

**Town of Rolesville, North Carolina  
Fire Service Unification Initiative  
Session #7 Working Notes**

**December 8, 2021 – 3:15pm-5:00pm – In Person – Rolesville Town Hall**

**Attendance:**

- Mayor Ronnie Currin, Town of Rolesville [ron.currin@rolesville.nc.gov](mailto:ron.currin@rolesville.nc.gov)
- Commissioner April Sneed, Town of Rolesville [april.sneed@rolesville.nc.gov](mailto:april.sneed@rolesville.nc.gov)
- Town Manager Kelly Arnold, Town of Rolesville [kelly.arnold@rolesville.nc.gov](mailto:kelly.arnold@rolesville.nc.gov)
- Finance Director Amy Stevens, Town of Rolesville [amy.stevens@rolesville.nc.gov](mailto:amy.stevens@rolesville.nc.gov)
- Human Resources Director Lisa Alston , Town of Rolesville [Lisa.Alston@rolesville.nc.gov](mailto:Lisa.Alston@rolesville.nc.gov)
- Pres. Spence Jones, Rolesville Rural Fire Department (RRFD) [Spence@actelectricinc.com](mailto:Spence@actelectricinc.com)
- Frank Pearce, Jr., RRFD Board Secretary/Treasurer N/A
- Herbert Holding, RRFD Board [hholding@rolesvillefire.com](mailto:hholding@rolesvillefire.com)
- Chief Rodney Privette, RRFD [chief@rolesvillefire.com](mailto:chief@rolesvillefire.com)
- Assistant Chief Donnie Lawrence, RRFD [AsstChief@rolesvillefire.com](mailto:AsstChief@rolesvillefire.com)
- Captain Jacob Butler, RRFD [jbutler@rolesvillefire.com](mailto:jbutler@rolesvillefire.com)
- Captain Brian Ward, RRFD [bward@rolesvillefire.com](mailto:bward@rolesvillefire.com)
- Admin. Asst. Edna Allison, RRFD N/A
- Darrell Alford, Wake County Fire Services Director [Darrell.Alford@wakegov.com](mailto:Darrell.Alford@wakegov.com)
- Greg Grayson, NC Fire Chief Consulting as facilitator only [ggrayson@NCFireChief.com](mailto:ggrayson@NCFireChief.com)

**Absent:**

**A. Review of Working Notes from Session 6 :**

1. Errors and omissions from Session #6 were requested by Greg Grayson. No changes were noted and the notes will be posted on the Town website.
2. It was noted that Jacky Wilson would no longer be serving on this committee due to the changes with the recent election. Mayor Currin and Council Member Sneed will continue to serve representing the Town. Furthermore, Council Member Sneed will also serve as the liaison to the RRFD moving forward. Those duties would include:
  - a. Attendance at all RRFD Board Meetings – every other month and any special called meetings.
  - b. Attendance at the Town Public Safety Meeting – once per quarter.

**B. Report from RRFD Board:**

1. Chief Privette reported that the RRFD had named Willard Horton, who resides at 302 West Young Street to the RRFD Board to fill a vacancy. Mr. Horton retired from the City of Raleigh Sanitation Department and currently is employed at Ace Hardware.
2. Chief Privette reviewed the letter to the Town of Rolesville dated November 9, 2021, regarding the unification process. Within this letter, the RRFD Board set a target date

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for merger/unification of July 1, 2024, and desired to maintain the items of concern that were previously presented to the Town on August 10, 2021. These items included staffing, and the department's insurance rating (re-evaluation is scheduled for late 2022 whereas the RRFD now holds a class 3/4 rating).

