



**STONEY POINT FIRE DEPARTMENT INC.**

**Stations 13 & 19**

2190 Lake Upchurch Drive, Parkton, North Carolina 28371

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

E-Mail [spfd1301@nc.rr.com](mailto:spfd1301@nc.rr.com)



November 13, 2018

SUBJECT: Minutes of the Monthly Board of Directors Meeting – November 2018

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

**A: Roll Call:**

**Members Present:**

Daniel C. Brown	Chairman
Larry D. Townsend	Vice. Chairman
Gary Turlington	Treasurer
Angus Pate	Secretary
Roger F. Hall	Member
Joel A. Siles	Member

**Members Absent:**

Jerry Hall – Member

**Chief Officers Present:**

Freddy L. Johnson Sr. Fire Chief

**Chief Officers Absent**

Freddy L. Johnson Jr. – Deputy Chief

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

N/A

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

1. Secretary Pate present the minutes from the monthly October 16, 2018 Board of Directors meeting for review and approval. After a review of the October 16, 2018 minutes by all members in attendance Chairman Brown called for the approval of the October 16, 2018 Monthly Board of Directors meeting minutes. **MOTION** A motion was made by Member Joel Siles to approve the October 16, 2018 Annual and Monthly Board of Directors minutes as recorded by Chief Johnson Sr. The motion was **SECONDED** by Member Roger Hall and **APPROVED** by all members present.

**D: REPORT OF THE FIRE CHIEF:**

1. **General Information.**

1. Chief Johnson informed the members that our meeting was moved up one (1) week due to the Thanksgiving holiday. The 3<sup>rd</sup> Tuesday of November this year falls during the Thanksgiving week. The change was posted on our sign out front in order to advertise the meeting change. Several of our members requested the move in order to go out of town during the Thanksgiving week.



2. **Guests:** None

3. **Personnel:**

1. The Chief stated that we started our last recruit class of the year on November 10, 2018 with eight (8) final candidates for the year. The class consists of four (4) female Firefighter and three (3) male firefighter recruits. Not counting our last recruit class, we currently have two (2) vacancies with eight (8) on a waiting list to fill those positions. He also stated that over the last several months in order to assist neighboring departments with their volunteer shortages we have been redirecting potential volunteers to neighboring departments. This is in line with the current Volunteer Workforce Solution (VWS) grant that was awarded to the CCFCA. He stated that we currently have one (1) full time position available on “C” Shift and looking to fill that position with a qualified candidate. Not counting our support personnel we currently have 89 active firefighters on our roster.
2. Chief Johnson stated that Lieutenant Chip Swartz a part time employee and our Thursday night duty crew Lieutenant accepted a job with North Carolina Emergency Management working as a recovery specialist. This created a vacancy with our part time positions that we are currently in the process of filling. We generally attempt to fill any paid opportunity with dedicated volunteers that hold the proper certifications for the position.

4. **Vehicles:**

1. Rescue 13 our new 2018 Pierce Walk-In Rescue Truck is now fully equipped and in service. We just recently outfitted the truck with our new ballistic gear and all shifts have been trained on the use of the equipment. All the equipment carried on the truck has been entered into our Firehouse inventory program and new D/O check forms have been prepared for daily checks. The Heavy Rescue truck is also a regional response apparatus.



(Rescue 13 - Driver and Passenger Side Equipment View)



(Rescue 13 - Driver and Passenger Side – Pull Out Equipment Trays)

2. A couple of weeks ago Engine 1333 our 1989 Pierce Dash Pumper / Tanker started to leak water from what we think is the booster tank. The steel water tank is now 30 years old and we are looking at the extent of the leak in order to see if it can be patched or do we need to look at replacing the steel tank with a poly tank. Engineer Stewart is working on the problem and will report back once the leak is identified and located.

3. Engine 1311 (Donated 1985 Seagrave) fire truck which our members refer to as the green machine, experienced issues after someone cut off the fuel utilizing the emergency diesel shut off. It took us a while to figure out the problem and had to call on our former maintenance officer Captain Don Stoudt (Retired) to help us out. We got the unit running



and will have the truck serviced at Gregory Poole in the near future. Our plan for the immediate future is to utilize the apparatus as a reserve engine as well as for our driver operator program. The shorter wheelbase make the apparatus a good truck to obtain a Class “B” Driver’s License. The pump and plumbing on the truck are all in good shape.

