

***WAKE FOREST FIRE DEPARTMENT***

09/24/2013

**2013**

**ANNUAL REPORT**





## "Saving Lives, Our Prime Goal"

Dear Citizens,

This annual report is completed in an effort to provide you with a variety of information about the actions of the Wake Forest Fire Department for the fiscal year 2013 (July 1, 2012 - June 30, 2013). In keeping with our Mission, Vision, and Core Values, Wake Forest Firefighters consistently demonstrate a personal commitment to protect the quality of life and to protect property in both Wake Forest and the Wakette Fire District. As we move into 2014, we will continue to provide a high level of service to the community in the most efficient manner, with the safety of our residents and firefighters as our highest priorities. Truly, the members of the department are the people who deserve to be recognized for their outstanding contributions to our community.



Our department continues to accept the challenges presented by the economy, demands for service, and ever changing technology. We constantly evaluate our operational platform to ensure it provides efficient and effective services to the community and make necessary changes when needed. Wake Forest Firefighters responded to more than 2600 incidents in the last fiscal year. These numbers are important to us, the citizens of Wake Forest and in the Wakette Fire District. Each number represents when someone within our community experienced an unexpected, and many times unfortunate, event that led them to call us for assistance. We understand the loss and pain that is often associated with an incident that requires our service and it is my hope that we have provided not just the professional response necessary to mitigate these emergencies, but also the appropriate compassion to support the individuals and families involved in these situations.

I would like to thank each of you for the continued encouragement and trust that you have exhibited in our department over the past year. I would also like to thank the Wake Forest Board of Directors for their guidance and support, which enables us to offer the level of service that we provide. Lastly, I would like to express my sincerest gratitude to the devoted members of the Wake Forest Fire Department for their commitment and professionalism in carrying out their duties. I am both honored and blessed to serve with them as we continue to serve you.

Thank you for allowing me to continue to serve as your Fire Chief and for your sustained support as we continue to adapt to the constant development within our community. God has richly blessed me in many ways, including the opportunity and abilities to serve in this capacity as your Fire Chief. I do not take my responsibilities lightly and constantly strive to meet your expectations. It is truly an honor to serve you and I look forward to future service and success.

Sincerely,

*Rondall L. Early*

Rondall L. Early  
Fire Chief



## Table of Contents

Members.....	4
Organizational Chart.....	6
Organizational Background.....	6
Wake Forest Fire District and Station Locations.....	9
Apparatus Profile.....	10
Department Slogan.....	14
Mission Statement.....	14
Vision Statement.....	14
Core Values.....	14
Core Services.....	15
Management Team.....	20
Assistant Chiefs Future Planning.....	21
Major Milestones in the Past Year.....	26
Budget.....	33
Photos.....	35



## Members of the Wake Forest Fire Department

### Board of Directors

President - Stanley Denton

Vice President - Bob Bridges

Secretary - James Holding

Treasurer - Bill Wandrack

Randy Bright

Clifton Keith

Thomas Walters

Sue Anthony

Dean Tryon

Jason Deitch

### Management

Fire Chief - Ron Early

Administrative Assistant - Jeannie Bogner

Deputy Chief - Clifton Keith

Assistant Chiefs - Daryl Cash, David Davis, Waylon Holbrook, Chris Wilson

### Paid Suppression Staff

#### Assistant Chiefs

#### David Davis

#### Waylon Holbrook

#### Daryl Cash

#### A Shift

##### Engine 1

Captain Bo Medlin

Lieutenant Mike Swiman

Firefighter Bobby Neal

Firefighter Joel Tidd

#### B Shift

##### Engine 1

Captain Chris Lewis

Lieutenant Justin Brown

Firefighter Scott Knowles

Firefighter Brendan Handford

#### C Shift

##### Engine 1

Captain Blair Thomas

Lieutenant John Sadler

Firefighter Thomas Schwenk

Firefighter Vacant

##### Engine 2

Captain Stephen Driver

Lieutenant Jordan Hill

Firefighter Randy Privette

Firefighter Josh Main

##### Engine 2

Captain Reginald Rogers

Lieutenant Ian Moffatte

Firefighter Brandon Brown

Firefighter Scott King

##### Engine 2

Captain David Collins

Lieutenant Tony Lamberti

Firefighter Bryan Timberlake

Firefighter Buddy Brooks

##### Engine 3

Captain Greg Hockaday

Lieutenant Paul Croteau

Firefighter Randy Wolfenbarger

Firefighter Robbie Weatherford

##### Engine 3

Captain Wayne Burton

Lieutenant Kyle Mangum

Firefighter Ben Davis

Firefighter Chris Wilkins

##### Engine 3

Captain Ed Barrett

Lieutenant Garrett Jackson

Firefighter Nick Tart

Firefighter Vacant



**Ladder 1**

Captain Erick Mohn  
Lieutenant Steven Wagner  
Firefighter Jeff Hannum  
Firefighter Chris Kimley

**Ladder 1**

Captain Matt Strawbridge  
Lieutenant Brian Wright  
Firefighter Brandon McGhee  
Firefighter Davis Sandling

**Ladder 1**

Captain Jeremy Blake  
Lieutenant Nick Carter  
Firefighter Craig Salvesen  
Firefighter Justin Alderman

**Weekdays Engine 5**

Captain Lanny Eaddy  
Lieutenant Jeremy Dillard  
Firefighter Richard Capps

**Weekdays Engine 5**

Captain David Stanton  
Lieutenant Randall Schmidt  
Firefighter Charles Laird

**Weekdays Engine 5**

Captain James Dillard  
Lieutenant Eric Stephenson  
Firefighter Jose Mendez

**Volunteer Suppression Staff**

**Assistant Chief - Chris Wilson**

**Battalion Chiefs**

**A Shift**

Garry Sullivan, Chris Townsend

**B Shift**

Bud Connelly, Marcus Wells

**C Shift**

Royce Fuoco, Vacant

Company 1	Company 2	Company 3	Company 4	Company 5	Company 6
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**Captains**

B. Wandrack	J. Knorr	M. Schultz	C. Weier	M. Armstrong	B. Meyer
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**Lieutenants**

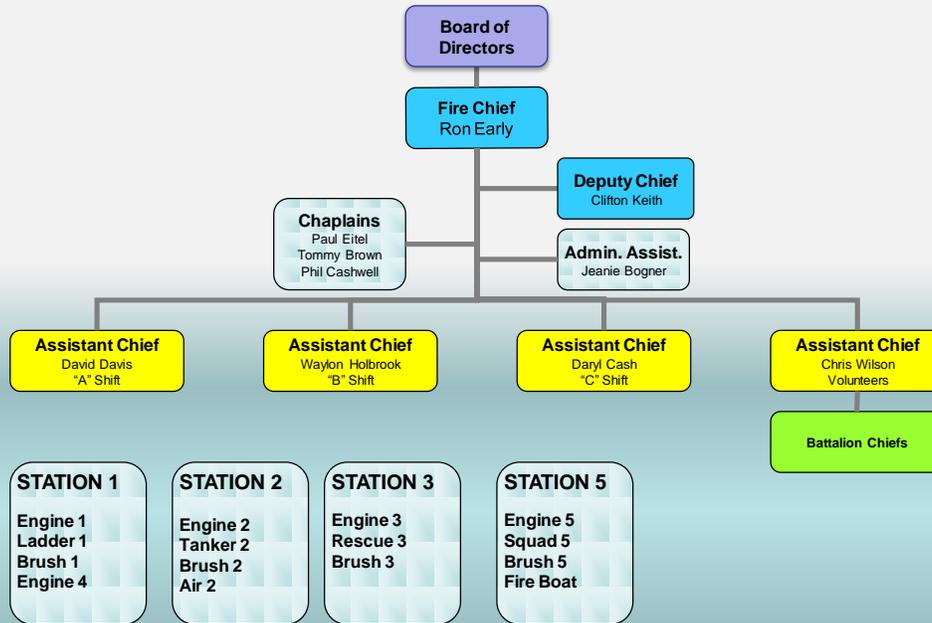
M. Kelling	D. Richardson	M. Greenham	G. Wiggs	J. Strickland	T. Brown
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B. McKearney	H. Fuller	A. Harvey	C. Davis	L. Lovell	M. McDonald
B. Carper	K. Burger	J. Wicksel	M. Lusardi	A. Cashwell	C. Cebolla
J. Stauffer	C. Budine	T. Powell	T. Norris	I. Foley	T. Kurtzweil
C. Patterson	M. Szymanski	J. Mercado	A. Watters	J. Richardson	E. Thomas
M. Barrett	S. Barrett	C. Barringer	A. Quist	C. Page	J. Hart
	S. Gaudet	I. Arthur	J. Gardner	N. Wright	B. Learned



## WAKE FOREST FIRE DEPARTMENT, INC.

### Organizational Chart



## Organizational Background

The Town of Wake Forest's fire protection service was founded in 1921 and was first organized by Thomas Arrington, Sr., who served as the department's Fire Chief. The original department was founded as a community fire brigade to provide fire protection services to areas of the Town and the Wake Forest College. As the Town and the community grew, the fire department quarters was relocated to the old town hall building. It was housed there until 1973, when the need arose to relocate to renovated quarters on South White Street.

