

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for Thursday September 19, 2013
Location: Wake County Office Building – Room G31
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 July 18, 2013 Regular Meeting
- Radio System Replacement Update

◆ **Regular Agenda**

- Consider support for Recommended Amendments to the Not for Profit Fire Protection Agreement Section 20. Standards of Performance
- Consider support for Recommended General Amendments to the Fire Protection Agreement

◆ **Information Agenda**

- Apparatus Committee Update
- Facilities Committee Update
- Compensation Committee Update
- Fire Training Center 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 signup 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 November 21, 2013**

WAKE COUNTY FIRE COMMISSION

Thursday, July 18, 2013

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, July 18, 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 David Price (South Region Alternate), Chief Tim Pope, Chief David Cates, Chief Rodney Privette, Lee Price, Billy Myrick, Barbara Poole, Judge Keith Gregory, Bob Stagg, Commissioner Paul Coble (Alternate), and.

Other members present: Chief Chris Perry, (East Region Alternate), and Chief Mark Haraway (West Region Alternate).

The following members were absent: Chief Tony Mauldin, Chief A.C. Rich, Commissioner Phil Matthews, and Judge Michael Denning.

The following County officials and staff were present: Deputy County Manager Joe Durham, Budget and Policy Analyst Chad Balke, Emergency Management Director Josh Creighton, Emergency Management Specialist Steve Newton, Fire Services WC1 Charles Ottaway, and EMS / Fire and Emergency Management Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

APPROVAL OF AGENDA

By consensus the Fire Commission unanimously approved the Agenda.

MINUTES

Upon motion of Chief David Price and second by Lee Price, the Fire Commission unanimously approved minutes of the May 9, 2013, Regular Meeting.

ITEMS OF BUSINESS

RECOGNITION OF PAUL MILLER – NORTH CAROLINA STATE FIREMAN’S ASSOCIATION, EXECUTIVE DIRECTOR

Chief Matthew Poole introduced Paul Miller who was currently serving as the Executive Director of the North Carolina Firemen’s Association to the Fire Commission. Mr. Miller began his work with the Association in August of 1990 as Assistant Executive Secretary. He became the Executive Director in January of 1991. Mr. Ed Brinson, Assistant Director of the North Carolina Firemen’s Association provided the Fire Commission with biographical information on Mr. Miller’s career in the fire service. At the conclusion of the presentation all congratulated Mr. Miller on his dedication and contributions to the fire service during his career.

REGULAR AGENDA

CONSIDER POST INCIDENT REVIEW PROGRAM POLICY ADOPTION

Demetric Potts reminded the Fire Commission that 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. He stated that since that meeting Ricky Dorsey (Wake County Training Director), Fire 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. After the review Fire Commission member Bob Stagg, Wake County Training Director 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. Demetric Potts provided the revised Wake County Fire Commission Incident Review Program to the Fire Commission for consideration of adoption.

Upon motion made by Commissioner Paul Coble and seconded by Mr. Billy Myrick, the Fire Commission unanimously approved the adoption of the Wake County Fire Commission Incident Review Program.

**CONSIDER SUPPORT FOR RECOMMENDED AMENDMENTS TO FIRE PROTECTION AGREEMENT
SECTION 20. STANDARDS OF PERFORMANCE**

The Fire Commission tabled this agenda item requesting that the proposed amendment language be sent to the Fire Department's Board of Director's for review and feedback.

**CONSIDER SUPPORT FOR RECOMMENDED GENERAL AMENDMENTS TO THE FIRE
PROTECTION AGREEMENT**

The Fire Commission tabled this agenda item requesting that the proposed general amendment be considered after the Fire Department's Board of Directors has an opportunity to provide feedback on Section 20. Standards of Performance of the Fire Protection Agreement.

INFORMATION AGENDA

APPARATUS POLICY UPDATE

Assistant Chief Jim Jones informed the Fire Commission that 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.

FY 2014 FIRE TAX BUDGET UPDATE

Demetric Potts informed the Fire Commission that 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

FIRE TAX FINANCIAL REPORT

Demetric Potts 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 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. The FY 2014 operating report is included as well. This is the final systemwide and department budgets approved by the BOC. 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.

The reports are attached below:

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/ Unit: F251 Apex FD	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)	Not Budget Spent	Available Uncommitted Balance (net of pending)
Apex 2406 CONTRACTED SERVICES		0	0	0	0	696,400	696,400	696,400	0	100.0%	0
Unit: F252 Bantam FD		0	0	0	0	1,505,172	1,505,172	1,505,172	0	100.0%	-
Bantam 2406 CONTRACTED SERVICES		0	0	0	0	1,505,172	1,505,172	1,505,172	0	100.0%	-
Unit: F253 Cary FD		0	0	0	0	55,067	55,072	29,436	29,436	80.0%	29,436
Cary 2406 CONTRACTED SERVICES		0	0	0	0	55,067	55,072	29,436	29,436	80.0%	29,436
Unit: F254 Durham Highway FD		0	0	0	0	730,372	730,372	730,372	0	100.0%	-
Durham Hwy 2406 CONTRACTED SERVICES		0	0	0	0	730,372	730,372	730,372	0	100.0%	-
Unit: F255 Eastlawn Wake FD		0	0	0	0	1,612,411	1,612,411	1,589,730	0	98.6%	22,681
E Wake 2406 CONTRACTED SERVICES		0	0	0	0	1,612,411	1,612,411	1,589,730	0	98.6%	22,681
Unit: F256 Fairview FD		0	0	0	0	1,129,995	1,129,995	1,129,995	0	100.0%	-
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		0	0	0	0	1,354,914	1,354,914	1,354,914	0	100.0%	-
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		0	0	0	0	1,600,159	1,600,159	1,600,159	0	100.0%	-
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		0	0	0	0	409,466	409,466	409,466	0	100.0%	-
Holly Springs 2406 CONTRACTED SERVICES		0	0	0	0	409,466	409,466	409,466	0	100.0%	-
Unit: F261 Hopkins FD		0	0	0	0	708,363	708,363	708,363	0	100.0%	-
Hopkins 2406 CONTRACTED SERVICES		0	0	0	0	708,363	708,363	708,363	0	100.0%	-
Unit: F262 Morrisville FD		0	0	0	0	775,842	775,842	775,842	0	100.0%	-
Morrisville 2406 CONTRACTED SERVICES		0	0	0	0	775,842	775,842	775,842	0	100.0%	-
Unit: F264 Raleigh FD		0	0	0	0	548,872	548,872	548,872	0	100.0%	-
Raleigh 2406 CONTRACTED SERVICES		0	0	0	0	548,872	548,872	548,872	0	100.0%	-
Unit: F265 Storm Hill FD		0	0	0	0	991,922	991,922	991,922	0	100.0%	-
Storm Hill 2406 CONTRACTED SERVICES		0	0	0	0	991,922	991,922	991,922	0	100.0%	-
Unit: F266 Swift Creek FD		0	0	0	0	483,958	483,958	483,958	0	100.0%	-
Swift Creek 2406 CONTRACTED SERVICES		0	0	0	0	483,958	483,958	483,958	0	100.0%	-
Unit: F267 Wake-New Hope FD		0	0	0	0	1,089,624	1,089,624	1,089,624	0	100.0%	-
Wake-New Hope 2406 CONTRACTED SERVICES		0	0	0	0	1,089,624	1,089,624	1,089,624	0	100.0%	-
Unit: F268 Wake Forest FD		0	0	0	0	691,405	691,405	691,405	0	100.0%	-
Wake Forest 2406 CONTRACTED SERVICES		0	0	0	0	691,405	691,405	691,405	0	100.0%	-
Unit: F269 Wendell FD		0	0	0	0	1,424,247	1,424,247	1,424,247	0	100.0%	-
Wendell 2406 CONTRACTED SERVICES		0	0	0	0	1,424,247	1,424,247	1,424,247	0	100.0%	-
Unit: F270 Wakefern Wake FD		0	0	0	0	598,009	598,009	598,009	0	100.0%	-
Wakefern 2406 CONTRACTED SERVICES		0	0	0	0	598,009	598,009	598,009	0	100.0%	-
Unit: F271 Zebulon FD		0	0	0	0	449,358	449,358	449,358	0	100.0%	-
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	99.7%	52,077

Unit: F250 Fire Tax District System

Revenue Source	Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
Revenues:											
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	0.00	0.00
T200 Special District Taxes		20,165,000.00	20,165,000.00	20,712,996.54	(547,996.54)	0.00	0.00	0.00	0.00	100.0%	0.00
Total Revenues		20,170,000.00	20,170,000.00	20,741,930.96	(571,930.96)	0.00	0.00	0.00	0.00	100.0%	0.00
Expenditures:											
2100 Contractual Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,996.00	#DIV/0!	(34,996.00)
3124 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	2,273.76	0.00	#DIV/0!	(2,273.76)
3605 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,900.00	12,900.00	16,142.88	0.00	125.1%	(3,242.88)
3617 DISPATCH SERVICE		0.00	0.00	0.00	0.00	164,822.00	164,822.00	162,723.00	0.00	98.6%	1,799.00
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		0.00	0.00	0.00	0.00	47,328.00	47,328.00	13,383.72	0.00	28.2%	33,944.28
4203 CITY OF RALEIGH HAZMAT PROGRAM		0.00	0.00	0.00	0.00	87,748.00	87,748.00	87,748.00	0.00	100.0%	0.00
4224 NC DEPT OF NRD - FORESTRY		0.00	0.00	0.00	0.00	78,088.00	78,088.00	69,202.77	8,885.23	82.2%	0.00
4429 MISC CHARGES FROM OTHER DEPT/IV		0.00	0.00	0.00	0.00	387,348.00	387,348.00	0.00	0.00	0.0%	387,348.00
4446 800/mile charges from other dept		0.00	0.00	0.00	0.00	128,883.00	128,883.00	84,341.90	84,341.90	65.5%	0.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	10,482.00	10,482.00	5,226.00	0.00	50.0%	0.00
8104 CONTINGENCY		0.00	0.00	0.00	0.00	18,086.00	11,280.00	0.00	0.00	0.0%	11,280.00
9103 TRANSFER TO O/P CO OD INSTRUCTION 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	20,741,930.96	(571,930.96)	3,376,787.00	3,376,382.00	2,899,009.63	110,446.73	85.9%	363,496.64
Subtotal Appropriation: 5120N2500		20,170,000.00	20,170,000.00	20,741,930.96	(571,930.96)	20,170,000.00	20,170,000.00	19,643,930.44	110,446.73	97.4%	416,973.83
Subtotal Department: 51		20,170,000.00	20,170,000.00	20,741,930.96	(571,930.96)	20,170,000.00	20,170,000.00	19,643,930.44	139,893.27	97.4%	386,138.28

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	707,825	707,825	0	0	0.0%	0
Unit: F252 Bayleaf FD											
Bayleaf 2406 CONTRACTED SERVICES		0	0	0	0	1,636,189	1,636,189	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	746,314	746,314	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	1,389,098	1,389,098	0	0	0.0%	0
Unit: F259 Garner FD											
Garner 2406 CONTRACTED SERVICES		0	0	0	0	1,630,766	1,630,766	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	754,122	754,122	0	0	0.0%	0
Unit: F264 Raleigh FD											
Raleigh 2406 CONTRACTED SERVICES		0	0	0	0	589,803	589,803	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	436,939	436,939	0	0	0.0%	0
Unit: F267 Wake-New Hope FD											
Wake New Hope 2406 CONTRACTED SERVICES		0	0	0	0	1,096,054	1,096,054	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	1,446,902	1,446,902	0	0	0.0%	0
Unit: F270 Wikesboro Wake FD											
W Wake 2406 CONTRACTED SERVICES		0	0	0	0	586,089	586,089	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