4. The new Chief’s Vehicle a 2019 Chevrolet Tahoe state contract fleet vehicle ordered through Flow Motors is still on order but should arrive any day. Once the vehicle is delivered we still need to outfit the unit with emergency lighting and radios. We do have the radios on hand but need to purchase the 360 LED lighting and a supporting center console. Hopefully we will have the unit in service by the first of the year.

5. The Chief stated that we are in the final stages of qualifying our driver operators on the new ladder truck (Truck 1351). This is a critical training piece whereas there are many safety considerations when deploying our ladder truck. Assistant Chief Murphy is the trainer with a deadline of January 1, 2019 to have sufficient driver operators qualified on the apparatus in order to place it in service. Training consists of both hands on operations as well as a 50 question written general ladder/aerial operation knowledge test.

6. Maintenance, Equipment and Fuel Expenses Fiscal Year **2018-19**

(FY **2018-2019** Vehicle, Equipment and Fuel Expenditures as of October 15, 2018) (List from Quicken) (Previous two (2) Fiscal Years for comparison purposes)

<b>UNIT #</b>	<b>NOMENCLATURE</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>
<b>1311-R</b>	<b>1984 Pierce Dash Engine</b>	1,330.01	(DONATED)0.00	0.00
<b>1311-R</b>	<b>1985 Seagrave (Green Hornet)</b>	Not Applicable	Not Applicable	
<b>1319</b>	<b>1960 American LaFrance (Antique)</b>	4,753.97	560.22	826.63
<b>1331</b>	<b>2017 Pierce Arrow-XT</b>	Not Applicable	48,128.39	399.96
<b>1332</b>	<b>2004 Pierce Dash Engine</b>	6,217.27	42,134.97	203.18
<b>1333</b>	<b>1988 Pierce Dash Engine</b>	48,983.80	14,864.97	4,055.88
<b>1341</b>	<b>1990 AMC General 5 Ton Cargo Brush</b>	427.53	1,440.02	98.05
<b>1351</b>	<b>1996 E-One 75ft Ladder Truck</b>	Not Applicable	17,618.30	10,928.91
<b>1362</b>	<b>2015 GMC Sierra 2500 HD 4 X 4</b>	1,643.38	116.44	1,006.92
<b>1371</b>	<b>2016 GMC Sierra 1500 4 X 4</b>	6,616.79	13.60	224.78
<b>1391</b>	<b>Future Command Vehicle 2018</b>	Not Applicable	0.00	0.00
<b>Rescue 13</b>	<b>2017 Pierce Arrow-XT-Walk In</b>	Not Applicable	18,516.09	27,440.52
<b>1931</b>	<b>2004 Pierce Dash Engine</b>	8,514.85	28,944.61	6,583.13
<b>1932</b>	<b>1986 Pierce Dash Engine</b>	7,301.45	1,814.21	457.47
<b>1941</b>	<b>1984 AMC 5 Ton Truck</b>	4,870.27	SOLD 2,606.24	
<b>1961</b>	<b>1984 Chevrolet ¾ Ton Diesel-Lift Gate</b>	243.58	0.00	0.00
<b>1962</b>	<b>2015 GMC Sierra 2500 HD 4 X 4</b>	26.73	980.32	71.07
<b>1963</b>	<b>2017 – Auxiliary Support Trailer</b>	Not Applicable	0.00	0.00
<b>1981</b>	<b>2016 Mobile Air Trailer</b>	268.60	0.00	6.42
<b>Rescue 19</b>	<b>1984 International Rescue (1376)</b>	3,826.56	SOLD 2,319.79	
<b>Boat 13</b>	<b>19" Rescue One Connector Boat 50 HP</b>	1,007.31	715.58	318.64
<b>Boat 19</b>	<b>14" Zodiac Inflatable 25 HP</b>	0.00	5.99	0.00
<b>Trailers</b>	<b>2009 Boat Trailer Double Stack</b>	0.00	2.75	0.00
<b>U-Trailer</b>	<b>Utility Trailer (Small)</b>	0.00	13.26	160.83
<b>Cmd Trl</b>	<b>2006 FEMA Trailer</b>	23.75	23.75,	0.00
<b>MISC</b>	<b>RELATED VEH EXPENSES</b>	7,817.04	5,575.65	4,006.48
	<b>Total Vehicle Maintenance</b>	103,846.16	186,383.17	57,601.04
	<b>EQUIPMENT OTHER</b>	16,281.37	17,305.17	8,418.66
	<b>TOTAL VEH/EQUIP EXPENSES BUDGETED (\$100,000.00)</b>	<b>120,127.32</b>	<b>203,688.34</b>	<b>66,019.70</b>
	<b>GASOLINE &amp; FUELS (\$ 40,000)</b>	22,079.38	23,976.32	11,361.96
	<b>FY-BUDGETED TOTAL (140,000) FY 19</b>	<b>142,206.70</b>	<b>227,664.66</b>	<b>77,381.66</b>
	<b>Total over / Under Budget</b>	<b>+ 22,206.70</b>	<b>+ 87,664.66</b>	



