011, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Cecil Parker, Chief A.C. Rich, Chief Mark Haraway, Chief Rodney Privette, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Robert Stagg, Commissioner Paul Coble, Michael Denning, and Mr. Keith Gregory.

The following County officials and staff were present: County Manager David Cooke, Vice Chairman Wake County Board of County Commissioners Phil Matthews, Deputy County Manager Joe Durham, County Internal Auditor John Stephenson, Budget and Policy Analyst Jason Horton, and Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

RESOLUTION IN HONOR OF ANN SUGGS

Fire Commission Chair Lucius Jones read a Resolution in Honor of Former Commission Member Ann Suggs.

Upon motion of Mr. Paul Coble the Fire Commission unanimously approved the Resolution in Honor of Former Commission Member Ann Suggs. Ms. Suggs family was unable to attend the meeting, so Commission Chair Lucius Jones requested that staff send the Resolution to a family member.

MINUTES

Upon motion of Mr. Paul Coble and second by Mr. Robert Stagg, the Fire Commission unanimously approved minutes of the May 5, 2011, Regular Meeting.

The agenda was approved as submitted.

REGULAR AGENDA

BAY LEAF STATION #1 RECONSTRUCTION

Mark Foresteiri, Senior Project Manager, Wake County Facilities Design and Construction gave a brief presentation of recent activities that led us to a conclusion that we believe the County could support with respect to Bay Leaf Fire Station. The full presentation is included in these minutes. Mark Foresteiri reported that we have reached the conclusion that the County could build a two-story building in exchange for the conveyance of Bay Leaf Station #3. Mr. Foresteiri stated the County Manager David Cooke would elaborate on that a little further.

Mr. Cooke reported that Mark had really done a great job, and what he was doing was look at how we could design and build a one-story building and compare that to the two-story headquarters building. To summarize what we identified is that the two-story headquarters building got us the additional bays, and essentially the training space and the area that you could assemble from the headquarters standpoint. Mr. Cooke reported that the County's position which was shared with Bay Leaf was that as long as they kept station #3 in operation they had plenty of space to do the training and the assemblage in the space that they had in Bay Leaf Station #3.

Mr. Cooke stated that what the County suggested was that if they closed and sold Bay Leaf Station #3, then they could have the money that would go to supplement money that the County would provide for a one-story fire station that would allow them to build the two-story headquarters station. In that conversation Bay Leaf said why don't we give you Bay Leaf Station #3 because the County is currently using it as an EMS station. Mr. Cooke reported that within the last year the County, because of some financial management at Six Forks Rescue Squad the County now provides the service in that area and the County now operates out of Bay Leaf Station #3 to provide EMS services. Mr. Cooke stated that was a natural issue for the County because we were going to have to have a station in that area so Bay Leaf offering that site is attractive to the County.

Mr. Cooke stated that the way that transaction would work is that the County would support building the Headquarters Station at Station #1; Bay Leaf would agree to deed Bay Leaf Station #3 to the County; the County would use money that it would have provided to buy and build an EMS station in that general area, in this case the difference between the one-story and two-story which is about \$723,000 with some other conditions. The long and short of it is that there is a proposal on the table that the County could support, it hasn't gone to the Board of Commissioners yet, it is still at a staff level. Bay Leaf gets a Headquarters station and the County gets an EMS station where it needs one.

Upon motion of Mr. Paul Coble and second by Chief Rodney Privette the Fire Commission unanimously approved the Bay Leaf Station #1 Reconstruction Project.

EASTERN WAKE FIRE DEPARTMENT

Demetric Potts stated that he wanted to update the Fire Commission on events that have been occurring with Eastern Wake Fire Department. Demetric stated that Ray Echevarria, Fire and Emergency Management Director reminded the Fire Commission that in FY 2010 the County

implemented a new Fire Protection Agreement which included a paragraph that allowed staff to visit the contracting departments to perform compliance reviews to make sure that things are being done in accordance with the contract. At that time we had completed three site reviews, Eastern Wake, Garner, and Swift Creek. Staff found no compliance issues at Garner and Swift Creek. With Eastern Wake we found issues with compliance with the Compensation Guidelines.

The following is a detailed account regarding the Eastern Wake Fire Department compliance Review:

Specifics on the Eastern Wake Compliance Review/Issues:

Eastern Wake Fire Department was sent notice of the Fire Protection Compliance Review on October 22, 2010. The authority given for the review was Section 10 of the Fire Protection Agreement. The specific compliance issues that were under review were:

- Eastern Wake Fire Department employees may not have adequate certifications;
- Eastern Wake Fire Department employees may be operating fire apparatus without valid driver's licenses;
- Eastern Wake Fire Department employees may be accruing leave inconsistent with direction given by the Eastern Wake Fire Department Board of Directors;
- Eastern Wake Fire Department employee salary adjustments may be inconsistent with the Wake County Fire Service Compensation Guidelines.

On November 15, 2010 County staff which consisted of Fire and Emergency Management staff, Finance and Budget Office staff (Jason Horton, Budget Analyst, John Stephenson, Internal Auditor, performed that the compliance review. At the conclusion of the review staff requested that EWFD provide Training and Certification Documentation for the following:

Albert Best

- Documentation of completion of Medical First Responder – Defibrillation (Wake County Medical Director's curriculum);
- Has completed Hazardous Materials Operations Course delivered by Wake County Local Emergency Planning Committee. Employee did not have North Carolina Hazardous Materials Responder Operations Plus Level certification.

Michael Dennis

- Documentation of completion of 16 hour Instructional Techniques for Company Officers course.

Anthony Lyons

- Documentation of completion of Wake County "Essentials of Firefighting" Course.

On February 16, 2011 Eastern Wake Fire Department was sent notice of staff findings from compliance review. The most significant compliance issues were:

- Two EWFD employees did not have the certifications required for the positions for which they held as outlined in the Wake County Fire Compensation Administrative Guidelines;
- Eastern Wake employees appeared to be accruing leave inconsistent with the direction given by the Eastern Wake Fire Department Board of Directors and the Compliance Review Team noted the following:
 - There was no record of the Eastern Wake Board of Directors formally adopting the 2002 amendment addressing leave accrual in the New Employee Handbook.
 - The 2002 amendment extends leave benefits to incumbent employees prior to 2002 which are inconsistent with Wake County's leave benefits.
- To address these compliance issues Eastern Wake Fire Department was told that the following improvements were needed for compliance:
 - Eastern Wake shall either provide documentation of certification compliance or reduce the two incumbent salaries back to June 30, 2003 rate.
 - Eastern Wake shall establish an internal practice of checking all employee certifications annually with reference to all certifications required for each position classification employed by the Department.
 - Eastern Wake shall present Wake County with a plan for repayment of funds received in excess of salary guidelines from June 30, 2006 through the date of compliance. The amount of repayment shall be equal to (the gross salary amount paid by the Department to the two incumbent employees between June 30, 2006 and the date of compliance minus the gross salary amount that would have been paid to the two incumbent employees for the same time period at their respective salaries as of June 30, 2003).
 - Eastern Wake shall effect a properly approved Board of Directors' resolution which ratifies adoption of the 2002 amendment addressing leave accrual in the New Employee handbook and 2) specifies that to the extent that the amendment extends leave benefits to incumbent employees prior to 2002 which are inconsistent with Wake County's leave benefits, Eastern Wake shall not use Wake County Fire Tax Revenues to pay such expenses, and such expenses shall not be part of the Department's annual budget submission to Wake County.

On April 28, 2011 Eastern Wake Fire Department was sent notice requesting that they present a plan for repayment of funds received in excess of salary guidelines from June 30, 2006 through the date of compliance.

- The amount of repayment shall be equal to (the gross salary amount paid by the Department to the two incumbent employees between June 30, 2006 and the date of compliance minus the gross salary amount that would have been paid to the two incumbent employees for the same time period at their respective salaries as of June 30, 2003).
- Eastern Wake was informed that they could not use Wake County Fire Tax Revenues to pay such expenses, and such expenses shall not be part of the Department's annual budget submission to Wake County.
- Eastern Wake Fire Department reported back to the Fire and Emergency Management Director that if they could not use Fire tax Revenues to repay the funds received in excess of the salary guidelines they had no other means to repay the County.

On June 23, 2011 the County's response to Eastern Wake was that their FY 2010 audit showed that they didn't have sufficient fund balance to assist in repaying the funds owed to the County so the County offered Eastern Wake the option of paying back the funds over a 4 year period. To do this Eastern Wake Fire Department would forfeit their FY 2012 employee merit allocation and their annual appropriation would be reduced.

- The repayment plan would remain in place from FY 2012 through FY 2016.
- Eastern Wake Fire Department could make adjustments/reductions to its operating budget based on the reduced appropriation, but they could not make reductions that would negatively impact fire protection service delivery.
- Eastern Wake was also informed that since their current fund balance was below the minimum as required by Section 20.H of the Fire Protection Agreement they could not take any action that would further reduce the department's fund balance.

On June 27, 2011 Eastern Wake Fire Department offered an alternative repayment that would reduce the department's annual appropriation the amount of \$22,640.75 over a 4 year period to repay the funds owed to the County.

- The County accepted Eastern Wake's alternative plan with the stipulation that the department could make appropriate adjustments/reductions to its operating budget based on the reduced appropriation. However, Eastern Wake could not make adjustments/reductions that would negatively impact fire protection service delivery by the department, and the department could not take any action that would further reduce the department's fund balance.

Eastern Wake Performance Audit:

- After the County accepted Eastern Wake's alternative repayment plan the County Manager's office requested that the County Auditor perform a performance audit on Eastern Wake to ensure that the department had the ability repay the monies owed without having a negative impact on fire protection service delivery.
- Eastern Wake was sent notice on July 11, 2011 informing the department that John Stephenson, County Auditor and I would be performing the audit on July 18, 2011.
- To facilitate the performance audit the County Auditor requested that Eastern Wake provide bank statements for July 2010 through June 2011, ESC Employer's Quarterly Tax & Wage Report for July 2010 through June 2011, Federal IRS Form 941 for July 2010 through June 2011, as well as payroll reports for May 2011 through July 2011.
- Prior to arriving at Eastern Wake on July 18, 2011 County staff had been informed that Eastern Wake had allegedly paid several employees for accrued vacation leave. During the review of the department's bank statements it was verified that they had paid accrued vacation leave to 4 Eastern Wake employees. The County Auditor informed the County Manager's Office that he had documentation that Eastern Wake had made these payments.

Additional Compliance Issues:

- On July 29, 2011, the County Manager sent notice to Ray Broadwell, President EWFD Board of Directors that the County aware that compensation payments were made to four Eastern Wake Fire Department employees for excess vacation leave totaling \$86,959.
- In a letter dated September 24, 2010 the County Manager had advised the Eastern Wake Fire Department Board that fire tax dollars could not be used to pay out accumulated vacation leave in excess of payments made to a County employee.
- The County Manager also appeared before the Eastern Wake Fire Board on May 27, 2010 and communicated the same information.
- The County Manager communicated to the Eastern Wake Board that the County and fire tax compensation guidelines do not provide leave payouts except at termination and the amount of leave paid cannot exceed 240 hours.
- Eastern Wake Fire Department had additional notice that they could not use fire tax funds to pay leave benefits inconsistent with the County's policy in the County's last request for corrective action dated February 16, 2011.
- The Eastern Wake Board was informed that these payments appear to violate these guidelines if paid with fire tax dollars. In his letter the Manger stated that the County needed to verify that the \$86,959 spent by Eastern Wake Fire Department for excess leave was not paid out of fire tax funds.
- Eastern Wake Fire Department was given until August 12, 2011 to :
 - Provide an accounting of the source of funds used for the \$86,959 in compensation payments.
 - Produce employment agreements or other documentation from June 2002 or earlier that indicates employees are entitled to unlimited accumulation of vacation leave.
- On August 9, 2011 the County Manager sent notice to Ray Broadwell, President EWFD Board of Directors that the County was continuing to review the payments to four employees for excess vacation leave paid out in June 2011. The department was informed that the County would extend the deadline until August 19, 2011 for the department to provide the documents requested in the July 29, 2011 letter.
- On August 26, 2011 the County Manager sent notice to Ray Broadwell, President EWFD Board of Directors informing Eastern Wake Fire Department the payouts to the four Department employees were made in violation of the County and Fire Tax District Compensation Guidelines which made the department non-compliant with the Fire Protection Agreement.
- Pursuant to Section 10 of the Fire Protection Agreement Eastern Wake Fire Department was notified that fire tax funds provided to the department would be suspended 90 days from the date of the August 26, 2011 letter. The department could avoid suspension by taking the following actions:
 - The County and the Department would utilize the services of a trustee who will oversee the financial operations of the department pursuant to our contract. The trustee should be selected from Wake County financial management services so as to not incur further unnecessary expense of fire tax dollars.
 - The Department, through its current Board of Directors, will take action to grant the Board of Commissioners authority to appoint a majority of a newly reconstituted Board of Directors.

- The County and the Department will agree for a length of time for the two actions above to remain in effect until performance standards are met or exceeded, as decided by the County.
- The Department will immediately assist that County in making claim on any applicable insurance coverage's to obtain reimbursement for the unauthorized expenditures of the Department, including error and omission coverage and umbrella coverage.
- Eastern Wake Fire Department was given until September 6th to respond.

David Cooke responded to the question from the Fire Commission in reference to the response received from Eastern Wake Fire Department. Mr. Cooke stated that he would paraphrase the response, noting that some of the Eastern Wake Fire Department representatives were in attendance. He reported that the quick answer was that essentially we've done nothing wrong, we have to make those payouts, and the only source of money that we had to do it from was the fire tax money. Mr. Cooke stated that part of our challenge and one of the things that we've looked into the issue was the original overpayment to the employees worth \$96,000 roughly, is predicated on that getting paid back to the County. If you look at where the source of that money has got to come from, they have to get it from savings or fund balance. When we looked at their fund balance we think that the first action put them in jeopardy of the fund balance issue and put on top of that the \$86,000 spent to pay for the accrued vacation, so it's a series of things that led to that at the end of the day if their fund balance is deficient they still have a contractual issue with the County. Then if the only ways you can fix that fund balance issue is with an infusion of money. Where do you think that money is going to come from? So it's all tax dollars at the end of the day. That was part of the discussion along the way. Mr. Cooke stated that it was still a discussion in progress we want it resolved and I am sure they want it resolved, our primary focus is to make sure fire protection still occurs in that area of the County, so we are simply raising the question on financial accountability because at the end of the day it still comes back with the County of how do you fix this and it's tax dollars that's always the solution. One of the reasons that Ray Echevarria wanted to do the compliance audits through the County was to make sure that each and every case and each and every incidence across the County in all the fire departments in the services that they provide that we are being accountable with the tax payers' dollars. The best way to spend that money is to provide great fire protection, and we have set guidance on some things that we think are important for financial accountability, and we are going to follow up from a County standpoint to make sure we hit those in all cases. We owe it to the taxpayers to do it.

Commission Member Judge Denning asked if Eastern Wake Fire Department was obligated to make those payments because of some employment agreements they entered into in 2002. Mr. Cooke stated that it was his understanding that there is some employment law that if you have made an obligation an employee under a set of certain circumstances that there is some requirement that you have to follow through with that. Every volunteer fire department got a letter from the County last September as this issue was raised and we said that you can't use fire tax dollars to make accrued vacation payouts for payouts that are in excess of what we would normally do for a County employee because we can't have fire departments out there providing unlimited obligations on behalf of the taxpayer.

Mr. Cooke concluded by stating that when these things start you hear all kinds of rumors so one of the reasons we've come to give you the facts and answer questions is so we could be really clear about where we are, where it's going as much as we can guess that, but also to be clear on our expectations, it gives us another opportunity to be clear on our expectations on the use of fire tax dollars.

Mr. Cooke stated that when we were dealing with the issue of overpayment to employees the contract that all the fire departments have requires that the county provides notice; it is a ninety day notice and within that ninety day notice the department is given an opportunity to fix the violation. The County worked our way through the issue of the overpayment. So we have in place a payment plan and supposedly over the next four (4) years the County will be reimbursed that money. So that issue is taken off the table, and so we come to the other issue which is the payment using fire tax money for accrued vacation. The letter that I sent in August is that ninety day period in which we said we have an issue and we think you are in violation of the contract and here are the things we think we need to do to resolve it and it starts that ninety day period.

The question was asked what happens in ninety days if we have no resolution. Mr. Cooke stated that's gets us to the point when the County can then start withholding money, the County has no authority to withhold money within that timeframe according to the contract. So at the end of the ninety day period we are at the point where we decide what we are going to do. We will have to start going through a checklist. Do we start withholding money? What will that do to fire protection service in that area? Do we have another alternative for providing fire service in that area? Mr. Cooke stated that it is not our goal to get to the ninety day period. Our goal is to figure out a way to resolve this situation, continue to provide fire service in that area, but to ensure that there is financial accountability from that point forward that we all will feel good about.

INFORMATION AGENDA

APPARATUS COMMITTEE REPORT

Chief Woods stated that he had two items. One is a request from Morrisville Fire Department to move up the replacement of their rescue truck to 2013. It was originally scheduled for 2012 and we moved it out to 2015 and they have requested that we move it to 2013 because they have the funding through the municipality to move it back to 2013. Chief Woods stated that he had talked with the committee and the Budget Office and he was told that the budget could sustain our cost share portion of the purchase which would be \$76,000. Chief Woods stated the second item is basically the same thing with the exception that Apex Fire Department is going to replace two vehicles with one. Their rescue truck was due in 2012 and it is now totally out of service and wouldn't pass the DOT inspection. They are going to take an engine and the rescue and replace them with one vehicle. Chief Woods stated that the committee supported both request and Jason Horton stated that the budget would support the purchases.

Upon motion of Mr. Paul Coble and second by Chief Rodney Privette, the Fire Commission unanimously approved the purchase of a rescue truck for Morrisville Fire Department and one vehicle for Apex Fire Department.

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton advised the Fire Commission that there were copies of the financial reports in the meeting materials. Mr. Horton reported that this is the first Fire Commission meeting since the close of the FY 2011 fiscal year he was excited to report where the fire tax district stands at the conclusion of FY11. Jason reported that we had spent 98.4% of the budget. The unspent 1.6% was anticipated and it will be a part of the contribution to the fund balance. There were some small additional savings where the fire tax district approved some expansion positions and delays in hiring those positions and those savings stayed in the fire tax district and will be an addition to the contribution to fund balance. On the revenue side we exceed the tax revenue projections in the budgeted amount for FY11 by less than ½ % of 1% or approximately \$99,000. Jason stated with that amount and some small interest earnings the fire tax district will contribute about \$473,000 to fund balance. Jason stated for FY12 it is still early in the year and at this time he doesn't see anything abnormal so far.

CHAIR REPORT

No report.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Demetric Potts reported that it was the recommendation of the Budget Committee that we review and update the Long Range Business Plan. Staff wanted to get direction from the Commission on how you wanted to proceed with that project. The Fire Commission by consensus requested that staff follow the same process as was done before.

Demetric reminded the Fire Commission that there was funding in the capital plan for the replacement of Alpha Numeric and Tone & Voice Pager for the Fire Service. The Alpha Numeric Pagers were deployed to the departments in August and it is expected that the Tone & Voice Pagers will be deployed to the departments in mid-October.

Demetric informed the Fire Commission that the department has not been able to schedule the training for Post Incident reviews. Staff was in discussion with the North Carolina Forestry Service to deliver the training to but they were unable to schedule the training due to their response to the many wild fires that have occurred over the past year. Ricky Dorsey, Fire and Emergency Management Training Director has recently contacted the Forestry Service and they are scheduled to meet in early October in an effort to plan the training for the departments. We hope to have training scheduled by January of 2012 or sooner.

Demetric reported that the County Attorney advised that he had not completed his review and interpretation of the Wake County Fire Commission Rules of Procedure as was requested at the last Fire Commission meeting. Demetric Potts informed the Fire Commission that the County Attorney informed him that he would have an interpretation prepared for the November Fire Commission meeting.

OTHER BUSINESS

Chief Cecil Parker requested that the Fire Commission be given a list of committee members as part of the information that will be submitted with the interpretation of the Wake County Fire Commission Rules of Procedures.

Chief Mark Haraway requested that staff send out a notice to the Fire Chief's letting them know that they could start making their small capital request.

Chief A.C Rich requested that staff have the Fire Commission web site updated.

PUBLIC COMMENTS

Slade Rand, Lawyer for Eastern Wake Fire Department stated that he came before them tonight to report that what the County Manager tells you in regards to the County and the fire department negotiations are true, but they disagree with some of the facts that have been sited. He stated that the main reason that he was up here is to dispell some of the public rumors and things that have been reported in the newspaper and to answer some questions that you might have. Mr. Rand stated that one of the things that they were wrestling with was this compensation issue and vacation pay. He stated that several of the members of this board were part of the board at Eastern Wake at the time the vacation accrual policies were implemented, and to my knowledge at that time there were no Wake County policies that prohibited that practice and I don't think there is one right now. Mr. Rand stated that he had a copy of his clients Wake County Fire Compensation Administrative Guidelines updated in 2006 here with him. He stated that if he saw in the guidelines that his clients couldn't pay out vacation leave past 240 hours a year he would tell his folks back there that you made a mistake and you shouldn't have done it. That is his practice and that's what these guys would do, but what has happened and what you see in the paper and on WRAL is that these folks have misappropriated County tax money and we disagree with that, we don't see anything in the Wake County Fire Compensation Administrative Guidelines that prohibits that practice. Mr. Rand stated that under Chapter 95 if you have accrued vacation you have got to pay it, typically you pay it when an employee retires, resigns, or is terminated. Now one of the problems with accrued vacation is when you pay it you have to pay it at the then current rate of pay. Mr. Rand stated that legally speaking and I think the County would agree with this, the department was obligated to pay these payments sometime in the future or now. It's cheaper to pay it now and its several reasons for that. One is you don't pay this future cost, you get it out of the way plus, and this is important the department had the money to do it. All that money was paid in June of this year. Now according to my clients agreement with the County my folks have got to have 5% reserve fund balance at the end of the fiscal year, the 5% is the 5% of the allotted money received from the County, well that sum was about \$78,000. At July 1st of this year they had about \$127,000 in the reserve account, I have got the bank statements back here to prove it. There may be some reason that the County believes that we were less than 5% but we disagree with it and we would like to talk with them about it in the future. My purpose here is not to carry a fight with the County in public it is just to let you know that we disagree with what Mr. Cooke has presented here tonight and if he had not been here tonight I would not have been here.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, November 17, 2011

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 17, 2011, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Lee Price, Ms. Barbara Poole, Mr. Billy Myrick, Mr. Robert Stagg, Mr. Michael Denning, and Mr. Keith Gregory.

The following County officials and staff were present: County Manager David Cooke, Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Budget and Policy Analyst Jason Horton, Fire and Emergency Management EM Coordinator Josh Creighton, and Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Bob Stagg and second by Mr. Billy Myrick, the Fire Commission unanimously approved minutes of the September 22, 2011, Regular Meeting.

The agenda was approved as submitted.

REGULAR AGENDA

CONSIDER APPROVAL OF CALENDAR YEAR 2012 MEETING DATES

Demetric Potts informed the Fire Commission members that in their packet there was meeting dates for Calendar Year 2012 and what we are asking the Commission to do tonight is to make a motion to adopt these meeting dates as listed or make recommendations for changes as you see fit. By consensus the Fire Commission adopted the Calendar Year 2012 meeting dates as submitted.

APPARATUS COMMITTEE REPORT

Chief Woods reported that the one item that the Commission had as an attachment was the proposal for FY 13/14 apparatus replacement, which obviously could be subject to change. On the Administrative type vehicles it would be dependent upon the mileage and the shape of the vehicle after we get our mileage report back, and on the larger vehicles for municipalities it depends on whether or not they get financing, and after we complete talking with the Chief's to determine whether or not their vehicles gets replaced. As it stands right now for FY 13/14 what you have before you is our replacement schedule.

EQUIPMENT COMMITTEE

Turnout Gear - Captain David Price stated that he wanted to bring the Commission up to date on where we stood on our turnout gear. He stated that through collaboration with some other agencies we are actually going to be able to incorporate with our turnout gear purchase this year not only our standard municipal partners the City of Raleigh and the Town of Cary as well as Wake County, we have also been able to leverage the buying power of the Town of Chapel Hill, the City of Concord, the City of Fayetteville and the RDU Airport Authority.

We will be able to go out to bid on over 500 sets of turnout gear this time around which we hope will substantially reduce the cost we are currently paying for gear. It will be one of the largest bids on the east coast; it will be either second or third to New York City's purchase which will be nearly 3,000 sets a year. So we are hoping that those prices when we get that back will reflect that buying power. We wanted to give you an update; it has taken a little bit longer than we had anticipated in getting all those agencies together and getting the one spec that we all could agree upon took some time. Hopefully that will go out for bid starting not tomorrow, but the following Friday. The Town of Cary will actually bid that out for us this year. Captain Price stated that Wake County typically purchases 200 sets per year, which is our standard replacement. Captain Price stated that with the collaborative buying power we are hoping to save between \$200 and \$300 per set.

When asked how they determined the replacement of turnout gear Captain Price stated that it was a combination of things. First it is the age of the gear; also it's the condition the gear is in. NFPA says that gear has to be replaced every ten years. That is really contingent upon the condition of the gear. We work with each individual department to determine their needs, we send out surveys on a regular basis to determine if they have any special cases that have to be replaced on an unusual basis, but we come up with an annual replacement schedule every year.

SCBA Units for Fairview Fire Department – Captain Price provided the following summary for the Replacement of SCBA unites for Fairview Fire Department:

- As part of the FY12 Budget Process, Fairview had requested funds for the replacement of their SCBA units
- Since 2006, 27 of their 36 units have had 59 documented failures both during training and actual incidents

- Failures include: not getting air when you breathe in, not being able to exhale while using the SCBA and PASS devices not coming on, not activating or activating when the unit is off
- These failures have caused delays in fire attacks and occurred with firefighters in house fires and other dangerous atmospheres
- Since 2003, the department has spent more than \$18,800 dollars on repairs
- SCBA units continue to fail on almost every use
- This same brand and model of SCBA was a major contributing factor in a Firefighter Line of Duty Death in 2002 in St. Louis Missouri as well as two other deaths that are still in court
- In the FY12 Budget process, the Budget Committee agreed that SCBA replacement is important and placed \$300,000 in the budget specifically for that purpose
- In an effort to save money, Fairview has applied for Assistance to Firefighters Grants on 3 occasions and has not been successful.
- Fairview has evaluated SCBA units from MSA, Scott, Viking and Interspiro and chosen Scott. This is consistent with many other departments in the county
- Fairview has obtained bids and the lowest is \$234,422.
- Fairview is requesting \$204,422 from the Capital Budget and the Department will fund the remaining \$30,000 from fund balance
- If approved, this request would defer their replacement of SCBA cylinders until 2027, thus saving approximately \$42,700
- Fairview has been notified that a price increase will occur beginning in January 2012
- The Equipment Committee supports this action
- The Equipment Committee's plan is to conduct a survey of all department's SCBA units to determine brands, age and serviceability
- From that we will develop a replacement plan to address department's SCBA replacement needs now and in the future

Upon motion of Mr. Bob Stagg and second by Chief Tony Mauldin, the Fire Commission unanimously approved allocating \$204,422 to go with \$30,000 from the Fairview Fire Department Fund Balance for the purchase of SCBA's for Fairview Fire Department.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton reported that about October / November is a low point for when we see revenues to start coming into the Fire Tax District. Beginning in November we start to receive property tax revenues from the unincorporated areas and the Town of Wendell. Between the report that you are receiving now and the report that you received last week, and the next report you are going to see tax revenues increase significantly. Jason stated that where the revenues are right now are consistent with prior years and there are no issues that he wanted to point out right now. Jason reported that as those revenues come in we will initiate some expenditures that were approved with the budget such as transfer some of the big dollar expenditures that have not been posted to date.

Jason stated that there were no issues on the operating side, but there were a couple things that he wanted to point out. He reported that related to the last action that the Commission took, the Fire Tax has budgeted \$300,000 for the replacement of SCBA's. With the action that the Commission just made there will be some remaining funds left over. Whether or not those funds are used this year or next year depending upon approval that is where those funds are budgeted so the Fire Tax will have funding available for those replacements.

Jason stated that there was one other difference on the capital side since the last report. During October the Wake County Board of Commissioners appropriated approximately \$250,000 for some planning and design money for the Bay Leaf reconstruction project. Jason reported that we have put a minimal amount of money into that project so far to further the planning and design of that project. Jason concluded by stating that there were no other actions that he needed to report.

Jason took a moment to introduce Chad Balke. Jason informed that Fire Commission that Chad would be the new Budget and Management Analyst for the Fire Tax District. Jason reported that Chad was an experienced Budget Analyst who had worked previously in Forsyth County for five (5) years.

WAKE COUNTY FIRE COMMISSION RULES OF PROCEDURES

Demetric Potts stated that back in May the Fire Commission requested that staff contact the County Attorney to provide an interpretation of the Wake County Fire Commission Rules of Procedures where it pertains to when a standing committee Chair would vote. Demetric informed the Fire Commission that Scott Warren the County Attorney had reviewed the procedures and in your packet they had a copy of the revised rules from 2008, and on page 8 section C bullet two it states that the Chair of a standing committee will only cast a vote if there exist a tie. It was the opinion of the County Attorney that the language answers the question of when a Chair of a standing would cast a vote. Since that time Commission member Mr. Stagg had requested some interpretation on some additional issues in the Rules of Procedures. Included in your packet you have a copy of the questions that were presented to the County Attorney, and along with that you have the response from the County Attorney. Demetric stated that the information was in the packet for informational purposes or if the Commission so chooses we could discuss those items.

Commission Chair Lucius Jones asked; when was the last time this was revised. Demetric replied September 2008. Commission Chair Jones stated that it would probably be a wise move to have a committee go through these procedures and possibly review them and if there are updates and changes that need to be made in it, to bring them back to the Fire Commission for their approval. Chair Jones stated that there may not be any changes, but there are some things in it from reading through it himself he questioned. Certainly a couple things, one, the chairman of a committee, he really questions why a chairman of a committee doesn't have an opportunity to vote. He stated that may be something that you would want the committee or board to change or it may not be, but that was something that he felt probably needs to be looked at. He also stated that there have been some questions about the procedures as to why they are done that way, there could be good reason but at the same time he would like to see a committee take the

time to go through it and if they have some recommendations to bring those back to the Fire Commission at a later meeting.

Mr. Myrick stated that from his reading of the Rules of Procedures they were not abiding by the terms standard. Also, he stated that he had concerns that the fire service members had alternates and the citizen members did not have alternates. He felt that equal consideration of alternates needs to be reviewed.

Mr. Stagg stated that some of the phraseology was a little confusing to him. He stated that the questions he had was that although the Rules had been reviewed he didn't know from the response from the County Attorney if there was any legal review or if there was any precedence where any legal review was required. He also, stated that he wasn't sure if the rules were in conflict with the County rules or if they should have these rules at all. Mr. Stagg felt that some thought should be given to whether we should have these rules and if we do they should be reviewed by the County Attorney so they can stand the test if in chance either a department or an individual decides to challenge the functions and duties of the Commission legally.

Commission Chair Lucius Jones appointed the following ad hoc committee members to review the Fire Commission Rules of Procedures, and to come back to the Fire Commission with recommendations. The following were appointed to the committee: Billy Myrick, Bob Stagg, Chief Rodney Privette, Barbara Poole, and Chief A.C. Rich.

Demetric reported to the Fire Commission members that there was a listing of the current committee members in their packet as requested.

POST INCIDENT REVIEW TRAINING CLASS

Demetric Potts stated that for informational purposes he wanted to let the Fire Commission members know that on December 6, 2011 we were going to have the class for training in Post Incident Review and we were encouraging all the fire departments to send at least one representative from their respective departments to participate.

Chief Tony Mauldin reported that he thinks Fuquay-Varina was one of the first departments to have one of these Post Incident Reviews done and he has been a supporter of this process from day one. He stated that he felt that the review went very well. Ricky Dorsey was the one who conducted their Post Incident Review at the department, and they invited every agency that was involved in the incident in which they had the fatality and it went very well. Chief Mauldin says that he is excited about getting the training done and getting more people out there, and he appreciates the county staff for helping put this together.

CHAIR REPORT

No report.

Chief Mauldin stated that he had something that he would like to be considered. As Demetric just talked about our committees we have, sub-committees of the Fire Commission, there are

several of our committees that currently do not have Chair positions filled, such as the Facilities Committee, Staffing Committee, and the Budget Committee. Chief Mauldin stated that he would like to make a recommendation to Chair Jones to get those positions filled because some of those committees need to start meeting.

Chair Lucius Jones stated that he had filled the vacant positions and he would forward that information on to Demetric Potts after the meeting.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

No report.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

Chief A.C. Rich stated that the North Region Chiefs meet prior to the Fire Commission meeting and they got into a discussion about health and wellness of their members. He reported that it is a concern, and believes that it is important to the vitality of the organization. Chief Rich stated that the members are essentially our volunteer members, our paid employees whether full-time or part-time. Chief Rich proceeded to read the proposal verbatim and the document is incorporated into these minutes as an attachment. Chief Rich stated that he believes that this is an initiative that the Fire Commission may need to consider, it may not be completely appropriate for this upcoming budget year, but it could be something communicated to the Budget Committee perhaps to look at. Chief Rich stated that they as a group of Fire Chiefs wanted to convey that to the Fire Commission and to their fellow fire departments and Fire Chiefs that were here. They believe that this is a very worthwhile pastime. Chief Rich stated that he wanted to recognize Chief Pope for a second to give examples of the benefits of this.

Chief Pope stated that this was a new initiative that they had started three weeks ago. They had 53 members participate in a medical evaluation. Due to that medical evaluation one of their members just came out of the hospital after having triple by-pass surgery. Chief Pope stated that the \$262 that they invested in that member definitely saved his life.

It was reported that this initiative cost Bay Leaf Fire Department \$262 per member. Chief Rich stated that this depends on what you would look at doing; this would be something that a committee would actually have to probably investigate to make a recommendation as far as cost. Chief Rich further stated that they have been doing this at Stony Hill Fire Department for about 7 seven years. They have roughly identified about 3 to 4 members with cardiac conditions that they did not know about. Chief Rich stated that this does not subsidize their normal healthcare; this just gives them a physical screen that mirrors NFPA standards, but directly mirrors OSHA regulations. They are looking more at examination rather evaluation to wear a respirator because of the stresses involved.

Mr. Stagg asked Chief Rich if there was a standard physical evaluation form that all measured that way. Chief Rich responded yes. He stated that there are various ways to look at it, whether you look at the OSHA requirements or if you are trying to completely meet the NFPA requirements. Chief Rich stated that regardless to him OSHA requirements has to be met for the employees, but naturally the volunteer for going through that; it is a member benefit that has proven itself by indicating and identifying issues a member may have. Chief Rich stated that he thinks that this is something that the Budget Committee should look at and maybe as a consideration for this year to look and evaluate even for the cost share with the municipal departments as well as the 100% funded rural departments.

It was reported that there were approximately 800 paid and volunteer members that could potentially benefit from this initiative depending on what is decided. If it is decided that this is a supplement to an organization to perform a physical assessment on all members it would include paid and volunteer. It would be a determination on how much should be considered for this initiative. Chief Rich further stated that he believes that this is a worthwhile initiative that we have not explored at this level; he applauds the North Region Chiefs for the discussion and the initiation of the discussion because he thinks it has value and it should be made a priority.

Mr. Billy Myrick stated consideration should also be given to not paying for volunteers that are on rosters that that have not responded to a call. Chair Lucius Jones wanted to know how many Chiefs were in support of this type of initiative and wanted to pursue this, and he suggested that they send out some type of questionnaire to determine how many Chiefs wanted to participate or feel like that what they are doing in not adequate. Chair Jones stated that he felt that would be a good start. Chief Rich stated that as a Fire Commission member he would be glad to survey the Chiefs to find that out.

Mr. Billy Myrick requested that County Manager David Cooke update the Fire Commission on the status of Eastern Wake Fire Department. Mr. Cooke stated that the 90 day clock would have run its course by the end of November so we were concerned and wanted to make sure that they got a response. He stated that he thinks that we are going to have a resolution with Eastern Wake Fire Department, and it is along the lines of, I think everyone is aware that the Board of County Commissioners will directly appoint some of those Board members and that we will jointly appoint a Financial Trustee that will essentially be in place for a set period of time, again all geared towards making sure the financial accountability is there from the standpoint that the County is comfortable.

Chief Ed Brinson stated that he wanted to thank the Fire Commission for their support in the purchasing of the new air packs for his department. He stated that their actions here tonight had greatly enhanced the safety of our fire fighters. Secondly, he stated that he wanted to congratulate Chief A.C. Rich for his appointment as a Board of Director member to the Piedmont N.C. Fire Fighters Association, which is a regional association for N.C. In his pathway as a Director he will eventually move up to the state level to even the N.C. Association of Fire Chiefs of the N.C. State Fireman's Association. And third, Chief Brinson Requested that Fire Commission member Judge Michael Denning be introduced to those in attendance.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, January 19, 2012

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 19, 2012, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Lee Price, Mr. Billy Myrick, Mr. Robert Stagg, Mr. Michael Denning, Phil Matthews, and Mr. Keith Gregory.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Fire and Emergency Management Director Ray Echevarria, Fire and Emergency Management EM Coordinator Josh Creighton, and Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved minutes of the November 17, 2011, Regular Meeting.

The agenda was approved as submitted.

REGULAR AGENDA

FIRE COMMISSION CHAIR ELECTION

Demetric Potts informed the Fire Commission members that it was that time of year where the Fire Commission accepted nominations for Chair and Vice Chair for the Fire Commission. Demetric stated that in the past they have taken nominations and for each position they accepted votes and we would follow the same process unless there was interest in doing something different. The Fire Commission chose to follow the same process that was used in the past. Demetric opened the floor for nominations for the position of Chair. Mr. Billy Myrick nominated Mr. Lucius Jones and the nomination was seconded by Chief Rodney Privette. There were no other nominations and all voted in favor for Mr. Lucius Jones as Chair of the Fire

Commission for calendar year 2012. Demetric opened the floor for nominations for the position of Vice Chair. Chair Lucius Jones nominated Mr. Robert “Bob” Stagg, and the nomination was seconded by Mr. Keith Gregory. There were no other nominations and all voted in favor for Mr. Robert “Bob” Stagg as Vice Chair of the Fire Commission for calendar year 2012.

APPARATUS COMMITTEE REPORT

Chief Woods reported that in the agenda packet there were minutes from the Apparatus Committee from the meeting held with Wake Forest Fire Department as part of the merger process with Falls Fire Department. Chief Woods reported that the committee had a lengthy discussion with Wake Forest in an effort to determine what they needed from the County to maintain or improve their ISO ratings. Chief Woods reported that the committee presented two plans to Wake Forest Fire Department and the Apparatus Committee voted to approve action Plan B (a copy of the plan is attached as part of these minutes). Chief Woods stated that Action Plan B was taken to staff and the Wake County Finance and Budget office to get confirmation that it would fit into the financial model. He reported that he did get confirmation. Chief Woods stated that both Wake Forest Fire Department and Falls Fire Department agreed to Action Plan B.

Chair Jones asked Ray Echevarria if staff had reviewed the proposal and if they were ok with it. Ray stated that staff had looked at the proposal and that there was some pretty significant cost avoidance associated with the plan by not replacing a piece of apparatus next year as well as by replacing a pumper tanker with a tanker. Chief Woods stated that their biggest concern was to make sure that Wake Forest Fire Department met all the requirements for their ISO inspection and DOI inspection to either lower their rating or maintain the rating that they currently have.

Chief Mauldin made a motion to approve the Apparatus Committee recommendation for Plan B, and the motion was seconded by Chief Rodney Privette. The Fire Commission unanimously approved the Apparatus Committee recommendation for Plan B.

INFORMATION AGENDA

EASTERN WAKE FIRE DEPARTMENT UPDATE

Demetric Potts reported that the Wake County Board of Commissioners and Eastern Wake Fire Department Board of Directors jointly appointed John Stephenson, Wake County Internal Auditor as Trustee for Eastern Wake Fire Department. Demetric also stated that the Wake County Board of Commissioners appointed four (4) members to the Eastern Wake Fire Department Board of Directors.

BAY LEAF RECONSTRUCTION PROJECT UPDATE

Demetric Potts reported that Mark Foresteiri with Wake County Facilities, Design, and Construction informed staff that the Design Team is currently preparing construction documents and that the construction document review will begin in early March. The prequalification for General Contractors is in mid-March. Mark informed staff that the documents would go out for bid April 1st and the Bid Opening is scheduled for April 26th. The Wake County Board of

Commissioners will award the contract on May 7th and construction will begin June 4th. Construction duration will be 14 months, this includes time for installation and utility connection of a temporary station on site which must be completed before the existing station is demolished.

Demetric also reported that Wake County Facilities, Design, and Construction has completed a Phase I Environmental Study for Station 3 and the site was clean. The County will conduct a Facility Condition Assessment of the station in the next 30 days, which will evaluate the condition of the structure, building envelope, building systems, life safety and code compliance issues.

FIRE TAX FINANCIAL REPORT

Mr. Chad Balke reported that included in the packet on the last five pages was the Financial Report. Chad stated that page one was the revenue summary and the only thing to note was typically as noted in the November report that very few revenues were showing up. This is typical that most of the revenues are generated in December and January. Right now through December there is about \$15.8 million total which is comparable to prior years. Page two and three lists the amount paid to and committed to departments as well as the System Wide expenses. Page four and five are the Capital reports and if you look at page four which is the first page of the Capital report you will see one of the very first projects, Unit 020F Fire Bay Leaf #1 you see the budgeted revenue of a little over \$500 thousand and in the second to last column you see a remaining balance of a little over \$48 thousand. This is for the design work for Bay Leaf Station 1; that does not include any of the construction costs. Chad reported that the other thing to note about the Capital report is that the County does transfers to some of the other funds that are not showing up right now. Those will be done soon and they will be reported at the March Fire Commission meeting.

SINGLE FIRE TAX DISTRICT BUDGET UPDATE

Chad Balke reported that we are still early in the process. He reported that the forms had been sent out to the departments in early January and were due back by January 31st. We will start department meetings on February 13th. These are meetings that the County will facilitate which will involve review of departmental request before they go to the Budget Committee. The Budget Committee meetings will start February 29th and at that meeting the Long Range Business Plan will be discussed as well as a review of the Financial Model. At the March 7th meeting we will be discussing the revenue outlook for FY13; we will be getting a final number in a week or two from Marcus Kinrade the Revenue Director. Early indications are that the revenue outlook is not very good for FY13. Chad stated that the Budget Committee meetings are from 6:00 – 7:30 PM and if any one needed a Budget Calendar we can send that out to you.

EXECUTIVE SERVICE CORPS OF THE of the TRIANGLE

Chad Balke reported that we have an opportunity to partner with an organization called the Executive Service Corps of the Triangle. This a pilot program that the County is looking into, this organization works with not for profit organizations throughout the Triangle providing nonprofit boards and administrative staff with organizational development opportunities. What they do is basically an assessment of each of the nonprofit boards and administrative staff and

provides feedback on the nonprofits or the fire departments in our case. Through this pilot program the County is looking for a few departments that would be interested in testing this out, who would also provide feedback to see if it would be worthwhile to roll out to other departments. Chad stated that if there are any departments that are interested in participating in this program they could contact him.

CHAIR REPORT

No report.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Long Range Business Plan Update

Demetric Potts reported that staff has worked with the Wake County Planning Department to get information to update the demographic information in the Long Range Business Plan such as population estimates, municipal planning boundaries, annexations, and population densities by Fire Insurance Districts. The next step in the process is to work with the Facilities and Staffing Committees to update those components of the plan. To move forward the Fire Commission will need to appoint Chairs to both those committees.

Wake Forest Fire Department / Falls Fire Department Merger

Demetric Potts reported that Wake Forest Fire Department and Falls Fire Department entered into a full Operational Consolidation in July 2011. They have established multiple committees to assist with the administrative issues and procedures during the merger process. They have also established a guideline for their volunteers so that everyone has the same expectations. Chief Early and Chief Wilson have jointly established the new organizational structure for Wake Forest Fire Department. The departments have been in contact with the NC Secretary of State regarding the paperwork for dissolution of the Falls Fire Department and the merging of the two departments. The merger has been moved up to this March/April in order to include the Falls District with the Wake Forest ISO rating inspection.

Fire Protection Agreement Revisions

Demetric Potts reported that the Fire and Emergency Management Department has been working with the County Manager's and County Attorney's office in reviewing and updating/revising the current Not for Profit Fire Protection Agreement in an effort to make sure the language in the agreement is clear, addressing the areas referencing the Annual Audit, Liquidation and Dissolution (clearly defining the disposition of assets, equipment, and real property in the event of liquidation or dissolution of a fire department). The expectation is that staff will bring to the Fire Commission recommendations for review and approval at the March Fire Commission meeting.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

Upon motion of Mr. Robert “Bob” Stagg and second by Chief A.C. Rich, the Fire Commission unanimously approved to suspend the rules to allow Chief Matt Poole more time to address the Fire Commission.

Chief Matt Poole stated that he has come before the Fire Commission to give a brief introduction of the Wake County Association of Fire Chiefs. Chief Poole reported that this is a recently formed association and he is proud to be nominated as the President of it for the first term. He stated that the reason why he wanted to come before the Fire Commission tonight is to provide you with some accurate information on what their association is and to give a little background on why they developed it.

Chief Poole shared that last year around April he sent a Chief Officer from the department to a committee meeting and he returned and he asked what was the business of the committee and he was filling him in on it and kept saying that this guy was doing this and this guy was doing that. So he asked who are you talking about and he said I don’t know his name. Chief Poole stated that it hit him that even though we are a large County we don’t network like we should to benefit the citizens and the fire service, so they started the idea of a Fire Chiefs lunch and they started in May of last year and the purpose was to not only get the Fire Chiefs, but the Deputy Chiefs, Assistant Chiefs, and Battalion Chiefs all together to meet each other and bounce ideas off each other to try to improve each department. It started off as a luncheon with 28 people and as they continued to meet throughout the year it grew to where they had 51 people that they correspond with. So as the meetings grew and participation grew they felt that they wanted to form an official association to benefit the fire service and to network and they drafted by-laws and in their annual meeting which is in January they selected a Board of Directors and officers to serve. Chief Poole stated that what he wanted to do tonight is briefly read you what they drafted so the Fire Commission could understand what the association is (the document is attached to these minutes).

Chair Lucius Jones asked for informational purposes if there was a Wake County Fireman’s Association. Chief Poole replied that there was and these are two different organizations. Chief Poole stated that with the Wake County Fireman’s Association any member of the Wake County Fire Service can join that organization. The Wake County Association of Fire Chiefs is totally separate from that organization, this is for Chief Officers and leaders to get together and network about leadership and those types of issues.

Chair Jones asked Chief Poole how many people attend the meetings of the Wake County Firemen’s Association. Chief Poole stated that he would have to defer that answer to the Chair of that Association. Mr. Lee Price stated that the attendance varies from 75 to 150 people each meeting depending on where the meeting is and what they have to serve to eat.

Chair Jones asked Mr. Price to tell the Fire Commission what was the purpose of the Wake County Fireman’s Association compared to the Wake County Association of Fire Chiefs. Mr. Price stated that each member of the department is a member of the Wake County Fireman’s

Association. He stated that they meet to talk about different things that are going on in the County and they provide some training. He stated that they partnered with the Chiefs for Howard Cross coming in where Wake Tech is picking up some of the bill and the County Fire Association is picking up some of that also, so they provide training for chiefs and firefighters and they also partnered with the State Association for the Fire Conference. It serves as a means for firefighters to come together to network and get information once a quarter.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, March 22, 2012

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 22, 2012, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Ed Brinson, Chief Rodney Privette, Mr. Lee Price, Mr. Billy Myrick, Mrs. Barbara Poole, Mr. Robert Stagg, and Mr. Keith Gregory.

The following members were absent: Chief Haraway, Mr. Michael Denning, and Mr. Paul Coble

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Fire and Emergency Management Director Ray Echevarria, Fire and Emergency Management Coordinator Josh Creighton, and Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Bob Stagg and second by Mr. Lee Price, the Fire Commission unanimously approved minutes of the January 19, 2012, Regular Meeting.

The agenda was approved as submitted.

REGULAR AGENDA

CONSIDER RECOMMENDED FIRE PROTECTION AGREEMENT

Ray Echevarria reported that he had a presentation that would be on the screen and he believed that everyone had a copy in their handouts. Ray stated that he was there tonight to discuss revisions to the Fire Protection Agreement. He wanted to talk about why the agreement was revised, he wanted to summarize the changes the County put into the contract, and he wanted to talk about next steps.

The contract was revised for the following reasons:

- Raise awareness of agreement requirements for fire departments and their Boards of Directors
- Protect taxpayer investment in fire protection
- Enhance financial accountability
- Enhance procedures and increase transparency for Boards of Directors
- Clarify certain sections of the agreement

Summary of the Revisions:

- Revisions to Section 9 – Decision Making Process Open to Public
 - Requires agenda and minutes for open and closed meetings
 - Allows County access to all agendas and minutes
- Revisions to Section 14 – Liquidation or Dissolution
 - Allows for continued use of property and equipment by successor department when ongoing requirement for fire protection
- Revisions to Section 16 – Fire Department’s Use of Funds
 - Requires department to notify County of certain personnel changes and changes in use of County funds
 - Requires department to notify County of financial transaction that creates a security interest in favor of a third party
 - Allows County to request documentation related to use of County funds
- Revisions to Section 17 – Fire Department’s Budget Preparation
 - Department to disclose any existing debt and any arrangements for repayment
- Section 20 (H) - Fiscal Responsibility
 - Was previously titled Fund Balance
 - Clarifies net asset definition
- Section 20 (Q) - Personnel
 - Requires department to comply with FLSA
- Section 20 (V) – Fire Service Compensation Guidelines
 - Clarifies compliance requirement
- Section 21 – Relationship of Parties
 - Clarifies relationship between County and department
- Section 22 – Term of Agreement
 - Agreements are one year agreements
- Section 24 – Termination
 - Clarifies termination provision

Next Steps:

- Receive feedback from the Fire Commission
- Present to Board of Commissioners in April
- Implement new agreement July 1, 2012

After considerable discussion the Fire Commission agreed to table the discussion / decision regarding to revision of the Fire Protection Agreement to allow the fire departments the opportunity to take the revised agreement back to their respective Board of Directors for review and feedback.

CONSIDER RECOMMENDED FIRE COMMISSION RULES OF PROCEDURE

Mr. Myrick reported that there was a committee set up to review the existing Fire Commission Rules of Procedures (FCROP), and to offer feedback on recommended revisions. Mr. Myrick stated that the Committee began the process by reviewing the 2008 FCROP. Mr. Myrick shared that staff had started a draft revision to the FCROP in 2010, but the draft revision was never brought to the Fire Commission for approval. It was stated that the Committee reviewed the 2010 draft and decided to use that document as the base document for the revised and recommended Fire Commission Rules of Procedure that is being submitted to the Fire Commission for approval tonight.

Chief Brinson made a motion to approve the recommended Fire Commission Rules of Procedure with the reinstatement of the lines struck in Section B. Fire Service Positions (4). The motion was seconded by Chief Cates. The Fire Commission unanimously approved the recommended Fire Commission Rules of Procedure.

CONSIDER RECOMMENDED AMENDMENT TO FIRE COMPENSATION ADMINISTRATIVE GUIDELINES

Demetric Potts reported that he was there tonight to discuss revisions to the Fire Compensation Administrative Guidelines. He wanted to talk about why the guidelines were revised, he wanted to summarize the changes put into the guidelines, and he wanted to talk about next steps.

The Fire Compensation Administrative Guidelines was revised for the following reasons:

- Add sections to the guidelines previously omitted
- Provide written clarification on retirement funding, leave accrual, compensation upon termination, and employment agreements

Summary of the Revisions:

- Amendment Section 8 – Standardized Retirement Funding
 - Requires retirement plan contributions to a US Internal Revenue Service (IRS) Retirement Plan
 - Department’s Plan Administrator must submit a letter of certification that the department utilizes an IRS qualified plan
 - Retirement plan funding and monies spent must be included in Department’s annual audit
- Amendment Section 9 – Leave Guidelines
 - Provides standard for leave accrual consistent with Wake County policy
 - Compensation Committee recommended leave accrual rates different from county staff recommendation
- Amendment Section 10 – Compensation due upon Termination of Employment
 - Provides standard for compensation due at termination of employment consistent with Wake County policy
- Amendment Section 11 – Employment Agreements
 - Provides clarification and requirements for existing an new employment agreements

Next Steps:

- Receive feedback from the Fire Commission
- Adoption by Fire Commission
- Implementation becomes effective immediately
- Fire Department Board of Directors Execute Amended Guidelines

Upon motion of Mr. Billy Myrick and second by Chief Privette, the Fire Commission unanimously agreed to table the decision on the amendment to the Fire Compensation Administrative Guidelines until the next meeting.

SUPPORT MODIFICATION OF WAKE FOREST AND FALLS FIRE INSURANCE DISTRICT BOUNDARIES

Ray Echevarria stated that one of the goals of the Board of Commissioners is to see mergers and consolidations of fire departments to promote efficient and effective fire protection services. Ray stated that we have just that going on with the merger of the Wake Forest and Falls Fire Departments. Wake Forest Fire Department is also scheduled for an ISO inspection which is when the Office of the State Fire Marshal (OSFM) comes to do grade and assign them a public protection classification. It was reported that Wake Forest and Falls Fire Department were told by OSFM that it would be in their best interest to merge prior the inspection. Ray reported that all fire insurance district boundaries have to be approved by the Board of Commissioners and we were taking that to the Board and tonight we are looking for the Fire Commission's support.

Upon motion of Chief Cates and second by Lee Price, the Fire Commission unanimously approved support for the Modification of the Wake Forest and Falls Fire Insurance District Boundaries.

APPARATUS COMMITTEE REPORT

Chief Frank Woods provided the following for Fire Commission consideration and approval;

TOPIC #1

The apparatus committee has received a written letter of confirmation from the Garner Fire Department and the Bay Leaf Fire Department in reference to their next 2 Pumper replacements for 2013/2014; the Garner Fire Department is wishing to push their replacement Pumper/Tankers out by a year to 2014/2015 respectfully.

The Bay Leaf Fire Department has made the decision to replace their Pumper with a straight Tanker instead; this is a savings of \$72,000.00.

The Bay Leaf Fire Department has also made the decision to not replace the Brush Truck originally scheduled for FY 12 for a savings of \$96,506.00 in the FY 12 Budget.

An increase to FY 2014 Budget is estimated to be approximately \$7,216.00 plus option increases which have been consistent at 3% and \$13,027 for FY 2015, for the Garner Pumpers.

TOPIC #2

1. As noted from the last Fire Commission meeting approval of the Falls Wake Forest merger for vehicles. We the committee would like to make the following recommendation to the Fire Commission.
2. The apparatus committee is recommending that the 2009 Pumper/Tanker be transferred to the Zebulon Fire Department in lieu of them purchasing a new one. The savings to the County Budget would be approximately \$186,393.00.
3. The Zebulon Fire Department has agreed to give the County the monies from the sale of their old Apparatus minus administrative costs for Registration, Re-Paint as needed, lettering, striping, and Radio re-programming.
4. We will work with County Staff to insure we have a binding contract between the County, Wake Forest Fire Department and the Zebulon Fire Department before the transfer of the vehicle.

FY 2012 SAVINGS OF \$96,506.00

FY 2013 ESTIMATED SAVINGS OF \$422,458.00

IF BOTH PLANS ARE APPROVED

Upon motion of Chief Brinson and second by Lee Price, the Fire Commission unanimously approved the Apparatus Committee Recommendation.

INFORMATION AGENDA

FIRE TAX DISTRICT MERGERS AND CONSOLIDATIONS

County Manager David Cooke stated that there are two goals that the Board of Commissioners has, one is to look at consolidations and mergers not only in the Fire Service but also in EMS and there have been a number of those already done. Another goal is to not raise the property tax rate due to the climate of the economy. Mr. Cooke stated that he thinks those two things are related, and he stated that this is from the Manager's Office perspective so he is going to own this, and it is a document that he shared in October with the Durham Highway Board. Mr. Cooke stated that what he wanted to establish as part of that context was that if you look at just a ten year perspective, and how service area has declined, how population has grown about 9%, and the budget has grown about 170%, so that is not sustainable as we go forward to other points. Mr. Cooke's Handout to the Fire Commission members is attached below.

The Future of Fire Service in the Fire Tax District

October 2011

Current Context

Wake County's Fire Tax District provides funding for fire protection in the unincorporated areas of Wake County and in the Town of Wendell through 14 contracts with not-for-profit corporations and 6 contracts with municipal fire departments.

The total Fiscal Year 2012 Budget for the Fire Tax District is \$20,253,000.

While municipal boundaries have expanded, the service area for the Fire Tax District has declined. In the year 2000, there were 615 square miles in the unincorporated areas; in 2010, there were 558 square miles. Several not-for-profit fire department insurance districts have been steadily declining in size over the years.

Over the same time period, the population of Wake County increased by 43.5%; although the population increase in the unincorporated area was only 9.5% (in the Town of Wendell population increased 37.%.)

The cost of fire protection, for a number of reasons, is outpacing population growth and does not reflect a decline in service area. In fiscal year 2000, the Fire Tax District budget was \$7,485,421. The cost of fire protection has increased 170% since 2000.

During the same time period, municipal fire departments have constructed new stations in Wake County as they have expanded municipal boundaries and the municipal fire departments are often the first responding stations to many of the areas served by not-for-profit fire departments.

Recent and Forthcoming Changes

- The County expects that Falls and Wake Forest will merge and the district will be divided between Bayleaf, Stony Hill and Wake Forest.
- Bayleaf Station #3 will be owned by the County for an EMS Station; Wake County will lease to Bayleaf--for a yet-to-be-determined period of time--space for volunteers to assemble and to house some apparatus.
- Members of The Eastern Wake Fire Board will be appointed by the Board of Commissioners.

Expectations and Assumptions

1. The assessed value growth in the Fire Tax district is expected to be flat to very little growth over the next several years.
2. Staffing costs for firefighters will continue to put upward pressure on the fire department budgets.
3. The County believes that savings will be achieved through the consolidation of not-for-profit fire departments.
4. The County believes that financial accountability will be enhanced through the consolidation of not-for-profit fire departments.
5. There are areas of the County that are never intended to be included in municipal boundaries (Falls Lake watershed, Swift Creek watershed, Little River watershed, Jordan Lake watershed, Research Triangle Park). These areas will be served by not-for-profit fire departments or municipal fire departments.

Conclusions and Next Steps

1. The County Manager will not recommend an increase in the Fire Tax District tax rate until the consolidation of fire departments occurs.
2. Identify the areas of the County for consolidations (Falls Lake, Swift Creek, Little River/Eastern Wake County)
3. Northern Area: Generally the land west of Falls of Neuse Road, north of 540, and east of Wake/Durham county line comprises the Wake County portion of the Falls Lake watershed. In time, this area should be served by one fire department.
4. Swift Creek Area:
5. Little River Area/Eastern Wake County:

FIRE TAX FINANCIAL REPORT

Mr. Chad Balke reported that included in the packet on the last five pages was the Financial Report. Chad stated that page one was the revenue summary and right now through mid-March we have collected about 97.2% of the budget revenues. Page two and three lists the amount paid to and committed to departments as well as the System Wide expenses. The remaining transfers that need to be done are miscellaneous charges for the Fire Services Training Center as well as a transfer to the Debt Service Fund. Page four and five are the Capital reports which have been updated recently with the transfers for the Special District fund.

SINGLE FIRE TAX DISTRICT BUDGET UPDATE

Mr. Myrick reported that the Committee is continuing to meet to determine what needs to be done to address the needs of the departments and the Fire Tax District with declining revenues. Mr. Myrick reported that they have to provide a recommendation that shows a five year sustainable budget and currently we are looking at three and a half years of sustainability. He stated that we will need to make some changes and they may come back with some recommendations that aren't really popular.

Chad Balke reported that the percent change in Fire Tax revenue versus the percent change in department appropriations is a bit skewed. He stated that the percent change in tax revenue over the past four years had measured around .5 to .1 percent increase whereas the department appropriations have been increasing about 2 to 3 percent each year for the past four years. Chad reported that right now because we don't have sufficient revenues to fund our existing operating cost we are looking at a deficit of about \$300,000 to \$400,000.