The Wakette Fire Protection District was founded in 1956, with Willis Winston as its first Fire Chief. The Wakette organization was charged with providing fire protection services to unincorporated areas outside of the Town of Wake Forest. Equipment for the Wakette District was housed in the basement of the old town hall until it was moved to a new firehouse, constructed in 1966, at the intersection of South White Street and Elm Avenue.



These two departments existed side-by-side utilizing the same personnel but separate equipment.



In 1983, with assistance from Sherman Pickard of the North Carolina Institute of Government, these two organizations were merged together to form the Wake Forest Fire Department, Inc. The merger was the first of its kind in North Carolina where a municipality contracted its fire protection to another agency. In 1986, a new firehouse was constructed at 420 East Elm Avenue to meet the housing demands for both of the organizations apparatus and equipment.

In 1993, the Board of Directors recognized that the explosive growth in the area was taxing the volunteer's ability to handle the increasing incident volume. The Board of Directors deemed it necessary to create (3) full-time staff positions to guarantee the response of a fire unit to meet the fire and medical needs of the Wake Forest Fire District.

In 2000, the Wake Forest Fire Department was charged with providing emergency medical first responder services within the Wake Forest Fire District. This addition of services would aid the Wake County Emergency Medical Service's with their efforts to reduce response times to emergency medical incidents within the Wake County area.



Located on Ligon Mill Road, Station 2 was completed in 2001. The original building included an 800 square-foot suite leased by the Wake Forest Police Department as a substation.



In 2007 Wake Forest Fire Department took possession of a residence located on Forestville Road and began staffing a daytime crew to respond to emergency incidents. In 2009, a modern and progressive two bay fire station was constructed.



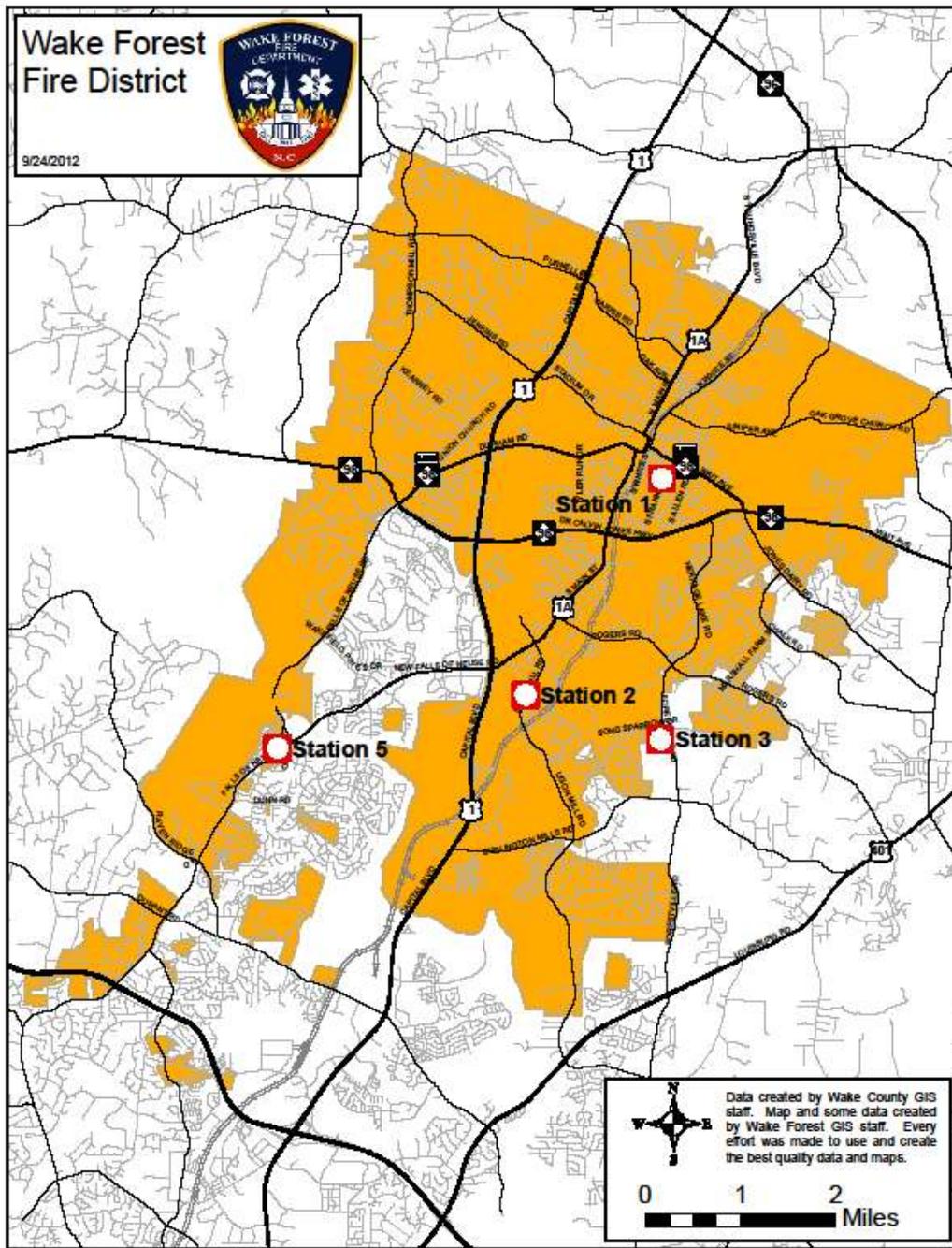
The current Wake Forest Fire Department Station 5 was previously Falls Fire Department. Before the building was used as a fire station, it was originally a community house and is still used for the community today. The land for the community center was donated to the Falls Community in November 1954 by Erwin Cotton Mills. In 1969, The Falls Club took on the organization of the fire department as their project. The department asked the Community Club for permission to build two new bays that would be attached to the community center.



Permission was granted and the department began construction. Most of the construction was done by members of the department and was finished by contracted builders. Two years later the department added two more bays. Equipment was purchased as money became available while neighboring departments donated hose, nozzles, etc.

On Sunday, March 25, 2012 Wake County Fire Station #21 (Falls Fire Department) was merged with the Wake Forest Fire Department. With the increased financial pressure of today's economy, it made sense to combine the resources so that the services provided to both the Falls and Wake Forest communities would improve. The merger kept the crew that has served the Falls community in place, while adding a tremendously dedicated, trained and experienced department of Firefighters.

Today, the Wake Forest Fire Department is a progressively minded combination fire department serving the Town of Wake Forest and the surrounding unincorporated Wakette Rural District. We provide fire protection, emergency medical and rescue services, as well as an enthusiastic and dynamic public education program for the community. We currently operate out of four stations. We have 48 paid personnel 24/7, 5 administrative personnel, 10 part-time employees, and 65 volunteers supplementing the paid staff in answering approximately 2900 incidents (including mutual aid calls), 63% of which are emergency medical related. Our response area is a mix of residential, commercial and rural/agricultural. There are 16 schools in our area, including private and public, as well as The Southeastern Baptist Theological Seminary (the former Wake Forest College), which has a current enrollment of over 2300 students.



