

# STONEY POINT FIRE DEPARTMENT INC.

## Stations 13 & 19

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January 17, 2012

SUBJECT: Minutes of the Monthly Board of Directors Meeting January 17, 2012

The monthly meeting of the Stoney Point Fire Department Inc., Board of Directors was called to order by Chairman Brown and was let in prayer by Director Pate. At 7:30 PM. The meeting was conducted at Station 13.

### A: Roll Call

#### Members Present:

Daniel C. Brown	Chairman
Larry A. Townsend	Vice Chairman
Alan Grupy	Treasurer
Angus Pate	Secretary
Jerry R. Hall	Member
Joel A. Siles	Member
J. Gary Turlington	Member
Freddy L. Johnson Sr.	Fire Chief
Freddy L. Johnson Jr.	Deputy Fire Chief
Matthew W. Williams	Assistant Fire Chief

#### Members Absent:

### B: ANNUAL/SPECIAL/PUBLIC HEARING MEETING:

Not Applicable

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

Secretary Pate, presented the minutes from the December 20, 2011 Board of Directors meeting for review and approval. Chairman Brown called for the approval of the December 20, 2011 minutes. **MOTION** A motion was made by Director Joel Siles to approve the December 20, 2011 minutes as presented by the Secretary. The motion was **SECONDED** by Director Gary Turlington and **APPROVED** by all members present.

### D: REPORT OF THE FIRE CHIEF:

#### General Information:

1. Guests: None<sup>1</sup>

<sup>1</sup> SPFD Board Minutes – January 17, 2012

## 2. Personnel:

1. The Chief advised that eight (8) new members started our first Basic Training Program for 2012 on Saturday January 7, 2012. All eight are still with us and doing very well in our revised program. The Chief advised that Phase III of our 3 Phase training program has been shifted to our paid staff. Our staff members are working 9 to 10 days per month and thus making them more readily available to work with our volunteers whom require a flexible training schedule. He also stated that an additional 3 applications have been submitted for membership. All three have been deferred pending criminal back-ground checks to be brought in by the applicants.
2. The Chief passed around a certification roster pertaining to our membership for the directors to review. This report identifies all our members and the level of certification acquired through 2011.
3. The Chief also passed around the new Volunteer Performance Evaluation Form for all members to review and comment. This was another area which the assessors recommended that we implement. (See Enclosure # 1) This form is based on weak as well as strong points from a list of 10 categories. The Chief stated that he will personally complete the evaluations on all members this year and will delegate this responsibility to each Shift leader next year. He stated that he has spoken with all the volunteer Shift leaders to insure there are no problems with any particular volunteers in order to address both strength and weaknesses during his evaluation process.

## 3. Vehicles:

1. Work is progressing on Engine 1932. The tank has been installed, but several fittings and pipes had to be re-cut in order to properly fit the new tank. The work is steadily in progress and hopefully the unit will be back in service shortly.
2. The Chief informed the board members that 1362 our 2008 F-350 Pick-Up had diesel fuel pumped into its gasoline tank by one of our employers. This has been addressed and new measures to preclude this from re-occurring have been implemented. A new diesel nozzle which is much larger in size and will not fit into a gasoline spout has been ordered and will be installed on the diesel tank. The unit was taken to Lafayette Ford for repairs that ultimately cost our department in excess of \$ 1,500.00. A discussion followed by all members present concerning repairs and equipment costs. The Chief advised that this has been brought to the attention of our entire membership, whereas the Chief has met with the officers, volunteers and our paid staff to discuss this trend. Vice President Townsend asked the board members that if they have an opportunity to stop by the stations both 13 and 19 and be seen and let members know through interaction that we meaning the directors also care about this issue and that we all need to do our job in holding down costs and taking care of our equipment.
3. The Chief asked the Deputy Chief to briefly inform the directors of the maintenance and vehicle task list to bring our entire fleet up. Deputy Chief Johnson stated that he and Captain Hanzal were tasked to identify all vehicle short comings and or needed repairs that have been postponed in the past. The list includes cosmetic items as well as <sup>2</sup>

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<sup>2</sup> SPFD Board Minutes – January 17, 2012

nice to have things. Deputy Chief Johnson Jr. hopes to have this completed and present the report to the Chief in the near future but prior to our annual budget committee workshop.

