



STONEY POINT FIRE DEPARTMENT INC.

Stations 13 & 19

2190 Lake Upchurch Drive, Parkton, North Carolina 28371

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January 16, 2024

SUBJECT: Minutes of the Monthly Board of Directors' Meeting January 16, 2024

The annual Board of Directors' meeting of the Stoney Point Fire Department Inc. was called to order by Chairman Brown and was led in prayer by Secretary Joel Siles at 7:30 PM. The meeting was conducted at Station 13.

A: Roll Call:

Board Members Present:		Board Members Absent:	
Daniel C. Brown	Chairman	Robert "Bo" Barbour	Member Medical LOA
Larry D. Townsend	Vice-Chair		
Roger F. Hall	Secretary – On Zoom		
Gary Turlington	Treasurer		
Joel A. Siles	Member		
Jerry R. Hall	Member / Asst. Treasurer		

Chief Officers Present:		Chief Officers Absent:	
Freddy L. Johnson Sr.	Fire Chief	Freddy L. Johnson Jr.	Deputy Chief
Sean C. Johnson	Asst. Fire Chief		

B: ANNUAL / SPECIAL / PUBLIC HEARING MEETING:

N/A.

C: READING AND APPROVAL OF THE MINUTES OF THE LAST MEETING:

- Secretary Roger Hall presented the minutes from the December 19, 2023, Monthly Board of Directors' meeting for review and approval. Chairman Brown called for the approval of the December 19, 2023, Monthly Board of Directors' Minutes. Vice-Chair Larry Townsend made a **MOTION** to approve the December 19, 2023, Monthly Board of Directors' minutes as presented. The motion was **SECONDED** by Director Joel Siles and unanimously **APPROVED**.



D: REPORT OF THE FIRE CHIEF:

1. **General Information.** - Chief Johnson Sr. welcomed the members to our first meeting of the year, and wished everyone a Happy 2024. He informed the members that with the start of the new year, everything starts back over, in terms of training, incidents as well as our administrative requirements.
2. **Guests:** None
3. **Personnel:**
 1. Chief Johnson stated that we currently have 67 volunteers, with 8 volunteer positions open. We lost about 50% of our recruit class 2023-005 due to various reasons. Our 2024-001 Recruit class is scheduled to start on Sunday January 28, 2024, at Station 19 at 8 AM. We have filled 1 of the 2 full-time vacant positions, and will be filling the 2nd vacant position over the next month or so. We also have one full-time member who will be submitting his resignation in April of this year. Currently our combined active firefighting volunteer / career membership is 85 with 7 recruits in our 2024-001 recruit class. We also have 20 support members for a total membership of 105.

E: Apparatus Fleets:

1. The Chief advised that representatives from the Motorola corporate office came last week to troubleshoot our on-going camera issues concerning shutting down. Our wiring harness was replaced and directly connected to the battery, instead of an external fuse block with all our other accessories. So far this has fixed our problem with the two (2) test apparatuses. We are running a test and will redo the remaining apparatuses at the end of the month if the rewiring continues to work.
2. Command unit 1991 (2019 Tahoe) assigned to Assistant Chief Hanzal, was taken to Flow GMC for repair of an air-monitor module issue. The unit has been repaired and is back in service.
3. The Chief advised that after collaborating with Mr. Cain with Cain's Truck Service concerning the invoice for Brush 1341, our 5-Ton Brush truck that was taken out of service due to transmission issues, we paid the outstanding invoice. We now have our 2.5-ton brush truck in service at Station 13. We have applied to the North Carolina Forest Service for a replacement for Station 19.
4. The 2025 Freightliner Chassis for our new FIROVAC tanker should be delivered to the manufacturer sometimes this month in Ohio. Once we are notified, we will schedule a trip to the factory located in Ohio and complete a contract review to ensure no changes are necessary to the 3500 Gallon Tanker.



