

WAKE COUNTY FIRE COMMISSION

Thursday, July 18, 2013

Adopted 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

FIRE TAX FANANCIAL 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/ Expenditure Object | Original Budgeted Revenue | Current Revenue Budget | Actual Revenue (a) | Unrealized Revenue | Original Budgeted Expenditures (b) | Current Budgeted Expenditures | Expenditures (excluding pending) | Commitments (excluding pending) | % of Budget Spent | Available Uncommitted Balance (net of pending) |
|--|---------------------------|------------------------|--------------------|--------------------|------------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------|--|
| Unit: F251 Apex FD | | | | | | | | | | |
| Apex 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 686,400 | 686,400 | 686,400 | 0 | 100.0% | 0 |
| Unit: F252 Bayliss FD | | | | | | | | | | |
| Bayliss 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,606,172 | 1,606,172 | 1,606,172 | 0 | 100.0% | - |
| Unit: F253 Cary FD | | | | | | | | | | |
| Cary 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 56,067 | 56,872 | 29,436 | 29,436 | 50.0% | 29,436 |
| Unit: F254 Durham Highway FD | | | | | | | | | | |
| Durham Hwy 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 730,372 | 730,372 | 730,372 | 0 | 100.0% | - |
| Unit: F255 Eastern Wake FD | | | | | | | | | | |
| Eastern Wake 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,612,411 | 1,612,411 | 1,599,770 | 0 | 99.8% | 22,641 |
| Unit: F256 Fairview FD | | | | | | | | | | |
| Fairview 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,129,996 | 1,129,996 | 1,129,996 | 0 | 100.0% | - |
| Unit: F258 Fuquay Varina FD | | | | | | | | | | |
| Fuquay Varina 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,354,914 | 1,354,914 | 1,354,914 | 0 | 100.0% | - |
| Unit: F259 Garner FD | | | | | | | | | | |
| Garner 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,600,159 | 1,600,159 | 1,600,159 | 0 | 100.0% | - |
| Unit: F260 Holly Springs FD | | | | | | | | | | |
| Holly Springs 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 409,466 | 409,466 | 409,466 | 0 | 100.0% | - |
| Unit: F261 Hopkins FD | | | | | | | | | | |
| Hopkins 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 708,363 | 708,363 | 708,363 | 0 | 100.0% | - |
| Unit: F262 Morrisville FD | | | | | | | | | | |
| Morrisville 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 775,842 | 775,842 | 775,842 | 0 | 100.0% | - |
| Unit: F264 Raleighville FD | | | | | | | | | | |
| Raleighville 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 548,872 | 548,872 | 548,872 | 0 | 100.0% | - |
| Unit: F265 Stony Hill FD | | | | | | | | | | |
| Stony Hill 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 991,922 | 991,922 | 991,922 | 0 | 100.0% | - |
| Unit: F266 Swift Creek FD | | | | | | | | | | |
| Swift Creek 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 483,966 | 483,966 | 483,966 | 0 | 100.0% | - |
| Unit: F267 Wake-New Hope FD | | | | | | | | | | |
| Wake-New Hope 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,089,824 | 1,089,824 | 1,089,824 | 0 | 100.0% | - |
| Unit: F268 Wake Forest FD | | | | | | | | | | |
| Wake Forest 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 691,405 | 691,405 | 691,405 | 0 | 100.0% | - |
| Unit: F269 Wendell FD | | | | | | | | | | |
| Wendell 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 1,424,247 | 1,424,247 | 1,424,247 | 0 | 100.0% | - |
| Unit: F270 Western Wake FD | | | | | | | | | | |
| Western Wake 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 596,039 | 596,039 | 596,039 | 0 | 100.0% | - |
| Unit: F271 Zebulon FD | | | | | | | | | | |
| Zebulon 2406 CONTRACTED SERVICES | 0 | 0 | 0 | 0 | 449,363 | 449,363 | 449,363 | 0 | 100.0% | - |
| Total Expenditures | 0 | 0 | 0 | 0 | 16,793,243 | 16,797,048 | 16,744,971 | 29,436 | 99.7% | 52,077 |

