

WAKE COUNTY FIRE COMMISSION

Subject: Agenda for July 10, 2025, Regular Meeting
Location: ESEC, 221 S. Rogers Lane, Raleigh, NC 27610
Time: 6:00 PM

Agenda

- ◆ **Meeting Called to Order: Chair Tim Herman**
 - Invocation
 - Pledge of allegiance
 - Establishment of Quorum
 - Approval of Agenda
 - Approval of April 10 and 14, 2025 Meeting Minutes

- ◆ **Public Comments:**

- ◆ **Regular Agenda**
 - Staffing and Compensation Guideline Updates
 - Long Range Plan Semi-Annual Presentation

- ◆ **Information Agenda**
 - Fire Tax Financial Report – Budget Analyst Madeline Camire
 - Standing Committee Updates
 - Administrative
 - Budget
 - Capital
 - Communications & Technology
 - Volunteer Retention, Training Development & Wellness

 - Chair Report
 - Fire Services Report

- ◆ **Adjournment** - Next Meeting October 9, 2025

WAKE
COUNTY
NORTH CAROLINA

Fire Services

**WAKE COUNTY
FIRE COMMISSION
Thursday, April 10, 2025**

Draft Minutes

(Audio Replays of the meeting are available upon request)

A meeting of the Wake County Fire Commission was held on Thursday, April 10, 2025, at 6:00 PM.

CALL MEETING TO ORDER

Chairman Chief Tim Herman called the meeting to order at 6:00pm.

The following members were present: Chairman Chief Tim Herman, Chief Leroy Smith (South Region), Chief David McNulty (North Region), Chief Mike Gerke (West Region), Bob Stagg (Service Matter Expert), Chief Chris Ward (East Region), Billy Myrick (Citizen/Consumer), Bob Overton (Citizen/Consumer), Melanie Shekita (Board of Directors) Todd Wright (Chief's Association), Conelle Farrar (Subject Matter Expert), Chris Pierce (Board of Directors). Larry Stanford (Citizen/Consumer), Jason Joyner (Town of Wendell Rep.) and Nance Anderson (Citizen/Consumer).

The following County officials and staff were present: Deputy County Manager Ashley Jacobs, Deputy County Manager Dr. Jose Cabanas, Fire Services Director Darrell Alford, Fire Services Deputy Director Joe Vindigni, Department Business Officer Diana McBride, Budget and Management Analyst Madeline Yeung, Fire Services System Administrator Rachel Bello, Fire Services Systems Administrator Chris Hoffman.

The invocation was provided Mr. Billy Myrick, followed by the pledge of allegiance.

APPROVAL OF AGENDA

A motion made by Mr. Bob Stagg to approve the April 10, 2025, Fire Commission meeting agenda. The motion was seconded by Mr. Bob Overton and the motion was carried unanimously by the Fire Commission.

ADOPTION OF THE JANUARY 9, 2025, REGULAR FIRE COMMISSION MEETING MINUTES

A motion to approve and adopt the January 9, 2025, Regular Fire Commission Meeting minutes was made by Mr. Bob Stagg, and seconded by Vice Chairman Chief Leroy Smith. The motion

was carried unanimously by the Fire Commission.

ITEMS OF BUSINESS

REGULAR AGENDA

NORTHERN WAKE STATION 5 RE-DISTRICTING

Wake County Fire Services Deputy Director Joe Vindigni provided background information and the current state of the Northern Wake Station 5 redistricting: requesting that the Fire Commission recommend redistricting listed properties as indicated by Wake County Fire Services. Fire Services conducted a data driven statistical study of the area, that includes 27 parcels and determined that the remaining parcels could be covered within 5 miles of other existing county stations. The Northern Wake Fire Department Board of Directors agree with the analysis and recommend redistricting. In the next steps, Fire Services will mail information to all 27 parcels along with making the maps available online. This recommendation will have to be approved by the Wake County Board of Commissioners and the Department of Insurance. Upon approval, implementation is expected July-August 2025. Mr. Bob Stagg made a motion to accept the redistricting as presented. The motion was seconded by Ms. Nancy Anderson and was carried unanimously by the Fire Commission.

PAY STUDY RECOMMENDATIONS & COMPENSATION UPDATE

Deputy Director Joe Vindigni presented the findings of the salary study recently conducted by Wake County Human Resources for the Fire Tax District Not for Profit Departments: requesting that the Fire Commission recommends inclusion of the new salary structure and compensation changes into the Fiscal Year 2026 budget and updating the Fire Commission Administrative Guidelines, that are in line with the study. A motion was made by Mr. Bob Stagg and was carried unanimously by the Fire Commission to include the new salary structure and compensation changes in the Fiscal Year 2026 Budget and updating the Fire Commission Administrative Guidelines.

2026 FIRE TAX DISTRICT BUDGET

Both Wake County Fire Services Director Darrell Alford and Deputy Director Joe Vindigni presented the Fire Tax District Budget Fiscal Year 2026: requesting that the Fire Commission recommends the Fiscal Year 2026 Budget as presented and move the budget to the County Manager to be included in the Fiscal Year 2026 County Budget recommendation to the County Commissioners. A motion to accept the recommendation was made by Mr. Bob Stagg, seconded by Vice Chairman Chief Leroy Smith and was carried unanimously by the Fire Commission.

