



STONEY POINT FIRE DEPARTMENT INC.

Stations 13 & 19

2190 Lake Upchurch Drive, Parkton, North Carolina 28371

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March 15, 2016

SUBJECT: Minutes of the monthly Board of Directors Meeting March 14, 2016

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 Station 13.

A: Roll Call:

Members Present:

Daniel C. Brown	Chairman
Larry D. Townsend	Vice. Chairman
Angus Pate	Secretary
Gary Turlington	Member
Jerry R. Hall	Member
Freddy L. Johnson Sr.	Fire Chief
Freddy L. Johnson Jr.	Deputy Chief

Members Absent:

Alan R. Grupy -	Treasurer
Joel A. Siles -	Member
Matthew Williams -	Asst. Chief

B: ANNUAL / SPECIAL / PUBLIC HEARING MEETING:

N/A

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

- Secretary Pate presented the minutes from the February 16, 2016 monthly Board of Directors Meeting for review and approval. Chairman Brown called for the approval of the February 16, 2016 minutes. **MOTION** A motion was made by Vice Chairman Townsend to approve the February 16, 2016 minutes as presented by the secretary. The motion was SECONDED by Director Turlington and **APPROVED** by all members present.

D: REPORT OF THE FIRE CHIEF:

1. General Information:

- Chief Johnson updated the membership on the current progress of Treasurer Al Grupy, and further informed the directors that member Joel Siles is working the polls.

2. Guests: None



3. Personnel:

1. The Chief stated that we lost two (2) of our dedicated military members since our last meeting. Both members' enlistment expired and both exited the army to return home and pursue a career as a firefighter. Overall our personnel and staffing posture is in excellent condition with volunteer applications coming in weekly. We also receive on-line requests along with applications for career positions.

4. Vehicles:

1. Chief Johnson stated Engine 1333 (1988 Pierce Dash) was picked up from Atlantic last Thursday but we have serious water leak issues with the truck. We have partially remounted some of the equipment in order to prepare the truck for service. The apparatus will have to be returned to Atlantic's in order to address the issues. All the lower ball valves within the pump house compartment are leaking, including each discharge and the tank to pump valve. This was supposed to have been fixed and was a hold up from the last time. He stated that the truck was returned without water and a required pump service test was also not conducted. Based on Atlantic's timeline this will probably take another month or so to complete. He stated that he was not happy with the work conducted by Atlantic, and he is having second thoughts about purchasing Pierce Trucks. The Chief stated that once the truck is completed and accepted our total bill will run close to \$ 50,000 with \$ 35,639.00 coming from Insurance Funds and the remainder will be paid for out of our funds. The additional coverage is for ball valves and a new pump impellor and shafts which were not covered by insurance due to wear and tear.
2. The Chief updated the members on the Pierce MFG Trip in Wisconsin last month. He stated that we ran out of time and did not fully complete our specifications on our new Engine and Rescue Truck. We do however know what remains to be done. We have received written specifications from Pierce on both apparatuses, which will be reviewed line by line before we go final. The Chief stated that Pierce contacted him concerning a price increase that went into effect on March 1, 2016. He stated that the 3% increase will be addressed in 3% cuts on the truck.
3. The Chief updated the members on the progress with the American LaFrance Truck that is being re-furbished for use as an antique fire truck show piece, parades and firefighter related funerals. He stated that we work on the truck time permitting only.
4. The Chief informed the members that the speedometer on both of our Pierce Dash Trucks stopped working and had to be replaced. We replaced both with aftermarket speedometers which had to be calibrated to each of the two trucks. Both trucks have been outfitted with the new speedometers. The Chief stated that we are seeing more and more issues with our 10 year old Pierce Apparatuses, which have cost us a tremendous amount of money due to systemic issues. We have replaced the steering boxes in each truck and twice in 1332 with only 27000 miles on the apparatus, with no relief from Pierce.
5. The Chief stated that Safe Air System is in the final stages of outfitting our new mobile air trailer. The compressor and fill station are part of the regional Assistance to Firefighter (AFG) grant program. We should have the new trailer delivered sometimes late May or



early June. The trailer, generator, compressor and fill station are all at Safe Air awaiting mounting and testing. The Chief stated that Joe Smith the owner told him about 60 days, when the Chief talked with him last about the trailer.

