

STONEY POINT FIRE DEPARTMENT INC.

Stations 13 & 19

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May 17, 2011

SUBJECT: Minutes of the Board of Directors Meeting May 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 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
Matthew W. Williams	Assistant Fire Chief

Members Absent:

Freddy L. Johnson Jr. Deputy Chief

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 April 19, 2011 Board of Directors meeting for review and approval. Chairman Brown called for the approval of the April 19, 2011 minutes.

MOTION A motion was made by Director Larry Townsend to approve the April 19, 2011 minutes as presented. The motion was seconded by Director Alan Grupy and **APPROVED** by all members present.

D: REPORT OF THE FIRE CHIEF:

General Information:

Chief Johnson advised the board members at the beginning of the meeting that he was having a little difficulty hearing due to surgery on his right ear last week at Wake Med in Raleigh.¹

¹ SPFD Board Meeting Minutes May 17, 2011

Guests: None

Personnel:

1. Chief Johnson Sr. stated that we started our May Pre-Basic Course last Saturday with six (6) new members in attendance and he has four (4) additional applications for membership for the June course, providing all the applicable background and references are positive.

Vehicles:

1. Engine 1932 (1985 Pierce Dash) is still out of service and due to other priority work the start up date has been pushed back pending completion of our Self Contained Breathing Apparatus Inventory. Hopefully we will be able to start the process within the next month or so. Our options have been reduced whereas the spare steel water tank is rusted out also and not worth switching from one truck to another. We are currently pricing a poly-tank for replacement.
2. Currently we have 1361 (1999 Pierce Arrow Rescue Truck) is still at H&H for repairs relating to overheating. The truck has been there since April 8, 2011 and they are currently waiting for the computer download. We replaced the on-board computer that runs the truck. H&H said it was a priority for them to get our truck back in service. The new computer has been shipped to Charlotte NC for download last week.
3. All our front line Engines 1331, 1332, & 1931 still require new back tires. Twelve tires all together. We will be working with Blacks Tire and replace them on the state contract. This will be addressed over the next month or so.
4. 1371 our 2002 Silverado Chevrolet Quick Response Vehicle had the batteries replaced and it seemed to have fixed the problem.
5. 1991 our 1987 Chevrolet Blazer has been down for repairs for a month now. Brakes have been replaced, the fuel injection system has been changed and now the head gaskets are being replaced. This should be a good vehicle once all the repairs have been completed.

Grounds and Buildings:

1. One of the Air Conditioning Units at Station 19 lost all of its Freon and had to be re-charged. We also replaced the Thermostat for that unit.

Fire Conditions:

1. During the month of April 2011 we answered 166 calls for a total of 570 year to date.

January 2011	-	143	July 2011	-
February 2011	-	166	August 2011	-
March 2011	-	134	September 2011	-
April 2011	-	127	October 2011	-
May 2011	-		November 2011	-
June 2011	-		December 2011 ²	-

Training Report:

1. The training is on-going and posted on our web page @ www.stonepointfire.com
2. We currently have about 5 of our paid staff along with volunteers attending the Rescue Rope Specialty Class in Lumberton. This is a 90 hour course and successful completion awards the Rescue Technician Rope Specialty designation. A must have class in order to certify for Surface Water Rescue Technician, High Angle Rescue Technician. Since our department provides all of these services we must maintain a pool of qualified individuals.

Accreditation:

1. Chief Johnson stated that we conducted our annual strategic planning process at Station 19 on Saturday April 30, 2011. The officers and Mr. Turlington from the Board attended the one day breakfast and workshop. The updated plan will be posted on our web page. Currently Assistant Chief's Murphy and Johnson are working on changes within their assigned categories but all our administrative requirements should be completed by the end of the month May.

