

# WAKE COUNTY FIRE COMMISSION

**Subject:** Agenda for September 15, 2022 Regular Meeting  
**Location:** ESEC, 221 S. Rogers Lane, Raleigh, NC 27610  
**Time:** 6:00 PM

## Agenda

### ◆ Meeting Called to Order: Chairman Brian Staples

- Invocation
- Pledge of allegiance
- Roll call of membership
- Approval of Agenda
- Approval of June 2, 2022 Regular Meeting Minutes

### ◆ Public Comments:

### ◆ Regular Agenda

- ARPA Recruitment Project Update
- Updates to the Staffing & Compensation Guidelines
- Standing Meeting Date for Fire Commission

### ◆ Information Agenda

- Fire Tax Financial Report – Budget Analyst Aaron Brown
- Standing Committee Updates
  - Administrative
  - Apparatus
  - Budget
  - Communications
  - Equipment
  - Facility
  - Health & Wellness
  - Training
  - Volunteer Recruitment & Retention Committee
- Chair Report
- Fire Services Report
  - Update on Northern Wake Community Meeting
  - New Hope/Raleigh Update
  - Western Wake Update

### ◆ Adjournment - Next Meeting – November 10, 2022

**WAKE COUNTY  
FIRE COMMISSION  
Thursday, June 2, 2022**

**Draft Minutes**

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

A meeting of the Wake County Fire Commission was held on Thursday, June 2, 2022 at 6:00 PM.

**CALL MEETING TO ORDER**

Fire Commission Chairman Chief Keith McGee called the meeting to order.

The following members were present: Chairman Chief Keith McGee, Todd Wright (Chief's Association), Commissioner Matt Calabria, Chief Tony Mauldin (South Region), Chief David McNulty (North Region), Mark Matthews (Municipal Manager), Jason Joyner (Wendell), Chief Brian Staples (East Region), Billy Myrick (Citizen/Consumer), Satish Garimella (Citizen/Consumer) and Bob Stagg (Service Matter Expert).

The following County officials and staff were present: Fire Services Director Darrell Alford, Wake County Deputy Director Ashley Jacobs, Fire Services Deputy Director Joe Vindigni, Fire Services Business Officer Diana McBride and Budget Analyst Aaron Brown.

Fire Commission Chairman Chief Keith McGee called the meeting to order at 6:00pm. He provided the invocation and led the group with the pledge of allegiance.

**ADOPTION OF THE JANUARY 20, 2022, FIRE COMMISSION MEETING MINUTES**

A motion to approve and adopt the January 20, 2022, Fire Commission Meeting minutes was made by Bob Stagg with an exception for correcting the year to reflect 2022. The motion was seconded and was carried unanimously by the Fire Commission.

**ADOPTION OF THE APRIL 14, 2022, SPECIAL CALLED FIRE COMMISSION MEETING MINUTES**

A motion to approve and adopt the Special Called April 14, 2022, Fire Commission Meeting minutes was made by Bob Stagg. The motion was seconded by Billy Myrick and was carried unanimously by the Fire Commission.

## **APPROVAL OF AGENDA**

Chairman McGee requested to move the Long-Range Plan Data Analysis presentation to the Information Agenda. A motion was made by Todd Wright to accept the agenda change. The motion was seconded by Bob Stagg and the motion was carried by the Commission.

## **PUBLIC COMMENTS**

No public comments.

## **ITEMS OF BUSINESS**

### **REGULAR AGENDA**

#### **LONG-RANGE PLAN DATA ANALYSIS PRESENTATION**

Wake County Fire Services Deputy Director Joe Vindigni presented the data analysis report of the Long-Range Plan.

#### **APPOINTMENT OF FIRE COMMISSION CHAIR**

Chairman McGee opened the floor to discuss the appointment of the Fire Commission Chairman, upon his retirement. Wake County Fire Services Director, Darrell Alford informed the Commission that *The Rule of Procedures* does not specify that the Vice Chairman automatically moves to the Chairman position upon a permanent absence. The Commission discussed options and decided to move the Vice Chair to the Chairman position for the remainder of the calendar year. A motion was made by Bob Stagg to move Vice Chairman Chief Brian Staples to the Chairman position until December 31, 2022. The motion was seconded and carried unanimously by the Commission.

#### **APPOINTMENT OF FIRE COMMISSION VICE CHAIR**

The Commission decided to not appoint a Vice Chairman at this time.

## **INFORMATION AGENDA**

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

Wake County Budget and Management Analyst, Aaron Brown reviewed the Tax-District and Capital financial reports with the Commission. He was happy to report that the Capital financials are up to date and savings were identified in the process. There were no questions from the Commission, however the Commission praised Aaron and Wake Fire Services on the FY2023 budget process.

**WAKE COUNTY FIRE TAX DISTRICT  
FY 2022 SYSTEMWIDE OPERATING FINANCIAL REPORT  
As of May 25, 2022**

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	2,403,162	-	2,403,162	2,403,162	(2,403,162)	0.00
T128 Refunds of NC DMV Taxes	-	-	(12,179)	-	(12,179)	(12,179)	12,179	0.00
T200 Special District Taxes	33,938,000	33,938,000	31,945,054	-	31,945,054	31,945,054	1,992,946	94.13
C494 Other Local Governments & Non Profits	-	-	11,060	-	11,060	11,060	(11,060)	0.00
N132 Interest - NCDOT - DMV Taxes	-	-	237	-	237	237	(237)	0.00
N140 Market vs Cost Investment Difference	-	-	19,565	-	19,565	19,565	(19,565)	0.00
N150 Interest Income/Pooled Funds	51,000	51,000	17,424	-	17,424	17,424	33,576	34.16
<b>Total Revenues</b>	<b>33,989,000</b>	<b>33,989,000</b>	<b>34,384,322</b>	<b>-</b>	<b>34,384,322</b>	<b>34,384,322</b>	<b>(395,322)</b>	<b>101.2%</b>

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
1121 Extraordinary Pay	-	-	5,228	-	5,228	5,228	(5,228)	0.00
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	220,000	220,000	104,923	75,583	104,923	180,506	39,494	47.69
2185 Systems Software/Hardware Licensing and Maintenance Fees	41,638	41,638	-	-	-	-	41,638	0.00
2406 CONTRACTED SERVICES	115,000	115,000	40,071	-	40,071	40,071	74,929	34.84
3117 Computer Software Fees	242,382	242,382	214,012	-	214,012	214,012	28,370	88.30
3158 Food - Other	-	-	976	-	976	976	(976)	0.00
3162 Vehicle Upfitting Parts	15,293	15,293	-	-	-	-	15,293	0.00
3615 Cellular Voice and Data Service	77,900	77,900	77,312	-	77,312	77,312	588	99.25
3617 DISPATCH SERVICE	439,420	439,420	424,738	262	424,738	425,000	14,420	96.66
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000	5,000	130	-	130	130	4,870	2.60
4208 CITY OF RALEIGH HAZMAT PROGRAM	87,711	87,711	91,867	-	91,867	91,867	(4,156)	104.74
4224 NC DEPT OF NRCD - FORESTRY	94,701	94,701	63,424	31,277	63,424	94,701	-	66.97
4428 MISC CHARGES FROM OTHER DEPT/DIV	186,032	186,032	-	-	-	-	186,032	0.00
4446 800mhz charges from other dept	159,273	159,273	159,273	-	159,273	159,273	(0)	100.00
4447 CAD charges from other dept	44,247	44,247	44,247	-	44,247	44,247	0	100.00
4740 PRINTING - OUTSIDE VENDORS	-	-	318	-	318	318	(318)	0.00
4758 MV Tax Collection Costs	65,704	65,704	65,579	-	65,579	65,579	125	99.81
7102 LEASE PRINCIPAL - DEBT SERVICE	-	-	1,771	161	1,771	1,932	(1,932)	0.00
9109 Transfer to Debt Service from Fire Tax	1,565,762	1,565,762	1,565,762	-	1,565,762	1,565,762	-	100.00
9128 Transfer to Fire Tax CIP	3,859,000	3,859,000	3,859,000	-	3,859,000	3,859,000	-	100.00
Department Appropriations	26,769,937	26,769,937	24,548,491	2,221,446	24,548,491	26,769,937	-	91.67
<b>Total Expenditures</b>	<b>33,989,000</b>	<b>33,989,000</b>	<b>31,267,122</b>	<b>2,328,729</b>	<b>31,267,122</b>	<b>33,595,851</b>	<b>393,149</b>	<b>92.0%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
FY 2022 DEPARTMENT APPROPRIATIONS  
As of May 25, 2022**

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	1,243,155	1,243,155	1,139,559	103,596	1,139,559	1,243,155	-	92%
Cary FD	56,000	56,000	56,000	-	56,000	56,000	-	100%
Durham Highway FD	940,843	940,843	862,439	78,404	862,439	940,843	-	92%
Fairview FD	1,922,540	1,922,540	1,762,328	160,212	1,762,328	1,922,540	-	92%
Fuquay Varina FD	2,138,607	2,138,607	1,960,390	178,217	1,960,390	2,138,607	-	92%
Garner FD	2,552,849	2,552,849	2,340,112	212,737	2,340,112	2,552,849	-	92%
Holly Springs FD	752,167	752,167	689,486	62,681	689,486	752,167	-	92%
Hopkins FD	1,075,588	1,075,588	985,956	89,632	985,956	1,075,588	-	92%
Knightdale FD	2,066,446	2,066,446	1,894,242	172,204	1,894,242	2,066,446	-	92%
Morrisville FD	858,102	858,102	786,594	71,509	786,594	858,102	-	92%
Northern Wake FD	3,757,714	3,757,714	3,449,160	308,554	3,449,160	3,757,714	-	92%
Rolesville FD	662,139	662,139	607,189	54,950	607,189	662,139	-	92%
Swift Creek FD	871,329	871,329	798,718	72,611	798,718	871,329	-	92%
Wake Forest FD	1,763,008	1,763,008	1,616,091	146,917	1,616,091	1,763,008	-	92%
Wake-New Hope FD	1,901,574	1,901,574	1,743,110	158,465	1,743,110	1,901,574	-	92%
Wendell FD	2,737,949	2,737,949	2,509,787	228,162	2,509,787	2,737,949	-	92%
Western Wake FD	829,775	829,775	760,526	69,249	760,526	829,775	-	92%
Zebulon FD	640,152	640,152	586,806	53,346	586,806	640,152	-	92%
<b>Total</b>	<b>26,769,937</b>	<b>26,769,937</b>	<b>24,548,491</b>	<b>2,221,446</b>	<b>24,548,491</b>	<b>26,769,937</b>	<b>-</b>	<b>92%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
CAPITAL FUND BALANCE REPORT  
As of May 25, 2022**

**Division 8420 Fire Facilities**

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
045F	New Stations	\$1,655,000	\$1,655,000	\$1,655,000	\$0	\$0	\$0	\$1,655,000
049F	Garner #4, Fire Tax Portion	\$1,953,539	\$1,953,539	\$1,953,539	\$1,953,539	\$0	\$1,953,539	\$0
057F	Fire Planned Facility Repairs	\$1,596,153	\$1,596,153	\$1,596,153	\$1,586,114	\$0	\$1,586,114	\$10,040
119F	Fire Planned Facility Repairs & Renovations - FY21	\$331,000	\$331,000	\$331,000	\$190,971	\$63,579	\$254,550	\$76,450
131F	Fire Facilities - Planned Repairs & Rennovations FY22	\$324,000	\$324,000	\$324,000	\$81,554	\$242,083	\$323,637	\$363
<b>Total Division 8420 Fire Facilities</b>		<b>\$5,859,693</b>	<b>\$5,859,693</b>	<b>\$5,859,693</b>	<b>\$3,812,178</b>	<b>\$305,662</b>	<b>\$4,117,840</b>	<b>\$1,741,853</b>

**Division 8430 Fire Fighting Equipment**

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
041F	CONTINGENCIES & GRANT MATCHES	\$131,603	\$131,603	\$131,603	\$114,509	\$0	\$114,509	\$17,094
066F	Fire SCBA's	\$1,900,801	\$1,900,801	\$1,900,801	\$1,870,932	\$0	\$1,870,932	\$29,868
093F	Mobile Data Terminals	\$221,250	\$221,250	\$221,250	\$0	\$0	\$0	\$221,250
107F	Turnout Gear - FY20	\$308,000	\$308,000	\$308,000	\$234,894	\$0	\$234,894	\$73,106
115F	Turnout Gear - FY21	\$365,000	\$365,000	\$365,000	\$253,079	\$45,764	\$298,843	\$66,157
122F	Pagers & Infrastructure	\$424,000	\$424,000	\$424,000	\$2,121	\$120,486	\$122,607	\$301,393
126F	Turnout Gear - FY22	\$471,000	\$471,000	\$471,000	\$130,523	\$205,793	\$336,316	\$134,684
127F	Fire Defibrillators - FY22	\$51,000	\$51,000	\$51,000	\$23,417	\$9,425	\$32,842	\$18,159
128F	Fire Thermal Imaging Cameras - FY22	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$5,000
129F	Fire Small Capital - FY22	\$279,000	\$279,000	\$279,000	\$236,786	\$42,213	\$279,000	\$0
130F	Fire SBCA's FY22	\$212,000	\$212,000	\$212,000	\$144,000	\$0	\$144,000	\$68,000
<b>Total Division 8430 Fire Fighting Equipment</b>		<b>\$4,368,654</b>	<b>\$4,368,654</b>	<b>\$4,368,654</b>	<b>\$3,010,260</b>	<b>\$423,682</b>	<b>\$3,433,941</b>	<b>\$934,712</b>

**Division 8440 Fire Apparatus**

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
054F	General Fire Apparatus	\$324,215	\$324,215	\$324,215	\$160,924	\$24,729	\$185,654	\$138,561
089F	Apparatus Emergency Repairs	\$430,000	\$430,000	\$430,000	\$394,354	\$0	\$394,354	\$35,646
091F	FY18 Large Apparatus - Rural	\$1,230,887	\$1,230,887	\$1,230,887	\$1,230,887	\$0	\$1,230,887	\$0
095F	Cost Share apparatus debt payments	\$490,132	\$490,132	\$490,132	\$402,558	\$37,650	\$440,208	\$49,924
103F	FY20 Large Apparatus - Rural	\$1,789,053	\$1,789,053	\$1,789,053	\$1,789,053	\$0	\$1,789,053	\$0
104F	FY20 Large Apparatus - Municipal	\$135,102	\$135,102	\$135,102	\$55,000	\$0	\$55,000	\$80,102
112F	FY21 Large Apparatus-Cash	\$80,000	\$80,000	\$80,000	\$0	\$0	\$0	\$80,000
113F	Brush Trucks - FY22	\$193,000	\$193,000	\$193,000	\$0	\$0	\$0	\$193,000
114F	Small Vehicles - FY22	\$271,000	\$271,000	\$271,000	\$14,530	\$187,480	\$202,010	\$68,990
120F	FY21 Large Apparatus-Debt	\$1,394,000	\$1,394,000	\$1,394,000	\$1,370,774	\$0	\$1,370,774	\$23,226
121F	Northern Wake Tanker Replacement	\$380,000	\$380,000	\$380,000	\$352,609	\$0	\$352,609	\$27,391
123F	FY22 Large Apparatus-Debt	\$2,296,000	\$2,296,000	\$2,296,000	\$0	\$2,185,510	\$2,185,510	\$110,490
124F	FY22 Large Apparatus-Cash	\$193,000	\$193,000	\$193,000	\$0	\$0	\$0	\$193,000
125F	FY22 General Fire Apparatus	\$166,000	\$166,000	\$166,000	\$32,854	\$0	\$32,854	\$133,146
<b>Total Division 8440 Fire Apparatus</b>		<b>\$9,372,389</b>	<b>\$9,372,389</b>	<b>\$9,372,389</b>	<b>\$5,803,543</b>	<b>\$2,435,369</b>	<b>\$8,238,912</b>	<b>\$1,133,477</b>

**Division 8499 Fire Capital Uncommitted**

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
099F	Fire Capital Uncommitted	\$0	\$4,431,241	\$0	-\$1,472	\$0	-\$1,472	\$1,472
132F	Reserve for Future Projects FY22	\$44,750	\$44,750	\$44,750	\$0	\$0	\$0	\$44,750
<b>Total Division 8499 Fire Capital Uncommitted</b>		<b>\$44,750</b>	<b>\$4,475,991</b>	<b>\$44,750</b>	<b>-\$1,472</b>	<b>\$0</b>	<b>-\$1,472</b>	<b>\$46,222</b>
<b>Total Fund: 4400 Fire CIP</b>		<b>\$19,645,485</b>	<b>\$24,076,726</b>	<b>\$19,645,485</b>	<b>\$12,624,508</b>	<b>\$3,164,713</b>	<b>\$15,789,221</b>	<b>\$3,856,264</b>

## STANDING COMMITTEE UPDATES

### **Administrative Subcommittee:**

There was no additional report outside of the Long-Range plan data analysis presented.

