

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for Thursday, March 21st, 2013
Location: Wake County EMS Training Facility
Time: 7:00 PM

- ◆ Call meeting to order
 - Invocation
 - Roll of Members Present
 - Approval of Agenda
- ◆ Minutes
 - Adoption of Minutes for January 17th, 2013, Regular Meeting
- ◆ Regular Agenda
 - No Items Requiring Fire Commission Action
- ◆ Information Agenda
 - Fire Training Center Pump Update
 - Fire Training Center RFP Update
 - Fire Tax Financial Report
 - Single Fire Tax District Budget Update
 - Chair Report
 - Fire and Emergency Management Director Report
- ◆ Other Business
- ◆ Public Comments
 - 30 minutes maximum time allotted, Maximum 3 minutes per person
- ◆ Adjournment - Next Meeting May 16th, 2013.

WAKE COUNTY FIRE COMMISSION

Thursday, January 17, 2013

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, January 17, 2013, 7:00 PM, in the Wake County Commons Building, 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, Lee Price, Judge Keith Gregory, Billy Myrick, Bob Stagg (Phone), Judge Michael Denning, Commissioner Phil Matthews.

Other members present: Chief David Price (South Region Alternate), Chief Tim Pope (North Region Alternate), Chief Mark Haraway (West Region Alternate),

The following members were absent: Chief Tom Vaughan (East Region Alternate), Barbara Poole, Commissioner Paul Coble.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, EMS / Fire and Emergency Management Business Officer Demetric Potts, and Fire and Emergency Management Training Director Ricky Dorsey.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

Upon motion of Judge Denning and second by Lee Price, the Fire Commission unanimously approved the Agenda.

MINUTES

Upon motion of Lee Price and second by Judge Denning, the Fire Commission unanimously approved minutes of the November 15, 2012, Regular Meeting.

REGULAR AGENDA

FIRE COMMISSION CHAIR ELECTION

Demetric Potts stated that January is the time that the Fire Commission elects its Chair and Vice Chair for the calendar year. He stated that unless there were questions he would open the floor for nominations for Chair. Mr. Billy Myrick nominated Mr. Lucius Jones. Judge Denning

seconded the nomination. There were no additional nominations. All voted in favor for Mr. Lucius Jones as Chair of the Fire Commission for calendar year 2013.

FIRE COMMISSION VICE CHAIR ELECTION

Demetric Potts opened the floor for nominations for Vice Chair. Chair Lucius Jones nominated Mr. Billy Myrick. Judge Denning seconded the nomination. There were no additional nominations. All voted in favor for Mr. Billy Myrick as Vice Chair of the Fire Commission for calendar year 2013.

FUTURE of FIRE SERVICE in the FIRE TAX DISTRICT

Deputy County Manager Joe Durham stated that the Commission members had a copy of the power point presentation that he provided to the Wake County Board of County Commissioners at their Work Session on Monday, January 14th. Mr. Durham stated that they would hear him say again that we have a current financial model that is not sustainable. He stated that he would not go over the presentation in great detail he just wanted to reiterate that we have a shrinking service area with continued increase in cost over the past eleven years of 170%.

Mr. Durham stated that as we look at expectations and assumptions going forward the assumptions are that we will continue to have flat growth in revenue with increases in expenditures. Mr. Durham noted that a point he wanted to make here as he did with the Board of County Commissioners is that the growth will be less in the unincorporated areas than it will be in the incorporated areas. Mr. Durham shared again that the Fire Tax District Budget is not sustainable in its current form. The County believes that savings will be achieved through strategies such as consolidations and mergers, realignment of stations, and shared use of resources. He stated that this is a staff strategy that was presented to the Wake County Board of Commissioners and these are things that we plan on pursuing further.

Mr. Durham stated that one of the Commissioners goals is to look for efficiencies in our public safety arena with both Fire and EMS. We will start with there will be no consideration on an increase in Fire Tax District property tax rate until strategies for a sustainable fire service are identified and pursued. Mr. Durham shared that one of the things that we will be doing over the next thirty days is meeting to define some specific steps and strategies that will be used to achieve that goal. We will also look at areas for consolidations such as Falls Lake, Swift Creek, and Little River / Eastern part of the County, and also will begin meeting with the Board of Directors of the not-for-profit fire departments to begin sharing the "Future of Fire Service" with them and our goal is to talk about things that we can do to create sustainability. He stated that we know that this is not going to occur over the next sixty days or the next year or two. This is a long term strategy and there are challenges that are in front of us. He stated that he would be glad to respond to any questions or concerns.

Chair Jones stated that he understands what we are doing, he understands that we are trying to provide a better service with less money because that is probably what we are going to have. He stated that it's going to be a long term, long range plan and it's going to take a lot of time and we need to try to get everybody to buy in on what the plan is going to be, and a lot of the planning can be done administratively or at the Wake County staff level but also there should be an equal component of the plan from the users. Mr. Durham replied that this can't be County staff driving

this directing / commanding, but we will initiate those conversations and discussion that have to occur.

Vice Chair Myrick stated that typically consolidations happen with not-for-profits and towns and he wanted to know what would happen in the areas where there were no towns. Mr. Durham stated that those were opportunities as well. It would mean working with the not-for-profits in certain areas looking for consolidations and mergers there, but also looking for opportunities between the not-for-profits and municipal fire departments. Vice Chair Myrick asked if the goal was mainly to merge with the towns. Mr. Durham replied that it's about doing all that we can do to look at mergers and consolidations and we are not just targeting the towns or not-for-profits, it's doing all that we can do and we will bring back those opportunities that we have identified. It's going to require a lot of conversations and discussions in order to make this happen.

Vice Chair Myrick stated that with consolidations and mergers there should be equal or better service at a cheaper price not the same service at the same price. Mr. Durham replied that we have to create those savings that will be realized both short term and long term. Mr. Durham stated that we are not doing this just for the sake of mergers, as we are doing this we will need to identify cost savings, if not then why are we doing this.

Chief A.C Rich asked Commissioner Matthews what is Wake Counties' vision, what do you want the fire service to look like in Wake County. Chief Rich stated that he thinks this is very important because we speak in generalized terms of the "Future of " being revenue driven. He stated that one of the pieces that is important especially for our elected officials is to determine what they want because that is where it lies, and in order to have real good understanding of the way we want to look which he sees as a fundamental issue but yet a complicated methodology, but the way we want to look; the way we want to be. Do we want to be predominantly volunteer, do we want to be predominantly paid. Chief Rich stated that he sees Mr. Cooke's presentation as an idea (Mr. Durham stated that the presentation was his) a shared idea, but before we have goals and objectives he thinks we need to have a clear vision and personally he sees this as a very sensitive process and to whatever degree the Fire Commission has influence on it he thinks it is important to have collective representation because for example in the budget process last year the chief officers put together what could be considered a sustainable model through 2017 understandably collective work could be done.

Chief Rich also stated that through the Fire Chiefs Association there is a lot of feedback and input on what that vision would really be defined as, and it may be that what we determine is not consolidation, it may be incorrect for us to say that consolidation is the answer, and we may find out that there are other ways to do business better perhaps, and he thinks that if we call it a Blue Ribbon Committee, certainly for the Board of Commissioners you have such a tremendous asset the representation of these folks in this room, singular/dual people the backbone of their organizations are volunteers, folks that give of their time and he thinks that is something that we have to consistently recognize. Chief Rich stated that the would like to encourage Mr. Durham, Mr. Matthews, the Fire Commission, and all his fellow Chief's out there that we can do it and we can do it together.