CHAIR REPORT

Chair Jones recognized Chief Sidney Perry for his honor of being selected by the North Carolina Association of Fire Chiefs as the North Carolina Fire Chief of the Year. Chief Perry thanked everyone for their support, he said that he has been in the fire service for over 45 years in the County all that time, and we have all been a big part of his success because of all the fine folks that he has had the opportunity to work with, and he thanks everyone for all your support.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Wake Forest Fire Department / Falls Fire Department Merger

Ray Echevarria stated that he wanted to mention again that the Wake Forest and Falls Fire Department merger is a good thing and he also wanted to say that the Long Range Business Plan update is still out there and we are still working on it and now that we have a Chair of the Facilities Committee (Chief Tom Vaughan) we can continue to move forward with getting the plan completed.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

Chief Poole reported that he comes before the Fire Commission tonight as President of the Wake County Association of Fire Chiefs and as they are progressing as an association, they have people from all around, they have firefighters, citizens, and we all have the common objective of protecting the citizens of Wake County, we may approach it with different opinions, but ultimately we want to protect the citizens, and he sometimes think we can forget our second priority of protecting the firefighters and making sure they are safe too. So he wanted to come here tonight because of the contract and things there is a need for transparency so in the fire service they want to provide transparency too. So next on their agenda they were going to hold a line of duty deaths seminar from the Salisbury fire department sometime in the near future. Chief Poole stated that he wanted to offer an invitation to all to come out and participate when they scheduled the date for the seminar.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 10, 2012

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 10, 2012, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Ed Brinson, Chief Mark Haraway, Mr. Lee Price, Chief Tom Vaughan, Mr. Billy Myrick, Mrs. Barbara Poole, and Mr. Keith Gregory.

The following members were absent: Chief Rodney Privette, Mr. Robert Stagg, Mr. Michael Denning, and Mr. Paul Coble

The following County officials and staff were present: County Manager David Cooke, Budget and Policy Analyst Chad Balke, and Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Billy Myrick and second by Mr. Lee Price, the Fire Commission unanimously approved minutes of the March 22, 2012, Regular Meeting.

The agenda was approved as submitted.

REGULAR AGENDA

FIRE TAX BUDGET COMMITTEE

Fire Tax Budget Committee Recommended FY 2013 Fire Tax Budget

Chief Mark Haraway presented to the Fire Commission the Fire Tax Budget Committee FY 2013 Fire Tax Budget. The following is a summary of the Fire tax Budget Committee Recommendation:

Revenue:

The Budget Committee is proposing to maintain the current fire tax for FY13. The committee is also recommending keeping the Operating/Capital ratio at 84/16. With that in mind they were projecting the following:

- Operating Revenue projection \$16,938,600
- Operating debt service \$ 344,635
- Capital \$ 2,881,765
- Subtotal, Taxes \$20,165,000
- Appropriated Fund Balance \$ 826,000 (Capital fund balance shift to Operating)
- Interest \$ 5,000
- Total Revenue projection \$20,996,000

Expenditures:

The Budget Committee proposal includes Department Appropriations beginning at the same funding level as FY 2012. However, they did have to take into consideration the proposed merit increase of 2% based on Wake County as well as overall increases to department’s providing health insurance to employees. Health Insurance costs have skyrocketed leading to increased premium costs to departments. Below is a breakdown of expenditures. This breakdown will also identify several areas of reduction in costs.

- Department Appropriations \$16,188,120
- Merit Adjustment for FTE’s \$ 199,686
- Health Insurance increases \$ 177,789
- Personnel Adjustment \$ 956 (Hopkins and Rolesville)
- Department Debt Service \$ 344,635
- Target department reductions \$ 22,640 (Eastern Wake payback)
- Falls FD adjustment \$ 15,268 (pre-determined adjustable amount prior to budget process)
- Sub-Total Dept. Appropriations \$16,786,127

System Wide Appropriations:

When considering operational costs they not only have to look at individual departmental requests but also “System-wide” Appropriation. Those appropriations are budgetary costs which reach across the county fire service and are of benefit to each department. Those costs are associated with the 800MHz system, CAD, certain county owned facility utilities, Wake County Training Center costs, Raleigh HazMat for county service provision, Forestry, communications equipment maintenance and RWECC dispatch services. The Budget Committee did look at each of these areas of the system-wide cost and after much consideration did make several changes. It should be understood that many of the system-wide cost cannot be changed without impacting current service levels negatively. Below is a cost summary of how system-wide appropriations were funded:

- 800 MHZ Fire Costs \$ 128,683
- CAD Fire Costs \$ 10,452
- County owned facility/station utilities \$ 12,500
- Fire Service Training Center \$ 317,345 (recommendation to hold at 2012 level)
- HazMat program \$ 87,746
- NC Forestry – Wildfire Preservation \$ 74,940
- Pager/Radio maintenance \$ 47,328

- RWECC Dispatch services \$ 163,455
- Food for Fire Commission \$ 0
- Contribution to Fund Balance \$ 485,000 (appropriated for next fiscal year)
- Sub-Total System-wide \$ 1,328,109

Capital:

- Transfer to Capital (Current Revenues) \$ 1,439,765
- Transfer to Debt Service Fund \$ 1,442,000 (Recommended new debt of \$2.3 million)
- Subtotal Capital \$ 2,881,000
- Total Expenditures **\$20,996,000**

The entire Budget Committee FY 2013 Fire Tax recommended budget is included in these minutes as attachment A.

Wake County Staff Recommended FY 2013 Fire Tax Budget

Budget and Policy Analyst Chad Balke presented the Wake County Staff FY 2013 Fire Tax recommended budget. Below is the summary of the recommendation:

Revenues:

- Operating \$17,140,250
- Operating debt service \$ 344,635
- Capital \$ 2,680,115
- Subtotal, Taxes \$20,165,000
- Other \$ 22,640
- Interest \$ 5,000
- Total Revenue projection \$20,192,640

Expenditures:

- Department Appropriations \$16,188,120
- Merit Adjustment for Full-time \$ 199,685
- Health Insurance \$ 117,789
- Personnel Adjustments \$ 956
- Reductions to Departments \$ (171,465) (Based on % of Appropriation)
- Reduce Funding for Board Compensation \$ (27,150)
- Eastern Wake Payback \$ (22,640)
- Department Deb Service \$ 344,635
- Subtotal, Department Appropriations \$16,629,930

System-wide Appropriations:

- 800 MHz Fire Costs \$ 128,683
- CAD Fire Costs \$ 10,452
- County-owned Station Utilities \$ 12,500
- Fire Service Training \$ 357,345 (District responsible for FTC electricity expenses)
- HAZMAT Program \$ 87,746
- NC Forestry-Wildfire Prevention \$ 75,086 (Provides for \$10K for replacement vehicle)
- Radio & Pager Maintenance \$ 47,328 (Encumbrance rollover in FY11)
- RWECC Dispatch \$ 163,455

- Subtotal System-wide \$ 882,595

Capital:

- Transfer to Capital (Current Revenues) \$ 1,540,115 (Lower amount due to revenue shift)
- Transfer to Debt Service Fund \$ 1,140,000 (No apparatus replaced in 2013 before third party review)
- Subtotal Capital \$ 2,680,115
- Total Expenditures **\$20,192,640**

The entire Wake County Staff FY 2013 Fire Tax recommended budget is included in these minutes as attachment B.

Upon motion of Mr. Billy Myrick and second by Ms. Barbara Poole, the Fire Commission unanimously agreed to accept the FY 2013 Budget Recommendation submitted by the Fire Tax Budget Committee to include moving the Wendell Falls Fire Station out two years to years 2018 & 2019.

CONSIDER RECOMMENDED FIRE PROTECTION AGREEMENT

Demetric Potts stated that he was there to discuss revisions to the Fire Protection Agreement. He wanted to talk about why the agreement was revised, he wanted to summarize the changes the County put into the contract, and he wanted to talk about next steps.

The contract was revised for the following reasons:

- Raise awareness of agreement requirements for fire departments and their Boards of Directors
- Protect taxpayer investment in fire protection
- Enhance financial accountability
- Enhance procedures and increase transparency for Boards of Directors
- Clarify certain sections of the agreement

Summary of the Revisions:

- Revisions to Section 9 – Decision Making Process Open to Public
 - Requires agenda and minutes for open and closed meetings
 - Allows County access to all agendas and minutes
- Revisions to Section 14 – Liquidation or Dissolution
 - Allows for continued use of property and equipment by successor department when ongoing requirement for fire protection
- Revisions to Section 16 – Fire Department’s Use of Funds
 - Requires department to notify County of certain personnel changes and changes in use of County funds
 - Requires department to notify County of financial transaction that creates a security interest in favor of a third party
 - Allows County to request documentation related to use of County funds
- Revisions to Section 17 – Fire Department’s Budget Preparation
 - Department to disclose any existing debt and any arrangements for repayment
- Section 20 (H) - Fiscal Responsibility

- Was previously titled Fund Balance
 - Clarifies net asset definition
- Section 20 (Q) - Personnel
 - Requires department to comply with FLSA
- Section 20 (V) – Fire Service Compensation Guidelines
 - Clarifies compliance requirement
- Section 21 – Relationship of Parties
 - Clarifies relationship between County and department
- Section 22 – Term of Agreement
 - Agreements are one year agreements
- Section 24 – Termination
 - Clarifies termination provision

Next Steps:

- Receive feedback from the Fire Commission
- Present to Board of Commissioners in May
- Implement new agreement July 1, 2012

Upon motion of Mr. Billy Myrick and second by Ms. Barbara Poole the Fire Commission voted 5 to 4 in favor of support for the revised Fire Protection Agreement.

CONSIDER RECOMMENDED AMENDMENT TO FIRE COMPENSATION ADMINISTRATIVE GUIDELINES

Demetric Potts presented to the Fire Commission revisions to the Fire Compensation Administrative Guidelines. He shared information about why the guidelines were revised, he summarized the changes put into the guidelines, and he discussed next steps.

The Fire Compensation Administrative Guidelines was revised for the following reasons:

- Add sections to the guidelines previously omitted
- Provide written clarification on retirement funding, leave accrual, compensation upon termination, and employment agreements

Summary of the Revisions:

- Amendment Section 8 – Standardized Retirement Funding
 - Requires retirement plan contributions to a US Internal Revenue Service (IRS) Retirement Plan
 - Department’s Plan Administrator must submit a letter of certification that the department utilizes an IRS qualified plan
 - Retirement plan funding and monies spent must be included in Department’s annual audit
- Amendment Section 9 – Leave Guidelines
 - Provides standard for leave accrual consistent with Wake County policy
 - Compensation Committee recommended leave accrual rates different from county staff recommendation
- Amendment Section 10 – Compensation due upon Termination of Employment

- Provides standard for compensation due at termination of employment consistent with Wake County policy
- Amendment Section 11 – Employment Agreements
 - Provides clarification and requirements for existing and new employment agreements

Next Steps:

- Receive feedback from the Fire Commission
- Adoption by Fire Commission
- Implementation becomes effective immediately
- Fire Department Board of Directors Execute Amended Guidelines

Upon motion of Mr. Billy Myrick and second by Ms. Barbara Poole the Fire Commission unanimously agreed to table the decision on the amendment to the Fire Compensation Administrative Guidelines until the next meeting to allow staff time to bring back options regarding Retirement Funding.

APPARATUS COMMITTEE REPORT

Chief Woods informed the Fire Commission that the Apparatus Committee was working closely with Wake New Hope Fire Department on the feasibility of combining 2 trucks with one (1 Pumper Tanker & 1 Rescue) for a fleet reduction of 1 vehicle. He stated that the Committee had reached an agreement with Wake New Hope Fire Department and staff to proceed if approved. Chief Woods reported that the Apparatus Committee recommends and supports going forward with the replacement of the Wake New Hope Fire Department apparatus (Attachment C).

Upon motion of Chief Tony Mauldin and second by Chief Tom Vaughan, the Fire Commission unanimously approved the Apparatus Committee Recommendation.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Chad Balke reported that the Financial Report was included in the packet and he would answer any questions the Fire Commission members had regarding the reports. The reports are attached below:

Fund: 4400 Fire CIP

84 Fire And Rescue CIP

Division: 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
020F	Fire-Bayleafs	8400P0100	503,913	503,513	-	503,513	344,751	133,720	478,471	25,042	25,042	
026F	Stony Hill Remediation	8420V0100	660,348	660,348	-	660,348	460,695	63,653	524,348	136,000	136,000	Transfer to Fire CIP have been completed.
043F	Garner #4, Fire Tax Portion	8420V0100	2,220,000	2,220,000	-	2,220,000	1,953,539	(0)	1,953,539	266,461	266,461	
050F	Wendel Falls Station, Fire Tax Portion	8420V0100	350,000	350,000	-	350,000	2,200	0	2,200	347,800	347,800	
057F	Fire Planned Facility Repairs	8420V0100	221,000	221,000	-	221,000	107,769	-	107,769	113,231	113,231	Transfer to Fire CIP have been completed.
Total Division: 8420 Fire Facilities			3,954,811	3,954,861	-	3,954,861	2,868,954	197,373	3,066,327	888,534	888,534	

Division: 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
041F	CONTINGENCIES & GRANT MATCHES	8400P0100	131,603	131,603	-	131,603	95,231	-	95,231	36,372	36,372	
044F	TURNOUT GEAR	8430V0300	1,170,000	1,170,000	-	1,170,000	809,318	-	809,318	360,682	360,682	Transfer to Fire CIP have been completed.
046F	Pager/Radio Replacement	8430V0300	970,000	1,038,204	(68,204)	970,000	772,955	0	772,955	197,045	265,249	Actual revenues exceed budget due to municipal reimbursements for additional radios; once all reimbursements are received, the transfer revenue source will be moved to uncommitted and additional savings will be realized.
060F	Fire 800MHZ. Omnitalk Upgrade	8430V0300	259,000	259,000	-	259,000	3,000	252,000	255,000	4,000	4,000	Transfer to Fire CIP have been completed.
061F	Fire Air Bells Replacement	8430V0300	131,000	131,000	-	131,000	-	-	-	131,000	131,000	
062F	Fire Defibrillators	8430V0300	58,000	58,000	-	58,000	33,215	9,590	42,804	15,196	15,196	
063F	Fire Thermal Imaging Cameras	8430V0300	249,000	249,000	-	249,000	82,694	68,793	151,486	97,514	97,514	
064F	Fire Smart Copier - FY12	8430V0300	150,000	150,000	-	150,000	96,700	-	96,700	53,300	53,300	Transfer to Fire CIP have been completed.
066F	Fire SCBA's	8430V0300	300,000	300,000	-	300,000	204,412	-	204,412	95,588	95,588	Transfer to Fire CIP have been completed.
Total Division: 8430 Fire Fighting Equipment			3,418,603	3,486,807	(68,204)	3,418,603	2,097,524	330,382	2,427,906	990,697	1,058,901	

Division: 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
054F	General Fire Apparatus	8440V0100	55,592	55,592	-	55,592	1,356	-	1,356	54,236	54,236	
055F	Fire Brush Trucks	8440V0100	95,000	95,000	-	95,000	-	-	-	95,000	95,000	Transfer to Fire CIP have been completed.
056F	Fire Small Vehicles	8440V0100	260,371	260,371	-	260,371	130,706	0	130,706	129,665	129,665	Transfer to Fire CIP have been completed.
059F	FY11 Large Apparatus - Municipal	8440V0100	329,404	329,404	-	329,404	329,404	-	329,404	-	-	
065F	FY12 Large Apparatus - Municipal	8440V0100	609,710	609,710	-	609,710	286,752	322,958	609,710	-	-	Transfer to Fire CIP have been completed.
Total Division: 8440 Fire Apparatus			1,350,077	1,350,077	-	1,350,077	748,217	322,958	1,071,175	271,901	271,901	

Division: 8490 Fire Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
098F	Garner Station #4 Interlocal Agreement	8490V0100	30,000	-	30,000	30,000	-	-	-	30,000	-	Payment from Town of Garner has not been received.
099F	Fire Capital Uncommitted	8490V0100	-	3,915,674	(3,915,674)	-	-	-	-	-	3,915,674	Holding Pot - Savings (or uncommitted funds) that cannot be moved without board approval.
Total Division: 8490 Fire Uncommitted			30,000	3,915,674	(3,885,674)	30,000	-	-	-	30,000	3,915,674	
Total 84 Fire And Rescue CIP			8,753,411	12,707,419	(3,953,878)	8,753,411	5,714,696	850,713	6,565,408	2,181,132	6,142,011	
Total Fund: 4400 Fire CIP			8,753,411	12,707,419	(3,953,878)	8,753,411	5,714,696	850,713	6,565,408	2,181,132	6,142,011	

CHAIR REPORT

None.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Demetric Potts reported that the Wake County Manager would present the recommended budget to the Wake County Board of Commissioners on May 21, 2012.

OTHER BUSINESS

No other business.

PUBLIC COMMENTS

Chief Tony Mauldin recognized Chief Ed Brinson on his new position as the Assistant Director of the North Carolina State Fireman's Association.

Mike Legarros extended an invitation to the all the Wake County firefighters to participate in the Raleigh Fire Department Centennial Celebration.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, January 17, 2013

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 17, 2013, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Lee Price, Judge Keith Gregory, Billy Myrick, Bob Stagg (Phone), Judge Michael Denning, Commissioner Phil Matthews.

Other members present: Chief David Price (South Region Alternate), Chief Tim Pope (North Region Alternate, Chief Mark Haraway (West Region Alternate),

The following members were absent: Chief Tom Vaughan (East Region Alternate), Barbara Poole, Commissioner Paul Coble.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, EMS / Fire and Emergency Management Business Officer Demetric Potts, and Fire and Emergency Management Training Director Ricky Dorsey.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Upon motion of Judge Denning and second by Lee Price, the Fire Commission unanimously approved the Agenda.

MINUTES

Upon motion of Lee Price and second by Judge Denning, the Fire Commission unanimously approved minutes of the November 15, 2012, Regular Meeting.

REGULAR AGENDA

FIRE COMMISSION CHAIR ELECTION

Demetric Potts stated that January is the time that the Fire Commission elects its Chair and Vice Chair for the calendar year. He stated that unless there were questions he would open the floor

for nominations for Chair. Mr. Billy Myrick nominated Mr. Lucius Jones. Judge Denning seconded the nomination. There were no additional nominations. All voted in favor for Mr. Lucius Jones as Chair of the Fire Commission for calendar year 2013.

FIRE COMMISSION VICE CHAIR ELECTION

Demetric Potts opened the floor for nominations for Vice Chair. Chair Lucius Jones nominated Mr. Billy Myrick. Judge Denning seconded the nomination. There were no additional nominations. All voted in favor for Mr. Billy Myrick as Vice Chair of the Fire Commission for calendar year 2013.

FUTURE of FIRE SERVICE in the FIRE TAX DISTRICT

Deputy County Manager Joe Durham stated that the Commission members had a copy of the power point presentation that he provided to the Wake County Board of County Commissioners at their Work Session on Monday, January 14th. Mr. Durham stated that they would hear him say again that we have a current financial model that is not sustainable. He stated that he would not go over the presentation in great detail he just wanted to reiterate that we have a shrinking service area with continued increase in cost over the past eleven years of 170%.

Mr. Durham stated that as we look at expectations and assumptions going forward the assumptions are that we will continue to have flat growth in revenue with increases in expenditures. Mr. Durham noted that a point he wanted to make here as he did with the Board of County Commissioners is that the growth will be less in the unincorporated areas than it will be in the incorporated areas. Mr. Durham shared again that the Fire Tax District Budget is not sustainable in its current form. The County believes that savings will be achieved through strategies such as consolidations and mergers, realignment of stations, and shared use of resources. He stated that this is a staff strategy that was presented to the Wake County Board of Commissioners and these are things that we plan on pursuing further.

Mr. Durham stated that one of the Commissioners goals is to look for efficiencies in our public safety arena with both Fire and EMS. We will start with there will be no consideration on an increase in Fire Tax District property tax rate until strategies for a sustainable fire service are identified and pursued. Mr. Durham shared that one of the things that we will be doing over the next thirty days is meeting to define some specific steps and strategies that will be used to achieve that goal. We will also look at areas for consolidations such as Falls Lake, Swift Creek, and Little River / Eastern part of the County, and also will begin meeting with the Board of Directors of the not-for-profit fire departments to begin sharing the "Future of Fire Service" with them and our goal is to talk about things that we can do to create sustainability. He stated that we know that this is not going to occur over the next sixty days or the next year or two. This is a long term strategy and there are challenges that are in front of us. He stated that he would be glad to respond to any questions or concerns.

Chair Jones stated that he understands what we are doing, he understands that we are trying to provide a better service with less money because that is probably what we are going to have. He stated that it's going to be a long term, long range plan and it's going to take a lot of time and we need to try to get everybody to buy in on what the plan is going to be, and a lot of the planning can be done administratively or at the Wake County staff level but also there should be an equal

component of the plan from the users. Mr. Durham replied that this can't be County staff driving this directing / commanding, but we will initiate those conversations and discussion that have to occur.

Vice Chair Myrick stated that typically consolidations happen with not-for-profits and towns and he wanted to know what would happen in the areas where there were no towns. Mr. Durham stated that those were opportunities as well. It would mean working with the not-for-profits in certain areas looking for consolidations and mergers there, but also looking for opportunities between the not-for-profits and municipal fire departments. Vice Chair Myrick asked if the goal was mainly to merge with the towns. Mr. Durham replied that it's about doing all that we can do to look at mergers and consolidations and we are not just targeting the towns or not-for-profits, it's doing all that we can do and we will bring back those opportunities that we have identified. It's going to require a lot of conversations and discussions in order to make this happen.

Vice Chair Myrick stated that with consolidations and mergers there should be equal or better service at a cheaper price not the same service at the same price. Mr. Durham replied that we have to create those savings that will be realized both short term and long term. Mr. Durham stated that we are not doing this just for the sake of mergers, as we are doing this we will need to identify cost savings, if not then why are we doing this.

Chief A.C Rich asked Commissioner Matthews what is Wake Counties' vision, what do you want the fire service to look like in Wake County. Chief Rich stated that he thinks this is very important because we speak in generalized terms of the "Future of " being revenue driven. He stated that one of the pieces that is important especially for our elected officials is to determine what they want because that is where it lies, and in order to have real good understanding of the way we want to look which he sees as a fundamental issue but yet a complicated methodology, but the way we want to look; the way we want to be. Do we want to be predominantly volunteer, do we want to be predominantly paid. Chief Rich stated that he sees Mr. Cooke's presentation as an idea (Mr. Durham stated that the presentation was his) a shared idea, but before we have goals and objectives he thinks we need to have a clear vision and personally he sees this as a very sensitive process and to whatever degree the Fire Commission has influence on it he thinks it is important to have collective representation because for example in the budget process last year the chief officers put together what could be considered a sustainable model through 2017 understandably collective work could be done.

Chief Rich also stated that through the Fire Chiefs Association there is a lot of feedback and input on what that vision would really be defined as, and it may be that what we determine is not consolidation, it may be incorrect for us to say that consolidation is the answer, and we may find out that there are other ways to do business better perhaps, and he thinks that if we call it a Blue Ribbon Committee, certainly for the Board of Commissioners you have such a tremendous asset the representation of these folks in this room, singular/dual people the backbone of their organizations are volunteers, folks that give of their time and he thinks that is something that we have to consistently recognize. Chief Rich stated that the would like to encourage Mr. Durham, Mr. Matthews, the Fire Commission, and all his fellow Chief's out there that we can do it and we can do it together.

Commissioner Matthews stated that we do have a great deal of talent in this room, all the Chief's wouldn't be where you are at if you weren't good at what you did and he respects all of you and at the same time we do all need to work collectively, because whatever the decision that comes out we all have to live with it. The main thing is that we have the best personnel, the equipment

we need to get the job done, and we most certainly have seen a transition from volunteerism versus the full-time due to first responders and the training that went along with that. Every department has its own issues, but what we have to do is bring all those issues together and sit down at the table and talk about them and what might necessarily work in Wake Forest might not work down in the Duncan area or some other area, so everything is brought to the table and we factor it all in and it won't be an overnight project, if it is an overnight project it won't be a good project somebody is going to get left out and he thinks that is very important that we come together collectively.

Lee Price stated that some of the concerns of the Fire Chiefs and departments is that they want to be involved in the process and work with staff on this, and when you receive the information like this, that this is going to the County Commissioners the "Future of the Fire Service" and the Chiefs and department's knew nothing about it, that hurts that trust level and makes them wonder what's going on here. Staff has come up with this plan "Future of the Fire Service" and no one else knows about this, not the Fire Commission, not the Chiefs, or anybody and that trust level goes out the window because everyone is thinking well they got a plan and we don't know about it so what are they trying to do to us. Mr. Price stated that he thinks the key is to involve everybody in this group and we can come up with some good plans and something that is cohesive that will work. Mr. Durham stated that he appreciated those comments, but wanted to say that there was nothing new from what you see in front of you, he has said it, David Cooke has said it, he has said it more than once and there is nothing new. Mr. Durham stated that there are more details but all these things have previously been shared and at the end of the day it's all about creating those cost efficiencies.

CONSIDER APPOINTMENT of FACILITIES COMMITTEE CHAIR

Chair Jones appointed David Dillon as Chair of the Facilities Committee.

CONSIDER APPOINTMENT of STAFFING COMMITTEE CHAIR

Chair Jones appointed Chief Matt Poole as Chair of the Staffing Committee.

CONSIDER APPOINTMENT of CONTRACT COMMITTEE TO REVIEW AND UPDATE FIRE PROTECTION AGREEMENT

Demetric Potts reported that the not-for-profit Fire Protection Agreement was now an annual agreement so we have an opportunity that if there are going to be any revisions to the agreement we could have those revisions done by staff or there could be an appointed committee to review the agreement to see if there were areas that needed to be updated or amended. Demetric stated that during the course of the year there were several areas that mentioned that potentially needed updating. The areas are noted below:

Section 13 Composition of Board of Directors

- Add language that says that BOD members can't be compensated using Fire Tax Dollars.

Section 19 Insurance Services Offices, INC Rating

- Revise the language that references department's having an ISO rating equal to or better than a Class 6

Section 20.E. Training

- Post Incident Review Language
- Add language with regard to Standardized Training

Vice Chair Myrick made a motion that Chair Jones appoints a Contract Committee with a representative chosen from each fire service region and the Chair would appoint two additional members from the Fire Commission. The motion was seconded by Chief Cates; the Fire Commission unanimously approved the motion.

Chair Jones reappointed the Budget Committee that served for the FY 2013 Budget process to review the FY 2014 Budget process.

INFORMATION AGENDA

FIRE TRAINING CENTER PUMP UPDATE

Ricky Dorsey reported that he wanted to give the Fire Commission an update on what's been done since we talked last at the November Fire Commission meeting. Mr. Dorsey stated that the Commission had in their packet the timeline that Wake County GSA has proposed. He shared that GSA has the pump substantially completed and ready for service on May 1st. Mr. Matthews asked Mr. Dorsey what they were using out at the Training Center now. Mr. Dorsey reported that now they were using trucks to draft. He stated that one of the major concerns was that they were unable to provide the Essential Schools, so the main goal is to get back in service so they can offer the school as soon as possible. Mr. Matthews asked if that was as soon as it could be done. Mr. Dorsey replied that this is the time line that GSA has given.

Vice Chair Myrick asked if the cost for the repair was still the \$6,000 that was previously reported. Mr. Dorsey reported that GSA had to go back to do a cost estimate, the information that was provide at the last meeting was an estimate provide by a gentleman from Progress Energy taking a look at it an estimating that the cost would be \$6,000 in parts, so GSA went back and did their cost estimate and their estimate is \$34,000 to do the repairs. He reported that there were a couple of valves that needed to be replaced; there was also a hole in the pressure reducing valve so that has to be replaced as well. The designers estimate is \$34,000, so this would need to go out for bid and we are hoping that it will come back under that. Vice Chair Myrick asked if the Commission needed to take some action since they took action authoring \$6,000 for labor.

Commissioner Matthews asked if it were the State of NC GSA handling the project. Mr. Dorsey stated that it was Wake County GSA. Mr. Matthews asked Mr. Dorsey who he was working with. Mr. Dorsey reported that the he was working with Mark Dubois. Mr. Matthews stated that he couldn't see it taking five months to replace a pump. He stated that he would make a phone call the next day to see what they could do about it.

Chief Privette asked how they were able to have the recruit academy without the pump. Mr. Dorsey replied that he has been asked how they could hold a fire academy without a pump and was the fire academy more important than the Essentials Schools. He stated that was absolutely not true and that the Essentials School was the most important thing that they do at the Fire Training Center. Their concern is that they conform to live burn standards set by NFPA and deliver the school and they have an average of twenty to thirty students per school. Mr. Dorsey stated that they have nine recruits right now in the Recruit Academy and they are hoping that the pump will be in service by the time they get to the point they need to conduct live fire burn

training. The recruits are in the academy for twenty-five weeks; however it is a little different situation we can do training with them as we do with what the fire departments are doing currently, they can come out and draft for a period of time, but with the trucks we have to be careful with the time we spend drafting water for the Essentials School. Mr. Dorsey stated that there has been discussion about the fire departments bringing trucks out to get a school done in the meantime and he would entertain that if that's possible. If that's something that we could work out he was all for it. Mr. Matthews stated that he would get on this tomorrow because we didn't need to be running our apparatus out there.

Chief Mauldin stated that he heard a number of fifty-sixty volunteers that may be on a list for the Essentials School. He said that currently they have five that have been waiting, and they really can't use them until they get to this live burn school and those folks are losing interest quick. He says that every department has a process that they have to go through to get firemen onto a department. We try to get them into these schools, and he know that there are a lot of Chief's sitting in here and some may not agree with it, but he thinks that there is a way that these departments across this county can have that school. Chief Mauldin stated that he would be willing to take his truck down there and put an Engineer with it to operate it, that's what they are designed for, is to pump water and he knows himself and there may be some other Chief's out here, but waiting another five months to have an Essentials School he can't see that when we have all this equipment in this County that is designed to draft water and pump water. He says that he doesn't mind sending his truck to help out and he would like to see us get into a little more discussion with Ricky, staff, or someone to see what we can do to get this Essentials School done before that May 1st timeframe if that's possible.

Ricky Dorsey stated that if that's the Fire Commission's desire they are ready to line up the apparatus and instructors. Chief Mauldin stated that he didn't think it was a Fire Commission thing it is the Fire Chief's and the departments of this County if we have the people willing to put forth the time and the effort to get this done why can't we work together to make this happen. Mr. Dorsey shared that they already have a plan in place and it would take thirteen trucks over the course of the four day period to make this happen.

POST INCIDENT REVIEW PROGRAM UPDATE

Demetric Potts updated the Fire Commission with the following information regarding the Post Incident Review Program:

During the 15 November 2012 meeting the Fire Commission voted to rescind the Wake County Fire Commission Incident Review Program until it could be reevaluated for appropriate application. Since that meeting Ricky Dorsey, Commission Members Bob Stagg and Chief A.C. Rich met to review the Post Incident Review Program as well as the Post Incident Review language in the Fire Protection Agreement and it was agreed that there needed to be some changes to the contract language.

Commission member Bob Stagg, Wake County staff Ricky Dorsey, and Demetric Potts met with Deputy County Attorney Beth Smerko to discuss the issues and concerns and it was determined that there needed to be a revision the to the Fire Protection Agreement. Over the course of the next two months Deputy County Attorney Beth Smerko will draft several revisions to the Fire Protection Agreement and County Staff will write a Post Incident Review Policy as well as research with VFIS the impacts of Post Incident Review Reports in terms of potential exposure,

coverage, and insurance premiums. Staff will provide to the Fire Commission at the March 2013 meeting any recommendations that results from this effort.

Chair Jones requested that the information be sent out in advance of the Fire Commission meeting to give folks an opportunity to review before the meeting.

FIRE TAX FANANCIAL REPORT

Chad Balke stated that in the packet the Commission should have three reports. The first report lists all the departments with their operating budgets. Each department should have received seven months of appropriation. He stated that the next page of the report lists the revenues for the entire system as well as the expenditures for the System-wide expenses. Chad shared that one good thing to note about the revenues is that we were already at 93% of the total budgeted revenue. He also shared that the 2012 actuals were at .6 above what was budgeted. So there was some minor improvement but the revenue was basically flat.

Chad stated that other report is the Capital Improvement Project. He said that there wasn't much to mention other than we will have some clean now that some revenue has come in and we post the revenue to the respective projects.

Vice Chair Myrick asked who would be working on the County Fire budget. Chad replied that it would be a combination as it was last year of him, Demetric, and we would be looking for some direction from Deputy County Manager Joe Durham and other members of county management.

FY 2014 FIRE TAX BUDGET KICKOFF

Mr. Chad Balke reported that there was an updated budget calendar placed on the table in the lobby for anyone who needed to pick one up. He stated that the budget request were due February 4th. Department meetings with Demetric and him would start in February as well and they would be developing a staff recommendation in late February early March. Staff recommendation will be made to all the Fire District stakeholders, Fire Commission, Budget Committee, and County Management and at that point we will have more conversations. Chad stated that we plan to use the Budget Committee meetings in early March to provide an update on revenue projections, department requests, and various major issues. Chad shared that we have a Budget Committee meeting scheduled for March 27th and that's when he and Demetric would be giving their staff recommendation and would make that available. Chad said that there would be a meeting in mid to late April with the County Managers Office regarding budget requests and recommendations. He shared that this is something that all county departments do with the County Managers Office.

Vice Chair Myrick asked if both staff and the Budget Committee developed different budgets and the Fire Commission voted on the Budget Committee budget which would go to the Board of Commissioners. Chad replied that similar to last year that both would go forward to the County Manager who also makes a recommendation. The situation last year was that the County Manager used parts of both budgets along with his recommendation. Vice Chair Myrick asked what was the purpose of their Board if there were two budgets out there. Deputy County Manager Joe Durham stated that this happens all the time. He stated that they get budget requests and recommendations that go to the County Manager who has the ultimate responsibility of making a recommendation and presenting a balanced budget to the Board of

County Commissioners. He stated that the Fire Commission can submit a recommendation to the Board of County Commissioners if they have a recommendation different from the staff recommendation. Mr. Durham stated that if that situation occurred then the Board of County Commissioner would know that there were differences in the recommendations.

Vice Chair Myrick asked if they would be informed if a recommendation other than what the Fire Commission voted on went to the Board of County Commissioners. Mr. Durham stated that should that happen the Fire Commission would be made aware.

FIRE SERVICES RESPONSE BOUNDARY UPDATE

Demetric Potts updated the Fire Commission with the following information regarding update to the Fire Service Response Boundaries:

In November of 2012 the Wake County Fire Chiefs were notified that Wake County GIS had completed generating the new primary response boundaries for the county fire departments. This was last done about 5 years ago with tweaks to the system over that time span. Some of the boundaries have changed slightly due to new roads, re-aligned roads, more accurate travel time information along thoroughfares, and the elimination of turn-out times as a factor. Staff feels the new boundaries are as accurate as can be as computed, but we certainly welcomed any feedback or concerns that the fire departments wanted to review and discuss.

Staff provided the fire departments with two sets of response boundary maps in PDF format One map set shows the 41 existing stations (one map per station sorted alphabetically) along with their existing primary response areas overlaid with their newly proposed response extent. The second map set shows the 4 future fire station locations (2 relocated, 2 new) and their impact on the current response areas. The new stations will be incorporated in the new station run orders as inactive stations. Then when a particular station comes on line, it will be made active in CAD.

With the update all of the existing special response classes will be maintained as they are currently set up in CAD. This includes response along Interstate highways, Out of County Aid, etc. For the incorporated areas, our goal is to maintain any town affiliated fire department as the primary responder, regardless of what appears on the maps.

Automatic Aid by the City of Raleigh and Town of Cary may change slightly since we are recalculating these areas due to new stations and roads. Those maps are currently in production and will be distributed at a later date for fire departments to review.

CHAIR REPORT

Chair Jones recognized Chris Perry as the new Fire Chief for the Town of Zebulon as well as recognizing his dad Sidney Perry as the retired Chief of the Zebulon Fire Department.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager informed the Fire Commission that they have initiated the recruitment process for hiring a Fire Services Director and they would be accepting applications through the middle of the following month and they were hoping to have somebody named by mid-April.

He shared that it would be an inclusive process and he would be asking some of them to serve as part of the interview process on an assessment panel.

Chief Mauldin asked if it would be possible to get the Fire Commission Agenda Packets more in advance of the Fire Commission meeting so it can be shared with and discussed by the members of their region. Staff stated that they would make the effort to get the packet out sooner.

OTHER BUSINESS

Chief Pope requested that we honor Chief Sidney Perry with a round of applause for his years of service and dedication.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, March 21, 2013

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, March 21, 2013, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief A.C. Rich, Chief David Cates, Chief David Price (South Region Alternate), Chief Tom Vaughan (East Region Alternate), Judge Keith Gregory, Billy Myrick, Bob Stagg, Lee Price, Barbara Poole.

Other members present: Chief Tim Pope (North Region Alternate).

The following members were absent: Commissioner Paul Coble, Chief Tony Mauldin, Judge Michael Denning, Commissioner Phil Matthews, Chief Mark Haraway (West Region Alternate), Chief Rodney Privette,

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Emergency Management Director Josh Creighton, and EMS / Fire and Emergency Management Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Upon motion of Chief Tom Vaughan and second by Bob Stagg, the Fire Commission unanimously approved the Agenda.

MINUTES

Upon motion of Bob Stagg and second by Billy Myrick, the Fire Commission unanimously approved minutes of the January 17, 2013, Regular Meeting.

REGULAR AGENDA

There was no Agenda Items Requiring Fire Commission Action.

INFORMATION AGENDA

FIRE TRAINING CENTER PUMP UPDATE

Demetric Potts reported to the Fire Commission that Wake County General Services (WC GSA) advised that the contract for the pump repair has gone to the Wake County Finance Office for approval and execution. WC GSA advised that work regarding the pump repairs would begin after the executed contract was returned from Wake County Finance. Mark Dubois, Director of Physical Plant, Wake County GSA has estimated that the repair work would begin the week of May 1, 2013.

FIRE TRAINING CENTER RFP UPDATE

Demetric Potts updated the Fire Commission with the following information regarding the Fire Training Center Request for Proposal:

On February 25, 2013 the Fire and Emergency Management Department released a Request for Proposal for a Comprehensive Assessment and Evaluation of Fire Services Training Center and Training Programs. The Scope of Services requested in the Request for Proposal is as follows:

1. Assessment and Evaluation of fire training programs and facilities in Wake County to determine the most cost effective and efficient service delivery.
2. Assessment and Evaluation of fire service training agencies in Wake County to identify any duplication of fire training delivery. Provide specific details of duplication identified and propose possible solutions.
3. Assessment and evaluation of partnering opportunities for delivering fire training programs.
4. Demographics, fee schedules and revenues, fire protection delivery services and fire protection services structure shall be considered when comparing training programs with other areas.
5. Presentation of Findings and Recommendations to assure optimal service delivery with consideration of meeting or exceeding the minimum required levels of training and certifications needed to be a firefighter in Wake County.
6. The Consultant will provide project management support services such as handling coordination of meetings, creating meeting agendas and meeting minutes, and scheduling activities associated with this project.
7. The County reserves the right to expand the scope of services if other areas requiring evaluation are identified.

Demetric also shared that there would be a committee put together to review the proposals once they are delivered and he asked that the Fire Commission appoint members of the Fire Service to participant in the RFP review to assist in making a recommendation on awarding the bid.

FIRE TAX FINANCIAL REPORT

Chad Balke stated that he a couple quick things to mention about the Fire Tax Operating Expenses. He stated that to date we were at 75% of appropriations for each department which makes sense because we have one quarter left to go in the fiscal year. Chad said that he wanted to point out on the revenue side that we are just under 20 million dollars and he would expect that by the end of March we would hit the 20 million dollar mark. Chad reported that we budgeted about 20.16 million dollars and the projections are about 20.5 million dollars. He pointed out that the projection comes from the Revenue Director Marcus Kinrade.

FIRE TAX DISTRICT BUDGET UPDATE

Commission Chair Lucius Jones asked how the Budget Committee meetings were going. Chad informed the Fire Commission that the Committee met the previous week and the night before. He stated that the previous week was mainly about revenue outlook as well as the departmental request and expansion request. Chad stated that yesterday we spent most of the time going over CIP as well as talking a bit about the recommended budgets. Chad shared that the goal is to complete the staff recommendation on what we think the entire Districts budget should look like.

Budget Committee Chair Billy Myrick asked that Chad explain the difference in this years' process as compared to last year. Chad stated that staffs' intention was to do a line item review of department budget request, and we sent out department budget recommendations to the departments with the last departments receiving their budgets on the 19th. We have been having some second reviews when departments have responded to us with questions, he noted that there were a few departments that we have yet to respond to but we will respond and listen to and review any question that they have. Chad stated that he would be completing that process within the next two days and at that time everyone will have gotten a response from staff. After that we will be able to finalize the recommendation and that recommendation will be made available Monday evening. Staff plans to spend the Wednesday Budget Committee meeting going through the entire budget recommendation which will include Operating, Revenue, and CIP. The intent is to not go through the line item budget for the departments, but we would share the recommended budget appropriations for the individual departments. Chad stated that after that meeting there would be two scheduled budget meetings left and those meetings would be turned over to the Budget Committee to determine what they would like to do regarding the recommendation.

Chief Cates asked what the methodology was in reviewing the budget, were there target areas? Chad responded that for example one area that we were focused on was with apparatus, we were trying not to budget for what ifs in terms of maintenance and repairs of apparatus. Chad stated that the main focus was looking at audits, actuals for FY 2012, looking at the amended budgets, departmental projections, and departmental requests.

Chief Cates stated that another question that he had heard was that potentially some changes were coming because of changes to responses County wide and he didn't know if that factored into fuel decisions. Chief Cates stated that we had a department that wanted to adjust some responses in their jurisdiction and they were told that the County didn't want to make any changes at this time pending evaluation of what type of responses we were having. Demetric Potts stated that he wasn't aware of any conversations along those lines. But changes in response did not play into our recommendation in terms of fuel.

Chief Vaughan asked why the County was redrawing all the fire response district boundaries. Demetric responded that the schedule for reviewing the fire response boundaries is every three years and it did not occur according to the schedule. Wake County GIS does the program for the Wake County Fire Tax District, and it is not a redrawing of the district boundaries it is the response boundaries, based on current road segments, and speed limits. Chief Rich stated that he could validate that as being true. Demetric stated that there has not been any action taken to redraw Fire Insurance District boundaries. Lee Price stated that the last time this was done the speed limits were defaulted to 35 mph instead of what it was. Demetric stated that GIS has data that they have collected over the past three years that has actual speed limits on the street segments that allows for a better system because we have better data.

Demetric stated that staff has met with the departments that had concerns with the new response boundaries and all issues had been resolve with the exception of one department (Rolesville) and they were still working to resolve those issues.

CHAIR REPORT

None.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager Joe Durham informed the Fire Commission that the recruitment process for the Fire Service Director was going very well with interviews scheduled for the next day. He stated that we had three good viable candidates. Mr. Durham stated that if things continued to go well he hoped to have someone named by the end of the month of April.

Mr. Durham stated that we have reported to the Fire Commission before about sustainability and we talked about initiating discussion with the different fire departments. He stated that this was underway and we were trying to get to all of them. The conversations have been very good to date, and we have had multiple conversations with Eastern Wake and the Town of Knightdale. That conversation is going very well and we are waiting for a study to come in later this Spring which will trigger a review and evaluation of how we go forward with that that one. Mr. Durham stated that we also are having discussions with Bay Leaf, Stony Hill, and Durham Highway. So we are continuing to have those discussions and will continue to do so.

Mr. Durham stated that he had a couple more informational items. He reported that the City of Raleigh is building a new 911 Center, and Emergency Operations Center and they have asked the County to partner with them in the Emergency Operation Center so we are currently reviewing and evaluating that. The cost of the building is \$68 million dollars and the cost for the County to partner in the EOC would be \$4 million dollars. Mr. Durham stated that this is something that is not currently in our CIP but we are taking a look at it. It is a great opportunity for the County to partner with the City of Raleigh for a better coordinated response in emergency operation, also representing a cost savings to the County.

Mr. Durham stated that we are continuing to have discussion about financial sustainability. He stated that he met with the Sustainability Committee approximately two weeks ago. This group is charged with coming up with potential recommendations for more cost savings. Can we do a better with purchasing, joint purchasing of insurance, or other things that could potentially yield

some cost savings to the Fire Tax District. He stated that we are looking forward to hearing back from that group in the future.

OTHER BUSINESS

Chair Jones stated that he wanted to recognize a retiring Fire Chief who was sitting on the Fire Commission, Chief Tom Vaughan. Chair Jones stated that Chief Vaughan has spent 35 years in Wendell as the Fire Chief and supported the fire service, and he has been an outstanding member of the fire community. He stated that Chief Vaughan was retiring in a week or so he wanted to recognize him tonight and give him an opportunity to speak if he wanted to.

Mr. Myrick stated that the fire service has lost a number of Fire Chiefs over the years through retirement, and he felt that the Fire Commission should recognize these members for their years of service to Wake County.

The Fire Commission requested that staff draft a letter of recognition to the retired Fire Chiefs for the Chairman to sign.

PUBLIC COMMENTS

Chief Early of the Wake Forest Fire Department stated that he wanted to share his concerns about Wake Forest Fire Department being partially funded by the County around 10% give or take a few. He stated that over the years they have intended to save money including merging with another department to save the County money and they have proven to do that. He stated that his concern is that over the five years they have always submitted only a third of their overall budget, that was requested of us and that is what we have done. He stated that they never requested the entire budget, but this year for some reason they were cut more than anybody in the County, about 6% of their total money from the county was recommended to be cut. When he received it there were a lot of unknowns in there and he sent an email back to Joe, Demetric, and Chad Tuesday around 1 PM just asking for a meeting, just give some answers, I need something, come to my office look over the entire budget, you tell me where these proposed cuts are which in his opinion were malicious and unnecessary. He stated that the cuts involved his staffing, personal protective equipment, vehicle maintenance, and tools. This is everything that we do in this business. He stated that he would have to close a fire station a few days a year just to meet these cuts, so this is a concern of his without no true justification, there has been no response. He stated that he sat with Demetric for an hour a couple weeks ago in a budget meeting and after that he was chased out, there really were no answers or recommendations for cuts that day. He stated that this is a concern and he hoped that they could sit down and staff could offer more justification for the recommended cuts. He wants to see some fairness across the board.

Mr. Myrick asked if staff could respond to Chief Early about his meeting. Demetric responded that Chad was not at that meeting. Demetric stated that he met with Chief Early one on one, and that staff allocated an hour for department budget meetings with every fire department. Demetric stated that he does not recall chasing Chief Early out of the meeting. He stated that at the end of the meeting he asked the Chief if he had any additional questions or anything additional he wanted to share. The Chief had none so it was assumed that the meeting was over.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 9, 2013

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 9, 2013, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Lee Price, Billy Myrick, and Commissioner Phil Matthews.

Other members present: Chief Tim Pope (North Region Alternate), and Chief Mark Haraway (West Region Alternate).

The following members were absent: Chief David Price (South Region Alternate), Barbara Poole, Bob Stagg, Judge Keith Gregory, Judge Michael Denning, and Commissioner Paul Coble (Alternate).

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Emergency Management Director Josh Creighton, and EMS / Fire and Emergency Management Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Upon motion of Lee Price and second by Billy Myrick, the Fire Commission unanimously approved the Agenda.

MINUTES

Upon motion of Billy Myrick and second by Lee Price, the Fire Commission unanimously approved minutes of the March 21, 2013, Regular Meeting.

REGULAR AGENDA

FY 2014 FIRE TAX BUDGET UPDATE

Budget and Policy Analyst Chad Balke presented the Wake County Staff FY 2014 Fire Tax recommended budget. Below is the summary of the recommendation:

Revenues:

• Operating	\$17,812,000
• Operating debt service	\$ 327,000
• Capital	\$ 2,573,000
• Subtotal, Taxes	\$20,712,000
• Other	\$ 22,640
• Interest	<u>\$ 15,000</u>
• Total Revenue projection	\$20,727,000

Expenditures:

• Department Appropriations	\$16,885,195
• Department Deb Service	<u>\$ 327,052</u>
• Subtotal, Department Appropriations	\$17,212,247

System-wide Appropriations:

• 800 MHz Fire Costs	\$ 125,175
• CAD Fire Costs	\$ 8,663
• County-owned Station Utilities	\$ 12,500
• Fire Service Training	\$ 360,345
• HAZMAT Program	\$ 89,789
• NC Forestry-Wildfire Prevention	\$ 67,362
• Radio & Pager Maintenance	\$ 17,665
• RWECC Dispatch	<u>\$ 182,289</u>
• Subtotal System-wide	\$ 940,753

Capital:

• Appropriation to Capital	\$ 1,350,000
• Transfer to Debt Service Fund	<u>\$ 1,224,000</u>
• Subtotal Capital	\$ 2,574,000

Total Expenditures: **\$20,727,000**

Upon motion of Lee Price and second by Billy Myrick, the Fire Commission unanimously agreed to accept the Wake County Staff FY 2014 Fire Tax recommended budget.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Chad Balke reported that the Financial Report was included in the packet and he would answer any questions the Fire Commission members had regarding the reports. The reports are attached below:

WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (MAY 2013)

Report ID: Special Report
Run Date: 5/3/2013 12:00:00 AM

page 1

Department: 51 Fire and Emergency Management

Revenue Source/ Object	Expenditure	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue (a)	Unrealized Revenue	Original Budgeted Expenditures (b)	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
Unit: F251 Apex FD											
Apex 2408 CONTRACTED SERVICES		0	0	0	0	686,400	686,400	629,200	57,200	91.7%	0
Unit: F252 Bayleaf FD											
Bayleaf 2408 CONTRACTED SERVICES		0	0	0	0	1,505,172	1,505,172	1,381,560	123,562	91.8%	0
Unit: F253 Cary FD											
Cary 2408 CONTRACTED SERVICES		0	0	0	0	55,067	58,872	14,718	44,154	25.0%	1
Unit: F254 Durham Highway FD											
Durham Hwy 2408 CONTRACTED SERVICES		0	0	0	0	730,372	730,372	669,508	60,864	91.7%	0
Unit: F255 Eastern Wake FD											
E. Wake 2408 CONTRACTED SERVICES		0	0	0	0	1,612,411	1,612,411	1,466,403	146,008	90.9%	(0)
Unit: F256 Fairview FD											
Fairview 2408 CONTRACTED SERVICES		0	0	0	0	1,129,995	1,129,995	1,035,829	94,166	91.7%	0
Unit: F258 Fuquay Varina FD											
Fuquay Varina 2408 CONTRACTED SERVICES		0	0	0	0	1,354,914	1,354,914	1,242,095	112,909	91.7%	0
Unit: F259 Garner FD											
Garner 2408 CONTRACTED SERVICES		0	0	0	0	1,600,159	1,600,159	1,466,812	133,347	91.7%	0
Unit: F260 Holly Springs FD											
Holly Springs 2408 CONTRACTED SERVICES		0	0	0	0	409,466	409,466	375,344	34,122	91.7%	0
Unit: F261 Hopkins FD											
Hopkins 2408 CONTRACTED SERVICES		0	0	0	0	708,363	708,363	649,333	59,030	91.7%	0
Unit: F262 Morrisville FD											
Morrisville 2408 CONTRACTED SERVICES		0	0	0	0	775,842	775,842	711,189	64,653	91.7%	0
Unit: F264 Rolesville FD											
Rolesville 2408 CONTRACTED SERVICES		0	0	0	0	548,872	548,872	503,133	45,739	91.7%	(0)
Unit: F265 Stony Hill FD											
Stony Hill 2408 CONTRACTED SERVICES		0	0	0	0	991,922	991,922	909,262	82,660	91.7%	(0)
Unit: F266 Swift Creek FD											
Swift Creek 2408 CONTRACTED SERVICES		0	0	0	0	483,565	483,565	447,018	36,547	92.4%	0
Unit: F267 Wake-New Hope FD											
Wake New Hope 2408 CONTRACTED SERVICES		0	0	0	0	1,069,624	1,069,624	980,489	89,135	91.7%	0
Unit: F268 Wake Forest FD											
Wake Forest 2408 CONTRACTED SERVICES		0	0	0	0	691,405	691,405	633,788	57,617	91.7%	0
Unit: F269 Wendell FD											
Wendell 2408 CONTRACTED SERVICES		0	0	0	0	1,424,247	1,424,247	1,312,127	112,120	92.1%	0
Unit: F270 Western Wake FD											
W. Wake 2408 CONTRACTED SERVICES		0	0	0	0	566,089	566,089	518,915	47,174	91.7%	0
Unit: F271 Zebulon FD											
Zebulon 2408 CONTRACTED SERVICES		0	0	0	0	449,358	449,358	411,912	37,446	91.7%	0
Total Expenditures		0	0	0	0	16,793,243	16,797,048	15,358,565	1,438,483	91.4%	1

Report ID: Special Report
Run Date: 5/3/2013 12:00:00 AM

page 1

Department: 51 Fire and Emergency Management

Appropriation: 5120N2500 Fire Tax District - System

page 2

Unit: F250 Fire Tax District System

Revenue Source/ Object	Expenditure	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	Pending (Expense and Commitments) Transactions	Available Uncommitted Balance (net of pending)
Revenues:											
C478 Equipment Reimbursement		0.00	0.00	467.66	(467.66)	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N140 Market vs Cost Investment Difference		0.00	0.00	(12,999.63)	12,999.63	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N150 Interest Income/Pooled Funds		5,000.00	5,000.00	34,953.01	(29,953.01)	0.00	0.00	0.00	0.00	899.1%	0.00
T200 Special District Taxes		20,165,000.00	20,165,000.00	20,449,971.00	(284,971.00)	0.00	0.00	0.00	0.00	101.4%	0.00
Total Revenues		20,170,000.00	20,170,000.00	20,472,395.04	(302,395.04)	0.00	0.00	0.00	0.00	101.5%	0.00
Expenditures:											
3134 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	1,631.12	0.00	#DIV/0!	(1,631.12)
3806 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,500.00	12,500.00	14,269.87	0.00	114.2%	(1,769.87)
3817 DISPATCH SERVICE		0.00	0.00	0.00	0.00	164,522.00	164,522.00	0.00	162,723.00	0.0%	1,799.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		0.00	0.00	0.00	0.00	47,328.00	47,328.00	11,689.85	0.00	24.7%	35,638.15
4208 CITY OF RALEIGH HAZMAT PROGRAM		0.00	0.00	0.00	0.00	87,746.00	87,746.00	87,746.00	0.00	100.0%	0.00
4224 NC DEPT OF NRCD - FORESTRY		0.00	0.00	0.00	0.00	75,086.00	75,086.00	59,355.85	15,730.15	79.1%	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV		0.00	0.00	0.00	0.00	357,345.00	357,345.00	0.00	0.00	0.0%	357,345.00
4446 800mhz charges from other dept		0.00	0.00	0.00	0.00	128,883.00	128,883.00	64,341.50	64,341.50	50.0%	0.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	10,452.00	10,452.00	5,226.00	5,226.00	50.0%	0.00
8104 CONTINGENCY		0.00	0.00	0.00	0.00	15,095.00	11,290.00	0.00	0.00	0.0%	11,290.00
9103 TRANSFER TO CIP CO CONSTRUCTION		0.00	0.00	0.00	0.00	1,338,000.00	1,338,000.00	1,338,000.00	0.00	100.0%	0.00
9109 TRANSFER TO DIS FROM TAX DISTRICT		0.00	0.00	0.00	0.00	1,140,000.00	1,140,000.00	0.00	0.00	0.0%	1,140,000.00
Total Expenditures		0.00	0.00	0.00	0.00	3,376,757.00	3,372,952.00	1,582,260.19	248,020.65	46.9%	1,542,671.16
Subtotal Unit: F250		20,170,000.00	20,170,000.00	20,472,395.04	(302,395.04)	3,376,757.00	3,372,952.00	1,582,260.19	248,020.65	46.9%	1,542,671.16
Subtotal Department: 51		20,170,000.00	20,170,000.00	18,744,584.04	1,425,415.96	20,170,000.00	20,170,000.00	16,940,824.97	1,698,503.87	84.0%	1,542,671.16

WAKE COUNTY FIRE TAX DISTRICT CIP FINANCIAL REPORT (MAY 2013)

Fund: 4400 Fire CIP
 Department 84 Fire And Rescue CIP
 Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
020F	Fire-Bayleaf #1	8400P01	\$3,048,513	\$3,048,513	\$0	\$3,048,513	\$1,616,031	\$2,171,357	(\$7,997)	\$3,776,390	\$106,123	\$106,123
026F	Stony Hill Remediation	8420V01	\$728,348	\$728,348	\$0	\$728,348	\$509,073	\$15,275		\$524,348	\$204,000	\$204,000
050F	Wendell Falls Station, Fire Tax Port	8420V01	\$350,000	\$350,000	\$0	\$350,000	\$2,200		(\$0)	\$2,200	\$347,800	\$347,800
057F	Fire Planned Facility Repairs	8420V01	\$491,231	\$516,000	(\$24,769)	\$491,231	\$136,226	\$57,200		\$193,426	\$297,805	\$322,574
Total Division 8420 Fire Facilities			\$5,518,092	\$5,542,861	(\$24,769)	\$5,518,092	\$2,263,530	\$2,243,832	(\$7,997)	\$4,496,364	\$1,018,728	\$1,043,497

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCH	8400P01	\$131,603	\$131,603	\$0	\$131,603	\$108,118	\$0		\$108,118	\$23,485	\$23,485
044F	TURNOUT GEAR	8430V03	\$1,404,000	\$1,404,000	\$0	\$1,404,000	\$1,069,453	\$0		\$1,069,453	\$334,547	\$334,547
060F	Fire 800MHZ - Omnilink Upgrade	8430V03	\$256,000	\$256,000	\$0	\$256,000	\$255,000	\$0		\$255,000	\$4,000	\$4,000
061F	Fire Air Bottle Replacement	8430V03	\$160,000	\$160,000	\$0	\$160,000	\$0	\$0		\$0	\$160,000	\$160,000
062F	Fire Defibrillators	8430V03	\$94,000	\$94,000	\$0	\$94,000	\$41,345	\$43,626		\$85,271	\$8,729	\$8,729
063F	Fire Thermal Imaging Cameras	8430V03	\$331,000	\$331,000	\$0	\$331,000	\$151,488	\$0		\$151,488	\$179,514	\$179,514
066F	Fire SCBA's	8430V03	\$611,000	\$611,000	\$0	\$611,000	\$204,412	\$0		\$204,412	\$406,588	\$406,588
069F	Fire Small Capital - FY13	8430V03	\$150,000	\$125,231	\$24,769	\$150,000	\$117,746	\$0		\$117,746	\$32,254	\$7,485
Total Division 8430 Fire Fighting Equipment			\$3,140,603	\$3,115,834	\$24,769	\$3,140,603	\$1,947,560	\$43,626		\$1,991,485	\$1,146,118	\$1,124,349

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V01	\$77,085	\$77,085	\$0	\$77,085	\$1,356	\$0		\$1,356	\$75,729	\$75,729
056F	Fire Small Vehicles	8440V01	\$311,371	\$311,371	\$0	\$311,371	\$161,653	\$8,825		\$170,478	\$140,893	\$140,893
067F	FY13 Large Apparatus - Rural	8440V01	\$1,211,000	\$1,211,000	\$0	\$1,211,000	\$35,000	\$904,170		\$939,170	\$271,830	\$271,830
068F	FY13 Large Apparatus - Municipal	8440V01	\$210,000	\$210,000	\$0	\$210,000	\$72,601	\$157,297		\$228,898	(\$19,898)	(\$19,898)
999F	Fire CIP - Installation Proceeds	8440V01	\$0	\$1,255	(\$1,255)	\$0	\$0	\$0		\$0	\$0	\$1,255
Total Division 8440 Fire Apparatus			\$1,809,456	\$1,810,710	(\$1,255)	\$1,809,456	\$270,610	\$1,070,262		\$1,340,902	\$468,554	\$469,808

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
098F	Garner Station #4 Interlocal Agreem	8490V01	\$60,000	\$30,500	\$29,500	\$60,000	\$0	\$0		\$0	\$60,000	\$30,500
099F	Fire Capital Uncommitted	8490V01	\$0	\$755,960	(\$755,960)	\$0	\$0	\$0		\$0	\$0	\$755,960
Total Division 8499 Fire Capital Uncommitted			\$60,000	\$786,460	(\$726,460)	\$60,000	\$0	\$0		\$0	\$60,000	\$786,460
Total Department 84 Fire And Rescue CIP			\$10,528,151	\$11,255,866	(\$727,715)	\$10,528,151	\$4,481,699	\$3,358,046	(\$7,997)	\$7,831,751	\$2,696,399	\$3,424,114
Total Fund: 4400 Fire CIP			\$10,528,151	\$11,255,866	(\$727,715)	\$10,528,151	\$4,481,699	\$3,358,046	(\$7,997)	\$7,831,751	\$2,696,399	\$3,424,114

CHAIR REPORT

None.

