

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for Thursday July 18, 2013
Location: Wake County EMS Training Facility
Time: 7:00 PM

♦ **Meeting Called to Order: Chairman Lucius Jones**

- Invocation
- Roll of Members Present

♦ **Items of Business**

- Approval of Agenda
- Adoption of Minutes for May 9, 2013 Regular Meeting
- Recognition of Paul Miller- North Carolina State Fireman's Association, Executive Director

♦ **Regular Agenda**

- Consider Post Incident Review Program Policy Adoption
- Consider support for Recommended Amendments to Fire Protection Agreement Section 20. Standards of Performance
- Consider support for Recommended General Amendments to the Fire Protection Agreement

♦ **Information Agenda**

- Apparatus Policy Update
- FY 2014 Fire Tax Budget Update
- Fire Tax Financial Report
- Chair Report
- Fire and Emergency Management Director Report

♦ **Other Business**

♦ **Public Comments:**

- Comments from the public will be received at the time appointed by the Chairman of the Fire Commission for 30 minutes maximum time allotted, with a maximum of 3 minutes per person. A sign-up sheet for those who wish to speak during the public comments section of the meeting is located at the entrance of the meeting room.

♦ **Adjournment - Next Meeting September 19, 2013**

WAKE COUNTY FIRE COMMISSION

Thursday, May 9, 2013

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, May 9, 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, Billy Myrick, and Commissioner Phil Matthews.

Other members present: Chief Tim Pope (North Region Alternate), and Chief Mark Haraway (West Region Alternate).

The following members were absent: Chief David Price (South Region Alternate), Barbara Poole, Bob Stagg, Judge Keith Gregory, Judge Michael Denning, and Commissioner Paul Coble (Alternate).

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Emergency Management Director Josh Creighton, and EMS / Fire and Emergency Management Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

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

MINUTES

Upon motion of Billy Myrick and second by Lee Price, the Fire Commission unanimously approved minutes of the March 21, 2013, Regular Meeting.

REGULAR AGENDA

FY 2014 FIRE TAX BUDGET UPDATE

Budget and Policy Analyst Chad Balke presented the Wake County Staff FY 2014 Fire Tax recommended budget. Below is the summary of the recommendation:

Revenues:

• Operating	\$17,812,000
• Operating debt service	\$ 327,000
• Capital	\$ 2,573,000
• Subtotal, Taxes	\$20,712,000
• Other	\$ 22,640
• Interest	\$ 15,000
• Total Revenue projection	\$20,727,000

Expenditures:

• Department Appropriations	\$16,885,195
• Department Deb Service	\$ 327,052
• Subtotal, Department Appropriations	\$17,212,247

System-wide Appropriations:

• 800 MHz Fire Costs	\$ 125,175
• CAD Fire Costs	\$ 8,663
• County-owned Station Utilities	\$ 12,500
• Fire Service Training	\$ 360,345
• HAZMAT Program	\$ 89,789
• NC Forestry-Wildfire Prevention	\$ 67,362
• Radio & Pager Maintenance	\$ 17,665
• RWECC Dispatch	\$ 182,289
• Subtotal System-wide	\$ 940,753
•	

Capital:

• Appropriation to Capital	\$ 1,350,000
• Transfer to Debt Service Fund	\$ 1,224,000
• Subtotal Capital	\$ 2,574,000

<u>Total Expenditures:</u>	\$20,727,000
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Upon motion of Lee Price and second by Billy Myrick, the Fire Commission unanimously agreed to accept the Wake County Staff FY 2014 Fire Tax recommended budget.

INFORMATION AGENDA

FIRE TAX FINANCIAL REPORT

Mr. Chad Balke reported that the Financial Report was included in the packet and he would answer any questions the Fire Commission members had regarding the reports. The reports are attached below:

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

Report ID: Special Report
Run Date: 5/3/2013 12:00:00 AM

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Department: 51 Fire and Emergency Management

Revenue Source/ Object	Expenditure	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	Available Uncommitted Balance (net of pending)
Unit: F251 Apex FD											
Apex 2406 CONTRACTED SERVICES		0	0	0	0	686,400	686,400	629,200	57,200	91.7%	0
Unit: F252 Bayleaf FD											
Bayleaf 2406 CONTRACTED SERVICES		0	0	0	0	1,505,172	1,505,172	1,381,580	123,592	91.8%	0
Unit: F253 Cary FD											
Cary 2406 CONTRACTED SERVICES		0	0	0	0	55,067	56,872	14,718	44,154	25.0%	1
Unit: F254 Durham Highway FD											
Durham Hwy 2406 CONTRACTED SERVICES		0	0	0	0	730,372	730,372	669,508	60,864	91.7%	0
Unit: F255 Eastern Wake FD											
E Wake 2406 CONTRACTED SERVICES		0	0	0	0	1,612,411	1,612,411	1,468,403	148,008	90.9%	(0)
Unit: F256 Fairview FD											
Fairview 2406 CONTRACTED SERVICES		0	0	0	0	1,129,965	1,129,965	1,035,829	94,166	91.7%	0
Unit: F258 Fuquay Varina FD											
Fuquay Varina 2406 CONTRACTED SERVICES		0	0	0	0	1,354,914	1,354,914	1,242,005	112,909	91.7%	0
Unit: F259 Garner FD											
Garner 2406 CONTRACTED SERVICES		0	0	0	0	1,600,159	1,600,159	1,488,812	133,347	91.7%	0
Unit: F260 Holly Springs FD											
Holly Springs 2406 CONTRACTED SERVICES		0	0	0	0	409,466	409,466	375,344	34,122	91.7%	0
Unit: F261 Hopkins FD											
Hopkins 2406 CONTRACTED SERVICES		0	0	0	0	708,363	708,363	649,333	59,030	91.7%	0
Unit: F262 Morrisville FD											
Morrisville 2406 CONTRACTED SERVICES		0	0	0	0	775,842	775,842	711,189	64,653	91.7%	0
Unit: F264 Rolesville FD											
Rolesville 2406 CONTRACTED SERVICES		0	0	0	0	548,872	548,872	503,133	45,739	91.7%	(0)
Unit: F265 Stony Hill FD											
Stony Hill 2406 CONTRACTED SERVICES		0	0	0	0	991,822	991,822	909,282	82,600	91.7%	(0)
Unit: F266 Swift Creek FD											
Swift Creek 2406 CONTRACTED SERVICES		0	0	0	0	483,565	483,565	447,018	36,547	92.4%	0
Unit: F267 Wake-New Hope FD											
Wake New Hope 2406 CONTRACTED SERVICES		0	0	0	0	1,069,824	1,069,824	980,439	89,385	91.7%	0
Unit: F268 Wake Forest FD											
Wake Forest 2406 CONTRACTED SERVICES		0	0	0	0	691,405	691,405	633,788	57,617	91.7%	0
Unit: F269 Wendell FD											
Wendell 2406 CONTRACTED SERVICES		0	0	0	0	1,424,247	1,424,247	1,312,127	112,120	92.1%	0
Unit: F270 Western Wake FD											
W Wake 2406 CONTRACTED SERVICES		0	0	0	0	566,069	566,069	518,915	47,174	91.7%	0
Unit: F271 Zebulon FD											
Zebulon 2406 CONTRACTED SERVICES		0	0	0	0	449,358	449,358	411,612	37,746	91.7%	0
Total Expenditures		0	0	0	0	16,793,243	16,797,048	15,358,565	1,438,483	91.4%	1

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Department: 51 Fire and Emergency Management

Appropriation: 5120H2500 Fire Tax District - System

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Unit: F250 Fire Tax District System

Revenue Source/ Object	Expenditure	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)	Available Uncommitted Balance (net of pending)
Revenues:											
C476 Equipment Reimbursement		0.00	0.00	467.66	(467.66)	0.00	0.00	0.00	0.00	#DIV/0!	0.00
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!	0.00
N150 Interest Income Pooled Funds		5,000.00	5,000.00	34,963.01	(29,963.01)	0.00	0.00	0.00	0.00	699.1%	0.00
T200 Special District Taxes		20,165,000.00	20,165,000.00	20,449,971.00	(284,971.00)	0.00	0.00	0.00	0.00	101.4%	0.00
Total Revenues		20,170,000.00	20,170,000.00	20,472,395.04	(302,395.04)	0.00	0.00	0.00	0.00	101.5%	0.00
Expenditures:											
3134 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	1,631.12	0.00	#DIV/0!	(1,631.12)
3606 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,500.00	12,500.00	14,269.87	0.00	114.2%	(1,769.87)
3617 DISPATCH SERVICE		0.00	0.00	0.00	0.00	164,522.00	164,522.00	0.00	162,723.00	0.0%	1,799.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		0.00	0.00	0.00	0.00	47,328.00	47,328.00	11,669.85	0.00	24.7%	35,658.15
4206 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%	0.00
4204 NC DEPT OF NRCD - FORESTRY		0.00	0.00	0.00	0.00	75,096.00	75,096.00	59,355.85	15,730.15	79.1%	0.00
4426 MISC CHARGES FROM OTHER DEPT.OIV		0.00	0.00	0.00	0.00	357,345.00	357,345.00	0.00	0.00	0.0%	357,345.00
4446 800mhz charges from other dept		0.00	0.00	0.00	0.00	128,683.00	128,683.00	64,341.50	64,341.50	50.0%	0.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	10,452.00	10,452.00	5,226.00	5,226.00	50.0%	0.00
8104 CONTINGENCY		0.00	0.00	0.00	0.00	15,095.00	11,290.00	0.00	0.00	0.0%	11,290.00
9103 TRANSFER TO CP GO CONSTRUCTION		0.00	0.00	0.00	0.00	1,338,000.00	1,338,000.00	1,338,000.00	0.00	100.0%	0.00
9109 TRANSFER TO DIS FROM TAX DISTRICT		0.00	0.00	0.00	0.00	1,140,000.00	1,140,000.00	0.00	0.00	0.0%	1,140,000.00
Total Expenditures		0.00	0.00	0.00	0.00	3,378,757.00	3,372,952.00	1,582,260.19	248,020.65	46.9%	1,542,671.16
Subtotal Unit: F250		20,170,000.00	20,170,000.00	20,472,395.04	(302,395.04)	3,378,757.00	3,372,952.00	1,582,260.19	248,020.65	46.9%	1,542,671.16
Subtotal Department: 51		20,170,000.00	20,170,000.00	18,744,594.04	1,425,415.96	20,170,000.00	20,170,000.00	16,940,824.97	1,686,503.87	84.0%	1,542,671.16

WAKE COUNTY FIRE TAX DISTRICT CIP FINANCIAL REPORT (MAY 2013)

