

WAKE COUNTY FIRE COMMISSION
Thursday, January 15, 2009
DRAFT Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 15, 2009, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Chair Lucius Jones called the meeting to order.

The following members were present: Chair Lucius Jones, Ms. Ann Suggs, Chief Tony Mauldin, Mr. Billy Myrick, Chief Mike Cooper, Mr. Robert Stagg, Chief Cecil Parker, Mrs. Barbara Poole, Chief Tom Vaughn, Chief Mark Haraway, Chief Rodney Privette

Members absent were: Senator Vernon Malone, Chief Chris Wilson, Commissioner Paul Coble.

The following County staff were present: Commissioner Lindy Brown, 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.

The agenda was approved as submitted.

MINUTES

The minutes of the November 20th, 2008, regular meeting were approved as submitted.

REGULAR AGENDA

RECOMMENDATION FROM STAFFING AD HOC COMMITTEE

Fire Chief Mark Haraway presented a recommendation distribution of new positions approved in the FY 09 budget. The Committee recommended allocating the positions as listed below:

Stony Hill – 3 personnel

Rolesville – 2 personnel matched by 1 from the Town of Rolesville

Hopkins – 2 personnel; existing daytime position changed to 24 hour

Wendell – 2 personnel for station 2

Garner – 1 person to be matched by the Town of Garner

Fuquay-Varina – 1 person to be matched by the Town of Fuquay-Varina

Apex – 1 person – Town of Apex already matching this position

Chief Haraway presented the data to support the committee's recommendation. Mr. Myrick made a motion to accept the Ad Hoc Committee recommendation and implement as written. After a second by Chief Vaughan, the motion passed unanimously.

COMPENSATION COMMITTEE – MARKET SURVEY RESULTS

Captain David Price presented the results of the market survey. Captain Price informed the Fire Commission that the salary ranges are surveyed every three years. Wake County's Human Resources Department completed the survey. The survey determined that all of the positions were below the market ranges for each position. The proposed pay ranges bring the salaries closer to the market and reduces the budget impact.

Captain Price informed the Fire Commission that the projected budget impact will be calculated based on the FY 10 budget information.

Fire Commission members discussed the market survey.

After discussion, the Fire Commission delayed action until the budget impact can be determined.

INFORMATION AGENDA

FACILITY COMMITTEE

Chief Ed Brinson provided a report from the Facility Committee for information only. No action needed.

APPARATUS COMMITTEE

Chief Frank Woods presented information on planned FY 2010 fire apparatus replacements. No action needed.

FIRE TAX FINANCIAL REPORT

Budget and Management Analyst Jason Horton provided a fire tax financial report. No action necessary. Future updates will be on the information agenda.

CHAIR REPORT

No report.

FIRE/RESCUE DIRECTOR REPORT

Fire Services Director Raymond Echevarria informed the Fire Commission that due to workload demands, he will not attend committee meetings as in the past.

OTHER BUSINESS

Lee Price asked Director Echevarria about the status of the fire station closure evaluation process. Director Echevarria informed the Fire Commission that the incident data is under review and the process continues.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned.

Wake County Staffing Ad Hoc Committee
Staffing Allocation Recommendation
January 15, 2009

The placement would be as follows in the below list:

- Stony Hill – 3 personnel
- Rolesville – 2 personnel matched by 1 from the Town of Rolesville
- Hopkins – 2 personnel; existing daytime position changed to 24 hour
- Wendell – 2 personnel for station 2
- Garner – 1 person to be matched by the Town of Garner
- Fuquay-Varina – 1 person to be matched by the Town of Fuquay-Varina
- Apex – 1 person – Town of Apex already matching this position

The committee arrived at their decision for the aforementioned placement based on the following statistics:

- Stony Hill currently has 2 - 24 hour positions and is located at the far north end of Wake County. By giving them a third person they could staff their first out truck with a three person crew.
- Rolesville, even though it is a municipality, covers a large rural district and sits between Hopkins, Wendell station 2 and New Hope station 2. In keeping with the regionalization concept, we allocated two positions to Rolesville, to which the town agreed to match with a third giving them a three person crew 24/7 to respond not only to their district but to also support three other districts.
- Hopkins is another regional concept that by placing two personnel in that station and getting Hopkins to reassign a current daytime position to 24 hour coverage will allow this department to respond with a three person crew and also support neighboring districts.
- Wendell is a municipality but provides coverage to a very large fire district much of which is rural. They only have five personnel between the two stations and a limited number of volunteers in their station 2 area. The committee assigned two personnel to Wendell to which the Chief said he could make work for adequate coverage.
- Garner and Fuquay both cover both municipal and rural areas and are the two busiest departments. The committee identified that both areas had experienced a large growth in building and population thus leading to an increased call volume. We recommend placing one person at each of these departments with Garner and Fuquay matching these positions. This would give these two departments the capability to maintain 3 person crews on responding apparatus.

- The Town of Apex was identified as a department needing staffing assistance primarily due to the fact that Apex contracts with Wake County to provide fire protection in the community of New Hill. The rural fire district is approximately 62 square miles with limited mutual aid resources. Station 2 sits seven miles outside of Apex and is supported by two in town stations. The county currently funds one full time position at station 2 and the Town of Apex provides the remaining 8 personnel to maintain a three person crew 24/7. However, with the opening of a fourth inner city station some of those positions may be re-allocated thus justifying the need for the one recommended position to Apex.

