

**WAKE COUNTY FIRE COMMISSION**  
**Thursday, January 18, 2007**  
**Adopted Minutes**

*(Audio Replays of the meeting are available upon request)*

A regular meeting of the Wake County Fire Commission was held on Thursday, January 18, 2007, 7:00 PM, in the Wake County EMS Training Facility, Cary Drive, Raleigh, North Carolina.

**CALL MEETING TO ORDER**

Ms. Suggs called the meeting to order.

The following members were present: Ms. Ann Suggs, Mr. Billy Myrick, Mr. Wayne Sherrod, Chief Tom Vaughan, Mr. Bill Gatewood, Chief Mike Cooper, Chief Mark Haraway, Chief Chris Wilson, Commissioner Paul Coble, and Chief Tony Mauldin

Members absent were: Senator Vernon Malone, Mr. Michael Fletcher, Mr. Lucius Jones, Chief Scott McCollum, and Chief Rodney Privette.

Mr. Billy Myrick gave an invocation.

**APPROVAL OF AGENDA**

Mr. Myrick made a motion to approve the agenda, which was seconded by Chief Mauldin. The motion passed unanimously.

**APPROVAL OF MINUTES**

Chief Mauldin made a motion to approve the minutes of November 16, 2006, meeting which was seconded by Mr. Gatewood. The motion passed unanimously.

**REGULAR AGENDA**

**CREDIT UNION REPRESENTATIVE**

Bentley Hatcher of the North Carolina State Employee's Credit Union provided information on the Credit Union's commercial lending program.

## FIRE APPARATUS FINANCING

Ray Echevarria began discussion of fire apparatus financing by reviewing the long range business plan's section on fire apparatus financing. Ben Canada presented a draft proposal for financing future fire apparatus purchases:

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### DRAFT FIRE APPARATUS FINANCING POLICY

The financing approach with the lowest overall cost (including direct and indirect administrative costs) is the bundling of purchases each fiscal year through the County.

The County will competitively bid the fire apparatus financing most likely using North Carolina General Statute 160A-20 authorization; however the County will use whatever legally financing tools it deems necessary to obtain the best rate. This financing structure will provide the following benefits:

- Ability to bundle financing of fire apparatus and avoid additional, duplicate administrative costs
- Ability to bid and finance apparatus based on factors other than delivery date (such as market conditions and cash flow).
- Ability to maximize County's tax-exempt AAA borrowing power which will produce lowest interest rates
- Ability to seek Board of Commissioners approval only once instead of with each piece of equipment

The County will follow the steps and approximate timelines outlined below in executing the financing of apparatus:

1. Work with Fire Apparatus Committee to develop list of fire apparatus to be financed, amounts and delivery dates each year
2. At time of ordering the vendor will be instructed that County will hold title to vehicles
3. Include fire apparatus in County annual reimbursement resolution approved by the Board of Commissioners each year
4. Based on economic factors determine the best window of opportunity for when financing should take place and develop calendar for financing
5. Develop Request For Proposal (RFP) for financing. The Fire Apparatus Committee will review the RFP prior to distribution.
6. Develop list of lending institutions to send RFP to with input from Fire Apparatus Committee
7. Receive and evaluate proposals, select proposal with lowest cost.
8. Select financial institution and close financing

Timing of the financing process will not be linked to payment of the vendor upon apparatus delivery. Payment to the vendor and execution of the capital lease will follow the steps outlined below:

1. Approximately two months before delivery date County and Fire Department will execute a Capital lease.
    - Lease will include language that County will obtain truck tags which will be paid for from fire tax capital funds
    - County will retain title and independent fire departments will be responsible for insuring the vehicles. The County shall be added as additional insured and loss payee on the insurance policy
  2. Approximately two weeks prior to scheduled delivery date, the Department and County will verify the vendor's payment information is entered into Wake County's electronic payment system for ACH payment or payment by check.
  3. Fire Departments will complete a Fire Apparatus Acceptance Form after truck is delivered and final inspection is complete and fax completed form to Wake County Fire/Rescue Division.
  4. Upon receipt of Fire Apparatus Acceptance Form, Fire/Rescue will submit the documentation needed for electronic payment to vendor. .
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Melinda Cannady provided additional background information on the financing process and recommendations. This proposal was presented to the Apparatus Committee and the Committee supported the proposal as presented. A clarification was made that this financing arrangement will require that the vehicles be titled to Wake County. In turn, the County will arrange a capital lease for the vehicle that would consider the vehicle to be a department asset.