PUBLIC COMMENTS

There were no public comments.

INFORMATION AGENDA

FIRE TAX DISTRICT FINANCIAL REPORT

Madeline Camire provided the Fire Tax District Financial report. There were no questions from the Fire Commission.

DRAFT

WAKE COUNTY FIRE TAX DISTRICT
FY 2025 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of March 31, 2025

Revenue Source	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
T200 Special District Taxes	50,729,000	0	50,574,138	50,574,138	154,862	99.69%
T128 Refunds of NC DMV Taxes	0	0	(16,629)	(16,629)	16,629	0.00%
T127 NC DMV Taxes	3,742,000	0	2,719,322	2,719,322	1,022,678	72.67%
N150 Interest Income/Pooled Funds	260,839	0	257,949	257,949	2,890	0.00%
N140 Market vs Cost Investment Difference	50,000	0	(12,564)	(12,564)	62,564	-25.13%
N132 Interest - NCDOT - DMV Taxes	4,161	0	9,040	9,040	(4,879)	217.25%
A370 Appropriated Fund Balance	0	0	0	0	1,238	0.00%
Total Revenues	54,786,000	0	53,531,255	53,531,255	1,255,983	97.71%

Expenditure Use	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	365,000	245,181	101,819	347,000	18,000	27.90%
2185 Systems Software/Hardware Licensing and Maintenance Fees	500,300	(0)	254,908	254,908	245,392	50.95%
2406 CONTRACTED SERVICES	619,005	80,700	587,416	668,116	(47,873)	94.90%
3117 Computer Software Fees	0	0	0	0	0	0.00%
3127 OFFICE SUPPLIES	0	0	744	744	(744)	0.00%
3158 Food - Other	0	0	352	352	(352)	0.00%
3159 Food - Advisory Boards/BOC	13,000	0	805	805	12,195	6.19%
3615 Cellular Voice and Data Service	212,200	0	79,064	79,064	133,136	37.26%
3617 DISPATCH SERVICE	519,000	130,751	341,063	471,813	47,187	65.72%
3627 CAD System Charges	44,000	0	0	0	44,000	0.00%
3628 800MHz Charges	215,000	0	0	0	215,000	0.00%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	65,000	0	665	665	64,335	1.02%
3728 Rental of Space/Conference Rooms	7,500	0	0	0	7,500	0.00%
4208 CITY OF RALEIGH HAZMAT PROGRAM	95,000	0	94,496	94,496	504	99.47%
4224 NC DEPT OF NRCD - FORESTRY	83,000	21,268	60,095	81,363	1,637	72.40%
4428 MISC CHARGES FROM OTHER DEPT/DIV	190,000	0	38,179	38,179	151,822	20.09%
4758 MV Tax Collection Costs	79,000	0	37,754	37,754	41,246	0.00%
7102 LEASE PRINCIPAL - DEBT SERVICE	0	1,973	1,571	3,543	(3,543)	
9109 Transfer to Debt Service from Fire Tax	4,008,995	0	0	0	4,008,995	0.00%
9128 Transfer to Fire Tax CIP	8,110,000	0	8,110,000	8,110,000	0	100.00%
Department Appropriations	39,660,000	9,819,000	29,775,270	39,594,270	65,730	75.08%
Total Expenditures	54,786,000	10,298,872	39,484,200	49,783,072	5,004,166	72.07%

**WAKE COUNTY FIRE TAX DISTRICT
FY 2025 DEPARTMENT APPROPRIATIONS
As of March 31, 2025**

Department	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	1,916,000	479,000	1,437,000	1,916,000	0	75%
Cary FD	65,000	0	0	0	65,000	0%
Durham Highway FD	1,160,000	290,000	870,000	1,160,000	0	75%
Fairview FD	2,975,000	743,750	2,231,250	2,975,000	0	75%
Fuquay Varina FD	3,307,000	826,750	2,480,250	3,307,000	0	75%
Garner FD	3,849,000	962,250	2,886,750	3,849,000	0	75%
Holly Springs FD	1,309,000	327,250	981,750	1,309,000	0	75%
Hopkins FD	1,697,000	424,250	1,272,750	1,697,000	0	75%
Knightdale FD	3,234,000	808,500	2,425,500	3,234,000	0	75%
Morrisville FD	1,069,000	267,250	801,750	1,069,000	0	75%
Northern Wake FD	5,325,000	1,331,250	3,993,750	5,325,000	0	75%
Raleigh FD	319,000	0	318,270	318,270	730	100%
Rolesville FD	901,000	225,250	675,750	901,000	0	75%
Swift Creek FD	1,146,000	286,500	859,500	1,146,000	0	75%
Wake Forest FD	2,586,000	646,500	1,939,500	2,586,000	0	75%
Wake-New Hope FD	2,475,000	618,750	1,856,250	2,475,000	0	75%
Wendell FD	3,995,000	998,750	2,996,250	3,995,000	0	75%
Western Wake FD	1,200,000	300,000	900,000	1,200,000	0	75%
Zebulon FD	1,132,000	283,000	849,000	1,132,000	0	75%
Total	39,660,000	9,819,000	29,775,270	39,594,270	65,730	75%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of March 31, 2025**

