

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 spfd13@nc.rr.com

November 15, 2011

SUBJECT: Minutes of the Monthly Board of Directors Meeting November 2011

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
J. Gary Turlington	Member
Freddy L. Johnson Sr.	Fire Chief
Freddy L. Johnson Jr.	Deputy Chief
Matthew W. Williams	Assistant Fire Chief

Members Absent:

Joel A. Siles Member (E)

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 October 18, 2011 Board of Directors meeting for review and approval. Chairman Brown called for the approval of the October 18, 2011 minutes. **MOTION** A motion was made by Vice Chairman Townsend to approve the October 18, 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:

Guests: None¹

¹ SPFD Board Minutes –November 15, 2011

1. Personnel: The Chief advised that our personnel posture remains steady and strong. He stated that we started our last Pre-Basic Class for 2011 on Saturday November 5, 2011. Three (3) new qualified applicants started the course and last night one of the new applicants during the Self Contained Breathing Apparatus (SCBA) Phase dropped out. She stated she was moving to Texas to live with her aunt. The Chief stated that we will not start another class until all our current pre-basic members have completed the course.

Vehicles:

1. Chief Johnson stated that the work on Engine 1932 is continuing and the tank is ready to be installed. Hopefully this unit will be back in service in the next several weeks. During the last month we experienced an above average break down of equipment and apparatuses and our maintenance officer was not able to work full time on 1932.
2. Engine 1332 was put back in service last month and shortly thereafter experienced more problems with the night scan. The light was returned to the factory and returned back to us. Captain Stoudt has re-installed the light and it seems to be working and the unit was put back in service today.
3. Engine 1331 was taken out of service for rear end problems. The pinion gear in the rear end is shot. Estimates to repair the unit are almost \$ 6,800. The unit is at H&H Garage and the Chief has given the green light to repair the unit. It will be out for about 3 weeks due to the Thanksgiving Holidays.
4. Engine 1931 was taken out of service due to Alternator problems. The apparatus shut down during an Emergency Run with Hope Mills on Sunday night November 13, 2011 and taken out of service. The unit is also at H&H Garage and the estimate to repair both alternators is approximately \$ 1,200.00. The Chief also gave the approval to fix this 1st out apparatus for Station 19.
5. A discussion on maintenance issues amongst all members present followed. The Chief informed the membership that we have a rather large fleet for our organizations and with the increase in calls, training use our apparatuses are constantly in use. This increases the chances of wear and tear. He stated that we will re-teach our members the proper way to engage the transmission when changing from Drive to Reverse. Currently this is a direct maneuver, but we should go through neutral to complete this maneuver. This issue is partially to blame for our current issue with 1331 and the rear end pinion gear.

Grounds and Buildings:

1. The Chief advised that the Trail of Terror site has been mothballed and tucked in with most attractions being winterized and protected from the weather. Only minor issues remain. ²

2. There are no grounds or building issues with Station 19.
3. The Chief advised that the City of Fayetteville (COF) Inspection Department conducted its 3 year Fire Code/Safety Compliance Inspection today. There were no issues reported. The COF will send us an invoice for \$ 100.00 inspection fee. He stated that Station 19 will be inspected by the county but the inspection is not due until 2012.
4. The Chief stated that we are experiencing some problems with our under-ground water lines installed 20 years ago. Several have suddenly sprung leaks and required repairs. According to the plumber this could pose a problem until all the lines are replaced. Right now we are playing it by ear and replacing as we detect new leaks.
5. The Chief stated that we need to repair the asphalt in the drive way where we had a previous water leak repaired. If we don't patch this 3 X 3 area water will cause wash out and cause additional damages. He stated that he will call Autry Grading to see if they can patch this for us.

Fire Conditions:

1. Year to date we have responded to a total of 1332 calls. (Please see the total below for monthly call data)

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	-	
September 2011	-	136	December 2011	-	

2. The Chief stated that with the approach of winter and cold weather our calls for structure related calls will certainly increase. We have already experienced additional calls for heater related issues that cause smoke alarms to activate.
3. The Chief announced that since our last meeting we responded to several critical motor vehicle accidents, with another fatality when a trash truck backed over the worker riding on the back of the truck.

Training Report:

1. The training is on-going and posted on our web page @ www.stonepointfire.com
2. With the completion of the Trail of Terror (TOT) we are now back on track with our training schedule. During the months of November and December the quest is to conduct make up training for mandatory training requirements and to give those members that missed the initial training evolutions a chance to make them up.³

³ SPFD Board Minutes –November 15, 2011

- The Chief announced that we completed a NIMS 300 (Expanding Incidents) class with 26 members in attendance. The course was thought by retired Fire Chief Benny Nichols here at Station 13. With the completion of the NIMS 300 class we are now fully NIMS qualified.