Fire Station	Address	Opened
Station 1	420 Elm Avenue	1986
Station 2	9925 Ligon Mill Rd	2001
Station 3	1412 Forestville Rd	2009
Station 4	TBA	TBA
Station 5	11908 Holmes Hollow Rd	1969



## Apparatus Profile

The fire department operates a variety of fire, emergency service apparatus and support vehicles to provide service to our citizens.

### Fire Station 1

Engine 1	2003	E-One	1,500 GPM Pump, 1000 Gallon Tank
Ladder 1	2011	Pierce	1,500 GPM Pump, 300 Gallon Tank, 100' Aerial Platform
Engine 4	1996	E-One	1,500 GPM Pump, 1000 Gallon Tank
Brush 1	2008	Ford F-550	245 GPM Pump, 300 Gallon Brush Unit
Utility 1	2012	Ford E-350	12 Passenger Utility Vehicle
ATV 1	2004	Polaris	6 Wheel Multi Purpose Utility Vehicle





## Fire Station 2

Engine 2	2006	Pierce	1,500 GPM Pump, 1000 Gallon Tank
Tanker 2	2009	Pierce	1,250 GPM Pump, 1000 Gallon Tank
Air 2	1977	Chevrolet	Utility/Air Unit
Brush 2	1977	Ford F-250	150 GPM Pump, 250 Gallon Brush Unit





## Fire Station 3

Engine 3	2012	Pierce	1,500 GPM Pump, 1000 Gallon Tank
Rescue 3	1993	Freightliner	Walk Around Straight Box Service Unit
Brush 3	2006	Ford F-550	245 GPM Pump, 300 Gallon Brush Unit
Utility 3	1986	Chevrolet	Utility Vehicle
Safety Trailer			





## Fire Station 5

Engine 5	2007	Pierce	1,250 GPM Pump, 1000 Gallon Tank
Squad 5	1994	E-One	1,250 GPM Pump, 1000 Gallon Tank, Service Unit
Brush 5	2005	Ford F-550	250 GPM Pump, 300 Gallon Brush Unit
Utility 5	2003	Ford F-350	Pick Up Truck, Utility Vehicle
Boat 5	2006		500 GPM Pump, Boat





## Department Slogan

*"Saving Lives, Our Prime Goal"*

### Mission Statement

We are committed to providing fire prevention education, fire suppression, medical services, and other emergency and non-emergency activities to the surrounding community, visitors, and residents of the Town of Wake Forest. We accomplish this mission through education, training, and dedication to the protection of our membership and citizens

### Vision Statement

The Wake Forest Fire Department will set the standard of excellence by honoring tradition, professionalism, and customer service; we will also create leaders through education, training, and strong ethical values.

### Core Values

#### Duty

Duty compels us to do the right thing at the right time, regardless of adverse consequences. It is the precursor of discipline and obedience. Duty requires that we accept responsibility for our actions.

#### Pride

We take pride in ourselves as individuals, our members as a team, our department as a family, and our citizens as a community.

#### Family

We are a fire department family. We are committed and accountable to each other because our lives depend on it. We value each member in our organization. We respect those who came before us and will strive to make the organization better for those who follow.



#### Courage

Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.



## **Professionalism**

We are dedicated to serving at the highest level of excellence, in a manner showing commitment and respect to our mission. A commitment to excellence, possessing a positive attitude and having pride in your work while conforming to a high standard of conduct.

## **Honor**

The enormous commitment necessary to perform the Department's tasks requires excellence of character. We inspire each other through pride in our department, both past and present.

## **Integrity**

We are committed to honesty and ethical behavior and we will make decisions based on moral standards regardless of personal belief or benefit. We will work hard every day to maintain the highest professional standards and to earn the public trust through our actions.



# **Core Services for Wake Forest Fire Department**

## **Fire Suppression**

The department provides fire suppression for all types of fires that occur within the District and the surrounding communities. These include: structure fires, such as homes, businesses and industries, vehicle fires, grass and woods fires and all other types of fires that may occur.

## **Emergency Medical Services**

Wake Forest Fire Department paid Firefighters are trained and certified as emergency medical technicians (EMT's) and respond as medical first responders to emergency medical incidents that occur within the District. With fire stations strategically located throughout the city, often times Firefighters are closer than an ambulance to a medical call, allowing Firefighters to reach the scene of such a medical emergency more rapidly, to and initiate medical care. Ambulance transport is provided by Wake County.