Division 8420 Fire Facilities

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
045F	New Stations	\$3,946,882.00	\$3,946,882.00	\$3,946,882.00	\$0.00	\$0.00	\$0.00	\$3,946,882.00
131F	Fire Facilities - Planned Repairs & Rennovations FY22	\$194,215.38	\$194,215.38	\$194,215.38	\$194,215.38	\$0.00	\$194,215.38	\$0.00
140F	Fire Facilities - Planned Repairs & Rennovations FY23	\$223,013.84	\$223,013.84	\$223,013.84	\$223,013.84	\$0.00	\$223,013.84	\$0.00
147F	Knightdale Station 3 - Fire Tax Portion	\$464,077.44	\$464,077.44	\$464,077.44	\$464,077.44	\$0.00	\$464,077.44	\$0.00
160F	Fire Facilities - Planned Repairs & Rennovations FY24	\$300,000.00	\$300,000.00	\$300,000.00	\$150,125.89	\$132,734.34	\$282,860.23	\$17,139.77
161F	Fire Training Center Master Plan	\$1,270,000.00	\$1,270,000.00	\$1,270,000.00	\$606,661.00	\$609,880.24	\$1,216,541.24	\$53,458.76
162F	Sandy Plains Fire Station	\$150,000.00	\$150,000.00	\$150,000.00	\$145,769.90	\$3,372.50	\$149,142.40	\$857.60
164F	Apex Station 6	\$174,894.00	\$174,894.00	\$174,894.00	\$174,894.00	\$0.00	\$174,894.00	\$0.00
165F	Knightdale Station 4	\$364,988.00	\$364,988.00	\$364,988.00	\$364,987.96	\$0.00	\$364,987.96	\$0.04
166F	Fuquay-Varina Station 4	\$464,324.00	\$464,324.00	\$464,324.00	\$464,323.24	\$0.00	\$464,323.24	\$0.76
167F	Fire Training Center - Trailer	\$340,000.00	\$340,000.00	\$340,000.00	\$337,989.93	\$0.00	\$337,989.93	\$2,010.07
169F	Zebulon Station	\$2,925,914.00	\$0.00	\$2,925,914.00	\$321,750.00	\$0.00	\$321,750.00	\$2,604,164.00
170F	Fire Facilities - Planned Repairs & Renovations FY25	\$1,050,000.00	\$1,050,000.00	\$1,050,000.00	\$444,829.33	\$342,514.90	\$787,344.23	\$262,655.77
181F	Holly Springs Station 3 Relocation	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00
182F	Wake New Hope Roof Replacement	\$132,000.00	\$132,000.00	\$132,000.00	\$131,338.00	\$662.00	\$132,000.00	\$0.00
183F	Garner Station 2	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$11,000.00	\$11,000.00	\$4,000.00
Total Division 8420 Fire Facilities		\$12,115,308.66	\$9,189,394.66	\$12,115,308.66	\$4,123,975.91	\$1,100,163.98	\$5,224,139.89	\$6,891,168.77

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
093F	Mobile Data Terminals	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00
122F	Pagers & Infrastructure	\$424,000.00	\$424,000.00	\$424,000.00	\$122,606.53	\$0.00	\$122,606.53	\$301,393.47
126F	Turnout Gear - FY22	\$371,998.42	\$371,998.42	\$371,998.42	\$371,998.42	(\$0.00)	\$371,998.42	\$0.00
139F	Turnout Gear - FY23	\$489,854.20	\$489,854.20	\$489,854.20	\$489,854.20	(\$0.00)	\$489,854.20	\$0.00
141F	Fire Defibrillators - FY23	\$57,932.28	\$57,932.28	\$57,932.28	\$57,932.28	\$0.00	\$57,932.28	\$0.00
142F	Fire Thermal Imaging Cameras - FY23	\$5,174.75	\$5,174.75	\$5,174.75	\$5,174.75	\$0.00	\$5,174.75	\$0.00
143F	Fire Small Capital - FY23	\$291,789.13	\$291,789.13	\$291,789.13	\$291,789.13	\$0.00	\$291,789.13	\$0.00
144F	Fire SBCA's FY23	\$294,286.57	\$294,286.57	\$294,286.57	\$294,286.57	(\$0.00)	\$294,286.57	\$0.00
154F	Fire Defibrillators - FY24	\$76,000.00	\$76,000.00	\$76,000.00	\$57,208.18	\$0.00	\$57,208.18	\$18,791.82
155F	Fire Thermal Imaging Cameras - FY24	\$70,000.00	\$70,000.00	\$70,000.00	\$41,332.50	\$90.00	\$41,422.50	\$28,577.50
156F	Fire Small Capital - FY24	\$264,000.00	\$264,000.00	\$264,000.00	\$240,071.38	\$23,288.97	\$263,360.35	\$639.65
157F	Fire SBCA's FY24	\$494,000.00	\$494,000.00	\$494,000.00	\$388,666.64	\$0.00	\$388,666.64	\$105,333.36
159F	Turnout Gear - FY24	\$1,178,000.00	\$1,178,000.00	\$1,178,000.00	\$1,038,358.39	\$134,156.61	\$1,172,515.00	\$5,485.00
163F	Bulletproof Vests	\$262,850.70	\$262,850.70	\$262,850.70	\$262,850.70	\$0.00	\$262,850.70	\$0.00
171F	Fire Defibrillators - FY25	\$79,000.00	\$79,000.00	\$79,000.00	\$55,412.49	\$9,258.51	\$64,671.00	\$14,329.00
172F	Fire SBCA's FY25	\$110,000.00	\$110,000.00	\$110,000.00	\$0.00	\$109,092.00	\$109,092.00	\$908.00
173F	Fire Thermal Imaging Cameras - FY25	\$39,000.00	\$39,000.00	\$39,000.00	\$17,041.00	\$8,861.00	\$25,902.00	\$13,098.00
174F	Turnout Gear - FY25	\$774,000.00	\$774,000.00	\$774,000.00	\$302,179.68	\$415,537.32	\$717,717.00	\$56,283.00
180F	Fire Small Capital - FY25	\$426,000.00	\$426,000.00	\$426,000.00	\$227,823.33	\$197,628.30	\$425,451.63	\$548.37
Total Division 8430 Fire Fighting Equipment		\$5,907,886.05	\$5,907,886.05	\$5,907,886.05	\$4,264,586.17	\$897,912.71	\$5,162,498.88	\$745,387.17

