

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for January 11, 2024 Regular Meeting
Location: ESEC, 221 S. Rogers Lane, Raleigh, NC 27610
Time: 6:00 PM

Agenda

◆ Meeting Called to Order: Director Darrell Alford

- Invocation
- Pledge of allegiance
- Establishment of Quorum
- Election of a Chair
- Election of a Vice Chair
- Approval of Agenda
- Approval of October 12, 2023 Regular Meeting Minutes

◆ Public Comments:

◆ Regular Agenda

- Fund Balance Report
- Fire District Boundary Changes for Fuquay-Varina & Holly Springs
- Changes to Municipal Station Funding Policy
- Semi Annual Long Range Plan Report

◆ Information Agenda

- Fire Tax Financial Report – Budget Analyst Madeline Yeung
- Standing Committee Updates
 - Administrative
 - Budget
 - Capital
 - Communications & Technology
 - Volunteer Retention, Training Development & Wellness
- Chair Report
- Fire Services Report
 - Fire Academy 15 Update
 - Hook Station Update

◆ Adjournment - Next Meeting – April 11, 2024 6pm

Fire Services

**WAKE COUNTY
FIRE COMMISSION
Thursday, October 12, 2023**

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, October 12, 2023, at 6:00 PM.

CALL MEETING TO ORDER

Chairman Chief Chris Perry called the meeting to order.

The following members were present: Chairman Chief Chris Perry, Commissioner Matt Calabria, Chief Leroy Smith (South Region), Chief Chris Ward (East Region), Chief Tim Herman (West Region), Bob Stagg (Service Matter Expert), Bob Overton (Citizen/Consumer), Gary Vickerson (Not-for-profit Board Rep.), Joe Moore (Town Manager Rep.), Ian Toms (Board of Directors Rep.) and Larry Stanford (Citizen/Consumer).

The following County officials and staff were present: Fire Services Director Darrell Alford, Wake County Deputy County Manager Ashley Jacobs, Fire Services Deputy Director Joe Vindigni, Fire Service Business Officer Diana McBride, Fire Services Logistics Manager Bud Davenport, Fire Services Systems Administrator Chris Hoffman, and Budget Analyst Madeline Yeung.

Chairman Chief Chris Perry called the meeting to order at 6:00pm and Bud Davenport provided the invocation, followed by the pledge of allegiance.

APPROVAL OF AGENDA

A motion to approve the agenda was made by Bob Stagg and seconded by Ian Toms. The motion was carried unanimously by the Fire Commission.

**ADOPTION OF THE OCTOBER 12, 2023, REGULAR FIRE COMMISSION MEETING
MINUTES**

A motion to approve and adopt the July 13, 2023, Regular Fire Commission Meeting minutes was made by Joe Moore, seconded by Bob Stagg, and carried unanimously by the Fire Commission.

PUBLIC COMMENTS

There were no public comments.

ITEMS OF BUSINESS

REGULAR AGENDA

MOBILE CLASSROOM FUNDING

Fire Services Director Darrell Alford requested the Fire Commission supports and grants latitude for the Fire Service Director to use identified savings and Fund Balance for an expenditure of no more than \$400,000 to purchase a new mobile classroom trailer for use at the Fire Training Center. The Administrative and Budget Committees are both in support of the mobile classroom. Bob Stagg, who expressed support of the mobile classroom, made a motion to support the request. The motion was seconded by Ian Toms. The motion was carried unanimously by the Fire Commission.

NEW DEPARTMENT BUSINESS OFFICER JOB CLASSIFICATION

Wake County Fire Services Deputy Director Joe Vindigni reviewed the recommended changes to the to the Wake County Fire Compensation Administrative Guidelines (Administrative). The changes related to current administrative duties that were in line with the Wake County FSLA Business Officer position. Both the Administrative and Budget Committees are in support of the changes. Chief Tim Herman made a motion to accept the related changes, Joe Moore seconded the motion, and the Fire Commission approved the motion unanimously.

UTILIZATION OF FS3 JOB CLASSIFICATION

Wake County Fire Services Deputy Director Joe Vindigni reviewed the updated language to the to the Wake County Fire Compensation Administrative Guidelines (Firefighter 3) to accommodate the update from the North Carolina Office of State Fire Marshal classes to blocks. The Firefighter 3 (FS3) position is currently underutilized, this assists with retention and allows departments to hire at a higher rate of pay. The Budget Committee requested the costs associated with the change. The associated costs data will be captured with data from future budgets once implemented. A motion was made by Ian Toms to accept the updated language as noted. The motion was seconded by Bob Stagg and was carried unanimously by the Fire Commission.

WEST REGION DISTRICT REALIGNMENT

Fire Services Systems Administrator Chris Hoffman presented the recommended changes to the Morrisville Rural and Hipex fire insurance districts. The change is based on the projected response times to the new fire station locations. Joe Moore made a motion to adopt the changes, Bob Stagg seconded, and the motion was carried unanimously by the Fire Commission.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Wake County Budget and Management Analyst, Madeline Yeung reviewed the Tax-District and Capital budgets. The FY25 budget forms will go out this month and are due back January 12, 2024. There were no questions from the Fire Commission.

