

**WAKE COUNTY FIRE COMMISSION**  
**Thursday, September 18, 2008**  
**DRAFT Minutes**

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

A meeting of the Wake County Fire Commission was held on Thursday, September 18, 2008, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

**CALL MEETING TO ORDER**

At the request of Chairwoman Ann Suggs, Chief Vaughan called the meeting to order. Vice Chair Lucius Jones conducted the meeting upon his arrival.

The following members were present: Chair Suggs, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Mr. Bryan Lane, Chief Scott McCollum, Commissioner Paul Coble and Mr. Robert Stagg.

Members absent were: Chief Cecil Parker, Senator Vernon Malone, Chief Chris Wilson, Chief Mark Haraway, Chief Rodney Privette, and Mrs. Barbara Poole.

The following County staff were present: Deputy County Manager Joe Durham, Fire/Rescue Services Director Raymond Echevarria, Budget and Management Analyst Jason Horton, and Public Safety Business Manager Demetric Potts.

Mr. Myrick gave an invocation.

Chief Vaughan introduced Mr. Stagg, who made some opening remarks.

**MINUTES**

The minutes of the July 17, 2008 regular meeting were presented. Mr. Myrick made a motion, seconded by Mr. Stagg to approve the minutes as presented. The motion passed unanimously.

## **REGULAR AGENDA**

### **CONFLICT OF INTEREST / CODE OF ETHICS**

Director Echevarria presented information on the County's conflict of interest policy. According to the policy, a conflict of interest for a Fire Commission member exists only when the member could receive a direct personal financial benefit from an issue under consideration. Collateral involvement in an issue is not deemed to be a conflict of interest. The Fire Commission can recommend a more stringent conflict of interest/ethics policy if it desires.

Several members expressed the desire to continue using the County policy and not to enact a more stringent policy.

### **FACILITY COMMITTEE**

Chief Brinson presented a report from the Facility Committee. The report included an update on the dormitory project. See attached report for details. There was no action requested on this item.

Chief Brinson presented a draft interlocal agreement with the Town of Garner for the future fire station in the southeastern area of Wake County. The committee recommended approval of the draft agreement so that it could be forwarded to the Board of Commissioners for their approval.

Mr. Myrick expressed concern on the proposed funding percentage for the fire station. The interlocal agreement includes a provision that the Town of Garner fund approximately 15% of the land and construction costs, EMS would fund 25%, and the fire service tax would fund the remainder approximate 60%. Mr. Myrick expressed that the Town of Garner's share should be higher than the proposed 15 percent. Chief Vaughan echoed the concern relative to the funding percentage.

Director Echevarria provided a brief history of the station site selection and proposed area to be protected. He indicated that the County has demonstrated a need for this fire station for several years. Based on these needs, the cost distribution was based on the distribution of the new station's first due incidents in the County and in the Town. The distribution of incident demand is used as a proxy for need. A utilization agreement has not been developed. The utilization agreement will outline funding percentages for staffing and other operational costs.

Chief Cooper made a motion to approve the interlocal agreement as presented and recommend approval by the Board of County Commissioners. The motion was seconded by Chief Mauldin. The motion passed unanimously.

## **APPARATUS COMMITTEE**

Chief Woods presented the apparatus committee report. Chief Woods informed the Fire Commission that the Committee has followed up on Western Wake's small vehicle. Western Wake's small vehicle will be transferred to the Swift Creek Fire Department.

Chief Woods presented a recommended policy on reviewing, replacing and delaying fire apparatus replacement.

Chief Woods presented information on fuel consumption measures. The committee reported recommendations to fire departments to conserve fuel.

Chief Woods informed the Fire Commission of the cost impact of upcoming changes in the national fire apparatus standard. The standard changes could increase the cost of future apparatus purchases by approximately \$25,000 per vehicle.

Chief Vaughan explained that he felt that a single unit response in closest station areas was appropriate and should be explored with Raleigh and Cary. Although no formal action was taken, the general consensus of the Commission was that this should be explored and implemented if acceptable with Raleigh and Cary.

## **FIRE TAX BUDGET UPDATE**

Jason Horton distributed a report on budgeted versus actual expenses of the fire service tax district. This is a new report that is available and will be distributed at each Fire Commission meeting for informational purposes.

Jason Horton presented information on the status of fire tax capital projects. He recommended cleaning up the capital budget by closing out completed projects and moving balances to uncommitted funds. Mr. Horton requested the Fire Commission recommend that Budget and Management Services be authorized by the Board of Commissioners to clean up the capital projects in the fire tax budget.

Chief McCollum made a motion, seconded by Mr. Coble, to recommend the capital clean up as presented. The motion passed unanimously.

Chief Vaughan asked a question regarding discussions with the County Manager related to collection fees and retirement funding. Director Echevarria updated the Fire Commission on the meetings. There is an Ad Hoc Committee appointed by Chair Ann Suggs that is meeting with the County Manager and other county staff. The Committee is working on a fire tax model that is sustainable for five years without requiring a fire tax increase to support ongoing costs. The Apparatus Committee assisted in the sustainable fire tax model work by developing recommendations to

reduce future fire apparatus replacement costs. Additional meetings are scheduled to continue the discussions.

Chief Vaughan inquired about the fire station closure evaluation process. Director Echevarria informed the Fire Commission that the process is pending a meeting between the County Manager and Raleigh's City Manager to determine Raleigh's interest in the project.

### **AD HOC COMMITTEE ON FIRE COMMISSION COMMITTEE STRUCTURE**

Chief A.C. Rich provided an overview of recommendations from the Ad Hoc Committee on proposed changes to the Fire Commission's committee structure. Chief Rich explained that the Ad Hoc Committee recommends:

- Standing committees (apparatus, facility, compensation, budget, and staffing) would consist of one primary voting person from each region, one alternate/secondary person from each region, no citizen, and a Committee Chair appointed by the Fire Commission Chair.
- A quorum would consist of four of the five voting members being present.
- No person may serve on more than two committees.
- No Fire Commission member could serve as a voting member of the standing committees.

Mr. Myrick expressed concern on excluding citizens and Fire Commission members from committee membership.

Chief Vaughan proposed the following changes:

- Delete #B-5 (related to Commission members serving on committees)
- In #B-7, delete the word "not"
- In #C-4, change wording to reflect the majority of the members

Chief McCollum proposed that clarification be made that region representatives be appointed by the region, not the Chair. Director Echevarria offered reasons for Chair appointments in the past and explained that the recommendations were based on region recommendations.