Chair Lucius Jones wanted to recognize Chief Chris Perry for his role as the new Chief of the Zebulon Fire Department, as well as recognize Chief Brian Staples who was installed recently as the Chief of the Wendell Fire Department.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager Joe Durham informed the Fire Commission that the County went through an extensive recruitment process for the Fire Service Director. He stated that he made an offer to one of the candidates and the offer was declined. Mr. Durham informed the Fire

Commission that the County is regrouping and planning to re-advertise the position and he would update the Fire Commission on the status at the next Fire Commission meeting.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, July 18, 2013

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, July 18, 2013, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief David Price (South Region Alternate), Chief Tim Pope, Chief David Cates, Chief Rodney Privette, Lee Price, Billy Myrick, Barbara Poole, Judge Keith Gregory, Bob Stagg, Commissioner Paul Coble (Alternate), and.

Other members present: Chief Chris Perry, (East Region Alternate), and Chief Mark Haraway (West Region Alternate).

The following members were absent: Chief Tony Mauldin, Chief A.C. Rich, Commissioner Phil Matthews, and Judge Michael Denning.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Emergency Management Director Josh Creighton, Emergency Management Specialist Steve Newton, Fire Services WC1 Charles Ottaway, and EMS / Fire and Emergency Management Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

By consensus the Fire Commission unanimously approved the Agenda.

MINUTES

Upon motion of Chief David Price and second by Lee Price, the Fire Commission unanimously approved minutes of the May 9, 2013, Regular Meeting.

ITEMS OF BUSINESS

RECOGNITION OF PAUL MILLER – NORTH CAROLINA STATE FIREMAN'S ASSOCIATION, EXECUTIVE DIRECTOR

Chief Matthew Poole introduced Paul Miller who was currently serving as the Executive Director of the North Carolina Firemen's Association to the Fire Commission. Mr. Miller began

his work with the Association in August of 1990 as Assistant Executive Secretary. He became the Executive Director in January of 1991. Mr. Ed Brinson, Assistant Director of the North Carolina Firemen's Association provided the Fire Commission with biographical information on Mr. Miller's career in the fire service. At the conclusion of the presentation all congratulated Mr. Miller on his dedication and contributions to the fire service during his career.

REGULAR AGENDA

CONSIDER POST INCIDENT REVIEW PROGRAM POLICY ADOPTION

Demetric Potts reminded the Fire Commission that During the 15 November 2012 meeting the Fire Commission voted to rescind the Wake County Fire Commission Incident Review Program until it could be reevaluated for appropriate application. He stated that since that meeting Ricky Dorsey (Wake County Training Director), Fire Commission Members Bob Stagg and Chief A.C. Rich met to review the Post Incident Review Program as well as the Post Incident Review language in the Fire Protection Agreement and it was agreed that there needed to be some changes to the Post Incident Review Program language as well as the Post Incident Review contract language. After the review Fire Commission member Bob Stagg, Wake County Training Director Ricky Dorsey, and Demetric Potts met with Deputy County Attorney Beth Smerko to discuss the issues and concerns and we were advised that that there needed to be a revision to both the Post Incident Review Program Policy, and the Post Incident Review Language in the contract. Demetric Potts provided the revised Wake County Fire Commission Incident Review Program to the Fire Commission for consideration of adoption.

Upon motion made by Commissioner Paul Coble and seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the adoption of the Wake County Fire Commission Incident Review Program.

CONSIDER SUPPORT FOR RECOMMENDED AMENDMENTS TO FIRE PROTECTION AGREEMENT SECTION 20. STANDARDS OF PERFORMANCE

The Fire Commission tabled this agenda item requesting that the proposed amendment language be sent to the Fire Department's Board of Director's for review and feedback.

CONSIDER SUPPORT FOR RECOMMENDED GENERAL AMENDMENTS TO THE FIRE PROTECTION AGREEMENT

The Fire Commission tabled this agenda item requesting that the proposed general amendment be considered after the Fire Department's Board of Directors has an opportunity to provide feedback on Section 20. Standards of Performance of the Fire Protection Agreement.

INFORMATION AGENDA

FIRE TAX FANANCIAL REPORT

Demetric Potts reported that the Financial Report was included in the packet and he would answer any questions the Fire Commission members had regarding the reports. The current FY

2013 year-end actuals (not final and obviously not audited). The only thing to mention is that the District's revenue is at almost the exact amount that has been budgeted for FY 2014. It looks like all departments have received the authorized appropriation. A handful of systemwide expenses are not complete. The FY 2014 operating report is included as well. This is the final systemwide and department budgets approved by the BOC. The CIP report is also included. There will be a few project close outs and set ups in the next month or so when those projects are completed or finalized. Otherwise there is nothing significant to mention within the CIP. This CIP report includes funds that have been appropriated via the 2014 adopted budget. Therefore, aside from some clean up, there will not be additional appropriation.

The reports are attached below:

FY 2013 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (Year End FY 2013 Actuals - Not Final and Unaudited)

Department: 51 Fire and Emergency Management

Revenue Source/ Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue (a)	Unrealized Revenue	Original Budgeted Expenditures (b)	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
Unit: F251 Apex FD										
Apex 2406 CONTRACTED SERVICES	0	0	0	0	686,400	686,400	686,400	0	100.0%	0
Unit: F252 Bayliss FD										
Bayliss 2406 CONTRACTED SERVICES	0	0	0	0	1,606,172	1,606,172	1,606,172	0	100.0%	-
Unit: F253 Cary FD										
Cary 2406 CONTRACTED SERVICES	0	0	0	0	56,067	56,872	29,436	29,436	50.0%	29,436
Unit: F254 Durham Highway FD										
Durham Hwy 2406 CONTRACTED SERVICES	0	0	0	0	730,372	730,372	730,372	0	100.0%	-
Unit: F255 Eastern Wake FD										
Eastern Wake 2406 CONTRACTED SERVICES	0	0	0	0	1,612,411	1,612,411	1,599,770	0	99.8%	22,641
Unit: F256 Fairview FD										
Fairview 2406 CONTRACTED SERVICES	0	0	0	0	1,129,995	1,129,995	1,129,995	0	100.0%	-
Unit: F258 Fuquay Varina FD										
Fuquay Varina 2406 CONTRACTED SERVICES	0	0	0	0	1,354,914	1,354,914	1,354,914	0	100.0%	-
Unit: F259 Garner FD										
Garner 2406 CONTRACTED SERVICES	0	0	0	0	1,600,159	1,600,159	1,600,159	0	100.0%	-
Unit: F260 Holly Springs FD										
Holly Springs 2406 CONTRACTED SERVICES	0	0	0	0	409,466	409,466	409,466	0	100.0%	-
Unit: F261 Hopkins FD										
Hopkins 2406 CONTRACTED SERVICES	0	0	0	0	708,363	708,363	708,363	0	100.0%	-
Unit: F262 Morrisville FD										
Morrisville 2406 CONTRACTED SERVICES	0	0	0	0	775,842	775,842	775,842	0	100.0%	-
Unit: F264 Raleigh FD										
Raleigh 2406 CONTRACTED SERVICES	0	0	0	0	548,872	548,872	548,872	0	100.0%	-
Unit: F265 Stony Hill FD										
Stony Hill 2406 CONTRACTED SERVICES	0	0	0	0	991,922	991,922	991,922	0	100.0%	-
Unit: F266 Swift Creek FD										
Swift Creek 2406 CONTRACTED SERVICES	0	0	0	0	483,965	483,965	483,965	0	100.0%	-
Unit: F267 Wake-New Hope FD										
Wake-New Hope 2406 CONTRACTED SERVICES	0	0	0	0	1,089,824	1,089,824	1,089,824	0	100.0%	-
Unit: F268 Wake Forest FD										
Wake Forest 2406 CONTRACTED SERVICES	0	0	0	0	691,405	691,405	691,405	0	100.0%	-
Unit: F269 Wendell FD										
Wendell 2406 CONTRACTED SERVICES	0	0	0	0	1,424,247	1,424,247	1,424,247	0	100.0%	-
Unit: F270 Western Wake FD										
Western Wake 2406 CONTRACTED SERVICES	0	0	0	0	596,039	596,039	596,039	0	100.0%	-
Unit: F271 Zebulon FD										
Zebulon 2406 CONTRACTED SERVICES	0	0	0	0	449,363	449,363	449,363	0	100.0%	-
Total Expenditures	0	0	0	0	16,793,243	16,797,048	16,744,971	29,436	99.7%	52,077

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/ Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
Revenues:										
CATF Equipment Reimbursement	0.00	0.00	497.66	(497.66)	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N140 Market vs Cost Investment Difference	0.00	0.00	(12,996.63)	12,996.63	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N190 Interest Income Pooled Funds	5,000.00	5,000.00	41,323.41	(36,323.41)	0.00	0.00	0.00	0.00	326.5%	0.00
T200 Special District Taxes	20,166,000.00	20,166,000.00	20,714,936.54	(547,936.54)	0.00	0.00	0.00	0.00	102.7%	0.00
Total Revenues	20,171,000.00	20,171,000.00	20,714,936.56	(571,936.96)	0.00	0.00	0.00	0.00	102.6%	0.00
Expenditures:										
2100 Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,996.00	#DIV/0!	(34,996.00)
3134 Other Supplies	0.00	0.00	0.00	0.00	0.00	0.00	2,273.76	0.00	#DIV/0!	(2,273.76)
3606 OTHER UTILITIES	0.00	0.00	0.00	0.00	12,500.00	12,500.00	16,142.88	0.00	129.1%	(3,642.88)
3617 DISPATCH SERVICE	0.00	0.00	0.00	0.00	164,822.00	164,822.00	162,723.00	0.00	98.7%	1,799.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	0.00	0.00	0.00	0.00	47,328.00	47,328.00	13,353.72	0.00	28.2%	33,974.28
4208 CITY OF RALEIGH HAZMAT PROGRAM	0.00	0.00	0.00	0.00	87,746.00	87,746.00	87,746.00	0.00	100.0%	0.00
4214 NC DEPT OF NROD - FORESTRY	0.00	0.00	0.00	0.00	75,088.00	75,088.00	69,202.77	5,885.23	92.2%	0.00
4428 INSD CHARGES FROM OTHER DEPT/DIV	0.00	0.00	0.00	0.00	357,345.00	357,345.00	0.00	0.00	0.0%	357,345.00
4449 900/mile charges from other dept	0.00	0.00	0.00	0.00	128,883.00	128,883.00	64,541.50	64,541.50	50.0%	0.00
4447 CAD charges from other dept	0.00	0.00	0.00	0.00	10,452.00	10,452.00	5,226.00	5,226.00	50.0%	0.00
9104 CONTINGENCY	0.00	0.00	0.00	0.00	15,280.00	11,280.00	0.00	0.00	0.0%	11,280.00
9103 TRANSFER TO CIP/CD OR CONSTRUCTION FUND	0.00	0.00	0.00	0.00	1,338,000.00	1,338,000.00	1,338,000.00	0.00	100.0%	0.00
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND	0.00	0.00	0.00	0.00	1,140,000.00	1,140,000.00	1,140,000.00	0.00	100.0%	0.00
Subtotal Unit: F250	20,170,000.00	20,170,000.00	20,714,936.56	(571,936.96)	3,376,757.00	3,372,962.00	2,899,009.63	110,446.73	86.9%	380,496.64
Subtotal Appropriation: 6120N2600	20,170,000.00	20,277,000.00	20,714,936.56	(571,936.96)	20,170,000.00	20,170,000.00	19,643,930.44	110,446.73	97.4%	416,573.33
Subtotal Department: 61	20,170,000.00	20,277,000.00	20,714,936.56	(571,936.96)	20,170,000.00	20,170,000.00	19,643,930.44	139,831.27	97.4%	386,138.29

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (July 1 2013 for FY 2014)

Department: 51 Fire and Emergency Management

Revenue Source/	Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue (a)	Unrealized Revenue	Original Budgeted Expenditures (b)	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
Unit: F251 Apex FD											
Apex 2406 CONTRACTED SERVICES		0	0	0	0	707,825	707,825	0	0	0.0%	0
Unit: F252 Bayleaf FD											
Bayleaf 2406 CONTRACTED SERVICES		0	0	0	0	1,536,189	1,536,189	0	0	0.0%	0
Unit: F253 Cary FD											
Cary 2406 CONTRACTED SERVICES		0	0	0	0	70,000	70,000	0	0	0.0%	1
Unit: F254 Durham Highway FD											
Durham Hwy 2406 CONTRACTED SERVICES		0	0	0	0	746,314	746,314	0	0	0.0%	0
Unit: F255 Eastern Wake FD											
E Wake 2406 CONTRACTED SERVICES		0	0	0	0	1,638,024	1,638,024	0	0	0.0%	(0)
Unit: F256 Fairview FD											
Fairview 2406 CONTRACTED SERVICES		0	0	0	0	1,141,908	1,141,908	0	0	0.0%	0
Unit: F258 Fuquay Varina FD											
Fuquay Varina 2406 CONTRACTED SERVICES		0	0	0	0	1,389,098	1,389,098	0	0	0.0%	0
Unit: F259 Garner FD											
Garner 2406 CONTRACTED SERVICES		0	0	0	0	1,650,766	1,650,766	0	0	0.0%	0
Unit: F260 Holly Springs FD											
Holly Springs 2406 CONTRACTED SERVICES		0	0	0	0	422,737	422,737	0	0	0.0%	0
Unit: F261 Hopkins FD											
Hopkins 2406 CONTRACTED SERVICES		0	0	0	0	722,842	722,842	0	0	0.0%	0
Unit: F262 Morrisville FD											
Morrisville 2406 CONTRACTED SERVICES		0	0	0	0	794,122	794,122	0	0	0.0%	0
Unit: F264 Rouseville FD											
Rouseville 2406 CONTRACTED SERVICES		0	0	0	0	589,803	589,803	0	0	0.0%	(0)
Unit: F265 Stony Hill FD											
Stony Hill 2406 CONTRACTED SERVICES		0	0	0	0	1,007,648	1,007,648	0	0	0.0%	(0)
Unit: F266 Swift Creek FD											
Swift Creek 2406 CONTRACTED SERVICES		0	0	0	0	486,959	486,959	0	0	0.0%	0
Unit: F267 Wakefield Woods FD											
Wakefield Woods 2406 CONTRACTED SERVICES		0	0	0	0	1,096,054	1,096,054	0	0	0.0%	0
Unit: F268 Wake Forest FD											
Wake Forest 2406 CONTRACTED SERVICES		0	0	0	0	699,366	699,366	0	0	0.0%	0
Unit: F269 Wendell FD											
Wendell 2406 CONTRACTED SERVICES		0	0	0	0	1,446,902	1,446,902	0	0	0.0%	0
Unit: F270 Wakefield Woods FD											
Wakefield Woods 2406 CONTRACTED SERVICES		0	0	0	0	596,089	596,089	0	0	0.0%	0
Unit: F271 Zebulon FD											
Zebulon 2406 CONTRACTED SERVICES		0	0	0	0	533,893	533,893	0	0	0.0%	0
Total Expenditures		0	0	0	0	17,212,247	17,212,247	0	0	0.0%	1

Department: 51 Fire and Emergency Management

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/	Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
REVENUES:											
0476 Equipment Reimbursement		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N140 Market vs Cost Investment Difference		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N150 Interest Income/Pooled Funds		16,000.00	16,000.00	0.00	16,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
T220 Special District Taxes		20,727,000.00	20,727,000.00	0.00	20,727,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
Total Revenues		20,727,000.00	20,727,000.00	0.00	20,727,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
Expenditures:											
3134 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
3606 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,500.00	12,500.00	0.00	0.00	0.0%	12,500.00
3617 DISPATCH SERVICES		0.00	0.00	0.00	0.00	182,289.00	182,289.00	0.00	0.00	0.0%	182,289.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		0.00	0.00	0.00	0.00	17,868.00	17,868.00	0.00	0.00	0.0%	17,868.00
4208 CITY OF FRALEIGH HAZMAT PROGRAM		0.00	0.00	0.00	0.00	89,789.00	89,789.00	0.00	0.00	0.0%	89,789.00
4224 NC DEPT OF NROD - FORESTRY		0.00	0.00	0.00	0.00	67,362.00	67,362.00	0.00	0.00	0.0%	67,362.00
4428 MISC CHARGES FROM OTHER DEPT/IV		0.00	0.00	0.00	0.00	360,918.00	360,918.00	0.00	0.00	0.0%	360,918.00
4448 800/mile charges from other dept		0.00	0.00	0.00	0.00	126,078.00	126,078.00	0.00	0.00	0.0%	126,078.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	6,863.00	6,863.00	0.00	0.00	0.0%	6,863.00
8104 CONTINGENCY		0.00	0.00	0.00	0.00	76,482.00	76,482.00	0.00	0.00	0.0%	76,482.00
9103 TRANSFER TO CIP/CD OR NSTRUCTION FUND		0.00	0.00	0.00	0.00	1,350,000.00	1,350,000.00	0.00	0.00	0.0%	1,350,000.00
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND		0.00	0.00	0.00	0.00	1,224,000.00	1,224,000.00	0.00	0.00	0.0%	1,224,000.00
Subtotal Unit: F250		20,727,000.00	20,727,000.00	0.00	20,727,000.00	3,814,753.00	3,814,753.00	0.00	0.00	0.0%	3,814,753.00
Subtotal Department: 51		20,727,000.00	20,727,000.00	0.00	20,727,000.00	20,727,000.00	20,727,000.00	0.00	0.00	0.0%	20,727,000.00

Department: 51 Fire and Emergency Management

WAKE COUNTY FIRE TAX DISTRICT CIP FINANCIAL REPORT (July 1 2013 for FY 2014)

Report ID: FSR-CIP-001

Last Run Date: 7/2/13

WAKE COUNTY
CIP Projects Budget vs. Actual (Including Pending Exp)
For Fiscal Year(s) 2007 to 2014
From FP: 200712 To FP: 201401

Fund: 4400 Fire CIP

Department: 84 Fire And Rescue CIP

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date w/ Commitments and Pending	Remaining Expenditure Budget Authority	Remaining Expenditure Authority (actual balance)
020F	Fire-Bayleaf #1	840 0P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$2,363,820.42	\$1,437,729.60		\$3,801,550.02	\$146,963.07	\$146,963.07
025F	Stony Hill Remediation	842 0V0100	\$784,348.00	\$728,348.00	\$56,000.00	\$784,348.00	\$509,073.37	\$15,274.63		\$524,348.00	\$26,000.00	\$204,000.00
050F	Wendell Falls Station, Fire Tax Portion	842 0V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00	(\$0.00)		\$2,200.00	\$347,800.00	\$347,800.00
057F	Fire Planned Facility Repairs	842 0V0100	\$591,230.95	\$491,230.95	\$100,000.00	\$591,230.95	\$202,385.12	\$57,200.00		\$259,585.12	\$331,645.83	\$231,645.83
Total Division 8420 Fire Facilities			\$5,674,092.04	\$5,518,092.04	\$156,000.00	\$5,674,092.04	\$3,077,478.91	\$1,510,204.23		\$4,587,683.14	\$1,086,408.90	\$930,408.90

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date w/ Commitments and Pending	Remaining Expenditure Budget Authority	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHES	840 0P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$108,608.54	\$0.00		\$108,608.54	\$22,994.46	\$22,994.46
044F	TURNOUT GEAR	843 0V0300	\$1,638,000.00	\$1,404,000.00	\$234,000.00	\$1,638,000.00	\$1,081,481.02	\$0.00		\$1,081,481.02	\$556,518.98	\$322,518.98
060F	Fire 800MHZ - Omnilink Upgrade	843 0V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$256,000.00	\$0.00		\$256,000.00	\$4,000.00	\$4,000.00
061F	Fire Air Bottle Replacement	843 0V0300	\$206,000.00	\$160,000.00	\$46,000.00	\$206,000.00	\$0.00	\$0.00		\$0.00	\$206,000.00	\$160,000.00
062F	Fire Defibrillators	843 0V0300	\$116,000.00	\$94,000.00	\$22,000.00	\$116,000.00	\$41,345.10	\$43,925.65	\$0.00	\$85,270.75	\$30,729.25	\$8,729.25
063F	Fire Thermal Imaging Cameras	843 0V0300	\$362,000.00	\$331,000.00	\$31,000.00	\$362,000.00	\$151,486.41	\$0.00		\$151,486.41	\$210,513.59	\$179,513.59
065F	Fire SCBA's	843 0V0300	\$661,000.00	\$611,000.00	\$50,000.00	\$661,000.00	\$204,411.53	\$0.00		\$204,411.53	\$456,588.47	\$406,588.47
069F	Fire Inmt Capital - FY13	843 0V0300	\$300,000.00	\$150,000.00	\$150,000.00	\$300,000.00	\$142,258.63	\$0.00		\$142,258.63	\$157,741.37	\$7,741.37
Total Division 8430 Fire Fighting Equipment			\$3,673,603.00	\$3,140,603.00	\$533,000.00	\$3,673,603.00	\$1,984,591.23	\$43,925.65	\$0.00	\$2,028,516.88	\$1,645,086.12	\$1,112,086.12

Department: 51 Fire and Emergency Management
 Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget Authority (actual balance)	Remaining Expenditure
054F	General Fire Apparatus	\$440V0100	\$59,195.02	\$77,004.60	\$12,102.22	\$59,195.02	\$1,356.00	\$0.00		\$1,356.00	\$67,839.02	\$75,728.60
056F	Fire Small Vehicles	\$440V0100	\$329,371.04	\$317,243.08	\$12,127.96	\$329,371.04	\$161,652.57	\$16,226.08		\$177,878.75	\$151,492.29	\$139,354.33
067F	FY13 Large Apparatus - Rural	\$440V0100	\$1,012,675.00	\$1,211,000.00	(\$198,325.00)	\$1,012,675.00	\$261,042.57	\$678,127.71		\$939,170.28	\$73,504.72	\$271,829.72
068F	FY10 Large Apparatus - Municipal	\$440V0100	\$229,897.78	\$210,000.00	\$19,897.78	\$229,897.78	\$149,420.46	\$80,477.32		\$229,897.78	\$0.00	(\$19,897.78)
080F	FY14 Large Apparatus - Municipal	\$440V0100	\$345,000.00	\$0.00	\$345,000.00	\$345,000.00	\$0.00	\$0.00		\$0.00	\$345,000.00	\$0.00
999F	Fire OP - Installment Proceeds	\$440V0100	\$0.00	\$94,674.64	(\$94,674.64)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$94,674.64
Total Division 8440 Fire Apparatus			\$2,006,130.64	\$2,756,002.32	(\$749,871.68)	\$2,006,130.64	\$573,471.70	\$774,831.11		\$1,348,302.81	\$657,827.83	\$1,407,699.81

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget Authority (actual balance)	Remaining Expenditure
055F	Owner Station #4 Interlocal Agreement	\$490V0100	\$90,000.00	\$30,500.00	\$59,500.00	\$90,000.00	\$0.00	\$0.00		\$0.00	\$90,000.00	\$30,500.00
059F	Fire Capital Uncommitted	\$490V0100	\$266,000.00	\$76,919.56	(\$494,919.56)	\$266,000.00	\$0.00	\$0.00		\$0.00	\$266,000.00	\$76,919.56
Total Division 8499 Fire Capital Uncommitted			\$356,000.00	\$79,419.56	(\$435,419.56)	\$356,000.00	\$0.00	\$0.00		\$0.00	\$356,000.00	\$79,419.56
Total Department 84 Fire And Rescue OP			\$11,709,825.68	\$12,206,116.92	(\$496,291.24)	\$11,709,825.68	\$5,635,541.84	\$2,328,960.99	\$0.00	\$7,964,502.83	\$3,745,322.85	\$4,241,614.09
Total Fund: 4400 Fire OP			\$11,709,825.68	\$12,206,116.92	(\$496,291.24)	\$11,709,825.68	\$5,635,541.84	\$2,328,960.99	\$0.00	\$7,964,502.83	\$3,745,322.85	\$4,241,614.09

CHAIR REPORT

None.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager Joe Durham informed the Fire Commission that the County was continuing the recruitment process for the Fire Services Director, and he would provide updates to the Fire Commission as the process moves forward.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business, the meeting was adjourned.

WAKE COUNTY FIRE COMMISSION

Thursday, September 19, 2013

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, September 19, 2013, 7:00 PM, in the Waverly F. Akins Building (WCOB) – Room G31, 337 South Salisbury Street, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Vice Chair Billy Myrick called the meeting to order.

The following members were present: Chief David Cates, Chief Rodney Privette, Lee Price, Judge Keith Gregory, Bob Stagg, Chief David Price (South Region Alternate), and Commissioner Phil Matthews.

Other members present: Chief Chris Perry

The following members were absent: Lucius Jones, Barbara Poole, Commissioner Paul Coble, Chief Tim Pope (North Region Alternate), Chief Mark Haraway (West Region Alternate), Chief Tony Mauldin, Chief A.C. Rich, and Judge Michael Denning.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Ricky Dorsey, Wake County Training Director, and EMS / Fire and Emergency Management Business Officer Demetric Potts, and EMS | Fire and Emergency Management Senior Accounting Technician Priti Amin.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief David Cates, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Lee Price and second by Bob Stagg, the Fire Commission unanimously approved minutes of the July 18, 2013, Regular Meeting.

RADIO SYSTEM REPLACEMENT UPDATE

Frank Hall, Wake County Radio System Manager informed the Fire Commission that at the recent September 9, 2013 Board of Commissioners work session the Wake County Information Services Department provided an update to the Board of County Commissioners concerning the status of the County's 800MHZ public safety radio system replacement project. The presentation included the estimated costs and advantages/disadvantages of the replacement options the County considered, as well as a recommended course of action for meeting the long term public safety radio system needs for the County. Mr. Hall's full presentation is incorporated into the minutes as an attachment.

REGULAR AGENDA

CONSIDER SUPPORT FOR RECOMMENDED AMENDMENTS TO THE NOT FOR PROFIT FIRE PROTECTION AGREEMENT

Demetric Potts provided information regarding staff's recommendation that the Fire Commission approve support for the proposed amendments to the Not for Profit Fire Protection Agreement Section 20. Standards of Performance:

PROPOSED AMENDMENTS

E. TRAINING: The Fire Department shall have formally adopted written guidelines for appropriate initial training of firefighters and continuing education of firefighters that meet or exceed all state requirements ("Training Guidelines"). The Fire Department shall be responsible for providing Wake County Department of Fire Services with a copy of the Training Guidelines and any amendments of the Training Guidelines that go into effect during this Contract. The Training Guidelines shall include the following minimum standards:

1. Initial firefighter training shall include education on hazardous materials responder, ~~operations plus~~, incident command system, and blood borne pathogens.
2. The Department shall annually conduct **and/or participate** in a minimum of one (1) live fire training exercise with the preferred location being at the Wake County Fire Training Center.
3. The Department shall annually participate in a minimum of one (1) multi-company and one (1) multi-department live fire training exercise.
4. No member of the Department shall engage in structural firefighting without having first completed the Wake County Essentials of Firefighting course or equivalent course as determined by the Department's Chief Officer.

L. FIRE INVESTIGATIONS: The Fire Department officer in charge at all fire scenes shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause OR if the cause is suspected to be incendiary in nature, the officer in charge shall request a representative from the Wake County Department of Public Safety to assist. The Fire Department shall provide whatever assistance is needed by Wake County staff at the fire scene. ~~At the conclusion of the fire origin and cause determination, Wake County staff will provide a report to the Fire Department regarding the cause of the fire.~~ The responsibilities under this section shall be in addition to, and not in replacement of the responsibilities outlined under subsection M "Post Incident Review".

M. POST INCIDENT REVIEW: In order to provide a systematic and consistent approach for reviewing and evaluating fire response, the Department shall be required to conduct a post incident review for the following incidents: fires resulting in fatalities, fires resulting in more than \$250,000 property loss, fires resulting in civilian injury requiring hospitalization for more than 23 hours, fires resulting in firefighter injury requiring hospitalization for more than 23 hours, and any other incident as determined by the Department. The Department shall be responsible for conducting the formal review in accordance with the most current Wake County Post Incident Review Procedure dictated by the Wake County ~~Fire Commission Training Division~~; provided that the Wake County Training Division shall appoint the incident facilitator for the formal review. The incident facilitator shall be a fire service member 1) not affiliated with the responding department for the incident reviewed and 2) who has completed a post-incident review training program approved by the Fire Commission, or equivalent training as determined by the Fire Commission.

Upon motion of Bob Stagg and second by Chief David Cates, the Fire Commission unanimously approved support for the proposed amendments to the Not for Profit Fire Protection Agreement Section 20. Standards of Performance, Sections E. Training; Section I. Fire Investigations; and Section M. Post Incident Review.

CONSIDER SUPPORT FOR RECOMMENDED GENERAL AMENDMENTS TO THE

Demetric Potts provided information regarding staff's recommendation that the Fire Commission approve support for the following proposed general amendments to the Not for Profit Fire Protection Agreement:

1. All references to Wake County Department of Fire and Emergency Management will change to Wake County Department of Fire Services.
2. All references to the Director of the Department of Fire and Emergency Management will change to the Director of the Department of Fire Services.
3. SECTION 19. INSURANCE SERVICES OFFICE, INC. RATING – Paragraph two which states the following:

In the event that the Fire Department's ISO rating falls below a Class 6 public protection classification for fire insurance grading purposes, the Fire Department shall prepare and submit to the County a plan to obtain a minimum of a Class 6 public protection classification , such classification to be in effect no later than July 1, 2011. If the Department has a public protection classification equal to or better than a Class 6, the Fire Department is not required to downgrade to a Class 6.

Shall be amended to read as follows:

In the event that the Fire Department's ISO rating falls below a Class 6 public protection classification for fire insurance grading purposes, the Fire Department shall prepare and submit to the County a plan to obtain a minimum of a Class 6 public protection classification , such classification to be in effect no later than July 1, 2015. If the

Department has a public protection classification equal to or better than a Class 6, the Fire Department is not required to downgrade to a Class 6.

Upon motion of Bob Stagg and second by Chief David Cates, the Fire Commission unanimously approved support for the general proposed amendments to the Not for Profit Fire Protection Agreement.

INFORMATION AGENDA

APPARATUS COMMITTEE UPDATE

Chief Jim Jones stated that Chief Woods was unable to attend the meeting tonight, but he wanted to make sure that the Fire Commission was updated on the Tanker purchases since the information was put in the Agenda Packet. Chief Jones reported that after final negotiations with KME the final payment for the Bay Leaf, and Wake New Hope tanker trucks was reduced by \$12,000.00 from the original contract price. The reduction was to account for the late delivery of the vehicles. He stated that the final payment for the Wake Forest truck is yet to be determined, but Wake Forest Fire Department did take delivery of their truck that morning. Chief Jones reported that Tom Wester and the Budget Office would be working with the Attorney's Office to determine the final payment for the Wake Forest truck.

FACILITIES COMMITTEE UPDATE

Demetric Potts updated the Fire Commission with the following information regarding Planned Facility Maintenance, Repairs, and Renovations. He stated that:

During the FY 2014 budget processes the Budget Committee received CIP requests and provided copies of the requests and supporting documentation to the Facilities Committee for review and prioritization during the budget process. Priority is given to repair, maintenance, and renovations that affect a department's ability to deliver services, life safety issues in the fire station, and areas where delays of a pending repair will increase repair costs.

The Facilities Committee is recommended the following Repairs, Maintenance, and Renovation projects for FY 2014:

<u>Department</u>	<u>Project</u>	<u>Projected Cost</u>
Apex FD	Station #2 Repairs/Renovations	\$ 57,878
Fuquay-Varina FD	Replace Crumbling floor at Station #1	\$ 35,250
Zebulon FD	Roof Repair	\$ 26,135
Wendell FD	Replace Metal Siding	<u>\$ 67,000</u>
		\$186,263

The Departments receiving funding for the recommended projects must submit three vendor / contractor estimates that detail the entire work to be completed based on the needs statement and scope of work description. The estimates shall detail any design or engineering cost, construction cost, and permit and inspection fees. A funding agreement by and between Wake County and the Fire Department must be completed prior to the commencement of any work.

COMPENSATION COMMITTEE UPDATE

Chief Ron Early informed the Fire Commission that the Compensation Committee met to discuss the recently completed Market Survey and to review a candidate's credential for the position of Chief for Eastern Wake Fire Department. He stated that the group reviewed and discussed the Market Survey and how it could be implemented. He stated that it was obvious that the current fire service salaries were about 10% behind the market. The group felt that they should wait for the fiscal impact determination before a decision was made. Another concern was compression of the salaries if we did not move everyone. Chief Early reported that discussion followed on the similarities between the Driver/Operator and the Lieutenants job description compared to the differences in the pay band. After discussion, the group felt that we should move forward with a full review of the Compensation Guidelines.

Chief Early also reported that the Compensation Committee reviewed the credentials of the Eastern Wake candidate. After discussion, the group concluded that the candidate did meet the qualifications as outlined in the Compensation Guidelines. A letter to Eastern Wake and County Staff was drafted and sent notifying them of their findings.

FIRE TRAINING CENTER UPDATE

Ricky Dorsey stated that he was pleased to report that the fire pump at the Fire Training center was back in service. He stated that they had completed the flow testing and the system was functioning as designed. He thanked the departments for assisting with fire apparatus during the repairs. Mr. Dorsey also reported that the fire training study was still being conducted by the Ludwig Group and they hoped to have a draft back to us around the end of September.

FIRE TAX FINANCIAL REPORT

Chad Balke provided the following financial reports to the Fire Commission:

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (September 2013)

Appropriation: 6120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/ Object	Expenditure	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
T127 NC DMV Taxes		0.00	0.00	1,462.34	0.00	1,462.34	1,462.34	(1,462.34)	NA	
T200 Special District Taxes		20,712,000.00	20,712,000.00	2,492,557.40	0.00	2,492,557.40	2,492,557.40	18,219,442.60	12%	
N140 Market vs Cost Investment Difference		0.00	0.00	16,041.99	0.00	16,041.99	16,041.99	(16,041.99)	NA	
N150 Interest Income/Pooled Funds		15,000.00	15,000.00	1,358.38	0.00	1,358.38	1,358.38	13,641.62	9%	
A370 Appropriated Fund Balance		34,995.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues		20,761,995	20,761,995	2,611,420	0	2,611,420	2,611,420	18,250,575	12%	

Revenue Source/ Object	Expenditure	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
2406 CONTRACTED SERVICES		0.00	34,995.00	0.00	34,995.00	0.00	34,995.00	0.00	100%	Fire Training Center Evaluation
3127 OFFICE SUPPLIES		0.00	0.00	179.97	0.00	179.97	179.97	(179.97)	NA	
3134 OTHER SUPPLIES AND MATERIALS		0.00	0.00	1,968.50	0.00	1,968.50	1,968.50	(1,968.50)	NA	
3601 ELECTRICITY		0.00	0.00	1,827.10	0.00	1,827.10	1,827.10	(1,827.10)	NA	
3606 OTHER UTILITIES		12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0%	
3617 DISPATCH SERVICE		182,289.00	182,289.00	0.00	170,054.00	0.00	170,054.00	12,235.00	93%	
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		17,665.00	17,665.00	652.00	0.00	652.00	652.00	17,013.00	4%	
4208 CITY OF RALEIGH HAZMAT PROGRAM		89,789.00	89,789.00	0.00	89,788.66	0.00	89,788.66	0.34	100%	
4224 NC DEPT OF NRCD - FORESTRY		67,362.00	67,362.00	0.00	67,362.00	0.00	67,362.00	0.00	100%	
4428 MISC CHARGES FROM OTHER DEPT/DIV		360,918.00	360,918.00	0.00	0.00	0.00	0.00	360,918.00	0%	
4446 800mhz charges from other dept		125,075.00	125,075.00	31,268.69	0.00	31,268.69	31,268.69	93,806.31	25%	
4447 CAD charges from other dept		8,663.00	8,663.00	2,302.38	0.00	2,302.38	2,302.38	6,360.62	27%	
8104 CONTINGENCY		76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO C/P CO CONSTRUCTION FUND		1,350,000.00	1,350,000.00	1,350,000.00	0.00	1,350,000.00	1,350,000.00	0.00	100%	
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND		1,224,000.00	1,224,000.00	0.00	0.00	0.00	0.00	1,224,000.00	0%	
Total Expenditures		3,514,753	3,514,753	1,388,199	327,205	1,388,199	1,715,403	1,799,350	49%	
Subtotal Unit: F250		20,761,995	20,761,995	2,611,420	327,205	2,611,420	2,511,420	18,250,575	12.1	
Total Revenues		20,761,995	20,761,995	2,611,420	327,205	2,611,420	2,511,420	18,250,575	12.1	
Total Expenditures		3,514,753	3,514,753	1,388,199	327,205	1,388,199	1,750,398	1,799,350	39.1	

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (September 2013)

Department: 51 Fire and Emergency Management

Unit	Unit Name	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	FTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2406	707,525	707,525	176,881	530,470	176,881	707,351	174	25.00
F252	Baylor FD	2406	1,535,189	1,535,189	405,678	0	405,678	405,678	1,129,511	26.44
F253	Clay FD	2406	70,000	70,000	0	0	0	0	70,000	0.00
F254	Durham Highway FD	2406	745,314	745,314	186,329	0	186,329	186,329	558,986	25.00
F255	Eastern Wake FD	2406	1,634,034	1,634,034	490,537	0	490,537	490,537	1,143,497	29.95
F256	Fairview FD	2406	1,141,928	1,141,928	289,482	0	289,482	289,482	856,445	25.00
F259	Fuquay Varina FD	2406	1,389,098	1,389,098	347,275	1,041,823	347,275	1,389,098	0	25.00
F259	Garner FD	2406	1,650,766	1,650,766	412,691	0	412,691	412,691	1,238,075	25.00
F260	Holly Springs FD	2406	422,737	422,737	105,685	317,053	105,685	422,738	(1)	25.00
F261	Hopkins FD	2406	722,842	722,842	180,710	0	180,710	180,710	542,132	25.00
F262	Morrisville FD	2406	794,122	794,122	198,530	595,592	198,530	794,122	0	25.00
F264	Rolesville FD	2406	559,803	559,803	139,981	0	139,981	139,981	419,822	25.00
F265	Stony Hill FD	2406	1,007,648	1,007,648	251,912	0	251,912	251,912	755,736	25.00
F266	Swift Creek FD	2406	486,939	486,939	110,485	0	110,485	110,485	376,454	22.69
F267	Wake-New Hope FD	2406	1,095,054	1,095,054	273,764	0	273,764	273,764	821,291	25.00
F268	Wake Forest FD	2406	699,366	699,366	174,842	0	174,842	174,842	524,525	25.00
F269	Wendell FD	2406	1,445,902	1,445,902	420,581	0	420,581	420,581	1,025,321	29.09
F270	Western Wake FD	2406	566,089	566,089	141,522	0	141,522	141,522	424,567	25.00
F271	Zebulon FD	2406	533,893	533,893	133,473	400,420	133,473	533,893	0	25.00

Report ID: FSR-CIP-0001
Last Run Date: 9/11/13
WAKE COUNTY
CIP Projects Budget vs. Actual (Including Pending Exp)
For Fiscal Year(s) 2007 to 2014
From FP: 290712 To FP: 201403
Page: 1 of 1

Fund: 4400 Fire CIP
Department 34 Fire And Rescue CIP
Division 8426 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
020F	Fire-Backup #1	8400V0100	\$3,945,513.09	\$3,945,513.09	\$0.00	\$3,945,513.09	\$3,147,368.96	\$640,816.08	\$0.00	\$3,786,185.04	\$160,328.05	\$160,328.05	
026F	Stony Hill Remediation	8420V0100	\$794,348.00	\$794,348.00	\$0.00	\$794,348.00	\$520,274.37	\$35,182.63	\$0.00	\$555,457.00	\$228,891.00	\$228,891.00	
050F	Wendell Falls Station, Fire Tax Portion	8420V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00	(\$6.00)	\$0.00	\$2,200.00	\$347,800.00	\$347,800.00	
057F	Fire Planned Facility Repairs	8420V0100	\$591,230.95	\$591,230.95	\$0.00	\$591,230.95	\$249,892.76	\$94,670.36	\$0.00	\$341,463.12	\$249,787.83	\$249,787.83	
Total Division 8426 Fire Facilities			\$5,674,092.04	\$5,674,092.04	\$0.00	\$5,674,092.04	\$3,916,736.09	\$770,569.07	\$0.00	\$4,687,305.16	\$895,786.88	\$895,786.88	

Division 8436 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
041F	CONTINGENCIES & GRANT MATCHES	8400V0100	\$131,000.00	\$131,000.00	\$0.00	\$131,000.00	\$108,608.54	\$0.00	\$0.00	\$108,608.54	\$22,391.46	\$22,391.46	
044F	TURNOUT GEAR	8430V0300	\$1,638,000.00	\$1,638,000.00	\$0.00	\$1,638,000.00	\$1,081,481.02	\$0.00	\$0.00	\$1,081,481.02	\$556,518.98	\$556,518.98	
046F	Fire 800VH2 - Omnivink Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$255,000.00	\$0.00	\$0.00	\$255,000.00	\$4,000.00	\$4,000.00	Preparing to be closed out; project savings will be moved to 099F
061F	Fire Air Bottle Replacement	8430V0300	\$206,000.00	\$206,000.00	\$0.00	\$206,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$206,000.00	
062F	Fire Defibrillators	8430V0300	\$116,000.00	\$116,000.00	\$0.00	\$116,000.00	\$82,057.07	\$3,211.88	\$0.00	\$85,268.95	\$30,731.05	\$30,731.05	
063F	Fire Thermal Imaging Cameras	8430V0300	\$362,000.00	\$362,000.00	\$0.00	\$362,000.00	\$151,486.41	\$0.00	\$0.00	\$151,486.41	\$210,513.59	\$210,513.59	
066F	Fire SCBA's	8430V0300	\$681,000.00	\$681,000.00	\$0.00	\$681,000.00	\$204,411.53	\$0.00	\$0.00	\$204,411.53	\$476,588.47	\$476,588.47	
069F	Fire Small Capital - FY13	8430V0300	\$300,000.00	\$300,000.00	\$0.00	\$300,000.00	\$146,859.38	\$0.00	\$0.00	\$146,859.38	\$153,140.62	\$153,140.62	\$150,000 in FY 2014 funds will be transferred to a new FY 2014 account. Remaining funding of \$3,130.62 will be transferred to uncommitted fund balance upon closure.
Total Division 8436 Fire Fighting Equipment			\$3,673,800.00	\$3,673,800.00	\$0.00	\$3,673,800.00	\$2,029,913.95	\$3,211.88	\$0.00	\$2,033,125.83	\$1,640,477.17	\$1,640,477.17	

Division 8446 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
054F	General Fire Apparatus	8440V0100	\$89,185.82	\$89,185.82	\$0.00	\$89,185.82	\$1,356.00	\$0.00	\$0.00	\$1,356.00	\$87,830.82	\$87,830.82	
056F	Fire Small Vehicles	8440V0100	\$329,371.04	\$335,243.08	(\$5,872.04)	\$329,371.04	\$174,378.75	\$3,500.00	\$0.00	\$177,878.75	\$151,492.29	\$157,364.33	
067F	FY13 Large Apparatus - Rural	8440V0100	\$1,012,675.00	\$1,012,674.64	\$0.36	\$1,012,675.00	\$701,127.71	\$228,042.57	\$0.00	\$927,170.28	\$85,504.72	\$85,504.72	Awaiting delivery of Wake Forest tanker.
068F	FY13 Large Apparatus - Municipal	8440V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$149,420.46	\$80,477.32	\$0.00	\$229,897.78	\$0.00	\$0.00	To be closed out upon completion of payments.
060F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00	
Total Division 8446 Fire Apparatus			\$2,006,130.64	\$2,012,002.32	(\$5,871.68)	\$2,006,130.64	\$1,026,282.92	\$310,019.89	\$0.00	\$1,336,302.81	\$669,827.83	\$675,699.51	

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$90,000.00	\$30,500.00	\$59,500.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$30,500.00	
099F	Fire Capital Uncommitted	8490V0100	\$206,000.00	\$2,169,949.77	(\$1,963,949.77)	\$206,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$2,169,949.77	
Total Division 8499 Fire Capital Uncommitted			\$356,000.00	\$2,200,449.77	(\$1,844,449.77)	\$356,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$356,000.00	\$2,200,449.77	
Total Department 34 Fire And Rescue CIP			\$11,709,825.68	\$13,560,147.13	(\$1,850,321.45)	\$11,709,825.68	\$6,972,932.96	\$1,083,800.84	\$0.00	\$8,056,733.80	\$3,653,091.88	\$5,503,413.33	
Total Fund: 4400 Fire CIP			\$11,709,825.68	\$13,560,147.13	(\$1,850,321.45)	\$11,709,825.68	\$6,972,932.96	\$1,083,800.84	\$0.00	\$8,056,733.80	\$3,653,091.88	\$5,503,413.33	

Chad also reported that after this meeting he would no longer be the Budget Analyst for the Fire Tax District. He stated that the new Analyst would be Mark Matthews and he distributed his Business Card.

Vice Chair Billy Myrick thanked Chad for all that he had done during the time that he worked with the Fire Commission.

CHAIR REPORT

None.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager informed the Fire Commission that they have conducted a second round of interviews for the recruitment of the Fire Services Director. He reported that Chief Smith and Chief Pope were part of the interview process. Mr. Durham stated that they were done to two candidates at this stage and they were checking reference and conducting background check. Mr. Durham stated that his goal was to make an offer within the next two weeks and to have someone on board by the November meeting.

Mr. Durham also shared with the Fire Commission that the County would be issuing a RFP to hire a consultant to develop a cost share plan for the county and the cost share departments. He stated that the process would involve engagement with all the departments, staff, and the Fire Commission.

OTHER BUSINESS

Mr. Bob Stagg congratulated Chief Cates on his appointment to be the Chief at Eastern Wake Fire Department. Mr. Stagg also, asked Chief Poole to report on a recognition that is being put together for Tramp Dunn.

Chief Poole reported that an email had been sent out regarding an appreciation dinner for Tramp Dunn, who had been instrumental in fire service training in Wake County and North Carolina. Chief Poole shared that Mr. Dunn had been diagnosed with ALS (Lou Gehrig's disease) approximately a month ago and they have been overwhelmed with people from all across the state wanting to honor Tramp, so the Wake County Association of Fire Chiefs have been working an appreciation dinner for him. The event will be held on December the 7, 2013 at the Raleigh Convention Center.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, November 21, 2013

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 21, 2013, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighter's Association), Judge Keith Gregory (Citizen/Consumer), Billy Myrick (Citizen/Consumer), Bob Stagg (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), and Commissioner Phil Matthews (WC Commissioner).

Other members present:

The following members were absent: Chief A.C. Rich (North Region Alternate), and Chief Chris Perry (East Region Alternate).

The following County officials and staff were present: Deputy County Manager Joe Durham, Fire Services Director Mike Wright, Budget and Policy Analyst Mark Matthews, Ricky Dorsey, Wake County Training Director, and Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Judge Michael Denning, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Bob Stagg and second by Judge Keith Gregory, the Fire Commission unanimously approved minutes of the September 19, 2013, Regular Meeting.

INTRODUCTION of FIRE SERVICES DIRECTOR MICHAEL WRIGHT

Deputy County Manager Joe Durham stated that he was very excited that Michael Wright has accepted the position of Director of Fire Services and we are very excited about Mike being here.

Fire Services Director Michael Wright stated that he was very excited about being offered the position. Director Wright shared that the interview panel asked he him what were some of the things that he would like to see happen here. He stated that a priority for him would be communications immediately, being able to reach out to the Chiefs, and meet with the Chiefs. Director Wright stated that he spent a lot of time on his first day reading over a lot of historical documents, budgets, studies, and websites. He shared that he heard from the Chiefs some concerns and challenges that they have, he has heard for Mr. Durham and staff some concerns and challenges that they have, and he felt that it was an opportunity to come here and work in the Fire Service.

On the behalf of the Fire Commission Chair Lucius Jones welcome Fire Services Director Mike Wright to Wake County.

DISCUSSION REGARDING THE “ROLE” OF THE FIRE COMMISSION AND ITS STANDING COMMITTEES

Mr. Durham stated the he appreciated the role of the Fire Commission and what it does. He stated that the County has 90 or so different Committees / Commissions with a lot of folks who volunteer their time and effort for the County to be a better place. Mr. Durham thanked the Fire Commission members for being a part of that. Mr. Durham stated that there was a question about the “Role” of the Fire Commission, and he shared that it is indeed an Advisory Board that has guidelines that were included in the Agenda Packet. Mr. Durham read/referenced the role of the Fire Commission as stated in the Wake County Fire Commission Rules of Procedures. He stated that those were the charges given to the Fire Commission by the Board of Commissioners.

Mr. Myrick pointed out that there were inconsistencies in the Wake County Fire Commission Rules of Procedures with regard to the Chair and Vice Chair of the Fire Commission and it Subcommittees with regard to voting procedures. Those inconsistencies were pointed out to be in Section VII. Duty to Vote, C. One Vote Each and Section VIII. Committees, D. Standing Committee Procedures.

After discussion the Fire Commission requested that staff revise the language in Section VIII. Committees, D. Standing Committee Procedures. The revision is to read that the Chair and Vice Chair have the ability to cast a vote that will be counted. Staff was to bring back the revision to the Fire Commission at a later meeting for approval and adoption.

REGULAR AGENDA

CONSIDER APPROVAL OF CALENDAR YEAR 2014 MEETING DATES

Fire Service Director Mike Wright informed the Fire Commission that in their packet there was a listing of potential meeting dates for calendar year 2014. He stated that the meeting dates were on the third Thursday of every other month at 7:00 PM which is consistent with the current schedule.

Upon motion of Mr. Billy Myrick and second by Judge Michael Denning, the Fire Commission unanimously approved the meeting dates for calendar year 2014.

**CONSIDER REAPPOINTMENT OF BUDGET COMMITTEE MEMBERS FOR FY 2015
FIRE TAX BUDGET PROCESS**

Staff informed the Fire Commission that the FY 2015 Fire Tax Budget Process would begin in January 2014. There was a need for the Fire Commission to re-appoint the Budget Committee Members to work with Wake County staff in the development of the Fire Tax FY 2015 Budget. The Fire Commission was also informed that there was a vacancy for the West Region Alternate and the West Region Chiefs were recommending the appointment of Chief Todd Wright as the West Region Alternate on the Budget Committee.

The Fire Commission re-appointed the existing members to the FY 2015 Budget Committee as well as appointed Chief Todd Wright as the West Region Alternate by consensus.

**CONSIDER APPROVAL OF RECOMMENDATION FROM THE FIRE TAX BUDGET
COMMITTEE TO APPROPRIATE \$75,532 IN UNCOMMITTED FUNDS TO COVER
OVERAGE IN FY 2014 APPARATUS BID ALLOTMENT**

Mr. Myrick informed the Fire Commission that the Budget Committee met with the Apparatus Committee on 29 October 2013 to review and discuss the upcoming Apparatus purchases for FY 2014. During the meeting the Apparatus Committee shared that there was a short fall in the required funding needed to secure the debt financing for the FY 2014 apparatus purchases for Fairview, Swift Creek, and Wake New Hope Fire Departments. The financing would be for \$1,487,000 and the total cost is estimated at \$1,562,532, with \$75,532 to be covered in cash.

The Apparatus Committee recommended that the Budget Committee consider recommending to the Fire Commission that they consider and approve appropriating \$75,532 of Uncommitted CIP Funds to cover the cash need for the Debt Financing. The fire departments that would receive the apparatus would be responsible for repaying their share of the appropriated cash funding back to the Fire Tax CIP.

Upon motion of Chief Mauldin and second by Bob Stagg, the Fire Commission unanimously approved the recommendation to appropriate \$75,532 of Uncommitted CIP Funds to cover the cash need for the Debt Financing to purchase apparatus for Fairview, Swift Creek, and Wake New Hope Fire Departments with the stipulation that the departments were to reimburse the Fire Tax CIP within 12 months after receiving the apparatus.

**CONSIDER REQUEST FROM EASTERN WAKE FIRE-RESCUE FOR USE OF FUND
BALANCE**

Chief David Cates requested that the Fire Commission approve Eastern Wake Fire-Rescue's request to use a portion of their department's Fund Balance to fund, Firefighter NFPA 1582 Physicals, Utility Vehicle with equipment up fit and trailer, and Upgrade of Rescue Services. He stated that the total of the expenditures would be \$60,000.

Upon motion of Lee Price and second by Billy Myrick, the Fire Commission unanimously approved the request from Eastern Wake Fire-Rescue to use \$60,000 of the departments fund balance to make the requested purchases.

There was further discussion amongst the Fire Commission regarding Firefighter NFPA 1582 Physicals and the need of having such physicals,

Upon motion of Chief Tim Pope and second by Lee Price, the Fire Commission requested that during the FY 2015 Budget Process we look to find a way to fund Firefighter NFPA 1582 Physicals. The action was referred to the Budget Committee for consideration.

INFORMATION AGENDA

BDA's / BDA ORDINANCE

Chief Matt Poole informed the Fire Commission that a group was looking into improving radio communications in large high risk buildings. The groups' first priority is to address the possible need for BDA's (bi-directional amplifier) in public school buildings. The group plans to create a larger focus group involving fire service, EMS, law enforcement, code enforcement and political personnel to meet and evaluate this inter-local problem. Chief Poole stated that as they moved forward that he would keep the Fire Commission updated on their progress.

COST SHARE RFP UPDATE

Mark Matthews informed the Fire Commission that over the last two years, County management and staff have discussed the need to have a comprehensive review and evaluation of the cost share agreements with the Fire Commission and Fire Chiefs. Deputy County Manager Joe Durham made a presentation to the Fire Commission at its September meeting indicating the intent to move forward with the RFP and creating a committee to review the cost shares and explore new potential options moving forward.

An RFP was drafted by County Budget staff based on discussions that have taken place and issues that have been raised over the past two years, and an overview of the scope of the RFP was presented at the September Fire Commission meeting. The RFP was posted on the County website, and responses were accepted from October 9-October 24, 2013 (ATTACHMENT 1).

In October, a committee was formed of the following stakeholders representing cost share and non-cost share Chiefs, Fire Commission members, municipalities, and County staff:

Mark Matthews, Wake County Budget and Management Services

Robert Stagg, Fire Commission

Chief Pope, Bay Leaf Fire Department (non-cost share department)

Chief Haraway, Apex Fire Department (municipal cost share department)

Chief Poole, Garner Fire Department (independent cost share department)

Emily Lucas, Finance Director, Town of Garner (municipal cost share partner)

Demetric Potts, Wake County Fire Services

Over the course of three meetings held in the last month, the committee has established evaluation criteria for RFP responses, rated vendor responses based on the evaluation criteria (ATTACHMENT 2), elevated one vendor and conducted client reference checks and a face-to-face vendor interview.

On November 12, 2013, the committee unanimously recommended the County enter into contract with Emergency Services Consulting International based on the terms of the RFP response (ATTACHMENT 3). Based on the terms of the RFP, the cost of this study will be

\$23,323. Sufficient funding is available within the FY 2014 Amended Budget, within the contingency line of Fire Tax Systemwide (F250).

The scope of the consultant's work, outlined in pages 5-9 of Attachment 3, will include the following:

- I. Develop a project plan, gather background data, and stakeholder input
- II. Evaluate current cost share formulas, baseline system service delivery, and performance. Gather public input (likely in stage II and/or III)
- III. Provide fiscal analysis, benchmarking, and cost allocation funding models
- IV. Develop and present a final project report

Over the course of the study, the Cost Share committee will continue to actively participate in the process and validate the vendor's recommendation. In addition, the vendor will solicit input from municipalities and fire chiefs. With guidance and planning assistance from the committee, the vendor will facilitate public input sessions to hear directly from concerned stakeholders and members of the public. The committee will work collaboratively with the consultant throughout the process of reviewing the existing agreements and proposing others for the consideration. At the end of the process, the consultant will present findings and recommendations to the Fire Commission. The consultant recommendations and a Cost Share committee response are anticipated to be available for consideration by the Budget Committee and Fire Commission as part of the FY 2015 budget process.

Each stage of the process will be an open and inclusive. Both the broad representation on the committee and stakeholder and public input opportunities are designed to encourage participation by all interested parties.