4. The Chief also advised that we have started to have our high use apparatuses serviced. Several have already been taken to H&H for service and returned. Each apparatus is also need of our annual DOD Vehicle Safety Inspections which will be conducted in conjunction with the service.

4. Grounds and Buildings:

1. The Chief stated that he will get a bid price for sealing our parking lot at number 19 as well as number 13. Critical cracks in our asphalt at number 13 are causing serious problems that if we don't address them now will cost us additional funds in the future. Cracks allow for water to further damage and cause washout underneath the asphalt. The parking lot at Station 19 is in good condition and sealing it would enhance its longevity. The chief also talked about the cracked concrete walk way at Station 19. Vice President Townsend stated that he has a large concrete project coming up at his residence and we could replace the cracked walk way at that time, while the concrete trucks would be in the area. Director Siles stated that he would assist with completing the concrete work when we are ready for the project.

2. The Chief passed around brochures pertaining to Exhaust Extraction Systems. During our accreditation site review the PEER team recommended as a strategic capital improvement plan that we install Exhaust Extraction System in both of our stations. He stated that we should have several quotes in the next several weeks in order to assist us with our long term budget planning.

3. The Chief also advised the members that another recommendation was to take a look at our Emergency Lighting and Smoke Alarm System here at Station 13. He stated that we currently have installed battery operated smoke alarms in each room of the department. The alarms are not interconnected and do not activate in sync and we will correct this recommended life safety issue. We will also include the apparatus bay, therefore should a fire occur within the apparatus bay members sleeping in the bunk room would be alerted to the fire. He stated that our building does meet the code requirement for when the building was first constructed and remodeled in 1984. We have in-house expertise to install the required smoke alarms and exit lighting.

5. Fire Conditions:

1. During the 2011 calendar year we responded to a total of **1551** calls. (Please see the total below for monthly call data) We finished the year 3% below of our 2010 total runs.

January 2011	-	143	July 2011	-	122
February 2011	-	166	August 2011	-	120
March 2011	-	134	September 2011	-	135
April 2011	-	127	October 2011	-	134
May 2011	-	116	November 2011	-	100
September 2011	-	136	December 2011	-	117 <sup>3</sup>

<sup>3</sup> SPFD Board Minutes – January 17, 2012

6. Training Report:

1. The Chief passed around the annual training report pertaining to all members. A general discussion concerning training and training categories was discussed. The Chief explained that each member is responsible for 240 hours of training annually or 20 hours per month. This training has to be completed within certain ISO training categories in order to receive full credit. He stated that we exceeded our training requirements for the 2011 calendar year. He stated he will address training in our 2011 annual report which should be complete no later than the March 2012 meeting.
2. The Chief announced that we already are full swing into the 2012 calendar training program, with training and certification classes already scheduled out for the first six months of the year by our training officer. Chief Murphy conducted a very comprehensive 2012 training overview and requirements with the entire membership on January 5, 2012.
3. The Chief stated that many of our members are participating in regional seminars taking certification level courses. They also are enrolled in regional fire academies working on their certifications. Several certifications courses have also been scheduled here at Station 13 and 19 over the next several months.
4. The Chief stated that many of our members are also currently enrolled in the Rescue Certification Program. Working with the City of Fayetteville (COF) our goal is to have three (3) certified members per shift assigned to Rescue 13. Once we meet this new requirement the COF will make some assignment changes and re-assign their rescue truck and utilize our truck in order to have enhanced capabilities throughout the SPFD and COF response areas.
5. The Chief stated that he is still looking for a Human Resources Course in order to send our Human Resources Manager. This came about as a result of our accreditation site visit. The Chief's 101 class has a Human Resources period and she will attend this program as well. Many of the requirements in Chief 101 can be handled by the Human Resources Manager instead of the Fire Chief. We are monitoring the availability of a regional Human Resources Class and once we identify a class we will send our manager.