Ray Echevarria clarified that this proposal would apply only to large vehicles, not brush trucks or small vehicles. It would also not apply to municipal departments, nor to departments partially funded by municipalities.

Chief Vaughan made a motion, seconded by Chief Cooper to adopt the proposed financing plan. The motion passed unanimously.

### **EMS STANDBY AT HOT DRILLS**

John Rukavina discussed the use of EMS resources at fire department events such as live burns. Under current policy, these are billable events by EMS, with no exception. An exception will be presented to the County Commissioners to exempt these stand-by events from being billed. This update was for information only.

### **REVISED SERVICE LEVEL GOALS**

John Rukavina presented revised service level goals for consideration. The revised goals were presented to the Fire Commission in November and were reviewed and supported by the Staffing Committee in December.

## SERVICE LEVEL GOALS

Incident Type	Minimum Staff at first-unit arrival <sup>(1)(2)</sup>	Minimum Staff for incident <sup>(3)</sup>	Minimum Unit response for incident
Structure	4	16 <sup>(4)</sup>	<b>4<sup>(5)</sup></b>
Vehicle	4	4	<b>1</b>
First Responder	2	2	<b>1</b>

- (1) Urban = 5 Minutes  
Suburban = 7 Minutes  
Rural = 9 Minutes
- (2) Per Staffing Committee recommendation of December 14, 2006 . Because Staffing Committee goal is four firefighters/station, Staffing Committee unanimously voted to set "Service Level Goal" for "Minimum Staff at first-unit arrival" as firefighters arriving on apparatus.
- (3) Urban = 13 minutes  
Suburban = 15 minutes  
Rural = 17 minutes
- (4) Includes Incident Commander. Can be done via mutual/automatic aid. Assumes that staff arrives on fire apparatus. Firefighters arriving via POV with second and subsequent units can be counted if documented.
- (5) Per Staffing Committee recommendation of December 14, 2006. Based on staffing needs for typical minimum reported (residential) structure fire, Staffing Committee unanimously recommended four-unit minimum response.

The goals were revised to be minimum goals with a minimum goal of four units responding to a structure fire. The minimum staffing goal was also revised to include only personnel actually riding on the apparatus for determining compliance.

Chief Mauldin made a motion, seconded by Chief Cooper to adopt the revised service level goals. Much discussion followed to clarify the intent of the goals and their background. The motion passed unanimously.

## FIRE/EMS CO-LOCATION

John Rukavina discussed the co-location of EMS resources in fire station facilities. The EMS agencies have recommended an assessment of fire facilities to be conducted to determine feasibility of existing fire stations to house EMS units. The assessment will be used to identify which fire stations are possible co-location sites for EMS units. The assessment would not be funded with fire tax funds. The Facility Committee reviewed and supported the recommendation.

Chief Mauldin made a motion, seconded by Mr. Myrick to endorse the assessments as proposed. The motion passed unanimously.

## STORM WATER/WATER SHED REGULATIONS AND FIRE STATION LOCATION

John Rukavina discussed the impact of storm water/water shed regulations on fire station and emergency service facilities in water shed areas. John Rukavina advised the Fire Commission that Public Safety plans to seek exemption for essential public safety facilities in water shed areas. The facilities would only include fire stations, EMS stations, emergency radio system tower sites, and similar facilities. Mr. Rukavina sought the Fire Commission's support for seeking the exemption.

Chief Vaughan made a motion, seconded by Mr. Myrick to endorse the recommendation. The motion passed unanimously.

## COMPENSATION COMMITTEE REPORT

Captain David Price presented committee recommendations to the Fire Commission. The recommendations include compensation for part-time merit increases.

### **Recommendations to Fire Commission by Compensation Committee January 18, 2007**

The Fire Commission charged the Compensation Committee with bringing back a recommendation on whether or not part-time personnel in Wake County Fire Departments that are part of the Compensation plan should receive a merit increase for FY 06-07.

The Compensation Committee makes the following recommendations based on the work of the Committee:

- Do not award merit increases to part-time personnel for FY 06-07, but ensure that all personnel are being paid within the new pay ranges.
- To hold the remaining monies available for the part-time merit increases. Use these funds to supplement retirement funding to departments not on the Local Government Retirement System.
- To separate part-time personnel from full time personnel in the Compensation Guidelines regarding merit increases.
- To conduct an annual pay study of part-time salaries in the major departments in the state using part-time personnel and adjust the hourly rates as necessary to reflect any changes found.