Report ID: FSR-CIP-0001
Last Run Date: 5/3/13

WAKE COUNTY
CIP Projects Budget vs. Actual (Including Pending Exp)
For Fiscal Year(s) 2007 to 2013
From FP: 200712 To FP: 201311

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Fund: 4400 Fire CIP
Department 84 Fire And Rescue CIP
Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
020F	Fire-Boyle #1	8400P01	\$3,048,513	\$3,048,513	\$0	\$3,048,513	\$1,616,031	\$2,171,357	(\$7,697)	\$3,779,360	\$166,123	\$166,123
026F	Stony Hill Remediation	8420V01	\$728,348	\$728,348	\$0	\$728,348	\$509,073	\$15,275		\$524,348	\$204,000	\$204,000
050F	Wendell Falls Station, Fire Tax Port	8420V01	\$350,000	\$350,000	\$0	\$350,000	\$2,200	(\$0)		\$2,200	\$347,800	\$347,800
057F	Fire Planned Facility Repairs	8420V01	\$491,231	\$516,000	(\$24,769)	\$491,231	\$136,226	\$57,200		\$193,426	\$297,805	\$322,574
Total Division 8420 Fire Facilities			\$5,518,092	\$5,542,861	(\$24,769)	\$5,518,092	\$2,263,530	\$2,243,832	(\$7,697)	\$4,469,364	\$1,018,728	\$1,043,497

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCH	8400P01	\$131,603	\$131,603	\$0	\$131,603	\$108,118	\$0		\$108,118	\$23,485	\$23,485
044F	TURNOUT GEAR	8430V01	\$1,404,000	\$1,404,000	\$0	\$1,404,000	\$1,069,453	\$0		\$1,069,453	\$334,547	\$334,547
060F	Fire 800MHZ - Omnilink Upgrade	8430V01	\$259,000	\$259,000	\$0	\$259,000	\$255,000	\$0		\$255,000	\$4,000	\$4,000
061F	Fire Air Bottle Replacement	8430V01	\$160,000	\$160,000	\$0	\$160,000	\$0	\$0		\$0	\$160,000	\$160,000
062F	Fire Defibrillators	8430V01	\$94,000	\$94,000	\$0	\$94,000	\$41,345	\$43,926		\$85,271	\$8,729	\$8,729
063F	Fire Thermal Imaging Cameras	8430V01	\$331,000	\$331,000	\$0	\$331,000	\$151,488	\$0		\$151,488	\$179,514	\$179,514
066F	Fire SCBA's	8430V01	\$611,000	\$611,000	\$0	\$611,000	\$204,412	\$0		\$204,412	\$406,588	\$406,588
069F	Fire Small Capital - FY13	8430V01	\$150,000	\$125,231	\$24,769	\$150,000	\$117,748	\$0		\$117,748	\$32,254	\$7,485
Total Division 8430 Fire Fighting Equipment			\$3,140,603	\$3,115,834	\$24,769	\$3,140,603	\$1,947,560	\$43,926		\$1,991,485	\$1,146,118	\$1,124,349

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Division 8440 Fire Apparatus

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Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V01	\$77,085	\$77,085	\$0	\$77,085	\$1,356	\$0		\$1,356	\$75,729	\$75,729
056F	Fire Small Vehicles	8440V01	\$311,371	\$311,371	\$0	\$311,371	\$161,653	\$8,825		\$170,478	\$140,893	\$140,893
067F	FY13 Large Apparatus - Rural	8440V01	\$1,211,000	\$1,211,000	\$0	\$1,211,000	\$35,000	\$604,170		\$639,170	\$271,830	\$271,830
068F	FY13 Large Apparatus - Municipal	8440V01	\$210,000	\$210,000	\$0	\$210,000	\$72,601	\$157,267		\$229,868	(\$19,868)	(\$19,868)
999F	Fire CIP - Installment Proceeds	8440V01	\$0	\$1,255	(\$1,255)	\$0	\$0	\$0		\$0	\$0	\$1,255
Total Division 8440 Fire Apparatus			\$1,809,456	\$1,810,711	(\$1,255)	\$1,809,456	\$270,610	\$1,070,262		\$1,340,902	\$468,554	\$468,808

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
098F	Garner Station #4 Interlocal Agree	8499V01	\$60,000	\$30,500	\$29,500	\$60,000	\$0	\$0		\$0	\$60,000	\$30,500
099F	Fire Capital Uncommitted	8499V01	\$0	\$755,960	(\$755,960)	\$0	\$0	\$0		\$0	\$0	\$755,960
Total Division 8499 Fire Capital Uncommitted			\$60,000	\$786,460	(\$726,460)	\$60,000	\$0	\$0		\$0	\$60,000	\$786,460
Total Department 84 Fire And Rescue CIP			\$10,528,151	\$11,255,866	(\$727,715)	\$10,528,151	\$4,481,609	\$3,358,049	(\$7,697)	\$7,831,751	\$2,696,399	\$3,424,114
Total Fund: 4400 Fire CIP			\$10,528,151	\$11,255,866	(\$727,715)	\$10,528,151	\$4,481,609	\$3,358,049	(\$7,697)	\$7,831,751	\$2,696,399	\$3,424,114

CHAIR REPORT

None.

Chair Lucius Jones wanted to recognize Chief Chris Perry for his role as the new Chief of the Zebulon Fire Department, as well as recognize Chief Brian Staples who was installed recently as the Chief of the Wendell Fire Department.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager Joe Durham informed the Fire Commission that the County went through an extensive recruitment process for the Fire Service Director. He stated that he made an offer to one of the candidates and the offer was declined. Mr. Durham informed the Fire

Commission that the County is regrouping and planning to re-advertise the position and he would update the Fire Commission on the status at the next Fire Commission meeting.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business, the meeting was adjourned

Item Title:

Recognition of Paul Miller- North Carolina State Fireman's Association, Executive Director

Specific Action Requested:

Joint presentation between The Wake County Fire Commission & Wake County Association of Fire Chiefs to formally recognize Paul Miller's tenure of service to the NCSFA

Item Summary:

Paul F. Miller currently serves as Executive Director of the North Carolina State Firemen's Association. Paul began his work with the Association in August of 1990 as Assistant Executive Secretary. He became the Executive Director in January of 1991.

Prior to working for the North Carolina State Firemen's Association, Paul worked for the Office of Emergency Medical Services as an area coordinator managing a nine county region. Paul has worked for the community college system as the Emergency Services Coordinator for James Sprunt Community College. Paul also worked for a time in a private family business in his hometown of Snow Hill. He is married and has 3 children and eight grandchildren.

Attachments:

1. Paul Miller Bio

PAUL F. MILLER BIO

- Paul F. Miller currently serves as Executive Director of the North Carolina State Firemen's Association.
- Paul began his work with the Association in August of 1990 as Assistant Executive Secretary.
- He became the Executive Director in January of 1991.
- Prior to working for the North Carolina State Firemen's Association Paul worked for the Office of Emergency Medical Services as an area coordinator managing a nine county region.
- Paul has also worked for the community college system at James Sprunt Community College as Fire and Rescue Coordinator.
- He worked with his father and brother who operated a retail furniture business in Snow Hill.
- Paul is a graduate of North Carolina State University with a degree in Political Science, and he was certified as a level III firefighter by the state of North Carolina.
- He was a level II Fire Instructor for the state specializing in Live Burns, SCBA and Pump Testing. Paul was also certified as an EMT-Intermediate, and he is certified to instruct.
- He regularly taught fire, rescue and EMS classes for both the Department of Insurance and the Department of Community Colleges.
- Paul served as a regional coordinator for the Department of Community Colleges.
- Paul served as Chairman of the board of the Local Government Federal Credit Union.
- Both Paul and his wife, Carol, were evaluators for all levels of emergency medical services on the state level. Paul was born and raised in Snow Hill, North Carolina.
- He served his community by being a Snow Hill Town Board member for over 20 years and he also served as a Greene County Commissioner.
- An avid Boy Scout activist, he was awarded the coveted Silver Beaver Award.
- Paul was the Deputy Chief of the Snow Hill Volunteer Fire Department.
- He was Captain of Snow Hill EMS.
- Paul is married to the former Caroline Allers of Raleigh, and they have three children, Patrick, David, and Susan.
- Paul and Carol have eight grandchildren.
- Paul and Carol have spent most of their lives involved in the fire and EMS service. They have also been involved in many community activities acting especially as a voice for humane animal treatment and the rescue of abused and neglected dogs.
- They are members of Snow Hill Presbyterian Church and also attend First Presbyterian Church in Morehead City.

Item Title:

Consider Post Incident Review Program Policy Adoption

Specific Action Requested:

That the Fire Commission adopts the Post Incident Review Program Policy.

Item Summary:

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 Post Incident Review Program language as well as the Post Incident Review 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 we were advised that that there needed to be a revision to both the Post Incident Review Program Policy, and the Post Incident Review Language in the contract.

Attached for your review and consideration for adoption is the revised Post Incident Review Program Policy.

Attachments:

1. Post Incident Review Program Policy

Wake County Post Incident Review

Purpose

Effective fire and emergency service delivery is an important value for the fire protection system. Incorporating lessons learned from previous responses is a highly effective method for improving the effectiveness of service delivery. This program is intended to provide a systematic and consistent approach for reviewing and evaluating incident response. There are several reasons for conducting Post Incident Reviews. Paragraph 20(e) of Wake County's fire protection agreement states:

TRAINING: Each fire department shall conduct a regional post incident review for the following incidents: fatal fires, fires involving more than \$250,000 property loss, fires involving civilian injury requiring hospitalization for more than 23 hours, fires involving firefighter injury requiring hospitalization for more than 23 hours, and any other incident as determined by the department. Post incident reviews will be facilitated by a fire service member that has completed a post incident review training program approved by the Fire Commission, or equivalent training as determined by the Fire Commission.

Benefits include:

- Provide emergency service personnel with a clear indication of the impact their actions had on the general outcome of an incident;
- Used to analyze and compare how different applied strategies and tactics affect the outcome of incidents;
- Identify trends and patterns in errors during emergency operations so that immediate action can be taken to prevent them from reoccurring;
- Identify positive outcomes that reflect proper attention to procedures, good decision-making, leadership skills, and so forth;
- Serve as a catalyst for revisiting flawed tactical plans and Standard Operating Procedures (SOPs);
- Used as a test bed where alternative tactics and evolutions are attempted, and to study their effect on the outcome of the incident;
- Help identify additional or remedial training for personnel;
- Used as technical reference material and catalogued for retrieval and examination during any similar future incidents;
- Disseminate critical lessons learned during an incident to personnel throughout the fire department;
- Identify fire prevention and code enforcement deficiencies;
- Determine the need to install fire detection and suppression systems;
- Identify illegal and required modifications to structures;
- Identify structural and fire protection system failures; and,
- Identify built environment and operational challenges that contribute to civilian and firefighter injuries and fatalities.