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WAKE COUNTY FIRE TAX DISTRICT
FY 2024 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of September 30, 2023

Revenue Source	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
T127 NC DMV Taxes	3,713,000.00	0.00	639,022.08	639,022.08	3,073,977.92	17%
T128 Refunds of NC DMV Taxes	0.00	0.00	(1,947.80)	(1,947.80)	1,947.80	0%
T200 Special District Taxes	39,043,945.00	0.00	6,397,029.16	6,397,029.16	32,646,915.84	16%
N132 Interest - NCDOT - DMV Taxes	0.00	0.00	1,438.63	1,438.63	(1,438.63)	0%
N140 Market vs Cost Investment Difference	25,055.00	0.00	54,110.82	54,110.82	(29,055.82)	216%
N150 Interest Income/Pooled Funds	50,000.00	0.00	10,890.20	10,890.20	39,109.80	22%
A370 Appropriated Fund Balance	0.00	0.00	0.00	0.00	779.35	0%
Total Revenues	42,832,000.00	0.00	7,100,543.09	7,100,543.09	35,732,236.26	17%

Expenditure Use	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
1101 REGULAR SALARIES & WAGES	169,884.00	0.00	0.00	0.00	169,884.00	0%
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	300,000.00	252,520.32	0.00	252,520.32	47,479.68	0%
2406 CONTRACTED SERVICES	195,750.00	779.35	225.00	1,004.35	195,525.00	11%
3117 Computer Software Fees	263,500.00	0.00	224,894.20	224,894.20	38,605.80	85%
3159 Food - Advisory Boards/BOC	2,000.00	0.00	237.71	237.71	1,762.29	12%
3615 Cellular Voice and Data Service	83,496.00	0.00	6,928.59	6,928.59	76,567.41	8%
3617 DISPATCH SERVICE	708,297.00	467,994.00	155,998.00	623,992.00	84,305.00	22%
3627 CAD System Charges	41,000.00	0.00	0.00	0.00	41,000.00	0%
3628 800MHz Charges	178,826.00	0.00	0.00	0.00	178,826.00	0%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0%
3721 RENTAL OF PROPERTY	40,000.00	0.00	0.00	0.00	40,000.00	0%
4208 CITY OF RALEIGH HAZMAT PROGRAM	95,000.00	0.00	94,015.00	94,015.00	985.00	99%
4224 NC DEPT OF NRCD - FORESTRY	85,868.00	0.00	0.00	0.00	85,868.00	0%
4428 MISC CHARGES FROM OTHER DEPT/DIV	184,340.00	0.00	0.00	0.00	184,340.00	0%
4758 MV Tax Collection Costs	76,929.00	0.00	16,022.19	16,022.19	60,906.81	21%
7102 LEASE PRINCIPAL - DEBT SERVICE	0.00	1,449.27	483.09	1,932.36	(1,932.36)	0%
7122 LEASE INTEREST - DEBT SERVICE	0.00	0.00	(1.90)	(1.90)	1.90	0%
9109 Transfer to Debt Service from Fire Tax	1,880,687.00	0.00	0.00	0.00	1,880,687.00	0%
9128 Transfer to Fire Tax CIP	3,174,313.00	0.00	3,174,313.00	3,174,313.00	0.00	100%
Department Appropriations	35,347,110.00	24,945,121.44	8,743,382.56	33,688,504.00	26,603,727.44	25%
Total Expenditures	42,832,000	25,667,864	12,416,497	38,084,362	29,693,539	29%

WAKE COUNTY FIRE TAX DISTRICT
FY 2024 DEPARTMENT APPROPRIATIONS
As of September 30, 2023

Department	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	1,561,828	1,173,317	388,511	1,561,828	1,173,317	24.88
Cary FD	61,950	0	0	0	61,950	0.00
Durham Highway FD	1,164,098	920,493	291,295	1,211,788	872,803	25.02
Fairview FD	2,734,048	2,053,590	684,530	2,738,120	2,049,518	25.04
Fuquay Varina FD	2,903,041	2,177,281	725,760	2,903,041	2,177,281	25.00
Garner FD	3,202,710	2,402,033	800,678	3,202,710	2,402,033	25.00
Holly Springs FD	1,125,489	844,117	281,372	1,125,489	844,117	25.00
Hopkins FD	1,553,215	1,164,911	388,304	1,553,215	1,164,911	25.00
Knightdale FD	2,644,388	334,873	661,097	995,970	1,983,291	25.00
Morrisville FD	887,461	665,596	221,865	887,461	665,596	25.00
Northern Wake FD	4,882,106	3,661,579	1,220,527	4,882,106	3,661,579	25.00
Raleigh FD	309,000	309,000	0	309,000	309,000	0.00
Rolesville FD	823,089	617,317	205,772	823,089	617,317	25.00
Swift Creek FD	1,088,201	816,151	272,050	1,088,201	816,151	25.00
Wake Forest FD	2,157,505	1,618,129	539,376	2,157,505	1,618,129	25.00
Wake-New Hope FD	2,260,352	1,695,264	565,088	2,260,352	1,695,264	25.00
Wendell FD	3,973,258	2,979,944	993,314	3,973,258	2,979,944	25.00
Western Wake FD	1,019,401	764,551	254,850	1,019,401	764,551	25.00
Zebulon FD	995,970	746,978	248,993	995,970	746,978	25.00
Total	35,347,110	24,945,121	8,743,383	33,688,504	26,603,727	25%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of September 30, 2023**