### **Apparatus Subcommittee:**

No report.

### **Budget Subcommittee:**

No report.

### **Communications Subcommittee**

A stakeholder meeting was held with Central Square to discuss CAD issues. The CAD-to-CAD interface is still progressing. CAD is currently due for an upgrade and is expected to roll out in the Fall.

The initial work on the Countywide Mayday Policy has been completed.

### **Equipment Subcommittee:**

No report.

### **Facilities Subcommittee:**

No report.

### **Training Subcommittee:**

No report.

### **Volunteer Recruitment & Retention Subcommittee**

Glenn Clapp provided a status of the SAFER grant and volunteer and recruitment numbers.

### **Health and Wellness Subcommittee**

No report.

## CHAIR REPORT

Chairman Chief McGee provided a farewell upon his retirement. He thanked the Commission and staff for his tenure here and the relationships built over the years.

## FIRE SERVICES REPORT

Director Alford congratulated Durham Highway and Western Wake on their ISO grade rating, they both moved to a class two.

The Wake New Hope community meeting was a success with only a few concerns. The new SLA is slated to go to the Board of Commissioners in July.



Director Alford recognized Chairman McGee and wished him well upon his retirement.

Commission members Ed Brinson and Mark Matthews was thanked for their service as their term on the Commission ends.

**GOOD OF THE GROUP**

**ADJOURNMENT**

The meeting was adjourned by Chief McGee at 7:22pm.

DRAFT

**Item Title:**

The Fire Commission recommends supporting the changes in the Staffing & Compensation Guidelines

**Specific Action Requested:**

Fire Commission recommends changes to the following sections of the Staffing & Compensation Guidelines.

- Updates to Section 2.6 regarding compliance with N.C.G.S 143B-943
- Updates to Section 3.5.2 regarding new annual stipend increases for Volunteer Assistant Chief
- Updates to Sections 3.11, 3.12 and 3.13 regarding the application of overtime pay and holiday pay

**Item Summary:**

The State of North Carolina amended N.C.G.S 143B-943 effective June of 2022 to incorporate a required fingerprint background check for all new volunteers and paid staff. This amended law was vetted by Wake County's Attorneys Office as well as the North Carolina Office of the State Fire Marshal for applicability. All legal parties agreed that this new amended law is a requirement and was effective in June of 2022. Wake County Fire Services met with all Fire Chiefs and their representatives to explain how the process would work with assistance from Wake County CCBI. Section A Item 2 of this law has a lengthy list of convictions that would preclude any new applicant from serving in a Public Safety role. Section 3 (d) also gives the Fire Chief the right to waive some of these convictions. The Staffing and Compensations requires the Fire Chief to consult with Wake County Fire Services Director prior to waiving any of the listed convictions.

New Volunteer Assistant Chief stipend changes were approved as part of the FY23 Budget Process and are captured within Section 3.5.2 of the Staffing & Compensation Guidelines

Sections 3.11-3.13 were added to ensure all departments were compensating employees in the same fashion in regard to overtime and holiday pay.

These changes to the Staffing & Compensation Guidelines were unanimously approved as submitted by the Administrative Committee.

**Attachments:**

Updated Staffing & Compensation Guidelines – Changes highlighted in yellow



# **Wake County Fire Compensation Administrative Guidelines**

**Effective July 1, 2016**

Revision on November 19, 2020

Revision January 15, 2022

Revision July 1, 2022

Adopted by the Wake County Fire Commission on 3/17/2016



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Driver-Operator	
Officer 1 (Company Officer)	
Officer 2 (Chief Officer)	
Executive Officer 1 (Assistant Chief)	
Executive Officer 2 (Deputy Chief)	
Executive Officer 3 (Fire Chief)	
Administrative Assistant I	
Administrative Assistant II	
D: Fire Compensation Administrative Guidelines Agreement	

E. Wake County Fire Services Department & Fire Commission Labor Market Study  
and Fire Compensation Administrative Guidelines Review (1/2016 Study Report)

**Addendum 1 – Hiring Guidelines – Adopted November 19, 2020**

## INTRODUCTION

These guidelines were revised 7/2016 by the Wake County Compensation/Staffing Committee, a committee formed by the Wake County Fire Commission members and Wake County Department of Fire Services staff. The guidelines outline basic job requirements, salary ranges, and other rules related to fire service compensation. Department may increase certification and experience requirements, but funding is based on the basic requirements set forth in this document. The Wake County Fire Commission approved these guidelines for the following thirteen private, non-profit fire departments operating in Wake County and receiving revenue from the Wake County fire tax. The Garner, Rolesville, and Wake Forest Fire Departments are eligible for adjustment monies proportional to Wake County's share of their budget if they provide matching funds for their proportional portion of the increase.

Northern Wake Fire Department  
Durham Highway Fire Department  
Fairview Fire Department  
Garner Fire Department  
Hopkins Fire Department

Rolesville Fire Department  
Swift Creek Fire Department  
Wake-New Hope Fire Department  
Wendell Fire Department  
Western Wake Fire/Rescue Department

## **1. GUIDELINES FOR EMPLOYEES HIRED PRIOR TO REVISION**

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- 1.1 All full-time and part-time employees who are employed prior to July 1, 2016 must meet the certifications and experience requirements outlined in section 5, which is the current model.
- 1.2 Employees who fall into the category of 1.1 will not be required to meet the new adopted requirements for their current position, but must meet them to move up in ranks.
- 1.3 All current employees will be assigned to their proper position according to the new Wake County Fire Services positions, outlined in this section (figure 1).
- 1.4 All current employees meeting the requirements for their positions shall be paid at not less than the minimum salary indicated for their range.

### **Wake County Fire Services Positions (figure 1)**

<b>Code</b>	<b>Position</b>	<b>Working Titles</b>
FS 1	Firefighter 1	Probationary Firefighter
FS 2	Firefighter 2	Firefighter
FS 3	Firefighter 3	Sr. Firefighter, Master Firefighter, 1 <sup>st</sup> Class Firefighter
FS 4	Driver/Operator	Engineer, Lieutenant, Driver
FS 5	Officer 1 (Company Officer)	Captain
FS 6	Officer 2 (Chief Officer)	District Chief, Battalion Chief, Division Chief
FS 7	Executive Officer 1	Assistant Chief
FS 8	Executive Officer 2	Deputy Chief
FS 9	Executive Officer 3	Fire Chief
FS 10	Admin Asst. 1	Administrative Assistant, Secretary
FS 11	Admin Asst. 2	Executive Assistant, Office Manager, HR



## **2. GUIDELINES FOR NEW EMPLOYEES HIRED, PROMOTED OR APPOINTED ON OR AFTER ADOPTION**

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- 2.1 All full-time and part-time employees who are employed on or after July 1, 2016 must meet the certifications and experience requirements outlined in section 6.
- 2.2 New or promoted employees must be hired or promoted in at not less than the minimum salary indicated for their range.
- 2.3 If money is available from a position vacancy, qualified applicants can be hired at higher than starting pay within the appropriate pay band.
- 2.4 Any newly created positions or changes in positions from one rank to another that require additional funding must be approved through the County budget process through an expansion request.
- 2.5 All departments can work with the compensation/staffing committee to determine if personnel meet the requirements or if departmental changes fall into the compensation guidelines (see appendix B for documents needed).
- 2.6 All new applicants, volunteer or paid, shall consent to a background check as outlined in N.C.G.S 143B-943 and specifically section 3. This background check includes a fingerprint check in the State and National Database. Fire Chief is responsible to ensure this record is reviewed against the listed offenses in N.C G S 143B-943 section (A) Item 2 and all records are maintained. Fire Chief shall consult with the Wake County Fire Services Director on any items from N.C.G.S 143B-943 Section 3 (d) if any of the convictions are to be waived.

### 3. GENERAL COMPENSATION GUIDELINES

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3.1 To receive funding according to this compensation guideline, the fire department must agree to adopt these Guidelines and all Appendices.

#### **Non-Exempt Employees**

3.2 A full-time employee:

- Works 40 or more hours per week
- Is compensated based on an annual salary
- Is subject to withholding and taxes on the basis of salary
- Accounts for hours worked
- Is eligible for leave
- Is eligible for medical and other benefits if offered

3.3 A part-time employee:

- Works less than 40 hours per week.
- Is compensated at an hourly rate
- Is subject to withholding and taxes on an hourly basis
- Accounts for hours worked.

#### **Exempt Employees (Executive Officers)**

3.3.1 A full-time Executive Officer:

- Averages 40 hours per week annually.
- Is compensated based on an annual salary
- Is subject to withholding and taxes on the basis of salary
- Is eligible for leave
- Is eligible for medical and other benefits if offered

3.3.2 A part-time fire chief (Executive Officer 3):

- Is compensated annually at a minimum of \$12,001 and up to a maximum amount equal to the hours worked based on the individual's pay band.
- Works less than 40 hours per week.
- Meets the requirements of a full-time executive officer
- Accounts for hours worked.

3.4 Part-time employees will be paid at a rate equivalent to the hourly salary of full-time employees who are comparable in terms of experience and qualifications.

3.5 Stipend payments for volunteers officers shall be in accordance with this section:

3.5.1 A volunteer fire chief:

- Is compensated at a maximum of \$12,000 annually (1 fire chief per department).
- Does not account for hours worked
- Meets requirements in section 7

3.5.2 The maximum annual stipend for volunteer Assistant or Deputy Chief Officers is \$8000 annually per station.

3.5.3 All other volunteer line officers shall not receive a stipend for non-response duties.

3.6 Annual merit increases are based on the annual approved amount by the Wake County Commissioners.

3.7 No employee's base salary may be raised beyond the maximum of the designated range.

3.8 Department audits must include a budget-to-actual analysis of all expenditures, including verification of part-time and full-time salaries.

3.9 For employees whose salary reaches or exceeds the maximum of his or her pay range, the employee shall be eligible for a merit pay "bonus" payment, which will not become part of the employee's base pay until the top of the pay band is adjusted and "passes" the employee.

3.10 Salaries that do not comply with these Guidelines will not be funded in a department's adopted Wake County budget.

3.11 Non-Exempt Employees shall be paid overtime at a rate of 1 ½ times their hourly rate for hours exceeding 40 hours in a work week. An employee must physically work 40 hours in a week to receive the overtime rate. An employee who does not physically work 40 hours in a week shall be paid at the regular hourly rate for all hours over 40.

3.12 If an employee is not scheduled to work on a County recognized Holiday, the employee is entitled to receiving straight time pay for 8 hours. If an employee works the Holiday, they shall receive overtime pay for actual hours worked on the holiday even if they do not exceed 40 hours in a week.

3.13 Departments shall comply with the applicable laws and standards for FSLA and DOL in regards to compensation.

#### **4. COMPENSATION SYSTEM MAINTAINANCE**

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- 4.1 The Wake County Fire Services Compensation/Staffing Committee will work with the Wake County Human Resources Department to provide a “Market Survey” on all fire service positions every three years. This survey can be a third of the outlined positions annually or all positions every three years.
  
- 4.2 The Wake County Fire Services Compensation/Staffing Committee will report the “Market Survey” information to the Fire Commission as it is available. The Fire Commission will use that information to develop salary recommendations for the Budget Director and County Manager.

**5. CERTIFICATION AND EXPERIENCE REQUIREMENTS  
FOR EXISTING EMPLOYEES**

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5.1 Existing career employees hired before July 1, 2016 must meet the certifications and experience within the below table as a minimum.