3. Chief Privette reported that the top priority in the upcoming RRFD budget is staffing needs. The department is submitting for six (6) career firefighters (2 per shift) and one Battalion Chief, primarily to help with weekday staffing needs. The county budget package is due on January 14, 2022. Rolesville has not added any staff in the past 7 years but has experienced significant growth in call volume and demand.
  - a. Darrell Alford commented that county staff is looking at the data as well as concurrent calls to make budget recommendations. The budget process will include the following review and approval layers: 1) staff administrative review, 2) budget staff review, 3) fire commission review and 4) County Board of Commissioner review.
  - b. Mr. Alford noted that Wake County would also need to confer with the Town of Rolesville on the RRFD budget request. The County is typically the first reviewer of the fire department budgets and they will communicate with the Town.
  - c. Discussion was held that the Town of Rolesville was the only remaining municipality in Wake County that was making a "cents per \$100 valuation yield" distribution to their contracting fire department. This is the same model that the Town of Rolesville has been using since 2000. Other Wake County Towns have since converted over to a budget allocation model for operating and capital needs.
4. Chief Privette highlighted the RRFD request to bring on a full-time Fire Chief in the FY 2023-2024 budget. The RRFD requests to have input into the new fire chief hiring decision. Chief Privette recognized that the hiring process would be a 4–6-month process utilizing an external recruitment effort, so it was realistic that if approved in the FY 2023-2024 budget, it could realistically be January of 2024 before the new career chief began their employment. Chief Privette envisioned an overlap model between him and the new fire chief to enable better continuity. An example was given with the Northern Wake Fire Department where the new Fire Chief was hired and began service, but the previous Fire Chief was retained as a consultant for a short period of time to help with the transition.
  - a. Discussion was held about the need to back up the timing of recruiting the new Fire Chief by six months into FY 2022-2023 so that the new Fire Chief could start work July 1, 2023, and could work one full year before the date of the proposed

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merger/unification. This would require recruitment funding in FY 22-23 for an effective date of July 1, 2023.

5. Town staff emphasized that it would be necessary that all contract issues be to be fully worked out with the RRFD, Town and County before the Town could effectively recruit a career fire chief.
  - a. Resolution was not reached during this session that the full-time Fire Chief would initially be a Town of Rolesville employee.
6. Discussion was held about the need for the Battalion Chief position enhancement as proposed in the FY 22-23 RRFD budget. After further discussion, the group gained a greater understanding of the overall staffing needs, particularly with weekday responses and staffing levels.
7. RRFD employees in attendance were asked about their impression of the November 9, 2021, letter from the RRFD to the Town. The only concern voiced was the pace of movement to put the merger/unification into place. The longer the process takes, the more time Rolesville firefighters go without the state pension benefits and the longer the eligibility waiting period will be.

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**Rolesville Rural Fire Department, Inc.**

VOLUNTEER FIREMEN to SERVE YOU

Rolesville Fire District  
PO Box 249  
Rolesville, NC27571

November 9, 2021

To: Town of Rolesville  
From: Rolesville Fire Department Board of Directors

Re: Unification process

The Rolesville Fire Department Board met on November 9, 2021. During this meeting we voted on a Unification target date of July 1, 2024.

During the 2023/24 FY the Rolesville Fire Department, in conjunction with the Town of Rolesville, would like to recommend we hire a full time Fire chief. We value the input of the Town of Rolesville. We believe in working together we will find the perfect candidate that will be an asset to the Rolesville Fire Department as well as the Town of Rolesville.

It is our desire to make the Unification process as smooth as possible for everyone. We propose the hiring take place during 2023/24 in order to give the new chief a full year prior to the finalization of Unification to work with the Town of Rolesville Board as well as the Rolesville Fire Department staff.

Once a new chief is hired, Chief Privette will actively work with the chief to educate the chief on all of the steps that have already taken place during the Unification process. He will also work with the chief with the policies and procedures of the current Rolesville Fire Department.

The Rolesville Fire Department Board would like to keep the "Terms of Concern from the Rolesville Rural Fire Department Board of Directors" list as a top priority during the upcoming Unification discussions and meetings. This list was presented to the Town of Rolesville at the August 10, 2021 Unification meeting.

The Rolesville Fire Department Board would like to continue the discussions with the Town of Rolesville and Wake County to move forward with building more fire stations in an effort to protect the citizens of Rolesville as well as the surrounding areas.