The thought pattern of the committee was to make every effort to best utilize the 12 positions and make every attempt to place the new personnel where they would do the most good. The committee felt that the regional utilization of the positions was the best means to accomplish this at the time.

Current Pay Plan		Minimum	Midpoint	Maximum	Range Spread	Midpoint Differential	Market Differential
Title							
Administrative Assistant I	21812	29119	36426	67%	N/A	-22.40%	
Executive Secretary	24189	32293	40396	67%	10.90%	-26.70%	
Probationary Firefighter	25834	32293	38752	50%	N/A	8.21%	
Firefighter	28960	36200	43440	50%	12.10%	1.30%	
Driver-Operator	32118	40147	48177	50%	10.90%	-21.40%	
Lieutenant	34560	43200	51840	50%	7.60%	-14.20%	
Captain	40504	50630	60756	50%	17.20%	-17.20%	
District Chief	45230	57162	68595	50%	12.90%	-16.90%	
Chief	53200	66500	79800	50%	16.30%	-19.80%	
Proposed Pay Plan							
Title							
Administrative Assistant I	23625	31500	39375	67%	N/A	-13.10%	
Executive Secretary	26250	35000	43750	67%	11.11%	-16.90%	
Probationary Firefighter	27600	34500	41400	50%	N/A	14.10%	
Firefighter	30400	38000	45600	50%	10.14%	6.00%	
Driver-Operator	35600	44500	53400	50%	17.11%	-9.60%	
Lieutenant	38400	48000	57600	50%	7.87%	-2.80%	
Captain	44800	56000	67200	50%	16.67%	-5.90%	
District Chief	51200	64000	76800	50%	14.29%	-4.40%	
Chief	61400	76750	92100	50%	19.92%	-3.80%	

Fire Commission Title Probationary Firefighter Pay Band **Survey Job Title Probationary Firefighter**

The purpose of this position is to receive training to obtain the basic firefighting certification. Under close supervision, probationary firefighter may provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Persons in this position respond to emergencies and after-effects of hazardous weather. Education: High School/GED diploma; License/Certification: None.

Participant Name	Participant Job Title	Survey Weighted Average	Min	Mid	Max
Wake Fire Commission	Probationary Firefighter	29,843	25,834	32,295	38,752
		Survey Simple Average			
		30,722			
		Number of Participants Reporting an Average Salary			
		5			
		Number of Incumbents with an Average Salary			
		15			
		Wake County Midpoint Differential			
		8.2%			
		Proposed Pay Band	27,600	34,500	41,400
		Proposed Midpoint Differential			
		14.1%			

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	No Match	0	0						
Town of Cary	No Match	0	0						
Town of Fuquay-Varina	No Match	0	0						
Town of Holly Springs	Fire Fighter Trainee	3	3	28,741	28,741	28,741	28,741	36,645	44,549
Town of Knightdale	No Match	0	0						
Town of Morrisville	Probationary Firefighter	1	1	35,840	35,840	35,840	35,840	49,076	65,832
Town of Zebulon	No Match	0	0						
Raleigh Fire Department	No Match	0	0						
New Hanover County	No Match	0	0						
Town of Carrboro	No Match	0	0						
Town of Chapel Hill	No Match	0	0						
City of Durham	Fire Recruit	6	6	29,431	28,717	33,000	33,000	42,240	51,480
Durham County	Firefighter-Trainee	4	4	28,800	27,119	29,637	27,119	36,903	46,687
City of Wilson	No Response	0	0						
Town of Clayton	No Response	0	0						
Forsyth County	No Match	0	0						
Clemmons, NC	No Match	0	0						
Lewisville, NC	No Match	0	0						
Gulford County	No Match	0	0						
(Guil-Rand) Archdale, NC	No Response	0	0						
Pleasant Garden, NC	No Response	0	0						
Coffax, NC	No Response	0	0						
(Pinecroft-Sedgefield), Greensboro, NC	Probationary Firefighter	1	1	30,800	30,800	30,800	30,800		
Eden, NC	No Response	0	0						

Survey Job Title | Firefighter

**Fire Commission Title | Firefighter
Pay Band |**

The purpose of this position is to provide rapid fire-suppression response to protect life and property by controlling and extinguishing fires. Persons in this position also respond to medical emergencies and after-effects of hazardous weather. This position also maintains firefighting equipment and provides training to the general public on fire prevention awareness and first aid. Education: High School/GED diploma; License/Certification: First Responder, NC Firefighter Level I and II; Certification within 2 years of active employment.

Participant Name Wake Fire Commission	Participant Job Title Firefighter	Min 28,960	Mid 36,200	Max 43,440
Survey Weighted Average 35,739 Survey Simple Average 34,833 Number of Participants Reporting an Average Salary 16 Number of Incumbents with an Average Salary 368 Wake County Midpoint Differential 1.3%		Proposed Pay Band		
		30,400	38,000	45,600