Review Types

There are two types of reviews to be conducted, informal and formal.

Informal Review (internal only)

The informal review shall be conducted at the departmental level. The best time for the informal review is immediately after the incident while hoselines are still deployed. In cases when this is not possible, this should occur as soon as possible at the station. The informal review should be conducted at the company level and should cover how well tactics worked and what changes might be needed. The company officer should lead the informal review and serve as the moderator to keep the discussion on track. Each crew member shall be given the opportunity to explain his/her assigned tasks and identify any problems encountered. The main points of the informal review should be documented for future training and improvements. This documentation should remain at the company level.

Formal Review

The formal review is intended for large scale incidents involving tactically challenging incidents. The formal review is used to reconstruct the incident and should include supporting documentation to have a clear understanding of the chain of events. The formal review should take place on the same shift within a few days of the incident. This review should not be open to media or political office holders. The formal review should answer four major questions:

- What was expected to happen?
- What actually occurred?
- What went well, and why?
- What didn't go well, and why?
- What can be improved, and how?

Incidents requiring a formal review:

- Fatal fires
- Fires involving more than \$250,000 property loss
- Fires involving civilian injury requiring hospitalization for more than 23 hours
- Fires involving firefighter injury requiring hospitalization for more than 23 hours
- Any other incident as determined by the department

Incident examples when a formal review is recommended:

- Fires in high-risk buildings
- Incidents involving unusual circumstances
- Multiple alarm fires
- Major vehicle accidents
- Technical rescues
- Major hazmat incidents
- Training incidents with injuries and/or fatalities
- Full scale exercises
- Multiple patient incident
- Evacuation of health care or long term care facility

- Incidents involving public disorder or violence
- Where ICS issues impeded effective incident management
- Where CISD is needed for more than one single crew
- Incidents where an uninvolved vehicle penetrated an incident scene regardless of responder injuries.
- Near miss incidents

Other incidents may be selected by the department.

Post Incident Review Coordinator

The Wake County Fire Training Director will serve as the Post Incident Review Coordinator. The purpose of this position is to be a single point of contact for the requesting agency and coordinate the review program.

Post Incident Review Notification

The requesting agency shall notify the Post Incident Review Coordinator of the incident to be reviewed. When possible, notification should be made before the end of the same working shift. A post incident review notification form is provided.

Facilitator Responsibilities

Facilitators shall be assigned to conduct formal review meeting. It is recommended a team of three trained personnel should be assigned to the review with one serving as a scribe to collect information for the final report.

The facilitator shall be responsible for ensuring all documentation, maps, communication audio and reports are generated for the formal review.

The Facilitator Checklist form shall be completed when collecting data.

The facilitator should encourage personnel to participate openly in the process.

The main points of the formal review should be documented for improving emergency response.

This review should include all agencies responding to the incident at a central location.

The incident facilitator should not be affiliated with the responding agencies or incident being reviewed.

The following materials and data should be collected by the facilitator and utilized in the formal review:

- ✓ Maps - this may include, but not limited to, aerial photos and area drawings.
- ✓ LCD projector
- ✓ Computer
- ✓ TV, VCR
- ✓ Flip Charts
- ✓ Scene photographs
- ✓ Whiteboards
- ✓ 9-1-1 audio
- ✓ Informal review documentation
- ✓ ICS structure
- ✓ Tabletop equipment

- ✓ Incident report
- ✓ Firefighter narratives
- ✓ Completed formal review form
- ✓ Attendance Roster (Sign-in sheet)
- ✓ Handouts

It is recommended that the facilitator include the follow information. A power point presentation example is provided.

Post Incident Review Meeting Agenda

- Welcome and introductions
- Ground rules and role of the facilitator
- What was expected to happen?
- What actually occurred?
- What went well, and why?
- What didn't go well, and why?
- What would we do different?
- Trends
- Closings comments and summarize discussion
- Follow-up needed

Post Incident Review Ground Rules

- Stay on task
- Everyone participations
- Open to new ideas
- Critical thinking
- Group consensus

At the conclusion of the formal review a report will be generated to include notes from the meeting. Copies will be sent to responding agencies and one will be kept on file with Wake County Fire/Services.

Post Incident Review Notification Form

(Complete and send to: Ricky L. Dorsey, email rdorsey@wakegov.com, fax 919-856-6236.)

Department:

Incident number:

Incident date:

Shift:

Incident type:

Incident address:

List all responding agencies:

Brief summation of incident:

Post Incident Review Data Form

***Incident Commander completes and
returns to assigned Facilitator***

Incident number:

Department:

Incident address:

Describe dispatch information:

Agencies that responded or involved:

Situation upon arrival:

Describe unique circumstances:

What were the strategies for the incident?

Post Incident Review Data Form

***Company Officer completes and returns to
assigned Facilitator***

Incident number:

Department:

Incident address:

Assignments:

What went well and why?

What didn't go well and why? Include any problems encountered:

Trends:

Recommendations:

Post Incident Review

<i>Facilitator Incident Checklist</i>
--

Incident number:

Department:

Incident address:

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate resource response for incident
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Command established
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate size-up given
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Size-up clear to responding units
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was there an Incident Action Plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tactical assignments clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate ICS organization
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unity of command correct (single supervisor)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear text terminology correct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incident priorities established
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Officer staffed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ICS used according to NIMS recommendation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the building have fire protection systems?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were building fire protection systems used?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talk groups used appropriately
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were there problems communicating with mutual aid agencies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R.I.T. established
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accountability performed appropriately
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety zones established
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rehab. appropriate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tactics appropriate for incident (water haul, vertical ventilation)

For any "NO" answers please explain. Provide any additional comments.

Item Title:

Consider support for Recommended Amendments to Fire Protection Agreement Section 20. Standards of Performance

Specific Action Requested:

That the Fire Commission receives the information related to the recommended amendments to the Fire Protection Agreement and approves support for the Amendments.

Item Summary:

Wake County staff requests that the Fire Commission approves support for amendments to Fire Protection Agreement Section 20. Standards of Performance:

E. Training
L. Fire Investigations
M. Post Incident Review (New Section)

Attachments:

1. Fire Protection Agreement Section 20. Standards of Performance – Existing
2. Fire Protection Agreement Section 20. Standards of Performance - Amended

SECTION 20. STANDARDS OF PERFORMANCE

The Fire Department shall furnish fire protection and emergency services in a professional, efficient and workmanlike manner, in particular so as to meet the requirements of and comply with rules and regulations of the North Carolina Department of Insurance, Insurance Services Office, Inc., Article 11, Chapter 153A of the North Carolina General Statutes, Article 14, Chapter 160A of the North Carolina General Statutes, and other pertinent federal, state and County laws, regulations and standards. The Fire Department agrees to participate jointly with the County in development and implementation of countywide fire service system performance standards through the Fire Commission including (but not limited to) staffing, turnout time, response time, fire and emergency-event outcomes, customer satisfaction and dissatisfaction, documentation consistency and compliance with standard operating procedures.

The following minimal performance standards are agreed to by the County and the Fire Department and are a part of this contract:

A. RESPONSE TIME: When one minute elapses after dispatch of the Fire Department with no response, the Fire Department will be re-paged. After an additional two minutes (three minutes total) have elapsed, the next closest fire department will be dispatched.

B. STAFFING ON SCENE: Each Fire Department shall have an adopted standard operating guideline that addresses the appropriate number of firefighters needed on all types of fire calls. A current, valid copy of the Fire Department's guideline shall be kept on file with the Wake County Department of Fire and Emergency Management.

C. AUTOMATIC AID AGREEMENTS: Each Fire Department shall provide automatic aid service for all structure fire calls (1 tanker or pumper/tanker) and two firefighters or other arrangement as agreed upon with the neighboring fire departments and approved by the County) to any neighboring Wake County Fire Department. Each fire department shall participate in countywide automatic aid through the quickest unit response program. Units will be dispatched based on quickest response as configured in computer aided dispatch system. Fire stations that are not continuously staffed on a 24 hour a day / 7 day a week basis may or may not participate in quickest unit response inside a municipality's corporate limits.

D. MUTUAL AID AGREEMENTS: All Fire Departments shall cooperate and participate in the most current Wake County Mutual Aid system plan. The Wake County Emergency Communication Center will automatically dispatch the nearest mutual aid department after failure in three (3) minutes of the initially dispatched department to acknowledge the call. This shall apply to all calls. Wake County will supply the Fire Department with a copy of the officially adopted mutual aid system plan. The agreement can be found as Appendix C of this contract.

E. TRAINING: Each Fire Department shall have an adopted guideline that addresses appropriate initial training of firefighters and continuing education of firefighters that meets or exceeds all state requirements. The initial training shall include at a minimum: Hazardous materials responder – operations plus, incident command system and blood borne pathogens. A current, valid copy of the Fire Department training guidelines shall be kept on file with the Wake County Department of Fire and Emergency Management. The Fire Department agrees to the following minimum training standards:

- Conduct a minimum of one (1) live fire training exercise annually.
- Participate in a minimum of (1) each multi-company and multi-department training exercise.
- No member shall engage in structural firefighting without having first completed the Essentials of Firefighting course, or equivalent course as determined by the Department's chief officer.
- Each fire department shall conduct a regional post incident review for the following incidents: fatal fires, fires involving more than \$250,000 property loss, fires involving civilian injury requiring hospitalization for more than 23 hours, fires involving firefighter injury requiring hospitalization for more than 23 hours, and any other incident as determined by the Department. Post incident reviews will be facilitated by a fire service member that has completed a post-incident review training program approved by the Fire Commission, or equivalent training as determined by the Fire Commission.

F. DEPRECIATION: Each Fire Department shall have a depreciation schedule for equipment and property valued over \$25,000.00.

G. FIRE STATION CONSTRUCTION/RENOVATION: The Wake County Fire Commission shall make recommendations on new fire station locations and major renovations to the Wake County Board of Commissioners. The Wake County Board of Commissioners shall approve all new fire stations and major renovations financed utilizing service tax district funds. Major renovations include renovations of existing fire stations which exceed \$100,000.00 in total cost.

H.FISCAL RESPONSIBILITY:

At a minimum, all nonprofit Fire Departments shall have on hand, as of the end of the fiscal year, both available (unrestricted) Net Assets and Liquidity of at least 5% of their annual County appropriation identified in their annual audited financial statements. All Fire Departments will maintain the designated level of both net assets and liquidity as follows:

- A) Net Assets: Unrestricted assets reported on the annual audited financial statements equal to or greater than 5% of the subsequent year's budget appropriation.

- B) Liquidity: Current assets less current liabilities reported on the annual financial statements equal to or greater than 5% of the subsequent year's budget appropriation.