Chief Vaughan made a motion to approve the recommendations with his proposed changes. Mr. Myrick seconded the motion. The motion passed unanimously.

## **INFORMATION AGENDA**

### **CHAIR REPORT**

No report.

### **FIRE/RESCUE DIRECTOR REPORT**

Ray reported that the County's Human Resources department is working with the Compensation Committee to update the salary schedule in the compensation guidelines.

Mr. Myrick inquired about the Public Safety organizational structure as a result of former Public Safety Director John Rukavina's departure. Director Echevarria informed the Fire Commission that the County's Fire/Rescue Services Division now reports directly to Deputy County Manager Joe Durham. A review is being conducted to explore the possibility of merging Emergency Management and Fire/Rescue Services.

### **OTHER BUSINESS**

None.

### **PUBLIC COMMENTS**

None.

### **ADJOURNMENT**

Being no further business, the meeting was adjourned.

## Meeting Handouts

# **ETHICS GUIDELINES FOR COUNTY ADVISORY BOARDS AND COMMISSIONS**

By submitting this electronic application, I pledge that, if appointed I agree by my signature below that, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Wake County Board of Commissioners.

## **I. Declaration of Policy**

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

In recognition of these goals, a Code of Ethics for County officials is hereby adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are compatible with the best interests of the County.

## **II. Applicability of Ethics Policy**

The provisions of this policy shall apply to all elected and appointed County officials, members of County boards and commissions appointed by the County commissioners, and other County employees.

## **II. Financial and Personal Disclosure**

Any County official or employee who must officially consider any public matter involving his financial or personal interests, or those of his immediate family, shall first publicly disclose the nature and extent of such interest and shall abstain from acting thereon unless provisions of state law require otherwise.

## **III. Gifts and Favors**

No official or employee shall knowingly accept any gift, whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or reward an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value, or legitimate political contributions shall not be included in this policy.

## **IV. Appointment, Employment, or Contract Award of Relatives or Business Partners**

Public officials of the appointing authority must disclose on the public record any person of their immediate family related by blood or marriage, or business interest who is being considered for appointment, employment or contract award by that authority.

Immediate family related by blood and marriage are to include: spouse, child, parents, brothers, sisters, grandparents, grandchildren, step-, and in-law relationships for preceding categories.

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**MEMO TO:** Fire Commission Members  
**FROM:** Ed Brinson, Chairman  
**DATE:** September 18, 2008  
**SUBJECT:** Facility Committee Report

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Since the last Fire Commission meeting the Facility Committee met on September 10, 2008 at Fairview Fire Station No.1. We respectfully offer the following report.

### **FIRE STATION DORMITORY RENOVATION PROJECT**

The project is continuing to move forward. As expected with all projects of this nature the milestone dates that were presented last month have moved out several weeks. As new dates are published, we will report those to the Fire Commission. The architects are in the second round of reviews with each department to ensure the preliminary blueprints and plans are correct. The engineering firm is working on the sprinkler system designs and have visited all fire stations.

Sprinkler system water is still being explored with some of the departments. AQUA is available in some areas as a source of water for the system. However, AQUA is currently quoting a \$500 to \$700 monthly meter fee for their service. County staff is negotiating a lower meter fee for these applications. There may be other opportunities to save tap on fees as we move forward.

Stony Hill asked that their proposed plan be reevaluated by the architects and engineers and we have requested Patrick McHugh with Facilities Design and Construction to honor their request.

Chief Cooper from Durham-Highway sent a request to the facility committee on September 12, 2008 to have their fire station removed from the dormitory renovation project. Their facility already has accommodations for sleeping 4 firefighters and no renovations are required.

Once the sprinkler retrofit project begins, we will readdress the sprinkler retrofit project at Durham-Highway.

Preliminary cost estimates show that the project is still within budget and we are looking for opportunities to reduce the overall cost of the project.

### **STATUS OF THE LAND PURCHASE FOR GARNER STATION 4**

At the last Fire Commission meeting, the location of the fire station was endorsed and county staff was directed to move forward with developing an Interlocal Government Agreement (ILA) with the Town of Garner for the purchase of the land.

County staff and the county manager met with Town of Garner (TOG) officials and agreed on the items that the ILA should contain. The ILA was reviewed and endorsed by the members present at the last facility committee meeting. Essential items in the ILA included:

- Ownership of the land by Wake County.
- Cost sharing of the land purchase with the TOG.
- Cost share payment terms.
- Cost sharing the design and construction cost.
- An option for Wake County to sell the fire station to the TOG should they start a municipal fire department.
- Fair market sales agreement with the TOG should the county decide to sell the fire station.
- **Fire Commission Action Item:**
  - Endorse the ILA between Wake County and the Town of Garner for the land purchase, design and construction of a fire station in Southeastern Wake County. This endorsement will allow the purchase of the land to be placed on the next Board of Commissioners agenda.

#### **WENDELL FALLS FIRE STATION PROJECT**

No action has been taken on this project since the last Fire Commission meeting.

#### **FUQUAY-VARINA HEADQUARTERS FIRE STATION RENOVATION PROJECT**

No status change. The CIP project documents are still pending.

#### **HOPKINS FIRE DEPARTMENT RENOVATIONS**

The facility committee has received a CIP request from Chief Woods regarding renovations and repairs to the Hopkins fire station. As reported in previous Facility Committee meeting minutes, there is a need to evaluate this station for repairs and renovations. Such repair and renovations include replacing the building siding, code compliance issues with existing fuel tanks, adding an administrative area and some septic tank work.

The consensus of the facility committee is that this request will need an architectural and engineering assessment through Facilities Design and Construction. Therefore, we recommend that this request be tabled until we are nearing the completion of the dormitory project. Once we have a better understanding of the total cost of the dormitory project, we will work with county staff and the Fire Commission to see if the repairs and renovations are feasible and can be accomplished with anticipated surplus funds from the dormitory project.

**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

**TO: Wake County Fire Commission**

**September 2008**

**FROM: Apparatus Committee**

**Subject: Recommendations for Fuel Consumption**

The Apparatus Committee feels we have several very viable ways to recommend reduction in fuel costs within the County.

1. We recommend that we start talks with Raleigh, Cary, and Durham County, to try and stop sending multiple units on First Responder calls, i.e. a Raleigh Unit and a County Unit, or two (2) County Units to the same call, or send closest station only. This would have to be a Policy change with the above cities and Wake County agreeing in some cases, others it will have to be an internal operational change.
2. Fire Commission adopt and enforce a Policy that no one adds their self to another dispatched Departments call unless requested by the initial unit dispatched, or a Chief officer requests more units.
3. Review the attached document for the types of calls and the number of units responding to each type of call in particular to Fire Alarms, we recommend that each Department adopt the ISO standard for responding to Fire Alarms.
4. Utilize Brush Units or Admin Vehicles for First Responder calls in lieu of a larger Engine/Pumper Tanker, if possible.