Division 8440 Fire Apparatus

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
089F	Apparatus Emergency Repairs	\$650,474.00	\$650,474.00	\$650,474.00	\$644,076.85	\$0.00	\$644,076.85	\$6,397.15
113F	Brush Trucks - FY22	\$192,997.78	\$192,997.78	\$192,997.78	\$192,997.78	(\$0.00)	\$192,997.78	\$0.00
114F	Small Vehicles - FY22	\$235,766.45	\$235,766.45	\$235,766.45	\$235,766.45	\$0.00	\$235,766.45	\$0.00
123F	FY22 Large Apparatus-Debt	\$2,187,295.71	\$2,187,295.71	\$2,187,295.71	\$2,187,295.71	\$0.00	\$2,187,295.71	\$0.00
124F	FY22 Large Apparatus-Cash	\$193,000.00	\$193,000.00	\$193,000.00	\$173,378.86	\$0.00	\$173,378.86	\$19,621.14
125F	FY22 General Fire Apparatus	\$115,538.70	\$115,538.70	\$115,538.70	\$115,538.70	\$0.00	\$115,538.70	\$0.00
134F	Brush Trucks - FY23	\$158,049.63	\$158,049.63	\$158,049.63	\$101,574.71	(\$0.00)	\$101,574.71	\$56,474.92
135F	FY23 Large Apparatus-Debt	\$1,662,000.00	\$1,662,000.00	\$1,662,000.00	\$864,922.00	\$760,198.64	\$1,625,120.64	\$36,879.36
137F	FY23 General Fire Apparatus	\$139,000.00	\$139,000.00	\$139,000.00	\$83,154.01	\$0.00	\$83,154.01	\$55,845.99
138F	Small Vehicles - FY23	\$120,525.60	\$120,525.60	\$120,525.60	\$120,525.60	\$0.00	\$120,525.60	\$0.00
145F	Cost Share apparatus debt payments FY23	\$233,000.00	\$233,000.00	\$233,000.00	\$83,941.02	\$0.00	\$83,941.02	\$149,058.98
150F	FY24 Large Apparatus-Debt	\$4,016,954.00	\$4,016,954.00	\$4,016,954.00	\$0.00	\$4,016,954.00	\$4,016,954.00	\$0.00
152F	FY24 General Fire Apparatus	\$183,192.00	\$183,192.00	\$183,192.00	\$54,116.77	\$0.00	\$54,116.77	\$129,075.23
153F	Small Vehicles - FY24	\$185,385.65	\$185,385.65	\$185,385.65	\$185,385.65	\$0.00	\$185,385.65	\$0.00
158F	Cost Share apparatus debt payments FY24	\$271,526.00	\$271,526.00	\$271,526.00	\$244,648.08	\$25,991.86	\$270,639.94	\$886.06
168F	Wendell Fire Engine Replacement	\$891,517.00	\$891,517.00	\$891,517.00	\$0.00	\$886,139.00	\$886,139.00	\$5,378.00
175F	Brush Trucks - FY25	\$260,000.00	\$260,000.00	\$260,000.00	\$154,231.83	(\$0.00)	\$154,231.83	\$105,768.17
176F	Cost Share Apparatus Debt Payments FY25	\$282,912.00	\$282,912.00	\$282,912.00	\$282,713.01	\$0.00	\$282,713.01	\$198.99
177F	FY25 Large Apparatus-Cash	\$616,000.00	\$616,000.00	\$616,000.00	\$615,473.00	\$0.00	\$615,473.00	\$527.00
178F	FY25 General Fire Apparatus	\$105,000.00	\$105,000.00	\$105,000.00	\$13,740.04	\$0.00	\$13,740.04	\$91,259.96
179F	Small Vehicles - FY25	\$192,000.00	\$192,000.00	\$192,000.00	\$185,680.59	\$0.00	\$185,680.59	\$6,319.41
Total Division 8440 Fire Apparatus		\$12,892,134.52	\$12,892,134.52	\$12,892,134.52	\$6,539,160.66	\$5,689,283.50	\$12,228,444.16	\$663,690.36

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
099F	Fire Capital Uncommitted	(\$0.00)	\$2,921,491.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
909F	Reserve for Future Projects	\$369,105.53	\$369,105.53	\$369,105.53	\$0.00	\$0.00	\$0.00	\$369,105.53
Total Division 8499 Fire Capital Uncommitted		\$369,105.53	\$3,290,597.30	\$369,105.53	(\$0.00)	\$0.00	(\$0.00)	\$369,105.53
Total Department 84 Fire And Rescue CIP		\$31,284,434.76	\$31,280,012.53	\$31,284,434.76	\$14,927,722.74	\$7,687,360.19	\$22,615,082.93	\$8,669,351.83

STANDING COMMITTEE UPDATES

Administrative Subcommittee:

No additional report.