E: REPORT OF THE TREASURER:

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

Current Fund Balances:	As of today is	\$	312,885.57 checking
	CD	\$	152,422.29 = 13% of Budget.
	Total Cash Flow Available	\$	508,552.47 Total Available Funds
<hr/>			
Approved County FY 11/12 Budget		\$	838,091.00
County Budget Funding Received YTD		\$	121,030.00
County Budget Funding Pending YTD		\$	717,061.00
Approved Fayetteville FY 11/12 Budget		\$	328,240.00
Fayetteville City Funding Received YTD		\$	0.00
Fayetteville City Funding Pending YTD		\$	0.00
Combined City & County Approved Budget		\$	1,166,331.00
Combined City & County Budget Received YTD		\$	121,030.00
Combined City & County Budget Pending		\$	1,045,301.00
Other Income Hope Mills		\$	0.00
Other Income CCFA		\$	0.00
Tax Refund (Sales & Fuel Tax)		\$	3,989.40
Other Income Miscellaneous-		\$	10,223.53
Cost of Goods Sold		\$	4,500.00
Safer Grant Income FY 09-12		\$	0.00
Total Board Funds received 11/12 to date all Sources		\$	139,742.93

- Treasurer Al Grupy presented the financial transaction report and update for the month of October 2011 to the Board. Oversight Treasurer Townsend presented his monthly review memorandum for the month of October 2011 and stated that due to some incongruities concerning time cards additional research is required and he will present the October oversight report during the December meeting. He did present the September 2011 oversight report with an attached memorandum outlining the corrections and findings to the board for review and approval. **MOTION** - Director Jerry Hall made a motion to approve the financial oversight report submitted by Vice Chairman Townsend for the month of September 2011 with attachment. (See Enclosure # 1) The motion was **SECONDED** by Secretary Angus Pate and **APPROVED** by all members present.
- Chief Johnson stated that our Accountant has completed the Fiscal Year 2010 – 2011 Financial review of our account. He presented to the board the financial statements along with the IRS Form 990 which was electronically submitted to the IRS today and met the set submission deadline. The Chief advised that the board needs to review the financial⁴

⁴SPFD Board Minutes –November 15, 2011

statements and also approve or disapprove the report by a motion. A discussion between Year 2010-2011 Financial Audit as prepared by Haigh, Byrd & Lambert LLP, Accounting Firm. (See Enclosure # 2) The motion was **SECONDED** by Director Gary Turlington and **APPROVED** by all members present.

3. The Auxiliary Treasurer Ms. Kathy Picon send an itemized expense and income report for the 2011 Trail of Terror. (See Enclosure # 3) The Chief advised that we had 9447 paying customers and 1093 Children come through the Trail of Candy. He stated that this year's trail was a challenge and he was glad it was over. The trail does provide us with additional income all of which is re-invested back into the Fire Department and our Emergency Services we provide. He stated that he did not receive a current Auxiliary fund balance and will inquire with Auxiliary Treasurer Picon to provide the information for next month's meeting.
4. ICE/Can Trailer funds – No Report. ⁵

F: REPORT OF COMMITTEE'S:

- | | | | |
|----|---|---|-----------|
| 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 stated with the break downs of our apparatuses and the costs associated with the repairs he has not ordered the replacement hose. We do have sufficient quotes and will purchase utilizing the low bidder for the project.
2. The Chief stated that he has not had any additional feedback from Hope Mills. He personally hand-carried the last report and was told Mr. Beeman the town manager was busy. He requested that Mr. Beeman return his call. There has been no contact from Mr. Beeman. The Chief stated that he left a second telephone message and again no return call concerning our annexation issues.
3. The Chief updated the board members on the accreditation process and stated that several items of interest will require action by the board in the form of motions on several issues dealing with Human Resources and the County Emergency Operations (EOP). Board adoption and action will be required on both. The Chief discussed the concerns about one of the assessors being objective with the process and informed the members that the lead assessor assured Derrick that this will not be an issue. He stated that everything is on track

⁵ SPFD Board Minutes – November 15, 2011

and all accommodations and reservations for the welcome dinner are in place. He stated that he would appreciate if the entire board attended this welcome dinner along with the four (4) assessors and all of the department officers and staff. He stated that he decided to invite all the officers in order for all of them to meet the assessors at least one time. Not all the volunteer shifts are scheduled during the Monday through Wednesday time frame.

4. The Chief reminded all the board members about our up-coming annual department Christmas dinner scheduled for Sunday December 18, 2011 commencing at 1 PM here at Station 13.