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	\$552,931.00	\$552,931.00	\$552,931.00	\$0.00	\$0.00	\$0.00	\$552,931.00
119F	Fire Planned Facility Repairs & Renovations - FY21	\$255,014.36	\$331,000.00	\$255,014.36	\$255,014.36	\$0.00	\$255,014.36	\$0.00
131F	Fire Facilities - Planned Repairs & Renovations FY22	\$324,000.00	\$324,000.00	\$324,000.00	\$163,314.03	\$159,411.09	\$322,725.12	\$1,274.88
140F	Fire Facilities - Planned Repairs & Renovations FY23	\$266,006.00	\$266,006.00	\$266,006.00	\$125,559.33	\$90,698.09	\$216,257.42	\$49,748.58
147F	Knightdale Station 3 - Fire Tax Portion	\$465,000.00	\$465,000.00	\$465,000.00	\$0.00	\$465,000.00	\$465,000.00	\$0.00
160F	Fire Facilities - Planned Repairs & Renovations FY24	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	\$270,085.53	\$270,085.53	\$29,914.47
161F	Fire Training Center Master Plan	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
162F	Sandy Plains Fire Station	\$150,000.00	\$150,000.00	\$150,000.00	\$8,800.00	\$51,500.00	\$60,300.00	\$89,700.00
164F	Apex Station 6	\$87,996.00	\$87,996.00	\$87,996.00	\$0.00	\$87,996.00	\$87,996.00	\$0.00
165F	Knightdale Station 4	\$184,339.00	\$184,339.00	\$184,339.00	\$0.00	\$184,339.00	\$184,339.00	\$0.00
166F	Fuquay-Varina Station 4	\$314,734.00	\$314,734.00	\$314,734.00	\$77,196.24	\$237,537.76	\$314,734.00	\$0.00
Total Division 8420 Fire Facilities		\$3,900,020.36	\$2,976,006.00	\$3,900,020.36	\$629,883.96	\$1,546,567.47	\$2,176,451.43	\$1,723,568.93

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	\$114,508.54	\$131,603.00	\$114,508.54	\$114,508.54	\$0.00	\$114,508.54	\$0.00
066F	Fire SCBA's	\$1,870,932.36	\$1,880,800.57	\$1,870,932.36	\$1,870,932.36	\$0.00	\$1,870,932.36	\$0.00
093F	Mobile Data Terminals	\$0.00	\$221,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
107F	Turnout Gear - FY20	\$234,893.67	\$293,994.00	\$234,893.67	\$234,893.67	\$0.00	\$234,893.67	\$0.00
115F	Turnout Gear - FY21	\$253,078.98	\$365,000.00	\$253,078.98	\$253,078.98	(\$0.00)	\$253,078.98	\$0.00
122F	Pagers & Infrastructure	\$424,000.00	\$424,000.00	\$424,000.00	\$122,606.53	\$0.00	\$122,606.53	\$301,393.47
126F	Turnout Gear - FY22	\$471,000.00	\$471,000.00	\$471,000.00	\$371,998.42	\$13,521.28	\$385,519.70	\$85,480.30
127F	Fire Defibrillators - FY22	\$44,275.14	\$51,000.00	\$44,275.14	\$44,275.14	\$0.00	\$44,275.14	\$0.00
128F	Fire Thermal Imaging Cameras - FY22	\$3,363.33	\$5,000.00	\$3,363.33	\$3,363.33	\$0.00	\$3,363.33	\$0.00
129F	Fire Small Capital - FY22	\$271,905.98	\$279,000.00	\$271,905.98	\$271,905.98	(\$0.00)	\$271,905.98	\$0.00
130F	Fire SBCA's FY22	\$144,000.00	\$212,000.00	\$144,000.00	\$144,000.00	\$0.00	\$144,000.00	\$0.00
139F	Turnout Gear - FY23	\$617,000.00	\$617,000.00	\$617,000.00	\$298,663.66	\$220,373.58	\$519,037.24	\$97,962.76
141F	Fire Defibrillators - FY23	\$78,000.00	\$78,000.00	\$78,000.00	\$56,162.62	\$0.00	\$56,162.62	\$21,837.38
142F	Fire Thermal Imaging Cameras - FY23	\$13,000.00	\$13,000.00	\$13,000.00	\$4,198.44	\$0.00	\$4,198.44	\$8,801.56
143F	Fire Small Capital - FY23	\$295,000.00	\$295,000.00	\$295,000.00	\$291,789.13	\$3,241.74	\$295,030.87	(\$30.87)
144F	Fire SBCA's FY23	\$311,000.00	\$311,000.00	\$311,000.00	\$107,170.07	\$190,742.34	\$297,912.41	\$13,087.59
154F	Fire Defibrillators - FY24	\$76,000.00	\$76,000.00	\$76,000.00	\$0.00	\$36,425.00	\$36,425.00	\$39,575.00
155F	Fire Thermal Imaging Cameras - FY24	\$70,000.00	\$70,000.00	\$70,000.00	\$37,494.00	\$90.00	\$37,584.00	\$32,416.00
156F	Fire Small Capital - FY24	\$264,000.00	\$264,000.00	\$264,000.00	\$1,946.18	\$73,174.17	\$75,120.35	\$188,879.65
157F	Fire SBCA's FY24	\$514,000.00	\$514,000.00	\$514,000.00	\$0.00	\$367,654.80	\$367,654.80	\$146,345.20
159F	Turnout Gear - FY24	\$1,178,000.00	\$1,178,000.00	\$1,178,000.00	\$22,425.00	\$810,055.00	\$832,480.00	\$345,520.00
163F	Bulletproof Vests	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$275,430.50	\$275,430.50	(\$430.50)
Total Division 8430 Fire Fighting Equipment		\$7,522,958.00	\$7,750,647.57	\$7,522,958.00	\$4,251,412.05	\$1,990,708.41	\$6,242,120.46	\$1,280,837.54

