

**WAKE COUNTY FIRE COMMISSION**  
**SPECIAL CALLED MEETING / WORK SESSION**

**Subject:** Agenda for Thursday May 12, 2016  
**Location:** Wake County Public Safety Center, Conference Room C-170  
**Time:** 7:00 PM

◆ **Meeting Called to Order: Chairman Lucius Jones**

- Invocation
- Roll of Members Present

◆ **Public Comments**

- Comments from the public will be received at the time appointed by the Chairman of the Fire Commission for 30 minutes maximum time allotted, with a maximum of 3 minutes per person. A signup sheet for those who wish to speak during the public comments section of the meeting is located at the entrance of the meeting room.

◆ **Items of Business**

- Approval of Agenda
- Adoption of Minutes for March 17, 2016 Regular Meeting

◆ **Regular Agenda**

- Consideration of Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP
- Fire Commission Apparatus Sub-committee Polices, Procedures and Replacement Schedule
- Fire Commission Equipment Sub-committee Polices, Procedures and Replacement Schedule
- Fire Commission Appointment of Apparatus Committee Chair

◆ **Information Agenda**

- Fire Tax Financial Report
- Standing Committee Updates
  - Administrative
  - Apparatus
  - Budget
  - Communications
  - Equipment
  - Facility
  - Staffing and Compensation
  - Steering
  - Training
- Chair Report
- Fire Services Director Report
  - Operations Director Report
  - Logistics Manager Report

◆ **Other Business**

◆ **Adjournment** - Next Meeting July 21, 2016

# **WAKE COUNTY FIRE COMMISSION**

## **Thursday, March 17, 2016**

### **Draft Minutes**

*(Audio Replay of the meeting is not available due to equipment malfunction)*

A meeting of the Wake County Fire Commission was held on Thursday, March 17, 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 Tim Pope (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), and Matt Calabria (Wake County Commissioner).

The following members were absent: Chief Ron Early (North Region Alternate), Ricky Wright (Citizen Consumer), Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (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, 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**

### **ADOPTION OF MINUTES**

Upon motion of Bob Stagg and second by Chief Rodney Privette, the Fire Commission unanimously approved the Minutes of for the January 21, 2016 Regular Meeting, and the Minutes of the March 3, 2017 Special Called Meeting / Work Session.

### **REGULAR AGENDA**

### **APPROVAL OF 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.

Chief Ron Early asked Director Campasano if he was OK with the survey results. Director Campasano stated that he was confident with the survey and the work done by County staff.

Upon motion of Billy Myrick and second by Lee Price, the Fire Commission unanimously approved the FY 2016 Fire Services & Fire Commission Labor Market Survey and Compression Study Data.

**APPROVAL 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.

The only change that has been made after the work session on 3/3/2016 was one to the equivalent experience and education in section 6.3. The years were the same years of experience as the requirements in 6.2. Two years were added to each position in 6.3.

Upon motion of Billy Myrick and second by Lee Price, the Fire Commission unanimously approved the revised Wake County Fire Compensation Administrative Guidelines.

## 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 3.9.2016

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                         | -                 | -                 | 959,697           | -                               | 959,697           | 959,697                 | (959,697)                      | -                       |
| T128 Refunds of NC DMV Taxes              | -                 | -                 | (1,603)           | -                               | (1,603)           | (1,603)                 | 1,603                          | -                       |
| T200 Special District Taxes               | 21,523,000        | 21,523,000        | 19,705,105        | -                               | 19,705,105        | 19,705,105              | 1,817,895                      | 91.55                   |
| N132 Interest - NCDOT - DMV Taxes         | -                 | -                 | 409               | -                               | 409               | 409                     | (409)                          | -                       |
| N140 Market vs Cost Investment Difference | -                 | -                 | 5,356             | -                               | 5,356             | 5,356                   | (5,356)                        | -                       |
| N150 Interest Income/Pooled Funds         | 15,000            | 15,000            | 18,908            | -                               | 18,908            | 18,908                  | (3,908)                        | 126.05                  |
| A370 Appropriated Fund Balance            | 623,000           | 625,610           | -                 | -                               | -                 | -                       | 625,610                        | -                       |
| <b>Total Fire Tax Revenues</b>            | <b>22,161,000</b> | <b>22,163,610</b> | <b>20,687,872</b> | <b>-</b>                        | <b>20,687,872</b> | <b>20,687,872</b>       | <b>1,475,738</b>               | <b>93.34%</b>           |

**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              | 219.66            | 0.00                            | 219.66            | 219.66                  | (219.66)                       | 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        | 97,886.50         | 97,886.50                       | 97,886.50         | 195,773.00              | 0.00                           | 50.00                   |
| 3714 MAINTENANCE AND REPAIR OF EQUIPMENT | 15,000.00         | 15,000.00         | 9,304.77          | 0.00                            | 9,304.77          | 9,304.77                | 5,695.23                       | 62.03                   |
| 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         | 39,417.66         | 28,511.34                       | 39,417.66         | 67,929.00               | 0.00                           | 58.03                   |
| 4409 POSTAGE/CHARGES FROM GS             | 0.00              | 0.00              | 191.44            | 0.00                            | 191.44            | 191.44                  | (191.44)                       | 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         | 12,329.52         | 0.00                            | 12,329.52         | 12,329.52               | 11,894.48                      | 50.90                   |
| 4758 MV Tax Collection Costs             | 50,000.00         | 50,000.00         | 23,096.36         | 0.00                            | 23,096.36         | 23,096.36               | 26,903.64                      | 46.19                   |
| <b>Total Systemwide Expenditures</b>     | <b>934,517.00</b> | <b>937,127.00</b> | <b>252,714.51</b> | <b>211,674.72</b>               | <b>252,714.51</b> | <b>464,389.23</b>       | <b>472,737.77</b>              | <b>26.97%</b>           |



**WAKE COUNTY FIRE TAX DISTRICT**  
**FY 2016 DEPARTMENT APPROPRIATIONS**  
**As of 3.9.16**

| 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           | 741,083.00           | 741,083.00           | 555,812.28           | 185,270.72                      | 555,812.28           | 741,083.00              | 0.00                           | 75.00                   |
| Bayleaf FD        | 1,609,979.00         | 1,609,979.00         | 1,213,467.10         | 396,511.90                      | 1,213,467.10         | 1,609,979.00            | 0.00                           | 75.37                   |
| Cary FD           | 85,000.00            | 85,000.00            | 0.00                 | 0.00                            | 0.00                 | 0.00                    | 85,000.00                      | 0.00                    |
| Durham Highway FD | 773,844.00           | 773,844.00           | 580,383.00           | 193,461.00                      | 580,383.00           | 773,844.00              | 0.00                           | 75.00                   |
| Eastern Wake FD   | 1,618,084.00         | 1,618,084.00         | 1,213,562.97         | 404,521.03                      | 1,213,562.97         | 1,618,084.00            | 0.00                           | 75.00                   |
| Fairview FD       | 1,196,539.00         | 1,196,539.00         | 897,404.22           | 299,134.78                      | 897,404.22           | 1,196,539.00            | 0.00                           | 75.00                   |
| Fuquay Varina FD  | 1,499,639.00         | 1,499,639.00         | 1,124,729.28         | 374,909.72                      | 1,124,729.28         | 1,499,639.00            | 0.00                           | 75.00                   |
| Garner FD         | 1,736,668.00         | 1,736,668.00         | 1,302,500.97         | 434,167.03                      | 1,302,500.97         | 1,736,668.00            | 0.00                           | 75.00                   |
| Holly Springs FD  | 603,207.00           | 603,207.00           | 452,405.25           | 150,801.75                      | 452,405.25           | 603,207.00              | 0.00                           | 75.00                   |
| Hopkins FD        | 785,959.00           | 785,959.00           | 589,469.22           | 196,489.78                      | 589,469.22           | 785,959.00              | 0.00                           | 75.00                   |
| Morrisville FD    | 846,120.00           | 846,120.00           | 634,590.00           | 211,530.00                      | 634,590.00           | 846,120.00              | 0.00                           | 75.00                   |
| Rolesville FD     | 761,301.00           | 761,301.00           | 570,975.75           | 190,325.25                      | 570,975.75           | 761,301.00              | 0.00                           | 75.00                   |
| Stony Hill FD     | 1,019,273.00         | 1,019,273.00         | 769,312.65           | 249,960.35                      | 769,312.65           | 1,019,273.00            | 0.00                           | 75.48                   |
| Swift Creek FD    | 489,587.00           | 489,587.00           | 378,440.28           | 111,146.72                      | 378,440.28           | 489,587.00              | 0.00                           | 77.30                   |
| Wake-New Hope FD  | 1,147,297.00         | 1,147,297.00         | 860,472.72           | 286,824.28                      | 860,472.72           | 1,147,297.00            | 0.00                           | 75.00                   |
| Wake Forest FD    | 713,540.00           | 713,540.00           | 535,155.03           | 178,384.97                      | 535,155.03           | 713,540.00              | 0.00                           | 75.00                   |
| Wendell FD        | 1,477,033.00         | 1,477,033.00         | 1,107,774.72         | 369,258.28                      | 1,107,774.72         | 1,477,033.00            | 0.00                           | 75.00                   |
| Western Wake FD   | 525,885.00           | 525,885.00           | 394,413.75           | 131,471.25                      | 394,413.75           | 525,885.00              | 0.00                           | 75.00                   |
| Zebulon FD        | 583,445.00           | 583,445.00           | 437,584.50           | 145,861.50                      | 437,584.50           | 583,446.00              | (1.00)                         | 75.00                   |
| <b>Total</b>      | <b>18,213,483.00</b> | <b>18,213,483.00</b> | <b>13,618,453.69</b> | <b>4,510,030.31</b>             | <b>13,618,453.69</b> | <b>18,128,484.00</b>    | <b>84,999.00</b>               | <b>74.77%</b>           |