**E: REPORT OF THE TREASURER:**

1. Treasurer Grupy presented the treasurers and financial report for review and approval.

Current Fund Balances:	As of today is	\$	737,833.76 checking
	CD	\$	152,422.29 = 13% of Budget.
	Total Cash Flow Available	\$	890,256.05 Total Available Funds
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<b>Approved County FY 11/12 Budget</b>	\$	<b>838,091.00</b>
County Budget Funding Received YTD	\$	601,564.00
County Budget Funding Pending YTD	\$	236,527.00
<b>Approved Fayetteville FY 11/12 Budget</b>	\$	<b>328,240.00</b>
Fayetteville City Funding Received YTD	\$	164,120.00
Fayetteville City Funding Pending YTD	\$	164,120.00
<b>Combined City &amp; County Approved Budget</b>	\$	<b>1,166,331.00</b>
Combined City & County Budget Received YTD	\$	765,684.00
Combined City & County Budget Pending	\$	400,647.00
Other Income Hope Mills	\$	0.00
Other Income CCFCA	\$	0.00
Tax Refund (Sales & Fuel Tax)	\$	4,604.12
Other Income Miscellaneous-	\$	12,113.86
Cost of Goods Sold	\$	4,500.00
Safer Grant Income FY 09-12	\$	0.00
<b>Total Board Funds received 11/12 to date all Sources</b>	\$	<b>786,901.98</b>

Vice President Townsend our Oversight Treasurer requested that we review the December 2011 financial transactions during the February 2012 meeting. He has not had sufficient time to review all the transactions. The members agreed to wait until the next meeting to review both the December 2011 and January 2012 financial data.

2. Ms. Kathy Picon the auxiliary treasurer provided the auxiliary fund balance of \$ 159,702.23 along with a current transaction report of the account. (See Enclosure # 2)

Vice President Townsend inquired about the recommendation of building our reserve fund up to 20% of our annual budget. We currently have 13% of our budget in a CD. Chief Johnson stated that we currently have some SAFER funds coming in that was slated to be added to our CD with North State Bank. Director Townsend stated that we should open a separate CD account with a different maturity date in case we need to withdraw some funds due to an unforeseen emergency. With two maturity dates spaced properly we would always be in a position to access our funds. **MOTION** – Vice President Townsend made a presented a motion to open a second CD with Bank of America where the maturity dates are offset. The MOTION was **SECONDED** by Director Jerry Hall and **APPROVED** by all members present. President Brown instructed Treasurer Grupy to open a second CD with Bank of America when the SAFER grants arrive in accordance with the approved motion.

3. There were no further financial reports.

#### **F: REPORT OF COMMITTEES:**

1. Policy Committee - No Report<sup>4</sup>

<sup>4</sup> SPFD Board Minutes – January 17, 2012

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 advised that he was still working on the Millstone Property Evaluation. The property was annexed in 2008 by Hope Mills and we are trying to fix the debt assumption dilemma. He also stated that he has not heard anything else from the Town of Hope Mills concerning any annexation of the CVS Pharmacy or the Food Lion Projects. Both of these parcels of property now have a very high property value therefore the loss of the tax revenue will incur a large annual debt assumption through 2024. He stated that he has asked the Hope Mills Fire Chief Chuck Hodges to have lunch with him before Christmas and he was busy, and asked again during Chief Blackburn's retirement last Friday at Pope Army Field. Chief Hodges indicated that he was busy but would call me this week. The Chief stated that he was planning to make a presentation to the Hope Mills Town Council concerning the benefits and cost savings by contracting.
2. The Chief stated that he has started the process of preparing a City of Fayetteville Budget. He is working with Mike Osborn the county GIS representative to look at property values for our 1<sup>st</sup> due response area assigned to us by the COF.
3. We have not heard anything back from Mrs. Allred concerning the old station 19 property. We responded to her letter on December 13, 2011 and waiting for her reply.
4. Chief Johnson Sr. advised that he took to the liberty and researched the Board Minutes and the dates listed below are the actual dates when each member first started with the department. He stated that the minutes are available and will bring them to the next board meeting in February at Station 19. He stated that Mr. Grupy was under the impression that he had started earlier. Mr. Grupy was first voted on the board when he replaced Mr. Holt during the annual June 1993 meeting.