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	\$163,868.43	\$324,214.97	\$163,868.43	\$163,868.43	(\$0.00)	\$163,868.43	\$0.00
089F	Apparatus Emergency Repairs	\$575,474.00	\$575,474.00	\$575,474.00	\$447,361.22	(\$0.00)	\$447,361.22	\$128,112.78
095F	Cost Share apparatus debt payments	\$484,671.38	\$490,131.74	\$484,671.38	\$484,671.38	(\$0.00)	\$484,671.38	\$0.00
104F	FY20 Large Apparatus - Municipal	\$135,000.00	\$135,102.00	\$135,000.00	\$135,000.00	\$0.00	\$135,000.00	\$0.00
113F	Brush Trucks - FY22	\$193,000.00	\$193,000.00	\$193,000.00	\$139,579.00	\$43,730.40	\$183,309.40	\$9,690.60
114F	Small Vehicles - FY22	\$271,000.00	\$271,000.00	\$271,000.00	\$229,019.16	\$0.00	\$229,019.16	\$41,980.84
120F	FY21 Large Apparatus-Debt	\$1,370,968.98	\$1,394,000.00	\$1,370,968.98	\$1,370,968.98	\$0.00	\$1,370,968.98	\$0.00
121F	Northern Wake Tanker Replcement	\$352,609.00	\$380,000.00	\$352,609.00	\$352,609.00	\$0.00	\$352,609.00	\$0.00
123F	FY22 Large Apparatus-Debt	\$2,266,077.02	\$2,296,000.00	\$2,266,077.02	\$2,187,295.71	\$0.00	\$2,187,295.71	\$78,781.31
124F	FY22 Large Apparatus-Cash	\$193,000.00	\$193,000.00	\$193,000.00	\$79,074.59	\$0.00	\$79,074.59	\$113,925.41
125F	FY22 General Fire Apparatus	\$166,000.00	\$166,000.00	\$166,000.00	\$107,724.71	\$0.00	\$107,724.71	\$58,275.29
134F	Brush Trucks - FY23	\$160,956.00	\$160,956.00	\$160,956.00	\$69,904.34	\$21,865.20	\$91,769.54	\$69,186.46
135F	FY23 Large Apparatus-Debt	\$1,662,000.00	\$1,662,000.00	\$1,662,000.00	\$0.00	\$1,625,120.00	\$1,625,120.00	\$36,880.00
136F	FY23 Large Apparatus-Cash	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
137F	FY23 General Fire Apparatus	\$139,000.00	\$139,000.00	\$139,000.00	\$72,183.43	\$0.00	\$72,183.43	\$66,816.57
138F	Small Vehicles - FY23	\$124,000.00	\$124,000.00	\$124,000.00	\$102,312.87	\$0.00	\$102,312.87	\$21,687.13
145F	Cost Share apparatus debt payments FY23	\$233,000.00	\$233,000.00	\$233,000.00	\$83,941.02	\$0.00	\$83,941.02	\$149,058.98
149F	Brush Trucks - FY24	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$74,206.82	\$74,206.82	\$25,793.18
150F	FY24 Large Apparatus-Debt	\$4,016,954.00	\$0.00	\$4,016,954.00	\$0.00	\$4,016,954.00	\$4,016,954.00	\$0.00
151F	FY24 Large Apparatus-Cash	\$446,852.00	\$446,852.00	\$446,852.00	\$0.00	\$447,000.00	\$447,000.00	(\$148.00)
152F	FY24 General Fire Apparatus	\$183,192.00	\$183,192.00	\$183,192.00	\$0.00	\$0.00	\$0.00	\$183,192.00
153F	Small Vehicles - FY24	\$172,000.00	\$172,000.00	\$172,000.00	\$0.00	\$0.00	\$0.00	\$172,000.00
158F	Cost Share apparatus debt payments FY24	\$271,526.00	\$271,526.00	\$271,526.00	\$148,594.58	\$122,045.36	\$270,639.94	\$886.06
Total Division 8440 Fire Apparatus		\$13,701,148.81	\$9,930,448.71	\$13,701,148.81	\$6,174,108.42	\$6,370,921.78	\$12,545,030.20	\$1,156,118.61

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	(\$0.00)	\$1,964,353.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
132F	Reserve for Future Projects FY22	\$223,750.00	\$44,750.00	\$223,750.00	\$0.00	\$0.00	\$0.00	\$223,750.00
909F	Reserve for Future Projects	\$496,975.11	\$0.00	\$496,975.11	\$0.00	\$0.00	\$0.00	\$496,975.11
Total Division 8499 Fire Capital Uncommitted		\$720,725.11	\$2,009,103.02	\$720,725.11	\$0.00	\$0.00	\$0.00	\$720,725.11
Total Department 84 Fire And Rescue CIP		\$25,844,852.28	\$22,666,205.30	\$25,844,852.28	\$11,055,404.43	\$9,908,197.66	\$20,963,602.09	\$4,881,250.19
Total Fund: 4400 Fire CIP		\$25,844,852.28	\$22,666,205.30	\$25,844,852.28	\$11,055,404.43	\$9,908,197.66	\$20,963,602.09	\$4,881,250.19

STANDING COMMITTEE UPDATES

Administrative Subcommittee:

No additional report.