**WAKE COUNTY FIRE TAX DISTRICT  
CIP STATUS REPORT  
As of 3.9.16**

**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 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                   | -  | \$158,478.60                 | \$158,478.60                                     |
| 026F                                | Stony Hill Remediation               | 8420V0100          | \$784,348.00      | \$784,348.00            | \$0.00                        | \$784,348.00               | \$585,323.41            | \$52,977.00                  | -  | \$146,047.59                 | \$146,047.59                                     |
| 050F                                | Wendell Falls Station, Fire Tax Port | 8420V0100          | \$350,000.00      | \$350,000.00            | \$0.00                        | \$350,000.00               | \$6,701.42              | (\$0.00)                     | -  | \$343,298.58                 | \$343,298.58                                     |
| 057F                                | Fire Planned Facility Repairs        | 8420V0100          | \$791,230.95      | \$791,230.95            | \$0.00                        | \$791,230.95               | \$627,946.01            | \$26,527.00                  | -  | \$136,757.94                 | \$136,757.94                                     |
| 072F                                | Fire Facility Condition Assessments  | 8420V0100          | \$17,000.00       | \$17,000.00             | \$0.00                        | \$17,000.00                | \$0.00                  | \$0.00                       | -  | \$17,000.00                  | \$17,000.00                                      |
| Total Division 8420 Fire Facilities |                                      |                    | \$5,891,092.04    | \$5,891,092.04          | \$0.00                        | \$5,891,092.04             | \$5,005,022.83          | \$84,486.50                  | -  | \$801,582.71                 | \$801,582.71                                     |

**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 Budget | 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                       | -  | \$21,394.46                  | \$21,394.46                                      |
| 044F  | TURNOUT GEAR                   | 8430V0300          | \$1,772,000.00    | \$1,772,000.00          | \$0.00                        | \$1,772,000.00             | \$1,666,387.37          | \$211,881.00                 | -  | (\$106,268.37)               | (\$106,268.37)                                   |
| 060F  | Fire 800MHZ - Omnilink Upgrade | 8430V0300          | \$1,860,000.00    | \$597,000.00            | \$1,063,000.00                | \$1,860,000.00             | \$1,036,000.00          | \$0.00                       | -  | \$824,000.00                 | (\$439,000.00)                                   |
| 061F  | Fire Air Bottle Replacement    | 8430V0300          | \$309,000.00      | \$309,000.00            | \$0.00                        | \$309,000.00               | \$69,428.00             | \$0.00                       | -  | \$239,572.00                 | \$239,572.00                                     |
| 062F  | Fire Defibrillators            | 8430V0300          | \$255,000.00      | \$255,000.00            | \$0.00                        | \$255,000.00               | \$110,714.27            | \$16,225.36                  | -  | \$128,060.37                 | \$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                       | -  | \$76,469.28                  | \$76,469.28                                      |
| 066F  | Fire SCBA's                    | 8430V0300          | \$461,000.00      | \$461,000.00            | \$0.00                        | \$461,000.00               | \$204,411.53            | \$207,045.00                 | -  | \$49,543.47                  | \$49,543.47                                      |
| 084F  | Fire Small Capital - FY16      | 8430V0300          | \$150,000.00      | \$150,000.00            | \$0.00                        | \$150,000.00               | \$47,676.15             | \$0.00                       | -  | \$102,323.85                 | \$102,323.85                                     |
| Total Division 8430 Fire Fighting Equipment |                                |                    | \$5,022,603.00    | \$3,959,603.00          | \$1,063,000.00                | \$5,022,603.00             | \$3,452,356.58          | \$435,151.36                 | -  | \$1,135,095.06               | \$72,095.06                                      |

**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 Budget | Remaining Expenditure Authority (actual balance) |
|------------------------------------|----------------------------------|--------------------|-------------------|-------------------------|-------------------------------|----------------------------|-------------------------|------------------------------|--|------------------------------|--|
| 054F                               | General Fire Apparatus           | 8440V0100          | \$113,192.82      | \$113,192.82            | \$0.00                        | \$113,192.82               | \$10,565.85             | \$0.00                       | \$15,000.00  | \$87,626.97                  | \$87,626.97                                      |
| 056F                               | Fire Small Vehicles              | 8440V0100          | \$649,371.04      | \$649,371.04            | \$0.00                        | \$649,371.04               | \$280,398.91            | \$171,131.00                 | -  | \$197,841.13                 | \$197,841.13                                     |
| 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                                     |
| 082F                               | FY15 Large Apparatus - Municipal | 8440V0100          | \$400,000.00      | \$400,000.00            | \$0.00                        | \$400,000.00               | \$0.00                  | \$197,400.00                 | -  | \$202,600.00                 | \$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                       | -  | \$2,000.00                   | \$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                 | \$277,000.00                                     |
| 086F                               | FY16 Large Apparatus - Rural     | 8440V0100          | \$500,455.00      | \$420,000.00            | \$80,455.00                   | \$500,455.00               | \$80,455.00             | \$420,001.85                 | -  | (\$1.85)                     | (\$80,456.85)                                    |
| Total Division 8440 Fire Apparatus |                                  |                    | \$3,689,235.56    | \$3,608,780.56          | \$80,455.00                   | \$3,689,235.56             | \$1,773,636.46          | \$788,532.85                 | \$15,000.00  | \$1,112,066.25               | \$1,031,611.25                                   |

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 | Pending Expenses | 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               | \$522,014.37            | \$20,747.23         | -                | \$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   | Gamer 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      | \$2,705,782.84          | (\$2,326,798.21)               | \$378,984.63               | \$4.48                  | \$0.00              | -                | \$4.48   | \$378,980.15                 | \$2,705,778.36                                   |
| Total Division 8499 Fire Capital Uncommitted |                                       |                    | \$1,120,056.61    | \$3,418,854.82          | (\$2,298,798.21)               | \$1,120,056.61             | \$582,090.83            | \$20,747.23         | -                | \$602,838.06   | \$517,218.55                 | \$2,816,016.76                                   |
| Total Department 84 Fire And Rescue CIP      |                                       |                    | \$15,722,987.21   | \$16,878,330.42         | (\$1,155,343.21)               | \$15,722,987.21            | \$10,813,106.70         | \$1,328,917.94      | \$15,000.00      | \$12,157,024.64                                      | \$3,565,962.57               | \$4,721,305.78                                   |
| Total Fund: 4400 Fire CIP                    |                                       |                    | \$15,722,987.21   | \$16,878,330.42         | (\$1,155,343.21)               | \$15,722,987.21            | \$10,813,106.70         | \$1,328,917.94      | \$15,000.00      | \$12,157,024.64                                      | \$3,565,962.57               | \$4,721,305.78                                   |



## STANDING COMMITTEE UPDATES

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

Chief Tim Pope shared the following Administrative Committee recommendations:

#### Recommendations for March 17, 2016 Fire Commission Meeting

##### Section II – Mission

- Recommended that the Fire Commission periodically review the Mission of the Fire Commission which is to make formal recommendations to the Wake County Board of Commissioners on fire protection and emergency services delivery applicable to those departments covered under the venue of the Fire Commission.