We look forward to continuing the discussions with the Town of Rolesville Staff, Board of Commissioners, Wake County Fires Services, and Greg Grayson as we progress through these Unification meetings.

This proposal received a unanimous vote from our board members on November 9, 2021.

Respectively submitted,



Spence Jones  
Chairman, Rolesville Fire Department Board of Directors

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**C. Report from Wake County on Preliminary Information on Location Modeling for Possible Rolesville Fire Station for a South Location:**

1. Following the presentation from Wake County Fire Services Director Darrell Alford during Session #6 related to the Old Pearce Road station site, Mr. Alford presented information related to a potential station location at Mitchell Mill and Fowler Roads.
  - a. For the area in question, there are 937 living units, almost all of which are in the Wake County unincorporated jurisdiction.
  - b. If a station were built at this location, this station would take jurisdiction from other fire districts.
  - c. There was a consensus of the group that available data for this location placed this need further into the future.
  
2. Visuals provided by Mr. Alford included:

**Town of Rolesville Fire Department Station 3 Proposal**

**Location – Mitchell Mill & Fowler Rd ( 937 current living units in this service area )**

Service Demand	Total - 212	County 212	Percentage 100%
Population	Total 2866	County 2866	Percentage 100%
Valuation	Total \$352,157,353	County \$352,157,353	Percentage 100%
Area	15.51 sq miles	County 15.51	Percentage 100%
Heated SF	1,816,319	County 1,816,319	Percentage 100%

- Note from GIS Analyst - Note that there is only a few parcels within this new response area that is in the Rolesville city limits. These parcels have not been developed so all data is Wake County jurisdiction

**Cost Share Table with Inputs**

Service Demand	35.00%	100%	35%
Population	30.00%	<b>100%</b>	30%
Valuation	20.00%	100%	20%
Area	7.50%	100%	7.5%
Heated Square Footage	7.50%	100%	7.5%
<b>Total</b>	<b>100.00%</b>		<b>100%</b>

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Station District Map Provided on page 3

Based on GIS mapping and conclusion, more than 50% of the county residents within this new service area would see a 2 minute decrease in their response time ( NO AREA REDUCTION APPLIED )

**GIS selected the furthest 10 points within the call set.** As shown in the graph on page 3, addresses within this area, without this new station, are within the Long Range Plan Standards & Guiding Principles of 7 minutes at the 90<sup>th</sup> percentile, and based on this small data set all areas would have an Effective Response Force arrival within the 12 minutes.