1.	Daniel C. Brown	President	June 1966	45 Years	2012
2.	Angus R. Pate	Secretary	June 1986	25 Years	2012
3.	Alan R. Grupy	Treasurer	June 1993	18 Years	2012
4.	Joel A. Siles	Member	Oct 1994	17 Years	2014
5.	Jerry R. Hall	Member	June 2002	9 Years	2014
6.	Larry D. Townsend	Member	March 2008	3 Years	2014
7.	James "Gary" Turlington	Member	April 2011	1 Year <sup>5</sup>	2014

<sup>5</sup> SPFD Board Minutes – January 17, 2012

## **H. NEW BUSINESS:**

1. The Chief passed around the departments Accreditation Report that he received today from the Commission on Fire Accreditation International. He stated that this was not the final report and the report was send to us for review of stated facts. Once we review the report the final report will be rendered. The Chief stated that he has read entire report and he saw very minor corrections.
2. The Chief stated that we have to send a contingent of key members to go in front of the commission meeting in Las Vegas in March. It is mandatory for the Fire Chief and the departments Accreditation Manager to appear along with a representative from the governing board. The Chief stated that Vice President Townsend had expressed a desire to attend the meeting in March. The Chief stated that in August in Denver Colorado is the actual presentation although we will be accredited in March. He stated that he will take some key members to Las Vegas and then in August will take a couple of the other members that were very instrumental in our accreditation process. Members that will be going to Las Vegas will be, Chief Johnson Sr, Assistant Chief Clouston our Accreditation Manager, Deputy Chief Johnson and Mr. Townsend. The Chief requested funds for the trip and stated that for the August trip he is planning on utilizing funds from the auxiliary Trail of Terror account. He stated that during the August trip he will be taking Assistant Chief Johnson, Assistant Chief Murphy, Assistant Chief Clouston and himself. **MOTION** At this time Director Jerry Hall made a motion to authorize the listed members to go to Las Vegas and represent our department with the Commission on Fire Accreditation International and to pay for the associated expenses from the Board Account. The motion was **SECONDED** by Director Gary Turlington and **APPROVED** by all members present. President Brown directed Chief Johnson to attempt to find bargain airline tickets and lodging for the round-trip. Chief Johnson stated that the host hotel is about \$ 89.00 plus applicable taxes and he would have Lieutenant Whitman go on line shop and reserve airline tickets.
2. The Chief briefed the board on the initiatives being started by Cumberland County utilizing 9-1-1 unrestricted funds. The county will provide 2 mobile data terminals per department along with upgrading our Firehouse Management Software by purchasing the new Web based Firehouse Software. The plan curtails to consolidate all our Firehouse requirements on to the county server being provided for that purpose. This will still allow each department to maintain privacy of their critical files other than NFIRS. This is a step in the right direction and is in line with the Public Safety Task Report. The Chief stated that he fully supports this initiative and is the right thing to do for the entire county-wide Fire Service.

## **I. CLOSED SESSION - WHEN APPLICABLE:**

1. Not Applicable <sup>6</sup>

<sup>6</sup> SPFD Board Minutes – January 17, 2012

**J: ADJOURNMENT:**

There being no further business, a **MOTION** was made by Director Larry Townsend to adjourn. The motion was **SECONDED** by Director Joel Siles and **APPROVED** by all members present. The meeting adjourned at 2045 hours. **The next meeting is scheduled for February 21, 2012 at Station # 19 @ 7:30 PM.**

Respectfully Submitted:

*Angus R. Pate*

ANGUS R. PATE

Secretary

**3 Enclosures:**

1. Volunteer Evaluation Form
2. Auxiliary Fund Balance Sheet dated January 17, 2012
3. Board of Directors Attendance – December 20, 2011<sup>7</sup>



**STONEY POINT FIRE DEPARTMENT INC.**  
*Volunteer Performance Evaluation Form*

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

JOB TITLE: \_\_\_\_\_

DEPARTMENT/SECTION: \_\_\_\_\_

EVALUATION PERIOD: 1

DATE OF REVIEW: \_\_\_\_\_

Exceeded Standards \_\_\_\_\_ Met Standards \_\_\_\_\_ Not Met Standards \_\_\_\_\_ Not Applicable \_\_\_\_\_

Continued Membership Recommended YES NO (Circle Appropriate Block)

*(Check Appropriate Block for Overall Rating)*

\*\*\*\*\*T  
The volunteer performance evaluation form should be utilized to point out any *weak* as well as *strong* points that have been noted during the rating period with each new/probationary & vested volunteer. The below listed topic areas should be addressed as needed. New members will receive an interim evaluation at six months intervals for the 1<sup>st</sup> twelve months of membership by the training staff, which will be utilized during the preparation of the annual performance evaluation form. Use additional paper as needed.

