



STONEY POINT FIRE DEPARTMENT INC.

Stations 13 & 19

2190 Lake Upchurch Drive, Parkton, North Carolina 28371

Telephone: (910) 424-0694 Fax: (910) 425-2795

E-Mail spfd1301@nc.rr.com



January 17, 2017

SUBJECT: Minutes of the monthly Board of Directors Meeting January 17, 2017

The monthly 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 Pate at 7:30 PM. The meeting was conducted at Station 13.

A: Roll Call:

Members Present:

| | |
|-----------------------|-----------------|
| Daniel C. Brown | Chairman |
| Larry D. Townsend | Vice. Chairman |
| Gary Turlington | Treasurer |
| Angus Pate | Secretary |
| Joel A. Siles | Member |
| Jerry R. Hall | Member |
| Roger F. Hall | Member |
| Freddy L. Johnson Sr. | Fire Chief |
| Sean Johnson | Assistant Chief |

Members Absent:

Freddy Johnson Jr. Deputy Chief

B: ANNUAL / SPECIAL / PUBLIC HEARING MEETING:

N/A

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

- Secretary Pate presented the minutes from the December 20, 2016 monthly Board of Directors meeting for review and approval. Chairman Brown called for the approval of the December 20, 2016 Board of Directors meeting minutes. **MOTION** A motion was made by Vice Chairman Townsend to approve the December 20, 2016 Board of Directors minutes as presented by the secretary. The motion was **SECONDED** by Director Joel Siles and **APPROVED** by all members present.

D: REPORT OF THE FIRE CHIEF:

- General Information:** Fire Chief Johnson Sr., welcomed the members of the board and wished them a Happy New Year. With the start of the New Year all our calendar year programs such as incident reporting, training and all related activities start all over. He thanked Vice Chairman Townsend for attending the annual department membership kick off meeting on January 5th, 2017 at Station 19. The Chief uses this meeting to strategically map out the New Year and the ensuing goals, expectations and safety.



2. **Guests:** Chief Johnson Sr., introduced Captain Donald Stoudt Jr. a forty (40) year member of our department who requested to be placed on the agenda and address the members of the board. Chairman Brown recognized Captain Stoudt. Captain Stoudt stated that in April of 2017 he will reach his 40th membership anniversary with Stoney Point. He conveyed his love for this department and he wanted to thank the members of the board for allowing him to serve for four (4) decades. He passed on that his 70th birthday was coming up and he realizes that he is not as active as he was during his first 25 years with the department but he still enjoys his membership. He stated that the department is one of the best in the county and he was elated to be part of the change and the accreditation process. Chairman Brown and members of the board acknowledged Captain Stoudt and thanked him for his many years of volunteerism and his continued public service. Chief Johnson Sr. stated that Captain Stoudt will be recognized this year during our annual Christmas Dinner with his 40th Service recognition plaque. Chief Johnson Sr. also thanked Captain Stoudt and explained that the majority of our current membership are not aware of Don's commitment to our department up through the 70's, 80's and 90's but he knows it. He stated that Don was extremely instrumental back then and kept our fleet going when we couldn't afford to take them to a mechanic due to a lack of funds.

3. **Personnel:** The Chief updated the members of the board on our current staffing level, which continuous to hold steady. He stated that out of the 14 recruits that started our last recruit class in 2016 six have dropped during the Self Contained Breathing Apparatus (SCBA) training. This is normally where we lose the majority of our new recruits. Our training includes MAY DAY procedures, disorientation drills, self-rescue as well as other related training. It's also during our SCBA training where individual issues dealing with claustrophobia surface and recruits realize that firefighting is not in their best interest. He also stated that we have enough applications on file to start our first class in 2017 the first week of February.

