



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 20, 2012

SUBJECT: Minutes of the Monthly Board of Directors Meeting November 2012

The monthly meeting of the Stoney Point Fire Department Inc., Board of Directors was called to order by Vice-Chairman Townsend and was let in prayer by Secretary Pate. At 7:40 PM. The meeting was conducted at the Station 13.

A: Roll Call:

Members Present:

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

Members Absent:

Daniel C. Brown	Chairman
Jerry R. Hall	Member

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 23, 2012 Board of Directors meeting for review and approval. Chairman Brown called for the approval of the October 23, 2012 minutes. **MOTION** A motion was made by Director Joel Siles to approve the October 23, 2012 Board of Directors meeting minutes as presented by Secretary Pate. The motion was **SECONDED** by Treasurer Alan Grupy and **APPROVED** by all members present.

D: REPORT OF THE FIRE CHIEF:

General Information:

Treasurer Al Grupy informed the membership that Chairman Brown will not be attending due to a death in the family and Director Hall has company in for the Thanks Giving Holiday.

¹ SPFD Board Minutes – November 20,2012

1. **Guests:** None

2. **Personnel:**

1. The Chief stated that we started a new pre-basic course on November 10th with four (4) new recruits. This will be our last recruit class for this year. These members will be replacing members scheduled to leave the department. We have a current active waiting list consisting of 14 members wanting to join the department.

3. **Vehicles:**

1. The Chief stated that Engine 1333 was repaired but has been taken back to H&H whereas the entire front end was wobbling and unsafe.
2. Engine 1332 is at Atlantic for repairs to the pump switch. This is the second time the truck has been taken to Atlantic for the same issue. The pump changeover was replaced the last time and we are having problems with the new system which is under warranty.
3. With the NC General Assembly requiring all Permanent Plates to be re-filed and re-registered by December 31, 2012, we have complied with the directive and replaced our entire fleets Permanent Plates with the new Orange and Black Tags. This also includes our Trailers. We have not registered the new Brush Truck and the two RV Command Trailers. Additional requirements by the NC DMV Inspector require a form to be completed to verify the Federal VIN #'s prior to registration with NC DMV. We are in the process now to get these inspections completed and the proper NC DMV Forms completed on each vehicle.

3. FY **2012-2013** Vehicle & Equipment Expenditures. (List from Quicken)

1311-(1984 Pierce Dash)	\$ 1,290.44
1331-(2004 Pierce Dash)	\$ 671.07
1332-(2004 Pierce Dash)	\$ 5,917.71
1333-(1989 Pierce Dash)	\$ 3,688.79
1361-(1999 Pierce Arrow)	\$ 789.75
1362-(2008 Ford F-350)	\$ 157.98
1371-(2002Chevrolet 1500 HD)	\$ 261.41
1376-(1997 EVI International)	\$ 366.62
1391-(2007 Ford Crown Victoria)	\$ 1,150.52
1931-(1994 Spartan Gladiator)	\$ 1,149.29
1932-(1986 Pierce Dash)	\$ 1,942.73
1941-(1987 Chevrolet ¾ Ton)	\$ 91.70
1942-(1989 5 Ton Truck)	\$ 0.00
Boat 13	\$ 116.34
Related Vehicle Expenditures	\$ 7,041.24 ²

² SPFD Board Minutes – November 20,2012

Total Vehicle Maintenance -	\$24,635.59³
Maintenance Communications	\$ 0.00
Maintenance Equipment	\$ 9,498.94
Total Maintenance	\$34,134.53

Gasoline & Fuel Expenses: \$12,730.04



Combined Total \$ 46,864.58

4. Grounds and Buildings:

1. Our water pump buildings at # 19 have been winterized and we have changed over our heating systems to heat on November 1, 2012. We have also cut off all our sprinklers for the winter.

5. Fire Conditions:

1. 2012 Year to date we have responded to a total of **1218** calls. He stated that our call volume increased over the last 120 days. (Please see the table below for additional call volume information).

 SPFD INCIDENT RESPONSE DATA 			
MONTH	2010	2011	2012
JANUARY	108	143	116
FEBRUARY	87	166	115
MARCH	132	134	110
APRIL	123	127	111
MAY	111	116	103
JUNE	150	136	138
JULY	146	122	135
AUGUST	121	120	140
SEPTEMBER	140	135	114
OCTOBER	145	134	136
NOVEMBER	134	100	
DECEMBER	138	117	
TOTALS	1535	1551	1218

6. Training Report:

1. We just completed an Agricultural Rescue Class this past weekend with 12 members attending. This is a state certification course within the Rescue Certification categories.

³ SPFD Board Minutes – November 20,2012

2. Will be scheduling make up training the remainder of the year. Our training hours really look good for this year with most of our members meeting and exceeding the required annual training hours.
3. The Chief stated that he is slated to attend a one (1) week National Fire Academy (NFA) class in Sanford, North Carolina during the week of December 10 through 14.

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	\$	311,762.08 1 st Citizens
		\$	135,643.44 BOA
	Combined Total	\$	447,405.52 Total
	CD	\$	154,145.31 = 13% of Budget.
	Total Cash Flow Available	\$	601,550.83 Total Available Funds ⁴

Approved County FY 12/13 Budget	\$	869,980.00
County Budget Funding Received YTD	\$	47,551.00
County Budget Funding Pending YTD	\$	822,429.00
Approved Fayetteville FY 11/12 Budget	\$	331,539.88
Fayetteville City Funding Received YTD	\$	0.00
Fayetteville City Funding Pending YTD	\$	331,539.88
Fayetteville City Special Funding—Gates Four Annexation	\$	38,867.00
Combined City & County Approved Budget	\$	1,201,519.88
Combined City & County Budget Received YTD	\$	47,551.00
Combined City & County Budget Pending	\$	1,153,968.88
Other Income Hope Mills -		12,000.00
Other Income CCFCA -		0.00
Tax Refund (Sales & Fuel Tax) -		0.00
Other Income Miscellaneous-		548.29
Cost of Goods Sold -		0.00
Safer Grant Income FY 09-12 -		63,904.12
Total Board Funds received 12/13 to date all Sources	\$	162,870.41

1. Treasurer Al Grupy presented the financial transaction report and update for the month of September and October 2012 and Vice Chairman Townsend presented the September and October 2012 Financial Oversight Memorandum with no deficiencies listed to the membership. (See Enclosure # 1 & 2) Vice-Chairman Townsend called for the approval of the September & October Financial Transactions and Oversight Report. A **MOTION** was made by Director Mr. J. Gary Turlington to approve both the financial transaction and oversight memorandums as presented for the month of September & October 2012. The motion was **SECONDED** by Director Joel Siles and **APPROVED** by all members present.