FIRE TAX FINANCIAL REPORT

Mark Matthews provided the following financial reports to the Fire Commission:

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of November 7, 2013)

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/	Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
1127 NC DMV Taxes		0.00	0.00	70,789.01	0.00	70,789.01	70,789.01	(70,789.01)	NA	
1128 Refunds of NC DMV Taxes		0.00	0.00	46.93	0.00	46.93	46.93	(46.93)	NA	
1200 Special District Taxes		20,712,000.00	20,712,000.00	6,007,641.44	0.00	6,007,641.44	6,007,641.44	14,704,358.56	29%	
N140 Market vs Cost Investment Difference		0.00	0.00	16,041.99	0.00	16,041.99	16,041.99	(16,041.99)	NA	
N150 Interest Income/Poolled Funds		15,000.00	15,000.00	3,592.56	0.00	3,592.56	3,592.56	11,407.44	24%	
A370 Appropriated Fund Balance		0.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues		20,727,000	20,761,995	6,098,112	0	6,098,112	6,098,112	14,663,883	29%	

Revenue Source/	Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
2406 CONTRACTED SERVICES		0.00	34,995.00	2,780.00	42,235.00	2,760.00	44,995.00	(10,000.00)	129%	Fire Training Center Evaluation
3127 OFFICE SUPPLIES		0.00	0.00	179.97	0.00	179.97	179.97	(179.97)	NA	
3134 OTHER SUPPLIES AND MATERIALS		0.00	0.00	1,988.50	0.00	1,988.50	1,988.50	(1,988.50)	NA	
3601 ELECTRICITY		0.00	0.00	4,987.22	0.00	4,987.22	4,987.22	(4,987.22)	NA	
3806 OTHER UTILITIES		12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0%	
3617 DISPATCH SERVICE		182,289.00	182,289.00	0.00	170,054.00	0.00	170,054.00	12,235.00	93%	
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		17,865.00	17,865.00	3,763.03	0.00	3,763.03	3,763.03	13,901.97	21%	
4208 CITY OF RALEIGH HAZMAT PROGRAM		89,789.00	89,789.00	0.00	89,788.66	0.00	89,788.66	0.34	100%	
4224 NC DEPT OF NRCD - FORESTRY		67,362.00	67,362.00	15,883.74	51,478.26	15,883.74	67,362.00	0.00	100%	
4428 MISC CHARGES FROM OTHER DEPT/DIV		360,918.00	360,918.00	0.00	0.00	0.00	0.00	360,918.00	0%	
4446 800mhz charges from other dept		125,075.00	125,075.00	62,537.38	0.00	62,537.38	62,537.38	62,537.62	50%	
4447 CAD charges from other dept		8,663.00	8,663.00	4,604.76	0.00	4,604.76	4,604.76	4,058.24	53%	
8104 CONTINGENCY		76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO CIP/CO CONSTRUCTION FUND		1,350,000.00	1,350,000.00	1,350,000.00	0.00	1,350,000.00	1,350,000.00	0.00	100%	
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND		1,224,000.00	1,224,000.00	0.00	0.00	0.00	0.00	1,224,000.00	0%	
Total Expenditures		3,614,753	3,649,748	1,446,685	353,556	1,446,685	1,800,241	1,749,507	51%	
Subtotal Unit: F250										
Total Revenues		20,727,000	20,761,995	6,098,112		6,098,112	6,098,112	14,663,883	29.4	
Total Expenditures		3,614,753	3,649,748	1,446,685	353,556	1,446,685	1,800,241	1,749,507	40.8	

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of November 7, 2013)

Department: 51 Fire and Emergency Management

Unit	Unit Name	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2406	707,525	707,525	294,802	412,549	294,802	707,351	174	41.67
F252	Bayleaf FD	2406	1,535,189	1,535,189	656,836	878,353	656,836	1,535,189	0	42.79
F253	Cary FD	2406	70,000	70,000	0	0	0	0	70,000	0.00
F254	Durham Highway FD	2406	745,314	745,314	310,548	434,767	310,548	745,314	0	41.67
F255	Eastern Wake FD	2406	1,638,034	1,638,034	634,962	998,109	634,962	1,633,070	4,964	38.76
F256	Fairview FD	2406	1,141,926	1,141,926	475,803	666,124	475,803	1,141,926	0	41.67
F258	Fuquay Varina FD	2406	1,389,098	1,389,098	578,791	810,307	578,791	1,389,098	0	41.67
F259	Garner FD	2406	1,650,766	1,650,766	687,819	962,946	687,819	1,650,766	1	41.67
F260	Holly Springs FD	2406	422,737	422,737	176,141	246,597	176,141	422,738	(1)	41.67
F261	Hopkins FD	2406	722,842	722,842	301,184	421,658	301,184	722,842	0	41.67
F262	Morrisville FD	2406	794,122	794,122	330,884	463,238	330,884	794,122	0	41.67
F264	Rolesville FD	2406	559,803	559,803	233,251	0	233,251	233,251	326,552	41.67
F265	Stony Hill FD	2406	1,007,648	1,007,648	419,853	587,795	419,853	1,007,648	0	41.67
F268	Swift Creek FD	2406	486,939	486,939	184,141	257,798	184,141	441,939	45,000	37.82
F267	Wake-New Hope FD	2406	1,095,054	1,095,054	486,273	0	486,273	486,273	638,782	41.67
F268	Wake Forest FD	2406	699,366	699,366	291,403	0	291,403	291,403	407,964	41.67
F269	Wendell FD	2406	1,445,902	1,445,902	648,430	797,472	648,430	1,445,902	0	44.85
F270	Western Wake FD	2406	586,089	586,089	235,870	330,219	235,870	586,089	0	41.67
F271	Zebulon FD	2406	533,893	533,893	222,455	311,438	222,455	533,893	0	41.67

Report ID: FSR-CIP-0001 WAKE COUNTY Page: 1 of 1
 Last Run Date: 11/7/13 CIP Projects Budget vs. Actual (Including Pending Exp)
 For Fiscal Year(s) 2007 to 2014
 From Fy: 2012 To Fy: 2014

Fund: 4400 Fire CIP

Department: 84 Fire And Rescue CIP

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over)/ Under Budget	Current Expenditure Budget	Actual Expense to Date	Commitments	Pending Expense	Actual Expense to Date of Commitments and Pending	Remaining Expenditure Budget	Remaining Authority; (actual balance)	Notes
026F	Fire Extinguisher	3400 P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,620,476.14	\$199,474.76		\$3,819,650.30	\$128,862.79	\$128,862.79	
026F	Wendell Hill Remediation	3420 V0100	\$74,348.00	\$74,348.00	\$0.00	\$74,348.00	\$5,308,258.81	\$4,631.13		\$55,457.00	\$28,891.00	\$28,891.00	
050F	Wendell Hill Station, Fire Tax Rpt	3420 V0100	\$300,000.00	\$300,000.00	\$0.00	\$300,000.00	\$2,200.00	\$0.00		\$2,200.00	\$297,800.00	\$297,800.00	
057F	Fire Planned Facility Repairs	3420 V0100	\$91,230.95	\$91,230.95	\$0.00	\$91,230.95	\$277,167.91	\$67,876.00		\$309,045.91	\$296,185.04	\$296,185.04	
Total Division 8420 Fire Facilities			\$5,674,092.04	\$5,674,092.04	\$0.00	\$5,674,092.04	\$4,300,669.92	\$281,683.89		\$4,712,363.81	\$961,738.23	\$961,738.23	

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over)/ Under Budget	Current Expenditure Budget	Actual Expense to Date	Commitments	Pending Expense	Actual Expense to Date of Commitments and Pending	Remaining Expenditure Budget	Remaining Authority; (actual balance)	Notes
041F	COMMUNICATIONS/CONTROL MATCH	3400 P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$109,609.54	\$0.00		\$109,609.54	\$22,993.46	\$22,993.46	
044F	TURBOCHARGER	3430 W0200	\$1,638,000.00	\$1,638,000.00	\$0.00	\$1,638,000.00	\$1,036,616.66	\$0.00		\$1,036,616.66	\$601,383.34	\$601,383.34	
060F	Fire EOM/HC - Ominlink Upgrade	3430 W0200	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$259,000.00	\$0.00		\$259,000.00	\$0.00	\$0.00	
061F	Fire Air Bottle Replacement	3430 W0200	\$206,000.00	\$206,000.00	\$0.00	\$206,000.00	\$0.00	\$0.00		\$0.00	\$206,000.00	\$206,000.00	
062F	Fire Cells/alarms	3430 W0200	\$116,000.00	\$116,000.00	\$0.00	\$116,000.00	\$20,620.22	\$3,211.88		\$23,832.10	\$92,167.90	\$92,167.90	
062F	Fire Thermal Imaging Cameras	3430 W0200	\$362,000.00	\$362,000.00	\$0.00	\$362,000.00	\$1,496.41	\$0.00		\$1,496.41	\$360,503.59	\$360,503.59	
066F	Fire SCBA's	3430 W0200	\$61,000.00	\$61,000.00	\$0.00	\$61,000.00	\$20,411.53	\$0.00		\$20,411.53	\$40,588.47	\$40,588.47	
070F	Fire Email Capital - FY14	3430 W0200	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$25,212.38	\$0.00		\$25,212.38	\$124,787.62	\$124,787.62	
Total Division 8430 Fire Fighting Equipment			\$3,623,603.00	\$3,623,603.00	\$0.00	\$3,623,603.00	\$1,919,966.74	\$3,211.88		\$1,922,178.62	\$1,601,424.38	\$1,601,424.38	

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over)/ Under Budget	Current Expenditure Budget	Actual Expense to Date	Commitments	Pending Expense	Actual Expense to Date of Commitments and Pending	Remaining Expenditure Budget	Remaining Authority; (actual balance)	Notes
054F	General Fire Apparatus	3440 V0100	\$93,196.82	\$93,196.82	\$0.00	\$93,196.82	\$1,366.00	\$0.00		\$1,366.00	\$91,830.82	\$91,830.82	
056F	Fire Email Vehicle	3440 V0100	\$329,371.04	\$329,243.08	(\$1,282.04)	\$329,371.04	\$174,378.75	\$3,800.00	\$18,117.91	\$196,996.66	\$132,374.38	\$132,374.38	
067F	Fire Large Apparatus - Rural	3440 V0100	\$1,012,675.00	\$1,012,671.64	(\$3.36)	\$1,012,675.00	\$919,710.28	\$0.00		\$919,710.28	\$92,964.72	\$92,964.72	
068F	Fire Large Apparatus - Municipal	3440 V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$149,420.46	\$80,477.32		\$229,897.78	\$0.00	\$0.00	
069F	Fire Large Apparatus - Municipal	3440 V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00		\$0.00	\$345,000.00	\$345,000.00	
Total Division 8440 Fire Apparatus			\$2,006,170.64	\$2,012,002.32	(\$5,812.08)	\$2,006,170.64	\$1,244,926.49	\$83,977.32	\$18,117.91	\$1,247,020.72	\$759,149.92	\$759,149.92	

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over)/ Under Budget	Current Expenditure Budget	Actual Expense to Date	Commitments	Pending Expense	Actual Expense to Date of Commitments and Pending	Remaining Expenditure Budget	Remaining Authority; (actual balance)	Notes
092F	Owner Station #4 Technical Agreem	3490 V0100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
099F	Fire Capital Uncommitted	3490 V0100	\$36,000.00	\$2,117,882.04	(\$1,911,882.04)	\$36,000.00	\$0.00	\$0.00		\$0.00	\$36,000.00	\$2,117,882.04	
Total Division 8499 Fire Capital Uncommitted			\$36,000.00	\$2,238,882.04	(\$1,882,882.04)	\$36,000.00	\$0.00	\$0.00		\$0.00	\$36,000.00	\$2,238,882.04	

Total Department 84 Fire And Rescue CIP			\$11,859,826.68	\$13,448,279.40	(\$1,588,452.72)	\$11,859,826.68	\$7,594,551.15	\$388,873.00	\$18,117.91	\$7,981,542.15	\$3,678,283.53	\$3,678,283.53	
Total Fund: 4400 Fire CIP			\$11,859,826.68	\$13,448,279.40	(\$1,588,452.72)	\$11,859,826.68	\$7,594,551.15	\$388,873.00	\$18,117.91	\$7,981,542.15	\$3,678,283.53	\$3,678,283.53	

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Fire Services Director Mike Wright stated that he wanted to let the Fire Commission know what he was thinking and where he was going right now. He stated that over the next few months he planned to meet with the Fire Chiefs one on one. He shared that he was reviewing the studies that had already been completed and he wanted to get an idea of the status of those recommendations see if they are still valid, and begin to develop some strategic plans for the fire service. In summary his plan are to meet with the Chief's, evaluate our current position to see where we are, also to learn what particular issues the districts are facing now in Wake County and to work collaboratively to make things better.

OTHER BUSINESS

Mr. Billy Myrick reported that Commission Chair would be making a presentation to the Wake County Board of Commissioners. He requested that anyone who could attend to show up.

PUBLIC COMMENTS

Lee Price recognized Chief Garland Johnson as the newly appointed Chief at Western Wake Fire Department.

Chief Poole informed the Fire Commission that on December 7th the Wake County Association of Fire Chief's would be holding an appreciation dinner for Tramp Dunn who is a retired Captain with the City of Raleigh Fire Department. Chief Poole stated that Tramp had been instrumental in training firefighters all over the state for decades. The event will be held at the Raleigh Convention Center and there will be a reception at 7:00 PM and a program afterwards.

Ricky Dorsey, Wake County Training Director informed that Fire Commission that we along with Mr. Stagg have decided to honor Tramp in a way at the Fire Training Center because he has been such an important part of the Wake County Fire Academy. To honor him in the future they decided to name the Leadership Award given at the Fire Academy on his behalf, so at the next Fire Academy the "Wilbert Tramp Dunn Leadership Award". Mr. Stagg and his wife have agreed to fund the award in the future. Mr. Stagg stated that it was a collaborative effort and we appreciate his efforts as well.

Mr. Billy Myrick reported that Commission Chair would be making a presentation to the Wake County Board of Commissioners. He requested that anyone who could attend to show up in support.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, January 16, 2014

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 16, 2014, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Barbara Poole (Citizen Consumer), Billy Myrick (Citizen/Consumer), and Bob Stagg (Citizen/Consumer).

Other members present: Chief Ron Early (North Region Alternate), Chief David Price (South Region Alternate), Chief Bryant Woodall (West Region Alternate), and Chief Chris Perry (East Region Alternate).

The following members were absent: Lee Price (Firefighter's Association), Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), Commissioner Phil Matthews (WC Commissioner), and Commissioners Paul Coble (WC Commissioners).

The following County officials and staff were present: Fire Services Director Mike Wright, Fiscal and Policy Analyst Mark Matthews, Charles Ottaway (Fire Services), and Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Mr. Stagg pointed out that at the previous meeting Mr. Myrick had a question regarding the role of the Chair of Standing Committees in the Wake County Fire Commission Rules of Procedures, a that there was not documentation of that discussion in the minutes.

The Fire Commission requested that the adoption of the minutes be tabled until staff revised the minutes to address and include the discussion held at the meeting, as well as directed staff to bring to the March Fire Commission meeting the revised language for voting procedures for the Chair of

Standing Committees so that the Fire Commission could adopt the revision to the Wake County Fire Commission Rules of Procedures.

REGULAR AGENDA

CONSIDER ELECTION of FIRE COMMISSION CHAIR FOR CALENDAR YEAR 2014

Fire Services Director Mike Wright opened the floor to accept nominations for Chair of the Fire Commission. Mr. Billy Myrick nominated Mr. Lucius Jones, and Chief Tony Mauldin nominated Mr. Bob Stagg. Director Wright asked if there were other nominations and with there being none he asked Mr. Jones and Mr. Stagg if they accepted the nominations. Mr. Jones stated that it was not on his personal agenda, but if the Board wanted him to serve he would accept the nomination. Mr. Stagg stated that he would also accept the nomination.

Director Wright called for a vote for Mr. Jones and Mr. Stagg and the voting resulted in a tie. Mr. Myrick stated that he would like to make the motion that the Commission postpones the vote until the next meeting so that they would maybe not have a tie. He further stated that he did not know how they would be able to break a tie unless they were able to conference call everyone who was not there.

Chief Tony Mauldin asked if there was anything that addressed a tie in voting. It was noted that the Wake County Fire Commission Rules of Procedures did not address this situation.

Upon motion of Mr. Billy Myrick, and seconded by Chief Rodney Privette, the Fire Commission unanimously agreed to postpone the election of the Chair and Vice Chair until the next Fire Commission Meeting.

CONSIDER ELECTION of FIRE COMMISSION VICE CHAIR FOR CALENDAR YEAR 2014

Upon motion of Mr. Billy Myrick, and seconded by Chief Rodney Privette, the Fire Commission unanimously agreed to postpone the election of the Chair and Vice Chair until the next Fire Commission Meeting.

INFORMATION AGENDA

FIRE TRAINING STUDY UPDATE

Fire Services Director Michael Wright informed the Fire Commission that the second draft of the study had been submitted by the Ludwig Group for the Committee to review and provide feedback / comment to the Consultant. From review by the Committee it was determined that a number of the recommendations did not adequately have supporting documentation. Director Wright shared that he attended the meeting of the Wake County Fire Chief's Association and the study was a topic of conversation and feedback suggested that there needed to be more stakeholder input into the study. The comments/feedback was shared with the vendor and he will incorporate that information into the document and provide another draft for additional feedback as we move towards a final document. Director Wright stated that at this time the intent is to have a presentation at the March Fire Commission meeting.

APPARATUS COMMITTEE UPDATE – FY 15/16 APPARATUS PURCHASES

On behalf of the Apparatus Committee Demetric Potts informed the Fire Commission that the Apparatus Committee recommended that apparatus purchases that will be debt financed for FY15 and FY16 be purchased in FY15 to eliminate the issuance of debt during both those fiscal years. A date was agreed upon by the committee and the Budget Office was to shoot for 1 September, each year, the Apparatus Committee agreed to combine debt financing for FY 15/16 and that the Committee will insure a deadline is set for the Departments involved to have final figures by the deadline of 1 September. The committee will be required to provide the specification (s) to all Departments involved with enough time to accomplish this.

APPARATUS COMMITTEE UPDATE – PUMPER SPECIFICATIONS

On behalf of the Apparatus Committee Demetric Potts informed the Fire Commission that the Apparatus Committee has begun discussion with regard to the Pumper Specifications, however the Committee has not completed work as of yet. They plan to have another list of questions for the vendors by early January and complete the Specification for release by June 1st for Bid and award to give the effected Departments time to meet the September 1st deadline.

COST SHARE STUDY UPDATE

Mark Matthews, Fiscal and Policy Analyst informed the Fire Commission that at the November 21, 2013 Fire Commission meeting, the Fire Commission received information pertaining the forming of committee formed on the request of the County Manager's Office to evaluate the various cost-share agreements that exist within the Wake County Fire Tax district. The committee was responsible for the evaluation and recommendation of consultants in response to the Cost Share RFP, and will continue to provide oversight, guidance and feedback throughout the study. The committee includes the following stakeholders representing cost share and non-cost share Chiefs, Fire Commission members, municipalities, and County staff:

Mark Matthews, Wake County Budget and Management Services
Robert Stagg, Fire Commission
Chief Pope, Bay Leaf Fire Department (non-cost share department)
Chief Haraway, Apex Fire Department (municipal cost share department)
Chief Poole, Garner Fire Department (independent cost share department)
Emily Lucas, Finance Director, Town of Garner (municipal cost share partner)
Michael Wright, Wake County Fire Services
Demetric Potts, Wake County Fire Services

Since the November Fire Commission meeting, the County has entered contract with Emergency Services Consulting International (ECSI) based on the terms of the RFP response and in accordance with the information shared with the Fire Commission in November.

The scope of the consultant's work includes the following:

- I. Develop a project plan, gather background data, and stakeholder input
- II. Evaluate current cost share formulas, baseline system service delivery, and performance. Gather public input.
- III. Provide fiscal analysis, benchmarking, and cost allocation funding models
- IV. Develop and present a final project report

In early January, an information request from ESCI was sent to departments requesting information that will be collected and reviewed by ESCI in conjunction with on-site visits in mid-February. The ESCI project manager will attend the next Cost Share Meeting, which will be held at 10 AM on Thursday, January 23 at the Wake County Commons. Cost Share chiefs and municipal town managers (or designees) are invited to the January 23 meeting as an opportunity to address any questions or concerns about the information request to the project manager and/or committee in advance of the upcoming on site visits. Any interested Fire Commission members, Budget Committee members, or other interested parties are also welcome to attend.

Based on the project manager's current work plan, the Cost Share Committee expects a recommendation from ESCI in late Spring/early summer 2014. The Cost Share Committee will be reaching out to the Fire Commission later in the spring to request a presentation of ESCI's preliminary findings and to receive stakeholder input. Based on the fiscal calendar and project manager's current work plan, the Cost Share Committee does not anticipate implementation of final recommendations as part of the FY 2015 budget.

FIRE TAX FINANCIAL REPORT

Mark Matthews provided the following financial reports to the Fire Commission:

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of January 8, 2014)

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/	Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
T127 NC DMV Taxes		0.00	0.00	259,929.80	0.00	259,929.80	259,929.80	(259,929.80)	NA	
T128 Refunds of NC DMV Taxes		0.00	0.00	(159.12)	0.00	(159.12)	(159.12)	159.12	NA	
T200 Special District Taxes		20,712,000.00	20,712,000.00	18,325,217.20	0.00	18,325,217.20	18,325,217.20	2,386,782.80	88%	
N140 Market vs Cost Investment Difference		0.00	0.00	16,041.99	0.00	16,041.99	16,041.99	(16,041.99)	NA	
N150 Interest Income/Pooled Funds		15,000.00	15,000.00	6,538.23	0.00	6,538.23	6,538.23	8,461.77	44%	
A370 Appropriated Fund Balance		0.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues		20,727,000	20,761,995	18,607,568	0	18,607,568	18,607,568	2,154,427	90%	

Revenue Source/	Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
2406 CONTRACTED SERVICES		0.00	34,995.00	2,760.00	65,556.00	2,760.00	68,316.00	(33,323.00)	195%	Fire Training Center and Cost Share Studies
3127 OFFICE SUPPLIES		0.00	0.00	179.97	0.00	179.97	179.97	(179.97)	NA	
3134 OTHER SUPPLIES AND MATERIALS		0.00	0.00	1,968.50	0.00	1,968.50	1,968.50	(1,968.50)	NA	
3501 ELECTRICITY		0.00	0.00	8,866.06	0.00	8,866.06	8,866.06	(8,866.06)	NA	
3606 OTHER UTILITIES		12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0%	
3617 DISPATCH SERVICE		182,289.00	182,289.00	0.00	170,054.00	0.00	170,054.00	12,235.00	93%	
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		17,865.00	17,865.00	4,813.68	0.00	4,813.68	4,813.68	12,851.32	27%	
4208 CITY OF RALEIGH HAZMAT PROGRAM		89,789.00	89,789.00	0.00	89,788.66	0.00	89,788.66	0.34	100%	
4224 NC DEPT OF NRCD - FORESTRY		67,362.00	67,362.00	20,786.93	46,575.07	20,786.93	67,362.00	0.00	100%	
4409 POSTAGE/CHARGES FROM GS		0.00	0.00	70.88	0.00	70.88	70.88	(70.88)	NA	
4428 MISC CHARGES FROM OTHER DEPT/DIV		360,918.00	360,918.00	0.00	0.00	0.00	0.00	360,918.00	0%	
4446 900mhz charges from other dept		125,075.00	125,075.00	62,537.38	0.00	62,537.38	62,537.38	62,537.62	50%	
4447 CAD charges from other dept		8,663.00	8,663.00	4,604.76	0.00	4,604.76	4,604.76	4,058.24	53%	
4758 MV Tax Collection Costs		0.00	0.00	4,273.08	0.00	4,273.08	4,273.08	(4,273.08)	NA	
6104 CONTINGENCY		76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO CIP CO CONSTRUCTION FUND		1,350,000.00	1,350,000.00	1,350,000.00	0.00	1,350,000.00	1,350,000.00	0.00	100%	
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND		1,224,000.00	1,224,000.00	0.00	0.00	0.00	0.00	1,224,000.00	0%	
Total Expenditures		3,514,753	3,549,748	1,460,861	371,976	1,460,861	1,832,837	1,716,911	52%	
Subtotal Unit: F250										
Total Revenues		20,727,000	20,761,995	18,607,568		18,607,568	18,607,568	2,154,427	89.6	
Total Expenditures		3,514,753	3,549,748	1,460,861	371,976	1,460,861	1,832,837	1,716,911	41.2	

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of January 8, 2014)

Department: 51 Fire and Emergency Management

Unit	Unit Name	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2406	707,525	707,525	471,663	235,668	471,663	707,351	174	66.67
F252	Bayleaf FD	2406	1,535,189	1,535,189	1,033,273	501,916	1,033,273	1,535,189	0	67.31
F253	Cary FD	2406	70,000	70,000	0	0	0	0	70,000	0.00
F254	Durham Highway FD	2406	745,314	745,314	496,876	248,438	496,876	745,314	0	66.67
F255	Eastern Wake FD	2406	1,638,034	1,638,034	1,125,490	507,572	1,125,490	1,633,070	4,964	68.71
F256	Fairview FD	2406	1,141,926	1,141,926	761,284	380,642	761,284	1,141,926	0	66.67
F258	Fuquay Varina FD	2405	1,389,098	1,389,098	926,065	463,033	926,065	1,389,098	0	66.67
F259	Garner FD	2405	1,650,766	1,650,766	1,100,510	550,255	1,100,510	1,650,765	1	66.67
F260	Holly Springs FD	2406	422,737	422,737	281,825	140,913	281,825	422,738	(1)	66.67
F261	Hopkins FD	2406	722,842	722,842	481,895	240,947	481,895	722,842	0	66.67
F262	Morrisville FD	2406	794,122	794,122	529,415	264,707	529,415	794,122	0	66.67
F264	Rolesville FD	2406	559,803	559,803	373,202	186,601	373,202	559,803	0	66.67
F265	Story Hill FD	2406	1,007,648	1,007,648	671,765	335,883	671,765	1,007,648	(0)	66.67
F266	Swift Creek FD	2405	486,939	486,939	339,626	102,313	339,626	441,939	45,000	69.75
F267	Wake-New Hope FD	2406	1,095,054	1,095,054	730,036	365,018	730,036	1,055,054	0	66.67
F268	Wake Forest FD	2406	699,366	699,366	466,244	233,122	466,244	699,366	0	66.67
F269	Wendell FD	2406	1,445,902	1,445,902	990,204	455,698	990,204	1,445,902	0	68.48
F270	Western Wake FD	2406	566,089	566,089	377,393	188,696	377,393	566,089	0	66.67
F271	Zebulon FD	2406	533,893	533,893	355,929	177,964	355,929	533,893	0	66.67

Report ID: FSR-CIP-0001
Last Run Date: 1/8/14

**WAKE COUNTY
CIP Projects Budget vs. Actual (Including Pending Exp)
For Fiscal Year(s) 2007 to 2014
From FP: 200712 To FP: 201407**

Page: 1 of 1

Fund: 4400 Fire CIP

Department 84 Fire And Rescue CIP

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
029F	Fire-Bayleaf #1	8420V0100	\$3,948,513.00	\$3,948,513.00	\$0.00	\$3,948,513.00	\$3,680,828.43	\$138,129.44	\$0.00	\$3,818,957.87	\$129,555.22	\$129,555.22	
029F	Story Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$533,697.87	\$21,759.13	\$0.00	\$555,457.00	\$228,691.00	\$228,691.00	
050F	Wendell Falls Station, Fire Tax Parc	8420V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00	(\$0.00)	\$0.00	\$2,200.00	\$347,800.00	\$347,800.00	
057F	Fire Planned Facility Repairs	8420V0100	\$591,230.95	\$591,230.95	\$0.00	\$591,230.95	\$277,167.91	\$124,878.00	\$0.00	\$402,045.91	\$189,185.04	\$189,185.04	
Total Division 8420 Fire Facilities			\$5,674,092.04	\$5,674,092.04	\$0.00	\$5,674,092.04	\$4,493,894.21	\$284,786.57	\$0.00	\$4,778,680.78	\$895,411.26	\$895,411.26	

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
041F	CONTINGENCIES & GRANT MATCH	8430V0300	\$131,903.00	\$131,903.00	\$0.00	\$131,903.00	\$108,908.04	\$0.00	\$0.00	\$108,908.04	\$22,994.96	\$22,994.96	
044F	TURNOUT GEAR	8430V0300	\$1,638,000.00	\$1,638,000.00	\$0.00	\$1,638,000.00	\$1,124,860.06	\$0.00	\$0.00	\$1,124,860.06	\$513,139.94	\$513,139.94	
060F	Fire 800MHZ - Omnitrak Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$259,000.00	\$0.00	\$0.00	\$259,000.00	\$0.00	\$0.00	Current funding expended. Additional appropriation may be needed for next phase.
061F	Fire Air Bottle Replacement	8430V0300	\$206,000.00	\$206,000.00	\$0.00	\$206,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$206,000.00	
062F	Fire Defibrillators	8430V0300	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	\$80,629.22	\$9,211.88	\$0.00	\$89,841.10	\$20,158.90	\$20,158.90	
063F	Fire Thermal Imaging Cameras	8430V0300	\$362,000.00	\$362,000.00	\$0.00	\$362,000.00	\$151,486.41	\$0.00	\$0.00	\$151,486.41	\$210,513.59	\$210,513.59	
066F	Fire SCBA's	8430V0300	\$661,000.00	\$661,000.00	\$0.00	\$661,000.00	\$204,411.53	\$0.00	\$0.00	\$204,411.53	\$456,588.47	\$456,588.47	
070F	Fire Small Capital - FY14	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$33,839.56	\$0.00	\$0.00	\$33,839.56	\$116,160.44	\$116,160.44	
Total Division 8430 Fire Fighting Equipment			\$3,523,603.00	\$3,523,603.00	\$0.00	\$3,523,603.00	\$1,962,826.32	\$3,211.88	\$0.00	\$1,966,038.20	\$1,557,564.80	\$1,557,564.80	

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
054F	General Fire Apparatus	8440V0100	\$89,189.82	\$89,189.82	\$0.00	\$89,189.82	\$1,205.00	\$0.00	\$0.00	\$1,205.00	\$87,984.82	\$87,984.82	
056F	Fire Small Vehicles	8440V0100	\$329,371.04	\$335,243.08	(\$5,872.04)	\$329,371.04	\$174,378.75	\$21,817.91	\$0.00	\$199,596.66	\$133,374.38	\$133,374.38	
067F	FY13 Large Apparatus - Rural	8440V0100	\$891,779.28	\$1,012,674.64	(\$20,894.36)	\$891,779.28	\$819,779.28	\$0.00	\$0.00	\$819,779.28	\$72,000.00	\$72,000.00	Project will be closed, debt proceeds to be transferred to debt service fund to offset fire debt service, and savings will be moved to uncommitted fund balance.
068F	FY13 Large Apparatus - Municipal	8440V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$149,420.46	\$80,477.32	\$0.00	\$229,897.78	\$0.00	\$0.00	To be closed out upon completion of payment for Morrisville rescue vehicle.
086F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00	
081F	FY14 Large Apparatus - Rural	8440V0100	\$1,562,532.00	\$75,532.00	\$1,487,000.00	\$1,562,532.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,562,532.00	\$75,532.00	
Total Division 8440 Fire Apparatus			\$2,547,757.92	\$2,087,534.32	\$1,460,233.60	\$3,547,757.02	\$1,244,925.49	\$102,995.23	\$0.00	\$1,347,920.72	\$2,200,737.20	\$740,513.60	

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
098F	Garner Station #4 Interlocal Agree	8499V0100	\$90,000.00	\$91,000.00	\$20,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$91,000.00	
099F	Fire Capital Uncommitted	8499V0100	\$266,000.00	\$2,105,007.43	(\$1,839,007.43)	\$266,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266,000.00	\$2,105,007.43	
Total Division 8499 Fire Capital Uncommitted			\$356,000.00	\$2,196,007.43	(\$1,819,007.43)	\$356,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$356,000.00	\$2,196,007.43	

Total Department 84 Fire And Rescue CIP			\$13,101,452.96	\$13,451,236.79	(\$348,783.83)	\$13,101,452.96	\$7,701,646.02	\$360,073.88	\$0.00	\$8,001,719.70	\$5,009,733.26	\$5,359,517.09	
Total Fund: 4400 Fire CIP			\$13,101,452.96	\$13,451,236.79	(\$348,783.83)	\$13,101,452.96	\$7,701,646.02	\$360,073.88	\$0.00	\$8,001,719.70	\$5,009,733.26	\$5,359,517.09	

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Fire Services Director Michael Wright informed the Fire Commission that the State had adopted a new Rating Schedule which will be implemented in March of 2014. He shared that there would be informational meetings in February and March to advise all of the changes in the schedule. Director Wright stated that he would be attending the sessions looking at the potential impacts on the District and fire departments.

Director Wright shared with the Fire Commission that Executive Service Corps concluded its contract with the County for providing facilitative services to the Consolidation Committees of Bay Leaf, Stony Hill, and Durham Highway Fire Departments. He stated that his office would be looking to engage another facilitator that is more familiar with fire department operations so they can continue the process/discussion.

Chief Tim Pope asked Director what was the final cost of the contract at termination. Director Wright informed that Fire Commission that it was less than the \$10,000 executed amount or approximately \$4,200.

OTHER BUSINESS

Mr. Bog Stagg informed the Fire Commission that a firefighter has passed away. Chief Bryant Woodall shared that the firefighter has a surviving 16 year old son, and 11 year old daughter.

PUBLIC COMMENTS

Chief Poole shared with the Fire Commission that he had served as the President of the Wake County Association of Fire Chiefs for the past two years and at their last meeting Chief Bryant Woodall was appointed to serve as President for the next two years.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, March 20, 2014

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, 2014, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighter's Association), Barbara Poole (Citizen Consumer), Billy Myrick (Citizen/Consumer), Judge Keith Gregory (Citizen/Consumer), Commissioners Paul Coble (WC Commissioners), and Judge Michael Denning (Citizen/Consumer).

Other members present: Chief Ron Early (North Region Alternate), Chief David Price (South Region Alternate), Chief Bryant Woodall (West Region Alternate), and Chief Chris Perry (East Region Alternate).

The following members were absent: Bob Stagg (Citizen/Consumer), Commissioner Phil Matthews (WC Commissioner), and.

The following County officials and staff were present: Fire Services Director Mike Wright, Ricky Dorsey, Wake County Training Director, and Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Chief Rodney Privette and second by Judge Michael Denning, the Fire Commission unanimously approved minutes of the November 21, 2013, Regular Meeting.

Upon motion of Commissioner Paul Coble and second by Chief Rodney Privette, the Fire Commission unanimously approved minutes of the January 16, 2014, Regular Meeting.

REGULAR AGENDA

CONSIDER ELECTION OF FIRE COMMISSION CHAIR FOR CALENDAR YEAR 2014

Fire Services Director Mike Wright opened the floor to accept nominations for Chair of the Fire Commission. Mr. Billy Myrick nominated Mr. Lucius Jones. Director Wright asked if there were other nominations and with there being none he asked Mr. Jones if he accepted the nomination. Mr. Jones stated that if the Commission wanted him to serve he would accept the nomination.

Upon motion of Mr. Billy Myrick, and seconded by Commissioner Paul Coble, the Fire Commission unanimously appointed Mr. Lucius Jones as Chair of the Wake Fire Commission.

CONSIDER ELECTION OF FIRE COMMISSION VICE CHAIR FOR CALENDAR YEAR 2014

Fire Services Director Mike Wright opened the floor to accept nominations for Vice Chair of the Fire Commission. Chair Lucius Jones nominated Mr. Billy Myrick. Director Wright asked if there were other nominations and with there being none he asked Mr. Myrick if he accepted the nomination. Mr. Myrick stated that he would accept the nomination.

Upon motion of Chief Rodney Privette, and seconded by Commissioner Paul Coble, the Fire Commission unanimously appointed Mr. Billy Myrick as Vice Chair of the Wake Fire Commission.

CONSIDER APPROVAL OF REVISIONS to the WAKE COUNTY FIRE COMMISSION RULES OF PROCEDURE

Demetric Potts stated that the Fire Commission had requested that staff make revisions to the language in the Wake County Fire Commission Rules of Procedures, Section VIII. Committees: D. Standing Committees Procedures, to read as follows:

The Chair of the Standing Committee will supervise the meetings and all minutes and agendas. Each member of the Standing Committee or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted. Agendas are to be sent to all Fire Chiefs whose departments fall under the fire tax districts, Fire Commission members, and each voting member of the committee at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above within one (1) week of a committee meeting. A Standing Committee quorum will consist of a simple majority of the members (including the Chairperson).

Upon motion of Mr. Myrick, and seconded by Commissioner Paul Coble, the Fire Commission unanimously approved the recommended revisions to the language in the Wake County Fire Commission Rules of Procedures, Section VIII. Committees: D. Standing Committees Procedures.

CONSIDER BUDGET COMMITTEE RECOMMENDATION to the FIRE COMMISSION for APPROVAL OF EQUIPMENT COMMITTEE REQUEST FOR REVISION OF THE FY 2014 TURNOUR GEAR REPLACEMENT PLAN

Chief Price reminded the Fire Commission that at November 21, 2013 Fire Commission meeting, Eastern Wake Fire Department had requested additional sets of turnout gear above the normal replacement schedule to replace primary sets that had reached the end of their service life or were determined to be non-repairable. Eastern Wake provided the VFIS PPE Checklist for each set as

requested by the Equipment Committee to document the need for replacement. The Equipment Committee has reviewed the documentation and it supports the replacement of eleven sets. Mark Matthews, Budget Analysis has confirmed that sufficient funds remain to cover the cost within the budget line item. He stated that the Equipment Committee is recommending the replacement of eleven sets of gear at \$1,780.36 per set for a total of \$19,583.96.

Chief Price also informed the Fire Commission that in February 2014, the Town of Cary renewed the contract for turnout gear for the term of 1 year. This renewal included a 4% cost increase to the price per set bringing the total to \$1,780.36. He stated that the Equipment Committee also recommends raising the cost of gear ordered after the cost increase to the new amount.

Upon motion of Chief Haraway, and seconded by Lee Price, the Fire Commission unanimously approved the recommendation from the Budget Committee and Equipment Committee to revise the FY 2014 Turnout Gear Replacement Plan to allow Eastern Wake Fire Department to purchase and be reimbursed for 11 sets of turnout gear and to raise the reimbursement price to the new contract price of \$1,780.36 per set.

INFORMATION AGENDA

POST INCIDENT REVIEW UPDATE

Wake County Training Director Ricky Dorsey provided the following information to the Fire Commission as it relates to the Post Incident Review Program Update:

Purpose

This is a summary of the Post Incident Review meetings conducted July 1, 2013 – March 20, 2014. This is provided for informational purposes.

FY2014

Requesting Agency	Reviews	Incident Type
Apex	2	DOT Paint Trucks, Residential Structure Fire
Bay Leaf	3	2 - Residential Structure Fires, Church Fire
Fairview	1	Residential Structure Fire
Fuquay-Varina	1	Abandoned Structure Fire
Stony Hill	1	Residential Structure Fire
Swift Creek	1	Residential Structure Fire

Trending Discussion Topics

Rural Water Supply

Some incidents rural water supply operations went very well. Rural water supply was more challenging for some incidents. Some of the challenges were: Icy roads, large homes with large fire flow needs, subdivisions with limited access for multiple apparatus and dump tank set-up.

Staffing Levels

Some departments identified incidents where additional manpower would have helped. Others had incidents where they had good response from members and manpower was not an issue.

Accountability

Accountability went well for most incidents. Some incidents were more challenging to maintain good personnel accountability. There were no situations where personnel felt that accountability officers were not doing their job.

Transitional Fire Attack

In some incidents there were large homes where a Transitional Attack was deployed. In all of these cases there was success with this attack method. Many discussed learning more about this method and deploying this more frequently with the larger structures.

Unity of Command

With most incidents crews are following Incident Command assignments and have commented about how well crews are working together. There were a few situations where crews didn't follow assignments. In these cases the department is working with their neighboring departments to resolve the issues.

Salvage Operations

There were many cases when good salvage operations made a positive difference in saving property. Departments received good comments from neighbors and homeowners.

Local Tankers vs. Tanker Strike Team

Pros and cons were identified with the Tanker Strike Team concept. There were a couple incidents where using local tankers saved time for acquiring needed water supply.

CAD Unit Recommendations

In a few cases departments needed additional apparatus and personnel. When they made the request at Raleigh/Wake 911, their own apparatus was dispatched even though personnel from their district were depleted. This is being discussed with Chiefs currently to determine solutions.

COST SHARE STUDY UPDATE

Mark Matthews, Fiscal and Policy Analyst provided the following informational update on the status of the Cost Share Funding and Service Delivery Study being conducted by Emergency Services Consulting International (ESCI):

- All the cost share meetings with the municipalities and departments are complete
- ESCI is completing their analysis of the information gathered at the meetings
- The consultant will be finalizing the financial document and cost share analysis
- ESCI will then develop future funding model considerations
- We expect to get draft recommendations for the Cost Share Committee to review around mid-April.

BUDGET COMMITTEE UPDATE

The Fire Tax Budget Committee met on 05 March 2014 at the EMS Training facility. The following information is the minutes from the meeting:

Overview

Mark Matthews started the meeting by reminding everyone of the base budget rules for budget submission, which were the guidelines provided to all departments during the budget kickoff in December. Mark stated that knowing that it is unlikely to be particularly strong revenue growth in the Fire Tax District as a whole and its single revenue stream, and wanting to treat all departments consistently throughout the process we provided the guidance at kickoff that all departments were to submit budgets that reflected their updated salary and benefits rates, which were their existing personnel with their salary are within the compensation guidelines, their revised benefits rates (health insurance increases, worker's comp), we were making adjustments as part of the base for those expenses. Operating expenses, as part of their base budgets departments were asked to submit budget requests that were in line with the FY 2014 adopted budget, so a \$1 increase in the adopted budget would require an expansion request. Mark stated that we recognize that there were a lot of valid business needs out there, but that is how we delineated any increase in any operating expense. That was to set the stage that the base budget was truly intended to FY 2014 operations with no provisions for inflation in cost growth.

Revenue Estimates

Mark stated that he was going to provide an update that was not particularly good news for the Fire Tax District, but the current revenue estimates (attachment 1) for the Fire Tax District that he received from Marcus Kinrade the Revenue Director, which were preliminary show that the projected net Fire Tax collection for FY 2015 is \$20,618,309. When plugged into the updated model this means that we are losing approximately \$300,000 in fiscal 2015 compared to what we estimated in the current model. Mark stated that while we don't expect to see the dip every year until we get better experience he was estimating a lower base. He further stated that even if we held everything flat, and even if health increases and other unavoidable increases did not occur we would be getting \$93,000 less in Fire Tax revenue in FY 2015 than we budgeted in FY 2014. Mark stated that this primarily due to tax and tag collections by the State.

Preliminary Base Budget Expenses

Mark distributed a spreadsheet handout of preliminary base departmental expenses (attachment 2) that shows all of the departmental appropriations across the county. Mark stated that there were some revenues that needed to be validated, there were items that we still needed to follow-up on with the departments on, but this at least gives a picture by object code where the dollars are going in the base across the county. Mark also stated that he had identified some benchmarking metrics such as FY 2013 incidents; population served, and heated square footage as indices as services drivers. Mark shared that staff was still in the process of evaluating the departmental budgets.

Chief Rich stated that he wanted to make the Budget Committee aware that historically that these numbers were based on FY 2012 actuals, and not FY 2013 projections. He stated that this is one gap that exists in the accuracy of these appropriations.

Mr. Myrick asked Demetric if the budget process would be handled similar to last year or the year before. Demetric responded that it would be handled similar to last year, a collaboration between the Budget Committee and staff.

Chief Poole asked if staff agreed with Chief Rich's opinion that the numbers were based on FY 2012 actuals and not FY 2013. Demetric responded that not in total of FY 2012's actuals. He stated that staff did look at specific line items, which were reverted back to FY 2012 actuals, but it was not the entire budget appropriation or every line item. Chief Poole stated that there could be a gap. Demetric responded that there could be a gap in some specific line items.

Benchmarking

Mark distributed a handout (attachment 3) that demonstrates a bit of benchmarking in an effort to show some normalized comparisons to evaluate relative funding levels. He stated that he would bring back an update once we have a less preliminary base.

Model Assumptions

Mark distributed a handout (attachment 4) that provided an overview of what we will need to contend with as we try to align the budget appropriations with the available revenues. He stated that the revenue distribution FY 2015 is 86% Operating, and other 14% goes to Debt & Capital, so that is applied to the estimated revenue level.

Operating Fund Balance

Mark provided a handout (attachment 5) that showed the model assumptions for the operating fund balance for the Fire Tax District. He stated that in FY 2015 before plugging into the model station increases, compensation increases, or any expansions we are already a half million dollars in the hole compared to estimated revenue. He stated that since we do have fund balance of approximately \$5.5 million dollars we can by policy spend down fund balance provided the Fire Tax District is sustainable for 5 years. In other words since we have fund balance available above the 16% threshold, and we maintain a minimum fund balance of 16% in next year's operating budget, that does give us some fund balance to smooth out the reductions so we don't have to make up whole \$500,000, but we certainly need to get closer than a negative \$500,000.

Mr. Myrick asked how much fund balance we had above the 16% minimum fund balance. Mark responded that the 16% threshold based on the model that in 2020 the 16% threshold would be approximately \$3.2 million based on the current base that was provided to the Committee today. If we added anything to that in terms of expansions and assume the same growth then that fund balance threshold would actually need to be higher. Mark stated that we would need to maintain a threshold of around \$3.2 million or 16% in 2020.

Chief Poole stated that this year there were expenditures out of Fire Tax Funds that they weren't aware of, and studies were one of those expenditures. He stated that he would like as the Budget Committee to get the information of other parties that are going to be exhausting the Fire Tax funds to see what they are proposing because it obviously affect our fund balance. He stated that if staff in considering hiring more consultants to do studies he felt it would be prudent for them to see what those expenditures were going to be, because if we were looking at a deficit already they should do their due diligence to understand what someone else is spending out of what they have asked to balance.

Chief A.C. Rich stated that he would like to see the handout electronically. Staff stated that they would provide to the Committee electronic handouts.

FIRE TAX FINANCIAL REPORT

Mark Matthews provided the following financial reports to the Fire Commission:

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of March 10, 2014)

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/	Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
T127 NC DMV Taxes		0.00	0.00	486,790.40	0.00	486,790.40	486,790.40	(486,790.40)	NA	
T128 Refunds of NC DMV Taxes		0.00	0.00	(630.74)	0.00	(630.74)	(630.74)	630.74	NA	
T200 Special District Taxes		20,712,000.00	20,712,000.00	19,957,935.40	0.00	19,957,935.40	19,957,935.40	754,064.60	96%	
N132 Interest - NCDOT - DMV Taxes		0.00	0.00	157.56	0.00	157.56	157.56	(157.56)		
N140 Market vs Cost Investment Difference		0.00	0.00	16,041.99	0.00	16,041.99	16,041.99	(16,041.99)	NA	
N150 Interest Income/Pooled Funds		15,000.00	15,000.00	10,158.24	0.00	10,158.24	10,158.24	4,841.76	68%	
A370 Appropriated Fund Balance		0.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues		20,727,000	20,761,995	20,470,453	0	20,470,453	20,470,453	291,542	99%	

Revenue Source/	Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
2406 CONTRACTED SERVICES		0.00	34,995.00	6,832.30	55,985.70	6,832.30	62,818.00	(27,823.00)	150%	Fire Training Center and Cost Share Studies
3127 OFFICE SUPPLIES		0.00	0.00	423.94	0.00	423.94	423.94	(423.94)	NA	
3134 OTHER SUPPLIES AND MATERIALS		0.00	0.00	1,968.50	0.00	1,968.50	1,968.50	(1,968.50)	NA	
3601 ELECTRICITY		0.00	0.00	12,952.50	0.00	12,952.50	12,952.50	(12,952.50)	NA	
3606 OTHER UTILITIES		12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0%	
3617 DISPATCH SERVICE		182,289.00	182,289.00	0.00	170,054.00	0.00	170,054.00	12,235.00	93%	
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		17,665.00	17,665.00	5,640.61	0.00	5,640.61	5,640.61	12,024.39	32%	
4208 CITY OF RALEIGH HAZMAT PROGRAM		89,789.00	89,789.00	0.00	89,788.66	0.00	89,788.66	0.34	100%	
4224 NC DEPT OF NRCD - FORESTRY		67,362.00	67,362.00	31,089.07	36,272.93	31,089.07	67,362.00	0.00	100%	
4409 POSTAGE/CHARGES FROM GS		0.00	0.00	70.88	0.00	70.88	70.88	(70.88)	NA	
4426 MISC CHARGES FROM OTHER DEPT/DIV		360,918.00	360,918.00	0.00	0.00	0.00	0.00	360,918.00	0%	
4446 800mhz charges from other dept		125,075.00	125,075.00	93,806.07	0.00	93,806.07	93,806.07	31,268.93	75%	
4447 CAD charges from other dept		8,663.00	8,663.00	6,907.14	0.00	6,907.14	6,907.14	1,755.86	80%	
4756 MV Tax Collection Costs		0.00	0.00	11,872.29	0.00	11,872.29	11,872.29	(11,872.29)	NA	
8104 CONTINGENCY		76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO C/P CO CONSTRUCTION FUND		1,350,000.00	1,350,000.00	1,350,000.00	0.00	1,350,000.00	1,350,000.00	0.00	100%	
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND		1,224,000.00	1,224,000.00	0.00	0.00	0.00	0.00	1,224,000.00	0%	
Total Expenditures		3,514,753	3,549,748	1,921,563	352,101	1,521,563	1,873,665	1,676,083	53%	
Subtotal Unit: F250										
Total Revenues		20,727,000	20,761,995	20,470,453		20,470,453	20,470,453	291,542	98.60	
Total Expenditures		3,514,753	3,549,748	1,921,563	352,101	1,521,563	1,873,665	1,676,083	42.86	

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of March 10, 2014)

Department: 51 Fire and Emergency Management

Unit	Unit Name	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2406	707,525.0	707,525.0	530,843.8	176,707.2	530,843.8	707,551.0	174.0	75.0
F252	Bay Leaf FD	2406	1,535,189.0	1,535,189.0	1,158,752.0	376,437.0	1,158,752.0	1,535,189.0	0.0	75.5
F253	Cary FD	2406	70,000.00	70,000.00	0.00	70,000.00	0.00	70,000.00	0.00	0.0
F254	Duham Highway FD	2406	745,314.00	745,314.00	558,985.5	186,328.5	558,985.5	745,314.00	0.00	75.0
F255	Eastern Wake FD	2406	1,638,034.00	1,638,034.00	1,252,391.2	385,679.1	1,252,391.2	1,633,070.3	4,963.7	76.5
F256	Fairview FD	2406	1,141,926.00	1,141,926.00	856,444.5	285,481.5	856,444.5	1,141,926.00	0.00	75.0
F258	Fuquay Varina FD	2406	1,389,098.00	1,389,098.00	1,041,823.5	347,274.5	1,041,823.5	1,389,098.00	0.00	75.0
F259	Garner FD	2406	1,650,766.00	1,650,766.00	1,238,073.8	412,691.3	1,238,073.8	1,650,766.00	1.0	75.0
F260	Holly Springs FD	2406	422,737.00	422,737.00	317,053.5	105,684.5	317,053.5	422,738.00	(1.0)	75.0
F261	Hopkins FD	2406	722,842.00	722,842.00	542,131.5	180,710.5	542,131.5	722,842.00	0.00	75.0
F262	Morrisville FD	2406	794,122.00	794,122.00	595,591.5	198,530.5	595,591.5	794,122.00	0.00	75.0
F264	Rolesville FD	2406	559,803.00	559,803.00	419,852.3	139,950.8	419,852.3	559,803.00	0.00	75.0
F265	Stony Hill FD	2406	1,007,648.00	1,007,648.00	755,736.0	251,912.0	755,736.0	1,007,648.00	(0.0)	75.0
F266	Swift Creek FD	2406	486,939.00	486,939.00	378,454.3	85,484.8	378,454.3	441,939.00	45,000.00	77.3
F267	Wake-New Hope FD	2406	1,095,054.00	1,095,054.00	821,290.5	273,763.5	821,290.5	1,095,054.00	0.00	75.0
F268	Wake Forest FD	2406	699,366.00	699,366.00	524,524.5	174,841.5	524,524.5	699,366.00	0.00	75.0
F269	Wendell FD	2406	1,445,902.00	1,445,902.00	1,104,126.2	341,773.8	1,104,126.2	1,445,902.00	0.00	75.4
F270	Western Wake FD	2406	566,089.00	566,089.00	424,566.7	141,522.3	424,566.7	566,089.00	0.00	75.0
F271	Zebulon FD	2406	533,893.00	533,893.00	400,419.7	133,473.3	400,419.7	533,893.00	0.00	75.0

Fund: 4400 Fire CIP

Department 84 Fire And Rescue CIP

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
020F	Fire-Bayleaf #1	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,693,875.64	\$04,418.19	\$0.00	\$3,798,293.83	\$160,219.26	\$160,219.26	
026F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$538,025.87	\$17,431.13	\$0.00	\$550,457.00	\$228,891.00	\$228,891.00	
050F	Wendell Falls Station, Fire Tax Portion	8420V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00	\$0.00	(\$0.00)	\$2,200.00	\$347,800.00	\$347,800.00	
057F	Fire Planned Facility Repairs	8420V0100	\$591,230.95	\$591,230.95	\$0.00	\$591,230.95	\$402,045.91	\$0.00	\$0.00	\$402,045.91	\$189,185.04	\$189,185.04	
Total Division 8420 Fire Facilities			\$5,674,092.04	\$5,674,092.04	\$0.00	\$5,674,092.04	\$4,636,147.42	\$111,849.32	\$0.00	\$4,747,996.74	\$926,095.30	\$926,095.30	

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
041F	CONTINGENCIES & GRANT MATCHES	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$108,808.54	\$0.00	\$0.00	\$108,808.54	\$22,794.46	\$22,794.46	
044F	TURNOUT GEAR	8430V0300	\$1,638,000.00	\$1,638,000.00	\$0.00	\$1,638,000.00	\$1,159,742.17	\$0.00	\$0.00	\$1,159,742.17	\$478,257.83	\$478,257.83	
060F	Fire 800MHz - Onvinit4 Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$259,000.00	\$0.00	\$0.00	\$259,000.00	\$0.00	\$0.00	Current funding expended. Additional appropriation may be needed for next phase.
061F	Fire Air Bottle Replacement	8430V0300	\$206,000.00	\$206,000.00	\$0.00	\$206,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$206,000.00	
062F	Fire Defibrillators	8430V0300	\$116,000.00	\$116,000.00	\$0.00	\$116,000.00	\$60,620.22	\$3,211.88	\$0.00	\$63,832.10	\$52,167.90	\$52,167.90	
063F	Fire Thermal Imaging Cameras	8430V0300	\$362,000.00	\$362,000.00	\$0.00	\$362,000.00	\$101,496.41	\$0.00	\$0.00	\$101,496.41	\$260,503.59	\$260,503.59	
066F	Fire SCBA's	8430V0300	\$661,000.00	\$661,000.00	\$0.00	\$661,000.00	\$204,411.53	\$0.00	\$0.00	\$204,411.53	\$456,588.47	\$456,588.47	
070F	Fire Small Capital - FY14	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$44,798.24	\$0.00	\$0.00	\$44,798.24	\$105,201.76	\$105,201.76	
Total Division 8430 Fire Fighting Equipment			\$3,523,603.00	\$3,523,603.00	\$0.00	\$3,523,603.00	\$2,008,067.11	\$3,211.88	\$0.00	\$2,011,278.99	\$1,512,324.01	\$1,512,324.01	

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
054F	General Fire Apparatus	8440V0100	\$54,192.82	\$54,192.82	\$0.00	\$54,192.82	\$1,286.00	\$0.00	\$0.00	\$1,286.00	\$52,906.82	\$52,906.82	
056F	Fire Small Vehicles	8440V0100	\$329,371.04	\$335,242.08	(\$5,872.04)	\$329,371.04	\$192,496.66	\$3,500.00	\$0.00	\$195,996.66	\$133,374.38	\$130,246.42	Project will be closed, debt proceeds to be transferred to debt service fund to offset fire debt service, and savings will be moved to uncommitted fund balance.
057F	FY13 Large Apparatus - Rural	8440V0100	\$991,770.28	\$991,770.28	\$0.00	\$991,770.28	\$919,770.28	\$0.00	\$0.00	\$919,770.28	\$72,000.00	\$72,000.00	To be closed upon completion of payment for Morrisville rescue vehicle.
058F	FY13 Large Apparatus - Municipal	8440V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$149,420.46	\$90,477.32	\$0.00	\$229,897.78	\$0.00	\$0.00	
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00	
081F	FY14 Large Apparatus - Rural	8440V0100	\$1,587,526.00	\$1,987,526.00	\$0.00	\$1,587,526.00	\$25,000.00	\$1,962,526.00	\$0.00	\$1,987,526.00	\$0.00	\$0.00	
Total Division 8440 Fire Apparatus			\$3,547,757.92	\$3,553,626.96	(\$5,872.04)	\$3,547,757.92	\$1,288,043.40	\$1,646,503.32	\$0.00	\$2,934,546.72	\$613,211.20	\$610,083.24	

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
097F	Transfer to Debt Service Fund	8490V0100	\$20,904.36	\$20,904.36	\$0.00	\$20,904.36	\$20,904.36	\$0.00	\$0.00	\$20,904.36	\$0.00	\$0.00	Finance savings from FY13 Rural Apparatus to be applied towards Fire Truck debt payments.
098F	Garner Station W/ Interlocal Agreement	8490V0100	\$90,000.00	\$61,000.00	\$29,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$61,000.00	
099F	Fire Capital Uncommitted	8490V0100	\$206,000.00	\$2,106,633.26	(\$1,846,633.26)	\$206,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$2,106,633.26	
Total Division 8499 Fire Capital Uncommitted			\$376,904.36	\$2,189,537.62	(\$1,811,633.26)	\$376,904.36	\$20,904.36	\$0.00	\$0.00	\$20,904.36	\$356,000.00	\$2,167,633.26	
Total Department 84 Fire And Rescue CIP			\$13,122,357.32	\$14,930,862.62	(\$1,817,505.30)	\$13,122,357.32	\$7,963,162.29	\$1,761,564.62	\$0.00	\$9,714,726.91	\$3,407,930.51	\$6,225,136.81	

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Fire Services Director Michael Wright informed the Fire Commission that Wake County Fire Services would be hosting a Fire Department Board of Directors Outreach meeting. He also stated that he would be exploring the opportunity for the Fire Commission to have work session in the off months to discuss high level initiatives in advance of a Fire Commission meeting in which action would be needed.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 01, 2014

ADOPTED MINUTES

(Audio Replays of the meeting are available upon request)

The Wake County Fire Commission was held on Thursday, May 01, 2014, 7:00 PM, at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Meeting was called to order by Fire Commission Chair Lucius Jones.

Members present: Chief Tony Mauldin (South Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Barbara Poole (Citizen Consumer), Billy Myrick (Citizen/Consumer), Keith Gregory (Citizen/Consumer) and Bob Stagg (Citizen/Consumer), Chief Lee Price (Firefighter's Association), Chief Ron Early (North Region Alternate), and Paul Coble (WC Commissioner).

Other members present: Chief Chris Perry (East Region Alternate).

The following members were absent: Judge Michael Denning (Citizen/Consumer), Commissioner Phil Matthews (WC Commissioner), Chief Tim Pope (North Region), Chief David Price (South Region Alternate) and Chief Bryant Woodall (West Region Alternate).

County officials and staff present: Fire Services Director Mike Wright, Fiscal and Policy Analyst Mark Matthews, Emergency Services Manager Demetric Potts and Sr. Accounting Tech Fire Services Priti Amin.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

None.

REGULAR AGENDA

CONSIDERATION OF FIRE TAX DISTRICT BUDGET COMMITTEE AND STAFF RECOMMENDED FY 2015 OPERATING BUDGET AND FY 15-FY21 FIRE CIP

Fire Commission Chair Lucius Jones noted he knows that the Budget Committee and Staff spent a great deal of time to make the budget process work for everyone involved in the process. Mr. Myrick stated as Budget Committee Chairman he would like to thank the other members who worked on this budget. He shared that they started out with a goal of having one budget, not two budgets competing with each other like they have had sometime in the past. He stated that with staff and budget committee members agreeing to meet that goal, they did meet the goal. With that being said, Mr. Myrick turned the presentation over to Mark Matthews.

Mark Matthews, Fiscal and Policy Analyst informed the Fire Commission following points.

Operative Policy Assumptions

- The single fire tax district created by the Board of Commissioners in 1999 should fund the full cost of fire service to residents of district, which contains all unincorporated areas as well as the Town of Wendell.
 - Any subsidy from the General Fund would mean municipal residents paying for the cost of fire protection of unincorporated areas.
- When the County assumes the role of fiscal agent for Countywide public safety projects or operations, the Fire Tax District should be treated the same as municipal fire departments for the purposes of cost allocation.
 - A good example of this is the 800 MHz Operating Budget, in which user costs are allocated to both municipal and county users based on defined criteria.
- The Fire Tax District Budget should be balanced, sustainable, and reflect the priorities of the Board of Commissioners as advised by the Fire Commission.
 - By policy, a sustainable budget means that the ending balance for the Fire Tax fund represents a minimum of 16% of the subsequent fiscal year's operating budget.
 - A sustainable budget and fire tax model reflects:
 - Realistic revenue growth assumptions based on the current tax rate
 - Realistic expenditure growth assumptions
 - An assumed operating/capital distribution needed to meet fire debt and capital obligations in the Fire CIP

Base Budget Parameters

- Communicated to Departments in early December, the FY 2015 Base Budget reflects:
 - FY 2014 Adopted Budget
 - With updated salary and benefit rates (includes annualization of merit increase)
 - No Operating Expense increases (departments may move money between lines)
 - Minus One-Time Items in FY 2014 (WF Station 5 and Zebulon SAFER positions)

- Any item not in the FY 2015 base requires an expansion.

Budget Balancing Challenges and Assumptions

- Since the Fire Tax District is fully supported by the Fire Tax (currently 8 cents), the only options to address a funding shortfall are:
 - Increase tax rate
 - Cut expenditures
 - Reduce transfer to Fire CIP (which requires a commensurate reduction in the Capital program, after current debt obligations are met)
- The one-time impact of “tax and tag” results in a one-time loss of revenues of about \$240,000 in FY 2015. Unlike the General Fund, the Fire Tax fund has no other revenue streams to offset this loss. Therefore, FY 2015 will reflect lower total revenues than the FY 2014 Budget.
- Ongoing expenditures must be supported by ongoing revenues.
- Neither a tax rate increase nor a net increase in revenues due to revaluation (beginning FY 2017) can be “assumed” in a future year.
- Without a defined funding model or “standard of cover”, the budget committee and staff are limited in the ability to make targeted cuts. While targeted line-item cuts are an option, the Budget Committee preferred across the board to specified cuts to give departments’ latitude in how to manage their internal operations and budget reductions.

Therefore, the FY 2015 Fire Tax Operating Budget, approved by the Budget Committee by a vote of 5-2 on April 9, Reflects the Attached Balancing Spreadsheet (see Option 4-S, Fire Tax Operating Balancing Spreadsheet):

- Total Department Appropriations of \$17,055,002, an increase of 1.01% above the FY 2014 amount. Total Systemwide Appropriations of \$911,037.
- Therefore, the FY 2015 base (with no additions) reflects excess fund balance of \$498,294 to end FY 2019, an annual surplus of \$95,274.
- However, the Budget Committee priorities and ongoing costs are as follows:
 - \$286,956 – (FY 2015 cost \$215,217) Match County employee merit increase % (3% used for calculation purposes)
 - \$275,000 – Fund Wake Forest Station 5 (funded one-time in FY 2014)
 - \$77,500 – Fund Zebulon SAFER grant positions (funded one-time in FY 2014)
 - No staffing increases or operating expense increases
- The priorities above result in an ongoing shortfall of \$529,834. To cover this shortfall, the following reductions are recommended:
 - \$240,000 – One-time short the Capital transfer (based on one-time loss of tax and tag revenue)
 - \$486,068 – Cut ALL departmental appropriations by an unprescribed across-the-board cut of 2.85% -- Please note that after making staff adjustments to reflect a commensurate cut to the Fire Training Center offered by Fire Services and finalizing the model, the required cut is reduced to 2.75%.
 - Management of this across the board cut will be challenging, as departments have been held relatively flat in recent years, and this will result in unavoidable service impacts. However, the only

alternatives are to make other cuts, increase the tax rate, or substantially shrink the capital program.

- Other priorities not able to be funded in FY 2015 include implementation of the Compensation Study, NFPA Physicals, and \$1.21 million in department staffing and operating expense expansion requests.