4. **Vehicles:**

1. The Chief stated that since his last report on our 1960 American La France Fire Truck, there still has been no change, due to other more pressing projects. He hopes to have Captain Stoudt and Engineer Stewart get back on the truck sometimes next month. The goal is to have the truck ready in time for the 2017 Hope Mills 4th of July parade.
2. The Chief stated that our vehicle maintenance costs increased after our Hurricane Matthew responses. Our responding apparatuses all operated in high water and required servicing ahead of schedule to insure we had no water in our drive-trains. Several did have water in our transfer cases and rear-ends and required servicing. Costs have been submitted to FEMA for reimbursement.
3. The Kussmal in Engine 1333 quit working and due to the age of the Kusmall parts are no longer available and a new replacement unit has been ordered. The Kusmall maintains our batteries on all of our trucks, by keeping them fully charged.
4. The Chief stated that the home built water tank on 1341 has the interior epoxy paint peeling off and clogging up our nozzles during operations. The chief is looking into replacing the tank with a poly tank of similar size or we may mount the military 600 gallon aluminum water tank that that we received from Forestry.



FY 2016-2017 Vehicle, Equipment and Fuel Expenditures as of January 17, 2017 (List from Quicken) (Previous two (2) Fiscal Years for comparison purposes)

| UNIT # | NOMENCLATURE | FY 14/15 | FY 15/16 | FY 16/17 |
|---------------|--|---------------------|-----------------|-----------------|
| 1311 | 1984 Pierce Dash Engine | 5,710.73 | 3,049.25 | 115.58 |
| 1331 | 2004 Pierce Dash Engine | 16,559.54 | 5,725.94 | 8,116.45 |
| 1332 | 2004 Pierce Dash Engine | 7,629.80 | 13,909.12 | 3,366.39 |
| 1333 | 1988 Pierce Dash Engine | Out of Service-Fire | 767.14 | **48,245.76 |
| 1341 | 1990 AMC General 5 Ton Cargo Brush | 14,611.78 | 2,109.89 | 45.28 |
| 1351 | Future Ladder Truck Early 2017 | Not Applicable | Not Applicable | 0.00 |
| 1362 | 2015 GMC Sierra 2500 HD 4 X 4 | Not Applicable | 42.80 | 1,581.63 |
| 1371 | 2002 Silverado 1500 HD 4 X 4 | 3,227.00 | 410.90 | MVA Totaled |
| 1371 | 2016 GMC Sierra 1500 4 X 4 | Not Applicable | Not Applicable | 6,125.31 |
| R-13/1376 | 1984 International Rescue | 1,568.36 | 19,877.91 | 358.64 |
| 1391 | Future Command Vehicle 2017 | Not Applicable | Not Applicable | 0.00 |
| 1931 | 1994 Quality Gladiator Engine (SOLD) | 1,575.83 | (SOLD) N/A | (SOLD) N/A |
| 1932 | 1986 Pierce Dash Engine | 2,342.53 | 963.70 | 5,928.19 |
| 1941 | 1984 AMC 5 Ton Truck | 65.14 | 2,221.80 | 4,756.15 |
| 1960 | 1960 American LaFrance (Antique) | Not Applicable | 8,507.29 | 593.81 |
| 1961 | 1984 Chevrolet ¾ Ton Diesel | Not Applicable | 101.34 | 0.00 |
| 1962 | 2015 GMC Sierra 2500 HD 4 X 4 | Not Applicable | 3,312.25 | 26.73 |
| 1981 | 2016 Mobile Air Trailer | Not Applicable | Not Applicable | 268.60 |
| Boat 13 | 19" Rescue One Connector Boat | 734.10 | 247.80 | 1,007.31 |
| Boat 19 | 14" Zodiac Inflatable | Not Applicable | 0.00 | 0.00 |
| Trailers | 2009 Boat Trailer Double Stack | Not Applicable | 0.00 | 0.00 |
| U-Trailer | Utility Trailer (Small) | Not Applicable | 81.38 | 0.00 |
| Cmd Trl | 2006 FEMA Trailer | Not Applicable | 0.00 | 0.00 |
| MISC | RELATED VEH EXPENSES | 4,445.07 | 15,988.55 | 7,268.55 |
| | Total Vehicle Maintenance | 62,284.90 | 78,151.31 | 87,777.65 |
| | EQUIPMENT OTHER | 11,724.54 | 13,716.61 | 7,653.40 |
| | TOTAL VEH/EQUIP EXPENSES BUDGETED (\$ 80,000) | 74,009.44 | 91,867.92 | 95,431.05 |
| | GASOLINE & FUELS (\$ 40,000) | 22,240.55 | 16,422.24 | 13,354.69 |
| | FY-BUDGETED TOTAL (120,000) | 96,249.99 | 108,290.16 | 108,785.10 |
| | Total over / under Budget | 23,750.01 | 11,709.84 | |

