



# 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

Roger R. Few  
Fire Chief

## MINUTES OF BOARD MEETING

July 09, 2012

### Board Members:

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

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

The minutes from the June 11, 2012 board meeting were read silently. A motion to approve the minutes was made by John Barks, Jr. George Brown seconded the motion. Motion carried.

### Treasurer's Report

Troy Dyess read the treasurer's report for the period of June 1, 2012 through June 30, 2012 and asked for approval of Compass checks #5725 – 5734 and Regions checks #3191 – 3208. After brief discussion of the Treasurer's Report a motion was made by Paul Wohn to accept the Treasurer's Report as read. Bobby Soles seconded the motion. Motion Carried.

### President's Report

President Hayles gave an overview of the second Integration Committee meeting with the City of Spanish Fort. The second meeting was a success. Members of the City Council were presented a resource binder prepared by Fire Department leadership. The binder contained general information concerning the history, present position and future forecast of fire department operations including a financial forecast for the next ten years. This information was provided to the City Council in an effort to begin answering questions from the first meeting held in June as well as to provide general information of fire department operations for the City Council. The information presented was received very well by the City Council with positive comments being offered. Meetings will be held on the first Monday of each month at City Hall at 4:00 PM.

## Chief's Report

Chief Few stated the department responded to 46 calls for the month of June. There were no significant calls to be noted for the month of June. Chief Few stated that Troy Dyess had completed 0 preplans in June, a total of 303 preplans are completed.

Chief Few gave a status update on the annual fund drive. The first mailer has been sent and a strong response has been received. Year to date, the department has received \$45,765. This represents 83.2% of budgeted dollars with 23% of residents and 20.2% of businesses responding. The department will prepare a second mailer to be sent before the end of July. Mike McMillan asked Chief Few what the department could expect to receive from the second mailer. Chief Few stated on average, the department could expect to see \$10,000 to \$20,000. Chief Few also stated the department would meet the budgeted dollars if the normal response is received.

Chief Few asked for President Hayles to sign an agreement with JMCM Consulting to assist the fire department to prepare an application for the 2012 AFG Grant. President Hayles asked for a motion to authorize the President of the board to sign a contract with JMCM Consulting for grant writing assistance. The motion was made by Bobby Soles. The motion was seconded by John Barks, Jr. Motion carried.

Chief Few advised the board that all equipment had been ordered to complete the AFG Grant purchase. The 2011 AFG Grant was awarded to Spanish Fort Fire Rescue as the lead department of a regional grant for improved interoperable communication equipment. Stapleton, Loxley and Silverhill Fire Departments were included in the regional grant. All of the departments have received most of their equipment. Spanish Fort's radio equipment has been received by the vendor. All of the handheld units have been delivered to the department and mobile truck units are being installed at this time.

The 2012 SAFER Grant will be opening soon. The department will be applying to the SAFER for some level of staffing. President Hayles asked if JMCM Consulting will be assisting in the preparation of the grant application. Chief Few stated that the department leadership will be able to prepare the application for submission.

Chief Few gave the members of the board a third quarter budget update as well as an updated strategic plan. The board members were encouraged to review the budget recap. Chief Few noted that the fire tax revenue may not meet budget for 2012. The budget indicates a revenue stream of \$160,000 and the department could reasonably expect to see a total of \$155,000. Chief Few also reviewed the status of each project listed on the strategic plan with the board members.

The contract between the City of Spanish Fort and the Fire Department will expire with the end of FY 2012. The department will need to present a renewal to the City for consideration. In addition, the current funding level tied to the contract for fire department services is \$177,500. The department will need to increase this dollar amount to cover payroll and larger purchases such as the engine 4 purchase. The department feels like \$250,000 would be an appropriate amount for the FY 2013 year. Mike McMillan suggested the board members consider this request and be prepared to vote on the dollar amount for the contract renewal at the August

meeting. Chief Few asked Mike McMillan if waiting until August would allow enough time for the City to include the request in the 2013 budget. Mike McMillan stated that the City would have plenty of time if they received the request following the department's August meeting to be held on August 13<sup>th</sup>. President Hayles asked the board to consider the contract request and be prepared to vote on the approval of the renewal contract at the August 13<sup>th</sup> board meeting.

#### Old Business

##### Land Committee:

The Land Committee did not meet and has no report. Chief Few commented that it appears Zac Weber may not have time to commit to the training center project. Several requests have been made to Zac to provide site plans and building plans. To date, no plan has been submitted by Zac. The department may need to seek an architect to provide assistance and get this project moving forward. President Hayles asked Mike McMillan what architect the City had used on various projects. Mike McMillan stated that after a stringent qualifying process the City used Forrest Daniels and has been very satisfied with the work performed.

##### Employee Committee:

No report.

##### New Business:

Next Integration Committee meeting will be August 6, 2012, City Hall at 4:00 PM.

Next Board of Directors meeting – August 13, 2012 at 6:00 P.M., Station 1.

There being no further business, President Hayles adjourned the meeting at 6:45 P.M.

Respectfully Submitted,

Donna Hughes