Chief Haraway made a motion, seconded by Mr. Myrick to approve the recommendations.

Chief Cooper expressed concern from the North Region that not providing part-time merit increases may be detrimental to morale of the employees and that the recommendation was not unanimous from the committee. Captain Price informed the Fire Commission that the majority of the Compensation Committee supported this recommendation; however, the support was not unanimous.

After discussion, the motion passed 6-yes, 2-no. Chief Cooper expressed that his vote was made as a representation of his constituency, not personally.

### COMMITTEE APPOINTMENTS

Chief Vaughan discussed that the Eastern Region recommended that each region be allowed to appoint an alternate to serve on each committee. The alternate could only vote in the absence of a regular voting member from his region.

Mr. Myrick made a motion to accept the recommendation, seconded by Chief Haraway. The motion carried unanimously.

### REVISED APPARATUS SECTION FOR LONG RANGE PLAN

Chief Roof discussed recommended revisions to the apparatus section of the long range business plan including the new financing policy presented earlier to the Fire

The revised plan was submitted for the Commission's approval. The Fire Commission considered approval with the next item on the agenda.

## Apparatus

### Recommendations:

<b>Policy Issue / Process</b>	<b>Fire Commission and County Staff Agree:</b>
Large Apparatus Replacement	<p>All large apparatus 20 years of age will be replaced. A Custom Engine, priced at current bid price, will replace the existing engines. The Apparatus Committee has developed a standard specification for the engine.</p> <p>Commercial tankers at current bid pricing will replace tankers. The Apparatus Committee has developed a standard specification for the tanker.</p> <p>Service trucks will be replaced at twenty years. The existing Trucks will be replaced by a Custom Truck, priced at current bid price The Apparatus Committee has developed a standard specification for the service truck.</p> <p>(The apparatus committee will set a ceiling price for options by year according to bid pricing, for each large apparatus.)</p>

Use of Debt for Large Apparatus and Ownership

FIRE APPARATUS FINANCING POLICY

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14. Develop list of lending institutions to send RFP to with input from Fire Apparatus Committee
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6. Approximately two weeks prior to scheduled delivery date, the Department and County will verify the vendor's payment information is entered into Wake County's electronic payment system for ACH payment or payment by check.
7. Fire Departments will complete a Fire Apparatus Acceptance Form after truck is delivered and final inspection is complete and fax completed form to Wake County Fire/Rescue Division.
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Options on All Large Apparatus	Individual Fire Departments have the discretion in choosing their options, but will only be funded up to the maximum price to be established by the apparatus committee and approved by the Fire Commission. Should a department wish to purchase an option that causes the total price to exceed the cost above the maximum limit funding must come from a non-Fire Tax source, or from fund raising, or donations, as per the Fire Commission.
Small Vehicle Replacement	<p>Small apparatus (brush trucks, pickups, SUVs, and sedans) will be replaced after 10 years/75,000 miles (for brush trucks) or 7 years/75,000 miles (all others). Unless approved by the Apparatus Committee and staff, existing vehicles will be replaced with vehicles of the same type and cost-range. A \$3,500.00 limit is established to outfit new vehicles with lights, siren if needed. Tags, &amp; road use tax will be funded separately.</p> <p>Small vehicles will be purchased with cash, and not debt-financed.</p>
Cost-sharing with municipalities	County staff will utilize the same cost-sharing arrangements with municipal fire departments and municipal-based nonprofit departments, as is utilized with the Budget process. This will only be done if the Departments buy apparatus off the current County contract. The County will pay their portion utilizing cash system.
Use of Revenue from Sale of Existing Apparatus	Revenue from sale of existing apparatus should first be used to "outfit" new apparatus with essential equipment. After outfitting, departments may use remaining revenue for capital needs, at the department's discretion.

