

**WAKE COUNTY  
FIRE COMMISSION  
Thursday, January 21, 2021**

**Adopted Minutes**

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

A virtual meeting of the Wake County Fire Commission was held on Thursday, January 21, 2021 at 7:00 PM.

**CALL MEETING TO ORDER**

Fire Commission Chairman Chief Keith McGee called the meeting to order.

The following members were present: Chairman Chief Keith McGee, Commissioner Matt Calabria, Chief Tony Mauldin (South Region), Chief Tim Pope (North Region), Chief Brian Staples (East Region), Chief Matt Poole (South Region), Todd Wright (Fire Chief's Association), Lucious Jones (Citizen/Consumer), Billy Myrick (Citizen/Consumer), Garimella Satish (Citizen/Consumer), Bob Stagg (Citizen/Consumer) and Bob Overton (Citizen/Consumer).

The following County officials and staff were present: Interim Fire Services Director Darrell Alford, Wake County Chief Operating Officer Johnna Rogers, Wake County Internal Audit Director John Stephenson, Budget Analyst Michael Gammon and Fire Services Logistics Manager Bud Davenport.

Fire Commission Chairman Chief McGee called the meeting to order at 7:00pm. He also provided the invocation and led the group with the pledge of allegiance.

**ITEMS OF BUSINESS**

**ANNUAL ELECTION OF CHAIR AND VICE CHAIR**

Wake County Fire Services Director Darrell Alford opened the floor for the 2021 Fire Commission Chairman position. Two nominations were received for incumbent Fire Commission Chairman Chief Keith McGee by Bob Stagg and Satish Garimella. With a unanimous vote by the Commission, Chief McGee was voted in as the 2021 Wake County Fire Commission Committee Chairman.

Chairman McGee then opened the floor to accept nominations for the 2021 Fire Commission Vice Chairman position. There was one nomination received for Chief Brian Staples. With a unanimous vote by the Commission, Chief Staples was voted in as the 2021 Wake County Fire Commission Vice Chairman.

## **APPROVAL OF THE NOVEMBER 19, 2020 FIRE COMMISSION MEETING MINUTES**

A motion to accept the November 19, 2020 Fire Commission Meeting minutes was made by Bob Stagg and seconded by Satish Garimella. The motion was carried unanimously by the Fire Commission.

## **APPROVAL OF AGENDA**

A motion was made by Bob Stagg to accept the agenda, the motion was seconded, and the agenda was approved as written.

## **PUBLIC COMMENTS**

There were no public comments.

## **REGULAR AGENDA**

### **INTRODUCTION OF COUNTY COMMISSIONER REPRESENTATIVES ON FIRE COMMISSION**

Director Alford introduced Wake County's Board of Commissioners Chairman Matt Calabria as the primary Fire Commission representative and newly elected Commissioner Maria Cervania as the alternate.

### **FY20 FUND BALANCE PRESENTATION**

Wake County Internal Audit Director, John Stephenson, presented the FY20 fund balance and provided his contact information to the Commission for any follow up questions.

### **ITRE/ORED STUDY**

Director Alford presented the ITRE/ORED study, he indicated that the study is a supplemental document to assist with developing the long-range plan.

### **COMMUNITY ENGAGEMENT SURVEY**

Director Alford reviewed the results from the community engagement survey. The survey was developed by a team that consisted of the Administrative Committee, Wake Fire Services, Wake Communications and Wake Innovations. The survey was well received by the community returning 1,384 surveys. Survey results will be emailed to the Commission tomorrow.

### **ADMINISTRATIVE COMMITTEE LONG RANGE PLAN PRESENTATION**

Chief Tim Herman presented the long-range plan “standard of service” that the Administrative Committee has worked on for the past few years. The final plan will be emailed to the Commission tomorrow. Commission members were instructed to email questions to their region representative; regional reps can email Director Alford directly.

Chief Holt reviewed the RWECC/911 data based driven database and its features. RWECC/911 currently feeds live data every 60 seconds to fire services. It takes all call information into the database that can be filtered for your needs. Due to the sensitive nature of the data the RWECC/911 link cannot be shared publicly.

Chairman Chief McGee thanked the Administrative Committee for their hard work on the long-range plan.

### **INFORMATION AGENDA**

#### **FIRE TAX DISTRICT FINANCIAL REPORT**

Wake County Budget and Management Analyst, Michael Gammon shared the current financials through mid-January with the Fire Commission. He noted that the of collection real property taxes is at 89%, in line with previous years collections. Michael reminded the Commission that Departmental budget request are due tomorrow.

## **STANDING COMMITTEE UPDATES**

### **Administrative Subcommittee:**

The Administrative Committee did not have any additional remarks.

### **Apparatus Subcommittee:**

The Apparatus Committee last met December 10<sup>th</sup> and discussed the two FY21 engine purchases for Swift Creek and Fairview. Preconstruction meetings will be virtual and will take place within the next 45 days. The Northern Wake tanker specs were approved to move forward with the purchase.

### **Budget Subcommittee:**

The next Budget Committee is tomorrow at 11am. Chief Poole extended gratitude to Chief Herman Chief Holt and the Administrative Committee for the countless hours spent on developing the long-range plan.

### **Communications Subcommittee**

The Communications Committee is continuing to work on call processing time and a new interface mobile product. The mobile product is being vetted.

### **Equipment Subcommittee:**

No report.

### **Facilities Subcommittee:**

The Facility Committee met yesterday and reviewed two station proposals. The proposals were approved and forwarded onto the budget process.

The FY19 generator projects have resumed and are being completed; they were delayed due to COVID.

### **Health and Wellness Subcommittee**

The Health and Wellness Committee met in December and is currently focusing on cancer prevention in fire services.

### **Training Subcommittee:**

Due to COVID, the Training Committee lost steam and will be revamped. Director Alford requested Region Reps to identify members for the new committee and to include citizen/consumer representation.

### **Volunteer Recruitment & Retention Subcommittee**

The Committee is continuing to work through the SAFER grant as well as with the Volunteer Workforce Solutions grant. Since inception, there has been 106 interest cards received and a net gain of 17 firefighters.

## **CHAIR REPORT**

Chairman Chief McGee recognized Director Alford's first Commission meeting since becoming Director for Wake Fire Services.

Chairman Chief McGee thanked the Commission for their concern during his bout with COVID

in December.

### **FIRE SERVICES REPORT**

Director Alford congratulated Chairman Chief McGee and the Apex Fire Department for their class 1 ISO rating for the town and a class 2 rating in the unincorporated areas.

### **GOOD OF THE GROUP**

### **ADJOURNMENT—**

The meeting was adjourned by Chief McGee.