

WAKE COUNTY FIRE COMMISSION

Thursday, May 5, 2011

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 5, 2011, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

CALL MEETING TO ORDER

Commission Chair Lucius Jones called the meeting to order.

The following members were present: Chief Tony Mauldin, Chief A.C. Rich, Chief David Cates, Chief Rodney Privette, Ms. Barbara Poole, Mr. Billy Myrick, Assistant Chief Lee Price, Mr. Robert Stagg, Commissioner Paul Coble, and Mr. Keith Gregory.

The following County officials and staff were present: Director of Fire and Emergency Management Raymond Echevarria, Budget and Policy Analyst Jason Horton, and Public Safety Business Officer Demetric Potts.

Mr. Billy Myrick gave an invocation.

MINUTES

Upon motion of Mr. Paul Coble and second by Mr. Robert Stagg the Fire Commission unanimously approved minutes of the January 20th, 2011, Regular Meeting.

Former Commission Member Ann Suggs was recognized for her years of service to Wake County and the Fire Commission. Upon motion of Chief Tony Mauldin and second by Mr. Robert Stagg the Fire Commission unanimously approved that staff develop a Resolution in honor of Ms. Suggs to be presented at the next Fire Commission meeting.

The agenda was approved as submitted.

REGULAR AGENDA

Fire Budget Committee

Budget Committee Chair Billy Myrick opened discussion with a brief overview. He turned discussion over to Budget and Management Analyst Jason Horton. Mr. Horton presented the Budget Committee's recommended FY 2012 Fire Tax District budget. Jason informed the Fire Commission that the members of the Budget Committee were:

- Billy Myrick (Chairman)
- Ed Brinson, Fairview FD (South Region)
- Mark Harraway, Apex FD (West Region)
- Sidney Perry, Zebulon FD (East Region)
- A.C. Rich, Stony Hill FD (North Region)
- Barbara Poole, Citizen
- Robert “Bob” Stagg, Citizen

Mr. Horton provided information on the FY 2012 Revenue Assumptions:

- **Tax Base Changes (Revenue Growth)**
 - No change to small growth in the real property
 - No change in personal property
 - Public Service was unknown
 - Small growth in vehicles
 - Model anticipated growth of 0.05% in FY 2012

Mr. Horton provided a presentation on the recommended operating and capital budgets. The recommended budget includes:

- **Revenues**
 - Recommended Tax Rate of 8.0 cents
 - Slight revenue growth of 0.26%
 - No change to the operating Capital distribution
 - Recommended revenues total \$20,248,000 (if merit is included the revenues total would be increased to \$20,253,000)
 - Tax revenue growth of \$53,000 from previous year
- **Department Appropriations**
 - Department appropriations increased to \$16,545,315 (1.98% increase over prior year). Includes:
 - Annualized new staffing
 - Change in Off-setting Revenues
 - Potential cost savings (i.e. closure, consolidations)
 - Merit adjustment
 - Sustainability of Fire Tax Fund if fund balance is utilized
- System-wide Expenses - \$824,685 with merit; \$1,004,985 without merit
- Transfer to Capital Budget - \$1,743,000 (Project in FY 2012)
- Apparatus
 - One (1) Brush Truck, Three (3) Engines, and Three (3) Small Vehicles
- Facilities
 - Planned facility repairs and Stony Hill UST remediation
- Equipment
 - Small Capital, air bottles, turnout gear programs, Omni-link radio upgrade, and new SCBA project

- Fire Tax District Debt Service \$1,140,000 for Prior Year Capital Purchases (Apparatus)

The complete Fire Budget Committee Recommendation for Fiscal Year 2012 is attached as part of the minutes.

Next steps in the budget process are:

- County Manager's recommendation to the Board of Commissioners (May 16)
- Public hearings (June 6)
- Board of Commissioners adoption (June 20)

Mr. Paul Coble motioned to approve the budget as presented, and asked staff to go back and take a look at Bay Leaf to see if they can come up with a model that would bring the cost more in line with what we have done with other facilities, and they would address that as a separate item when staff brings it back to the Fire Commission. The motion was seconded by Mr. Robert Stagg. After discussion the Fire Commission voted 10 to 1 in favor of the motion.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Jason Horton advised the Fire Commission that there were copies of the financial reports in the meeting materials. Mr. Horton reported that the reports were generated one (1) week prior to the meeting. He stated that the expenditures for the departments seem to be on track. He noted that there were no issues that needed attention from the Fire Commission.

CHAIR REPORT

No report.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Fire Protection Agreement Compliance:

Fire and Emergency Management Director Raymond Echevarria reported that he wanted to update the Fire Commission on our efforts to ensure compliance with the new fire contract. He reminded the Commission that last year we implemented a new fire contract and that the new contract included a paragraph that allowed us to go in and do reviews to make sure that things are being done in accordance with the contract. Mr. Echevarria noted that we have initiated a plan what we call a compliance program to make sure that we are monitoring things the way that we are supposed to be.

He stated that the program involves two (2) steps; one is what we call a file review where the contract says that we are to maintain certain documents within our files. Staff has sent out a matrix out to all the fire chiefs requesting that they submit the required documents for our files.

The second is site reviews where we schedule to go out on site and have the Fire Chief provide a stack of information that will be reviewed by Fire and Emergency Management staff, and Finance and Budget Office staff (Jason Horton, Budget Analyst, and John Stephenson, Internal Auditor). Examples of documents reviewed are documents related to internal controls, and training records.

Mr. Echevarria reported that we have completed three (3) site reviews, Eastern Wake, Swift Creek, and Garner. He reported that Swift Creek invited staff to come in because they made a number of changes to their internal control policies. Staff found no issues with Swift Creek. Staff conducted a site review with Garner who had also implemented a number of changes with their internal control policies. Staff found no issues with Garner. It was noted that Garner's certifications exceeded what was in the Compensation Guidelines. With Eastern Wake we found issues with compliance with the Compensation Guidelines. Mr. Echevarria stated that we are working with that department now. It looks like we have an issue with some salary overpayments.

Mr. Echevarria stated that we will continue to schedule site reviews as well as continue to report back to the Fire Commission.

Long Range Business Plan:

Mr. Echevarria reported that during the budget process there was a lot of discussion about updating the Long Range Business Plan. He reported that we needed to take a look at some of the assumptions that we made about levels of service, what our needs are going to be over the next five (5) years. Mr. Echevarria stated that between now and July he would welcome feedback from any of the Fire Commission members on what process we could put in place to update the plan. It was noted that it took a while to develop the plan but it is time to revisit the plan to see what changes we need to make going forward.

Facility Committee Chair:

Mr. Echevarria reported that we were still in need of a Facility Committee Chair, and we welcome any volunteers so that the committee could make recommendation to the Fire Commission. It was reported that when the budget is done there were funds available for projects that the committee would need to review and make recommendation on.

Mr. Myrick voiced his concern regarding the understanding of the established "Rules of Procedures". He requested that staff have the County Attorney review the rules and offer an interpretation. Mr. Echevarria stated that he would meet with County Attorney Scott Warren to review the rules and he would resend the "Rules of Procedure" out to everybody. Chief Tony Mauldin requested that when the rules are sent out that staff also sends out a list of the standing committee members.

OTHER BUSINESS

None

PUBLIC COMMENTS

Chief Rodney Privette reported that the Rolesville Fire Department received a grant in the amount of \$115,500 to update all their SCBA's.

ADJOURNMENT

Being no further business, the meeting was adjourned