Budget Subcommittee:

New Committee Chair, Chief Gerke provided welcoming words and praised the ease of the budget process.

Capital Subcommittee

The Wendell stock truck is onsite for viewing, Fiscal Year 2023 trucks are in production, while Fiscal Year 2024 apparatus are in preconstruction. The FY25 brush trucks are going to Car Cosmotology this week for outfitting. Swift Creek received their Tahoe this week. Once the Fiscal Year 2026 budget is passed, the three engines, ladder and five tankers purchase will begin. Departments receiving a small vehicle in July will need to let Bud know your preference by June 1st.

Communications and Technology Subcommittee:

The Fire Incident Reporting System is making progress towards a single platform. As the ESO implementation is nearing completion, preparations are underway for a new platform. A discussion was held with stakeholders to discuss future changes with the incident reporting system.

The second mobile carrier and MDT CradlePoint upgrades are ongoing. A CAD update is coming and will allow some minor improvements to the mobile client. A full mobile upgrade is planned for later.

The station alerting system is undergoing improvements; those updates will be shared at the next WECO meeting.

Dispatch codes are being updated.

Volunteer Recruitment, Training Development and Wellness

The next Volunteer Recruitment, Training Development and Wellness Committee meeting will take place May 20, 2025.

CHAIR REPORT

Chairman Herman thanked Darrell and the team for the budget and host of initiatives that assists with the progression of the Fire Tax District.

Chairman Herman extended a heartfelt thank you to Ashley Jacobs, Deputy County Manager and recognized her contribution of 19 years to the Fire Services.

He also introduced Chief Medical Officer/Deputy County Manager Dr. Jose Cabanas who will now oversee Wake County Fire Services and Emergency Management.

FIRE SERVICES REPORT

Director Alford also expressed appreciation to Deputy Director Ashley Jacobs for her support and longstanding service. He introduced Rachel Bello, the Public Safety Systems Senior IT Project Manager, who will now be dedicated to supporting public safety. Some tasks currently assigned to Chris will go to Rachel. An email will be sent once assignments are finalized.

In response to a request made by Mr. Bob Stagg regarding the turnover rate for the Fire Training Center APRA Academies, Director Alford reported that the first academy had a 24% turnover rate, while the last academy only had a 5% turnover rate.

GOOD OF THE GROUP

ADJOURNMENT

The meeting was adjourned by Chairman Herman at 7:09pm.

DRAFT

**WAKE COUNTY
FIRE COMMISSION
Wednesday, April 16, 2025**

Draft Minutes

(Audio Replays of the meeting are available upon request)

A Special Called meeting of the Wake County Fire Commission was held virtually, Wednesday, April 16, 2025.

CALL MEETING TO ORDER

Chairman Chief Tim Herman called the meeting to order at 3:00pm.

The following members were present: Chairman Chief Tim Herman, Chief Leroy Smith (South Region), Chief Mike Gerke (West Region), Bob Stagg (Service Matter Expert), Chief Chris Ward (East Region), Bob Overton (Citizen/Consumer), Todd Wright (Chief's Association), Chris Pierce (Board of Directors) and Nance Anderson (Citizen/Consumer).

The following County officials and staff were present: Deputy County Manager Ashley Jacobs, Deputy County Manager Dr. Jose Cabanas, Fire Services Director Darrell Alford, Fire Services Deputy Director Joe Vindigni, Department Business Officer Diana McBride, Budget and Management Analyst Madeline Yeung, Fire Services System Administrator Rachel Bello, Fire Services Systems Administrator Chris Hoffman.

RECOMMENDED BUDGET ADJUSTMENT FY2026

Chairman Chief Tim Herman opened the Special Called Fire Commission Meeting and acknowledged that a quorum was established. He then turned the meeting over to Wake County Fire Services Director Darrell Alford, where he requests for the Fire Commission to accept staff's recommendation of the addition of one full time position (Fire System Administrator – Business Systems) to be moved from the Fire & Emergency Management general fund budget to the Fire Tax District budget. He provided historical information on the Fire Training Center makeup and the reason for the move. The total would be an additional cost of \$240,000 to also include contracted services cost of \$13,500 for pumping and cleaning of portable bathroom trailer at the Fire Training Center. The move creates a position for the Multi-Disciplinary Operations Center (MDOC) in the general fund budget and does not cause any service delivery changes to the Fire Training Center operations. A motion was made by Mr. Bob Overton and seconded by Chief Chris Ward to accept the recommendation. The motion was carried unanimously by the Fire Commission.

ADJOURNMENT

The meeting was adjourned by Chairman Herman at 3:16pm.