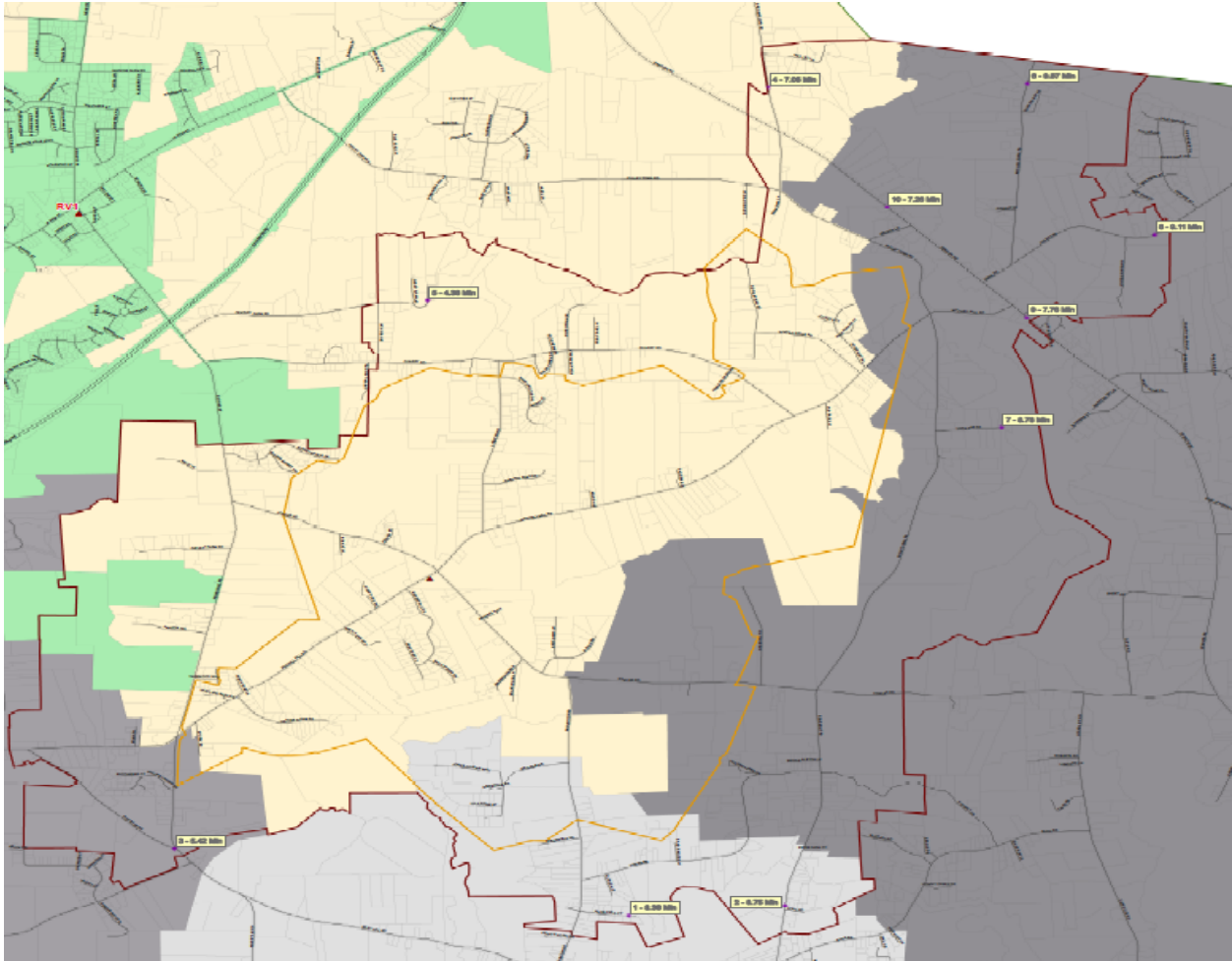
**Not an EMS Co-Location**

County Payment Options for 10 or more years would be available with the Town

Current Rolesville Fire Cost Share – 46.29%

Rolesville Fire Department current FY22 cost share of 46.29% would apply due to actual station applications being over Departments approved cost share per policy.

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Address	City	Response_A	Code	Problem	OBJECTID	CAD Predicted	Actual Response Time
6429 Hazelfield Ct	Wendell	WFD RURAL WER08	23C1I	Overdose/Poisoning 23C1I	1	8.36	5.56
3608 Edgemont Rd	Wendell	WFD RURAL WER08	10D5	Chest Pain 10D5	2	8.75	6.30
6028 Fixit Shop Rd	Wake Forest	NHFD RURAL NHR40	29D2P	MVC Overturned 29D2P	3	5.42	5.50
5420 Barham Siding Rd	Wake Forest	ROFD RURAL RVR06	11D1U	Choking 11D1U	4	7.05	Cancelled
3448 Century Farm Rd	Rolesville	ROFD RURAL RVR06	GASOESDLI	Gas Leak Outside Resd Line	5	4.38	3.50
5424 Mitchell Town Rd	Youngsville	HOPFD RURAL HOR01	28C5G	Stroke 28C5G	6	9.57	5.20
7149 Linda Rae Dr	Zebulon	HOPFD RURAL HOR01	EAME	Medical Alarm Activation	7	8.78	6.40
7811 Halifax Rd	Youngsville	HOPFD RURAL HOR01	2C2	Allergic Reaction 2C2	8	9.11	5.50
4924 Zebulon Rd	Zebulon	HOPFD RURAL HOR01	2B9	Allergic Reaction 2B9	9	7.76	2.10
5409 Zebulon Rd	Wake Forest	HOPFD RURAL HOR01	10D5	Chest Pain 10D5	10	7.26	4.50