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Proposed Midpoint Differential	Proposed Pay Band				
						Low Salary	High Salary	Min	Mid	Max
Town of Apex	Firefighter	12	12	36,398	6.0%	33,134	40,893	33,134	43,846	54,558
Town of Cary	Firefighter I & II	70	50	40,113		34,050	49,213	34,050		52,789
Town of Fuquay-Varina	Firefighter I & II	18	18	31,860		31,062	38,149	31,062	41,482	51,902
Town of Holly Springs	Firefighter	11	11	34,663		33,271	37,998	33,271	42,421	51,571
Town of Knightdale	No Match	0	0							
Town of Morrisville	Firefighter	8	8	37,870		35,840	41,952	35,840	49,078	65,832
Town of Zebulon	Firefighter I	30	5	31,803		30,470	33,135			52,253
Raleigh Fire Department	Firefighter	77	50	33,447		32,673	50,490	32,673		48,323
New Hanover County	Firefighter/Apparatus Operator	34	34	32,911		31,508	35,450	31,491		49,990
Town of Carrboro	Firefighter	21	21	34,698		32,251	44,072	32,251	41,121	51,988
Town of Chapel Hill	Firefighter	45	45	36,621		34,256	41,723	33,008	42,498	53,984
City of Durham	Firefighter	121	50	37,511		34,650	48,672	34,650	44,317	53,984
Durham County	Firefighter	18	18	34,936		29,933	43,284	29,933	40,734	51,534
City of Wilson	No Response	0	0							
Town of Clayton	No Response	0	0							
Forsyth County	No Match	10	10	36,553		32,344	42,484	29,388	38,936	48,484
Clemmons, NC	Fire Suppression Officer I	3	3	28,550		26,600	30,500	26,581	34,026	44,645
Lewisville, NC	Firefighter	9	9	33,080		32,345	36,226	32,345	43,666	54,987
Guilford County	Firefighter II	0	0							
(Guil-Rand) Archdale, NC	No Response	0	0							
Pleasant Garden, NC	No Response	0	0							
Colfax, NC	No Response	0	0							
(Pinecroft-Sedgefield), Greensboro, NC	Firefighter	24	24	36,312		31,536	46,068			
Eden, NC	No Response	0	0							

**Fire Commission Title | Driver-Operator
Pay Band**

Survey Job Title | Driver-Operator

The purpose of this position is to provide rapid fire suppression response to protect life and property by controlling and extinguishing fires. Persons in this position drive fire apparatus to fire and emergency scenes and respond to medical emergencies and after-effects of hazardous weather. This position also maintains firefighting equipment as well as provides training to the general public on fire prevention awareness and first aid. Education: High School/GED diploma; License/Certification: First Responder, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (optional).

Participant Name	Participant Job Title	Min	Mid	Max
Wake Fire Commission	Driver-Operator	32,118	40,147	48,177
Survey Weighted Average		48,758		
Survey Simple Average		46,101		
Number of Participants Reporting an Average Salary		12		
Number of Incumbents with an Average Salary		222		
Wake County Midpoint Differential		-21.4%		
Proposed Pay Band		35,600	44,500	53,400
Proposed Midpoint Differential		-9.6%		

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	Fire Engineer	12	12	44,479	33,134	40,893	33,134	43,846	54,558
Town of Cary	Fire Engineer	42	42	52,764	46,842	64,147	41,392	64,147	64,147
Town of Fuquay-Varina	Fire Engineer	2	2	41,041	40,023	42,058	35,958	45,228	54,497
Town of Holly Springs	Fire Engineer	9	9	41,881	38,516	46,537	38,516	49,107	59,700
Town of Knightdale	Fire Apparatus Driver	3	3	44,666	40,982	52,033	35,643	43,491	53,087
Town of Morrisville	Engineer	10	10	51,921	50,026	56,813	39,514	54,168	72,580
Town of Zebulon	No Match	0	0						
Raleigh Fire Department	Lieutenant	104	50	54,601	45,219	60,620	38,358		60,927
New Hanover County	Fire Lieutenant	17	17	40,598	37,025	49,760	37,026		56,831
Town of Carrboro	Fire Driver Operator	5	5	42,413	38,877	47,909	35,596	45,385	55,173
Town of Chapel Hill	Fire Equipment Operator	18	18	48,021	40,122	57,315	40,122	48,300	60,182
City of Durham	Fire Technician	92	50	45,702	37,733	57,150	37,015	47,342	57,668
Durham County	No Match	0	0						
City of Wilson	No Response	0	0						
Town of Clayton	No Response	0	0						
Forsyth County	No Match	0	0						
Clemmons, NC	No Match	0	0						
Lewisville, NC	No Match	0	0						
Guilford County	No Match	0	0						
(Guil-Rand) Archdale, NC	No Response	0	0						
Pleasant Garden, NC	No Response	0	0						
Coffax, NC	No Response	0	0						
(Pinecroft-Sedgefield), Greensboro, NC	Lieutenant	4	4	45,126	43,584	46,428			
Eden, NC	No Response	0	0						

Survey Job Title | Lieutenant

**Fire Commission Title | Lieutenant
Pay Band**

The purpose of this position is to provide rapid fire suppression response to protect life and property by controlling and extinguishing fires. This position supervises and provides necessary training for Fire Station personnel. Persons in this position also respond to medical emergencies and after-effects of hazardous weather. This position also maintains fire-fighting equipment as well as provides training to the general public on fire prevention awareness and first aid. Education: High School/GED diploma; License/Certification: First Responder, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (optional).