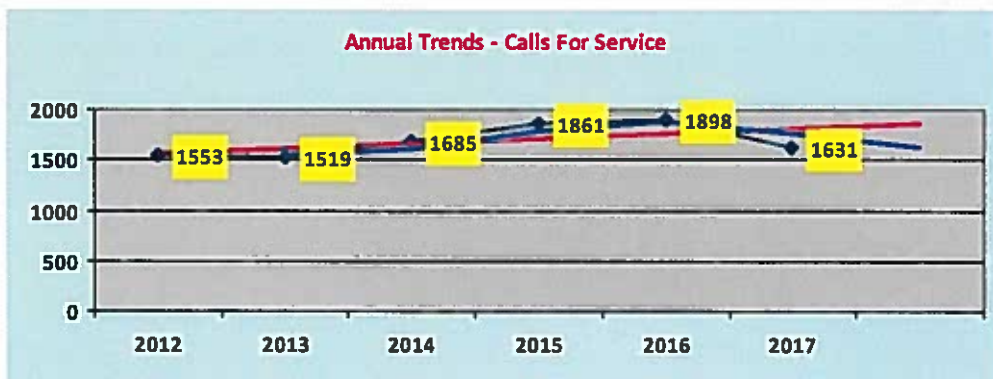
**5. Grounds and Buildings:**

1. Mr. Prevatte our cabinet maker has replaced the women’s bathroom countertops here at Station 13, and the men’s bathroom counter tops are scheduled to be replaced later this month. We have decided to wait until the Trail of Terror is over to complete the work.
2. At the beginning of the month of November we turned off all our sprinkler systems. We will turn our systems back on in April of 2019 about the same time as everything starts to turn green.

**6. Fire Conditions:**

1. Chief Johnson briefed on our current call volume through October 2018. He stated that we are running behind in call volume compared to previous years due to AVL.  
(See Charts below – Monthly calls by year and annual trend line chart.)

<b>SPFD INCIDENT RESPONSE DATA</b>						
<b>MONTH</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>JANUARY</b>	135	158	161	159	163	139
<b>FEBRUARY</b>	135	123	173	136	141	113
<b>MARCH</b>	126	139	142	156	138	137
<b>APRIL</b>	99	144	159	139	134	130
<b>MAY</b>	119	145	161	144	120	127
<b>JUNE</b>	136	139	169	126	100	131
<b>JULY</b>	101	181	152	135	153	132
<b>AUGUST</b>	118	130	150	175	147	107
<b>SEPTEMBER</b>	97	122	152	169	120	144
<b>OCTOBER</b>	124	130	139	198	150	137
<b>NOVEMBER</b>	112	131	145	147	127	
<b>DECEMBER</b>	113	143	164	214	138	
<b>TOTALS</b>	<b>1519</b>	<b>1685</b>	<b>1861</b>	<b>1898</b>	<b>1631</b>	<b>1297</b>



**7. Training Report:**

1. We are now in our training make up cycle through the end of the year. Driver Operator training as well as critical evolutions and benchmark are also scheduled.



**E: REPORT OF THE TREASURER:**

1. Treasurer Turlington provided the fiscal year FY 17-18 closeout and current fund balances along with all financial information from all sources below.