The Apparatus Committee feels that these are a few ways to reduce fuel costs and to keep Departments fuels costs down, this does not preclude any Department with coming up with their own ways to help reduce costs.

**STATE OF NORTH CAROLINA  
COUNTY OF WAKE**

**INTERLOCAL AGREEMENT FOR  
PROGRAMMING, PLANNING, DESIGNING  
AND CONSTRUCTION OF A FIRE  
STATION/EMS FACILITY IN GARNER, NC  
DRAFT 09-08-08**

THIS AGREEMENT made and entered into this the \_\_\_ day of \_\_\_\_\_, 2008, by and between the Town of Garner ("the Town") and the County of Wake, North Carolina ("the County").

WITNESSETH:

WHEREAS, the Wake County Board of Commissioners desires to provide the highest level of emergency services possible to the citizens of Wake County in the most effective and efficient means possible; and

WHEREAS, Wake County desires to extend fire insurance district boundaries to cover an area in the southeastern area of the County; and

WHEREAS, section 11 NCAC 05A .0511 of the North Carolina Administrative Code limits fire insurance district boundaries to a maximum of six road miles from a fire station; and

WHEREAS, Wake County Fire Commission approved a Long Range Business Plan that addresses fire service response time and staffing goals in the County's fire tax district; and

WHEREAS, The Long Range Plan identifies the need for a new fire station to serve an area of Southeastern Wake County that is currently located outside a fire district, and the Fire Commission has recommended that a new fire station be located in an area of Southeast Garner; and

WHEREAS, the Town of Garner has expressed an interest in establishing a cost sharing partnership with the County in the development of this station; and

WHEREAS, the Wake County EMS System developed a Master Plan for EMS Stations for the next 7-10 years and the EMS system determined that a need exists for an EMS station in this same region of the County; and

WHEREAS, the County proposes to purchase an approximate 4 acre tract of land located on Spaceway Court off Raynor Road located within the Town of Garner and identified as a portion of Wake County Tax ID# 0056932 ("the Property") further described on Exhibit A attached hereto and incorporated herein by reference; and

WHEREAS, it is the desire of the County to work with the Town to plan and utilize the Property for a new Garner Fire Station and a County EMS facility (the "Project") and the Town has agreed to share in the cost of the Project; and

WHEREAS, to insure the most efficient use of the Property resulting in savings in the overall cost of site development, the Town and County desire to enter into an agreement to finalize the programming and planning and to determine the apportionment of costs of implementing the Project as identified above; and

WHEREAS, the Town has requested that the County agree to provide funds to the Town for the Town's share of the land acquisition, closing, programming, design and construction costs for the Project ("Project Costs") and the Town agrees to reimburse the County in accordance with the terms of this agreement; and

WHEREAS, this Agreement is entered into pursuant to North Carolina General Statutes, Article 20, Part 1 of Chapter 160A.

NOW, THEREFORE, in consideration of the mutual goals and promises contained herein, and the mutual benefits to result therefrom, the parties agree as follows:

1. The Town and County shall jointly review and agree upon the programmatic uses of the Property and agree to make reasonable good faith efforts to follow the Conceptual Master Plan for the Property, which is attached as Exhibit B. It is agreed that the master plan shall include the proposed design features generally outlined in Exhibit C.

2. The Town and County shall jointly participate in the preparation of programming, design and construction documents for the Project and jointly approve a Development Plan. The County shall have the primary responsibility for contracting for the services identified above. The Development Plan with cost estimates, funding apportionments and development schedule shall be presented to the Town Council and County Commissioners for approval
3. The County shall purchase the Property to be used for the Project and hold title to the Property. Town agrees to share in the land acquisition and closing costs based upon the percentage of incident distribution in the Town's and County's proposed first due response area for the new fire station in calendar year 2007. The Town's share of these costs are estimated to be \$55,800 and shall be based upon 15.5% of the total land acquisition and closing costs attributed to the Fire Department portion of the shared Fire/EMS facility.
4. The County shall contract for the design and construction of the Project. The Town agrees to share in the design and construction costs for the Project based upon the percentage of incident distribution in the Town's and County's proposed first due response area for the new fire station in calendar year 2007. The Town's share of these costs are estimated to be \$325,500 and shall be based upon 15.5% of the design and construction costs attributed to the Fire Department portion of the shared Fire/EMS facility.
5. The County shall pay the full cost of acquiring the property and programming, designing and constructing the Project. The Town will reimburse the County for the Town's share of the Project Costs over a period not-to-exceed ten (10) years at an annual interest rate equal to the County's investment rate or borrowing rate should the County borrow the funds to construct this Project. The first principal and interest payment will be due twelve (12) months from the substantial completion of the Project and acceptance of work from the contractor as determined by the Project Architect, and each succeeding year on the same date.
5. The Town and County agree to enter into a Joint Use Agreement supplementing this Agreement which will provide for shared use of specified facilities and set forth the terms

and conditions associated with the use, operation and maintenance of the improvements for a period of no less than twenty-five (25) years. This Joint Use Agreement will set forth the terms and conditions associated with the Town's and County's share of operating costs to be paid by each party based upon the percentage of incident distribution in the Town's and County's proposed first due response area. For each budget year, the percentage of incident distribution will be based on the preceding calendar year's incident distribution.

7. If the Town elects at some future time to create a municipal fire department, the County agrees that the Town may purchase the Property and all improvements thereon which are constructed as a part of this Interlocal Agreement. If the Town purchases the property, the Town shall pay to the County the then fair market value of the Property including improvements as determined by a mutually agreed upon MAI appraiser less the amount of the original contribution made by the Town to the Project Costs.

8. The term of this Interlocal Agreement shall commence upon execution by all parties hereto and shall conclude twenty five (25) years from execution of this Agreement, unless sooner terminated in accordance with this agreement or subsequent modification hereto, or upon expiration of any subsequent Joint Use Agreement.

9. This Agreement may be amended by written agreement consented to by all parties.

IN WITNESS WHEREOF, the Boards of the respective Parties have approved this agreement and have caused it to be signed by the Chairman of each Board and attested to by the Secretary or Clerk of that Board, the year and day first written above.