<p>Changes to fleet size and composition</p>	<p>As of FY 2005, no additional apparatus will be added to the fleet and the Fire CIP without prior approval. The following three steps must be adhered to:</p> <ul style="list-style-type: none"> <li>• Notify the Fire Marshal of request in writing</li> <li>• Fire Marshall will take the request to the Apparatus Committee for a recommendation to the Fire Commission</li> <li>• If approved the department will be authorized to purchase the vehicle</li> </ul> <p>When large apparatus reaches 20 years, the apparatus committee will look at whether it will be replaced by looking at each Department individually. This means if Department A has had part of their ISO territory annexed or has more pressurized hydrants then previously, their changes may deem less or different type apparatus. This will obviously involve the Department in question.</p>
<p>Apparatus for Stations that May Close</p>	<p>Apparatus located at stations that may close, will be replaced, until it is determined at what time they will officially cease operation of that station.</p> <p>Should the station or department close, apparatus bought with Fire Tax funds after 1999, could be assigned to the next Department that is due a Truck, this will have to be handled on a case-by-case basis.</p> <p>The Fire Commission and staff recognize that this approach may result in some departments having less discretion over options. For example, Department A might purchase a new engine with certain options—if and when Department A closes, the department that “inherits” the engine will have to retain the option, whether or not it is needed.</p>

#### Remaining Tasks

1. Maintain and update fleet inventory.
2. Meet on a routine basis to insure fleet is maintained and is replaced as scheduled, also to update all specifications as needed per any changes that occur or changes that are deemed necessary from previous bid process.
3. Continue with the development of standards for apparatus maintenance and repair.

4. Continue to evaluate quality and usefulness of all apparatus that is purchased.
5. Work with Staff and facilities committees to determine if any needs for future apparatus needs, i.e. new stations. This will need the inclusion of the Budget Staff to insure the monies would be available.
6. Work with Staff to insure we are kept informed of when a station will close.
7. Insure Staff and the Fire Commission are updated on status of apparatus as needed.

### COUNTYWIDE FIRE APPARATUS MAINTENANCE POLICY

Chief Roof advised that the Apparatus Committee had not received any questions or issues with the proposed apparatus maintenance policy presented to the Fire Commission in November.

## **WAKE COUNTY FIRE COMMISSION APPARATUS COMMITTEE**

### **STANDARD OPERATING GUIDELINE #1**

#### **COUNTY FIRE APPARATUS**

#### **1. PURPOSE**

- 1.1. To ensure that all County Fire Apparatus purchased through the County contracts are well maintained and that records of maintenance or repairs are recorded and tracked. This will include Pumper/Tankers, Tankers, Aerials, Brush Units, and all small vehicles purchased under the County Purchasing Contract.

#### **2. REFERENCES**

- 2.1. North Carolina Fire and Rescue Commission Occupational Safety and Health Program for Fire Departments and Rescue Squads, Subpart L, Fire Protection, Section 1910.156, Chapter 4, Section 4-4 Inspection, Maintenance, and Repair of Vehicles.

2.2 Current edition of the National Fire Protection Association's 1911:  
Service Tests of Fire Pump Systems on Fire Apparatus

2.3 Current edition of the National Fire Protection Association's  
1914:  
Testing Fire Department Aerial Devices.

2.4 Manufacturer's maintenance and testing recommendations

### **3. OSHA REQUIREMENTS**

3.1. Department Vehicles shall be inspected:

3.1.1. At least weekly

3.1.2. Within 24 hours after any use or repair

3.1.3. Prior to being placed in service or used for emergency purposes to  
identify and correct unsafe conditions.

### **4. REQUIRED MATERIAL**

4.1. Maintenance, testing, and repair records.

4.2. Current edition National Fire Protection Association Standard 1911.

4.3. Current edition National Fire Protection Association Standard 1914.

### **5. PROCEDURE**

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

5.1.1. All departments must have a written Departmental Policy or Guideline  
available for review upon request.

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

5.3. Preventative maintenance programs for all vehicles should be in place  
Performed per individual Departmental SOG's or SOP's.

**5.3.1.**All departments must have a written Departmental Policy or Guideline  
available for review upon request.

5.4. Maintenance Records on each individual piece of apparatus shall be  
Recorded and maintained by each department and available for  
review upon request. These records must be current and available  
upon vehicle's replacement.