Unit: F250 Fire Tax District System

Revenue Source	Expenditure Object	Original Budgeted Revenue	Current Revenue Budget	Actual Revenue	Unrealized Revenue	Original Budgeted Expenditures	Current Budgeted Expenditures	Expenditures (excluding pending)	Commitments (excluding pending)	% of Budget Spent	Available Uncommitted Balance (net of pending)
Revenues:											
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		5,000.00	5,000.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
T200 Special District Taxes		20,170,000.00	20,170,000.00	0.00	20,712,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
Total Revenues		20,175,000.00	20,175,000.00	0.00	20,727,000.00	0.00	0.00	0.00	0.00	0.0%	0.00
Expenditures:											
3124 Other Supplies		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00
3605 OTHER UTILITIES		0.00	0.00	0.00	0.00	12,900.00	12,900.00	0.00	0.00	0.0%	12,900.00
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
4203 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
4224 NC DEPT OF NRD - FORESTRY		0.00	0.00	0.00	0.00	67,362.00	67,362.00	0.00	0.00	0.0%	67,362.00
4429 MISC CHARGES FROM OTHER DEPT/IV		0.00	0.00	0.00	0.00	360,918.00	360,918.00	0.00	0.00	0.0%	360,918.00
4446 800/mile charges from other dept		0.00	0.00	0.00	0.00	128,078.00	128,078.00	0.00	0.00	0.0%	128,078.00
4447 CAD charges from other dept		0.00	0.00	0.00	0.00	8,863.00	8,863.00	0.00	0.00	0.0%	8,863.00
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 O/P CO OD INSTRUCTION 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
9109 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		20,175,000.00	20,175,000.00	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		20,175,000.00	20,175,000.00	0.00	20,727,000.00	20,175,000.00	20,175,000.00	0.00	0.00	0.0%	20,175,000.00

11/04/13 09:44 AM

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

Report ID: FSR-CIP-001
Last Run Date: 7/2/13

WAKE COUNTY
CIP Projects Budget vs. Actual (Including Pending Exp)
For Fiscal Year(s) 2007 to 2014
From FP: 200712 To FP: 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 Authority	Remaining Expenditure Authority (actual balance)
020F	Fire-Bayleaf #1	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$2,363,820.42	\$1,437,729.60		\$3,801,550.02	\$146,963.07	\$146,963.07
025F	Bony Hill Remediation	8420V0100	\$784,348.00	\$728,348.00	\$56,000.00	\$784,348.00	\$509,073.37	\$15,274.63		\$524,348.00	\$260,000.00	\$204,000.00
050F	Wendell 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 Authority	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		\$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		\$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		\$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	\$206,000.00	\$160,000.00
062F	Fire Defibrillators	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		\$151,486.41	\$210,513.59	\$179,513.59
066F	Fire ICBA's	8430V0300	\$661,000.00	\$611,000.00	\$50,000.00	\$661,000.00	\$204,411.53	\$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		\$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 Authority	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		\$1,356.00	\$87,830.82	\$75,728.60
055F	Fire Small Vehicles	8440V0100	\$329,371.04	\$317,243.09	\$12,127.95	\$329,371.04	\$161,652.67	\$16,226.08		\$177,878.75	\$151,492.29	\$139,364.33
067F	FY13 Large Apparatus - Rural	8440V0100	\$1,012,675.00	\$1,211,000.00	(\$198,325.00)	\$1,012,675.00	\$261,042.57	\$678,127.71		\$939,170.28	\$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		\$229,897.78	\$0.00	(\$19,897.78)
090F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$0.00	\$345,000.00	\$345,000.00	\$0.00	\$0.00		\$0.00	\$345,000.00	\$0.00
999F	Fire OP - Installation Proceeds	8440V0100	\$0.00	\$94,674.64	(\$94,674.64)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$94,674.64
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		\$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 Authority	Remaining Expenditure Authority (actual balance)
098F	Gamer Station #4 Interlocal Agreement	8490V0100	\$90,000.00	\$30,500.00	\$59,500.00	\$90,000.00	\$0.00	\$0.00		\$0.00	\$90,000.00	\$30,500.00
099F	Fire Capital Uncommitted	8490V0100	\$356,000.00	\$78,019.56	(\$435,919.56)	\$356,000.00	\$0.00	\$0.00		\$0.00	\$356,000.00	\$78,019.56
Total Division 8499 Fire Capital Uncommitted			\$366,000.00	\$79,419.56	(\$435,919.56)	\$356,000.00	\$0.00	\$0.00		\$0.00	\$356,000.00	\$79,419.56
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

CHAIR REPORT

None.

FIRE AND EMERGENCY MANAGEMENT DIRECTOR REPORT

Deputy County Manager Joe Durham informed the Fire Commission that the County was continuing the recruitment process for the Fire Services Director, and he would provide updates to the Fire Commission as the process moves forward.

OTHER BUSINESS

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Item Title:

Radio System Replacement Update

Specific Action Requested:

That the Fire Commission receives information related to the 800 MHZ Radio System Replacement.

Item Summary:

At the recent September 9, 2013 Board of Commissioners work session the Wake County Information Services department provided an update to the Board concerning the current status of the County's 800MHz public safety radio system replacement project. The presentation included the estimated costs and advantages/disadvantages of the replacement options the County considered, as well as a recommended course of action for meeting the long term public safety radio system needs for the County. Frank Hall, the County's Radio System Manager will overview that presentation with the Fire Commission and will update the Commission on the outcome of the work session.

Attachments:

Item Title:

Consider support for Recommended Amendments to the Not for Profit 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. Section 20. E. Training – Existing / Proposed
2. Section 20. L. Fire Investigations – Existing / Proposed
3. Section 20. M. Post Incident Review – Proposed

EXISTING LANGUAGE

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.