Fire CIP (Approved by the Budget Committee 6-1)

- Several adjustments were required to maintain solvency of the Fire CIP in the low years of FY17-FY19 compared to committee requests:
 - Equipment Program Adjustments
 - Defund for one-year and transfer appropriated, but unspent balances to Fire Uncommitted CIP from SCBAs (\$200K), Thermal Imaging Cameras (\$100K), and Turnout Gear (\$100K). Based on current balances, it is anticipated that FY 2015 needs may be met with the remaining appropriation.
 - Apparatus Program Adjustments (from Apparatus Committee request)
 - Move all engine purchases out two years beginning in FY 2017
 - Move all rescue/service truck purchases out one year beginning in FY 2017
 - Move tanker 3 out from FY 2017 to FY 2020. Fuquay-Varina is already getting one tanker replacement in FY 2017, and tankers are 100% County funded.

Long Term Challenges

- The current funding model is not sustainable. Expenditures exceed anticipated revenues over the duration of the five-year sustainability timeframe, managed by responsible spending down of excess fund balance.
- A focus on cost savings and/or cost containment is needed in the following areas:
 - Identify appropriate number and specifications for minimum number of apparatus for the system, regions, and departments/stations
 - Develop a staffing standards and operating expense standards for the fire tax system
 - Evaluate options for pooling of health insurance for a better rate (on average)
 - Increase bulk procurement of apparatus on a competitive procurement basis
 - Responsible, collaborative planning for new station locations to minimize coverage gaps, overlap, and thereby limit the overall need for capital and operating costs associated with new fire stations.

Chief Tony Mauldin asked if there was any specific reason as to why Apparatus committee decided to buy one tanker in 2017 and purchase second tanker in 2020. Mark Matthews responded that if they bought both in 2017, CIP money would run out in 2018, so instead of moving both tankers to 2020, one can be purchased in 2017.

Chair Lucius Jones called for a motion on the budget. Mr. Myrick made a motion to approve the budget and the motion was seconded by Mr. Stagg. Chair Jones asked if there were any comments and Chief Early stated that he had to make a comment on behalf of the North Region. He stated that they applaud all the hard work put forth by the Budget Committee and the Wake

County staff especially under the leadership of Director Wright who they believe is already doing a fantastic job, and obviously Chairman Myrick and the whole Budget Committee. Chief Early stated that they brought forth a balanced and sustainable budget, but he felt that it was fair to label the budget as the best of the worst possibility. He stated that again he could only speak for the North Region Fire Department, but we cannot support a budget proposal that would result in an unavoidable service impacts. He stated that they do feel that this send a wrong message to not only the Wake County citizens, but to our fire department personnel as well. Chief Early stated that fire department budget have been flat for several years and the result has been internal line item budget reductions, line items have been reduced while the cost of delivering emergency services to the community has escalated.

Chair Lucius Jones stated that he wanted to congratulate and praise the Budget Committee for its hard work because he knows that they have spent a lot of time on this and it is a tough time. He stated that a lot of businesses have been going through tough times for a number of years and it looks like tough times have finally caught up with us. He shared that he is very optimistic because he sees a lot of things changing in the economy, and he thinks that this is a short term situation that we are in.

Commissioner Coble stated that he thinks it is a good thing that we send a budget to the Commissioners, and he appreciates what Mark said in the meeting with the Managers. He stated that there are some challenges and we are facing some challenges. He stated that he couldn't make any promises, but when this gets to the Commissioners table he was in hope that they would be able to address some of the structural issues that are causing us some problems. He stated that they understood that there are some issues, they understand the effects of the economy, and they are dealing with it in every department. He stated that he is in hopes that that the Commissioners may be able to find some ways to create some relief.

Upon motion of Mr. Billy Myrick, and seconded by Robert Stagg the Fire Commission agreed to accept the FY15-FY21 Fire CIP budget with a vote of 10:1.

INFORMATION AGENDA

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Fire Services Director Michael Wright opened the meeting with the first topic being Cost control measures. He is looking into MEWA (Multiple Employee Workers Association) Insurance in collaboration with DOI so that employees cost for insurance could go down. Director Wright also expressed interest in getting a County wide Apparatus maintenance program to reduce individual FD cost. His goal is to establish a Standard of Cover (SOC) to define our target, identify resources along with funding needs. This would in turn help us meet services with demand.

Director Wright has scheduled a BOD meeting on June 19th, 2014 from 18:00-20:00 to discuss Fire Services work plan for the coming year. Agenda for the meeting will be sent out soon.

Capital improvements at Fuquay Station 3 were done that consisted of Roof project, Floor project and some previous projects. Savings were identified for all of these projects.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, July 17, 2014

ADOPTED MINUTES

(Audio Replays of the meeting are available upon request)

The Wake County Fire Commission was held on Thursday, July 17, 2014, 7:00 PM, at the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Meeting was called to order by Fire Commission Chair Lucius Jones.

Members present: Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Barbara Poole (Citizen Consumer), Billy Myrick (Citizen/Consumer), Bob Stagg (Citizen/Consumer),

Other members present: Chief Chris Perry (East Region Alternate), and Chief Bryant Woodall (West Region Alternate)

The following members were absent: Judge Michael Denning (Citizen/Consumer), Keith Gregory (Citizen/Consumer), Chief Lee Price (Firefighter's Association), Chief Ron Early (North Region Alternate), Commissioner Phil Matthews (WC Commissioner), Chief David Price (South Region Alternate), and Paul Coble (WC Commissioner).

County officials and staff present: Fire Services Director Mike Wright, Fire Service Training Director Ricky Dorsey, Emergency Management Director Josh Creighton, Charles Ottaway WC1, Emergency Services Manager Demetric Potts and Sr. Accounting Tech Fire Services Priti Amin.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Bob Stagg, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES for MARCH 20, 2014

Upon motion of Billy Myrick and second by Bob Stagg, the Fire Commission unanimously approved the minutes from the March 20, 2014 meeting.

ADOPTION OF MINUTES for MAY 01, 2014

Upon motion of Chief Mauldin and second by Billy Myrick, the Fire Commission unanimously approved the minutes of May 1, 2014 meeting.

REGULAR AGENDA

CONSIDERATION OF RECOMMENDED FIRE COMMISSION STANDING COMMITTEE REALIGNMENT

Fire Service Director Mike Wright opened the floor stating that the item for consideration and approval was the recommended Fire Commission Standing Committee realignment that was presented and discussed at Board of Directors Outreach Meeting that was held on June 19, 2014, as well as having been presented to the Fire Chiefs. Director Wright stated that this has been circulated heavily since he has gotten here in terms of seeking input. He stated that from a Fire Services Director standpoint he was requesting that the Fire Commission consider realignment of the committees as proposed.

Chair Jones stated that everyone so far has been through this and everyone has recommended that has been exposed, so he stated that he would like to entertain a motion to approve the standing committee realignment.

Upon motion of Bob Stagg, and seconded Chief Haraway, the Fire Commission unanimously approved the recommended standing committee realignment.

CONSIDERATION OF APPROVAL OF RECOMMENDED FIREFIGHTER FIRST RESPONSE AND EMS COOPERATIVE PATIENT CARE POLICY

Fire Service Director Mike Wright stated that this was presented Dr. Myers and himself to the Wake County Association Fire Chiefs on May 8th for their input. He stated that they offered input and suggestions, and their request and input was considered on item 5 in reference in driving the EMS units. Director Wright noted that the document was amended to reflect the Chiefs input and was it was taken back to the Wake County Association Fire Chiefs on July 10, asking for their support and approval and they felt that it was okay to bring it forward to the Fire Commission.

Chair Jones stated that he felt that this issue had been vetted by all parties involved and all were in agreement, so he would like to entertain a motion to approve the recommended Firefighter First Response and EMS Cooperative Patient Care Policy.

Upon motion of Billy Myrick, and seconded Chief Haraway, the Fire Commission unanimously approved the recommended Firefighter First Response and EMS Cooperative Patient Care Policy.

**CONSIDERATION OF APPROVAL FACILITIES COMMITTEE FY 2015
RECOMMENDATION FOR PLANNED FACILITY MAINTENANCE, REPAIRS, AND
RENOVATION PROJECTS**

David Dillon stated that the Facilities Committee met and vetted these items, the 9 needs that will be met this year. He stated that the Committee was able to meet all the requested needs without spending all of the \$100,000 funded for the needs. Mr. Dillon requested that the Fire Commission support moving forward with the recommended projects.

Mr. Billy Myrick asked if there was a list of the recommended projects. Mr. Dillon informed Mr. Myrick that the list of projects was on page 18 of the Agenda Packet. Mr. Myrick asked if there was a unanimous vote on the recommended projects. Mr. Dillon stated that the vote was unanimous.

Upon motion of Chief Mauldin, and seconded Billy Myrick, the Fire Commission unanimously approved the recommended planned facility renovation projects.

**CONSIDERATION OF REVISION TO THE WAKE COUNTY APPARATUS
COMMITTEE POLICIES AND PROCEDURES.**

Director Wright stated that Apparatus Committee Chair Chief Woods was out of state attending to family business so he told him that he would bring this item forward. Director Wright stated that the request is to add a Section 12 to the Apparatus Committee Policy of the Fire Commission. This is basically addressing the use of leased vehicles at a department level and leaving that responsibility to the Department Board of Directors and Town Managers to determine what is appropriate for that use. Director Wright stated that this was taken to the Apparatus Committee for their review and they recommended the change. It was also taken to the Wake County Association of Fire Chiefs on July 10th and they voted to bring it forward to the Fire Commission for support.

Chair Jones asked if everyone along the way has supported this with no opposition. Director Wright responded yes. Mr. Myrick asked if the policy change was stating that the department Board would make a policy on the how their vehicles would be used. Director Wright stated that the intent of it is to allow the Boards who deal with their operational policies the discretion to determine how these apparatus/vehicles will be used.

Mr. Myrick asked if this would be controlled by the County. Director Wright stated that the County would not write the policy. We would say based upon if this was adopted there would be an expectation that a policy would exist that displays good reasonable judgment regarding the use of the apparatus.

Chief Mauldin asked Director Wright if we were just trying to clean up some stuff or was there an issue out there that we were trying to address. Director Wright responded that it was a little bit of both. He stated that the leased vehicle because they are County property there was a question of responsibility on that, and when he has been asked about it his position has been if he was told by his Manager to write a policy on vehicle use he could do that and distribute it

amongst the departments. His position was that he felt it was best to place responsibility on the Board of Directors to determine what they feel is the most appropriate use of apparatus and equipment. This keeps this at an operational level at each department.

Mr. Myrick stated that he didn't have a problem with that at all, but the County in his opinion maybe needs to know a little bit about what everybody is doing, and he thinks that all the stations should be doing something similar, not one department doing something and another department not being to do that same thing. Mr. Myrick stated that he is okay with leaving it up to the Board and so far they have shown good judgment on what they have done with vehicles, he hadn't seen a problem with that, but it is something that he feels that the County should look at every now and then anyway.

Mr. Billy Myrick moved that the Fire Commission accept the policy as presented, the motion was seconded by Chief Pope, and the Fire Commission unanimously approved the recommended revision to apparatus committee policies and procedures.

CONSIDERATION OF REQUEST FOR REPLACEMENT OF DURHAM HIGHWAY FIRE DEPARTMENT STATION 2 APPARATUS

Chief Feely stated that this item was to talk about their station 2 which they have since 1976 and they currently lease that station to the City of Raleigh. Chief Feely stated that they have equipment at that station that they want to get back into the replacement schedule. He shared that this station was a part of their ISO and they share that station with Raleigh Engine 23 Battalion 4, but they still run calls from that particular station. He stated that the 2 units that they have at that station is a 1992 E-One Pumper, and they a 1976 Tanker. Chief Feely stated that the reason why they were there for the 1976 Tanker was because they have had it for a very long time dating back to 2002 and they originally had it on the replacement schedule, and apparently at that time in 2002 it was decided that it was still in good working order so they decided to keep that unit for quite some time beyond that and did not replace it and now it has come time to replace it and they found that it was no longer on the replacement plan. Chief Feely stated that the reason that they wanted to bring that back is because their station 2 is being paid for by the City of Raleigh at no cost to the County, so there is no cost to run from that station because of their lease agreement with them, so they can basically run at no cost at all other than to maintain the vehicles that they have there.

Chief Feely stated that they are requesting that their Engine 2 and Tanker 7 be added to the replacement plan once again and they would replace both units with one replacement Tanker based on the current specification. He says that they can do it with one because they can also station one of their other pumpers at the department as well and be able to run the one new vehicle. Chief Feely stated that they would like to have the opportunity to have those apparatus placed back on the schedule so they could run from that department / location. He stated that it is part of their ISO and it is important that they run from that location and they do run from that location using the vehicles that they have today and they are dated and they just want to get them back on the schedule.

Chair Lucius Jones asked Chief Feely if he was saying that this is actually a Raleigh Fire Station. Chief Feely responded saying that it is a Durham Highway Station that they are sharing and leasing it to the City of Raleigh, so they still have ownership of the station and they lease it to Raleigh for \$50,000 a year that they use for cost at the department. He stated that at the same time they have full access to that station and run from that station as the Raleigh Fire does. Chief Feely says that they have done that since 1999 and the contract is good through 2025.

Chair Jones asked if they staffed that station. Chief Feely replied that they do not staff that station. Chair Jones asked if the station was ever used. Chief Feely replied that they do house their 2 vehicles there and in the event that they do get a call any of their volunteers in that area can pull from that station and station and run a truck out of that station. Chief Feely stated that they want to continue to run from that station, but the older vehicles that they have at that station make it difficult. He stated that they need to run from it to maintain the ISO for the citizens that they have in that part of their district.

Chair Jones stated that he certainly is not an expert, but there seems to be a disconnect in that it appears that we have a full time Raleigh Fire Station here and we have fire trucks sitting in their station. He asked Chief Feely where his other station was located. Chief Feely replied that their other station was on Norwood Road. Chair Jones asked Chief Feely if this station was ever on the list to be closed. Chief Feely responded that not to his knowledge. Chair Jones asked if there were full time staff at their other station. Chief Feely responded that yes they do have full time staff at their other station.

Mr. Billy Myrick asked Chief Feely if he knew the history of the Fire Commission and that station. Chief Feely replied no not about that station, he only knew of the history of the 2 trucks that we were talking about here. Mr. Myrick stated that he thinks we need to get the minutes of some meetings, but as he recollects many years ago that station was taken off as a station and not considered to be a station and was a storage place for trucks. He asked if he was incorrect with that now. Chief Feely responded that that may be the case today, but they want to utilize the station and that's what they are asking for and they can run enough people to run trucks from that station and they need to do so because of their ISO. Mr. Myrick stated that Chief Feely is asking to put the apparatus back on the replacement schedule, but the station itself is not in his opinion as he remembers is not an operating station, so to him if we are going to replace apparatus to go into a storage building we need to look at what that station does for his ISO and consider all this at one time and maybe do more studying that what has been brought there tonight.

Chief Tim Pope commented that they should send this back to Director Wright, and have him gather more information and bring it back to the Fire Commission. Chief Tony Mauldin stated that he would like to gather all the facts before they made a recommendation.

Chair Jones requested that Director Wright look into this and research the minutes to see what Commission at that time decided on what they wanted to do. He stated that they would look into it and study it and bring it back at a later time.

Mr. Bob Stagg asked what did they feel would be a reasonable time frame to bring this back for consideration, next Fire Commission. Director Wright stated that he would try his best to bring

it back at the next Fire Commission meeting. Chair Jones stated that Director Wright would look into this and bring it back at the next Fire Commission meeting, and if he needed more time they would allow that.

Mr. Bob Stagg moved to table this item to the next meeting. The motion was seconded by Chief Mauldin, the Fire Commission unanimously approved to table the item.

INFORMATION AGENDA

APPARATUS COMMITTEE UPDATE

Chief Chris Perry reported that three tankers purchased in FY 13/14 Apparatus CIP are to be delivered soon. The apparatus committee is exploring the option of a county wide maintenance program using a single outside vendor to help control maintenance cost. The pumper tanker specification bids were open July 6th and will be awarded upon closing of purchasing bid process.

COMPENSATION AND STAFFING COMMITTEE UPDATE (STONY HILL FD REORGANIZATION PROPOSAL

Deputy Chief Tim Herman reported in place of Chief David Price. Stony Hill Fire Department brought forward a proposal to realign the department's organizational structure to better meet their needs and objectives of the fire department. This was being accomplished with no additional tax dollars. The consensus of the Committee was to support the proposal as outlined on page 29.

Billy Myrick called Chief Rich to comment a quick overview of what they had planned about this realignment.

His recommendations were as follows:

The reclassification will involve the following personnel changes. These changes are described in the attached spreadsheet and organizational charts. All proposed changes are within the existing pay bands established in the Wake County Fire Compensation Administrative Guidelines (2006 edition).

- Defer the District Chief's position.
- Defer three (3) Part-time Captain's positions.
- Reclassify three (3) FT Firefighter positions to FT Captain's positions; to be promoted from within our existing full-time staff.
- Reclassify the Volunteer Fire Chief to a part-time Fire Chief's position.

Reclassification and Restructure Benefits:

This reorganization initiative will yield these administrative and operational benefits:

- Overall FTE's will be decreased by 1 (from 10 to 9)
- Achieve improved shift level supervision and management within the 24hr full-time personnel.
- Create enhanced career paths for existing full-time employees, enhancing employee retention.

- Improve overtime funds for FT employees (within appropriation).
- No Fire Tax fund increases in appropriation are required and the initiative fits within the Manager approved FY15 funding model.
- The creation of a more centralized and effective Fire Chief’s position.
- The reduction of administrative duplication within the organization.
- Staffing layout will be better aligned for future consolidation efforts.

Proposed Staffing Layout:

Weekdays:

Station #1:

PT Fire Chief

PT Captain (10hr)

PT Engineer (10hr)

PT Firefighter (10hr)

Station #2:

FT Captain (24hr)

FT Engineer (24hr)

FT Firefighter (24hr)

PT Firefighter (10hr)

Weeknights (6pm-6am) and Weekends (6am-6am):

Station #1:

(Vol. Duty Crew)

Vol. Engineer

Vol. Firefighter/EMT

Vol. Firefighter

Station #2:

FT Captain (24hr)

FT Engineer (24hr)

FT Firefighter (24hr)

(Volunteer personnel will supplement all Weeknights and Weekend staffing via additional response)

Billy Myrick did ask to confirm if the service level will still be equal or better and to that Chief assured that there would be no decrease in the quality of service.

EQUIPMENT COMMITTEE UPDATE

Ben Oswald discussed that their equipment committee was currently working to field test and evaluate turnout gear by various manufacturers in order to update the specifications. This evaluation is being done in preparation for the bid process.

He also mentioned that they had bid, ordered and distributed the FY 2014 thermal imaging cameras, and the FY 2014 defibrillators were purchased under the existing Wake County bid.

They meet regularly to discuss sizes and Chief Price continues to serve as Chairman of the equipment committee.

No further comments were made beyond this.

POST INCIDENT REVIEW UPDATE

Chief Ricky Dorsey reported Post Incident review updates that were conducted from July 1, 2013—June 30, 2014. The following summary was provided.

Trending Discussions

1. Rural Water Supply Challenges – large structures in non-hydrated areas

2. Staffing Levels – minimal personnel on scene in the first few minutes of the incidents.
3. Accountability – how to effectively account for personnel
4. Transitional Fire Attack – switching from Defensive Attack to Offensive Attack
5. Following IC Orders – effectively managing all personnel on the incident
6. Good Salvage Operations – property saved due to good salvage work
7. Local Tankers VS Tanker Strike Team – extended travel time for the Tanker Strike Team
8. CAD Unit Recommendations – need solutions to knowing if resources are in service for more effective dispatch
9. Smoking related fires on balconies and decks – more fires originating outside on the deck and balconies of dwellings. Included are multifamily dwellings. Depending on construction dates of multistory apartments, balconies may not be protected by sprinklers and fire may overrun sprinkler systems.

As a result of PIR initiatives, fire fighters are participating in drills and exercise at the training center and take back more information to share with their department. The training center has proven very valuable to all personnel.

Billy Myrick expressed that the overall picture of the training center is being received very well by the county and seems very supportive.

FIRE TAX BUDGET AND FINANCIAL REPORT UPDATE

Demetric Potts presented the Fire Tax Financial Reports on behalf of Mark Matthews.

The FY 2015 Adopted Budget, approved by the Board of Commissioners on June 16, 2014, does not include the 1.6% across-the-board reduction that was in the Recommended Budget. Since FY 2014 does not finalize till late August or September, true figures will reflect in next meeting.

Please note that based on the FY 2015 Adopted Budget and the revenue and expenditure growth assumptions, the Fire Tax District is no longer financially sustainable for five years in accordance with the Fire Commission's financial policies adopted in 2005. While this policy was suspended on a one-time basis for the adoption of this budget, a significant amount of legwork will be needed in the coming months to develop a FY 2016 budget that is sustainable, meets community service level expectations, and aligns expenditures with revenue. Staff looks forward with working with all of you in the coming months to meet this goal.

He did mention that probably in the next Fire meeting we would have FY 2014 books closed to reflect a clear picture of budget.

Report was attached to present FY 2015 figures.

No one had any questions for Demetric and Billy Myrick appreciated Demetric's job.

Financial Reports Attached:

COST SHARE STUDY UPDATE

Director Wright reported on behalf of Mark Matthews:

The Cost Share Committee met on July 10, 2014 and agreed on the next steps and anticipated timeline for the remainder of the Cost Share Study process outlined below. Based on the fiscal calendar and the timeline below, a final recommendation should be available for consideration as part of the FY 2016 Budget Process.

- **Late July:** Draft report shared with all eight cost share departments to validate the information included on their respective departments (two week window).
- **Late July/early August:** Staff to compile feedback from cost share departments and share with ESCI and Committee members.
- **Early-Mid August:**
 - ESCI to provide final draft report for presentation to stakeholders.
 - Committee to request special called Fire Commission meeting for the purpose of receiving stakeholder input on Preliminary Cost Share Study and which factors should be incorporated into the final recommended cost share formula.
 - Draft report to be posted online for review three weeks prior to public hearing.
- **Mid-September:** Formal presentation of Cost Share Study and receipt of public/stakeholder input at special called Fire Commission meeting.
- **Early October:** ESCI to share final recommendations and formula with Cost Share Committee for review and feedback.
- **October-early November:** Cost Share Committee to review and validate final recommendations and prepare for November Work session, and consider what recommendations to make to the Fire Commission, County Manager, and Board of Commissioners regarding implementation of a cost share formula.
- **November 10, 2014:** ESCI to present Final Cost Share Study to Wake County Board of Commissioners as part of Work session.
- **November 20, 2014:** Final Cost Share Study and Committee recommendations to be presented to Fire Commission as part of regular meeting.
- **November-May:** Incorporate new cost share formula into FY 2016 County Fire Tax and town recommended budget processes, and update cost share, fire protection and/or interlocal agreements as necessary.

Billy Myrick complimented Director Wright as he liked his upcoming plans.

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Director Wright Board reported:

- BOD Outreach:
Held Thursday June 19, 2014
13 Fire Departments are represented
Members of Fire Commission are represented
35 attendee's
The intent is to hold June and January outreach programs. Additional meetings with Fire Department Board of Directors will be offered on an individual department basis in the fall and spring.

One other important plan is to have:
- Fire Staff Work Sessions
Scheduled for the 4th Thursday of each month 10:00-11:30
First one begins August 27 – Stony Hill FD Station # 1
Locations are being reserved / based upon input – meetings will be held at FD
Location and dates once confirmed will be emailed to all.
- Fire Training Center Study
After evaluation by committee and staff – it has been determined the study is not satisfactory. It lacked analysis and supporting data to validate recommendations. It did have value in the work of the study but it fails to meet expectations. Negotiations with the vendor are going on to complete the contract.
Director Wright recommends establishing Training Committee and jointly with staff completing report or as an option if there is concern for bias; bring in a facilitator to work with the training committee and staff.

OTHER BUSINESS

None.

PUBLIC COMMENTS

Chief Mark Haraway had three items to present:

Chief Rich and Chief Haraway through the Wake County Preparedness Committee area have received MMRS grant money from Emergency Management to get new gas meters that can be used in post structure fire. This project would have cost \$ 20000, but since MMRS gave the grant, there was no cost to fire departments.

When incidents happen, most of the time, it exceeds local capability. Storm events, tornados, active shooter, and many other incidents have taken place where even though you want to help, it

is beyond capacity. A good way is to attend training that is offered by Emergency Management which helps to prepare for interoperability when incidents occur. Wake county being one of the largest county, it needs well organized trained staff to execute any incident in proper manner. The training class would allow you to take home very valuable information that one can share with their staff.

On the closing note, Billy Myrick expressed his gratitude towards Wake County Commissioner for their support in eliminating 1.6% reduction. This action reassured the fire service that Wake County Board of Commissioners supported this vital service.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, September 18, 2014

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, 2014, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Chief David Price (South Region Alternate), Barbara Poole (Citizen Consumer), Chair Lucius Jones and Bob Stagg (Citizen Consumer).

Other members present: Chief Ron Early (North Region Alternate), and Chief Bryant Woodall (West Region Alternate)

The following members were absent: Chief Tony Mauldin (South Region), Chief Chris Perry (East Region), Lee Price (Firefighter's Association), Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), Commissioner Phil Matthews (WC Commissioner), Billy Myrick (Citizen Consumer), and Commissioners Paul Coble (WC Commissioners).

The following County officials and staff were present: Fiscal and Policy Analyst Mark Matthews, Emergency Services Manager Demetric Potts, Fire Services Sr. Accounting Tech Priti Amin, Charlie Johnson (Fire Services) and Charles Ottaway (Fire Services).

Chair Lucius Jones gave an invocation.

Bob Stagg requested to hold moment of silence, in respect of Fire Fighter Gupton that died in the line of duty in Franklin County. He also thanked Chief Cates captainship in this whole incident.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Lucius Jones and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Lucius Jones and second by Bob Stagg, the Fire Commission unanimously approved the minutes from the July 17, 2014 meeting.

REGULAR AGENDA

CONSIDER APPROVAL OF UPDATES TO THE FIRE COMMISSION RULES OF PROCEDURES

Demetric Potts made an opening statement that in the July meeting Director Wright had requested Fire Commission realignment for standing committee, and tonight we ask that the commission approve and adopt a revision to the rules of procedures that will align with this change.

A brief overview was requested where by Demetric mentioned that Director Wright wanted to add some additional committees as below:

- Budget Committee
- Apparatus Committee
- Facility Committee
- Equipment Committee
- Staffing & Compensation Committee (earlier they were two separate committees)
- Communications Committee
- Administrative Committee
- Steering Committee
- Training Committee

Chair Lucius Jones asked if anyone had questions for Demetric. Chief Tim Pope asked if there was any time frame these committees to be refilled or re-appointed. To this Demetric replied that Director Wright has been working with the regions in getting their appointments, but as he has been out of office for some time, anticipation is that it will be brought forward to the Fire Commission at the November meeting.

Bob Stagg asked that at one of the meetings it was discussed that Chairman of a committee member is allowed to vote for the Committee member, is it still in good standing? To this Demetric replied “Yes, it is approved”

Upon motion of Lucius Jones, and seconded by Chief Rodney Privette, the Fire Commission unanimously agreed to approve additional committees.

CONSIDER APPROVAL OF SUPPORT FOR THE WAKE COUNTY FIRE PROTECTION MUTUAL AID AGREEMENT

Demetric Potts once again opened the floor by stating the following:

North Carolina General Statute Section 58-83-1 authorizes counties, municipal corporations and fire protection districts to send firefighters and firefighting equipment beyond their normal response area. Wake County Fire Protection Agreement requires participation by the contracted departments with Mutual Aid system plan. Currently we have separate mutual aid agreements to fulfill this requirement. The proposed “Fire Protection Mutual Aid Agreement, Wake County, North Carolina” allows for all fire departments to execute a single agreement for better clarity, record keeping, and administration of the fire contract. The term of the mutual aid agreement is from the date of execution through June 30, 2020 and provides for automatic renewal on July 1 of each subsequent year unless

terminated by written notice. He mentioned that once Fire Commission approves this, it will then go to the Board of Commissioners for approval for adoption.

Chief Haraway asked if this takes over existing agreement. To this Demetric replied that these agreements will only impact “Not for Profits departments” and that the Town of Cary will be included. Currently we have standing agreements with all the municipal departments, and those agreements will expire at the same time. So when there is a major change in agreement, local municipalities will be included as well.

Upon motion of Chair Lucius Jones, and seconded by Bob Stagg, the Fire Commission unanimously agreed to execute single agreement.

PRESENTATION ON DEVELOPMENT OF THE FIRE COMMISSION STRATEGIC PLAN

Financial analyst Mark Matthews presented a power point presentation.

He stated that the reason why we are rolling out the strategic plan is that it helps us set our priorities. Budget being a major issue, it has been a challenge for our sustainability. We need to define the Board of Commissioners (BOC) our level of service that targets Long Range Business Plan. This is an ongoing exercise for a Strategic plan that Director Wright has already started to work on. It is an organization that we need to focus throughout the year. Departments need to define as to how they will implement the strategic plan on a year to year basis. We are going to be listening and learning based on the data and feedback that we get that we get from customers and stake holders. What is our priority and what is the right level of service we can provide our citizens?

Mark mentioned that in order for a Strategic plan to fit into Fire District work plan and budget, following are the pieces that need to be put together.

- Cost Shares
- Standards of Cover (SOC)
- Apparatus, Equipment, Facilities
- Efficiencies, Cost Savings, Consolidations
- Revenue and Tax Rate.

All of these are tools towards our Strategic goals.

Also Strategic plan is a high level policy that can happen only with support of operations of business plan. This cannot be an annual goal; it is going to set a long term target and vision of where we want to take the Fire Tax District to. It is not a cost cutting mechanism nor is it a wish list. It is a communication tool of who we are and who we want to be. It is a measurement system, which collects the data and helps us deliver our services. This helps us improve day to day operation decisions. The plan needs to be simple and understandable to all managers, employees, elected officials and the public, so it is easily executable.

This plan is consensus driven that focuses on broad, shared objectives. We need to review and revise our strategic plan at least once every two years or more if needed. Also incorporate input from BOC, Fire Commission, board members and citizens. Regular reporting of results can help us give a clear picture regardless of it being good, bad or ugly. We should never lose an opportunity to show how performance management enhances service delivery. Our citizens should hear our success stories.

Departments will still have their own individual initiatives and objectives that will relate with district wide objectives, key intended outcomes and Fire Tax District mission.

Mark emphasized on the three main components of Strategic plan as below:

- Mission: He read a quote of Rudy Giuliani who said “The first question is always, what is the mission? Ask yourself what you would like to achieve not day to day, but your overarching goal”. Basically where we want to be in five years from now. Why we exist, who do we serve and what is the purpose of our service. What is our ultimate outcome of our achievements?
- Values: What is the core value that we bring to work? Who are we, and who do we want to be? Our core qualities of integrity, professionalism, compassion, communication and stewardship should be our mission.
- Vision: It is a statement of where we strive to go, target and achieve in the future.

He continued to say the four perspectives components of the strategic plan:

- Customer perspectives—Who are our customers and what is their expectation? What value are we delivering them with our services?
- Internal process perspective—All our plans need customer satisfaction. Does the Emergency
- Action plan and measures of service quality meet the ISO ratings?
- Financial perspective—This includes cost of Fire Services per capita, per square mile, per call. What is our annual spending on maintenance debt ratios?
- Employee learning and growth perspective—This is something that should never be missed. We have to take measures to reduce on job injuries, avoid line-of-duty deaths and provide annual training where needed. This improves employee satisfaction and results in fewer turnovers.

A good strategic plan to be successful should be open and transparent. Goals should be practical and actionable.

Mark made closing statements by giving some important dates for the strategic plan to be in place.

- September through December 2014—Prepare first components for SOC, Finalize Cost Share Study in preparation for FY 2016 Budget Development.
- May through July 2015---Agree on mission statement, values, and vision on strategic objectives. Customer, internal processes, financial, and employee learning growth.
- July 2015---Fire Commission Meeting to adopt FTD Strategic Plan.

Questions were welcome, but since there were none, Lucius Jones complimented Mark that this was a good job.

PRESENTATION ON PROCESS/PROCEDURE FOR STANDARD OF COVER (SOC)

Director Wright being absent, this topic was tabled.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mark Matthews stated that he has included the Fire Tax Financial Report that shows the current status of CIP and operating budget for FY 2015. Since Finance department is currently working with auditors to close the figures of FY 2014, true actual figures of FY 2014 will be reflected in the November meeting.

COST SHARE STUDY UPDATE

Mark reminded everyone about the special Cost Share meeting to be held at Public Safety Center on September 25th at 10:00AM. Public input and from stake holders will be received. Kent Greene the author of the study of Cost Share will be present there to provide brief information and updates. The details of this meeting are posted on the Fire Services website for public access. There will be a special called meeting in November to incorporate all the comments and inputs.

Chair Lucius Jones asked if anyone had any questions.

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Demetric Potts did not have any report submitted by Director Wright who was out for indefinite period of time due to illness. All he said is that we wish him well.

OTHER BUSINESS

Chief Rodney Privette of the Eastern Region talked about Turnout gear allocation money saying that sometimes not all the money set aside for turnout gear is used due to many reasons. If this money is made available to buy other accessories like boots and hats, it would be in favor of individual departments. Chair Jones asked that since there was no money set aside, how were the departments managing it? To this, Chief David Price said that in normal circumstances each department pay on their own under the PPE line item and making sure that this money does not exceed the allowable funds, they intend to make a recommendation to Fire Commission for their approval if the left over money could be put to good use.

PUBLIC COMMENTS

Chief David Cates thanked everyone and appreciated the concerns for Captain Baugh for the incident that happened. There was a vehicle stabilization issue. He is recovering from the injury. He also invited everyone to celebrate Eastern Wake Fire Department for completing 60 years of service that is to be celebrated on October 11th, 2014, 11:00 AM to 5:00PM with an open house.

Chief Frank Woods stated that due to the recent incident in Franklin County where a Firefighter lost his life in a tanker incident, Fairview Fire Department has graciously agreed to lend them their old tanker until Justice Fire Department can replace theirs. Chair Lucius Jones complimented the department saying that the department was doing a very commendable job and thanked all of them.

Chief Deputy Fire Marshal Charlie Johnson of Wake County Fire Services said that the gas meters that were recently purchased with the MMRS money have arrived and they are awaiting some operational instructions. With the help of WC1, it will be soon co-ordinated to be delivered to different departments.

Chief Haraway continued to talk about gas meters to Chair Jones and to Charlie saying that even the Co monitors were in. Apex has replaced all of their old ones with the newest generation with raised monitor. They have the opportunity to use them at various locations and they have proven to be far better than the generation 1 units. They calibrate quick and are ready to go in less than 10 seconds, smaller package, much more responsive. The single gas, on scene Co. monitors will also be going out one per department. Some spare units of Co monitors will be kept at the warehouse and used when needed in case of any damaged units.

Chief Price thanked Chief Haraway for the initiation to secure these meters from Domestic Preparedness Task force as this will be a big help to all departments.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, November 6, 2014

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 6, 2014, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tim Pope (North Region), Chief Todd Wright (West Region), Chief Rodney Privette (East Region), Chief Tony Mauldin (South Region Alternate), Chair Lucius Jones, Lee Price (Firefighters Association President), Judge Keith Gregory (Citizen/Consumer), and Billy Myrick (Citizen Consumer) .

Other members present: None

The following members were absent: Barbara Poole (Citizen Consumer), Bob Stagg (Citizen Consumer), Judge Michael Denning (Citizen/Consumer), Lee Price (Firefighter's Association), Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Chief Garland Johnston (West Region Alternate), Chief Chris Perry (East Region Alternate), Commissioner Phil Matthews (WC Commissioners), and Commissioners Paul Coble (WC Commissioners).

The following County officials and staff were present: Fire Services Director Mike Wright, Emergency Services Manager Demetric Potts, Charlie Johnson (Fire Services), and Wake County Budget Director Michelle Venditto.

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Chief Tony Mauldin and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Chief Rodney Privette and second by Judge Keith Gregory, the Fire Commission unanimously approved the minutes from the September 18, 2014 meeting.

REGULAR AGENDA

CONSIDER BUDGET COMMITTEE RECOMMENDATION FOR FY 2015 APPARATUS PURCHASES

Fire Services Director Mike Wright informed the Fire Commission that the Budget Committee met and recommended to transfer funds from the FY13 Large Apparatus – Rural (Unit 067F) Apparatus Account to the FY15 Large Apparatus – Rural (Unit 082F) Apparatus Account is necessary to cover the cost difference between the budgeted amount of \$420,000 and the base cost of the lowest responsible bidder which is \$424,999. This is \$4,999 per apparatus for a total of \$14,997. Additionally, funding for travel to the factory for pre-acceptance inspection of the apparatus is allocated in the amount not to exceed \$4,000 per apparatus for a total of \$12,000. The total amount to be transferred is \$26,997.

Upon motion of Billy Myrick and second by Chief Tony Mauldin the Fire Commission unanimously approved the Budget Committee request to transfer \$26,997 from the FY 2013 Large Apparatus – Rural (Unit 067F) to FY2015 Large Apparatus – Rural (Unit 082F) Account.

CONSIDER APPROVAL OF FIRE COMMISSION STANDING COMMITTEE MEMBER APPOINTMENTS

Fire Services Director Mike Wright informed the Fire Commission that the Fire Tax District Region Chiefs have recommended the region representatives for Fire Commission Standing Committees. The chairs of the committees have been established either by previous assignment on a standing committee, recommendation from a region or as a volunteer. The Region Chiefs are seeking support from the Fire Commission to appoint the Committee Representatives as recommended.

Mr. Billy Myrick requested that Chair Jones add a Vice Chair appointee to each Standing Committee.

Upon motion of Chief Tony Mauldin and second by Chief Todd Wright the Fire Commission unanimously approved the Standing Committee assignments based upon the region recommendations for membership.

CONSIDER APPROVAL OF CALENDAR YEAR 2015 MEETING DATES

Fire Services Director Mike Wright provided to the Fire Commission for approval the following calendar for FY 2015 meeting dates:

Fire Commission meets the third Thursday of every other month. The proposed schedule for calendar year 2015 is:

Day	Date	Time
Thursday	January 15, 2015	7:00 PM
Thursday	March 19, 2015	7:00 PM
Thursday ****	May 21, 2015	7:00 PM
Thursday	July 16, 2015	7:00 PM
Thursday	September 17, 2015	7:00 PM
Thursday	November 19, 2015	7:00 PM

**** In past years, the May meeting has been rescheduled to coordinate with the County's budget process. The May 21, 2015 meeting may or may not be rescheduled.

Upon motion of Billy Myrick and second by Chief Rodney Privette the Fire Commission unanimously approved the Calendar Year 2015 Meeting Dates.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Demetric Potts stated that he has included the Fire Tax Financial Report that shows the current status of CIP and operating budget for FY 2015 in the Agenda Packet. He asked if there were any questions related to the Financial Reports. Chief Tim Pope asked if there was an update on the Tag & Tax fees. Demetric stated that there had not been an update prepared and that staff would inquire of Revenue Director Marcus Kinrade the status of revenue collections for Tag & Tax fees.

CHAIR REPORT

None.

FIRE SERVICES DIRECTOR REPORT

Fire Services Director Mike Wright shared that the Fire Services Training Division had filled its vacancy and, Brad Pace would start work on November 10th. Director Wright shared that staff was continuing to investigate options for health insurance for the Fire Services departments. He also shared that he had begun having the Fire Staff Work Sessions with the Fire Chiefs. The intent was to meet once a month to discuss and share common interest of the fire service for approximately 1.5 hours. He stated that the group started meeting in October working towards developing the Fire Services / Fire Tax District Standard of Cover. Finally, Director Wright shared that in December Kent Greene with Emergency Services Consulting International would be presenting to the Fire Commission the Cost Sharing, Funding, and Service Delivery Analysis Report.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, December 11, 2014

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, December 11, 2014, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tim Pope (North Region), Chief Todd Wright (West Region), Chief Rodney Privette (East Region), Chief Tony Mauldin (South Region Alternate), Chair Lucius Jones, Lee Price (Firefighters Association President), Bob Stagg (Citizen Consumer), Ricky Wright (Citizen Consumer), and Billy Myrick (Citizen Consumer) .

Other members present: Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), and Chief Chris Perry (East Region Alternate).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), Chief Garland Johnston (West Region Alternate), Commissioner Phil Matthews (WC Commissioner), and Commissioners Paul Coble (WC Commissioners).

The following County officials and staff were present: Fire Services Director Mike Wright, County Manager Jim Hartmann, Deputy County Manager Johnna Rogers, Emergency Services Manager Demetric Potts, Charlie Johnson (Fire Services), Donel Braxton (Fire Services).

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

REGULAR AGENDA

PRESENTATION OF FIRE TAX DISTRICT FY 2016 BUDGET PROCESS

Fire Services Director Mike Wright informed the Fire Commission that he would begin with an overview of the Strategic Plan Process and tie that into the Budget Process and end by turning things over to Kent Green to discuss the Cost Share Study. Director Wright shared the following elements of the Strategic Plan; Standard of Cover, Cost Share Plan, Apparatus and Equipment, Facilities, and Efficiencies. He then shared with the Fire Commission the Budget Reset Elements which included the following; Standard of Cover, Develop Funding Matrix, Analysis of Apparatus & Equipment,

Analysis of Health Care Benefit Options, Compensation Study, develop Cost Share Model, and Analysis of the Fire Tax District model. Director Wright stated that when he looked into the history of the Cost Share he found the following:

- Agreements with municipalities for service of rural districts
- Methodology for costs share varied
- A defined, consistent, equitable, predictable, defensible, documented methodology does not exist
- One town provided information on inception of program
- Staff met with former employee's and reviewed archived documents

Director Wright stated that he wanted to emphasize that the model that will be presented tonight was not an updated version of a prior model staff didn't have formulas facts of figures to work from to plug in new numbers. He stated that what you will see tonight is a new creation of the committee.

Director Wright shared that the charge to the Cost Share Study Committee was to develop a newly defined methodology which allocates cost share for fire protection in an equitable fashion. He shared that some of the criterion that the committee put into place on what they wanted this methodology to be, equitable, defensible, predictable, consistent, able to update on an periodic basis, consistent, and easily understood.

PRESENTATION OF COST SHARING, FUNDING, AND SERVICE DELIVERY ANALYSIS REPORT

Kent Greene of Emergency Services Consulting International (ESCI), the author of the study, made a brief presentation on the scope, process, findings, and possible funding criteria for the cost share formula to the Fire Commission. Mr. Greene stated that their charge was to look at the existing model and we all know now that there wasn't one, other than that there are various funding models throughout the county for the cost share departments. He shared that they wanted to look at each of the departments that were actually cost sharing, not those departments that are completely funding by the county, not the municipal departments. Just the eight cost share departments that split their funding sources between the municipal and the county revenue. Those departments are Apex, Garner, Holly Springs, Fuquay-Varina, Morrisville, Rolesville, Wake Forest, and Zebulon. Mr. Green stated that they met with each of the fire departments, each of the Town Managers, Fire Chiefs, and pertinent stake holders. The full presentation (Attachment 1) and Cost Sharing, Funding and Service Delivery Analysis Report (Attachment 2) is incorporated into these minutes by attachment.

PRESENTATION OF COST SHARE COMMITTEE RECOMMENDATIONS

Fire Services Director Mike Wright informed the Fire Commission that the Cost Share Committee made the following recommendation regarding the Cost Share Methodology:

Item #1: Cost Share Percentages

Cost Share percentages (County Fire Tax District and Municipal responsibility) should be established using the criteria and weighting listed in the table below. The committee believes that this weighted multi-variable calculation when applied to all eight cost shares will fairly, equitably, and defensibly

reflects the cost of providing fire service. All data sources are available from a central data source on an annual basis; thus the calculation can easily be replicated and updated.

Committee Alternative	
Area	7.5%
Valuation	20.0%
Heated Square Footage	7.5%
Service Demand	35.0%
Population	30.0%

Rationale behind using this weighting is provided below (in weighted priority order).

Service Demand - This is a direct measure of workload, which corresponds directly with required resources. Service demand captures all human and structural activity, whether it is driven by residential, commercial/industrial, or transportation corridors.

Population – Population estimates are frequently used for governmental cost allocations, and this factor is well understood to correlate with both risk and services demand as protecting human life is the highest priority of both fire and medical first response.

Valuation – This factor is used to capture risks and service drivers not fully captured in the aforementioned variable. It is important to reflect the importance of commercial facilities, which do not have a population, but do represent economic importance, daytime “population” from employees and activity which creates service demand within the formula. Additionally, this factor reflects the risks of loss of property tax base.

Heated Square Footage – In addition to people, fire departments primarily protect structures. This variable represents the risk driven primarily by the size of the structure, regardless of taxable or market value. While some square footage in the county is unheated, but still needs to be protected, this data source represents the best proxy that County staff and ESCI have been able to identify. However, total square footage would be a preferable replacement should a credible central source be identified.

Area- Total area does not correspond as closely with service demand as the higher weighted variables above. However, there is value in assigning a lower weight to area in combination with service demand, population, and valuation. This is because total coverage area does impact station location and resource coverage requirements.

Item #2: Update Cycle

The cost share percentage should be recalculated using the most recent data every three years, to ensure cost share arrangements reflect changes in service needs.

Item #3: Heated Square Footage Data

The committee would like to replace heated square footage with total square footage, if County staff is able to identify a central data source that could be used for the purposes of the cost share calculation.

Director Wright stated that the next step for the committee is to look at the data and analyze what we have, the budget reset process needs to move forward in developing the standard of cover.

Mr. Myrick made a motion to table this discussion until there next meeting to give them more time to review the information, data, and methodology. Upon second by Chief Rodney Privette the Fire Commission unanimously approved the motion.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, January 15, 2015

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, 2015, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin (South Region Alternate), Chief Tim Pope (North Region), Chief Todd Wright (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighters Association President), Judger Keith Gregory (Citizen/Consumer), Billy Myrick (Citizen Consumer), Bob Stagg (Citizen Consumer), Chair Lucius Jones, Ricky Wright (Citizen Consumer), and Matt Calabria (Citizen Consumer).

Other members present: Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Chief Chris Perry (East Region Alternate)

The following members were absent: Judge Michael Denning (Citizen/Consumer), and Chief Garland Johnston (West Region Alternate).

The following guests were present: Former Fire Commission Member Barbara Poole (Citizen Consumer), Former Fire Commission Member Phil Matthews (Wake County Commissioner), and Former Fire Commission Member Paul Coble (Wake County Commissioner).

The following County officials and staff were present: Interim Fire Services Director Charlie Johnson, Wake County Budget Director Michelle Venditto, Emergency Services Manager Demetric Potts, Darrell Alford (Fire Services) and Cliff Freeman (Fire Services).

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Lee Price and second by Chief Rodney Privette, the Fire Commission unanimously approved the minutes from the November 6, 2014 and December 11, 2014 meeting.

RECOGNITION OF SERVICE

The Wake County Fire Commissioner recognized former Fire Commission Members Barbara Poole, Chief Mark Harraway, Board of Commissioners Appointees Paul Coble, and Phil Matthews for their service to Wake County and the Wake County Fire Commission. Each former member present was awarded a plaque to commemorate their service.

REGULAR AGENDA

ELECTION OF FIRE COMMISSION CHAIR FOR CALENDAR YEAR 2015

Mr. Lucius Jones was nominated to serve as Chair for the Fire Commission for calendar year 2015. Upon motion of Chief Rodney Privette and second by Chief Tony Mauldin, the Fire Commission unanimously approved the appointment of Mr. Lucius Jones as Fire Commission Chair for calendar year 2015.

ELECTION OF FIRE COMMISSION VICE CHAIR FOR CALENDAR YEAR 2015

Mr. Billy Myrick was nominated to serve as Vice Chair for the Fire Commission for calendar year 2015. Upon motion of Lee Price and second by Chief Rodney Privette, the Fire Commission unanimously approved the appointment of Mr. Billy Myrick as Fire Commission Vice Chair for calendar year 2015.

COST SHARE FORMULA METHODOLOGY

Emergency Services Manager Demetric Potts reminded the Fire Commission Members that Former Fire Services Director Mike Wright informed the Fire Commission that at its December 11, 2014 meeting that the Cost Share Committee made the following recommendation regarding the Cost Share Methodology:

Item #1: Cost Share Percentages

Cost Share percentages (County Fire Tax District and Municipal responsibility) should be established using the criteria and weighting listed in the table below. The committee believes that this weighted multi-variable calculation when applied to all eight cost shares will fairly, equitably, and defensibly reflect the cost of providing fire service. All data sources are available from a central data source on an annual basis; thus the calculation can easily be replicated and updated.

Committee Alternative	
Area	7.5%
Valuation	20.0%
Heated Square Footage	7.5%
Service Demand	35.0%
Population	30.0%

Rationale behind using this weighting is provided below (in weighted priority order).

Service Demand - This is a direct measure of workload, which corresponds directly with required resources. Service demand captures all human and structural activity, whether it is driven by residential, commercial/industrial, or transportation corridors.

Population – Population estimates are frequently used for governmental cost allocations, and this factor is well understood to correlate with both risk and services demand as protecting human life is the highest priority of both fire and medical first response.

Valuation – This factor is used to capture risks and service drivers not fully captured in the aforementioned variable. It is important to reflect the importance of commercial facilities, which do not have a population, but do represent economic importance, daytime “population” from employees and activity which creates service demand within the formula. Additionally, this factor reflects the risks of loss of property tax base.

Heated Square Footage – In addition to people, fire departments primarily protect structures. This variable represents the risk driven primarily by the size of the structure, regardless of taxable or market value. While some square footage in the county is unheated, but still needs to be protected, this data source represents the best proxy that County staff and ESCI have been able to identify. However, total square footage would be a preferable replacement should a credible central source be identified.

Area- Total area does not correspond as closely with service demand as the higher weighted variables above. However, there is value in assigning a lower weight to area in combination with service demand, population, and valuation. This is because total coverage area does impact station location and resource coverage requirements.

Emergency Services Manager Demetric Potts stated that the action required that night was for the Fire Commission to approve and adopt the Cost Share Committee recommendation regarding the Cost Share Methodology.

Upon motion of Chief Tony Mauldin and second by Ricky Wright, the Fire Commission unanimously approved and adopted the Cost Share Committee recommendation regarding the Cost Share Methodology.

APPROVAL OF GRANT MATCH APPROPRIATION IN THE AMOUNT OF \$1,600.00 FOR WENDELL FIRE DEPARTMENT TECHNOLOGY PROJECT

Chief Brian Staples informed the Fire Commission that Wendell Fire Department secured a grant that would allow them to place 2 Mobile Data Terminals (MDT's) in two fire apparatus. Chief Staples informed the Fire Commission that the grant required a 50% matching contribution and he was requesting that the Fire Commission approve the grant match appropriation in the amount of \$1,600.00 for the project.

Billy Myrick asked the Fire Service staff how much funding was available in the Matching Grant Fund. Staff informed the Fire Commission members that there was \$22,994.45 available in the fund.

Upon motion of Billy Myrick and second by Judge Keith Gregory, the Fire Commission unanimously approved the request for a Grant Match Appropriation in the amount of \$1,600.00 for the Wendell Fire Department Technology Project.

INFOMRATION AGENDA

FIRE TAX FINANCIAL REPORT

Emergency Services Manager Demetric Potts provided that following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

FY 2015 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of January 7, 2015)

Unit	Unit Name	Revenue Source/Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2406 CONTRACTED SERVICES	717,851	717,851	418,746	299,105	418,746	717,851	0	58
F252	Bayleaf FD	2406 CONTRACTED SERVICES	1,568,390	1,568,390	927,161	641,229	927,161	1,568,390	0	59
F252	Bayleaf FD	T200 Special District Taxes	0	0	19	0	19	19	(19)	0
F253	Cary FD	2406 CONTRACTED SERVICES	74,765	74,765	37,382	37,382	37,382	74,765	0	50
F254	Durham Highway FD	2406 CONTRACTED SERVICES	755,394	755,394	440,647	314,748	440,647	755,394	0	58
F255	Eastern Wake FD	2406 CONTRACTED SERVICES	1,555,048	1,555,048	893,904	638,503	893,904	1,532,407	22,641	57
F256	Fairview FD	2406 CONTRACTED SERVICES	1,174,766	1,174,766	685,280	489,486	685,280	1,174,766	0	58
F258	Fuquay Varina FD	2406 CONTRACTED SERVICES	1,421,823	1,421,823	829,397	592,426	829,397	1,421,823	0	58
F259	Garner FD	2406 CONTRACTED SERVICES	1,689,738	1,689,738	985,681	704,058	985,681	1,689,738	0	58
F259	Garner FD	T200 Special District Taxes	0	0	44	0	44	44	(44)	0
F260	Holly Springs FD	2406 CONTRACTED SERVICES	585,277	585,277	341,412	243,865	341,412	585,277	0	58
F261	Hopkins FD	2406 CONTRACTED SERVICES	752,967	752,967	439,231	313,736	439,231	752,967	0	58
F262	Morrisville FD	2406 CONTRACTED SERVICES	831,306	831,306	484,929	346,378	484,929	831,306	0	58
F264	Rolesville FD	2406 CONTRACTED SERVICES	726,592	726,592	423,845	302,747	423,845	726,592	0	58
F265	Stony Hill FD	2406 CONTRACTED SERVICES	1,004,926	1,004,926	597,899	407,028	597,899	1,004,926	0	59
F266	Swift Creek FD	2406 CONTRACTED SERVICES	489,060	489,060	304,035	185,025	304,035	489,060	0	62
F267	Wake-New Hope FD	2406 CONTRACTED SERVICES	1,116,231	1,116,231	651,135	465,096	651,135	1,116,231	0	58
F267	Wake-New Hope FD	T200 Special District Taxes	0	0	4	0	4	4	(4)	0
F268	Wake Forest FD	2406 CONTRACTED SERVICES	697,597	697,597	406,932	290,665	406,932	697,597	0	58
F269	Wendell FD	2406 CONTRACTED SERVICES	1,425,792	1,425,792	831,712	594,080	831,712	1,425,792	0	58
F269	Wendell FD	T200 Special District Taxes	0	0	9	0	9	9	(9)	0
F270	Western Wake FD	2406 CONTRACTED SERVICES	524,834	524,834	306,153	218,681	306,153	524,834	0	58
F271	Zebulon FD	2406 CONTRACTED SERVICES	543,245	543,245	316,893	226,352	316,893	543,245	0	58

FY 2015 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of January 7, 2015)

Appropriation: 5120N25800 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding)	YTD Actual	Total Commitments + YTD	Amended Budget Less	YTD % of Amended Budget
T127 NC DMV Taxes	\$0	\$0	\$661,118	\$0	\$661,118	\$661,118	(\$661,118)	#DIV/0!
T128 Refunds of NC DMV Taxes	\$0	\$0	(\$4,027)	\$0	(\$4,027)	(\$4,027)	\$4,027	#DIV/0!
T200 Special District Taxes	\$20,935,000	\$20,935,000	\$18,277,260	\$0	\$18,277,260	\$18,277,260	\$2,657,740	87%
N132 Interest - NCCDOT - DMV Taxes	\$0	\$0	\$214	\$0	\$214	\$214	(\$214)	#DIV/0!
N140 Market vs Cost Investment Difference	\$0	\$0	\$10,812	\$0	\$10,812	\$10,812	(\$10,812)	#DIV/0!
N150 Interest Income/Pooled Funds	\$15,000	\$15,000	\$5,750	\$0	\$5,750	\$5,750	\$9,250	38%
A370 Appropriated Fund Balance	\$353,000	\$387,995	\$0	\$0	\$0	\$0	\$387,995	0%
Total Revenues	\$21,303,000	\$21,337,995	\$18,951,126	\$0	\$18,951,126	\$18,951,126	\$2,386,869	89%

Revenue Source/Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding)	YTD Actual	Total Commitments + YTD	Amended Budget Less	YTD % of Amended Budget
2406 CONTRACTED SERVICES	0	34,995	18,664	24,145	18,664	42,809	(7,814)	122%
3104 EQUIPMENT	0	0	0	3,460	0	3,460	(3,460)	#DIV/0!
3617 DISPATCH SERVICE	187,857	187,857	93,929	93,928	93,929	187,857	0	100%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	17,832	17,832	6,197	0	6,197	6,197	11,635	35%
4208 CITY OF RALEIGH HAZMAT PROGRAM	87,595	87,595	0	87,595	0	87,595	0	100%
4224 NC DEPT OF NRCD - FORESTRY	80,025	80,025	27,109	52,916	27,109	80,025	0	100%
4409 POSTAGE/CHARGES FROM GS	0	0	62	0	62	62	(62)	#DIV/0!
4428 MISC CHARGES FROM OTHER DEPT/DIV	358,695	358,695	0	0	0	0	358,695	0%
4446 800mhz charges from other dept	129,366	129,366	0	0	0	0	129,366	0%
4447 CAD charges from other dept	9,954	9,954	0	0	0	0	9,954	0%
4460 GSA Utilities - Electric	18,912	18,912	7,685	0	7,685	7,685	11,227	41%
4758 MV Tax Collection Costs	50,000	50,000	15,569	0	15,569	15,569	34,431	31%
8104 CONTINGENCY	16,162	16,162	0	0	0	0	16,162	0%
9103 TRANSFER TO CP CO CONSTRUCTION FUND	1,284,000	1,284,000	1,284,000	0	1,284,000	1,284,000	0	100%
9109 TRANSFER TO DVS FROM TAX DISTRICT	1,407,000	1,407,000	0	0	0	0	1,407,000	0%
Total Revenues	21,303,000	21,337,995	18,951,126		18,951,126	18,951,126	2,386,869	89%
Total Expenditures	3,647,398	3,682,393	1,453,217	262,044	1,453,217	1,715,260	1,967,133	47%

Fund: 4400 Fire CIP
Department 84 Fire And Rescue CIP
Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
020F	Fire-Bayleaf #1	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,785,051.99	\$4,982.50		\$3,790,034.49	\$158,478.60	\$158,478.60
026F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$552,359.41	\$47,006.59		\$599,366.00	\$184,982.00	\$184,982.00
050F	Wendell Falls Station, Fire Tax Portion	8420V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00	\$0.00		\$2,200.00	\$347,800.00	\$347,800.00
057F	Fire Planned Facility Repairs	8420V0100	\$691,230.95	\$691,230.95	\$0.00	\$691,230.95	\$473,194.95	\$88,080.00	\$20.50	\$561,295.45	\$129,935.50	\$129,935.50
Total Division 8420 Fire Facilities			\$5,774,092.04	\$5,774,092.04	\$0.00	\$5,774,092.04	\$4,812,806.35	\$140,069.09	\$20.50	\$4,952,895.94	\$821,196.10	\$821,196.10

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHES	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$108,608.54	\$0.00		\$108,608.54	\$22,994.46	\$22,994.46
044F	TURNOUT GEAR	8430V0300	\$1,538,000.00	\$1,538,000.00	\$0.00	\$1,538,000.00	\$1,391,184.82	\$0.00		\$1,391,184.82	\$146,815.18	\$146,815.18
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$259,000.00	\$0.00		\$259,000.00	\$0.00	\$0.00
061F	Fire Air Bottle Replacement	8430V0300	\$291,000.00	\$291,000.00	\$0.00	\$291,000.00	\$19,301.80	\$0.00		\$19,301.80	\$271,698.20	\$271,698.20
062F	Fire Defibrillators	8430V0300	\$227,000.00	\$227,000.00	\$0.00	\$227,000.00	\$63,884.27	\$125.36		\$64,009.63	\$162,990.37	\$162,990.37
063F	Fire Thermal Imaging Cameras	8430V0300	\$262,000.00	\$262,000.00	\$0.00	\$262,000.00	\$190,160.72	\$0.00		\$190,160.72	\$71,839.28	\$71,839.28
066F	Fire SCBA's	8430V0300	\$461,000.00	\$461,000.00	\$0.00	\$461,000.00	\$204,411.53	\$0.00		\$204,411.53	\$256,588.47	\$256,588.47
070F	Fire Small Capital - FY14	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$137,518.74	\$0.00		\$137,518.74	\$12,481.26	\$12,481.26
071F	Fire Small Capital - FY15	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$53,292.33	\$0.00		\$53,292.33	\$96,707.67	\$96,707.67
Total Division 8430 Fire Fighting Equipment			\$3,469,603.00	\$3,469,603.00	\$0.00	\$3,469,603.00	\$2,427,362.75	\$125.36		\$2,427,488.11	\$1,042,114.89	\$1,042,114.89

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$103,192.82	\$103,192.82	\$0.00	\$103,192.82	\$1,356.00	\$0.00		\$1,356.00	\$101,836.82	\$101,836.82
056F	Fire Small Vehicles	8440V0100	\$431,371.04	\$437,243.08	(\$5,872.04)	\$431,371.04	\$227,496.66	\$40,006.00		\$267,502.66	\$163,868.38	\$169,740.42
067F	FY13 Large Apparatus - Rural	8440V0100	\$964,773.28	\$964,773.28	\$0.00	\$964,773.28	\$919,770.28	\$0.00		\$919,770.28	\$45,003.00	\$45,003.00
068F	FY13 Large Apparatus - Municipal	8440V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$229,897.78	\$0.00		\$229,897.78	\$0.00	\$0.00
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00		\$0.00	\$345,000.00	\$345,000.00
081F	FY14 Large Apparatus - Rural	8440V0100	\$1,587,526.00	\$100,526.00	\$1,487,000.00	\$1,587,526.00	\$786,420.00	\$801,106.00		\$1,587,526.00	\$0.00	(\$1,487,000.00)
082F	FY15 Large Apparatus - Municipal	8440V0100	\$584,216.70	\$544,216.70	\$40,000.00	\$584,216.70	\$0.00	\$0.00		\$0.00	\$584,216.70	\$544,216.70
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$1,487,000.00	(\$1,487,000.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$1,487,000.00
Total Division 8440 Fire Apparatus			\$4,245,977.62	\$4,211,849.66	\$34,127.96	\$4,245,977.62	\$2,164,940.72	\$841,112.00		\$3,006,052.72	\$1,239,924.90	\$1,205,796.94

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
096F	Fire Precising Department - Debt Service	8490V0100	\$272,000.00	\$272,000.00	\$0.00	\$272,000.00	\$236,839.18	\$34,765.44		\$271,604.62	\$395.38	\$395.38
097F	Transfer to Debt Service Fund	8490V0100	\$20,904.36	\$20,904.36	\$0.00	\$20,904.36	\$20,904.36	\$0.00		\$20,904.36	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$120,000.00	\$61,000.00	\$59,000.00	\$120,000.00	\$0.00	\$0.00		\$0.00	\$120,000.00	\$61,000.00
099F	Fire Capital Uncommitted	8490V0100	\$266,000.00	\$2,573,766.22	(\$2,307,766.22)	\$266,000.00	\$0.00	\$0.00		\$0.00	\$266,000.00	\$2,573,766.22
Total Division 8499 Fire Capital Uncommitted			\$678,904.36	\$2,927,670.58	(\$2,248,766.22)	\$678,904.36	\$257,743.54	\$34,765.44		\$292,508.98	\$386,395.38	\$2,635,161.60
Total Department 84 Fire And Rescue CIP			\$14,168,577.02	\$16,383,215.28	(\$2,214,638.26)	\$14,168,577.02	\$9,662,853.36	\$1,016,071.89	\$20.50	\$10,678,945.75	\$3,489,631.27	\$5,704,269.53
Total Fund: 4400 Fire CIP			\$14,168,577.02	\$16,383,215.28	(\$2,214,638.26)	\$14,168,577.02	\$9,662,853.36	\$1,016,071.89	\$20.50	\$10,678,945.75	\$3,489,631.27	\$5,704,269.53

FISCAL YEAR 2016 BUDGET PROCESS UPDATE

Budget Director Michelle Venditto informed the Fire Commission that in consultation with the County Manager's Office, Wake County Fire Services and Budget and Management Services, the FY 2016 budget process for the Fire Tax District will:

- Maintain funding for departments at current FY 2015 levels in the operational category,
- Provide annualization of merit awards and health insurance increases,
- Update property tax revenue projections; and

- Suspend the sustainability model for an additional year. Suspending the sustainability model allows the Fire Tax District to avoid an estimated 5-6% reduction to the base.