At their discretion, departments may maintain a fund balance between 5-10% of their operating budget. This range is meant to give departments flexibility in managing their operating funds.

Fire Departments with fund balance and reserves exceeding 10% of the department's annual operating budget are expected to use these resources for planned capital purchases, retiring debt, or emergency one-time purchases. Accordingly, a department with reserves in excess of 10% of its operating budget must choose from one or more of the following uses for the excess funds:

- Retire existing debt,
- Finance apparatus, station improvements, or other capital needs that have been identified as priorities by the Fire Commission and County staff in the Long Range Plan,
- Reserve funds for future capital projects that have been identified as priorities by the Fire Commission and County staff in the Long Range Plan (funds must be reserved formally with the department's auditor; Annual financial statements must reflect all such reservations),
- Make emergency non-budgeted expenditures for unanticipated repair
- Replacement of essential firefighting equipment one-time purchases for such equipment as SCBA and SCBA cylinders with specifications approved by Fire Commission
- Another option approved by the Fire Commission and the Department of Fire and Emergency Management Director and Budget Director.

Departments will notify County staff and the Fire Commission in writing of their intended use of excess funds. Should a department not choose from the options listed above, County staff and the Fire Commission will consider excess funds when determining the department's operating appropriation from the Fire Tax.

I. FIXED ASSETS: Each Fire Department shall maintain an accurate inventory of all equipment valued at \$1,000.00 or more. This fixed asset list shall be kept for each Fire Department by station and be available for review at reasonable times during business hours of the County.

J. PUBLIC FIRE EDUCATION: Each Fire Department shall develop a plan for providing public fire education for: 1) Children; 2) Businesses; and 3) Homes within each fire district. Each Fire Department's plan shall be revised annually and submitted to the Wake County Department of Fire and Emergency Management, for review, at the beginning of each County fiscal year (July). Fire Departments shall support public fire education programs through assistance of materials, equipment and personnel from the Wake County Department of Fire and Emergency Management.

K. PRE-FIRE INCIDENT SURVEYS: Each Fire Department shall have the goal of developing pre-fire incident surveys and updating them annually for all commercial buildings within the fire district. Facilities, which should be given priority, are those buildings displaying NFPA 704 placards, hazardous, institutionalized and assembly occupancies. Each Fire Department shall work with local fire code enforcement officials to determine hazards and occupancies. Upon request, the Wake County Department of Fire and Emergency Management staff shall assist Fire Departments in developing pre-fire incident surveys for buildings within Wake County Department of Fire and Emergency Management's fire code enforcement service area.

L. FIRE INVESTIGATIONS: The Fire Department officer in charge at all fire scenes shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause OR if the cause is suspected to be incendiary in nature, the officer in charge shall request a representative from the Wake County Department of Public Safety to assist. The Fire Department shall provide whatever assistance is needed by Wake County staff at the fire scene. At the conclusion of the fire origin and cause determination, Wake County staff will provide a report to the Fire Department regarding the cause of the fire.

M. FIRE HYDRANTS: Each Fire Department shall have an adopted guideline that addresses fire hydrant testing and maintenance. A current valid copy of the Fire Department guideline shall be kept on file with Wake County Department of Fire and Emergency Management. Each Fire Department shall ensure that every wet and dry fire hydrant in the suburban fire district is flushed and checked for accessibility, functionality, visibility, and operation at least once annually. Records of fire hydrant tests and maintenance conducted by fire departments shall be available for review by the Wake County Department of Fire and Emergency Management.

N. MEDICAL FIRST RESPONDER: Each Fire Department shall participate in the Wake County Medical First Responder Program. Each fire department shall conform to the Wake County Medical First Responder policies and procedures and direction of the Wake County Medical Director and Emergency Medical Services Director. Each Fire Department shall have an adopted guideline that addresses the Medical First Responder Program and Operation.

O. EMERGENCY DISASTER RESPONSE: Each Fire Department shall follow the Wake County Incident Command Master Plan and all applicable appendices.

P. DISPOSING OF EQUIPMENT: Each Fire Department shall offer equipment that they have deemed necessary to sell to other Wake County Fire Departments prior to offering to outside agencies.

Q. PERSONNEL: The Department agrees to adopt and to initiate compliance with, and enforcement of personnel rules for compensated and volunteer members that are in compliance with FLSA and any other applicable federal or state law, and not

substantially and materially different from, or inconsistent with model rules developed through the Fire Commission. within 30 (thirty) days of Fire Commission approval of such model rules.

R. EMPLOYMENT: The Fire Department agrees to conduct a background-check for all "finalist" candidates for full-time and part-time employment and volunteer membership prior to hire or appointment and on all members at least once every three years.

- No person with a felony or serious misdemeanor conviction(s) shall be hired by the Fire Department. "Serious misdemeanor conviction(s) shall be defined to include offenses reflective of violent criminal behavior or dishonesty. If additional funding is required to perform the background checks, background checks will be done subject to availability of funds. Nothing herein shall be construed to prevent the Fire Department from hiring an individual who has an isolated misdemeanor conviction remote in time but has demonstrated a sustained record of responsible, lawful behavior and is otherwise fit for duty.
- All paid and volunteer employees of the Fire Department shall be subject to for cause and/or suspicionless drug testing at any time as deemed appropriate by the Fire Department.
- The Fire Department shall review each paid and volunteer member's county of residence at least once every three years to verify that the member meets departmental requirements.

S. DRIVER'S LICENSE CHECK: The Department agrees that it will enroll in the North Carolina Transportation Notification System and will conduct a driver license record review at least annually on each member and employee.

T. ADMINISTRATIVE AND OPERATIONAL PROCEDURES: The Department agrees to participate jointly with the County in development and implementation of countywide fire service standard administrative and operational procedures through the Fire Commission. Nothing in this section shall prohibit the Department from establishing or maintaining its own standard administrative and operational procedures provided they are not in conflict with County-wide procedures as described herein, or the County from issuance of County-wide emergency procedures in event of a declared disaster or emergency.

U. AUXILIARY SERVICES: Each Fire Department may choose to participate in Wake County Auxiliary Services Programs. Participation is voluntary. However, each Fire Department that participates in the programs shall conform to the Wake County policies and procedures and direction of the Wake County Director of Fire and Emergency Management. Fire Departments choosing to participate in these programs shall have adopted guidelines that address the appropriate functions. If a department chooses to participate in any of these programs, the agreements can be found as Appendices C – K of this contract:

Mutual Aid

C

First Responder Agreement	D
Special Services	E
Extrication Services	F
Water Rescue Services	G
Specialized Rescue Services	H
Specialized Fire Equipment Services	I
Technician Level Hazardous Materials Services	J
Fire Protection Personnel Program	K
FEMA Disaster Services	L
Individual Contract Amendments	M

V. FIRE SERVICE COMPENSATION GUIDELINES: The County and Fire Department agree to abide by the requirements contained in the Wake County Fire Compensation Administrative Guidelines as approved by the Wake County Board of Commissioners on October 20, 2003 and as they may be amended from time to time during the existence of the Agreement. The Department shall adopt the said Fire Service Compensation Guidelines and agree to operate their Department's pay system by the terms of said Fire Compensation Guidelines. The Department acknowledges review and acceptance of the most current Wake County Fire Compensation Administrative Guidelines effective July 1, 2003 as updated April 2009.

W. EMERGENCY ALERTING: The Fire Department agrees to rely only on the countywide alphanumeric and tone/voice paging systems for emergency alerting and response purposes.

SECTION 20. STANDARDS OF PERFORMANCE

The Fire Department shall furnish fire protection and emergency services in a professional, efficient and workmanlike manner, in particular so as to meet the requirements of and comply with rules and regulations of the North Carolina Department of Insurance, Insurance Services Office, Inc., Article 11, Chapter 153A of the North Carolina General Statutes, Article 14, Chapter 160A of the North Carolina General Statutes, and other pertinent federal, state and County laws, regulations and standards. The Fire Department agrees to participate jointly with the County in development and implementation of countywide fire service system performance standards through the Fire Commission including (but not limited to) staffing, turnout time, response time, fire and emergency-event outcomes, customer satisfaction and dissatisfaction, documentation consistency and compliance with standard operating procedures.

The following minimal performance standards are agreed to by the County and the Fire Department and are a part of this contract:

A. RESPONSE TIME: When one minute elapses after dispatch of the Fire Department with no response, the Fire Department will be re-paged. After an additional two minutes (three minutes total) have elapsed, the next closest fire department will be dispatched.

B. STAFFING ON SCENE: Each Fire Department shall have an adopted standard operating guideline that addresses the appropriate number of firefighters needed on all types of fire calls. A current, valid copy of the Fire Department's guideline shall be kept on file with the Wake County Department of Fire Services.

C. AUTOMATIC AID AGREEMENTS: Each Fire Department shall provide automatic aid service for all structure fire calls (1 tanker or pumper/tanker) and two firefighters or other arrangement as agreed upon with the neighboring fire departments and approved by the County) to any neighboring Wake County Fire Department. Each fire department shall participate in countywide automatic aid through the quickest unit response program. Units will be dispatched based on quickest response as configured in computer aided dispatch system. Fire stations that are not continuously staffed on a 24 hour a day / 7 day a week basis may or may not participate in quickest unit response inside a municipality's corporate limits.

D. MUTUAL AID AGREEMENTS: All Fire Departments shall cooperate and participate in the most current Wake County Mutual Aid system plan. The Wake County Emergency Communication Center will automatically dispatch the nearest mutual aid department after failure in three (3) minutes of the initially dispatched department to acknowledge the call. This shall apply to all calls. Wake County will supply the Fire Department with a copy of the officially adopted mutual aid system plan. The agreement can be found as Appendix C of this contract.

E. TRAINING: The Fire Department shall have formally adopted written guidelines for appropriate initial training of firefighters and continuing education of firefighters that meet or exceed all state requirements ("Training Guidelines"). The Fire Department shall be responsible for providing Wake County Department of Fire Services with a copy of the Training Guidelines and any amendments of the Training Guidelines that go into effect during this Contract. The Training Guidelines shall include the following minimum standards:

1. Initial firefighter training shall include education on hazardous materials responder, operations plus, incident command system, and blood borne pathogens.
2. The Department shall annually conduct a minimum of one (1) live fire training exercise with the preferred location being at the Wake County Fire Training Center.
3. The Department shall annually participate in a minimum of one (1) multi-company and one (1) multi-department live fire training exercise.
4. No member of the Department shall engage in structural firefighting without having first completed the Wake County Essentials of Firefighting course.

F. DEPRECIATION: Each Fire Department shall have a depreciation schedule for equipment and property valued over \$25,000.00.

