

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for Thursday January 16, 2014
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 November 21, 2013 Regular Meeting

◆ **Regular Agenda**

- Consider Election of Fire Commission Chair for Calendar Year 2014
- Consider Election of Fire Commission Vice Chair for Calendar Year 2014

◆ **Information Agenda**

- Fire Training Study Update
- Apparatus Committee Update - FY 15/16 Apparatus Purchases
- Apparatus Committee Update - Pumper Specifications
- Cost Share Study Update
- Fire Tax Financial Report / Budget Update
- Chair Report
- Fire Services 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 March 20, 2014

WAKE COUNTY FIRE COMMISSION

Thursday, November 21, 2013

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, November 21, 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 (South Region), Chief Tim Pope (North Region), Chief Mark Haraway (West Region), Chief Rodney Privette (East Region), Lee Price (Firefighter's Association), Judge Keith Gregory (Citizen/Consumer), Billy Myrick (Citizen/Consumer), Bob Stagg (Citizen/Consumer), Judge Michael Denning (Citizen/Consumer), and Commissioner Phil Matthews (WC Commissioner).

Other members present:

The following members were absent: Chief A.C. Rich (North Region Alternate), and Chief Chris Perry (East Region Alternate).

The following County officials and staff were present: Deputy County Manager Joe Durham, Fire Services Director Mike Wright, Budget and Policy Analyst Mark Matthews, Ricky Dorsey, Wake County Training Director, and Emergency Services Manager Demetric Potts.

Mr. Billy Myrick gave an invocation.

ITEMS OF BUSINESS

APPROVAL OF AGENDA

Upon motion of Billy Myrick and second by Judge Michael Denning, the Fire Commission unanimously approved the Agenda.

ADOPTION OF MINUTES

Upon motion of Bob Stagg and second by Judge Keith Gregory, the Fire Commission unanimously approved minutes of the September 19, 2013, Regular Meeting.

INTRODUCTION of FIRE SERVICES DIRECTOR MICHAEL WRIGHT

Deputy County Manager Joe Durham stated that he was very excited that Michael Wright has accepted the position of Director of Fire Services and we are very excited about Mike being here.

Fire Services Director Michael Wright stated that he was very excited about being offered the position. Director Wright shared that the interview panel asked he him what were some of the things that he would like to see happen here. He stated that a priority for him would be communications immediately, being able to reach out to the Chiefs, and meet with the Chiefs. Director Wright stated that he spent a lot of time on his first day reading over a lot of historical documents, budgets, studies, and websites. He shared that he heard from the Chiefs some concerns and challenges that they have, he has heard for Mr. Durham and staff some concerns and challenges that they have, and he felt that it was an opportunity to come here and work in the Fire Service.

On the behalf of the Fire Commission Chair Lucius Jones welcome Fire Services Director Mike Wright to Wake County.

DISCUSSION REGARDING THE "ROLE" OF THE FIRE COMMISSION AND ITS STANDING COMMITTEES

Mr. Durham stated the he appreciated the role of the Fire Commission and what it does. He stated that the County has 90 or so different Committees / Commissions with a lot of folks who volunteer their time and effort for the County to be a better place. Mr. Durham thanked the Fire Commission members for being a part of that. Mr. Durham stated that there was a question about the "Role" of the Fire Commission, and he shared that it is indeed an Advisory Board that has guidelines that were included in the Agenda Packet. Mr. Durham read/referenced the role of the Fire Commission as stated in the Wake County Fire Commission Rules of Procedures. He stated that those were the charges given to the Fire Commission by the Board of Commissioners.

REGULAR AGENDA

CONSIDER APPROVAL OF CALENDAR YEAR 2014 MEETING DATES

Fire Service Director Mike Wright informed the Fire Commission that in their packet there was a listing of potential meeting dates for calendar year 2014. He stated that the meeting dates were on the third Thursday of every other month at 7:00 PM which is consistent with the current schedule.

Upon motion of Mr. Billy Myrick and second by Judge Michael Denning, the Fire Commission unanimously approved the meeting dates for calendar year 2014.