⁴ SPFD Board Minutes – November 20,2012

2. Auxiliary Treasurer Kathy Picon provided the current Auxiliary treasurer's fund balance as of November 20, 2012 as \$ 200,590.76.
3. The current fund balance for the ICE/Can Trailer & Miscellaneous Fund is - \$ 4,700 as of November 20, 2012. The Chief stated that several checks to support several Benefit and Fund Raisers for County Firefighters in critical need were written.
4. Child Safety Seat account balance with Wells Fargo is \$ 1,077.75 or no change since our last Report.
5. The Pension Fund balance was not reported on but there has been no change since the last Report.

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 passed around the proposed Fire Protection Contract with the Town of Hope Mills. The contract was reviewed and edited by our Attorney Mr. Yarborough. If approved by the board he will contact the Town of Hope Mills and finalize the contract. **MOTION** – Director Joel Siles made a motion to approve the presented contract with the following clarification by Attorney Yarborough. (1) BREACH – Check on the one (1) year clause listed in the contract. (2) There is no paragraph 15-C as listed in the contract. (3) 16-C needs to have the wording changed to “Consistent Failure to Respond” instead of one (1) single incident that would cause a breach. (4) Report when out of service to Cumberland Dispatch instead of HMFD Dispatch. Also included in the motion once these changes are affected Chief Johnson should coordinate with Vice-Chairman Townsend and then have Attorney Neil Yarborough finalize the contract with the Town of Hope Mills. The Motion was **SECONDED** by Director Joel Siles and **APPROVED** by all members present. (See Enclosure # 3)
2. The Chief reminded all members that our Annual Christmas Dinner is up-coming on Sunday December 16, 2012 at 1 PM here at Station 13. We have currently and tentatively scheduled ⁵

⁵ SPFD Board Minutes – November 20,2012

Major General (MG) Steven Miller as our Guest Speaker. Chief Johnson stated that he used to work with General Miller when he was a Captain back in the 90's. General Miller has accepted our invitation but may have to deploy to Afghanistan prior to the 16th. The Chief stated that seating will be by reservations only and asked the members to let him know by the end of the week how many will be in your party in order to reserve a seat. ⁶

3. We have started the process of converting the new Army 5 Ton Truck to a Brush Unit. This will take several months. The truck is at H&H Garage for service and the required annual DOT Inspection. We just received the title from Forestry and are now scheduling a DMV Inspector to come out and complete a NC required DMV Form verifying the Federal VIN # prior to applying for a NC permanent registration plate. The Chief hopes to have the unit ready for service by the start of our annual brush/woods fire season starting in February through April 2013.
4. The Chief stated that Mr. Townsend has started on the inventory process. This will take several months to complete. We are scheduling a little at a time. The final inventory will be posted and filed in the property book maintained here at station 13.
5. The Chief stated that we completed our ISO Rating Review during the last week of October with no problems. The rating inspector was pleased with our records keeping and programs and commented very positive on our organization. He stated that if we did not hear from him over the next two weeks we either keep our current rating or we have improved. We will not however know if we improve until the report is published. The Chief informed the board that if we did not improve that the system is totally broken. We have improved dramatically in every area since our last ISO inspection in 1997. He stated that Deputy Chief Johnson Jr. was the project manager for the ISO rating and he along with many of our members deserves Kudos for a job very well done.
6. The Chief thanked the board members for supporting Insurance Commissioner and State Fire Marshal Wayne Goodwin for re-election. Commissioner Goodwin truly looks out not only for the NC Fire Service but for all the citizens in North Carolina dealing with Insurance premiums and services.

H. NEW BUSINESS:

1. The Chief advised that during the Annual Christmas Dinner it is customary that we hand out our volunteer overnight duty and response pay. This is based on the periods of 1 December 2011 through November 30, 2012. The funds are part of our approved budget and no further action is required. The treasurer does have to sign the checks. A 1099 is prepared for every check written.
2. The Chief stated that our accreditation Annual Compliance Report (ACR) is due on January 5th of 2013. This annual comprehensive report reflects on our accreditation compliance in all areas. This is to make sure that we stay on top of the requirements of accreditations. We are already working on the report with each primary staff member with category responsibilities working on their assigned parts. He stated that he will present a copy of the final ACR to the board. He stated that he has been attempting to get up with

⁶ SPFD Board Minutes – November 20,2012

the County Attorney in order to update our contract. The attorney has not returned any of the phone calls left for him weekly over the past three weeks. Our 1989 contract was supposed to be updated during the 1st quarter of 2012 and the county has made no efforts to update any of the contracts.⁷

3. The Chief informed passed around a new contract for the North Carolina State Firemen's Association 401-K retirement System. We will transfer our employees from our current 501-K Non-Profit Retirement System with ING to the NC State Firemen's Association 401-K Retirement System. The NCSFA provides far better benefits and absorbs many of the administrative costs that we are currently paying ING. A general discussion followed on the NCSFA retirement program. Chief Johnson provided a history on the retirement system and how we missed out back in the late 1970's when ask to join the NC Local Governments Retirement System. We did join for the simple fact that we had no employees at the time and lacked the forethought to look 30 years down the road. Arnold Koonce the county Fire Marshal at the time queried all the county fire departments about joining as instructed by the state. At the time those with full time employees did and those with volunteers only did not. When Fire Departments that did not join the State Retirement System eventually hired full time staffing they were not allowed to join the established retirement system. Because of the demand for an alternate system for those that were left out throughout our state the NCSFA enacted the current system for those departments that want to provide a retirement for their employees. All our members currently vested with ING will remain vested in the NCSFA system as well. (See Enclosure # 4)

I: CLOSED SESSION - WHEN APPLICABLE:

N/A

1. **J: ADJOURNMENT:**

There being no further business, a **MOTION** was made by Director Joel Siles to adjourn. The motion was **SECONDED** by Director J. Gary Turlington and **APPROVED** by all members present. The meeting adjourned at 2050 hours. **The next meeting is scheduled for December 18, 2012 at Station # 19 @ 7:30 PM.** The Chief stated that unless something unique occurs we may cancel this meeting, but he will let everyone know ahead of time.