This approach will enable the County and the departments to work towards the goals of a defined service level, establishment of a funding matrix, implementation of a revised Cost Share formula and ultimately determination of a Fire Tax District tax rate supported by a sound business case. This business case will identify base cost for annual operational expenses and define a capital program addressing the apparatus, equipment and facility needs for a seven year rolling period revisited and updated annually. Fire Services anticipates a twelve month time frame to meet these objectives, thus the expectation is incorporation in the FY 2017 budget process. Progress updates will inform the Fire Commission and department representatives.

Michelle shared that end of year results for FY 2014, projections for FY 2015 year end, and estimates for FY 2016 will be shared with the Budget Committee in upcoming meetings to be scheduled.

CHAIR REPORT

None

FIRE SERVICES INTERIM DIRECTOR REPORT

None

OTHER BUSINESS

None.

PUBLIC COMMENTS

Mark Matthews, Town of Fuquay-Varina Assistant Town Manager stated that he wanted to thank the Fire Commission for adopting the Cost Share Formula Methodology. He stated that the Town of Fuquay-Varina and its citizens were very interested in moving this forward so that we could have a funding methodology that was fair and defensible, and accurately reflects the cost of fire service. Mark stated that he was looking forward to validating the data and moving forward with implementation.

Frank Hodges, Mayor Pro Tem of Rolesville, stated that they were going through a transition period as well and they were looking to get more involved with the fire department and its role with the Town. He stated that over the last year he has had the privilege to sit on the Board of Directors for the Fire Department. He stated that he would be looking forward to the Fire Commission helping them as they go forward with this transition and budget items and that kind of thing. He stated that as a Town they are growing tremendously and they want to make sure that they are on the right track as other towns that have already been down this road they would look forward to your help.

Chief AC Rich, Stony Hill Fire Department introduces Chief Keith McGee of Apex Fire Department.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 14, 2015

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 14, 2015, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief David Price (South Region Alternate), Chief Tim Pope (North Region), Chief Garland Johnston (West Region Alternate), Chief Chris Perry (East Region Alternate), Billy Myrick (Citizen Consumer), and John Burns (Wake County Commissioner).

The following members were absent: Judge Michael Denning (Citizen/Consumer), Chief Tony Mauldin (South Region Alternate), Chief Todd Wright (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighters Association President), Judge Keith Gregory (Citizen/Consumer), Bob Stagg (Citizen Consumer), Ricky Wright (Citizen Consumer), Chief Ron Early (North Region Alternate), and Matt Calabria (Citizen Consumer).

The following County officials and staff were present: Interim Fire Services Director Charlie Johnson, Wake County Budget Director Michelle Venditto, Budget and Policy Analyst Michael James, Emergency Services Manager Demetric Potts, Darrell Alford (Fire Services) and Cliff Freeman (Fire Services).

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of David Price and second by Chief Chris Perry, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Billy Myrick and second by Chief David Price, the Fire Commission unanimously approved the minutes from the January 16, 2015 meeting.

REGULAR AGENDA

CONSIDERATION OF FIRE TAX DISTRICT BUDGET COMMITTEE AND STAFF FY 2016 OPERATING BUDGET AND FY16 - FY22 FIRE CIP

Wake County Budget Director Michelle Venditto presented the Budget Committee and Staff recommended FY 2016 Operating Budget and FY16-22 Fire CIP to the members of the Wake County Fire Commission. The following is a summary of the information presented:

Operative Policy Assumptions

- The single fire tax district created by the Board of Commissioners in 1999 should fund the full cost of fire service to residents of district, which contains all unincorporated areas as well as the Town of Wendell.
 - Any subsidy from the General Fund would mean municipal residents paying for the cost of fire protection of unincorporated areas.
- When the County assumes the role of fiscal agent for Countywide public safety projects or operations, the Fire Tax District should be treated the same as municipal fire departments for the purposes of cost allocation.
 - A good example of this is the 800 MHz Operating Budget, in which user costs are allocated to both municipal and County users based on defined criteria.
- The Fire Tax District Budget should be balanced, sustainable, and reflect the priorities of the Board of Commissioners as advised by the Fire Commission.
 - By policy, a sustainable budget means that the ending balance for the Fire Tax fund represents a minimum of 16% of the subsequent fiscal year's operating budget.
 - A sustainable budget and fire tax model reflects:
 - Realistic revenue growth assumptions based on the current tax rate
 - Realistic expenditure growth assumptions
 - An assumed operating/capital distribution needed to meet fire debt and capital obligations in the Fire CIP

Operating Budget Assumptions

- Use of Fund Balance: \$673,220
- Sustainability through FY18, given base assumptions
- The FY 2016 Base Budget reflects:
 - FY 2015 Adopted Budget plus Annualization of Merit for FY16 Allocated to Regular Salaries, FICA, Retirement, 401(k)
 - Overtime Held Constant with FY15
 - Part-time Held Constant with FY15
 - Wake Forest Board Compensation Held Constant with FY15
 - Health Insurance 20% Growth
 - Longevity, Life Insurance, Dental, Worker's Comp, Unemployment Comp, Volunteer Comp, State Pension, Long-term Disability taken from Department Submissions
 - Merit of 3% Added (Final To Be Determined)
 - Assume same department revenue as FY15

Suspension of Sustainability Policy

- The FY 16 Budget temporarily suspends the Fire Commission's 5-year fund balance sustainability policy. The fund is currently projected to be sustainable through FY 2018 (3

years). In FY 2019, the ending fund balance is projected to dip below the goal of 16% of the subsequent year's operating budget.

Fire CIP (Approved by unanimous vote of the Budget Committee)

- Use of Uncommitted Funds: \$1,060,593
- FY16 projected to end at \$2,179,015
- Wendell Falls: Maintains funding for Wendell Falls acquisition in FY 17 in alignment with EMS County CIP; Prior Year Appropriation of \$350,000 - \$347,800 remains
- Bay leaf Rescue Truck: Includes the acquisition of Bay leaf Rescue 36 in FY 16 via cash with debt financing to reimburse CIP in FY 17 with other debt financings
- Defibrillators: Suspends Department acquisitions of FY 15 funded defibrillators to join the EMS RFP pricing; Equipment committee will identify a plan to replace defibs

FY15 Appropriation (Defibs Project # 062F)	Defibrillator	\$111,392
FY16 Funding	Defibrillator Planned	\$27,862
Pre-FY15 (Defibs Project # 062F)	Available Balance	\$51,598
Defibrillator Funding	Available	\$190,852

- Delays replacement of Holly Springs Engine 3 to FY 17 per request from department

Long Term Challenges

- The current funding model is not sustainable. Expenditures exceed anticipated revenues over the duration of the five-year sustainability timeframe, managed by responsible spending down of excess fund balance.
- A focus on cost savings and/or cost containment is needed in the following areas:
 - Identify appropriate number and specifications for minimum number of apparatus for the system, regions, and departments/stations
 - Develop a staffing standards and operating expense standards for the fire tax system
 - Evaluate options for pooling of health insurance for a better rate (on average)
 - Increase bulk procurement of apparatus on a competitive procurement basis
 - Responsible, collaborative planning for new station locations to minimize coverage gaps, overlap, and thereby limit the overall need for capital and operating costs associated with new fire stations.

Mr. Billy Myrick stated that he would like to thank Budget Director Michelle Venditto for her work with assisting the Budget Committee in developing the budget. Mr. Myrick stated that between the Operating and CIP budget there was approximately a 1.7 million dollar shortfall and to balance the budget a decision was made to use fund balance on the operating side and uncommitted funds on the CIP side. He shared with the Commission that this was the second consecutive year that they were not able to show a five year sustainable budget. He stated that they will need to talk with the Wake County Board of Commissioners to see what it would take to provide the same level of services and not go backwards.

Upon motion of Billy Myrick and second by Chief Chris Perry, the Fire Commission voted unanimously to approve support for the FY 2016 Fire Tax District Budget Committee and Staff

Recommended FY 2016 Operating Budget and FY 16-22 Fire CIP, and recommended submittal to the Wake County Board of Commissioners.

Below you will find the Fire tax District Fund Summary (Budget Book Insert)

Tax Model - FY 2016 Recommended Budget Presentation to Fire Commission - May 14, 2016					page 6
Fire Tax District Fund Summary (Budget Book Insert)					
	FY 2014 Actual	FY 2015 Budget	FY 2015 Amended	FY 2016 Projection	NOTES:
Fire Tax Revenues					
Operating	18,435,598	18,244,000	18,326,806	18,510,000	Note: Pre-existing debt service will be budgeted directly from CIP as part of FY 2015 Budget to better align with Fire Tax Model (not in budget now)
Subtotal, Operating Revenues	18,435,598	18,244,000	18,326,806	18,510,000	
Capital - Pre-existing Debt Service	327,052				
Remaining Capital Revenues	2,674,092	2,691,000	2,691,000	3,013,000	
Subtotal, Capital Revenues	3,001,144	2,691,000	2,691,000	3,013,000	
Subtotal, Taxes	21,436,742	20,935,000	21,017,806	21,523,000	
Other	37,909	353,000	387,995	623,000	
Interest	20,053	15,000	15,000	15,000	
Total Revenues	21,494,704	21,303,000	21,420,801	22,161,000	
Expenditures					
Department Appropriations	17,208,971	17,655,602	17,655,602	18,213,484	> Base 2014 Recommended (not including Merit or Pre-existing Debt) > The 2% includes merit increase separated out below > Assumes a 2.750% merit allocation on non-vacant positions. > Staff has reviewed line item budget and made changes when necessary > from Staff Comp Committee > Funding for this purpose is not authorized in the line-item budgets > Additional 1% for higher merit (adds cumulative costs each year) > Included for one year (does not add to on-going expenses)
Budgeted/Potential Adjustments:					
Merit Adjustment for Full-time					
Health Insurance					
Personnel Adjustments (2 firefighters below the min)					
Reduce Funding for Board Compensation					
Additional 1% merit					
Zebulon Positions (3 SAFER Grant)					
Subtotal, Department Appropriations	17,208,971	17,655,602	17,655,602	18,213,484	
System-wide Appropriations					
800 MHz Fire Costs	125,075	129,366	129,366	130,941	> Received estimate
CAD Fire Costs	6,342	9,954	9,954	9,596	> Received estimate
County-owned Station Utilities	22,398	18,912	18,912	24,224	
Fire Service Training	321,132	358,695	358,695	343,126	> Offsets costs in Fire Services General Fund
HAZMAT Program	89,789	87,595	87,595	77,927	
NC Forestry - Wildfire Prevention	64,124	80,025	80,025	67,929	> Fire District pays 40% of the costs. Decrease was due to one-time cost.
Pager & Radio Maintenance	11,020	17,832	17,832	15,000	
RWCC Dispatch	170,054	187,857	187,857	195,773	
Contracted Services	26,657	-	34,995	20,000	
Other	3,008	-	-	-	
DMV/MV Tax Collection Fees	28,970	50,000	50,000	50,000	
Contingency	-	16,162	16,162	-	
Contribution to Fund Balance	-	-	-	-	> This is the amount of Revenue Over Expenses (if any)
Subtotal, Systemwide	868,568	956,398	991,393	934,516	
Subtotal Operating	18,077,539	18,612,000	18,646,995	19,148,000	
Capital Expenditures					
Department Debt Service	327,052	-	-	-	To be budgeted directly from Capital as part of Adopted
Appropriation to Capital (Current Revenues)	1,350,000	1,284,000	1,284,000	2,051,000	> Lower amount due to revenue shift
Transfer to Debt Service Fund	1,224,000	1,407,000	1,407,000	962,000	
Subtotal Capital	2,901,052	2,691,000	2,691,000	3,013,000	
Total Expenditures	20,978,591	21,303,000	21,337,995	22,161,000	
FY 2014 Projected Surplus / (Gap)					> Surplus is an additional amount to Fund Balance
Operating Surplus / (Gap)	407,907	(291,420)	(225,106)	(89,540)	

FIRE TAX MODEL - FY 2016- 5.5.2015 Final Recommended

COMPENSATION AND STAFFING COMMITTEE RECOMMENDATION TO INCREASE THE CURRENT 2008/2009 FIRE SERVICE PAY BAND MAXIMUMS 2%

Compensation and Staffing Committee Chair Deputy Chief Herman stated that we were currently operating under the 2008/2009 pay plan. He shared that the Committee is charged with working with Wake County Human Resources to produce an updated Market Survey every three years. This is done to keep our fire services staff compensated appropriately with the market. He stated that an updated market Survey was produced in 2012/2013 which showed that the Wake County pay plan was behind 10% across the board for all positions. He stated that the Compensation Committee presented the Market Survey to the Budget Committee last year as well as this with no approval due to lack of funding. Deputy Chief Herman stated that Wake County Human resources believes that they are currently 12-15% behind the market and a new Market Survey is underway as we speak to produce accurate numbers. He stated that it is the Compensation and Staffing Committee's hope that the new Market Survey produced is a priority for the Budget Committee and the Fire Commission next year.

Deputy Chief Herman stated that the 2% increase in the pay band maximums came to the Compensation and Staffing Committee through the Budget Committee. He stated that they understand that we were behind in compensation and this not only affects firefighter pay but also retirement funds. Deputy Chief Herman shared that the current pay plan policy states that if someone is topped out in their pay band they may receive an annual merit increase, but it comes in the form of a bonus, it does not tack on to their annual pay which could impact their retirement. He stated that the Budget Committee and Staff have confirmed that there would be no budget impact this year if there was an increase to the pay band maximums of 2%, so the Compensation and Staffing committee support the recommendation and turn the final approval over to the Fire Commission.

The Fire Commission members stated that there was a need to have additional information about this issue before they could make a decision.

Upon motion of Billy Myrick, and seconded by Chief Tim Pope the Fire Commission voted unanimously to table this discussion until the next Fire Commission meeting in July.

INFORMATION AGENDA

COMPENSATION AND STAFFING COMMITTEE UPDATE REGARDING EASTERN WAKE FIRE DEPARTMENT ORGANIZATIONAL RE-ALIGNMENT

Compensation and Staffing Committee Chair Deputy Chief Herman stated that Chief David Cates requested a change of the Eastern Wake Fire-Rescue organizational structure, making it more in-line and appropriate for how they are currently operating. Past history of the department in the "Apparatus Operator" rank showed 6 Lieutenant Positions. Through the change of administration and staffing it currently has only 2 Lieutenant Positions, 2 Driver/Operator positions, and 2 Firefighters who are driving.

The request that the department made re-aligns the department's structure to have 3 Driver/Operators (1 per shift) and 3 Lieutenants (1 per shift), all 6 will be apparatus operators with the 3 Lieutenants having the capability to fill-in as Captains.

Deputy chief Herman stated that this re-alignment is normal practice, falls into the standards of the Wake County Fire Services Compensation/Staffing Guidelines, and has been approved by the Wake County Fire Services staff with no change to the Eastern Wake Operating Budget.

FIRE COMMISSION RULES OF PROCEDURE

Interim fire Services Director Charlie Johnson stated that he wanted to thank the committees for their work in supporting the Fire Commission in their initiatives. He stated that there is a lot of work that needs to get done, and it obviously could not get done without the work of these committees. He stated that at the same time he wanted to reiterate the Standing Committee Procedures which state that:

The Chair of the Standing Committee will supervise the meetings and all minutes and agendas. Each member of the Standing Committee or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted. Agendas are to be sent to all Fire Chiefs whose departments fall under the fire tax districts, Fire Commission members, and each voting member of the committee at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above

within one (1) week of a committee meeting. A Standing Committee quorum will consist of a simple majority of the members (including the Chairperson).

Interim Fire Services Director Charlie Johnson stated that by and large this is being done by the Committees, but it is important to reiterate to ensure that we are all on the same page when it comes to communication and sharing information to all parties.

Billy Myrick stated that as a citizen he had concerns regarding the expectation that he take minutes, send out emails and collect and distribute meeting materials because on the time commitment involved. He stated that there may be a need to make changes in the Rules of Procedure to state that the Chairs responsibility is to make sure that the minutes are taken and sent out, but someone like himself would not be able to do that. Director Charlie Johnson stated that staff was aware of those types of concerns and that during the budget process the Fire Services Department requested an Administrative Assistant to support the Fire Commission and Fire tax District, but the position was not approved for FY 2016.

FIRE TAX DISTRICT FINANCIAL REPORT

Emergency Services Manager Demetric Potts provided that following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

FY 2015 WAKE COUNTY FIRE TAX DISTRICT SYSTEMWIDE OPERATING FINANCIAL REPORT (As of May 4, 2015)

Appropriation: 5120N25800 Fire Tax District - System
Unit: F250 Fire Tax District System

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	0	0	1,188,046	0	1,188,046	1,188,046	(1,188,046)	#DIV/0!
T128 Refunds of NC DMV Taxes	0	0	(4,842)	0	(4,842)	(4,842)	4,842	#DIV/0!
T200 Special District Taxes	20,935,000	20,935,000	19,591,111	0	19,591,111	19,591,111	1,343,889	94%
N132 Interest - NCDOT - DMV Taxes	0	0	382	0	382	382	(382)	#DIV/0!
N140 Market vs Cost Investment Difference	0	0	10,812	0	10,812	10,812	(10,812)	#DIV/0!
N150 Interest Income/Pooled Funds	15,000	15,000	18,086	0	18,086	18,086	(3,086)	121%
A370 Appropriated Fund Balance	353,000	387,995	0	0	0	0	387,995	0%
Total Revenues	21,303,000	21,337,995	20,802,495	0	20,802,495	20,802,495	535,500	97%

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2143 NONCAP EQUIPMENT PURCHASES FOR F/D	0	0	0	3,156	0	3,156	(3,156)	#DIV/0!
2406 CONTRACTED SERVICES	0	34,995	19,824	26,465	19,824	46,289	(11,294)	132%
3104 EQUIPMENT	0	0	3,460	0	3,460	3,460	(3,460)	#DIV/0!
3127 OFFICE SUPPLIES	0	0	228	0	228	228	(228)	#DIV/0!
3134 OTHER SUPPLIES AND MATERIALS	0	0	0	8,239	0	8,239	(8,239)	#DIV/0!
3617 DISPATCH SERVICE	187,857	187,857	187,858	0	187,858	187,858	(1)	100%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	17,832	17,832	12,407	0	12,407	12,407	5,425	70%
4208 CITY OF RALEIGH HAZMAT PROGRAM	87,595	87,595	87,595	0	87,595	87,595	0	100%
4224 NC DEPT OF NRCD - FORESTRY	80,025	80,025	44,058	35,967	44,058	80,025	0	100%
4409 POSTAGE/CHARGES FROM GS	0	0	92	0	92	92	(92)	#DIV/0!
4428 MISC CHARGES FROM OTHER DEPT/DIV	358,895	358,895	0	0	0	0	358,895	0%
4446 800mhz charges from other dept	129,368	129,368	31,334	0	31,334	31,334	98,032	24%
4447 CAD charges from other dept	9,954	9,954	2,308	0	2,308	2,308	7,646	23%
4460 GSA Utilities - Electric	18,912	18,912	19,508	0	19,508	19,508	(596)	103%
4758 MV Tax Collection Costs	50,000	50,000	29,519	0	29,519	29,519	20,481	59%
8104 CONTINGENCY	16,162	16,162	0	0	0	0	16,162	0%
9103 TRANSFER TO C/P CO CONSTRUCTION FUND	1,284,000	1,284,000	1,284,000	0	1,284,000	1,284,000	0	100%
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	1,407,000	1,407,000	1,407,000	0	1,407,000	1,407,000	0	100%
Total Expenditures	3,647,398	3,682,393	3,129,191	73,827	3,129,191	3,203,017	479,376	87%

FY 2015 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of May 4, 2015)

Unit	Unit Name	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2408 CONTRACTED SERVICES	717,851.00	717,851.00	598,209.20	119,641.80	598,209.20	717,851.00	0.00	83.33
F252	Bayleaf FD	2408 CONTRACTED SERVICES	1,568,390.00	1,568,390.00	1,311,898.50	256,491.50	1,311,898.50	1,568,390.00	0.00	83.65
F253	Cary FD	2408 CONTRACTED SERVICES	74,765.00	74,765.00	74,764.72	0.02	74,764.72	74,764.74	0.26	100.00
F254	Durham Highway FD	2408 CONTRACTED SERVICES	755,394.00	755,394.00	629,495.00	125,899.00	629,495.00	755,394.00	0.00	83.33
F255	Eastern Wake FD	2408 CONTRACTED SERVICES	1,555,048.00	1,555,048.00	1,277,005.80	255,401.18	1,277,005.80	1,532,406.96	22,641.04	82.12
F256	Fairview FD	2408 CONTRACTED SERVICES	1,174,766.00	1,174,766.00	978,971.70	195,794.30	978,971.70	1,174,766.00	0.00	83.33
F258	Fuquay Varina FD	2408 CONTRACTED SERVICES	1,421,823.00	1,421,823.00	1,184,852.50	236,970.50	1,184,852.50	1,421,823.00	0.00	83.33
F259	Garner FD	2408 CONTRACTED SERVICES	1,689,738.00	1,689,738.00	1,408,115.00	281,823.00	1,408,115.00	1,689,738.00	0.00	83.33
F260	Holly Springs FD	2408 CONTRACTED SERVICES	585,277.00	585,277.00	487,730.80	97,546.20	487,730.80	585,277.00	0.00	83.33
F261	Hopkins FD	2408 CONTRACTED SERVICES	752,967.00	752,967.00	627,472.50	125,494.50	627,472.50	752,967.00	0.00	83.33
F262	Morrisville FD	2408 CONTRACTED SERVICES	831,306.00	831,306.00	692,755.00	138,551.00	692,755.00	831,306.00	0.00	83.33
F264	Rolesville FD	2408 CONTRACTED SERVICES	726,592.00	726,592.00	605,493.30	121,098.68	605,493.30	726,591.96	0.04	83.33
F265	Stony Hill FD	2408 CONTRACTED SERVICES	1,004,926.00	1,004,926.00	842,115.00	162,811.00	842,115.00	1,004,926.00	0.00	83.80
F266	Swift Creek FD	2408 CONTRACTED SERVICES	489,060.00	489,060.00	415,050.00	74,010.00	415,050.00	489,060.00	0.00	84.87
F267	Wake-New Hope FD	2408 CONTRACTED SERVICES	1,116,231.00	1,116,231.00	930,192.50	186,038.50	930,192.50	1,116,231.00	0.00	83.33
F268	Wake Forest FD	2408 CONTRACTED SERVICES	697,597.00	697,597.00	581,330.80	116,266.18	581,330.80	697,596.96	0.04	83.33
F269	Wendell FD	2408 CONTRACTED SERVICES	1,425,792.00	1,425,792.00	1,188,160.00	237,632.00	1,188,160.00	1,425,792.00	0.00	83.33
F270	Western Wake FD	2408 CONTRACTED SERVICES	524,834.00	524,834.00	437,361.86	87,472.34	437,361.86	524,834.00	0.00	83.33
F271	Zebulon FD	2408 CONTRACTED SERVICES	543,245.00	543,245.00	452,704.20	90,540.80	452,704.20	543,245.00	0.00	83.33

Report ID: FSR-CIP-0001 WAKE COUNTY Page: 1 of 1
 Last Run Date: 5/4/15 CIP Projects Budget vs. Actual (Including Pending Exp)
 For Fiscal Year(s) 2007 to 2015
 From FP: 2007.12 To FP: 2015.10

Fund: 4400 Fire CIP
 Department 84 Fire And Rescue CIP
 Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
020F	Fire-Bayleaf #1	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,785,051.99	\$4,982.50		\$3,790,034.49	\$158,478.60	\$158,478.60
020F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$569,455.41	\$29,910.59		\$599,366.00	\$184,982.00	\$184,982.00
050F	Wendell Fair Station, Fire Tax Port	8420V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00	\$0.00		\$2,200.00	\$347,800.00	\$347,800.00
057F	Fire Planned Facility Repairs	8420V0100	\$691,230.95	\$691,230.95	\$0.00	\$691,230.95	\$523,834.68	\$40,266.39		\$564,103.07	\$127,127.88	\$127,127.88
Total Division 8420 Fire Facilities			\$5,774,092.04	\$5,774,092.04	\$0.00	\$5,774,092.04	\$4,880,542.08	\$75,161.48		\$4,955,703.56	\$819,388.48	\$819,388.48

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCH	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$110,208.54	\$0.00		\$110,208.54	\$21,394.46	\$21,394.46
044F	TURNOUT GEAR	8430V0300	\$1,536,000.00	\$1,536,000.00	\$0.00	\$1,536,000.00	\$1,424,143.87	\$0.00		\$1,424,143.87	\$113,856.13	\$113,856.13
060F	Fire 800MHZ - Omnitalk Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$259,000.00	\$0.00		\$259,000.00	\$0.00	\$0.00
061F	Fire Air Bottle Replacement	8430V0300	\$291,000.00	\$291,000.00	\$0.00	\$291,000.00	\$19,301.80	\$0.00		\$19,301.80	\$271,698.20	\$271,698.20
062F	Fire Defibrillators	8430V0300	\$227,000.00	\$227,000.00	\$0.00	\$227,000.00	\$63,884.27	\$125.36		\$64,009.63	\$162,990.37	\$162,990.37
063F	Fire Thermal Imaging Cameras	8430V0300	\$262,000.00	\$262,000.00	\$0.00	\$262,000.00	\$190,160.72	\$17,370.00		\$207,530.72	\$54,469.28	\$54,469.28
066F	Fire SCBA's	8430V0300	\$461,000.00	\$461,000.00	\$0.00	\$461,000.00	\$204,411.53	\$0.00		\$204,411.53	\$256,588.47	\$256,588.47
070F	Fire Small Capital - FY14	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$137,518.74	\$0.00		\$137,518.74	\$12,481.26	\$12,481.26
071F	Fire Small Capital - FY15	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$81,502.79	\$0.00		\$81,502.79	\$68,497.21	\$68,497.21
Total Division 8430 Fire Fighting Equipment			\$3,469,603.00	\$3,469,603.00	\$0.00	\$3,469,603.00	\$2,490,132.26	\$17,495.36		\$2,507,627.62	\$961,975.38	\$961,975.38

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$103,192.82	\$103,192.82	\$0.00	\$103,192.82	\$3,553.00	\$0.00		\$3,553.00	\$99,639.82	\$99,639.82
056F	Fire Small Vehicles	8440V0100	\$431,371.04	\$437,243.08	(\$5,872.04)	\$431,371.04	\$279,557.80	\$5,005.00		\$284,562.80	\$146,808.24	\$152,679.28
067F	FY13 Large Apparatus - Rural	8440V0100	\$964,773.28	\$964,773.28	\$0.00	\$964,773.28	\$919,770.26	\$0.00		\$919,770.26	\$45,003.00	\$45,003.00
068F	FY13 Large Apparatus - Municipal	8440V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$229,897.78	\$0.00		\$229,897.78	\$0.00	\$0.00
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00		\$0.00	\$345,000.00	\$345,000.00
081F	FY14 Large Apparatus - Rural	8440V0100	\$1,587,526.00	\$1,587,526.00	\$1,487,000.00	\$1,587,526.00	\$786,420.00	\$801,105.00		\$1,587,526.00	\$0.00	(\$1,487,000.00)
082F	FY15 Large Apparatus - Municipal	8440V0100	\$440,000.00	\$440,000.00	\$0.00	\$440,000.00	\$0.00	\$0.00		\$0.00	\$440,000.00	\$440,000.00
083F	FY15 Large Apparatus - Rural	8440V0100	\$1,404,216.70	\$144,216.70	\$1,260,000.00	\$1,404,216.70	\$23,000.00	\$1,379,216.70		\$1,402,216.70	\$2,000.00	(\$1,258,000.00)
998F	Fire CIP - 2016 Installment Proceeds	8440V0100	\$0.00	\$1,260,000.00	(\$1,260,000.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$1,260,000.00
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$1,487,000.00	(\$1,487,000.00)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$1,487,000.00
Total Division 8440 Fire Apparatus			\$5,505,977.62	\$5,511,849.66	(\$5,872.04)	\$5,505,977.62	\$2,242,198.86	\$2,185,325.70		\$4,427,524.56	\$1,078,450.06	\$1,084,322.10

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenue	Actual Revenue to Date	Revenue (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Authority (actual balance)
095F	Fire Preventing Department - Debt	8490V0100	\$272,000.00	\$272,000.00	\$0.00	\$272,000.00	\$257,696.42	\$13,905.20		\$271,601.62	\$3,398.38	\$395.38
097F	Transfer to Debt Service Fund	8490V0100	\$20,904.36	\$20,904.36	\$0.00	\$20,904.36	\$20,904.36	\$0.00		\$20,904.36	\$0.00	\$0.00
098F	Garner Station #1 Interlocal Agreement	8490V0100	\$120,000.00	\$91,500.00	\$28,500.00	\$120,000.00	\$0.00	\$0.00		\$0.00	\$120,000.00	\$91,500.00
099F	Fire Capital Uncommitted	8490V0100	\$265,000.00	\$2,538,750.03	(\$2,273,750.03)	\$266,000.00	\$4.48	\$0.00		\$4.48	\$265,995.52	\$2,538,745.55
Total Division 8499 Fire Capital Uncommitted			\$678,904.36	\$2,923,154.39	(\$2,244,850.03)	\$678,904.36	\$278,601.26	\$13,905.20		\$292,513.46	\$388,390.90	\$2,630,640.93
Total Department 84 Fire And Rescue CIP			\$15,428,577.02	\$17,678,699.09	(\$2,250,122.07)	\$15,428,577.02	\$9,891,480.46	\$2,291,891.74		\$12,183,372.20	\$3,245,204.82	\$5,495,326.89
Total Fund: 4400 Fire CIP			\$15,428,577.02	\$17,678,699.09	(\$2,250,122.07)	\$15,428,577.02	\$9,891,480.46	\$2,291,891.74		\$12,183,372.20	\$3,245,204.82	\$5,495,326.89

CHAIR REPORT

None

FIRE SERVICES INTERIM DIRECTOR REPORT

None

OTHER BUSINESS

None.

PUBLIC COMMENTS

Hal Atkinson, President of the Bay Leaf Fire Department Board of Directors shared with the Fire Commission that the best resource that they have is compensation and he was speaking to them as a Board of Directors member from a Fire Department. He stated that it doesn't take a rocket scientist to figure this thing out all you have to do is write up on a board \$30,000 starting pay for the county and \$35,000 starting pay for Raleigh. He stated that the first thing that they did when they hired David Price (first full time person at a volunteer fire department) was look at Raleigh to determine the starting scale and they matched Raleigh because if they didn't they were going to train him and he was going to Raleigh. He stated that the firemen in this county put their bunker pants on exactly alike, they all train alike, and they all do a wonderful job. They are equal and he doesn't care where they are they do a good job. He stated that they were handicapped as a Board of Directors, Chief Pope is handicapped, we hire them, train them we send them to school, we pray with them an over them, and they do a good job. They get the experience and they are gone. He stated that when he hired Captain Price he was paid comparable to Raleigh and 20 years later they are bound by the Wake County guidelines and the Wake County guidelines are 15% below. He stated to the Fire Commission that we need your help; we need for you to be an advocate for them and get these things up. He stated that it was real simple because you have all the figures you need. He stated that all they need and nobody wants to say it; is that we need a Fire Tax increase.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, July 16, 2015

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, July 16, 2015, 7:00 PM, in the Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Todd Wright (West Region), Chris Perry (East Region Alternate), Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Judge Keith Gregory (Citizen/Consumer), Billy Myrick (Citizen Consumer), Bob Stagg (Citizen Consumer), Judge Michael Denning (Citizen/Consumer), and Matt Calabria (Wake County Commissioner).

The following members were absent: Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Lee Price (Firefighters Association President), Ricky Wright (Citizen Consumer), and John Burns (Wake County Commissioner).

The following County officials and staff were present: Fire Services Director Nick Campasano, Budget and Policy Analyst Michael James, Director of Training Ricky Dorsey, Interim Chief Deputy Fire Marshal Darrell Alford, Emergency Services Manager Demetric Potts, and Cliff Freeman (Fire Services).

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Bob Stagg, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Bob Stagg and Chief Chris Perry requested that the minutes be updated to reflect that Chief Rodney Privette and Bob Stagg were not in attendance at the May 14, 2015 Fire Commission meeting, as well as add the section on public comments. With the requested modifications to the minutes noted and upon motion of Chief Chris Perry and second by Bob Stagg, the Fire Commission unanimously approved the minutes from the May 14, 2015 meeting.

REGULAR AGENDA

NO ACTIONS ITEMS

INFORMATION AGENDA

FOLLOW- UP INFORMATION: STAFFING AND COMPENSATION COMMITTEE RECOMMENDATION TO INCREASE THE CURRENT 2008/2009 FIRE SERVICES PAY BAND MAXIMUMS BY TWO PERCENT

Budget and Policy Analyst Michael James reminded the Fire Commission of the proposal from the Staffing and Compensation Committee presented at the May meeting. He noted that there were some questions and information requested at the meeting so he was there to provide that information as well as try to answer any questions that you might have. Michael stated that before he got into the analysis he wanted to go over the data that was used and some of the assumptions that were made in the analysis and then he would get to the results.

Michael shared that that the salary data that was used came from each of the departments through their annual budget submissions so it may not exactly align with actual salary expenditures. Also, some of the employees had titles that were slightly different from the pay band titles, so a decision was made to place those employees in the classifications that made the most sense. He stated that we also assumed a 3% merit increase for each year of the out years. Michael stated that Cary Fire Department wasn't included in the analysis because our contract with them is on a per call basis; Swift Creek and Western Wake were also not included because we only give them part-time temporary salaries.

Michael referenced page 10 in the Fire Commission Agenda Packet, which identified what a 2% increase would be and who would be impacted. He stated that Table 1 included all the municipal departments and Table 2 excludes the municipal departments, and he shared that even if the band was increased by 2% there would still be people above the new maximum of the band.

Table 1

Under Proposed Maximum Pay Band			
<i>Includes Municipal Departments</i>			
Pay Band Title	# Above Max (FY 2016)	# Above Max (FY 2017)	# Above Max (FY 2018)
Administrative Assistant I	6	6	7
Executive Secretary	1	1	1
Probationary Firefighter	0	0	0
Firefighter	9	15	25
Driver-Operator	13	15	18
Lieutenant	2	6	10
Captain	5	12	16
District Chief	8	10	12
Chief	7	7	7
Totals	51	72	96

Table 2

Under Proposed Maximum Pay Band			
<i>Excludes Municipal Departments</i>			
Pay Band Title	# Above Max (FY 2016)	# Above Max (FY 2017)	# Above Max (FY 2018)
Administrative Assistant I	2	2	2
Executive Secretary	1	1	1
Probationary Firefighter	0	0	0
Firefighter	0	0	3
Driver-Operator	0	0	0
Lieutenant	0	0	0
Captain	3	5	7
District Chief	1	3	5
Chief	4	4	4
Totals	11	15	22

Michael shared that the next question that we looked at was what the pay bands would have to be if we were trying to get the maximums back to zero. He stated that this was shown in Table 3.

Table 3

Title	Current Pay Plan			Proposal	Maximum Needed*			Increase Needed		
	Minimum	Midpoint	Maximum	2 % Max Increase	FY 2016	FY 2017	FY 2018	FY 2016	FY 2017	FY 2018
Administrative Assistant I	23,625	31,500	39,375	40,163	49,400	50,900	52,400	10,025	11,525	13,025
Executive Secretary	26,250	35,000	43,750	44,625	50,600	52,100	53,700	6,850	8,350	9,950
Probationary Firefighter	27,600	34,500	41,400	42,228	41,400	41,400	41,400	-	-	-
Firefighter	30,400	38,000	45,600	46,512	45,600	45,600	46,700	-	-	1,100
Driver-Operator	35,600	44,500	53,400	54,468	53,400	55,000	56,600	-	1,600	3,200
Lieutenant	38,400	48,000	57,600	58,752	57,600	57,600	57,600	-	-	-
Captain	44,800	56,000	67,200	68,544	72,200	74,300	76,600	5,000	7,100	9,400
District Chief	51,200	64,000	76,800	78,336	85,900	88,500	91,100	9,100	11,700	14,300
Chief	61,400	76,750	92,100	93,942	102,300	105,400	108,600	10,200	13,300	16,500

Michael stated that he wanted to be clear that this wasn't a staff recommendation it was provided just to give some perspective on where we are at right now, if you really wanted to get those numbers on Table 2 back to zero this is what you would have to do. Also, he stated that the numbers in Table 3 excludes all the municipals because they are not subject to our Compensation Guidelines.

Michael stated that there was a question about the fiscal impacts for raising the maximums of the pay bands. He commented that as stated at the May meeting raising the maximum bands will not have an additional fiscal impact beyond what is provided in annual merit increases; merit increases are budgeted as salary increases. Increasing the maximum band would only change how the increases are counted for the purposes of future retirement compensation. Finally he completed the presentation by sharing that Wake County Human Resources would be conducting a compensation study for the Fire Tax District later this year.

Commission Chair Lucius Jones asked if the County would be conducting a study and then they would bring back a recommendation to the Fire Commission for all positions. Michael stated that was his understanding that this would be a comprehensive study similar to what had been done in the past.

Director Campasano stated that when we had our meeting with the Manager's Office and representatives from Human Resources they stated it is really not the correct way to correct these issues. It is much better to look at the entire compensation rate, do the market analysis and then correct all of the positions at once. Along with the market analysis will be the identification of positions that currently don't exist in the County's positions. Director Campasano shared that we actually have a meeting tomorrow with the Chair of the Compensation and Staffing Committee, and Elaine Barnes the new Recruitment, Classification and Compensation Manager so we can get an idea of how we are going to move forward. Director Campasano stated that the information that HR requested should be in, we had asked the Compensation and Staffing Committee to have that information in by August 7th, and the study should be going out right after that, with the analysis and results coming back in September, and hopefully a recommendation to the Board of County Commissioners in October.

Commission Chair Lucius Jones stated that he didn't see a problem with that plan, and Commission Vice Chair Billy Myrick agreed. Chief Wright stated that he wanted to make sure that everyone was aware that if they didn't act on this that everyone that was at the top of the band would receive a one-time bonus instead of a merit. Chair Lucius Jones asked the Commission Members if they wanted to table making a decision until after the Market Survey and look at the overall picture and recommend changes at that time. Director Campasano stated that before they left this topic there was a separate sheet that they have in your packets that is a list of representative fire departments that the market analysis will include and the Manager's office asked that the Commission Members review this and provide any input or accept this if you feel that it is a good representative list.

Commission Chair Lucius Jones stated that he sees cities and towns on the list, but when we are looking at the funding mechanisms we are looking at funding the non-profits departments and more than half of them are not affiliated with municipalities. So couldn't all these salary comparisons wind up being cities and wouldn't that skew our numbers? Chief Pope stated that was where they were losing all their people to, and Chief Wright stated that because of that he recommends that Cary and Raleigh be added. Commission Chair Lucius Jones added that the unincorporated areas are shrinking and more growth is occurring in the municipalities and he is unsure how we will balance that formula, perhaps the municipalities will need to pay more and the County less. Commissioner Matt Calabria stated that he thinks there is an interest and an appetite for taking a fresh look at the whole scheme and try to understand what the issues are, what the best practices are and how best to structure this. He thinks that we have an opportunity for a lot of folks to look at it with open eyes. He thinks the work that we are doing is very helpful, doing the research doesn't guarantee a certain result, but the only way to get a better result is to do the research. He stated that he speaks for 1/7th of the Board but his sense is that once the appropriate information is queued up they were ready to look at it.

POST INCIDENT REVIEW

Ricky Dorsey, Fire Services Training Director reported that there were 5 Post Incident Reviews conducted from July 1, 2014 – June 30, 2015. One Post Incident Review for Bay Leaf, Garner, Holly Springs, and two for Fuquay-Varina Fire Departments. Training Director Dorsey shared the following Trending Discussions:

1. CAD is not currently able to identify dependable resources when staffing has been depleted already. The resource may be showing in service, but there are no available personnel for the unit.

2. Identify ways to dispatch elliptical tankers and pumper tankers as they have different capabilities.
3. There should be more mutual-aid training with each other to better prepare for large dwelling fires.
4. Medical rehab at incidents is going very well.
5. Rural Water Supply Challenges – large structures in non-hydrated areas
6. Companies are working well with each other
7. Accountability is going well overall on incidents
8. Transitional Fire Attack is being used more frequently with good results Civilian fatalities in low income situations – agencies were not able to make successful rescues due to late notifications and high heat conditions.

FIRE TAX DISTRICT FINANCIAL REPORT

Emergency Services Manager Demetric Potts provided the following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

STANDING COMMITTEE UPDATES

Budget Committee:

Emergency Services Manager Demetric Potts provided the following summary of the Wake County Board of Commissioners adopted Fire Tax Budget Committee and Staff recommended Fiscal Year 2016 Operating Budget and Fiscal Year 2016 – 2022 Fire CIP:

Operative Policy Assumptions

- The single fire tax district created by the Board of Commissioners in 1999 should fund the full cost of fire service to residents of district, which contains all unincorporated areas as well as the Town of Wendell.
- When the County assumes the role of fiscal agent for Countywide public safety projects or operations, the Fire Tax District should be treated the same as municipal fire departments for the purposes of cost allocation.
- The Fire Tax District Budget should be balanced, sustainable, and reflect the priorities of the Board of Commissioners as advised by the Fire Commission.

Operating Budget Assumptions

- Use of Fund Balance: \$673,220
- Sustainability through FY18, given base assumptions
- The FY 2016 Base Budget reflects:
 - FY 2015 Adopted Budget plus Annualization of Merit for FY16 Allocated to Regular Salaries, FICA, Retirement, 401(k)
 - Overtime Held Constant with FY15
 - Part-time Held Constant with FY15
 - Wake Forest Board Compensation Held Constant with FY15
 - Health Insurance 20% Growth
 - Longevity, Life Insurance, Dental, Worker's Comp, Unemployment Comp, Volunteer Comp, State Pension, Long-term Disability taken from Department Submissions
 - Merit of 3% Added (Final To Be Determined)
- Assume same department revenue as FY15

Suspension of Sustainability Policy

- The FY 16 Budget temporarily suspends the Fire Commission's 5-year fund balance sustainability policy. The fund is currently projected to be sustainable through FY 2018 (3 years). In FY 2019, the ending fund balance is projected to dip below the goal of 16% of the subsequent year's operating budget.

Fire CIP (Approved by unanimous vote of the Budget Committee)

- Use of Uncommitted Funds: \$1,060,593
- FY16 projected to end at \$2,179,015
- Wendell Falls: Maintains funding for Wendell Falls acquisition in FY 17 in alignment with EMS County CIP; Prior Year Appropriation of \$350,000 - \$347,800 remains
- Bay leaf Rescue Truck: Includes the acquisition of Bay leaf Rescue 36 in FY 16 via cash with debt financing to reimburse CIP in FY 17 with other debt financings
- Defibrillators: Suspends Department acquisitions of FY 15 funded defibrillators to join the EMS RFP pricing; Equipment committee will identify a plan to replace defibs

Communications Committee:

Chief Chris Perry provided the following update for the Communications Committee:

The Communication Committee was formed as part of the Fire Commission's Committee restructuring in the end of 2014. The purpose of this committee is to address communications-related issues including, but not limited to, dispatch, radio, and the use of these systems. The committee consists of the appointed members by the Commission and non-voting attendees, including Raleigh-Wake Emergency Communications Center (RWECC) staff.

Since being formed, some of the significant activities of the committee and/or committee members include:

- Attend bi-monthly meetings with RWECC staff to identify and work through issue resolution
- Provided input and guidance relative to a new version of Emergency Fire Dispatch, which guide the dispatch of fire department units based on questions asked of 9-1-1 callers. This implementation also reduced call processing time on structure fires.
- Development of a radio programming template to be used as a basis for all county fire departments in recent reprogramming project.
- Provide input to RWECC staff on fire department-related dispatch protocol clarifications/changes
- Provide input on various selection committees, i.e. radio replacement consultant and CAD Administrator
- Provide input on projects to improve radio interoperability with other jurisdictions, especially out-of-county agencies.
- Participating in CAD replacement project, including service on Core CAD committee, attendance at vendor technology fair demonstrations, and one-on-one consultant interview sessions.

Some items on our horizon and "to-do" list include:

- Continue to provide input on the CAD replacement RFP, selection, and implementation
- Continue to provide input on the radio replacement RFP, selection, and implementation
- Research and develop a strategy to place CAD-capable devices in more fire vehicles, as determined appropriate. This could include mobile computer terminals, or some type of tablet device. These devices would provide CAD information to responding units.

Compensation and Staffing Committee:

Chief Tim Herman provided the following update for the Compensation and Staffing Committee:

The Compensation/Staffing Committee had its first meeting as a combined committee of the both the Compensation Committee and Staffing Committee on 1/28/2015. This newly formed committee has two main focuses for the current year: 1) Update the current Compensation Guidelines that were created in 2003, last updated in 2012, and 2) Work with Wake County Human Resources on providing the Fire Commission with an updated Market Survey for FY17.

- 1) We have updated over half of the Compensation Guidelines and are projected to have a draft version available for the Fire Commission to review in the fall of 2015.
- 2) Wake County HR is in the process of hiring the person that will assist the committee conduct the latest Market Survey which should be available to the Fire Commission in the late fall of 2015.

CHAIR REPORT

None

FIRE SERVICES INTERIM DIRECTOR REPORT

Director Campasano stated that he would like to take an opportunity to thank the Fire Services staff; he has not worked with such a great group of professionals. He stated that in addition to doing their jobs they have been baby-sitting him, feeding him information so he would like to thank all of them, they have been doing a fantastic job. He stated that he would like to thank all the Fire Chiefs in the County who have been very welcoming, inviting him into their stations and leading him by the hand to try to fill in that historical gap that he has in knowledge.

Director Campasano stated that the report that he has will be brief because we had covered some of the items. He wanted to talk about some of the major initiatives that former Director Wright had started prior to his departure. One of those being the Cost Share Analysis that the Commission had previously voted to approve and there was one element still outstanding which was the data source for the service demand piece. There were some discrepancies in what was posted in the report versus the reality of the break down in responses. He stated that we had recently had a meeting on July 9th with the Cost Share Committee; our County GIS printed up some maps for each of the eight cost share departments utilizing the Computer Aided Dispatch (CAD) data highlighting the 2013 & 2014 call response within the municipal boundaries as well as the rural area. So we were able to identify where those discrepancies would be, and the Committee agreed on utilizing the CAD data as a source, so the Committee did vote to recommend to the Fire Commission that the CAD data be used as the source for the information for the service demand. Director Campasano stated that there are some identified deficiencies there, such as if your fire department is responding to a highway CAD will typically default to for example if the call is between two intersections / two ramps depending on where that call is CAD is going to default to the nearest intersection. So if you have repetitive calls on the highway it could incorrectly show that all of those calls are in the municipal district simply because that was the closets intersection. So we have identified that that happens. What we will now be doing is going through and looking at how often does this happen, and coming up with a vehicle so that when these formulas are put into effect the municipalities have an opportunity to review the data and then validate it. So that if there are any discrepancies in the data the municipalities will have an opportunity to appeal that data before the final rates are set.

Director Campasano stated that the other item that the Committee voted on was to recommend implementation of the Cost Share Formula for the next Fiscal Year 2017 budget. What County Fire Services will be doing in conjunction with that committee is coming up with some strategies for that implementation. He stated that initially he thinks the Cost Share Formula was part of the entire budget reset package, so that's a strategy, holding off until that entire formula is done. So we will come back to the Fire Commission with some strategies as action items in September so you can make some informed decisions. Talking about that whole budget reset, cost share, and standards of cover is just two of many measures that were laid out to achieve that budget reset. Among some being the analysis of health care benefit options which we need to look at, can we reduce the health care costs for all the fire departments and what vehicle would that look like. The personnel compensation study which is underway, so there is more than just the cost share formula, more than just the standards of cover, it was presented as best as he could see as a reset package.

Director Campasano also shared that Fire Services staff had been working on developing a process flow for vehicle purchases purchasing large as well as administrative vehicles, so we are trying to

come up with a standardized document to streamline that process so that all the departments that are receiving vehicles will know exactly what steps to follow. On July 30th we will have a meeting with the Apparatus Committee as well as Wake County Finance Procurement so that they can go over all of the legal requirements, and we are hoping to roll out the actual process in early to mid-August. So we will be bringing in all the departments that will be purchasing apparatus this year and going over the process giving them all the documents and then starting that purchasing process.

Director Campasano stated that as a final point one of the things that he has heard from many of the Fire Chiefs from the various departments is the communication piece or lack of communication, the ability for committees to share their information with Fire Services, as well as between each other. So what the staff has done is gone and began working with Wake County Technology Department and we have developed a Share Point Site, which if you are not familiar with that it looks like a Web Site, and there will be a main Share Point Site for the Fire Commission, we will have areas for you to post your agendas, post your minutes. There will be a comprehensive calendar, and each of the committees will have their own page they can put up a project. For example, the analysis of health care benefits, the Compensation and Staffing Committee can post that as a project, set their deadlines, set their meetings and all there meeting dates will go back to that main calendar on the main Fire Commission page, and then they can track their progress, you can track their progress, you will be able to go to one site to look at all the various committees. We are hoping to roll this out in mid to late August and we are hoping that now we will have a vehicle to increase that communication and kind of add some urgency and efficiency to the committees work, because if we are going to meet the reset items it is going to take all these committees to work effectively and efficiently as possible.

Bob Stagg commented that there has been discussion both on and off line from some of the Fire Chiefs in here as well as Raleigh, and the Sheriff about communications within buildings, and talk about the expansion of BDAs. Is that still being discussed or has that turned into a dead project? Director Campasano stated that he could not answer that question because he had not attended any of the 800 MHz radio meetings so he doesn't know where that stands. Chief Perry added that there has been a lot of discussion but very little action. He stated that there are several strategies that they are looking at such as code enforcement in terms of introducing some language in some of the fire code versions to give a mechanism to make some things happen, and some other strategies as well but that is such a big item for them right now.

OTHER BUSINESS

None.

PUBLIC COMMENTS

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, November 19, 2015

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 19, 2015, 7:00 PM, in Room 100 A Corporate Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Chief Todd Wright (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Judge Michael Denning (Citizen/Consumer), Matt Calabria (Wake County Commissioner), and Chief Tim Pope (North Region).

The following members were absent: Chief Tony Mauldin (South Region), Chief Garland Johnston (West Region Alternate), Chris Perry (East Region Alternate), Judge Keith Gregory (Citizen/Consumer), and John Burns (Wake County Commissioner).

The following County officials and staff were present: Fire Services Director Nick Campasano, Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, Emergency Services Manager Demetric Potts, and Logistics Manager Grant Vick.

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Lee Price and second by Bob Stagg, the Fire Commission unanimously approved the Minutes of the July 16, 2015 Regular Meeting.

REGULAR AGENDA

CONSIDER APPARATUS COMMITTEE RECOMMENDATION TO AMEND APPARATUS POLICY REGARDING THE PURCHASE OF ADMINISTRATIVE VEHICLE

Chief Frank Woods informed the Fire Commission that the Apparatus Committee was recommending that the Apparatus Policy be amended to reflect the following changes:

- Every administrative vehicle will be purchased through Wake County General Services Administration (WC GSA) to ensure utilization of State Contract pricing. Each Department identified to have an administration vehicle to be replaced will go through the apparatus committee to get a copy of the particular type of vehicle that may be on state contract to meet their needs and submit the appropriate paperwork through the committee to Wake County Fire Services Department staff who will forward the appropriately executed paperwork to WC GSA for purchasing. When WC GSA receives the vehicle, and completes the required documentation for registration, the department will be notified for pick-up.
- All vehicles titled to Wake County per N.C. General Statute 14-250 shall be marked with the county seal (logo) that is a minimum of 8 inches. The county logo shall be affixed to the sides of vehicles, logo shall be centered in height on the panel that it is being affixed to, and be clearly visible when the vehicle is operational. The color shall either be the county color scheme of Kobalt and Copper, solid Red or solid White. Wake County GSA will affix the logo prior to the vehicle leaving GSA.
- All graphics and equipment transfer/purchases, with the exception of the county logo will be at the discretion of the Department. Reimbursement will be in accordance with the current policy approved by the Fire Commission.

Upon motion of Bob Stagg and second by Ricky Wright, the Fire Commission unanimously approved the amendment to the Apparatus Policy regarding the purchase of administration vehicles.

CONSIDER APPROVAL OF CALENDAR YEAR 2016 MEETING DATES

Emergency Services Manager Demetric Potts requested that the Fire Commission approve the calendar year 2016 meeting dates as proposed.

Day	Date	Time
Thursday	January 21, 2016	7:00 PM
Thursday	March 17, 2016	7:00 PM
Thursday *****	May 19, 2016	7:00 PM
Thursday	July 21, 2016	7:00 PM
Thursday	September 15, 2016	7:00 PM
Thursday	November 17, 2016	7:00 PM

Upon motion of Billy Myrick and second by Chief David Price , the Fire Commission unanimously approved the calendar year 2016 meeting dates.

CONSIDER APPOINTMENT OF CITIZEN / CONSUMER FOR FIRE COMMISSION BUDGET COMMITTEE

Emergency Services Manager Demetric Potts informed the Fire Commission that the Fire Tax Budget Committee consists of 4 Fire Service Regional representatives as well as 4 alternates, and 3 Citizen/Consumer representatives. The current Citizen/Consumers on the Fire Tax Budget Committee are Mr. Billy Myrick, and Mr. Ricky Wright. He stated that the FY 2017 Budget process is set to begin in January 2016, and it is being requested that the third Citizen/Consumer be appointed prior to the start of the process.

After discussion Fire Commission Chair Lucius Jones stated that he would be prepared to appoint a Citizen Consumer to the Fire Tax Budget Committee at the January Fire Commission meeting.

INFORMATION AGENDA

REVIEW OF EASTERN WAKE FIRE RESCUE FUND BALANCE

Chief David Cates shared with the Fire Commission members that at the November 2013 meeting of the Fire Commission Eastern Wake Fire & Rescue, Inc. made a request to utilize \$60,000 of its fund balance to provide Personal Firefighter Physicals, to purchase an all-terrain utility vehicle & trailer, and to upgrade rescue service levels. He stated that this request was part of a larger request submitted to then Assistant County Manager Joe Durham in his capacity as acting Fire Services Director to utilize \$118,870 for the above stated expenditures as well as to make station repairs & improvements, purchase Personal Protective Equipment, and to acquire essential equipment. Chief Cates stated that Eastern Wake Fire & Rescue completed the project as stated. Total cost of the project after sales tax reimbursement was \$118,453.67. He shared that in the process the department was certified by the North Carolina Association of Rescue and EMS, Inc. as a provider of Heavy Rescue Services as well as Agricultural Rescue Services.

FINANCE AND FIRE APPARATUS OVERVIEW

Emergency Services Manager Demetric Potts shared with the Fire Commission that the Apparatus Committee and Fire Services Staff met with Wake County Finance to receive an overview of financial policies and procedures for apparatus purchases. He stated that Wake County Finance provided information / guidance that related to the Local Government Budget and Fiscal Control Act (NCGS 159). They discussed Fiscal Control, Duties of the Finance Officer, Accounting System and Encumbrance Accounting, Incurring Obligations and pre-audit certificates, and Annual Reporting Requirements. They discussed Procurement practices and the Finance Department Procurement Division's roll in purchasing. Demetric shared that they ended the overview with discussing the expectations and procedures for purchasing and financing fire apparatus. Finally, he stated that the full presentation received from Wake County Finance was included in the Fire Commission Agenda Packet.

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James provided the following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

FY 2017 FIRE TAX BUDGET UPDATE

Budget and Management Analyst Michael James shared the proposed FY 2017 Fire Tax Budget Calendar with the Fire Commission.

Wake County Fire Tax District FY 2017 Budget Calendar		
Date	Event	Description
December 7, 2015	Budget Request Forms Distributed to Departments	
December-January	Preliminary Meeting with County Manager's Office	Update on prior year audited actuals, first revenue projection, upcoming budget process, etc.
January 29, 2016	Budget requests due to Wake County	
February 10th-February 24th	Meet with Individual Departments	Address questions related to budget requests
February 10th- March 1st	Meet with Fire Commission Committees	Meet with Equipment and Apparatus Committees
March 16, 2016	Budget Committee Work Session	Review Model- Revenue Projections
March 23, 2016	Budget Committee Work Session	Review Model-Expenditures, Expansion Requests
March 23-30, 2016	County Staff Prepares Recommended Budget	
March 30, 2016	Budget Committee Meeting	Staff Presents Recommended Budget to Committee
April 6, 2016	Reserve Date	Contingency Date
April 13, 2016	Reserve Date	Contingency Date
Late April	Meetings with County Manager's Office	County Staff, Budget Committee meet with County Manager's Office to discuss budget recommendations
May 12, 2016	Fire Commission Meeting	Budget Presentation(s) & Recommendation(s)
May 16, 2016	County Manager Presents Rec'd Budget to BoCC	
June 6, 2016	Public Hearings on Budget	
June 13, 2016	BoCC Budget Work Session	
June 20, 2016	BoCC - Adoption of FY 2017 Fire Tax District Operating & Capital Budgets	

SHARE POINT OVERVIEW

Fire Services Director Nick Campasano stated that at the last Commission meeting we discussed that we were looking to develop a site that the Fire Commission and all the Standing Committees could utilize for improved communications. He stated that this is the beginning of that Share Point site and it would be set up so minutes, agendas, documents, calendars, tasks and projects could be shared on the site so that anyone looking for the updated Staffing and Compensation Policy, they could go to the site and it would be on the Staffing and Compensation Sub-Committee page on the site. If you were looking for Apparatus Committee documents, those documents would be on the Apparatus Sub-Committee page on the site, etc. Director Campasano stated that we used the Budget Sub-Committee page for tonight's demonstration. Director Campasano introduced Logistics Manager Grant Vick as the Fire Services Department Share Point expert. Grant began a demonstration in reference to the various functions and utilizations of the Share Point site.

