

Fountain Lake Fire Protection District
Board of Commissioners Monthly Meeting
August 21, 2023

CALL TO ORDER:

6:00 pm

COMMISSIONERS PRESENT: QUORUM PRESENT

Jerry Vaughn (Chairman)
John Brandt (Secretary/Treasurer)
Joe Turner
Lee Coatney
Rachel Peters

COMMISSIONERS ABSENT:

OTHER ATTENDEES: Chief Jeff Hayes, Asst. Chief Brian Shannon, Capt. Scott Greene, Johnny Arnold, Harry Baker, Debbie Shannon, Melissa Campbell, Helena Newsome, and Austin Lambert

MINUTES FROM MEETING:

Prior meeting minutes:

Minutes from the July 17, 2023 meeting were reviewed.

The July Minutes are accepted by consensus.

Financial Report:

John presented the P&L, Balance Sheet, Statement of Cash Flows, and P&L Budget vs Actual reports for the month of July. The item listed on Page 2 of the Budget vs Actual report labeled Telephone/Telecommunications should read Radio Communications. That label will be changed by next month's meeting. It also shows that we are over budget in that account by \$5,647.37. There are funds in that budget account that should be in the accounts on Page 3 labeled Telephones Station #1 and Fire and Fire Reporting. Adjustment of the amounts in those accounts have been done, but was not completed in time to reprint the Budget vs Actual report.

Bank Accounts:

General - \$38,503.70

Restricted - \$32,933.79

Financial reports are accepted by consensus.

Chief's Report (Jeff):

Interim Chief Hayes gave the chief's report. We had a total of 94 incidents in July: 3 structure fires, 1 car fire, 9 brush fires, 16 car accidents, 50 medical calls, 4 assist EMS calls, 8 service calls, and 3 power line down calls, . Chief Hayes reported that everything else will be covered under old and/or new business.

Chief's report is accepted by consensus.

Publicity Report (John):

John reported on posting about our board meeting as well as posting about highways being closed due to accidents.

Publicity report accepted by consensus.

Maintenance Report (Brian):

- Engine 1
 - Needs an air filter which costs about \$140 and a slack adjuster for the brakes on the front driver's side which will cost about \$105. Slack adjuster has not yet come in
 - Truck started running bad when going up a hill. Could not get over 5 mph. They were able to limp it up to Mountain Valley Truck Repair for repairs. Chief Hayes reported that the exhaust was smoking real bad and the truck was not running very well. Chief Hayes reported that the truck has been taken to Mt. Valley Truck Repair and he told them to make sure it is running properly before returning it to us.

Motion: Joe moved that Brian be authorized to spend up to \$3500 to repair Engine #1

Second: Lee seconded

Passed: Unanimously

- Engine #1 also will need annual service.
- Old Engine #1:
Has been sold for \$30,000. Brian stated that we will still have to pay Fire Tech \$3,000 for doing the sale.
- Engine 2
 - Only needs annual service
- Tanker 1
 - Will be needing annual service later this year.

- Johnny Arnold reported that all of the tires on Tanker #1 are expired. Brian confirmed that Johnny's report is correct. Brian suggested that we do one axle this year and one axle next year. Brian estimated that to do all 3 axles will cost about \$3,000.

Motion: John moved that Brian be authorized to spend up to \$3,300 to replace all tires on Tanker #1.

Second: I Lee seconded

Passed: Unanimously

- Tanker 2
 - Tank motor got damaged and is throwing oil. Part came in. Brian just needs to get the time to install the pump.
 - Brian said that he and Shawn put the carburetor back together Brian said that he only has to put the pump back together and get it installed. Brian reported that he has the engine running.
 - Brian said that he will try to get the annual service done before September.
- Rescue 1
 - Will be listing Rescue #1 for sale after this board meeting.
- Rescue 2
 - Ready for September annual service, but could be pushed out to October
- Brush 1 (Forestry)
 - Will need annual service.
 - There is a maintenance problem with the sled in the bed of the truck. Tabled until next month.
 - There is a leak in the tank.
 - Brian and Jeff recommend that we do not put any more money into repairing Brush #1.
- Station 1
 - Driveway Apron
John read the bid specifications for the draft of the ad. Joe Turner said that he has run some numbers and can give us help for how to request bids. Joe said he can take care of the drainage system and digging out the dirt to prep for the concrete work so all we will have to bid is the concrete, forming, and finishing. Jerry suggest that we seal it with a troweling machine. The ad should run for 15 days.

Motion: John moved that we hire Joe Turner to do the drain work at Station #1 the cost not to exceed \$3,500.

Second: Rachel seconded

Passed: Unanimously

- Doors and Awnings. (John)

John asked what we want to advertise. It was suggested that we advertise for door frames, thresholds, and awnings outside each door.