H. NEW BUSINESS:

1. The Chief stated board action is required concerning Category 5-H (Domestic Preparedness Planning and Response) – He stated that Category **5H.1** a **core competency** which requires the agency to publish an All Hazardous Plan that defines roles and responsibilities of all participating departments and/or external agencies. The Chief stated that in North Carolina the General Assembly passed the North Carolina Emergency Management Act (G.S. 166A), which says that county government bears the responsibility for coordinating emergency management efforts to protect life and property from the effects of disaster. The State of North Carolina also directs county emergency management to provide copies of the county’s Emergency Operations Plan (EOP) to all organizations with responsibilities under the plan. We or our department falls under the jurisdiction of the County EOP as well as the City of Fayetteville’s (EOP) for the areas under contract within the City of Fayetteville. The City of Fayetteville adopted the county plan and added COF specific annexes. In order to mitigate this requirement the Chief requests that the Governing Board officially adopt both the County and City of Fayetteville’s Emergency Operations Plan. – **MOTION** – Director Gary Turlington made a Motion to formally adopt as the published Emergency Operation Plan (EOP) for the Stoney Point Fire Department Inc. the Cumberland County and the City of Fayetteville EOP. The motion was **SECONDED** – by Vice Chairman Townsend and **APPROVED** by all members present.
2. The Chief further stated while working on our accreditation process and finalizing Category VII (Human Resources) category **7A.1** requires that a human resource manager is designated. The Chief pointed out that he is primarily responsible for the Human Resources Function but as the organization grew he had delegated the responsibility to the Clerk of the Board Mrs. Clarkie Johnson. Her position is also known as the “Administrative Assistant”. In order to meet the performance indicator of **7A.1** a **core competency** he asked the board to officially appoint Mrs. Johnson as the Human Resource Manager for the Department. He recommended that this is officially accomplished through a formal motion. **MOTION** – *Director Jerry Hall made a motion that the board officially designates Mrs. Clarkie Johnson the Clerk to the Board as the Department Human Resources Manager.* The motion was **SECONDED** by Secretary Angus Pate and **APPROVED** by all members present. The Chief stated that an excerpt from these minutes will be filed in Category 7A.1 and 5H.1 as reference.⁶

⁶ SPFD Board Minutes –November 15, 2011

3. The Chief advised the board members that the new contract with the City of Fayetteville stipulates that we submit a budget for the 2012-2013 fiscal year by December 31, 2011. He stated that he will gather some budget figures and present them during our December meeting. A discussion followed. Vice Chairman Townsend inquired if the COF had made a payment to the department in accordance with the contract. Chief Johnson advised that the COF has not made any contract payments for the 2011-2012 Budget Year. The new contract calls for quarterly payments and we are now 2 months into the 2nd quarter. The Chief stated that our money should be good and he did not for see any problems with payments.

I: CLOSED SESSION - WHEN APPLICABLE:

Not Applicable

J: ADJOURNMENT:

There being no further business, a **MOTION** was made by Director Gary Turlington to adjourn. The motion was **SECONDED** by Vice Chairman Larry Townsend and **APPROVED** by all members present. The meeting adjourned at 2040 hours. **The next meeting is scheduled for December 20, 2011 at Station # 19 @ 7:30 PM.**

Respectfully Submitted:

Angus R. Pate

ANGUS R. PATE
Secretary

3 Enclosures:

1. Oversight Memo & Attachment for the month of September 2011
2. Financial Audit Letter Haigh, Byrd & Lampert, LLP Dated November 10, 2011
3. Trail of Terror Fund Raiser Information
4. Board of Directors Attendance – November 2011⁷

**STONEY POINT
FIRE DEPARTMENT INC.**

Stations 13 & 19
7221 Stoney Point Road
Fayetteville, North Carolina 28306
Phone # (910) 424-0694
Fax # (910) 425-2795
Email: spfd13@nc.rr.com

Station 19 – Lake Upchurch
2190 Lake Upchurch Road
Parkton, North Carolina 28371



Daniel C. Brown
President
Larry Townsend
Vice President
Angus Pate
Secretary
Al Grupy
Treasurer
James P. Bullard
Member
Jerry R. 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

September 2011
MONTH

In order to establish and maintain enhanced internal controls, including monitoring of ongoing financial and accounting principles of our organization 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 Accountant, addressed to the Stoney Point Board of Directors addressing Segregation of Duties, and whereas the Stoney Point Board of Directors appointed Director Larry Townsend to conduct and perform said duties.

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

I have found no discrepancies

Discrepancies are indicated below

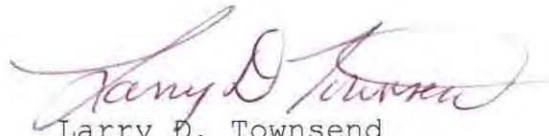
See attached - Discrepancies rectified

Larry T

Oct 21, 2011

Subject: Memorandum for Record Concerning September 2011
Banking Statement for Stoney Point Fire Department.