Commissioner Matthews stated that we do have a great deal of talent in this room, all the Chief's wouldn't be where you are at if you weren't good at what you did and he respects all of you and at the same time we do all need to work collectively, because whatever the decision that comes out we all have to live with it. The main thing is that we have the best personnel, the equipment we need to get the job done, and we most certainly have seen a transition from volunteerism versus the full-time due to first responders and the training that went along with that. Every

department has its own issues, but what we have to do is bring all those issues together and sit down at the table and talk about them and what might necessarily work in Wake Forest might not work down in the Duncan area or some other area, so everything is brought to the table and we factor it all in and it won't be an overnight project, if it is an overnight project it won't be a good project somebody is going to get left out and he thinks that is very important that we come together collectively.

Lee Price stated that some of the concerns of the Fire Chiefs and departments is that they want to be involved in the process and work with staff on this, and when you receive the information like this, that this is going to the County Commissioners the "Future of the Fire Service" and the Chiefs and department's knew nothing about it, that hurts that trust level and makes them wonder what's going on here. Staff has come up with this plan "Future of the Fire Service" and no one else knows about this, not the Fire Commission, not the Chiefs, or anybody and that trust level goes out the window because everyone is thinking well they got a plan and we don't know about it so what are they trying to do to us. Mr. Price stated that he thinks the key is to involve everybody in this group and we can come up with some good plans and something that is cohesive that will work. Mr. Durham stated that he appreciated those comments, but wanted to say that there was nothing new from what you see in front of you, he has said it, David Cooke has said it, he has said it more than once and there is nothing new. Mr. Durham stated that there are more details but all these things have previously been shared and at the end of the day it's all about creating those cost efficiencies.

CONSIDER APPOINTMENT of FACILITIES COMMITTEE CHAIR

Chair Jones appointed David Dillon as Chair of the Facilities Committee.

CONSIDER APPOINTMENT of STAFFING COMMITTEE CHAIR

Chair Jones appointed Chief Matt Poole as Chair of the Staffing Committee.

CONSIDER APPOINTMENT of CONTRACT COMMITTEE TO REVIEW AND UPDATE FIRE PROTECTION AGREEMENT

Demetric Potts reported that the not-for-profit Fire Protection Agreement was now an annual agreement so we have an opportunity that if there are going to be any revisions to the agreement we could have those revisions done by staff or there could be an appointed committee to review the agreement to see if there were areas that needed to be updated or amended. Demetric stated that during the course of the year there were several areas that mentioned that potentially needed updating. The areas are noted below:

Section 13 Composition of Board of Directors

- Add language that says that BOD members can't be compensated using Fire Tax Dollars.

Section 19 Insurance Services Offices, INC Rating

- Revise the language that references department's having an ISO rating equal to or better than a Class 6

Section 20.E. Training

- Post Incident Review Language
- Add language with regard to Standardized Training

Vice Chair Myrick made a motion that Chair Jones appoints a Contract Committee with a representative chosen from each fire service region and the Chair would appoint two additional members from the Fire Commission. The motion was seconded by Chief Cates; the Fire Commission unanimously approved the motion.

Chair Jones reappointed the Budget Committee that served for the FY 2013 Budget process to review the FY 2014 Budget process.

INFORMATION AGENDA

FIRE TRAINING CENTER PUMP UPDATE

Ricky Dorsey reported that he wanted to give the Fire Commission an update on what's been done since we talked last at the November Fire Commission meeting. Mr. Dorsey stated that the Commission had in their packet the timeline that Wake County GSA has proposed. He shared that GSA has the pump substantially completed and ready for service on May 1st. Mr. Matthews asked Mr. Dorsey what they were using out at the Training Center now. Mr. Dorsey reported that now they were using trucks to draft. He stated that one of the major concerns was that they were unable to provide the Essential Schools, so the main goal is to get back in service so they can offer the school as soon as possible. Mr. Matthews asked if that was as soon as it could be done. Mr. Dorsey replied that this is the time line that GSA has given.

Vice Chair Myrick asked if the cost for the repair was still the \$6,000 that was previously reported. Mr. Dorsey reported that GSA had to go back to do a cost estimate, the information that was provide at the last meeting was an estimate provide by a gentleman from Progress Energy taking a look at it an estimating that the cost would be \$6,000 in parts, so GSA went back and did their cost estimate and their estimate is \$34,000 to do the repairs. He reported that there were a couple of valves that needed to be replaced; there was also a hole in the pressure reducing valve so that has to be replaced as well. The designers estimate is \$34,000, so this would need to go out for bid and we are hoping that it will come back under that. Vice Chair Myrick asked if the Commission needed to take some action since they took action authoring \$6,000 for labor.

Commissioner Matthews asked if it were the State of NC GSA handling the project. Mr. Dorsey stated that it was Wake County GSA. Mr. Matthews asked Mr. Dorsey who he was working with. Mr. Dorsey reported that the he was working with Mark Dubois. Mr. Matthews stated that he couldn't see it taking five months to replace a pump. He stated that he would make a phone call the next day to see what they could do about it.

Chief Privette asked how they were able to have the recruit academy without the pump. Mr. Dorsey replied that he has been asked how they could hold a fire academy without a pump and was the fire academy more important than the Essentials Schools. He stated that was absolutely not true and that the Essentials School was the most important thing that they do at the Fire Training Center. Their concern is that they conform to live burn standards set by NFPA and deliver the school and they have an average of twenty to thirty students per school. Mr. Dorsey stated that they have nine recruits right now in the Recruit Academy and they are hoping that the pump will be in service by the time they get to the point they need to conduct live fire burn training. The recruits are in the academy for twenty-five weeks; however it is a little different situation we can do training with them as we do with what the fire departments are doing currently, they can come out and draft for a period of time, but with the trucks we have to be

careful with the time we spend drafting water for the Essentials School. Mr. Dorsey stated that there has been discussion about the fire departments bringing trucks out to get a school done in the meantime and he would entertain that if that's possible. If that's something that we could work out he was all for it. Mr. Matthews stated that he would get on this tomorrow because we didn't need to be running our apparatus out there.

Chief Mauldin stated that he heard a number of fifty-sixty volunteers that may be on a list for the Essentials School. He said that currently they have five that have been waiting, and they really can't use them until they get to this live burn school and those folks are losing interest quick. He says that every department has a process that they have to go through to get firemen onto a department. We try to get them into these schools, and he know that there are a lot of Chief's sitting in here and some may not agree with it, but he thinks that there is a way that these departments across this county can have that school. Chief Mauldin stated that he would be willing to take his truck down there and put an Engineer with it to operate it, that's what they are designed for, is to pump water and he knows himself and there may be some other Chief's out here, but waiting another five months to have an Essentials School he can't see that when we have all this equipment in this County that is designed to draft water and pump water. He says that he doesn't mind sending his truck to help out and he would like to see us get into a little more discussion with Ricky, staff, or someone to see what we can do to get this Essentials School done before that May 1st timeframe if that's possible.

Ricky Dorsey stated that if that's the Fire Commission's desire they are ready to line up the apparatus and instructors. Chief Mauldin stated that he didn't think it was a Fire Commission thing it is the Fire Chief's and the departments of this County if we have the people willing to put forth the time and the effort to get this done why can't we work together to make this happen. Mr. Dorsey shared that they already have a plan in place and it would take thirteen trucks over the course of the four day period to make this happen.