PROPOSED AMENDMENT

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 **and/or participate** in 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 or equivalent course as determined by the Department's Chief Officer.

EXISTING LANGUAGE

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.

PROPOSED AMENDMENT

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”.

PROPOSED AMENDMENT

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 Commission 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.

Item Title:

Consider support for Recommended General Amendments to the Not for Profit 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 Committee Update

Specific Action Requested:

That the Fire Commission receives information related to the purchase of Tankers for Bay Leaf, Wendell, Wake Forest, and Wake New Hope Fire Departments.

Item Summary:

Due to some very important issues the apparatus committee recently became involved in the delivery of the 4 Tankers ordered when delivery was attempted. Final inspection of the units were completed by all Departments on April 29th & 30th, the punch lists were completed corrections should have been made prior to delivery to the sales personnel; however it is very apparent from inspections done when they arrived at Safe Industries in South Carolina that this was not accomplished prior to shipment from the factory in PA. Through numerous phone calls and e-mails it was apparent that delivery could not happen.

Delivery was attempted to Wake New Hope and Wendell on Friday night at 2200 & 2300 hours on May 17th, New Hope Fire Chief refused to accept delivery until they could look at the apparatus in the daylight, Saturday afternoon Chief Woods from the apparatus committee and Chief Stough inspected the truck and issues noted, that the factory had not been accomplished, when the salesman showed late Saturday afternoon Chief Stough informed him that they refuse acceptance due to the issues, and the vehicle was taken with him. The Wendell Fire Department accepted delivery on theirs with some minor issues to be resolved by Safe Industries.

The Bayleaf Fire Department traveled to South Carolina and inspected their apparatus only to find that the problems noted at the factory had not been resolved, Chief Woods received an e-mail from their personnel on May 14th stating such. I placed a phone call to William Gray Regional Sales Manager from KME, and expressed our disappointment with the apparatus and that the issues noted should have been taken care of at the factory prior to the delivery, he kept insisting that the problem was Slagle's, I told him that we were beyond that and the bottom line is that KME did not do what they were supposed to do. In the interest of the County, I then made the decision to travel to South Carolina to meet with Safe Industries on the 20th & 21st of May, inspect the Bayleaf & Wake Forest Trucks, the attached findings were noted.

1. Met with the President of the Company on Monday and voiced our displeasure in the vehicles, he stated he understood & agreed that KME failed to do what should have been done.
2. Met with Randy Porter Service Manager & Chad Donaldson NC sales representative, both from Safe Industries, they agreed that there was a problem, I stated that we all realize that but what is being done to correct these issues, they informed me that nothing could be done until KME gives them authorization for repairs.
3. I met with Wake Forest on the 21st and we went over their truck and again all the same issues were noted along with a few more items as noted on the inspection list.
4. I spoke by phone with William Gray KME Regional Sales Manager, he stated that he was at the factory and was going to find out what happened, I told him I know what happened nothing!! He asked me if we wanted the trucks to go back to Pennsylvania, I told him that at this point no,

that the problems could be resolved by Safe Industries if he would give them the authorization to have the repairs made, he stated he would speak with them and work on that.

5. I met with the representatives from Safe Industries prior to my departure and voiced my complete displeasure with KME and with them that nothing had been done in 3 weeks, they stated they understood and apologized, I stated that we need to move ahead and accomplish what the final goal is. When questioned about payment I informed them that the County's position is that no payment will be made until units are complete and acceptable.

Updated Information August 20, 2013

Weekly/Daily communication with Safe Industries, Purchasing Office, & Staff on status of the trucks is ongoing at this time.

The New Hope & Wake Forest Trucks were taken from SC to NC JR's Body Shop in Four Oaks, another inspection was done by both Departments, myself and the Regional Sales Manager (William Gray) on June 7th and both trucks were rejected with the same issues, work had been started on the New Hope Truck, it was decided the Wake Forest truck would go to the KME factory they have in Virginia for the paint repairs. The Bayleaf Truck was in SC for the repairs needed.

New Hope accepted delivery of their Truck on June 18th.

Bayleaf Truck was brought to the Hopkins Fire Department on July 29th and was Inspected by myself, Chad Donaldson, Chief Pope, Chief Perry East Region Representative. Decision made for delivery on the 30th with an exception of shortcomings signed by all parties that Safe Industries would correct.

Delivery was made and accepted on July 30th.

Received a call today from Chad Donaldson NC Sales Rep in reference to the pending repairs needed on the Wake Forest Tanker. He stated that he has approval to take the truck to JR's for repairs on August 21st, repair time is unknown for now, I asked to be kept informed on the status. I also received a phone call from William Gray (Regional Sales Rep), he stated that the stripe for the truck is in the process and he is waiting on a sample to get W.F. approval and if it is ok it will be shipped direct to JR's for placement on the truck prior to delivery to the Department. Mr. Gray asked if I knew what the payment status was for the Bayleaf, and New Hope Truck, I informed him that New Hope had been paid, but the Bayleaf Truck and the Wake Forest Truck was with Purchasing, Budget and Legal due to the extended delivery times and it is out of the Committee's realm of control, he said that he understands.

Wake Forest Truck taken to Va. June 10th, received back to NC August 9th time frame, Vehicle brought to Hopkins Fire Department on the 12th of August and was inspected by myself, Chad Donaldson, Chief Early, Chief Cash, & Eastern Wake Representative Chief Perry. Decision by the Chief of Wake Forest to accept it when the shortcomings were taken care of and if needed another exception of shortcomings signed by all concerned to be made within a specific time frame. August 16th I met with JR's Body Shop, & Chad Donaldson to go over the truck, Tim Duke from JR's informed us that he can take care of issues still outstanding if we can bring it to

him on the 19th, however after he left Chad Donaldson informed me that we need to hold up on that until he could get some more information from his boss. The Truck remains at the Hopkins Fire Department as of this date.