- \*\*\*\*\*
- |  |  |
|--|--|
| 1. Job Knowledge & Skills ( <u>Level Certification</u> ) | 6. Quantity & Quality of Work ( <u>Incident / Training</u> ) |
| 2. Attitude, Teamwork & Service Orientation              | 7. Responsiveness & Dependability                            |
| 3. Judgment  | 8. Responsibility  |
| 4. Communication Skills                                  | 9. Safety  |
| 5. Conduct, Appearance & Attendance                      | 10. Resourcefulness & Other Topics                           |
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\_\_\_\_\_  
Raters Name Rank & Title  
(Date) \_\_\_\_\_

\_\_\_\_\_  
Members Signature

\_\_\_\_\_  
Reviewers Name Rank & Title

Branch Banking Trust Checking Account Statement Stoney Point Fire Department Auxiliary

Date	Transaction Type	Check Number	Description	Amount	For	For Trail	Beginning Balance
12/20/2011	Check	1212	CHECK #1212 Party City	\$34.20	Elf Costumes for Christmas Dinner	no	\$165,110.68
12/21/2011	Check	1213	CHECK #1213 A C Moore	\$85.60	Christmas Dinner Table Decorations	no	\$165,076.48
12/23/2011	POS		WAL-MART #3595 12-22-11 FAYETTEVILLE NC 0029 BB&T CHECK CARD PURCHASE-PIN	\$42.67	Santa Clause Christmas Present (Don Stout)	no	\$164,990.88
12/23/2011	Check	1214	CHECK #1214 Cash Kathleen Picon	\$67.00	Christmas Dinner Reimbursement	no	\$164,948.21
1/5/2012	POS		LOWE'S #388 01-04-12 FAYETTEVILLE NC 0029 BB&T CHECK CARD PURCHASE-PIN	\$74.61	Clear Totes for Storage / Cleaning Supplies	no	\$164,881.21
1/9/2012	Check	1206	CHECK #1206 Courtenay S Whitman IV	\$700.00	Commercial Air Compressor	yes	\$164,806.60
1/13/2012	POS		SAMSLUB #8218 01-12-12 FAYETTEVILLE NC 0029 BB&T CHECK CARD PURCHASE-PIN	\$410.87	Coffee/Cream/Sugar/Battery Charger	no	\$164,106.60
1/13/2012	Debit		USAirways	\$2,133.50	Plane tickets 5 people	yes	\$163,695.73
1/13/2012	Debit		TRANSWORLD 847-446 #0029	\$1,860.00	Seminars at Transworld	yes	\$161,562.23

*ENC#2 SFPD BOARD MINUTES JAN 17, 2012*

as of: 17 January 2012

**2012**

**BOARD OF DIRECTORS  
ATTENDANCE ROSTER**

#	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
01	Daniel C. Brown - President(2012)	P						N/A	N/A				
02	Larry Townsend V-President (2014)	P						N/A	N/A				
03	Alan R. Grupy - Treasurer (2012)	P						N/A	N/A				
04	Angus Pate - Secretary (2012)	P						N/A	N/A				
05	Joel Siles - (2014)	P						N/A	N/A				
07	Jerry Hall - (2014)	P						N/A	N/A				
08	Gary Turlington(2014)	P						N/A	N/A				
09	Freddy Johnson Sr. - Chief	P						N/A	N/A				
10	Freddy Johnson Jr. - Deputy Chief	P						N/A	N/A				
11	Matthew W. Williams - Asst Chief	P						N/A	N/A				
12	Sean Johnson - Asst Chief	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Kevin T. Murphy - Asst. Chief	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**P**-Present - **A-Absent** - **N/A** - No Meeting Conducted

**T** telephonic participation.

**A-I** - Absent & not required to attend by invitation only. **N/A** No Meeting-**P-**

**Enclosure # Board Minutes January 17, 2012**