<b>Position</b>	<b>Certification and Qualification Requirements</b>
<b>Firefighter 1 (Probationary Firefighter)</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Firefighter 2 (Firefighter)</b>	<ul style="list-style-type: none"> <li>• NC Firefighter Level I and II (NFPA 1001)</li> <li>• NC Hazardous Materials Responder – Operations Plus Level (NFPA 472 and OSHA 29 CFR 1910.120)</li> <li>• Incident Command Training (meeting objectives of NFPA 1561)</li> <li>• Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003.</li> <li>• Medical First Responder – Defibrillation (Wake County Medical Director’s curriculum)</li> <li>• Wake County “Essentials of Firefighting” Course</li> </ul>
<b>Firefighter 3 (Asst. Driver)</b>	Did not exist prior to July 1, 2016
<b>Driver/ Operator (This was the Driver Operators and Lieutenants)</b>	<ul style="list-style-type: none"> <li>• All above</li> <li>• NC Emergency Vehicle Driver (NFPA 1002)</li> <li>• NC Driver/Operator-Pumps (NFPA 1002)</li> <li>• NC Driver/Operator-Aerial (NFPA 1002, if required by department policy)</li> </ul>
<b>Officer 1 (Captain)</b>	<ul style="list-style-type: none"> <li>• All above</li> <li>• NC Level I Fire Officer (NFPA 1021) Completion of NC Community College Educational Methodology Course</li> </ul>
<b>Officer 2 (District Chief)</b>	<ul style="list-style-type: none"> <li>• All Above</li> <li>• NC Fire Officer II (NFPA 1021)</li> </ul>
<b>Executive Officer 1 (Asst. Chief)</b>	Did not exist prior to July 1, 2016
<b>Executive Officer 2 (Deputy Chief)</b>	Did not exist prior to July 1, 2016
<b>Executive Officer 3 (Fire Chief)</b>	<ul style="list-style-type: none"> <li>• All Above, or equivalent</li> <li>• NC Chief 101 (required by NCOSFM)</li> </ul>

5.2 The following experience requirements must be met for applicants to be eligible for hire, promotion or appointment:

<b>Position Title</b>	<b>Years of Experience</b>
<b>Firefighter 1</b>	None required
<b>Firefighter 2</b>	None required
<b>Firefighter 3</b>	Does not exist
<b>Driver/Operator</b>	2 years in fire service, 1 as a Firefighter
<b>Officer 1</b>	4 years in fire service, 1 as Driver/Operator

<b>Officer 2</b>	<b>7 years in fire service, 2 as Officer 1</b>
<b>Executive Officer 1</b>	<b>(This position does not currently exist)</b>
<b>Executive Officer 2</b>	<b>(This position does not currently exist)</b>
<b>Executive Officer 3</b>	<b>10 years in fire service, 2 as an Officer 2 if it exists, it no 2 as Officer 1.</b>
<b>Administrative Assistant I</b>	<b>1 year or equivalent experience</b>
<b>Administrative Assistant II</b>	<b>2 years</b>

**6. CERTIFICATION AND EXPERIENCE REQUIREMENTS  
FOR NEW HIRES, NEW PROMOTIONS AND NEW APPOINTMENTS**

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6.1 All applicants for hire, promotion or appointment after July 1, 2016 must meet the certifications and experience within the below table as a minimum:

<b>Code</b>	<b>Position</b>	<b>Working Titles</b>	<b>Certification and Qualification Requirements</b>
FS 1	Firefighter 1	Probationary Firefighter	<ul style="list-style-type: none"> <li>• None, must meet Firefighter 2 in 12 months</li> </ul>
FS 2	Firefighter 2	Firefighter	<ul style="list-style-type: none"> <li>• Firefighter Level I and II (NFPA 1001)(IFSAC, ProBoard, DOD)</li> <li>• Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120)(IFSAC, ProBoard, DOD)</li> <li>• NIMS 100, 200, 700, 800 (meeting objectives of NFPA 1561)</li> <li>• Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003.</li> <li>• NC EMT</li> </ul>
FS 3	Firefighter 3	Sr. Firefighter, Master Firefighter, 1 <sup>st</sup> Class Firefighter	<ul style="list-style-type: none"> <li>• All above</li> <li>• Emergency Vehicle Driver (NFPA 1002)</li> <li>• Into to Pumps (NFPA 1002)</li> <li>• Basic Pumps (NFPA 1002)</li> <li>• Water Supply(NFPA 1002)</li> </ul>
FS 4	Driver/ Operator	Engineer, Lieutenant, Driver	<ul style="list-style-type: none"> <li>• All above</li> <li>• Driver/Operator-Pumps certification (NFPA 1002)(IFSAC, ProBoard, DOD)</li> <li>• Driver/Operator-Aerial (NFPA 1002, if required by department policy) (IFSAC, ProBoard, DOD)</li> </ul>
FS 5	Officer 1 (Company Officer)	Captain	<ul style="list-style-type: none"> <li>• All above</li> <li>• Fire Officer 1 (NFPA 1021) (IFSAC, ProBoard, DOD)</li> <li>• NIMS 300 and 400</li> </ul>
FS 6	Officer 2 (Chief Officer)	District, Battalion, Division Chief	<ul style="list-style-type: none"> <li>• All above</li> <li>• NC Fire Officer 2 (NFPA 1021)(IFSAC, ProBoard, DOD)</li> </ul>
FS 7	Executive Officer 1	Assistant Chief	<ul style="list-style-type: none"> <li>• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD)</li> </ul>

			<ul style="list-style-type: none"> <li>• Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD)</li> <li>• NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561)</li> <li>• Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003.</li> <li>• Associate’s Degree related to fire service management or education and experience equivalent.</li> </ul>
FS 8	Executive Officer 2	Deputy Chief	<ul style="list-style-type: none"> <li>• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD)</li> <li>• Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD)</li> <li>• NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561)</li> <li>• Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003.</li> <li>• Bachelor’s Degree related to fire service management or education and experience equivalent.</li> </ul>
FS 9	Executive Officer 3	Fire Chief	<ul style="list-style-type: none"> <li>• Firefighter Level I and II (NFPA 1001) (IFSAC, ProBoard, DOD)</li> <li>• Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120) (IFSAC, ProBoard, DOD)</li> <li>• NIMS 100, 200, 300, 400, 700, 800 (meeting objectives of NFPA 1561)</li> <li>• Bloodborne Pathogens Training (meeting objectives of NFPA 1581 and OSHA 29 CFR 1910.1003.</li> <li>• Bachelor’s Degree related to fire service management or education and experience equivalent.</li> <li>• NC Chief 101(within 12 months)</li> </ul>



6.2 The following experience requirements must be met for applicants to be eligible for hire, promotion or appointment:

Position Title	Advanced Degree	Years of Experience
Firefighter 1		None required
Firefighter 2		None required
Firefighter 3		2 years in fire service, 1 year as a Firefighter 2
Driver/Operator		3 years in fire service
Officer 1		4 years in fire service, 1 year as a Driver/Operator
Officer 2		7 years in fire service, 2 years as an Officer 1
Executive Officer 1	Associates	8 years in fire service, 2 years with supervisory experience in the fire service.
Executive Officer 2	Bachelor's	9 years in fire service, 3 years with supervisory experience in the fire service.
Executive Officer 3	Bachelor's	10 years in fire service, 4 years with supervisory experience in the fire service.
Administrative Assistant I		1 year or equivalent experience
Administrative Assistant II		2 years

### 6.3 Equivalent Experience and Education

#### **Executive Officer 1**

Fire Officer 3, High school diploma and 10 years of fire service experience with 2 years being supervisory.

#### **Executive Officer 2**

Associate's Degree and 11 years of fire service experience with 3 years being supervisory; or high school diploma and 13 years of fire service experience with 3 years being supervisory

#### **Executive Officer 3**

Associate's Degree and 12 years of fire service experience with 4 years being supervisory; or high school diploma and 14 years of fire service experience with 4 years being supervisory.

## **7. CERTIFICATION AND EXPERIENCE REQUIREMENTS FOR VOLUNTEERS**

- 7.1 All Volunteer Firefighters must meet the standards outlined in NFPA 1403; the Wake County Essentials School meets this requirement.
- 7.2 All Volunteer Firefighters must have NIMS 100, 200, 700, and 800 at a minimum.
- 7.3 All Volunteer Firefighters must receive annual Bloodborne pathogens training per department requirements.
- 7.4 All Volunteer Firefighters must have Hazardous Materials Responder – Level 1 (NFPA 472 and OSHA 29 CFR 1910.120)
- 7.5 Volunteer Fire Chief must have all of the above requirements and NC Chief 101.

## **8. STANDARDIZED RETIREMENT FUNDING**

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8.1 Effective July 1, 2009 (FY 10) all monies allocated in the Department's approved budget for retirement will be utilized only for retirement plan contributions in a United States Internal Revenue Service (IRS) qualified retirement plan.

8.2 Each department will submit a letter of certification to the Wake County Fire Services Office by their Plan's Administrator that any and all plans that the Department utilizes are IRS qualified. If changes are made to the terms of a plan, a letter confirming that the plan continues to be IRS qualified is necessary.

8.3 The Department's annual audit will include documentation of the approved funding amount for retirement plans and the amount of monies spent on qualifying retirement plan payments for the fiscal year.

## 9. LEAVE GUIDELINES

9. Departments agree to incorporate these leave guidelines into their existing guidelines for leave for continued participation in the compensation program.

### 9.1 Annual Leave

9.1.1 It shall be policy to grant paid annual leave as a privilege to employees.

9.1.2 Annual leave for probationary or regular full-time (40-hour week period or 56-hour week period) employees shall be computed at the following rates, and each department's leave guidelines will provide for accrual rates in an amount not to exceed:

40 Hour Work Week				56 Hour Work Week				
	Months of Service	Hours Earned Annually	Days Earned Annually		Vacation	Months of Service	Hours Earned Annually	Days Earned Annually
	1 - 23	96	12			1 - 23	135	17
	24 - 59	112	14			24 - 59	157	20
	60 - 119	136	17			60 - 119	191	24
	120 - 179	160	20			120 - 179	225	28
	180 - 239	184	23			180 - 239	258	32
	240 +	208	26			240 +	292	36
<b>Sick</b>		96	12		<b>Sick</b>		135	17

Benefits eligible employees will accrue prorated annual leave in direct proportion to the regularly scheduled hours in their work period. Employees may be granted annual leave only as it is earned and at a time approved in advance by the appropriated department head.

### 9.1.3 Accumulation of Annual Leave

9.1.3.1 A full-time regular, probationary, or trainee employee who has worked or is in "pay status" at least one-half his normally scheduled working hours for the current pay period, will earn annual leave for that pay period. The annual accrual rate is based on the length of current and/or reinstated service.

9.1.3.2 "In pay status" means an employees' regular wages (including benefit leave pay) is greater than zero. All annual leave accruals must be exhausted prior to taking leave without pay.

### 9.1.4 Maximum Accumulated Annual Leave

9.1.4.1 Annual leave may be accumulated without any applicable maximum until approximately January 15th of each calendar year. However, if the employee separates from service, payment for accumulated annual leave shall not exceed 240 hours.

9.1.4.2 NOTE: An employee who, without good cause, fails to give two (2) weeks' written notice of resignation will forfeit lump sum annual leave payment.

9.1.4.3 Effective with the Fair Labor Standards cycle ending on or before January 15, any accrued annual leave in excess of 240 hours will be converted to sick leave. This converted leave may be used in the same manner as accrued sick leave.

### 9.1.5 Payment for Annual Leave Upon Separation

9.1.5.1 In case of death, the employee's estate will be paid accrued annual leave, not to exceed the maximum of 240 hours.

9.1.5.2 Upon separation from an agency / department, an employee may be paid in a lump sum for accumulated annual leave, not to exceed 240. Transfers of annual leave to other employers who will accept such transfers will be made at the employee's request. The employee will have the option of having his entire annual leave balance transferred to his new employer (in accordance with the new employer's policy) or having his annual leave balance (up to a maximum of 240 hours) paid to him.

## 9.2 Sick Leave

9.2.1 Sick Leave is a privilege granted to probationary and regular employees and may be used in cases of personal illness, disability or related examination or treatment of an employee or his immediate family.

### 9.2.2 Accumulation of Sick Leave

9.2.3 On a 40 hour work week employees shall earn sick leave at a rate of 8 hours per calendar month or twelve (12) days per year. Employees on a 56 hour work week shall earn sick leave at a rate of 11.25 hours per month or (17) days per year. Temporary employees do not accrue sick leave.

9.2.4 Sick leave may be granted and taken to allow an employee to attend a family member's funeral or to tend to an ailing member of his immediate family. No employees may be granted sick leave in excess of the amount accumulated. Sick leave may be used only for illness, disability, medical treatment or examination of an employee or his child, spouse, or parent. Leave from work may be charged to sick leave if the absence is due to sickness, bodily injury, quarantine, required physical or dental examinations or treatments, or exposure to a contagious disease in which continued work might jeopardize the health of others.

9.2.5 Sick leave is not compensable in any terminal leave payments when an employee separates from employment. For those departments that are in the State Retirement System unused sick leave shall be counted in computing creditable service in accordance with the North Carolina Local Government Employees' Retirement Systems regulations with regard to sick leave credit.

9.2.6 Sick leave shall be cumulative with no maximum accumulation.

## **10. COMPENSATION DUE UPON TERMINATION OF EMPLOYMENT**

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10.1 Fire tax funds cannot be used to provide any type of compensation to any employee upon termination of employment by reason of dismissal, resignation or retirement that is not due to a Wake County employee in a similar circumstance.

## **11. EMPLOYMENT AGREEMENTS**

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11. Any employment agreement between a department's Board of Directors and any employee must be reviewed by the Wake County Fire Commission Staffing and Compensation Committee, Wake County Fire Commission, and Wake County Board of Commissioners.

11.1 Any existing employment agreement is a public record and must accompany the annual audit each year.

## **12. FAIR LABOR STANDARDS ACT (FLSA) 7K**

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12. Wake County Human Resources conducted a Wake County Fire Services Department & Fire Commission Labor Market Study and Fire Compensation Administrative Guidelines Review in January 2016 (see appendix E). FLSA 7K information can be obtained from this report.



Appendix A:  
Position Titles and Hourly Rates / Salary Ranges

**Twenty-Four (24) Hour Shift Full Time Employees**



Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	12.58	N/A	N/A	42,021		
FS 2	Firefighter 2	13.84	18.14	22.42	46,216	60,576	74,871
FS 3	Firefighter 3	15.27	16.02	19.61	51,015	65,755	80,469
FS 4	Driver/Operator	16.17	21.03	25.90	54,023	70,246	86,495
FS 5	Officer 1 (Company Officer)	17.61	22.73	27.84	58,824	75,919	92,990
FS 6	Officer 2 (Chief Officer)	62,908*	84,926*	106,944*			

\* Annual salary shown for exempt employees

**Day Time (40 Hour) Full Time Employees**

Pos	Position Title	Min	Mid	Max	Min	Mid	Max
FS 1	Firefighter 1	19.25	N/A	N/A			
FS 2	Firefighter 2	21.17	28.58	35.99	44,034	59,445	74,857
FS 3	Firefighter 3	22.76	30.72	38.69	47,336	63,904	80,471
FS 4	Driver/Operator	24.46	33.03	41.59	50,886	68,697	86,507
FS 5	Officer 1 (Company Officer)	26.30	35.50	44.71	54,703	73,849	92,995
FS 6	Officer 2 (Chief Officer)	62,908*	84,926*	106,944*			
FS 7	Executive Officer 1(Asst. Chief)	72,344*	97,665*	122,986*			
FS 8	Executive Officer 2 (Deputy Chief)	83,196*	112,315*	141,433*			
FS 9	Executive Officer 3(Fire Chief)	95,676*	129,162*	162,648*			
FS 10	Administrative Assistant	16.65	22.48	28.31			
FS 11	Administrative Assistant 2	20.19	27.26	34.33			

\* Annual salary shown for exempt employees

**Part Time (< 40 Hour) Employees**

Grade/Code	Position Title	Minimum	Midpoint	Maximum
FS 1	Firefighter 1	19.25	N/A	N/A
FS 2	Firefighter 2	21.17	N/A	N/A
FS 3	Firefighter 3	22.76	N/A	N/A
FS 4	Driver/Operator	24.46	N/A	N/A
FS 5	Officer 1 (Company Officer)	26.30	N/A	N/A
FS 6	Officer 2 (Chief Officer)	30.24	N/A	N/A
FS 7	Executive Officer 1(Asst. Chief)	34.78	N/A	N/A
FS 8	Executive Officer 2 (Deputy Chief)	39.99	N/A	N/A
FS 9	Executive Officer 3(Fire Chief)	45.99	N/A	N/A
FS 10	Administrative Assistant	16.65	N/A	N/A
FS 11	Administrative Assistant 2	20.19	N/A	N/A

Appendix B:  
**Acceptable Forms of Documentation**

For full-time and part-time existing and new employees, documentation from each of the following categories must be provided:

**1. Certifications and Qualifications**

Documentation: A copy of the state-issued certification, a state certification report/transcript, and/or copy of the class completion certificate for the certifications and qualifications listed in section 5 or 6 as applicable

**2. Time in Position**

Documentation: Departments record management system for personnel files.