- Painting exterior and interior (Jeff)
Everyone went out the back of the station to see the two colors of paint for the exterior of the building. It was decided that we will paint the exterior of the building the lighter color #181 with the trim in white. It was decided to purchase 3, 5 gallon buckets of red paint for the exterior of Station #1. We should only purchase enough paint to do Station #1. After painting the exterior of Station #1 we can then determine how much we will need for the exterior of Station #2. Jeff stated that he will get a neutral color to paint the interior of Station #1.

- Enclose open area under roof (Johnny Arnold).
John Brandt had some questions from his son-in-law regarding the insulation requirements. 1, for the walls, will we be using 2x6s or 2x4s? Johnny said that Mike Rigsby had said they will be using 2x4s. 2. How far apart will the studs be on center 15" or 23"? Johnny said they will be 15". 3. John said that his son-in-law recommended that we use 2x10s for the ceiling to improve the R rating. Johnny replied that they can use spray foam on the ceiling since it will stick to the roof.

- Station 2
 - Brian reported that the floor in the bathroom is in place and now needs Scott Greene to finish the section of floor that still needs to be finished. He will also need someone to get in the ceiling to place finish hooking up one of the antennas because the UHF does not work at Station #2.

 - Brian said that he will use the plywood that is there at Station #2 to complete the walls.

 - Additional millings
Millings – Joe Turner reported that it will take some time and we should be receiving two loads of millings within the next two weeks.

Maintenance report is accepted by consensus.

OLD BUSINESS:

- **Smoke Detectors – (John)**
John reported that he talked to his grandsons about designing a flyer to send home with students. They recommended that he get in touch with the EAST class at Fountain Lake School to have that assigned as a project for one or more of their students.

- **Masks for SCBAs/SCBA Equipment (Brian)**
Brian said the 3 masks have been ordered through Banner for a total of \$1,080.

- **Delinquent Assessments – John**

John reported that with Debbie Shannon's assistance all letters and invoices have been mailed out two weeks ago. Eleven of the letters were returned as undeliverable and to date we have received payments from 11 in the amount of \$1,025.

- **Audit – John**

John reported that he heard back from John Brock of Garland and Greenwood CPA. Mr. Brock reported that they are really backed up right now and we can get together to determine when they might be available to conduct our audit.

- **Winch & Rescue Basket – Jeff**

Winches on Engine #1 are ready. He is going to try and have another winch put on Rescue #2. The stokes basket that was ordered was never delivered and we have already received a refund for that basket. Brian said that he has checked with Banner and they quoted \$937.81 for the basket along with \$200 for shipping and handling for a total of \$1,137.81. Brian told the gentleman that those prices are \$300.00 higher than everyone else. Jeff told Brian that he will take that off of his plate. Brian said that Jeff also needs to order 2, 4 point pickups because the other basket does not have one.

- **Communication (John)**

John said we should table this for a couple of months.

- **Officer's Badges (Jeff)**

Jeff reported that all of the badges are in and the only thing we are waiting on is Scott's wallet.

- **High Pressure Hose Reel System (Brian)**

Brian met with the other officers and they decided that they will eliminate the system on Engine #1. It will create more room and they will take that system off of the truck. He said they will take a video of it in operation prior to removing it. Once it is removed, they plan to use the port on the top of the truck to tie into a hose reel on the one side to put an attack hose on Engine #1 and the cost is estimated to be \$800. Brian estimates that we may be able to see the high pressure system for up to \$5,000.

- **Collapsible Hose Rack Drying System (Mike)**

Tabled until next month.

- **Grants (Jeff & John)**

John reported that he missed the due date by two days for the two Living Tree Grants. One was work \$5,000 and the other was for \$1,000. It was discussed that with other local departments getting \$200,000 and \$300,000 grants that we need to be applying for these grants as well. John reminded the board that we did apply for a grant for 32 SCBA bottles, but we were not awarded that grant. We had also submitted a grant proposal for a new sign at Station #2. John reported that the grant we submitted two years ago for the SCBA bottles was due at either the end of the year or the middle of January. He has looked and has not yet seen

this same grant posted on the FEMA site. Jeff reminded the board that in his interview he said that he will do whatever he can to get grants for the department. Brian, Jeff, and John will all work together to make sure we get these grants submitted. Some of the local fire departments who have received large grants have grant writers who we will attempt to work with. Scott agreed to take the lead on grants.

- **Banners – (Jeff)**

Jeff reported that the recruiting banners are up and Mike should get the praise for getting them up. Jeff said he assisted, but spent more of his time requesting people to allow us to put the banners on their property. Jeff reported that everyone he talked to were very nice and receptive to allowing us to put a banner on their property.

- **Hoses – (Brian)**

Brian reported that he ordered 4 hoses from FireHoses.com for the amount of \$366 each and they should arrive in about two weeks.