Item Title:

The Fire Commission recommends supporting the changes in the Wake County Fire Compensation Administrative Guidelines

Specific Action Requested:

Fire Commission recommends changes to the following sections of the Wake County Fire Compensation Administrative Guidelines.

- Page 9 – Adding “Valid Driver’s License and “safe” driving record” to Certification and Experience Requirements for Existing Employees under the Firefighter 1 and Firefighter 2 section.
- Page 11-12 – Adding “Valid Driver’s License and “safe” driving record” to Certification and Experience Requirements for New Hires, New Promotions and new Appointments under the Firefighter 1 & 2, and Executive Officer 1, 2, and 3 positions.
- Page 16 – Update the Annual leave chart to remove the days earned category.
- Page 25-59 – Update all job descriptions to include “Valid Driver’s License and “safe” driving record” under the Certification and Other Requirements section.

Item Summary:

The Wake County Fire Compensation Administrative Guidelines has been revised to include “Valid Driver’s License and “safe” driving record” for all job descriptions. This was something that was unintentionally left of the job descriptions. We are also proposing to update the vacation leave chart and remove the “days” category because it caused confusion with 56-Hour employees.

Attachments:

Updated Wake County Fire Compensation Administrative Guidelines – Changes highlighted in yellow.

WAKE COUNTY FIRE TAX DISTRICT
FY 2025 SYSTEMWIDE OPERATING FINANCIAL REPORT
As of June 30, 2025

Revenue Source	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
T200 Special District Taxes	50,729,000	0	51,119,824	51,119,824	(390,824)	100.77%
T128 Refunds of NC DMV Taxes	0	0	(23,670)	(23,670)	23,670	0.00%
T127 NC DMV Taxes	3,742,000	0	3,759,370	3,759,370	(17,370)	100.46%
N150 Interest Income/Pooled Funds	260,839	0	433,557	433,557	(172,718)	0.00%
N140 Market vs Cost Investment Difference	50,000	0	(12,564)	(12,564)	62,564	-25.13%
N132 Interest - NCDOT - DMV Taxes	4,161	0	12,085	12,085	(7,924)	290.43%
A370 Appropriated Fund Balance	0	0	0	0	1,238	0.00%
Total Revenues	54,786,000	0	55,288,601	55,288,601	(501,363)	100.92%

Expenditure Use	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Budget Less Total Commitments + YTD	YTD % of Amended Budget
2118 MEDICAL SERVICES - EMPLOYEE MEDICAL EXAM	365,000	175,480	171,520	347,000	18,000	46.99%
2185 Systems Software/Hardware Licensing and Maintenance Fees	500,300	0	254,908	254,908	245,392	50.95%
2406 CONTRACTED SERVICES	619,005	80,550	634,327	714,877	(94,634)	102.48%
3117 Computer Software Fees	0	0	0	0	0	0.00%
3127 OFFICE SUPPLIES	0	0	744	744	(744)	0.00%
3158 Food - Other	0	0	352	352	(352)	0.00%
3159 Food - Advisory Boards/BOC	13,000	0	6,422	6,422	6,578	49.40%
3615 Cellular Voice and Data Service	212,200	0	98,874	98,874	113,326	46.59%
3617 DISPATCH SERVICE	519,000	(0)	220,211	220,211	298,789	42.43%
3627 CAD System Charges	44,000	711	35,312	36,023	7,977	80.26%
3628 800MHz Charges	215,000	0	0	0	215,000	0.00%
3714 MAINTENANCE AND REPAIR OF EQUIPMENT	65,000	0	665	665	64,335	1.02%
3728 Rental of Space/Conference Rooms	7,500	0	0	0	7,500	0.00%
4208 CITY OF RALEIGH HAZMAT PROGRAM	95,000	0	94,496	94,496	504	99.47%
4224 NC DEPT OF NRCD - FORESTRY	83,000	1	81,362	81,363	1,637	98.03%
4428 MISC CHARGES FROM OTHER DEPT/DIV	190,000	0	38,179	38,179	151,822	20.09%
4758 MV Tax Collection Costs	79,000	0	53,436	53,436	25,564	0.00%
7102 LEASE PRINCIPAL - DEBT SERVICE	0	1,624	1,920	3,543	(3,543)	
9109 Transfer to Debt Service from Fire Tax	4,008,995	0	4,008,995	4,008,995	0	100.00%
9128 Transfer to Fire Tax CIP	8,110,000	0	8,110,000	8,110,000	0	100.00%
Department Appropriations	39,660,000	0	39,642,941	39,642,941	17,059	99.96%
Total Expenditures	54,786,000	258,365	53,454,664	53,713,029	1,074,209	97.57%