CONSIDER REAPPOINTMENT OF BUDGET COMMITTEE MEMBERS FOR FY 2015 FIRTE TAX BUDGET PROCESS

Staff informed the Fire Commission that the FY 2015 Fire Tax Budget Process would begin in January 2014. There was a need for the Fire Commission to re-appoint the Budget Committee Members to work with Wake County staff in the development of the Fire Tax FY 2015 Budget. The Fire Commission was also informed that there was a vacancy for the West Region Alternate and the West Region Chiefs were recommending the appointment of Chief Todd Wright as the West Region Alternate on the Budget Committee.

The Fire Commission re-appointed the existing members to the FY 2015 Budget Committee as well as appointed Chief Todd Wright as the West Region Alternate by consensus.

CONSIDER APPROVAL OF RECOMMENDATION FROM THE FIRE TAX BUDGET COMMITTEE TO APPROPRIATE \$75,532 IN UNCOMMITTED FUNDS TO COER OVERAGE IF FY 2014 APPARATUS BID ALLOTMENT

Mr. Myrick informed the Fire Commission that the Budget Committee met with the Apparatus Committee on 29 October 2013 to review and discuss the upcoming Apparatus purchases for FY 2014. During the meeting the Apparatus Committee shared that there was a short fall in the required funding needed to secure the debt financing for the FY 2014 apparatus purchases for Fairview, Swift Creek, and Wake New Hope Fire Departments. The financing would be for \$1,487,000 and the total cost is estimated at \$1,562,532, with \$75,532 to be covered in cash.

The Apparatus Committee recommended that the Budget Committee consider recommending to the Fire Commission that they consider and approve appropriating \$75,532 of Uncommitted CIP Funds to cover the cash need for the Debt Financing. The fire departments that would receive the apparatus would be responsible for repaying their share of the appropriated cash funding back to the Fire Tax CIP.

Upon motion of Chief Mauldin and second by Bob Stagg, the Fire Commission unanimously approved the recommendation to appropriate \$75,532 of Uncommitted CIP Funds to cover the cash need for the Debt Financing to purchase apparatus for Fairview, Swift Creek, and Wake New Hope Fire Departments with the stipulation that the departments were to reimburse the Fire Tax CIP within 12 months after receiving the apparatus.

CONSIDER REQUEST FROM EASTER WAKE FIRE-RESCUE FOR USE OF FUND BALANCE

Chief David Cates requested that the Fire Commission approve Eastern Wake Fire-Rescue's request to use a portion of their department's Fund Balance to fund, Firefighter NFPA 1582 Physicals, Utility Vehicle with equipment up fit and trailer, and Upgrade of Rescue Services. He stated that the total of the expenditures would be \$60,000.

Upon motion of Lee Price and second by Billy Myrick, the Fire Commission unanimously approved the request from Eastern Wake Fire-Rescue to use \$60,000 of the departments fund balance to make the requested purchases.

There was further discussion amongst the Fire Commission regarding Firefighter NFPA 1582 Physicals and the need of having such physicals,

Upon motion of Chief Tim Pope and second by Lee Price, the Fire Commission requested that during the FY 2015 Budget Process we look to find a way to fund Firefighter NFPA 1582 Physicals. The action was referred to the Budget Committee for consideration.

INFORMATION AGENDA

BDA's / BDA ORDINANCE

Chief Matt Poole informed the Fire Commission that a group was looking into improving radio communications in large high risk buildings. The groups' first priority is to address the possible need for BDA's (bi-directional amplifier) in public school buildings. The group plans to create a

larger focus group involving fire service, EMS, law enforcement, code enforcement and political personnel to meet and evaluate this inter-local problem. Chief Poole stated that as they moved forward that he would keep the Fire Commission updated on their progress.

COST SHARE RFP UPDATE

Mark Matthews informed the Fire Commission that over the last two years, County management and staff have discussed the need to have a comprehensive review and evaluation of the cost share agreements with the Fire Commission and Fire Chiefs. Deputy County Manager Joe Durham made a presentation to the Fire Commission at its September meeting indicating the intent to move forward with the RFP and creating a committee to review the cost shares and explore new potential options moving forward.

An RFP was drafted by County Budget staff based on discussions that have taken place and issues that have been raised over the past two years, and an overview of the scope of the RFP was presented at the September Fire Commission meeting. The RFP was posted on the County website, and responses were accepted from October 9-October 24, 2013 (ATTACHMENT 1).