5. **FY 2023 – 2024** Vehicle, Equipment Maintenance and Fuel Expenditures as of January 16, 2024
 (List from Quicken) (Previous two (2) Fiscal Years for comparison purposes)

UNIT #	NOMENCLATURE	FY 21/22	FY 22/23	FY 23/24
1319	1960 American LaFrance (Antique)	484.04	26.94	6,222.29
1331	2017 Pierce Arrow-XT	5,847.98	13,310.97	16,847.67
1332	2004 Pierce Dash Pumper/Tanker	13,797.46	9,650.25	28,865.76
1333	1988 Pierce Dash Pumper/Tanker	6,368.06	4,687.60	0.00
1341	**1994 LMTV 2.5 Ton Brush	2,762.25	10,292.04	14,086.10
1351	1996 E-One 75ft Aerial Ladder	15,575.87	1,753.00	14,145.49
1362	2023 GMC Sierra 2500 HD 4 X 4	1,684.30	1,115.07	1,067.00
1371	2021 GMC Sierra 1500 4 X 4	3,793.22	846.60	973.80
1391	2023 Tahoe Cmd Vehicle (1301)	2,816.66	9,310.49	840.90
R-13	2017 Pierce Arrow-XT-Walk In	896.44	5,050.49	967.18
1911	2006 Pierce Dash Engine	20,877.24	6,767.84	1,571.11
1931	2004 Pierce Dash Pumper/Tanker	11,546.48	18,983.60	10,475.32
1941	Out of Service Pending Replacement	0.00	3,949.59	2,490.46
1961	1984 Chevrolet ¾ Ton Diesel-Lift Gate	708.18	918.55	0.00
1962	2024 GMC Sierra 2500 HD 4 X 4	1,318.30	659.21	2,517.46
1963	2017 – Auxiliary Support Trailer	0.00	0.00	0.00
1991	2019 Tahoe Cmd Vehicle (1303)	2,816.66	1,436.69	105.87
Air-19	2016 Mobile Air Trailer	241.22	0.00	0.00
Boat 1981	14” Zodiac Inflatable 25 HP	73.79	0.00	0.00
Boat 1986	19” Rescue 1 Connector Boat 50 HP	109.73	392.60	0.00
Trailers	2009 Boat Trailer Double Stack	0.00	0.00	0.00
U-Trailer	Utility Trailer (Small & Large)	0.00	393.76	0.00
Cmd Trl	2006 FEMA Trailer	0.00	0.00	0.00
MISC	RELATED VEH EXPENSES	8,801.47	7,897.78	1,951.14
	Total Vehicle Maintenance	97,708.99	97,443.07	103,129.15
	EQUIPMENT OTHER	26,289.09	22,094.26	17,678.31
	TOTAL VEH/EQUIP EXPENSES	\$123,998.08	120,137.33	120,807.46
	BUDGETED (\$120,000.00)			
	GASOLINE & FUELS (\$ 40,000)	\$44,824.10	46,389.69	18,494.80
	FY-BUDGETED TOTAL (160,000)	\$168,822.18	164,095.48	139,302.26
	Total over / under Budget	+\$8,822.18	+\$6,527.02	

** 1341 – 5 Ton LMTV taken out of service and replaced by 1941 with number change

** 1962 – New 2024 GMC 4 X 4 Sierra HD 2500 – Replaced 2016 GMC Sierra (Trade in)

6. There was a discussion amongst the board members and the Chief Officers in attendance concerning our high cost of vehicle maintenance and fuel prices. With over 5 months remaining in the fiscal year careful monitoring of our maintenance budget moving forward will be essential. Chief Johnson Sr. advised that he is monitoring the situation.



F: Building and Grounds:

1. The Chief advised that we are waiting to receive a date and time to meet with the Real Estate Attorney to finalize the lot acquisition from Mrs. Clouston.
2. The Chief stated that due to the colder weather we have not been able to repair our issues with our concrete pads. The Industrial Floors representative informed us up front that at least a 60° temperature is required for the repairs to our concrete pads and driveway. They will also touch up our apparatus bay here at Station 13, once they come in. We have paid the required 50% of the total invoice.
3. The Chief advised that we had to cut down several trees at Station 19, after one tall pine tree had the top section fall out during a recent gusty day. After further inspection, we found four (4) additional trees in the immediate area that were deceased and dead. All were cut down, for safety reasons. The debris and wood was hauled off. The Chief also advised that later this month we will conduct an inspection of our entire property. With our 30 acres, we do not on a regular basis walk and inspect our property.