Current Fund Balances:	<b>As of today is</b>	\$	1,382,107.31	First Citizens
	CD as of September 2018	\$	210,697.16	<b>15% of Budget.</b>
	Total Cash Flow Available	\$	1,592,804.47	Total Available Funds

**Fiscal Year 2018 – 2019 Budget Information**

**Approved County FY 17/18 Budget** **963,888.00**

County Budget Funding Received YTD \$ 123,910.99

County Budget Funding Pending YTD \$ 839,977.01

**Approved Fayetteville FY 18/19 Budget \$** **434,411.82**

Fayetteville City Funding Received YTD \$ 217,205.91

Fayetteville City Funding Pending YTD \$ 217,205.91

**Approved Town of Hope Mills Contract FY 18/19 Budget \$** **\$ 78,692.00**

Town of Hope Mills Contract Funding Received YTD \$ 6,000.00

Hope Mills Budget Funding Pending YTD 72,692.00

(HM Funding Last FY received August 2018) 66,992.00

Other Income Hope Mills-Old Mutual Aid (\$ 8,000.00 FY 19/20) ¼ Reduction \$ 8,000.00

Town of Hope Mills Full Responder Contract Fee = \$ 69,692.00 based on last year's pay out

Town of Hope Mills 1 time Debt Assumption Payment \$ 16,451.06-Outstanding - On-Going

**Combined County / COF / & Hope Mills Approved FY 18/19 Budget \$** **1,476,991.82**

Combined City / HM & County Budget Received YTD - \$ 347,116.90

Combined City, HM & County Budget Pending - \$ 1,129,874.92

Other Income /Tax Refund (Sales & Fuel Tax) - \$ 28,938.02

Goods (Property) Sold 5,000.00

**Total Board Funds YTD received 18/19 to date ALL SOURCES \$** **447,747.86**

1. Vice Chairman Larry Townsend presented the financial transactions for the month of August for review by the members of the board. After a discussion by all members in attendance Chairman Brown called for a motion to approve or disapprove the monthly transaction reports presented by Vice Chairman Townsend. Member Joel Siles made a **MOTION** to approve the monthly transaction report for the month of August 2018 as presented. The motion was **SECONDED** by Member Roger Hall and unanimously **APPROVED** by all members present. (See Enclosure # 2)
2. Treasurer Turlington informed the members of the board that we received a one (1) time payment of \$ 13,800.00 from Cumberland County Finance on 10/31/18. This payment represents funds lost due to property re-evaluations and brings us to revenue neutral for the FY 16/17. This payment has been in discussion since re-evaluation took effect and most of our county property evaluations were reduced due to over inflated evaluations.



3. **Auxiliary Account** - Treasurer Tracie Johnson via text message provided the Auxiliary treasurer's fund balance as of today at \$ 274,711.95. This total includes all TOT deposits.
4. **Miscellaneous Firefighter Account (Ice & Cans)** - The Chief stated that the current fund balance is \$ 6,570.56.
5. **Relief Fund** – Vice Chairman Townsend who serves as treasurer of our Firemen's Relief Fund advised that according to our June 29, 2018 statement we have \$ 73,827.26 in the form of a CD and a total of \$ 11,094.87 in our associated check book with North State Bank, for a combined total of \$ 84,922.13. This includes this year's relief fund disbursement.
6. **Child Passenger Safety Seat Account** – The current CPSS fund balance with Wells Fargo and BB&T combined is \$ 1,869.75. This fund is exclusively for CPS equipment and is maintained by donations.

**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 -                          | No Report |

**G: OLD BUSINESS**

1. Although discussed during the Chiefs opening comments the chief talked with the board about the Volunteer Workforce Solution Grant. This grant opportunity is sponsored by the Chiefs Association on behalf of all volunteer departments and he showed and passed around the various hand outs and posters.
2. Chief Johnson briefed the members of the board concerning on-going actions with the PSTF and county officials concerning both funding and county contracts. Hopefully these issues will be finalized within the next several months, in order to present a new contract to the board.
3. Chief Johnson stated that for planning purposes he wanted the members of the board to know that our 2018 Christmas Dinner is scheduled for 1 PM on Sunday December 16, 2018. Major General Sonntag has tentatively accepted to be our guest speaker for the event. When Major General Sonntag was a Lieutenant Colonel he resided here in our response area and his son was a member with our department.
4. Chief updated the members about the final figures of the 2018 Trail of Terror. He stated that due to weather related cancelations we did not meet our goal of 10,000 visitors. We missed our goal by about 1900 customers. When we close down due to weather there is no way to make that loss up. Our trail this year was affected by two weekends due to weather delays and cancelations. During our 2018 trail we had 7,996 paid visitors and we gave



away 400 courtesy tickets used for advertisement with both Cumulus and Beasley Broadcasting Companies. For most of our open weekends we had a radio station broadcast directly from station 13 in order to attract their listeners to come to our trail. We also sold 729 Trail of Candy tickets at \$ 5.00 each. Our total gross income for our 2018 Trail of Terror was \$ 140,232.00. Chief Johnson passed around an itemized TOT sales chart for review and comments.