Appendix C:  
**Position Classification Descriptions**

This Appendix contains the formal position classification descriptions that correspond to the eleven (11) positions developed as part of the Fire Compensation revision.

These position classification descriptions are written around the minimum requirements for new hires and promotions of existing personnel. Please refer to Sections 5 and 6 of these Guidelines for qualification and experience requirements for existing firefighters and fire officers.

# Firefighter 1

FLSA Status: Non-Exempt

Working Title – Probationary Firefighter

**BRIEF DESCRIPTION:**

The purpose of this position is to receive training to obtain the basic firefighting certification for becoming a Firefighter 2. Under close supervision, a firefighter 1 may provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Persons in this position respond to emergencies and after-effects of other hazardous conditions. This position also maintains fire-fighting equipment, and provides interior and exterior building maintenance.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	Under close supervision responds to fire and emergency calls by completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.
2	V	Under close supervision and if certified, provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
3	L	Receives training to certifications by participating in education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.
4	M	Maintains fire-fighting equipment and fire station property by performing preventative maintenance on equipment and machinery, ensuring apparatus is operating properly and safely, determining if problematic or faulty parts exist, replacing faulty parts.

5	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.
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**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. GED or high school diploma required.
Experience	No experience required.
Certification and Other Requirements	None.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy X</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) Outdoors and Fire Station

**PROTECTIVE EQUIPMENT REQUIRED:**

Bunker gear, helmets, self-contained breathing apparatus, bio hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

## Firefighter 2 (FS 2)

FLSA Status: Non-Exempt

Working Title - Firefighter

### **BRIEF DESCRIPTION:**

The purpose of this position is to provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Persons in this position also respond to medical emergencies and after-effects of other hazardous conditions. This position also maintains firefighting equipment and provides training to the general public on fire prevention awareness and first aid.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S	L	M	H	V
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
#	Code	Essential Functions		
1	V	Responds to fire and emergency calls by completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.		
2	V	Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.		
3	M	Maintains fire-fighting equipment and fire station property by performing preventative maintenance on equipment and machinery, ensuring apparatus is operating properly and safely, determining if problematic or faulty parts exist, replacing faulty parts.		
4	M	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.		
5	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.		



6	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.
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**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	None required.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL S TRENGTH DEMANDS:**

<b>Sedentary</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b> X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)	D			

(1) N/A

(2) Outdoors and Fire Station

**PROTECTIVE EQUIPMENT REQUIRED:**

Bunker gear, helmets, self-contained breathing apparatus, bio-hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

# Firefighter 3 (FS 3)

FLSA Status: Non-Exempt

Working Titles – Sr. Firefighter, Master Firefighter, 1<sup>st</sup> Class Firefighter

## **BRIEF DESCRIPTION:**

The purpose of this position is to provide rapid fire suppression response to protect life and property by controlling and extinguishing fires. Persons in this position fill-in to drive fire apparatus in the absence of a Driver/Operator to fires, medical emergencies and after-effects of other hazardous conditions. This position also maintains firefighting equipment as well as provides training to the general public on fire prevention awareness and first aid.

## **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	V	<p>Responds to fire and emergency calls by completing fire suppression activities for residential and commercial structures, vehicles, rubbish and grass areas, operating apparatus, removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.</p> <p>Fills in to drive fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations. Operates fire pumps on apparatus in a proper manner, by calculating fire flows, determining hose line layout, and regulating water pressure to maintain correct and constant pressure or charge of hose.</p>
2	V	<p>Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports,</p>

		stocking medical supplies and documenting all services provided.
3	V	Rescues persons from fire and emergency scenes, utilizing fire apparatus extinguishing equipment to suppress fires, and documenting actions when appropriate.
4	M	Maintains and operates fire apparatus by ensuring fire equipment is response ready and operating properly, performing minor repairs, driving engine or aerial truck in various environmental conditions and traffic situations and operating fire pumps, aerial equipment and small motor equipment.

5	M	Provides fire and emergency basic medical services by operating fire suppression equipment, providing and assisting with basic medical treatment, lifting and moving patients and extricating patients as necessary.
6	L	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
7	L	Maintains current driving, medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Two years of fire service experience, one as a Firefighter 2.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B. <b><u>NFPA 1002 Certifications</u></b> Emergency Vehicle Driver, Intro to Pumps, Basic Pumps, Water Supply
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Bunker gear, helmets, self-contained breathing apparatus, bio-hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	W	Office Environment
Chemical Hazards	D	Extreme Temperatures	S	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	S	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below)
Physical Danger or Abuse	D			
Other (see 1 below)	N			

(1) N/A

(2) Outdoors and Fire Station

**PROTECTIVE EQUIPMENT REQUIRED:**

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, computer and related software

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



## Driver/Operator (FS 4)

FLSA Status: Non-Exempt

Working Titles – Engineer, Lieutenant, Driver

### **BRIEF DESCRIPTION:**

The purpose of this position is to provide rapid fire suppression response to protect life and property by controlling and extinguishing fires. Persons in this position drive fire apparatus to fire and emergency scenes and respond to medical emergencies and after-effects of other hazardous conditions and also may fill in as the company officer when needed. This position also maintains firefighting equipment as well as provides training to the general public on fire prevention awareness and first aid.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	V	Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
2	V	Operates fire pumps on apparatus in a proper manner, by calculating fire flows, determining hose line layout, and regulating water pressure to maintain correct and constant pressure or charge of hose.
3	V	Rescues persons from fire and emergency scenes, utilizing fire apparatus extinguishing equipment to suppress fires, and documenting actions when appropriate.
4	L	When filling in as a company officer - directs, schedules and manages work assignments of various shifts of career and volunteer employees. Provides administrative and training support to fire station personnel on firefighting activities and station operating procedures. Provides direction to career and voluntary firefighting personnel in the station.
5	M	Maintains and operates fire apparatus by ensuring fire equipment is response ready and operating properly, performing minor repairs, driving engine or aerial truck in various environmental conditions and traffic situations and operating fire pumps, aerial equipment and small motor equipment.

6	M	Provides fire and emergency basic medical services by operating fire suppression equipment, providing and assisting with basic medical treatment, lifting and moving patients and extricating patients as necessary.
7	L	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
8	L	Maintains current driving, medical and firefighting certifications by participating in continuing education related to medical, firefighting, driving and computer skills and completing appropriate paperwork for training received.

#### JOB REQUIREMENTS:

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Three years of fire service experience.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B. <b><u>NFPA 1002 Certifications</u></b> Emergency Vehicle Driver Driver Operator-Pumps Driver Operator-Aerial (If department has an aerial device)
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	On ladders and in various hazardous environments
Sitting	O	Utilizing the computer for medical report writing
Walking	F	Around fire and emergency scenes
Lifting	F	Supplies, equipment and loading and unloading patients from ambulance
Carrying	F	Supplies, equipment and patients when necessary
Pushing/Pulling	F	Fire and emergency equipment
Reaching	F	For files, supplies and equipment
Handling	F	Medications, supplies, equipment and other materials
Fine Dexterity	F	For intravenous medical activities, operating equipment, writing and typing
Kneeling	F	During patient care activities and equipment operations
Crouching	F	Completing fire suppression and medical activities
Crawling	F	Completing fire suppression and equipment maintenance
Bending	F	Completing fire suppression and medical activities
Twisting	F	Completing fire suppression and medical activities
Climbing	O	Ladders during fire suppression activities
Balancing	F	On ladder and with fire hoses during fire suppression activities
Vision	C	During fire suppression and medical activities
Hearing	C	Responding to fire and emergency calls
Talking	C	Communicating with patients, firefighters and other City employees
Foot Controls	F	Operating apparatus
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Bunker gear, helmets, self-contained breathing apparatus, bio-hazard protection, gloves, fire boots, ladder belt, safety glasses and hearing protection

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	W	Office Environment
Chemical Hazards	D	Extreme Temperatures	S	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	S	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below)
Physical Danger or Abuse	D			
Other (see 1 below)	N			

(1) N/A

(2) Outdoors and Fire Station

**PROTECTIVE EQUIPMENT REQUIRED:**

Apparatus, tools, medical equipment, flashlights, fire hose, hammer, extinguisher, camera, generators, ladders, radio, oxygen, medication, saws, axes, printers, computer and related software

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

# Officer 1 (FS 5)

FLSA Status: Non-Exempt

Working Title – Captain

## **BRIEF DESCRIPTION:**

The purpose of this position is to provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. This position supervises and provides necessary administrative personnel support to Fire Station staff; assists in developing operational guidelines and procedures; maintains firefighting equipment; provides training to the general public on fire prevention awareness; and responds to medical emergencies and after-effects of other hazardous conditions. Persons in this position perform difficult protective service directing and supervising a fire company. Work is performed under regular supervision. Supervision is exercised over a fire company or fire station on an assigned shift.

## **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	L	Directs, schedules and manages work assignments of various shifts of career and volunteer employees. Provides administrative and training support to fire station personnel on firefighting activities and station operating procedures. Provides direction to career and voluntary firefighting personnel in the station.
2	V	Responds to fire and emergency calls by providing incident command support, and emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. May operate apparatus as required and in accordance to essential functions set forth as a Fire Fighter Driver Operator by removing hazards from emergency scenes, rescuing persons from fire and emergency scenes, utilizing fire extinguishing and extraction equipment to suppress fires and documenting actions when appropriate.

3	L	Supervises and conducts hydrant testing, hose testing, apparatus and pump testing. Supervises maintenance and testing of apparatus and equipment. Keeps records and makes operational and personnel reports. Evaluates work of subordinates.
4	V	Provides basic emergency medical services by responding to emergency site, assessing the medical needs of patients, determining best immediate basic treatment, administering life support, utilizing trained medical skills, operating life-saving equipment, lifting and moving patients and extricating patients as necessary, assisting patients to emergency centers, completing medical reports, stocking medical supplies and documenting all services provided.
5	M	Educates the community about fire safety by responding to citizen inquiries and questions on fire safety, presenting fire safety tips to local schools and businesses, demonstrating appropriate personal actions during fires or emergencies, illustrating proper fire extinguisher use and first aid procedures and assisting with public tours of the fire station when necessary.
6	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.
7	M	Maintains fire station property by performing interior and exterior building maintenance such as mowing lawn, assisting with fire station cleaning activities and documenting maintenance actions when appropriate.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Four years of fire service, one as a Driver/Operator.
Certification and Other Requirements	<p>Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B.</p> <p><b><u>NFPA 1002 Certifications</u></b>                      Emergency Vehicle Driver                      Driver Operator-Pumps                      Driver Operator-Aerial (If department has an aerial device)</p> <p><b><u>NFPA 1021 Certifications</u></b>                      Fire Officer 1</p>
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	During fire suppression and medical calls
Sitting	O	Completing paperwork and other deskwork
Walking	F	Completing fire suppression and medical activities
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, equipment and other materials
Pushing/Pulling	F	Completing fire suppression and medical activities
Reaching	F	For tools, equipment, supplies and other materials
Handling	F	Medications, tools, supplies and other materials
Fine Dexterity	F	Utilizing computer, writing reports, and operating equipment
Kneeling	O	Providing patient care
Crouching	O	Providing patient care
Crawling	O	Completing fire suppression activities
Bending	F	During fire suppression and medical activities
Twisting	F	During fire suppression and medical activities
Climbing	O	On ladders during fire suppression and training
Balancing	O	On ladders during fire suppression and training
Vision	C	Completing fire suppression and patient care
Hearing	C	Listening for emergency calls and communicating with others
Talking	C	Communicating with others
Foot Controls	O	Driving apparatus
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Heavy and specialized rescue and hand tools, hydraulic and manual ladders, fire apparatus, rescue saws, nozzles, power saws, telephone, cell phone, printer, copy and fax machines, computer and related software



**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	D	Respiratory Hazards	D	Office Environment
Chemical Hazards	D	Extreme Temperatures	D	Warehouse
Electrical Hazards	D	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	D	Physical Hazards	D	Outdoors
Communicable Diseases	D			Other (see 2 below) X
Physical Danger or Abuse	D			
Other (see 1 below)				

(1) N/A

(2) Fire Station and Outdoors

**PROTECTIVE EQUIPMENT REQUIRED:**

Self-contained breathing apparatus, bunker gear, helmet, eye protection, boots, gloves, and biohazard protection

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

## Officer 2 (FS 6)

FLSA Status: Exempt

Working Titles – District Chief, Division Chief, Battalion Chief

### **BRIEF DESCRIPTION:**

The purpose of this position is to protect the lives and property of the County by supervising and directing companies/stations. This is accomplished assisting the Chief positions by managing and supervising career and volunteer personnel at multiple stations. Persons in this position perform incident command functions and oversee operation of fire safety, fire suppression, fire prevention and other fire service programs.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Manages career and volunteer staff for (multiple) station (s). Manages fire equipment and physical resources maintenance programs for (multiple) station(s) structures and grounds.
2	L	Responds to fire and emergency calls by providing incident command support, and emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. Completes incident reports as required.
3	L	Supervises and reviews job performance evaluations for all personnel within district.
4.	L	Monitors training reports, leave usage, holiday and vacation status of assigned staff. Prepares schedules and maintains records for assigned personnel and other reports as required.
5	L	Provides Department representation to regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills

and completing appropriate paperwork for training received.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a two-year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Seven years of fire service experience, 2 as an officer 1.
Certification and Other Requirements	<p>Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC EMT-B.</p> <p><b><u>NFPA 1002 Certifications</u></b>            Emergency Vehicle Driver            Driver Operator-Pumps            Driver Operator-Aerial (If department has an aerial device)</p> <p><b><u>NFPA 1021 Certifications</u></b>            Fire Officer 2</p>
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Conducting presentations
Sitting	F	Completing administrative duties
Walking	F	At fire scenes and throughout the fire station
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, books, files and protective clothing
Pushing/Pulling	F	Opening and closing filing units and doors
Reaching	F	Retrieving files, supplies and other materials
Handling	F	Equipment, files, supplies and other materials
Fine Dexterity	F	Typing, writing reports and operating equipment
Kneeling	O	Observing firegrounds
Crouching	O	Completing fire scene activities
Crawling	R	Completing fire scene activities
Bending	O	Retrieving files and during fire scene activities
Twisting	O	Maneuvering around workstation and during physical exercise
Climbing	O	On ladders during fire suppression activities
Balancing	O	On ladders during fire suppression activities
Vision	C	Utilizing equipment and operating vehicle
Hearing	C	Communicating with employees and citizens
Talking	C	Communicating with employees and citizens
Foot Controls	F	Operating vehicle
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, radios, calculator, pager, cell phone, telephone, mobile data computer, printer, scanner, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	W	Warehouse
Electrical Hazards	W	Noise and Vibration	W	Shop
Fire Hazards	W	Wetness/Humidity	W	Vehicle
Explosives	S	Physical Hazards	M	Outdoors
Communicable Diseases	W			Other (see 2 below) X
Physical Danger or Abuse	W			
Other (see 1 below)				

- (1) N/A
- (2) Office Environment and Outdoors

**PROTECTIVE EQUIPMENT REQUIRED:**

Firefighting gear, SCBA, and helmet gear

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

# Executive Officer 1 (FS 7)

FLSA Status: Exempt

Working Title – Assistant Chief

## **BRIEF DESCRIPTION:**

The purpose of this position is to protect the lives and property of the County and administer the County’s fire and emergency services programs. This position is responsible for performing executive level activities by planning, organizing, and directing the functions of the fire department. The Assistant Chief is the first level in a three level executive management series. The Assistant Chief is distinguished from the Deputy Fire Chief, which has responsibility for assisting the Fire Chief in organizing and directing the operation of the fire department. Persons in this position oversee administration tasks and different divisions within the department which can include training, budget, logistics, safety, etc. This position can respond to incidents providing incident command or other command staff functions.