4. Building and Grounds Expenditure Chart as of January 16, 2024

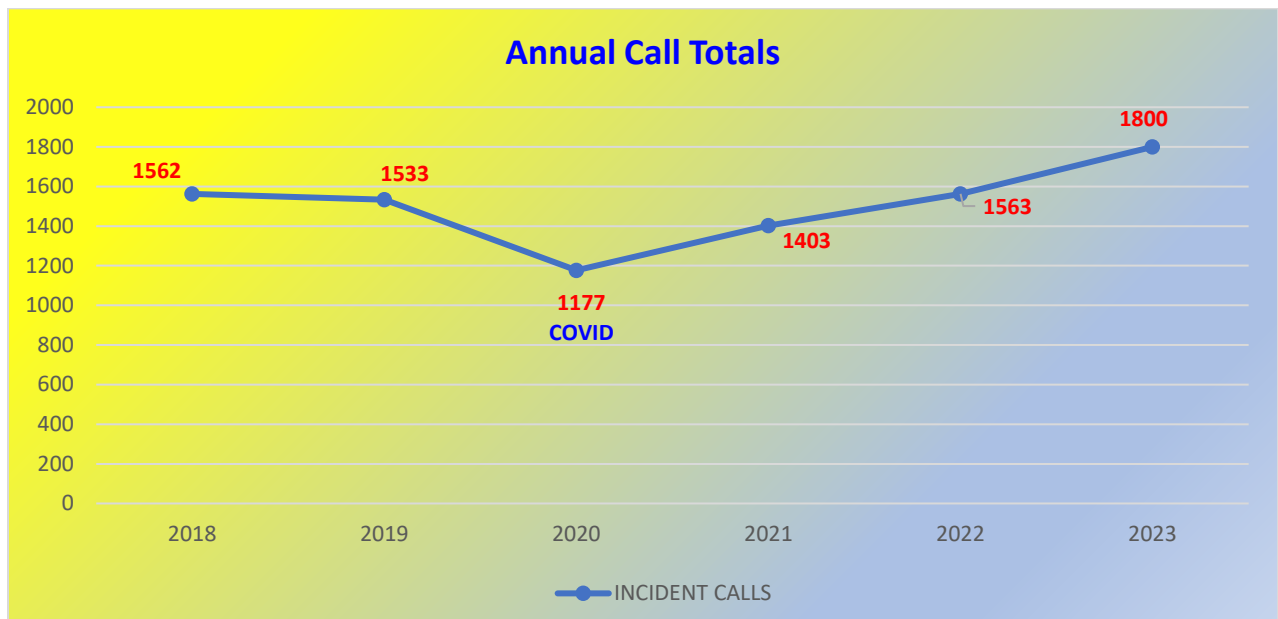
	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24
BUILDING AND GROUNDS EXPENDITURES					
Station # 13 – 7221 Stoney Point Road – Building	\$ 3,947.69	15,565.74	35,701.43	17,040.52	9,965.62
Station # 13 – 7221 Stoney Point Road – Grounds	\$ 4,870.45	2,123.52	111,335.19	2,678.44	2,882.99
Station # 19 – 2190 Lake Upchurch Dr – Building	\$ 2,250.46	15,147.35	8,902.83	10,030.46	1,816.00
Station # 19 - 2190 Lake Upchurch Dr – Grounds	\$ 4,870.45	1,533.35	11,043.19	7,436.20	952.16
Consumable Items	\$12,302.73	5,689.12	9,084.38	6,613.85	4,011.31
Maintenance Building Other	107.71	725.46	1,606.23	834.16	855.94
Maintenance Grounds Other	1,461.76	894.31	1,453.45	652.91	0.00
TOTAL PAY OUT	\$ 29,811.25	\$41,678.85	\$179,126.76	\$45,664.85	20,484.02



G. Fire Conditions:

- The Chief advised that this year to date we are answering more calls compared to last year.
(See Charts below – Monthly calls by year and annual trend line chart.)