Budget Subcommittee:

No additional report.

Capital Subcommittee

An order has been placed for turnout gear (156 sets) with one department still left to order, a tracking system is in place for distribution to ensure delivery of all sets.

Departments were able to evaluate Thermal Imaging Cameras (TIC) from several vendors and decided on the SeaPak Pro, they have been delivered.

Preconstruction trips for Fairview and Wendell's engines (FY23) will take place in June of 2024.

Additional engines for Fairview, Northern Wake and Wendell preconstruction are scheduled for November 2024.

The preconstruction for the Hopkins tanker, will take place at Hopkins around June of 2024.

Communications and Technology Subcommittee:

The Communications and Technology subcommittee continues to work through several projects. One being changes to CAD, differentiating commercial fire alarms calls from residential fire alarm calls, sending additional apparatus to commercial fire alarm calls.

Vendor demos are expected to take place in January for the new Records Management System (RMS), with an implementation date in the 2024 calendar year.

Volunteer Recruitment, Training Development and Wellness

The Volunteer Recruitment, Training Development and Wellness Committee next meeting will take place November 21, 2023.

CHAIR REPORT

Chairman Perry encouraged everyone to tour the new Emergency Operations Center.

He offered condolences to the Fire Services on the loss of Chief John McGrath with the City of Raleigh Fire Department. Chief McGrath was a well decorated member of the Fire Services.

FIRE SERVICES REPORT

Fire Services Director presented an update on Academy 15, highlighting the diversity of the recruitment process. The second Diversity, Equity and Inclusion workshop with the chiefs will take place November 14, 2023.

The land search continues for the Northern Wake hook as the potential location was recently taken off the market. We will continue to search for a location.

GOOD OF THE GROUP

None.

ADJOURNMENT

The meeting was adjourned by Chairman Perry at 6:52 p.m.

DRAFT

Item Title:

The Fire Commission recommends supporting the changes to the Fuquay-Varina and Holly Springs fire insurance districts.

Specific Action Requested:

Fire Commission recommends change to the Fuquay-Varina and Holly Springs fire insurance districts as reflected on the attached map.

Item Summary:

Based on Morrisville Station 3 relocating to 1021 Haris Mill Rd (effective 9/1/23) and Apex Station 6 opening at 1201 Wimberly Rd (expected early November), a response analysis was conducted. Based on that analysis, it was determined that 191 parcels should be reassigned from the Morrisville Rural district to the Hipex district to minimize response times.

The affected parcels will go from ISO 1 to ISO 2 which will have a minimal, if any, impact on insurance premiums. All parcels remain within five miles of the nearest fire station. Due to the closest unit response policy/practice of the Cary-Apex-Morrisville (CAM) alliance, the area will continue to be served by the closest available units of all three agencies.

Attachments:

Updated ISO map for the affected parcels showing:

- Morrisville Rural parcels in blue
- Hipex (Apex Rural) parcels in red
- Parcels moving from Morrisville Rural to Hipex in green

Item Title:

New Municipal Fire Station Funding Policy Amendment

Specific Action Requested:

Fire Commission recommends amending the Fire Protection Agreement section 16.9.2 for New Station Construction. Additional language to be added stating the County's final cost share determined percentage will be calculated utilizing the cost share metrics that are applicable to that station's coverage area based upon the most recent 6-month period that is calculated in either January or July of the calendar year. The new calculated percentage shall not move plus or minus more than 5% from the original calculated percentage that was determined during the initial request and memorialized in a Memorandum of Agreement.

This change would take effect July 1, 2024.

Item Summary:

The Municipal Fire Station policy/funding matrix was recommended and approved in November of 2020. This policy stated that municipal cost share partners may formally request county participation on the construction of a new fire station. This process typically takes place two years or more before actual station construction begins. Under the current policy that is being recommended for change, the County determined its funding percentage contribution at the initial request. During that two-year time frame most all of the cost metrics change due to annexations. In order for the cost to be shared more appropriately, we are requesting to provide the final numbers within 60 days of groundbreaking and capping the percentage movement.