NEW BUSINESS:

- **Bid Limits (John)**

John stated that he had emailed our attorney asking whether there is any dollar limit contained in the state law above with we must advertise for bids and under which we can just hire someone to do work for us. Philip Montgomery emailed John back within a day and stated that he did not know the answer for that and he was going out of town for a trip the next day. John said that he emailed Phil last week, but has not yet heard from him. John said that we, as a board, might establish a dollar limit and we can always change it if necessary. Jerry stated that he had talked to John about this and we think a \$3,500 limit might be appropriate.

Motion: Joe moved that we set a limit of \$3,500 above which we must advertise for bids.

Second: Rachel seconded

Passed: Unanimously

- **PPE – (Brian)**

Brian said that we need to order some PPE and we had recently only ordered one set. The problem is that the turnaround time is 14 to 16 weeks. We cannot order PPE until we know what sizes we need. Brian said that at this point he needs 3 sets, but we may need as many as 5. Brian said that will be an item to discuss probably at another meeting.

- **Cascade System – (Brian)**

Brian said that the FPA will require all fire departments to have at least 10% 45 minute SCBA bottles by 2025. He got this information from Chief Davies of Hot Springs. The cascade system that we have will not support 45 minutes bottles and the conversion kit will cost about \$17,000. Brian said the problem with the 20 minute bottles is that by the time a fire fighter gets into a fire it isn't long before he must leave to get another bottle. Then once he gets another bottle it takes time to re-acclimate to the fire. Brian said that we will need to upgrade our

Cascade System and SCBAs by station. Brian said that Chief Davies recommended that we get the Greggor system instead of any of the others because they have been in business for 20 years longer, the systems are easier to obtain, and parts are more easily accessible.

- **Fire Prevention Week – (John)**

Fire prevention week will be October 8th through 14th this year. John reported that he has already emailed the elementary school counselor so she can let us know what day will be better for them. He also will need to find out how many students are in each class. John said he calculates that we may need to order about another 300 – 400 helmets as well as additional packets. John is asking for us to approve the purchase of the additional helmets and packets for this year's presentation to the kids.

Motion: Rachel moved that John be authorized to spend up to \$1,500 to order additional materials for this activity.

Second: Lee seconded

Passed: Unanimously

- **Pens – (John)**

John presented to the board the idea of getting pens again. After discussion it was decided this was something we did not want to do.

- **Fire Fighter's Meal (Jeff)**

It was discussed what we might get for a meal other than pizza and barbeque. It was decided to get barbeque from Smokin in Style for meal on Tuesday August 22, at 6:00 pm.

- **Fall Uniforms – (Jeff)**

Jeff is requesting \$3,500 for fall apparel which will include nice sweatshirts and caps.

Motion: Rachel moved that Jeff be authorized to spend up to \$3,500 to order fall and winter uniforms.

Second: John seconded

Passed: Unanimously

- **Alarm System – (Jeff)**

Jeff is requesting that we replace the security system at both stations. He will have one of our new fire fighters who is in the security business bring information to the next meeting.

- **Vacation – (Jeff)**

Jeff reported that he will be on vacation on a cruise with his wife from September 19th until the end of the month.

- **Brush Truck – (Brian)**

Brian reported that the officers have agreed that we need a medium duty truck that can respond to brush fires and also work as a rescue truck. It will also give us the ability to have a pumper available to us. Brian talked about how fast the cost of a truck is going up. He said it is going up at a rate of 40% a month. Brian said he believes we should be looking at a mid-range pumper or mini pumper. This will give us the ability to help put water on a fire while waiting for another truck to arrive. It can pump 250 gallons per minute with a 500 gallon tank. It is a medium duty truck with a short wheel base. It has a large diesel engine and thereby will cause our maintenance costs to be a little higher because it will use more oil. It will be adding a vehicle to the fleet while replacing two. It will replace two vehicles that we currently have, Rescue #1 and Brush #1. This truck will give us more water on a scene than our current Brush Truck and can also be used as a medium duty rescue vehicle. He said that when using extrication equipment it is required to have a hose on scene in case the extrication equipment causes the car to catch fire. This truck will be able to be used as multi-use truck and not only a brush truck. Brian said that he found a medium duty truck that costs \$35,000. The truck has a 1981 body on it that was reconditioned in 2002. The pump was rebuilt in 2010, so it has a new pump and a new clutch. The pump is clutch driven. This truck also has a generator on it. After much questioning and discussion, the board decided not to pursue this vehicle. Jeff asked for direction from the board. In order to work in concert with the board, what kind of budget do they wish with which to look for a replacement vehicle. There was discussion about spending a lump sum of the department's money on a truck versus financing. The board did give the chief the approval to look for an apparatus and an upper limit in cost will be no more than \$60,000.

ADJOURNED:

9:21 pm

Motion to adjourn: John moved that we adjourn

Second: Lee / No opposition.

Meeting minutes submitted by:

John Brandt, Secretary/Treasurer