## **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Assists the Fire Chief in managing the financial and physical resources of the Department by preparing the Department’s budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas.

4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	V	<b>(Part Time/Volunteer)</b> Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, firefighting, driving and computer skills and completing appropriate paperwork for training received.

**JOB REQUIREMENTS\*:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a two-year associate's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Eight years of fire service experience, with two years as a supervisor.
Certification and Other Requirements	Firefighter Level I and II Certification, Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

*\*NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Sedentary</b>	<b>Light</b>	<b>Medium X</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**



C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Conducting presentations
Sitting	F	Completing administrative duties
Walking	F	At fire scenes and throughout the fire station
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, books, files and protective clothing
Pushing/Pulling	F	Opening and closing filing units and doors
Reaching	F	Retrieving files, supplies and other materials
Handling	F	Equipment, files, supplies and other materials
Fine Dexterity	F	Typing, writing reports and operating equipment
Kneeling	O	Observing firegrounds
Crouching	O	Completing fire scene activities
Crawling	R	Completing fire scene activities
Bending	O	Retrieving files and during fire scene activities
Twisting	O	Maneuvering around workstation and during physical exercise
Climbing	O	On ladders during fire suppression activities
Balancing	O	On ladders during fire suppression activities
Vision	C	Utilizing equipment and operating vehicle
Hearing	C	Communicating with employees and citizens
Talking	C	Communicating with employees and citizens
Foot Controls	F	Operating vehicle
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, radios, calculator, pager, cell phone, telephone, mobile data computer, printer, scanner, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	W	Warehouse
Electrical Hazards	W	Noise and Vibration	W	Shop
Fire Hazards	W	Wetness/Humidity	W	Vehicle
Explosives	S	Physical Hazards	M	Outdoors
Communicable Diseases	W			Other (see 2 below) X
Physical Danger or Abuse	W			
Other (see 1 below)				

- (1) N/A
- (2) Office Environment and Outdoors

**PROTECTIVE EQUIPMENT REQUIRED:**

Firefighting gear, SCBA, and helmet gear

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

## Executive Officer 2 (FS 8)

FLSA Status: Exempt

Working Title – Deputy Chief

### **BRIEF DESCRIPTION:**

The purpose of this position is to protect the lives and property of the County and administer the County’s fire and emergency services programs. This position is responsible for performing executive level activities by assisting the Fire Chief in planning, organizing, and directing the operation of the fire department and to act in the absence of the Fire Chief. The Deputy Fire Chief is the second level in a three level executive management series. The Deputy Fire Chief is distinguished from the Fire Chief, which has responsibility for organizing and directing the entire fire department. The Deputy Fire Chief is distinguished from the Assistant Chiefs, by its responsibility for assisting the Fire Chief in organizing and directing the operation of the fire department. This position can respond to incidents providing incident command or other command staff functions.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Assists the Fire Chief in managing the financial and physical resources of the Department by preparing the Department’s budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas.

4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	V	<b>(Part Time/Volunteer)</b> Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, firefighting, driving and computer skills and completing appropriate paperwork for training received.

**JOB REQUIREMENTS\*:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a four-year bachelor's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Nine years of fire service experience, with three years as a supervisor.
Certification and Other Requirements	NC Firefighter Level I and II Certification, NC Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

*\*NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Sedentary</b>	<b>Light</b>	<b>Medium X</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Conducting presentations
Sitting	F	Completing administrative duties
Walking	F	At fire scenes and throughout the fire station
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, books, files and protective clothing
Pushing/Pulling	F	Opening and closing filing units and doors
Reaching	F	Retrieving files, supplies and other materials
Handling	F	Equipment, files, supplies and other materials
Fine Dexterity	F	Typing, writing reports and operating equipment
Kneeling	O	Observing firegrounds
Crouching	O	Completing fire scene activities
Crawling	R	Completing fire scene activities
Bending	O	Retrieving files and during fire scene activities
Twisting	O	Maneuvering around workstation and during physical exercise
Climbing	O	On ladders during fire suppression activities
Balancing	O	On ladders during fire suppression activities
Vision	C	Utilizing equipment and operating vehicle
Hearing	C	Communicating with employees and citizens
Talking	C	Communicating with employees and citizens
Foot Controls	F	Operating vehicle
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, radios, calculator, pager, cell phone, telephone, mobile data computer, printer, scanner, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	W	Warehouse
Electrical Hazards	W	Noise and Vibration	W	Shop
Fire Hazards	W	Wetness/Humidity	W	Vehicle
Explosives	S	Physical Hazards	M	Outdoors
Communicable Diseases	W			Other (see 2 below) X
Physical Danger or Abuse	W			
Other (see 1 below)				

- (1) N/A
- (2) Office Environment and Outdoors

**PROTECTIVE EQUIPMENT REQUIRED:**

Firefighting gear, SCBA, and helmet gear

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

# Executive Officer 3 (FS 9)

FLSA Status: Exempt

Working Title – Fire Chief

## **BRIEF DESCRIPTION:**

The purpose of this position is to protect the lives and property of the County and administer the County’s fire and emergency services. This is accomplished by managing and supervising career and volunteer personnel. This position is responsible for performing executive level activities by planning, organizing, and directing the fire department. The Fire Chief is the third level in a three level executive management series. This position oversees all operations of the fire department to include strategic planning and budgetary needs.

## **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	L	Manages career and volunteer staff for (multiple) station (s). Appoint and manage career and voluntary personnel to establish a proper chain of command and supervision of personnel for all firefighting related activities
2	L	Manages the financial and physical resources of the Department by preparing the Department’s budget, monitoring and maintaining the budget, approving expenditures and ensuring appropriate supplies and equipment are procured.
3	L	Responds to fire and emergency calls by providing incident command support, emergency site direction for completing fire suppression activities for residential, commercial structures, vehicles, rubbish and grass areas. Completes medical reports and stocking medical supplies.



4.	L	Manages department's capital projects by planning and scheduling projects, requisitioning and purchasing capital apparatus and equipment as needed, evaluating and recommending the acquirement or replacement of facilities as necessary and assisting in the design and construction of department facilities to meet applicable codes and standards.
5	L	Provides department representation to Regional, and County Department, Fire Commission, and County Commission. Coordinates Department activities with Regional and County Departments.
6.	V	<b>(Part Time/Volunteer)</b> Drives fire apparatus to fire and emergency scenes, practicing safe driving techniques, setting up aerial equipment, assessing overhead obstructions as part of placing equipment, traffic control, search and rescue extrication, hazardous materials response and maneuvering aerial ladder to tactically utilize equipment to suppress fire and for rescue operations.
7.	L	Supervises employees by evaluating training needs for the department, developing and coordinating training as appropriate, recruiting qualified applicants, participating in selection decisions, assigning personnel as needed, evaluating work performance, rewarding or disciplining employees as required and ensuring employees maintain required certifications.
8.	L	Maintains current medical and firefighting certifications by participating in continuing education related to medical, fire fighting, driving and computer skills and completing appropriate paperwork for training received.

**JOB REQUIREMENTS\*:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature in fire safety engineering, fire science, fire protection technology or a related field that may be obtained through a four-year bachelor's degree or equivalent education and experience. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. High school diploma or GED required.
Experience	Ten years of fire service experience, with four as a supervisor.
Certification and Other Requirements	NC Firefighter Level I and II Certification, NC Hazardous Materials Responder Level 1, NIMS 100, 200, 300, 400, 700, 800, Blood borne Pathogens Training per department policy, NC Chief 101.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

*\*NOTE: Requirements for a Volunteer Fire Chief do not include a two-year associate's degree. The required education for a Volunteer Fire Chief includes a level of knowledge equivalent to four years of high school or equivalency.*

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Conducting presentations
Sitting	F	Completing administrative duties
Walking	F	At fire scenes and throughout the fire station
Lifting	F	Supplies, equipment and other materials
Carrying	F	Supplies, books, files and protective clothing
Pushing/Pulling	F	Opening and closing filing units and doors
Reaching	F	Retrieving files, supplies and other materials
Handling	F	Equipment, files, supplies and other materials
Fine Dexterity	F	Typing, writing reports and operating equipment
Kneeling	O	Observing firegrounds
Crouching	O	Completing fire scene activities
Crawling	R	Completing fire scene activities
Bending	O	Retrieving files and during fire scene activities
Twisting	O	Maneuvering around workstation and during physical exercise
Climbing	O	On ladders during fire suppression activities
Balancing	O	On ladders during fire suppression activities
Vision	C	Utilizing equipment and operating vehicle
Hearing	C	Communicating with employees and citizens
Talking	C	Communicating with employees and citizens
Foot Controls	F	Operating vehicle
Other (Specify)		

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Vehicle, radios, calculator, pager, cell phone, telephone, mobile data computer, printer, scanner, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	W	Warehouse
Electrical Hazards	W	Noise and Vibration	W	Shop
Fire Hazards	W	Wetness/Humidity	W	Vehicle
Explosives	S	Physical Hazards	M	Outdoors
Communicable Diseases	W			Other (see 2 below) X
Physical Danger or Abuse	W			
Other (see 1 below)				

(1) N/A

(2) Office Environment and Outdoors

**PROTECTIVE EQUIPMENT REQUIRED:**

Firefighting gear, SCBA, and helmet gear

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

## Admin. Asst. 1 (FS 10)

FLSA Status: Non-Exempt

Working Titles – Administrative Assistant, Secretary, etc.

### **BRIEF DESCRIPTION:**

The purpose of this position is to provide the Fire Chief with administrative support. This is accomplished by completing routine administrative tasks, answering phones, and ordering supplies; entering fire reports into the computer. The position maintains payroll information such as hours worked, and assists in the budget process. Other duties include setting up and maintaining employee personnel records; assisting with new employee orientation.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	S	Assists the Fire Chief by completing routine administrative tasks such as daily, answering phones, and ordering supplies, entering fire reports into the computer.
2	S	Perform accounting functions by maintaining payroll information such as hours worked, vacation, and sick time accruals; prepares payroll checks, completing accounts payable, and assists in the budget process.
3	S	Provides personnel support by setting up and maintaining employee records such as health, life, and pension; and assisting with new hire information and orientation.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	One year or equivalent.
Certification and Other Requirements	Valid NC Drivers License.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

<b>Sedentary <u>X</u></b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	O	Interacting with vendors, citizens
Sitting	F	At desk, work station
Walking	O	Within and between work areas
Lifting	O	Boxes of supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	R	Boxes of supplies
Reaching	O	For items on desk
Handling	F	Paperwork and reports
Fine Dexterity	F	For computer use
Kneeling	R	To retrieve files on low shelf
Crouching	R	To retrieve files on low shelf
Crawling	N	
Bending	R	To retrieve files on low shelf
Twisting	R	To reach for items on desk
Climbing	N	
Balancing	N	
Vision	C	For reading computer and reports
Hearing	C	When communicating on telephone
Talking	C	When communicating on telephone
Foot Controls	R	When using the Dictaphone
Other (Specify)	N	

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment, Fax, Copier, Binding machine, Radios, Stamp machine, Adding machine, Shredder, Dictaphone, Typewriter, Computer and Related Software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

- (1) N
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

N/A

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



## Admin. Asst. 2 (FS 11)

FLSA Status: Non-Exempt

Working Titles – Executive Assistant, Officer Manager, HR Manager, etc.

### **BRIEF DESCRIPTION:**

The purpose of this position is to manage administrative functions of the Fire Department. These functions include monitoring of the following activities: the daily procedures for the budget and accounting activities; the maintenance and recording of various reports. This is accomplished by coordinating all administrative activities for the chief officers and the Board of Directors.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Performs accounting functions by overseeing audits; completing payroll and account payable; managing petty cash; overseeing deposits and accounts receivable; and completing bookkeeping tasks.
2	S	Provides office management by overseeing maintenance contracts; ensuring proper maintenance of office equipment; purchasing supplies and equipment; completing schedules; and mailing and shipping correspondences.
3	S	Completes the budget by preparing and managing budget in conjunction with the Treasurer and Budget Holders; preparing and submitting yearly request to the County; and reporting the budget to the necessary authorities.
4	S	Provides administrative support by scheduling paid and volunteer firefighters; completing correspondences; answering telephones; and completing word processing.
5	S	Oversees paging system by purchasing new equipment; ensuring maintenance of current equipment; maintaining software and database; and scheduling daily and monthly pagers.
6	S	Maintains information, records management, and reporting by completing training records; providing member information; filing paperwork; retaining all paperwork that is required by law; and completing the map book.

**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or GED required.
Experience	Two years.
Certification and Other Requirements	Valid NC Drivers License.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary <u>X</u>	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	O	Interacting with vendors, citizens
Sitting	F	At desk, work station
Walking	O	Within and between departments
Lifting	O	Boxes of supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	R	Boxes of supplies
Reaching	O	For items on desk
Handling	F	Paperwork and reports
Fine Dexterity	F	For computer use
Kneeling	R	To retrieve files on low shelf
Crouching	R	To retrieve files on low shelf
Crawling	N	
Bending	R	To retrieve files on low shelf
Twisting	R	To reach for items on desk
Climbing	N	
Balancing	N	
Vision	C	For reading computer and reports
Hearing	C	When communicating on telephone
Talking	C	When communicating on telephone
Foot Controls	R	When using the Dictaphone
Other (Specify)	N	

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy and fax machines, telephone system, paper cutter, paper shredder, laminator, typewriter, calculator, adding machine, printer, scanner, computer and related software

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY				PRIMARY WORK LOCATION
Mechanical Hazards	N	Respiratory Hazards	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)	N			

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED: NONE**

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
---	---	---	---------------------------------------	-------------------------

NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

**Appendix D:**

Wake County Fire Compensation Administrative Guidelines Agreement

We have reviewed “Wake County Fire Compensation Administrative Guidelines,” as adopted by the Wake County Board of Commissioners on October 20, 2003, and, in exchange for Wake County’s implementation and maintenance of this compensation plan, we agree to adopt and operate our department’s pay system by the terms of “Wake County Fire Compensation Administrative Guidelines” as adopted by the Wake County Board of Commissioners on October 20, 2003.

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Fire Chief

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President/Chair, Board of  
Directors

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Date

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Date

# Wake County Fire Compensation Guidelines

## Addendum 1

### *Salary & Compensation Guide for New Hires*

**Purpose:** This addendum was developed to provide guidance and boundaries in regard to compensation for new hires within the Wake County Fire Tax District not for profit departments.

