



MINUTES

**Holly Springs Fire-Rescue District
Commission Board of Fire Control
Tuesday, June 7th 2011
7:00pm**

A public meeting of the Holly Springs Fire-Rescue District Commission Board of Fire Control was held on Tuesday, June 7th, 2011 at 7:00 pm. in the Social Hall of the Holly Springs Fire Department administrative building. Chairperson Ryan Phillips presided. The following members were present or absent as indicated:

List Present or Absent

Commissioners

Chairman Ryan Phillips - Present
Vice-Chairman K. Roscoe Kyle Jr. – Present
Commissioner Hugh Jackson. – Absent
Commissioner Kelly Waters - Present

Administration

Interim Chief W. Brent Blackwell – Present
Secretary Bonnie Fulton - Present
Accountant Ken Everham – Present

In compliance with the Freedom of Information Act, notices of this meeting were posted on district website, posted on public information board, & mailed to the local media or other interested parties that formally requested such copies.

Invocation was rendered and the beginning prayer was led by Commissioner Phillips.

Commissioner Phillips made the Statement of Compliance with provisions for Freedom of Information Act.

Agenda items were addressed out of order as indicated.

1. APPROVAL OF MAY 2011 MEETING MINUTES

Commissioner Phillips moved to approve the May 10th, 2011 meeting minutes as printed and/or emailed. Commissioner Waters and Commissioner Kyle pointed out 3 edits needing to be made. Motion for approval to be postponed until those edits are made was brought by Commissioner Kyle, Commissioner Waters 2nd. Vote was unanimous, motion carried.

2. a. CONSIDERATION OF ADDITIONS/DELETIONS TO TENTATIVE AGENDA b. APPROVAL OF FINAL AGENDA FOR MEETING

No additions or changes necessary. Commissioner Phillips made a motion to accept agenda as is. Commissioner Kyle 2nd. Vote was unanimous, motion carried.

3. OLD AND UNFINISHED BUSINESS

The following unfinished business was addressed and actions listed:

- **Updates on Electronic Payments** – Six vendors discussed have all been set up. Used AT & T as a trial. Sent them the bill amount plus \$3 to see if next statement would come in with \$3 credit, it did. Next month will pay all 6 electronically.
- **Updates on volunteer staffing, new hires, etc.** – Commissioner Phillips made a motion to go into Executive Session, Commissioner Kyle seconded. Vote unanimous, Motion carried. Executive Session started at 7:12pm.
Commissioner Phillips made a motion to come out of Executive session, Commissioner Waters 2nd. Vote unanimous, Motion carried. Out of Executive Session at 7:29pm. No discussion at this time.
- **Updates on Equip. Maintenance, building maintenance, etc.** – Door with the broken cable had been repaired. The replacement of the angle iron is done on all the upper bay doors, lower bay doors will be complete on next available Saturday. Metal Builders ahs agreed to make the necessary repairs to a roughly 4 square foot area under warranty. This includes the metal and larger screws. They have also stated that any additional work done will be done at a rate of \$90/hour, using 2 men plus materials. Commissioner Phillips made a motion that we approve of this expenditure, should it be necessary, Commissioner Kyle 2nd. Vote unanimous, Motion carried.
Part of the concrete slab in the parking lot has settled approximately 2” . A camera had been run through a pipe and imperfections were found. Commissioner Phillips asked 3 contractors to look at DVD and make recommendations. All 3 stated there was an issue and that it should be repaired. Commissioner Phillips and Chief Blackwell will sit down with original contractor to discuss and will update at next meeting.
- **Update on web-based incident reporting system** – Can be up and running in a matter of days. Mr. Everham provided a list of a dozen other departments using this system. Reviewed pricing at \$700 set up fee (\$500 donated by Mr. Bradley) and \$89/mo. Commissioner Phillips made a motion to accept this and commit to one year as a trial run, Commissioner Kyle 2nd. Vote unanimous, motion carried.

4. FIRE DEPARTMENT REPORTS

- **Financial Report**
 - Beginning Monthly Fund Balances for beginning of June 2010
 - - **Beginning Balance \$125,000**
Monthly Income \$26,318
Monthly Payout \$10,333
 - **Ending Balance \$128,000**
 - *Detailed Expense & Income data in separated document.*

- **Quarterly/YTD Incident Report**

- Handouts provided. No discussion.

- **Operations**

- FarMed class was very successful and informative. Duncan, Tyger River, Gowensville, Campobello, and Holly Springs were in attendance. Approx 20-25 people.

- **Policy & Protocol Change**

- No changes at this time. Still working on updates, then will present to board and with their approval will forward to Mr. Pope.

- **Other Misc. Information**

- None

5. **NEW BUSINESS**

- **3rd and Final Presentation of 2011-2012 Budget** – Commissioner Kyle asked about the money we had to put up for election. It is not in budget. It is roughly \$1600. Commissioner Phillips questioned whether we would have to pay as it is already an election year. Commissioner Kyle also, questioning whether Sharon West has stated that Property Values have gone down. Until these matters are answered, Commissioner Kyle made a motion to wait on final vote until we had all the information we needed. Commissioner Waters 2nd. Vote 2 -1, Commissioners Kyle and Waters both for, Commissioner Phillips opposed.
- **HSFD website maintenance and consultant** – Mr. Everham had Mr. Bob Grudzien come look at the server to clean up some issues. Mr. Everham requested we pay him \$75 for his time. However, Mr. Grudzien could not help with website maintenance. Commissioner Waters volunteered her nephew, Josh, to come and assist at no charge. He would also train Mr. Everham. Commissioner Phillips made a motion to pay Mr. Grudzien \$75, Commissioner Kyle 2nd. Vote unanimous, Motion carried. Then Commissioner Phillips made a motion to allow Commissioner Waters nephew (Josh) to come and help Mr. Everham learn to navigate the website. Commissioner Kyle 2nd. Vote unanimous, Motion carried.
- **Discussion of current staffing levels**
- **Discussion of July 4th event**

Request made for both of these topics to be discussed in Executive Session. Commissioner Phillips made a motion to go into Executive Session, Commissioner Kyle 2nd. Vote unanimous, motion Carried. Executive Session began at 8:17pm. Commissioner Phillips made a motion to come out of Executive Session at 9:14pm. Commissioner Kyle 2nd. Vote unanimous, Motion carried. Current staffing levels require no discussion at this time. Possible July 4th event on July 2nd, if we can get a vendor to bring in food, Ladies Auxiliary might do desserts, Fire Trucks in lots.

Commissioner Phillips made a motion that we have a July 4th event, Commissioner Kyle 2nd. Vote unanimous, Motion carried. Commissioner Phillips made a motion that we use Mr. Turner for the food vendor. We would need to supply power and water. Commissioner Kyle 2nd. Vote unanimous, Motion carried. Commissioner Phillips made a motion to support and assist the Ladies Auxiliary as needed, Commissioner Waters 2nd. Vote Unanimous, Motion carried.

6. CITIZENS AGENDA

- No citizens requested time to speak.

7. ADJOURNMENT & CLOSING

- a. Commissioner Phillips ask if anyone attending meeting has questions regarding what was discussed. No questions or comments. Commissioner Phillips made a motion to adjourn the meeting, Commissioner Kyle 2nd. Vote unanimous, Motion carried. Meeting adjourned at 9:20pm.