



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

Roger R. Few
Fire Chief

MINUTES OF BOARD MEETING

June 10, 2013

Board Members:

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

President Hayles called the meeting to order at 6:10 P.M. with a roll call.

The minutes from the May 13, 2013 board meeting were read silently. A motion to approve the minutes was made by Paul Wohn. Bobby Fortenberry seconded the motion. Motion passed unanimously.

Treasurer's Report

Troy Dyess read the treasurer's report for the period of May 1, 2013 through May 31, 2013 and asked for approval of Compass checks #5824 – 5833, Regions checks #3374 – 3388 and Auxiliary Fund checks #1112 - 1117. After a brief discussion of the Treasurer's Report a motion was made by Bobby Fortenberry to accept the Treasurer's Report as presented. Bobby Soles seconded the motion. Motion passed unanimously.

President's Report

President Hayles introduced Billy Byrne as a possible new member to the board of directors. President Hayles asked Billy to tell the board about himself. Billy gave the board a review of his experience as a CPA and stated his current address. President Hayles gave Billy an overview of the composition of the board of directors as well as how terms and elections are conducted. President Hayles asked for a motion to fill the unexpired term of John Barks, Jr. with Billy Byrne. John Barks, Jr. was currently in a term set to expire in 2014. Paul Wohn made a motion to fill the vacant position for the unexpired term of John Barks, Jr. with Billy Byrne. Bobby Soles seconded the motion. Motion passed unanimously.

Chief's Report

Chief Few stated the department responded to 43 calls in the month of May. A complete listing of the response activity is attached to these minutes. 5 preplans were completed during the month of May. Additional preplans will be conducted going forward; however significant time is being spent transferring data from current files into the new Emergency Reporting program.

Chief Few requested a budget amendment to GL #823, increasing the line item by \$1,250 to a total of \$7,750. The budget change is due to a server crash and recovery happening in January. Two of the four hard drives in the server were corrupt and crashed operation of the server. Significant time was spent recovering the data from the server. The department is better situated today as a result of improvements already underway when the server crashed. Recovery from any issue like this in the future should be accomplished in far less time. This budget increase should accommodate the planned IT upgrades originally budgeted in the FY2013 budget. Paul Wohn made a motion to increase GL #823 by \$1,250. Bobby Fortenberry seconded the motion. Motion passed unanimously.

The contracted completion date for Engine 4 is today, June 10th. The new pumper will not be ready until June 26th at the plant in Ocala, FL. A \$150 per day penalty is now in effect until the apparatus leaves the plant being delivered to the local dealer in Fairhope. Chief Few, Chief Dyess and one other fire department personnel will travel to the plant in Ocala, FL during the first week in July to perform the acceptance inspection. Once this inspection is complete, the apparatus will be delivered to Sunbelt Fire Apparatus. The department is anticipating approximately \$3,500 in penalty money. The money from the penalty will be used toward additional equipment needed to make the new apparatus NFPA compliant.

Chief Few informed the board of directors of the recent passing of Mayor McMillan's mother. Funeral arrangements were not known at this time. The department will send someone to be in attendance at the funeral and will send a plant in support of the family.

The department has purchased some new pieces of equipment. 3 new K12 saws and several new sections of fire hose have been purchased since the last board meeting. One new K12 saw was purchased for each pumper and the new fire hose purchased replaced old sections of hose that could no longer pass the annual pressure test. Most of the old sections of hose were 20 to 30 years old.

There are a few upcoming events. Engine 4 is expected to arrive to the department sometime in the middle of July. The department will likely start a new tradition by performing a "wet down" for the inauguration of the new engine. The wet down will consist of a dedication of the new engine and the firemen will push the engine into the engine bay of the fire station for the first time. The department hopes to have the results of the ISO rating survey back and combine the wet down event with a cookout to celebrate the new ISO town class rating. Chief Few and Dyess are currently attending a weekly class on NFPA code 72 and fire alarm systems. Chief Dyess will be attending a Fire Inspector I class at the end of June and Chief Few will be attending an Incident Safety Officer class in the middle of July.

Old Business

Finance Committee

The finance committee has reviewed the monthly financial information for the month of May. Nothing to report, payables and bank statements are in correct order. A review of interest bearing deposit accounts offered by local banks will be performed by Troy Dyess to meet with the finance committee later in July. This is in preparation for the department's two CDs maturing, one at the end of July and one at the end of August. The committee will meet and offer a best solution to the board of directors.

Paul Wohn asked if the department should be keeping records in a fire proof cabinet of some time. Billy Byrne stated that the department should look into the cost and feasibility of this type of storage. Any organization should always evaluate the amount of risk compared to the amount of cost to secure items in this manner. A possible low cost solution would be to store the hard drive backup of images and QuickBooks in an offsite secured location.

Land Committee

The Land Committee has been working with Jeff Jordan of Forest Daniel and Associates on a site plan and building floor plan for the department's future training center. Jeff has indicated that he will forward a revised version of the building floor plan. Jeff is also working on an itemized pricing schedule to complete construction of this project. We estimate that the Land Committee will meet with Jeff on June 21st to review the overall plan for the training center.

Employee Committee

Employee Committee will meet after the regular monthly meeting.

Integration Committee

No report.

New Business

President Hayles commented on the parking lot at Fire Station 1. The parking lot has had issues for some time, but is becoming serious. President Hayles asked the Chief for his opinion on a timeline to correct the issue. Chief Few noted that there was money budgeted to repair the parking lot. The department was purposely waiting for the water system upgrades to be completed before moving forward with the repairs. The City of Spanish Fort has offered to include the work with some of their road work projects to possibly obtain a better price on the job. Chief Few has met with an engineer contracted by the City of Spanish Fort to determine what work will need to be performed. To date, the department has not received any report or information from the initial visit of the engineer.

Paul Wohn asked for an update on the status of updating the sign in front of the building at fire station 1. Chief Few advised the board that several proposals for sign replacement had been obtained. The project had been delayed due to a design issue. Chief Few has asked Kevin with Baldwin Signs to offer addition information and options to finish that project.

Troy Dyess offered information concerning the State of Alabama "SAFE" program. Ken Coale had asked some very good questions at the May meeting concerning risk of deposits in banks over the amount of FDIC insurance. The SAFE program is designed to protect public funds in the State of Alabama. Any bank accepting public funds in the State of Alabama must comply with the SAFE program by pledging bank owned assets to ensure no public funds money would ever be at risk in the event of a bank failure. A printed overview of the SAFE program is attached in each director's binder.

The next Board of Directors meeting – July 8, 2013 at 6:00 P.M., Station 1.

There being no further business, President Hayles motioned to adjourn the meeting at 7:08 P.M. Bobby Soles approved the motion. Stuart LaGroue seconded the motion. Motion passed unanimously.

Respectfully Submitted,
Donna Hughes