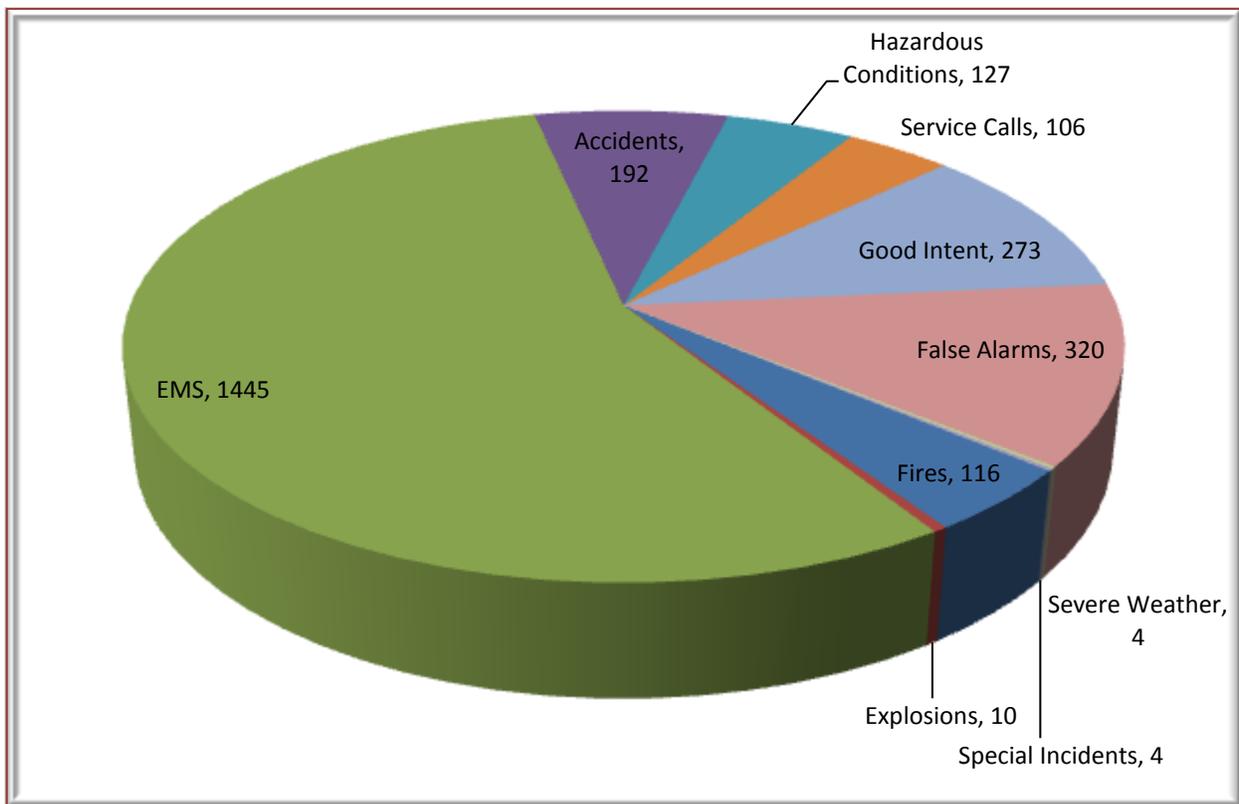


### Rescue

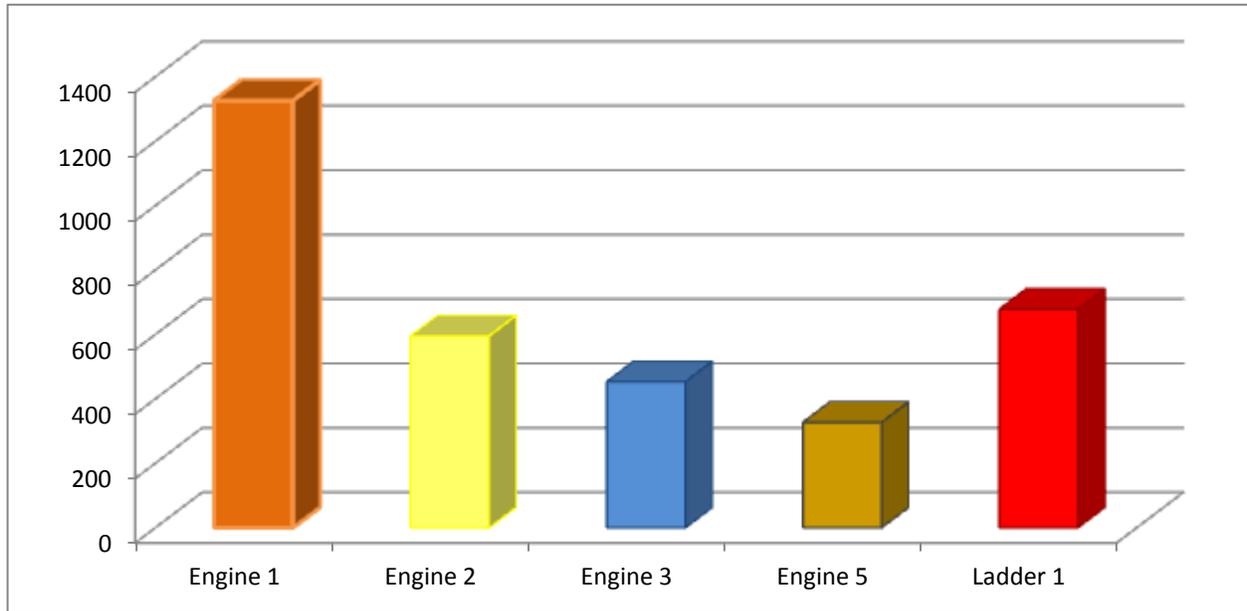
Wake Forest Fire Department provides all types of rescue in the District, including vehicle extrication, confined space rescue, high angle rescue, swift water rescue and other types of rescues that may occur.

### Hazardous Materials

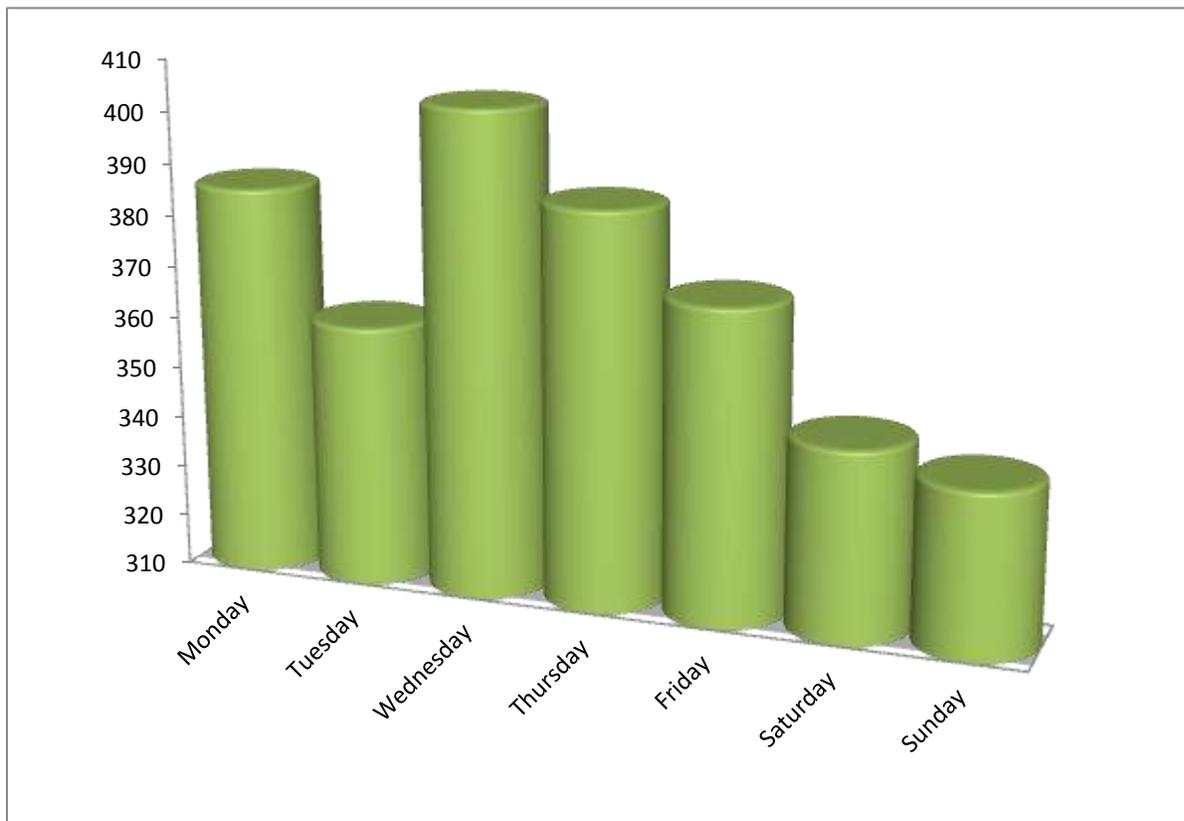
The department provides hazardous materials response to hazardous materials leaks or spills. These may include transportation incidents that occur on the roadways or railroads and fixed facility incidents at businesses or industries.



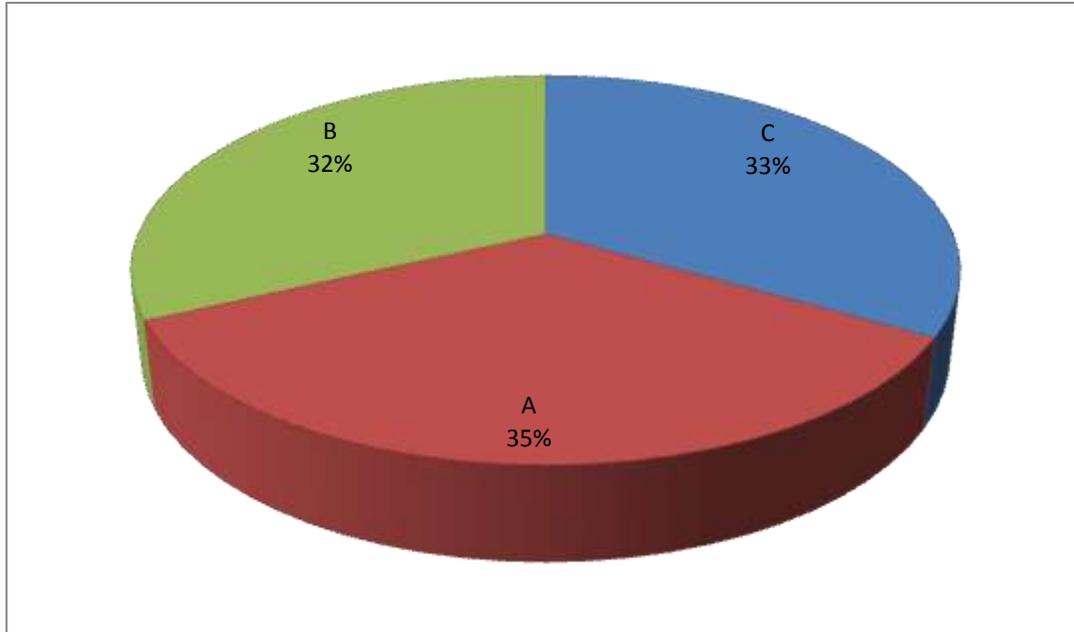
*The above graph compares the percentage of Types of Incidents for the year*



