



ADDENDUM #1

January 3, 2024

TO: ALL POTENTIAL SUBMITTERS

FROM: Nina Alexander, Buncombe County Procurement Agent

SUBJECT: ADDENDUM #1 RFP Personnel, Classification, and Compensation Structures

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders:

4.1 Contract Term

1. What is the expected timeline for completion?

Please see Section 4.1 Contract Term of the RFP for details.

5.0 Scope of Work

2. What are the titles covered under this study? Is it all employees of the Fire Services department or just the various ranks?

All employees will be covered under the study, which will be position-based in comparison to the work performed.

Approximate titles to be covered Full and Part Time based on position and department:

Probationary Firefighter

Firefighter Trainee

Firefighter

Senior Firefighter

Advanced Firefighter

Engineer

Lieutenant

Captain

Battalion Chief

Division Chief

Assistant Chief

Deputy Chief

Fire Chief

Inspector
 Fire Marshal
 Assistant Fire Marshal
 Deputy Fire Marshal
 Administrative Assistant
 Secretary
 Office Manager
 Fire Investigator
 Fire & Life Safety Educator
 Fire Investigator II
 Fire & Life Safety Educator II
 Logistics Officer
 Senior Deputy Fire Marshal
 Safety Training Officer

a. How many employees?

<i>Current Department Makeup</i>					
Department	Type	Stations	Approximate Full Time Staff	Population	Sq Mi
<i>Asheville FD</i>	<i>Municipal</i>	13	292 Full Time	95,000	57
<i>Fairview FD</i>	<i>Private Non-Profit</i>	3	38 Full Time 21 Part Time	11,000	47
<i>Black Mountain FD</i>	<i>Municipal</i>	3	24 Full Time 10 Part Time	18,000	54.2
<i>West Buncombe FD</i>	<i>Private Non-Profit</i>	2	27 Full Time 25 Part Time	19,000	27
<i>Swannanoa FD</i>	<i>Private Non-Profit</i>	2	18 Full Time 13 Part Time	12,000	35
<i>Weaverville FD</i>	<i>Municipal</i>	1	24 Full Time 10 Part Time	5,200	30
<i>Reynolds FD</i>	<i>Private Non-Profit</i>	1	14 Full Time 10 Part Time	7,828	5.2
<i>Enka Candler FD</i>	<i>Private Non-Profit</i>	3	44 Full Time	26,700	40
<i>Riceville FD</i>	<i>Private Non-Profit</i>	1	11 Full Time 23 Part Time	6,800	14.1
<i>Upper Hominy FD</i>	<i>Private Non-Profit</i>	2	13 Full Time 8 Part Time	7,000	36
<i>Reems Creek FD</i>	<i>Private Non-Profit</i>	2	13 Full Time 20 Part Time	9,900	22
<i>Barnardsville FD</i>	<i>Private Non-Profit</i>	1	10 Full Time 12 Part Time	5,500	40

Jupiter FD	Private Non-Profit	1	10 Full Time 6 Part Time	6,500	35
Leicester FD	Private Non-Profit	3	16 Full Time 26 Part Time	12,365	91
French Broad FD	Private Non-Profit	1	7 Full Time 10 Part Time	4,800	19
Woodfin FD	Private Non-Profit	1	13 Full Time 12 Part Time	9,000	6
Skyland FD	Private Non-Profit	4	57 Full Time 14 Part Time	30,000	54.4
Broad River FD	Private Non-Profit	2	3 Full Time 5 Part Time	1,300	36.2
Garren Creek FD	Private Non-Profit	2	1 Full Time 15 Part Time	6,000	15

b. How many titles?

Approximately 37

3. Does the county have an idea of external comparators you'd like us to reach out to?

Comparison would include the 19 departments inside Buncombe County along with additional comparable counties in and around NC such as Guilford, Wake, Durham New Hanover, Union, Cabarrus, Forsyth, Irdell and other possible counties inside and outside of NC agreed upon with the vendor and the County.

END OF ADDENDUM #1

RFP Personnel, Classification, and Compensation Structures