In October, a committee was formed of the following stakeholders representing cost share and non-cost share Chiefs, Fire Commission members, municipalities, and County staff:

- Mark Matthews, Wake County Budget and Management Services
- Robert Stagg, Fire Commission
- Chief Pope, Bay Leaf Fire Department (non-cost share department)
- Chief Haraway, Apex Fire Department (municipal cost share department)
- Chief Poole, Garner Fire Department (independent cost share department)
- Emily Lucas, Finance Director, Town of Garner (municipal cost share partner)
- Demetric Potts, Wake County Fire Services

Over the course of three meetings held in the last month, the committee has established evaluation criteria for RFP responses, rated vendor responses based on the evaluation criteria (ATTACHMENT 2), elevated one vendor and conducted client reference checks and a face-to-face vendor interview.

On November 12, 2013, the committee unanimously recommended the County enter into contract with Emergency Services Consulting International based on the terms of the RFP response (ATTACHMENT 3). Based on the terms of the RFP, the cost of this study will be \$23,323. Sufficient funding is available within the FY 2014 Amended Budget, within the contingency line of Fire Tax Systemwide (F250).

The scope of the consultant's work, outlined in pages 5-9 of Attachment 3, will include the following:

- I. Develop a project plan, gather background data, and stakeholder input
- II. Evaluate current cost share formulas, baseline system service delivery, and performance. Gather public input (likely in stage II and/or III)
- III. Provide fiscal analysis, benchmarking, and cost allocation funding models
- IV. Develop and present a final project report

Over the course of the study, the Cost Share committee will continue to actively participate in the process and validate the vendor's recommendation. In addition, the vendor will solicit input from municipalities and fire chiefs. With guidance and planning assistance from the committee, the vendor will facilitate public input sessions to hear directly from concerned stakeholders and members of the public. The committee will work collaboratively with the consultant throughout the process of reviewing the existing agreements and proposing others for the consideration. At the end of the process, the consultant will present findings and recommendations to the Fire Commission. The consultant recommendations and a Cost Share committee response are anticipated to be available for consideration by the Budget Committee and Fire Commission as part of the FY 2015 budget process.

Each stage of the process will be an open and inclusive. Both the broad representation on the committee and stakeholder and public input opportunities are designed to encourage participation by all interested parties.

FIRE TAX FINANCIAL REPORT

Mark Matthews provided the following financial reports to the Fire Commission:

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of November 7, 2013)

Appropriation: 6120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

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	Comments
1127 NC DMV Taxes		0.00	0.00	70,789.01	0.00	70,789.01	70,789.01	(70,789.01)	NA	
1128 Refunds of NC DMV Taxes		0.00	0.00	46.93	0.00	46.93	46.93	(46.93)	NA	
7200 Special District Taxes		20,712,000.00	20,712,000.00	6,007,641.44	0.00	6,007,641.44	6,007,641.44	14,704,358.56	29%	
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/Pooled Funds		15,000.00	15,000.00	3,592.56	0.00	3,592.56	3,592.56	11,407.44	24%	
A370 Appropriated Fund Balance		0.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues		20,727,000	20,761,995	6,098,112	0	6,098,112	6,098,112	14,663,883	29%	
2406 CONTRACTED SERVICES		0.00	34,995.00	2,760.00	42,235.00	2,760.00	44,995.00	(10,000.00)	129%	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	1,868.90	0.00	1,908.50	1,908.50	(1,908.50)	NA	
3601 ELECTRICITY		0.00	0.00	4,987.22	0.00	4,987.22	4,987.22	(4,987.22)	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		17,865.00	17,865.00	3,763.03	0.00	3,763.03	3,763.03	13,901.97	21%	
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	15,883.74	51,478.26	15,883.74	67,362.00	0.00	100%	
4428 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	62,537.38	0.00	62,537.38	62,537.38	62,537.62	50%	
4447 CID charges from other dept		8,683.00	8,683.00	4,604.76	0.00	4,604.76	4,604.76	4,068.24	53%	
8103 CONTINGENCY		76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO C/P 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		3,614,763	3,649,748	1,446,686	363,656	1,446,686	1,800,241	1,749,607	61%	
Subtotal Unit: F250										
Total Revenues		20,727,000	20,761,995	6,098,112	0	6,098,112	6,098,112	14,663,883	29.4	
Total Expenditures		3,614,763	3,649,748	1,446,686	363,656	1,446,686	1,800,241	1,749,607	40.8	

FIRE SERVICES DIRECTOR REPORT

Fire Services Director Mike Wright stated that he wanted to let the Fire Commission know what he was thinking and where he was going right now. He stated that over the next few months he planned to meet with the Fire Chiefs one on one. He shared that he was reviewing the studies that had already been completed and he wanted to get an idea of the status of those recommendations see if they are still valid, and begin to develop some strategic plans for the fire service. In summary his plan are to meet with the Chief's, evaluate our current position to see where we are, also to learn what particular issues the districts are facing now in Wake County and to work collaboratively to make things better.