6. FY 2015-2016 Vehicle, Equipment and Fuel Expenditures as of March 15, 2016. (List from Quicken) (Previous two (2) Fiscal Years for comparison purposes)

<u>UNIT #</u>	<u>NOMENCLATURE</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>
1311	1984 Pierce Dash Engine	2,405.23	5,710.73	2,687.44
1331	2004 Pierce Dash Engine	6,563.80	16,559.54	4,947.92
1332	2004 Pierce Dash Engine	6,654.15	7,629.80	12,672.55
1333	1988 Pierce Dash Engine(Out of Service)	2,667.04	0.00	0.00
1342	1984 Chevrolet ¾ Ton(SOLD)	2,480.47	416.36	801.05
1341	1990 AMC General 5 Ton Cargo Brush	Not Applicable	14,611.78	1,421.02
1361	1999 Pierce Arrow Service(SOLD)	2,980.47	1,342.62	Not Applicable
1362	2008 Ford F-350 Pick Up-SOLD	8,909.55	Not Applicable	Not Applicable
1362	2015 GMC Sierra 2500 HD 4 X 4	Not Applicable	Not Applicable	42.80
1371	2002 Silverado 1500 HD 4 X 4	1,572.71	3,227.00	160.90
R-13/1376	1984 International Rescue	905.15	1,568.36	11,074.33
1391	2007 Ford Crown Victoria SOLD	576.58	2,045.74	33.20
1931	1994 Quality Gladiator Engine(SOLD)	4,766.36	1,575.83	Not Applicable
1932	1986 Pierce Dash Engine	2,480.47	2,342.53	562.63
1941	1984 AMC 5 Ton Truck	3,264.20	65.14	2,056.90
1960	1960 American LaFrance (Antique)	Not Applicable	Not Applicable	5,312.25
1961	1984 Chevrolet ¾ Ton Diesel	Not Applicable	Not Applicable	101.34
1962	2015 GMC Sierra 2500 HD 4 X 4	Not Applicable	Not Applicable	3,312.25
Boat 13	19" Rescue One Connector Boat	Not Applicable	734.10	121,63
Boat 19	14" Zodiac Inflatable	Not Applicable	Not Applicable	0.00
Trailers	2009 Boat Trailer Double Stack	Not Applicable	Not Applicable	0.00
U-Trailer	Utility Trailer (Small)	Not Applicable	Not Applicable	81.38
Cmd Trl	2006 FEMA Trailer	Not Applicable	Not Applicable	0.00
MISC	RELATED VEH EXPENSES	9,902.83	4,445.07	10,614.04
	Total Vehicle Maintenance	57,129.95	62,284.90	56,003.72
	EQUIPMENT OTHER	11,193.30	11,724.54	7,541.01
	TOTAL VEH/EQUIP EXPENSES BUDGETED (\$ 80,000)	68,323.25	74,009.44	63,544.73
	GASOLINE & FUELS (\$ 40,000)	30,352.79	22,240.55	11,495.80
	FY-BUDGETED TOTAL (120,000)	98,676.04	96,249.99	75,040.53
	Total over / under Budget	- 21,323.96	-23,750.01	

5. Grounds and Buildings:

1. The Chief stated that he has not heard anything back from Mr. Clay Bullard concerning the electrical wiring installation in our Station 19 Storage Building. The Chief stated it has been over 3 months and he recommended that we move forward and find another contractor to complete the electrical work.
2. There has been no further action on our kitchen remodeling project. The auxiliary is looking at a new commercial gas stove and restoration of our kitchen cabinets