The Town of Garner

Attest: \_\_\_\_\_

Clerk

By: \_\_\_\_\_

Mayor

[SEAL]

Wake County Board of Commissioners

Attest: \_\_\_\_\_

Clerk

By: \_\_\_\_\_

Joe Bryan, Chairman

[SEAL]

Approved As To Form Only:

\_\_\_\_\_

County Attorney

Approved As To Form Only:

\_\_\_\_\_

Town Attorney

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

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Finance Officer, Wake County

**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

**TO: Wake County Fire Commission**

**September 2008**

**FROM: Chief Frank Woods  
Apparatus Committee Chairman**

**Subject: Western Wakes' Request**

**The apparatus committee met to discuss Western Wakes' request to retain WWC290, we offer the following recommendation.**

- 1. We the committee made our apparatus recommendations to the Fire Commission concerning the closure of Western Wake station 2 in July 2007, (see below recommendations), at that time it was voted on and passed by the Fire Commission to adopt our recommendations, which included Western Wake turning into the County, Car 290 for reassignment as deemed necessary.**
- 2. The apparatus committee received a request for an Admin vehicle from Swift Creek Fire, and was approved by the Fire Commission in 07 after Budget approval was over, the apparatus committee informed Swift Creek that it would have to be in the 08 Budget time frame for the vehicle.**
- 3. An apparatus meeting was held and the decision was made by the committee that WWC 290 could be reassigned to Swift Creek for an admin vehicle saving money from the Budget, we spoke to Swift Creek Fire Chief and he agreed to accept this vehicle. Therefore the apparatus committee did not Budget for a Vehicle for Swift Creek in 2008.**
- 4. No request was received from Western Wake prior to May 2008, the apparatus committee met and discussed their request and decided to stay with our original decision for them to turn in Car 290, at the July 2008 Fire Commission meeting Western Wake formally requested to maintain this vehicle,**
- 5. We the apparatus committee was tasked to look at their request again, the committee met and we stand firm on our decision to not support Western Wakes' request to keep Car 290.**
- 6. In January of 2008, the Fire Commission approved a Policy that states each Department is authorized to have 1-Chief's vehicle, 1-Admin Vehicle, and 1-First Responder Vehicle if they had it designated as a First Responder vehicle as of January 1<sup>st</sup> of 2008.**

**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

TO: Wake County Fire Commission

July 2007

Subject: Western Wake Apparatus

The apparatus committee recommends the following to Western Wake's Questions about apparatus, and what we recommend for remaining vehicles for station 1, after closing station 2.

**WESTERN WAKES QUESTIONS**

Will E293 be replaced even if station is closed?

Can Western Wake retain B299?

Can Western Wake retain C290 as chief vehicle?

Can Western Wake retain T2 if department agrees to take it off replacement list?

The following is Western Wake Fire Department's Current Apparatus.

Western Wake Station # 1

Western Wake Station # 2

WWC 19--Golf Cart 2006

WWC 29--Golf Cart 2006

WWE 191—1999 Pierce Dash

WWB 299—2005 Ford Brush

WWE 196—2005 Pierce Contender

WWE 293—1989 Gruman

WWT 1—2003 Ford F150 Crew

WWE 297—1991 Gruman

WWT 190—2005 Suburban

WWT 2—1999 F-250

WWTA 198—2005 Int'l Tanker 2000 gal

WWT 290—2005 Suburban

WWT 295—1999 HME Rescue

1. Will E293 be replaced even if station is closed?  
A. **Committee's Recommendation is No, even if station closes the next year.**
  
2. Can Western Wake retain B299?  
A. **Committee recommends that this unit be moved to station 1.**
  
  
  
  
  
  
  
  
  
  
3. Can Western Wake retain C290 as chief vehicle?  
A. **Committee recommends that this unit be turned back to the County, can utilize C190 as Chief's Vehicle.**
  
  
  
  
  
  
  
  
  
  
4. Can Western Wake retain T2 if department agrees to take it off replacement list?  
A. **Committee recommends no that the Department sell this vehicle.**

**Recommended Station 1 Apparatus**

WWC 19--Golf Cart 2006

WWC 29--Golf Cart 2006

WWE 191—1999 Pierce Dash

WWE 196—2005 Pierce Contender

WWT 1—2003 Ford F150 Crew (Utility General Purpose Vehicle)

WWT 190—2005 Suburban (Chief's Vehicle)

WWTA 198—2005 Int'l Tanker 2000 gal

WWT 295—1999 HME Rescue

WWB 299—2005 Ford Brush

The apparatus committee based these recommendations on our Policies and what has been implemented since our existence.

**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

**POLICY #1  
ADMINISTRATIVE/SMALL VEHICLE REPLACEMENT**

- 1. Each Department is authorized to have One (1) Administrative Vehicle and One (1) Chief's Vehicle per Department, and a First Responder vehicle per station, that exists as of January 2008.**
- 2. Replacement Review schedule is as follows:**
  - a. All Administrative type vehicles will be reviewed each FY by the apparatus committee to insure it meets the mileage replacement of 75,000 miles.**
- 3. Each Individual Department is required to maintain proper insurance (See Below), and to have the maintenance done per the manufacturers recommendations. In addition Departments are required to maintain all maintenance records for these vehicles, and they will be turned in with the vehicle when it is sold.**
- 4. Any major repairs to vehicles, i.e. transmission, engine, drive train, or Accidents shall be reported to the apparatus committee.**
- 5. When the end of the life of the vehicle occurs, it will be turned into GSA or if a Municipality already has a process in place for vehicles to be disposed of. Once this is done the County will be reimbursed for the proper portion, as per the contract signed by Staff and the Individual Municipality.**
- 6. The apparatus committee and Staff will have the appropriate forms for turn-in.**
- 7. The monies from the sale of these vehicles will be placed in the Capital Vehicle Fund for future purchases of Fire Vehicles ONLY.**
- 8. Any changes to the current replacement schedule which will impact the budget must be reviewed by the Apparatus Committee and the Budget Committee and approved by the Fire Commission.**

**9. MINIMUM INSURANCE REQUIREMENTS:**

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

**ADOPTED BY THE FIRE COMMISSION ON THURSDAY JANUARY 17, 2008**

**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

**TO: Fire Commission**

**FROM: Apparatus Committee**

**Subject: Apparatus Replacement Plan Recommendation**

As per direction of the Fire Commission on Thursday July 17<sup>th</sup> 2008 the Apparatus Committee in order to be financially responsible to the County we will implement the following rules effective FY 2010 for Apparatus replacement.