OTHER BUSINESS

Mr. Billy Myrick reported that Commission Chair would be making a presentation to the Wake County Board of Commissioners. He requested that anyone who could attend to show up.

PUBLIC COMMENTS

Lee Price recognized Chief Garland Johnson as the newly appointed Chief at Western Wake Fire Department.

Chief Poole informed the Fire Commission that on December 7th the Wake County Association of Fire Chief's would be holding an appreciation dinner for Tramp Dunn who is a retired Captain with the City of Raleigh Fire Department. Chief Poole stated that Tramp had been instrumental in training firefighters all over the state for decades. The event will be held at the Raleigh Convention Center and there will be a reception at 7:00 PM and a program afterwards.

Ricky Dorsey, Wake County Training Director informed that Fire Commission that we along with Mr. Stagg have decided to honor Tramp in a way at the Fire Training Center because he has been such an important part of the Wake County Fire Academy. To honor him in the future they decided to name the Leadership Award given at the Fire Academy on his behalf, so at the next Fire Academy the "Wilbert Tramp Dunn Leadership Award". Mr. Stagg and his wife have agreed to fund the award in the future. Mr. Stagg stated that it was a collaborative effort and we appreciate his efforts as well.

Mr. Billy Myrick reported that Commission Chair would be making a presentation to the Wake County Board of Commissioners. He requested that anyone who could attend to show up in support.

ADJOURNMENT

Being no further business, the meeting was adjourned

Item Title:

Consider Election of Fire Commission Chair for Calendar Year 2014

Specific Action Requested:

That the Fire Commission accepts nominations to elect the Chair of the Fire Commission for Calendar Year 2014.

Item Summary:

Annually at the January Fire Commission meeting the Fire Commission accepts nominations for the position of Chair. Once all nominations are received the Fire Commission members will vote to elect the Commission Chair for calendar year 2014.

Attachments:

Item Title:

Consider Election of Fire Commission Vice Chair for Calendar Year 2014

Specific Action Requested:

That the Fire Commission accepts nominations to elect the Vice Chair of the Fire Commission for Calendar Year 2014.

Item Summary:

Annually at the January Fire Commission meeting the Fire Commission accepts nominations for the position of Vice Chair. Once all nominations are received the Fire Commission members will vote to elect the Commission Vice Chair for calendar year 2014.

Attachments:

Item Title:

Fire Training Evaluation Update

Specific Action Requested:

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

Item Summary:

The Ludwig Group provided the second draft of the Fire Training Evaluation. The Fire Training Review Committee met and reviewed the study and identified the need for additional supporting data. The goal is to have the report completed in time for the Ludwig Group to present their findings at the March 2014 Fire Commission Meeting.

Attachments:

Item Title:

Apparatus Committee Update – FY 15/16 Apparatus Purchases

Specific Action Requested:

That the Fire Commission receives information related to the FY 2014 apparatus purchases as well as proposed Fiscal Year 2016 purchases.

Item Summary:

Discussion on the current status of apparatus orders, all vehicles will have the PO cut by January 15th.

Discussion with Nicole Kreiser debt Finance Director about future purchases, all purchases will follow the same rules as was implemented this FY Year. A date was agreed upon by the committee and the Budget Office was to shoot for 1 September, each year, the Apparatus Committee agreed to combine debt financing for FY 15/16 and that the Committee will insure a deadline is set for the Departments involved to have final figures by the deadline of 1 September. The committee will be required to provide the specification (s) to all Departments involved with enough time to accomplish this.