I spoke with Chief Cash (Wake Forest), on Friday August 30th Safe Industries attempted delivery of the Wake Forest Truck, but wanted to take the truck back to JR's to finish some work, my direction to Wake Forest was to not accept delivery until the truck was complete, the Wake Forest personnel and Board members looked the truck over and stated once the unfinished work was complete that they would accept delivery which should be the week of September 1st.

Frank Woods
Chief Woods, Apparatus Chair
Wake County Fire Commission

Attachments:

Item Title:

Facilities Committee FY 2014 Recommendation for Planned Facility Maintenance, Repairs, and Renovation Projects

Specific Action Requested:

That the Fire Commission receives information related to the Facilities Committee recommendation for Planned Fire Station Repair, Maintenance and Renovations.

Item Summary:

During the FY 2014 budget processes the Budget Committee received CIP requests and provided copies of the requests and supporting documentation to the Facilities Committee for review and prioritization during the budget process. Priority is given to repair, maintenance, and renovations that affect a department's ability to deliver services, life safety issues in the fire station, and areas where delays of a pending repair will increase repair costs.

The Facilities Committee is recommending the following Repairs, Maintenance, and Renovation projects for FY 2014:

<u>Department</u>	<u>Project</u>	<u>Projected Cost</u>
Apex FD	Station #2 Repairs/Renovations	\$ 57,878
Fuquay-Varina FD	Replace Crumbling floor at Station #1	\$ 35,250
Zebulon FD	Roof Repair	\$ 26,135
Wendell FD	Replace Metal Siding	<u>\$ 67,000</u>
		\$186,263

Department receiving funding for recommended projects must submit three vendor / contractor estimates that detail the entire work to be completed based on the needs statement and scope of work description. The estimates shall detail any design or engineering cost, construction cost, and permit and inspection fees. A funding agreement by and between Wake County and the Fire Department must be completed prior to the commencement of any work.

Attachments:

1. Wake County Fire Commission Facility Committee Planned Fire Station Repair, Maintenance, and Renovation Policy
2. Department Expansion and Small Capital Requests

WAKE COUNTY FIRE COMMISSION FACILITY COMMITTEE PLANNED FIRE STATION REPAIR, MAINTENANCE, AND RENOVATION POLICY

Purpose Statement

The purpose of this document is to define the process of requesting funding for planned fire station repairs, maintenance, and renovations (RMR) through the Capital Improvement Plan (CIP) budget planning process. Each fiscal year or as the budget will allow, \$100,000 will be funded for planned fire station RMR through the annual Wake County single fire tax district CIP budget process. The projects funded through this process do not include normal or emergency fire station repairs and maintenance.

Funding for those fire stations that serve both a municipality and an unincorporated fire district shall be based on a cost-share basis. The percentage of cost share will be determined by the Wake County Office of Budget and Management Services, Wake County Fire and Emergency Management, Wake County Fire Commission, and the Wake County Board of Commissioners.

Requests for planned facility RMR must be submitted with the annual fire department budget requests for consideration in the CIP budget.

Repairs, Maintenance, and Renovations

Repairs, maintenance, and renovations are for building, systems, and permanent fixture items. The following areas are considered for RMR within the purview of this document:

- Interior/exterior painting
- Epoxy floor coatings
- Garage doors
- Carpet/floor tile
- Fixtures and furnishings
- Roofs
- Septic systems
- Municipal water/sewer hookup
- Turnout gear washer/dryers/extractors
- Water pump/wells
- Electrical/lighting systems
- Station phone/paging/alerting systems
- HVAC systems
- Water heaters
- Vehicle exhaust systems
- Parking lots
- Windows and/or doors
- Building renovations that require the removal or construction of walls, doors or windows

Required Documentation Submission

The following documentation must accompany the budget request for consideration by the budget committee:

- A detailed needs statement from the fire department that describes the entire scope of work to be completed.
- A projected cost estimate.
- Additional supporting documentation, photographs, etc. that supports the CIP project request.

- Municipal departments that must delay their operating budget submission must submit the CIP request by the county budget submission date to be considered for CIP funding.

Project Prioritization

The Budget Committee will receive all CIP requests and provide the facility committee copies of the request and supporting documentation. The facility committee will review and prioritize CIP submissions during the budget process. Priority will be given to RMR that affect a department's ability to deliver emergency services, life safety issues in the fire station, and areas where delays of a pending repair will increase repair costs. A needs assessment may be conducted by the facility committee or their designee as deemed appropriate by the facility committee.

Project Award

Departments will be notified of the project priority list once the budget has been adopted by the County Commissioners. Once departments are notified of the priority project list they must submit three vendor/contractor estimates that detail the entire work to be completed based on the needs statement and scope of work description. The estimates shall detail any design or engineering cost, construction cost, and permit and inspections fees.

- All cost estimates, from the fire departments, must be received by the facility committee chair by August 30 for the project to be considered for funding.
- The facility committee chair will call a meeting of the facility committee for reviewing the project documents by September 15.
- Departments will be notified of the project approval by September 30.
- Top priority projects will be awarded until the funds are expended for the current fiscal year.
- Departments that fail to submit the required documentation by August 30 will not be considered for funding.

Funding Agreement

A funding agreement by and between Wake County and the Fire Department must be executed prior to the commencement of any work.

Project Funding

The repairs and renovations must be planned and completed during the fiscal year they are funded.

- Funding requests for expenditures must be submitted to the office of the Fire and Emergency Management Director with copies of a signed contract with the selected vender/contractor showing all of the work to be completed and associated invoices.
- Copies of the three vendor/contractor estimates previously submitted to the facility committee must accompany the funding requests.
- Submittals for funding must occur during the fiscal year the projects are funded.

Project Management

The Fire Chief and/or Board of Directors will be responsible for the management of the department's RMR project.

