



Roger R. Few
Fire Chief

Spanish Fort Fire - Rescue

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Station 1

7580 Spanish Fort Blvd
Spanish Fort, AL 36527

Station 2

10628 U.S. Hwy 31
Spanish Fort, AL 36527

MINUTES OF BOARD MEETING

January 13, 2014

Board Members:

Byron Hayles	-Present	Paul Wohn	-Absent
Vacant	-Absent	Troy Dyess	-Present
Roger Few	-Present	Stuart LaGroue	-Present
Charlie Jones	-Present	Bobby Fortenberry	-Present
Bobby Soles	-Present	Dan Wilson	-Present
Billy Byrne	-Present		

President Hayles called the meeting to order at 6:03 P.M. with a roll call.

The minutes from the December 09, 2013 board meeting were read silently. A motion to approve the minutes was made by Stuart LaGroue. Bobby Fortenberry seconded the motion. Motion passed unanimously.

Treasurer's Report

Troy Dyess read the treasurer's report for the period of December 1, 2013 through December 31, 2013 and asked for approval of Compass checks #5918 – 5928, Auxiliary Fund #1122 and Regions checks #3479 – 3492. After a brief discussion of the Treasurer's Report a motion was made by Billy Byrne to accept the Treasurer's Report as presented. Bobby Fortenberry seconded the motion. Motion passed unanimously.

President's Report

President Hayles reminded the board members present of the vacant position on the board. The vacancy is due to the resignation of Donna Hughes at the December meeting. Donna also served as the Secretary for the board. All board members need to consider people in their social circles to help fill the vacancy.

The department has not been successful in selling the surplus utility body removed from the old rescue truck. The utility body is currently stored behind fire station 1. Please advertise this surplus equipment to anyone whom may be interested.

President Hayles set the meeting date for the Annual Business Meeting of the corporation to be held March 18, 2014 at fire station one and will begin at 6:30 PM. Chief Few will prepare a

notice to be mailed to Spanish Fort addresses prior to the meeting date. The board will hold two meetings on March 18th. The regular monthly meeting will be held shortly after the completion of the annual meeting.

Chief's Report

Chief Few stated the department responded to 32 calls in the month of December. A complete listing of response activity is attached to these minutes. There were three significant calls during December. The first was a structure fire on D'Olive Road. The structure was a residential structure of approximately 2,000 square feet and was a complete loss. The second was a hazardous materials response just west of R & R Seafood in the ditch. The response was concerning a small cylinder marked, "do not handle, phosphorus." The Mobile Bomb Squad responded to the scene and the U.S. Navy was contacted as the owner of the equipment. The bomb squad representative took possession of the cylinder. The third call was a hazardous materials incident involving an overturned fuel tanker. The incident was on Jimmy Faulkner Drive just north of U.S. Hwy 31. A very small amount of fuel was spilled; however, the department was on-scene for ten hours waiting for the scene to be resolved. The department has sent a bill to On-Site Fuel Service in an amount of \$4,800.

Chief Few gave an update concerning the annual fund drive. The department has received \$63,988.27 through annual fund drive efforts. This represents 14.7% of businesses and 18.2% of residents in the community and is 16.3% over budget.

Chief Few stated the department had a work related injury during the month of December. The department employee was using a hand tool in the maintenance work room when he incurred a soft tissue injury to his hand. Chief Few went with the department employee to Eastern Shore Urgent Care to have the injury addressed. Upon review by the staff of Eastern Shore Urgent Care, no further treatment was necessary. The wound was bandaged, an updated tetanus shot was given and an MRI was performed.

The department has sent solicitations to commercial citizens of the community to purchase advertising space on what will be an enclosed fire prevention trailer. The trailer will be used to carry all fire prevention materials. Those businesses choosing to purchase the advertising space will have their company logo placed on the trailer as a supporter of fire prevention in the Spanish Fort community. The department will need to sell at least 12 advertising spaces before obtaining sufficient funding to purchase the trailer. If the department cannot sell 12 advertising spaces, all monies will be returned to the businesses.

The department was successful in selling surplus tires located behind fire station one. 24 used tires that had been removed from various fire engines and the ladder truck were purchased by a local business for \$75 each. The department received a check for \$1,800.

Old Business

Finance Committee

Troy Dyess stated the annual audit has been completed. The finance committee has reviewed a draft of the audit at a recent meeting. The department's accountant has a few small changes to

make to the final draft. The final copy of the draft will remain with the same unqualified opinion. Troy Dyess requested a motion to authorize the board president to sign a representation letter on behalf of the department to J.T. Murray, CPA as well as to authorize the filling of the annual 990 tax forms that are ready to be filed. Bobby Fortenberry made a motion to approve the 990 tax forms for filing and to authorize the board president to sign the representation letter. Billy Byrnes seconded the motion. Motion passed unanimously.

Troy Dyess reviewed the cash reserve calculation as of December 31, 2013 as well as a graph illustrating the trends of the cash reserve calculations over the past twelve months. The finance committee discussed options of cash reserve adoption as a goal for the department's overall financial planning at a recent meeting. The finance committee recommends a 6 month cash reserve goal for the department and would like the board to authorize a resolution to adopt the six month cash reserve goal. The adoption of the cash reserve goal will only reinforce the prudent financial planning of the board. The department will from time to time fall under the stated six month goal through normal budgeted course of business and cash flow; however, any single financial decision causing the department to fall below the six month reserve goal must be brought to the board for vote. The cash reserve calculation will continue to be presented to the board of directors monthly for review and planning purposes. Upon falling under the six month cash reserve goal, the board should carefully consider options to bring the reserve back to the six month level and document the plan through these board minutes. After conversation among the board members, Billy Byrnes made a motion to approve the six month cash reserve goal resolution. Stuart LaGroue seconded the motion. Motion passed unanimously.

Land Committee

No new business to report.

Employee Committee

The employee committee has interviewed a candidate for the posted position of Fire Inspector. Anthony Woods was interviewed as the most qualified candidate expressing interest for the open position. Anthony lives in Spanish Fort, joined the department as a volunteer in October of 2013 and is currently employed by Prichard Fire Department full time. Bobby Soles recommended the board hire Anthony as he was qualified and knowledgeable. Charlie Jones stated that he believed Anthony was professional and had a strong work ethic. Bobby Soles made a motion to hire Anthony Wood as the full time Fire Inspector. Charlie Jones seconded the motion. Motion passed unanimously.

Chief Few asked for approval of the 2014 holiday schedule. The department holiday schedule is the same as the City of Spanish Fort's holiday schedule. Charlie Jones made a motion to approve the 2014 holiday schedule. Bobby Fortenberry seconded the motion. Motion passed unanimously.

Chief Few stated the employee committee is currently reviewing an employee manual. There are several sections in draft form. Once the committee has had the opportunity to review the manual completely, the committee will present the board of directors with the final draft for approval.

Chief Few reviewed a tuition reimbursement policy and forms with the board. The policy identified specific criteria to be used when requesting tuition reimbursement and which types of employment qualified for reimbursement. After the review was complete, Charlie Jones made motion to approve the tuition reimbursement policy with the forms selected by the board. Billy Byrnes seconded the motion. Motion passed unanimously. A copy of the policy is attached for future reference.

Integration Committee

No new business to report.

New Business

No new business to report.

The next Board of Directors meeting – February 10, 2014 at 6:00 P.M., Station 1.

There being no further business, President Hayles motioned to adjourn the meeting at 7:24 P.M. Stuart LaGroue approved the motion. Bobby Fortenberry seconded the motion. Motion passed unanimously.

Respectfully Submitted,
Troy Dyess