Attachments:

1. FY 15/16 Purchases are attached that will be submitted to the Budget Committee

DEPARTMENT	TYPE	YEAR	REPL YR	MILEAGE	SHARE	DEBT FINANCE	CASH PURCHASE	Just.
<u>BAYLEAF</u>					100%			
Rescue 36	R	1994	2014	25,485		Requested Move Out		YES
<u>FAIRVIEW</u>					100%			
Car 2	A	2005	2015	101,496			\$35,000.00	
Car 10	A	2003	2016	67,141		Won't meet Mileage	Move Out	NO
Engine 8	P	1996	2016	49,007		Requested Move Out		YES
<u>GARNER</u>					45.30%			
GFBATT1	A	2009	2015	75,495			\$15,855.00	YES
GFE5	P	1994	2014	29,503			\$190,260.00	YES
GFE9	P	1994	2014	29,540			\$190,260.00	YES
<u>HOPKINS</u>					100%			
Car-1	A	2009	2016	74,429			\$36,000.00	YES
<u>HOLLY SPRINGS</u>					22%			
Engine-3 (#10)	P	1995	2015	96,499		Per Chief Smith Move Out	Move Out	YES
Car 2	A	2008	2016	75,724		Per Chief Smith Move Out	Move Out	YES
<u>STONY HILL</u>					100%			
Utility-26	A	2005	2016	92,382			\$36,000.00	YES
Pumper-395	P	1996	2016	83,573		\$420,000.00		YES
<u>WAKE-NEW HOPE</u>					100%			
NHE8	P	1995	2015	35,657		\$420,000.00		YES
<u>WENDELL</u>					100%			
CAR 1	A	2009	2015	85,150			\$36,000.00	YES
ENGINE 112	P	1995	2015	37,929		\$420,000.00		YES

DEPARTMENT	TYPE	YEAR	REPL YR	MILEAGE	SHARE	DEBT FINANCE	CASH PURCHASE	YES/NO
WESTERN WAKE								
Truck 1	A	2003	2016	89,406	100%	Closing Oct 2017		
						????????????????????	\$35,000.00	YES
ZEBULON								
Car 1	A	2006	2016	61,644	50%	Won't Meet Mileage	Move Out	YES
WAKE FOREST								
WFE4-6146	P	1996	2016	51,946	22.90%		\$96,180.00	YES
WFR	R	1994	2014			Requests A Mtg W/Comm	\$89,310.00	???????
FUQUAY VARINA								
FVC2/126	A	2007	2016	64,595	47%	Won't Meet Mileage	Move Out	YES
FVBAT1/124	A	2005	2015	70,015			\$16,450.00	YES
FVR1/113	R	1995	2015	27,332			\$197,400.00	YES
FVTA3/111	T	1995	2015	14,938		Requested Move Out		YES
FVTA2/112	T	1995	2015	15,104		Requested Move Out		YES
APEX								
Rescue 4	R	1995	2015	41,659	20%	Per Chief Haraway	Move Out	YES
MORRISVILLE								
CAR 1 917	A	2007	2015	87,548	21%		\$7,350.00	YES
REGIONAL RESOURCE								
2-Air Trailers	O	NEW		N/A	100%	Pending FC Approval	\$150,000.00	YES
2015			TOTAL		2016		TOTAL	
Large App Cash (Municipal)		\$529,480.00	\$387,660.00		Large App Cash (Municipal)	\$368,079.00	\$286,440.00	
Large App Debt Financing		\$1,546,661.00	\$1,260,000.00		Large App Debt Financing	\$0	\$0.00	
Radio Tax&Tags		\$33,554.00	\$33,554.00		Radio Tax&Tags	\$10,542.00	\$10,542.00	
Small Vehicles		\$80,854.00	\$102,305.00		Small Vehicles	\$114,407.00	\$115,350.00	

OTHER CASH (2-AirTrailers for 2 Regions)	\$150,000.00
2015	
	2016

2015 Large App Cash (Municipal) savings of \$141,820.00 from original budget authorization	
2015/16 Debt Financing from original budget savings of \$286, 661.00	
2016 Large App Cash (Municipal) savings of \$81,639.00 from original budget authorization	

Item Title:

Apparatus Committee Update - Pumper Specifications

Specific Action Requested:

That the Fire Commission receives information related to Pumper Specifications.

Item Summary:

Discussion was started on the Pumper Specification, however the Committee has not completed work as of yet, we will have another list of questions for the vendors by early January and complete the Specification for release by June 1st for Bid and award to give effected Departments time to meet the September 1st deadline.

Attachments:

1.