POST INCIDENT REVIEW PROGRAM UPDATE

Demetric Potts updated the Fire Commission with the following information regarding the Post Incident Review Program:

During the 15 November 2012 meeting the Fire Commission voted to rescind the Wake County Fire Commission Incident Review Program until it could be reevaluated for appropriate application. Since that meeting Ricky Dorsey, Commission Members Bob Stagg and Chief A.C. Rich met to review the Post Incident Review Program as well as the Post Incident Review language in the Fire Protection Agreement and it was agreed that there needed to be some changes to the contract language.

Commission member Bob Stagg, Wake County staff Ricky Dorsey, and Demetric Potts met with Deputy County Attorney Beth Smerko to discuss the issues and concerns and it was determined that there needed to be a revision the to the Fire Protection Agreement. Over the course of the next two months Deputy County Attorney Beth Smerko will draft several revisions to the Fire Protection Agreement and County Staff will write a Post Incident Review Policy as well as research with VFIS the impacts of Post Incident Review Reports in terms of potential exposure, coverage, and insurance premiums. Staff will provide to the Fire Commission at the March 2013 meeting any recommendations that results from this effort.

Chair Jones requested that the information be sent out in advance of the Fire Commission meeting to give folks an opportunity to review before the meeting.

FIRE TAX FINANCIAL REPORT

Chad Balke stated that in the packet the Commission should have three reports. The first report lists all the departments with their operating budgets. Each department should have received seven months of appropriation. He stated that the next page of the report lists the revenues for the entire system as well as the expenditures for the System-wide expenses. Chad shared that one good thing to note about the revenues is that we were already at 93% of the total budgeted revenue. He also shared that the 2012 actuals were at .6 above what was budgeted. So there was some minor improvement but the revenue was basically flat.

Chad stated that other report is the Capital Improvement Project. He said that there wasn't much to mention other than we will have some clean now that some revenue has come in and we post the revenue to the respective projects.

Vice Chair Myrick asked who would be working on the County Fire budget. Chad replied that it would be a combination as it was last year of him, Demetric, and we would be looking for some direction from Deputy County Manager Joe Durham and other members of county management.

FY 2014 FIRE TAX BUDGET KICKOFF

Mr. Chad Balke reported that there was an updated budget calendar placed on the table in the lobby for anyone who needed to pick one up. He stated that the budget request were due February 4th. Department meetings with Demetric and him would start in February as well and they would be developing a staff recommendation in late February early March. Staff recommendation will be made to all the Fire District stakeholders, Fire Commission, Budget Committee, and County Management and at that point we will have more conversations. Chad stated that we plan to use the Budget Committee meetings in early March to provide an update on revenue projections, department requests, and various major issues. Chad shared that we have a Budget Committee meeting scheduled for March 27th and that's when he and Demetric would be giving their staff recommendation and would make that available. Chad said that there would be a meeting in mid to late April with the County Managers Office regarding budget requests and recommendations. He shared that this is something that all county departments do with the County Managers Office.

Vice Chair Myrick asked if both staff and the Budget Committee developed different budgets and the Fire Commission voted on the Budget Committee budget which would go to the Board of Commissioners. Chad replied that similar to last year that both would go forward to the County Manager who also makes a recommendation. The situation last year was that the County Manager used parts of both budgets along with his recommendation. Vice Chair Myrick asked what was the purpose of their Board if there were two budgets out there. Deputy County Manager Joe Durham stated that this happens all the time. He stated that they get budget requests and recommendations that go to the County Manager who has the ultimate responsibility of making a recommendation and presenting a balanced budget to the Board of County Commissioners. He stated that the Fire Commission can submit a recommendation to the Board of County Commissioners if they have a recommendation different from the staff recommendation. Mr. Durham stated that if that situation occurred then the Board of County Commissioner would know that there were differences in the recommendations.

Vice Chair Myrick asked if they would be informed if a recommendation other than what the Fire Commission voted on went to the Board of County Commissioners. Mr. Durham stated that should that happen the Fire Commission would be made aware.

FIRE SERVICES RESPONSE BOUNDARY UPDATE

Demetric Potts updated the Fire Commission with the following information regarding update to the Fire Service Response Boundaries:

In November of 2012 the Wake County Fire Chiefs were notified that Wake County GIS had completed generating the new primary response boundaries for the county fire departments. This was last done about 5 years ago with tweaks to the system over that time span. Some of the boundaries have changed slightly due to new roads, re-aligned roads, more accurate travel time information along thoroughfares, and the elimination of turn-out times as a factor. Staff feels the new boundaries are as accurate as can be as computed, but we certainly welcomed any feedback or concerns that the fire departments wanted to review and discuss.

Staff provided the fire departments with two sets of response boundary maps in PDF format One map set shows the 41 existing stations (one map per station sorted alphabetically) along with their existing primary response areas overlaid with their newly proposed response extent. The second map set shows the 4 future fire station locations (2 relocated, 2 new) and their impact on the current response areas. The new stations will be incorporated in the new station run orders as inactive stations. Then when a particular station comes on line, it will be made active in CAD.

With the update all of the existing special response classes will be maintained as they are currently set up in CAD. This includes response along Interstate highways, Out of County Aid, etc. For the incorporated areas, our goal is to maintain any town affiliated fire department as the primary responder, regardless of what appears on the maps.

Automatic Aid by the City of Raleigh and Town of Cary may change slightly since we are recalculating these areas due to new stations and roads. Those maps are currently in production and will be distributed at a later date for fire departments to review.

CHAIR REPORT

Chair Jones recognized Chris Perry as the new Fire Chief for the Town of Zebulon as well as recognizing his dad Sidney Perry as the retired Chief of the Zebulon Fire Department.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager informed the Fire Commission that they have initiated the recruitment process for hiring a Fire Services Director and they would be accepting applications through the middle of the following month and they were hoping to have somebody named by mid-April. He shared that it would be an inclusive process and he would be asking some of them to serve as part of the interview process on an assessment panel.

Chief Mauldin asked if it would be possible to get the Fire Commission Agenda Packets more in advance of the Fire Commission meeting so it can be shared with and discussed by the members of their region. Staff stated that they would make the effort to get the packet out sooner.

OTHER BUSINESS

Chief Pope requested that we honor Chief Sidney Perry with a round of applause for his years of service and dedication.

PUBLIC COMMENTS

None.

ADJOURNMENT

Being no further business, the meeting was adjourned

Item Title:

Fire Training Center Pump Update

Specific Action Requested:

That the Fire Commission receives an informational update on the repairs to the pump located at the Wake County Fire Training Center.

Item Summary:

Wake County General Services advised that the contract for the pump repair has gone to the Wake County Finance Office for approval and execution. Work regarding the repairs will begin after the executed contract is returned from Wake County Finance. Mark DuBois, Director of Physical Plant, Wake County GSA has estimated that the repair work will begin the week of May 1, 2013.

Attachments:

Item Title:

Fire Training Center Request for Proposal Update

Specific Action Requested:

That the Fire Commission receives an informational update on the Request for Proposal for an Evaluation of the Fire Training Center and Training Programs.