** 1333 expenses include insurance payment of \$ 38,000 for fire damages to the apparatus.

5. Grounds and Buildings:

1. The Chief stated that all our maintenance requirements have been moved to the new storage building at Station 19, and henceforth all our primary maintenance will be completed there.



2. The Chief informed the members that the new apparatus bay floor here at Station 13 has been installed. He asked the members to survey the floor on their way out, and stated that the floor looks very nice and adds to the appearance of our apparatus floor. An electric floor cleaner came with the new floor and eliminates mopping. We are planning to up-grade the apparatus floor at Station 19 in the spring.



3. Along with our new bay floor we have also ordered new cabinets to replace the worn and 30 year old cabinets in the bay. Mr. Buddy Prevatte who built and installed our kitchen cabinets is constructing our bay cabinets as well. The new and replacement cabinets should be ready and installed in early February.

4. The Chief stated that we noticed a water leak under the ground between the hydrant in front of our building and our training hydrant in the back of the building here at Station 13. The leak is only present when the two hydrants are pressurized for training. We will wait until spring when the weather is more receptive in order to patch the leaking pipe or joints.

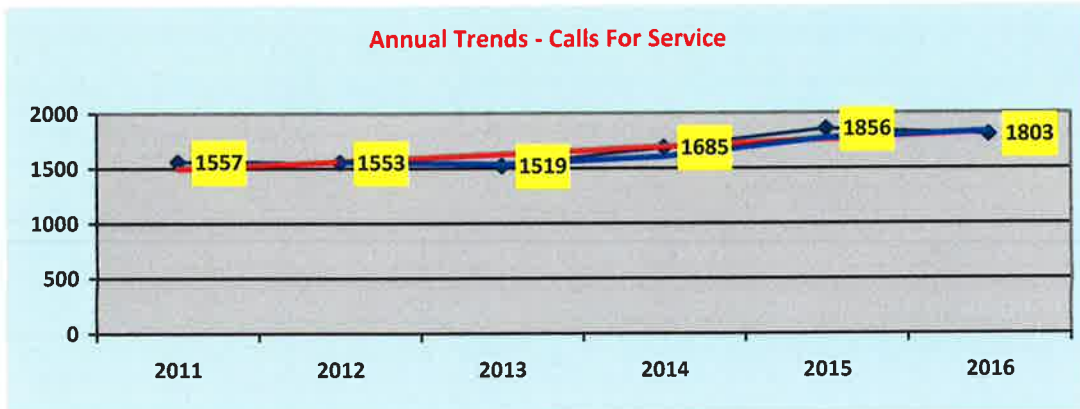
5. The Chief stated that he is also looking to obtain bids for a heating system for our Station 19 Storage Building. We are currently utilizing auxiliary heaters to heat the building in order for our maintenance staff to work during the cold weather.

5. Fire Conditions:

1. Chief Johnson briefed the members on our current call volume through December 2016. Currently our call volume is trending 3% below last year's responses.
(See Charts below – Monthly calls by year and annual trend line chart.)