Item Title:

Cost Share RFP Update

Specific Action Requested:

That the Fire Commission receives the information related to the status of the Cost Share Funding and Service Delivery Study

Item Summary:

At the November 21, 2013 Fire Commission meeting, the Fire Commission received information pertaining the forming of committee formed on the request of the County Manager's Office to evaluate the various cost-share agreements that exist within the Wake County Fire Tax district. The committee was responsible for the evaluation and recommendation of consultants in response to the Cost Share RFP, and will continue to provide oversight, guidance and feedback throughout the study. The committee includes the following stakeholders representing cost share and non-cost share Chiefs, Fire Commission members, municipalities, and County staff:

- Mark Matthews, Wake County Budget and Management Services
- Robert Stagg, Fire Commission
- Chief Pope, Bay Leaf Fire Department (non-cost share department)
- Chief Haraway, Apex Fire Department (municipal cost share department)
- Chief Poole, Garner Fire Department (independent cost share department)
- Emily Lucas, Finance Director, Town of Garner (municipal cost share partner)
- Michael Wright, Wake County Fire Services
- Demetric Potts, Wake County Fire Services

Since the November Fire Commission meeting, the County has entered contract with Emergency Services Consulting International (ESCI) based on the terms of the RFP response and in accordance with the information shared with the Fire Commission in November.

The scope of the consultant's work includes the following:

- I. Develop a project plan, gather background data, and stakeholder input
- II. Evaluate current cost share formulas, baseline system service delivery, and performance. Gather public input.
- III. Provide fiscal analysis, benchmarking, and cost allocation funding models
- IV. Develop and present a final project report

In early January, an information request from ESCI was sent to departments requesting information that will be collected and reviewed by ESCI in conjunction with on-site visits in mid-February. The ESCI project manager will attend the next Cost Share Meeting, which will be held at 10 AM on Thursday, January 23 at the Wake County Commons. Cost Share chiefs and municipal town managers (or designees) are invited to the

January 23 meeting as an opportunity to address any questions or concerns about the information request to the project manager and/or committee in advance of the upcoming on site visits. Any interested Fire Commission members, Budget Committee members, or other interest parties are also welcome to attend.

Based on the project manager's current work plan, the Cost Share Committee expects a recommendation from ESCI in late Spring/early Summer 2014. The Cost Share Committee will be reaching out to the Fire Commission later in the Spring to request a presentation of ESCI's preliminary findings and to receive stakeholder input. Based on the fiscal calendar and project manager's current work plan, the committee does not anticipate implementation of final recommendations as part of the FY 2015 budget.

Item Title:

Fire Tax Financial Report / Budget Update

Specific Action Requested:

That the Fire Commission receives the Financial Report.

Item Summary:

Provided for Fire Commission review are the Fire Tax District Systemwide, Operating, and CIP Financial Reports.

The Fire Department FY 2015 Budget Workbooks were distributed to the Fire Departments on December 20, 2013. The departmental Budget Requests are due January 31st, and Fire Department Budget Review meetings will begin in February.

Attachments:

Reports

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of January 8, 2014)

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

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	Comments
T127 NC DMV Taxes	0.00	0.00	259,929.80	0.00	259,929.80	259,929.80	(259,929.80)	NA	
T128 Refunds of NC DMV Taxes	0.00	0.00	(159.12)	0.00	(159.12)	(159.12)	159.12	NA	
T200 Special District Taxes	20,712,000.00	20,712,000.00	18,325,217.20	0.00	18,325,217.20	18,325,217.20	2,386,782.80	88%	
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	6,538.23	0.00	6,538.23	6,538.23	8,461.77	44%	
A370 Appropriated Fund Balance	0.00	34,995.00	0.00	0.00	0.00	0.00	34,995.00	0%	
Total Revenues	20,727,000	20,761,995	18,607,568	0	18,607,568	18,607,568	2,154,427	90%	
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	Comments
2408 CONTRACTED SERVICES	0.00	34,995.00	2,760.00	65,588.00	2,760.00	68,348.00	(33,323.00)	195%	Fire Training Center and Cost Share Studies
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	8,866.06	0.00	8,866.06	8,866.06	(8,866.06)	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	4,813.68	0.00	4,813.68	4,813.68	12,851.32	27%	
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	20,786.93	46,575.07	20,786.93	67,362.00	0.00	100%	
4408 POSTAGE/CHARGES FROM GS	0.00	0.00	70.88	0.00	70.88	70.88	(70.88)	NA	
4428 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	62,537.38	0.00	62,537.38	62,537.38	62,537.62	50%	
4447 CAD charges from other dept	8,663.00	8,663.00	4,604.76	0.00	4,604.76	4,604.76	4,058.24	53%	
4758 MV Tax Collection Costs	0.00	0.00	4,273.08	0.00	4,273.08	4,273.08	(4,273.08)	NA	
8104 CONTINGENCY	76,492.00	76,492.00	0.00	0.00	0.00	0.00	76,492.00	0%	
9103 TRANSFER TO C/P 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	3,549,748	1,460,861	371,976	1,460,861	1,832,837	1,716,911	52%	
Subtotal Unit: F250	20,727,000	20,761,995	18,607,568		18,607,568	18,607,568	2,154,427	89.6	
Total Revenues	20,727,000	20,761,995	18,607,568		18,607,568	18,607,568	2,154,427	89.6	
Total Expenditures	3,514,753	3,549,748	1,460,861	371,976	1,460,861	1,832,837	1,716,911	41.2	