5. The Chief briefed the members of the board concerning the Homeland Security Priority Telecommunications Services also known as Government Emergency Telecommunications Services (GETS) which provides first responders and agencies with priority cell phone service during peak loads and times of disasters. A FEMA Gets representative is scheduled to attend the Chief's meeting in January 2019 in order to brief all the chiefs on the GETS card and how to obtain the free cards.
6. Chief Johnson informed the members on the progress and selection of the vacant Cumberland County Emergency Services Directors position vacated after the resignation of Director Randy Beeman during the summer. He stated that he was on the assessment board and that three (3) final candidates for the job participated in the assessment conducted at the Health Department on Friday November 2, 2018. Current Fire Marshal and Emergency Management Officer Gene Booth was the only local applicant that participated. Former Hope Mills Fire Chief and Sheriff's Sergeant Merrill Naylor was also a finalist. The Chief stated that he participated in one of the four different assessment categories. There has been no announcement by the County Manager as to her final selection.

## **H. NEW BUSINESS:**

1. Chief Johnson stated that since our last meeting former Fire Commissioner Ed Melvin passed away at Cape Fear Valley Hospital after being admitted days earlier for cardiac issues. Ed served as the Fire Commissioner for 8 years. He will surely be missed.
2. Chief Johnson passed around a letter from the North Carolina State Firefighters' Association (NSFA) addressed to Insurance Commissioner Mike Causey recommending Chief Johnson to another three (3) year term to the North Carolina Fire & Rescue Commission representing the NCSFA. This will be his third (3<sup>rd</sup>) term serving on the statewide commission. (See Enclosure # 3)
3. Chief Johnson passed around a letter dated October 24, 2018 from the North Carolina Department of Transportation (NCDOT) concerning surveying that will be conducted by surveying crews in order to collect data that will be used to design a future project on State Road 1112 (Stoney Point Road). The Chief stated that the project includes widening Stoney Point Road to multiple lanes. This could affect our right of way in front of the station and affect our front apron. The project is within the DOT 10 year plan. (See Enclosure # 4)
4. Chief Johnson advised Treasurer Turlington that he has been appointed to the 2018 Awards and Recognition Committee. The committee will meet during the last week of November in order to select our 2018 awards recipient and provide a final report to the chief by Friday November 30, 2018. He stated it normally takes about two (2) weeks for the Trophy House to complete our large order in time for our Sunday December 16, 2018





family Christmas and awards recognition dinner and program.

5. Lastly Chief Johnson advised that effective November 1, 2018 Engineer Brynn Fitzpatrick was promoted to Fire Lieutenant on "A" Shift where a vacancy existed. Lieutenant Fitzpatrick meets all our pre-requisites required to hold the rank.

#### I. CLOSED SESSION - WHEN APPLICABLE

1. N/A

#### J: ACCIDENT/MISHAP TRACKING

This section was created to track injuries, accidents and mishaps involving department owned vehicles, apparatuses, equipment and real property. The chart below represents tracking information only. A complete accident report prepared by the department safety officer is available and on file. The chart will be updated on a monthly basis for board review during the Fiscal Year July 1 through June 30 each year.