| SPFD INCIDENT RESPONSE DATA | | | | | | |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| MONTH | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 |
| JANUARY | 116 | 135 | 158 | 161 | 159 | |
| FEBRUARY | 115 | 135 | 123 | 173 | 136 | |
| MARCH | 110 | 126 | 139 | 142 | 156 | |
| APRIL | 111 | 99 | 144 | 159 | 139 | |
| MAY | 103 | 119 | 145 | 161 | 144 | |
| JUNE | 138 | 136 | 139 | 169 | 126 | |
| JULY | 135 | 101 | 181 | 152 | 135 | |
| AUGUST | 140 | 118 | 130 | 150 | 175 | |
| SEPTEMBER | 115 | 97 | 122 | 152 | 169 | |
| OCTOBER | 136 | 124 | 130 | 139 | 198 | |
| NOVEMBER | 153 | 112 | 131 | 145 | 147 | |
| DECEMBER | 134 | 113 | 143 | 164 | 119 | |
| TOTALS | 1532 | 1519 | 1685 | 1861 | 1803 | |





2. The Chief stated that during the 2016 calendar year our actual incident calls were down about 3% from last year. He also stated that we answered 95 requests for stand-by with the City of Fayetteville throughout the year. Although we currently don't enter stand-by calls in the NFIRS's reporting system, we will capture and include the service calls starting this calendar year. With the additional 95 calls added our calls would have increased by 3% over 2016 with total calls at 1898.

6. Training Report:

1. The Chief advised that although training is on-going during the month of December especially around Christmas time we curtail our training requirements until the first of the year. He stated that our training officer Chief Murphy has completed the 2017 department training schedule, which will be electronically posted.
2. The Chief stated that starting in the New Year most of the regional weekend Fire Service Seminars will kick off again. Many of our members participate in the various training opportunities offered, with our department paying associated registration fees. Fees vary from seminar to seminar and generally go from \$ 40.00 to \$ 100.00 depending on the course being offered. The more technical the course the higher are some of the associated registration fees.
3. The Chief reminded the members of the Board that the Chief Officers will be in Concord during the period February 1st through the 4th in order to attend the North Carolina Association of Fire Chiefs (NCAFC) Mid-Winter Training Conference. The annual NCAFC Mid-Winter Conference provides our Chief Officer to stay current on North Carolina Fire Service Issues as well as participate in the professional development programs offered. We also attend the annual NCAFC Fire Chief of the Year Banquet. As you know our Deputy Chief was last year's Officer of the Year and therefore will announce and introduce the Fire Officer of the Year for this year. Captain Hanzal will be in charge during our absence.



E: REPORT OF THE TREASURER:

1. Treasurer Turlington provided the current fund balance and financial information from all sources.

| | | | | |
|------------------------|----------------------------------|----|---------------------|------------------------------|
| Current Fund Balances: | As of today is | \$ | 1,385,926.21 | First Citizens |
| | | | | CD |
| | | \$ | 210,127.52 | = 14.5% of Budget. |
| | Total Cash Flow Available | \$ | 1,596,053.73 | Total Available Funds |

Fiscal Year 2016 – 2017 Budget Information

| | |
|--|-------------------|
| Approved County FY 15/16 Budget | 998,945.00 |
| County Budget Funding Received YTD \$ | 685,098.44 |
| County Budget Funding Pending YTD \$ | 313,846.56 |

| | |
|---|-------------------|
| Approved Fayetteville FY 15/16 Budget \$ | 414,536.80 |
| Fayetteville City Funding Received YTD \$ | 207,268.40 |
| Fayetteville City Funding Pending YTD \$ | 207,268.40 |

Gates Four Annexation Taxes FY 12/13 owed by COF \$ 12,763.00

| | |
|--|------------------|
| Approved Town of Hope Mills Contract FY 15/16 Budget \$ | 57,714.00 |
| Town of Hope Mills Contract Funding Received YTD \$ | 3,000.00 |
| Hope Mills Budget Funding Pending YTD \$ | 54,714.00 |

| | |
|---|---|
| Other Income Hope Mills-Old Mutual Aid (\$ 12,000.00 Anl) | \$ 12,000.00 |
| Town of Hope Mills Full Responder Contract Fee = | \$ 45,714.00 based on last year's pay out |
| Town of Hope Mills 1 time Debt Assumption Payment | \$ 16,451.06-On-Going |

| | |
|--|------------------------|
| Combined County / COF / & Hope Mills Approved FY 16/17 6 Budget | \$ 1,471,195.80 |
| Combined City / HM & County Budget Received YTD - \$ | 325,721.35 |
| Combined City HM & County Budget Pending - \$ | 1,145,474.50 |
| Other Income CCFCA - \$ | 0.00 |
| Other Income /Tax Refund (Sales & Fuel Tax) - \$ | 36,146.76 |
| Assistance to Firefighters Grant (AFG) Funds - \$ | 0.00 |