Item Summary:

On February 25, 2013 the Fire and Emergency Management Department released a Request for Proposal for a Comprehensive Assessment and Evaluation of Fire Services Training Center and Training Programs. The Scope of Services requested in the Request for Proposal is as follows:

1. Assessment and Evaluation of fire training programs and facilities in Wake County to determine the most cost effective and efficient service delivery.
2. Assessment and Evaluation of fire service training agencies in Wake County to identify any duplication of fire training delivery. Provide specific details of duplication identified and propose possible solutions.
3. Assessment and evaluation of partnering opportunities for delivering fire training programs.
4. Demographics, fee schedules and revenues, fire protection delivery services and fire protection services structure shall be considered when comparing training programs with other areas.
5. Presentation of Findings and Recommendations to assure optimal service delivery with consideration of meeting or exceeding the minimum required levels of training and certifications needed to be a firefighter in Wake County.
6. The Consultant will provide project management support services such as handling coordination of meetings, creating meeting agendas and meeting minutes, and scheduling activities associated with this project.
7. The County reserves the right to expand the scope of services if other areas requiring evaluation are identified.

The tentative schedule for the process is listed in the table below:

Action	Applicable Dates
Request for Proposal (RFP) Release	Monday, February 25, 2013
Deadline for Requests for Additional Information to Clarify Project's Scope by 3:00 PM EST	Monday, March 11, 2013
Additional Information Posted as Addendum to RFP on County's Website	Monday, March 18, 2013
Sealed proposals due before 3:00 PM EST	Tuesday, March 26, 2013
Selection and Notification of Vendors	Friday, April 26, 2013
Desired Implementation date	Monday, April 29, 2013
Desired Completion Date	Friday, June 28, 2013

There will be a committee put together to review the proposals once they are delivered and we are asking that the Fire Commission appoint members of the Fire Service to participant in the RFP review to assist in making a recommendation on awarding the bid.

Attachments:

1. RFP 13-030 Fire Services Training Center/Training Programs Assessment

Request for Proposal

RFP # 13-030

Comprehensive Assessment and Evaluation of Fire Services Training Center and Training Programs



Wake County, North Carolina
Procurement Services
337 S. Salisbury Street
Raleigh, North Carolina 27602

Proposals are due March 26, 2013 before 3:00 pm.

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1. Introduction

1.1 Introduction

Wake County seeks a qualified Consultant to conduct a comprehensive assessment and evaluation of the Fire Services Training Center and Training Programs.

1.2 Background

Wake County is the second most populous county in North Carolina. The County consists of 12 municipalities and includes Raleigh, the County seat and State capitol. The North Carolina State Demographer estimates the County's 2012 - 13 population is 925,832 residents.

WAKE COUNTY FIRE TRAINING FACILITY

The fire training center facility includes two separate classroom buildings for class lectures. The main multipurpose classroom seats approximately 50 students and has a bay attached for storage of supplies and equipment. The classroom can be divided into two rooms that have seating capacity for 25 in each with audiovisual equipment for both. Progress Energy also has a classroom building on site for their fire brigade class lecture training.

Fire Training Pits: The three fire training pits that were used with diesel fuel in previous years have been converted to LP Gas props. Pit #1 has a large bulk transport tanker for teaching firefighters techniques to sweep fire away and affect a rescue. Training foam can also be used for combustible liquid type fire suppression. Pit #2 has a couple cars and a school bus used to train firefighters how to attack vehicle fires and enter a bus interior to rescue victims. Pit #3 has a delivery truck simulating a fire at a gas delivery location. All three pits are very challenging and unique to the type of incident and require different strategies.

Roof Ventilation Prop: The roof prop is the latest addition to the fire training center in the way of props. Roof work can be one of the most dangerous and challenging tactics at the fire scene. Firefighters working over areas of fire and smoke need to get this done safely and quickly to make conditions inside the building safer to work and aid with search and rescue. This prop is a valuable asset for learning and practicing vertical ventilation techniques. The prop is piped with training smoke to make the training more realistic when cutting and locating areas to cut. There is a 4/12 pitch 14' x 16', an 8/12 pitch 14' x 17' and flat roof 16' x 32'. The roof prop training can be stand-alone training or it can be incorporated into the burn building drill for company training.

5-Story Drill Tower: This is an 85' concrete building prop with 5 levels designed to serve multiple purposes. While this prop is not designed for live fire, it does serve as a way to train for challenging multi-level buildings. The tower can be used for:

Search and Rescue of Multiple Stories
High-rise Operations



Crew Resource Management
Standpipe Connections
Confined Space
Aerial Ladder Operations
Firefighter Rescue
Apparatus Placement
Ground Ladders

Facility Maintenance: Maintenance and upkeep of the Wake County Fire Training Center is shared with Wake County General Services (GSA). All of the day-to-day maintenance and preventative maintenance is conducted by fire training staff. GSA assistance is requested when projects are too large or outside of our expertise. Fire training staff conducts all cleaning and janitorial services, testing of equipment including required hose and breathing apparatus testing, burn building general maintenance, drill tower general maintenance, classrooms general maintenance and training grounds general maintenance. Most of the regular checks are required to meet the National Fire Protection Standards "Standard for Live Fire Training at Fixed Facilities". Training staff ensures the facility and equipment is safe for conducting live fire evolutions. The most important maintenance and preventative maintenance work at the fire training center is the repairs to the interior of the burn building. The interior lining of the building (padgenite) is replaced to protect the concrete structure. Wake County staff has been doing this since the building was constructed. Many burn buildings across the country have been condemned simply because the interior linings have not been maintained or replaced as they should.

TRAINING PROGRAM

The Wake County Fire Services Training Division is primarily responsible for supporting 19 contracting fire departments in Wake County with training needs on system wide bases. There are currently three full-time employees and one part-time employee working in the Fire Training Division, one full-time Chief Deputy Fire Marshal, two full-time Public Safety Training Specialists and one part-time Public Safety Training Specialist. These employees are also involved with other programs within the Fire Services Division as needed.

The fire training center located in southwestern Wake County serves as one of the most important assets for conducting training. There are many advantages to doing live-fire training evolutions at a fixed facility. The number one reason is they provide a safer, more controlled, environment for training. The burn building prop is great for hose line advancement, nozzle control, and search and rescue training. Firefighters must be exposed to live fire and smoke conditions during training drills to perform more effectively at fire incidents.

Extensive live fire training is essential in developing an efficient firefighting crew. The fire training center offers the safest opportunity to perform this much needed training. The Fire Training Division also coordinates training for Fire and Emergency Management staff as required. Many of the Fire Services staff are required to maintain certifications in their field of expertise and the training center is utilized for initial as well as continuing education training. Each fire department has their own training officer designated to address their individual needs. In some cases training officers request assistance with

programs outside of the normal classes offered. Staff in the Wake County Fire Services Training Division provides comprehensive fire and rescue training services identified in seven major categories:

1. New Member
2. Firefighter Survival
3. Specialized Training
4. Incident Management
5. Personnel Management
6. Fire Investigations
7. Community Services

New Member:

Wake County Essentials of Firefighting School - This 32-hour school is offered four times annually for Wake County volunteer firefighters at the entry level. Wake County fire departments are required to ensure new volunteer members receive basic firefighter training. This course meets all of the core minimum training requirements identified in the National Fire Protection Standard 1403 to respond to fires as an effective fire department team member. All Wake County departments send their new members to the Essentials School averaging 100 students annually. Students are required to pass a written exam and complete performance objectives. Most of the instructors are contracted with Wake Technical College and supplemented by fire services training staff. Non-contracting departments are charged \$250.00 per student for the school.