WAKE COUNTY FIRE TAX DISTRICT
FY 2025 DEPARTMENT APPROPRIATIONS
As of June 30, 2025

Department	Budget	Commitments (excluding pending)	YTD Actual	Total Commitments + YTD	Amended Budget Less YTD Actual	YTD % of Amended Budget
Apex FD	1,916,000	(0)	1,916,000	1,916,000	0	100%
Cary FD	65,000	0	48,671	48,671	16,329	75%
Durham Highway FD	1,160,000	0	1,160,000	1,160,000	0	100%
Fairview FD	2,975,000	0	2,975,000	2,975,000	0	100%
Fuquay Varina FD	3,307,000	(0)	3,307,000	3,307,000	0	100%
Garner FD	3,849,000	0	3,849,000	3,849,000	0	100%
Holly Springs FD	1,309,000	0	1,309,000	1,309,000	0	100%
Hopkins FD	1,697,000	0	1,697,000	1,697,000	0	100%
Knightdale FD	3,234,000	0	3,234,000	3,234,000	0	100%
Morrisville FD	1,069,000	0	1,069,000	1,069,000	0	100%
Northern Wake FD	5,325,000	0	5,325,000	5,325,000	0	100%
Raleigh FD	319,000	0	318,270	318,270	730	100%
Rolesville FD	901,000	0	901,000	901,000	0	100%
Swift Creek FD	1,146,000	0	1,146,000	1,146,000	0	100%
Wake Forest FD	2,586,000	0	2,586,000	2,586,000	0	100%
Wake-New Hope FD	2,475,000	0	2,475,000	2,475,000	0	100%
Wendell FD	3,995,000	0	3,995,000	3,995,000	0	100%
Western Wake FD	1,200,000	0	1,200,000	1,200,000	0	100%
Zebulon FD	1,132,000	0	1,132,000	1,132,000	0	100%
Total	39,660,000	0	39,642,941	39,642,941	17,059	100%

**WAKE COUNTY FIRE TAX DISTRICT
CAPITAL FUND BALANCE REPORT
As of June 30, 2025**

Division 8420 Fire Facilities

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
045F	New Stations	\$3,946,882.00	\$3,946,882.00	\$3,946,882.00	\$0.00	\$0.00	\$0.00	\$3,946,882.00
160F	Fire Facilities - Planned Repairs & Rennovations FY24	\$300,000.00	\$300,000.00	\$300,000.00	\$150,125.89	\$132,734.34	\$282,860.23	\$17,139.77
161F	Fire Training Center Master Plan	\$1,289,000.00	\$1,289,000.00	\$1,289,000.00	\$632,223.24	\$655,456.00	\$1,287,679.24	\$1,320.76
162F	Sandy Plains Fire Station	\$150,000.00	\$150,000.00	\$150,000.00	\$148,369.90	\$772.50	\$149,142.40	\$857.60
164F	Apex Station 6	\$174,894.00	\$174,894.00	\$174,894.00	\$174,894.00	\$0.00	\$174,894.00	\$0.00
165F	Knightdale Station 4	\$364,988.00	\$364,988.00	\$364,988.00	\$364,987.96	\$0.00	\$364,987.96	\$0.04
166F	Fuquay-Varina Station 4	\$464,324.00	\$464,324.00	\$464,324.00	\$464,323.24	\$0.00	\$464,323.24	\$0.76
167F	Fire Training Center - Trailer	\$340,000.00	\$340,000.00	\$340,000.00	\$337,989.93	\$0.00	\$337,989.93	\$2,010.07
169F	Zebulon Station	\$2,925,914.00	\$2,925,914.00	\$2,925,914.00	\$321,750.00	\$0.00	\$321,750.00	\$2,604,164.00
170F	Fire Facilities - Planned Repairs & Renovations FY25	\$1,050,000.00	\$1,050,000.00	\$1,050,000.00	\$482,079.72	\$325,264.51	\$807,344.23	\$242,655.77
181F	Holly Springs Station 3 Relocation	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00
182F	Wake New Hope Roof Replacement	\$132,000.00	\$132,000.00	\$132,000.00	\$131,338.00	\$662.00	\$132,000.00	\$0.00
183F	Garner Station 2	\$15,000.00	\$15,000.00	\$15,000.00	\$11,000.00	\$0.00	\$11,000.00	\$4,000.00
Total	Division 8420 Fire Facilities	\$11,253,002.00	\$11,253,002.00	\$11,253,002.00	\$3,319,081.88	\$1,114,889.35	\$4,433,971.23	\$6,819,030.77

Division 8430 Fire Fighting Equipment

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
093F	Mobile Data Terminals	\$200,000.00	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00
122F	Pagers & Infrastructure	\$424,000.00	\$424,000.00	\$424,000.00	\$122,606.53	\$0.00	\$122,606.53	\$301,393.47
154F	Fire Defibrillators - FY24	\$76,000.00	\$76,000.00	\$76,000.00	\$57,208.18	\$0.00	\$57,208.18	\$18,791.82
155F	Fire Thermal Imaging Cameras - FY24	\$70,000.00	\$70,000.00	\$70,000.00	\$41,332.50	\$90.00	\$41,422.50	\$28,577.50
156F	Fire Small Capital - FY24	\$264,000.00	\$264,000.00	\$264,000.00	\$240,071.38	\$23,288.97	\$263,360.35	\$639.65
157F	Fire SBCA's FY24	\$494,000.00	\$494,000.00	\$494,000.00	\$388,666.64	\$0.00	\$388,666.64	\$105,333.36
159F	Turnout Gear - FY24	\$1,178,000.00	\$1,178,000.00	\$1,178,000.00	\$1,038,358.39	\$134,156.61	\$1,172,515.00	\$5,485.00
163F	Bulletproof Vests	\$262,850.70	\$262,850.70	\$262,850.70	\$262,850.70	\$0.00	\$262,850.70	\$0.00
171F	Fire Defibrillators - FY25	\$79,000.00	\$79,000.00	\$79,000.00	\$57,098.24	\$7,572.76	\$64,671.00	\$14,329.00
172F	Fire SBCA's FY25	\$110,000.00	\$110,000.00	\$110,000.00	\$0.00	\$109,092.00	\$109,092.00	\$908.00
173F	Fire Thermal Imaging Cameras - FY25	\$39,000.00	\$39,000.00	\$39,000.00	\$17,041.00	\$8,861.00	\$25,902.00	\$13,098.00
174F	Turnout Gear - FY25	\$774,000.00	\$774,000.00	\$774,000.00	\$375,783.96	\$342,787.32	\$718,571.28	\$55,428.72
180F	Fire Small Capital - FY25	\$426,000.00	\$426,000.00	\$426,000.00	\$356,056.93	\$69,394.70	\$425,451.63	\$548.37
Total	Division 8430 Fire Fighting Equipment	\$4,396,850.70	\$4,396,850.70	\$4,396,850.70	\$2,957,074.45	\$695,243.36	\$3,652,317.81	\$744,532.89