FY 2014 WAKE COUNTY FIRE TAX DISTRICT OPERATING FINANCIAL REPORT (As of January 8, 2014)

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	471,683	235,668	471,683	707,351	174	66.67
F252	Bayleaf FD	2406	1,535,189	1,535,189	1,033,273	501,916	1,033,273	1,535,189	0	67.31
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	496,876	248,438	496,876	745,314	0	66.67
F255	Eastern Wake FD	2406	1,638,034	1,638,034	1,125,498	507,572	1,125,498	1,633,070	4,964	68.71
F256	Fairview FD	2406	1,141,926	1,141,926	761,284	380,642	761,284	1,141,926	0	66.67
F258	Fuquay Varina FD	2406	1,389,098	1,389,098	926,065	463,033	926,065	1,389,098	0	66.67
F259	Garner FD	2406	1,650,766	1,650,766	1,100,510	550,255	1,100,510	1,650,765	1	66.67
F260	Holly Springs FD	2406	422,737	422,737	281,825	140,913	281,825	422,738	(1)	66.67
F261	Hopkins FD	2406	722,842	722,842	481,895	240,947	481,895	722,842	0	66.67
F262	Morrisville FD	2406	794,122	794,122	529,415	264,707	529,415	794,122	0	66.67
F264	Rolesville FD	2406	559,803	559,803	373,202	186,601	373,202	559,803	0	66.67
F265	Stony Hill FD	2406	1,007,648	1,007,648	671,765	335,883	671,765	1,007,648	(0)	66.67
F266	Swift Creek FD	2406	486,939	486,939	339,626	102,313	339,626	441,939	45,000	69.75
F267	Wake-New Hope FD	2406	1,095,054	1,095,054	730,036	365,018	730,036	1,095,054	0	66.67
F268	Wake Forest FD	2406	699,366	699,366	466,244	233,122	466,244	699,366	0	66.67
F269	Wendell FD	2406	1,445,902	1,445,902	990,204	455,698	990,204	1,445,902	0	68.48
F270	Western Wake FD	2406	566,089	566,089	377,393	188,696	377,393	566,089	0	66.67
F271	Zebulon FD	2406	533,893	533,893	355,929	177,964	355,929	533,893	0	66.67

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	Pending Commitments	Actual Expenses to Date with Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
020F	Fire-Bayleaf #1	8400P0100	\$3,948,513.09	\$3,948,513.09	\$0.00	\$3,948,513.09	\$3,880,828.43	\$138,129.44	\$3,818,957.87	\$129,555.22	\$129,555.22	
028F	Stony Hill Remediation	8420V0100	\$784,348.00	\$784,348.00	\$0.00	\$784,348.00	\$533,697.87	\$21,759.13	\$555,457.00	\$228,891.00	\$228,891.00	
050F	Wendell Falls Station, Fire Tax Port	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	\$591,230.95	\$0.00	\$591,230.95	\$277,187.91	\$124,878.00	\$402,045.91	\$189,185.04	\$189,185.04	
Total Division 8420 Fire Facilities			\$5,674,092.04	\$5,674,092.04	\$0.00	\$5,674,092.04	\$4,493,894.21	\$284,766.57	\$4,778,660.78	\$895,431.26	\$895,431.26	