Respectfully Submitted:

Angus R. Pate

ANGUS R. PATE

Secretary

5 Enclosures:

1. September 2012 Financial Oversight Memorandum
2. October 2012 Financial Oversight Memorandum
3. Proposed and Draft Hope Mills Fire Contract
4. NCSFA Retirement Contract
5. SPFD Board of Directors Attendance Roster November 20, 2012

**STONEY POINT
FIRE DEPARTMENT INC.**

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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 2012
Fiscal Year 2012-2013
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


D...



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October 2012

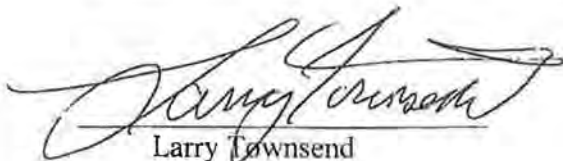
Fiscal Year 2012-2013

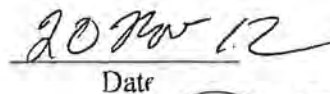
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Larry Townsend


Date



SPFD Board Minutes 112012
Enclosure # 2 - Oct. 2012 Oversight Memo

STATE OF NORTH CAROLINA

CONTRACT

COUNTY OF CUMBERLAND

PAGE 1 OF 17

THIS CONTRACT, made this ____ day of ____, 2012, by and between the TOWN OF HOPE MILLS, a duly incorporated municipality under the laws of the State of North Carolina (hereinafter "TOWN"), and the STONEY POINT VOLUNTEER FIRE DEPARTMENT, INC., a rural fire department duly organized under the laws of the State of North Carolina (hereinafter Volunteer Fire Department or VFD);

WITNESSETH:

WHEREAS, the TOWN of Hope Mills is authorized by law to provide fire protection for all of the property in said Town; and

WHEREAS, the Stoney Point Volunteer Fire Department, Inc., is a volunteer fire department operating as a non-profit corporation under the laws of the State of North Carolina and owns certain fire equipment, trucks, etc., for fighting fires; and

WHEREAS, it is important to both TOWN and VFD for planning and budgeting purposes to enter into a long-term Fire Protection Contract; and

WHEREAS, the TOWN is authorized, pursuant to N.C. Gen. Stat. §160A-20.1, to contract with and appropriate money to a non-profit corporation to carry out any public purpose that the TOWN has authority by law to engage in, to wit: fire protection; and

WHEREAS, the TOWN and VFD desire to enter into an agreement for the provision of fire service;

NOW, THEREFORE, the parties agree as follows:



1. DEFINITIONS. The following words and phrases are defined as set forth below when used in this Contract, unless a contrary meaning is clearly required by the context in which the word or phrase is used:

- a) "Station" means the building located at 7221 Stoney Point Road, Fayetteville, NC 28306 and 2190 Lake Upchurch Road, Parkton, NC 28371
- b) "Effective date of this Contract" means the date on which the contract was executed by representatives of both parties.
- c) "NFPA" means the National Fire Protection Association, Inc.
- d) "HMFD" means the Hope Mills Fire Department of the TOWN.
- e) "Chief" means the person designated by appropriate authority of a party as responsible for the organization and deployment of the party's resources for providing fire protection, emergency medical assistance, and other similar emergency aid. The current VFD Chief is Freddy L. Johnson Sr. The current Hope Mills Fire Department Chief is Charles Hodges.
- f) "VFD Service Area" means the area designated to be the primary response zones of the VFD, and which is further depicted in attached Exhibit A. The VFD Service Area shall include all changes which are from time to time adopted by resolution or order.
- g) "Alarm" means any request for emergency assistance to which the HMFD normally responds.



- h) “VFD Firefighters” means persons who provide the services on behalf of the VFD as described in this Contract, whether or not such persons are compensated for such services by the VFD or any other entity.
- i) “VFD” means Volunteer Fire Department.
- j) “Response Time” means the elapsed time between notice of dispatch received by the station and arrival at the scene of the emergency incident by the first piece of fire-fighting apparatus.
- k) “Quarterly” means the 1st of January, the 1st of April, the 1st of July and the 1st of October.
- l) “Turn Out” means the elapsed time between the actual time the station is notified by dispatcher and the actual time the apparatus departs the station on its way to an incident.
- m) “Full-Provider” means that the VFD will be the primary agency for providing fire and emergency medical services protection to the VFD Service Areas. The VFD equipment and personnel will be dispatched to all types of alarms occurring in the VFD Service Areas until their units are no longer available. HMFD units will respond into the VFD Service Areas when the VFD is not available or when the incident type requires multi-station response.

2. TERM. The effective date for this contract shall be from the effective date of the execution of this Agreement by both parties to and through June 30, 2028. After expiration, any



renewal shall be negotiated and made in writing by both parties with the understanding that neither party is under any obligation to renew.

3. COMPENSATION. The TOWN will pay the VFD for its services during the period above specified, and the VFD agrees to accept for its services during said period, a sum equal to the following: \$0.10 on the \$100 tax valuation, as determined each January 1st on an ongoing annual basis, for all property annexed into the Town of Hope Mills since January 1, 2012, which was formerly in the Stoney Point Fire Tax District, said sums to be paid quarterly.

