



STONEY POINT FIRE DEPARTMENT INC.

Stations 13 & 19

2190 Lake Upchurch Road, Parkton, North Carolina 28371

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

E-Mail spfd1301@nc.rr.com



November 19, 2013

SUBJECT: Minutes of the Monthly Board of Directors Meeting November 2013

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

A: Roll Call:

Members Present:

Daniel C. Brown	Chairman
Larry Townsend	Vice Chair
Alan Grupy	Treasurer
Angus Pate	Secretary
Joel Siles	Member
J. Gary Turlington	Member
Freddy L. Johnson Sr.	Fire Chief
Freddy L. Johnson Jr.	Deputy Chief

Members Absent:

Jerry Hall -	Member
Matthew Williams -	Asst. 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 October 15, 2013 monthly Board of Directors meeting for review and approval. Chairman Brown called for the approval of the October 15, 2013 minutes. **MOTION** A motion was made by Director Joel Siles to approve the October 15, 2013 Monthly Board of Directors meeting minutes as presented. The motion was **SECONDED** by Vice Chairman Larry Townsend and **APPROVED** by all members present.

D: REPORT OF THE FIRE CHIEF:

- General Information:**
- Guests:** None
- Personnel:**



1. The Chief stated that we started our last basic recruit class on Saturday November 9, 2013 with five (5) new recruits. With another 6 applicants from the waiting list in the application process for the January 2014 class.
2. The Chief stated that Lieutenant Tom Price who has been on a year-long military leave of absence due to deployment in Afghanistan has returned and will resume his service to our department in December. The Chief stated that Lieutenant Price was previously our Friday night Shift Lieutenant but effective in January 2014 he will promote Tom to Shift Captain for the Sunday night duty shift. Tom is fully certified for the position and completed the Fire Officer II course last weekend in Lenoir, North Carolina. Also in January he will promote Lieutenant Brian Parker to Captain for the Wednesday night duty crew slot and promote Engineer Jon Robarge to the Thursday night duty shift Lieutenant's position. Engineer Travis Bunce will be attending the Instructor Course as well as Fire Officer I course and will be promoted to fill one (1) of the two (2) Shift Lieutenant vacancies after the 1st of the year.

4. Vehicles:

1. Currently all our apparatuses and vehicles are up and running but we did experience several break downs with little malfunctions that were repaired in-house.
2. Captain Stoudt is continuing working on 1962 (1984 Chevrolet ¾ Ton Pick Up. The truck has been painted and the rear hydraulic lift gate has been repaired. This unit will replace 1362 in the near future. The truck will not be equipped with emergency warning devices, but will have a radio for communications. The unit will be utilized as an administrative utility vehicle for various tasks in conjunction with our day to day operations.
3. Progress has also been made on 1342 (1990 Army 5 Ton 6 X 6). The truck has been primed, but additional work on the body is needed. We have obtained one (1) six-hundred (600) gallon water tank for the truck and currently looking to find a second within the Federal Surplus System. This will be a slow process over the next 12 months. The goal is to have this 2nd brush unit ready for the 2015 season. We have already met all the grant requirements for the truck. North Carolina DMV Officers last week completed the necessary forms in order for us to acquire registration for the vehicles. Insurance has already been applied to both vehicles.
4. On November 4, 2013 on or about 1341 hours Lieutenant David Stewart responded to a medical call on Waldo's Beach Road and failed to properly place 1371 (2002 Chevrolet Silverado HD 1500) in park causing the truck to roll into a row of mailboxes after exiting the vehicle. The collision damaged the Trucks hood and bumper. The mailboxes sustained minor damages and Lieutenant Stewart repaired the mailboxes



on the day of the accident. 1371 has not been repaired but is fully operational and in service. Assistant Chief Sean Johnson investigated the accident and completed a written report. Captain Hanzal our Safety Officer has been tasked to prepare an accident report along with an after action report that we can share with the entire membership in order to address this preventable accident. This accident was totally preventable and is contributed to not being focused, in a hurry and not following through to insure the vehicle was secure. On our larger trucks it is customary to chalk the wheels each and every time to keep the apparatus from accidentally moving.