Division 8440 Fire Apparatus

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
089F	Apparatus Emergency Repairs	\$650,474.00	\$650,474.00	\$650,474.00	\$644,076.85	\$0.00	\$644,076.85	\$6,397.15
124F	FY22 Large Apparatus-Cash	\$190,994.00	\$190,994.00	\$190,994.00	\$173,378.86	\$0.00	\$173,378.86	\$17,615.14
125F	FY22 General Fire Apparatus	\$115,538.70	\$115,538.70	\$115,538.70	\$115,538.70	\$0.00	\$115,538.70	\$0.00
134F	Brush Trucks - FY23	\$158,049.63	\$158,049.63	\$158,049.63	\$101,574.71	(\$0.00)	\$101,574.71	\$56,474.92
135F	FY23 Large Apparatus-Debt	\$1,662,000.00	\$1,662,000.00	\$1,662,000.00	\$864,922.00	\$760,198.64	\$1,625,120.64	\$36,879.36
137F	FY23 General Fire Apparatus	\$139,000.00	\$139,000.00	\$139,000.00	\$83,298.01	\$0.00	\$83,298.01	\$55,701.99
145F	Cost Share apparatus debt payments FY23	\$233,000.00	\$233,000.00	\$233,000.00	\$83,941.02	\$0.00	\$83,941.02	\$149,058.98
150F	FY24 Large Apparatus-Debt	\$4,016,954.00	\$4,016,954.00	\$4,016,954.00	\$0.00	\$4,016,954.00	\$4,016,954.00	\$0.00
152F	FY24 General Fire Apparatus	\$183,192.00	\$183,192.00	\$183,192.00	\$69,058.49	\$0.00	\$69,058.49	\$114,133.51
158F	Cost Share apparatus debt payments FY24	\$271,526.00	\$271,526.00	\$271,526.00	\$244,648.08	\$25,991.86	\$270,639.94	\$886.06
168F	Wendell Fire Engine Replacement	\$893,523.00	\$893,523.00	\$893,523.00	\$893,523.00	\$0.00	\$893,523.00	\$0.00
175F	Brush Trucks - FY25	\$260,000.00	\$260,000.00	\$260,000.00	\$154,231.83	(\$0.00)	\$154,231.83	\$105,768.17
176F	Cost Share Apparatus Debt Payments FY25	\$282,912.00	\$282,912.00	\$282,912.00	\$282,713.01	\$0.00	\$282,713.01	\$198.99
177F	FY25 Large Apparatus-Cash	\$616,000.00	\$616,000.00	\$616,000.00	\$615,473.00	\$0.00	\$615,473.00	\$527.00
178F	FY25 General Fire Apparatus	\$105,000.00	\$105,000.00	\$105,000.00	\$44,738.18	\$0.00	\$44,738.18	\$60,261.82
179F	Small Vehicles - FY25	\$192,000.00	\$192,000.00	\$192,000.00	\$185,680.59	\$0.00	\$185,680.59	\$6,319.41
Total Division 8440 Fire Apparatus		\$9,970,163.33	\$9,970,163.33	\$9,970,163.33	\$4,556,796.33	\$4,803,144.50	\$9,359,940.83	\$610,222.50

Division 8499 Fire Capital Uncommitted

Unit	Unit Name	Budgeted Revenues	Actual Revenues to Date	Current Expenditure Budget	Actual Expenses to Date	Commitments	Actual Expenses to Date with Commitments and Pending	Remaining Expenditure Budget
099F	Fire Capital Uncommitted	(\$0.00)	\$3,089,840.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
909F	Reserve for Future Projects	\$350,105.53	\$350,105.53	\$350,105.53	\$0.00	\$0.00	\$0.00	\$350,105.53
Total Division 8499 Fire Capital Uncommitted		\$350,105.53	\$3,439,946.46	\$350,105.53	\$0.00	\$0.00	\$0.00	\$350,105.53
Total Department 84 Fire And Rescue CIP		\$25,970,121.56	\$29,059,962.49	\$25,970,121.56	\$10,832,952.66	\$6,613,277.21	\$17,446,229.87	\$8,523,891.69