4. INDEMNIFICATION: To the extent allowed by North Carolina law, in the event that the TOWN, its elected officials, officers, directors, employees or agents are made parties to any judicial or administrative proceeding arising in whole or in part out of the negligent performance by VFD and/or its agents of any of its obligations under this Agreement, then VFD shall indemnify and hold TOWN harmless for that portion of any and all judgments, settlements, and costs (including reasonable attorneys' fees) which TOWN incurs or pays in connection therewith that are caused by VFD's negligence.

In the event that VFD, its officers, directors, employees or agents are made parties to any judicial or administrative proceeding arising in whole or in part out of the negligent performance by TOWN and/or its agents of any of its obligations under this Agreement, then TOWN shall indemnify and hold VFD and its agents harmless for that portion of any and all judgments, settlements and costs (including reasonable attorneys' fees) which VFD or its agents incur or pay in connection therewith that are caused by the TOWN's negligence.

The indemnification provided for by this Section shall survive the termination of this Agreement.

5. AUTOMATIC/MUTUAL AID AGREEMENTS. This Contract does not affect in any manner the practices of the parties to provide automatic/mutual aid upon request, and such arrangement may continue in the same manner as such aid has been provided in the past, which includes automatic/mutual aid upon request for Fire and Rescue/EMS incidents.

6. VFD RESPONSE.

- a) During the term of this Contract the VFD will respond to alarms within the VFD Service Areas in accordance with the terms of this Contract. Such response for the terms of this Contract shall be Full-Provider.
- b) In providing the fire protection services required by subsection a) above, the VFD will cause a response to be made of equipment and VFD firefighters meeting each of the following minimum standards:
 - i) A fire pumper meeting the NFPA 1901 Standard for Automotive Fire Apparatus.
 - ii) A pumper in good operating condition, carrying at least 750 gallons of water and having the ability to pump at least 1,000 gallons of water per minute.
 - iii) The pumper and VFD firefighters responding will be equipped as set forth in the current NFPA 1901 Standard, as a minimum.



- iv) The VFD firefighter who drives the pumper to the fire scene and returns it to the station must meet the qualifications of a Driver/Operator, as set forth in NFPA Standard 1002.
- v) At least four (4) VFD firefighters must respond on the first arriving unit, who meet the qualifications of a Fire Fighter I or greater, as set forth in "Fire Fighter Professional Qualifications, 1992" as published by the NFPA and otherwise known as NFPA 1001.
- vi) The VFD may, at times under certain conditions (Multiple Alarms, Severe Weather) or as established by the HMFD Chief, respond with three (3) VFD firefighters who meet the above qualifications.
- c) The VFD will use its best efforts to cause a response to a fire alarm meeting all staffing requirements as set forth herein. The VFD response is to be in the most immediate and professional manner possible. In providing the emergency medical services, the VFD will cause a response to be made of equipment and VFD firefighters meeting each of the following minimum standards:
 - i) Apparatus and personnel meeting each of the requirements of subsection b) as detailed above, excepting that at least one VFD firefighter must be EMT certified; or
 - ii) With one EMS/Rescue unit, fully equipped and manned with no less than two (2) persons, one of which must be EMT certified, to EMS and rescue alarms in the VFD Service Areas.

- e) The VFD will record and maintain such information as the TOWN requires on any alarms to which the VFD responds. Such information will be provided to the HMFD when requested by an officer or official of the HMFD.
- f) All vehicles, materials, supplies, and other equipment used to respond to alarms pursuant to subsection 6.a) above must be maintained by the VFD in good operating condition at all times and must be inspected weekly by the VFD to determine the condition of such items. Any repairs, replacement or other corrective action necessary to place such items in good operating condition must be made immediately by the VFD upon discovery of the defect. Written records of such inspections and repairs must be maintained by the VFD and copies furnished to the HMFD upon request.

7. TRAINING.

- a) Any training programs offered by the HMFD Training Division to HMFD personnel will be offered to the VFD firefighters and any training programs offered by the SPFD will also be offered to the HMFD.
- b) No charge will be made for any fire or emergency medical training program offered by the TOWN to the VFD pursuant to subsection a) above based upon the use of TOWN facilities or the time of TOWN personnel in preparing for and presenting such programs. If there are any other actual expenses involved in the VFD's participation in such a special training program, the VFD and HMFD Chiefs will attempt to determine a mutually acceptable basis for the VFD's

payment of such expense. If such determination cannot be made, VFD firefighters will be permitted to participate in the relevant training program upon the payment of such expenses as are established by the HMFD Chief.

8. RECORDS EVALUATION. Evaluations of VFD departmental records will be conducted by HMFD periodically, but not more frequently than once every six (6) months. If one or more evaluations reveal an unacceptable level of performance by the VFD, the Chief of the HMFD may, in his sole discretion, require the VFD to perform one or more or all of the following additional requirements:

- a) Submit to more frequent evaluations until the unacceptable performance reaches an acceptable level; and/or
- b) Submit to additional training offered by the HMFD at the sole expense of the VFD"; and/or
- c) Repair, maintain, and/or replace any defective vehicles, hose, materials, supplies, or other equipment so that such items are in good operating condition at all times.

9. RADIO CONTACT. Both the HMFD and the VFD utilize the same radio frequencies and dispatch center and therefore meet the radio communications standards.

10. SCENE CONTROL.

- a) If the VFD arrives at the incident scene before an officer of the HMFD, the VFD will use the necessary and appropriate tactics and strategies for the incident scene and will take the necessary and appropriate measures to deploy the VFD resources to protect life and property and to resolve the emergency situation. Upon the



arrival of the HMFD officer, the VFD officer in charge of the fire scene will, in accordance with the Incident Command System, brief the HMFD officer. If it is mutually agreed by the parties, the VFD officer in charge may relinquish control of the incident scene and the VFD resources to such HMFD officer.

- b) If a HMFD company arrives at the incident scene at the same time as or before the VFD, the HMFD officer in charge of such company shall have control of the fire scene and the VFD resources at the fire scene and in transit.
- c) The HMFD will provide information and training to the VFD on all operational procedures of the HMFD and any changes thereto as soon as possible and periodically thereafter as may be required to assure coordination between the parties. VFD firefighters responding to a fire alarm in the VFD Service Areas will learn and follow such procedures as soon as possible. Such procedures will be fully applicable to all emergency incident scenes, regardless of whether an officer of the VFD or the HMFD has charge of the scene.
- d) On all alarms in the VFD Service Areas, a HMFD company may be dispatched in addition to the VFD. Subject to the provisions of Paragraph 11, the HMFD and VFD will be dispatched together in accordance with the response criteria as outlined in the HMFD dispatch card programmed into the Cumberland Counties Computer Aided Dispatch system.