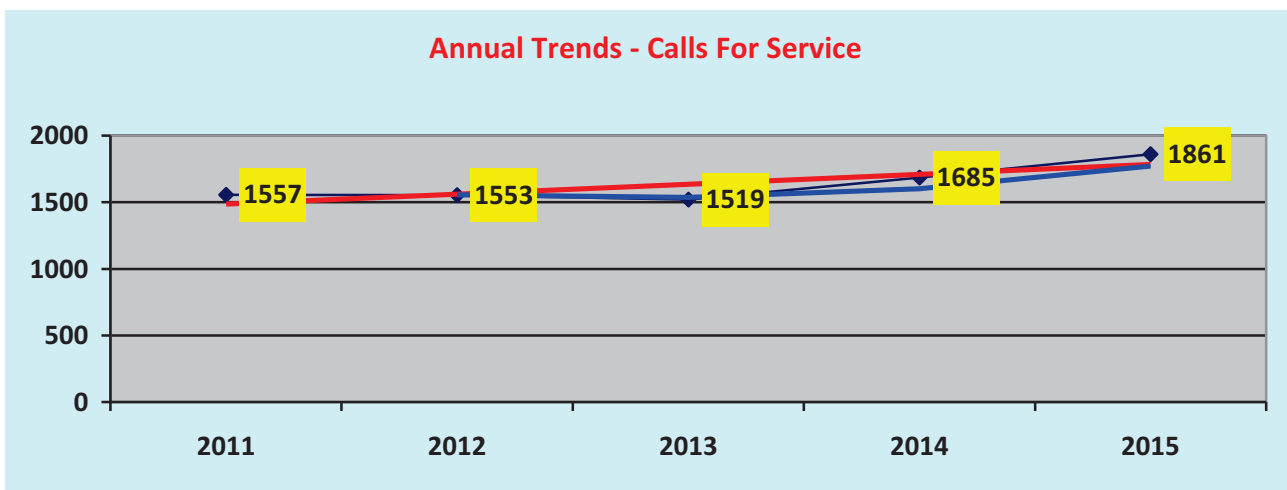
including new cabinets to incase the two (2) new refrigerators. This will be an on-going project over the next several months.

3. The water pressure issue at Station 19 has been mitigated. Clogged up filters contributed to the low pressure issue. New filters and our water storage tank were cleaned out and our pressure is sufficient.

5. Fire Conditions:

1. Chief Johnson briefed the members on our current call volume through January 2016 (See Charts below – Monthly calls by year and annual trend line chart.)

 SPFD INCIDENT RESPONSE DATA 						
MONTH	2011	2012	2013	2014	2015	2016
JANUARY	143	116	135	158	161	151
FEBRUARY	166	115	135	123	173	128
MARCH	134	110	126	139	142	
APRIL	127	111	99	144	159	
MAY	116	103	119	145	161	
JUNE	136	138	136	139	169	
JULY	122	135	101	181	152	
AUGUST	120	140	118	130	150	
SEPTEMBER	135	115	97	122	152	
OCTOBER	134	136	124	130	139	
NOVEMBER	100	153	112	131	145	
DECEMBER	117	134	113	143	164	
TOTALS	1557	1532	1519	1685	1861	159



Although over the last several years our incident response calls are trending upwards, the chief stated that so far this year our total call volume is down about 20% over the same period last year.



One contributing factor is the fact that during the month of February this year our ground cover aka woods fires are down significantly due to the additional rain we have experienced compared to last years.

6. Training Report:

1. The Chief stated that training is on-going here at our station and our members are taking advantage of all training opportunities both here in Cumberland County, regional or statewide.
2. During the month of May and June 2016 we have three (3) individuals that will be traveling to the National Fire Academy (NFA) to take Command and Control Classes and Safety Operations Classes. Asst. Chief Murphy is taking a ten (10) day Command and Control of Target Hazards Class, Lieutenant Pomaes is taking the Volunteer Incentive Program (VIP) six (6) day version and Captain Hanzal is taking the six (6) day Safety Operations Program. The cost to our department is their meal ticket.

E: REPORT OF THE TREASURER:

1. Vice Chairman Townsend provided the current balance and financial information from all sources.

Current Fund Balances:	As of today is	\$	1,522,341.74	First Citizens
	CD	\$	154,918.56	= 11.5% of Budget.
	Total Cash Flow Available	\$	1,677,260.20	Total Available Funds

Fiscal Year 2015 – 2016 Budget Information

Approved County FY 15/16 Budget	\$	956,289.00
County Budget Funding Received YTD	\$	891,374.00
County Budget Funding Pending YTD	\$	64,915.00
Approved Fayetteville FY 15/16 Budget	\$	394,942.61
Fayetteville City Funding Received YTD	\$	296,206.96
Fayetteville City Funding Pending YTD	\$	98,735.65