##### Section III – Membership and Composition

- Recommend limiting the terms for each Fire Service Position to no more than two consecutive, two-year terms. This will allow for equal participation opportunities among regions and more closely aligns with other similar committees, commissions, and associations.
- Recommend adding a Fire Commission seat for the President of the Wake County Association of Fire Chiefs or his/her appointee. The WCAFC is an active association and a seat on the Fire Commission will allow for an even broader view of the Wake County fire service.
- Recommend removing “have the option” of appointing an alternate Citizen/Consumer Representative. Having alternates will help ensure that a quorum exists at Fire Commission meetings.
- Recommend that the Fire Commission seek further guidance from the Board of Commissioners on whether the Fire Commission should have Citizen Representatives or Consumer Representatives.
- Recommend that a primary and alternate Citizen/Consumer Representative be appointed from each Fire Service Region plus an at-large primary and alternate Citizen/Consumer Representative. Like the regional Fire Service Positions, regional Citizen/Consumer Representatives will help ensure balanced viewpoints from across the entire Single Fire Tax District.

##### Section IV – Fire Commission Officers

- Recommend that the Chair and Vice Chair of the Fire Commission be limited to no more than two consecutive one-year terms. This will allow for equal participation opportunities among the entire Fire Commission and more closely aligns with other similar committees, commissions, and associations.

##### Section V – Meetings

- Recommend that “Public Comment” be moved in front of “Discussion and adoption of the proposed agenda; adoption of the agenda”. This will allow meeting attendees to speak and provide input on agenda items prior to being discussed by the Fire Commission members.

## Section VIII – Committees

- Recommend that the Fire Service primary and alternate positions on the Fire Commission not be counted toward service on more than two committees. This will allow for greater committee participation among Fire Service regions.

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

Chief Frank Woods shared that the Apparatus Committee had no report.

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

Billy Myrick shared that the Budget Committee had met that day. At that meeting the Committee discussed the following:

- Fire Department budget requests.

Chief Wright commented that there were a lot of needs that currently there wasn't funding available for so a decision needed to be made to determine the direction of the fire service. Director Campasano recommended that the Budget Committee make an effort to prioritize the submitted requests.

### **Communications Sub-Committee**

Chris Perry shared that that their committee met the previous week and they are working on the following:

- Discussion was held regarding several items on today's agenda and from past agendas that should be vetted by the Fire Chiefs prior to carrying to the Fire Commission. Discussion at that level would minimize fire service concern/questions at time of recommendation. The items which should be taken to Fire Chief's Association were:
  - Policy recommendations from previous meetings
  - "Mid-Level" Response – Seek input
  - "Second Alarm" and/or "Working Fire" Designation – Seek input
  - Storm/Severe Weather plan – Seek input
- Radio System Procedures Update
  - Options were discussed for outage/system degradation notification. After much discussion, best option sounded like utilizing Active911 through RWECC PageGate system to notify departments that something was not functioning properly. Chief Perry to follow up on this item.
- Radio Needs Analysis
  - Surveys have been completed by most departments. Region reps will follow up with any department who hasn't submitted a survey. Once all are completed, we will compile and distribute results.
  - Storm/Severe Weather Plan – During severe weather, many departments appear to prefer that all calls be passed along to department, where they in turn prioritize and send the appropriate units. This practice needs to be discussed at Chief's Meeting.



- Nash County interoperability is being explored by Committee Chair. Currently, the only interoperability is a patch to VHF State Fire, which is ineffective and unreliable. More information to come.
- Radio in-building coverage continues to be an issue. Darrell Alford expressed that there may be plans by Wake County Public School System to include bi-directional amplifiers (BDAs) in future school projects. He will check on and report back. Committee needs to continue to investigate possible solutions to this issue.
- Questions have come up regarding “fast dispatch” of fire calls. “Fast dispatch” is when calls are dispatched prior to completion of the EFD questioning. Can result in an upgrade or downgrade of call after EFD, but reduces the call receipt to call dispatch time. Is it happening and when?
  - Chris Walton explained the current procedure. Any structure fire where “fire” or “smoke” is reported, then it is “fast dispatched” to one of the 69E cards. After description of what is going on, the only question is the type of building prior to dispatch.
  - Chris went on to explain that it is possible to “fast dispatch” all fire calls, except it would have to be done center-wide, which would include County and City fire. All involved would have to want to do all fire calls. This is because “fast dispatch” occurs at the call taker level prior to separating the call out to a specific agency. A generic call type would be used for each card and then dispatched as soon as type was known. After questioning, the call could be upgraded or downgraded based on answers.
  - This item will also need to be discussed with the Chiefs to get their input.

### **Equipment Committee**

Deputy Fire Services Director Darrell Alford reported that the committee was in transition with the resignation of Chief David Price. He also reported that Wendell Fire Department Division Chief Brian Amerson would be the Chair of the Equipment Committee moving forward. He shared that the Committee was in the process of making revisions to the equipment replacement schedule as well as developing policy and procedures.

### **Facility Sub-Committee**

David Dillon reported that the Facility Committee met and discussed prioritization of the Planned Renovation and Repairs request submitted during the budget process.

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

Chief Herman shared that the Staffing and Compensation Sub-Committee had no report.

### **Steering Committee**

Chief A.C. Rich shared that the committee met on February 29, 2016 and reviewed the Committee Scope. He stated that the committee was tasked with the responsibility of making revisions to the Fire Commission Long Range Business Plan. He also shared that the committee was involved in ongoing projects such as Staffing & Deployment and Cost-share Methodology.

### **Training Sub-Committee**

Chief Smith stated that the Training Committee met that day they discussed use of the Training Center.

## CHAIR REPORT

None

### FIRE SERVICES DIRECTOR REPORT

Director Campasano provided an update on the Cost Methodology process / next steps as we towards implementation.

- Share cost share calculations with cost share communities
  - Letters sent on 1/27/16 to each fire chief via certified mail.
  - Packet included data tables and data sources for all cost share elements.
- Work with each community to validate element data
  - Questions were raised regarding potential missing incidents.
  - GIS component of data mapping analyzed for discrepancies.
  - Revised service demand figures sent to fire chiefs on March 1, along with four years of department specific CAD data.
- Work on creation of Implementation Model
  - Fair
    - Municipality
    - Fire Tax District
  - Consistent
  - Stable
  - Mutual growth control
- Cost Share Application
  - Three year implementation period
    - Reduce immediate impact to community budgets
    - Development of cost control methodology for budget growth
    - Contractual change development
  - Rolling re-calculation for maintaining up-to-date values

Director Campasano ended by sharing that the Cost Share Study Initiative was to develop a newly defined methodology which allocates cost share for fire protection in an equitable fashion.

- ✓ Equitable
- ✓ Defensible
- ✓ Predictable
- ✓ Consistent
- ✓ Easily Understood
- ✓ Updated on a periodic basis

### Operations Director's Report

- Recruitment and Interviews for Training Manager Position, announce Candidate
- Recruit Academy is progressing well, finished EMT portion 13-14 passed state test



- Worked with GIS to provide data for the Admin Committee as well as ESCI for Staffing/Deployment
- Attended numerous meetings with WECO concerning agreements for dispatching
- Within last 18 months 3 departments have had NCRRS Inspections, all grades were improved
- Assisted Rolesville FD with their NCRRS this week, with Wendell's scheduled next month
- PIR Data- areas to be improved, accountability...electronic, training on victim removal

### **Logistics Manager Report**

- Logistics has been collecting data from departments in an effort to establish databases
- Logistics has developed a new replacement model for Apparatus that is data driven
- Policies and procedures are evaluated and developed for equipment and apparatus committees
- All Wake County owned apparatus and vehicles have the County Logo on them
- Orders have been placed by Wake GSA for the new admin vehicles
- Eastern Wake new pic up is in and is in the process of being striped and outfitted
- With this, Wake County awarded bids for striping to Mark Gordon, and vehicle outfitting to Holland Fleet and Fire.

### **OTHER BUSINESS**

None.

### **PUBLIC COMMENTS**

Zebulon Town Manager Joe Moore expressed concerns with the Cost Share Report.