Permits and Inspections

The fire department and/or contractor shall be responsible for obtaining all required permits and inspections. The cost of fees associated with the permits and inspections shall be included in the vender/contractor cost estimates.

DEPARTMENT EXPANSIONS, FACILITIES, AND SMALL CAPITAL REQUESTS

Department	Type	Expansion/Small Capital Name	Description	Costs (Description)	Total Cost	Fire Certification or BoCC Priority	Coordination of Resources	Service Improvement	Best Practices/Comparison	Other	Repl or Commitz New? (2)	Forward ad to Facilities Committee
Apex	Expansion	STATION 2 REPAIR	The Town of Apex has received a request for a repair of the fire station located at 1200 S. ... The TOA has been asked to provide a quote for the repair of the fire station located at 1200 S. ... The TOA has been asked to provide a quote for the repair of the fire station located at 1200 S. ...	Estimated Cost: \$12,000 No recurring maintenance costs or service contracts are expected.	\$ 12,000	None	None	None	None	None	Repl	Facilities Committee
Durham Fire	Expansion	REPLACE FIRE ALARM SYSTEM	Current fire alarm system is nearing end of life. Requesting to replace with a new system. ... The TOA has been asked to provide a quote for the replacement of the fire alarm system. ...	Estimated Cost: \$12,000 No recurring maintenance costs or service contracts are expected.	\$ 12,000	None	None	None	None	None	Repl	Facilities Committee
Durham Fire	Expansion	RENOVATE KITCHEN	Current kitchen is outdated and needs to be renovated. Requesting to renovate the kitchen. ... The TOA has been asked to provide a quote for the renovation of the kitchen. ...	Estimated Cost: \$14,000 No recurring maintenance costs or service contracts are expected.	\$ 14,000	None	None	None	None	None	Repl	Facilities Committee
Durham Fire	Expansion	REPLACE GEMENT PND	Current gement pnd is outdated and needs to be replaced. Requesting to replace the gement pnd. ... The TOA has been asked to provide a quote for the replacement of the gement pnd. ...	Estimated Cost: \$12,000 No recurring maintenance costs or service contracts are expected.	\$ 12,000	None	None	None	None	None	Repl	Facilities Committee
Fireview	Expansion	REPAIR OF STATION 1	Current fire station is in need of repair. Requesting to repair the fire station. ... The TOA has been asked to provide a quote for the repair of the fire station. ...	Estimated Cost: \$20,000 No recurring maintenance costs or service contracts are expected.	\$ 20,000	None	None	None	None	None	Repl	Facilities Committee
Wake/Van	Expansion	REPLACE BAY FLOOR	Current bay floor is in need of replacement. Requesting to replace the bay floor. ... The TOA has been asked to provide a quote for the replacement of the bay floor. ...	Estimated Cost: \$75,000 No recurring maintenance costs or service contracts are expected.	\$ 75,000	None	None	None	None	None	Repl	Facilities Committee
Wake/Van	Expansion	REPAIR STATION	Current fire station is in need of repair. Requesting to repair the fire station. ... The TOA has been asked to provide a quote for the repair of the fire station. ...	Estimated Cost: \$8,110 No recurring maintenance costs or service contracts are expected.	\$ 8,110	None	None	None	None	None	Repl	Facilities Committee
Wake/Van	Expansion	REPLACE FURNITURE	Current furniture is outdated and needs to be replaced. Requesting to replace the furniture. ... The TOA has been asked to provide a quote for the replacement of the furniture. ...	Estimated Cost: \$1,550 No recurring maintenance costs or service contracts are expected.	\$ 1,550	None	None	None	None	None	Repl	Facilities Committee
Wake/Van	Expansion	REPAIR STATION 1 CONCRETE	Current concrete at station 1 is in need of repair. Requesting to repair the concrete. ... The TOA has been asked to provide a quote for the repair of the concrete. ...	Estimated Cost: \$75,000 No recurring maintenance costs or service contracts are expected.	\$ 75,000	None	None	None	None	None	Repl	Facilities Committee

Item Title:

Compensation Committee Update

Specific Action Requested:

That the Fire Commission receives information related to the Compensation Committee.

Item Summary:

Fire Commission Compensation Committee Minutes

Friday June 28, 2013

Attendees

David Price –Fairview Fire Department
Donnie Lawrence- Rolesville Fire Department
Tim Herman- Garner Fire Department
Demetric Potts- Wake County Staff
Ron Early- Wake Forest Fire Department
Todd Wright- Morrisville Fire Department
Dennis Schoch- Wake County Human Resources- by phone

The meeting was convened at 1:00 PM at the Public Safety Training Center. The meeting was held to discuss the recently completed Market Survey and to review a candidate's credentials for the position of Chief for Eastern Wake.

The group reviewed and discussed the Market Survey and how we can implement it. It was obvious that our current salaries were about 10% behind the market. The group felt that we should wait for the fiscal impact determination before a decision is made. Another concern was compression of the salaries if we did not move everyone. Discussion followed on the similarities between the Driver/Operator and the Lieutenants job description compared to the differences in the pay band. After discussion, the group felt that we should move forward with a full review of the Compensation Guidelines.

Next, the group reviewed the credentials of the Eastern Wake candidate. After discussion, the group concluded that the candidate did meet the qualifications as outlined in the Compensation Guidelines. The group voiced two concerns. First, the lack of the Chief 101 course and second was the potential for conflict by continuing to serve two departments as Chief. A letter to Eastern Wake and County Staff will be drafted and sent notifying them of our findings.

The meeting was adjourned at 2:15 PM.

Respectfully Submitted

David Price, Chairman

Item Title:

Fire Training Center Update

Specific Action Requested:

That the Fire Commission receives information related to the Fire Training Center.

Item Summary:

We are happy to advise the fire pump at the fire training center is back in service. We have completed the flow testing phases and the system is functioning as designed. There was a new electrical start up system installed along with three water valves. Thank you all for assisting with fire apparatus during this repair.