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

Approved Town of Hope Mills Contract FY 15/16 Budget	\$	48,559.00
Town of Hope Mills Contract Funding Received YTD	\$	9,000.00
Hope Mills Budget Funding Pending YTD	\$	39,559.00

Other Income Hope Mills-Old Mutual Aid (\$ 12,000.00 Anl)	\$	12,000.00
Town of Hope Mills Full Responder Contract Fee =	\$	36,559.00
Town of Hope Mills 1 time Debt Assumption Payment	\$	16,451.06

Combined City / Hope Mills & County Approved FY 15/16 Budget	\$	1,399,790.61
Combined City / HM & County Budget Received YTD	\$	1,196,580.90
Combined City HM & County Budget Pending	\$	203,209.70
Other Income CCFCA -		0.00
Other Income /Tax Refund (Sales & Fuel Tax) -		4,362.53
Total Board Funds YTD received 15/16 to date all Sources	\$	1,934,398.49



1. Assistant Treasurer Gary Turlington presented the January 2016 transaction and oversight report to the membership along with all reports and documentations. A review of the documentation along with a discussion amongst board members followed. Chairman Brown called for a motion to approve or disapprove the financial report. **MOTION**: Director Hall made a motion to approve both the treasurer's report and the oversight reports for January 2016. The motion was **SECONDED** by Secretary Pate and **APPROVED** by all members present. (See Enclosure # 2) Director Turlington stated that the February 2016 report was not ready and will be presented during the April 2016 meeting at Station 19.
2. **Auxiliary Account** - Treasurer Kelly Bower via e-mail provided the Auxiliary treasurer's fund balance as of today at \$ **271,087.44**
3. **Miscellaneous FF Account** - The Chief stated that there is no change to our current fund balance of \$ **6,622.62**.
4. **Pension Fund** – There is no change to Pension Fund and the current Pension Fund Balance with North State Bank remains at \$ **61,457.45**. There should be no changes to the account balance unless there is some sort of Pension Board action or the annual disbursement is received. Pension Fund Treasurer Townsend did inform the membership that the annual Pension Fund Dues are due the end of this month and the dues will be paid for from the Pension fund for all members meeting our eligibility requirements of 80% participation and a minimum membership of 2 years.
5. **Child Passenger Safety Seat Account** – The current CPSS fund balance with Wells Fargo is \$ **1,350.75**. This fund is exclusively for CPS equipment and is maintained by donations.

F: REPORT OF COMMITTEE'S:

- | | | |
|----|---|-----------|
| 1. | Policy Committee - | No Report |
| 2. | Building & Grounds Committee - | No Report |
| 3. | Small Tools & Gear Committee - | No Report |
| 4. | Equipment & Vehicle Replacement Committee - | No Report |
| 5. | <u>Budget Committee</u> - | No Report |

G: OLD BUSINESS:

1. The Chief informed the members that we are still in the process of compiling our 2015 Annual Fire Department Report which is due by the end of the month. This report will be available for our April meeting and will be posted on our Web Page once completed.
2. The Chief reminded the board members once again concerning our upcoming 2016 - 2021 Strategic Planning update. This is scheduled for Saturday April 16, 2016 at



Station 19 starting at 0830 hours with breakfast. He reminded the members that he needs several members from the board to attend the planning retreat.

3. The Chief stated that Rescue equipment approved during last month's meeting concerning our rescue recertification is still trickling in. Once in the equipment is inventoried it will be placed in service on our Rescue Truck for use. Our Rescue recertification is scheduled for next month.
4. The Chief advised that the CCFCA is looking into the possibility of purchasing tablets versus Mobile Computer Terminals (MCT's). The OSSI Cad in use by the City of Fayetteville and Cumberland County has a new application called Freedom App that is very conducive to our local application. A steering committee has been formed to report back to the association and make recommendations. He will keep us informed.
5. Chief Johnson informed the board members that the Sierra pick-up approved last month for purchase has been ordered and according to Flow GMC Official should be ready for pick up in about 60 days from the date of the order.
6. The Chief stated that Window World was in today to install our new Windows which were ordered back in November 2015, in order to replace 30 year old windows which are completely worn out from wear and tear. We replaced a total of ten (10) windows with three (3) being double windows. Both the upper and lower sashes slide open vertically and tilt in for easy cleaning and meet current energy efficiency.
7. The Chief stated that the ten (10) sets of Turn-Out-Gear approved by the board has been received and issued out for immediate use by our members needing new personal protective gear. It is our policy to replace 10 sets each year.