Participant Name	Participant Job Title	Min	Mid	Max
Wake Fire Commission	Lieutenant	34,560	43,200	51,840
Survey Weighted Average		49,321		
Survey Simple Average		46,820		
Number of Participants Reporting an Average Salary		10		
Number of Incumbents with an Average Salary		42		
Wake County Midpoint Differential		-14.2%		
Proposed Pay Band		38,400	48,000	57,600

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	Fire Lieutenant	6	6	47,902	45,427	51,002	40,269	51,709	63,149
Town of Cary	Fire Lieutenant	12	12	58,401	52,978	63,606	45,635	70,720	70,720
Town of Fuquay-Varina	No Match	0	0						
Town of Holly Springs	Fire Lieutenant	3	3	44,987	41,852	46,800	40,441	51,563	62,684
Town of Knightdale	Fire Shift Supervisor	3	3	51,215	50,710	51,730	47,764	58,282	71,115
Town of Morrisville	No Match	0	0						
Town of Zebulon	Lieutenant	3	3	42,027	38,888	45,166			
Raleigh Fire Department	No Match	0	0						
New Hanover County	No Match	0	0						
Town of Carrboro	Fire Lieutenant	3	3	44,916	43,128	48,397	41,295	52,650	45,936
Town of Chapel Hill	Lieutenant	4	4	51,180	46,446	55,914	46,446	55,913	64,006
City of Durham	No Match	0	0						
Durham County	Fire Lieutenant	3	3	38,647	35,581	41,174	34,714	47,238	59,763
City of Wilson	No Response	0	0						
Town of Clayton	No Response	0	0						
Forsyth County	Fire Suppression Supervisor	2	2	53,639					
Clemmons, NC	No Match	0	0						
Lewisville, NC	Engineer	3	3	35,288	34,275	36,300	29,305	37,513	49,221
Guilford County	No Match	0	0						
(Guil-Rand) Archdale, NC	No Response	0	0						
Pleasant Garden, NC	No Response	0	0						
Colfax, NC	No Response	0	0						
(Pinecroft-Sedgefield), Greensboro, NC	No Match	0	0						
Eden, NC	No Response	0	0						

**Fire Commission Title | Captain
Pay Band**

This position supervises and provides necessary administrative personnel support to Fire Station staff, assists in developing operational guidelines and procedures, maintains firefighting equipment, provides training to the general public in fire prevention awareness and first aid, and responds to medical emergencies and after-effects of hazardous weather. Persons in this position perform difficult protective service directing and supervising a fire company on an assigned shift. Education: High School/GED diploma, License/Certification: First Responder, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial

Participant Name	Participant Job Title	Min	Mid	Max
Wake Fire Commission	Captain	40,504	50,630	60,756
Survey Weighted Average 59,317 Survey Simple Average 54,733 Number of Participants Reporting an Average Salary 16 Number of Incumbents with an Average Salary 190 Wake County Midpoint Differential -17.2%		Proposed Pay Band		
		44,800	56,000	67,200
		Proposed Midpoint Differential -5.9%		

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	Fire Captain	3	3	61,131	58,427	64,688	42,238	54,298	66,269
Town of Cary	Fire Captain	32	32	63,603	56,909	72,405	47,902	74,256	74,256
Town of Fuquay-Varina	Fire Captain	7	7	43,160	41,675	45,269	39,644	49,864	60,084
Town of Holly Springs	Fire Captain	3	3	53,025	52,675	53,262	46,816	59,691	72,566
Town of Knightdale	No Match	9	0	55,726	53,032	57,360	48,029	65,769	88,221
Town of Morrisville	Captain	1	1	52,368	58,191	72,023	45,921		73,112
Town of Zebulon	Captain	91	50	66,541	52,033	57,129	47,990		73,635
Raleigh Fire Department	Fire Captain	2	2	54,561	52,049	58,818	45,579	58,113	70,647
New Hanover County	Captain	3	3	54,381	52,525	66,786	48,768	58,709	73,152
Town of Carboro	Fire Captain	16	16	62,049	46,537	51,251	42,298	57,522	71,171
Town of Chapel Hill	Fire Captain	59	50	55,034					72,816
City of Durham	Fire Captain	4	4	47,829					
Durham County	No Response	0	0						
City of Wilson	No Response	0	0						
Town of Clayton	No Response	1	1	58,764					
Forsyth County	Fire Operations Manager	0	0						
Clemmons, NC	No Match	3	3	41,775	38,550	45,000	33,925	43,426	56,979
Lewisville, NC	Captain	3	3	44,091	43,370	45,782	41,282	55,730	70,179
Guilford County	Fire Captain	0	0						
(Guil-Rand) Archdale, NC	No Response	0	0						
Pleasant Garden, NC	No Response	0	0						
Colfax, NC	No Response	0	0						
(Pinecroft-Sedgefield), Greensboro, NC	Captain	3	3	61,664	57,348	63,984			
Eden, NC	No Response	0	0						

Survey Job Title | District Chief

**Fire Commission Title | District Chief
Pay Band**

This position assists the Chief position by managing and supervising career and volunteer personnel at multiple stations. Persons in this position perform incident command functions and oversee operation of fire safety, fire suppression, first responder D, fire prevention and hazardous material training programs. This position provides direction to other employees. Education: High School/GED diploma; two-year associates degree or equivalent. License/Certification: First Responder, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (optional), NC Level I and II Fire Officer.