Fiscal Year 2018 – 2019 Reportable Accidents				
DATE	TYPE OF ACCIDENT	EMPLOYEE	COSTS	REMARKS
11/01/18	Broke scene light on 1351 during cab raising	Lieut. Fitzpatrick	1500.00	Repaired by Eng. Stewart
		Current Total	0.00	

#### K: ADJOURNMENT

With no further business Chairman Brown entertained a motion to adjourn. A **MOTION** was made by Treasurer Gary Turlington to adjourn. The motion was **SECONDED** by Vice Chairman Larry Townsend and **APPROVED** by all members present. The meeting adjourned at 2035 hours. **The next Board of Directors meeting will be on December 18, 2018 at Station # 19 @ 7:30 PM.**

Respectfully Submitted:

*Angus Pate*  
ANGUS PATE  
Secretary

#### Cc.

- 1 - Each Board Member
- 1 - Board File / Minutes Book / Web Page
- 1 - Accountant File Copy

#### 4 Enclosures:

1. SPFD Board of Directors Attendance Roster November 13, 2018
2. August 2018 Board Financial Oversight Memorandum
3. NCSFA Letter to Insurance Commissioner Mike Causey – Ref. Chief Johnson Sr. nomination to another three (3) term on the Fire & Rescue Commission.
4. NC DOT Letter dated October 24, 2018 Reference Stoney Point Road Survey



**2018**

**BOARD OF DIRECTOR'S & PRIMARY STAFF**

**ATTENDANCE ROSTER**

##	NAME	JAN (16) Sta. 13	FEB (20) Sta. 19	MAR (20) Sta. 13	APR (24) Sta. 19	MAY (15) Sta. 19	JUN (19) Sta. 19	JUL (17) Sta. 13	AUG (21) Sta. 19	SEP (18) Sta. 13	OCT (16) Sta. 19	NOV (20) Sta. 19	DEC (18) Sta. 19
01	Daniel C. Brown - President(2020)	P	N/A	P	P	P	P	N/A	N/A	N/A	P	P	
02	Larry Townsend V-President (2022)	P	N/A	P	P	P	P	N/A	N/A	N/A	P	P	
03	Angus Pate - Secretary (2020)	P	N/A	P	P	P	X	N/A	N/A	N/A	X	P	
04	Gary Turlington – Treasurer (2022)	P	N/A	P	P	P	P	N/A	N/A	N/A	P	P	
05	Joel Siles – (2022)	P	N/A	X	P	P	X	N/A	N/A	N/A	X	P	
06	Jerry Hall – (2022)	P	N/A	P	P	P	P	N/A	N/A	N/A	P	X	
07	Roger Hall (2020)	P	N/A	P	P	P	P	N/A	N/A	N/A	P	P	
08	Freddy Johnson Sr. - Chief (Annually)	P	N/A	P	P	P	P	N/A	N/A	N/A	P	P	
09	Freddy Johnson Jr. - Deputy Chief	P	N/A	P	X	X	X	N/A	N/A	N/A	P	X	
10	Sean Johnson – Assistant Chief	P	N/A	P	E	E	P	N/A	N/A	N/A	E	E	
11	Kevin T. Murphy – Assistant Chief	E	N/A	E	E	E	E	N/A	N/A	N/A	E	E	
12	Brandon P. Hanzal – Division Chief	E	N/A	E	E	E	E	N/A	N/A	N/A	E	E	

**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.**

- Due to on-going **Hurricane Florence** recovery efforts the Board of Directors meeting scheduled for **September 18, 2018** was canceled.
- Due to **summer vacations** Board of Directors meetings are not scheduled for the months of **July** and **August 2018** unless there is a pressing need or emergency.
- Due to several **illnesses** of board members associated with the **2018 flu epidemic** the **February 2018** meeting was canceled.
- With the exception of the Fire Chief and Deputy Fire Chief - Assistant Fire Chief Officer are not required to attend the monthly board meetings unless directed by the Fire Chief.

**Enclosure # 1 Board Minutes November 13, 2018**

**STONEY POINT  
FIRE DEPARTMENT INC.**

Stations 13 & 19  
2190 Lake Upchurch Road  
Parkton, North Carolina 28371  
Phone # (910) 424-0694  
Fax # (910) 425-2795  
Email: spfd1301@nc.rr.com

**Station 13**  
**Mailing & Billing Address**  
7221 Stoney Point Road  
Fayetteville, North Carolina 28306



**Daniel C. Brown**  
President  
**Larry Townsend**  
Vice President  
**James G. Turlington**  
Treasurer  
**Angus Pate**  
Secretary  
**Jerry Hall**  
Member  
**Joel A. Siles**  
Member  
**Roger Hall**  
Member  
**Freddy L. Johnson Sr.**  
Fire Chief

Memorandum For: Haigh, Byrd & Lambert, LLP, Certified Public Accountants

Reference: Additional Internal Financial Control & Segregation of Duties

## August 2018

In order to establish and maintain enhanced internal controls, including monitoring of ongoing financial and accounting principles of the Stoney Point Fire Department; 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 Accountants, addressed to the Stoney Point Board of Directors addressing segregation of duties, and whereas the Stoney Point Board of Directors appointed Mr. Larry D. Townsend to conduct and perform said duties.