1. **Review:** Look at all Apparatus that is currently on our Capital replacement plan and determine if it needs to be replaced, delayed or not replaced at all reducing our Fleet size.
2. **Replace:** Replace the Apparatus if it is a bust out, and meets criteria initially set forth in the replacement plan. Or if a continued cost of maintenance to operate justifies replacement, the determination will be on a case by case basis, age & mileage will be a factor.
3. **Delay:**  
If an individual Station is on the Fire Commission list for possible closure, delay all replacements until a decision is made to either close or not to close the Station, this will be the same criteria being utilized by the Facilities Committee.
4. **Reduce:** Reduce the fleet size by the following:
  - a. Status of Department has changed, i.e. Station has closed or is not in CAD as a recognized station.
  - b. More pressurized hydrants have been put in place requiring less need for Tankers.
  - c. Mutual Aid can assist reducing requirements of individual Departments and still meet ISO requirements.

The Apparatus committee recommends the attached changes to the replacement schedule as shown. We have also made adjustments to costs that would be associated with our decisions. We would like for these recommendations to be brought to the Fire Commission for approval.

**Apparatus Replacement Schedule  
Aerials**

NOTES:  
 1) Apparatus inflation rate of 3.50% See Section 1 for assumption details.  
 2) There is a one-time, 10% bump of in apparatus cost due to new federal environmental requirements for fiscal year 2010.  
 3) Aerials are considered a predominantly urban fire apparatus. Wake County does not assist municipalities in paying for aerials unless data signifies such an apparatus is required.  
**SEE NOTE BELOW**

Projected Cost	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
New Aerials		193,375	200,143	227,863	235,838	244,092	252,636	261,478	270,630	280,102	289,905

REPLACEMENT SCHEDULE				2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Department	Urban	Suburban	Country											
Apex	YES	YES	0.0%											
Bay Leaf		YES	100.0%											
Durham Highway		YES	100.0%											
Eastern Wake		YES	100.0%											
Fairview		YES	100.0%											
Falls		YES	100.0%											
Fuquay-Varina	NA	NA	0.0%											
Gamer	NA	NA	0.0%											
Holly Springs	NA	NA	0.0%											
Hopkins		YES	100.0%											
Morrisville	NA	NA	0.0%											
Rolesville	NA	NA	0.0%											
Story Hill		YES	100.0%											
Swift Creek		YES	100.0%											
Wake Forest	NA	NA	0.0%											
Wake-New Hope		YES	100.0%											
Wendell		YES	100.0%											
Western Wake		YES	100.0%											
Zebulon	NA	NA	0.0%											
East Financing Subtotal			0.0%											
Debt Financing Subtotal			0.0%											
Total			0.0%											

NEW DEBT SCHEDULE		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Variable	Interest Rate	4.00%	3.32%	3.62%	3.92%	4.22%	4.52%	4.82%	5.12%	5.42%	5.72%	6.02%
	Term (in Years)	10	10	10	10	10	10	10	10	10	10	10
	Monthly Payment	0	0	0	0	0	0	0	0	0	0	0
	Annual Payment	0	0	0	0	0	0	0	0	0	0	0

NOTE: WE DO NOT PAY FOR AERIAL REPLACEMENT FOR MUNICIPALITIES, THE ONLY 2 WE HAVE AS OF TODAY ARE BAYLEAF AND WENDELL



# Apparatus Replacement Schedule Engines

**NOTES:**

- 1) Apparatus inflation rate of 3.50% See Section 1 for assumption details.
- 2) There is a one-time, 10% bump of in apparatus cost due to new federal environmental requirements for fiscal year 2010.

Projected Cost	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
New Engines	283,455	320,000	331,200	377,071	390,269	403,928	418,066	432,698	447,842	463,517	479,740

REPLACEMENT SCHEDULE				2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Departments	Cash/Fin	Debt/Fin	Cost Share											
Apex	YES	YES	20.0%							Engine 5 \$83,613				
Bay Leaf	YES	YES	100.0%			Engine P/T On Order				Engine 252 \$418,066.00				Engine 366 479,740
Durham Highway	YES	YES	100.0%	Engine 1 Arrived										Engine 3 479,740
Eastern Wake	YES	YES	100.0%	Engine 1 Arrived	Engine 5 (88) Arrived									Engine 2 479,740
Fairview	YES	YES	100.0%		Engine 5 (88) On Order								Engine 8 \$463,517	
Falls	YES	YES	100.0%	Engine 212 Arrived		Pmptr/Tnkr 217 On Order					Engine 211 \$432,698.00			
Fuquay-Varina	YES	YES	47.0%	Engine 4 Arrived		Unit 103 On Order	Unit 104 \$177,233.00							Unit 114 225,478
Garner	YES	YES	45.3%	Engine 3 Engine 10	Arrived			Engine 4 \$176,792	Engine 11 \$182,979.00		2-Engines (5&9) \$392,024		Engine 2 \$209,973	
Holly Springs	YES	YES	23.4%	Engine 3 Arrived								Engine 2 \$104,795		
Hopkins	YES	YES	100.0%					Engine 226 \$390,269.00						Engine 222 479,740
Morrisville	YES	YES	19.7%								10.5% Eng 1 \$45,433	10.5% Eng 2 \$47,023		
Rolesville	YES	YES	82.4%						Engine 151 \$332,837.00					Engine 152 395,306
Stony Hill	YES	YES	100.0%					Engine P/T \$390,269.00					Engine 265 \$463,517	
Swift Creek	YES	YES	100.0%	Engine 3 Arrived										Engine 1 479,740
Wake Forest	YES	YES	22.9%				Engine 434 \$86,349.00							Engine 63 \$106,145
Wake-New Hope	YES	YES	100.0%			Engine 1 (89) On Order						Engine 8 \$447,842		Engine 2 479,740
Wendell	YES	YES	100.0%		Engine 115 (88) Arrived							Engine 112 \$447,842		Engine 111 479,740
Western Wake	YES	YES	100.0%											Engine 191 479,740
Zebulon	YES	YES	50.0%	Engine 94 Arrived									Engine 91 \$231,759	Engine 93 239,870
Cash Financing Subtotal														677,977
Debt Financing Subtotal														927,034
<b>Total</b>														<b>1,605,011</b>

NEW DEBT SCHEDULE		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Variable	Interest Rate	4.00%	3.32%	3.62%	3.92%	4.22%	4.52%	4.82%	5.12%	5.42%	5.72%	6.02%
	Term (in Years)	10	10	10	10	10	10	10	10	10	10	10
	Monthly Payment	14,561	9,532	10,016	3,859	12,161	12,025	8,945	9,394	19,729	0	20,791
	Annual Payment	174,737	114,387	120,196	46,305	145,935	144,301	107,338	112,727	236,746	0	249,489

# Apparatus Replacement Schedule Service Trucks

**NOTES:**

- 1) Apparatus inflation rate of 3.50% See Section 1 for assumption details.
- 2) There is a one-time, 10% bump of in apparatus cost due to new federal environmental requirements for fiscal year 2010.