Participant Name	Participant Job Title	Min	Mid	Max
Wake Fire Commission	District Chief	45,730	57,162	68,594
Survey Weighted Average		51,200	64,000	76,800
Survey Simple Average				
Number of Participants Reporting an Average Salary				
Number of Incumbents with an Average Salary				
Wake County Midpoint Differential				
Proposed Midpoint Differential				

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	Fire Shift Commander	3	3	64,792	63,523	65,437	46,634	59,873	73,112
Town of Cary	Battalion Chief	6	6	78,617	73,653	86,403	58,240	54,974	96,096
Town of Fuquay-Varina	Battalion Fire Chief	3	3	50,275	47,249	53,194	43,707		66,241
Town of Holly Springs	No Match	0	0	0					
Town of Knightdale	No Match	0	0	0					
Town of Morrisville	Battalion Chief	3	3	61,392	61,392	61,392	50,430	69,057	92,632
Town of Zebulon	No Match	0	0	0					
Raleigh Fire Department	No Match	0	0	0					
New Hanover County	Fire Chief, Deputy	3	3	68,915	64,665	71,610	56,945		87,346
Town of Carrboro	Deputy Fire Chief	1	1	63,300	63,300	63,300	55,535	70,806	86,079
Town of Chapel Hill	Battalion Chief	3	3	66,312	65,487	67,962	56,455	67,963	87,683
City of Durham	Asst. Fire Chief	1	1	68,665	68,665	68,665	64,132	83,523	102,913
Durham County	No Match	0	0	0					
City of Wilson	No Response	0	0	0					
Town of Clayton	No Response	0	0	0					
Forsyth County	No Match	0	0	0					
Clemmons, NC	No Match	0	0	0					
Lewisville, NC	No Match	0	0	0					
Guilford County	Fire Battalion Chief	1	1	53,773	53,773	53,773	45,513	61,443	53,773
(Guil-Rand) Archdale, NC	No Response	0	0	0					
Pleasant Garden, NC	No Response	0	0	0					
Colfax, NC	No Response	0	0	0					
(Pinecroft-Sedgefield), Greensboro, NC	Assistant Chief	1	1	77,373	77,373	77,373			
Eden, NC	No Response	0	0	0					

Survey Job Title Chief

**Fire Commission Title Chief
Pay Band**

This position manages and supervises career and volunteer personnel located in multiple stations. Persons in this position oversee certification for training programs for operations of fire suppression, first responder D, fire prevention, and hazardous material awareness; provide incident command, recruit and retain personnel, prepare and manage annual budget and physical resources. This position provides direction to career and volunteer staff. Education: High School/GED diploma; two-year associates degree or equivalent. License/Certification: First Responder, NC Firefighter Level I and II Certification, NC Emergency Vehicle Driver, NC Driver/Operator-Pumps, and NC Driver/Operator-Aerial (optional), NC Level I and II Fire Officer, or equivalent experience and education.

Participant Name	Participant Job Title	Survey Weighted Average	Min	Mid	Max
Wake Fire Commission	Chief	79,685	53,200	66,500	79,800
		Survey Simple Average			
		79,685			
		Number of Participants Reporting an Average Salary			
		13			
		Number of Incumbents with an Average Salary			
		13			
		Wake County Midpoint Differential			
		-19.8%			
		Proposed Pay Band	61,400	76,750	92,100
		Proposed Midpoint Differential			
		-3.8%			

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	Fire Chief	1	1	96,928					
Town of Cary	Data noted below								
Town of Fuquay-Varina	Fire Chief	1	1	86,707			58,571	73,671	88,770
Town of Holly Springs	Fire Chief	1	1	91,666			57,241		94,452
Town of Knightdale	Fire Chief	1	1	76,965	76,565	76,565	64,009	78,193	95,301
Town of Morrisville	Fire Chief	1	1	83,939	83,939	83,939	61,299	83,939	112,595
Town of Zebulon	No Match	0	0	0					
Raleigh Fire Department	Data noted below								
New Hanover County	Fire Chief	1	1	97,469	97,469	97,469	72,627		111,469
Town of Carrboro	Fire Chief	1	1	79,081	79,081	79,081	71,085	90,633	110,181
Town of Chapel Hill	Data noted below								
City of Durham	Data noted below								
Durham County	Fire Chief	1	1	65,752	65,752	65,752	56,885	77,407	97,930
City of Wilson	No Response	0	0	0					
Town of Clayton	No Response	0	0	0					
Forsyth County	Fire Services Director	1	1	82,492					
Clemmons, NC	Chief of Department	1	1	77,116					
Lewisville, NC	Chief	1	1	56,500	56,500	56,500	45,462	58,195	76,357
Gulford County	Fire Inspections Chief	1	1	59,545	59,545	59,545	52,687	71,128	89,568
(Guil-Rand) Archdale, NC	No Response	0	0	0					
Pleasant Garden, NC	No Response	0	0	0					
Cottax, NC	No Response	0	0	0					
(Pinecroft-Sedgefield), Greensboro, NC	Chief	1	1	82,140	82,140	82,140			
Eden, NC	No Response	0	0	0					

Held out as outliers due to department size:

Town of Chapel Hill	Fire Chief	1	1	114,835	114,835	114,835	79,438	95,630	119,157
City of Durham	Fire Chief	1	1	119,070	119,070	119,070	89,526	116,384	143,242
Raleigh Fire Department	Chief	1	1	141,402	141,402	141,402	89,043		144,249
Town of Cary	Fire Chief	1	1	103,210	103,210	103,210	70,782		116,792

Survey Job Title | Administrative Assistant I

Fire Commission Title | Administrative Assistant I
Pay Band

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

Participant Name Wake Fire Commission	Participant Job Title Administrative Assistant I	Min 21,812	Mid 29,119	Max 36,426
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Survey Weighted Average	35,639
Survey Simple Average	35,639
Number of Participants Reporting an Average Salary	7
Number of Incumbents with an Average Salary	7
Wake County Midpoint Differential	-22.4%