Total Board Funds YTD received 15/16 to date all Sources \$ 931,513.60

1. Treasurer Turlington provided the financial transactions for the months of October and November 2016 for the monthly director's review, while Vice Chairman Townsend provided the monthly oversight reports for the same months. After a review by the members present, Chairman Brown called for a MOTION, with Director Joel Siles introducing a **MOTION** to approve the financial transaction reports for the months of August and September 2016 along with the oversight reports for the same months. The motion was **SECONDED** by Director Jerry Hall and **APPROVED** by all members present. (See Enclosure # 2 & 3)
2. **Auxiliary Account** - Treasurer Tracie Johnson via e-mail provided the Auxiliary treasurer's fund balance as of today at \$ **255,671.28** The Auxiliary account



facilitated the new Ready Rack Gear Racks at both stations, the new floor at Station 13 as well as all the new fire & rescue equipment we obtained from the Greensboro, North Carolina Salvage Company identified in old business item # 3.

3. **Miscellaneous FF Account** - The Chief stated that there is no change to our current fund balance of \$ **5,797.72** with a deposit pending.
4. **Relief Fund** – There is no change to the Relief Fund and the current Relief Fund balance with North State Bank remains at \$ **61,642.45**. Relief Fund Treasurer Townsend advised that the 2016 relief fund disbursement was deposited into our relief fund account by the state.
5. **Child Passenger Safety Seat Account** – The current CPSS fund balance with Wells Fargo is \$ **1,350.75**. This fund is exclusively for CPS equipment and is maintained by donations.

F: REPORT OF COMMITTEES:

- | | | |
|----|---|-----------|
| 1. | Policy Committee - | No Report |
| 2. | Building & Grounds Committee - | No Report |
| 3. | Small Tools & Gear Committee - | No Report |
| 4. | Equipment & Vehicle Replacement Committee - | No Report |
| 5. | Budget Committee - | No Report |

G: OLD BUSINESS:

1. The Chief updated the members of the board on the CCFCA Freedom Application and stated that all the I-Pads are now at County IT for programing and hopefully some time in February we will be able to go on line. We have six (6) new tablets that will replace current lap-tops. The Freedom App is a user friendly program and is also capable of being installed on smart phones for Fire Chiefs. There is an associated user fee with each I-Pad or phone put on line.
2. Chief Johnson informed the members of the board that we completed our on-site accreditation PEER review January 2nd through the 6th and Fire Chief Ensign, the PEER Team Leader along with the entire team during their scheduled out-briefing recommended re-accreditation. During our out-brief they informed us that they were extremely impressed with our operation. We are now scheduled to go before the full Commission on Tuesday March 21st in San Diego California. The Deputy Chief, our accreditation manager, Vice Chairman Townsend from the Board and the Fire Chief will make the trip. Appearing before the commission is mandatory. Along with our appearance is also Chief Ensign the Team Leader who will present the team's re-accreditation report. Once approved by the commission our next re-accreditation will be in 2022. CPSE utilizes a five (5) year accreditation cycle. Chairman Brown congratulated Chief Johnson Sr., on the re-accreditation recommendation and asked that the board's appreciation be passed on to the membership.



- The Chief briefed the board on a purchasing opportunity that came about with the availability of new fire, rescue and EMS equipment that was salvaged from a Dow Chemical Plant by a Greensboro Salvage Company. New salvaged equipment was available at fifty cents on the dollar. The Chief advised that we spent \$ 32,000.00 from the Trail of Terror account and purchased much needed equipment at an unbelievable bargain price. Included was a \$ 40,000.00 new Scott



fill station, six DOT cascade bottles and compressor which we purchased for \$ 14,000.00. The system will be installed in our storage building at Station 19 with 1981 being moved to Station 13. We also picked up commercial gear washer/extractor and dryer along with all new appliances for our new Engine and Rescue Trucks. It took 2 large trailers to get all the equipment back to Station 19.