Attachments:

- Presentation that includes examples from Fuquay-Varina Station 4
- Fire Protection Agreement Page 12 Section 16.9.2.2 with language additions

WAKE COUNTY FIRE TAX DISTRICT
FY 2024 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of December 31, 2023

Revenue Source	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
T127 NC DMV Taxes	3,713,000.00	0.00	1,550,267.82	1,550,267.82	2,162,732.18	41.75%
T128 Refunds of NC DMV Taxes	0.00	0.00	(4,471.44)	(4,471.44)	4,471.44	0.00%
T200 Special District Taxes	39,043,945.00	0.00	33,543,646.99	33,543,646.99	5,500,298.01	85.91%
N132 Interest - NCDOT - DMV Taxes	0.00	0.00	3,980.09	3,980.09	(3,980.09)	0.00%
N140 Market vs Cost Investment Difference	25,055.00	0.00	54,110.82	54,110.82	(29,055.82)	215.97%
N150 Interest Income/Pooled Funds	50,000.00	0.00	53,756.92	53,756.92	(3,756.92)	107.51%
A370 Appropriated Fund Balance	0.00	0.00	0.00	0.00	779.35	0.00%
Total Revenues	42,832,000.00	0.00	35,201,291.20	35,201,291.20	7,631,488.15	82.18%

Expenditure Use	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
1101 REGULAR SALARIES & WAGES	169,884.00	0.00	0.00	0.00	169,884.00	0.00%
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	300,000.00	232,145.32	32,384.13	264,529.45	35,470.55	10.79%
2406 CONTRACTED SERVICES	195,750.00	66,500.00	21,609.26	88,109.26	108,420.09	11.00%
3117 Computer Software Fees	263,500.00	0.00	250,453.83	250,453.83	13,046.17	95.05%
3159 Food - Advisory Boards/BOC	2,000.00	0.00	1,249.07	1,249.07	750.93	62.45%
3615 Cellular Voice and Data Service	83,496.00	0.00	6,928.59	6,928.59	76,567.41	8.30%
3617 DISPATCH SERVICE	708,297.00	311,996.00	311,996.00	623,992.00	84,305.00	44.05%
3627 CAD System Charges	41,000.00	13,822.28	0.00	13,822.28	27,177.72	0.00%
3628 800MHz Charges	178,826.00	0.00	0.00	0.00	178,826.00	0.00%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
3721 RENTAL OF PROPERTY	40,000.00	0.00	0.00	0.00	40,000.00	0.00%
4208 CITY OF RALEIGH HAZMAT PROGRAM	95,000.00	0.00	94,015.00	94,015.00	985.00	98.96%
4224 NC DEPT OF NRCD - FORESTRY	85,868.00	57,679.91	27,388.09	85,068.00	800.00	31.90%
4428 MISC CHARGES FROM OTHER DEPT/DIV	184,340.00	0.00	0.00	0.00	184,340.00	0.00%
4758 MV Tax Collection Costs	76,929.00	0.00	39,241.20	39,241.20	37,687.80	51.01%
7102 LEASE PRINCIPAL - DEBT SERVICE	0.00	966.18	966.18	1,932.36	(1,932.36)	0.00%
7122 LEASE INTEREST - DEBT SERVICE	0.00	0.00	(1.90)	(1.90)	1.90	0.00%
9109 Transfer to Debt Service from Fire Tax	1,880,687.00	0.00	0.00	0.00	1,880,687.00	0.00%
9128 Transfer to Fire Tax CIP	3,174,313.00	0.00	3,174,313.00	3,174,313.00	0.00	100.00%
Department Appropriations	35,347,110.00	17,537,264.53	17,849,882.16	35,387,146.69	17,497,227.84	50%
Total Expenditures	42,832,000	18,220,374	21,810,425	40,030,799	20,339,245	51%

WAKE COUNTY FIRE TAX DISTRICT
FY 2024 DEPARTMENT APPROPRIATIONS
As of December 31, 2023

Department	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	1,561,828	780,914	780,914	1,561,828	780,914	50.00
Cary FD	61,950	0	50,225	50,225	11,725	81.07
Durham Highway FD	1,164,098	629,197	582,591	1,211,788	581,507	50.05
Fairview FD	2,734,048	1,369,060	1,369,060	2,738,120	1,364,988	50.07
Fuquay Varina FD	2,903,041	1,451,521	1,451,520	2,903,041	1,451,521	50.00
Garner FD	3,202,710	1,601,355	1,601,355	3,202,710	1,601,355	50.00
Holly Springs FD	1,125,489	562,745	562,745	1,125,489	562,745	50.00
Hopkins FD	1,553,215	776,608	776,607	1,553,215	776,608	50.00
Knightdale FD	2,644,388	1,322,194	1,322,194	2,644,388	1,322,194	50.00
Morrisville FD	887,461	443,731	443,730	887,461	443,731	50.00
Northern Wake FD	4,882,106	2,441,053	2,441,053	4,882,106	2,441,053	50.00
Raleigh FD	309,000	0	309,000	309,000	0	100.00
Rolesville FD	823,089	411,545	411,545	823,089	411,545	50.00
Swift Creek FD	1,088,201	544,100	544,101	1,088,201	544,100	50.00
Wake Forest FD	2,157,505	1,078,753	1,078,752	2,157,505	1,078,753	50.00
Wake-New Hope FD	2,260,352	1,130,176	1,130,176	2,260,352	1,130,176	50.00
Wendell FD	3,973,258	1,986,629	1,986,629	3,973,258	1,986,629	50.00
Western Wake FD	1,019,401	509,701	509,700	1,019,401	509,701	50.00
Zebulon FD	995,970	497,985	497,985	995,970	497,985	50.00
Total	35,347,110	17,537,265	17,849,882	35,387,147	17,497,228	50%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of December 31, 2023**