3. FY 2013-2014 Vehicle, Equipment and Fuel Expenditures (List from Quicken)

<u>UNIT #</u>	<u>NOMENCLATURE</u>	<u>EXPENDITURE</u>
<u>1311</u>	1984 Pierce Dash Engine	615.95
<u>1331</u>	2004 Pierce Dash Engine	5,700.11
<u>1332</u>	2004 Pierce Dash Engine	908.30
<u>1333</u>	1989 Pierce Dash Engine	928.95
<u>1341</u>	1984 Chevrolet ¾ Ton	607.61
<u>1361</u>	1999 Pierce Arrow Service	586.57
<u>1362</u>	2008 Ford F-350 Pick Up	751.91
<u>1371</u>	2002 Silverado 1500 HD	1,001.07
<u>1376</u>	1984 International Rescue	113.16
<u>1391</u>	2007 Ford Crown Victoria	485.92
<u>1931</u>	1994 Quality Gladiator Engine	2,934.58
<u>1932</u>	1986 Pierce Dash Engine	544.58
<u>1941</u>	1984 AMC 5 Ton Truck	3,264.20
<u>1962</u>	1984 Chevrolet ¾ Ton Diesel	0.00
<u>BOAT</u>	Out of Service - Salvaged	0.00
	RELATED VEH EXPENSES	1,705.95
	TOTAL VEH EXPENSES (\$ 80,000)	20,158.86
	EQUIPMENT OTHER	3,639.55
	GASOLINE & FUELS (\$ 40,000)	11,721.79
	GRAND TOTAL	35,520.20

4. Grounds and Buildings:

1. The Chief stated that since our last meeting we have poured the concrete slab for the storage building at Station 19. Tyson Steel Buildings is scheduled to be here on Monday December 9, 2013 to start putting up the structure. This will take about 3 days. We will not obtain an electrical permit for the structure until sometimes in early 2014 as funds become available. Because it is a storage only building will put limited lights in the building, but currently do not have sufficient funds for the job.
2. The Chief passed around a letter to the Cumberland County Tax Department concerning the old Station 19 building written by Mr. Yarborough. (See Enclosure # 2) Although Mr. Brown was notified in 2009 to make claim of his building, his heiress did not make that





claim until last month. Since we have continued to utilize the old station as storage and back-up fire department and maintained two (2) fire trucks in the building, property taxes were exempt. The Cumberland County Tax Department since billed the heiress of the property for all the back taxes. The letter and explanation to the tax department will rectify the tax issue. He passed around a thank you note from Mrs. Allred (See Enclosure # 3) for the board members to review.

3. The Chief stated that we are now preparing station 13's building for the annual Christmas Dinner scheduled for Sunday December 15, 2013 at 1 PM.

5. Fire Conditions:

1. The Chief updated the members of the board about our current call volume. During the month of October we answered 124 calls for a total of 1190 year to date. (Please see the calls matrix below).
2. Fire Statistics 2013 Year to date:

 SPFD INCIDENT RESPONSE DATA 				
MONTH	2010	2011	2012	2013
JANUARY	108	143	116	135
FEBRUARY	87	166	115	135
MARCH	132	134	110	126
APRIL	123	127	111	99
MAY	111	116	103	119
JUNE	150	136	138	136
JULY	146	122	135	101
AUGUST	121	120	140	113
SEPTEMBER	140	135	115	97
OCTOBER	145	134	136	124
NOVEMBER	134	100	153	
DECEMBER	138	117	134	
TOTALS	1535	1557	1532	1190

6. Training Report:

1. The Chief stated that we canceled our department's training for Thursday November 7, 2013 in order to give our members a break after the month long trail of terror. Due to the Trail of Terror the month of October is always very demanding of our members. This year we added 5 additional TOT nights and as a result canceled our 1st training night in November. Normal business commenced on Thursday November 14, 2013.
2. Several of our members did however attend various advanced classes within the region last month in order to further their professional development. Engineer Robarge, Firefighter Hagerman and Regenhardt are scheduled to attend the North Carolina National Fire



Academy weekend this weekend in Maryland. They will leave Thursday night and return Sunday night. Classes are Friday night until noon on Sunday. Room and Board is provided free and we provide transportation and food costs.