H. NEW BUSINESS:

- The Chief briefly talked about the tremendous increase in health insurance costs due to the affordable care act. Some of our member's premium effective January 1st, 2017 will double and we will have to have a discussion on the funding and the sustainment of same. Chief Johnson stated that he has already met with our Attorney Neil Yarborough and discussed the issue along with other benefit related liability issues brought to our attention.

- The Chief briefed the board that a Mrs. Linda Bishop donated a pool table to the department. The Chief stated that he was contacted by Chief Marley with the Pearce's Mill Fire Department to see if we were interested in a regulation size pool table. He stated that his department was already in possession of a regulation size pool table and provided Mrs. Bishop's our phone number. Mrs. Bishop explained that her mom who is 91 years old wants to donate



the family table to the FD. We contacted Fayetteville Billiards who moved the table and re-installed the table in our day room at Station 19. Mrs. Bishop also sent us a table cover and table accessories along with a Pool Table Cake. The table is in excellent condition, and we have already instituted rules to keep it that way. We will send Mrs. Bishop a thank you note and one of our challenge coins.

- The Chief briefed the members of the board that in conjunction with our accreditation we will be adopting a new program called Power DMS. This

program allows to post all our Standard Operating Guidelines and all associated internal management tools that require membership notification. The program requires a log in and password for each of our members and it will monitor our SOG, whereas once a new SOG is posted all members are notified to log in, read and electronically sign the SOG indicating that they have read and understand the SOG. The system also reminds members after a set deadline and send e-mails to the manager of the program indicating who has not complied. Once up and running we will remove all our SOG from our open Web-Page. There is a fee associated with the program with the first 30 days a free trial period.

4. Chief informed the board that he was made aware of a liability issue concerning our sick-leave policy, which currently does not have a limit to the accrual process. We have several of our members with high sick leave balances. One of our members was recently out for an extended time due to surgery. If this occurs with multiple members at the same time we could not afford to pay the sick leave and hire the required backfill to sustain operations. The Chief stated that he met with Attorney Neil Yarborough who recommended that we freeze our current leave balance for any member in excess of 300 hours and allow members below 300 hours to continue to accrue sick leave until they reach 300 hours. He further recommended that we change our sick leave procedure to meet the following criteria. The use of any sick leave will require a doctor's note. If a member calls in sick and in order to use his/her sick leave he or she must present a current and original doctor's note for the absence. If they do not produce a doctor's note the absence will be charged as vacation as an unscheduled absence. The Chief stated that he has met with the paid staff and explained this new procedure during our first of the year employee meeting. Our Employee Assistance Plan (EAP) will be updated to indicate this new procedure which went into effect on January 1, 2017.
5. The Chief informed the members of the board that we applied for re-imbursement with FEMA for our Hurricane Matthew response.
6. The Chief stated that with the beginning of 2017 it is time again to prepare our 2016 Annual Report. The suspense for the report has been set for March 31, 2017 and he should be able to present the report to the board during our April 2017 meeting.
7. The Chief advised the board that he received a Letter from Melissa Cardinali, Assistant County Manager dated January 13, 2017 concerning the Fiscal Year 2017-18 Budget Requests. He advised that the letter stated that budget preparations have begun earlier this year due to 2017 being a tax revaluation year and that due to Hurricane Matthew final tax estimates are not available. The suspense to finance is February 28th, 2017 with adjustments being made once property valuations are final. He stated that he will contact the Budget Committee prior to our regular scheduled board meeting in February. The Budget Committee Chairman Mr. Townsend will present the budget during the February meeting and we will announce and advertise our February 15th meeting as our budget public hearing meeting.