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**D. Other Report Outs from the Group:**

1. None were made.

**E. Next Steps/Does the Group Want to Proceed with Developing Agreements?:**

1. RRFD reported that they were 100% committed to the timetable in the November 9, 2021 letter of July 1, 2024.
2. Chief Privette advised that he did not see a value in this group meeting again until after the budget process had worked through the initial steps of both the County and the Town, which would be in March.
  - a. The group concurred with waiting until March 2022 to hold the next meeting of this group.
3. There was discussion about changing the service agreement between the Town and the RRFD for FY 22-23 or wait until FY 23-24. The Town could choose to adopt more of the County's funding model of appropriation and reimbursement rather than the current yield model of funding.
  - a. The merger/unification agreement between the Town and the RRFD will need to lay out the responsibilities of each party. The funding model that will be used can be included in that written agreement, whereas the Town can determine the funding model to be used prior to FY 24-25. A decision by the Town on the funding model for FY 22-23 and FY 23-24 will be necessary. In addition, the Capital Funds that will go into the Town's Capital Improvement Plan for fire protection will need to be clearly identified.
  - b. There was consensus agreement that the Wake County budget process would be used as the common platform to transition to one singular budget and that RRFD, the Town and the County would all work collectively together to submit a FY 22-23 budget and work collaboratively through the upcoming budget process. This work would involve the Financial sub-committee that has already been formed (Chief Privette, Edna Allison, Darrell Alford, Amy Stevens). The Wake County budget requests are due January 14, 2022.



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**Key Group Decisions Made During This Session (Session #7):**

7a) The Wake County budget process would be used as the common platform to transition to one singular budget and that RRFD, the Town and the County would all work collectively together to submit a FY 22-23 budget and work collaboratively through the upcoming budget process. This work would involve the Financial sub-committee that has already been formed.

**Previous Key Group Decisions:**

6a) Wake County fiscal support for Fire Station 2 will be possible only under the municipal cost share model with the Town of Rolesville. Current data does not support Wake County funding Rolesville Fire Station 2 in another manner under the current County policies.

5a) There was consensus understanding that a written agreement must be in place and that the Town must own property that any building was constructed upon using Town funds.

4a) There was consensus of the group that it was appropriate for the RRFD Board to handle securing an additional person on this work group to represent the volunteers if so desired.

4b) There was agreement and consensus that a merger/unification date would be effective on July 1 of a year.

3a) Agreement that the Town's web site will be the platform to house information about the potential merger/unification process to keep all stakeholders up to date.

2a) Agreement that the Town will set up a preliminary informational page on the Town web site regarding the unification process to keep all stakeholders up to date.

2b) Agreement that under a merger, any antique trucks would remain under the ownership of the private, non-profit corporation and would not become Town assets.

2c) Agreement to establish a budget subcommittee to project potential FY 22-23 costs should the fire department be under Town Government and report back to the full group.

1a) Agreement was to set the target date of merger/unification for July 1, 2022, with a revisit of that date in December, 2021 to determine the feasibility of that date.

1b) Agreement to keep volunteer firefighters and that message needs to be clearly articulated by all, to help counter any inaccurate media reporting.

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1c) Agreement to support volunteerism and that a volunteer stipend was important and should remain regardless of any changes.

1d) Agreement that the mutual goal was to retain good fire employees and be able to recruit good fire employees in the future.

1e) Agreement that the current full-time fire employees would remain as Town employees if merged as long as they met the Town's minimum employment requirements.

1f) Agreement that after the merger, the Town would have the full responsibility of hiring new firefighters if someone left by attrition.

1g) Agreement that all fire employees would be required to operate under the Town of Rolesville requirements once they became employees of the Town.