11. VEHICLE AND EQUIPMENT MAINTENANCE. The vehicles, equipment, materials and supplies described in Paragraph 6.b)(i-ii) above will be located at the



Station during the term of this Contract and will be used to respond from the Station under the conditions of Paragraph 6 above. Said vehicles, equipment, materials and supplies will not be out of service for any reason, unless it is then in the process of responding to an alarm or out of service due to repairs. If said vehicles, equipment, materials and/or supplies are out of service from the Station or otherwise unavailable to respond to alarms pursuant to this Contract, the VFD will give notice of such unavailability immediately to the HMFD. Such notice will be given by radio to the HMFD dispatcher at the time said vehicles, equipment, materials and/or supplies leave the Station or are otherwise unavailable. During the time that said vehicles, equipment, materials and/or supplies are absent from the Station or otherwise become unavailable, the VFD, under existing mutual aid agreements, will still be required to provide fire protection as set forth herein to the VFD Service Area in the event of any problem as addressed in the Contract.

12. INSURANCE.

- a) The VFD shall obtain and maintain insurance as set forth in the following sections throughout the term of this contract without lapse, and in no manner shall deviate from the stated insurance requirements. In the event the VFD fails to maintain insurance as outlined herein, the TOWN may at its option, but is not required to, obtain the required insurance at the expense of the VFD.

- b) The VFD's required insurance policies shall be with insurers licensed and lawfully authorized to underwrite and transact business in the State of North Carolina, and having an A.M. Best rating of not less than A-VII.
- c) The VFD agrees to maintain in continuous force and effect during the term of the Contract the following minimum levels of insurance:
 - i) Vehicle: Bodily injury and property damage liability limits of at least \$1,000,000.00 for each occurrence covering all owned, non-owned and hired vehicles. Such insurance must name the TOWN as an additional insured.
 - ii) Comprehensive, General Liability: Bodily injury and property damage liability limits of at least \$1,000,000.00 for each occurrence/aggregate. Such insurance must include Contractual liability, personal injury hazards A, B and C, broad form property damage and products, and completed operations. Such insurance must name the TOWN as an additional insured.
 - iii) Employment Practices Liability: Employer's liability limits of at least \$500,000.00. Such insurance must name the TOWN as an additional insured.

- d) The VFD agrees to maintain in continuous force and effect the following minimum levels of insurance for its VFD firefighters:
- i) Workers' Compensation
 - 1. Coverage A - Statutory
 - 2. Coverage B - \$100,000.00
 - e) The VFD agrees to maintain in continuous force and effect the following minimum levels of insurance regarding the rendering of emergency medical assistance: \$1,000,000.00 medical professional liability each occurrence/aggregate.
 - f) The VFD will provide the HMFD Chief with certificates of insurance evidencing continuous coverage during the term of this Contract at the levels of insurance described in the preceding portions of this Paragraph and requiring that thirty (30) days advance, written notice of cancellation be given to the HMFD Chief by the insuring company.
 - g) If the insurance described in paragraph 12 is canceled, the TOWN may in its sole and absolute discretion terminate the Contract effective immediately upon written notice to the VFD.

13. REIMBURSEMENT. The VFD is solely responsible for the expenses and costs of operating, maintaining, repairing and replacing any equipment, materials, supplies or any other items used by the VFD or its VFD firefighters in performing any services required by or related to the Contract; provided that, if foam belonging to the VFD is reasonably required to extinguish



a fire in the TOWN, the TOWN will, at the election of the HMFD Chief, replace any foam actually used or reimburse the VFD for the replacements cost of such foam.

14. NON-DISCRIMINATION. The CONTRACTOR agrees to comply with the TOWN's non-discrimination policy and agrees not to unlawfully discriminate by reason of age, race, religion, color, sex, national origin or disability while performing the services required herein.

15. MODIFICATIONS. In order to be binding upon the parties, any Contract which the HMFD and VFD Chiefs are authorized to approve must be in writing and signed by the parties hereto. Such Contracts may be amended or terminated in the same manner and shall remain in effect until so amended or terminated or until the termination of the Contract; provided that this contract and any amendment thereto must take precedence over any Contract approved by the HMFD and VFD Chiefs.

16. BREACH.

- a) Unless otherwise provided herein, this Contract shall remain in full force and effect for a period of one year. Each term and condition of this Contract is a material term and condition. In addition to any other remedy to which a party may be entitled, violation of any term and condition of this Contract will be a proper basis for termination of this Contract; except for the occurrences listed in Paragraph 15.c) herein, the party alleged to have violated this Contract must first be given written notice of the violation and an opportunity to cure said violation, except as set forth in Paragraph 15.c). For purposes of this paragraph, "an

opportunity to cure” will mean a reasonable time of no more than ten (10) days (including holidays, Saturdays and Sundays). If any party fails to cure the violation after notice and an opportunity to cure, the other party may, in its sole discretion, terminate this Contract by written notice signed by such party’s Chief, or take such other and further action as to which such party may be entitled.