*The above graph compares the number of responses per unit for the year*



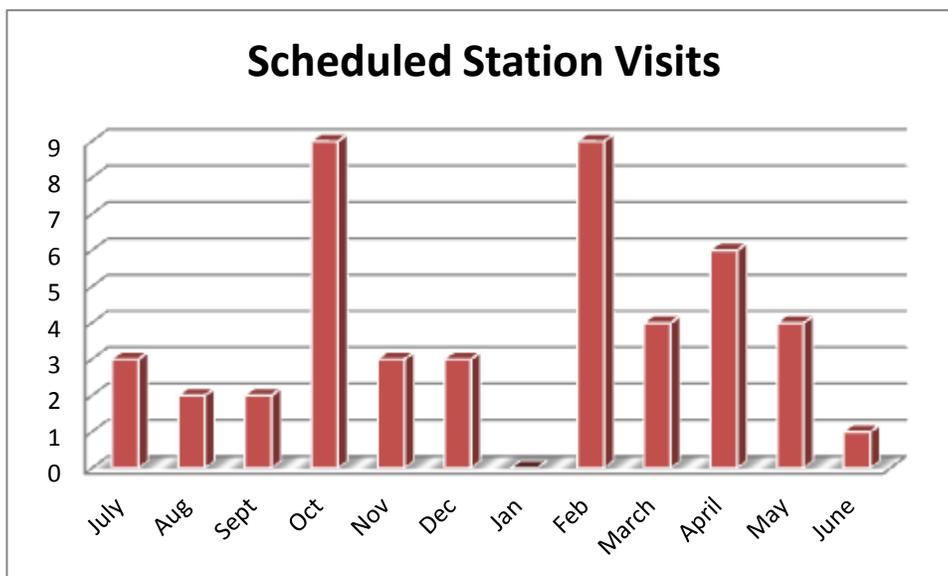
*The above graph compares the number of responses per day of the week*

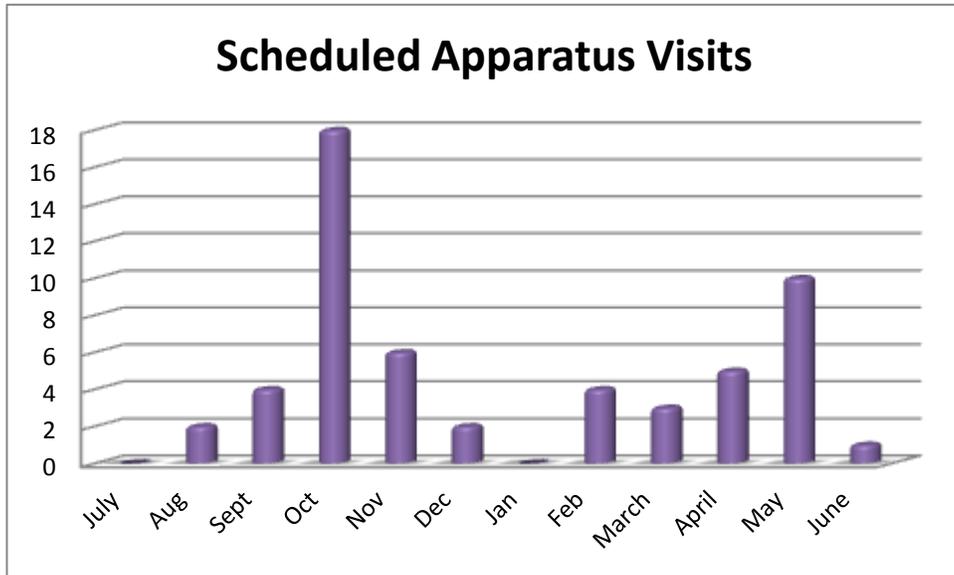


*The above graph compares the percentages of responses per shift*

### Risk Reduction

The department provides risk reduction through the administration and provision of fire and life safety public education to our citizens. The following graphs depict the amount of scheduled visits that we participated in during the past year. The number of children and adult contacts were undetermined and will be evaluated in the future reports.







## Management Team

### Strategic Plan

Organizational strategic focus is important to the success of any planning process. Strategic planning, in its simplest form, is about identifying a limited number of key strategic goals to be achieved by the organization in order to move successfully into the future. Three years ago, the Wake Forest Fire Department initiated a strategic planning process to develop its first formal strategic plan. Plan development was facilitated by a Strategic Planning Team, which consisted of both career and volunteer staff of varying ranks and tenure. The plan's goals and objectives were all derived from staff input, solicited during the planning process. Procedures utilized in the development of the plan included staff surveys, numerous staff focus groups, and a facilitated retreat of department chief officers and staff feedback on the draft plan. Through the strategic planning process, the department identified its strengths, weaknesses, opportunities and threats. It also clarified the department's mission, vision, core values and expectations.

The plan established nine strategic goals for the department:

1. Community Relations
2. Promote Employee Health and Safety
3. Volunteer Program
4. Facility Management
5. Apparatus and Equipment Management
6. Communications
7. Develop our Leaders and Employees
8. Fiscal Responsibility
9. Effective and Efficient Use of Our Resources

The strategic plan is designed to guide the department over a five year period; however, this document should be viewed as merely a first step toward effecting change through implementation. The strategic plan should be reviewed and updated annually to ensure accuracy and allow for adaptation to changing circumstances. Further, a department operational plan, which outlines the specific action steps, costs, timelines and implementation priorities of the objectives stated in this plan, needs developed. The Wake Forest Fire Department has a proud history of exceptional community focused service delivered by a highly trained and professional staff of career and volunteer Firefighters. The department membership looks forward to an even greater future as a result of this planning effort.

Sincerely,

Wake Forest Fire Department  
Management Team



## Assistant Chief's Future Planning

**David Davis** - This year has really flown by with a lot of accomplishments from last year. We are making progress in getting some of our short term goals completed. There are some of the goals that are a work in process; however we did finish a few of them. Here is a list of completed short-term goals for each station. My short-term goals for the next year are to continue working on my list of goals that were not accomplished last year. When upgrading and repairing facilities are involved, it usually results in some financial expense. The safety and health of our members is the highest priority; therefore, this will be my criteria for prioritizing my projects.



### Completed Projects

#### Station 1

1. The natural area is nearly complete with putting mulch behind the Fish Fry shelter. We will continue adding mulch as we get it.
2. Starting to get quotes on fixing the concrete in the rear of the station.
3. Got budgeted for replacing some of the lights in the bay. That project will begin this physical year.

#### Station 2

1. Bunk room remodeled and looks very good.
2. Added egress windows to the front bedrooms for the safety of our personnel
3. Painted the outside trim around the station
4. Added a concrete pad to put gas grill on to get it out from under porch

#### Station 3

1. Replaced the kitchen chairs
2. Replaced the refrigerator
3. Replaced the gas dryer
4. Still working on landscaping should complete sod this fall

#### Station 5

1. Sleeping arrangements were updated.
2. Septic system is being upgraded
3. Completed the lighting in dayroom



## Future Projects

### Station 1:

1. The Fish Fry shelter needs attention to the building and roof next year.
2. Getting signs on the tower on the Southeast corner of the building.
3. Raising the bay door behind the Ladder so that we will have two locations for the ladder.  
If we have any issues arise, this will allow us to get Ladder 1 out of the station.
4. Repairing cracked concrete behind the station.
5. Replace the lighting in the bay area.

### Station 2:

1. Repair asphalt around station.

### Station 3:

1. Finish landscaping around the station.

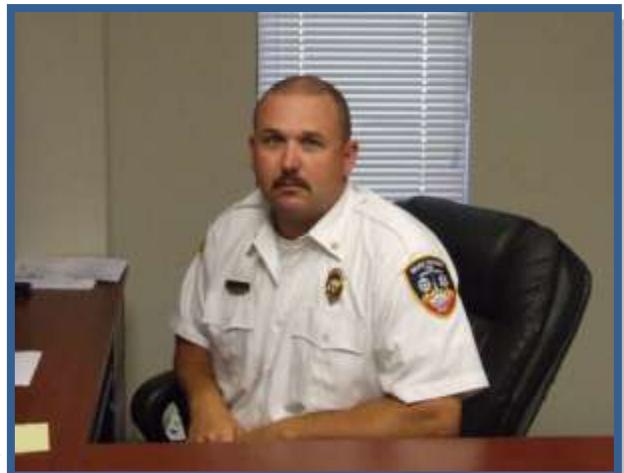
### Station 5:

1. Repair the front pad where the asphalt is deteriorating.
2. Update the insulation on bay doors.
3. Add a wall over the offices to enclose the void space allowing us to insulate the top area; in order to keep the office space more efficiently climate controlled.

The hydrant program is moving forward and is better organized than last year. We completed the maintenance this spring and will begin doing flow testing throughout the district. We are in the process of dividing the hydrants to determine what hydrants we have in the city and what we have in the county. This fall we will also GPS all hydrants to be put on a map to show the locations of hydrants. We now have a reporting system with the city of Raleigh to report out of service hydrants to them, so they can get fixed in a speedy fashion.