Proposed Pay Band	23,625	31,500	39,375
Proposed Midpoint Differential	-13.1%		

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	Administrative Assistant	1	1	44,990	44,990	44,990	31,616	40,570	49,525
Town of Cary	Administrative Secretary II	1	1	30,264	35,194	35,194	26,686		41,350
Town of Fuquay-Varina	No Match	1	1	32,792	32,792	32,792	31,686	40,400	49,115
Town of Holly Springs	Administrative Assistant	0	0	0					
Town of Knightdale	No Match	0	0	0					
Town of Morrisville	No Match	0	0	0					
Town of Zebulon	No Match	0	0	0					
Raleigh Fire Department	Administrative Support Technician	1	1	35,256	35,256	35,256	28,642		43,992
New Hanover County	No Match	0	0	0					
Town of Carboro	No Match	0	0	0					
Town of Chapel Hill	No Match	0	0	0					
City of Durham	No Match	0	0	0					
Durham County	No Match	0	0	0					
City of Wilson	No Response	0	0	0					
Town of Clayton	Sr. Office Assistant	1	1	33,727					
Forsyth County	Administrative Assistant	1	1	37,960					
Clemmons, NC	No Match	0	0	0					
Lewisville, NC	Administrative Assistant I	1	1	34,485	35,485	35,485	32,345	43,666	54,987
Guilford County	No Response	0	0	0					
(Gull-Rand) Archdale, NC	No Response	0	0	0					
Pleasant Garden, NC	No Response	0	0	0					
Colfax, NC	No Response	0	0	0					
(Pinecroft-Sedgefield), Greensboro, NC	No Match	0	0	0					
Eden, NC	No Response	0	0	0					

**Fire Commission Title | Executive Secretary
Pay Band**

Survey Job Title | Executive Secretary

Provides administrative support of a potentially confidential nature to Fire Chief, Department Staff, Board, and/or Commission. Work includes managing a calendar, maintaining records and contracts, providing information to various clients and employees, and performing special project work. May serve as an office manager, tracking inventory, ordering supplies and coordinating reception services. May also serve as a contact for various Fire programs. Education: High School/GED. Experience: Three years of administrative support or secretarial duties.

Participant Name	Participant Job Title	Min	Mid	Max
Wake Fire Commission	Executive Secretary	24,189	32,293	40,396

Survey Weighted Average	40,929
Survey Simple Average	40,929
Number of Participants Reporting an Average Salary	4
Number of Incumbents with an Average Salary	4
Wake County Midpoint Differential	-26.7%
Proposed Pay Band	26,250 - 35,000 - 43,750
Proposed Midpoint Differential	-16.9%

Participant Name	Participant Job Title	No. of Ees	Max Ees	Avg Base Salary	Low Salary	High Salary	Min	Mid	Max
Town of Apex	No Match	0	0	0					
Town of Cary	Sr. Administrative Assistant	1	1	47,861	47,861	47,861	32,427		50,273
Town of Fuquay-Varina	Fire Support Specialist	1	1	36,331	36,331	36,331	34,246	43,074	51,902
Town of Holly Springs	No Match	0	0	0					
Town of Knightdale	No Match	0	0	0					
Town of Morrisville	No Match	0	0	0					
Town of Zebulon	No Match	0	0	0					
Raleigh Fire Department	Senior Support Staff Specialist	1	1	40,241			26,240		40,844
New Hanover County	No Match	0	0	0					
Town of Carrboro	No Match	0	0	0					
City of Chapel Hill	Executive Secretary	1	1	39,282	39,282	39,282	31,436	37,844	47,154
City of Durham	No Match	0	0	0					
Durham County	No Match	0	0	0					
City of Wilson	No Response	0	0	0					
Town of Clayton	No Response	0	0	0					
Forsyth County	No Match	0	0	0					
Clemmons, NC	No Match	0	0	0					
Lewisville, NC	No Match	0	0	0					
Gulford County	No Match	0	0	0					
(Guil-Rand) Archdale, NC	No Response	0	0	0					
Pleasant Garden, NC	No Response	0	0	0					
Colfax, NC	No Response	0	0	0					
(Pinetcroft-Sedgefield), Greensboro, NC	No Match	0	0	0					
Eden, NC	No Response	0	0	0					

Salary Structure

		No. of Incumbents	Average Base Salary	Minimum	Midpoint	Maximum
Guilford County	Office Specialist	1	27,196	25,343	34,214	43,084
Town of Holly Springs	Administrative Assistant	1	32,792	31,686	40,400	49,115
Forsyth County	Sr. Office Assistant	2	33,727			
Town of Cary	Administrative Secretary II	1	35,194	26,686		41,350
New Hanover County	Administrative Support Technician	1	35,256	28,642		43,992
Guilford County	Administrative Asst I	1	35,485	32,345	43,666	54,987
Town of Fuquay-Varina	Fire Support Specialist	1	36,331	34,246	43,074	51,902
Clemmons, NC	Administrative Assistant	1	37,960	29,950	35,245	40,539
Town of Chapel Hill	No Title	1	39,282	31,436	37,844	47,154
Raleigh Fire Department	Senior Staff Support Specialist	1	40,241	26,240		40,844
Town of Apex	Administrative Specialist	1	44,990	31,616	40,570	49,525
Town of Cary	Senior Administrative Assistant	1	47,861	32,427		50,273



MEMO TO: Fire Commission Members
FROM: Ed Brinson, Chairman
DATE: January 15, 2009
SUBJECT: Facility Committee Report

Since the last Fire Commission meeting the Facility Committee met on January 8, 2009 at the Commons Building. We respectfully offer the following report.