MONTH	2016	2017	2018	2019	2020	2021	2022	2023	2024
JANUARY	159	163	139	131	146	117	127	138	
FEBRUARY	136	141	113	110	142	97	119	103	
MARCH	156	138	137	120	122	126	126	156	
APRIL	139	134	130	114	072	114	125	143	
MAY	144	120	128	128	069	96	124	154	
JUNE	126	100	131	122	059	113	140	133	
JULY	135	153	132	113	074	102	117	156	
AUGUST	175	147	108	129	118	118	147	143	
SEPTEMBER	169	120	144	143	084	122	148	151	
OCTOBER	198	150	137	131	077	135	120	166	
NOVEMBER	147	127	132	140	098	140	116	167	
DECEMBER	214	138	131	152	116	123	154	188	
TOTALS	1898	1631	1562	1533	1177	1403	1563	1800	



- The Chief reviewed the December 2023 as well as the annual 2023 incident statistics with the members of the board.(See Enclosure # 2)

H: Training Report:

- With the training clock resetting on the first day of January 2024, our training chief has already scheduled out for the first quarter of 2024. Chief Murphy stresses our bread-and-butter drills, and also our benchmark drills. Specialty training is attended by our local community college.



I: REPORT OF THE TREASURER:

Fiscal Year 2023 – 2024 Budget Information

1. Assistant Treasurer Jerry Hall presented the monthly treasurer’s report and provided the current fund balance and financial information from all sources.

Balances: As of January 16, 2024,	\$	1,320,747.99	First Citizens.
6-month CD as of 01/07/204	\$	216,484.23	14% of Budget.
Total Cash Flow Available	\$	1,537,232.22	Total Available Funds

Approved County FY 23/24 Budget	\$1,665,550.00
County Budget Funding Received YTD	\$704,675.64
FY 21-22 County Budget Funding Pending YTD	\$960,874.36
FY-23/24 Additional Payments above approved Budget	\$0.00

County Fire District FY 23/24 (SPFD) Grant Program Requested	\$49,610.00
County Fire District FY 22/23 Gant Program Received	\$0.00
County Fire District FY 23/24 Grant Program Pending - Supply Issues	\$49,610.00

County Fire District FY 22/23 (SPFD) Grant Program Requested	\$33,610.00
County Fire District FY 22/23 Gant Program Received	\$0.00
County Fire District FY 22/23 Grant Program Pending - Supply Issues	\$33,610.00

Approved Fayetteville FY 22/23 Budget	\$478,158.00
Fayetteville City Funding Received YTD	\$358,618.50
Fayetteville City Funding Pending YTD	\$119,539.50

Approved Town of Hope Mills Contract FY 23/24 Budget	\$ 70,000.00
Town of Hope Mills Full Responder Contract Fee FY-2023-24 Paid in Full 08/23	\$ 70,000.00
Town of Hope Mills Full Responder Contract Fee FY-2022-23 Paid in Full 08/23	\$ 70,000.00
Hope Mills Budget Funding Received YTD	\$ 140,000.00
Hope Mills Funding FY-2023-24 Pending	\$0.00
Town of Hope Mills 1-time Debt Assumption Payment \$16,451.06-Outstanding - On-Going since -2014	

Combined County / COF / & Hope Mills Approved FY 23/24 Budget	\$2,213,708.00
Combined FY 23/24 COF / HM & County Budget Received YTD	\$1,133,294.14
Combined FY 21/22 COF / HM & County Budget Pending	- \$1,080,413.86
Other Income (First Citizen Bank) -	\$239.37
Other Income /Tax Refund (Sales & Fuel Tax) -	\$3,031.27