Wake County Fire Academy - This is a 25-week recruit academy tailored toward firefighters seeking employment and affords volunteers an opportunity to attend to get certifications and training over a short period of time. This is a rigorous program where departments can hire an employee and enroll them in the academy at the beginning of their employment, hire students already in the academy or hire after graduation. This program also helps to attract new volunteers as candidates are required to be affiliated with a fire department. Most of the candidates are seeking employment, but several have completed the academy with the desire to stay on as volunteers. The desire is that these graduates remain in Wake County departments regardless of their career choices.

All books and uniform expenses are paid by the student. In many cases the department may pay for the expenses after completion. Most of the instructor costs associated with the academy program comes from contracted instructors paid for by Wake Tech. Wake County staff administers the program to ensure this program delivers the quality of training desired by Wake County departments.

Firefighter Survival:

Wake County Firefighter Survival School - This 12-hour survival school is designed to challenge firefighters when faced with strenuous and life threatening situations to use skills learned when faced with a mayday situation. The instructional techniques are based on real tragedies that have occurred in incidents throughout the country. Self-survival skills are demonstrated and performed at the fire training center in the 1,500 square foot survival course. Students are required to complete the Essentials

of Firefighting course before admission to this school. This course requires firefighters to be in good physical condition to complete the course objectives.

Wake County Firefighter Rescue School - Based on case history of firefighter fatalities across the nation, this 12-hour rescue course is designed to provide the firefighter with skills to work as a team to rescue one of their own from a mayday situation. Various intense scenarios are given to the student rescue team to demonstrate recommended practices to save the victim/firefighter. This course was developed using NIOSH investigation recommendations of firefighter fatalities throughout the country. This course is offered three times annually.

Specialized Training

Live Fire Acquired Structure Training - There are times when a department acquires a structure for live fire training in the county. Wake County Fire Services offers instruction assistance to departments with live fire acquired structures upon request. Instructors follow NFPA 1403 standards.

Live Fire Company Drills Training (Multi-company) - This training occurs at the fire training center and is designed to assist departments with multi-company training. This training helps to improve effectiveness between crews when working live fire incidents. Live Fire Company training is critical for officer development and helps to become more efficient when working at emergencies. This training is excellent for working on strategies and tactics. If an out-of-county or municipal department trains at the fire training center a fee schedule applies. These departments are charged for consumables and instructor hours.

Off-site Live Fire LP Gas Training - This training is designed to supplement LP Gas Live Fire Training offered at the fire training center. We have props that are transported to departments and LP Gas Live Fire Training can be delivered in a large parking lot where multiple departments are able to participate in live fire evolutions. In most cases Wake Tech provides additional instructors for large classes.

Hazardous Materials Responder Training - OSHA requires responders to be trained to recognize and handle hazardous materials based on response services. This 40-hour course provides the training to meet OSHA requirements for firefighters to handle basic hazardous materials incidents. This course goes beyond the basic awareness level as needed by fire department personnel.

Incident Management

Incident Command System 700 and 800 - The ICS 700 course introduces and overviews the National Incident Management System (NIMS). NIMS provide a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. The ICS 800 course introduces participants to the concepts and principles of the National Response Framework. Training staff rarely gets requests for these classes since they can get these online, but are available if needed.

Incident Command System 100 and 200 (Basic ICS) - This 12-hour course is the basic incident command course firefighters need to participate in fire ground incidents. This is a basic course in incident

organizational structure and how to effectively manage basic crews. This course is primarily classroom lecture with Wake Tech instructors. County staff ensures this is delivered as needed and provides the location.

Incident Command System 300 and 400 (Intermediate and Advanced ICS) - This 60-hour course goes beyond managing the basic incident and presents the student with skills to handle complex and expanding incidents. This course helps the student better manage large scale disasters over multiple jurisdictions. Wake County fire services staff delivers this course with some instructional assistance from Wake Tech. This course has multiple exercises and tabletops.

Personnel Management

Fire Service Methodology - This is an instructional techniques course for firefighters. As a company officer he or she should be able to effectively teach their crews. This course helps the company officer be a more effective instructor. This course is over 70 hours in length and delivered by qualified instructors.

Fire Officer I&II - Fire Officer I&II is delivered by the Office of State Fire Marshal qualified instructors. Wake County fire services staff ensures the course is made available locally and provides and technical assistance. The Fire Training Division works with the Wake County Firefighter's Association and the fire departments to assist with sponsoring Officer Development courses as requested.

Fire investigations

Wake County Fire Scene Evidence Preservation Training - This course was developed by local fire investigators, law enforcement, fire training staff and District Attorney's Office to be delivered at each fire department to provide firefighters with skills to identify and preserve evidence at crime scenes. Preserving evidence helps investigators and prosecutors present higher quality cases and promote solvability. Firefighters are faced with all types of incidents. Understanding the importance of preserving evidence at a crime scene is very important to the investigation.

Wake County Fire Investigation School - This is a 42-hour school for local fire investigators, local law enforcement and firefighters to gain skills in improving fire cause and origin investigations. Approximately 20 hours of this course is hands-on demonstrations and mock scenes for students. Participant instructors are from SBI, ATF, Wake County DA's Office, Wake County fire training staff and Wake County fire investigators. One instructor is paid for by Wake Tech and all others donate their instructional time to this class.

Community Services

Public Fire Education in Wake County Schools - When requested training staff conduct fire safety training and participate in job fairs in schools. We depend on fire departments to take the lead role with fire safety education, but there are times when we can assist. For job fairs we provide information about becoming a firefighter both as a volunteer and as a career.



Wake County Sheriff's Office Adventure Kids Camp – The Fire Services Training staff is asked to participate in this camp with the Sheriff's Office. Some of the activities for the kids are: Fire Extinguisher Training, Fire Safety Education, Search and Rescue Demonstration and House Fire Demonstration. During these demonstrations kids were able to watch firefighters enter a real fire in the burn building, operate fire engines and ladder trucks, and go through the survival course. Last year we had a total of 130 middle school students.

Fire training staff also supports other program areas and performs duties involving:

Wake County Post Incident Review - In the Wake County Fire Protection Agreement fire departments are required to review incidents based on certain criteria. Wake County fire training staff in conjunction with the NC Forest Service coordinated and provided training to 32 students to be trained in the Post Incident Review Program. These students were trained to facilitate formal reviews. Fire training staff continues to assist as requested with post incident reviews and uses this process as a training tool to improve response to incidents in Wake County.

Wake County Fire Protection Agreement Compliance Matrix - Annually training staff assists with reviewing the Fire Protection Agreement to identify compliance by the 19 contracting departments. Noncompliance issues are passed forward to the business office.

Emergency response to incidents in Wake County - Fire training staff assists with responding to emergencies in Wake County. Training staff are on-call for fire investigations and are assigned to determine the origin and cause of fires. Staff participates in Fire Services response report reviews for quality assurance. One staff member also serves in the Wake County Emergency Operations Center (EOC) as the Operations Section Chief as needed.

