



Roger R. Few
Fire Chief

Spanish Fort Fire - Rescue

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Station 1

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Station 2

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MINUTES OF BOARD MEETING

February 21, 2013

Board Members:

Byron Hayles	-Present	Ken Coale	-Present
George Brown	-Absent	Donna Hughes	-Present
John Barks, Jr.	-Absent	Bobby Soles	-Absent
Paul Wohn	-Absent	Bobby Fortenberry	-Present
Troy Dyess	-Present	Dan Wilson	-Present
Roger Few	-Present		

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

The minutes from the January 14, 2013 board meeting were read silently. A motion to approve the minutes was made by Ken Coale. Bobby Fortenberry seconded the motion. Motion carried.

Treasurer's Report

Troy Dyess read the treasurer's report for the period of January 1, 2013 through January 31, 2013 and asked for approval of Compass checks #5782 – 5788, Regions checks #3310 – 3322. After brief discussion of the Treasurer's Report a motion was made by Bobby Fortenberry to accept the Treasurer's Report as read. Ken Coale seconded the motion. Motion carried.

President's Report

President Hayles set the date for the annual business meeting to be March 19, 2013 at 6:30 PM. The three members with expiring terms are: Troy Dyess, Donna Hughes and Bobby Soles. President Hayles assigned Ken Coale, Paul Wohn and Dan Wilson to serve as the nominating committee for 2013. The nominating committee will need to nominate three individuals for the expiring positions on the board as well as assignment of board officer positions and Fire Chief to serve until the 2014 annual business meeting.

President Hayles received two bids on tires the department posted for disposal. The two bids were in sealed envelopes and were opened at the board meeting. The first bid was in an amount of \$60 from Roger Few and the second bid was in an amount of \$140 from Zac Weber. Ken Coale made a motion to accept the \$140 bid. Dan Wilson seconded the motion. Motion Carried.

The tires were sold to Zac Weber and should be removed from fire station property within 30 days.

Chief's Report

Chief Few stated the department responded to 35 calls in the month of January. 35 pre-fire plans were completed in the month of January. All of the pre-fire plans were re-visits.

Chief Few reviewed some recent changes with the department's Workers Compensation Insurance. The department has recently completed the annual renewal process for the entire insurance package. In recent years Workers Comp insurance was written through AmTrust North America. The department has experienced a number of challenges while maintaining coverage through AmTrust North America. AmTrust North America is no longer writing insurance in Alabama. Our insurance provider is now with Liberty Mutual. The department has received insurance coverage through Liberty Mutual in years past. The working relationship with Liberty Mutual is much better than with AmTrust North America. Chief Few expects the same good working relationship with Liberty Mutual as we proceed forward. The final audit with AmTrust has been performed and is ready for President Hayles to sign.

Chief Few gave an overview of a proposal submitted by Choice Marketing. Choice Marketing is a direct mail marketing company and is a possible solution to help the department improve the overall response during the annual dues drive. The department will experience an increase in cost for Choice Marketing to manage the database used for addresses and to send out the direct mail solicitation. However, the expected return should be well in excess of the increased cost for the service. Currently the department does not have a mailing list that includes all of the department's response area. Choice Marketing will utilize databases available to them through the U S Postal Service to verify good addresses prior to mail out. Chief Few would be asked to proceed with negotiation and contract with Choice Marketing for the 2013 Annual Dues Drive. A budget amendment would be presented to the board once solid costs were known. Ken Coale made a motion to allow the Fire Chief to continue negotiation with Choice Marketing and to approve using Choice Marketing for the 2013 Annual Dues Drive. Bobby Fortenberry seconded the motion. Motion carried.

The department recently re-purposed a 1995 F450 truck previously used as the department's rescue truck to be a utility truck. This truck will now be used for transporting heavy or bulky equipment as well as towing trailers with equipment loaded on them. A new flatbed / stake body has been installed on the truck and the old utility body is now sitting behind fire station 1. Chief Few passed around a flyer asking the board to approve disposal of the utility body. The flyer gave details about the utility body and includes two pictures of the body. Dan Wilson made a motion to accept bids to dispose of the utility body with a minimum bid of \$1,000. Bobby Fortenberry seconded the motion. Motion carried.