The fire training study is still being conducted by The Ludwig Group and they hope to have a draft back to us around the end of September.

Attachments:

Item Title:

Fire Tax Financial Report

Specific Action Requested:

That the Fire Commission receives the Financial Report.

Item Summary:

Attachments:

Reports

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

Unit	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
020F	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,147,368.96	\$640,816.08	\$3,768,185.04	\$160,328.05	\$160,328.05	
026F	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$520,274.37	\$35,182.63	\$555,457.00	\$228,891.00	\$228,891.00	
050F	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	8420V0100	\$591,230.95	\$591,230.95	\$0.00	\$591,230.95	\$246,892.76	\$94,570.36	\$341,463.12	\$249,767.83	\$249,767.83	
Total Division 8420 Fire Facilities		\$5,674,092.04	\$5,674,092.04	\$0.00	\$5,674,092.04	\$3,916,736.09	\$770,569.07	\$4,687,305.16	\$986,786.88	\$986,786.88	

Division 8430 Fire Fighting Equipment

Unit	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
041F	8400P0100	\$131,603.00	\$131,603.00	\$0.00	\$131,603.00	\$109,608.54	\$0.00	\$109,608.54	\$22,994.46	\$22,994.46	
044F	8430V0300	\$1,638,000.00	\$1,638,000.00	\$0.00	\$1,638,000.00	\$1,081,481.02	\$0.00	\$1,081,481.02	\$556,518.98	\$556,518.98	Preparing to be closed out; project savings will be moved to 099F
060F	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$255,000.00	\$0.00	\$255,000.00	\$4,000.00	\$4,000.00	
061F	8430V0300	\$206,000.00	\$206,000.00	\$0.00	\$206,000.00	\$0.00	\$0.00	\$0.00	\$206,000.00	\$206,000.00	
062F	8430V0300	\$116,000.00	\$116,000.00	\$0.00	\$116,000.00	\$82,057.07	\$3,211.88	\$85,268.95	\$30,731.05	\$30,731.05	
063F	8430V0300	\$362,000.00	\$362,000.00	\$0.00	\$362,000.00	\$151,486.41	\$0.00	\$151,486.41	\$210,513.59	\$210,513.59	
066F	8430V0300	\$661,000.00	\$661,000.00	\$0.00	\$661,000.00	\$204,411.53	\$0.00	\$204,411.53	\$456,588.47	\$456,588.47	
069F	8430V0300	\$300,000.00	\$300,000.00	\$0.00	\$300,000.00	\$146,869.38	\$0.00	\$146,869.38	\$153,130.62	\$153,130.62	\$150,000 in FY 2014 funds will be transferred to a new FY 2014 account. Remaining funding of \$3,130.62 will be transferred to uncommitted fund balance upon closeout.
Total Division 8430 Fire Fighting Equipment		\$3,673,603.00	\$3,673,603.00	\$0.00	\$3,673,603.00	\$2,029,913.95	\$3,211.88	\$2,033,125.83	\$1,640,477.17	\$1,640,477.17	

Division 8440 Fire Apparatus

Unit	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments
054F	8440V0100	\$89,186.82	\$89,186.82	\$0.00	\$89,186.82	\$1,356.00	\$0.00	\$1,356.00	\$87,830.82	\$87,830.82	
056F	8440V0100	\$329,371.04	\$335,243.08	(\$5,872.04)	\$329,371.04	\$174,378.75	\$3,500.00	\$177,878.75	\$151,492.29	\$157,364.33	
067F	8440V0100	\$1,012,675.00	\$1,012,674.64	\$0.36	\$1,012,675.00	\$701,127.71	\$226,042.57	\$927,170.28	\$85,504.72	\$85,504.36	Awaiting delivery of Wake Forest tanker.
068F	8440V0100	\$229,897.78	\$229,897.78	\$0.00	\$229,897.78	\$149,420.46	\$80,477.32	\$229,897.78	\$0.00	\$0.00	To be closed out upon completion of payments.
080F	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00	
Total Division 8440 Fire Apparatus		\$2,006,130.64	\$2,012,002.32	(\$5,871.68)	\$2,006,130.64	\$1,026,282.92	\$310,019.89	\$1,336,302.81	\$669,827.83	\$675,689.51	

Division 8499 Fire Capital Uncommitted

Unit	Appropriation Unit	Budgeted Revenues	Actual Revenues to Date	Revenues (Over) / Under Budget	Current Expenditure Budget	Actual Expenses to Date	Pending Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Comments

099F	Garner Station #4 Interlocal Agreement	8490V0100	\$90,000.00	\$30,500.00	\$59,500.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$30,500.00
099F	Fire Capital Uncommitted	8490V0100	\$266,000.00	\$2,169,949.77	(\$1,903,949.77)	\$266,000.00	\$0.00	\$0.00	\$0.00	\$266,000.00	\$2,169,949.77
Total Division 8499 Fire Capital Uncommitted			\$356,000.00	\$2,200,449.77	(\$1,844,449.77)	\$356,000.00	\$0.00	\$0.00	\$0.00	\$356,000.00	\$2,200,449.77
Total Department 84 Fire And Rescue CIP			\$11,709,825.68	\$13,560,147.13	(\$1,850,321.45)	\$11,709,825.68	\$6,972,932.96	\$1,083,800.84	\$8,056,733.80	\$3,653,091.88	\$5,503,413.33
Total Fund- 4400 Fire CIP			\$11,709,825.68	\$13,560,147.13	(\$1,850,321.45)	\$11,709,825.68	\$6,972,932.96	\$1,083,800.84	\$8,056,733.80	\$3,653,091.88	\$5,503,413.33

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (September 2013)