**Waylon Holbrook** - Based on the reported number of training hours from July 1, 2012 through June 30, 2013, 139 WFFD members accumulated 36,330 combined training hours. That's an average of 261 hours per member in a year. The following are goals that I plan to work towards in the up-coming year.

1. We're currently reviewing our PPE policy and working through our PPE inventory to eliminate any gear that is older than 10 years old to meet NFPA standards.
2. We'll also be working towards having all career personnel certified in technical rescue, general and VMR disciplines.





3. Evaluating our live fire training locations and possibly visiting a training site such as Gaston Community College is a goal that we'll be working on to increase our fire ground operation efforts.

I also plan to continue working on a master training plan which will improve our training program and promotional process. This plan will ready our employees for career advancement and will also maximum performance through all ranks by providing rank specific training and skill requirements.

**Daryl Cash** - One of the current projects I'm working on is trying to put together a proposal for the board of directors to provide the best possible service to the citizens of our district with most appropriate, least amount, and cost effective apparatus as possible. Our goal is to increase the level of service and keep the overall cost to a minimum for the citizens and department. This proposal is to purchase a quality used ladder truck, and a new breathing air compressor.



I feel that this project will be a better use of resources, stay on track with the department strategic goals and objectives, and meet the ISO recommendations for service/ladder company distribution of apparatus. Per ISO; we need a ladder truck if you have more than 5 buildings 35ft. tall within 2 ½ miles of existing stations. Also, this proposal generates a reduction and consolidation of apparatus and equipment. This will also help with the recruitment and retention of our volunteer officers and firefighters and can motivate our volunteers to remain active within Wake Forest. By combining two trucks in to one it helps with our risk reduction by having fewer emergency vehicles on the road. In the future this will reduce some of the calls and miles that Ladder 1 runs, therefore a reduction of fuel, maintenance, and insurance cost over all. From a budgeting standpoint, this will also create a reduction of having to replace two pieces of apparatus at the end of its life cycle. As an additional benefit, if Ladder 1 is out of service we have a reserve ladder for Wake Forest Fire District in order to keep up with the economic development growth plan of Wake Forest.

Other projects that I'm working on are:

- We have recently received our new 2000 gallon tanker and we are working on putting in service at Station 2.
- I've started the research and development for a new engine; we are using Engine 3 as a base line to work from. The new engine needs to be a pumper/tanker with a 1250 pump and carry 1000 gallons of water for both hydrant and non- hydrant areas.
- We started back in 2012 on a replacement plan for our portable radios. Our plan is to purchase 5 new radios a year until all of our suppression radios have been replaced. This



is a very costly replacement plan but the lives of our firefighter lives are at hand if they are not able to communicate effectively.

- Starting this budget year we are replacing some of our SCBA air bottles. We have come up with a replacement plan that will replace a portion the bottles on an annual basis until all of them are on a regular 15 year replacement schedule. This will eliminate replacing a large portion of the bottles in a single year.

Some of you have noticed we are going back to putting the old Wake Forest Fire Department gold leaf with the green back ground graphics on the apparatus. We here at Wake Forest Fire Department respect the history of the firefighters that came before us and we are going back to the way the trucks used to look like and incorporating new graphics submitted by current members.

We, members of the Wake Forest Fire Department, are working on a historical room. We are asking that if you have any artifacts that could go into the historical room please contact us. All artifacts that are turned over will remain your property unless they are donated.

In closing, I would like to add that I have been with Wake Forest Fire Department for 28years and I have seen this department grow leaps and bounds. I will rank this department number one in the nation. The members both paid and volunteer, all have one common goal and that is to fulfill our slogan “Saving Lives, Our Prime Goal”. No matter what time of the day it is, day or night, hot or cold, our team is ready to respond.

Thanks to all the dedicated citizens and members of Wake Forest community.

**Chris Wilson** - As the Assistant Chief responsible for the volunteer program it is my responsibility to make sure all of our volunteer members are valued members of the organization, and believe and execute the core values. Through continued research and conversations, some of the major objectives that we would like to accomplish in the future are as follows:

- Maintain an effective volunteer force that works congruently with career staff, incorporating a true combination department system and mentality.
- Maintain and develop programs designed for the volunteers that promote:
  - a. Participation
  - b. Unity
  - c. Learning
  - d. Progression
- Continue a reward program that encourages each member to give their best and reward them for their effort.
- Make each member feel important
- Ensure that there is always a place to serve as:
  - a. Responding members





- b. Non-responding members
  - Provide adequate staffing of Engine 5 by maintaining duty crew.
  - Provide adequate staffing of additional resources by developing an "on call" response system.
  - Create a progression path of promotions for volunteers:
    - a. Explorer - Probationary - Firefighter - Senior Firefighter - Lieutenant - Captain - Battalion Chief - Assistant Chief
  - Provide leadership training to Officers to promote career growth.
  - Encourage a relationship based leadership theory, that begins with relationships, and allows each member to excel in their abilities based upon their individual strengths

In order to complete these objectives we have established some short and long term goals:

**Short Term Goals:**

- Create an atmosphere that fosters all volunteers to give of themselves for the success of the department.
- Revise the organizational structure of the volunteer force based upon experience, leadership ability, training, and skills evaluation.
- Assist each volunteer to find their leadership and fire service ability and build upon their individual foundation.
- Create an environment where each volunteer feels important and believes in the departmental goals.
- Improve reliance and relations between paid and volunteer staff.

**Long Term Goals:**

- Continually adjust a strategic plan for the volunteers that adapts to the needs of the department and its personnel.
- Develop a progression path of promotion for volunteer staff.
- Enable a training opportunity, including a guest speaker to focus on the values of leadership.
- Develop an in house officer academy.
- Continue maintaining a fully functional volunteer house within the Wake Forest Fire Department.
- Strive to produce a volunteer program for others to inspire to model after.



## Major Milestones in the Past Year

### July 20, 2012

Wake Forest Fire Department develops and organizes its first group of Fire Investigators. The initial group consisted of Jeremy Blake, Brandon McGhee, Randall Schmidt, and Greg Hockaday. Randall Schmidt is later replaced with Jake Alderman and is placed under Assistant Chief Waylon Holbrook. The Fire Investigators developed a standard operating procedure and a training plan that will eventually lead the members into being certified by the State.

### August 1, 2012

Wake Forest Fire Department develops a Fireground Endurance Assessment policy that is designed to set a standard on the physical abilities of the employees. All paid employees are required to participate in the assessment every year to promote a healthier life style and encourages physical training. The goal is to provide a better service to the community through a healthier and stronger work force.



### August 7, 2012

Engine 3 and Ladder 1 participated in this year's National Night Out which was held in the Home Depot parking lot on Retail Dr. The crews gave tours of the fire apparatus and gave out fire prevention material. Other public service agencies included Wake Forest Police Dept, Wake County EMS, and Wake Med Air Mobile.

### August 15, 2012

Volunteer Firefighter William Schultz is promoted to Lieutenant.

### August 27, 2012

Volunteer Lieutenant Chris Weir is promoted to Captain.



## August 30, 2012



Over several weeks, all WFFD companies trained together on how to properly rescue a firefighter if he/she were to ever go down in a real fire. The training is known as RIT, rapid intervention crew, and it focuses on the events that take place once a firefighter has become trapped in a fire. Crews of two entered the building with no knowledge of the location of the firefighter needing to be rescued. They had to make their way through the building, the old Burlington Industries on Capital Blvd, with zero visibility, locate the victim, supply the

victim with breathing air, and remove him going the same way that they had made entry. This training is vital in the fire service as it is a very dangerous job and the possibility of firefighters needing to be rescued themselves is very real. Raleigh Fire Engine #25 also participated in the training drills

## September 1-3, 2012

The Wake Forest Fire Department participated in the 2012 MDA Fill the Boot campaign Saturday September 1st - 3rd. The location for the event was at the intersection in front of the Wake Pointe Shopping Center.

## September 8, 2012

The Wake Forest Fire Department would like to thank everyone who came to this year's Tunnel to Towers 5k run. This is the 4th year that the 5k has been held in Wake Forest and it continues to grow and be a success. The run is held all over the United States in honor and memory of FDNY FF Stephen Siller who gave the ultimate sacrifice on 9-11-01.