Chief Few advised that the department would complete an ISO rating survey sometime in April or May. The last ISO rating survey was performed in 1996. A great deal of work has been completed over the past several years. The City of Spanish Fort and the Spanish Fort Water

system have been great assistance in preparing necessary maintenance and data for the water system. The department hopes to improve from a class 5 to a class 4 or 3.

Old Business

Land Committee

Chief Few updated the board concerning the possibility of locating the future training center at the property across from Spanish Fort Middle School labeled, MS1. The department hired Forest Daniel and Associates to perform some preliminary assessments of how suitable this property will be for the department. The report from Forest Daniel and Associates indicates over 60 feet of vertical drop from front to back of the property. With this in mind, this piece of property will not be the best location for a training site. A fire station could be constructed at this location much easier than the training facility. This information will be forwarded to the Mayor of the City for consideration.

Employee Committee

A pay scale has been presented to the board for consideration. The pay scale is based off of the League of Municipalities pay scale for fire related positions. Ken Coale made a motion to approve the pay scale as presented. Bobby Fortenberry seconded the motion. Motion carried.

The Employee Committee had recently prepared the annual review for the Fire Chief. Ken Coale made a motion to offer the Fire Chief a one-time \$2,000 bonus in lieu of an annual performance review that was not performed in 2012 and a one-step increase in pay grade for 2013 based on the annual performance review recently completed. This would move the Fire Chief to step twelve on the approved pay scale. Dan Wilson seconded the motion. The board held general discussion of the motion offered. Chief Few made a request to remain at step eleven on the pay scale and asked the board to simply reduce the amount of retirement contribution payback by the amount of increase from step eleven to step twelve. The retirement payback is a result of the department transitioning from a 401k to the Retirement Systems of Alabama. The two full-time employees were accepted into the RSA system with the approval to receive time credit back to the first day of full-time employment. Since both of the full-time employees had already received a 401k match for that same period of time, the full-time employees were required to pay back the 401k match amount. Bobby Fortenberry made a motion to amend the motion on the floor to offer a one-time \$2,000 bonus in lieu of an annual performance review that was not performed in 2012 and a reduction in 401k payback for Fire Chief Few in an amount equal to the increase from step eleven to step twelve. The Fire Chief will also remain at step eleven on the pay scale. Dan Wilson seconded the amended motion. Motion carried.

Integration Committee

President Hayles updated the board on the integration committee meetings held in the month of February. After the regular monthly meeting held at City Hall, the Mayor requested for an additional meeting to be held two weeks following the first meeting. The City Council presented the fire department with a list of questions. The fire department received the questions one

business day prior to the regular monthly integration committee meeting. Answers to the questions were prepared and presented at the two meetings held in the month of February. At the end of the second meeting, the Mayor instructed the City Council to prepare and offer suggestions at the next meeting. The Mayor also indicated that the next meeting would not be held until April or May to allow the City Council time to prepare their suggestions.

New Business

Troy Dyess reviewed a new reporting tool indicating the cash position of the department. This new reporting tool will be presented on a monthly basis going forward and will be used as an indicator of where the department stands with cash accounts. This information should be helpful when making decisions such as when to purchase a CD or how much the department can afford to pay out in down payments on large purchases. The initial goal will be for the department to maintain a six month cash reserve in department bank accounts with a 60/40 mix. 60 percent of the cash should be in checking accounts and 40 percent in savings accounts. The new tool will need to be improved as we move forward and further solidify the financial planning of the department. Upon reviewing this data for a few months a resolution will be brought to the board to formally adopt a cash reserve policy. Having a systematic approach like this will be beneficial when looking to finance larger projects.

The next Integration Committee meeting is anticipated to be held April 1, 2013, City Hall at 4:00 PM.

The next Board of Directors meeting – March 19, 2013 at 6:30 P.M., Station 1.

There being no further business, President Hayles motioned to adjourn the meeting at 7:26 P.M. Ken Coale seconded the motion. Motion carried.

Respectfully Submitted,
Donna Hughes