



Roger R. Few  
Fire Chief

# Spanish Fort Fire - Rescue

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[www.spanishfortfire.org](http://www.spanishfortfire.org)

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

November 11, 2013

### Board Members:

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

President Hayles called the meeting to order at 6:09 P.M. with a roll call.

The minutes from the October 14, 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 October 1, 2013 through October 31, 2013 and asked for approval of Compass checks #5878 – 5902, Regions checks #3455 – 3464 and Auxiliary #1120 - #1121. 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.

Troy Dyess discussed timing of funding received by the department. The fall or the period of September through December is typically slow with regards to funding receipts. During this time, the City Contract is being renewed, Fire Taxes are not being received and the annual fund drive is finished. The department has been monitoring an overall cash reserve calculation in preparation to adopt a cash reserve policy during the second quarter of FY 2014. The updated cash reserve calculation was presented to the board and is the first cash reserve calculation for FY 2014. As a result of increased operating expenses for FY 2014 as well as a reduced overall cash balance, the department has fallen short of the six month cash reserve for the first time since February of 2013.

## President's Report

President Hayles offered accolades to the members and leaders of the department for their hard work prior to, during and after the recent ISO survey. The department and community it serves can now enjoy an ISO town class 3 rating. This is an excellent accomplishment, something for everyone to be proud of and is a direct result of the atmosphere of teamwork that is integral in the daily operation of the department.

## Chief's Report

Chief Few stated the department responded to 48 calls in the month of October. A complete listing of response activity is attached to these minutes. There were two significant calls during September. The first was an 18 wheeler car carrier on fire located on I-10. The rear portion of the trailer as well as two of the vehicles being transported was damaged during the fire. The second call was a structure fire in Plantation Hills. The fire resulted in minor damage to the cabinets of the kitchen in the residence. The home owner was present at the time of the fire and able to deploy a fire extinguisher to limit the amount of fire spread prior to exiting the structure.

Fire prevention was a great success. The department attended 14 fire prevention visits contacting 967 individuals. In addition to the fire prevention visits, the department hosted the annual open house. 308 people were in attendance for the open house despite rainy weather. All demonstrations were accomplished including a live car fire, extrication and fire extinguisher training.

Chief Few reviewed a FY13 financial recap with the board members in attendance. The recap outlined all revenue and expense general ledgers identifying areas under and over budget. A full copy of the report is attached to these minutes.

The department has received several estimates to repair the parking lot at fire station 1. Chief Few has discussed the estimates with each respective vendor and recommended Patterson Construction to complete the repair work. Patterson is the second lowest estimate but has demonstrated a better understanding of the work to be completed. The project will cost \$51,435 and will require a budget amendment increasing GL # 879-B by \$17,435. Billy Byrne made a motion to use Patterson Construction with an increase to the capital budget as previously stated. Paul Wohn seconded the motion. Motion passed unanimously.

The second mailing for the annual fund drive has been sent. A greater response has been received from the second mailer than normal. Actually, many persons from the community expressed concern over the first mailer due to the significant change in format from the typical fund drive request. The second mailer was more basic in design and the community identified the mailer as being from the department. The response demonstrates how successful the second mailer was with nearly \$20,000 being contributed as compared to the typical \$5,000 to \$10,000. As a result, the department was able to meet the budgeted amount of \$55,000.

Chief Few announced the 2013 holiday dinner will be held December 10<sup>th</sup> at 7:00 PM at fire station 1. Everyone is encouraged to bring their family members and a side dish or dessert to this pot luck style event. The department will provide ham and turkey. This event is always a great time for fellowship among department personnel and their families.

Chief Few asked for a motion to accept a transfer of assets from the City of Spanish Fort to the department. The City is retiring a 2007 model Crown Victoria from the police department. The fire department requested the car from the City to provide a vehicle for the upcoming Fire Inspector position. Stuart LaGroue made a motion to accept the transfer of assets from the City of Spanish Fort to the fire department. Charlie Jones seconded the motion. Motion passed unanimously.

#### Old Business

#### Finance Committee

No new business to report.

#### Land Committee

No new business to report.

#### Employee Committee

The employee committee will meet immediately following the monthly board meeting to conduct interviews for two full-time custodian positions. A report will be given at the December board meeting.

#### Integration Committee

No new business to report.

#### New Business

No new business to report.

The next Board of Directors meeting – December 9, 2013 at 6:00 P.M., Station 1.

There being no further business, President Hayles motioned to adjourn the meeting at 8:05 P.M. Bobby Fortenberry approved the motion. Dan Wilson seconded the motion. Motion passed unanimously.

Respectfully Submitted,  
Donna Hughes