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	\$	506,752.29	checking
		CD	\$	152,422.29 North State Bank
	Total Cash Flow Available	\$	659,174.58	Available Funds
<hr/>				
Approved County FY 10/11 Budget		\$	790,321.00	
County Budget Funding Received YTD		\$	824,880.00	
County Budget Funding Pending YTD		\$	0.00	
Approved Fayetteville FY 10/11 Budget		\$	310,584.41	
Fayetteville City Funding Received YTD		\$	284,702.33	
Fayetteville City Funding Pending YTD		\$	25,882.08	
Combined City & County Approved Budget		\$	1,100,905.41	
Combined City & County Budget Received YTD		\$	1,109,582.30	
Combined City & County Budget Pending		\$	25,882.08	
Other Income Hope Mills		\$	0.00	
Other Income CCFCA		\$	0.00	
Other Income Miscellaneous-(Sales & Fuel Tax)		\$	4,023.78	
Safer Grant Income FY 09-10		\$	56,782.66	
Total Board Funds received 10/11 to date all Sources		\$	1,170,388.60	

1. Treasurer Al Grupy presented the financial transaction report and update for the month of April 2011, and Director Larry Townsend presented to the Board his monthly ³

³ SPFD Board Meeting Minutes May 17, 2011

memorandum outlining his oversight review for the month of April 2011 with no discrepancies noted for the listed months (See Enclosure # 1) and asked the board members to approve the Financial Transaction and Oversight Report for the listed month. **MOTION** – A motion was made by Director Joel Siles to approve both the financial transactions as presented by the treasurer and reviewed by Director Townsend. The motion was seconded by Director Jerry Hall and **APPROVED** by all members present.

2. There was no Auxiliary reported given.
3. Chief Johnson stated that the ICE/Can Trailer Fund balance is \$ 5,241.76. He stated that this account is used for incidental spending in support of on-going fire department operations. He stated since the beginning of the year 5 checks have been written to support on-going internal efforts.

01/16/2011 Check # 1917 in the amount of \$ **110.00** Marco's Pizza to support a DMICO (Decision Making Initial Company Officer Class) conducted at # 13 to cover lunch for 33 students.

02/05/2011 Check # 1918 in the amount of \$ **129.00** for a Baby Shower Present for Fire Lieutenant David Stewarts daughter Kimberly Stewart who is also a member of the Auxiliary.

03/18/2011 Check # 1919 in the amount of \$ **250.00** for Fire Captain Archie Cox Fund Raiser. Captain Cox is a retired FFD Fire Captain & Chaplain who is battling cancer.

04/08/2011 Check # 1920 in the amount of \$ **30.00** to Anderson Creek Wildlife Club for 6 dinners for volunteer assistance.

04/16/2011 Check # 1921 in the amount of \$ **98.30** to Assistant Chief Kevin Murphy for re-imbursement for Pizza's purchased for the volunteer crews working and standing by for the Tornado that hit Fayetteville and Cumberland County on this date.

4. Director Larry Townsend reported that the current Fire Department Pension Fund Balance with Bank of America is \$ 37,365.61. This fund is utilized in accordance with the Pension Fund Guidelines and applies only to those volunteer Fire Fighters and Rescue Squad Workers that meet minimum set internal requirements such as. Attend 25% of the annual calls and 80% of the required 240 hours of training. The account is controlled by the Pension Fund Board of Directors and Director Townsend is the current Treasurer appointed by the North Carolina Commissioner of Insurance.

F: REPORT OF COMMITTEE'S:

- | | | |
|----|--------------------------------|------------------------|
| 1. | Policy Committee - | No Report |
| 2. | Building & Grounds Committee - | No Report ⁴ |

⁴ SPFD Board Meeting Minutes May 17, 2011

- | | | |
|----|---|-----------|
| 3. | Small Tools & Gear Committee - | No Report |
| 4. | Equipment & Vehicle Replacement Committee - | No Report |
| 5. | Budget Committee - | No Report |

G: OLD BUSINESS:

1. Two (2) of the six (6) mobile data computers have been placed in service. We have ordered Verizon Air Cards for the other four (4) and hope to put them in service by the end of month May. So far the two in use definitely provide good and solid times and once all computers are placed in service our response time picture will come together. We continue to receive inaccurate response time from the dispatch centers.

2. Chief Johnson stated that he has not received any feedback from Mr. Beeman Hope Mills Town Manager on the last annexation request that we returned back in March. He also informed the board that Hope Mills has not notified us of their annexation of the new Food Lion on Rockfish Road. The store opened for business on May 6, 2011 and according to the news paper the Hope Mills Commissioners unanimously voted to annex the Food Lion Store into the City. Chief Johnson advised it was a voluntary annexation by the builder in order to get water from PWC. The town was supposed to notify us of the annexation and complete a statement of impact. This has not been done. Chief Johnson stated that he was waiting for the Town to post their board minutes on line with the annexation information.