SEE NOTE BELOW

Projected Cost	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
New Service Trucks		320,000	331,200	377,071	390,269	403,928	418,066	432,698	447,842	463,517	479,740

REPLACEMENT SCHEDULE				2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Department	CP	DR	CS											
Apex	YES		20.0%											
Bay Leaf		YES	100.0%								Rescue 36			
Durham Highway		YES	100.0%											
Eastern Wake		YES	100.0%											Truck 11
Fairview		YES	100.0%								Rescue 20			
Falls		YES	100.0%											
Fuquay-Varina	YES		47.0%					Rescue \$183,426				Unit 113 210,486		
Gamer	YES		45.3%			Rescue 1								FS 2 217,322
Holly Springs	YES		23.4%			Rescue 1								
Hopkins		YES	100.0%		Rescue Received									
Morrisville	YES		19.7%											
Rolesville		YES	82.4%											
Stony Hill		YES	100.0%		Rescue									
Swift Creek		YES	100.0%											
Wake Forest	YES		22.9%							Rescue 1 95,737				
Wake-New Hope		YES	100.0%								Rescue 28			
Wendell		YES	100.0%		Rescue Received									
Western Wake		YES	100.0%											
Zebulon	YES		50.0%			Rescue 9								
Cash Financing			Price											
Subtotal			Price			393,434		183,426				210,486		217,322
Debt Financing			Price								1,236,034			479,740
Subtotal			Price		360,000						1,236,034			479,740
Total			Price		360,000	393,434		183,426			1,236,034		210,486	699,062

NEW DEBT SCHEDULE		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Variable	Interest Rate	4.00%	3.32%	3.62%	3.92%	4.22%	4.52%	4.82%	5.12%	5.42%	5.72%	6.02%
	Term (in Years)	10	10	10	10	10	10	10	10	10	10	10
	Monthly Payment	0	9,532	0	0	4,054	4,258	0	4,697	0	0	5,437
	Annual Payment	0	114,387	0	0	48,645	51,098	0	56,363	0	0	65,243

2011 REPLACEMENT IS FOR 1 SMALL RESCUE PRICE



# Apparatus Replacement Schedule Tankers

**NOTES:**

- 1) Apparatus inflation rate of 3.50% See Section 1 for assumption details.
- 2) There is a one-time, 10% bump of in apparatus cost due to new federal environmental requirements for fiscal year 2010.

Projected Cost	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
<b>New Tankers</b>	187,250	193,804	200,587	228,368	236,361	244,634	253,196	262,058	271,230	280,723	290,548	
<b>UPDATED ESTIMATED PRICING</b>			220,000	244,634	253,196	262,058	271,230	280,723	290,548	301,065	311,964	
<b>REPLACEMENT SCHEDULE</b>	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	
Department	City	Price	City	Price	City	Price	City	Price	City	Price	City	Price
Apex	YES	100.0%										
Bay Leaf		100.0%										
Durham Highway		100.0%										
Eastern Wake		100.0%										
Fairview		100.0%		Tanker 6 on order		Tanker 7						
Falls		100.0%										
Fuquay-Varina	YES	100.0%		Unit 109 Unit 110								
Garner		100.0%		Tanker 7 on order								
Holly Springs	YES	100.0%										
Hopkins		100.0%										
Morrisville	YES	100.0%		Engine P/T on order								
Rolesville		100.0%		Tanker 158 on order								
Stony Hill		100.0%										
Swift Creek		100.0%					Tanker 2					
Wake Forest		100.0%										
Wake-New Hope		100.0%					Tanker 11 Tanker 12		Tanker 10			
Wendell		100.0%							Tanker 117			
Western Wake		100.0%										
Zebulon	YES	100.0%			Tanker 98							
<b>Capital Financing Subtotal</b>												
<b>Debt Financing Subtotal</b>						262,058						
<b>Total</b>						262,058						

NEW DEBT SCHEDULE	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Variable</b>											
Interest Rate	4.00%	3.32%	3.62%	3.92%	4.22%	4.52%	4.82%	5.12%	5.42%	5.72%	6.02%
Term (in Years)	10	10	10	10	10	10	10	10	10	10	10
Monthly Payment	0	0	8,088	4,674	7,365	0	0	0	2,987	0	0
Annual Payment	0	0	97,060	56,087	88,384	0	0	0	35,846	0	0

## Apparatus Replacement Schedule Radio, Tax, & Tags

**NOTES:**

- 1) Each unit assumes the cost estimates for Radio Transfer, Tax and Tags ONLY.
- 2) Costs estimates in **BOLD** indicates an adjustment by the Apparatus Committee for lightbar transfer, lightbar purchase, install and/or other.

Projected Cost	2009	2010	2011	2012	2013	2014	2015	2016	2017
Radio - Transfer	500	500	500	500	500	500	500	500	500
Tax & Tags	1,006	1,006	1,006	1,006	1,006	1,006	1,006	1,006	1,006
Lights - Transfer & Install	750	750	750						
Lights - Purchase & Install	3,500	3,500	3,500						