I: CLOSED SESSION - WHEN APPLICABLE:

N/A



J: ADJOURNMENT:

Vice Chairman Larry Townsend entertained a motion to adjourn. A **MOTION** was made by Director Joe Siles to adjourn. The motion was **SECONDED** by Director Jerry Hall and **APPROVED** by all members present. The meeting adjourned at 2100 hours. **The next Board of Directors meeting is scheduled for Tuesday January 17, 2017 at Station # 13 @ 7:30 PM.**

Respectfully Submitted:

Angus R. Pate

ANGUS R. PATE

Secretary

Cc.

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

3 Enclosures:

1. SPFD Board of Directors Attendance Roster January 17, 2017
2. Financial Monthly Oversight Report – October 2016
3. Financial Monthly Oversight Report – November 2016



2017

BOARD OF DIRECTORS & PRIMARY STAFF
ATTENDANCE ROSTER

| ## | NAME | JAN (17) Sta. 13 | FEB (21) Sta. 19 | MAR (21) Sta. 13 | APR (18) Sta. 19 | MAY (16) Sta. 13 | JUN (20) Sta. 19 | JUL (18) Sta. 13 | AUG (15) Sta. 19 | SEP (19) Sta. 13 | OCT (17) Sta. 19 | NOV (21) Sta. 13 | DEC (19) Sta. 19 |
|----|---------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| 01 | Daniel C. Brown - President(2020) | P | | | | | | N/A | N/A | | | | |
| 02 | Larry Townsend V-President (2018) | P | | | | | | N/A | N/A | | | | |
| 03 | Angus Pate - Secretary (2020) | P | | | | | | N/A | N/A | | | | |
| 04 | Gary Turlington - Treasurer (2018) | P | | | | | | N/A | N/A | | | | |
| 05 | Joel Siles - (2018) | P | | | | | | N/A | N/A | | | | |
| 06 | Jerry Hall - (2018) | P | | | | | | N/A | N/A | | | | |
| 07 | Roger Hall (2020) | P | | | | | | N/A | N/A | | | | |
| 08 | Freddy Johnson Sr. - Chief (Annually) | P | | | | | | N/A | N/A | | | | |
| 09 | Freddy Johnson Jr. - Deputy Chief | X-E | | | | | | N/A | N/A | | | | |
| 10 | Sean Johnson - Asst Chief | P | | | | | | N/A | N/A | | | | |
| 11 | Kevin T. Murphy - Asst. Chief | X-E | | | | | | N/A | N/A | | | | |

P-Present - A-Absent - N/A - No Meeting Conducted A-E - Absent & not required to attend by invitation only. N/A No Meeting-P-T telephonic participation.

- Due to summer vacations Board of Directors meetings are not scheduled for the months of July and August unless there is a pressing need or emergency.

Enclosure # 1 Board Minutes January 17, 2017

**STONEY POINT
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Vice President
James G. Turlington
Treasurer
Angus Pate
Secretary
Jerry Hall
Member
Joel A. Siles
Member
Freddy L. Johnson Sr.
Fire Chief

Memorandum For: Haigh, Byrd & Lambert, LLP, Certified Public Accountants

Reference: Additional Internal Financial Control & Segregation of Duties


October 2016

In order to establish and maintain enhanced internal controls, including monitoring of ongoing financial and accounting principles of the Stoney Point Fire Department; in addition to the current duties performed by the Clerk of the Board and the Appointed Treasurer, and to comply with the recommendation as outlined in a letter from Haigh, Byrd & Lambert, LLP, Certified Public Accountants, addressed to the Stoney Point Board of Directors addressing segregation of duties, and whereas the Stoney Point Board of Directors appointed Mr. Larry D. Townsend to conduct and perform said duties.

I Director Larry D. Townsend have reviewed and documented the reconciliation for all financial transactions for the month indicated above.

X I have found no discrepancies.

 I have discrepancies as indicated below.


Larry D. Townsend

5 Jan 2017
Date

Enclosure # 2 Board Minutes January 17, 2017

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5 Jan 2017
Date

Enclosure # 3 Board Minutes January 17, 2017