Wake County Fire Training Staff Certifications and Qualifications

Employees in the Fire Training Division hold various certifications and training. Certifications and training include:

- Firefighter I&II (State Certification)
- Fire Service Instructor (State Certification)
- Live Fire Qualification (State Qualification)
- Live Fire LP Gas (State Certification)
- NC EMT-B (State Certification)
- Emergency Vehicle Driver (State Certification)
- National Incident Management System 700 and 800
- Incident Command System 100, 200, 300, and 400
- Fire Arson Investigator (State Certification)
- Fire Inspector Level I (State Certification)
- Fire Inspector Level III (State Certification)

Employees attend requalification and upgrade training to maintain these certifications as required. Employees also attend various training classes to improve their expertise to stay up with recent trends

and changes in the fire service. All three full-time training employees have served as company officers in fire departments in past employment and collectively have over 60 years of fire service experience.

1.3 Scope of Services

The scope of services to be provided by the Consultant includes, but is not limited to, the areas outlined below:

1. Assessment and Evaluation of fire training programs and facilities in Wake County to determine the most cost effective and efficient service delivery.
2. Assessment and Evaluation of fire service training agencies in Wake County to identify any duplication of fire training delivery. Provide specific details of duplication identified and propose possible solutions.
3. Assessment and evaluation of partnering opportunities for delivering fire training programs.
4. Demographics, fee schedules and revenues, fire protection delivery services and fire protection services structure shall be considered when comparing training programs with other areas.
5. Presentation of Findings and Recommendations to assure optimal service delivery with consideration of meeting or exceeding the minimum required levels of training and certifications needed to be a firefighter in Wake County.
6. The Consultant will provide project management support services such as handling coordination of meetings, creating meeting agendas and meeting minutes, and scheduling activities associated with this project.
7. The County reserves the right to expand the scope of services if other areas requiring evaluation are identified.



2. General Submittal Requirements

2.1 Proposal Contact

This RFP and any subsequent action taken as a result thereof, is issued by the Wake County Procurement Services in accordance with North Carolina General Statutes on behalf of the County. Proposal responses should be directed to Procurement Services, specifically to the Purchasing Director, as outlined below. In regards to this RFP and subsequent procurement process, vendors shall make NO CONTACTS, either written or verbal, with any Wake County employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. **Any attempt by a proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the proposer from award for items or services on this RFP.**

Proposal Contact:
Thomas G. Wester
337 S. Salisbury Street
Raleigh, NC 27601
919-856-6153
twester@wakegov.com

2.2 Proposal Submittal Requirements

In order to facilitate the analysis of responses to this RFP, proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each proposer is required to submit its proposal in a sealed package.

Eight (8) hard copies and one electronic copy (.doc, .docx or .pdf versions) must be submitted containing the entire contents of your proposal to the address shown below. Electronic copy cannot be submitted via email.

Mailing Address:
Thomas G. Wester
Wake County Procurement Services
Wake County Office Building – Rm 926
337 S. Salisbury Street
Raleigh, North Carolina 27601

The County must receive proposals no later than **March 26, 2013, before 3:00 pm**. The *proposer's name*, *RFP number*, and *proposal closing time and date* must be marked clearly on the proposal submission. The time of receipt shall be determined by the time clock in the Wake County Procurement Services

office. Late proposals will not be accepted. The County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the proposer's responsibility to: (1) ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Proposal delivery by any courier service may be subject to some access limitations should the delivery person be using hand trucks or carts. This should be factored into your delivery decisions.

2.3 Proposer Expenses

The County will not be responsible for any expenses incurred by any proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Wake County and/or its representatives. Further, the County shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended proposer even if the Board of Commissioners has formally accepted a recommendation.

2.4 Proposer's Offer

The Proposer offers to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the services described herein and in any applicable related documents (e.g., Notification of Solicitation, Request for Information, Addenda, Contract, Bonds, insurance, Plans, etc.).

2.5 Interpretations, Discrepancies, and Omissions

Should any proposer find discrepancies, omissions or ambiguities in this RFP, the proposer must at once request in writing an interpretation from proposal contact listed. All questions submitted must be in writing. The deadline for submitting questions is March 11, 2013. All questions will be answered to the extent possible in the form of addenda to the specifications. All written requests for clarification should be addressed to the attention of Tom Wester.

Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFP.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect.

2.6 Tentative Schedule

Action	Applicable Dates
Request for Proposal (RFP) Release	Monday, February 25, 2013
Deadline for Requests for Additional Information to Clarify Project's Scope by 3:00 PM EST	Monday, March 11, 2013
Additional Information Posted as Addendum to RFP on County's Website	Monday, March 18, 2013
Sealed proposals due before 3:00 PM EST	Tuesday, March 26, 2013
Selection and Notification of Vendors	Friday, April 26, 2013
Desired Implementation date	Monday, April 29, 2013
Desired Completion Date	Friday, June 28, 2013

2.7 Pre-Proposal Questions

The County will make a good faith effort to provide other data or attachments, if the request will further clarify the project's scope. All requests for further information shall be received by the County by Monday March 11th at 3:00 PM EST. A copy of all answers and further clarifications provided by the County to those making inquiries will be posted as an addendum to the RFP on the County's website on Monday March 18th.

2.8 Finalists and Interviews

From the proposals received, County staff will identify a short-list of finalists. The finalists may be expected to make a presentation to and respond to questions. Additional information regarding the content of the presentation will be provided to the selected finalists.

2.9 Award

Wake County reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County shall be deemed to be an acceptance of an offer that such acceptance will be binding upon both parties. A proposing offer should therefore be based on the most favorable terms available from a price, business requirements and technical standpoint. The County may also, at its sole discretion, have discussions with those proposers that it deems in its sole discretion to fall within a competitive range. The County may enter into negotiations separately with such Proposers. Negotiations with a proposer may continue with a Proposer that the County has tentatively selected to award a contract to. The County shall not be deemed to have finally selected a proposer until a contract has been successfully negotiated and signed by both parties. The county reserves the right to contact any proposer and request clarifications or additional information as a part of the evaluation process.

2.10 Non-disclosure of County Information

All data and information gathered by the proposer and its agents, including this RFP and all reports, recommendations, specifications, and data shall be treated by the proposer and its agents as confidential. The proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County.

2.11 Retention of Proposer Material

The County reserves the right to retain all proposals regardless of which response is selected. No proposals will be returned to proposer.

3. General Terms and Conditions

3.1 Certification

The Proposer hereby certifies that they have carefully examined this Request for Proposal and documents attached hereto for terms, conditions, specifications, covenants, requirements, software, services, etc. and the Proposer certifies that they understand the scope of the work to be done, that the Proposer has knowledge and expertise to provide the scope of the work, and that their proposal is based upon the terms, conditions, specifications, services and requirements of this RFP and attachments. The Proposer further agrees that the performance time specified is a reasonable time. By their signature on the response to the RFP, the Proposer certifies that their proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Proposer certifies that they understand collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, they: (1) have no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

3.3 Assignment

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from Wake County.

3.4 Indemnification

Provider agrees to defend, indemnify, and hold harmless Wake County from any and all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death, or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the Provider, except to the extent that same are caused by the negligence or willful misconduct of Wake County. It is the intent of this section to require Provider to indemnify Wake County to the extent permitted under North Carolina law.



3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Payment

Payment for the services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Consultant must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

3.7 Insurance

Proposers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Office. Workers' Compensation Insurance, with limits for Coverage A Statutory-State of North Carolina and Coverage B Employers Liability \$500,000 each accident, disease policy limit and disease Each Employee.