- b) Written notice of a violation must be given within thirty (30) days of the date such violation is alleged to have occurred. Each day that a violation continues is a separate violation, for purposes of this Contract. Written notice of a violation must contain the following information:
 - i) Date(s) on which the violation occurred;
 - ii) Description of the facts giving rise to the alleged violation;
 - iii) Paragraph(s) of the Contract alleged to have been violated; and
 - iv) The VFD shall have no more than ten (10) days to cure the violation.
- c) Without prior notice of a violation of subsection a), the TOWN may terminate this Contract by written notice upon the occurrence of any one or more of the following events:
 - i) The VFD fails to respond with the equipment or VFD firefighters required in this agreement, unless the VFD is unavailable within the meaning of Paragraph 11 herein; or

- ii) The VFD is unavailable within the meaning of Paragraph 11 and fails to give timely notice of such unavailability in the manner and as described by Paragraph 11; or
- iii) The VFD closes its operations at 7221 Stoney Point Road, Fayetteville, NC 28306, during the term of this Contract.
- d) The termination will be effective upon receipt by the persons described below:
 - i) For the VFD: any corporate officer of the VFD, the VFD Chief or Deputy/Assistant VFD Chief.
 - ii) For the TOWN: TOWN Manager, Assistant TOWN Manager, HMFD Chief or Deputy/Assistant Fire Chief of the HMFD.
- e) Failure by any party to give notice of a violation or to terminate this Contract will not waive such party's rights to give notice of other violations or to terminate this Contract for any other violations.

17. NOTICES.

- a) Any written notice, except as provided in Paragraph 16 above, may be given by first class mail addressed as follows:
 - i) For the TOWN: TOWN of Hope Mills
ATTN: Fire Chief
5770 Rockfish Road
Hope Mills, NC 28348
 - ii) For the VFD: Stoney Point Volunteer Fire Department
ATTN: Fire Chief
7221 Stoney Point Road
Fayetteville, NC 28306



- b) Any change in the address contained in subsection a) above will be given to the other party immediately by written notice.
- c) Any change in the person serving as chief of either party will be given immediately by written notice to the other party by the party making such change.

18. RIGHT TO ENFORCE. This Contract does not create any rights enforceable by any person or entity not a party thereto, including, but not limited to, VFD firefighters and officers of the VFD and residents or property owners located within the TOWN, including the VFD Service Areas.

19. ENTIRE AGREEMENT. This Contract constitutes the entire Contract between the parties. There are no oral or written Contracts or understandings which are binding upon the parties, except as expressly set forth herein. This Contract cannot be amended, altered or modified in any manner except by written Contract, duly authorized by the Council of the TOWN and the Board of Directors of the VFD and duly executed by the appropriate corporate officers of the TOWN and the VFD.

TOWN OF HOPE MILLS

BY: _____
 JOHN ELLIS, TOWN Manager

ATTEST:

 TOWN Clerk

STONEY POINT VOLUNTEER
FIRE DEPARTMENT, INC

STONEY POINT VOLUNTEER
FIRE DEPARTMENT, INC.



STATE OF NORTH CAROLINA

CONTRACT

COUNTY OF CUMBERLAND

PAGE 17 OF 17

BY: _____
Daniel C. Brown, President

BY: _____
Freddy L. Johnson Sr., Fire Chief

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

APPROVED AS TO FORM:

SCOTT EDWARDS, Chief Financial Officer

TOWN Attorney



NORTH CAROLINA STATE FIREMEN'S ASSOCIATION
DEFINED CONTRIBUTION RETIREMENT PLAN

JOINDER AGREEMENT

WHEREAS, North Carolina State Firemen's Association (the "NCSFA") maintains the North Carolina State Firemen's Association Defined Contribution Retirement Plan (the "Plan") for the benefit of certain of its employees;

WHEREAS, the NCSFA acting as the Plan Sponsor has adopted the Plan as a tax qualified retirement Plan under Internal Revenue Code section 401 et seq. and the Plan is a multiple employer as described in Code section 413(c);

WHEREAS, the NCSFA has the sole power and authority to allow other Adopting Employers to join this Plan, to require Adopting Employers to withdraw from the Plan, and to amend the Plan from time to time

WHEREAS, The Company desires to permit Stoney Point Fire Department, Inc. ("Adopting Employer") to adopt the Plan pursuant to the general terms of the Plan and the specific terms selected in this JOINDER Agreement that are to apply such Adopting Employer;

NOW, THEREFORE IT IS AGREED, that the undersigned Adopting Employer shall become a Company that has adopted the Plan and such Adopting Employer agree to be bound by the terms of the Plan and this JOINDER Agreement.

The Adopting Employer hereby selects the following optional provisions to apply to its adoption of this Plan.

A. Special Rules

1. Special Participation Date

- 1a. Allow immediate participation for all Eligible Employees employed on October 1, 2012 (date of this adoption).
 Yes No
- 1b. If A1a is "Yes", all Eligible Employees employed on the date in A1a shall become eligible to participate in the Plan for purposes of Elective Deferrals, Matching Contributions and Company Contributions as of January 1, 2013. If A1a is "No" or left blank, all Eligible Employees shall become eligible to participate in the Plan as provided in Sections B, C and D.

2. Service Computation Rules

- 2a. Select hours equivalency for all purposes:
- i. None
An Employee shall be credited with the following service with the Employer:
- ii. 190 Hours of Service for each month or partial month



- 2b. If A2a(ii) is selected, the hours equivalency selected in A2a(ii) shall apply to only Employees not paid on a per-hour basis.
- 3. The Effective Date of this Joinder Agreement and the adoption of this Plan by the Adopting Employer shall be January 1, 2013_ (not earlier than the date signed by the parties).

B. Elective Deferrals

An Eligible Employee shall be eligible to make Elective Deferrals at the time specified in B2 upon meeting the requirements of B1:

- 1a. Minimum age requirement for Elective Deferrals: 18 (21 maximum - leave blank or enter "0" if none)
- 1b. Minimum service requirement for Elective Deferrals:
 - i. None
 - ii. Completion of 500 Hours of Service (not more than 1,000) in a 6 month period (Not to exceed 12.)

NOTE: If B1b(ii) is selected, the service requirement under B1b shall be deemed met no later than the end of an Eligibility Computation Period during which the Eligible Employee completes 1,000 Hours of Service; provided, that the individual is an Eligible Employee on the applicable entry date. Service taken into account for purposes of B1b shall be determined under the terms and conditions as is specified for determining a Year of Eligibility Service.
- 2. Eligibility service computation method for Elective Contributions. The Plan will use the Hours of Service method under A2 for determining eligibility service for Elective Contributions.
- 3a. Frequency of entry dates for Elective Deferrals:
 - i. An Eligible Employee shall become a Participant eligible to make Elective Deferrals immediately upon meeting the requirements of B1.
 - ii. first day of each calendar month
 - iii. first day of the first month and seventh month of the Plan Year.
- 3b. If B3a(i) (immediate entry dates) is not selected, an Eligible Employee shall become a Participant eligible to make Elective Deferrals on the entry date selected in B3a that is coincident with or next following the date the requirements of B1 are met.