G. FIRE STATION CONSTRUCTION/RENOVATION: The Wake County Fire Commission shall make recommendations on new fire station locations and major renovations to the Wake County Board of Commissioners. The Wake County Board of Commissioners shall approve all new fire stations and major renovations financed utilizing service tax district funds. Major renovations include renovations of existing fire stations which exceed \$100,000.00 in total cost.

H. FISCAL RESPONSIBILITY:

1. At a minimum, all nonprofit Fire Departments shall have on hand, as of the end of the fiscal year, both available (unrestricted) Net Assets and Liquidity of at least 5% of their annual County appropriation identified in their annual audited financial statements. All Fire Departments will maintain the designated level of both net assets and liquidity as follows:
 - a. Net Assets: Unrestricted assets reported on the annual audited financial statements equal to or greater than 5% of the subsequent year's budget appropriation.
 - b. Liquidity: Current assets less current liabilities reported on the annual financial statements equal to or greater than 5% of the subsequent year's budget appropriation.

2. At their discretion, departments may maintain a fund balance between 5-10% of their operating budget. This range is meant to give departments flexibility in managing their operating funds.

3. Fire Departments with fund balance and reserves exceeding 10% of the department's annual operating budget are expected to use these resources for planned capital purchases, retiring debt, or emergency one-time purchases. Accordingly, a department with reserves in excess of 10% of its operating budget must choose from one or more of the following uses for the excess funds:

- a. Retire existing debt,
- b. Finance apparatus, station improvements, or other capital needs that have been identified as priorities by the Fire Commission and County staff in the Long Range Plan,
- c. Reserve funds for future capital projects that have been identified as priorities by the Fire Commission and County staff in the Long Range Plan (funds must be reserved formally with the department's auditor; Annual financial statements must reflect all such reservations),
- d. Make emergency non-budgeted expenditures for unanticipated repair
- e. Replacement of essential firefighting equipment one-time purchases for such equipment as SCBA and SCBA cylinders with specifications approved by Fire Commission
- f. Another option approved by the Fire Commission and the Department of Fire and Emergency Management Director and Budget Director.

1. Departments will notify County staff and the Fire Commission in writing of their intended use of excess funds. Should a department not choose from the options listed above, County staff and the Fire Commission will consider excess funds when determining the department's operating appropriation from the Fire Tax.

I. FIXED ASSETS: Each Fire Department shall maintain an accurate inventory of all equipment valued at \$1,000.00 or more. This fixed asset list shall be kept for each Fire Department by station and be available for review at reasonable times during business hours of the County.

J. PUBLIC FIRE EDUCATION: Each Fire Department shall develop a plan for providing public fire education for: 1) Children; 2) Businesses; and 3) Homes within each fire district. Each Fire Department's plan shall be revised annually and submitted to the Wake County Department of Fire Services, for review, at the beginning of each County fiscal year (July). Fire Departments shall support public

fire education programs through assistance of materials, equipment and personnel from the Wake County Department of Fire Services.

K. PRE-FIRE INCIDENT SURVEYS: Each Fire Department shall have the goal of developing pre-fire incident surveys and updating them annually for all commercial buildings within the fire district. Facilities, which should be given priority, are those buildings displaying NFPA 704 placards, hazardous, institutionalized and assembly occupancies. Each Fire Department shall work with local fire code enforcement officials to determine hazards and occupancies. Upon request, the Wake County Department of Fire Services staff shall assist Fire Departments in developing pre-fire incident surveys for buildings within Wake County Department of Fire Services' fire code enforcement service area.

L. FIRE INVESTIGATIONS: The Fire Department officer in charge at all fire scenes shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause OR if the cause is suspected to be incendiary in nature, the officer in charge shall request a representative from the Wake County Department of Public Safety to assist. The Fire Department shall provide whatever assistance is needed by Wake County staff at the fire scene. At the conclusion of the fire origin and cause determination, Wake County staff will provide a report to the Fire Department regarding the cause of the fire. The responsibilities under this section shall be in addition to, and not in replacement of the responsibilities outlined under subsection M "Post Incident Review".

M. POST INCIDENT REVIEW: In order to provide a systematic and consistent approach for reviewing and evaluating fire response, the Department shall be required to conduct a post incident review for the following incidents: fires resulting in fatalities, fires resulting in more than \$250,000 property loss, fires resulting in civilian injury requiring hospitalization for more than 23 hours, fires resulting in firefighter injury requiring hospitalization for more than 23 hours, and any other incident as determined by the Department. The Department shall be responsible for conducting the formal review in accordance with the most current Wake County Post Incident Review Procedure dictated by the Wake County Fire Training Division; provided that the Wake County Training Division shall appoint the incident facilitator for the formal review. The incident facilitator shall be a fire service member 1) not affiliated with the responding department for the incident reviewed and 2) who has completed a post-incident review training program approved by the Fire Commission, or equivalent training as determined by the Fire Commission.

N. FIRE HYDRANTS: Each Fire Department shall have an adopted guideline that addresses fire hydrant testing and maintenance. A current valid copy of the Fire Department guideline shall be kept on file with Wake County Department of Fire Services. Each Fire Department shall ensure that every wet and dry fire hydrant in the suburban fire district is flushed and checked for accessibility, functionality, visibility, and operation at least once annually. Records of fire hydrant tests and

maintenance conducted by fire departments shall be available for review by the Wake County Department of Fire Services.

O. MEDICAL FIRST RESPONDER: Each Fire Department shall participate in the Wake County Medical First Responder Program. Each fire department shall conform to the Wake County Medical First Responder policies and procedures and direction of the Wake County Medical Director and Emergency Medical Services Director. Each Fire Department shall have an adopted guideline that addresses the Medical First Responder Program and Operation.

P. EMERGENCY DISASTER RESPONSE: Each Fire Department shall follow the Wake County Incident Command Master Plan and all applicable appendices.

Q. DISPOSING OF EQUIPMENT: Each Fire Department shall offer equipment that they have deemed necessary to sell to other Wake County Fire Departments prior to offering to outside agencies.

R. PERSONNEL: The Department agrees to adopt and to initiate compliance with, and enforcement of personnel rules for compensated and volunteer members that are in compliance with FLSA and any other applicable federal or state law, and not substantially and materially different from, or inconsistent with model rules developed through the Fire Commission. within 30 (thirty) days of Fire Commission approval of such model rules.

S. EMPLOYMENT: The Fire Department agrees to conduct a background-check for all “finalist” candidates for full-time and part-time employment and volunteer membership prior to hire or appointment and on all members at least once every three years.

1. No person with a felony or serious misdemeanor conviction(s) shall be hired by the Fire Department. “Serious misdemeanor conviction(s) shall be defined to include offenses reflective of violent criminal behavior or dishonesty. If additional funding is required to perform the background checks, background checks will be done subject to availability of funds. Nothing herein shall be construed to prevent the Fire Department from hiring an individual who has an isolated misdemeanor conviction remote in time but has demonstrated a sustained record of responsible, lawful behavior and is otherwise fit for duty.
2. All paid and volunteer employees of the Fire Department shall be subject to for cause and/or suspicionless drug testing at any time as deemed appropriate by the Fire Department.
3. The Fire Department shall review each paid and volunteer member’s county of residence at least once every three years to verify that the member meets departmental requirements.

T. DRIVER'S LICENSE CHECK: The Department agrees that it will enroll in the North Carolina Transportation Notification System and will conduct a driver license record review at least annually on each member and employee.

U. ADMINISTRATIVE AND OPERATIONAL PROCEDURES: The Department agrees to participate jointly with the County in development and implementation of countywide fire service standard administrative and operational procedures through the Fire Commission. Nothing in this section shall prohibit the Department from establishing or maintaining its own standard administrative and operational procedures provided they are not in conflict with County-wide procedures as described herein, or the County from issuance of County-wide emergency procedures in event of a declared disaster or emergency.

V. AUXILIARY SERVICES: Each Fire Department may choose to participate in Wake County Auxiliary Services Programs. Participation is voluntary. . However, each Fire Department that participates in the programs shall conform to the Wake County policies and procedures and direction of the Wake County Director of Fire Services. Fire Departments choosing to participate in these programs shall have adopted guidelines that address the appropriate functions. If a department chooses to participate in any of these programs, the agreements can be found as Appendices C – K of this contract:

Mutual Aid	C
First Responder Agreement	D
Special Services	E
Extrication Services	F
Water Rescue Services	G
Specialized Rescue Services	H
Specialized Fire Equipment Services	I
Technician Level Hazardous Materials Services	J
Fire Protection Personnel Program	K
FEMA Disaster Services	L
Individual Contract Amendments	M

W. FIRE SERVICE COMPENSATION GUIDELINES: The County and Fire Department agree to abide by the requirements contained in the Wake County Fire

Compensation Administrative Guidelines as approved by the Wake County Board of Commissioners on October 20, 2003 and as they may be amended from time to time during the existence of the Agreement. The Department shall adopt the said Fire Service Compensation Guidelines and agree to operate their Department's pay system by the terms of said Fire Compensation Guidelines. The Department acknowledges review and acceptance of the most current Wake County Fire Compensation Administrative Guidelines effective July 1, 2003 as updated April 2009.

X. EMERGENCY ALERTING: The Fire Department agrees to rely only on the countywide alphanumeric and tone/voice paging systems for emergency alerting and response purposes.

Item Title:

Consider support for Recommended General Amendments to the Fire Protection Agreement

Specific Action Requested:

That the Fire Commission receives the information related to the recommended amendments to the Fire Protection Agreement and approves support for the Amendments.

Item Summary:

Wake County staff requests that the Fire Commission approves support for the following amendments to the Fire Protection Agreement:

1. All references to Wake County Department of Fire and Emergency Management will change to **Wake County Department of Fire Services**.
2. All references to the Director of the Department of Fire and Emergency Management will change to the **Director of the Department of Fire Services**.
3. SECTION 19. INSURANCE SERVICES OFFICE, INC. RATING – Paragraph two which states the following:

In the event that the Fire Department's ISO rating falls below a Class 6 public protection classification for fire insurance grading purposes, the Fire Department shall prepare and submit to the County a plan to obtain a minimum of a Class 6 public protection classification, such classification to be in effect no later than July 1, 2011. If the Department has a public protection classification equal to or better than a Class 6, the Fire Department is not required to downgrade to a Class 6.

Shall be amended to read as follows:

In the event that the Fire Department's ISO rating falls below a Class 6 public protection classification for fire insurance grading purposes, the Fire Department shall prepare and submit to the County a plan to obtain a minimum of a Class 6 public protection classification, such classification to be in effect no later than **July 1, 2015**. If the Department has a public protection classification equal to or better than a Class 6, the Fire Department is not required to downgrade to a Class 6.