## September 9, 2012

The WFFD Ladies Auxiliary hosted the 2nd Annual Family Day at Station 1. Families of the fire department enjoyed the beautiful weather, face painting, bouncy house, and food on the grill. We would like to thank the Ladies Auxiliary for coordinating this wonderful event that allows us to bring our large family together.



### **September 21, 2012**

WFFD refinanced three capital improvement loans through Capital Bank saving the department \$483,590 over the life of the loans.

### **September 24, 2012**



Crews at Station 5 moved back into their bunkroom that had been in the remodeling process for the past month. A new ceiling was installed after a major water leak presented itself and ruined the dry wall, paint, and carpet. A small closet was also removed adding an extra three to four feet for living space. Finally, Station 5 crews painted a mural on the wall with the station's nickname "The River Rats" and their motto, "Fastest in the Forest."

### **October 1, 2012**

Wake Forest Fire crews wore special Breast Cancer Awareness duty shirts for the entire month of October. This will be the second straight year that the special duty shirts were worn and WFFD is excited to show our support for the cure.

### **October 1-3, 2012**

All three career shifts took part in annual live fire training at the Central Carolina Community College Public Safety Training Center in Sanford. The training lasted all day and included residential fire scenarios, basement fires, rescuing trapped victims, and removing down firefighters. This was the first time WFFD has attended the training center in Sanford and it was a great success.

### **October 9, 2012**

Members of the Wake Forest Fire Department were waiters for the night at Milton's Pizza in Wakefield. This was an event that originated with the Falls Fire Department to raise money for equipment needed by the department.

### **October 11, 2012**

WFFD takes possession of a new administrative vehicle, a 2013 Dodge Charger. This vehicle replaces a 2003 Ford Expedition.





**October 12, 2012**

The 2012 WFFD Awards and Promotion Ceremony was held at Wake Forest United Methodist Church. This year's promotions were David Collins to the rank of Captain, Chris Weier to the rank of Captain, John-Caleb Sadler to the rank of Lieutenant, and Mac Shultz to the rank of Lieutenant. WFFD also gave Joyce "Ma" Cash the lifetime achievement award



for her many years of dedication and service to the Wake Forest Fire Department. The winner of the 2012 Jimmy B. Keith Award for employee of the year was James Kimley. The 2012 Lewis B. Knuckles Award for volunteer of the year went to Ben Meyer. Several other awards were handed out including seven cardiac life save awards. WFFD was honored to have two of the patients that were successfully resuscitated in attendance.

**October 28, 2012**

WFFD held its first ever Halloween Truck or Treat at Station 1. This event was a carryover from the Falls Fire Department. Children of the WFFD, WFPD, and EMS were invited to come to the event dressed in their Halloween costumes and partake in various activities that were set up for them by the WFFD Ladies Auxiliary. The kids collected candy, played games, and went through the fire prevention house. We would like to thank the Ladies Auxiliary for this wonderful event.

**October 29, 2012**

The paid Captains and Chief Officers of WFFD participated in a week long Advanced Accident Prevention class held at Station 1.

**November 2, 2012**

Scott King was hired as a new paid Firefighter.

**November 4, 2012**

WFFD held its annual cook at the Masonic Home for Children in Oxford. The WFFD started this event several years ago and the children that live at the Home always look forward to it. About 65 children and counselors were served the requested steaks and french fries this year.



**November 20, 2012**

WFFD participated in a food drive for the Tri-Area Ministries. The food drive was organized by Misty Cash.

**December 1, 2012**

Officers of WFFD began participating in a monthly Officer Development program.



### **December 1, 2012**

The Wake Forest Fire Department collected toys for the Toys for Tots Foundation again this year.

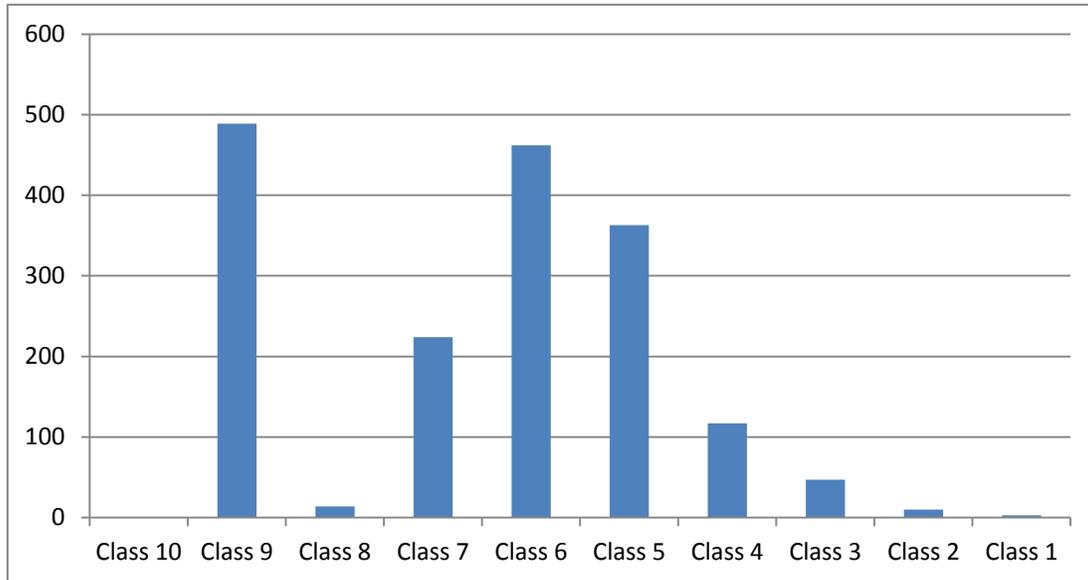
### **December 1, 2012**

Volunteer Captain Lanny Eaddy was promoted to Battalion Chief.

### **December 1, 2012**

The Town of Wake Forest and the Wakette fire district are fortunate enough to receive a new ISO rating. The Town district is classified as a 4 while the Wakette district is a 5. Back in April, OSFM was invited to Wake Forest to update the ISO rating. The last time Wake Forest Fire Department had been rated was in 2002. This inspection resulted in an improvement of Wake Forest's public protection insurance classification rating, which is issued by the Insurance Services Office (ISO). A district's fire department, water system and communications are all evaluated as part of the total rating. Wake Forest was previously graded a Class 5 and the Wakette was previously graded a Class 6. Through many initiatives and hard work, both were lowered to a Class 4 and 5/9 respectively following the 2012 inspection. ISO collects information on municipal fire protection efforts in communities throughout the United States. This program is administered in North Carolina through the North Carolina Office of State Fire Marshal for communities of less than 100,000 populations. The Office of the State Fire Marshal analyzes data gained during inspections and uses ISO's fire suppression rating schedule to assign a public protection classification from class 1 to class 10. Class 1 generally represents superior property fire protection, and class 10 indicates that the area's fire suppression program doesn't meet ISO's minimum criteria. Insurance classifications are typically used by insurance companies when setting fire insurance premiums, with lower ratings equating to lower fire insurance premiums.

The graph below illustrates the fire department classifications for North Carolina. According to this information, 177 fire departments out of 1729 hold a public protection classification of Class 4 or lower, placing Wake Forest Fire Department within the top 6.8 percent regarding insurance classification ratings. Both ratings are currently in a review process, as soon as we hear from OSFM we will pass along information.



**December 7, 2012**

Ladder 1 delivered a very special guest at the annual Christmas tree lighting in downtown Wake Forest. Santa Claus himself rode to the event in the ladder truck because his reindeer are on rest before their big night in a couple of weeks.

**January 13, 2013**

Scott Knowles is hired as a new paid firefighter.

**January 14, 2013**

Thomas Schwenk is hired as a new paid firefighter.

**January 29, 2013**

WFFD purchased a new fire prevention robot. Funding was provided by Wells Fargo and Fireman's Fund Insurance Company along with various other donations.



**January 31, 2013**

Randall Schmidt is hired as a part-time Lieutenant.

**February 19, 2013**

Fire Academy 15 from Durham Technical Community College conducted training at WF Station 1. Engine 1 and Ladder 1 assisted Fire Academy Instructors with teaching forcible entry and self contained breathing apparatus confidence.