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	\$552,931.00	\$552,931.00	\$552,931.00	\$0.00	\$0.00	\$0.00	\$552,931.00
131F	Fire Facilities - Planned Repairs & Rennovations FY22	\$324,000.00	\$324,000.00	\$324,000.00	\$163,314.03	\$157,755.12	\$321,069.15	\$2,930.85
140F	Fire Facilities - Planned Repairs & Rennovations FY23	\$266,006.00	\$266,006.00	\$266,006.00	\$154,829.61	\$61,427.81	\$216,257.42	\$49,748.58
147F	Knightdale Station 3 - Fire Tax Portion	\$465,000.00	\$465,000.00	\$465,000.00	\$111,989.63	\$353,010.37	\$465,000.00	\$0.00
160F	Fire Facilities - Planned Repairs & Rennovations FY24	\$300,000.00	\$300,000.00	\$300,000.00	\$23,084.40	\$257,592.85	\$280,677.25	\$19,322.75
161F	Fire Training Center Master Plan	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00
162F	Sandy Plains Fire Station	\$150,000.00	\$150,000.00	\$150,000.00	\$60,300.00	\$0.00	\$60,300.00	\$89,700.00
164F	Apex Station 6	\$87,996.00	\$87,996.00	\$87,996.00	\$0.00	\$87,996.00	\$87,996.00	\$0.00
165F	Knightdale Station 4	\$184,339.00	\$184,339.00	\$184,339.00	\$0.00	\$184,339.00	\$184,339.00	\$0.00
166F	Fuquay-Varina Station 4	\$314,734.00	\$314,734.00	\$314,734.00	\$77,196.24	\$237,537.76	\$314,734.00	\$0.00
167F	Fire Training Center - Trailer	\$305,000.00	\$305,000.00	\$305,000.00	\$0.00	\$264,148.28	\$264,148.28	\$40,851.72
Total Division 8420 Fire Facilities		\$3,950,006.00	\$2,950,006.00	\$3,950,006.00	\$590,713.91	\$1,603,807.19	\$2,194,521.10	\$1,755,484.90

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
122F	Pagers & Infrastructure	\$424,000.00	\$424,000.00	\$424,000.00	\$122,606.53	\$0.00	\$122,606.53	\$301,393.47
126F	Turnout Gear - FY22	\$471,000.00	\$471,000.00	\$471,000.00	\$371,998.42	\$13,521.28	\$385,519.70	\$85,480.30
139F	Turnout Gear - FY23	\$617,000.00	\$617,000.00	\$617,000.00	\$407,319.20	\$138,059.58	\$545,378.78	\$71,621.22
141F	Fire Defibrillators - FY23	\$78,000.00	\$78,000.00	\$78,000.00	\$57,932.28	\$0.00	\$57,932.28	\$20,067.72
142F	Fire Thermal Imaging Cameras - FY23	\$13,000.00	\$13,000.00	\$13,000.00	\$5,174.75	\$0.00	\$5,174.75	\$7,825.25
143F	Fire Small Capital - FY23	\$295,000.00	\$295,000.00	\$295,000.00	\$291,789.13	\$3,241.74	\$295,030.87	(\$30.87)
144F	Fire SBCA's FY23	\$311,000.00	\$311,000.00	\$311,000.00	\$294,286.57	\$3,625.84	\$297,912.41	\$13,087.59

154F	Fire Defibrillators - FY24	\$76,000.00	\$76,000.00	\$76,000.00	\$40,489.06	\$9,425.00	\$49,914.06	\$26,085.94
155F	Fire Thermal Imaging Cameras - FY24	\$70,000.00	\$70,000.00	\$70,000.00	\$37,494.00	\$90.00	\$37,584.00	\$32,416.00
156F	Fire Small Capital - FY24	\$264,000.00	\$264,000.00	\$264,000.00	\$203,682.56	\$59,677.79	\$263,360.35	\$639.65
157F	Fire SBCA's FY24	\$514,000.00	\$514,000.00	\$514,000.00	\$180,827.84	\$207,838.80	\$388,666.64	\$125,333.36
159F	Turnout Gear - FY24	\$1,178,000.00	\$1,178,000.00	\$1,178,000.00	\$298,930.00	\$533,550.00	\$832,480.00	\$345,520.00
163F	Bulletproof Vests	\$275,000.00	\$275,000.00	\$275,000.00	\$243,711.25	\$0.00	\$243,711.25	\$31,288.75
Total Division 8430 Fire Fighting Equipment		\$4,586,000.00	\$4,586,000.00	\$4,586,000.00	\$2,556,241.59	\$969,030.03	\$3,525,271.62	\$1,060,728.38