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	\$	513,665.12	First Citizens
	CD	\$	154,337.94	= 13% of Budget.
	Total Cash Flow Available	\$	668,003.06	Total Available Funds

Approved County FY 13/14 Budget	\$	895,890.00
County Budget Funding Received YTD	\$	94,346.00
County Budget Funding Pending YTD	\$	01,5447.00

Approved Fayetteville FY 13/14 Budget	\$	344,841.00
Fayetteville City Funding Received YTD	\$	172,420.74
Fayetteville City Funding Pending YTD	\$	172,420.26

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

Combined City & County Approved Budget	\$	1,240,731.00
Combined City & County Budget Received YTD	\$	266,766.74
Combined City & County Budget Pending	\$	973,964.26
Other Income Hope Mills-		3,000.00
Other Income CCFCA -		0.00
Tax Refund (Sales & Fuel Tax) -		0.00
Other Income Miscellaneous-		246.80
Refunds		1,593.27
Cost of Goods Sold		0.00

Total Board Funds received 13/14 to date all Sources \$ 271,606.81

1. Treasurer Al Grupy presented the financial transaction report and update for the months of August, September and October 2013 and Vice Chairman Townsend presented the Financial Oversight Memorandums for the same months. He stated that he identified several minor deficiencies that were corrected on the spot and he noted no deficiencies for the indicated months. (See Enclosure # 4, 5 and 6) Chairman Brown called for the approval of the August, September and October 2013 Financial Transactions along with the Oversight Memorandums. **MOTION** – A motion was made by Director Gary Turlington to approve both the financial transactions and oversight memorandum as presented by the treasurer for the months of August, September and October 2013. The motion was **SECONDED** by Director Joel Siles and **APPROVED** by all members present.
2. **Auxiliary Account** - Treasurer Kathy Picon provided the current Auxiliary treasurer’s fund balance as \$ 223,030.36 as of November 19, 2013



3. **Miscellaneous FF Account** - The Chief reported that there is no change with the ICE & CAN and Miscellaneous FF's Account Balances of \$ 10,066.88 - Child Safety Seat Fund Balance is \$ 1,133.75
4. **Pension Fund** – Vice Chairman Townsend briefly updated the directors that Helen Ballentine with North State Bank has resigned with North State Bank and moved to another financial institution in an upper management position. He will meet with her replacement later this week in order to correct an administrative error in the Pension / Relief Fund Account Name.

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 - (Meets Annually in April) | No Report |

G: OLD BUSINESS:

1. The Chief informed the board members that there has been no further communication concerning the on-going contract negotiations since he and the Chief and Hope Mills Town Officials met last month.
2. The Chief stated that we are still working with ING to release our requested funds. It has been a bureaucratic nightmare to get our money from ING. We are still sending documentation back and forth and every time we think we got it all they come up with another requirement. This has been on-going now since December 2012.
3. Chief Johnson the he will look into the inventory program after the holidays. There is so much going on right now that he wants to wait until things return to a more normal pace.
6. The Chief stated that this year we had 10,035 visitors come through our trail of terror and 502 Children accompanied by their parents attended the Trail of Candy. He also stated that on Tuesday December 3rd at 7:00 PM we will take all the trail workers that worked 8 or more nights out for a dinner at Hellas in Hope Mills. We will present Certificates for Community Hours and everyone will receive a TOT T-shirt and a good meal. Our income from the TOT this year was \$ 130,455.00.
7. The Chief passed around the October 2013 issue of Fire Chief Magazine. An article featuring Chief Johnson as the 2013 National Volunteer Chief of the Year was printed in the Fire Chief Magazine.



8. The Chief stated that our Awards Board is scheduled to meet on Wednesday November 30, 2013 at 7 PM here at Station 13. Mr. Townsend is a member representing the Board of Directors on the committee.
9. The Chief asked all members to please plan on attending our annual Christmas dinner on the 16th of December. He stated that retired Fire Chief Kenneth Mullen from the Rocky Mount Fire Department and former CEO of the North Carolina Association of Fire Chief's is our guest speaker. He also stated that Senator Meredith and Representative Szoka have confirmed their attendance.