FIRE STATION DORMITORY RENOVATION PROJECT

The design and reviews of project documents by the Wake County Planning Commission continue. We are moving toward the bidding process; however, a few unresolved issues are preventing a release of the bid documents. The issues include the need for special use permits, buffers, impervious surface requirements and run off retention areas.

A major obstacle was removed from the project this month when Aqua agreed to provide water for the Bayleaf fire sprinkler system with no monthly meter fees. Costs associated with water line taps and back flow prevention will still apply.

To save on installation cost of the sprinkler system, Swift Creek agreed to be voluntary annexed by the Town of Cary. The annexation process is complete. As previously reported, the Town of Cary is requiring a complete tap on for domestic water and sewer with the fire protection system tap. The tap on and installation cost are part of this renovation project.

Eastern Wake and Wendell requested that they be removed from the dormitory/sprinkler system renovation project.

STATUS OF THE GARNER FIRE STATION NO. 4 PROJECT

Since the last Fire Commission meeting, the following action items have occurred:

- The land has been purchased.
- The interlocal agreement has been agreed to and signed by all parties.
- An initial design review meeting was held by the Architect, Engineer, Garner Fire Department officials, and Wake County Fire, EMS and Facilities Design and Construction.

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

Chief Mauldin presented a CIP project entitled Headquarters Fire Station Addition and Renovations. The fire department has requested funds from the committee on a 47/53% cost share match for an approximate 4000 square feed addition to their headquarters fire station. The project is currently in the Architectural/Engineering design phase. The Town has approved and funded the project through the design phase and construction drawings.

The facility committee agreed to accept the project subject to finalizing the building designs, demolition plans, site plans and construction costs. It should be noted that Wake County EMS would be sharing a portion of the cost of this project.

HOPKINS FIRE DEPARTMENT RENOVATIONS

No action has taken place since the last Fire Commission Meeting.

BAYLEAF HEADQUARTERS FIRE STATION RECONSTRUCTION PROJECT.

The Adhoc Committee requested the Facility Committee look at a project cost reduction plan or possible elimination of the \$4.789 million dollar Bayleaf reconstruction project.

Since 2002, 3 alternative cost reduction plans were presented to the Fire Commission. Upon the latest plan submission to the Fire Commission in 2006, Bayleaf was directed to obtain a special use permit. The permit was granted by the Wake County Planning Commission. Any further design and permitting process will add additional cost to the project.

The last action from the Fire Commission was for Bayleaf and the County Attorney to work out a funding and land ownership agreement based on the latest construction and demolition costs. Bayleaf met with the county attorney and there is an agreement in principal in place. Bayleaf has been waiting for three months for the county attorney to draft the formal ownership document. Therefore, the project has been put on hold pending receipt of the funding and ownership agreement from the county. Chief Roof noted that Mark Forestieri estimated that there have been no construction cost increases due to the delay of the project.

Since the building and land ownership is still an outstanding issue with the Fire Commission, the Facility Committee agreed to table any action on this item until a land ownership agreement had been drafted by the county and reviewed by the facility committee.

Report ID: Fire Tax - Operating Budget
Run Date: 1/7/2009 4:55:00 PM

WAKE COUNTY

Operating Budget vs. Actual Expenditures
For the Budget Fiscal Year Ended June 30, 2009
For Fiscal Period(s) Through FP 2009-07 January 2009

Department: 48 Public Safety Department

Fund: 2300 Fire Districts

Division: 4820 Fire / Rescue Services

Unit	Current Budget	PTD Expenditures	YTD Expenditures	YTD Commitments	Total YTD Expenditures (excluding pending)	Pending Transactions	YTD Available Balance (including pending)	% of Budget Spent (including pending)
P208 Apex FD	614,025	358,181	358,181	358,181	358,181	-	255,844	58.33%
P209 Bayleaf FD	1,367,558	804,231	804,231	804,231	804,231	-	563,327	58.81%
P211 Durham Highway FD	696,849	406,495	406,495	406,495	406,495	-	290,354	58.33%
P213 Fairview FD	869,466	507,189	507,189	507,189	507,189	-	362,278	58.33%
P214 Falls FD	319,301	186,259	186,259	186,259	186,259	-	133,042	58.33%
P215 Fuquay Varina FD	1,243,796	723,811	723,811	723,811	723,811	-	519,985	58.19%
P216 Garner FD	1,172,244	683,809	683,809	683,809	683,809	-	488,435	58.33%
P217 Holly Springs FD	380,941	222,216	222,216	222,216	222,216	-	156,725	58.33%
P218 Hopkins FD	591,758	345,192	345,192	345,192	345,192	-	246,566	58.33%
P219 Knightdale FD	1,469,830	857,401	857,401	857,401	857,401	-	612,429	58.33%
P220 Morrisville FD	773,162	451,011	451,011	451,011	451,011	-	322,151	58.33%
P222 Rolesville FD	448,289	261,502	261,502	261,502	261,502	-	186,787	58.33%
P224 Stoney Hill FD	868,583	506,673	506,673	506,673	506,673	-	361,910	58.33%
P225 Swift Creek FD	518,029	388,158	388,158	388,158	388,158	-	129,871	74.93%
P226 Wake-New Hope FD	844,328	492,525	492,525	492,525	492,525	-	351,803	58.33%
P227 Wake Forest FD	347,457	202,683	202,683	202,683	202,683	-	144,774	58.33%
P228 Wendell FD	1,241,643	757,128	757,128	757,128	757,128	-	484,515	60.98%
P229 Western Wake FD	559,818	326,561	326,561	326,561	326,561	-	233,258	58.33%
P230 Zebulon FD	421,150	245,671	245,671	245,671	245,671	-	175,479	58.33%
P231 Fire Tax District-System (see pg 2 for detailed)	5,513,490	295,688	295,688	41,859	337,547	-	5,175,943	6.12%
P233 Cary FD	50,283	-	-	50,283	50,283	-	-	100.00%
Subtotal Division: 4820	20,312,000	9,022,382	9,022,382	92,142	9,114,525	-	11,197,476	44.87%
Subtotal Fund: 2300	20,312,000	9,022,382	9,022,382	92,142	9,114,525	-	11,197,476	44.87%
Subtotal Department: 48	20,312,000	9,022,382	9,022,382	92,142	9,114,525	-	11,197,476	44.87%