**Salary Administration:** Department Board of Directors and Fire Chiefs are accountable for making, justifying and documenting fair, consistent, non-discriminatory, and fiscally responsible salary recommendations for new hires. The Department Board of Directors and Fire Chiefs are also ultimately accountable for making compensation decisions for new hires that can be accommodated within the department's salary & benefit portion of their current budget.

When recommending a new hire salary, the following pay factors should be considered.

- **Internal Equity** – The consistent placement of salaries among employees in positions of the same job title with similar education, years of experience, complexity of role and required competencies
- **Funding Availability** – The amount of funding (budget in salary & benefits) that a department has available when making salary offer decisions.
- **Job Requirements/Experience/Education** – The posted job requirements and additional years of education/experience the candidate has provided in relation to the provided guidance in this document.
- **Market Range** – Any proposed salary above mid-point based on all guidance will require pre-approvals by Wake County Fire Services and the Budget Committee.









**Item Title:**

The Fire Commission recommends supporting the change of standing meeting date for the Fire Commission

**Specific Action Requested:**

Fire Commission recommends changing the standing meeting date for the Fire Commission to the second Thursday night of odd months.

**Item Summary:**

Based on new member composition of the Fire Commission we have recognized that the standing meeting on the third Thursday night could conflict with other governmental meetings. Wake Fire Services polled the local municipalities and Fire Commission members with a suggested change to the second Thursday night of the month. This new proposed date will as well move us away from conflict with the Thanksgiving Holiday that has occurred a few times over the years. We have received any opposition to this proposed move.

**Attachments:**

Updated Rules of Procedure – change highlighted in yellow

*Wake County Fire  
Commission Rules of  
Procedure*

Wake County Fire Services Department  
6/21/2021

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## **I. Name**

The name of this board appointed to serve the Wake County Board of Commissioners shall be referred to as the Wake County Fire Commission (hereinafter referred to as the Fire Commission).

## **II. Mission**

The mission of the Fire Commission shall be 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.

The roles of the Fire Commission members as approved by the Wake County Board of Commissioners are:

- A. Reviewing and making recommendations on operating budget requests.
- B. Reviewing and making recommendations on CIP budget requests.
- C. Reviewing and supporting firefighter and volunteer incentive retention and recruitment programs.
- D. Making recommendations to the Wake County Board of Commissioners for continuing improvement of the fire protection system.
- E. Reviewing ISO and consultants reports and recommending action for improvement as deemed necessary.
- F. Developing and providing overview of all service district operational regulations and guidelines for the Wake County fire protection service district.

## **III. Membership and Composition**

As approved by the Wake County Board of Commissioners, the structure of the Fire Commission is:

- A. Wake County Board of Commissioner member (1) (non-voting)
- B. Representatives of fire service planning and service regions (4)
- C. Past President of Wake County Fire Chiefs' Association (1)
- D. Citizen Appointees (5)
- E. Representatives of municipalities participating in Fire Protection Service District (1 seat per each participating municipality)
- F. Subject Matter Experts (2)
- G. Town Manager or Assistant Town Manager from Cost Share Municipalities (1)
- H. Fire Department Not for Profit Board President or Board Officer (1)
- I. County Staff (non-voting)

**Appointment and Term** - The Wake County Board of Commissioners shall make all primary and alternate appointments to the Fire Commission. All appointments shall comply with established rules and procedures of the Board of Commissioners. Any person appointed by the Wake County Board of Commissioners to fill an unexpired term shall be appointed to serve the duration of the term. The Wake Board of Commissioners, Clerk to the Board of Commissioners and Fire Services Director will evaluate the total Fire Commission membership composition to ensure makeup of the Fire Commission is evenly balanced for representation of unincorporated and municipal boundaries. A fire department, municipality or fire district may not be represented by more than 2 members on the Fire Commission at one time. This includes any affiliation, representation or thereof of the associated cost share municipal agency, Board of Director or Town Council.

- A. **Wake County Board of Commissioners Appointee (1)** - The Wake County Board of Commissioners shall appoint a member to serve as the Board of Commissioner appointee to the Fire Commission as a nonvoting member. The Board of Commissioners, at their discretion, may appoint an alternate Commissioner, to represent the Commissioners in the event of the absence of the appointed Commissioner.
- B. **Fire Service Planning and Service Region (4)** - Each fire service planning and service region shall elect two representatives, serving at the rank of Fire Chief, from each region to be represented on the Fire Commission. One representative shall be identified as the primary representative to the Fire Commission. The second representative shall be identified as the alternate representative. The representative shall serve for a period of two years. The selection of the region representative shall be based upon vote of the members of that region, with that person's name submitted to the Wake County Board of Commissioners for approval. Should an appointed region representative's status within his region or fire department change, the fire service region may make a recommendation to the Board of Commissioners that the appointee be removed from the Fire Commission and request that another representative of that region be appointed to the Fire Commission.
- C. **Past President of Wake County Fire Chief's Association (1)** - The Wake County Fire Chief's Association shall nominate an individual to fill this position. The appointed term of the Past President of the Wake County Fire Chief's Association shall comply with the Wake County Board of Commissioners rules and procedures. There is not an alternate member for this position.
- D. **Citizen Appointees (5)** - The Wake County Board of Commissioners shall appoint five citizens to serve on the Fire Commission. Each appointment shall be for a two-year term. Citizens shall be appointed as primary voting members and shall reside in the unincorporated area of Wake County that is within the single fire tax district or within the city limits of a cost share municipality. Primary citizen appointees may be affiliated with a fire department Board of Directors or an elected member of a Town Council.
- E. **Town Manager (1) Primary & (1) Alternate** - The Wake County Board of Commissioners shall appoint one primary and one alternate for this position. These members must be a Town Manager or Assistant Town Manager of a Municipal partner

within the Fire Tax District. The primary appointed will serve a one-year term. The alternate appointment will move to the primary position and serve a one-year term. No member shall serve consecutive terms in the primary role.

**F. Board President of a Not for Profit Fire Department – (1) Primary & (1) Alternate**

The Wake County Board of Commissioners shall appoint one primary and one alternate for this position. These members must be a not for profit Board President or Board Officer of a participating Fire Department within the Fire Tax District. The primary appointed will serve a one-year term. The alternate appointment will move to the primary position and serve a one-year term. No member shall serve consecutive terms in the primary role.

**G. Subject Matter Expert (2)** The Wake County Board of Commissioners shall appoint 2 Subject Matter Experts to serve in primary voting positions. These positions will serve two-year terms, may serve consecutive terms and must reside in Wake County. The Subject Matter Expert must have a knowledge, skills, abilities, background and expertise in the public safety arena or offers a skill set and background in governmental affairs.

**H. Municipal Representatives (1 seat per each participating municipality)** - Municipalities that elect to join the Fire Protection Service Tax District shall receive one seat on the Fire Commission and serves two-year terms.

**I. Director - Wake County Department of Fire Services and Emergency Management (non-voting)** – The Director and his staff shall provide administrative support to the Fire Commission. The Director and/or his designee may be called on to provide requested information and/or advice to the Commission. He may participate in any discussions, however is not permitted to vote.

**J. Recommendation for Removal from Fire Commission** – Other than those actions outlined in Section V (K) of this document, the Fire Commission may recommend to the Wake County Board of Commissioners the removal of any appointed member for actions that might damage or compromise the integrity of the Fire Commission or any committee thereof. This will require a majority vote of the Fire Commission, excluding the member under consideration. It is the responsibility of the Wake County Board of Commissioners to determine if grounds are sufficient to warrant removal of the appointee from the Fire Commission.

- a. **Removal of Committee Chair or Member** – The Fire Commission has the power to remove a committee chair or member deemed to have acted in a manner that damage or compromise the integrity or used his/her position in a manner inconsistent with the intent of the Fire Commission. A two thirds majority of the Fire Commission is required for the removal.

#### **IV. Fire Commission Officers**

**A. Fire Commission Chair** - The Fire Commission will elect a Chair annually from among the voting membership. The Chair shall preside at Fire Commission meetings if he or she

is present. The chair may vote in all cases. In order to address the Fire Commission, a member must be recognized by the chair.

If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the Fire Commission shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the chair becomes actively involved in debate on a particular matter, he or she may designate another Fire Commission member to preside over the debate. The chair shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers, to include but not be limited to:

- To rule motions in or out of order, including any motion deliberately offered to obstruct or delay the conducting of Fire Commission business;
- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency.

A decision by the presiding officer under any of the powers listed may be appealed to the Fire Commission upon motion of any Commission member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

- B. **Fire Commission Vice-Chair** - The Fire Commission will elect a Vice-Chair annually from among the voting membership. The position of Vice-Chair shall be a voting position. The role of the Vice-Chair shall be to serve as the presiding officer of the Fire Commission in the absence of the Chair. While serving as the presiding officer, the Vice-Chair shall have the same powers as the Chair.

## V. Meetings

The Fire Commission shall meet as needed to accomplish its mission as designated by the Chair.

### A. **Regular Meetings**

The Fire Commission shall hold a regular meeting on the second Thursday of every other month beginning in January of each year, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Wake County Emergency Medical Services Training Center unless otherwise scheduled elsewhere and shall begin at 6:00 PM.



**B. Special Emergency and Rescheduled Meetings**

**(a) Special Meetings.** The chair or a majority of the members may at any time call a special meeting of the Fire Commission. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Fire Commission member and to the Clerk to the Board of County Commissioners.

A special meeting may also be called or scheduled by vote of the Fire Commission in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Fire Commission member and to the Clerk to the Board of County Commissioners.

Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless (1) all members are present and (2) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

**(b) Emergency Meetings.** The chair or a majority of the members may at any time call an emergency meeting of the Fire Commission by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each Fire Commission member and to the Clerk to the Fire Commission of County Commissioners. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Fire Commission. Only business connected with the emergency may be considered at an emergency meeting.

**(c) Recessed Meetings.** A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed session of a properly called regular, special, or emergency meeting.

**C. Organizational Meeting**

On the date and at the time of the regular meeting in January, the Fire Commission shall nominate and elect from its own membership a Chair and Vice-Chair. Beginning with the regular Fire Commission meeting in January the Chairperson will open the nominations and accept nominations from the Fire Commission members. The Chairperson shall close the nominations and if necessary, immediately conduct an election. A simple majority of those voting, providing a quorum is present, shall be sufficient in determining the outcome.

**D. Cancellation and Rescheduling of Meetings**

The Chair may cancel or reschedule a scheduled regular meeting upon determining that there will be no business for the Fire Commission to consider at that meeting, or sufficient

notification has been given that indicates that there will be not be a quorum at the meeting.

E. **Meeting Notice - Regular Meeting**

A regular schedule specifying the time, date, and place of the Fire Commission's regular meetings for the calendar year will be kept on file with the Clerk to the Wake County Board of Commissioners. Any revision to the schedule will be sent to the Clerk at least seven calendar days before the first meeting to be held under the revised schedule.

F. **Meeting Notice – Special Meetings**

For any Fire Commission meeting to be held at a time or place other than those shown on the filed schedule of the Fire Commission's meeting, a written notice of the date, time, and place and purpose of the meeting will be sent to the Clerk to the Wake County Board of Commissioners at least three calendar days before the meeting.

G. **Meeting Cancellations**

For cancellations of any meeting, all Fire Commission members will be notified at least 24 hours before the scheduled meeting time. Fire Commission members may be notified via phone, fax, e-mail, or in writing. In addition, written notice will be sent to the Clerk to the Wake County Board of Commissioners at least 24 hours before the scheduled meeting time.

H. **No Notice – Continuation of Recessed Meetings**

If the Fire Commission recesses a regular or special meeting for which proper notice was given, after the Chair has announced in open session the time and place at which the meeting will be continued, no further notice needs to be given for the continuation of the meeting.

I. **Quorum**

A majority of the actual membership of the Fire Commission excluding vacant seats shall constitute a quorum. A majority is more than half. The Chair shall be considered a member of the Fire Commission in determining the number on which a majority is based and in counting the number of members actually present.

A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. The Chair may not call a meeting to order until such time as a quorum is present unless, after waiting a reasonable time past the meeting's scheduled starting time, the Chair determines that there is no hope of obtaining a quorum. In that case, the Chair will call the meeting to order, note the lack of a quorum, and adjourn the meeting. If a quorum ceases to be present at any time during a meeting, the Chair will note the lack of a quorum, order the cessation of business, and adjourn the meeting.

J. **Attendance**

All members of the Fire Commission are expected to be present at all regularly scheduled meetings. Members who are not physically present but are in direct contact via telephone or internet shall be counted present. NOTE: It is not the intent of the previous sentence to

encourage telecommuting for Fire Commission meetings. The intent is to provide for those members who, for a legitimate reason, cannot be physically present for the meetings a means to be involved in the Commission's business and represent those he/she is responsible.

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

**(a) Committees**

Members of any Fire Commission committee are also expected to attend all committee meetings. Therefore the same standard of attendance is required for Committee members.

**K. Action for Nonattendance**

Should any appointed member of the Fire Commission, other than alternate appointees, have more than one (1) unexcused absence within a calendar year, the Fire Commission shall make a recommendation to the Wake County Board of Commissioners that the appointee be removed from the Fire Commission and that a new person be appointed to fulfill the unexpired term of the original appointee.

It should be noted the importance of consistent attendance by all Fire Commission members. In the event a pattern is noted concerning a lack of consistent attendance by a member, the Chair shall recommend to the Board of Commissioners the replacement of that member.

**(a) Committees**

Absences due to health, family emergencies, and shift assignment (fire service where no relief can cover) and work conflict (citizen members) are considered excused for the purpose of this section. All others are considered unexcused.

**L. Meeting Agenda**

The agenda should be prepared to achieve two functions:

- Focus the Fire Commission by determining what issues will be considered at the meeting and what order each issue will be considered.
- Serve as a guide to the public as to what issues will be considered at the meeting.

**(a) Proposed Agenda.** The Chair determines the content and order of the agenda for Fire Commission meetings. The Chair will advise the Wake County Director of Fire and Emergency Management as to the content of the agenda. At least 7 calendar days before the Fire Commission's next scheduled meeting, the Director of Fire and Emergency Management will prepare the meeting's agenda. Copies of the Fire Commission proposed agenda and any supporting documents shall be emailed to all Commission members and chief officers of all departments prior to the applicable meeting.

Any Fire Commission member may, by a timely request, have an item placed on the proposed agenda. A request to have an item of business placed on the agenda must be received at least 10 working days before the meeting. Each member that requests an item to be on the agenda shall provide a copy of all proposed information, reports, resolutions, etc., that will be attached to the proposed agenda. All agenda documents shall be submitted in the format (see attachment page 18 of 18) identified by the Director of the Fire and Emergency Management Department.

An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce and/or distribute. Each Fire Commission member shall receive a copy of the proposed agenda and the agenda package and the materials shall be available for public inspection and/or distribution when they are distributed to the Fire Commission members.