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

       I have found no discrepancies.

  X   I have discrepancies as indicated below.

Discrepancy identified between credit card statement and expense sheet provided by Chief Johnson for professional development/conference in Illinois. Expense sheet adjusted by the undersigned after discussion with Ms. Clarkie Johnson to reflect actual expense incurred.

  
Larry D. Townsend

13 Nov 18  
Date



November 11<sup>th</sup>, 2018

The Honorable Mike Causey  
Commissioner of Insurance  
430 N. Salisbury Street  
Raleigh, NC 27603

Dear Commissioner Causey:

*MIKE*

Chief Freddie Johnson currently represents the North Carolina State Firefighters' Association on the Fire and Rescue Commission. His term is set to expire October 30th of this year. Under G.S. 58-78-1, our Association is required to submit two names for each of the positions our organization is provided on the Commission. Our Executive Board met last week concerning these nominations and voted unanimously to offer the following recommendations.

Since Chief Johnson has served in a professional and dedicated manner on the Commission over the last 6 years and has represented the interest of the North Carolina Fire Service in a professional manner, the NCSFA would like him to continue. As their first and primary recommendation the Board would like to nominate Chief Johnson to continue serving on the Commission for another 3 years.

As an alternate required by statute, the Board submits another individual, Tim Bradley, who is currently serving as Executive Director of the Association.

We appreciate the opportunity to provide you with these nominations and to work with your staff and the Fire and Rescue Commissioner to further the goals of the NC Fire and Rescue Community. If we can answer any questions or be of assistance, please do not hesitate to call. Since both have been nominated before, resumes should be on file. If we need to provide any further information please let me know.

Sincerely,

Tim Bradley, CFO, EFO, FIFireE  
Executive Director

cc: Freddie Johnson

**NCSFA Officers**

**Chief**  
Anthony Penland  
President

**Deputy Chief A.C. Rich**  
1<sup>st</sup> Vice President

**Deputy Director**  
Scott Rogers  
2<sup>nd</sup> Vice President

**Past Chief Dennis Presley**  
Statistician

**Past Chief Jay Howell**  
Treasurer

**Battalion Chief**  
Quentin Cash  
Western Director

**Assistant Chief Chris Davis**  
Piedmont Director

**Chief Richard Pulley**  
Eastern Director

**Assistant Chief Barry Overman**  
Past President

**NCSFA Office Staff**

**Tim Bradley,**  
EFO, CFO, FIFireE  
Executive Director

**Edward P. Brinson, MS**  
Deputy Director

**Dean Coward, CPA**  
Financial Director

**Kris Wyatt, IOM**  
Marketing &  
Conference Manager

**Debbie Milette**  
Accounting  
Administrator

**Daniel Berg**  
Executive  
Administrative  
Assistant

**Sandie Houck**  
Administrative  
Assistant

SPFD Board Minutes 11/13/2018 Enclosure # 3



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

1730 Varsity Drive Suite 500, Raleigh NC, NC 27606-2689

October 24, 2018

**Project No.:** 47497.1.2

**TIP No.:** U-6072A

**Description.:** SR 1112 (Rockfish Rd.)(Stoney Point Road) from west of Strickland Bridge Rd. to Camden Rd.

Dear Property Owner,

I am writing to notify you that representatives from the North Carolina Department of Transportation—including engineers, surveyors and geologists—as well as representatives from other state and federal agencies will be working on or near your property for the next several months collecting data that will be used to design a future project on SR 1112 (Stony Point Road).

The specific area in which representatives will be working does not necessarily indicate the final location or extent of the project, which is included in NCDOT's current 10-year plan.

Your cooperation in allowing NCDOT representatives to perform the necessary work is appreciated. Should you have any questions or concerns, or if I can assist you, please feel free to contact me at (919) 233-8091x1824 or John Kaukola, PLS, Locating Engineer, at (910) 486-1338.

Sincerely,

Jeff Aker, PLS  
PEF Manager

McKim & Creed