3. Chief Johnson stated that he received an e-mail from Fire Chief Hodges concerning a meeting with Town Officials concerning the annual fire response fees paid to the four (4) surrounding fire departments. The meeting is scheduled for May 25, 2011 at 10:30 am at the Town Hall. The e-mail stated that no decision would be made at the meeting by the ToHM. Chief Johnson stated that he would attend this meeting. Directors Townsend and Grupy also asked to join the meeting.

4. Chief Johnson stated that he received correspondence from the Cumberland County Tax Department concerning the old station 19 property. The tax exempt status has been removed. He stated that he will call Attorney Yarborough to inquire about our options of keeping the property. We desperately need a place to store our Fire Prevention & Education equipment and place to run the program from. This would be a perfect location for that purpose.

5. Director Townsend inquired with Chief Johnson about any further progress within the recommended programs outlined by the Public Safety Task Force a year ago. Chief Johnson stated that the Public Safety Task Force has not met for a while and was waiting on the County Attorney to complete the new County Contract which would address many of the recommendations adopted by the PSTF. ⁵

H. NEW BUSINESS:

1. Chief Johnson advised that our June meeting will be our annual meeting at Station 19. He will run an add in the paper to announce our annual meeting scheduled for Tuesday June 21, 2011 at 1930 hours. There are no election scheduled but we will provide for our citizens to come in and ask questions or inquire about the corporation.
2. Chief Johnson informed the board members that in August of this year it would be our turn to host the Cumberland County Fire Chief's Association meeting. We will host the dinner meeting at Station 19 on August 22, 2011 at 7:00 PM. He invited all board members to place this date on the calendars and attend if possible. He realizes this is during vacation time.
3. Since summer is fast approaching our annual station picnic is scheduled for Saturday July 30, 2011 starting about 1 PM. He stated that the last two (2) we have been going to Fantasy Lake but we may just conduct this years' Picnic at Station 13. He will provide more information as time goes on.
4. Chief Johnson briefed the board members that he submitted re-imbursement fees for equipment used during the April 16, 2011 Tornado. The process requires us to bill the City of Fayetteville and they will submit our bill along with theirs to FEMA. He stated that we had 3 Engine Companies, 1 Heavy Rescue Truck and a Service Unit working with the COF on April 16, 2011.

I. CLOSED SESSION - WHEN APPLICABLE:

Not Applicable

J. ADJOURNMENT:

There being no further business, a **MOTION** was made by Director Alan Grupy to adjourn. The motion was seconded by Director Joel Siles and **APPROVED** by all members present. The meeting adjourned at 2013 hours. The next meeting is scheduled for June 21, 2011 at Station 19. Annual Meeting.

Respectfully Submitted:

Angus R. Pate

ANGUS R. PATE
Secretary

2 Enclosures:

- 1-Monthly Oversight Memorandum April 2011
- 2-Board Member Attendance Roster May 2011⁶

**STONEY POINT
FIRE DEPARTMENT INC.**

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Station 19 – Lake Upchurch
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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

April 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

Larry Townsend
Larry Townsend

May 17, 2011
Date

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		N/A	N/A				
02	Larry Townsend V-President (2010)	P	P	N/A	P	P		N/A	N/A				
03	Alan R. Grupy - Treasurer (2012)	P	P	N/A	P	P		N/A	N/A				
04	Angus Pate - Secretary (2012)	P	A-E	N/A	A-E	P		N/A	N/A				
05	Joel Siles – (2010)	P	A-E	N/A	A-E	P		N/A	N/A				
06	James Bullard – (2010)	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 – (2010)	P	P	N/A	P-T	P		N/A	N/A				
08	Gary Turlington	N/A	N/A	N/A	P	P		N/A	N/A				
09	Freddy Johnson Sr. - Chief	P	P	N/A	P	P		N/A	N/A				
10	Freddy Johnson Jr. - Deputy Chief	P	A	N/A	P	A		N/A	N/A				
11	Matthew W. Williams - Asst Chief	A	P	N/A	A	P		N/A	N/A				
12	Sean Johnson – Asst Chief	N/A	P	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				

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.

Enclousre # 2 Board Minutes May 17, 2011