Attachments:

Item Title:

Apparatus Policy Update

Specific Action Requested:

That the Fire Commission receives information related to the updates to the Apparatus Policy.

Item Summary:

In January of 2013 the Apparatus Committee reviewed the existing apparatus policies previously adopted by the Fire Commission and decided that it would be better to consolidate the individual policies into a single policy document.

Attachments:

1. Revised Apparatus Policy

**WAKE COUNTY FIRE COMMISSION
APPARATUS COMMITTEE
POLICIES AND PROCEDURES**

SECTION #1 ADMINISTRATIVE/SMALL VEHICLE REPLACEMENT

1. Each Department is authorized to have One (1) Administrative Vehicle and One (1) Chief's Vehicle per Department, and a First Responder vehicle per station, which exists as of January 2008.
2. Replacement Review schedule is as follows:
 - a. All Administrative type vehicles will be reviewed each FY by the apparatus committee to insure it meets the mileage replacement of 100,000 miles.
3. Each Individual Department is required to maintain proper insurance (See section #9), and to have the maintenance done per the manufacturers recommendations. In addition Departments are required to maintain all maintenance records for these vehicles, and they will be turned in with the vehicle when it is sold.
4. Any major repairs to vehicles, i.e. transmission, engine, drive train, or Accidents shall be reported to the apparatus committee.
5. When the end of the life of the vehicle occurs, it will be turned into GSA or if a Municipality already has a process in place for vehicles to be disposed of. Once this is done the County will be reimbursed for the proper portion, as per the contract signed by Staff and the Individual Municipality.
6. The apparatus committee and Staff will have the appropriate forms for turn-in.
7. The monies from the sale of these vehicles will be placed in the Capital Vehicle Fund for future purchases of Fire Vehicles ONLY.
8. Any changes to the current replacement schedule which will impact the budget must be reviewed by the Apparatus Committee and the Budget Committee and approved by the Fire Commission.

SECTION # 2 BRUSH UNITS-PUMPER/TANKERS-TANKERS-RESCUES

1. Each Department is authorized to have current inventory of Brush Trucks, Engines, Pumper-Tankers, Tankers, Rescues, and Aerials, any additions to the fleet must meet the following criteria:
 - a. Notify the Fire Marshall in writing of request with justification.
 - b. The Fire Marshall will forward the request to the Apparatus Committee for a recommendation to the full Fire Commission.
 - c. If approved the Department will be authorized (when a contract exists and monies available) to purchase the vehicle.
2. Replacement schedule is as follows:
 - a. Pumper-Tankers: Twenty (20) Years, unless requested by Department and authorized sooner by the apparatus committee and the Fire Commission.
 - b. Tankers: Twenty (20) Years, unless requested by Department and authorized sooner by the apparatus committee and the Fire Commission.
 - c. Brush Units: Fifteen (15) years or 75,000-mile interval whichever Is First.
 - d. Rescue: Twenty (20) Years, unless requested by Department and Authorized sooner by the apparatus committee and the Fire Commission.
3. The Apparatus Committee will monitor mileage on all apparatus to insure they are placed on the replacement lists as necessary, they will keep the Budget Office informed of any Additions to the Fleet and or earlier replacement per the long range plan for Budget purposes and to insure the Budget is in line with monies.

4. Each Individual Department is required to maintain proper insurance. Departments will have the maintenance done per the manufacturers recommendations. In addition Departments are required to maintain all maintenance records for these vehicles, and they will be turned in with the vehicle when it is sold.
5. Any major repairs to vehicles, i.e. transmission, engine, drive train, or Accidents are to be reported to the apparatus committee.
6. When the end of the life of the vehicle occurs, it will be turned into GSA, Staff will have the proper documents to accompany vehicle. Vehicles will be cleaned and stripped of any added equipment by the Individual Departments. Each Municipality already has a process in place for vehicles to be disposed of. Once this is done the County will be reimbursed for the proper portion, as per the contract signed by Staff and the Individual Municipality.
7. Any changes to the current replacement schedule which will impact the budget must be reviewed by the Apparatus Committee and the Budget Committee and approved by the Fire Commission.
8. The monies from the sale of these vehicles will be placed in the Capital Fire Vehicle Fund for future purchases of Fire Vehicles ONLY.

SECTION # 3 AERIAL REPLACEMENTS

In 2004, when the apparatus committee was formed, the following decision was made and adopted by the Committee and the Fire Commission:

- a. We will not cost share for any Municipal aerial.
- b. We will pay 100% of the cost for Brush Trucks.
- c. We will pay 100% for Tanker replacement.

For County Departments Twenty (20) Years, unless requested by Department and Authorized sooner by the apparatus committee and the Fire Commission.

It is the policy that by doing b&c above the Municipalities does not have to spend any funds for the two (2) vehicles described above, and offsets the cost share of an aerial.

SECTION #4 Apparatus Replacements for Stations Closing

1. The apparatus committee has the following recommendations for stations that are being reviewed for closing.
2. In order for the apparatus committee to insure we are utilizing County Funds in a proper manner, any station that is being considered for closing in the future by the Fire Commission and facilities committee, shall be looked at closely for apparatus replacement with the following guidelines:
 - a. Within 2 years no replacements of any type.
 - b. Three to Five years, limited replacements, TBD by apparatus committee and the Fire Commission.
 - c. Five years and beyond, normal replacement schedule.
3. The apparatus committee, staff, and the Facilities committee will need to Work closely on this very sensitive matter.
4. Any recommendations to not replace apparatus will be reported to the Fire Commission with justification for final decision.

SECTION #5 Reporting Instructions for Apparatus Replacements

1. The apparatus committee has the following guidelines for stations to report information on all Apparatus.
2. In order for the apparatus committee to insure we are properly reporting to the Fire Commission and the Budget Office on yearly replacements, the following must be reported on a yearly basis By September 30th of each year.
 - a. Year and type of Vehicle with the Current mileage.
 - b. Last 3 years of all maintenance costs per apparatus/vehicle, listed by year, utilizing the form supplied by the apparatus committee. (see sample form below)
3. Any recommendations to not replace Vehicles will be reported to the Fire Commission with justification for final decision, and to the Budget Office, so the Budget can be adjusted.

SECTION #6 Administrative Instructions for Apparatus Movement

The Fire Commission has the following guidelines for Wake County Fire Departments that could receive Vehicles/Apparatus from a station that is closing.

1. A County Department that is due or will be due a replacement vehicle, may receive a County owned vehicle from a Department that is closing or reducing their fleet. The Apparatus Committee will make a recommendation to the Fire Commission as to where the vehicle should be placed based on the following criteria.
 - a. The County owns the vehicle being moved
 - b. Department is on the schedule to receive a replacement vehicle
 - c. The vehicle is mechanically in operational shape and within the realms of replacement criteria
 - d. It will meet the Departments needs

SECTION #7 800MHZ RADIO'S

1. The Apparatus Committee, 800 CAD Committee, and Staff agree that the following will determine Radio locations.
2. All Active Response Apparatus that is currently in the CAD system will have at a minimum a Mobile 800MHZ Radio, DEK Boxes TBD by a Primary Response type vehicle listed in CAD.
3. When a Vehicle is being replaced the radios from the old vehicle will be placed in the new vehicle.
4. When a piece of apparatus is no longer recognized by the County Replacement Program the 800MHZ Radio will be removed and turned into the Fire Marshall's Office for issue to another Department.
 - a. The Apparatus Committee will, in conjunction with Staff make the determination of where the Radio will be reassigned.
5. Additional radios will be provided with apparatus only when the vehicle is an addition to the fleet. A mobile radio and DEK (if applicable) will be provided. Portable radio(s) will also be provided in accordance with the following for additional vehicles:

- a. Engines, Pumper/Tankers, Rescue/Service - 2
- b. Ladder - 3
- c. Brush Truck - 1
- d. Small Vehicles/Administrative Vehicles – None

6. Contacts for CAD and 800 database entries/changes will be made through the Fire/Rescue Division.

7. There will be no Radio's purchased beyond current inventories, if a Department has means to buy additional Handhelds, they may do so going through the Fire Marshall's Office for CAD accountability.

SECTION #8 MAINTENANCE REQUIREMENTS

1. PURPOSE

The purpose of this document is to insure that all Departments understand the guidelines for maintenance and repair of County Fire Apparatus.

2. REFERENCES

North Carolina Fire and Rescue Commission Occupational Safety and

Health Program for Fire Departments and Rescue Squads, Subpart L, Fire Protection, Section 1910.156, Chapter 4, Section 4-4
Inspection, Maintenance, and Repair of Vehicles.

2.2 **Current** edition of the National Fire Protection Association's 1911

Standard on Service Tests of Pumps on Fire Department Apparatus.

2.3 Current edition of the National Fire Protection Association's 1914

Standard on Testing Fire Department Aerial Devices.

3. OSHA REQUIREMENTS

Department Vehicles shall be inspected at least weekly, within 24 hours

After any use or repair, and prior to being placed in service or used for emergency purposes to identify and correct unsafe conditions.

4. REQUIRED EQUIPMENT

Maintenance, testing, and repair records.

Current edition National Fire Protection Association Standard 1911.

Current edition National Fire Protection Association Standard 1914.

5. PROCEDURE

Departments will be responsible for checking assigned vehicles in Accordance with Departmental Policies and or Guidelines.

Any repairs to vehicles will be made only by qualified persons experienced with the type of vehicle or the type of work to be performed in accordance with manufacturer's instructions.

Preventative maintenance programs for all vehicles should be in place

Performed per individual Departmental SOG's or SOP's.

Maintenance Records on each individual piece of apparatus should be

Maintained so as to go with vehicle upon replacement, (sample attached).

Fire Pumps on apparatus will be tested in accordance with the applicable

Requirements of NFPA 1911, Standard for Service Test of Pumps on Fire Department Apparatus.

All aerial devices will be inspected and service tested in accordance with

The applicable requirements of NFPA 1914, Standard for Testing Fire Department Aerial Devices.

SECTION #9 MINIMUM INSURANCE REQUIREMENTS:

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

SECTION #10 CRITERIA FOR REPLACEMENTS

Annually apparatus will be considered for replacement based on Sections 1, 2, or, 3 of this document, a scoring system developed to rank / prioritize those replacements on three agreed upon factors. A specified number of points are awarded based on the criteria. More point's means an apparatus receives a higher priority for replacement.

Age Points – Age of the apparatus is determined by subtracting the manufacture / model year from the current year.

- Large Apparatus receive two points at 20 years of age and receive an additional point for each year above 20 years.
- Brush Units receive two points at 15 years of age and receive an additional point for each year above 15 years.

Mileage Points - Apparatus receive one point at 100,000 miles and receive an additional point for each additional 10,000 miles.