Fund: 4400 Fire CIP

Department: 84 Fire And Rescue CIP

Division: 8420 Fire Facilities

Unit	Current Expenditures Budget	Total Expenditures	Commitments	Total Expenditures/Commitments (excluding pending)	Total Pending Transactions/Commitments	Available Balance (including pending)	% of Budget Spent (including pending)
Unit: 015F Existing Facility Improvements/PH 3	6,075,053	945,122	302,448	1,247,570	-	4,827,483	20.54%
Unit: 020F Fire-Sayleaf #1	253,513	204,224	21,052	225,277	-	28,236	88.86%
Unit: 023F Fire Facility Assess Implementation /PH2	3,560,800	2,547,001	-	2,547,001	-	1,013,799	71.53%
Unit: 026F Stony Hill Remediation	456,348	304,841	51,811	356,652	-	99,696	78.15%
Unit: 037F Uncommitted Funds (see note)	4,737,042	2,565	-	2,565	-	4,734,477	0.05%
Unit: 040F STATION REPLACEMENT	4,785,000	4	-	4	-	4,784,996	0.00%
Unit: 045F New Stations	803,000	502,321	-	502,321	-	300,679	62.56%
Subtotal Division: 8420	20,670,756	4,506,078	375,311	4,881,389	-	15,789,367	23.61%

NOTE:

1) The current uncommitted fund balance is \$4,737,042. However, the budget calls for \$3,073,000 to be credited to the dormitory projects and this transaction has not yet occurred. Therefore, the balance between the actual uncommitted funds and the authorized reductions are listed for uncommitted funds is \$1,664,042.

Division: 8430 Fire Fighting Equipment

Unit	Current Expenditures Budget	Total Expenditures	Commitments	Total Expenditures/Commitments (excluding pending)	Total Pending Transactions (Expenditures/Commitments)	Available Balance (including pending)	% of Budget Spent (including pending)
Unit: 028F General Fire Fighting Equipment Planned	1,006	1,006	-	1,006	-	-	100.00%
Unit: 031F Brush Trucks	1,489,467	1,489,467	-	1,489,467	-	-	100.00%
Unit: 032F Small Vehicles	808,352	767,066	0	767,066	-	41,287	94.89%
Unit: 039F Deffib/TIC Replacement	234,800	74,101	-	74,101	-	160,699	31.56%
Unit: 039F FY08 Large Apparatus Rural	1,920,273	1,920,273	-	1,920,273	-	-	100.00%
Unit: 041F CONTINGENCIES & GRANT MATCHES	67,603	20,182	-	20,182	-	47,422	29.85%
Unit: 042F RADIO, TAX & TAGS	91,486	57,453	7,835	65,288	-	26,198	71.36%
Unit: 043F SMALL CAPITAL AND AIR BOTTLES	320,000	188,607	-	188,607	-	131,393	58.94%
Unit: 044F TURNOUT GEAR	468,000	254,779	-	254,779	-	213,221	54.44%
Unit: 045F Pager/Radio Replacement	377,000	-	-	-	-	377,000	0.00%
Unit: 047F Large Apparatus Rural FY09	1,620,000	529	1,620,000	1,620,529	-	(529)	100.03%
Unit: 048F FY09 Large Apparatus Municipal	745,000	50,000	405,388	455,388	-	289,612	61.13%
Subtotal Division: 8430	8,142,987	4,823,462	2,033,223	6,856,685	-	1,286,302	84.20%
Subtotal Department: 84	28,813,743	9,329,540	-	9,329,540	2,408,534	11,738,074	
Subtotal Fund: 4400	28,813,743	9,329,540	-	9,329,540	2,408,534	11,738,074	



**Wake County Single Fire Tax District
Fire Commission Budget Committee Meet**

Revenue Projection: Method B (Historical Actuals Approach)

FY 2009 End Year Projection

	January
Tax Collections, End of Month	18,837,957
Average Collection %, End of Month	92.9%
Multiplier	1.077
End-Year Projection	20,283,210
FY08 Budgeted Revenue	20,285,000
Projection over/(under) budget	(1,790)

FY 2010 Revenue Projection

Assumed Revenue Growth	1.0%
FY 2010 Projection	20,486,042
Operating	17,003,415
Capital	3,482,627