H. NEW BUSINESS:

1. The Chief informed the board members that the Assistance to Firefighters Grant (AFG) program has opened up under the Staffing for Adequate and Emergency Response (SAFER) program. He is looking at the options and may apply if we meet the requirements for retention. SAFER is open from February 22 through March 25, 2016. He stated we may not qualify but he will definitely check it out.
2. The Chief informed the membership that with the proposed purchase coming up of our two (2) new apparatuses we will have to finance the purchase. He stated that as word got out that we are looking to purchase two (2) new fire trucks he has been inundated with requests from financial organizations to provide us with the financing. He stated that currently he found that Commercial Lending has the lowest financing rate and has the most versatile options. We need options whereas we can save money by paying our chassis off when delivered to the plant, thus saving tens of thousands of dollars in the process. First Citizens Bank our banking institution has also contacted me about providing those services. The Chief stated that he will study the options and interests rates and report back to the board for final action.



3. The Chief stated to the board that our policy committee will be updating our Awards and Recognition Standard Operating Policy, whereas the introduction by the North Carolina Association of Fire Chiefs (NCAFC) Fire Officer Award category we need to update our policy to include the newly adopted award into our policies. He stated this is strictly an operational issue with no board action required but he wanted to keep us informed.
4. The Chief stated that we received a request to help cover the Lupus Walk on Saturday May 14, 2016 in Fayetteville. The organizers contacted our department to provide Emergency Medical Technicians in order to provide medical coverage for the Lupus Walk. The organizer called our department after the Fayetteville Fire Department was not able to provide coverage.
5. The Chief informed the board members that it was time once again to start our annual photo fund raiser with Summit Productions Inc. We have been doing our photo fund raiser for 30 years now with Summit Productions. It is sponsored by the auxiliary whom oversees and supports the endeavor. Anticipated start date is the end of the month of April 2016.
6. The Chief Informed the board members that we received notification that the annual Firefighters' and Rescue Squad Workers' Pension Fund dues are due no later than March 31, 2015. He stated that we generally pay for this out of our board account and then reimbursed from the Pension Fund directly. We will follow the same process this year, whereas our pension fund is tied up in a CD. But Vice Chairman Townsend who serves as the Treasurer of the Pension Fund will cut a check to reimburse the Fire Department. Total dues paid in this year were \$ 3,400.00.
7. The Chief informed the members about an emerging issue that arose during a recent Hope Mills Town Board meeting where Hope Mills Fire Chief Charles Hodges informed the Hope Mills Town Commissioners not to pay for any future annexation requirements due to the implementation of the Automatic Vehicle Locator (AVL) options which sends the closest unit no matter whose district the call is in. The Chief informed the members that he met with Attorney Yarborough and met with board members and Chief's at a joint meeting between Cumberland Road, Cotton, and Pearce's Mill last Wednesday night at the Cotton Fire Department concerning this issue. All four departments are united. The Chief informed the board members that he submitted a Public Records Request to obtain a copy of the audio tape of the meeting to hear exactly what was said and how it was portrayed. The Chief passed around a Town of Hope Mills Memorandum dated March 4, 2015 titled Discussion of Items discussed during the retreat meeting in Ashville February 17, 2015, along with GIS data and Facebook page posting concerning the meeting content and AVL.
8. The Chief informed the board members that he is now preparing for Fire Rescue International (FRI) 2016 which will be held in San Antonio Texas this year during the period August 17 through 20, 2016. All our chief officers are enrolled in the Executive Officer Program. The program runs for 3 years and we are in our 2nd



year. FRI 2017 will be in Charlotte North Carolina next year in July where we will complete our program and also hope to go before the CFAI Commission concerning our re-accreditation.

9. The Chief informed the members that we already lost one of our new MSA G-1 Self Contained Breathing Apparatuses (SCBA's) during a recent emergency run the pack was not secured properly and fell off the truck, without the knowledge of the crew. The damaged pack was returned by a citizens who found it on the side of the road and returned it to Stoney Point. Appropriate action was taken with everyone involved, whereas policy was not followed.