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	Pending Commitments	Actual Expenses to Date with Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
041F	CONTINGENCIES & GRANT MATCH	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	\$1,638,000.00	\$0.00	\$1,638,000.00	\$1,124,860.06	\$0.00	\$1,124,860.06	\$513,139.94	\$513,139.94	
060F	Fire 800MHZ - Ommlink Upgrade	8430V0300	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$259,000.00	\$0.00	\$259,000.00	\$0.00	\$0.00	Current funding expended. Additional appropriation may be needed for next phase.
061F	Fire Air Bottle Replacement	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	Fire Defibrillators	8430V0300	\$116,000.00	\$116,000.00	\$0.00	\$116,000.00	\$80,620.22	\$3,211.88	\$83,832.10	\$32,167.90	\$32,167.90	
063F	Fire Thermal Imaging Cameras	8430V0300	\$382,000.00	\$382,000.00	\$0.00	\$382,000.00	\$151,486.41	\$0.00	\$151,486.41	\$230,513.59	\$230,513.59	
068F	Fire SCBA's	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	
070F	Fire Small Capital - FY14	8430V0300	\$150,000.00	\$150,000.00	\$0.00	\$150,000.00	\$33,839.56	\$0.00	\$33,839.56	\$116,160.44	\$116,160.44	
Total Division 8430 Fire Fighting Equipment			\$3,523,603.00	\$3,523,603.00	\$0.00	\$3,523,603.00	\$1,982,826.32	\$3,211.88	\$1,986,038.20	\$1,557,564.80	\$1,557,564.80	

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	Pending Commitments	Actual Expenses to Date with Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
054F	General Fire Apparatus	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	Fire Small Vehicles	8440V0100	\$329,371.04	\$335,243.08	(\$5,872.04)	\$329,371.04	\$174,378.75	\$21,617.91	\$195,996.66	\$133,374.38	\$133,374.38	Project will be closed, debt proceeds to be transferred to debt service fund to offset fire debt service, and savings will be moved to uncommitted fund balance.
067F	FY13 Large Apparatus - Rural	8440V0100	\$991,770.28	\$1,012,674.64	(\$20,904.36)	\$991,770.28	\$919,770.28	\$0.00	\$919,770.28	\$72,000.00	\$72,000.00	To be closed upon completion of payment for Morrisville rescue vehicle.
068F	FY13 Large Apparatus - Municipal	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	
080F	FY14 Large Apparatus - Municipal	8440V0100	\$345,000.00	\$345,000.00	\$0.00	\$345,000.00	\$0.00	\$0.00	\$0.00	\$345,000.00	\$345,000.00	
081F	FY14 Large Apparatus - Rural	8440V0100	\$1,562,532.00	\$1,562,532.00	\$0.00	\$1,562,532.00	\$0.00	\$0.00	\$0.00	\$1,562,532.00	\$1,562,532.00	
Total Division 8440 Fire Apparatus			\$3,547,757.92	\$3,547,757.92	\$0.00	\$3,547,757.92	\$1,244,925.49	\$102,095.23	\$1,347,020.72	\$2,200,737.20	\$2,200,737.20	

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	Pending Commitments	Actual Expenses to Date with Pending	Remaining Expenditure Budget	Remaining Expenditure Authority (actual balance)	Notes
098F	Garner Station #4 Interlocal Agreee	8490V0100	\$90,000.00	\$61,000.00	\$29,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$90,000.00	
099F	Fire Capital Uncommitted	8490V0100	\$266,000.00	\$2,105,007.43	(\$1,839,007.43)	\$266,000.00	\$0.00	\$0.00	\$0.00	\$266,000.00	\$2,105,007.43	
Total Division 8499 Fire Capital Uncommitted			\$356,000.00	\$2,166,007.43	(\$1,810,007.43)	\$356,000.00	\$0.00	\$0.00	\$0.00	\$356,000.00	\$2,166,007.43	
Total Department 84 Fire And Rescue CIP			\$13,101,452.96	\$13,451,236.79	(\$349,783.83)	\$13,101,452.96	\$7,701,646.02	\$390,073.68	\$8,091,719.70	\$5,009,733.26	\$5,359,517.09	
Total Fund: 4400 Fire CIP			\$13,101,452.96	\$13,451,236.79	(\$349,783.83)	\$13,101,452.96	\$7,701,646.02	\$390,073.68	\$8,091,719.70	\$5,009,733.26	\$5,359,517.09	