STANDING COMMITTEE UPDATES

Equipment Committee:

Chief David Price provided the following update regarding the activities of the Equipment Committee:

As part of the FY16 Budget Process, the Fire Commission approved the purchase of replacement defibrillators to meet the FY15 and FY16 replacement plans. The total budgeted amount including FY15's budget was \$139,254. Those units have been ordered at a cost of \$60,979 and should be received soon

Additionally, two municipal cost share agencies that had not participated in the program in the past, Holly Springs and Morrisville, have expressed their interest in doing so. With their participation, all contracted agencies would have defibrillators that are consistent with the vendor selected by Wake County EMS. This would facilitate total interoperability between our units and the units carried by EMS. Cost savings would be realized by being able to purchase supplies at a discount from the contract.

There would be a total of 12 additional units purchased by these cost share agencies. The total Fire Tax District portion requested is \$6,491. The remaining funds will be provided by the municipality.

The Fire Commission's Equipment Committee approves this request and recommends the plan to the Wake County Fire Commission.

Upon motion of Billy Myrick and second by Chief Rodney Privette, the Fire Commission unanimously approved the purchase of 12 additional defibrillators for Holly Springs and Morrisville cost share departments.

Compensation and Staffing Committee:

Chief Tim Herman provided the following update regarding the activities of the Staffing and Compensation Committee:

At the July 31, 2015 meeting the Compensation and Staffing Committee considered a request from Fairview Fire department regarding a staffing structure change that would create new positions. Chief Price presented the request in which he stated that this change would not require additional funding within their current budget. The Compensation and Staffing Committee approved the request from Fairview Fire Department as it pertained to the scope of the Committee's guidelines. It was noted that Fairview Fire Department would need to provide additional budget, personnel/staffing information to Wake County Fire Services for review and evaluation.

The Compensation and Staffing Committee received and reviewed a requested staffing structure change from Zebulon Fire Department for information purposes only. Zebulon Fire Department is not required to follow the Wake County Compensation Guidelines because they are bound by the Town of Zebulon personnel policies and procedures.

The Compensation and Staffing Committee continued work on the Compensation Guideline Revisions. Wake County Human Resources, Fire Services staff, and the Committee will be working to resolve outstanding questions in an effort to bring the revision to completion. It is anticipated that the revision will be completed within the next 2 months.

It was anticipated that Wake County Human Resources would begin the market survey sometime around August 7, 2015. Once complete the Committee would report out to the Fire Commission and Wake County Fire personnel (Fire Departments) the results.

At the October 30, 2015 meeting the Compensation and Staffing Committee approved a staffing structure change that was requested by the Wendell Fire Department. This change will make (1) existing administration captain a district chief at no additional funds (position reclassification). Wake County Fire Services staff also approved this change as long as the person meets the required certifications and experience. See attached request and justification from Wendell FD.

Discussed the position vacancies within county fire departments during the past year, a survey was conducted to gather this information in an effort to justify to need to implement an increase in the Wake County Fire pay bands.

The committee worked on the revision of the Wake County Compensation Guidelines, waiting on a few more items from Wake County HR, to include the market survey. Market survey results are in, waiting on the final document from Wake County HR.

Budget Committee:

Emergency Services Manager Demetric Potts provided the following update regarding the activities of the Budget Committee:

At the October 13, 2015 meeting the Budget Committee considered the following request:

- ZEBULON FIRE DEPARTMENT REQUEST FOR EMERGENCY FUNDING FOR REPLACEMENT OF AN HVAC

Chief Perry stated that the request that he has before the Budget Committee today, as some of you may recall in the FY 14/15 budgeting process our department requested replacement of the HVAC unit due to it being at the end of its life cycle, that budget was approved at the option of the cost share proportion that went with it, however the Town did not fund its portion of that project, and so for lack of a better term the project died. Essentially to use his terms they forfeited County funds with not having the Town's portion of the funds. It was their intent of trying to get a couple more years out of it, and to try to come back to get the replacement a couple of years later. As things happen, that unit has now failed and their HVAC service contractors have advised that it is not cost effective to repair so they are looking at replacement of that unit which is an unbudgeted expense on either side of the cost share equation.

Chief Perry stated that the project cost is estimated at \$9,240 which does include a 10% contingency that the Town includes. The quote for the work is less than then that, but that is the total amount of funding that the Town is anticipating involving that contingency. Chief Perry shared that the actual quote for the work was \$8,400. Chief Perry stated that they went to the Facilities Committee first and asked for emergency funding for the cost share portion of that project, but he was informed that the Facilities Committee had already distributed the funds that were budgeted to them, so they referred them to the Budget Committee. Chief Perry stated that what they are asking for today is for them to consider an emergency funding request for 50% of the actual cost not to exceed \$4,620.

Chief Woods asked where the funds would come from. Emergency Service Manager Demetric Potts stated that with consideration that the funds weren't budgeted the first option would be to look for the funding within the existing appropriation. Chief Woods stated fund balance. Demetric stated that Uncommitted Funds would be a second option.

Director Campasano added that it is the hope that the other projects that have been funded will come in under budget, which some of them have and are projected to come in under budget there may be dollars remaining to be able to fund the request. To fund the project we would need to be able to show sufficient savings to fund the County cost share portion.

Upon motion of Chief Tim Pope and second by Chief Frank Woods the Budget Committee unanimously approved the emergency funding request for the replacement of the Zebulon Fire Department HVAC at the 50% cost share.

- FAIRVIEW FIRE DEPARTMENT REQUEST FOR REVIEW AND APPROVAL TO MAKE ADJUSTMENTS TO THEIR CURRENT STAFFING STRUCTURE

Chief Price shared that on July 31, 2015 the Compensation and Staffing Committee considered a request from Fairview Fire department regarding a staffing structure change that would create new positions. Chief Price presented the request in which he stated that this change would not require additional funding within their current budget. The Compensation and Staffing Committee approved the request from Fairview Fire Department as it pertained to the scope of the Committee's guidelines. It was noted that Fairview Fire Department would need to provide additional budget, personnel/staffing information to Wake County Fire Services for review and evaluation.

Fairview Fire Department provided documentation to demonstrate how they could fund the proposed staffing structure change within their FY 2016 budget appropriation. Wake County Fire Services staff reviewed the documentation and advised Chief Price, and Mike Hess, President, Fairview Fire Department Board of Directors that the staffing structure change as presented could only be supported for FY 2016. Both Chief Price and Mike Hess were informed that a permanent staffing structure change would require a personnel expansion request for support approval by the Fire Commission Budget Committee, and the Wake County Fire Commission.

After discussion and upon motion by Chief Pope and second by Chief Poole the Budget Committee voted unanimously to table the Fairview Fire Department request for review and approval to make adjustments to their current staffing structure.

- FUQUAY-VARINA FIRE DEPARTMENT REQUEST TO RECALCULATION OF COST SHARE FUNDING FOR THEIR RESCUE VEHICLE PURCHASE

Assistant Chief Jim Jones stated that their Rescue Truck was scheduled for replacement in this current fiscal year, and they started work on this project right after the budget started in July and they were operating at that time under the premise that their cap amount was \$420,000. They continued to work with meeting several vendors going through their spec process. He stated that in October they verified with Chief Woods that the cap was \$420,000, which at 47% of the cost share for Fuquay-Varina the County responsibility would be \$197,400. He stated that it was verified again on October 10th that that was the amount that was agreed upon so that was that was what they were working with. So the first meeting in January with the Town of Fuquay-Varina Board their internal Committee had come to a decision of what they wanted, they had worked out the final spec process, and had agreed to essentially piggyback the County on the same contract Fairview & New Hope Fire Departments had used in January with a final cost of \$420,799 with the Boards understanding that anything over \$420,000 they assumed 100% of the responsibility. The Town accepted the fact that they would assume the responsibility of the \$799.

Assistant Chief Jones stated that in March they were notified by Chief Woods and Demetric Potts that the cap amount was \$409,840 and that was an amount that was calculated based off some information that they received from Spartan which is the company that they went through, that they used some percentages of some increase based on the cap used for

Fairview & Wake New Hope Fire Departments purchase. Assistant Chief Jones stated that by the point they had already signed the contract based on the cap amount they were working with and the Board of Fuquay-Varina had already approved so they were kind of at a loss at that point. So what they are requesting is the 47% of the \$420,000 cap amount that they were originally working with.

Budget Committee Chair Billy Myrick asked how this error came about. Emergency Services Manager Demetric Potts stated that he would respond on behalf of Fire Services. He stated that when Chief Mauldin and Assistant Chief Jones presented the paperwork for the Funding Agreement he understood that it was to be based on the Bid from FY 2013 which was the Spartan Bid in which Fairview and Wake New Hope made their purchase so he asked the question why are cost differences incorrect. We were basing our numbers on the cap price of \$376,000, and from the email exchange with Chief Woods he indicated that according to Spartan there was an increase based on that Bid which had expired at the time they had made the order. There was a 9% increase in the cost of the vehicle so he did the recalculation based on the $\$376,000 * 1.09$, which is why he had informed them that as part of the Funding Agreement the Fire Tax District would fund its cost share portion of \$409,840. He stated that later it was brought to his attention that there had been some other exchanges with the Apparatus Committee and their department on what they were working with, the \$420,000, which is why we were there today to reconcile that and get this committee to OK the additional cost differential which is roughly \$5,000.

Upon motion of Chief Poole and second by Chief Pope the Budget committee voted unanimously to recommend funding the Fire Tax cost share portion of \$197,400 for the Fuquay-Varina Rescue Truck.

CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

Commissioner Matt Calabria requested that Director Campasano talk about the timing of the completion of all the various studies and analyses that the County is doing and how that may prime us for a decision come the 2016 2017 budget cycle. Director Campasano stated that he had in his report to go over all the various initiatives. He stated that as you know the County Commissioners on November 2nd adopted their goals, and there were a set of Public Safety goals included in those documents, and specifically there were initiatives to complete the Cost Share Methodology, Staffing and Deployment, Standard of Cover Initiatives, look at interoperability and communications in buildings (bi-directional amplifiers), initiatives to develop and maintain long term physical and psychological well-being, addressing those unique employee assistance programs that first responders need versus your standard employee; develop strategies to increase public safety recruitment and retention that goes right to the heart of that compensation initiative to make sure that we are paying our firefighters the market wage and retaining them because we all know that it is difficult to keep hiring firefighters, train them, outfit them and two years or three years later they leave. Finally, we want to also look at implementing best practices for volunteer recruiting for the organizations in the fire service.

Director Campasano stated that these appear to be lofty goals, but they are not goals to just put on the shelf. He mentioned that the Senior Leadership of the County met today that they have a schedule, and starting in February the County Commissioners will receive quarterly updates.

They are going to be held feet to the fire to make sure these initiatives are accomplished. And getting back directly to the Commissioners question, the staffing and deployment, the compensation, and cost share studies, we are looking to complete them before the budget process. Director Campasano stated that we could complete the compensation study today, but it would not go into effect until next budget year. So we are in line to get the compensation market analysis completed for FY 2017. That is our goal and he was sure the Commissioners would be calling him if we are not ready to do that. Those two initiatives, cost share, and market analysis we are looking to complete those before the budget process.

Director Campasano stated that he would also like to provide some updates on other projects that the department was working on. He noted that the staffing and deployment study was ongoing prior to his arrival and we are continuing with that. Where we are currently, and as a refresher, the staffing and deployment study was to look at apparatus and station placement throughout the county, look at historical responses and determine how many firefighters we are putting on scene for structure related calls, and life threatening medical calls. Seeing where we are now as a benchmark and then comparing that to the recommended number of firefighters that should be on scene. That will give us the gap, and once we know what the gap is then we can go forward and identify those methods to fill it.

We will also be looking at growth patterns throughout the county to determine where ideal locations for future fire stations should be or potential relocation of fire stations should be to better suit those areas that are increasing rapidly in developing populations. So, currently we have obtained all the fire hydrant data, GIS data layers, all of the municipality's data and mapped those. We have taken all of the fire incident data and mapped those as well to break out low, moderate, and high risk responses in hydranted and non-hydranted areas. Now that we have the hydrants mapped and incidents mapped we can look at the incidents occurring in those regions. We also have the recommended staff levels, for instance in a low risk hydranted area we should have 10 individuals responding on scene. In order to accomplish that correlation we have to take not only the CAD data, we also have to look at the records management or National Fire Information System Data that the fire departments themselves generate and send into the State Fire Insurance Office.

The problem that we have been encountering is correlating those two databases together. We have multiple fire departments, and fortunately there was a decision made years ago to use a particular report number on the CAD in the fire departments incident report system as the incident number so that correlation could potentially be made, unfortunately there are about four or five departments that have not been using it. Once we have that correlation we should be able to come up with the numbers of personnel needed to be on scene to develop that benchmark. It is not going to tell us that we have too many firefighters; it is going to tell us what we have if we are getting the appropriate number of firefighters on scene for a particular level of incident to manage and put that fire out or to deal with a life threatening medical emergency. He stated that he wanted to clarify because he doesn't want expectations to be that when the staffing and deployment study is done we are going to have a list of apparatus we can eliminate here or add here. That gap analysis may tell us that we need additional apparatus or we are doing really well in this region and we don't need to add anything more over here. He doesn't believe that it will be specific enough to tell us that these are the pieces of apparatus that you will need to remove.

Director Campasano stated that along the apparatus and equipment line, one of the things that we are trying to do is become more data driven so that we can present the business case to the County Commissioners or County Manager's office that justifies exactly what we want. Director Campasano shared that now that Grant is on board he has been looking at the apparatus

maintenance schedules and trying to revamp those, and he will try to explain the purpose behind those as to what's wrong to what we have now. Currently we have apparatus on the maintenance schedule and it applies a point value for age, and mileage, and typically those points don't get applied until you reach a certain age, twenty years and you get a point, twenty-one years you get another point. At a certain mileage you get a point, but any apparatus that falls below those thresholds sit at zero. So we could have a vast fleet of apparatus sitting at zero and then all of a sudden 4 or 5 pop into that numerical category and they are due for replacement. What Grant is working on is a system that will apply a dividing number to all of those categories, mileage, engine hours, maintenance costs, and age; so that every apparatus no matter whether 1 year old or 20 years old will get a point value. After gathering this information we can then begin to long range plan, and also develop normalcy curves, we can average out the number of incidents in the county, the number of average miles and we can determine that any apparatus on average based on the number of calls that it goes on per year should average so many miles. Once we have these normalized curves we can plot all of the apparatus against themselves. One of the things that we are trying to be able to do is answer questions about why we are replacing this apparatus. We will have a more definitive and scientific method to make decisions. The Apparatus Committee will be working with Grant to firm up that methodology so we can really build a business case for that long range plan for when apparatus needs to be replaced.

Director Campasano stated that we are looking at forming an incident response data collection system, and there are really two paths that we are looking at, and that's to address the data collection issues that we have discovered through the Standard of Cover, and Staffing and Deployment studies. One path is firming up the policies, trying to come up with naming conventions that say when you are putting in your NFIRS reports this is the number you are going to use in the incident reports, this is the way you are going to enter in your address. The second would be, thinking out long term going out 5 to 10 years to look at a centralized data collection system that could be County based and all the departments could feed into so that data analysis could occur very quickly, and everybody would be using the same system. We are not looking to replace department systems if they have customized them, it would be an add-on. This is a long term process, we had a fact finding meeting with IT and found that the hurdles were huge and the cost were huge so we wouldn't be looking for an expansion this year to try to fund the centralized RMS system.

Director Campasano stated that we are also looking at the ISO fire insurance districts. He said that since he has come to his position we have fielded numerous responses to change CAD responses to move beats from one area to another, and we run into conflicts because every fire department has an insurance district and with closes station response you could have a neighboring engine responding to a fire, but we also have to dispatch the insurance district fire department because if there is a nonresponse and its found they could be put on probations and potentially lose their ISO rating. So we are duplicating responses in some areas, so we are investigating two different methods. One avenue we are looking at is the insurance district lines to see what would happen if we realigned the district lines with the response lines. The second avenue that we are looking at exploring with the Fire Marshals' Office, they were very interested because it has never been done in NC, and they laid out all the pros and cons; is establishing larger insurance districts that would be comprised of multiple departments, so now we could do closes station response and we are not worried at all whether its' your ISO district or my ISO district. We can keep the autonomy of the departments, but we would have to standardize operating procedures, which is a good thing, we would have to standardize a whole host of things across those departments. We would actually be creating consolidation but not by department. Director Campasano stated that the Fire Marshal's office is willing to sit to down with us to do a pilot on paper to see how it would work, then going into the future we may at some point take a

small region that has the same ISO rating to see how that would work. He stated that changing an Insurance District is basically a County Commission action and it doesn't require anything other than State Fire Marshal's Office approval and they have told us point blank that they would not approve any changes that would result in a decrease in ISO ratings.

Director Campasano stated that another initiative that we were working on was Health Care Benefits options. He said that we have requested health care information from all of the departments and we have received that information. The County Manager's Office is meeting tomorrow with their health care consultant, and the thought is to explore the possibility to take all the various fire departments and allowing all their members to be in a larger risk pool to result in lower premiums and insurance rates.

Director Campasano stated that as you know the Cost Share Project is completed and we have the methodology. The last piece that we were waiting for was the reappraisal. The reason that the reappraisal is very important is because if you look at the various ingredients, valuation holds a big weight, 20%. So we really need to have accurate numbers to make sure that the cost share formula is current. He stated that those numbers should be made public towards the end of the month and we can begin to plug them into the municipal and county areas. Then the next step would be applying the methodology. Again, adding into that piece, depending on that methodology there will be a cost associated with it. As those cost share formulas are evaluated there could be a potential cost overall to the Fire Tax.

The Compensation Study and Guidelines, Chief Herman's Committee has been working very hard on getting this done. He mentioned that the last piece of the policy which was the leave hours. What we are stuck on right now is a legal determination of the IRS 7k exemption. For those of you who are not aware of what that is, the IRS allows fire departments and police departments to work their employees a little bit more than the standard 40 hour work week when they are working a multiple day schedule up to 28 days. The statutes as you read them in the IRS regulations limit that exemption to municipal agencies not private not for profit corporations. Unfortunately we do have non-profit fire departments that are utilizing that 7k exemption. So we are working with the County Attorney's Office to get ruling to whether it is acceptable or not to utilize it. If it is not acceptable then we are looking at potentially reimbursing firefighters for overtime they should have received or if they are 7k exempt that is a method of reducing that cost overall because you can now extend your work cycles and pay at an appropriate work level which is what most municipal departments are doing. So we are waiting for the County Attorney's Office interpretation.

The Compensation Study analysis has been received and Human Resources are doing the calculations. The process as he understands it, they will be looking at the median pay rate for the various positions and then taking a percentage off that for the starting pay rate and adding a percentage for an upper level pay rate. There was some concern and rightly so, Chief Pope just recently sent him a calculation, officers that were stuck at the extreme end and are nearing the end of their careers, when we provide merit increases they are getting lump sum dollar amount. So their base pay never changes, so when their retirement benefits are calculated they are losing out on those increases. The Market Analysis when put into place will increase the upper end, as well as increase the starting end. So this should address the market differential between the pay rates, it should also address that high end for those officers and firefighters who are at the end of their career. The Market Analysis will be done prior to the budget process.

Director Campasano stated that we mentioned the budget schedule. It is on the Share Point site and we will also be mailing that out. He said that he did want to commend out Budget Analyst

Michael James, when he first came on he said that he wanted to get out there to visit the fire departments / stations to see what they were doing so he has an idea when he was working on their budgets what decisions were made. He said that they have completed all but 8, and those are scheduled for December 7th, 14th, and 15th. So by the 15th Michael will have visited all the stations so all of you will all have had a visit from him and you can explain your needs so he will better understand your budget requests.

Spare radio deployment, Director Campasano shared that the City of Raleigh supplied the County with about 90 spare 800 MHz radios. The Equipment Committee has been working with the Communications Committee and they have developed a request form and a policy, both committees will work towards approval of their respective parts, and once that approval is done the departments can request their radios. The maximum is 5 additional radios per department. The memory/software will be updated and the radios will be delivered to those departments.

Deputy Fire Services Director Darrell Alford has sent out a survey to all departments asking for your fire alarm and fire protection system information. They are looking at providing the departments the ability to piggy back on the County's fire alarm maintenance and testing contracts. So again by numbers we can potentially reduce the costs. We are looking for information on what types of systems you have, what devices you have, and how often you test them. Once those surveys are sent back we will be able to get some numbers for GSA and get an answer back.

Director Campasano said that you should see another survey in a couple weeks on the Plowing Policy. We have been asked to investigate the potential for having GSA coordinate plowing at non county fire stations in those severe storm events. It may not be a county fire station but the apparatus still has to get out and in many cases the fire department may not have someone to provide that service. That survey will gather that information on how many buildings and who's doing it now.

We are also working on Board of Directors Training Program. We are attempting to work with the UNC School of Government to provide a roughly 4 hour module type of training program that is completely voluntary, but we will provide it to Board of Directors members who would like to take advantage of it to learn about how to run a meeting, what's required for non-profit type organizations. We have been working with Norma Houston and Kara Millonzi, but we really haven't been able to get anywhere. They are kind of hesitant, and we are getting the feeling that they don't really want to do this. Deputy Fire Services Director Alford has reached out to Greg Grayson from the Office of the State Fire Marshal who does a lot with the School of Government, and he has volunteered to assist us to get those programs online. We would like to do a pilot in January, and Bay Leaf has volunteered to host the first program. It will be open to any Board of Director member who would like to attend.

The Fire Training Center pump exploded a couple weeks ago. The 250 horsepower electric motor exploded and burned, the pump at the Training Center is out. This is the pump that feeds the hydrant system for all the live fire training, and all the evolutions. We have recently received a quote of \$9,500 for repair, and GSA is going forward with that repair. Historically, we have already replaced the electrical panel to the tune of about \$5,000, and we have replaced the pump itself, the shaft, and bearings at about \$9,000. So once the new motor is installed we will have a new pump system. Currently it is out of service, but the Fire Training Center is not. We are utilizing pumpers to draft and back feed into the hydrant system, so the Training Center itself is up and running.

Director Campasano reported that Chief Ricky Dorsey, our Training Chief, is retiring at the end of December. He shared that there will be a reception for Chief Dorsey on December 3rd at Garner Station 1 from 3-5 PM if you would like to stop in and wish him well please do so.

Wake Tech approached our department and would like to develop a Training Advisory Council utilizing the members of the Fire Commission, members of the Fire Departments both municipal small and large to develop comprehensive training and planning documents going forward. We are going to work with them to explore where a committee like that would reside, is it going to be a Wake Tech type committee or a sub-committee under the Fire Commission. We already have a Training Committee so it may fall under that, but that is going forward to try to develop a more robust training curriculum.

The Fire Academy is starting January 1st, we have 19 recruits signed up for it and that program will end in July. That is a Monday – Friday program, 5 days a week, 8 hours a day and the firefighters get no compensation for 6 months, but they come out fully certified and very attractive for hire for fire departments looking to put on new recruits.

OTHER BUSINESS

Hal Atkinson wanted to recognize Roy Ed Jones of Rolesville Fire Department who had passed away in the past month. He stated that Roy Ed was a great community server, a good volunteer, and a good representative of our family of firefighters. He would like to take a few minutes to reflect our appreciation of Roy Ed Jones for what he had done for us.

PUBLIC COMMENTS

Chief Pope stated that he wanted to thank Chief Herman and his committee on the work that they were doing on the Pay and Compensation Study. He stated that we have a lot of studies that were paid for and are still sitting on the shelf. He shared that at the last Chief Association meeting they wanted to help provide additional justification for Chef Herman and his committee. Just to give you some quick numbers, in 2014 we lost 19 firefighters in Wake County from one department to another, retiring, or just quitting the fire service altogether, by September of this year 29. He stated that 2 Fire Commission meetings ago we talked about those who were at the top of the pay ranges. He said that he had 2 Captains who have been here for over 25 years that top out this year if the ranges get adjusted this coming up year, and they get a merit increase the next three years. He stated that he appreciated our director bring this up a little while ago, but he wanted to give us some real numbers. It doesn't sound like a lot, but it is pretty interesting when he researched this. Just missing a merit increase, an increase in his base salary this year, he got a merit bonus because he was topped out, just missing that one year, if those individuals were to retire in 2019 they would lose \$1,500 in retirement benefits a year for the rest of their life.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, January 21, 2016

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 21, 2016, 7:00 PM, Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Tony Mauldin (South Region), Chief David Price (South Region Alternate), Chief Ron Early (North Region Alternate), Chief Todd Wright (West Region), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), and Chief Tim Pope (North Region).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), and John Burns (Wake County Commissioner).

Others Present: Sara Gould (Wake County Internal Auditor), Ricky Dorsey (Former Fire Services Training Director), Dr. Jose Cabanas (EMS Director), and Chris Colangelo (EMS Operations Director).

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

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

RESOLUTION RECOGNIZING FORMER FIRE SERVICES TRAINING DIRECTOR RICKY DORSEY

Fire Commission Chairman Lucius Jones read the following Proclamation honoring Rickey L. Dorsey upon his retirement:

WAKE COUNTY FIRE COMMISSION

Proclamation

HONORING RICKY L. DORSEY UPON HIS RETIREMENT

Whereas, THE WAKE COUNTY FIRE COMMISSION ACKNOWLEDGES THE VITAL IMPORTANCE OF TRAINING THE MEMBERS OF THE FIRE SERVICE COMMUNITY

Whereas, RICKY DORSEY SERVED AS A MEMBER OF WAKE COUNTY FIRE SERVICES FOR OVER 23 YEARS

Whereas, RICKY DORSEY HAS MADE A LASTING CONTRIBUTION TO FIRE SERVICES IN WAKE COUNTY

Whereas, RICKY DORSEY DURING HIS TIME WITH WAKE COUNTY HAS SERVED AS AN INSPECTOR, FIRE INVESTIGATOR, TRAINING SPECIALIST, AND DIRECTOR OF FIRE TRAINING

Whereas, RICKY DORSEY WAS A MEMBER OF VARIOUS COMMITTEES INCLUDING THE EQUIPMENT, TRAINING, AND VARIOUS OTHER GROUPS FOR THE WAKE COUNTY FIRE COMMISSION; AND

Whereas, RICKY DORSEY HAS DEDICATED HIS LIFE TO PUBLIC SERVICE AND IMPROVED THE QUALITY OF LIFE FOR THE CITIZENS OF WAKE COUNTY IN A VARIETY OF ROLES AND WORKED CONSTANTLY ON FIRE SERVICE ISSUES WITHIN WAKE COUNTY,

Now Therefore, Be It Proclaimed, THAT THE WAKE COUNTY FIRE COMMISSION RECOGNIZES AND CELEBRATES THE LIFETIME ACHIEVEMENTS OF RICKY DORSEY, EXPRESSES ITS GRATITUDE AND HONORS HIS CONTRIBUTIONS MADE TO THIS COUNTY, AND EXTENDS BEST WISHES UPON HIS RETIREMENT.

LUCIUS JONES, CHAIR
WAKE COUNTY FIRE COMMISSION
DATED THIS THE 21ST DAY OF JANUARY, 2016

ELECTION OF THE FIRE COMMISSION CHAIR FOR CALENDAR YEAR 2016

Fire Services Director Nick Campasano opened the floor for nominations for Chair of the Fire Commission. Ricky Wright nominated Lucius Jones as Chair of the Fire Commission; the nomination was seconded by Chief Rodney Privette. Director asked if there were any other nominations and with there being none he called for the vote. The vote was unanimous.

ELECTION OF THE FIRE COMMISSION VICE CHAIR FOR CALENDAR YEAR 2016

Fire Services Director Nick Campasano opened the floor for nominations for Vice Chair of the Fire Commission. Lucius Jones nominated Billy Myrick as Vice Chair of the Fire Commission; the nomination was seconded by Chief Rodney Privette. Director asked if there were any other nominations and with there being none he called for the vote. The vote was unanimous.

ADOPTION OF MINUTES

Upon motion of Chief Todd Wright and second by Bob Stagg, the Fire Commission unanimously approved the Minutes of the November 19, 2015, Regular Meeting.

INTRODUCTION OF DR. JOSE CABANAS, DIRECTOR OF EMS / MEDICAL DIRECTOR

Fire Services Director Campasano stated that Dr. Cabanas was returning to Wake County as our Medical Director and was previously in Austin Texas, and he would like to meet the board to talk about the future and some of the initiatives of Wake EMS. Dr. Cabanas thanked the Chiefs and Commissioners for inviting him to the meeting and stated that it was a pleasure to be back in Wake County which he considers to be his home. He stated that he is very excited to be back in Wake County as your new Medical Director. He said the he wanted to introduce himself to the commission and make himself available for any collaborative partnerships, he stated that they certainly value the strong support they always receive as a system from their First Responder colleagues. He wanted to just that he was here and he was looking forward to working with all of them.

Fire Commission Chair Lucius stated that he was glad to have him hear and they would be glad to extend the invitation the other way. He thanked Dr. Cabanas for coming and addressing the Commission and he looked forward to working with him. Dr. Cabanas shared that he would provide his contact information and 24/7 he would be glad to help out at any time.

REGULAR AGENDA

PRESENTATION / REVIEW OF 2015 FISCAL YEAR FIRE TAX DISTRICT NOT-FOR-PROFIT FIRE DEPARTMENT AUDIT REPORTS

Wake County Internal Auditor Sara Gould shared with the Fire Commission the results of the FY 2015 fiscal year Fire Tax District audit reports that were developed by Wake County Auditor John Stephenson. The full presentation is attached as Appendix A to these minutes.

Highlights from the presentation:

Department Fund Balance Levels:

▪ Bay Leaf	7.97%	\$128,256
▪ Durham Highway	3.20%	\$ 24,661
▪ Eastern Wake	11.40%	\$184,740
▪ Fairview	17.80%	\$212,968
▪ Garner	9.50%	\$390,918
▪ Hopkins	2.20%	\$ 16,986
▪ Rolesville	14.00%	\$173,378
▪ Stony Hill	10.10%	\$103,428
▪ Swift Creek	3.00%	\$ 14,524
▪ Wake Forest	7.00%	\$376,673
▪ Wake New Hope	6.20%	\$ 70,762
▪ Wendell	24.30%	\$359,552
▪ Western Wake (1)	48.60%	\$255,559

(1) Majority of the fund balance related to WC-7

ACCEPTANCE OF COST SHARE PERCENTAGES WITH IMPLEMENTATION INTENDED FOR THE FY 2017 FIRE TAX BUDGET PROCESS

Fire Services Director Nick Campasano reported that we are moving with the cost share process and he wanted to bring the board up to date and also ask them to act on the recommendation from the Cost Share Committee. Director Campasano stated as a brief history as you know there is an agreement with municipalities who service the rural insurance districts. The methodology for that for that cost share was varied, not one method applied for all cost share municipalities. So a defined, consistent, defensible, equitable, and predictable method of applying that cost share to those municipalities did not exist. So the initiative for the Cost Share Study was to develop new defined methodology that could be defensible, equitable, all those things that the current model is not, and more importantly we would be able to update it on a periodic basis to keep up with cost, changes in service demands, and items such as that.

The Cost Share Committee along with the consultant identified various elements that would go into the cost share methodology, and these are some of them; area, valuation, heated square footage, service demand, fixed rate, call for service, population, parcels, and average composite, which is a compilation of various elements and weighting them to come out with a final percentage, which was the method arrived at with the consultant by the Cost Share Committee. The idea was to take the municipal portion of the element and compare it to the rural insurance district that was being protected to come up with a ratio.

In December of 2104 the methodology was presented to the Fire Commission, and a motion was made to table the issue until the criteria could be more closely examined and fine-tuned. In January the Board was presented a final methodology which was accepted, and this was the break down; area, valuation, heated square footage, service demand, and population and you can see the associated weights with that. At that time there was one outstanding issue and it resulted from a difference in the figures that were in the printed report and some of the fire departments historical knowledge of their own service demand. There was a discrepancy, so we worked with our GIS Department, and Raleigh Wake Emergency Communications Center, we compiled 2013 and 2014 response data, mapped it on GIS maps and we presented that to the Cost Share Committee in 2015. We identified areas of concern such as limited access roadways, and highways where CAD will default to place an incident to a nearest intersection or an on / off ramp if there is not an addressable geocode with it. That can skew to number for a community that has limited access highways or roadway incidents.

In July the Cost Share Committee voted to recommend that the Fire Commission adopt the cost share formula with CAD Service Demand as the accepted data source, and the caveat was that the variation of CAD data would need to be explained and validated to make sure that those discrepancies were accounted for. They also voted to recommend to the Fire Commission that the cost share calculations be implemented during the Fiscal Year 2017 budget process. Director Campasano provided to the Fire Commission a handout that showed how the calculations worked out. From the handout you could see the current elements with the updated values as of January 2016.

Director Campasano stated that the next step for the Fire Commission is to vote to allow us to present these percentages to the communities so that we could then work with the communities to validate the data, as we mentioned in earlier Commission meetings each community would be given an opportunity to look over the service demand, look over all the numbers, and look at the data sources. Once all that is completed we will continue to work on the implementation model,

once we have all these percentages how are they going to be applied to come up with the county portion to pay to the municipality. To do that we will have to look at being fair to the municipality that is providing the service, being fair to the tax district in funding that portion, coming up with a methodology that is consistently, that is stable, and also have some mutual type control over growth.

Upon motion of Lee Price and second by Bob Stagg, the Fire Commission unanimously approved the release of the Cost Share Percentages to the communities for validation with the intention of implementation for the FY 2017 Fire Tax Budget Process

FIRECOMMISSION APPOINTMENT OF CITIZEN / COMSUMERS FOR THE FIRE COMMISSION BUDGET SUB-COMMITTEE

Emergency Services Manager Demetric Potts informed the Fire Commission that the Fire Tax Budget Committee consists of 4 Fire Service Regional representatives as well as 4 alternates, and 3 Citizen/Consumer representatives. The current Citizen/Consumers on the Fire Tax Budget Committee are Mr. Billy Myrick, and Mr. Ricky Wright. He stated that the FY 2017 Budget process is set to begin in January 2016, and it is being requested that the third Citizen/Consumer be appointed prior to the start of the process.

No action was taken on this item.

REQUEST FOR FIRE COMMISSION TO APPOINT CHRIS WALTON AS AN ALTERNATEFOR RWECC ON THE COMMUNICATIONS SUB-COMMITTEE

Upon motion of Lee Price and second by Chief Wright, the Fire Commission unanimously approved the appointment of Chris Walton as an alternate for Raleigh Wake Emergency Communications Center on the Fire Commission Communications Sub-Committee.

REQUEST FOR THE FIRE COMMISSION TO APPOINT STEVE FOWLER TO TRAINING SUB-COMMITTEE TO REPLACE ANGELA MIZELLE

Upon motion of Chief Wright and second by Lee Price, the Fire Commission unanimously approved the appointment of Steve Fowler on the Fire Commission Training Sub-Committee to replace Angela Mizelle.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James provided the following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

WAKE COUNTY FIRE TAX DISTRICT
FY 2016 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of 1.12.2016

Department: 51 Fire Services
Division: 5120 Fire Services
Unit: F250 Fire Tax District System

Revenues:

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	0.00	0.00	702,895.46	0.00	702,895.46	702,895.46	(702,895.46)	0.00
T128 Refunds of NC DMV Taxes	0.00	0.00	(1,362.03)	0.00	(1,362.03)	(1,362.03)	1,362.03	0.00
T200 Special District Taxes	21,523,000.00	21,523,000.00	18,950,884.55	0.00	18,950,884.55	18,950,884.55	2,572,115.45	88.05
N132 Interest - NCDOT - DMV Taxes	0.00	0.00	287.79	0.00	287.79	287.79	(287.79)	0.00
N140 Market vs Cost Investment Difference	0.00	0.00	5,355.78	0.00	5,355.78	5,355.78	(5,355.78)	0.00
N150 Interest Income/Pooled Funds	15,000.00	15,000.00	10,272.30	0.00	10,272.30	10,272.30	4,727.70	68.48
A370 Appropriated Fund Balance	623,000.00	625,610.00	0.00	0.00	0.00	0.00	625,610.00	0.00
Total Fire Tax District Revenues	22,161,000.00	22,163,610.00	19,668,333.85	0.00	19,668,333.85	19,668,333.85	2,495,276.15	88.74%

Expenditures:

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2406 CONTRACTED SERVICES	20,000.00	22,610.00	0.00	2,610.00	0.00	2,610.00	20,000.00	0.00
3104 EQUIPMENT	0.00	0.00	17.44	0.00	17.44	17.44	(17.44)	0.00
3134 OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	4,740.00	0.00	4,740.00	(4,740.00)	0.00
3617 DISPATCH SERVICE	195,773.00	195,773.00	0.00	195,773.00	0.00	195,773.00	0.00	0.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,000.00	15,000.00	7,035.21	0.00	7,035.21	7,035.21	7,964.79	46.90
4208 CITY OF RALEIGH HAZMAT PROGRAM	77,927.00	77,927.00	0.00	77,926.88	0.00	77,926.88	0.12	0.00
4224 NC DEPT OF NRCD - FORESTRY	67,929.00	67,929.00	27,854.24	40,074.76	27,854.24	67,929.00	0.00	41.00
4409 POSTAGE/CHARGES FROM GS	0.00	0.00	103.32	0.00	103.32	103.32	(103.32)	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,127.00	343,127.00	0.00	0.00	0.00	0.00	343,127.00	0.00
4446 800mhz charges from other dept	130,941.00	130,941.00	65,470.42	0.00	65,470.42	65,470.42	65,470.58	50.00
4447 CAD charges from other dept	9,596.00	9,596.00	4,798.18	0.00	4,798.18	4,798.18	4,797.82	50.00
4460 GSA Utilities - Electric	24,224.00	24,224.00	6,826.06	0.00	6,826.06	6,826.06	17,397.94	28.18
4758 MV Tax Collection Costs	50,000.00	50,000.00	16,560.83	0.00	16,560.83	16,560.83	33,439.17	33.12
9103 TRANSFER TO CP CO CONSTRUCTION FUND	2,051,000.00	2,051,000.00	2,051,000.00	0.00	2,051,000.00	2,051,000.00	0.00	100.00
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	962,000.00	962,000.00	0.00	0.00	0.00	0.00	962,000.00	0.00
Total Systemwide Expenditures	3,947,517.00	3,950,127.00	2,179,665.70	321,124.64	2,179,665.70	2,500,790.34	1,449,336.66	55.18%

WAKE COUNTY FIRE TAX DISTRICT
FY 2016 DEPARTMENT APPROPRIATIONS
As of 1.12.2016

Unit Name	Unit	Revenues/ Expenditures	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Comments (excluding pending)	YTD Actual	Total Comments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	F251	Expenditures	2406 CONTRACTED SERVICES	741,083.00	741,383.00	432,298.44	308,784.56	432,298.44	741,083.00	0.00	58.33%
Bavleaf FD	F252	Expenditures	2406 CONTRACTED SERVICES	1,609,979.00	1,609,979.00	949,125.80	660,853.20	949,125.80	1,609,979.00	0.00	58.95%
Carv FD	F253	Expenditures	2406 CONTRACTED SERVICES	85,000.00	85,300.00	0.00	0.00	0.00	0.00	85,000.00	0.00%
Durham Highway FD	F254	Expenditures	2406 CONTRACTED SERVICES	773,844.00	773,844.00	451,409.00	322,435.00	451,409.00	773,844.00	0.00	58.33%
Eastern Wake FD	F255	Expenditures	2406 CONTRACTED SERVICES	1,618,084.00	1,618,384.00	943,882.31	674,201.69	943,882.31	1,618,084.00	0.00	58.33%
Farview FD	F256	Expenditures	2406 CONTRACTED SERVICES	1,196,539.00	1,196,539.00	697,981.06	498,557.94	697,981.06	1,196,539.00	0.00	58.33%
Fuquay Varina FD	F258	Expenditures	2406 CONTRACTED SERVICES	1,499,639.00	1,499,339.00	874,789.44	624,849.56	874,789.44	1,499,639.00	0.00	58.33%
Garner FD	F259	Expenditures	2406 CONTRACTED SERVICES	1,736,668.00	1,736,368.00	1,013,056.31	723,611.69	1,013,056.31	1,736,668.00	0.00	58.33%
Holly Springs FD	F260	Expenditures	2406 CONTRACTED SERVICES	603,207.00	603,207.00	351,870.75	251,336.25	351,870.75	603,207.00	0.00	58.33%
Hopkins FD	F261	Expenditures	2406 CONTRACTED SERVICES	785,959.00	785,959.00	458,476.06	327,482.94	458,476.06	785,959.00	0.00	58.33%
Morrisville FD	F262	Expenditures	2406 CONTRACTED SERVICES	846,120.00	846,120.00	493,570.00	352,550.00	493,570.00	846,120.00	0.00	58.33%
Rolesville FD	F264	Expenditures	2406 CONTRACTED SERVICES	761,301.00	761,301.00	444,092.25	317,208.75	444,092.25	761,301.00	0.00	58.33%
Stony Hill FD	F265	Expenditures	2406 CONTRACTED SERVICES	1,019,273.00	1,019,273.00	602,672.45	416,600.55	602,672.45	1,019,273.00	0.00	59.13%
Swift Creek FD	F266	Expenditures	2406 CONTRACTED SERVICES	489,587.00	489,587.00	304,342.44	185,244.56	304,342.44	489,587.00	0.00	62.16%
Wake-New Hope FD	F267	Expenditures	2406 CONTRACTED SERVICES	1,147,297.00	1,147,297.00	669,256.58	478,040.44	669,256.58	1,147,297.00	0.00	58.33%
Wake Forest FD	F268	Expenditures	2406 CONTRACTED SERVICES	713,540.00	713,540.00	416,231.69	297,308.31	416,231.69	713,540.00	0.00	58.33%
Wendell FD	F269	Expenditures	2406 CONTRACTED SERVICES	1,477,033.00	1,477,333.00	861,602.56	615,430.44	861,602.56	1,477,033.00	0.00	58.33%
Western Wake FD	F270	Expenditures	2406 CONTRACTED SERVICES	525,885.00	525,885.00	306,766.25	219,118.75	306,766.25	525,885.00	0.00	58.33%
Zebulon FD	F271	Expenditures	2406 CONTRACTED SERVICES	583,445.00	583,445.00	340,343.50	243,102.50	340,343.50	583,446.00	(1.00)	58.33%
Total Department Appropriations				18,213,483.00	18,213,483.00	10,611,766.87	7,516,717.13	10,611,766.87	18,128,484.00	84,999.00	58.26%

**WARE COUNTY FIRE TAX DISTRICT
CIP STATUS REPORT
As of 1.12.16**

Fund: 4400 Fire CIP
Department 84 Fire And Rescue CIP
Division 8420 Fire Facilities

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
000F	Fire-Buy/Lease #1	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,785,051.99	\$4,992.50	-	\$3,790,034.49	\$158,478.60	\$158,478.60
000F	Stony Hill Remediation	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$583,323.41	\$2,027.00	-	\$638,300.41	\$146,047.59	\$146,047.59
000F	Wendell Falls Station, Fire Tax Portion	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$4,451.42	\$2,350.00	-	\$6,701.42	\$343,298.58	\$343,298.58
007F	Fire Planned Facility Repairs	\$791,230.95	\$791,230.95	\$0.00	\$791,230.95	\$607,944.01	\$46,529.00	-	\$654,473.01	\$136,757.94	\$136,757.94
Total	Division 8420 Fire Facilities	\$5,891,092.04	\$5,891,092.04	\$0.00	\$5,891,092.04	\$4,962,770.83	\$1,06,738.50	-	\$5,069,509.33	\$801,582.71	\$801,582.71

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHES	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$110,208.54	\$0.00	-	\$110,208.54	\$21,394.46	\$21,394.46
044F	TURNOUT GEAR	\$1,772,000.00	\$1,772,000.00	\$0.00	\$1,772,000.00	\$1,550,146.37	\$2,88,130.00	-	\$1,818,276.37	(\$46,276.37)	(\$46,276.37)
060F	Fire 800 MHC - Onmilink Upgrade	\$1,660,000.00	\$597,000.00	\$1,063,000.00	\$1,660,000.00	\$1,036,000.00	\$0.00	-	\$1,036,000.00	\$624,000.00	\$624,000.00
061F	Fire Air Bottle Replacement	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$69,428.00	\$0.00	-	\$69,428.00	\$239,572.00	\$239,572.00
062F	Fire Debris/locks	\$255,000.00	\$255,000.00	\$0.00	\$255,000.00	\$110,714.27	\$16,225.36	-	\$126,939.63	\$128,060.37	\$128,060.37
063F	Fire Thermal Imaging Cameras	\$254,000.00	\$254,000.00	\$0.00	\$254,000.00	\$207,530.72	\$0.00	-	\$207,530.72	\$76,469.28	\$76,469.28
066F	Fire SCBA's	\$461,000.00	\$461,000.00	\$0.00	\$461,000.00	\$204,411.53	\$0.00	-	\$204,411.53	\$256,588.47	\$256,588.47
084F	Fire Small Capital - FY16	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$31,504.61	\$0.00	-	\$31,504.61	\$118,495.39	\$118,495.39
Total	Division 8430 Fire Fighting Equipment	\$5,022,603.00	\$3,959,603.00	\$1,063,000.00	\$5,022,603.00	\$3,319,944.04	\$2,84,355.36	-	\$3,604,299.40	\$1,418,303.60	\$355,303.60

Division 8440 Fire Apparatus

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	\$113,192.82	\$113,192.82	\$0.00	\$113,192.82	\$8,690.10	\$0.00	-	\$8,690.10	\$104,502.72	\$104,502.72
056F	Fire Small Vehicles	\$649,371.04	\$655,243.08	(\$5,872.04)	\$649,371.04	\$279,557.80	\$171,131.00	-	\$450,688.80	\$198,682.24	\$204,554.28
080F	FY14 Large Apparatus - Municipal	\$345,000.00	\$400,000.00	\$55,000.00	\$345,000.00	\$0.00	\$0.00	-	\$197,400.00	\$202,600.00	\$202,600.00
082F	FY15 Large Apparatus - Municipal	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$197,400.00	-	\$1,402,216.70	\$22,000.00	(\$1,253,000.00)
083F	FY16 Large Apparatus - Rural	\$1,404,216.70	\$144,216.70	\$1,260,000.00	\$1,404,216.70	\$0.00	\$0.00	-	\$0.00	\$277,000.00	\$277,000.00
085F	Large Apparatus - Municipal	\$277,000.00	\$277,000.00	\$0.00	\$277,000.00	\$80,455.00	\$4,20,001.85	-	\$500,456.85	(\$30,456.85)	(\$30,456.85)
086F	FY16 Large Apparatus - Rural	\$420,000.00	\$420,000.00	\$0.00	\$420,000.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$1,260,000.00
999F	Fire CIP - 2015 Infillment Proceeds	\$0.00	\$1,260,000.00	(\$1,260,000.00)	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00	\$1,260,000.00
Total	Division 8440 Fire Apparatus	\$3,608,780.56	\$3,614,632.60	(\$5,872.04)	\$3,608,780.56	\$1,770,919.60	\$7,88,532.85	-	\$2,559,452.45	\$1,049,328.11	\$1,055,200.15

Division 4499 Fire Capital Uncommitted

Unit	Unit Name	Budget of Revenues	Actual Revenues to Date	Revenue (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Amount Expended for Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (Actual Balance)
006F	Fire Prevention Department - Debt Service	\$51,000.00	\$51,000.00	\$0.00	\$51,000.00	\$58,162.87	\$34,378.73	-	\$62,781.60	(\$11,781.60)	\$11,781.60
007F	Treasurer to Debt Service Fund	\$60,071.88	\$60,071.88	\$0.00	\$60,071.88	\$60,071.88	\$0.00	-	\$60,071.88	\$0.00	\$0.00
008F	Garner Station #4 Interest Agreement	\$150,000.00	\$11,500.00	\$38,500.00	\$130,000.00	\$0.00	\$0.00	-	\$0.00	\$150,000.00	\$17,500.00
009F	Fire Capital Uncommitted	\$78,994.63	\$2,696,300.53	(\$2,317,305.90)	\$378,954.63	\$4.48	\$0.00	-	\$4.48	\$378,950.15	\$2,696,296.05
	Total Division 4499 Fire Capital Uncommitted	\$1,120,066.61	\$3,278,872.51	(\$2,258,815.90)	\$1,120,066.61	\$568,259.33	\$34,378.73	-	\$602,933.96	\$517,132.65	\$2,776,034.45
	Total Department 44 Fire And Rescue CIP	\$15,642,532.21	\$16,844,220.15	(\$1,201,687.94)	\$16,642,532.21	\$10,641,820.80	\$1,214,208.44	-	\$11,856,099.24	\$3,786,432.97	\$4,868,120.91
	Total Fund 4400 Fire CIP	\$15,642,532.21	\$16,844,220.15	(\$1,201,687.94)	\$16,642,532.21	\$10,641,820.80	\$1,214,208.44	-	\$11,856,099.24	\$3,786,432.97	\$4,868,120.91

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

Chief Tim Pope shared that the Administrative Committee met on January 4, 2016 for the first time and they no minutes or old business to approve/discuss. He stated that the following members were there, Chair Tim Pope, Robert Stagg (Citizen Representative), Darrin Holt (North Region Alternate), Jim Jones (South Region Representative), Mike Cooper (West Region Representative), Josh Brady (West Region Alternate), Lee Price (East Region Representative), David Cates (East Region Alternate), as well as Director Campasano (County Staff).

The Committee discussed the following:

Review of Committee Scope

The sub-committee reviewed and discussed the Administrative Sub-committee scope. The difference in scope between the Steering Sub-committee and Administrative Sub-committee was discussed. It was identified that as new initiatives are brought before the Steering Sub-committee, their task would be to complete a needs assessment and develop a recommendation. It would then be the responsibility of the Administrative Sub-committee to develop the required policies to carry out the initiative. Once the policies were developed, the Administrative Committee would bring a recommendation to the Fire Commission. The Administrative Committee would also be tasked with periodic review and revision of existing policy documents and revision recommendations was also discussed as a responsibility of the sub-committee.

Review of Fire Commission Rules and Procedures

The sub-committee discussed the Fire Commission Rules and Procedures and identified several areas which may warrant revision. Specific items discussed were membership criteria as it relates to citizen consumers. There was discussion as to what the term consumer representative meant and whether the consumer representative should reside in the single fire tax district. Having the citizen representatives align with the four regional areas was also discussed. There was a discussion regarding the addition of a representative of the Wake County Fire Chief's Association to the Fire Commission and how that representative would be chosen.

County staff requested that the sub-committee consider recommending an EMS representative addition to the Fire Commission and the creation of a Volunteer Recruitment and Retention Sub-committee. The pros and cons of the requested changes were discussed. The sub-committee did not feel that adding an EMS representative was in the best interest of the Fire Commission at this time. The Sub-committee was supportive of exploring the issue of volunteer recruitment and retention. The sub-committee felt that the Staffing and Compensation Sub-committee would be the best sub-committee to take a look at it.

The timing of the public comment period at the Fire Commission meeting was also discussed, as well as, the process required for an individual to discuss an agenda item with the commission. The sub-committee discussed the possibility of adding public comments to the beginning of the Fire Commission meeting.

The sub-committee discussed the limitations presented by only allowing members to serve on a maximum of 2 sub-committees, which includes primary positions, alternate positions and the Fire Commission primary and alternate positions.

The Chairman requested that the sub-committee members review the current Rules and Procedures document and compile a bullet list of recommended revisions for discussion at the February meeting. It was also requested that each of the above items be discussed among the regions, commission members and commissioners and that the sub-committee members be prepared to develop recommendations on these items at the next meeting. It was pointed out that

the SharePoint site did not have the most current adopted version of the Rules and Procedures. Staff stated that the site would be updated with the correct version.

Update of Ongoing Projects with Policy Implications

Director Nick Campasano updated the sub-committee on the status of ongoing projects and explained how the Steering and Administrative Sub-committees would each work to implement them when adopted by the Fire Commission.

The next meeting of the Administrative Sub-Committee will be February 1, 2016 at 1:30pm in the Bay Leaf Fire Station 1 conference room.

Apparatus Sub-Committee:

Chief Frank Woods shared that the Apparatus Committee has been working on several things throughout the year and where they are at right now is at their last meeting they made a decision on what they were going to recommend to the Budget Committee as far as replacements for the coming year. Chief Woods stated that they are also working on a more consolidated list for a more concise way to replace apparatus in the future.

Budget Sub-Committee:

Billy Myrick shared that the Budget Committee had met that day. At that meeting the Committee discussed the following:

Approval of the Minutes

Upon motion of Chief Tim Pope and second by Chief Wright the Budget Committee unanimously adopted the minutes of the October 13, 2015 meeting.

Update regarding transfer of \$40,000 in CIP Funds to cover FY 2016 Administrative Vehicle Bid Pricing (BID NO. 15-116)

Emergency Services Manager Demetric Potts informed the Budget Committee that \$40,000 was transferred out of an FY 2015 CIP Project account for FY15 Large Apparatus – Municipal to CIP Project Fire Small Apparatus to cover added expense from the administration vehicle bid (Bid No. 15-116).

During the FY16 budget process, the Wake County Fire Commission and County Commissioners approved the apparatus replacement funding model for administrative vehicles at \$ 31,300 per vehicle based on the State Contract pricing from 2014-2015. This bid was for a Chevrolet Tahoe, which was the vehicle identified as meeting all the needs for administrative vehicles based on towing capacity, cargo area, performance and re-sale value. During the FY16 State Contract bid process, General Motors did submit a bid price on Tahoe's. Wake County Fleet Services submitted an independent bid document to General Motors dealers and received quotes for Tahoe's in late November 2015. This bid was approved in early December by Wake County Procurement Office at a price of \$ 36,817. This is a price difference of \$5,517 per vehicle. At a meeting of the Apparatus Committee on December 8, 2015, it was recommended that additional funds be requested from the Budget Committee to cover the additional cost of the 5 total (2 cost share) administrative vehicles for a total of \$20,208.77. The Apparatus Committee also recommends that the administrative vehicle cost of \$36,817 be included in the funding model moving forward.

Request to Support Increase in Fire Tax Model Funding for Administrative Vehicle Outfitting up to \$7,000 for Stripping, Emergency Lights, Consoles, and Computer Mounts

Emergency Services Manager Demetric Potts informed the Budget Committee that the Apparatus Committee along with Fire Services Staff had identified a shortage in funding for the outfitting of administrative vehicles. The current Fire Commission Long Range Plan identifies \$3,500 for striping, emergency lights, consoles, and computer mounts, however no line item was ever created for this funding. This additional \$3,500 was always absorbed in the small vehicle line item of the budget. Based on actual quotes and cost from various sources, the cost for outfitting a vehicle as described above is between \$6,000 and \$7,000 dollars. The Apparatus Committee along with Wake County Fire Services Staff recommends increasing the funding up to \$7,000 for vehicle for striping, emergency lights, consoles, and computer mounts. The Apparatus Committee also recommended that this increase be applied to the FY 2016 Administrative Vehicles and be applied in the fire tax funding model moving forward. Fire Services will be responsible for providing a turn-key job for vehicle striping and the installation of emergency lights, consoles, and computer mounts.

Upon motion of Chief Wright and second by Chief Privette the Budget Committee unanimously voted to approve that up to \$7,000 is funded for vehicle for striping, emergency lights, consoles, and computer mounts.

Review of Budget Committee Scope

The Budget Committee reviewed the Committee Scope which reads “The charge of the Budget Committee shall be to develop and recommend the Annual Budget on behalf of the Fire Commission. Chair Billy Myrick asked if anyone had any questions regarding the Committee Scope.

Communications Sub-Committee

Chris Perry shared that that their committee met the previous week and they are working on the following:

Radio System Procedures

The committee has started digging into the radio system procedures, what’s out there and what needs to be updated. Particularly what happens when our radio system does not work, there is an outage in the system how do we react and how do we take care of emergencies when they happen. He stated that the current procedures were developed back in 2006 and hasn’t been revised since.

Radio System Replacement

The radio system is scheduled for FY18 and the committee is looking at that as well although they are not taking the lead on the actual device they are definitely providing input on what type of radio is purchased in the FY18 project as well as how many radios do we need which is a huge question that keeps coming up over and over again so they are looking at different ways to develop a needs analysis for radios and radio equipment.

Other Issues

The committee is looking at a lot of other issues such as storm plans in how they handle dispatch and response during weather events or other events similar to that that come through our county, how it affects the 911 Center as well as us during a response. They are also looking at smaller issues such as divided highway response and the most effective way to handle that.

Facility Sub-Committee

David Dillon reported that the Facility Committee met the day before and he was happy to say there was 100% attendance. He stated that the early discussion during the meeting was about the

funding agreements that the departments from last years' requests and allocations to make sure the needs were met and if there were any outstanding issues, as well as getting the funding agreements moving along for those department that have not gotten them in place. He shared that they reviewed their committee scope. He stated that the committee would be making a recommendation the Budget Committee on using Uncommitted Funds for handling emergency repairs. It was shared that the committee reviewed the survey data that was sent out to all departments regarding snow removal and the results were sent to GSA with no response to date.

They reviewed the current Planned Renovations and Repair Policy and it was the consensus of the committee to work with county staff to come up with a stream lined process to make these requests to the Facility Committee for example to come up with a simple to follow checklist for requestors to follow.

The next committee meeting is February 17.

Staffing and Compensation Sub-Committee:

Chief Herman shared that his committee met January 6th and as he has been reporting the committee has been working on the revisions of the Compensation Guidelines for six or seven months, and the committee has actually completed their part, so he wanted to make sure that everybody was aware, the Commission everybody in this room, the other part, there are two parts to it; the part that the committee looks at is to make sure that document is accurate, the wording is accurate, and the procedures are accurate.

The other part is working with Wake County Human Resources to update the salaries, doing the market survey. He stated that he was asked to have all this completed for this meeting, however they are not finished and he wanted to make sure everybody understands the hold-up is Wake County HR. Chief Herman commented that he has requested and asked for this information and it has not been shared with him at all. He was under the impression that it was going to be brought before the Commission tonight, however it is not and it may be brought to you at the next meeting.

He stated that as the Chair of this committee he doesn't know anything about it, he doesn't know where they are at with it, he doesn't know any numbers and he thinks it is going to be a big part of the budget process and he is sure that the Budget Committee would like to see it as soon as possible. Chief Herman stated that he would take any questions but the fire side of this is complete.

Chief Ron Early asked when was the last time that the Firemen received a pay study that was complied with. Chief Herman responded 2008. Chief Early stated that in comparison to the rest of the County employees do they get a regular pay study done and are they compensated when the pay studies are done? Chief Herman stated that everybody in Wake County receives a pay study every three years and it is pretty much a consent agenda item to approve those. Chief Early asked so what is the holdup for our Firemen, why are we not getting compensated when a pay study is done. Chief Herman stated that to his knowledge when they are done they are brought back to this committee for approval, it is our business whether we want to approve them or not, if they choose to fund something else in place of it, it a great question Chief, but that's how it has been done in the past. Chief Herman shared that they are waiting for Wake County HR to give them the information. He says that they do know that the results are in from the department that they poled to see what their current salaries are, and they do know that they are somewhere between 13% and 15% behind. However they have not seen any salary recommendation, they have not seen any plan of implementation to present to them. He stated

that it is in the Compensation Guidelines that their committee is the one that presents that plan to this committee every three years.

Director Campasano stated that the bulk of the study is done and there is one remaining area and that is the legal opinion as to the implementation / application of the Labor Departments' 7K exemption. He stated that there are some not-for-profits utilizing it and there are some that are not, and that goes to the calculation of overtime. We cannot come up with an implementation until we know the baseline overtime rates needed, as soon as we have that piece and the Attorney's interpretation we can then release the information.

Deputy County Manager shared with the Fire Commission that HR reports to her and she was actually the holdup. She stated that she was provided a copy of the study, she had some questions and she wasn't releasing it until she was comfortable because she is quality control, and they had hoped to get it ready for them tonight, but she was not going to share data that she was not 100% confident in that could lead to the wrong conclusion. Deputy County Manger Rogers shared that she was working with the County Attorney in getting the 7K questions answered and they will work to get that to the committee as soon as possible.

Training Sub-Committee

Chief Smith stated that the Training Committee met that day they discussed the Scope of the Committee, goals and objectives. They talked about third party instructor funding with Wake Tech and they hope to have information on that from Wake Tech at their next meeting. The discussed their collaboration on classes throughout the county, and they also discussed a possible evening academy type class for members who may have full-time jobs and would like to Fire 1 & Fire 2 rated classes, so they are looking at the possibility of putting a pilot together with the end goal that they would come out with Fire 1&2, HazMat Ops, the only thing they would be lacking would be their EMT.