- Gaps with process and follow through
- Consultant's recommendation
- Negative change
- No meeting with full group to review latest revisions on the Cost Share

Rolesville Commissioner Frank Hodge shared that from the recent election they now have two new commissioners. And they have begun an education program on their fire services as well as educating the town population.

### **ADJOURNMENT**

Being no further business, the meeting was adjourned

**Item Title**

Consideration of Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP

**Specific Action Requested**

**That the Fire Commission considers support for the FY Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP, and recommends submittal to the Wake County Board of Commissioners.**

**Item Summary**

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.



**Item Title:**

Fire Commission Apparatus Sub-committee Policies, Procedures and Replacement Schedule

**Specific Action Requested:**

Request the acceptance of the revised Policies and Procedures effective July 1, 2017.

**Item Summary:**

The Apparatus Committee along with Wake County Fire Services Staff have modified the Policies and Procedures, as well as, re-formatted the document. A new replacement schedule based on point values from age, mileage, engine hours, type, and yearly maintenance/repair expense has been developed and vetted by both the Apparatus Committee and Fire Chiefs. This new replacement schedule would replace the previous schedule that only captured age, mileage and repair expense.

**Attachments:**

1. Apparatus Policies and Procedures

|  |  |  |
|--|--|--|
| <b>Wake County<br/>Fire Commission<br/>Apparatus Committee</b> | Title:<br><b>Apparatus</b>                                     |  |
|  | Number:  | Effective Date:<br><b>July 1, 2016</b> |
|  | Written By: <b>Apparatus committee and Fire Services Staff</b> |  |
| <b>Policy and Procedures</b>                                   | Approved By:<br><b>Apparatus Committee</b>                     |  |

**Purpose:**

The purpose of the Apparatus Committee is to provide recommendation and insights to the Fire Commission on the conditions, improvements, replacement, allocation, and maintenance of the fire apparatuses within Wake County.

**Scope:**

The Charge of the apparatus committee shall be to develop and maintain a fire apparatus fleet management program on behalf of the Fire Commission. An example of this will be to develop apparatus specs, provide recommendations and input for the purpose of coordinating the Apparatus CIP replacement schedule with the Budget Office, provide system wide policy guidance relative to the Apparatus program. Additionally, consideration of future apparatus needs, expansions and enhancements should be considered within the scope of the committee.

**Procedure:**

**1 General**

The Apparatus Committee shall develop, maintain, and oversee the specification of the following apparatuses:

- Administrative/Small Vehicles
- Brush Units
- Engines
- Pumper/Tankers
- Tankers
- Rescues
- Air Units (mobile and trailers)



- 1.1 The Apparatus Committee shall provide recommendations and criteria for apparatus maintenance and replacement in seeking cost saving opportunities for the Fire Commission.
  - 1.1.1 Apparatus Maintenance – The Apparatus Committee shall provide recommendations for requirements on apparatus maintenance. The apparatus committee shall work to provide a vehicle maintenance agreement for all county departments.
  - 1.1.2 Apparatus Replacement – The Apparatus Committee shall develop and maintain the criteria for a Vehicle Replacement plan to be updated on an annual basis. The Replacement Plan shall be based off of points. Criteria for Administrative/Small Vehicles shall include Mileage, Annual Expense, and Age of the vehicle. Criteria for large apparatuses shall include Mileage, Hours, Annual Expense, Type, and Age of the apparatus. Formulas for both criteria's shall be decided by the committee and updated on an as needed basis.
- 1.2 The Apparatus Committee shall maintain, update, and provide recommendations to Insurance requirement for apparatuses.
- 1.3 The Apparatus Committee shall maintain, update, and provide recommendations on radio locations within fire apparatuses.
- 1.4 The Apparatus Committee shall provide concurrent updates and recommendations from the Fire Commission on Aerial Replacements and apparatus relocations.
- 1.5 The Apparatus Committee shall provide direction in the use of county owned apparatus as well as leased vehicles.

## **2 Apparatus Specification**

The Apparatus Committee shall develop a system wide specification for fire Apparatuses County wide.

## 2.1 Administrative/Small Vehicles

2.1.1 Each Department is authorized to have One (1) Administrative Vehicle and One (1) Chief's Vehicle per Department, and a First Responder vehicle per station, which exists as of January 2008

- i) Every administrative vehicle will be purchased through GSA to insure we are utilizing State Contract pricing. Each Department identified to have an admin vehicle to be replaced will go through the apparatus committee to get a copy of the particular type of vehicles that may be on state contract and submit the appropriate paperwork through the committee to Staff who will forward to GSA for purchasing, when GSA receives the vehicle and finishes with registration, the unit will be notified for pick-up.
- ii) All graphics and equipment transfer/purchase will be coordinated by Wake County Fire Services and the Fire Chief or his designee from the department purchasing the vehicle. All graphics, consoles, and lighting installations will be handled by identified vendor which shall be approved by the Wake County purchasing policy. Vendors awarded will coordinate with Wake County Fire Services for scheduling of work.

- 2.1.2 Each Individual Department is required to maintain proper insurance (See section #9), and to have the maintenance done per the manufacturers recommendations. In addition Departments are required to maintain all maintenance records for these vehicles, and they will be turned in with the vehicle when it is sold.
- 2.1.3 Any major repairs to vehicles, i.e. transmission, engine, drive train, or Accidents shall be reported to the apparatus committee.
- 2.1.4 When the end of the life of the vehicle occurs, it will be turned into GSA, or if a Municipality already has a process in place for vehicles to be disposed of. Once this is done the County will be reimbursed for the proper portion, as per the contract signed by Staff and the Individual Municipality.
- 2.1.5 The apparatus committee and Staff will have the appropriate forms for turn-in.
- 2.1.6 The monies from the sale of these vehicles will be placed in the Capital Vehicle Fund for future purchases of Fire Vehicles only. .
- 2.2 Brush Trucks, Engines, Pumper/Tankers, Tankers, and Rescues
  - 2.2.1 Each Department is authorized to have current inventory of Brush Trucks, Engines, Pumper-Tankers, Tankers, Rescues, and Aerials, any additions to the fleet must meet the following criteria:
    - i) Notify the Deputy Director of Operations in writing of request with justification.
    - ii) The Deputy Director of Operations will forward the request to the Apparatus Committee for a recommendation to the full Fire Commission.
    - iii) If approved the department will be authorized (when a contract exists and monies available) to purchase the vehicle.
  - 2.2.2 The apparatus committee shall coordinate with vendors to maintain and update apparatus specifications for the listed apparatuses. Apparatus specifications shall consider safety a number one priority. The apparatus specification shall be intended to meet/exceed the



needs of the citizens of Wake County. The apparatus committee chair shall coordinate meeting times based on vendor availability as well as committee member availability.

2.2.3 Each Individual Department is required to maintain proper insurance. Departments will have the maintenance done per the manufacturers recommendations. In addition Departments are required to maintain all maintenance records for these vehicles, and they will be turned in with the vehicle when it is sold.

2.2.4 Any major repairs to vehicles, i.e. transmission, engine, drive train, or Accidents are to be reported to the apparatus committee.

2.2.5 When the end of the life of the vehicle occurs, it will be turned into GSA, Staff will have the proper documents to accompany vehicle. Vehicles will be cleaned and stripped of any added equipment by the Individual Departments. Each Municipality already has a process in place for vehicles to be disposed of. Once this is done the County will be reimbursed for the proper portion, as per the contract signed by Staff and the Individual Municipality.

2.2.6 The monies from the sale of these vehicles will be placed in the Capital Fire Vehicle Fund for future purchases of Fire Vehicles only.

### **3 Apparatus Maintenance**

3.1.1 Departments will be responsible for checking assigned vehicles in Accordance with Departmental Policies and or Guidelines.

3.1.2 It shall be the goal of the Apparatus Committee to develop a system wide apparatus maintenance agreement which should benefit all county wide departments. Agreement shall be approved by the Budget Committee as well as the Fire Commission. Once approved, the agreement shall be placed in this policy for future use.

3.1.3 Any repairs to vehicles will be made only by qualified persons experienced with the type of vehicle or the type of work to be performed in accordance with manufacturer's instructions.