C. Matching Contributions

An Eligible Employee shall be eligible to receive an allocation of Matching Contributions (if permitted pursuant to the Plan) at the time specified in C3 upon meeting the requirements of C1 through C3:

- 1a. Minimum age requirement for Matching Contributions: 18 (21 maximum - leave blank or enter "0" if none)
- 1b. Minimum service requirement for Matching Contributions (Cannot exceed 1 year):
 - i. None



- ii. Completion of one (1) Year of Eligibility Service
- iii. Completion of 500 Hours of Service (not more than 1,000) in a 6 month period (Not to exceed 12.)

NOTE: If C1b(iii) is selected, the service requirement under C1b shall be deemed met no later than the end of an Eligibility Computation Period during which the Eligible Employee completes 1,000 Hours of Service; provided, that the individual is an Eligible Employee on the applicable entry date. Service taken into account for purposes of C1b shall be determined under the terms and conditions as is specified for determining a Year of Eligibility Service.

- 2a. Eligibility service computation method for Matching Contributions. The Plan will use the Hours of Service method under A2 for determining eligibility service for Matching Contributions.
- 2b. If C1b(ii) is selected, the number of Hours of Service necessary for a Year of Eligibility Service for purposes of Matching Contributions shall be 1,000 Hours.
- 3a. Frequency of entry dates for Matching Contributions:
 - i. An Eligible Employee shall become a Participant eligible to receive an allocation of Matching Contributions immediately upon meeting the requirements of C1 and C2.
 - ii. first day of each calendar month
 - iii. first day of the first month and seventh month of the Plan Year.
- 3b. If C3a(i) (immediate entry date) is not selected, an Eligible Employee shall become a Participant eligible to receive an allocation of Matching Contributions on the entry date selected in C3a that is coincident with or next following the date the requirements of C1 through C2 are met.

D. Company Contributions

An Eligible Employee shall be eligible to receive an allocation of Company Contributions (if made by the Adopting Employer) at the time specified in D3a and b upon meeting the requirements of D1 and D2:

- 1a. Minimum age requirement for Company Contributions: 21 (21 maximum - leave blank or enter "0" if none)
- 1b. Minimum service requirement for Company Contributions (Cannot exceed 1 year):
 - i. None
 - ii. Completion of one (1) Year of Eligibility Service
 - iii. Completion of 1000 Hours of Service (not more than 1,000) in a 12 month period (Not to exceed 12.)

NOTE: If D1b(iii) is selected, the service requirement under D1b shall be deemed met no later than the end of an Eligibility Computation Period during which the Eligible Employee completes 1,000 Hours of Service; provided, that the individual is an Eligible Employee on the applicable entry date. Service taken into account for purposes of D1b shall be determined under the terms and conditions as is specified for determining a Year of Eligibility Service.



- 2a. Eligibility service computation method for Company Contributions. The Plan will use the Hours of Service method under A2 for determining eligibility service for Company Contributions.
- 2b. If D1b(ii) is selected, the number of Hours of Service necessary for a Year of Eligibility Service for purposes of Company Contributions shall be 1,000 Hours.
- 3a. Frequency of entry dates for Company Contributions:
 - i. An Eligible Employee shall become a Participant eligible to receive an allocation of Company Contributions immediately upon meeting the requirements of D1 and D2.
 - ii. first day of the first month and seventh month of the Plan Year
- 3b. If D3a(i) (immediate entry date) is not selected, an Eligible Employee shall become a Participant eligible to receive an allocation of Company Contributions on the entry date selected in D3a(ii) that is coincident with or next following the date the requirements of D1 and D2 are met.

E. CONTRIBUTIONS

Elective Deferrals

- 1. When may Participants modify/start/stop elections regarding Elective Deferrals/Voluntary Contributions:
 - i. Each pay period
 - ii. Pursuant to Plan Administrator procedures (At least once each calendar year)

Matching Contributions - Formula

- 2. Matching Contribution formula. The Adopting Employer's Matching Contribution shall be allocated to eligible Participants who have met the requirements to receive a Matching Contribution as follows:
 - i. An amount and allocation formula as determined by the Board
 - ii. Single rate
- 3. If E2 is "Single rate", the Adopting Employer will contribute as a Matching Contribution an amount equal to a. _____% of the Participant's Matched Employee Contributions that are not in excess of b. _____% of the Participant's Compensation.
- 4. If E2 is "Single rate", permit the Board to provide for discretionary Matching Contributions to be made in addition to the foregoing:
 - Yes No

Matching Contribution- Maximum Allocation

- 5. Plan limits Matching Contributions to a maximum amount/percentage in each Plan Year:
 - i. Yes - maximum percentage of Compensation that applies to all Participants



- ii. Yes - maximum dollar amount that applies to all Participants
 - iii. No
6. If E5(iii) (No) is not selected, enter the maximum percentage _____% or dollar amount \$_____.

Matching Contribution- Allocations

7. Matching Contributions are allocated to Participant Accounts at the following time(s):
- i. Each pay period
 - ii. At such times as may be determined by the Adopting Employer.
8. If E5(ii) (Yes - maximum dollar amount) is selected, apply the dollar limit in E6 on a Plan Year basis only.