Appropriation: 5120N2500 Fire Tax District - System

Unit: F250 Fire Tax District System

| Revenue Source/ Expenditure Object | Original Budgeted Revenue | Current Revenue Budget | Actual Revenue | Unrealized Revenue | Original Budgeted Expenditures | Current Budgeted Expenditures | Expenditures (excluding pending) | Commitments (excluding pending) | % of Budget Spent | Available Uncommitted Balance (net of pending) |
|--|---------------------------|------------------------|----------------------|---------------------|--------------------------------|-------------------------------|----------------------------------|---------------------------------|-------------------|--|
| Revenues: | | | | | | | | | | |
| CATF Equipment Reimbursement | 0.00 | 0.00 | 497.66 | (497.66) | 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 |
| N190 Interest Income Pooled Funds | 5,000.00 | 5,000.00 | 41,323.41 | (36,323.41) | 0.00 | 0.00 | 0.00 | 0.00 | 326.5% | 0.00 |
| T200 Special District Taxes | 20,166,000.00 | 20,166,000.00 | 20,741,936.54 | (575,936.54) | 0.00 | 0.00 | 0.00 | 0.00 | 102.7% | 0.00 |
| Total Revenues | 20,171,000.00 | 20,171,000.00 | 20,741,936.56 | (571,936.56) | 0.00 | 0.00 | 0.00 | 0.00 | 102.8% | 0.00 |
| Expenditures: | | | | | | | | | | |
| 2100 Contracted Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 34,996.00 | #DIV/0! | (34,996.00) |
| 3134 Other Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,273.76 | 0.00 | #DIV/0! | (2,273.76) |
| 3606 OTHER UTILITIES | 0.00 | 0.00 | 0.00 | 0.00 | 12,500.00 | 12,500.00 | 16,142.88 | 0.00 | 129.1% | (3,642.88) |
| 3617 DISPATCH SERVICE | 0.00 | 0.00 | 0.00 | 0.00 | 164,822.00 | 164,822.00 | 162,723.00 | 0.00 | 98.7% | 1,799.00 |
| 3714 MAINTENANCE AND REPAIR OF EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 47,328.00 | 47,328.00 | 13,353.72 | 0.00 | 28.2% | 33,974.28 |
| 4208 CITY OF RALEIGH HAZMAT PROGRAM | 0.00 | 0.00 | 0.00 | 0.00 | 87,746.00 | 87,746.00 | 87,746.00 | 0.00 | 100.0% | 0.00 |
| 4224 NC DEPT OF NROD - FORESTRY | 0.00 | 0.00 | 0.00 | 0.00 | 75,088.00 | 75,088.00 | 69,202.77 | 5,885.23 | 92.2% | 0.00 |
| 4428 MISD CHARGES FROM OTHER DEPT/DIV | 0.00 | 0.00 | 0.00 | 0.00 | 357,345.00 | 357,345.00 | 0.00 | 0.00 | 0.0% | 357,345.00 |
| 4449 MISD charges from other dept | 0.00 | 0.00 | 0.00 | 0.00 | 128,883.00 | 128,883.00 | 64,541.50 | 64,341.50 | 50.0% | 0.00 |
| 4447 CAD charges from other dept | 0.00 | 0.00 | 0.00 | 0.00 | 10,452.00 | 10,452.00 | 5,226.00 | 5,226.00 | 50.0% | 0.00 |
| 9104 CONTINGENCY | 0.00 | 0.00 | 0.00 | 0.00 | 15,280.00 | 11,280.00 | 0.00 | 0.00 | 0.0% | 11,280.00 |
| 9103 TRANSFER TO CIP/CD OR CONSTRUCTION FUND | 0.00 | 0.00 | 0.00 | 0.00 | 1,338,000.00 | 1,338,000.00 | 1,338,000.00 | 0.00 | 100.0% | 0.00 |
| 9109 TRANSFER TO DIS FROM TAX DISTRICT FUND | 0.00 | 0.00 | 0.00 | 0.00 | 1,140,000.00 | 1,140,000.00 | 1,140,000.00 | 0.00 | 100.0% | 0.00 |
| Subtotal Unit: F250 | 20,170,000.00 | 20,170,000.00 | 20,741,936.56 | (571,936.56) | 3,376,757.00 | 3,372,962.00 | 2,899,009.63 | 110,446.73 | 86.5% | 380,496.64 |
| Subtotal Appropriation: 6120N2600 | 20,170,000.00 | 20,277,000.00 | 20,741,936.56 | (571,936.56) | 20,170,000.00 | 20,170,000.00 | 19,643,930.44 | 110,446.73 | 97.4% | 416,573.33 |
| Subtotal Department: 61 | 20,170,000.00 | 20,277,000.00 | 20,741,936.56 | (571,936.56) | 20,170,000.00 | 20,170,000.00 | 19,643,930.44 | 139,831.27 | 97.4% | 386,138.29 |

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 (actual balance) | Remaining Expenditure |
|---|----------------------------------|--------------------|-----------------------|-------------------------|-------------------------------|----------------------------|-------------------------|---------------------|------------------|--|---|-----------------------|
| 054F | General Fire Apparatus | 844 0V0100 | \$59,195.92 | \$77,004.60 | \$12,102.22 | \$99,195.92 | \$1,356.00 | \$0.00 | | \$1,356.00 | \$67,830.92 | \$75,728.60 |
| 056F | Fire Small Vehicles | 844 0V0100 | \$329,371.04 | \$317,243.08 | \$12,127.96 | \$329,371.04 | \$161,652.57 | \$16,226.08 | | \$177,878.75 | \$151,492.29 | \$139,354.33 |
| 067F | FY13 Large Apparatus - Rural | 844 0V0100 | \$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 | FY10 Large Apparatus - Municipal | 844 0V0100 | \$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) |
| 080F | FY14 Large Apparatus - Municipal | 844 0V0100 | \$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 - Installment Proceeds | 844 0V0100 | \$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 | \$1,407,699.81 |

| 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 (actual balance) | Remaining Expenditure |
|---|---------------------------------------|--------------------|------------------------|-------------------------|-------------------------------|----------------------------|-------------------------|-----------------------|------------------|--|---|-----------------------|
| 055F | Owner Station #4 Interlocal Agreement | 849 0V0100 | \$90,000.00 | \$30,500.00 | \$59,500.00 | \$90,000.00 | \$0.00 | \$0.00 | | \$0.00 | \$90,000.00 | \$30,500.00 |
| 059F | Fire Capital Uncommitted | 849 0V0100 | \$266,000.00 | \$76,919.56 | (\$494,919.56) | \$266,000.00 | \$0.00 | \$0.00 | | \$0.00 | \$266,000.00 | \$76,919.56 |
| Total Division 8499 Fire Capital Uncommitted | | | \$356,000.00 | \$79,1419.56 | (\$435,419.56) | \$356,000.00 | \$0.00 | \$0.00 | | \$0.00 | \$356,000.00 | \$79,1419.56 |
| Total Department 84 Fire And Rescue OP | | | \$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 OP | | | \$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.