- 3.1.4 Preventative maintenance programs for all vehicles should be in place and Performed per individual Departmental SOG's or SOP's. Preventative maintenance shall be performed at a minimum of one time per year for each vehicle maintained. To receive maximum points for preventative maintenance performed in house, departments must fill out the expense worksheet including documented hours it took to complete the work. The apparatus committee shall determine a set hourly amount based on vendor recommendations to apply towards annual expense as established in section 4.1.1.8.1 of this policy. Departments who utilize a vendor to provide preventative maintenance to the vehicles will only need to provide annual expenses as provided by vendor. The apparatus committee or their designee has the right to request receipts as justification to the expense amount.
- 3.1.5 Repairs and/or replacements of maintenance items not pertaining to preventative maintenance shall be performed per individual Departmental SOG's or SOP's. Items included but not limited too can be found on the apparatus expense worksheet. All maintenance items shall be documented and amounts shall be submitted annually to be included in the overall expense of the vehicle. Departments who complete the work in house must fill out the expense worksheet including documented hours it took to complete the work. The apparatus committee shall determine a set hourly amount based on vendor recommendations to apply towards annual expense as established in section 4.1.1.8.1 of this policy. Departments who utilize a vendor to repair/replace maintenance items not included in preventative maintenance will only need to provide annual expenses as provided by vendor. The apparatus committee or their designee has the right to request receipts as justification to the expense amount.
- 3.1.6 Maintenance Records on each individual piece of apparatus should be maintained so as to go with vehicle upon replacement. Maintenance records can be requested by the Apparatus Committee or their designee for justification.
- 3.1.7 Fire Pumps on apparatus will be tested at a minimal annually in accordance with the applicable requirements of NFPA 1911, Standard for Service Test of Pumps on Fire Department Apparatus. Fire Pumps shall also be service tested after any major repairs.

- 3.1.8 All aerial devices will be inspected and service tested at a minimal of annually and in accordance with the applicable requirements of NFPA 1914, Standard for Testing Fire Department Aerial Devices. Aerial devices shall also be inspected and tested after any major repairs.
- 3.1.9 Department Vehicles shall be inspected at least weekly, within 24 hours after any use or repair, and prior to being placed in service or used for emergency purposes to identify and correct unsafe conditions.
- 3.1.10 Departments shall reference the following when making decisions based on apparatus maintenance:
- North Carolina Fire and Rescue Commission Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart L, Fire Protection, Section 1910.156, Chapter 4, Section 4-4 Inspection, Maintenance, and Repair of Vehicles.
  - Current edition of the National Fire Protection Association's 1911
    - Standard on Service Tests of Pumps on Fire Department Apparatus
  - Current edition of the National Fire Protection Association's 1915
    - Standard for Fire Apparatus Preventative Maintenance Program
  - Current edition of the National Fire Protection Association's 1914
    - Standard on Testing Fire Department Aerial Devices.

## **4 Apparatus Replacement**

- 4.1.1 Vehicle Replacement workbook shall be developed and maintained by the Apparatus Committee or their designee on an annual basis.
- 4.1.1.1 Methodology for the vehicle replacement workbook shall be updated as needed and shall be in the best interest of the Fire Commission and the citizens served. Methodology for Administrative/Small Vehicles shall include:
- i) Age of the apparatus divided by 10
  - ii) Mileage of the apparatus divided by 10,000
  - iii) Expense of the apparatus divided by 1,000



- 4.1.1.2 All factors will be assigned point values and will be considered for replacement based on the order assigned.
- 4.1.1.3 Administrative/ Small Vehicles will be reviewed each FY by the apparatus committee to insure it meets the vehicle replacement plan criteria. Vehicles holding the highest point value will be selected for replacement. The Apparatus Committee shall have the discretion to alter the selection based on the following:
- Safety of another vehicle
  - Higher expense of another vehicle
  - No municipal funding
  - No county funding
- 4.1.1.4 Information pertaining to Small vehicles will be collected by WCFS Logistics manager on an annual basis. Mileage and age along with VIN verification will be collected every June, and expense information will be due by July 31 of each year. Information will be recorded and given to apparatus committee every August for recommendations.
- 4.1.1.5 Methodology for the vehicle replacement workbook shall be updated as needed and shall be in the best interest of the Fire Commission and the citizens served. Methodology for Brush Trucks, Engines, Pumper/Tankers, Tankers, and Rescues shall include:
- i) 20 years or older for Engines, Pumper/Tankers, Tankers, and Rescues; 15 years for Brush trucks
  - ii) Cab type must me current standard
  - iii) Age of the apparatus - .1 points per year for years 1-9; 1 point per year for years 10 and higher
  - iv) Mileage of the apparatus divided by 10000
  - v) Hours of the apparatus divided by 1000
  - vi) Expense of the apparatus – 0-4600 – 1 point; 1 point per additional 4600.00 spent
  - vii) Type of apparatus – 3 for engines and pumpers, 2 for tankers, rescue and 1 for brush trucks

- 4.1.1.6 The vehicle replacement workbook and the apparatus committee shall not penalize cost share departments that cannot be funded by municipal source for proposed calendar year. Departments must provide documentation to the apparatus committee that purchase cannot be funded, apparatus committee can sub in another truck from the list; leaving original department at the top of the list for the next budget year regardless of factors.
- 4.1.1.7 The vehicle replacement workbook and the apparatus committee shall not penalize county funded departments that decide to hold off on the purchase of an apparatus in the proposed calendar year. Departments must provide documentation to the apparatus committee that they would like to hold off another year at which point the apparatus committee can sub in another truck from the list; leaving the original department at the top of the list for the next budget year regardless of factors.
- 4.1.1.8 Information pertaining to Brush trucks, Engines, Pumper/Tankers, Tankers, and Rescues will be collected by WCFS Logistics manager on an annual basis. Mileage, Hours and age along with VIN verification will be collected every June, and expense information will be due by July 31 of each year. Information will be recorded and given to apparatus committee every August for recommendations.
- 4.1.1.8.1 Departments shall submit annual expenses to the Logistics Manager and Business office every July. Departments doing their own maintenance shall include an Expense worksheet (found in Section 11) for every apparatus along with documentation of labor hours and receipts for parts (500.00 or higher) to get full credit for expense. Hourly charge will be assessed by the apparatus committee and there shall be a two hour minimal. Departments that have a vendor doing work will need to submit dollar amounts provided by Vendor (only) to the Logistics Manager and Business office every July. The apparatus committee or their designee has the authority to ask for additional justification if the need arises.*

4.1.1.9 Any changes to the current replacement schedule which will impact the budget must be reviewed by the Apparatus Committee and the Budget Committee and approved by the Fire Commission.

4.1.1.10 Brush trucks, Engines, Pumper/Tankers, Tankers, and Rescues will be reviewed each FY by the apparatus committee to insure it meets the vehicle replacement plan criteria. Vehicles holding the highest point value will be selected for replacement. The Apparatus Committee shall have the discretion to alter the selection based on the following:

- Safety of another vehicle
- Higher expense of another vehicle
- No municipal funding
- No county funding

4.1.1.11 Any recommendations to not replace Vehicles will be reported to the Fire Commission with justification for final decision, and to the Budget Office, so the Budget can be adjusted.

## **5 Insurance**

5.1.1 At Minimum each department operating apparatus shall have the following:

- a. Comprehensive Automobile Liability Insurance – Each Department shall procure and maintain liability insurance.
- b. Each Department shall have replacement insurance on all vehicles.
- c. Comprehensive General Liability and Property Damage Insurance – Each Department shall procure and maintain General Liability and Property Damage Insurance.



- 5.1.2 The apparatus committee or their designee has the authority to request documentation for justification reason at any time.

## **6 Radios**

- 6.1.1 The Apparatus Committee, 800 Communications Committee, and Staff agree that the following will determine Radio locations.
- 6.1.2 All Active Response Apparatus that is currently in the CAD system will have at a minimum a Mobile 800MHZ Radio, DEK Boxes TBD by a Primary Response type vehicle listed in CAD
- 6.1.3 When a Vehicle is being replaced the radios from the old vehicle will be placed in the new vehicle.
- 6.1.4 When a piece of apparatus is no longer recognized by the County Replacement Program the 800MHZ Radio will be removed and turned into the Fire Marshall's Office for issue to another Department.
- a) The Apparatus Committee will, in conjunction with Staff make the determination of where the Radio will be reassigned
- 6.1.5 Additional radios will be provided with apparatus only when the vehicle is an addition to the fleet. A mobile radio and DEK (if applicable) will be provided. Portable radio(s) will also be provided in accordance with the following for additional vehicles:
- a. Engines, Pumper/Tankers, Rescue/Service - 2
  - b. Ladder - 3
  - c. Brush Truck - 1
  - d. Small Vehicles/Administrative Vehicles – None
- 6.1.6 Contacts for CAD and 800 database entries/changes will be made through the Fire/Rescue Division.

