

**WAKE COUNTY  
FIRE COMMISSION  
Thursday, October 16, 2025**

**Adopted Minutes**

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

A meeting of the Wake County Fire Commission was held on Thursday, October 16, 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, Commissioner Shinica Thomas, Chief David McNulty (North Region), Jacob Butler (North Region), Kip Padgett (Town Manager), Marc Collins (Town Manager), Bob Stagg (Service Matter Expert), Chief Chris Ward (East Region), Todd Wright (Chief's Association), Jason Joyner (Town of Wendell Rep.) and Nancy Anderson (Citizen/Consumer).

The following County officials and staff were present: Fire Services Director Darrell Alford, Fire Services Deputy Director Joe Vindigni, Department Business Officer Diana McBride, Fire Services Logistics Manager Bud Davenport, Fire Services System Administrator Rachel Bello, Fire Services Systems Administrator Chris Hoffman.

The invocation was provided by Bud Davenport, followed by the pledge of allegiance.

**APPROVAL OF AGENDA**

A motion to approve October 16, 2025, Fire Commission meeting agenda was made by Mr. Bob Stagg and was seconded by Chief David McNulty; the motion was carried unanimously by the Fire Commission.

**ADOPTION OF THE APRIL 10 FIRE COMMISSION REGULAR MEETING & APRIL 14, 2025, SPECIAL CALLED MEETING MINUTES**

A motion to approve and adopt the April 10, 2025, Regular Fire Commission Meeting minutes and April 14, 2025, Special Called Meeting minutes was made by Mr. Bob Stagg, and seconded by Nancy Anderson; the motion was carried unanimously by the Fire Commission.

## **ITEMS OF BUSINESS**

### **REGULAR AGENDA**

#### **SBI BACKGROUND CHECKS**

State law now requires a criminal history record check to be conducted for applicants who will work with children in any capacity beginning October 1, 2025. The cost of the background check is \$38 and will be conducted by the SBI. Background checks are being returned in roughly two weeks; however, this may change as no additional resources were afforded to the SBI. Departments may need to push hire dates out to accommodate this new law.

#### **TOBACCO USE SURVEY**

Michaela Hoenig, the Wake County Tobacco Prevention and Control Coordinator, reviewed the findings from the Tobacco Use survey and suggested some potential next steps. The survey was sent to all Firefighters in Wake County including Raleigh and Cary; 302 responses were received. The potential next steps include peer support groups, education around emerging nicotine products, providing quitting resources and support from leadership. Wake County will work on getting information out to the fire departments.

#### **FIRE ACADEMY 17 UPDATE**

Academy 17 will start January 12, 2026, and will have 23 recruits, lasting 38 weeks. This will be the last ARPA academy. The application period was for five weeks, and we received over 350 applications with 203 completing the agility testing. Departments are currently in the interview stage, and some have made conditional offers. Graduation is tentatively set for September 22, 2026.

#### **COMPENSATION GUIDELINE UPDATES**

Fire Services Deputy Director Joe Vindingi requested the Fire Commission to accept the recommended changes to the following sections of the Wake County Fire Compensation Administrative Guidelines:

- Pages 7-9 – Adding section on Federal Standard (Affordable Care Act- ACA)
- Page 11 – 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 13-14 – 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 17 – Update the Annual leave chart to remove the days earned category.
- Page 26-63 – Update all job descriptions to include “Valid Driver’s License and “safe” driving record” under the Certification and Other Requirements section.

A motion to accept the recommended changes presented was made by Bob Stagg and was seconded by Chief Chris Ward. The motion was carried out unanimously by the Fire Commission.

A request was made to add a definition of a safe driving record. Joe will work with Human Resources to add the safe driving definition.

### **FIRE COMMISSION MEETING DATES FOR 2026**

Deputy Director Joe Vindigni presented the 2026 Fire Commission meeting dates and requested a motion to accept. A motion to accept the 2026 Fire Commission meeting dates was made by Nancy Anderson and seconded by Bob Stagg. The motion was carried out unanimously by the Fire Commission.

### **FAIRVIEW-SWIFT CREEK UPDATE**

Wake County Fire Services Director Darrell Alford provided an informational update on the Swift Creek Fairview merger that included background information and the reason for the merger.

### **PUBLIC COMMENTS**

There were no public comments.

### **INFORMATION AGENDA**

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

The revenue collection percentage is similar to FY24 collections, departments have received 25% of their annual appropriation and projects are progressing as planned. Budget forms for FY27 will go out next week and are due January 9, 2026.

## STANDING COMMITTEE UPDATES

### **Administrative Subcommittee:**

No additional report.

### **Budget Subcommittee:**

The Budget Committee is currently seeking a new chair.

### **Capital Subcommittee**

Northern Wake is scheduled to pick up their tanker. The four engines from Pierce are slated to be completed December/January. A purchase order was submitted today for the brush trucks skid units for Wake New Hope and Rolesville. All small vehicles have been ordered, except for one Ford F-150. The Northern Wake boat requisition is waiting on one more quote. The bathroom trailer will be delivered on Monday to the ESEC but will be housed permanently at Fire Training Center.

### **Communications and Technology Subcommittee:**

The Windows 11 upgrade to tablets and cradle point have been completed and additional sims cards were installed.

### **Volunteer Recruitment, Training Development and Wellness**

The committee met last August 19 and are working on certification classes and exploring other options for certifications. The next meeting is scheduled for November 18, 2025.

## CHAIR REPORT

Chairman Herman requested an update on the Fire Training Center burn building. The burn building expected delivery is about a year out.

## FIRE SERVICES REPORT

Fuquay Varina received an ISO rating of 1 within the town limits and 2 in the rural area. Wake New Hope Fire Department received a strong 2 ISO rating.

## GOOD OF THE GROUP

## ADJOURNMENT

The meeting was adjourned by Chairman Herman at 6:53pm.