Maintenance Points – Apparatus receives one point if average repair costs are less than \$5,000. Apparatus receives two points if average repair cost is greater than \$5,000 but less than \$10,000. Apparatus receives three points if average repair costs are greater than \$10,000.

SECTION #11 COUNTY OWNED APPARATUS

Any Apparatus purchased with County Funds shall be available for automatic, mutual aid, and strike team dispatch.

Item Title:

FY 2014 Fire Tax Budget Update

Specific Action Requested:**That the Fire Commission receives information related to the FY 2014 Fire Tax Budget.****Item Summary:**

The Wake County Board of County Commissioners adopted the FY 2014 Fire Tax Budget as recommended. The following is a summary of the adopted budget.

Revenues:

• Operating	\$17,812,000
• Operating debt service	\$ 327,000
• Capital	\$ 2,573,000
• Subtotal, Taxes	\$20,712,000
• Other	\$ 22,640
• Interest	\$ 15,000
• Total Revenue projection	\$20,727,000

Expenditures:

• Department Appropriations	\$16,885,195
• Department Deb Service	\$ 327,052
• Subtotal, Department Appropriations	\$17,212,247

System-wide Appropriations:

• 800 MHz Fire Costs	\$ 125,175
• CAD Fire Costs	\$ 8,663
• County-owned Station Utilities	\$ 12,500
• Fire Service Training	\$ 360,345
• HAZMAT Program	\$ 89,789
• NC Forestry-Wildfire Prevention	\$ 67,362
• Radio & Pager Maintenance	\$ 17,665
• RWECC Dispatch	\$ 182,289
• Subtotal System-wide	\$ 940,753
•	

Capital:

• Appropriation to Capital	\$ 1,350,000
• Transfer to Debt Service Fund	\$ 1,224,000
• Subtotal Capital	\$ 2,574,000

Total Expenditures: \$20,727,000**Attachments:**

Item Title:

Fire Tax Financial Report

Specific Action Requested:

That the Fire Commission receives the Financial Report.

Item Summary:

There are 3 separate reports.

1. Current FY 2013 year-end actuals (not final and obviously not audited). The only thing to mention is that the District's revenue is at almost the exact amount that has been budgeted for FY 2014. It looks like all departments have received the authorized appropriation. A handful of systemwide expenses are not complete.
2. The FY 2014 operating report is included as well. This is the final systemwide and department budgets approved by the BOC.
3. The CIP report is also included. There will be a few project close outs and set ups in the next month or so when those projects are completed or finalized. Otherwise there is nothing significant to mention within the CIP. This CIP report includes funds that have been appropriated via the 2014 adopted budget. Therefore, aside from some clean up, there will not be additional appropriation.

Attachments:

Reports

FY 2013 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (Year End FY 2013 Actuals - Not Final and Unaudited)

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	Available Uncommitted Balance (net of pending)
Unit: F251 Apex FD										
Apex 2406 CONTRACTED SERVICES	0	0	0	0	686,400	686,400	686,400	0	100.0%	0
Unit: F252 Bayleaf FD										
Bayleaf 2406 CONTRACTED SERVICES	0	0	0	0	1,505,172	1,505,172	1,505,172	0	100.0%	-
Unit: F253 Cary FD										
Cary 2406 CONTRACTED SERVICES	0	0	0	0	55,067	58,872	29,436	29,436	50.0%	29,436
Unit: F254 Durham Highway FD										
Durham Hwy 2406 CONTRACTED SERVICES	0	0	0	0	730,372	730,372	730,372	0	100.0%	-
Unit: F255 Eastern Wake FD										
E. Wake 2406 CONTRACTED SERVICES	0	0	0	0	1,612,411	1,612,411	1,589,770	0	98.6%	22,641
Unit: F256 Fairview FD										
Fairview 2406 CONTRACTED SERVICES	0	0	0	0	1,129,995	1,129,995	1,129,995	0	100.0%	-
Unit: F258 Fuquay Varina FD										
Fuquay Varina 2406 CONTRACTED SERVICES	0	0	0	0	1,354,914	1,354,914	1,354,914	0	100.0%	-
Unit: F259 Garner FD										
Garner 2406 CONTRACTED SERVICES	0	0	0	0	1,600,159	1,600,159	1,600,159	0	100.0%	-
Unit: F260 Holly Springs FD										
Holly Springs 2406 CONTRACTED SERVICES	0	0	0	0	409,466	409,466	409,466	0	100.0%	-
Unit: F261 Hopkins FD										
Hopkins 2406 CONTRACTED SERVICES	0	0	0	0	708,363	708,363	708,363	0	100.0%	-
Unit: F262 Morrisville FD										
Morrisville 2406 CONTRACTED SERVICES	0	0	0	0	775,842	775,842	775,842	0	100.0%	-
Unit: F264 Rolesville FD										
Rolesville 2406 CONTRACTED SERVICES	0	0	0	0	548,872	548,872	548,872	0	100.0%	-
Unit: F265 Stony Hill FD										
Stony Hill 2406 CONTRACTED SERVICES	0	0	0	0	991,922	991,922	991,922	0	100.0%	-
Unit: F266 Swift Creek FD										
Swift Creek 2406 CONTRACTED SERVICES	0	0	0	0	483,565	483,565	483,565	0	100.0%	-
Unit: F267 Wake-New Hope FD										
Wake New Hope 2406 CONTRACTED SERVICES	0	0	0	0	1,069,624	1,069,624	1,069,624	0	100.0%	-
Unit: F268 Wake Forest FD										
Wake Forest 2406 CONTRACTED SERVICES	0	0	0	0	691,405	691,405	691,405	0	100.0%	-
Unit: F269 Wendell FD										
Wendell 2406 CONTRACTED SERVICES	0	0	0	0	1,424,247	1,424,247	1,424,247	0	100.0%	-
Unit: F270 Western Wake FD										
W. Wake 2406 CONTRACTED SERVICES	0	0	0	0	566,089	566,089	566,089	0	100.0%	-
Unit: F271 Zebulon FD										
Zebulon 2406 CONTRACTED SERVICES	0	0	0	0	449,358	449,358	449,358	0	100.0%	-
Total Expenditures	0	0	0	0	16,793,243	16,797,048	16,744,971	29,436	98.7%	52,077

Appropriation: 5120N2500 Fire Tax District - System

page 2

Unit: F250 Fire Tax District System

Revenue Source/ Revenues:	Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
C476 Equipment Reimbursement		0.00	0.00	487.66	(487.66)	0.00	0.00	0.00	0.00	#DIV/0!	0.00
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!	0.00
N150 Interest Income/Pooled Funds		5,000.00	5,000.00	41,323.41	(36,323.41)	0.00	0.00	0.00	0.00	826.5%	0.00
T200 Special District Taxes		20,165,000.00	20,165,000.00	20,712,566.54	(547,566.54)	0.00	0.00	0.00	0.00	102.7%	0.00
Total Revenues		20,170,000.00	20,170,000.00	20,741,390.96	(571,390.96)	0.00	0.00	0.00	0.00	102.8%	0.00
Expenditures:											
2100 Contractual Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,995.00	#DIV/0!	(34,995.00)
3134 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	2,273.76	0.00	#DIV/0!	(2,273.76)
3606 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,500.00	12,500.00	16,142.88	0.00	129.1%	(3,642.88)
3617 DISPATCH SERVICE		0.00	0.00	0.00	0.00	164,522.00	164,522.00	162,723.00	0.00	98.9%	1,799.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		0.00	0.00	0.00	0.00	47,328.00	47,328.00	13,353.72	0.00	28.2%	33,974.28
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%	0.00
4224 NC DEPT OF NRCD - FORESTRY		0.00	0.00	0.00	0.00	75,086.00	75,086.00	69,202.77	5,883.23	92.2%	0.00
4428 MISC CHARGES FROM OTHER DEPT/Div		0.00	0.00	0.00	0.00	357,345.00	357,345.00	0.00	0.00	0.0%	357,345.00
4446 800mhz charges from other dept		0.00	0.00	0.00	0.00	128,683.00	128,683.00	64,341.50	64,341.50	50.0%	0.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	10,452.00	10,452.00	5,226.00	5,226.00	50.0%	0.00
8104 CONTINGENCY		0.00	0.00	0.00	0.00	15,095.00	11,290.00	0.00	0.00	0.0%	11,290.00
9103 TRANSFER TO CIP CO CONSTRUCTION FUND		0.00	0.00	0.00	0.00	1,338,000.00	1,338,000.00	1,338,000.00	0.00	100.0%	0.00
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND		0.00	0.00	0.00	0.00	1,140,000.00	1,140,000.00	1,140,000.00	0.00	100.0%	0.00
Subtotal Unit: F250		20,170,000.00	20,170,000.00	20,741,390.96	(571,390.96)	3,378,757.00	3,372,652.00	2,899,000.63	110,445.73	85.9%	363,480.54
Subtotal Appropriation: 5120N2500		20,170,000.00	20,170,000.00	20,741,390.96	(571,390.96)	3,378,757.00	3,372,652.00	2,899,000.63	110,445.73	85.9%	363,480.54
Subtotal Department: 51		20,170,000.00	20,170,000.00	20,741,390.96	(571,390.96)	3,378,757.00	3,372,652.00	2,899,000.63	110,445.73	85.9%	363,480.54

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (July 1 2013 for FY 2014)