Total Board Funds YTD received 20/21 to date ALL SOURCES	\$1,206,564.70
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1. Treasurer Gary Turlington presented the November 2023 financials for review along with the oversight review memorandum conducted by Vice Chairman Townsend indicating that no discrepancies were noted. After a review of the November 2023 monthly financials by the attending members Chairman Brown called for a **MOTION** to approve or disapprove both the financial and oversight report for November 2023. Director Joel Siles introduced a **MOTION** to **APPROVE** both the Financial and financial oversight report for the month of November and December 2023 as presented. The **MOTION** was **SECONDED** by Director Jerry Hall and **APPROVED** by all members present. (See Enclosure #3)
2. **Auxiliary Account** - Treasurer Tracie Johnson, via text message provided the Auxiliary Account fund balance of **\$604,998.64** as of January 15, 2024.
3. **Miscellaneous Firefighter Account** (Ice & Cans) - Our balance as of December 19, 2023, is **\$17,844.49**
2. **Firefighter Relief Fund** – Vice-Chairman Townsend who also serves as treasurer of the firefighters relief fund board advised that our current relief fund checkbook balance as of January 15, 2024, is **\$20,499.26** and our current relief fund CD is holding steady at **\$91,600.23** for a combined total of **\$112,099.49**.
5. **Child Passenger Safety Seat Account** – The Chief advised that the fund balance with TRUIST remains at **\$940.51** Funds were expended to register three (3) members, FF. N. Crowe, FF. P. Crenshaw, and FF. N. Hassell-McPhail to the CPS Class at \$95.00 each, thus reducing our fund balance.
5. **Station 19 Building Loan** - Vice Chairman Townsend updated the members of the board and stated that the current balance on our Station 19 building loan with First Citizens Bank as of December 19, 2023, remains at **\$468,390.14** with sixty-two (62) monthly payments consisting of **\$7,562.05** remaining.
6. **Pierce Fire Truck Loan– (\$1,400,000.00 - First Citizens Bank)** – Chief Johnson Sr. reported that the outstanding commercial loan balance is **\$631,974.07**. He reminded the members of the board that our truck payment plan is annual therefore there is no change to loan balance until the next annual payment is applied in March 2024.
7. Chief Johnson Sr. presented the Fiscal Year 2022 – 2023 Financial Audit, associated Management Letters, along with our 2023 Form 990 and Form 8879-EO to the members of the board. Chief Johnson informed the members that our audit is consistent with the departments past audits. The Chief stated that the FY 2023 audit and all audits since 1964 are based on a modified cash basis audit. A review of the audit along with a discussion amongst the members of the board followed. At the conclusion of the review and discussion period, Chairman Brown called for a motion to approve or disapprove the annual financial audit. Director Jerry Hall made a **MOTION** to approve the Fiscal Year 2022-2023 Financial Audit prepared by Haigh, Byrd and Lambert, LLP as presented. The motion was **SECONDED** by Director Joel Siles and **APPROVED** by all members present. (See Enclosure # 4)
8. Chief Johnson Sr. informed the members of the board that we still have reimbursement funds pending from the Cumberland County Fire Grant, ARP and from our SAFER Grant. The total funds between all grants is \$218,000.00.



9. Vice Chairman Townsend advised that our rainy-day fund Certificate of Deposit (CD) had matured and automatically renewed. The Current CD balance is \$216,484.23. (See Enclosure #5)

J: REPORT OF COMMITTEES:

1. **Policy Committee** Meets Annually during the first quarter of the year. – Per PEER team recommendation the policy committee's annual review has been moved to the first quarter of each new calendar year. The Chief advised that Deputy Chief Johnson Jr. will schedule a meeting at the beginning of March due to conflicting commitments associated with the North Carolina Association of Fire Chiefs (NCAFC) Mid-Winter Training Conference later this month, and the Fire Life Safety Educator Conference in February. Our Policy Committee meeting is being pushed forward to early March.
2. **Building & Grounds Committee** - See Item F (On-going monthly during our BOD Monthly meetings).
3. **Small Tools & Gear Committee** – Meets semi-annually Mar/Apr & Oct/Nov – The next meeting is tentatively scheduled for February 21, 2024, at Station 13. Chief Johnson Sr. will notify the committee members.
4. **Equipment & Vehicle Replacement Committee** - The Committee is scheduled to meet on Wednesday January 24, 2024, starting at 1930 hours at Station 13. A Zoom Link will be provided. The Chief requested that at least two (2) board members attend. Both the board Vice Chair Townsend and Board Treasurer Turlington stated that they would make every effort to attend.
5. **Budget Committee** (Meets Annually) A Budget Committee meeting will be scheduled as soon as we receive our Fiscal Year 2024-25 budget Memorandum from the County Manager, the City of Fayetteville, and Hope Mills. This should occur within the next 30 to 45 days.
6. **Safety and Health Committee** - Quarterly meeting minutes are on file. See Attached Safety Committee Meeting Minutes dated January 2, 2024 (Enclosure # 6)