Commercial General Liability - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This insurance shall include Comprehensive Broad Form Coverage including contractual liability.

Commercial Automobile Liability, with limits of no less than \$500,000 Combined Single Limit for bodily injury and property damage. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought on a Wake County site.

Professional Liability (Errors and Omissions) with limits of no less than \$1,000,000 each occurrence and \$3,000,000 aggregate. If coverage is on a claims-made basis, Provider agrees to maintain a retroactive date prior to or equal to the effective date of this agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' if the policy expires or is cancelled or non-renewed. If coverage is replaced, the new policy must include prior acts coverage or a retroactive date to cover the effective dates of this agreement. Provider shall provide on an annual basis a Certificate of Insurance to Wake County specifying whether the required coverage is underwritten on a claims or



occurrence basis, and if on a claims basis, the retroactive date of the coverage. The duty to provide extended coverage as set forth herein survives the effective dates of this agreement.

All insurance companies must be licensed or authorized in North Carolina and carry a rating of "A-,VII" or better in the current A.M. Best Key Rating Guide; or have reasonable equivalent financial strength to the satisfaction of the County's Finance Office. Insurance with limits no less than those specified above and proof of rating if requested shall be evidenced by a Certificate of Insurance issued by a duly authorized representative of the Issuer. The Provider shall be responsible for providing immediate notice of cancellation or non-renewal received during the term of this Agreement to the Wake County Finance Office. Copies or originals of correspondence, certificates, endorsements or other items pertaining to insurance shall be sent to:

Wake County Finance Office
Room 900 - WCOB
P. O. Box 550
Raleigh, NC 27602

If the Proposer does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to Wake County may be considered.

3.8 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

3.9 Confidential Information/Public Records Law

The County assumes no responsibility for confidentiality of information offered in a proposal. The RFP does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. Wake County reserves the right to share any information submitted in response to this RFP or process with any person(s) or firm(s) involved in the review and evaluation process. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the proposer will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.

3.10 Compliance with Laws and Regulations

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility

of the successful Proposer to notify Wake County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

3.11 Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the County's best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

3.12 Additional Services

From time to time during the implementation period and afterward, the County may elect to have the Proposer perform services that are not specifically described in the Statement of Work but are related to the contracted services (the "New Services"). Prior to beginning work on any Additional Services, the Proposer and County will agree and document the scope of work to be performed and compensation rate. This will be accomplished through an amendment to the contract.

4. Detailed Submittal Requirements

4.0 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections with tabs for each section:

PROPOSAL

<u>Section</u>	<u>Title</u>
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Company Background and Relevant Experience
4.0	Client References
5.0	Cost Proposal

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

4.1 Executive Summary

(Proposal Section 1.0) This section of the response should be limited to a brief narrative summarizing the Proposer's proposal. The executive summary shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services. This section should highlight aspects of the proposal that make it superior or unique in addressing the needs of the County. Please note that the executive summary should identify the primary engagement contact. Contact information should include a valid e-mail address, fax number, and a telephone number.

4.2 Scope of Services

(Proposal Section 2.0) This section of the response should include a general discussion of the Proposer's overall understanding of the project and the scope of work proposed as outlined in Section 1.4.

The proposal should include a timeline, be specific and identify the anticipated role and level of effort required of the County at each stage of the process. Proposers are encouraged to provide examples of services provided to their clients and the impact of those services. It is not necessary to name the client; however, it is necessary to provide specifics such as what strategies were used and what success these items had.

4.3 Company Background and Consultant Team Relevant Experience

(Proposal Section 3.0) Each proposal must provide the following information about the submitting Proposer's company, so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

Company Background

- How long the company has been in business. In what state(s) has the company worked?
- A brief description of the company size and organizational structure.
- How long the company has been providing services to clients similar to the County.
- Any material (including letters of support or endorsement from clients) indicative of the Proposer's capabilities.
- Identify any litigation or governmental or regulatory action pending against your organization that might have a bearing on your ability to provide services to the County.
- Describe your contractual relationships, if any, with other organizations that will provide services described in your proposal.

Consultant Team Experience

- Identify your proposed team indicating who is responsible for the key roles; provide an organizational chart showing lines of communication and levels of authority.
- Include the résumés of staff who will work on the engagement. If they are working on only certain portions of the project, please indicate this on their résumé.
- Given that the County will be evaluating several proposals, describe why you believe that your services, from a professional and technical perspective, are the best fit for the County environment. Describe the distinguishing features the County should know about your services and company.



Similar Consultant Engagements

- Provide a description of three engagements most similar to the one described in this RFP.
- Describe services provided and duration of assignment.
- Indicate consultant team members who worked on the engagement.
- Provide client reference information.

4.4 Client References

(Proposal Section 4.0) The County considers references to be important in its decision to award a contract. Failure to provide this information will result in the proposal being considered non-responsive. Please provide a comprehensive client listing with year(s) in which your firm provided services. Provide at least three current clients who we may contact. References should be clients similar in size to the County. Please give their company name and mailing address, telephone, and email of the contact person.

	Reference 1	Reference 2	Reference 3
Company			
Contact Name			
Contact Title			
Contact Phone			
Contact Mailing Address			
Contact Email			

4.5 Cost Proposal

(Proposal Section 5.0) Proposers should submit an estimate of project costs. The County reserves the right to contact Proposers on cost and scope clarification at any time throughout the selection process and negotiation process.

The following chart is suggested to communicate the costs for each of the objectives in the Scope of Services. In addition, the Consulting firm shall indicate an hourly rate and the total estimated hours for each type of consultant used in the project. The hourly rate should take into consideration all personnel costs, travel and subsistence expenses, and other costs (e.g., office expenses) that are associated with this project. Proposers should consider the timeline when developing the cost proposal to ensure adequate Proposer staff is available to complete the Scope of Services by June 21, 2013.

If the Proposer would like to offer an alternate timeline, please provide the cost proposals for that schedule in addition to those for the June 21, 2013 completion date.

Suggested format for provision of fee estimates:

Objective / Tasks	Estimated Hours	Estimated All-Inclusive Fee Range
Evaluation of fire training programs and facilities <ul style="list-style-type: none"> ▪ Task 1 ▪ Task 2, etc. 		
Evaluation of fire service training agencies to identify any duplication of fire training delivery. <ul style="list-style-type: none"> ▪ Task 1 ▪ Task 2, etc. 		
Evaluation of partnering opportunities to deliver training programs. <ul style="list-style-type: none"> ▪ Task 1 ▪ Task 2, etc. 		
Evaluation of Fee schedules <ul style="list-style-type: none"> ▪ Task 1 ▪ Task 2, etc. 		

5. Evaluation Criteria

5.1 Evaluation of Proposals

Responses will be evaluated based on the following criteria:

1. Compliance to the RFP requirements; quality, clarity and completeness of services proposed in relation to the scope of work.
2. Experience of the Consultant relative to the Scope of Services section of the RFP.
3. Ability of the Consultant to meet the project completion date.
4. References reflecting the previous work experience of the Consultant and satisfactory accomplishment of contract responsibility.
5. Client References
6. Cost effectiveness and value of proposal
7. Other criteria deemed appropriated by the County Project Team

5.2 Selection

A contractor will be selected by the County after analysis of all information provided in the proposals. Respondents should be available for interviews prior to the selection of a Consultant although the County may choose not to conduct interviews. The County reserves the right to negotiate a contract, including the scope of work and contract price, with any Respondent or other qualified party.