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	Available Uncommitted Balance (net of pending)
Unit: F251 Apex FD										
Apex 2406 CONTRACTED SERVICES	0	0	0	0	707,525	707,525	0	0	0.0%	0
Unit: F252 Bayleaf FD										
Bayleaf 2406 CONTRACTED SERVICES	0	0	0	0	1,535,189	1,535,189	0	0	0.0%	0
Unit: F253 Cary FD										
Cary 2406 CONTRACTED SERVICES	0	0	0	0	70,000	70,000	0	0	0.0%	1
Unit: F254 Durham Highway FD										
Durham Hwy 2406 CONTRACTED SERVICES	0	0	0	0	745,314	745,314	0	0	0.0%	0
Unit: F255 Eastern Wake FD										
E. Wake 2406 CONTRACTED SERVICES	0	0	0	0	1,638,034	1,638,034	0	0	0.0%	(0)
Unit: F256 Fairview FD										
Fairview 2406 CONTRACTED SERVICES	0	0	0	0	1,141,926	1,141,926	0	0	0.0%	0
Unit: F258 Fuquay Varina FD										
Fuquay Varina 2406 CONTRACTED SERVICES	0	0	0	0	1,389,068	1,389,068	0	0	0.0%	0
Unit: F259 Garner FD										
Garner 2406 CONTRACTED SERVICES	0	0	0	0	1,650,766	1,650,766	0	0	0.0%	0
Unit: F260 Holly Springs FD										
Holly Springs 2406 CONTRACTED SERVICES	0	0	0	0	422,737	422,737	0	0	0.0%	0
Unit: F261 Hopkins FD										
Hopkins 2406 CONTRACTED SERVICES	0	0	0	0	722,842	722,842	0	0	0.0%	0
Unit: F262 Morrisville FD										
Morrisville 2406 CONTRACTED SERVICES	0	0	0	0	794,122	794,122	0	0	0.0%	0
Unit: F264 Rolesville FD										
Rolesville 2406 CONTRACTED SERVICES	0	0	0	0	559,803	559,803	0	0	0.0%	(0)
Unit: F265 Stony Hill FD										
Stony Hill 2406 CONTRACTED SERVICES	0	0	0	0	1,007,648	1,007,648	0	0	0.0%	(0)
Unit: F266 Swift Creek FD										
Swift Creek 2406 CONTRACTED SERVICES	0	0	0	0	486,939	486,939	0	0	0.0%	0
Unit: F267 Wake-New Hope FD										
Wake New Hope 2406 CONTRACTED SERVICES	0	0	0	0	1,095,054	1,095,054	0	0	0.0%	0
Unit: F268 Wake Forest FD										
Wake Forest 2406 CONTRACTED SERVICES	0	0	0	0	699,366	699,366	0	0	0.0%	0
Unit: F269 Wendell FD										
Wendell 2406 CONTRACTED SERVICES	0	0	0	0	1,445,902	1,445,902	0	0	0.0%	0
Unit: F270 Western Wake FD										
W. Wake 2406 CONTRACTED SERVICES	0	0	0	0	566,089	566,089	0	0	0.0%	0
Unit: F271 Zebulon FD										
Zebulon 2406 CONTRACTED SERVICES	0	0	0	0	533,893	533,893	0	0	0.0%	0
Total Expenditures	0	0	0	0	17,212,247	17,212,247	0	0	0.0%	1

Department: 51 Fire and Emergency Management
Appropriation: 5120N2500 Fire Tax District - System
Unit: F250 Fire Tax District System

Revenue Source/ Revenues:	Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
C476 Equipment Reimbursement		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N140 Market vs Cost Investment Difference		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
N150 Interest Income/Pooled Funds		15,000.00	15,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
T200 Special District Taxes		20,712,000.00	20,712,000.00	0.00	20,712,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
Total Revenues		20,727,000.00	20,727,000.00	0.00	20,727,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
Expenditures:											
3134 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
3606 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,500.00	12,500.00	0.00	0.00	0.0%	12,500.00
3617 DISPATCH SERVICE		0.00	0.00	0.00	0.00	182,289.00	182,289.00	0.00	0.00	0.0%	182,289.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		0.00	0.00	0.00	0.00	17,665.00	17,665.00	0.00	0.00	0.0%	17,665.00
4208 CITY OF RALEIGH HAZMAT PROGRAM		0.00	0.00	0.00	0.00	89,789.00	89,789.00	0.00	0.00	0.0%	89,789.00
4424 NC DEPT OF NRCD - FORESTRY		0.00	0.00	0.00	0.00	67,362.00	67,362.00	0.00	0.00	0.0%	67,362.00
4428 MISC CHARGES FROM OTHER DEPT/CIW		0.00	0.00	0.00	0.00	360,918.00	360,918.00	0.00	0.00	0.0%	360,918.00
4446 800mhz charges from other dept		0.00	0.00	0.00	0.00	125,075.00	125,075.00	0.00	0.00	0.0%	125,075.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	8,663.00	8,663.00	0.00	0.00	0.0%	8,663.00
8104 CONTINGENCY		0.00	0.00	0.00	0.00	76,492.00	76,492.00	0.00	0.00	0.0%	76,492.00
9103 TRANSFER TO C/P CO CONSTRUCTION FUND		0.00	0.00	0.00	0.00	1,350,000.00	1,350,000.00	0.00	0.00	0.0%	1,350,000.00
9108 TRANSFER TO DIS FROM TAX DISTRICT FUND		0.00	0.00	0.00	0.00	1,224,000.00	1,224,000.00	0.00	0.00	0.0%	1,224,000.00
Subtotal Unit: F250		20,727,000.00	20,727,000.00	0.00	20,727,000.00	3,514,753.00	3,514,753.00	0.00	0.00	0.0%	3,514,753.00
Subtotal Department: 51		20,727,000.00	20,727,000.00	0.00	20,727,000.00	3,514,753.00	3,514,753.00	0.00	0.00	0.0%	3,514,753.00

2) Majority of revenue not recognized until January and February

WAKE COUNTY FIRE TAX DISTRICT CIP FINANCIAL REPORT (July 1 2013 for FY 2014)

Report ID: FSR-CIP-0001

Last Run Date: 7/2/13

WAKE COUNTY

CIP Projects Budget vs. Actual (Including Pending Exp)

For Fiscal Year(s) 2007 to 2014

From FY: 200712 To FY: 201401

Fund: 4400 Fire CIP

Department 84 Fire And Rescue CIP

Division 8420 Fire Facilities

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
020F	Fire-Bay/leaf #1	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$2,363,820.42	\$1,437,729.60	\$15,274.63	\$3,801,550.02	\$146,963.07	\$146,963.07
026F	Stony Hill Remediation	8420V0100	\$784,348.00	\$728,348.00	\$56,000.00	\$784,348.00	\$509,073.37			\$524,348.00	\$260,000.00	\$204,000.00
050F	Wendall Falls Station, Fire Tax Portion	8420V0100	\$350,000.00	\$350,000.00	\$0.00	\$350,000.00	\$2,200.00		(\$0.00)	\$2,200.00	\$347,800.00	\$347,800.00
057F	Fire Planned Facility Repairs	8420V0100	\$591,230.95	\$491,230.95	\$100,000.00	\$591,230.95	\$202,385.12	\$57,200.00		\$259,585.12	\$331,645.83	\$231,645.83
Total Division 8420 Fire Facilities			\$5,674,092.04	\$5,518,092.04	\$156,000.00	\$5,674,092.04	\$3,077,478.91	\$1,510,204.23		\$4,587,683.14	\$1,086,408.90	\$930,408.90

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
041F	CONTINGENCIES & GRANT MATCHES	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$108,608.54	\$0.00	\$0.00	\$108,608.54	\$22,994.46	\$22,994.46
044F	TURNOUT GEAR	8430V0300	\$1,638,000.00	\$1,404,000.00	\$234,000.00	\$1,638,000.00	\$1,081,481.02	\$0.00	\$0.00	\$1,081,481.02	\$556,518.98	\$322,518.98
060F	Fire 800MHZ - Omnilink Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$255,000.00	\$0.00	\$0.00	\$255,000.00	\$4,000.00	\$4,000.00
061F	Fire Air Bottle Replacement	8430V0300	\$206,000.00	\$160,000.00	\$46,000.00	\$206,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$160,000.00
062F	Fire Drift/rollers	8430V0300	\$116,000.00	\$94,000.00	\$22,000.00	\$116,000.00	\$41,345.10	\$43,925.65	\$0.00	\$85,270.75	\$30,729.25	\$8,729.25
063F	Fire Thermal Imaging Cameras	8430V0300	\$362,000.00	\$331,000.00	\$31,000.00	\$362,000.00	\$151,486.41	\$0.00	\$0.00	\$151,486.41	\$210,513.59	\$179,513.59
066F	Fire SCBA's	8430V0300	\$661,000.00	\$611,000.00	\$50,000.00	\$661,000.00	\$204,411.53	\$0.00	\$0.00	\$204,411.53	\$456,588.47	\$406,588.47
069F	Fire Small Capital - FY13	8430V0300	\$300,000.00	\$150,000.00	\$150,000.00	\$300,000.00	\$142,258.63	\$0.00	\$0.00	\$142,258.63	\$157,741.37	\$7,741.37
Total Division 8430 Fire Fighting Equipment			\$3,673,603.00	\$3,140,603.00	\$533,000.00	\$3,673,603.00	\$1,984,591.23	\$43,925.65	\$0.00	\$2,028,516.88	\$1,645,086.12	\$1,112,086.12

Department: 51 Fire and Emergency Management
Division 8440 Fire Apparatus

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
054F	General Fire Apparatus	8440V0100	\$89,186.82	\$77,084.60	\$12,102.22	\$89,186.82	\$1,356.00	\$0.00	\$0.00	\$1,356.00	\$87,830.82	\$75,728.60
056F	Fire Small Vehicles	8440V0100	\$329,371.04	\$317,243.08	\$12,127.96	\$329,371.04	\$161,652.67	\$16,226.08	\$0.00	\$177,878.75	\$151,482.29	\$139,364.33
067F	FY13 Large Apparatus - Rural	8440V0100	\$1,012,675.00	\$1,211,000.00	(\$198,325.00)	\$1,012,675.00	\$281,042.57	\$678,127.71	\$0.00	\$938,170.28	\$73,504.72	\$271,829.72
068F	FY13 Large Apparatus - Municipal	8440V0100	\$229,897.78	\$210,000.00	\$19,897.78	\$229,897.78	\$149,420.46	\$80,477.32	\$0.00	\$229,897.78	\$0.00	(\$19,897.78)
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$0.00	\$345,000.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$0.00
999F	Fire CIP - Installment Proceeds	8440V0100	\$0.00	\$940,674.64	(\$940,674.64)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$940,674.64
Total Division 8440 Fire Apparatus			\$2,006,130.64	\$2,756,002.32	(\$749,871.68)	\$2,006,130.64	\$573,471.70	\$774,831.11	\$0.00	\$1,348,302.81	\$657,827.83	\$1,407,699.51

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Commitments	Pending Expenses	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)
098F	Garner Station #4 Interlocal Agreement	8490V0100	\$90,000.00	\$30,500.00	\$59,500.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$30,500.00
099F	Fire Capital Uncommitted	8490V0100	\$266,000.00	\$760,919.56	(\$494,919.56)	\$266,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$266,000.00	\$760,919.56
Total Division 8499 Fire Capital Uncommitted			\$356,000.00	\$791,419.56	(\$435,419.56)	\$356,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$356,000.00	\$791,419.56
Total Department 84 Fire And Rescue CIP			\$11,709,825.68	\$12,206,116.92	(\$496,291.24)	\$11,709,825.68	\$5,635,541.84	\$2,328,960.99	\$0.00	\$7,964,502.83	\$3,745,322.85	\$4,241,614.09
Total Fund: 4400 Fire CIP			\$11,709,825.68	\$12,206,116.92	(\$496,291.24)	\$11,709,825.68	\$5,635,541.84	\$2,328,960.99	\$0.00	\$7,964,502.83	\$3,745,322.85	\$4,241,614.09