K: OLD BUSINESS:

1. The Chief advised that he has not heard back from Hope Mills Town Mayor Jessie Bellflower. Mayor Bellflower had previously advised that he would contact us prior to the Christmas Holidays and then postponed the meeting until after the first of the year, citing Town of Hope Mills issues. He advised that he contacted the mayor later this week, to set up a meeting and station visit with us and the other involved volunteer departments.

L: NEW BUSINESS:

1. The Chief briefed the board concerning our current Emergency Reporting (ER) Records Management System and the expiring contract in September 2024. A new RMS search committee has been established by the CCFCA with Assistant Chief Hanzal serving as the Committee Chair. The committee is to make a recommendation to the full Chiefs' Association, hopefully in May, on a new Records Management System (RMS).
2. The Chief passed around the completed 2023 Annual Report for review by the members of the board. He stated that as in past years the annual report is a snapshot of 2023. The report will be posted on our website for the public to view.



3. The Chief advised that our current Cumberland County Fire Protection Contract expires on June 30th this year, but he is scheduled to meet with our Emergency Services Director to start the process next month in February. The contract as a whole is a good and viable contract, it does, however, needs to be tweaked in some areas to put it in line with what we actually do. He will keep us informed.
4. The Chief briefed the members of the board about an accident that occurred on January 7, 2024, when Engineer van-Kan and Firefighter Mahdi responded in Engine 1931 to a medical call and struck a low hanging limb that caused damage to the ladder rack and rear emergency light mounted on the coffin compartments. The damage was repaired in-house by our maintenance crew, but the mounting brackets required to be welded by Fayetteville Steel. Our safety officer Lieutenant Stewart has been contacted to conduct a review of the incident and render a report.
5. The Chief advised that sometimes over the next 60 days the North Carolina Association of Rescue and EMS will be here to inspect us for our various Rescue Certifications. The inspector will verify that we in fact have the required equipment per certification on hand. This occurs every 5 years. We have all the equipment with the exception of our new Zodiac Swift water boat. We do have the invoice and the inspector accepts the invoice for required items on order.
6. The Chief advised that early this morning at 0508 hours we were dispatched to a structure fire at 3298 Alforodo Street, with smoke showing. One adult occupant was transported by EMS to Cape Fear Valley for smoke inhalation. The fire started in a bedroom closet by accident.
7. Chief Johnson advised the members of the board that Assistant Fire Chief Kevin Murphy was designated by The Commission on PROFESSIONAL CREDENTIALING yesterday January 15, 2024, and designated a “Chief Fire Officer” CFO. Chief Murphy was notified today. Congratulations are in order. We now have three (3) Chief Officers with the designation. (See Enclosure #7)
8. Vice-Chairman Larry Townsend informed the members of the board that the dollar amount for our Volunteer and employee bonus compensation listed in the December 2023 minutes, included all our volunteer’s and paid staff minus our Fire Chief. Chief Johnson has led our department for the past 44 years, is our lowest paid employee and is deserving of a bonus. He introduced a **MOTION** to give Chief Johnson Sr. a \$750.00 Christmas Bonus. The **MOTION** was **SECONDED** by Treasurer Gary Turlington and **APPROVED** by all members present.

M: CLOSED SESSION - WHEN APPLICABLE:

1. Closed session to discuss personnel performance evaluations, wages, and benefits.

HAPPY NEW YEAR



N: ACCIDENT/MISHAP TRACKING:

This section was created to track injuries, accidents and mishaps involving department owned vehicles, apparatuses, equipment, and real property. The chart below represents accident tracking data for the current Fiscal Year. A complete accident report prepared by the department safety officer is available and on file for each trackable item. The chart will be updated monthly for board review.