- 6.1.7 There will be no Radio's purchased beyond current inventories, if a Department has means to buy additional Handhelds, they may do so going through the Fire Marshall's Office for CAD accountability.

## **7 Aerial Replacements**

- 7.1.1 In 2004, when the apparatus committee was formed, the following decision was made and adopted by the Committee and the Fire Commission:
- a) We will not cost share for any Municipal aerial.
  - b) We will pay 100% of the cost for Brush Trucks.
  - c) We will pay 100% for Tanker replacement.
- 7.1.2 For County Departments Twenty (20) Years, unless requested by Department and Authorized sooner by the apparatus committee and the Fire Commission.
- 7.1.3 It is the policy that by doing b&c above the Municipalities does not have to spend any funds for the two (2) vehicles described above, and offsets the cost share of an aerial.

## **8 Apparatus Relocation**

- 8.1.1 In order for the apparatus committee to insure we are utilizing County Funds in a proper manner, any station that is being considered for closing in the future by the Fire Commission shall be looked at closely for apparatus replacement with the following guidelines:
- a. Within 2 years no replacements of any type.
  - b. Three to Five years, limited replacements, TBD by apparatus committee and the Fire Commission.
  - c. Five years and beyond, normal replacement schedule.

8.1.2 Any recommendations to not replace apparatus will be reported to the Fire Commission with justification for final decision.

8.1.3 A County Department that is due or will be due a replacement vehicle, may receive a County owned vehicle from a Department that is closing or reducing their fleet. The Apparatus Committee will make a recommendation to the Fire Commission as to where the vehicle should be placed based on the following criteria.

- a. The County owns the vehicle being moved
- b. Department is on the schedule to receive a replacement vehicle
- c. The vehicle is mechanically in operational shape and within the realms of replacement criteria
- d. It will meet the Departments needs

## **9 County owned apparatus**

9.1.1 Any apparatus purchased with county funds shall be available for automatic, mutual aid, and strike team dispatch.

## **10 Leased Vehicles**

10.1.1 All vehicles leased to any and all departments are the sole responsibility of the Board of Directors or Town Manager as applicable; a written policy should be in place directing the Fire Chief on their use.

## **11 Criteria specifications and Worksheets**

### **11.1 Worksheets**

| Type | ID   | Vin number        | Year | Total Points | 20 Years/ Older | Cab Type |
|------|------|-------------------|------|--------------|-----------------|----------|
| E    | SQ-5 | 4ENRAAA82R1003360 | 1994 | 27.1         | 999             |          |
| E    | HSE3 | 4P1CT02DXSA000192 | 1995 | 26.5         | 999             |          |



|   |       |                   |      |      |     |  |
|---|-------|-------------------|------|------|-----|--|
| E | WFE4  | 4EN3AAA88T1006146 | 1996 | 25.1 | 999 |  |
| E | FFE8  | 4P1CT02E7TA000273 | 1996 | 24.0 | 999 |  |
| R | BLR36 | 4ENBAAA85N1000528 | 1992 | 22.6 | 999 |  |
| R | AFR4  | 44KFT4288SW218004 | 1995 | 22.5 | 999 |  |

Chart identified above is a part of the vehicle replacement workbook coversheet. The coversheet establishes an order of needed replacements based on 20 years or older apparatuses. The cover sheet also factors in the cab type as a safety factor in determining order of replacement. The illustration used in this policy is an example only; not true data.

| Type | ID   | Vin number        | Year | Age Points | Hours Points | Mileage Points |
|------|------|-------------------|------|------------|--------------|----------------|
| E    | AFE3 | 4S7AT33972C042429 | 2001 | 5          | 8.656        | 10.0188        |
| E    | AFE4 | 44KFT42841WZ19715 | 2002 | 4          | 4.808        | 6.9006         |
| E    | AFE2 | 4P1CC01A06A005740 | 2005 | 1          | 6.343        | 9.6768         |
| E    | AFR1 | 4EN6AAA80B1006539 | 2011 | 0.4        | 3.91         | 5.7161         |
| E    | EWE1 | 4P1CC01A67A006800 | 2006 | 0.9        | 4.06         | 5.6653         |
| E    | FFE1 | 4P1CC01AX6A005700 | 2006 | 0.9        | 4.009        | 4.4144         |
| E    | FFE2 | 4P1CC01AX6A005701 | 2006 | 0.9        | 2.273        | 3.1443         |
| E    | FFE3 | 4P1CC01A59A009156 | 2009 | 0.6        | 4.214        | 5.7929         |

| Expense Points | Type Points | Total Points | 20 Years/ Older | Cab Type |
|----------------|-------------|--------------|-----------------|----------|
| 1              | 3           | 27.6748      |                 |          |
| 1              | 3           | 19.7086      |                 |          |
| 3              | 3           | 23.0198      |                 |          |
| 1              | 3           | 14.0261      |                 |          |
| 2              | 3           | 15.6253      |                 |          |
| 2              | 3           | 14.3234      |                 |          |
| 1              | 3           | 10.3173      |                 |          |
| 3              | 3           | 16.6069      |                 |          |

Chart identified above is a part of the vehicle replacement workbook. This shall be used as an example of how the points system operates. Each apparatus page (Engine, Tankers, Rescues, Brush) establishes an order sorted by total points with the highest point value as the target for replacement.

## 11.2 Criteria

Age Formula:

|       |
|-------|
| 1=.1  |
| 2=.2  |
| 3=.3  |
| 4=.4  |
| 5=.5  |
| 6=.6  |
| 7=.7  |
| 8=.8  |
| 9=.9  |
| 10=1  |
| 11=2  |
| 12=3  |
| 13=4  |
| 14=5  |
| 15=6  |
| 16=7  |
| 17=8  |
| 18=9  |
| 19=10 |
| 20=11 |
| 21=12 |
| 22=13 |
| 23=14 |
| 24=15 |
| 25=16 |

Mileage Formula:

| Year | Hours | Points   |
|------|-------|----------|
| 2001 | 8656  | =E4/1000 |
| 2002 | 4808  | =E5/1000 |
| 2005 | 6343  | =E6/1000 |
| 2011 | 3910  | =E7/1000 |

### Hour Formula:

| Year | Hours | Points   |
|------|-------|----------|
| 2001 | 8656  | =E4/1000 |
| 2002 | 4808  | =E5/1000 |
| 2005 | 6343  | =E6/1000 |
| 2011 | 3910  | =E7/1000 |
| 2006 | 4060  | =E8/1000 |

### Expense Formula:

|                      |
|----------------------|
| 0-4600 = 1           |
| 4601-9200 = 2        |
| 9201 - 13800 = 3     |
| 13801 - 18,400 = 4   |
| 18,401 - 23000 = 5   |
| 23,001 - 27,600 = 6  |
| 27,601 - 32,200 = 7  |
| 32,201 - 36,800 = 8  |
| 36,801 - 41,400 = 9  |
| 41,401 - higher = 10 |

0-4600 = 1  
4601-9200 = 2  
9201 - 13800 = 3  
13801 - 18,400 = 4  
18,401 - 23000 = 5  
23,001 - 27,600 = 6  
27,601 - 32,200 = 7  
32,201 - 36,800 = 8  
36,801 - 41,400 = 9  
41,401 - higher = 10

### Type:

Engine, Pumper – 3  
Ladders, Tankers, Rescue – 2  
Brush – 1

## 11.3 Expense Worksheet

### Annual Apparatus Expense – Worksheet

Information pertaining to the annual expense cost located on the Apparatus Replacement Workbook must be accompanied by the Annual Apparatus Expense Worksheet. Cost range and hour value tabs must be filled in for each category. If no repairs are done to the systems listed then check N/A. Dollar amount shall be as close to exact as possible. Information obtained will be used for budget purposes and considered during the apparatus replacement budget process.

#### Vehicle Information:

Department Name:

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Vehicle Type: Choose an item.

VIN #:

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#### Repairs/Replace:

| Component              | Cost Range      | Replace                  | Repair                   | Dollar Amount | Hours |
|------------------------|-----------------|--------------------------|--------------------------|---------------|-------|
| Air System             | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |               |       |
| Axle System            | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |               |       |
| Display and Monitoring | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |               |       |
| Electrical             | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |               |       |
| Engine Components      | Choose an       | <input type="checkbox"/> | <input type="checkbox"/> |               |       |



|  |                 |                          |                          |  |  |
|--|-----------------|--------------------------|--------------------------|--|--|
| (Excludes PM)                              | item.           |                          |                          |  |  |
| Exhaust                                    | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Labels and Tags                            | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Lighting                                   | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Miscellaneous repair                       | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Power Train                                | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Pump and Reel                              | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Valves (Excludes Service Kits)             | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Vehicle Exterior (Paint, body, etc)        | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Vehicle Interior (Seat, floor board, etc.) | Choose an item. | <input type="checkbox"/> | <input type="checkbox"/> |  |  |
| Total Dollar Amount                        |                 |                          |                          |  |  |

### Preventative Maintenance/Tires:

| Category   | Date* | Mile/Hour | Miscellaneous       | Dollar Amount |
|--|-------|-----------|---------------------|---------------|
| Annual PM (Oil Changes, Filter, etc.)            |       | Hours     | Choose an item.     |               |
| Tire Replacement                                 |       | Miles     | Choose an item.     |               |
| Pump PM  |       | Hours     | Choose an item.     |               |
| *Date and Mileage when PM/Tire Service performed |       |           | Total Dollar Amount |               |

**\*Parts that cost 500.00 (Five Hundred dollars) or higher must be accompanied by a receipt of purchase to validate such charge. Hour rate shall be 85.00 (Eighty-five dollars) per hour at a minimal of 2 (two) hours.**

### Reoccurring Issues:

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\*Only fill out when problems are reoccurring issues

**Item Title:**

Fire Commission Equipment Sub-committee revised Policies, Procedures and Replacement Schedule

**Specific Action Requested:**

Request the acceptance of the revised Policies and Procedures effective July 1, 2017.

**Item Summary:**

The Apparatus Committee along with Wake County Fire Services Staff have 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.

**Attachments:**

1. Equipment Committee Policies and Procedures

|   |  |  |
|---|--|--|
| Wake County<br>Fire Commission<br>Equipment Committee | Title:<br><b>Equipment Committee</b>                             |  |
|   | Number:  | Effective Date:<br><b>July 1, 2016</b> |
|   | Written By:<br><b>Equipment Committee and Fire Service Staff</b> |  |
| <b>Policy and Procedures</b>                          | Approved By:<br><b>Equipment Committee</b>                       |  |

**Purpose:**

The purpose of the Equipment Committee is to provide recommendation and insights to the Fire Commission on the conditions, improvements, replacement, allocation, and disbursement of fire equipment within Wake County.

**Scope:**

The charge of the Equipment committee shall be to develop and maintain the fire equipment program on behalf of the Fire Commission. The fire equipment program shall include developing equipment specs, equipment inventories, and replacement schedules for bulk purchase of equipment through the Fire Tax Equipment CIP. This currently includes, but is not limited to PPE, defibrillators, Thermal Imaging Cameras, SCBA's, and SCBA bottle replacements. The committee should be engaged with items that present savings when purchased in bulk quantities or on a predictable replacement cycle.

**Procedure:**

**1 General**

1.1 The Equipment Committee shall develop, maintain, and oversee the specification of the following:

- Defibrillators
- Thermal Imager Cameras
- Turnout Gear
- SCBA



- 1.2 The Equipment Committee shall provide recommendations and criteria for purchasing by seeking out cost saving opportunities for both the Fire Commission and Fire Departments.
- 1.3 In conjunction with Wake County EMS Medical Director, the Equipment Committee shall provide recommendations for purchasing and establish replacement schedules for Defibrillators. The equipment committee shall work to provide a standard allocation for all county departments.
- 1.4 The Equipment Committee shall develop and maintain the criteria for purchasing and replacing Thermal Imager Cameras on an annual basis. The Replacement Plan shall be based off of criteria set forth by the committee and established in this policy. The equipment committee shall work to provide a standard allocation for all county departments.
- 1.5 The Equipment Committee shall maintain, update, and provide recommendations for Turnout Gear/PPE purchasing and replacement. The Replacement Plan shall be based off of criteria set forth by the committee and established in this policy. The equipment committee shall work to provide a standard allocation for all county departments.
- 1.6 The Equipment Committee shall maintain, update, and provide recommendations on SCBA purchasing and replacement. The Replacement Plan shall be based off of criteria set forth by the committee and established in this policy. The equipment committee shall work to provide a standard allocation for all county departments.
- 1.7 The Equipment Committee shall provide concurrent updates and recommendations to the Fire Commission on equipment relocations and allocations to ensure stewardship of the Fire Tax District.

## **2 Equipment Specification**

The Equipment Committee shall develop a system wide specification for fire Equipment County wide. Equipment specifications shall include but not limited to Defibrillators, Thermal Imager Cameras, Turnout Gear, and SCBA's. Specifications shall be updated on at minimum an annual basis or whereas the equipment committee sees fit.

## 2.1 Defibrillators

2.1.1 Each County recognized station is authorized to have Two (2) and one (1) per Department for each new response vehicle as recommended by the Apparatus Committee to meet NFPA 1901.

2.1.2 Defibrillators shall meet the requirements as set forth by the Wake County EMS medical Director at the time of purchase.

## 2.2 Thermal Imager Camera

2.2.1 Each County recognized station is authorized to have One (1) Thermal Imager Camera in current inventory.

2.2.2 Thermal Imager Cameras shall meet the most current edition of NFPA 1801 at the time of purchase.

2.2.3 Individual units will be purchased with either a vehicular charger or a station charger based on the individual department needs.

2.2.4 The equipment committee chair or his designee is responsible for coordinating vendor meetings with the equipment committee. The equipment committee shall put their best interest and intentions on Firefighter safety first and foremost.

## 2.3 Turnout gear

- 2.3.1 The equipment committee shall develop, maintain, and oversee the turnout gear specification for Wake County and the Fire Commission.
- 2.3.2 The equipment committee shall base purchasing off of recommended testing within a regional committee. Specifications shall be in the best interest of the Fire Commission without jeopardizing the safety of fire personnel.
- 2.3.3 The equipment committee chair or his designee is responsible for coordinating vendor meetings with the equipment committee. The equipment committee while building a county wide specification shall put their best interest and intentions on firefighter safety first and foremost.

## 2.4 SCBA

- 2.4.1 SCBA units shall meet the most current edition of NFPA 1981 at time of purchase.
- 2.4.2 The equipment committee chair or his designee is responsible for coordinating vendor meetings with the equipment committee. The equipment committee while building a countywide specification shall put their best interest and intentions on Firefighter safety first and foremost.

### **3 Recommendations**

- 3.1 The equipment committee shall provide recommendations and criteria for purchases by seeking out cost saving opportunities and for both the Fire Commission and Fire departments while not jeopardizing the safety of personnel.
  - 3.1.1 The Equipment Committee shall seek to provide three (3) quotes for equipment purchases from three (3) different vendor sources.
  - 3.1.2 Recommendations shall include basic specifications intended to meet the needs of the Departments within Wake County.
- 3.2 The equipment committee in conjunction with Wake County EMS Medical Director shall provide recommendations on Defibrillators.
  - 3.2.1 The equipment committee shall seek to determine allocation allotments for each defibrillator within county fire stations. The equipment committee shall establish and maintain maintenance requirements per direction from the Wake County EMS medical director.
  - 3.2.2. The equipment committee shall develop and maintain a replacement schedule for each defibrillator. Defibrillators will be replaced every five (5) years based on the date of purchase or at the frequency recommended by the manufacturer whichever comes first as approved by the Medical Director and the Fire Commission.
  - 3.2.2 The equipment committee shall update recommendations annually and provide the budget committee on request on a yearly basis.



- 3.3 The equipment committee is responsible for establishing, modifying, and updating recommendations on the purchasing and replacement of Thermal Imager Camera's.
  - 3.3.1 The equipment committee shall stay current with updated technology and base recommendations on the safety of the fire departments and their members.
  - 3.3.2 The equipment committee shall provide justification for recommendation in the form of adequate testing of the Thermal Imager Camera. Testing shall be standard for all devices and graded on the same scale. Results from testing shall be discussed at the established monthly meeting and selection shall be based off of past purchases and/or field testing. Selection shall be in the best interest of the Fire Commission and Fire Departments in Wake County without jeopardizing the safety of personnel.
  - 3.3.3 The equipment committee shall develop and maintain a replacement schedule for Thermal Imagers. Thermal Imagers shall be replaced every seven (7) years or on a schedule as approved by the Fire Commission.
  - 3.3.4 The equipment committee shall work to standardize Thermal Imagers County wide.
- 3.4 The equipment committee is responsible for establishing, modifying, and updating recommendations on the purchasing and replacement of Turnout gear.
  - 3.4.1 The Equipment committee shall stay current with updates concerning manufacturers, materials, and wear.
  - 3.4.2 The Equipment Committee shall provide justification for recommendation in the form of adequate testing established by the committee. Testing shall be standard for all turnout gear and graded on the same scale. Results from testing shall be discussed at the established monthly meeting and selection shall be based off of past purchases and/or field testing. Selection shall be in the

best interest of the Fire Commission and Fire Departments in Wake County without jeopardizing the safety of personnel.

- 3.4.3 Recommendations for turnout gear shall be intended to fill department needs per budget year. The Equipment Committee shall formulate allocations from results of system wide survey responses sent out to each department. Responses received shall be provided with justification for purchases.
- 3.4.4 The equipment committee shall establish department allotments for new hires during a fiscal year. Amounts allocated for new hire employees shall be noted and passed on to Wake County Fire Services Logistics Manager for inventory control and purchasing authorization.
- 3.4.5 The equipment committee shall establish recommendations for replacement of gear (Appendix A) for Wake County Departments. Current recommendations are specified to not exceed 10 years for all turnout gear. At the end of the life cycle for the gear in question, it is the charge of the equipment committee and the Wake County Fire Services Logistics Manager to update inventory records and discontinue the gear being replaced. The individual department will be responsible for discarding the gear properly with the understanding the gear in question will no longer be in the replacement schedule.
- 3.5 The equipment committee shall be responsible for establishing, modifying, and updating recommendations on purchasing and replacing SCBA's for Wake County.
  - 3.5.1 The equipment committee shall stay current with updated technology and advancements of SCBA's.
  - 3.5.2 The Equipment Committee shall provide justification for recommendation in the form of adequate testing established by the committee. Testing shall be standard for all SCBA's and graded on the same scale. Results from testing shall be discussed at the established monthly meeting and selection shall be based off of past purchases and/or field testing. Selection shall be in the best interest of

the Fire Commission and Fire Departments in Wake County without jeopardizing the safety of personnel.

- 3.5.3 Recommendations for SCBA's shall be intended to fill department needs per budget year. The Equipment Committee shall formulate allocations from results of system wide survey responses sent out to each department. Responses received shall be provided with Justification for purchases.

#### **4 Relocation/Allocation of Equipment**

- 4.1.1 The equipment committee shall develop and maintain recommendations for allocation and relocation of equipment between Wake County departments using the best interest of the fire commission without jeopardizing the safety of fire personnel.
- 4.1.2 The equipment committee shall assist with relocation of equipment shall a department close or be relocated. Upon relocation of equipment the equipment committee shall notify the Deputy Director of Operations and the Wake County Fire Services Logistics manager to update inventory tracking levels. Relocated equipment will need to be factored into the allocation and replacement of equipment for the receiving department.
- 4.1.3 The equipment committee shall oversee the relocation amounts and make decisions in the best interest of the Fire Commission without jeopardizing the safety of fire personnel.

## Appendix A

### Turnout gear Replacement Plan

Annex A Table

| Year of Service | Year of Service End Date | Original Cost (1,921.00) % allowed for Repair | Amount Allowed Per set |
|-----------------|--------------------------|---|------------------------|
| 1               | 03/01/2025               | 70%   | 1,344.70               |
| 2               | 03/01/2024               | 50%   | 960.50                 |
| 3               | 03/01/2023               | 40%   | 768.40                 |
| 4               | 03/01/2022               | 25%   | 480.25                 |
| 5               | 03/01/2021               | 20%   | 384.20                 |
| 6               | 03/01/2020               | 15%   | 288.15                 |
| 7               | 03/01/2019               | 10%   | 192.1                  |
| 8               | 03/01/2018               | 5%  | 96.05                  |
| 9               | 03/01/2017               | 5%  | 96.05                  |
| 10              | 03/01/2016               | 0%  | 0.00                   |

- NFPA recommends Advanced inspections on all portions of gear annually
- NFPA Chapter 10 Retirement, Disposition, and Special Incident Procedures states:
  - 10.1.2 – Structured firefighting ensembles and ensemble elements shall be retired in accordance with 10.2.1 or 10.2.2, no more than 10 years from the date the ensembles or ensemble elements were manufactured.
  - 10.1.3 – Proximity firefighting ensembles and ensemble elements shall be retired in accordance with 10.2.1 or 10.2.2, no more than 10 years from the date the ensembles or ensemble elements were manufactured.
  - 10.1.4 – Structural firefighting ensembles and ensemble elements and proximity firefighting ensembles and ensemble elements that are worn or damaged to the extent that the organization deems it not possible or cost effective to repair them shall be retired in accordance with 10.2.1.
- Gear should be sent off for estimate for repairs. If estimate comes back higher than what is indicated on the chart, then replacement is necessary. If gear can be feasibly repaired, then repair of gear is necessary.
- Gear shall be hydrostatically tested within 2.5 years of purchase, and every year after until full life span is reached.



| Department     | Work Force  | Replacement (10% of workforce) | Replace 7.5% (Pool) | Helmets and Boots ONLY 10% |
|----------------|-------------|--------------------------------|---------------------|----------------------------|
| Apex           | 92          | 9                              |                     | 9                          |
| BayLeaf        | 78          | 8                              |                     | 8                          |
| Durham Highway | 59          | 6                              |                     | 6                          |
| Eastern Wake   | 44          | 5                              |                     | 5                          |
| Fairview       | 62          | 6                              |                     | 6                          |
| Fuquay-Varina  | 82          | 8                              |                     | 8                          |
| Garner         | 78          | 8                              |                     | 8                          |
| Holly Springs  | 44          | 4                              |                     | 4                          |
| Hopkins        | 24          | 3                              |                     | 3                          |
| Morrisville    | 70          | 7                              |                     | 7                          |
| Rolesville     | 38          | 4                              |                     | 4                          |
| Stony Hill     | 63          | 6                              |                     | 6                          |
| Swift Creek    | 50          | 5                              |                     | 5                          |
| Wake Forest    | 144         | 14                             |                     | 14                         |
| Wake New Hope  | 52          | 5                              |                     | 5                          |
| Wendell        | 45          | 5                              |                     | 5                          |
| Western Wake   | 43          | 4                              |                     | 4                          |
| Zebulon        | 40          | 4                              |                     | 4                          |
| <b>Totals</b>  | <b>1108</b> | <b>111</b>                     | <b>83</b>           | <b>111</b>                 |

#### Methodology:

Work Force – Number of active members on the Roster

Replacement Allotment –  $\text{Work Force} \times 10\%$  (10 year replacement) = Total annual allotment

Additional Allotment – Placed in pool and only to be used for new hires and/or volunteers

Replace of non-Repair gear – Placed in pool and only to be used for gear that cannot be replaced for cost identified for given life span in the Annex A chart. Estimate of repair must be included with request of replacement gear including serial number for replacement to be considered.

- Work Force numbers shall be reevaluated every 3 years to remain consistent with Departments growth.

- Work Force numbers shall be reevaluated every 3 years to remain consistent with Departments growth.

**Item Title:**

Appointment of new Apparatus Committee Chairman

**Specific Action Requested:**

The Fire Commission Chair to appoint a new Chairman of the Apparatus Committee

**Item Summary:**

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.

**Attachments:**

1. Apparatus Committee Letter of Recommendation



**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

TO: Wake County Fire Commission

April 13, 2016

FROM: Apparatus Committee Chairman

Subject: Chair Recommendation

The Apparatus Committee recommends that Assistant Chief Jones, Fuquay-Varina be appointed as Chair to replace retiring Chief Woods.

Assistant Chief Jones has been a member of the Apparatus Committee since its inception in 2004; he has the background and knowledge for the position.