**(b) Adoption of the Agenda.** As its first order of business at each meeting, the Fire Commission shall discuss and revise the proposed agenda and adopt an agenda for the meeting. The Fire Commission may, by majority vote, add items to or subtract items from the proposed agenda, except that the Fire Commission may not add items to the agenda of a special or emergency meeting unless (a) all members are present and (b) the Fire Commission determines in good faith at the meeting that it is essential to discuss or act on the item immediately. If items are proposed to be added to the agenda, the Fire Commission may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Fire Commission members.

The Fire Commission may designate certain agenda items “for discussion and possible action.” Such designation means that the Fire Commission intends to discuss the general subject area of that agenda item before making any motion concerning that item.

**(c) Open Meetings Requirements.** The Fire Commission shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Fire Commission to understand what is being deliberated, voted, or acted on. However, the Fire Commission may deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

#### **M. Order of Business**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Pledge of Allegiance
- Invocation
- Discussion and revision of the proposed agenda; adoption of an agenda
- Approval of the minutes

- Public Comment
- Unfinished business
- New business
- Committee reports
- Appointments
- Informal discussion

By general consent of the Fire Commission, items may be considered out of order.

N. **Conduct of Meetings**

The deliberations of all meetings of the Fire Commission and various subcommittees shall be governed by NCGS 143-318, N.C. Open Meeting Law, these Rules of Procedure, and Robert’s Rules of Order, Newly Revised. The Fire Commission shall conduct business in accordance with the distributed agenda.

All official meetings of the Fire Commission will be open to the general public and any person is entitled to attend. An “official” Fire Commission meeting is any gathering together of, or simultaneous communication between, a majority of Fire Commission members for the purpose of considering the public business of the Fire Commission. A purely social gathering or communication does not constitute an official meeting.

As presiding officer, the Chair may take whatever action is necessary to provide opportunity for discussion on issues, focus comments and discussion on issues being considered, ensure orderly meetings, and ensure the efficient and effective disposition of issues before the Fire Commission. At the time the meeting is scheduled to begin, or at some reasonable waiting time thereafter if a quorum is not initially present, the Chair will call the meeting to order and announce which members are absent.

**VI. Action by the Fire Commission**

The Fire Commission shall proceed by motion as provided for in this section. Any member, including the Chair, may make a motion. A motion must be on the floor before a Fire Commission may proceed with discussion or action.

After a motion is made, the Chair shall state the motion and then open the floor for debate. The Chair shall preside over the debate according to the following general principles:

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before someone who has already spoken.

To the extent possible, the debate shall alternate between proponents and opponents of the motion.

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

The introducer may withdraw a motion at any time before it is amended or before the Chair puts the motion to a vote, whichever occurs first.

- **Second Required** - A motion requires a second.
- **One Motion at a Time** - A member may make only one motion at a time.
- **Substantive Motions** - A substantive motion (any motion other than a procedural motion) is out of order while another substantive motion is pending.
- **Adoption by Majority Vote** - A motion shall be adopted by a majority of the votes cast, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

### **Procedural Motions**

**A. Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

**B. Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

**Motion 1. To Appeal a Procedural Ruling of the Presiding Officer.** A decision of the Chair ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the whole of the Fire Commission. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to [recess] [adjourn] to a time and place certain shall also comply with the requirements of Section V. Meetings, B. (c).

**Motion 3. To Take a Brief Recess.** This motion may be made to provide a break of no more than fifteen (15) minutes to allow members to attend to personal matters, attempt to gather necessary information for Committee actions, or for basic relief. The Chair shall determine the length of the recess.

**Motion 4. Call to Follow the Agenda.** The motion must be made at the first reasonable opportunity or it is waived.

**Motion 5. To Suspend the Rules.** The Fire Commission may not suspend provisions of the rules that state requirements imposed by law on the Fire Commission. For adoption, the motion requires an affirmative vote equal to a two-thirds majority of the entire

membership of the Fire Commission.

**Motion 6. To Go into Closed Session.** The Fire Commission may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a) (1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Fire Commission expects to receive advice during the closed session, if in fact such advice is to be received.

**Motion 7. To Leave Closed Session.**

**Motion 8. To Divide a Complex Motion and Consider It by Paragraph.** The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

**Motion 9. To Defer Consideration.** The Fire Commission may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 60 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion, or else move to suspend the rules.

**Motion 10. To Postpone to a Certain Time or Day.** If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

**Motion 11. To Refer a Motion to a Committee.** The Fire Commission may vote to refer a substantive motion to a committee for its study and recommendations Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Fire Commission, whether or not the committee has reported the matter to the Fire Commission.

**Motion 12. To Amend.**

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed [order] [policy] [regulation] [resolution] shall be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The Fire Commission may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9. The motion is in order at any time within 120 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 120 days after the deferral unless a motion to revive consideration is adopted.

**Motion 14. To Reconsider.** The Fire Commission may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “nos” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

**Motion 15. To Rescind or Repeal.** The Fire Commission may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

**Motion 16. To Prevent Reintroduction for Six Months.** The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the entire membership of the Fire Commission. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the Fire Commission, whichever occurs first.

**C. Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

**D. Withdrawal of a Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

## **VII. Duty to Vote**

Every member must vote unless excused by the remaining members of the Fire Commission. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Fire Commission or by law, or the member’s official conduct. In all other cases, a failure to vote by a member who is physically present in the Fire Commission meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.



- A. **Basis for Determining a Voting Result** – A simple majority of a qualified quorum shall determine the voting result.
- B. **Voting Procedure** – Regular business of the Fire Commission shall be ratified or opposed by a voice vote or show of hands. Per NCGS 143-318.13 (b): At no time shall the Fire Commission or any subcommittee of the Fire Commission vote by secret ballot.
- C. **One Vote each** – Each member of the Fire Commission or subcommittee of the Fire Commission shall be entitled to one vote. Since the Chair and Vice-Chair serve as voting members their vote shall be counted.
- D. **Abstention** – Members of the Fire Commission may register their abstention on any vote, which shall be reflected in the minutes. Members are to abstain from voting and from participating in deliberations on matters, which may pose a conflict of interest for them or an agency represented.
- E. **Determination of Actions** – All final actions, committee appointments, or policy recommendations shall require the favorable vote of a majority of those Fire Commission or subcommittee members present and not abstaining on the vote at a duly called meeting.
- F. **Public Address to the Fire Commission** - Any individual or group who wishes to address the Fire Commission shall make a request to the Chair be on the agenda. The Chair shall determine whether it will hear the individual or group. Allowable time for the address shall be no more than three (3) minutes, unless there is an affirmative vote to suspend the rule.
- G. **Public Hearings** - Public hearings required by law or deemed advisable by the Fire Commission shall be organized by a special order that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The special order is adopted by a majority vote. Its specifications may include, but are not limited to, rules fixing the maximum time allotted to each speaker; providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and providing for the maintenance of order and decorum in the conduct of the hearing

All notice and other requirements of the open meetings law applicable to Fire Commission meetings shall also apply to public hearings at which a majority of the Fire Commission is present; such a hearing is considered to be part of a regular or special meeting of the Fire Commission. These requirements also apply to hearings conducted by appointed or elected committees of Fire Commission members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Section V. Meetings,

B. (c) shall be followed in continuing a hearing at which a majority of the Fire Commission, or of a Fire Commission committee, as applicable, is present.

At the time appointed for the hearing, the Chair or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

**H. Closed Sessions** - The Fire Commission may hold closed sessions as provided by law. The Fire Commission shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a) (1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a) (3) (consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The Fire Commission shall terminate the closed session by a majority vote, using Motion 7. Only those actions authorized by statute may be taken in closed session. A motion to adjourn shall not be in order during a closed session.

**I. Minutes** - Accurate minutes of the Fire Commission meetings shall be kept. The Fire Commission shall also keep an audio recording of any session. These minutes and audio recordings shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Fire Commission, the entire Fire Commission shall be polled by name on any vote. Minutes shall be kept by a representative of the Wake County Fire Services Department.

## **VIII. Committees**

**A. Establishment and Appointment** - The Fire Commission may establish and appoint members for such standing and ad hoc committees as are required to help carry on the Fire Commission's work. The Fire Commission's standing committees are:

- Administrative
- Apparatus
- Budget
- Communications
- Equipment
- Facility
- Health & Wellness
- Training
- Volunteer Recruitment and Retention

If the Fire Commission proposes to refer an issue to a committee for further review but the issue is not within the purview of one of the standing committees, the Fire Commission may refer it to an ad hoc committee appointed for a particular purpose. If the Fire Commission makes such a referral, the Chair will appoint members of the ad hoc committee.

**B. Minimum Standing Committee Membership** -

A citizen representative must be a resident of Wake County and may not be a career or part-time employee, volunteer, or Board Member (Governing Body) of any fire agency under the purview of the Wake County Fire Commission. Voting membership of each standing committee must consist of at least one member from each region. Not more than two (2) departments from a single region can be represented by voting members on a committee. Each fire department can be represented by no more than one (1) voting member on each committee.

The chair of a standing committee shall serve for a term of one year. He/she may be reappointed at the discretion of the Chairman of the Fire Commission.

**C. Standing Committee Appointments** – The Fire Commission Chair shall make appointments for voting members to Standing Committees. Each committee is composed of one member and one alternate member from each of the Wake County Fire Service Regions. A Standing Committee Chairperson will be appointed by the Fire Commission Chair to manage activities of the Standing Committee. The appointed Standing Committee Chairperson may be a fire service representative from any region or an appointed citizen member.. Each fire department can be represented by no more than one (1) voting member on each Standing Committee. Citizens may be representatives on established Standing Committees. The Fire Commission Chair may appoint up to four (4) citizens members and four (4) citizen alternates to Standing Committees.

Due to its larger scope and responsibilities, the Administrative subcommittee shall consist of 2 primary and 2 secondary members from each fire region, in addition to citizen representatives. Each region will receive one vote on each issue before the committee. It is the responsibility of each region to determine the nature of the vote cast and who will cast the vote.

**D. Standing Committee Procedures** – The Chair of the Standing Committee will supervise the meetings and all minutes and agendas. Each member of the Standing Committee or subcommittee of the Fire Commission shall be entitled to one vote, with the exception of the committee chairperson. He/she shall only vote when a tie vote needs to be broken.

Agendas are to be sent to all Fire Chiefs whose departments fall under the fire tax districts, Fire Commission members, and each voting member of the committee at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above within one (1) week of a committee meeting. A Standing Committee quorum will consist of a simple majority of the members (including the Chairperson).

E. **Ad-Hoc Committees** – As addressed in VIII (A) - above, the Chair has the power to appoint special committees to address issues of interest to the Fire Commission that do not fall under the prevue of a standing committee. The chairman of the committee can vote on any measure brought before or addressed by this committee and is responsible for presenting the findings to the Fire Commission on or before the date requested.

### **IX. Amendment of Rules**

These rules may be amended at any regular Fire Commission meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the Fire Commission provides otherwise. Adoption of an amendment shall require an affirmative vote equal to a quorum.

**WAKE COUNTY FIRE TAX DISTRICT  
FY 2022 SYSTEMWIDE OPERATING FINANCIAL REPORT  
As of June 30, 2022**

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	-	2,931,128	2,931,128	(2,931,128)	-
T128 Refunds of NC DMV Taxes	-	-	-	(13,414)	(13,414)	13,414	-
T200 Special District Taxes	33,938,000	33,938,000	-	32,042,224	32,042,224	1,895,776	94
C494 Other Local Governments & Non Profits	-	-	-	11,060	11,060	(11,060)	-
N132 Interest - NCDOT - DMV Taxes	-	-	-	334	334	(334)	-
N140 Market vs Cost Investment Difference	-	-	-	(66,963)	(66,963)	66,963	-
N150 Interest Income/Pooled Funds	51,000	51,000	-	25,055	25,055	25,945	34
B120 Capital Leases	-	-	-	5,968	5,968	(5,968)	-
<b>Total Revenues</b>	<b>33,989,000</b>	<b>33,989,000</b>	<b>-</b>	<b>34,935,393</b>	<b>34,935,393</b>	<b>(946,393)</b>	<b>103%</b>

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
1121 Extraordinary Pay	-	-	-	5,228	5,228	(5,228)	0
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	220,000	220,000	0	133,598	133,598	86,402	48
2185 Systems Software/Hardware Licensing and Maintenance Fees	41,638	41,638	-	-	-	41,638	0
2406 CONTRACTED SERVICES	115,000	115,000	12,200	41,463	53,663	61,337	35
3117 Computer Software Fees	242,382	242,382	-	214,012	214,012	28,370	88
3158 Food - Other	-	-	-	976	976	(976)	0
3162 Vehicle Upfitting Parts	15,293	15,293	-	-	-	15,293	0
3615 Cellular Voice and Data Service	77,900	77,900	-	83,188	83,188	(5,288)	99
3617 DISPATCH SERVICE	439,420	439,420	-	430,256	430,256	9,164	97
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000	5,000	-	130	130	4,870	3
4208 CITY OF RALEIGH HAZMAT PROGRAM	87,711	87,711	-	91,867	91,867	(4,156)	105
4224 NC DEPT OF NRCD - FORESTRY	94,701	94,701	0	74,823	74,823	19,878	67
4428 MISC CHARGES FROM OTHER DEPT/DIV	186,032	186,032	-	63,462	63,462	122,570	0
4446 800mhz charges from other dept	159,273	159,273	-	159,273	159,273	(0)	100
4447 CAD charges from other dept	44,247	44,247	-	44,247	44,247	0	100
4740 PRINTING - OUTSIDE VENDORS	-	-	-	775	775	(775)	0
4758 MV Tax Collection Costs	65,704	65,704	-	80,484	80,484	(14,780)	100
7102 LEASE PRINCIPAL - DEBT SERVICE	-	-	0	1,932	1,932	(1,932)	0
7105 GASB 87 LEASE	-	-	-	5,968	5,968	(5,968)	
7122 LEASE INTEREST - DEBT SERVICE	-	-	-	3	3	(3)	
9109 Transfer to Debt Service from Fire Tax	1,565,762	1,565,762	-	1,565,762	1,565,762	-	100
9128 Transfer to Fire Tax CIP	3,859,000	3,859,000	-	3,859,000	3,859,000	-	100
Department Appropriations	26,769,937	26,769,937	26,769,937	26,769,937	-	-	92
<b>Total Expenditures</b>	<b>33,989,000</b>	<b>33,989,000</b>	<b>26,782,137</b>	<b>33,626,385</b>	<b>6,868,648</b>	<b>350,415</b>	<b>99%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
FY 2022 DEPARTMENT APPROPRIATIONS  
As of June 30, 2022**