H. NEW BUSINESS:

1. The Chief informed the membership that our annual response checks are due on Sunday December 15, 2013 and he needed approval from the Board to have the treasurer write the checks in order to place them into our members Christmas cards. **MOTION** Director Joel Siles made motion to authorize the Treasurer to write the 2013 Incident Response Checks. The motion was SECONDED by Director Gary Turlington and **APPROVED** by all members present. The chief also reminded the directors that Christmas Bonuses for identified employees will also be written. Those bonuses were previously approved by the board.
2. The Chief informed the members that we are currently in the process of updating our training library with 57 new DVD videos. These new videos are replacing the old VHF videos from the early 1990's. The library contains Firefighter I, Firefighter II, HazMat Awareness, HazMat Response, Rapid Intervention Team (RIT), Blood Borne Pathogens, Communicable Diseases as well as Instructor Power Points and Handouts. We will have a complete library at each station. The videos will only be used at our departments and will not be available for loan out. We lost most of our old library through loan outs.
3. The Chief passed around a Letter from the Town of Hope Mills, Finance Director, Mr. Scott Edwards concerning the Annual Mutual Aid Contract Payments. The town in order to better facilitate the town's cash flow, will issue quarterly payments henceforth. (See Enclosure # 7)
4. The Chief passed around correspondence (See Enclosure # 8) from the Woodmen of the World Life Insurance Society and Omaha Woodmen Life Insurance Society. The purpose of the letter is a program that we could apply to our Firemen's relief fund. Since we just moved our relief fund into a Certificate of Deposit with North State Bank will further discuss this when the CD matures in six (6) months.
5. The Chief informed the directors that he met with a representative from CAVIN'S Business Solution concerning the Copy Machines that support our office automation functions. He stated that we currently have a contract with Lafayette Business Machines (LBM) and have been with LBM for many years. The last contract we renewed with LBM was not in our best interest and is costing us dearly. The Chief stated that he has no intentions on renewing with LBM in the future. He stated that their customer service is excellent but the conditions of their current contract are not conducive to our best interest. CAVIN'S will provide the same type of machines both for Station 13 and 19, but their



contract will include consumable items and a number of free black and white copies as well as color copies. Currently we pay for this service with LBM. A general discussion followed between all members. The Chief stated that CAVIN'S will pay off the sixteen months remaining on the LBM Contract and replace their machines. He will receive a new contract later this week. He stated that Hoke County is with CAVIN'S and so is his Office and he is well pleased with the service. We will save on our monthly installments and certainly on all the consumables such as the various toners. Their customer service is also very good. He will keep us informed.

I: CLOSED SESSION - WHEN APPLICABLE:

N/A

J: ADJOURNMENT:

There being no further business, a **MOTION** was made by Director Gary Turlington to adjourn. The motion was **SECONDED** by Treasure Alan Grupy and **APPROVED** by all members present. The meeting adjourned at 2110 hours. **The next meeting is scheduled for December 17, 2013 at Station # 19 @ 7:30 PM.**

Respectfully Submitted:

Angus R. Pate

ANGUS R. PATE

Secretary

Cc.

- 1 – Each Board Member
- 1 - Board File / Minutes Book
- 1 - Accountant File Copy

8 Enclosures:

1. SPFD Board of Directors Attendance Roster November 19, 2013
2. Letter dated November 12, 2013 – Attorney Yarborough to Tax Administrative Office
3. Thank You Note from Mrs. Nancy Allred dated 11-18-13
4. Oversight Memorandum – August 2013
5. Oversight Memorandum – September 2013
6. Oversight Memorandum – October 2013
7. Letter from the Town of Hope Mills, Finance Director dated October 25, 2013
8. Woodmen of the World – Firemen Relief Fund Annuity Program dated 11-14/13



2013

**BOARD OF DIRECTORS
ATTENDANCE ROSTER**

##	NAME	JAN (13)	FEB (19)	MAR (13)	APR (19)	MAY (13)	JUN (19)	JUL (13)	AUG (19)	SEP (13)	OCT (19)	NOV (13)	DEC (19)
01	Daniel C. Brown - President(2016)	P	P	P	P	P	P	N/A	N/A	P	P	P	
02	Larry Townsend V-President (2014)	P	P	P	P	P	P	N/A	N/A	P	E	P	
03	Alan R. Grupy - Treasurer (2016)	E	P	P	P	P	P	N/A	N/A	P	E	P	
04	Angus Pate - Secretary (2016)	P	P	E	P	P	P	N/A	N/A	P	P	P	
05	Joel Siles – (2014)	P	E	E	P	P	P	N/A	N/A	P	P	P	
07	Jerry Hall – (2014)	P	P	P	P	E	P	N/A	N/A	P	P	X	
08	Gary Turlington(2014)	P	P	P	P	P	P	N/A	N/A	E	P	P	
09	Freddy Johnson Sr. - Chief	P	P	P	P	P	P	N/A	N/A	P	P	P	
10	Freddy Johnson Jr. - Deputy Chief	P	E	P	P	P	P	N/A	N/A	P	P	P	
11	Matthew W. Williams - Asst Chief	X	P	E	E	P	P	N/A	N/A	E	P	X	
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 A-E – Absent & not required to attend by invitation only. N/A No Meeting-P-T telephonic participation.

Enclosure # 1 Board Minutes November 19, 2013