A review of the Stoney Point banking record covering the period from 9/01/11 to 9/30/11 showed a series of purchases and returns for materials from Hercules Steel of Fayetteville, NC to repair the bed on fire truck 1932. The multiple purchases and returns receipts made the accounting of funds and assurance the bill was properly paid in full was not possible. After consultation with Mr. Al Grupy and Ms. Clarkie Johnson the records where clarified to my understanding. The subject records as resubmitted are approved by the undersigned.



Larry D. Townsend
Vice president
Stony Point Board of Directors

HAIGH, BYRD & LAMBERT, LLP
CERTIFIED PUBLIC ACCOUNTANTS

1007 HAY STREET
POST OFFICE BOX 53349
FAYETTEVILLE, NORTH CAROLINA 28305

November 10, 2011

To the Board of Directors of
Stoney Point Fire Department, Inc.
Cumberland County, North Carolina

We have audited the financial statements of Stoney Point Fire Department, Inc. – Tax and Long-Term Debt Fund for the year ended June 30, 2011, and have issued our report thereon dated November 10, 2011. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in the engagement letter dated July 1, 2011. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Stoney Point Fire Department, Inc. are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2011. We noted no transactions entered into by the Department during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Any material misstatements detected as a result of audit procedures were corrected by management and are presented on the attached *Trial Balance Worksheet* and *Adjusting Journal Entries* reports.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 10, 2011.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Department's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Department's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Stoney Point Fire Department, Inc. and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Haigh, Byrd & Lambert, LLP

Certified Public Accountants

**Copies of the Annual Audit are on File
at SPFD # 13 and available for review
on request.**

Trail of Terror 2011

Date	Tickets Sold	Concession Stand	Ticket Booth
1-Oct-11	436	\$ 149.50	\$ 4,975.00
7-Oct-11	484	\$ 160.00	\$ 5,459.00
8-Oct-11	1018	\$ 291.00	\$ 12,158.00
14-Oct-11	626	\$ 162.50	\$ 7,154.00
15-Oct-11	1268	\$ 259.25	\$ 15,177.80
20-Oct-11	182	\$ <i>closed</i>	\$ 1,790.00
21-Oct-11	734	\$ 176.50	\$ 8,369.00
22-Oct-11	1364	\$ 372.00	\$ 16,331.00
27-Oct-11	431	\$ 102.50	\$ 4,789.00
28-Oct-11	744	\$ 124.50	\$ 8,669.00
29-Oct-11	1328	\$ 336.02	\$ 15,767.75
30-Oct-11	515	\$ 52.00	\$ 6,097.00
31-Oct-11	340	\$ <i>closed</i>	\$ 4,064.00
	<u>9470</u>	\$ 2,185.77	\$ 110,800.55

Trail of Candy 2011

29-Oct-11	362	\$ -	\$ 1,086.00
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Plus to from Kathy Nicom

2011

**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	P	N/A	P	P	P	N/A	N/A	P	P	P	
02	Larry Townsend V-President (2014)	P	P	N/A	P	P	P	N/A	N/A	A-E	P	P	
03	Alan R. Grupy - Treasurer (2012)	P	P	N/A	P	P	P	N/A	N/A	P	P	P	
04	Angus Pate - Secretary (2012)	P	A-E	N/A	A-E	P	P	N/A	N/A	P	P	P	
05	Joel Siles -- (2014)	P	A-E	N/A	A-E	P	P	N/A	N/A	A-E	A-E	A-E	
06	James Bullard -- (2014) (Resigned)	A-E	A-E	N/A	A-E	N/A	NA	N/A	N/A	N/A	N/A	N/A	N/A
07	Jerry Hall -- (2014)	P	P	N/A	P-I	P	P	N/A	N/A	P	P	P	
08	Gary Turlington(2014)(Replaced Mr. Bullard)	N/A	N/A	N/A	P	P	A-E	N/A	N/A	P	P	P	
09	Freddy Johnson Sr. - Chief	P	P	N/A	P	P	P	N/A	N/A	P	P	P	
10	Freddy Johnson Jr. - Deputy Chief	P	A	N/A	P	A	P	N/A	N/A	P	P	P	
11	Matthew W. Williams - Asst Chief	A	P	N/A	A	P	P	N/A	N/A	P	P	P	
12	Sean Johnson -- Asst Chief	N/A	P	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	

**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 # 4 Board Minutes November 15, 2011

**November 2011 SPFD Board Minutes
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