REPLACEMENT SCHEDULE		2009	2010	2011	2012	2013	2014	2015	2016	2017
Department	Cost %	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost
Apex	20.0%	-	-	-	2 602	2 602	-	1 301	-	-
Bay Leaf	100.0%	1 1,506	1 2,256	1 1,506	2 3,012	1 1,506	1 1,506	-	-	1 1,506
Durham Highway	100.0%	-	-	1 1,506	-	-	-	2 3,012	-	-
Eastern Wake	100.0%	-	1 2,256	-	2 3,012	-	-	3 4,518	-	1 1,506
Fairview	100.0%	1 1,506	2 3,762	1 2,256	2 3,012	1 1,506	1 1,506	-	-	1 1,506
Falls	100.0%	1 1,506	-	-	1 1,506	-	-	1 1,506	-	-
Fuquay-Varina	47.0%	1 708	4 6,070	1 1,060	1 708	-	-	4 2,831	1 708	1 708
Gamer	45.3%	3 4,452	3 3,732	1 682	3 2,047	-	-	-	1 682	1 682
Holly Springs	23.4%	1 352	-	-	1 352	-	-	1 352	-	-
Hopkins	100.0%	1 5,000	-	1 1,506	1 1,506	-	-	2 3,012	-	-
Morrisville	19.7%	1 297	-	-	-	1 297	1 297	2 593	-	-
Rolesville	82.4%	1 1,506	2 8,200	-	1 1,241	-	-	1 1,241	-	1 1,241
Stony Hill	100.0%	-	2 3,762	-	1 1,506	1 1,506	1 1,506	2 3,012	-	-
Swift Creek	100.0%	1 5,000	-	2 3,706	-	-	-	-	-	1 1,506
Wake Forest	22.9%	3 2,632	-	-	-	-	1 345	-	1 345	-
Wake-New Hope	100.0%	2 3,012	2 3,762	2 3,012	-	3 4,518	-	4 6,024	-	-
Wendell	100.0%	1 2,256	-	1 1,506	1 1,506	-	1 1,506	2 3,012	1 1,506	1 1,506
Western Wake	100.0%	-	1 5,000	1 2,256	-	-	-	1 1,506	-	-
Zebulon	50.0%	1 753	-	1 1,506	-	2 1,506	-	-	1 753	1 753
<b>Total</b>		<b>30,436</b>	<b>33,400</b>	<b>20,507</b>	<b>20,010</b>	<b>17,777</b>	<b>5,610</b>	<b>30,921</b>	<b>3,682</b>	<b>10,917</b>

## 2009 NFPA 1901 CHANGES

PARAGRAPH NO.	REQUIREMENT	ACTION REQUIRED	ESTIMATED COST LIST PRICE
4.11	Vehicle Data Recorder	Black Box and Seat Display	\$2,600.00
4.13.1	Rollover Stability	Using Calculations and Weighing Sample Apparatus	\$0.00
4.15.2&3	Restricting Top Road Speed	Apparatus Engine Computer Setting	\$0.00
4.21	Statement of Exceptions	Written List with Bid & Delivery	\$0.00
5.8.3	Required Equipment to Put Apparatus In Service	(These Items can be added after Delivery)	\$0.00
	<b>Five Traffic Vests</b>		\$210.00
	<b>Five Traffic Cones</b>		\$75.00
	<b>Five Warning Devices</b>		\$50.00
	<b>Automated Defib</b>		\$1,300.00
13.10.3	Increase output Step Surface Lighting	Assumed 8 Lights Increase	\$80.00
14.1.3.2	Make Seat Belts Longer	Belt and Take-Up Reel Changes	\$500.00
14.1.3.10	Seat Belt Usage/Position Display	Box is part of VDR, But Seat Belt Sensor Added	\$1,100.00
14.1.8.4.2	Cab Helmet storage/Holder	Mounting in Cab	\$500.00
14.1.8.4.3	Warning Label	"Do Not Wear Helmet While Seated" Affixed in Cab	\$60.00
14.3.2	Cab Strength	Industry Standard Built into Cab	\$0.00
15.9.3.2	Chevron Rear Retro Reflective	3M=Style Material	\$1,600.00
		<b><u>TOTAL</u></b>	<b><u>\$8,075.00</u></b>

**WAKE COUNTY FIRE COMMISSION  
APPARATUS COMMITTEE**

**TO: Wake County Fire Commission  
2008**

**September**

**FROM: Apparatus Committee**

**Subject: Recommendations for Fuel Consumption**

**The Apparatus Committee feels we have several very viable ways to recommend reduction in fuel costs within the County.**

- 1. We recommend that we start talks with Raleigh, Cary, and Durham County, to try and stop sending multiple units on First Responder calls, i.e. a Raleigh Unit and a County Unit, or two (2) County Units to the same call, or send closest station only. This would have to be a Policy change with the above cities and Wake County agreeing in some cases, others it will have to be an internal operational change.**
- 2. Fire Commission adopt and enforce a Policy that no one adds their self to another dispatched Departments call unless requested by the initial unit dispatched, or a Chief Officer requests more units.**
- 3. Review the attached document for the types of calls and the number of units responding to each type of call in particular to Fire Alarms, we recommend that each Department adopt the ISO standard for responding to Fire Alarms.**
- 4. Utilize Brush Units or Admin Vehicles for First Responder calls in lieu of a larger Engine/Pumper Tanker, if possible.**

**The Apparatus Committee feels that these are a few ways to reduce fuel costs and to keep Departments fuels costs down, this does not preclude any Department with coming up with their own ways to help reduce costs.**

---

**Item Title:** Fire Tax District Capital (CIP) Fund Clean-up

**Specific Action Requested:**

**That the Wake County Fire Commission authorize Budget and Management Services to do the following:**

- 1) Remove excess budget appropriation from completed capital projects with a funding source of "debt to be authorized";**
- 2) Transfer excess budget appropriations (cash) from completed or delayed capital projects to contingencies/grant matches and uncommitted funds.**

**Item Summary:**

Each year, Budget and Management Services (BMS) conducts routine maintenance to capital projects to ensure the health of the fund and that appropriate balances are being maintained. During this maintenance, BMS moves appropriations between projects to balance budget and actual expenditures with the intent of closing completed projects. For ongoing projects, BMS ensures that only the necessary balances are being maintained and excess funds are made available in uncommitted funds.

BMS staff is authorized by the Wake County Board of Commissioners to move up to \$75,000 between projects without prior approval. If amounts exceed \$75,000, approval is required prior to such actions. In this item, BMS is requesting that \$231,033 of "debt to be authorized" be removed and \$903,165 of excess cash be transferred. Situations that heightened these amounts are changes, delays, or the elimination of capital projects during past and current fiscal years. If routine capital maintenance occurs, these situations are not likely to create problems and misunderstandings.

Attached is a process map for the actions needed to complete the cleanup. Note that only affected capital projects are listed in the attachment.

Column A states the current project's balance. BMS staff then determined the funding source for each balance. This source was either "debt to be authorized" or cash. The projects with "debt to be authorized" funding sources are rural apparatus from two fiscal years. All other projects were cash funded. The balances were placed in either Column B or C based on the funding sources. Columns B and C are considered the proposed adjustment needed.

Column D indicates the resulting balance after the proposed adjustments are complete. Staff compared the balances in Column D with the amounts needed to complete projects during FY 2009 (Column E). When columns D and E are compared, these amounts should balance unless excess funds are being held for future projects (see contingencies and grants matches).