**5.4.1.**The County Maintenance Log Form may be used or any comparable  
maintenance software that can produce the same information.  
(Attachment A)

5.5. Fire Pumps on apparatus will be tested in accordance with the  
applicable  
Requirements of NFPA 1911: Service Tests of Fire Pump Systems on  
Fire Apparatus

**5.5.1.**These test results will be kept by each department and will be available  
for review upon request.

**5.5.2.**These records must be current and available upon vehicle's  
replacement.

5.6. All aerial devices will be inspected and service tested in accordance  
with  
The applicable requirements of NFPA 1914: Testing Fire Department  
Aerial Devices

**5.6.1.**These test results will be kept by each department and will be available  
for review upon request.

**5.6.2.**These records must be current and available upon vehicle's  
replacement.

5.7. All ground ladders will be inspected and tested in accordance with the applicable requirements of the current edition of NFPA 1931: Design of and Design Verification Tests for Fire Department Ground Ladders.

5.7.1. These test results will be kept by each department and will be available for review upon request.

5.7.2. These records must be current and available upon vehicle's replacement.

## 6. **NOTIFICATION PROCEDURES**

6.1. To ensure quality assurance of the County purchased vehicles, the reporting of certain repairs will require that the Wake County Fire Commission - Apparatus Committee be notified of the repairs so that internal tracking of these repairs can be tracked. (This is not a request to make the repairs, only a means for the Committee to track the major repairs that are needed.)

6.1.1. Any repairs to the vehicle's transmission. This will include the driving axles, universal joint, drive shaft, etc.

6.1.2. Any repairs to the motor. This will include repairs that are not considered routine maintenance.

6.1.3. Any repairs to the chassis or body. This includes any component of the frame or body of the vehicle. This will also include any repairs made to the vehicle resulting from a motor vehicle accident.

6.1.4. Any repairs to the Fire Pump. This includes any internal repairs to the pump components. This **does not** include valve kit replacements; these would be considered routine maintenance and should be tracked by those procedures.

6.1.5. Any repairs made to the aerial device. This will include any repair made to the aerial device that cannot be considered routine maintenance.

**6.2.** A County Apparatus Repair Notification shall be completed by the department and forwarded to the Wake County Public Safety Fire/Rescue Division. The form will then be given to the Apparatus Committee for recording purposes.

Mr. Gatewood made a motion, seconded by Chief Mauldin to approve the presented revised apparatus section of the long range plan and fire apparatus maintenance policy. The motion passed unanimously.

### INFORMATION AGENDA

#### BUDGET UPDATE

Chief Vaughan provided the FY08 budget development calendar and highlighted significant dates. The budget submittals should be sent via email to Cheryl.

#### STAFFING COMMITTEE

Chief Haraway reported that the Staffing Committee had been meeting and discussed the process for evaluating FY 08 expansion requests. The Committee has also invited IRS and Department of Labor representatives to assist with the classification of part-time employees. Also, the Committee continues to work on various firefighter benefit programs.

#### FACILITY COMMITTEE

Ray Echevarria advised that the Facility Committee will meet on Thursday, February 1, 2007.

#### CHAIR REPORT

Ms. Suggs welcomed Wake County Commissioner Paul Coble as part of the Fire Commission.

#### FIRE/RESCUE SERVICES DIRECTOR REPORT

Ray recognized Mr. Wayne Sherrod as the newly-elected president of the Wake County Firefighter's Association and member of the Fire Commission.

Ray provided an update on the work with Western Wake regarding the station closure recommendation. A special-called meeting of the Fire Commission may be held in the next few weeks regarding the recommendation. Chief Cooper advised that he would recuse himself during this item, and the North Region alternate member would represent his region on this issue.

### OTHER BUSINESS

None.

### PUBLIC COMMENTS

Chief A.C. Rich of Stony Hill Fire Department expressed concern on the difficulty of keeping up with committee discussions and decisions with most meetings occurring during daytime hours. Chief Rich asked the Fire Commission to have committee minutes developed and distributed after each meeting. Chief Rich also expressed his perspectives on the part-time merit increase issue and how it impacts his department.

Discussion followed regarding committee meeting minutes. Agreement was made that an effort will be made to provide minutes after each committee meeting. Chief Cooper asked staff to research if there are any statutory requirements for committee agendas and minutes.

Tony Fraccola spoke representing the Town of Knightdale regarding response to school facilities. Mr. Fraccola provided examples of other fire departments responding to school property with no mutual or automatic aid from another fire department, and stated that school response should be reviewed as a county-wide issue.

### ADJOURNMENT

The next regular meeting of the Wake County Fire Commission is scheduled for Thursday, March 15, 2007.