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
089F	Apparatus Emergency Repairs	\$575,474.00	\$575,474.00	\$575,474.00	\$456,093.99	\$0.00	\$456,093.99	\$119,380.01
113F	Brush Trucks - FY22	\$193,000.00	\$193,000.00	\$193,000.00	\$139,579.00	\$53,418.78	\$192,997.78	\$2.22
114F	Small Vehicles - FY22	\$271,000.00	\$271,000.00	\$271,000.00	\$229,019.16	\$0.00	\$229,019.16	\$41,980.84
120F	FY21 Large Apparatus-Debt	\$1,370,968.98	\$1,370,968.98	\$1,370,968.98	\$1,370,968.98	\$0.00	\$1,370,968.98	\$0.00
123F	FY22 Large Apparatus-Debt	\$2,266,077.02	\$2,266,077.02	\$2,266,077.02	\$2,187,295.71	\$0.00	\$2,187,295.71	\$78,781.31
124F	FY22 Large Apparatus-Cash	\$193,000.00	\$193,000.00	\$193,000.00	\$79,074.59	\$0.00	\$79,074.59	\$113,925.41
125F	FY22 General Fire Apparatus	\$166,000.00	\$166,000.00	\$166,000.00	\$109,432.48	\$0.00	\$109,432.48	\$56,567.52
134F	Brush Trucks - FY23	\$160,956.00	\$160,956.00	\$160,956.00	\$69,904.34	\$26,968.89	\$96,873.23	\$64,082.77
135F	FY23 Large Apparatus-Debt	\$1,662,000.00	\$1,662,000.00	\$1,662,000.00	\$0.00	\$1,625,120.00	\$1,625,120.00	\$36,880.00
136F	FY23 Large Apparatus-Cash	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
137F	FY23 General Fire Apparatus	\$139,000.00	\$139,000.00	\$139,000.00	\$76,787.43	\$0.00	\$76,787.43	\$62,212.57
138F	Small Vehicles - FY23	\$124,000.00	\$124,000.00	\$124,000.00	\$120,525.60	\$0.00	\$120,525.60	\$3,474.40
145F	Cost Share apparatus debt payments FY23	\$233,000.00	\$233,000.00	\$233,000.00	\$83,941.02	\$0.00	\$83,941.02	\$149,058.98
149F	Brush Trucks - FY24	\$100,000.00	\$100,000.00	\$100,000.00	\$17,481.32	\$56,725.50	\$74,206.82	\$25,793.18
150F	FY24 Large Apparatus-Debt	\$4,016,954.00	\$52,954.00	\$4,016,954.00	\$0.00	\$4,016,954.00	\$4,016,954.00	\$0.00
151F	FY24 Large Apparatus-Cash	\$446,852.00	\$446,852.00	\$446,852.00	\$326,773.00	\$120,227.00	\$447,000.00	(\$148.00)
152F	FY24 General Fire Apparatus	\$183,192.00	\$183,192.00	\$183,192.00	\$0.00	\$0.00	\$0.00	\$183,192.00
153F	Small Vehicles - FY24	\$172,000.00	\$172,000.00	\$172,000.00	\$0.00	\$161,924.34	\$161,924.34	\$10,075.66
158F	Cost Share apparatus debt payments FY24	\$271,526.00	\$271,526.00	\$271,526.00	\$193,723.59	\$76,916.35	\$270,639.94	\$886.06
Total Division 8440 Fire Apparatus		\$12,565,000.00	\$8,601,000.00	\$12,565,000.00	\$5,460,600.21	\$6,158,254.86	\$11,618,855.07	\$946,144.93

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	(\$0.00)	\$2,167,718.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
132F	Reserve for Future Projects FY22	\$223,750.00	\$44,750.00	\$223,750.00	\$0.00	\$0.00	\$0.00	\$223,750.00
909F	Reserve for Future Projects	\$191,975.11	\$191,975.11	\$191,975.11	\$0.00	\$0.00	\$0.00	\$191,975.11
Total Division 8499 Fire Capital Uncommitted		\$415,725.11	\$2,404,444.10	\$415,725.11	\$0.00	\$0.00	\$0.00	\$415,725.11
Total Department 84 Fire And Rescue CIP		\$21,516,731.11	\$18,541,450.10	\$21,516,731.11	\$8,607,555.71	\$8,731,092.08	\$17,338,647.79	\$4,178,083.32
Total Fund: 4400 Fire CIP		\$21,516,731.11	\$18,541,450.10	\$21,516,731.11	\$8,607,555.71	\$8,731,092.08	\$17,338,647.79	\$4,178,083.32

2024 Fire Service Public Meeting Calendar

Meetings will be scheduled for Virtual or In-Person, and information will be provided closer to meeting dates

Darrell, Diana, or Joe will be the points of Contact at this time

Meeting	Time	# of People	Dates	Location
Fire Commission	6pm	50	Jan 11 th	ESEC
(2 nd Thursday - Quarterly)			April 11 th	ESEC
			July 11 th	ESEC
			Oct 10 th	ESEC
FC Admin Comm	1:30pm	25	Jan 3 rd	
(1 st Wednesday – Quarterly)			April 3 rd	
			July 3 rd	
			Oct 2 nd	
FC Capital Comm	10am	20	Feb 21 st	
Apparatus/Equipment/Facility			May 15 th	
(3 rd Wednesday – Quarterly)			Aug 21 st	
			Nov 20 th	
FC Budget Comm	1:30pm	25	Feb 22 nd	
(As needed)	Staff Recommended Budget		Mar 5 th	
	Reserve Date		Mar 12 th	
	Reserve Date		Mar 19 th	
	Meeting with County Manager		April 8 th	
FC Communications & Technology Comm	2:00pm	25	Jan 10 th	
(2 nd Wednesday – Quarterly)			April 10 th	
			July 10 th	
			Oct 9 th	
Volunteer Retention, Training, Development, & Wellness Comm	1:30 pm	25	Feb 20 th	
			May 21 st	
(3 rd Tuesday – Quarterly)			Aug 20 th	
			Nov 19 th	