Company Contribution- Formula

9. Company Contribution allocation formula. The Adopting Employer's Company Contribution shall be allocated to eligible Participants who have met the requirements to receive a Company allocation as follows:
- i. Pro rata. In the ratio that each Participant's Compensation bears to the Compensation of all eligible Participants.
 - ii. Points. In the ratio that such Participant's points bears to the points of all eligible Participants. Each Participant shall receive to the extent provided in E11-E14: (a) the points described in E14 for each year of age he has attained (as of his birthday during such Plan Year), (b) the points described in E13 for each Plan Year, including the current Plan Year, during which he was eligible to participate in the Plan after meeting the requirements of D1-D3 applicable to Company Contributions, and (c) the points described in E12 for each \$100 of Compensation he has earned for such Plan Year. If after application of the foregoing, the average of the allocation rates for eligible Highly Compensated Employees exceeds the average of the allocation rates for eligible Nonhighly Compensated Employees, each eligible Nonhighly Compensated Employee who has earned any points during the Plan Year shall be awarded the same minimum number of points (or fraction of a point) so that the average of the allocation rates for eligible Highly Compensated Employees does not exceed the average of the allocation rates for eligible Nonhighly Compensated Employees.
10. Company Contributions are allocated to Participant Accounts at the following time(s):
- i. End of Plan Year
 - ii. Each pay period

Company Contribution- Points

11. If E9(ii)i is selected (points), points will be computed on basis of:
- i. Age, Service and Compensation
 - ii. Age and Service
 - iii. Age and Compensation



- iv. Service and Compensation
 - v. Age Only
 - vi. Service Only
12. If E9(ii) is selected and E11 provides points for Compensation, points awarded for \$100 of Compensation: _____
 13. If E9(ii) is selected and E11 provides points for Years of Service, points awarded for each year of participation: _____
 14. If E9(ii) is selected and E11 provides points for age, points awarded for each year of age: _____

F. VESTING

Vesting Service Computation Rules:

1. Vesting service computation method. The Plan will use the Hours of Service method for determining vesting service.
2. Number of Hours of Service necessary for a Year of Vesting Service shall be 1,000 Hours.
- 3a. Select equivalency for vesting purposes:
 - i. None.
An Employee shall be credited with the following service with the Employer:
 - ii. 190 Hours of Service for each month or partial month
- 3b. If F3a(ii) is selected, the hours equivalency selected in F3a shall apply to only Employees not paid on a per-hour basis.
4. Vesting Computation Period shall be the Plan Year.

Other Employer Service

5. All service with any Adopting Employer shall be counted as service with all Adopting Employers for all purposes of the Plan.

Elective Deferrals

6. All Elective Deferrals shall at all times be 100% fully vested.

Matching and Company

- 7a. Matching Contribution and Company Contribution Accounts. The Vesting Schedule for Matching Contributions and Company Contributions shall be the 2-6 Year Graded vesting schedule with 20% vesting after 2 Years of Vesting Service, 40% vesting after 3 Years of Vesting Service, 60% vesting after 4 Years of Vesting Service, 80% vesting after 5 Years of Vesting Service and 100% vesting after 6 Years of Vesting Service.
- 7b. If selected, all employees who have satisfied the following selected eligibility requirements on the Effective Date shall be 100% fully vested in their Matching Contribution and Company Contribution Accounts. Select one.
 - Elective Deferral Eligibility of B1a and b.



- Matching Contribution Eligibility of C1a and b.
- Company Contribution Eligibility of D1a and b.

G. DISTRIBUTIONS

Early Retirement

- 1a. Early Retirement Age means:
 - i. None. The Plan does not have an early retirement feature.
 - ii. Attainment of the age specified in G2b.
 - iii. Later of attainment of the age specified in G2b and the service specified in G2c.
- 2b. If G1a(i) is not selected, age component of Early Retirement Age (not to exceed 65): ____
- 2c. If G1a(iii) is selected, select the length of vesting service used to measure Early Retirement Age:
 - i. ____ Years of Vesting Service

This Agreement shall be effective on the Effective Date set forth in A3 above and is signed on the dates shown below.

North Carolina State Firemen's Association:

Dated: _____

Signed: _____
 Paul Miller
 Its: Executive Director

 (Name of Adopting Fire Department)

Dated: _____

Signed: _____
 Print Name _____
 Its: _____



- Matching Contribution Eligibility of C1a and b.
- Company Contribution Eligibility of D1a and b.

G. DISTRIBUTIONS

Early Retirement

- 1a. Early Retirement Age means:
 - i. None. The Plan does not have an early retirement feature.
 - ii. Attainment of the age specified in G2b.
 - iii. Later of attainment of the age specified in G2b and the service specified in G2c.
- 2b. If G1a(i) is not selected, age component of Early Retirement Age (not to exceed 65): ____
- 2c. If G1a(iii) is selected, select the length of vesting service used to measure Early Retirement Age:
 - i. ____ Years of Vesting Service

This Agreement shall be effective on the Effective Date set forth in A3 above and is signed on the dates shown below.


North Carolina State Firemen's Association:

Dated: _____

Signed: _____
Paul Miller
Its: Executive Director

Stoney Point Fire Department Inc.
(Name of Adopting Fire Department)

Dated: 11/27/2012

Signed: 
Print Name Freddy L. Johnson Sr.
Its: Fire Chief



2012

**BOARD OF DIRECTORS
ATTENDANCE ROSTER**

##	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
01	Daniel C. Brown - President(2016)	P	P	P	P	E	P	N/A	N/A	P	P	A-E	
02	Larry Townsend V-President (2014)	P	A-E	A-E	P	E	P	N/A	N/A	P	P	P	
03	Alan R. Grupy - Treasurer (2016)	P	P	P	P	E	P	N/A	N/A	P	P	P	
04	Angus Pate - Secretary (2016)	P	P	P	P	E	P	N/A	N/A	P	P	P	
05	Joel Siles - (2014)	P	A	P	P	E	P	N/A	N/A	A-E	P	P	
07	Jerry Hall - (2014)	P	P	P	P	E	P	N/A	N/A	P	P	A-E	
08	Gary Turlington(2014)	P	A-E	P	P	E	P	N/A	N/A	P	A-E	P	
09	Freddy Johnson Sr. - Chief	P	P	P	P	E	P	N/A	N/A	P	P	P	
10	Freddy Johnson Jr. - Deputy Chief	P	A-E	P	A-E	E	P	N/A	N/A	P	P	P	
11	Matthew W. Williams - Asst Chief	P	P	P	P	E	P	N/A	N/A	A	A	P	
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 # 5 Board Minutes November 20, 2012