Fiscal Year 2022, 2023 & 2024 Reportable Accidents			
TYPE OF ACCIDENT	EMPLOYEE	COSTS	REMARKS
Total for Fiscal Year	2021=	\$6,795.00	8 Reportable Accidents
Fiscal Year	2022=	\$5,305.71	“B” Shift Loss of RIT Pack
Backing Incident 1371	May 2022=	291.00	FFs Mahdi / Taylor
Total for Fiscal Year	2022 YTD =	\$5,596.71	0 YTD Reportable Accidents
<i>1371- Minor Incident</i>	August 22 – Repaired	\$150.00	FF. P. Crenshaw
<i>1362 – Bumper Damage</i>	April 23 – Repaired	\$100.00	FFs Taylor / Butler
Fiscal Year	2023	\$250.00	
Fiscal Year	2024	\$480.00	Repaired inhouse – Welding at Fay Steele
1931 struck a low tree limb causing damage	Van-Kan & Mahdi		

O: Adjournment:

With no further business Chairman Brown entertained a motion to adjourn; Director Joel Siles made a **MOTION** to adjourn. The motion was **SECONDED** by Director Jerry Hall and **APPROVED** by all members present. The meeting adjourned at 2027 hours. **The next Board of Directors meeting will be on Tuesday February 20, 2024, beginning at 7:30 PM at Station # 19.**

Respectfully Submitted:

Roger F. Hall
 ROGER F. HALL
 Secretary

Cc.

- 1 - Each Board Member
- 1 - Board File / Minutes Book / Web Page
- 1 - Accountant File Copy

6 Enclosures:

1. Board Member Attendance Roster
2. December 23 and Annual 2023 Incident Statistics
3. November and December 2023 Financial Oversight Memorandums
4. Fiscal Year 2023 Financial Audit
5. North State Bank – CD Maturity Date & Information dated December 27, 2023
6. January 2, 2024, Safety Committee Minutes
7. Chief Fire Officer (CFO) Designation – Asst. Chief Kevin Murphy



2024

**BOARD OF DIRECTOR'S & PRIMARY STAFF
ATTENDANCE ROSTER**

##	NAME	JAN (16) Sta. 13	FEB (20) Sta. 19	MAR (19) Sta. 13	APR (16) Sta. 19	MAY (21) Sta. 19	JUN (18) Sta. 19	JUL (16) Sta. 13	AUG (20) Sta. 19	SEP (17) Sta. 13	OCT (22) Sta. 19	NOV (19) Sta. 19	DEC (17) Sta. 19
01	Daniel C. Brown - President (2024)	P						N/A	N/A				
02	Larry Townsend V-President (2026)	P						N/A	N/A				
03	Roger Hall - Secretary (2024)	P						N/A	N/A				
04	Gary Turlington – Treasurer (2026)	P						N/A	N/A				
05	Joel Siles – (2026)	P						N/A	N/A				
06	Jerry Hall – (2026)	P						N/A	N/A				
07	Bo Barbour - (2024)	Medical						N/A	N/A				
08	Freddy Johnson Sr. - Chief (Annually)	P						N/A	N/A				
09	Freddy Johnson Jr. - Deputy Chief	SHP						N/A	N/A				
10	Sean Johnson – Asst. Chief	P						N/A	N/A				
11	Kevin T. Murphy – Asst. Chief	Excused	Excused	Excused	Excused	Excused	Excused	N/A	N/A	Excused	Excused	Excused	Excused
12	Brandon Hanzal – Asst. Chief	Excused	Excused	Excused	Excused	Excused	Excused	N/A	N/A	Excused	Excused	Excused	Excused

**P-Present - A-Absent - N/A – No Meeting Conducted A-E – Absent & not required to attend by invitation only. N/A No Meeting-
CC-telephonic conference call participation.**

- Due to summer vacations, Board of Directors meetings are not scheduled for the months of **July** and **August 2024** unless there is a pressing need or emergency.
- Except for the Fire and Deputy Chief – Assistant Fire Chief Officers are **not** required to attend the monthly board meetings unless directed by the Fire Chief

• Enclosure # 1 Board Minutes January 16, 2024