Item Title:

Fire Tax Financial Report

Specific Action Requested:

That the Fire Commission receives the Fire Tax District Financial Report.

Item Summary:

Attachments:

- Fire Tax Financial Report

WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (MARCH 2013)

Report ID: Special Report

Run Date: 3/12/2013 12:00:00 AM

Department: 51 Fire and Emergency Management

Revenue Source/ Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue (a)	Unrealized Revenue	Original Budgeted Expenditures (b)	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent
Unit: F251 Apex FD									
Apex 2406 CONTRACTED SERVICES	0	0	0	0	686,400	686,400	514,800	171,600	75.0%
Unit: F252 Bayleaf FD									
Bayleaf 2406 CONTRACTED SERVICES	0	0	0	0	1,505,172	1,505,172	1,134,396	370,776	75.4%
Unit: F253 Cary FD									
Cary 2406 CONTRACTED SERVICES	0	0	0	0	55,067	58,872	14,718	44,154	25.0%
Unit: F254 Durham Highway FD									
Durham Hwy 2406 CONTRACTED SERVICES	0	0	0	0	730,372	730,372	547,779	182,593	75.0%
Unit: F255 Eastern Wake FD									
E. Wake 2406 CONTRACTED SERVICES	0	0	0	0	1,612,411	1,612,411	1,219,668	392,743	75.6%
Unit: F256 Fairview FD									
Fairview 2406 CONTRACTED SERVICES	0	0	0	0	1,129,995	1,129,995	847,496	282,499	75.0%
Unit: F258 Fuquay Varina FD									
Fuquay Varina 2406 CONTRACTED SERVICES	0	0	0	0	1,354,914	1,354,914	1,016,185	338,729	75.0%
Unit: F259 Garner FD									
Garner 2406 CONTRACTED SERVICES	0	0	0	0	1,600,159	1,600,159	1,200,119	400,040	75.0%
Unit: F260 Holly Springs FD									
Holly Springs 2406 CONTRACTED SERVICES	0	0	0	0	409,466	409,466	307,099	102,367	75.0%
Unit: F261 Hopkins FD									
Hopkins 2406 CONTRACTED SERVICES	0	0	0	0	708,363	708,363	531,272	177,091	75.0%
Unit: F262 Morrisville FD									
Morrisville 2406 CONTRACTED SERVICES	0	0	0	0	775,842	775,842	581,881	193,961	75.0%
Unit: F264 Rolesville FD									
Rolesville 2406 CONTRACTED SERVICES	0	0	0	0	548,872	548,872	411,654	137,218	75.0%
Unit: F265 Stony Hill FD									
Stony Hill 2406 CONTRACTED SERVICES	0	0	0	0	991,922	991,922	743,942	247,980	75.0%
Unit: F266 Swift Creek FD									
Swift Creek 2406 CONTRACTED SERVICES	0	0	0	0	483,565	483,565	373,924	109,641	77.3%
Unit: F267 Wake-New Hope FD									
Wake New Hope 2406 CONTRACTED SERVICES	0	0	0	0	1,069,624	1,069,624	802,218	267,406	75.0%
Unit: F268 Wake Forest FD									
Wake Forest 2406 CONTRACTED SERVICES	0	0	0	0	691,405	691,405	518,554	172,851	75.0%
Unit: F269 Wendell FD									
Wendell 2406 CONTRACTED SERVICES	0	0	0	0	1,424,247	1,424,247	1,087,887	336,360	76.4%
Unit: F270 Western Wake FD									
W. Wake 2406 CONTRACTED SERVICES	0	0	0	0	566,089	566,089	424,567	141,522	75.0%
Unit: F271 Zebulon FD									
Zebulon 2406 CONTRACTED SERVICES	0	0	0	0	449,358	449,358	337,018	112,340	75.0%
Total Expenditures	0	0	0	0	16,793,243	16,797,048	12,615,177	4,181,871	75.1%

Report ID: Special Report
 Run Date: 3/12/2013 12:00:00 AM

Department: 51 Fire and Emergency Management

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/ Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	Pending (Expense and Commitments) Transactions
Revenues:									
C476 Equipment Reimbursement	0.00	0.00	290.67	(290.67)	0.00	0.00	0.00	0.00	#DIV/0!
N140 Market vs Cost Investment Difference	0.00	0.00	(12,996.63)	12,996.63	0.00	0.00	0.00	0.00	#DIV/0!
N150 Interest Income/Pooled Funds	5,000.00	5,000.00	13,255.00	(8,255.00)	0.00	0.00	0.00	0.00	265.1%
T200 Special District Taxes	20,165,000.00	20,165,000.00	18,744,035.00	1,420,965.00	0.00	0.00	0.00	0.00	93.0%
Total Revenues	20,170,000.00	20,170,000.00	18,744,584.04	1,425,415.96	0.00	0.00	0.00	0.00	92.9%
Expenditures:									
3134 Other Supplies	0.00	0.00	0.00	0.00	0.00	0.00	1,843.50	0.00	#DIV/0!
3606 OTHER UTILITIES	0.00	0.00	0.00	0.00	12,500.00	12,500.00	3,811.00	0.00	30.5%
3617 DISPATCH SERVICE	0.00	0.00	0.00	0.00	164,522.00	164,522.00	0.00	162,723.00	0.0%
3714 MAINTENANCE AND REPAIR OF	0.00	0.00	0.00	0.00	47,328.00	47,328.00	9,602.75	0.00	20.3%
4208 CITY OF RALEIGH HAZMAT PROGRAM	0.00	0.00	0.00	0.00	87,746.00	87,746.00	87,746.00	0.00	100.0%
4428 MISC CHARGES FROM OTHER DEPT/DIV	0.00	0.00	0.00	0.00	75,086.00	75,086.00	33,368.12	41,717.88	44.4%
4446 800mhz charges from other dept	0.00	0.00	0.00	0.00	357,345.00	357,345.00	0.00	0.00	0.0%
4447 CAD charges from other dept	0.00	0.00	0.00	0.00	128,683.00	128,683.00	64,342.00	96,512.25	50.0%
8104 CONTINGENCY	0.00	0.00	0.00	0.00	10,452.00	10,452.00	5,226.00	7,839.00	50.0%
9103 TRANSFER TO C/P CO CONSTRUCTION	0.00	0.00	0.00	0.00	15,095.00	11,290.00	0.00	0.00	0.0%
9109 TRANSFER TO D/S FROM TAX DISTRICT	0.00	0.00	0.00	0.00	1,338,000.00	1,338,000.00	1,338,000.00	0.00	100.0%
Total Expenditures	0.00	0.00	0.00	0.00	3,376,757.00	3,372,952.00	1,543,939.37	308,792.13	45.8%
Subtotal Unit F250	20,170,000.00	20,170,000.00	18,744,584.04	1,425,415.96	3,376,757.00	3,372,952.00	1,543,939.37	308,792.13	45.8%
Subtotal Department 51	20,170,000.00	20,170,000.00	18,744,584.04	1,425,415.96	20,170,000.00	20,170,000.00	14,159,116.15	4,490,663.35	70.2%

a) Majority of revenue not recognized until January and February.
 b) Expenditures include the pre-existing debt funding authorized for 5 departments