CHAIR REPORT

None

FIRE SERVICES DIRECTOR REPORT

Director Campasano shared that Fire Services is continuing to work with our core goal teams, as he mentioned in November the County Commissioners set up Core Goal Teams to identify objectives, initiatives to further their goals for the coming year, and he is the lead for Public Safety and they are tasked with developing the action items, and as he mentioned in November some of those objective align very closely with what we have been talking about tonight, for instance developing a sustainable fire service model, communications / BDAs in schools and buildings is also one of those goals. He stated that currently the teams are developing their action items which will be presented to the County Commissioners at their February retreat and there will be a dashboard created on the County website so that people can look and actually see the progress that is being made on those action items.

Apparatus and equipment

Grant Vick will begin scheduling with departments a time to apply the County seal to County vehicles as we have talked about in past meetings. We are also brainstorming with GSA to see if we can identify a countywide maintenance program for our vehicles to reduce the costs and make it easier for individual departments to have their apparatus maintained.

Director Campasano stated that he was very happy to see the number of reports this evening, Share Point is up and running, all the committees have scheduled their monthly meetings, and as we mentioned to the individual Chairs we would like to keep on that monthly meeting schedule.

ISO / Fire Insurance District

Chief Alford will be working with Rolesville and Wendell on their upcoming ISO rating.

Health Benefits

Director Campasano stated that he has been meeting Todd Writer who is a health benefits consultant for the County. They have met for the last two weeks to explore method for taking all that health insurance information that we compiled from all the departments to explore areas that we could potentially streamline levels of benefits for the opportunity for departments to purchase medical insurance to streamline and be more cost effective.

Share Point

The Share Point Budget Committee site has all of the dates for the budget submissions so if anyone is interested in the due dates you can go to the site. There are also the documents for your budget submissions on that site.

Severe Weather Plowing Policy

When the survey went out one of the things we asked for was the name and contact information of their current provider, and in talking with our Emergency Management Director, Josh Creighton, he said that if we had that information he would be glad to house that information in Web EOC, so should we get a very severe snowstorm the EOC could make those contacts for the fire departments.

Recruit Academy

The Recruit school is underway, and the Fire Service pump that has been giving us problems has been repaired and is up and running.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, March 3, 2016

Adopted Minutes

(Audio Replays of the meeting are available upon request)

A Special Called Meeting / Work Session of the Wake County Fire Commission was held on Thursday, March 3, 2016, 7:00 PM, Wake County Public Safety Center, Conference Room C-170, 300 Salisbury Street, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Tony Mauldin (South Region), Chief Ron Early (North Region Alternate), Chief Todd Wright (West Region), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), and Chief Tim Pope (North Region).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), Ricky Wright (Citizen/Consumer), and John Burns (Wake County Commissioner).

The following County officials and staff were present: Johnna Rogers (Deputy County Manager), Fire Services Director Nick Campasano, Angela Crawford (HR Director), Elaine Barnes (Compensation Manager), Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, and Emergency Services Manager Demetric Potts.

Vice Chair Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

REGULAR AGENDA

STAFFING AND COMPENSATION COMMITTEE PRESENTATION OF THE REVISED WAKE COUNTY FIRE COMPENSATION ADMINISTRATIVE GUIDELINES

The Wake County Compensation and Staffing Committee presented a revision of the Wake County Fire Compensation Administrative Guidelines at the Fire Commission work session on

3/3/2016. The Wake County Compensation and Staffing Committee have worked closely with the Wake County Fire Chiefs, Wake County Fire Services Staff, Wake County Human Resources, and Wake County Budget Office to revise the current Wake County Fire Services Compensation Administrative Guidelines. The revision included:

- Producing an updated salary plan to include new salary ranges and salary compression data.
- Adding 3 new positions within the fire service guidelines.
- Creating a new pay grade outline.
- Updating language to current practices and procedures.
- Updating qualifications and experience for all positions.

PRESENTATION ON THE FY 2016 FIRE SERVICES & FIRE COMMISSION LABOR MARKET STUDY AND WAKE COUNTY FIRE SERVICES COMPRESSION STUDY DATA

Wake County Human Resources Staff shared with the Fire Commission the results of the FY 2016 Fire Services & Fire Commission Labor Market Study and Compression Data Study at the Fire Commission work session on 3/3/2016. Wake County Human Resources worked closely with the Fire Commission Staffing and Compensation Sub-Committee, Wake County Fire Services Staff, and Wake County Budget Office to complete the Labor Market Study.

Key Points from the Study:

- To assess the impact of the current labor market conditions on the Fire Services Class series, a survey instrument was developed and distributed to twenty-four (24) benchmark fire departments in North Carolina. Of the twenty-four fire departments nine (9) fire departments responded for a response rate of 38%.
- In addition to the responses from the Wake County's survey, Wake County Human Resources also reviewed and analyzed the 2014 North Carolina League of Municipalities (NCLM) survey, which provided over 6,000 data points from across North Carolina for the fire services classifications.
- Estimated county cost of the recommended plan is \$313,075.
- Estimated county cost to address compression is \$155,866.
- Total estimated implementation costs for the Fire Services & Fire Commission Labor Market Study is \$468,941.

FIRECOMMISSION APPOINTMENT OF CITIZEN / COMSUMERS FOR THE FIRE COMMISSION BUDGET SUB-COMMITTEE

Fire Commission Chair Lucius Jones appointed Nancy Anderson to fill a Citizen / Consumer position on the Fire Commission Budget Sub-Committee.

FIRE COMMISSION APPOINTMENT OF EQUIPMENT SUB-COMMITTEE CHAIR

Fire Commission Chair Lucius Jones appointed Brian Amerson as the Equipment Sub-Committee Chair.

FIRE COMMISSION APPOINTMENT OF SOUTH REGION REPRESENTITIVES FOR FIRE COMMISSION EQUIPMENT AND FACILITY SUB-COMMITTEES

Fire Commission Chair Lucius Jones appointed Benny Whitley as the South Region Primary to the Fire Commission Equipment Sub-Committee as well as appointed Brad Mitchell as the South Region Alternate to the Fire Commission Facility Sub-Committee.

INFORMATION AGENDA

FY 2017 FIRE TAX BUDGET SUBMISSION FIRE DEPARTMENT EXPANSION REQUEST

Emergency Services Manager Demetric Potts shared with the Fire Commission that during the Fire Tax Budget Submissions County staff received Fire Department Expansion Requests that totaled \$20,573,042 of which the total Fire Tax Cost if approved would be \$18,847,725. He shared that the Budget Sub-Committee would begin holding the Budget Committee work session meeting to review budget submission in an effort to develop a recommended Fire Tax Budget on March 16, 2016.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 5, 2016

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 5, 2016, 7:00 PM, Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Ron Early (North Region), Chief Todd Wright (West Region), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), and Chief Tim Pope (North Region Alternate).

The following members were absent: John Burns (Wake County Commissioner), Chief Tony Mauldin (South Region), and Chief Matt Poole (South Region Alternate).

The following County officials and staff were present: Johnna Rogers (Deputy County Manager), Fire Services Director Nick Campasano, Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, Fire Services Logistics Manager Grant Vick, and Emergency Services Manager Demetric Potts.

Vice Chair Billy Myrick gave an invocation.

PUBLIC COMMENTS

Gary Vickerson, President of Bay Leaf Fire Department Board of Directors stated that he was there representing 8 of the not for profit fire departments. He stated that one of the things in the recommendation is the Cost Share. He wasn't going to argue the analysis, but wanted us to think about two things and you need to see it from both sides whether you are the County wanting to give money to a municipality, or you are a municipality and you wanted to give money to me. You need to understand what the cost share is, is it a percentage of revenue, is it a percentage of capitalization, what is it? He says that we really need to understand what that is going forward. He says that the second thing is the Standard of Cover, and he is not so sure that we have agreed on what that is, what are we paying for and what do we want to provide. He said that those are the two issues that the not for profits have a concern with. He says that it has got to be fair, it has got to be equitable, and most of all it has to be sustainable.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved the Agenda.

**REVIEW AND DISCUSS THE PROPOSED FY 2017 FIRE TAX BUDGET
CONSIDERATIONS**

Fire Services Director Nick Campasano and Budget and Management Analyst Michael James provided the following information regarding the FY 2017 Fire Tax Budget considerations.



FY 2017

Fire Tax District Budget April 27, 2016



wakegov.com

1

Wake County Fire Tax District

Overview

- Historical Revenue/Expenditure Growth
- Review FY 16 Budget
- General Budget Assumptions
- Existing Budget Methodology
- Budget "Reset" Methodology
- Base Budget Model
- Requested Budget Model
- Recommended Budget Model
- Recommended FY17-23 CIP

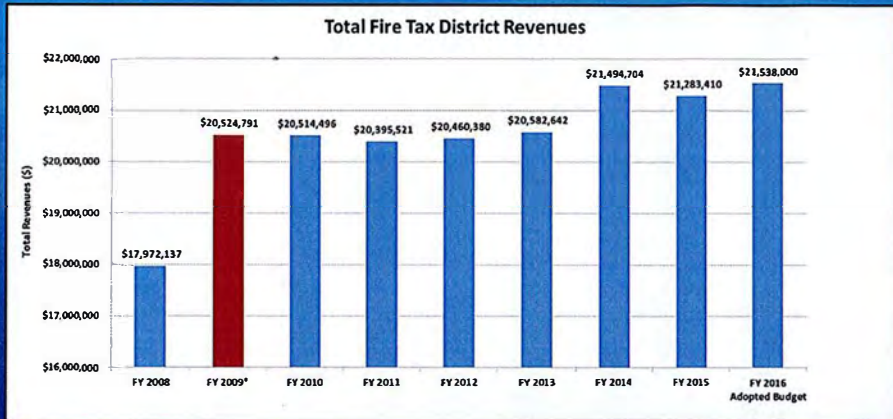


www.wakegov.com

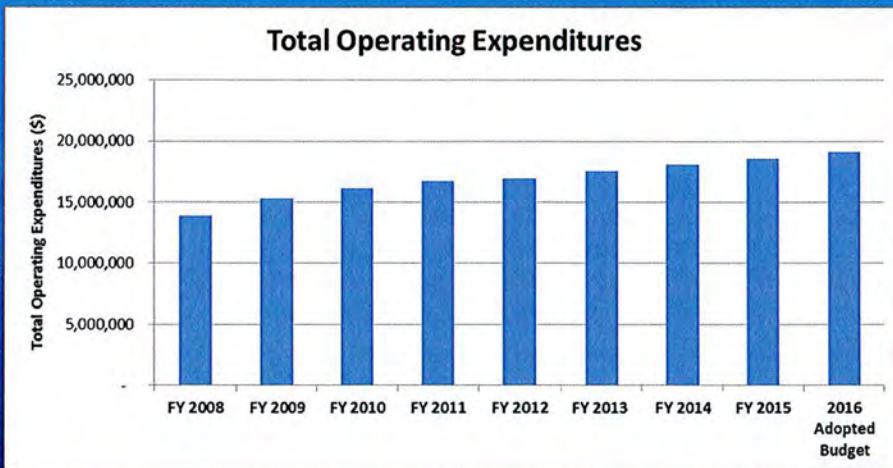
2

Revenues: 2008-2016

- Last significant growth was a result of the 2008 Revaluation
- Average growth since 2010 is less than one percent



Expenditure Growth: 2008-2016



FY 2016 Adopted Budget

- \$22.2M (Operating and CIP)
- Projected to use \$623,000 in fund balance for ongoing expenditures
- Held operating budgets flat
 - Minor increases for health insurance and merit allocation
- Suspended sustainability policy



General Fire Tax Model Assumptions

- Revenue Growth Assumption = 0%
- Avg. Growth Since 2011 < 1%
- Expenditure Growth Assumptions
 - 3% growth for operating expenses
 - 4.5% for large apparatus
 - 3.5% for all other capital



Existing Budget Methodology

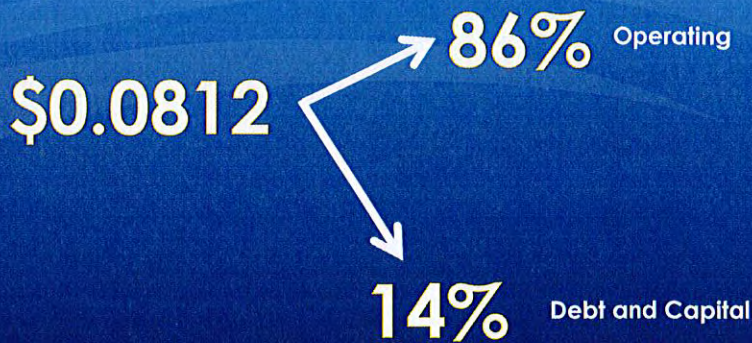
Assumptions



www.wakegov.com

Assumptions

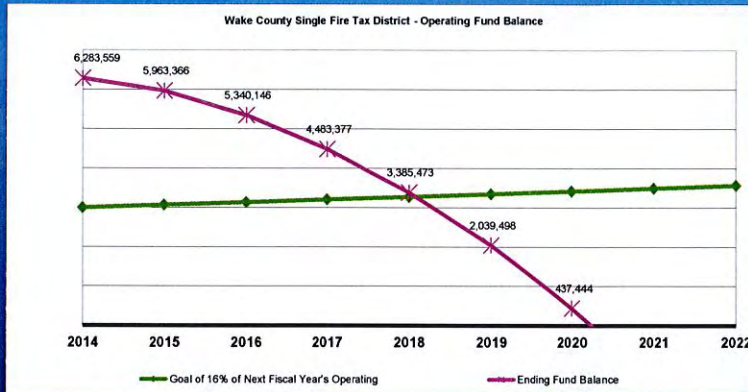
Tax rate (Pre-reappraisal)	.08/\$100
Tax rate (Rev. neutral)	.0812/\$100



www.wakegov.com

Assumptions

- Expenditure Growth Exceeding Revenue Growth
- Static Tax Rate
- Use of Fund Balance for Ongoing Expenditures



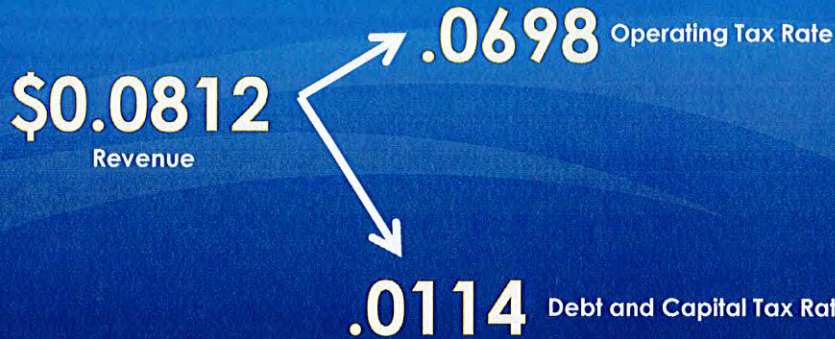
Budget "Reset" Methodology

Assumptions



“Reset” Assumptions

Tax rate (Rev. neutral) .0812/\$100



- Distribution ratio can be adjusted between operating and capital more intuitively
- Easier to communicate how resources are being allocated



www.wakegov.com

11

“Reset” Fund Balance Assumptions

Required fund balance calculation

Operating Fund Balance

Capital Fund Balance

16% Required Fund Balance

Utilizing both fund balances for calculation frees up fund balance \$\$\$\$

One-time transfer of \$2,500,000 to FY17 capital for capital projects



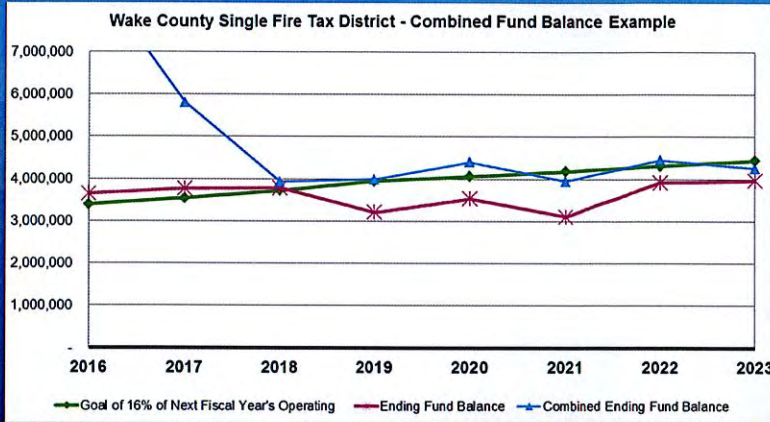
www.wakegov.com

12

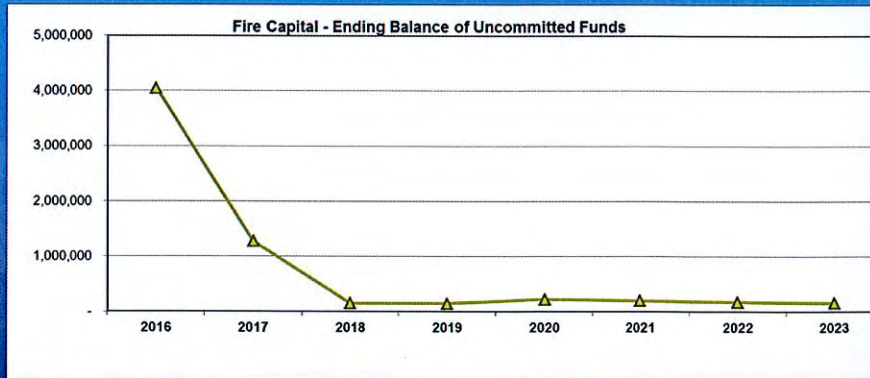
“Reset” Assumptions

Operating side model
variable = tax rate

Combined Fund Balance maintained
at 16% throughout life of model



“Reset” Assumptions



CIP model is assumed to be fully funded at the budgeted fiscal year tax rate through 2023.



FY 2016-17 Base Budget Model



www.wakegov.com

15

Fiscal Year 2017

Base Budget Model

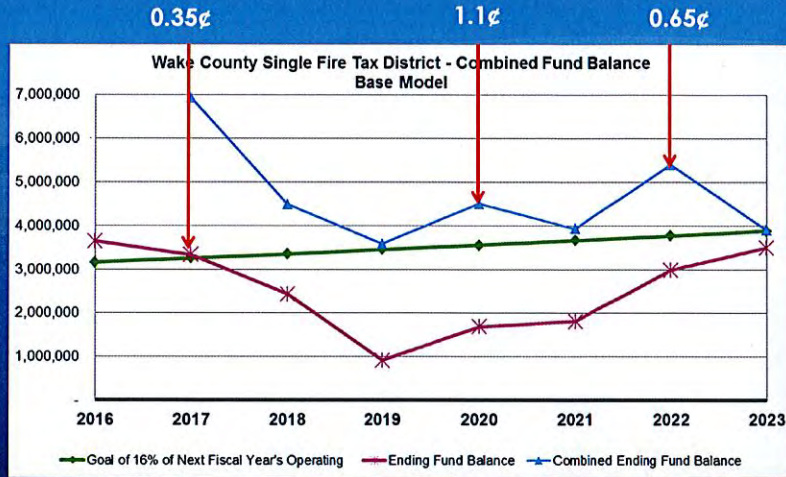
1. FY 17 Revenue Projection = \$21,518,000
2. FY 2016 Adopted Budget plus growth
3. Projected growth per year
 - 3% Department Appropriation
 - 3% System-wide costs
4. Fully funded 7-year CIP (FY16 – FY22 CIP model)



www.wakegov.com

16

Fiscal Year 2017 – Base Budget



www.wakegov.com

17

Base Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	6.98	7.33	7.33	7.33	8.43	8.43	9.08
Operating Rate Increase	-	0.35	-	-	1.10	-	0.65	-
Total Operating Tax Rate	6.88	7.33	7.33	7.33	8.43	8.43	9.08	9.08
Capital Budget Tax Rate	14.0%	1.14	1.14	1.14	1.14	1.14	1.14	1.14
Capital Rate Increase	-	-	-	-	-	-	-	-
Total Capital Tax Rate	1.12	1.14	1.14	1.14	1.14	1.14	1.14	1.14
Total Tax Rate Increase/Decrease	-	0.35	-	-	1.10	-	0.65	-
Total Fire Tax Rate	8.00	8.47	8.47	8.47	9.57	9.57	10.22	10.22

Budget	FY 2016 Adopted	FY 17 Base	Increase (\$)	Increase (%)
Operating	19,148,000	19,722,000	574,000	3.0
CIP	3,144,000	3,346,000	202,000	6.4



www.wakegov.com

18

FY 2016-17 Requested Budget Model



Fiscal Year 2017- All Requested Expansions

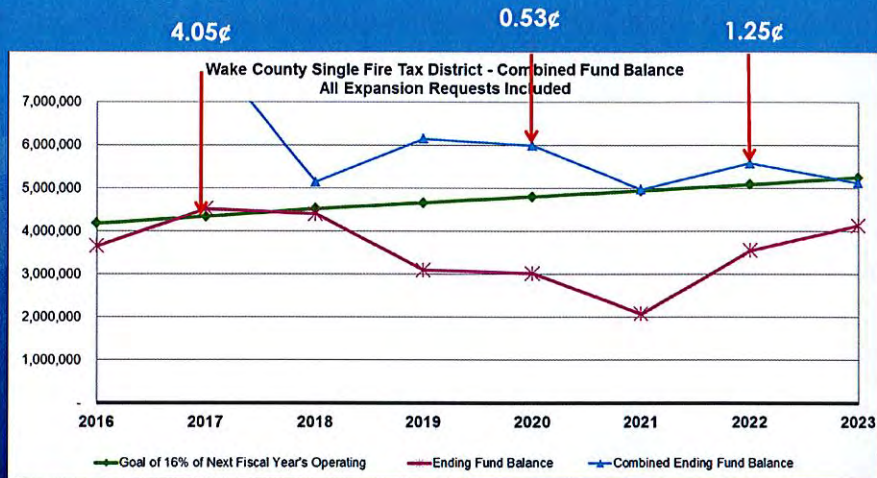
Expansion	Fire Tax Cost (Rounded)	Tax Rate Equivalent* (Cents)
Cost-Share Implementation**	\$1,658,000	0.63
Salary Study Implementation	\$856,000	0.32
Operating Expansions	\$366,000	0.14
Personnel Expansions	\$4,936,000	1.86
Subtotal - Operating	\$7,816,000	2.95
Subtotal - Capital Expansions	\$12,027,000	1.10
TOTAL	\$19,843,000	4.05

*One Penny Generates \$2.65 Million

**Covers full, three-year implementation of cost-share



Requested Model: Tax Increases Needed



Requested Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	7.22	10.17	10.17	10.17	10.95	10.95	12.20
Operating Rate Increase/(Decrease)	-	2.95	-	-	0.78	-	1.25	-
Total Operating Tax Rate	6.88	10.17	10.17	10.17	10.95	10.95	12.20	12.20
Capital Budget Tax Rate	14.0%	0.90	2.00	2.00	2.00	1.75	1.75	1.75
Capital Rate Increase/(Decrease)	-	1.10	-	-	(0.25)	-	-	-
Total Capital Tax Rate	1.12	2.00	2.00	2.00	1.75	1.75	1.75	1.75
Total Tax Increase/(Decrease)	-	4.05	-	-	0.53	-	1.25	-
Total Fire Tax Rate	8.00	12.17	12.17	12.17	12.70	12.70	13.95	13.95

Budget	FY 2016 Adopted	FY 17 Requested	Increase (\$)	Increase (%)
Operating	19,148,000	26,000,000	6,852,000	35.8
CIP	3,144,000	10,676,000	7,532,000	239.6



FY 2016-17 Staff Recommended Budget



www.wakegov.com

23

FY 17 Recommended Expansions

Operating Expansion	Fire Tax Cost (Rounded)
Cost-Share Implementation*	\$1,658,000
Salary and Compression Increases	\$530,000
Part-time Salary Alignment	\$326,000
Bay Leaf Expansion	\$11,000
Durham Highway Expansions	\$66,000
Eastern Wake Expansions	\$82,000
Stony Hill Expansion	\$5,000
Swift Creek Expansion	\$58,000
Wake New Hope Expansions	\$159,000
Wendell Expansion	\$34,000
Western Wake Expansion	\$36,000
Total	\$2,953,000

*Covers full implementation of cost-share



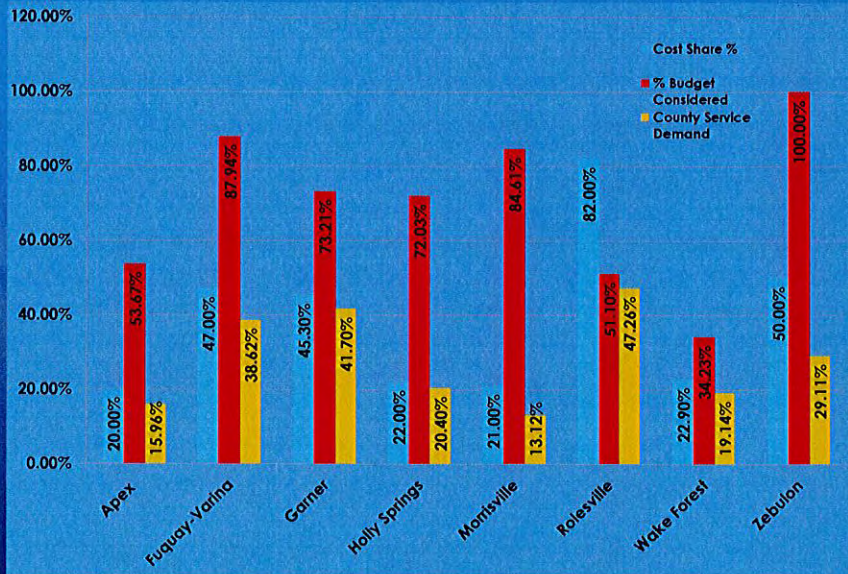
www.wakegov.com

24

Cost Share



www.wakegov.com



New Cost Share Methodology

Developed by Cost Share Committee and consultant ESCI

- Methodology approved by Fire Commission January 2015
- Calculated the municipal/county ratio of five elements:
 - Area
 - Heated Square Footage
 - Population
 - Valuation
 - Service Demand
- Assigned a percentage weight to each element
 - Area 7.5%
 - Heated Square Footage 7.5%
 - Population 30%
 - Valuation 20%
 - Service Demand 35%



Cost-Share 3-Year Implementation

Tax Rate Distribution	2017	2018	2019
Operating	0.21	0.42	0.63
Capital	0.42	0.21	0.00
Total Cost Share Rate Increase	0.63	0.63	0.63

Dollar Distribution	2017	2018	2019
Operating	\$552,667	\$1,105,333	\$1,658,000
Capital	\$1,105,333	\$552,667	
Total Dollars Generated	\$1,658,000	\$1,658,000	\$1,658,000

Phase-in provides an additional \$1.65M for Capital Projects in FY 17 and FY 18



Salary adjustments



www.wakegov.com

29

FY 17 Recommended CIP

FY17 Capital Improvement Program	Fire Tax Cost (Rounded)
Self-Contained Breathing Apparatus	\$1,139,362
Turn-out Gear	\$296,360
Boots and Helmet Replacement	\$378,415
Apparatus Replacement	\$1,769,189
Thermal Imaging Cameras	\$35,686
Automatic External Defibrillators	\$36,979
Total	\$3,655,991
One-Time Capital Expansions*	
Planned Renovations and Repairs	\$76,000
Small Capital	\$60,000
Total	\$136,000

Does not include System-wide expenses

*In addition to base small capital and planned renovation and repair budgets



30

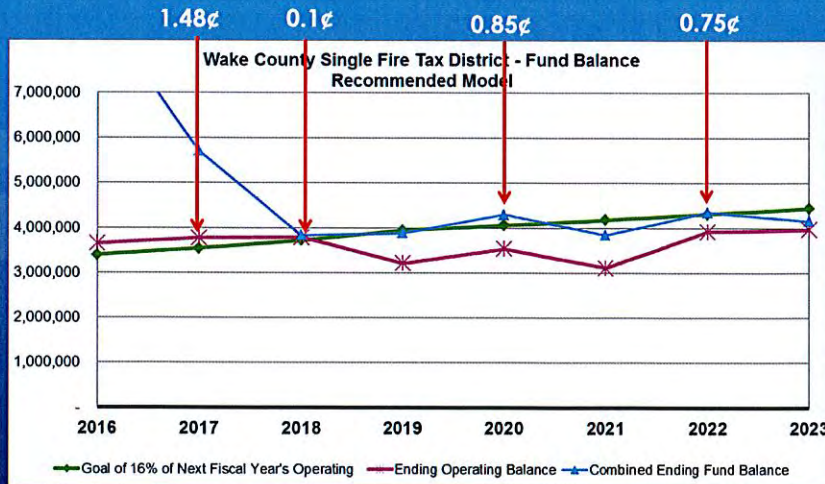
FY 2017 Recommended Tax Rate

- Revenue neutral Tax Rate = \$0.0812
- Recommended Tax Rate = \$0.0960
- Recommended Increase = \$0.0148

Recommended Expansion/Increase	Fire Tax Cost (Rounded)	Tax Rate Equivalent (Cents)
Cost-Share Implementation**	\$1,658,000	0.63
Salary Study Implementation	\$856,000	0.32
FY 2016 Projected Deficit	\$623,000	0.24
Operating Expansions	\$450,000	0.17
FY 2017 Merit Allocation	\$284,000	0.11
System-wide Cost Increases	\$46,000	0.02
Total	\$3,917,000	1.48



Fiscal Year 2017 – Recommended



Recommended Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	6.98	8.02	8.33	8.54	9.39	9.39	10.14
Operating Rate Increase/(Decrease)		1.04	0.31	0.21	0.85	-	0.75	-
Total Operating Tax Rate	6.88	8.02	8.33	8.54	9.39	9.39	10.14	10.14
Capital Budget Tax Rate	14.0%	1.14	1.58	1.37	1.16	1.16	1.16	1.16
Capital Rate Increase/(Decrease)		0.44	(0.21)	(0.21)				
Total Capital Tax Rate	1.12	1.58	1.37	1.16	1.16	1.16	1.16	1.16
Total Tax Rate Increase/(Decrease)		1.48	0.10	-	0.85	-	0.75	-
Total Fire Tax Rate	8.00	9.60	9.70	9.70	10.55	10.55	11.30	11.30

Budget	FY 2016 Adopted	FY 17 Rec'd	Increase (\$)	Increase (%)
Operating	19,148,000	21,200,000	2,052,000	10.7
CIP	3,144,000	6,435,000	3,291,000	104.7



Medical Exams - \$300,000 system-wide budget line

Issues:

- Currently have varied medical surveillance programs among departments
 - OSHA respiratory protection regulations
 - NFPA 1582 recommended medical exams
- Very few departments have written policies/procedures governing "not fit for duty" situations
- Multiple regulations impact medical exams and recordkeeping
 - HIPPA, ADA, GINA, FLSA



Medical Exams

Implementation:

- Medical exam provider questions
 - County-wide bid process – efficiency through numbers
 - County provided – Capability and equipment issues
 - Department choice of provider
- Multiple funding solutions
 - County funded
 - Utilize personal health insurance / reimburse out-of-pocket
- System-wide budget line
 - Fire Protection Contract revisions



Medical Exams

Budget recommendations:

1. Fund \$250,000* system-wide budget line, reduce departmental medical exam expenses to \$0
2. Obtain RFP information to set provider and cost/exam
3. Develop and adopt policies and procedures for medical surveillance program

*~\$50,000 currently contained in departmental budgets



Recommended Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	6.98	8.02	8.33	8.54	9.39	9.39	10.14
Operating Rate Increase/(Decrease)		1.04	0.31	0.21	0.85	-	0.75	-
Total Operating Tax Rate	6.88	8.02	8.33	8.54	9.39	9.39	10.14	10.14
Capital Budget Tax Rate	14.0%	1.14	1.58	1.37	1.16	1.16	1.16	1.16
Capital Rate Increase/(Decrease)		0.44	(0.21)	(0.21)				
Total Capital Tax Rate	1.12	1.58	1.37	1.16	1.16	1.16	1.16	1.16
Total Tax Rate Increase/(Decrease)		1.48	0.10	-	0.85	-	0.75	-
Total Fire Tax Rate	8.00	9.60	9.70	9.70	10.55	10.55	11.30	11.30

Budget	FY 2016 Adopted	FY 17 Rec'd	Increase (\$)	Increase (%)
Operating	19,148,000	21,200,000	2,052,000	10.7
CIP	3,144,000	6,435,000	3,291,000	104.7



Budget Model Comparisons

Required Fire Tax District Tax Rates (Cents)

Model	2017	2018	2019	2020	2021	2022	2023
Base	8.47	8.47	8.47	9.57	9.57	10.22	10.22
Total Requested	12.17	12.17	12.17	12.70	12.70	13.95	13.95
Recommended	9.60	9.70	9.70	10.55	10.55	11.3	11.3

Questions?



INFORMATION AGENDA

None.

OTHER BUSINESS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

WAKE COUNTY FIRE COMMISSION

Thursday, May 12, 2016

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 12, 2016, 7:00 PM, Wake County Public Safety Center, Conference Room C-170, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Tony Mauldin (South Region), Chief Ron Early (North Region), Chief Todd Wright (West Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), John Burns (Wake County Commissioner), Judge Michael Denning (Citizen/Consumer), and Chief Tim Pope (North Region Alternate).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), and Chief Matt Poole (South Region Alternate).

The following County officials and staff were present: Johnna Rogers (Deputy County Manager), Fire Services Director Nick Campasano, Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, Fire Services Logistics Manager Grant Vick, and Emergency Services Manager Demetric Potts.

Vice Chair Billy Myrick gave an invocation.

PUBLIC COMMENTS

Gary Vickerson, President of Bay Leaf Fire Department Board of Directors stated that he was representing several fire departments. He stated to Director Campasano that the budget presented was outstanding, and one of the best that the fire departments had seen. That being said he stated that they still have a concern on the cost share side, they fully agree that the municipalities need some money, they don't have a problem with that historically, ethically, they are just concerned that mathematically we are going to get caught in a capitalization plan going forward and we don't have a lot of weeks between now and sign up time to get our Is dotted and Ts crossed to make sure we don't run into a problem a year from now or two years from now. He stated that the Standard of Cover Study was important to them and that study hasn't been completed, he just wanted to go on the record other than that the county did a really nice job with the budget.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Lee Price and second by Bob Stagg, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Bob Stagg and second by Lee Price, the Fire Commission unanimously approved the Minutes of the March 17, 2016, Regular Meeting.

REGULAR AGENDA

CONSIDERATION OF FIRE TAX DISTRICT BUDGET COMMITTEE AND STAFF RECOMMENDED FTY 2017 OPERATING BUDGET AND FY 17-23 FIRE CIP

Budget and Management Analyst Michael James presented the following information regarding the Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP.

Operative Policy Assumptions

- The single fire tax district created by the Board of Commissioners in 1999 should fund the full cost of fire service to residents of district, which contains all unincorporated areas as well as the Town of Wendell.
 - Any subsidy from the General Fund would mean municipal residents paying for the cost of fire protection of unincorporated areas.
- When the County assumes the role of fiscal agent for Countywide public safety projects or operations, the Fire Tax District should be treated the same as municipal fire departments for the purposes of cost allocation.
 - A good example of this is the 800 MHz Operating Budget, in which user costs are allocated to both municipal and county users based on defined criteria.
- The Fire Tax District Budget should be balanced, sustainable, and reflect the priorities of the Board of Commissioners as advised by the Fire Commission.
 - By policy, a sustainable budget means that the ending balance for the Fire Tax fund represents a minimum of 16% of the subsequent fiscal year's operating budget.
 - Beginning in FY 2017, the 16% target can be met through a combination of the ending operating AND CIP fund balances. In prior years, only the ending operating balance counted towards the fund balance target.
 - A sustainable budget and fire tax model reflects:
 - Realistic revenue growth assumptions based on the current tax rate
 - Realistic expenditure growth assumptions
 - An assumed operating/capital distribution needed to meet fire debt and capital obligations in the Fire CIP

- Tax revenues will be split between operating and debt/capital needs.
 - New for FY 2017: Fire Tax Fund tax revenues will be split between operating and debt/capital on a tax rate basis. The FY 2017 Budget dedicates 8.12 cents to the operating budget, and 1.48 cents to debt and capital

Operating Budget Overview

- Operating budget totals \$21.53 million, an increase of \$2.38 million, or 12 percent, from the FY 2016 Adopted Budget. This includes:
 - Full funding for the implementation of the 2015-16 Labor Market Study recommendations (\$856,000). This includes the cost of bringing employees to the new band minimums, subsequent compression adjustments, and a part-time pay adjustment to comply with the compensation guidelines.
 - Year one of the three year cost-share phase in (\$556,000)
 - Operating expansions for eight different departments. These include increased funding for part-time salaries, volunteer compensation and vehicle maintenance (\$450,000)
 - A 3% percent merit allocation funded for 75 percent of the fiscal year (\$284,000)
 - A \$250,000 system-wide expense for employee medical exam reimbursements (\$200,000 expansion)
 - Health insurance, overtime, longevity, life Insurance, dental, worker's comp, unemployment comp, volunteer Comp, state pension and long-term disability are funded at the level requested in department submissions
- Projected contribution to fund balance in FY 2017: \$119,000

FY 2017-2023 CIP Overview

- Seven year plan totals \$27.66 million (average of \$3.95 million/year) funded through a combination of tax revenues, prior year uncommitted funds, debt proceeds and municipal reimbursements
- FY 2017 plan totals \$6.44 million. Funding sources for FY 2017 include:
 - \$2.85 million in tax revenues
 - \$1.88 million in prior year uncommitted CIP funds.
 - \$1.69 million in debt proceeds
 - \$31,000 in municipal reimbursements related to the Garner Station 4 Interlocal Agreement
- FY 2017 Uses include:
 - \$1.82 million for apparatus and vehicles
 - Includes \$50,000 vehicle maintenance contingency
 - \$527,000 for facilities
 - \$336,000 is included for planned renovations and repairs, which represents a one-time \$236,000 expansion in FY 2017
 - \$150,000 is included for planning and design costs for the Wendell Falls Station
 - \$43,000 is included for the Stony Hill remediation project
 - \$3.50 million is included for equipment replacement in FY 2017
 - Includes \$1.40 million for the 800mhz upgrade
 - \$1.14 million is included for self-contained breathing apparatus (SCBAs)

- \$675,000 is included for turnout gear, including additional one-time funding to replace out of date boots and helmets. Boots and helmets will be included in the turnout gear replacement plan moving forward.
 - \$210,000 is budgeted for small-capital in FY 2017. This includes a one-time expansion of \$60,000.
 - \$73,000 is included for defibrillators and thermal imaging cameras
- \$150,000 is included for preexisting department debt service
 - \$451,000 is reserved for future appropriations
 - This includes \$420,000 in debt proceeds for Bay Leaf Rescue 36, which was purchased with cash in FY 2016, with the understanding that it would be repaid with debt in FY 2017.

Upon motion of Billy Myrick and second by Judge Michael Denning, the Fire Commission unanimously approved the Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP.

FIRE COMMISSION APPARATUS SUB-COMMITTEE POLICIES, PROCEDURES, AND REPLACEMENT SCHEDULE

Deputy Fire Services Director Darrell Alford reported that that Apparatus Committee along with Wake County Fire Services Staff modified the Policies and Procedures, as well as, re-formatted the document. Revised replacement schedules have been developed based on NFPA recommendations, manufacturer recommendations and best practices. The revised policies and procedures have been vetted by the Equipment Committee.

Upon motion of Billy Myrick and second by Lee Price, the Fire Commission unanimously approved the Fire Commission Apparatus Sub-committee revised Policies, Procedures and Replacement Schedule.

FIRE COMMISSION EQUIPMENT COMMITTEE SUB-COMMITTEE POLICIES, PROCEDURES, AND REPLACEMENT SCHEDULE

Deputy Fire Services Director Darrell Alford reported that the Equipment Committee along with Wake County Fire Services Staff modified the Policies and Procedures, as well as, re-formatted the document. Revised replacement schedules have been developed based on NFPA recommendations, manufacturer recommendations and best practices. The revised policies and procedures have been vetted by the Equipment Committee.

Upon motion of Chris Perry and second by Judge Denning, the Fire Commission unanimously approved the Fire Commission Equipment Sub-committee revised Policies, Procedures and Replacement Schedule

FIRE COMMISSION APPOINTMENT OF APPARATUS COMMITTEE CHAIR

Deputy Fire Services Director Darrell Alford reported that current Chairman Frank Woods has tendered his resignation from the Hopkins Fire Department and from the Apparatus Committee. A letter of recommendation has been submitted to Wake County Fire Services from the Apparatus Committee requesting that Jim Jones be appointed as the new Apparatus Chairman.

Upon motion of Chris Perry and second by Judge Denning, the Fire Commission unanimously approved the appointment of Chief Jim Jones as the Apparatus Sub-committee Chairman.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Budget and Management Analyst Michael James provided the following Fire Tax Financial Reports to the Fire Commission Members for review/comment:

WAKE COUNTY FIRE TAX DISTRICT
FY 2016 SYSTEMWIDE OPERATING FINANCIAL REPORT
 May 12, 2016

Department: 51 Fire Services
Division: 5120 Fire Services
Unit: F250 Fire Tax District System
 Revenues:

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	1,252,034	-	1,252,034	1,252,034	(1,252,034)	0.00
T128 Refunds of NC DMV Taxes	-	-	(2,501)	-	(2,501)	(2,501)	2,501	0.00
T200 Special District Taxes	21,523,000	21,523,000	19,981,143	-	19,981,143	19,981,143	1,541,857	92.84
N132 Interest - NCDOT - DMV Taxes	-	-	533	-	533	533	(533)	0.00
N140 Market vs Cost Investment Difference	-	-	5,356	-	5,356	5,356	(5,356)	0.00
N150 Interest Income/Pooled Funds	15,000	15,000	30,503	-	30,503	30,503	(15,503)	203.35
A370 Appropriated Fund Balance	623,000	625,610	-	-	-	-	625,610	0.00
Total	22,161,000	22,163,610	21,267,068	-	21,267,068	21,267,068	896,542	95.95%

Expenditures:

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2406 CONTRACTED SERVICES	20,000	22,610	-	17,610	-	17,610	5,000	0.00
3104 EQUIPMENT	-	-	220	-	220	220	(220)	0.00
3134 OTHER SUPPLIES AND MATERIALS	-	-	-	4,740	-	4,740	(4,740)	0.00
3617 DISPATCH SERVICE	195,773	195,773	195,773	-	195,773	195,773	-	100.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,000	15,000	11,183	-	11,183	11,183	3,817	74.55
4208 CITY OF RALEIGH HAZMAT PROGRAM	77,927	77,927	-	77,927	-	77,927	0	0.00
4224 NC DEPT OF NRCD - FORESTRY	67,929	67,929	50,613	17,316	50,613	67,929	-	74.51
4409 POSTAGE/CHARGES FROM GS	-	-	213	-	213	213	(213)	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,127	343,127	-	-	-	-	343,127	0.00
4446 800mhz charges from other dept	130,941	130,941	130,941	-	130,941	130,941	0	100.00
4447 CAD charges from other dept	9,596	9,596	9,596	-	9,596	9,596	(0)	100.00
4460 GSA Utilities - Electric	24,224	24,224	18,597	-	18,597	18,597	5,627	76.77
4758 MV Tax Collection Costs	50,000	50,000	30,360	-	30,360	30,360	19,640	60.72
9103 TRANSFER TO CJP CO CONSTRUCTION FUND	2,051,000	2,051,000	2,051,000	-	2,051,000	2,051,000	-	100.00
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	962,000	962,000	962,000	-	962,000	962,000	-	100.00
Total	3,947,517.00	3,950,127.00	3,460,496.16	117,592.91	3,460,496.16	3,578,089.07	372,037.93	87.60%

WAKE COUNTY FIRE TAX DISTRICT
FY 2016 DEPARTMENT APPROPRIATIONS
May 12, 2016

Unit Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	741,083	741,083	679,326	61,757	679,326	741,083	-	91.67
Bayleaf FD	1,609,979	1,609,979	1,477,808	132,171	1,477,808	1,609,979	-	91.79
Cary FD	85,000	85,000	-	71,377	-	71,377	13,623	0.00
Durham Highway FD	773,844	773,844	709,357	64,487	709,357	773,844	-	91.67
Eastern Wake FD	1,618,084	1,618,084	1,483,244	134,840	1,483,244	1,618,084	-	91.67
Fairview FD	1,196,539	1,196,539	1,096,827	99,712	1,096,827	1,196,539	-	91.67
Fuquay Varina FD	1,499,639	1,499,639	1,374,669	124,970	1,374,669	1,499,639	-	91.67
Garner FD	1,736,668	1,736,668	1,591,946	144,722	1,591,946	1,736,668	-	91.67
Holly Springs FD	603,207	603,207	552,940	50,267	552,940	603,207	-	91.67
Hopkins FD	785,959	785,959	720,462	65,497	720,462	785,959	-	91.67
Morrisville FD	846,120	846,120	775,610	70,510	775,610	846,120	-	91.67
Rolesville FD	761,301	761,301	697,859	63,442	697,859	761,301	-	91.67
Stony Hill FD	1,019,273	1,019,273	935,953	83,320	935,953	1,019,273	-	91.83
Swift Creek FD	489,587	489,587	452,538	37,049	452,538	489,587	-	92.43
Wake-New Hope FD	1,147,297	1,147,297	1,051,689	95,608	1,051,689	1,147,297	-	91.67
Wake Forest FD	713,540	713,540	654,078	59,462	654,078	713,540	-	91.67
Wendell FD	1,477,033	1,477,033	1,353,947	123,086	1,353,947	1,477,033	-	91.67
Western Wake FD	525,885	525,885	482,061	43,824	482,061	525,885	-	91.67
Zebulon FD	583,445	583,445	534,826	48,621	534,826	583,446	(1)	91.67
Total	18,213,483	18,213,483	16,625,141	1,574,720	16,625,141	18,199,861	13,622	91.28%

**WAKE COUNTY FIRE TAX DISTRICT
CIP STATUS REPORT
As of 5.12.16**

Fund: 4400 Fire CIP

**Department 84 Fire And Rescue CIP
Division 8420 Fire Facilities**

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Authority (actual balance)
020F	Fire-Bayleaf #1	8400P0100	\$3,790,034.49	\$3,790,034.49	\$0.00	\$3,790,034.49	\$3,765,051.99	\$4,982.50	\$3,790,034.49	\$0.00
026F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$614,494.66	\$23,805.75	\$638,300.41	\$146,047.59
050F	Wendell Falls Station, Fire Tax Port	8420V0100	\$508,478.60	\$508,478.60	\$0.00	\$508,478.60	\$6,701.42	(\$0.00)	\$6,701.42	\$501,777.18
057F	Fire Planned Facility Repairs	8420V0100	\$791,230.95	\$791,230.95	\$0.00	\$791,230.95	\$627,946.01	\$30,727.00	\$658,673.01	\$132,557.94
072F	Fire Facility Condition Assessments	8420V0100	\$17,000.00	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00
	Total Division 8420 Fire Facilities		\$5,891,092.04	\$5,891,092.04	\$0.00	\$5,891,092.04	\$5,034,194.08	\$59,515.25	\$5,093,709.33	\$797,382.71

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCH	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$110,208.54	\$0.00	\$110,208.54	\$21,394.46
044F	TURNOUT GEAR	8430V0300	\$1,772,000.00	\$1,772,000.00	\$0.00	\$1,772,000.00	\$206,074.11	\$0.00	\$1,878,268.37	(\$106,268.37)
060F	Fire 800MHz - Omnilink Upgrade	8430V0300	\$1,660,000.00	\$1,660,000.00	\$0.00	\$1,660,000.00	\$1,036,000.00	\$0.00	\$1,036,000.00	\$624,000.00
061F	Fire Air Bottle Replacement	8430V0300	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$69,428.00	\$0.00	\$69,428.00	\$239,572.00
062F	Fire Defibrillators	8430V0300	\$255,000.00	\$255,000.00	\$0.00	\$255,000.00	\$110,714.27	\$16,225.36	\$126,939.63	\$128,060.37
063F	Fire Thermal Imaging Cameras	8430V0300	\$284,000.00	\$284,000.00	\$0.00	\$284,000.00	\$207,530.72	\$0.00	\$207,530.72	\$76,469.28
066F	Fire SCBA's	8430V0300	\$461,000.00	\$461,000.00	\$0.00	\$461,000.00	\$411,456.53	\$43,472.00	\$454,928.53	\$6,071.47
084F	Fire Small Capital - FY16	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$67,049.48	\$0.00	\$67,049.48	\$82,950.52
	Total Division 8430 Fire Fighting Equipment		\$5,022,603.00	\$5,022,603.00	\$0.00	\$5,022,603.00	\$3,684,581.80	\$265,771.47	\$3,950,353.27	\$1,072,249.73

Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over)/ Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$113,192.82	\$113,192.82	\$0.00	\$113,192.82	\$16,516.31	\$45,342.54	\$61,858.85	\$51,333.97
056F	Fire Small Vehicles	8440V0100	\$649,371.04	\$649,371.04	\$0.00	\$649,371.04	\$336,914.02	\$115,457.00	\$452,371.02	\$197,000.02
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$345,000.00
082F	FY15 Large Apparatus - Municipal	8440V0100	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$197,400.00	\$197,400.00	\$202,600.00
083F	FY15 Large Apparatus - Rural	8440V0100	\$1,404,216.70	\$1,404,216.70	\$0.00	\$1,404,216.70	\$1,402,216.70	\$0.00	\$1,402,216.70	\$2,000.00
085F	FY16 Large Apparatus - Municipal	8440V0100	\$277,000.00	\$277,000.00	\$0.00	\$277,000.00	\$0.00	\$0.00	\$0.00	\$277,000.00
086F	FY16 Large Apparatus - Rural	8440V0100	\$500,455.00	\$500,455.00	\$0.00	\$500,455.00	\$80,455.00	\$420,001.85	\$500,456.85	(\$1.85)
	Total Division 8440 Fire Apparatus		\$3,689,235.56	\$3,689,235.56	\$0.00	\$3,689,235.56	\$1,836,102.03	\$778,201.39	\$2,614,303.42	\$1,074,932.14

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
096F	Fire Preexisting Department - Debt	8490V0100	\$531,000.00	\$531,000.00	\$0.00	\$531,000.00	\$535,845.87	\$6,915.73	\$542,761.60	(\$11,761.60)	(\$11,761.60)
097F	Transfer to Debt Service Fund	8490V0100	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$60,071.98	\$0.00	\$60,071.98	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$150,000.00	\$122,000.00	\$28,000.00	\$150,000.00	\$0.00	\$0.00	\$0.00	\$150,000.00	\$122,000.00
099F	Fire Capital Uncommitted	8490V0100	\$378,984.63	\$1,695,100.53	(\$1,316,115.90)	\$378,984.63	\$4.48	\$0.00	\$4.48	\$378,980.15	\$1,695,096.05
Total Division 8499 Fire Capital Uncommitted			\$1,120,056.61	\$2,408,172.51	(\$1,288,115.90)	\$1,120,056.61	\$595,922.33	\$6,915.73	\$602,838.06	\$517,218.55	\$1,806,334.45
Total Department 84 Fire And Rescue CIP			\$15,722,987.21	\$17,011,103.11	(\$1,288,115.90)	\$15,722,987.21	\$11,150,800.24	\$1,110,403.84	\$12,261,204.08	\$3,461,783.13	\$4,749,899.03
Total Fund: 4400 Fire CIP			\$15,722,987.21	\$17,011,103.11	(\$1,288,115.90)	\$15,722,987.21	\$11,150,800.24	\$1,110,403.84	\$12,261,204.08	\$3,461,783.13	\$4,749,899.03

STANDING COMMITTEE UPDATES

Administrative Sub-Committee:

Chief Tim Pope shared that the Administrative Committee did not meet.

Apparatus Sub-Committee:

Deputy Fire Services Director Darrell Alford shared that the Apparatus Committee did not meet.

Budget Sub-Committee:

Billy Myrick shared that the Budget Committee had done a great job in developing the recommended Fire Tax Budget.

Communications Sub-Committee

Chris Perry shared that that their committee has had their hands in a lot of projects recently. He is going to give a couple updates. He stated that they have been working on some policy changes on dispatching, and they were able to present some of those to the Fire Chiefs at their last meeting to vet some of the recommendations and they are excited about getting some of that put into place.

Chief Perry shared that they have been part of the 911 Center and Smart X conversion that took occurred a week or so ago. The Raleigh Wake 911 Center moved to their new facility, no small feat by the technology folks as well as the Smart X conversion on the Radio System. The Committee was involved with trying to get some guidance out during what if scenarios.

He shared that they are a part of the CAD System procurement project by helping develop the RFP for the new CAD System. They are meeting on a regular basis for that project. They are getting feedback from the Chief on tweaks to the CAD Systems and they are coming up with recommendations for that.

Equipment Sub-committee:

Deputy Fire Services Director Darrell Alford shared on behalf of Chief Brian Ammerson that the Equipment met to draft the recommended changes to the Equipment Policies and procedures as well as the replacement plan. He shared that they are starting to work on the RFP for the Thermal Imaging Cameras. There was testing done in conjunction with Cary at the Fire Training Center prior to his time with the Equipment Committee, but they were gathering those documents and starting to work on that project.

Facility Sub-Committee

David Dillon shared that the Facility Committee did not meet. Bob Stagg stated that with the additional funds that is coming in for facilities some of the concerns that he has regarding Fuquay 3 and Wake New Hope regarding questionable repair. He says that he hopes that we are able to use those funds wisely.

Staffing and Compensation Sub-Committee:

Deputy Fire Services Director Darrell Alford shared on behalf of Chief Tim Herman met after the last Fire Chiefs Association meeting to talk about volunteerism, recruitment and retention.

Steering Sub-Committee:

Director Campasano shared that the Steering Committee did not meet.

Training Sub-Committee:

Chief Leroy Smith shared that he was out of town during the last Training Committee meeting, but they did meet and Dave Zoltowski came out from Wake County and did an introductory meeting with the Committee, and he went over some goals and objectives to try to give direction of what the goals should be for the Training Committee.

CHAIR REPORT

Chair Jones stated that he appreciated all the hard work in doing what we are doing to move us right along.

FIRE SERVICES DIRECTOR REPORT

Director Campasano shared that before he presented his report he wanted to comment again on the cost share to go over some of the new items in the cost share versus the thoughts and perceptions. He stated that in the past the cost share percentage was applied to a departments budget, any capital items such as turnout clothing, SCBA, those were purchased at that cost share formula. The same with apparatus where we paid a cost share percentage up to whatever the bid price was for that vehicle. We purchased tankers and brush trucks at 100% for the cost share communities.

Moving forward the new cost share will apply a percentage to the operating budget, and capital purchases will remain the same. So the new cost share formula percentage will be applied to SCBA purchases, turnouts, thermal imagers, vehicles again up to that bid price. Collectively under the old cost share percentages the average cost share was 38.77%. With the new cost share the average cost share percentage 33.68%, so as an impact for the Fire Tax District, if all of the cost share departments purchase \$100,000 worth of SCBA, turnout clothing, apparatus, under the old formula the County would have expended about \$38,000. Under the new cost share formula because that average has dropped the County will probably spend about \$33,000.

So the cost share formula has changed and we are now applying it to their entire budget, as he mentioned during the budget meetings there will no considerations for full time staffing, station construction, land acquisition for any department until the Staffing and Deployment Study is complete. So that plan has to be completed and accepted so that we have a road map going forward so we can optimize where our future station locations will be.

Director Campasano stated that because of some other comments that he has heard he did a little investigation into the valuation of those areas, and if you look at the nine contracted communities or departments, he said that we consider nine because we also contract with the Town of Cary for the Cary Suburban District area, with those nine areas they generate \$11million dollars in tax revenue. The appropriations for those nine departments is about \$9 million dollars, so those cost share rural areas generate a surplus of \$1.7 million dollars into the Fire Tax District. The remaining 10 not for profit rural areas generate approximately \$14.7 million dollars in revenue of which \$11.7 million dollars is sent as appropriations to those 10 departments. This generates about a \$3 million dollar surplus which goes to capital as well as fund balance.

Director Campasano stated that he wanted to dispel the perception that non-profit rural areas are subsidizing the cost share communities, because they really are not. Those communities are self-sufficient, and they generate a surplus to the Fire Tax District, at the new 2017 cost share formula appropriations at the hold harmless rates for those communities. He says that he thinks it's a good balance between the two, we've got 9 departments at about \$9 million dollars in

appropriations and we've got 10 departments with about \$11 million dollars in appropriations and we are working together to bring the entire system up. Director Campasano says he takes this budget as a good move forward with medical exams, SCBA replacements, so we are going to make some really good strides. He stated that he just wanted to mention those items regarding the cost share because there were some concerns about budget increases.

Director Campasano stated that assuming the budget moves forward the with NFPA 1582 medical exams; we will be working with the Staffing and Compensation Sub-committee because we would like to have the policies and procedures in place by July 1st so we could hit the ground running. He said that he would be in touch with all of the departments that have provided him with their policies and procedures to ask permission to share that with the Staffing and Compensation Sub-committee so we can use good points to use those as templates for our own policies. He also stated that he would be reaching to departments to survey you for if and when the County has gone out to bid and we have a vendor, we would be looking for a vendor that had regional presence in all 4 regions. We would be surveying to see how many of you would be taking advantage of that versus how many of you would stay with your own provider. We would need to have an idea of the numbers of participants that the provider would be looking at providing medical exams for. If you choose to stay with your own provider our thought is that you would be reimbursed up to that bid price that we get for the selected vendor.

Director Campasano shared that as we have gone through this budget process there seems to be a lot of discussion surrounding the annual salary and rate calculation. It appears that it is difficult for some of the departments to do the calculation backwards, from annual salary to hourly rates, what's overtime, what's straight time, so we will be working with Staffing and Compensation to a couple of workshops so that as we move forward we can have a defined and specific method for calculating that hourly rate, the overtime rate, how you work with departments that are 7K and departments that are not 7K exempt. We will also be working with Wake County Budget Office (Budget and management Analyst Michael James) to change those budget submission forms so when you put in someone's annual salary it would calculate backwards what the hourly rate is, what the overtime is, so it would simplify that process and standardize it across all of the departments.

Helmet and Boots Replacements

Director Campasano stated that our Logistics Manager Grant Vick will be reaching to all the departments to get you boot samples so that you can have your personnel who will be getting replacement boots sized so we can have that order ready to go. So when you get those samples get them to your firefighters so that can get sized and get that back to Grant.

SCBA and Cylinder Replacements

With SCBA and air cylinder replacements again Grant will be reaching out to departments to do an inventory on SCBA cylinders particularly because if there are cylinders that we will be replacing and there are still some life left to them we may be looking to replace those or swap them out with departments who may have cylinders that are expiring this year so we can maximize the life of those cylinders.

Planned Renovation and Repairs

With planned renovations and repair there are larger numbers of planned renovations and repairs coming up next fiscal year, so he would encourage all the Chiefs, 1) if you have any planned renovations and repairs that were budgeted in fiscal year 2016 and you have not completed them yet please reach out to Demetric to get the funding agreements set and completed, and moving

forward try to get all that in place so that when the budget year hits we can get moving on those renovations.

Apparatus Replacements

We have been working with Durham Highway Fire Department and historically there was a point where Durham Highway Station 2 was anticipated to be closed and the vehicles that were in that station were taken off the replacement schedule. Since then Durham Highway has been re-rated by ISO and when they approved their rating that station was recognized as a responding station. So as such there is a need there. He said that he would be working with David McNulty as well as with other members of Durham Highway Fire Department, they have been very cooperative, and we are going to come up with cost efficient solution that will hold us over for a bit, but he just wanted to bring to the Commission's attention that at some point we will be coming to the Commission with a recommendation to add a vehicle back into the replacement plan because there is a need to do that.

OPERATIONS DIRECTOR REPORT

Deputy Fire Services Director Darrell Alford shared operations and logistics has been working has been working with development of the Fire Tax District budget process. They assisted Wendell Fire Department with their NCRRS Inspection and hopefully we will be getting Rolesville Fire Department's inspection report back soon. They are getting prepared to assist Garner Volunteer Fire Department with their July NCRRS Inspection. He shared that Logistic Manager Grant Vick has begun to catalog apparatus to ensure that the data that we have is accurate. He shared that the recruit academy is progressing very well; they started out with 14 members and now they are down to 12 with graduation scheduled for the middle of July. He stated that if departments are looking to a hire firefighter they need to come take a look at these guys to hopefully keep them in Wake County because we have invested in their training. He ended by stating that Training Manager David Zoltowski has been meeting with the Chiefs trying to asses training needs and he encouraged them to ask him for stuff.

OTHER BUSINESS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned