

# **WAKE COUNTY FIRE COMMISSION**

**Subject:** Agenda for Thursday July 21, 2016  
**Location:** Wake County EMS Training Facility, 4016 Cary Drive, Raleigh  
**Time:** 7:00 PM

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

- Invocation
- Roll of Members Present

◆ **Items of Business**

- Approval of Agenda
- Recognition of Chief Frank Woods for his years of service to the Wake County Fire Tax District
- Adoption of Minutes for May 5, 2016 Special Called Meeting Work Session
- Adoption of Minutes for May 12, 2016 Special Called Meeting Work Session

◆ **Regular Agenda**

- Changes to the Apparatus CIP Model
- Replacement and New Appointment to the Communications Committee

◆ **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**

- ◆ 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 sign-up sheet for those who wish to speak during the public comments section of the meeting is located at the entrance of the meeting room.

- ◆ **Adjournment** - Next Meeting September 15, 2016

# **WAKE COUNTY FIRE COMMISSION**

## **Thursday, May 5, 2016**

### **Draft Minutes**

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

A meeting of the Wake County Fire Commission was held on Thursday, May 5, 2016, 7:00 PM, Wake County Commons Building, Cary Drive, Raleigh, North Carolina.

### **CALL MEETING TO ORDER**

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Ron Early (North Region), Chief Todd Wright (West Region), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), Judge Keith Gregory (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), and Chief Tim Pope (North Region Alternate).

The following members were absent: John Burns (Wake County Commissioner), Chief Tony Mauldin (South Region), and Chief Matt Poole (South Region Alternate).

The following County officials and staff were present: Johnna Rogers (Deputy County Manager), Fire Services Director Nick Campasano, Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, Fire Services Logistics Manager Grant Vick, and Emergency Services Manager Demetric Potts.

Vice Chair Billy Myrick gave an invocation.

### **PUBLIC COMMENTS**

Gary Vickerson, President of Bay Leaf Fire Department Board of Directors stated that he was there representing 8 of the not for profit fire departments. He stated that one of the things in the recommendation is the Cost Share. He wasn't going to argue the analysis, but wanted us to think about two things and you need to see it from both sides whether you are the County wanting to give money to a municipality, or you are a municipality and you wanted to give money to me. You need to understand what the cost share is, is it a percentage of revenue, is it a percentage of capitalization, what is it? He says that we really need to understand what that is going forward. He says that the second thing is the Standard of Cover, and he is not so sure that we have agreed on what that is, what are we paying for and what do we want to provide. He said that those are the two issues that the not for profits have a concern with. He says that it has got to be fair, it has got to be equitable, and most of all it has to be sustainable.

## **ITEMS OF BUSINESS**

### **APPROVAL OF AGENDA**

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

### **REVIEW AND DISCUSS THE PROPOSED FY 2017 FIRE TAX BUDGET CONSIDERATIONS**

Fire Services Director Nick Campasano and Budget and Management Analyst Michael James provided the following information regarding the FY 2017 Fire Tax Budget considerations.





# FY 2017

## *Fire Tax District Budget*

April 27, 2016



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## Wake County Fire Tax District

### Overview

- Historical Revenue/Expenditure Growth
- Review FY 16 Budget
- General Budget Assumptions
- Existing Budget Methodology
- Budget "Reset" Methodology
- Base Budget Model
- Requested Budget Model
- Recommended Budget Model
- Recommended FY17-23 CIP



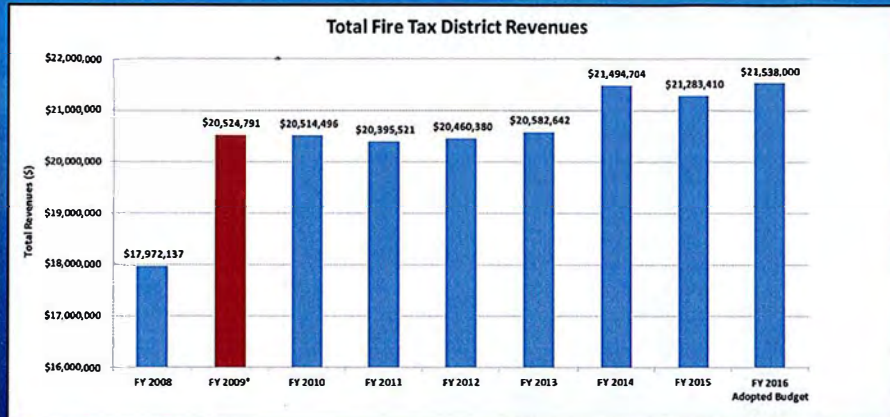
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## Revenues: 2008-2016

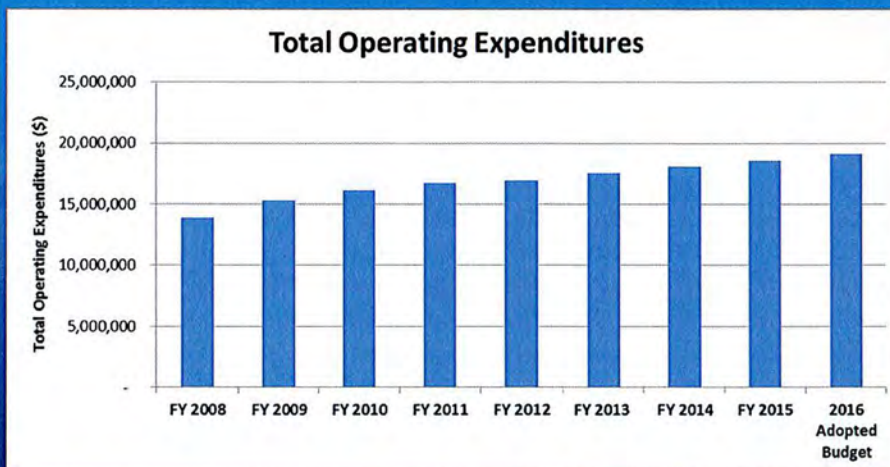
- Last significant growth was a result of the 2008 Revaluation
- Average growth since 2010 is less than one percent



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## Expenditure Growth: 2008-2016



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## FY 2016 Adopted Budget

- \$22.2M (Operating and CIP)
- Projected to use \$623,000 in fund balance for ongoing expenditures
- Held operating budgets flat
  - Minor increases for health insurance and merit allocation
- Suspended sustainability policy



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## General Fire Tax Model Assumptions

- Revenue Growth Assumption = 0%
- Avg. Growth Since 2011 < 1%
- Expenditure Growth Assumptions
  - 3% growth for operating expenses
  - 4.5% for large apparatus
  - 3.5% for all other capital



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## Existing Budget Methodology

### Assumptions

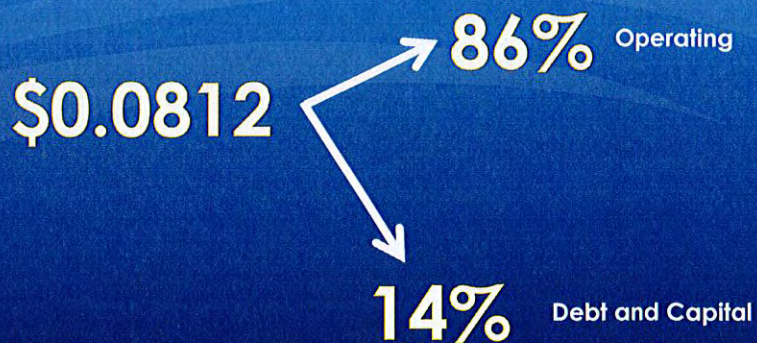


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### Assumptions

Tax rate (Pre-reappraisal)	.08/\$100
Tax rate (Rev. neutral)	.0812/\$100



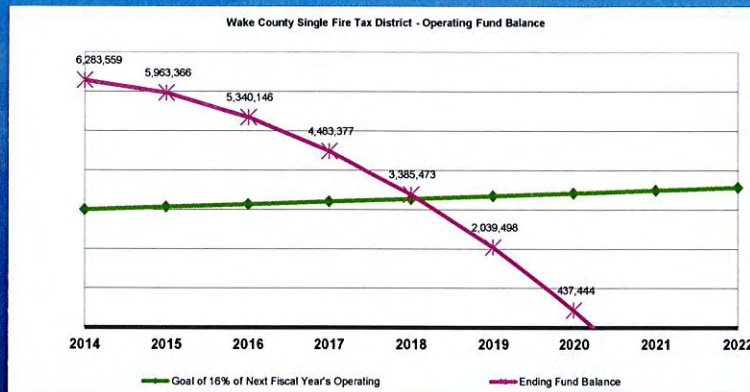
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## Assumptions

- Expenditure Growth Exceeding Revenue Growth
- Static Tax Rate
- Use of Fund Balance for Ongoing Expenditures



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## Budget "Reset" Methodology

### Assumptions



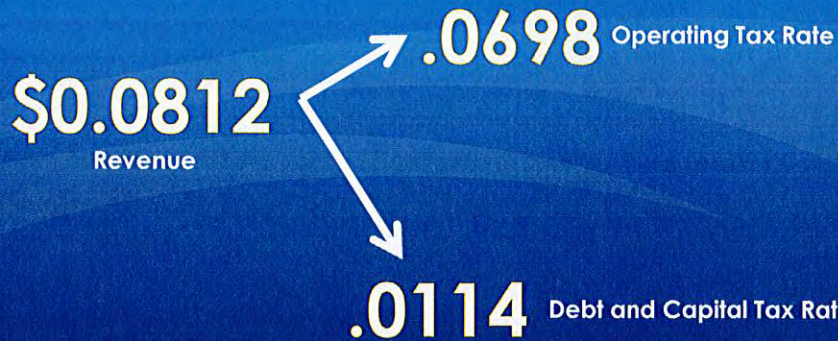
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## "Reset" Assumptions

Tax rate (Rev. neutral) .0812/\$100



- Distribution ratio can be adjusted between operating and capital more intuitively
- Easier to communicate how resources are being allocated



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## "Reset" Fund Balance Assumptions

Required fund balance calculation

Operating Fund Balance

Capital Fund Balance

The diagram shows two white arrows pointing downwards from the "Operating Fund Balance" and "Capital Fund Balance" labels to the text "16% Required Fund Balance".

**16% Required Fund Balance**

Utilizing both fund balances for calculation frees up fund balance \$\$\$\$

**One-time transfer of \$2,500,000 to FY17 capital for capital projects**



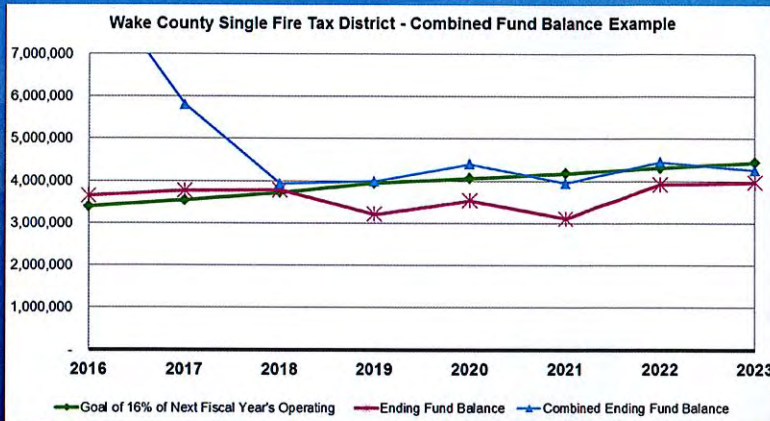
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## "Reset" Assumptions

Operating side model  
variable = tax rate

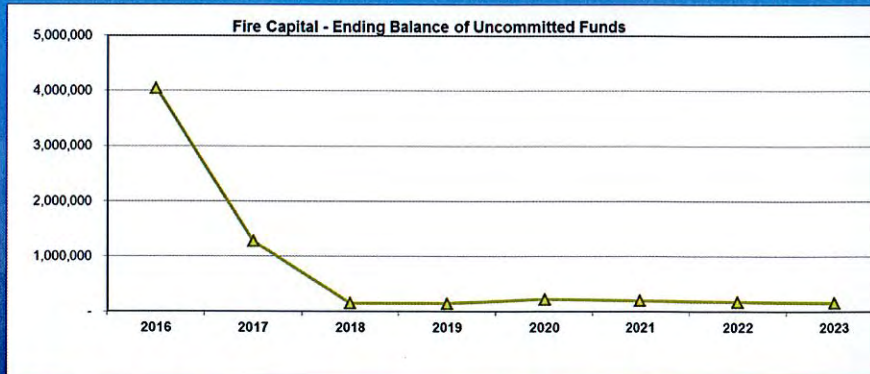
Combined Fund Balance maintained  
at 16% throughout life of model



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## "Reset" Assumptions



CIP model is assumed to be fully funded at the budgeted fiscal year tax rate through 2023.



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# FY 2016-17 Base Budget Model



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## Fiscal Year 2017

### Base Budget Model

1. FY 17 Revenue Projection = \$21,518,000
2. FY 2016 Adopted Budget plus growth
3. Projected growth per year
  - 3% Department Appropriation
  - 3% System-wide costs
4. Fully funded 7-year CIP (FY16 – FY22 CIP model)

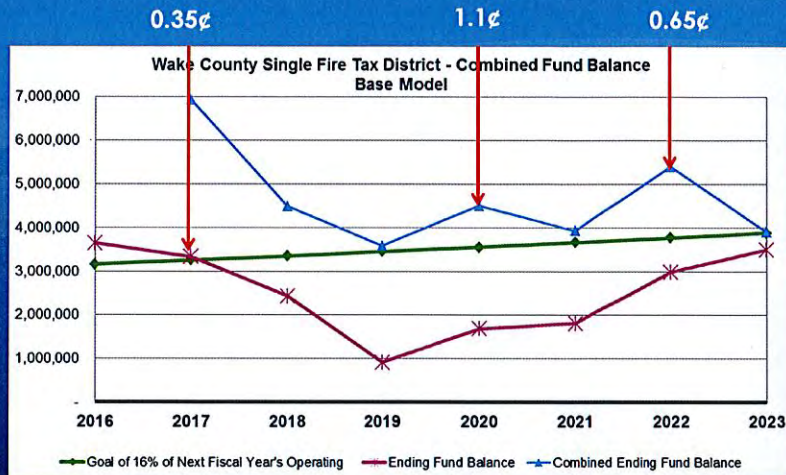


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## Fiscal Year 2017 – Base Budget



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## Base Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	6.98	7.33	7.33	7.33	8.43	8.43	9.08
Operating Rate Increase	-	0.35	-	-	1.10	-	0.65	-
<b>Total Operating Tax Rate</b>	<b>6.88</b>	<b>7.33</b>	<b>7.33</b>	<b>7.33</b>	<b>8.43</b>	<b>8.43</b>	<b>9.08</b>	<b>9.08</b>
Capital Budget Tax Rate	14.0%	1.14	1.14	1.14	1.14	1.14	1.14	1.14
Capital Rate Increase	-	-	-	-	-	-	-	-
<b>Total Capital Tax Rate</b>	<b>1.12</b>	<b>1.14</b>	<b>1.14</b>	<b>1.14</b>	<b>1.14</b>	<b>1.14</b>	<b>1.14</b>	<b>1.14</b>
Total Tax Rate Increase/Decrease	-	0.35	-	-	1.10	-	0.65	-
<b>Total Fire Tax Rate</b>	<b>8.00</b>	<b>8.47</b>	<b>8.47</b>	<b>8.47</b>	<b>9.57</b>	<b>9.57</b>	<b>10.22</b>	<b>10.22</b>

Budget	FY 2016 Adopted	FY 17 Base	Increase (\$)	Increase (%)
Operating	19,148,000	19,722,000	574,000	3.0
CIP	3,144,000	3,346,000	202,000	6.4



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# FY 2016-17 Requested Budget Model



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## Fiscal Year 2017- All Requested Expansions

Expansion	Fire Tax Cost (Rounded)	Tax Rate Equivalent* (Cents)
Cost-Share Implementation**	\$1,658,000	0.63
Salary Study Implementation	\$856,000	0.32
Operating Expansions	\$366,000	0.14
Personnel Expansions	\$4,936,000	1.86
<b>Subtotal – Operating</b>	<b>\$7,816,000</b>	<b>2.95</b>
<b>Subtotal - Capital Expansions</b>	<b>\$12,027,000</b>	<b>1.10</b>
<b>TOTAL</b>	<b>\$19,843,000</b>	<b>4.05</b>

\*One Penny Generates \$2.65 Million

\*\*Covers full, three-year implementation of cost-share

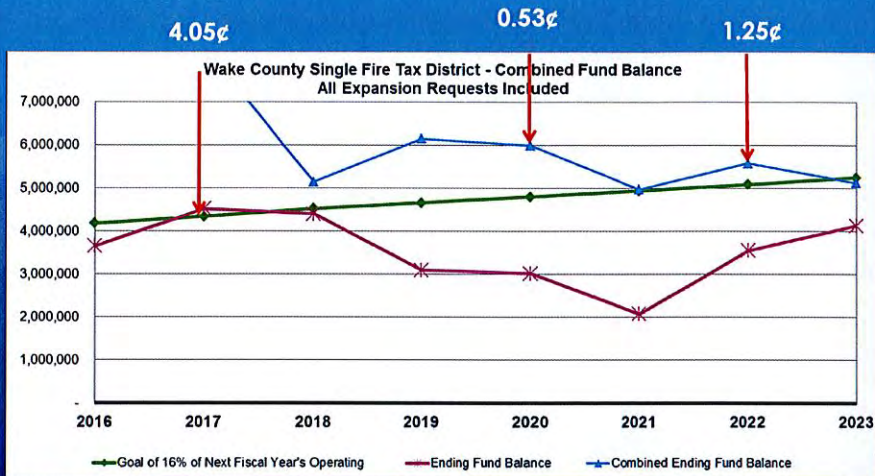


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## Requested Model: Tax Increases Needed



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## Requested Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	7.22	10.17	10.17	10.17	10.95	10.95	12.20
Operating Rate Increase/(Decrease)	-	2.95	-	-	0.78	-	1.25	-
<b>Total Operating Tax Rate</b>	<b>6.88</b>	<b>10.17</b>	<b>10.17</b>	<b>10.17</b>	<b>10.95</b>	<b>10.95</b>	<b>12.20</b>	<b>12.20</b>
Capital Budget Tax Rate	14.0%	0.90	2.00	2.00	2.00	1.75	1.75	1.75
Capital Rate Increase/(Decrease)	-	1.10	-	-	(0.25)	-	-	-
<b>Total Capital Tax Rate</b>	<b>1.12</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>
<b>Total Tax Increase/(Decrease)</b>	<b>-</b>	<b>4.05</b>	<b>-</b>	<b>-</b>	<b>0.53</b>	<b>-</b>	<b>1.25</b>	<b>-</b>
<b>Total Fire Tax Rate</b>	<b>8.00</b>	<b>12.17</b>	<b>12.17</b>	<b>12.17</b>	<b>12.70</b>	<b>12.70</b>	<b>13.95</b>	<b>13.95</b>

Budget	FY 2016 Adopted	FY 17 Requested	Increase (\$)	Increase (%)
Operating	19,148,000	26,000,000	6,852,000	35.8
CIP	3,144,000	10,676,000	7,532,000	239.6



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# FY 2016-17 Staff Recommended Budget



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## FY 17 Recommended Expansions

Operating Expansion	Fire Tax Cost (Rounded)
Cost-Share Implementation*	\$1,658,000
Salary and Compression Increases	\$530,000
Part-time Salary Alignment	\$326,000
Bay Leaf Expansion	\$11,000
Durham Highway Expansions	\$66,000
Eastern Wake Expansions	\$82,000
Stony Hill Expansion	\$5,000
Swift Creek Expansion	\$58,000
Wake New Hope Expansions	\$159,000
Wendell Expansion	\$34,000
Western Wake Expansion	\$36,000
<b>Total</b>	<b>\$2,953,000</b>

\*Covers full implementation of cost-share



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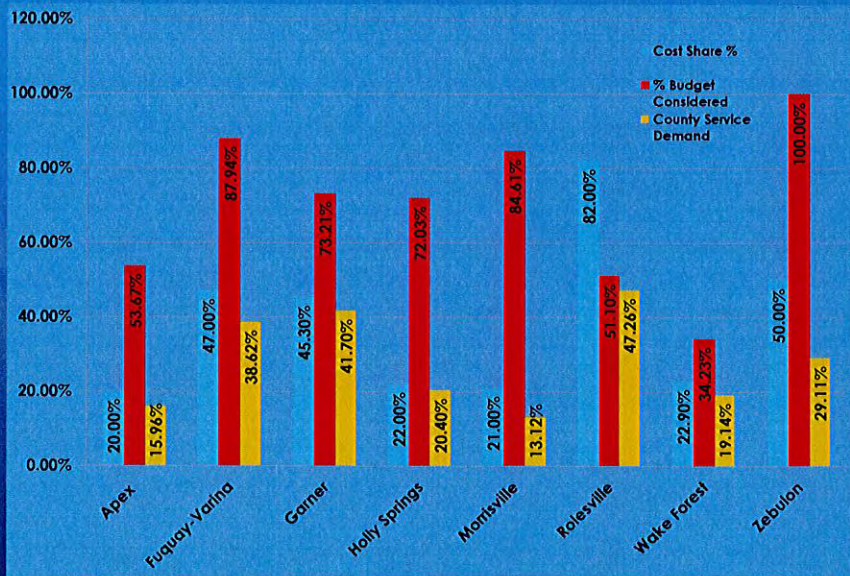


# Cost Share



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## New Cost Share Methodology

Developed by Cost Share Committee and consultant ESCI

- Methodology approved by Fire Commission January 2015
- Calculated the municipal/county ratio of five elements:
  - Area
  - Heated Square Footage
  - Population
  - Valuation
  - Service Demand
- Assigned a percentage weight to each element
  - Area 7.5%
  - Heated Square Footage 7.5%
  - Population 30%
  - Valuation 20%
  - Service Demand 35%



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## Cost-Share 3-Year Implementation

Tax Rate Distribution	2017	2018	2019
Operating	0.21	0.42	0.63
Capital	0.42	0.21	0.00
<b>Total Cost Share Rate Increase</b>	<b>0.63</b>	<b>0.63</b>	<b>0.63</b>

Dollar Distribution	2017	2018	2019
Operating	\$552,667	\$1,105,333	\$1,658,000
Capital	\$1,105,333	\$552,667	
<b>Total Dollars Generated</b>	<b>\$1,658,000</b>	<b>\$1,658,000</b>	<b>\$1,658,000</b>

Phase-in provides an additional \$1.65M for Capital Projects in FY 17 and FY 18



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## Salary adjustments



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## FY 17 Recommended CIP

FY17 Capital Improvement Program	Fire Tax Cost (Rounded)
Self-Contained Breathing Apparatus	\$1,139,362
Turn-out Gear	\$296,360
Boots and Helmet Replacement	\$378,415
Apparatus Replacement	\$1,769,189
Thermal Imaging Cameras	\$35,686
Automatic External Defibrillators	\$36,979
<b>Total</b>	<b>\$3,655,991</b>
<b>One-Time Capital Expansions*</b>	
Planned Renovations and Repairs	\$76,000
Small Capital	\$60,000
<b>Total</b>	<b>\$136,000</b>

Does not include System-wide expenses

\*In addition to base small capital and planned renovation and repair budgets



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## FY 2017 Recommended Tax Rate

- Revenue neutral Tax Rate = \$0.0812
- Recommended Tax Rate = \$0.0960
- Recommended Increase = \$0.0148

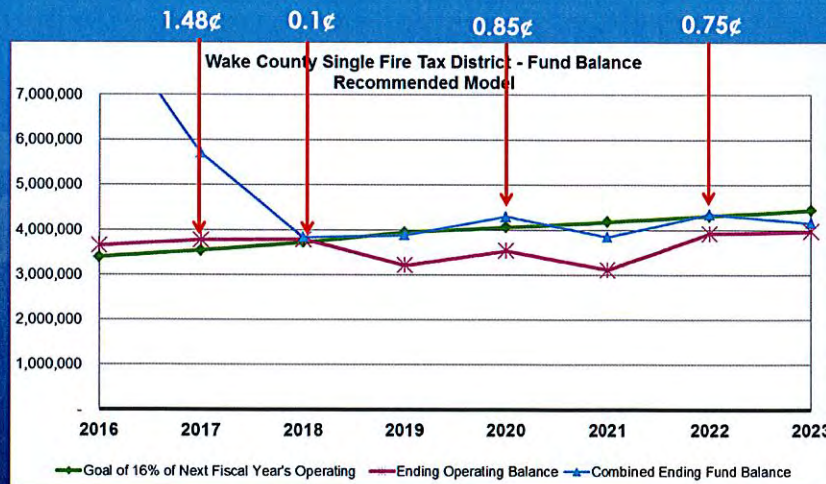
Recommended Expansion/Increase	Fire Tax Cost (Rounded)	Tax Rate Equivalent (Cents)
Cost-Share Implementation**	\$1,658,000	0.63
Salary Study Implementation	\$856,000	0.32
FY 2016 Projected Deficit	\$623,000	0.24
Operating Expansions	\$450,000	0.17
FY 2017 Merit Allocation	\$284,000	0.11
System-wide Cost Increases	\$46,000	0.02
<b>Total</b>	<b>\$3,917,000</b>	<b>1.48</b>



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## Fiscal Year 2017 – Recommended



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## Recommended Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	6.98	8.02	8.33	8.54	9.39	9.39	10.14
Operating Rate Increase/(Decrease)		1.04	0.31	0.21	0.85	-	0.75	-
<b>Total Operating Tax Rate</b>	<b>6.88</b>	<b>8.02</b>	<b>8.33</b>	<b>8.54</b>	<b>9.39</b>	<b>9.39</b>	<b>10.14</b>	<b>10.14</b>
Capital Budget Tax Rate	14.0%	1.14	1.58	1.37	1.16	1.16	1.16	1.16
Capital Rate Increase/(Decrease)		0.44	(0.21)	(0.21)				
<b>Total Capital Tax Rate</b>	<b>1.12</b>	<b>1.58</b>	<b>1.37</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>
Total Tax Rate Increase/(Decrease)		1.48	0.10	-	0.85	-	0.75	-
<b>Total Fire Tax Rate</b>	<b>8.00</b>	<b>9.60</b>	<b>9.70</b>	<b>9.70</b>	<b>10.55</b>	<b>10.55</b>	<b>11.30</b>	<b>11.30</b>

Budget	FY 2016 Adopted	FY 17 Rec'd	Increase (\$)	Increase (%)
Operating	19,148,000	21,200,000	2,052,000	10.7
CIP	3,144,000	6,435,000	3,291,000	104.7



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## Medical Exams - \$300,000 system-wide budget line

### Issues:

- Currently have varied medical surveillance programs among departments
  - OSHA respiratory protection regulations
  - NFPA 1582 recommended medical exams
- Very few departments have written policies/procedures governing "not fit for duty" situations
- Multiple regulations impact medical exams and recordkeeping
  - HIPPA, ADA, GINA, FLSA



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## Medical Exams

### Implementation:

- Medical exam provider questions
  - County-wide bid process – efficiency through numbers
  - County provided – Capability and equipment issues
  - Department choice of provider
- Multiple funding solutions
  - County funded
  - Utilize personal health insurance / reimburse out-of-pocket
- System-wide budget line
  - Fire Protection Contract revisions



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## Medical Exams

### Budget recommendations:

1. Fund \$250,000\* system-wide budget line, reduce departmental medical exam expenses to \$0
2. Obtain RFP information to set provider and cost/exam
3. Develop and adopt policies and procedures for medical surveillance program

\*~\$50,000 currently contained in departmental budgets



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## Recommended Model: Tax Rates Required

Revenue Distribution	2016	2017	2018	2019	2020	2021	2022	2023
Operating Budget Tax Rate	86.0%	6.98	8.02	8.33	8.54	9.39	9.39	10.14
Operating Rate Increase/(Decrease)		1.04	0.31	0.21	0.85	-	0.75	-
<b>Total Operating Tax Rate</b>	<b>6.88</b>	<b>8.02</b>	<b>8.33</b>	<b>8.54</b>	<b>9.39</b>	<b>9.39</b>	<b>10.14</b>	<b>10.14</b>
Capital Budget Tax Rate	14.0%	1.14	1.58	1.37	1.16	1.16	1.16	1.16
Capital Rate Increase/(Decrease)		0.44	(0.21)	(0.21)				
<b>Total Capital Tax Rate</b>	<b>1.12</b>	<b>1.58</b>	<b>1.37</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>	<b>1.16</b>
Total Tax Rate Increase/(Decrease)		1.48	0.10	-	0.85	-	0.75	-
<b>Total Fire Tax Rate</b>	<b>8.00</b>	<b>9.60</b>	<b>9.70</b>	<b>9.70</b>	<b>10.55</b>	<b>10.55</b>	<b>11.30</b>	<b>11.30</b>

Budget	FY 2016 Adopted	FY 17 Rec'd	Increase (\$)	Increase (%)
Operating	19,148,000	21,200,000	2,052,000	10.7
CIP	3,144,000	6,435,000	3,291,000	104.7



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## Budget Model Comparisons

Required Fire Tax District Tax Rates (Cents)

Model	2017	2018	2019	2020	2021	2022	2023
Base	8.47	8.47	8.47	9.57	9.57	10.22	10.22
Total Requested	12.17	12.17	12.17	12.70	12.70	13.95	13.95
Recommended	9.60	9.70	9.70	10.55	10.55	11.3	11.3

# Questions?



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## INFORMATION AGENDA

None.

## OTHER BUSINESS

None.

## ADJOURNMENT

Being no further business, the meeting was adjourned

# **WAKE COUNTY FIRE COMMISSION**

## **Thursday, May 12, 2016**

### **Draft Minutes**

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

A meeting of the Wake County Fire Commission was held on Thursday, May 12, 2016, 7:00 PM, Wake County Public Safety Center, Conference Room C-170, Raleigh, North Carolina.

### **CALL MEETING TO ORDER**

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Chief Tony Mauldin (South Region), Chief Ron Early (North Region), Chief Todd Wright (West Region), Chris Perry (East Region Alternate), Lee Price (Firefighters Association President), Billy Myrick (Citizen Consumer), Ricky Wright (Citizen Consumer), Bob Stagg (Citizen Consumer), Matt Calabria (Wake County Commissioner), John Burns (Wake County Commissioner), Judge Michael Denning (Citizen/Consumer), and Chief Tim Pope (North Region Alternate).

The following members were absent: Judge Keith Gregory (Citizen/Consumer), Chief Garland Johnston (West Region Alternate), Chief Rodney Privette (East Region), and Chief Matt Poole (South Region Alternate).

The following County officials and staff were present: Johnna Rogers (Deputy County Manager), Fire Services Director Nick Campasano, Budget and Management Analyst Michael James, Deputy Fire Services Director Darrell Alford, Fire Services Logistics Manager Grant Vick, and Emergency Services Manager Demetric Potts.

Vice Chair Billy Myrick gave an invocation.

### **PUBLIC COMMENTS**

Gary Vickerson, President of Bay Leaf Fire Department Board of Directors stated that he was representing several fire departments. He stated to Director Campasano that the budget presented was outstanding, and one of the best that the fire departments had seen. That being said he stated that they still have a concern on the cost share side, they fully agree that the municipalities need some money, they don't have a problem with that historically, ethically, they are just concerned that mathematically we are going to get caught in a capitalization plan going forward and we don't have a lot of weeks between now and sign up time to get our Is dotted and Ts crossed to make sure we don't run into a problem a year from now or two years from now. He stated that the Standard of Cover Study was important to them and that study hasn't been completed, he just wanted to go on the record other than that the county did a really nice job with the budget.



## ITEMS OF BUSINESS

### APPROVAL OF AGENDA

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

### ADOPTION OF MINUTES

Upon motion of Bob Stagg and second by Lee Price, the Fire Commission unanimously approved the Minutes of the March 17, 2016, Regular Meeting.

### REGULAR AGENDA

#### CONSIDERATION OF FIRE TAX DISTRICT BUDGET COMMITTEE AND STAFF RECOMMENDED FTY 2017 OPERATING BUDGET AND FY 17-23 FIRE CIP

Budget and Management Analyst Michael James presented the following information regarding the Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP.

#### **Operative Policy Assumptions**

- The single fire tax district created by the Board of Commissioners in 1999 should fund the full cost of fire service to residents of district, which contains all unincorporated areas as well as the Town of Wendell.
  - Any subsidy from the General Fund would mean municipal residents paying for the cost of fire protection of unincorporated areas.
- When the County assumes the role of fiscal agent for Countywide public safety projects or operations, the Fire Tax District should be treated the same as municipal fire departments for the purposes of cost allocation.
  - A good example of this is the 800 MHz Operating Budget, in which user costs are allocated to both municipal and county users based on defined criteria.
- The Fire Tax District Budget should be balanced, sustainable, and reflect the priorities of the Board of Commissioners as advised by the Fire Commission.
  - By policy, a sustainable budget means that the ending balance for the Fire Tax fund represents a minimum of 16% of the subsequent fiscal year's operating budget.
    - Beginning in FY 2017, the 16% target can be met through a combination of the ending operating AND CIP fund balances. In prior years, only the ending operating balance counted towards the fund balance target.
  - A sustainable budget and fire tax model reflects:
    - Realistic revenue growth assumptions based on the current tax rate
    - Realistic expenditure growth assumptions
    - An assumed operating/capital distribution needed to meet fire debt and capital obligations in the Fire CIP

- Tax revenues will be split between operating and debt/capital needs.
  - New for FY 2017: Fire Tax Fund tax revenues will be split between operating and debt/capital on a tax rate basis. The FY 2017 Budget dedicates 8.12 cents to the operating budget, and 1.48 cents to debt and capital

### **Operating Budget Overview**

- Operating budget totals \$21.53 million, an increase of \$2.38 million, or 12 percent, from the FY 2016 Adopted Budget. This includes:
  - Full funding for the implementation of the 2015-16 Labor Market Study recommendations (\$856,000). This includes the cost of bringing employees to the new band minimums, subsequent compression adjustments, and a part-time pay adjustment to comply with the compensation guidelines.
  - Year one of the three year cost-share phase in (\$556,000)
  - Operating expansions for eight different departments. These include increased funding for part-time salaries, volunteer compensation and vehicle maintenance (\$450,000)
  - A 3% percent merit allocation funded for 75 percent of the fiscal year (\$284,000)
  - A \$250,000 system-wide expense for employee medical exam reimbursements (\$200,000 expansion)
  - Health insurance, overtime, longevity, life Insurance, dental, worker's comp, unemployment comp, volunteer Comp, state pension and long-term disability are funded at the level requested in department submissions
- Projected contribution to fund balance in FY 2017: \$119,000

### **FY 2017-2023 CIP Overview**

- Seven year plan totals \$27.66 million (average of \$3.95 million/year) funded through a combination of tax revenues, prior year uncommitted funds, debt proceeds and municipal reimbursements
- FY 2017 plan totals \$6.44 million. Funding sources for FY 2017 include:
  - \$2.85 million in tax revenues
  - \$1.88 million in prior year uncommitted CIP funds.
  - \$1.69 million in debt proceeds
  - \$31,000 in municipal reimbursements related to the Garner Station 4 Interlocal Agreement
- FY 2017 Uses include:
  - \$1.82 million for apparatus and vehicles
    - Includes \$50,000 vehicle maintenance contingency
  - \$527,000 for facilities
    - \$336,000 is included for planned renovations and repairs, which represents a one-time \$236,000 expansion in FY 2017
    - \$150,000 is included for planning and design costs for the Wendell Falls Station
    - \$43,000 is included for the Stony Hill remediation project
  - \$3.50 million is included for equipment replacement in FY 2017
    - Includes \$1.40 million for the 800mhz upgrade
    - \$1.14 million is included for self-contained breathing apparatus (SCBAs)



- \$675,000 is included for turnout gear, including additional one-time funding to replace out of date boots and helmets. Boots and helmets will be included in the turnout gear replacement plan moving forward.
  - \$210,000 is budgeted for small-capital in FY 2017. This includes a one-time expansion of \$60,000.
  - \$73,000 is included for defibrillators and thermal imaging cameras
- \$150,000 is included for preexisting department debt service
  - \$451,000 is reserved for future appropriations
  - This includes \$420,000 in debt proceeds for Bay Leaf Rescue 36, which was purchased with cash in FY 2016, with the understanding that it would be repaid with debt in FY 2017.

Upon motion of Billy Myrick and second by Judge Michael Denning, the Fire Commission unanimously approved the Fire Tax District Budget Committee and Staff Recommended FY 2017 Operating Budget and FY 17-23 Fire CIP.

#### **FIRE COMMISSION APPARATUS SUB-COMMITTEE POLICIES, PROCEDURES, AND REPLACEMENT SCHEDULE**

Deputy Fire Services Director Darrell Alford reported that that Apparatus Committee along with Wake County Fire Services Staff modified the Policies and Procedures, as well as, re-formatted the document. Revised replacement schedules have been developed based on NFPA recommendations, manufacturer recommendations and best practices. The revised policies and procedures have been vetted by the Equipment Committee.

Upon motion of Billy Myrick and second by Lee Price, the Fire Commission unanimously approved the Fire Commission Apparatus Sub-committee revised Policies, Procedures and Replacement Schedule.

#### **FIRE COMMISSION EQUIPMENT COMMITTEE SUB-COMMITTEE POLICIES, PROCEDURES, AND REPLACEMENT SCHEDULE**

Deputy Fire Services Director Darrell Alford reported that the Equipment Committee along with Wake County Fire Services Staff modified the Policies and Procedures, as well as, re-formatted the document. Revised replacement schedules have been developed based on NFPA recommendations, manufacturer recommendations and best practices. The revised policies and procedures have been vetted by the Equipment Committee.

Upon motion of Chris Perry and second by Judge Denning, the Fire Commission unanimously approved the Fire Commission Equipment Sub-committee revised Policies, Procedures and Replacement Schedule

#### **FIRE COMMISSION APPOINTMENT OF APPARATUS COMMITTEE CHAIR**

Deputy Fire Services Director Darrell Alford reported that current Chairman Frank Woods has tendered his resignation from the Hopkins Fire Department and from the Apparatus Committee. A letter of recommendation has been submitted to Wake County Fire Services from the Apparatus Committee requesting that Jim Jones be appointed as the new Apparatus Chairman.

Upon motion of Chris Perry and second by Judge Denning, the Fire Commission unanimously approved the appointment of Chief Jim Jones as the Apparatus Sub-committee Chairman.

### **INFORMATION AGENDA**

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

Budget and Management Analyst Michael James provided the following Fire Tax Financial Reports to the Fire Commission Members for review/comment:



**WAKE COUNTY FIRE TAX DISTRICT**  
**FY 2016 SYSTEMWIDE OPERATING FINANCIAL REPORT**  
 May 12, 2016

**Department: 51 Fire Services**  
**Division: 5120 Fire Services**  
**Unit: F250 Fire Tax District System**  
**Revenues:**

Revenue Source	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	1,252,034	-	1,252,034	1,252,034	(1,252,034)	0.00
T128 Refunds of NC DMV Taxes	-	-	(2,501)	-	(2,501)	(2,501)	2,501	0.00
T200 Special District Taxes	21,523,000	21,523,000	19,981,143	-	19,981,143	19,981,143	1,541,857	92.84
N132 Interest - NCDOT - DMV Taxes	-	-	533	-	533	533	(533)	0.00
N140 Market vs Cost Investment Difference	-	-	5,356	-	5,356	5,356	(5,356)	0.00
N150 Interest Income/Pooled Funds	15,000	15,000	30,503	-	30,503	30,503	(15,503)	203.35
A370 Appropriated Fund Balance	623,000	625,610	-	-	-	-	625,610	0.00
<b>Total</b>	<b>22,161,000</b>	<b>22,163,610</b>	<b>21,267,068</b>	<b>-</b>	<b>21,267,068</b>	<b>21,267,068</b>	<b>896,542</b>	<b>95.95%</b>

**Expenditures:**

Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
2406 CONTRACTED SERVICES	20,000	22,610	-	17,610	-	17,610	5,000	0.00
3104 EQUIPMENT	-	-	220	-	220	220	(220)	0.00
3134 OTHER SUPPLIES AND MATERIALS	-	-	-	4,740	-	4,740	(4,740)	0.00
3617 DISPATCH SERVICE	195,773	195,773	195,773	-	195,773	195,773	-	100.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	15,000	15,000	11,183	-	11,183	11,183	3,817	74.55
4208 CITY OF RALEIGH HAZMAT PROGRAM	77,927	77,927	-	77,927	-	77,927	0	0.00
4224 NC DEPT OF NRCD - FORESTRY	67,929	67,929	50,613	17,316	50,613	67,929	-	74.51
4409 POSTAGE/CHARGES FROM GS	-	-	213	-	213	213	(213)	0.00
4428 MISC CHARGES FROM OTHER DEPT/DIV	343,127	343,127	-	-	-	-	343,127	0.00
4446 800mhz charges from other dept	130,941	130,941	130,941	-	130,941	130,941	0	100.00
4447 CAD charges from other dept	9,596	9,596	9,596	-	9,596	9,596	(0)	100.00
4460 GSA Utilities - Electric	24,224	24,224	18,597	-	18,597	18,597	5,627	76.77
4758 MV Tax Collection Costs	50,000	50,000	30,360	-	30,360	30,360	19,640	60.72
9103 TRANSFER TO C/P CO CONSTRUCTION FUND	2,051,000	2,051,000	2,051,000	-	2,051,000	2,051,000	-	100.00
9109 TRANSFER TO D/S FROM TAX DISTRICT FUND	962,000	962,000	962,000	-	962,000	962,000	-	100.00
<b>Total</b>	<b>3,947,517.00</b>	<b>3,950,127.00</b>	<b>3,460,496.16</b>	<b>117,592.91</b>	<b>3,460,496.16</b>	<b>3,578,089.07</b>	<b>372,037.93</b>	<b>87.60%</b>



**WAKE COUNTY FIRE TAX DISTRICT**  
**FY 2016 DEPARTMENT APPROPRIATIONS**  
**May 12, 2016**

Unit Name	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	741,083	741,083	679,326	61,757	679,326	741,083	-	91.67
Bayleaf FD	1,609,979	1,609,979	1,477,808	132,171	1,477,808	1,609,979	-	91.79
Cary FD	85,000	85,000	-	71,377	-	71,377	13,623	0.00
Durham Highway FD	773,844	773,844	709,357	64,487	709,357	773,844	-	91.67
Eastern Wake FD	1,618,084	1,618,084	1,483,244	134,840	1,483,244	1,618,084	-	91.67
Fairview FD	1,196,539	1,196,539	1,096,827	99,712	1,096,827	1,196,539	-	91.67
Fuquay Varina FD	1,499,639	1,499,639	1,374,669	124,970	1,374,669	1,499,639	-	91.67
Garner FD	1,736,668	1,736,668	1,591,946	144,722	1,591,946	1,736,668	-	91.67
Holly Springs FD	603,207	603,207	552,940	50,267	552,940	603,207	-	91.67
Hopkins FD	785,959	785,959	720,462	65,497	720,462	785,959	-	91.67
Morrisville FD	846,120	846,120	775,610	70,510	775,610	846,120	-	91.67
Rolesville FD	761,301	761,301	697,859	63,442	697,859	761,301	-	91.67
Stony Hill FD	1,019,273	1,019,273	935,953	83,320	935,953	1,019,273	-	91.83
Swift Creek FD	489,587	489,587	452,538	37,049	452,538	489,587	-	92.43
Wake-New Hope FD	1,147,297	1,147,297	1,051,689	95,608	1,051,689	1,147,297	-	91.67
Wake Forest FD	713,540	713,540	654,078	59,462	654,078	713,540	-	91.67
Wendell FD	1,477,033	1,477,033	1,353,947	123,086	1,353,947	1,477,033	-	91.67
Western Wake FD	525,885	525,885	482,061	43,824	482,061	525,885	-	91.67
Zebulon FD	583,445	583,445	534,826	48,621	534,826	583,446	(1)	91.67
<b>Total</b>	<b>18,213,483</b>	<b>18,213,483</b>	<b>16,625,141</b>	<b>1,574,720</b>	<b>16,625,141</b>	<b>18,199,861</b>	<b>13,622</b>	<b>91.28%</b>



**WAKE COUNTY FIRE TAX DISTRICT  
CIP STATUS REPORT  
As of 5.12.16**

**Fund: 4400 Fire CIP**

**Department 84 Fire And Rescue CIP  
Division 8420 Fire Facilities**

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Pending Commitments	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
020F	Fire-Bayleaf #1	8400P0100	\$3,790,034.49	\$3,790,034.49	\$0.00	\$3,790,034.49	\$3,785,051.99	\$4,982.50	\$3,790,034.49	\$0.00	\$0.00
026F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$614,494.66	\$23,805.75	\$638,300.41	\$146,047.59	\$146,047.59
050F	Wendell Falls Station, Fire Tax Port	8420V0100	\$508,478.60	\$508,478.60	\$0.00	\$508,478.60	\$6,701.42	(\$0.00)	\$6,701.42	\$501,777.18	\$501,777.18
057F	Fire Planned Facility Repairs	8420V0100	\$791,230.95	\$791,230.95	\$0.00	\$791,230.95	\$627,946.01	\$30,727.00	\$658,673.01	\$132,557.94	\$132,557.94
072F	Fire Facility Condition Assessments	8420V0100	\$17,000.00	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00
Total Division 8420 Fire Facilities			\$5,891,092.04	\$5,891,092.04	\$0.00	\$5,891,092.04	\$5,034,194.08	\$59,515.25	\$5,093,709.33	\$797,382.71	\$797,382.71

**Division 8430 Fire Fighting Equipment**

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Pending Commitments	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	\$110,208.54	\$21,394.46	\$21,394.46
044F	TURNOUT GEAR	8430V0300	\$1,772,000.00	\$1,772,000.00	\$0.00	\$1,772,000.00	\$1,672,194.26	\$206,074.11	\$1,878,268.37	(\$106,268.37)	(\$106,268.37)
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$1,660,000.00	\$1,660,000.00	\$0.00	\$1,660,000.00	\$1,036,000.00	\$0.00	\$1,036,000.00	\$624,000.00	\$624,000.00
061F	Fire Air Bottle Replacement	8430V0300	\$309,000.00	\$309,000.00	\$0.00	\$309,000.00	\$69,428.00	\$0.00	\$69,428.00	\$239,572.00	\$239,572.00
062F	Fire Defibrillators	8430V0300	\$255,000.00	\$255,000.00	\$0.00	\$255,000.00	\$110,714.27	\$16,225.36	\$126,939.63	\$128,060.37	\$128,060.37
063F	Fire Thermal Imaging Cameras	8430V0300	\$284,000.00	\$284,000.00	\$0.00	\$284,000.00	\$207,530.72	\$0.00	\$207,530.72	\$76,469.28	\$76,469.28
066F	Fire SCBA's	8430V0300	\$461,000.00	\$461,000.00	\$0.00	\$461,000.00	\$411,456.53	\$43,472.00	\$454,928.53	\$6,071.47	\$6,071.47
084F	Fire Small Capital - FY16	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$67,049.48	\$0.00	\$67,049.48	\$82,950.52	\$82,950.52
Total Division 8430 Fire Fighting Equipment			\$5,022,603.00	\$5,022,603.00	\$0.00	\$5,022,603.00	\$3,684,581.80	\$265,771.47	\$3,950,353.27	\$1,072,249.73	\$1,072,249.73

**Division 8440 Fire Apparatus**

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Pending Commitments	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$113,192.82	\$113,192.82	\$0.00	\$113,192.82	\$16,516.31	\$45,342.54	\$61,858.85	\$51,333.97	\$51,333.97
056F	Fire Small Vehicles	8440V0100	\$649,371.04	\$649,371.04	\$0.00	\$649,371.04	\$336,914.02	\$115,457.00	\$452,371.02	\$197,000.02	\$197,000.02
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00
082F	FY15 Large Apparatus - Municipal	8440V0100	\$400,000.00	\$400,000.00	\$0.00	\$400,000.00	\$0.00	\$197,400.00	\$197,400.00	\$202,600.00	\$202,600.00
083F	FY15 Large Apparatus - Rural	8440V0100	\$1,404,216.70	\$1,404,216.70	\$0.00	\$1,404,216.70	\$1,402,216.70	\$0.00	\$1,402,216.70	\$2,000.00	\$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	\$500,455.00	\$0.00	\$500,455.00	\$80,455.00	\$420,001.85	\$500,456.85	(\$1.85)	(\$1.85)
Total Division 8440 Fire Apparatus			\$3,689,235.56	\$3,689,235.56	\$0.00	\$3,689,235.56	\$1,836,102.03	\$778,201.39	\$2,614,303.42	\$1,074,932.14	\$1,074,932.14

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments 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	\$535,845.87	\$6,915.73	-	(\$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	-	\$0.00	\$0.00
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$150,000.00	\$122,000.00	\$28,000.00	\$150,000.00	\$0.00	\$0.00	-	\$0.00	\$122,000.00
099F	Fire Capital Uncommitted	8490V0100	\$378,984.63	\$1,695,100.53	(\$1,316,115.90)	\$378,984.63	\$4.48	\$0.00	-	\$378,980.15	\$1,695,095.05
Total Division 8499 Fire Capital Uncommitted			\$1,120,056.61	\$2,408,172.51	(\$1,288,115.90)	\$1,120,056.61	\$595,922.33	\$6,915.73	-	\$517,218.55	\$1,805,334.45
Total Department 84 Fire And Rescue CIP			\$15,722,987.21	\$17,011,103.11	(\$1,288,115.90)	\$15,722,987.21	\$11,150,800.24	\$1,110,403.84	\$0.00	\$12,261,204.08	\$4,749,899.03
Total Fund: 4400 Fire CIP			\$15,722,987.21	\$17,011,103.11	(\$1,288,115.90)	\$15,722,987.21	\$11,150,800.24	\$1,110,403.84	\$0.00	\$12,261,204.08	\$4,749,899.03



## STANDING COMMITTEE UPDATES

### Administrative Sub-Committee:

Chief Tim Pope shared that the Administrative Committee did not meet.

### Apparatus Sub-Committee:

Deputy Fire Services Director Darrell Alford shared that the Apparatus Committee did not meet.

### Budget Sub-Committee:

Billy Myrick shared that the Budget Committee had done a great job in developing the recommended Fire Tax Budget.

### Communications Sub-Committee

Chris Perry shared that that their committee has had their hands in a lot of projects recently. He is going to give a couple updates. He stated that they have been working on some policy changes on dispatching, and they were able to present some of those to the Fire Chiefs at their last meeting to vet some of the recommendations and they are excited about getting some of that put into place.

Chief Perry shared that they have been part of the 911 Center and Smart X conversion that took occurred a week or so ago. The Raleigh Wake 911 Center moved to their new facility, no small feat by the technology folks as well as the Smart X conversion on the Radio System. The Committee was involved with trying to get some guidance out during what if scenarios.

He shared that they are a part of the CAD System procurement project by helping develop the RFP for the new CAD System. They are meeting on a regular basis for that project. They are getting feedback from the Chief on tweaks to the CAD Systems and they are coming up with recommendations for that.

### Equipment Sub-committee:

Deputy Fire Services Director Darrell Alford shared on behalf of Chief Brian Ammerson that the Equipment met to draft the recommended changes to the Equipment Policies and procedures as well as the replacement plan. He shared that they are starting to work on the RFP for the Thermal Imaging Cameras. There was testing done in conjunction with Cary at the Fire Training Center prior to his time with the Equipment Committee, but they were gathering those documents and starting to work on that project.

### Facility Sub-Committee

David Dillon shared that the Facility Committee did not meet. Bob Stagg stated that with the additional funds that is coming in for facilities some of the concerns that he has regarding Fuquay 3 and Wake New Hope regarding questionable repair. He says that he hopes that we are able to use those funds wisely.

### Staffing and Compensation Sub-Committee:

Deputy Fire Services Director Darrell Alford shared on behalf of Chief Tim Herman met after the last Fire Chiefs Association meeting to talk about volunteerism, recruitment and retention.

### Steering Sub-Committee:

Director Campasano shared that the Steering Committee did not meet.

### Training Sub-Committee:



Chief Leroy Smith shared that he was out of town during the last Training Committee meeting, but they did meet and Dave Zoltowski came out from Wake County and did an introductory meeting with the Committee, and he went over some goals and objectives to try to give direction of what the goals should be for the Training Committee.

### CHAIR REPORT

Chair Jones stated that he appreciated all the hard work in doing what we are doing to move us right along.

### FIRE SERVICES DIRECTOR REPORT

Director Campasano shared that before he presented his report he wanted to comment again on the cost share to go over some of the new items in the cost share versus the thoughts and perceptions. He stated that in the past the cost share percentage was applied to a departments budget, any capital items such as turnout clothing, SCBA, those were purchased at that cost share formula. The same with apparatus where we paid a cost share percentage up to whatever the bid price was for that vehicle. We purchased tankers and brush trucks at 100% for the cost share communities.

Moving forward the new cost share will apply a percentage to the operating budget, and capital purchases will remain the same. So the new cost share formula percentage will be applied to SCBA purchases, turnouts, thermal imagers, vehicles again up to that bid price. Collectively under the old cost share percentages the average cost share was 38.77%. With the new cost share the average cost share percentage 33.68%, so as an impact for the Fire Tax District, if all of the cost share departments purchase \$100,000 worth of SCBA, turnout clothing, apparatus, under the old formula the County would have expended about \$38,000. Under the new cost share formula because that average has dropped the County will probably spend about \$33,000.

So the cost share formula has changed and we are now applying it to their entire budget, as he mentioned during the budget meetings there will no considerations for full time staffing, station construction, land acquisition for any department until the Staffing and Deployment Study is complete. So that plan has to be completed and accepted so that we have a road map going forward so we can optimize where our future station locations will be.

Director Campasano stated that because of some other comments that he has heard he did a little investigation into the valuation of those areas, and if you look at the nine contracted communities or departments, he said that we consider nine because we also contract with the Town of Cary for the Cary Suburban District area, with those nine areas they generate \$11million dollars in tax revenue. The appropriations for those nine departments is about \$9 million dollars, so those cost share rural areas generate a surplus of \$1.7 million dollars into the Fire Tax District. The remaining 10 not for profit rural areas generate approximately \$14.7 million dollars in revenue of which \$11.7 million dollars is sent as appropriations to those 10 departments. This generates about a \$3 million dollar surplus which goes to capital as well as fund balance.

Director Campasano stated that he wanted to dispel the perception that non-profit rural areas are subsidizing the cost share communities, because they really are not. Those communities are self-sufficient, and they generate a surplus to the Fire Tax District, at the new 2017 cost share formula appropriations at the hold harmless rates for those communities. He says that he thinks it's a good balance between the two, we've got 9 departments at about \$9 million dollars in



appropriations and we've got 10 departments with about \$11 million dollars in appropriations and we are working together to bring the entire system up. Director Campasano says he takes this budget as a good move forward with medical exams, SCBA replacements, so we are going to make some really good strides. He stated that he just wanted to mention those items regarding the cost share because there were some concerns about budget increases.

Director Campasano stated that assuming the budget moves forward the with NFPA 1582 medical exams; we will be working with the Staffing and Compensation Sub-committee because we would like to have the policies and procedures in place by July 1st so we could hit the ground running. He said that he would be in touch with all of the departments that have provided him with their policies and procedures to ask permission to share that with the Staffing and Compensation Sub-committee so we can use good points to use those as templates for our own policies. He also stated that he would be reaching to departments to survey you for if and when the County has gone out to bid and we have a vendor, we would be looking for a vendor that had regional presence in all 4 regions. We would be surveying to see how many of you would be taking advantage of that versus how many of you would stay with your own provider. We would need to have an idea of the numbers of participants that the provider would be looking at providing medical exams for. If you choose to stay with your own provider our thought is that you would be reimbursed up to that bid price that we get for the selected vendor.

Director Campasano shared that as we have gone through this budget process there seems to be a lot of discussion surrounding the annual salary and rate calculation. It appears that it is difficult for some of the departments to do the calculation backwards, from annual salary to hourly rates, what's overtime, what's straight time, so we will be working with Staffing and Compensation to a couple of workshops so that as we move forward we can have a defined and specific method for calculating that hourly rate, the overtime rate, how you work with departments that are 7K and departments that are not 7K exempt. We will also be working with Wake County Budget Office (Budget and management Analyst Michael James) to change those budget submission forms so when you put in someone's annual salary it would calculate backwards what the hourly rate is, what the overtime is, so it would simplify that process and standardize it across all of the departments.

### **Helmet and Boots Replacements**

Director Campasano stated that our Logistics Manager Grant Vick will be reaching to all the departments to get you boot samples so that you can have your personnel who will be getting replacement boots sized so we can have that order ready to go. So when you get those samples get them to your firefighters so that can get sized and get that back to Grant.

### **SCBA and Cylinder Replacements**

With SCBA and air cylinder replacements again Grant will be reaching out to departments to do an inventory on SCBA cylinders particularly because if there are cylinders that we will be replacing and there are still some life left to them we may be looking to replace those or swap them out with departments who may have cylinders that are expiring this year so we can maximize the life of those cylinders.

### **Planned Renovation and Repairs**

With planned renovations and repair there are larger numbers of planned renovations and repairs coming up next fiscal year, so he would encourage all the Chiefs, 1) if you have any planned renovations and repairs that were budgeted in fiscal year 2016 and you have not completed them yet please reach out to Demetric to get the funding agreements set and completed, and moving

forward try to get all that in place so that when the budget year hits we can get moving on those renovations.

### **Apparatus Replacements**

We have been working with Durham Highway Fire Department and historically there was a point where Durham Highway Station 2 was anticipated to be closed and the vehicles that were in that station were taken off the replacement schedule. Since then Durham Highway has been re-rated by ISO and when they approved their rating that station was recognized as a responding station. So as such there is a need there. He said that he would be working with David McNulty as well as with other members of Durham Highway Fire Department, they have been very cooperative, and we are going to come up with cost efficient solution that will hold us over for a bit, but he just wanted to bring to the Commission's attention that at some point we will be coming to the Commission with a recommendation to add a vehicle back into the replacement plan because there is a need to do that.

### **OPERATIONS DIRECTOR REPORT**

Deputy Fire Services Director Darrell Alford shared operations and logistics has been working has been working with development of the Fire Tax District budget process. They assisted Wendell Fire Department with their NCRRS Inspection and hopefully we will be getting Rolesville Fire Department's inspection report back soon. They are getting prepared to assist Garner Volunteer Fire Department with their July NCRRS Inspection. He shared that Logistic Manager Grant Vick has begun to catalog apparatus to ensure that the data that we have is accurate. He shared that the recruit academy is progressing very well; they started out with 14 members and now they are down to 12 with graduation scheduled for the middle of July. He stated that if departments are looking to a hire firefighter they need to come take a look at these guys to hopefully keep them in Wake County because we have invested in their training. He ended by stating that Training Manager David Zoltowski has been meeting with the Chiefs trying to asses training needs and he encouraged them to ask him for stuff.

### **OTHER BUSINESS**

None.

### **ADJOURNMENT**

Being no further business, the meeting was adjourned



**Item Title:**

Changes to the Apparatus CIP Model

**Specific Action Requested:**

Fire Commission recommendation to accept proposed changes to Apparatus CIP model

**Item Summary:**

During a meeting with Wake Forest Fire Department, Wake County Fire Services and The Department of Insurance at the NCRRS inspection of Wake Forest Station 4, The NCDOL rating inspector indicated a need for an additional Tanker for the Wakette Insurance District. After several meetings and discussions, a plan was developed and approved by the Apparatus Committee at the June 15, 2016. This plan meets the needs of the Fire Department and Insurance District for the future.

**Attachments:**

1. Attachment A – Apparatus Committee Plan
2. Attachment B – Approved Apparatus CIP Model
3. Attachment C – New Proposed CIP Model with Changes



## Fire Services

TEL 919 856 6340  
FAX 919 856 6236

Department of Fire Services  
331 S. McDowell St. • P.O. Box 550 • Raleigh, NC 27602  
[www.wake.gov.com](http://www.wake.gov.com)

Date: June 15, 2016

Subject: Change of Wake County Fire Services Apparatus Capital Improvement Plan

On June 15, 2016 Wake County Fire Commission Apparatus Subcommittee recommended approval for the following changes to the FY17 Apparatus Capital Improvement Plan.

Wake County agrees to 100% fund in FY17 a Tanker for Wake Forest Fire Department in lieu of Wake Forest Engine with VIN # 4EN3AAA88T1006146. The Tanker will become a part of the Wake County fleet, shall be located at a NCRRS rated station and become part of the Wake County replacement plan. The tanker will be titled to Wake County and shall meet the approved specifications as approved by the Wake County Fire Commission Apparatus Committee.

Wake Forest Fire Department agrees to move Engine Vin # 4EN3AAA88T1006146 to the proposed FY19 Apparatus CIP model in place of Wake Forest Rescue VIN #1FV6HLBB9PL414538 and remove Wake Forest Rescue VIN # 1FV6HLBB9PL414538 from the Wake County Fire Commission replacement model.

Wake County will add a newly purchased Engine VIN # 54F2CB609FWM11215 that was funded by Town of Wake Forest, to the Wake County Fire Commission Apparatus Replacement plan.

Wake Forest Fire Department will sell and receive funds for Wake Forest Engine VIN # 4ENRAAA82R1003360. This vehicle has been in question for some time and was not a part of the replacement plan.



Fiscal Years 2017 - 2023 Apparatus CIP Proposed Replacement Schedule

FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023	
Bay Leaf	Rescue 36	Fuquay Varina	Tanker 3	Wendell	Engine 111	Apex	Apex Training	Bay Leaf	Ladder 25	Bay Leaf	Tanker 366	Bay Leaf	Car 250
Holly Springs	Engine 3	Swift Creek	Utility 4	Eastern Wake	Rescue 11	Rolesville	Rescue 3	Garner	Engine 4	Apex	Engine 4	Swift Creek	Car 1
Fairview	Engine 8	Fairview	Car 1	Garner	Rescue 2	Garner	Engine 11	Apex	Engine 2	Hopkins	Engine 222	Morrisville	Car 3
Garner	Engine 9	Eastern Wake	Pumper 4	Wake New Hope	Tanker 9	Wake Forest	Engine 1	Garner	Engine 2	Swift Creek	Engine 1		
Durham Hwy	Pumper 3	Wake New Hope	Engine 2	Bay Leaf	Brush 369	Apex	Engine 3	Wake New Hope	Car 3	Zebulon	Engine 91		
Fuquay Varina	Tanker 2			Holly Springs	Brush 2			Wake Forest	Batt 1	Western Wake	Engine 191		
Wake Forest	Engine 4			Wake Forest	Rescue 3			Wake Forest	Utility	Western Wake	Engine 196		
Zebulon	Car 1			Holly Springs	Car 5			Eastern Wake	Car 10	Durham Hwy	Squad 4		
Morrisville	MFR 2			Holly Springs	Car 3					Fairview	Engine 3		
Wake Forest	Utility 5			Holly Springs	Car 2					Eastern Wake	Engine 1		
				Holly Springs	Batt 1					Rolesville	Car 1		

# Fiscal Years 2017 - 2023 Apparatus CIP Proposed Replacement Schedule

FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023	
Bay Leaf	Rescue 36	Fuquay Varina	Tanker 3	Wendell	Engine 111	Apex	Apex Training	Bay Leaf	Ladder 25	Bay Leaf	Tanker 366	Bay Leaf	Car 250
Holly Springs	Engine 3	Swift Creek	Utility 4	Eastern Wake	Rescue 11	Rolesville	Rescue 3	Garner	Engine 4	Apex	Engine 4	Swift Creek	Car 1
Fairview	Engine 8	Fairview	Car 1	Garner	Rescue 2	Garner	Engine 11	Apex	Engine 2	Hopkins	Engine 222	Morrisville	Car 3
Garner	Engine 9	Eastern Wake	Pumper 4	Wake New Hope	Tanker 9	Wake Forest	Engine 1	Garner	Engine 2	Swift Creek	Engine 1		
Durham Hwy	Pumper 3	Wake New Hope	Engine 2	Bay Leaf	Brush 369	Apex	Engine 3	Wake New Hope	Car 3	Zebulon	Engine 91		
Fuquay Varina	Tanker 2			Holly Springs	Brush 2			Wake Forest	Batt 1	Western Wake	Engine 191		
Wake Forest	New Tanker			Wake Forest	Engine 6			Wake Forest	Utility	Western Wake	Engine 196		
Zebulon	Car 1			Holly Springs	Car 5			Eastern Wake	Car 10	Durham Hwy	Squad 4		
Morrisville	MFR 2			Holly Springs	Car 3					Fairview	Engine 3		
Wake Forest	Utility 5			Holly Springs	Car 2					Eastern Wake	Engine 1		
				Holly Springs	Batt 1					Rolesville	Car 1		



**Item Title:**

Replacement and New Appointment to the Communications Committee

**Specific Action Requested:**

Request Fire Commission Chair to appoint Raleigh/Wake 911 Director Dominick Nutter to the Fire Commission Communications Committee

**Item Summary:**

Raleigh/Wake 911 has always had a representative on this Committee, they are just requesting a personnel change due to some shifts in responsibilities.