<b>Unit Name</b>	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>PTD Actual</b>	<b>Commitments (excluding pending)</b>	<b>YTD Actual</b>	<b>Total Commitments + YTD</b>	<b>Amended Budget Less YTD Actual</b>	<b>YTD % of Amended Budget</b>
Apex FD	1,243,155	1,243,155	-	1,243,155	1,243,155	-	-	100%
Cary FD	56,000	56,000	-	56,000	56,000	-	-	100%
Durham Highway FD	940,843	940,843	-	940,843	940,843	-	-	100%
Fairview FD	1,922,540	1,922,540	-	1,922,540	1,922,540	-	-	100%
Fuquay Varina FD	2,138,607	2,138,607	-	2,138,607	2,138,607	-	-	100%
Garner FD	2,552,849	2,552,849	-	2,552,849	2,552,849	-	-	100%
Holly Springs FD	752,167	752,167	-	752,167	752,167	-	-	100%
Hopkins FD	1,075,588	1,075,588	-	1,075,588	1,075,588	-	-	100%
Knightdale FD	2,066,446	2,066,446	-	2,066,446	2,066,446	-	-	100%
Morrisville FD	858,102	858,102	-	858,102	858,102	-	-	100%
Northern Wake FD	3,757,714	3,757,714	-	3,757,714	3,757,714	-	-	100%
Rolesville FD	662,139	662,139	-	662,139	662,139	-	-	100%
Swift Creek FD	871,329	871,329	-	871,329	871,329	-	-	100%
Wake Forest FD	1,763,008	1,763,008	-	1,763,008	1,763,008	-	-	100%
Wake-New Hope FD	1,901,574	1,901,574	-	1,901,574	1,901,574	-	-	100%
Wendell FD	2,737,949	2,737,949	-	2,737,949	2,737,949	-	-	100%
Western Wake FD	829,775	829,775	-	829,775	829,775	-	-	100%
Zebulon FD	640,152	640,152	-	640,152	640,152	-	-	100%
<b>Total</b>	<b>26,769,937</b>	<b>26,769,937</b>	<b>-</b>	<b>26,769,937</b>	<b>26,769,937</b>	<b>-</b>	<b>-</b>	<b>100%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
FY 2023 SYSTEMWIDE OPERATING FINANCIAL REPORT  
As of September 12, 2022**

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less Total Commitments + YTD	YTD % of Amended Budget
T127 NC DMV Taxes	-	-	-	289,138	289,138	(289,138)	-
T128 Refunds of NC DMV Taxes	-	-	-	357	357	(357)	-
T200 Special District Taxes	35,080,000	35,080,000	-	4,509,071	4,509,071	30,570,929	13
C637 Municipal Reimbursement	20,000	20,000	-	-	-	20,000	-
N132 Interest - NCDOT - DMV Taxes	-	-	-	60	60	(60)	-
N140 Market vs Cost Investment Difference	-	-	-	86,527	86,527	(86,527)	-
N150 Interest Income/Pooled Funds	51,000	51,000	-	5,406	5,406	45,594	11
A370 Appropriated Fund Balance	-	12,200	-	-	-	12,200	-
A380 Prior Years Uncommitted Funds	481,000	481,000	-	-	-	481,000	-
<b>Total Revenues</b>	<b>35,632,000</b>	<b>35,644,200</b>	<b>-</b>	<b>4,890,560</b>	<b>4,890,560</b>	<b>30,753,640</b>	<b>14%</b>

Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
1101 REGULAR SALARIES & WAGES	325,099	325,099	-	5,228	5,228	(5,228)	0
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	220,000	220,000	0	133,598	133,598	86,402	0
2406 CONTRACTED SERVICES	115,000	127,200	-	-	-	41,638	1
3117 Computer Software Fees	300,050	300,050	12,200	41,463	53,663	61,337	73
3159 Food - Advisory Boards/BOC	2,000	2,000	-	214,012	214,012	28,370	0
3615 Cellular Voice and Data Service	83,496	83,496	-	976	976	(976)	8
3617 DISPATCH SERVICE	493,209	493,209	-	-	-	15,293	25
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000	5,000	-	83,188	83,188	(5,288)	0
3721 RENTAL OF PROPERTY	20,000	20,000	-	430,256	430,256	9,164	0
4208 CITY OF RALEIGH HAZMAT PROGRAM	90,342	90,342	-	130	130	4,870	96
4224 NC DEPT OF NRCD - FORESTRY	98,640	98,640	-	91,867	91,867	(4,156)	3
4428 MISC CHARGES FROM OTHER DEPT/DIV	186,032	186,032	0	74,823	74,823	19,878	0
4446 800mhz charges from other dept	176,989	176,989	-	63,462	63,462	122,570	0
4447 CAD charges from other dept	37,726	37,726	-	159,273	159,273	(0)	0
4758 MV Tax Collection Costs	74,688	74,688	-	44,247	44,247	0	10
7102 LEASE PRINCIPAL - DEBT SERVICE	-	-	-	775	775	(775)	0
9109 Transfer to Debt Service from Fire Tax	1,747,533	1,747,533	-	80,484	80,484	(14,780)	0
Department Appropriations	31,656,196	31,656,196	26,080,997	5,216,199	31,297,196	359,000	92
<b>Total Expenditures</b>	<b>35,632,000</b>	<b>35,644,200</b>	<b>26,093,197</b>	<b>6,639,982</b>	<b>32,733,178</b>	<b>717,319</b>	<b>19%</b>



**WAKE COUNTY FIRE TAX DISTRICT  
FY 2023 DEPARTMENT APPROPRIATIONS  
As of September 12, 2022**

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	1,328,609	1,328,609	221,435	1,107,174	221,435	1,328,609	-	16.67
Cary FD	59,000	59,000	-	-	-	-	59,000	-
Durham Highway FD	1,109,515	1,109,515	184,919	924,596	184,919	1,109,515	-	16.67
Fairview FD	2,423,972	2,423,972	403,995	2,019,977	403,995	2,423,972	-	16.67
Fuquay Varina FD	2,526,563	2,526,563	421,094	2,105,469	421,094	2,526,563	-	16.67
Garner FD	2,864,467	2,864,467	477,411	2,387,056	477,411	2,864,467	-	16.67
Holly Springs FD	816,194	816,194	136,032	680,162	136,032	816,194	-	16.67
Hopkins FD	1,417,306	1,417,306	236,218	1,181,088	236,218	1,417,306	-	16.67
Knightdale FD	2,244,915	2,244,915	374,153	1,870,763	374,153	2,244,915	-	16.67
Morrisville FD	857,160	857,160	142,860	714,300	142,860	857,160	-	16.67
Northern Wake FD	4,334,629	4,334,629	722,438	3,612,191	722,438	4,334,629	-	16.67
Raleigh FD	300,000	300,000	-	-	-	-	300,000	-
Rolesville FD	787,586	787,586	131,264	656,322	131,264	787,586	-	16.67
Swift Creek FD	1,048,894	1,048,894	174,816	874,078	174,816	1,048,894	-	16.67
Wake Forest FD	1,946,060	1,946,060	324,343	1,621,717	324,343	1,946,060	-	16.67
Wake-New Hope FD	1,986,220	1,986,220	331,037	1,655,183	331,037	1,986,220	-	16.67
Wendell FD	3,537,920	3,537,920	589,653	2,948,267	589,653	3,537,920	-	16.67
Western Wake FD	1,005,788	1,005,788	167,631	838,157	167,631	1,005,788	-	16.67
Zebulon FD	1,061,398	1,061,398	176,900	884,498	176,900	1,061,398	-	16.67
<b>Total</b>	<b>31,656,196</b>	<b>31,656,196</b>	<b>5,216,199</b>	<b>26,080,997</b>	<b>5,216,199</b>	<b>31,297,196</b>	<b>359,000</b>	<b>16%</b>

**WAKE COUNTY FIRE TAX DISTRICT  
CAPITAL FUND BALANCE REPORT  
As of September 12, 2022**

**Division 8420 Fire Facilities**

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
045F	New Stations	\$1,655,000	\$1,655,000	\$1,655,000	\$0	\$0	\$0	\$1,655,000
049F	Garner #4, Fire Tax Portion	\$1,953,539	\$1,953,539	\$1,953,539	\$1,953,539	\$0	\$1,953,539	\$0
057F	Fire Planned Facility Repairs	\$1,596,153	\$1,596,153	\$1,596,153	\$1,596,153	\$0	\$1,596,153	\$0
119F	Fire Planned Facility Repairs & Renovations - FY21	\$331,000	\$331,000	\$331,000	\$231,142	\$33,278	\$264,420	\$66,580
131F	Fire Facilities - Planned Repairs & Renovations FY22	\$324,000	\$324,000	\$324,000	\$157,170	\$165,555	\$322,725	\$1,275
140F	Fire Facilities - Planned Repairs & Renovations FY23	\$252,000	\$252,000	\$252,000	\$0	\$0	\$0	\$252,000
<b>Total Division 8420 Fire Facilities</b>		<b>\$6,111,693</b>	<b>\$6,111,693</b>	<b>\$6,111,693</b>	<b>\$3,938,004</b>	<b>\$198,834</b>	<b>\$4,136,838</b>	<b>\$1,974,855</b>

**Division 8430 Fire Fighting Equipment**

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
041F	CONTINGENCIES & GRANT MATCHES	\$131,603	\$131,603	\$131,603	\$114,509	\$0	\$114,509	\$17,094
066F	Fire SCBA's	\$1,880,801	\$1,880,801	\$1,880,801	\$1,870,932	\$0	\$1,870,932	\$9,868
093F	Mobile Data Terminals	\$221,250	\$221,250	\$221,250	\$0	\$0	\$0	\$221,250
107F	Turnout Gear - FY20	\$308,000	\$308,000	\$308,000	\$234,894	\$0	\$234,894	\$73,106
115F	Turnout Gear - FY21	\$365,000	\$365,000	\$365,000	\$253,079	\$45,764	\$298,843	\$66,157
122F	Pagers & Infrastructure	\$424,000	\$424,000	\$424,000	\$122,607	\$0	\$122,607	\$301,393
126F	Turnout Gear - FY22	\$471,000	\$471,000	\$471,000	\$246,193	\$121,696	\$367,890	\$103,110
127F	Fire Defibrillators - FY22	\$51,000	\$51,000	\$51,000	\$31,237	\$9,425	\$40,662	\$10,338
128F	Fire Thermal Imaging Cameras - FY22	\$5,000	\$5,000	\$5,000	\$0	\$0	\$0	\$5,000
129F	Fire Small Capital - FY22	\$279,000	\$279,000	\$279,000	\$271,906	\$7,094	\$279,000	\$0
130F	Fire SBCA's FY22	\$212,000	\$212,000	\$212,000	\$144,000	\$0	\$144,000	\$68,000
139F	Turnout Gear - FY23	\$617,000	\$617,000	\$617,000	\$0	\$0	\$0	\$617,000
141F	Fire Defibrillators - FY23	\$78,000	\$78,000	\$78,000	\$0	\$38,825	\$38,825	\$39,175
142F	Fire Thermal Imaging Cameras - FY23	\$13,000	\$13,000	\$13,000	\$0	\$0	\$0	\$13,000
143F	Fire Small Capital - FY23	\$295,000	\$295,000	\$295,000	\$0	\$0	\$0	\$295,000
144F	Fire SBCA's FY23	\$311,000	\$311,000	\$311,000	\$0	\$0	\$0	\$311,000
<b>Total Division 8430 Fire Fighting Equipment</b>		<b>\$5,662,654</b>	<b>\$5,662,654</b>	<b>\$5,662,654</b>	<b>\$3,289,356</b>	<b>\$222,804</b>	<b>\$3,512,160</b>	<b>\$2,150,493</b>

Division 8440 Fire Apparatus

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
054F	General Fire Apparatus	\$324,215	\$324,215	\$324,215	\$160,924	\$24,729	\$185,654	\$138,561
089F	Apparatus Emergency Repairs	\$505,000	\$505,000	\$505,000	\$407,030	\$0	\$407,030	\$97,970
091F	FY18 Large Apparatus - Rural	\$1,230,887	\$1,230,887	\$1,230,887	\$1,230,887	\$0	\$1,230,887	\$0
095F	Cost Share apparatus debt payments	\$490,132	\$490,132	\$490,132	\$486,143	\$0	\$486,143	\$3,988
103F	FY20 Large Apparatus - Rural	\$1,789,053	\$1,789,053	\$1,789,053	\$1,789,053	\$0	\$1,789,053	\$0
104F	FY20 Large Apparatus - Municipal	\$135,102	\$135,102	\$135,102	\$135,000	\$0	\$135,000	\$102
112F	FY21 Large Apparatus-Cash	\$80,000	\$80,000	\$80,000	\$17,507	\$20,876	\$38,383	\$41,617
113F	Brush Trucks - FY22	\$193,000	\$193,000	\$193,000	\$0	\$100,626	\$100,626	\$92,374
114F	Small Vehicles - FY22	\$271,000	\$271,000	\$271,000	\$14,530	\$272,278	\$286,808	-\$15,808
120F	FY21 Large Apparatus-Debt	\$1,394,000	\$1,394,000	\$1,394,000	\$1,370,774	\$0	\$1,370,774	\$23,226
121F	Northern Wake Tanker Replacement	\$380,000	\$380,000	\$380,000	\$352,609	\$0	\$352,609	\$27,391
123F	FY22 Large Apparatus-Debt	\$2,296,000	\$2,296,000	\$2,296,000	\$0	\$2,185,510	\$2,185,510	\$110,490
124F	FY22 Large Apparatus-Cash	\$193,000	\$193,000	\$193,000	\$50,563	\$0	\$50,563	\$142,437
125F	FY22 General Fire Apparatus	\$166,000	\$166,000	\$166,000	\$32,854	\$0	\$32,854	\$133,146
134F	Brush Trucks - FY23	\$214,000	\$214,000	\$214,000	\$0	\$100,626	\$100,626	\$113,374
135F	FY23 Large Apparatus-Debt	\$1,662,000	\$0	\$1,662,000	\$0	\$1,625,120	\$1,625,120	\$36,880
136F	FY23 Large Apparatus-Cash	\$20,000	\$20,000	\$20,000	\$0	\$0	\$0	\$20,000
137F	FY23 General Fire Apparatus	\$139,000	\$139,000	\$139,000	\$0	\$0	\$0	\$139,000
138F	Small Vehicles - FY23	\$124,000	\$124,000	\$124,000	\$0	\$39,288	\$39,288	\$84,712
145F	Cost Share apparatus debt payments FY23	\$233,000	\$233,000	\$233,000	\$0	\$0	\$0	\$233,000
<b>Total Division 8440 Fire Apparatus</b>		<b>\$11,839,389</b>	<b>\$10,177,389</b>	<b>\$11,839,389</b>	<b>\$6,047,875</b>	<b>\$4,369,053</b>	<b>\$10,416,928</b>	<b>\$1,422,460</b>

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
099F	Fire Capital Uncommitted	\$0	\$2,137,032	\$0	-\$1,472	\$0	\$1,472	\$2,138,504
132F	Reserve for Future Projects FY22	\$223,750	\$44,750	\$223,750	\$0	\$0	\$223,750	\$44,750
<b>Total Division 8499 Fire Capital Uncommitted</b>		<b>\$223,750</b>	<b>\$2,181,782</b>	<b>\$223,750</b>	<b>-\$1,472</b>	<b>\$0</b>	<b>\$225,222</b>	<b>\$2,183,254</b>

<b>Total Fund: 4400 Fire CIP</b>		<b>\$23,837,485</b>	<b>\$24,133,517</b>	<b>\$23,837,485</b>	<b>\$13,273,763</b>	<b>\$4,790,691</b>	<b>\$18,291,148</b>	<b>\$7,731,062</b>
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