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

Revenue Source/ Object	Expenditure	Adopted Budget	Amended Budget	PTD Actual + YTD	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
T127 NC DMV Taxes		0.00	0.00	1,462.34	0.00	1,462.34	1,462.34	(1,462.34)	NA	
T209 Special District Taxes		20,712,000.00	20,712,000.00	2,492,557.40	0.00	2,492,557.40	2,492,557.40	18,219,442.60	12%	
N140 Market vs Cost Investment Difference		0.00	0.00	16,041.99	0.00	16,041.99	16,041.99	(16,041.99)	NA	
N150 Interest Income/Poolled Funds		15,000.00	15,000.00	1,358.38	0.00	1,358.38	1,358.38	13,641.62	9%	
A370 Appropriated Fund Balance		34,995.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues		20,761,995	20,761,995	2,511,420	0	2,511,420	2,511,420	18,250,575	12%	
Revenue Source/ Object	Expenditure	Adopted Budget	Amended Budget	PTD Actual + YTD	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget	Comments
2406 CONTRACTED SERVICES		0.00	34,995.00	0.00	34,995.00	0.00	34,995.00	0.00	100%	Fire Training Center Evaluation
3127 OFFICE SUPPLIES		0.00	0.00	179.97	0.00	179.97	179.97	(179.97)	NA	
3134 OTHER SUPPLIES AND MATERIALS		0.00	0.00	1,968.50	0.00	1,968.50	1,968.50	(1,968.50)	NA	
3601 ELECTRICITY		0.00	0.00	1,827.10	0.00	1,827.10	1,827.10	(1,827.10)	NA	
3606 OTHER UTILITIES		12,500.00	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0%	
3617 DISPATCH SERVICE		182,289.00	182,289.00	0.00	170,054.00	0.00	170,054.00	12,235.00	93%	
3714 MAINTENANCE AND REPAIR OF EQUIPMENT		17,665.00	17,665.00	652.00	0.00	652.00	652.00	17,013.00	4%	
4208 CITY OF RALEIGH HAZMAT PROGRAM		89,789.00	89,789.00	0.00	89,788.66	0.00	89,788.66	0.34	100%	
4224 NC DEPT OF NRCD - FORESTRY		67,362.00	67,362.00	0.00	67,362.00	0.00	67,362.00	0.00	100%	
4426 MISC CHARGES FROM OTHER DEPT/DIV		360,918.00	360,918.00	0.00	0.00	0.00	0.00	360,918.00	0%	
4446 800mhz charges from other dept		125,075.00	125,075.00	31,268.69	0.00	31,268.69	31,268.69	93,806.31	25%	
4447 CAD charges from other dept		8,663.00	8,663.00	2,302.38	0.00	2,302.38	2,302.38	6,360.62	27%	
8104 CONTINGENCY		76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO CJP CO CONSTRUCTION FUND		1,350,000.00	1,350,000.00	1,350,000.00	0.00	1,350,000.00	1,350,000.00	0.00	100%	
9109 TRANSFER TO DIS FROM TAX DISTRICT FUND		1,224,000.00	1,224,000.00	0.00	0.00	0.00	0.00	1,224,000.00	0%	
Total Expenditures		3,514,753	3,514,753	1,388,199	327,205	1,388,199	1,715,403	1,799,350	49%	
Subtotal Unit: F250		20,761,995	20,761,995	2,511,420		2,511,420	2,511,420	18,250,575	12.1	
Total Revenues		20,761,995	20,761,995	2,511,420	362,200	1,388,199	1,750,398	1,799,350	39.1	
Total Expenditures		3,514,753	3,549,748	1,388,199						

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (September 2013)

Department: 51 Fire and Emergency Management

Unit	Unit Name	Revenue Source/ Expenditure Object	Adopted Budget	Amended Budget	PTD Actual	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
F251	Apex FD	2406	707,525	707,525	176,881	530,470	176,881	707,351	174	25.00
F252	Bayleaf FD	2406	1,535,189	1,535,189	405,878	0	405,878	405,878	1,129,311	26.44
F253	Cary FD	2406	70,000	70,000	0	0	0	0	70,000	0.00
F254	Durham Highway FD	2406	745,314	745,314	186,329	0	186,329	186,329	558,986	25.00
F255	Eastern Wake FD	2406	1,638,034	1,638,034	490,537	0	490,537	490,537	1,147,497	29.95
F256	Fairview FD	2406	1,141,926	1,141,926	285,482	0	285,482	285,482	856,445	25.00
F258	Fuquay Varina FD	2406	1,389,098	1,389,098	347,275	1,041,823	347,275	1,389,098	0	25.00
F259	Gamer FD	2406	1,650,766	1,650,766	412,691	0	412,691	412,691	1,238,075	25.00
F260	Holly Springs FD	2406	422,737	422,737	105,685	317,053	105,685	422,738	(1)	25.00
F261	Hopkins FD	2406	722,842	722,842	180,710	0	180,710	180,710	542,132	25.00
F262	Morrisville FD	2406	794,122	794,122	198,530	595,592	198,530	794,122	0	25.00
F264	Rolesville FD	2406	559,803	559,803	139,951	0	139,951	139,951	419,852	25.00
F265	Stony Hill FD	2406	1,007,648	1,007,648	251,912	0	251,912	251,912	755,736	25.00
F266	Swift Creek FD	2406	486,939	486,939	110,485	0	110,485	110,485	376,454	22.89
F267	Wake-Creek Hope FD	2406	1,095,054	1,095,054	273,764	0	273,764	273,764	821,291	25.00
F268	Wake Forest FD	2406	699,366	699,366	174,842	0	174,842	174,842	524,525	25.00
F269	Wendell FD	2406	1,445,902	1,445,902	420,581	0	420,581	420,581	1,025,321	29.09
F270	Western Wake FD	2406	566,089	566,089	141,522	0	141,522	141,522	424,567	25.00
F271	Zebulon FD	2406	533,893	533,893	133,473	400,420	133,473	533,893	0	25.00