**February 26, 2013**

WFFD establishes an official Chaplain program policy. The program is lead by Senior Chaplain Paul Eitel and is assisted by Tommy Brown and Phil Cashwell.

**February 26, 2013**

WFFD establishes a safety committee under the supervision of Assistant Chief Waylon Holbrook.

**March 9, 2013**

A group of WFFD members came together to lend a helping hand to a long-time member of the Wake Forest Fire Department. President of the Board of Directors Stanley Denton was in need of a wheelchair ramp at his home and had to look no further than members of the department for help. Family is one of WFFD's Core Values and that showed when members worked through the morning to build the wheelchair ramp for Mr. Denton.



**March 19, 2013**

Lieutenant Blair Thomas is promoted to Captain.

**April 19, 2013**

The Wake Forest Fire Department would like to thank everyone who came to this year's annual Fish Fry. This event is a very special time of the year where we get to socialize with the community just as our department has done for many years! Thanks to everyone who donated baked goods, volunteered to work, and came and enjoyed our fish plates.

**April 30, 2013**

When Station 2 was opened in 2001, one large bunk room was made that slept six. A few years ago, WFPD moved their substation that occupied a portion of the firehouse allowing three bedrooms to be made with the large bunk room still being used. This year, the large bunkroom has now been made into three separate rooms. This brings the grand total of bedrooms to six, allowing two beds per room.



**May 1, 2013**

Some members of WFFD begin a long difficult journey to complete Technical Rescue certifications. The class is given on specific days over the next seven months.

**May 2, 2013**

Ladder 1 flew an American Flag over the Town Hall Plaza for Nation day of Prayer. The Town of Wake Forest held the event where choirs performed and local pastors said a prayer for the community, state, and nation.





**May 4, 2013**

WFFD participated in Wake Forest Chamber of Commerce Meet in the Streets and unveiled the fire prevention robot for the first time.

**May 8, 2013**

All shifts at WFFD took part in live fire training in Sanford, NC. The training was hosted by Central Carolina Community College and lasted about six hours each day. Crews trained on fire behavior, search techniques, extreme heat condition recognition, and WFFD fire ground tactics. WFFD is thankful for the CCCC staff and instructors who allow our department to take part in this wonderful training.



**May 17, 2013**



Wake Forest Fire Department, along with several other fire departments from across North Carolina, participated in this year's NC Jaycee Burn Center's Camp Celebrate. This event is for children who have been hospitalized for burn injuries and begins with a parade of fire trucks starting at Triangle Town Center Mall and ended at Camp Kanata in Northern Wake County. Children are able to ride in the fire trucks as they travel with lights and sirens on the entire way up US-1 north and HWY 98. WFFD also cooked the volunteers and

children dinner when they arrived to Camp Kanata.

**May 21, 2013**

Recruits from Central Carolina Community College's Fire Academy in Sanford, NC made a trip to Wake Forest Station 1 to experience a day in the life of a firefighter. The academy is led by retired Raleigh Fire Department Captain Tramp Dunn who has a great working relationship with the Wake Forest Fire Department. The recruits took part in various activities such as: daily firehouse duties and physical training. Central Carolina Community College hosts WFFD twice a year for live fire training.



**May 28, 2013**

Volunteer Captain Bud Connelly is promoted to Battalion Chief.

**June 16, 2013**

Volunteer Lieutenants William Schultz and Ben Meyer are promoted to Captain.

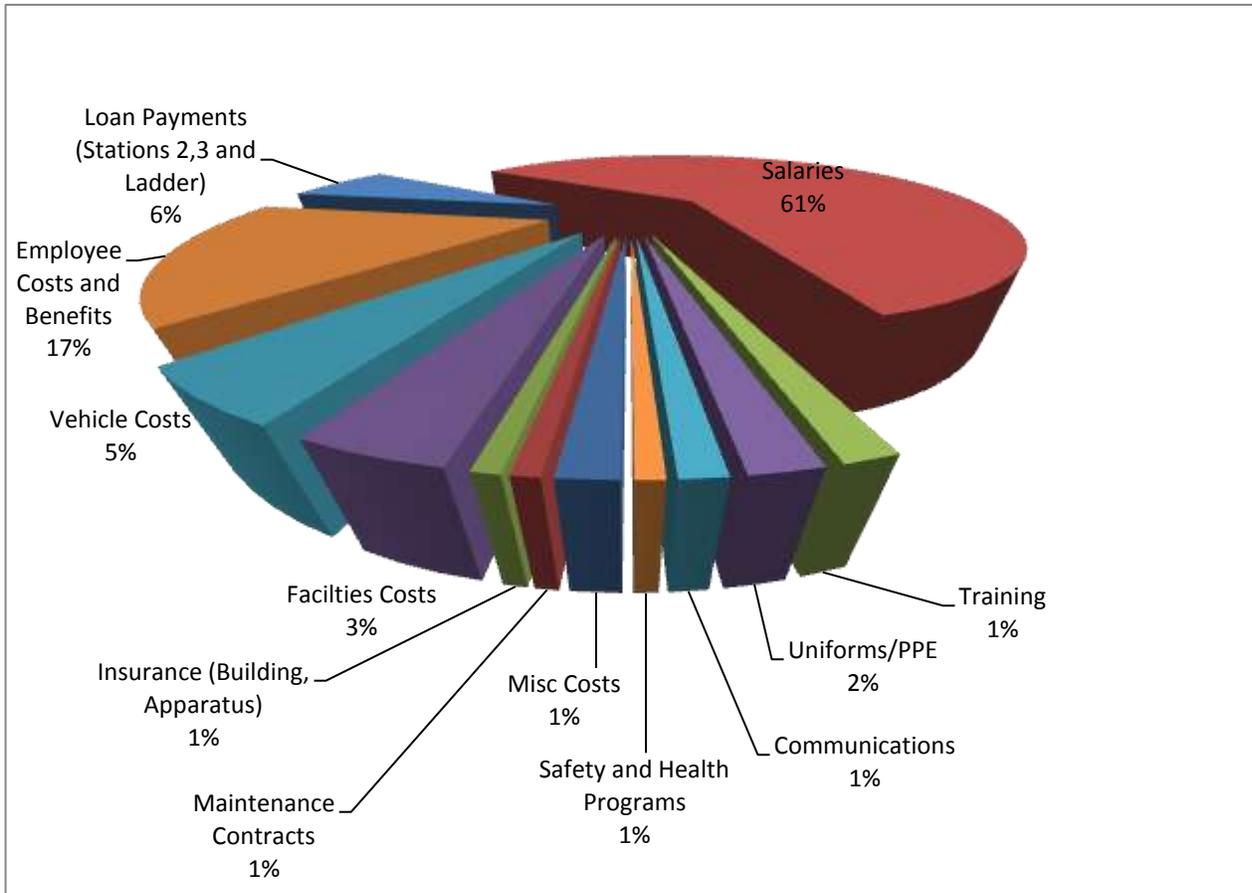


## Budget

The Wake Forest Fire Department's budget is approved by the Board of Directors each year. The department operates on a July 1 through June 30 fiscal year. The budget includes all aspects necessary for the fire departments operation including personnel, operating, and capital costs.

## Expenses

Apparatus Maintenance	\$79,254.00	Salaries	\$2,691,402.00
Communications	\$45,001.00	Employee Taxes	\$234,959.00
Dues/Subscriptions	\$11,734.00	Retirement	\$125,365.00
Equipment	\$78,168.00	Health Benefits	\$221,660.00
Facilities and Grounds	\$63,807.00	Volunteer	\$74,208.00
Fire Prevention	\$12,067.00	Recruitment and Retention	\$24,307.00
Fire Pension	\$10,440.00	Safety and Health Programs	\$27,888.00
Fuel	\$65,400.00	Station Supplies	\$22,110.00
Insurance (Building, Apparatus)	\$28,096.00	Training	\$57,298.00
Insurance (Worker's Comp)	\$42,437.00	Uniforms/PPE	\$71,646.00
Loan Payments (Stations 2,3 and Ladder)	\$291,923.00	Utilities	\$68,193.00
Maintenance Contracts	\$27,452.00	Professional Services	\$23,600.00
Medical Supplies	\$9,720.00		



*The above graph compares the major expense groups*