Thus, the amounts in Column B are excess "debt to be authorized" appropriations that cannot be moved to other projects and must be eliminated. BMS is requesting that the unused "debt to be authorized" appropriation totaling \$231,033 be removed from FY08 Large Apparatus and FY09 Large Apparatus.

For Column C, BMS is requesting authorization to transfer cash totaling \$903,165 to uncommitted funds and contingencies and grant matches from the following projects:

- Small Vehicles;
- Radio, Tax, and Tags;
- FY07 Large Apparatus (Municipal);
- FY08 Large Apparatus (Municipal); and
- FY09 Large Apparatus (Municipal).

**Attachments:**

1. Fire Tax District Capital Cleanup - Process Map for Actions Needed

Fund: 4400 Fire CIP

Department: 84 Fire And Rescue CIP

Division: 8420 Fire Facilities

Unit	Current Expenditures Budget	Total Expenditures	Commitments	Total Expenditures/Commitments	Available Balance	Columns		Projected Total following Fire Commission Adjustments	Remaining FY09 Amount Needed	Ability to Close Project?
	(see note)					A	B			
Unit: 037F Uncommitted Funds	778,480	2,565	-	2,565	775,915			1,661,477	NA	

NOTES:

1) The current uncommitted fund balance is \$3,851,480. However, the budget calls for \$3,073,000 to be credited to the dormitory projects. This transaction has not yet occurred. Therefore, only the balance between the actual uncommitted funds and the authorized reductions are listed for uncommitted funds.

Division: 8430 Fire Fighting Equipment

Unit	Current Expenditures Budget	Total Expenditures	Commitments	Total Expenditures/Commitments	Available Balance	FIRE COMMISSION ADJUSTMENTS (DEBT/TBA)	FIRE COMMISSION ADJUSTMENTS (CASH)	Projected Total following Fire Commission Adjustments	Remaining FY09 Amount Needed	Ability to Close Project?
Unit: 041F Contingencies & Grant Matches	50,000	17,603	-	17,603	32,397		17,603	50,000	NA	
Unit: 032F Small Vehicles	948,092	702,849	10,500	713,349	234,743		(139,740)	95,003	95,000	
Unit: 042F Radio, Tax, and Tags	101,486	53,301	8,151	61,452	40,034		(10,000)	30,034	30,000	
Unit: 029F Large Apparatus - Rural	4,529,520	4,529,520	-	4,529,520	-			-	-	YES
Unit: 030F Large Apparatus - Municipal	617,012	617,012	-	617,012	-			-	-	YES
Unit: 035F FY07 Large Apparatus - Rural	1,443,840	1,388,807	-	1,388,807	55,033	(55,033)		-	-	YES
Unit: 036F FY07 Large Apparatus - Municipal	469,780	143,355	-	143,355	326,425		(326,425)	-	-	YES
Unit: 039F FY08 Large Apparatus - Rural	1,920,273	1,600,273	320,000	1,920,273	-			-	-	Following Deliverables
Unit: 038F FY08 Large Apparatus - Municipal	354,000	-	-	-	354,000		(354,000)	-	-	YES
Unit: 047F FY09 Large Apparatus - Rural	1,796,000	-	1,400,000	-	396,000	(176,000)		220,000	220,000	
Unit: 048F FY09 Large Apparatus - Municipal	818,000	-	-	-	818,000		(73,000)	745,000	745,000	
<b>NET CHANGE DURING ADJUSTMENTS</b>						(231,033)	0			

## **Current Rule of Procedure for Committees (from Web):**

### **V. Committees**

#### *A. Standing Committees*

1. The Fire Commission will consist of standing committees as recommended by the Chair and approved by the Fire Commission.
2. The purpose of the Fire Commission's committees is to develop and submit proposals and recommendations to the Fire Commission in respective subject areas.
3. No committee may mandate or implement a proposal or recommendation until the Fire Commission approves that proposal or recommendation.
4. Voting members of each committee will be appointed as provided for in Section V.B.

#### *B. Standing Committee Appointments*

1. The Chair shall make appointments for voting members to standing committees.
2. Not more than two (2) departments from a single region can be represented by voting members on a committee.
3. Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Fire Commission.
4. Each fire department can be represented by no more than one (1) voting member on each committee.

#### *C. Select Committees*

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 a select committee appointed for a particular purpose. If the Fire Commission makes such a referral, the Chair will appoint members of the select committee.

**Recommended Changes – incorporating earlier proposed changes by Ad Hoc Committee:**

**V. Committees**

*A. Standing Committees*

1. The Fire Commission will consist of standing committees as recommended by the Chair and approved by the Fire Commission.
2. The purpose of the Fire Commission's committees is to develop and submit proposals and recommendations to the Fire Commission in respective subject areas.
3. No committee may mandate or implement a proposal or recommendation until the Fire Commission approves that proposal or recommendation.
4. Voting members of each committee will be appointed as provided for in Section V.B.

*B. Standing Committee Appointments*

1. The Chair shall make appointments for voting members to Standing Committees.
2. Each committee is composed of one voting member and one alternate member from each of the four Wake County Fire Service Regions.
3. A Standing Committee Chairperson will be appointed by the Fire Commission Chair, to manage the activities of the Standing Committee. The appointed Standing Committee Chairperson may be a fire service representative from any region.
4. No person can serve on more than two committees.
- ~~2. Not more than two (2) departments from a single region can be represented by voting members on a committee.~~
- ~~3. Voting membership of each standing committee must consist of at least one member from each region and one voting member of the Fire Commission.~~
5. Each fire department can be represented by no more than one (1) voting member on each Standing Committee.
5. Fire Commission members will not be members of Standing Committees.
7. Citizens may not be representatives on established Standing Committees.

Example of Committee Composition:

Chair (voting in tie)  
North Region Primary (voting)  
North Region Alternate  
South Region Primary (voting)  
South Region Alternate  
East Region Primary (voting)  
East Region Alternate  
West Region Primary (voting)  
West Region Alternate

*C. Standing Committee Procedures*

1. The Chair of the Standing Committee will supervise the meetings and all minutes and agendas.
2. The Chair of the Standing Committee will only cast a vote if there exists a tie.
3. Agendas are to be sent to all Wake County Fire Chiefs, Fire Commission members, and each voting member and alternate at least two (2) days prior to a meeting. Final meeting minutes are to be distributed to the same persons listed above within 1 week of a committee meeting.
4. A Standing Committee quorum will consist of 3 out of the 5 appointed members (Including the Chairperson).

*C. Select Committees*

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 a select committee appointed for a particular purpose. If the Fire Commission makes such a referral, the Chair will appoint members of the select committee.