10. The Chief informed the board members that the Cumberland County Fire Chief's Association (CCFCA) is in the process of reconfiguring the County Fire 800 MHz Code Plug in order to better serve our local Fire Departments. The new configurations are geographically programmed. Four different code plugs will be in use, with all four containing the same information but configured separately depending on what side of the county and what out of county mutual aid that is affected. For our area, Stations 4, 5, 13, 19, 21, 18 and 24 will have a code plug where both Hoke and Robeson Counties are just one switch away, but yet all the other counties are also programmed in the radio and available if needed. There will be no cost to the local fire departments, with the all applicable costs being absorbed by the CCFCQA.

I: CLOSED SESSION - WHEN APPLICABLE:

1. Discussed a wage garnishment issue relating to back taxes. The garnishment requires us to take 10% of compensation per pay period, and remit the funds to the Cumberland County Tax Collector until the total amount demanded is satisfied. He stated that the Clerk to the Board will coordinate the required remittance.

J: ADJOURNMENT:

Chairman Brown entertained a motion to adjourn. A **MOTION** was made by Director Hall to adjourn. The motion was **SECONDED** by Director Turlington and **APPROVED** by all members present. The meeting adjourned at 2050 hours. **The next meeting is scheduled for Tuesday April 19, 2016 at Station # 19 @ 7:30 PM.**

Respectfully Submitted:
Angus R. Pate
ANGUS R. PATE
Secretary

Cc.

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

2 Enclosures:

1. SPFD Board of Directors Attendance Roster March 15, 2016
2. January 2016 Oversight Memorandum



2016

BOARD OF DIRECTORS ATTENDANCE ROSTER

##	NAME	JAN (19) Sta. 13	FEB (16) Sta. 19	MAR (15) Sta. 13	APR (19) Sta. 19	MAY (17) Sta. 13	JUN (21) Sta. 19	JUL (19) Sta. 13	AUG (16) Sta. 19	SEP (20) Sta. 13	OCT (18) Sta. 19	NOV (15) Sta. 13	DEC (20) Sta. 19
01	Daniel C. Brown - President(2016)	P	P	P				N/A	N/A				
02	Larry Townsend V-President (2018)	P	P	P				N/A	N/A				
03	Alan R. Grupy - Treasurer (2016)	X-E	X-E	X-E				N/A	N/A				
04	Angus Pate - Secretary (2016)	P	P	P				N/A	N/A				
05	Joel Siles – (2018)	P	P	E				N/A	N/A				
07	Jerry Hall – (2018)	P	P	P				N/A	N/A				
08	Gary Turlington(2018)	P	P	P				N/A	N/A				
09	Freddy Johnson Sr. - Chief	P	P	P				N/A	N/A				
10	Freddy Johnson Jr. - Deputy Chief	P	P	P				N/A	N/A				
11	Matthew W. Williams - Asst Chief	X	X	X				N/A	N/A				
12	Sean Johnson – Asst Chief	X-E	N/A	X-E	X-E	X-E	X-E	N/A	N/A	X-E	X-E	X-E	X-E
13	Kevin T. Murphy – Asst. Chief	X-E	N/A	X-E	X-E	X-E	X-E	N/A	N/A	X-E	X-E	X-E	X-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 summer vacations Board of Directors meetings are not scheduled for the months of **July** and **August** unless there is a pressing need or emergency.

Enclosure # 1 Board Minutes March 15, 2016

**STONEY POINT
FIRE DEPARTMENT INC.**

Stations 13 & 19
2190 Lake Upchurch Road
Parkton, North Carolina 28371
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Station 13
Mailing & Billing Address
7221 Stoney Point Road
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President
Larry Townsend
Vice President
Alan R. Grupy
Treasurer
Angus Pate
Secretary
Jerry Hall
Member
Joel A. Siles
Member
James G. Turlington
Member
Freddy L. Johnson Sr.
Fire Chief

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

Reference: Additional Internal Financial Control & Segregation of Duties

January 2016

Fiscal Year - 2016

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.

X I have found no discrepancies.

 I have discrepancies as indicated below.

A handwritten signature in cursive script, appearing to read "Larry D. Townsend".
Larry D. Townsend

1/16/16
Date