

Fountain Lake Fire Protection District  
Board of Commissioners Monthly Meeting  
June 19, 2023

**CALL TO ORDER:**

**6:00 pm**

**COMMISSIONERS PRESENT: QUORUM PRESENT**

John Brandt (Secretary/Treasurer)  
Lee Coatney  
Rachel Peters

**COMMISSIONERS ABSENT:**

Jerry Vaughn (Chairperson)  
Joe Turner

OTHER ATTENDEES: Jeff Hayes (Chief), Brian Shannon (Asst Chief), Mike Rigsby (Captain), Justin Covey, Stephanie Covey, Johnny Arnold, Karl Lowry, Martha Coatney

**MINUTES FROM MEETING:**

**Prior meeting minutes:**

Minutes from the May 15, 2023 meeting were reviewed.

The May Minutes are accepted by consensus.

**Financial Report:**

John presented the P&L, Balance Sheet, Cash Flows, and P&L Actual vs Budget reports for the month of May.

**Bank Accounts:**

General - \$48,947.26  
Restricted - \$19,115.74

Financial reports are accepted by consensus.

## Chief's Report (Jeff):

Interim Chief Hayes gave the chief's report. He reported there was a total of 41 incidents for the month of April broken down as follows: 5 - fires (brush & structure); 32 – Rescue & Emergency Medical; 4 – Auto Accidents involving injury. Chief Hayes then reported on savings that occurred from purchases that were approved by the board. He also reported on bids he received to redo the driveway apron in front of Station #1. Captain Rigsby then discussed training that has been done and is proposed for the next few months. Jeff also reported that he and Brian recently met with Hot Springs Fire Chief Ed Davis and Matt Scroggins of Lifenet. They have already met with Londale, Piney, and Hot Springs Village fire departments.

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. Engine #1 also will need annual service.
  - Old Engine #1:  
The board authorized Brian to relist old Engine #1 for sale. Nothing has yet happened on getting Engine #1 sold.
- Engine 2
  - Only needs annual service
- Tanker 1
  - Will be needing annual service later this year.
- Tanker 2
  - Tank motor got damaged and is throwing oil. Part came in. Status on installation
  - Harry Baker said the carburetor for the pump needs to be rebuilt and should cost between \$105 - \$150. Pump has been received, but needs to be installed.
- Rescue 1
  - The board authorized Brian to list Rescue #1 for sale. Brian reported that it has been relisted for sale with company called FireTech. He said there has been some interested, but not as much as he was hoping to see. Brian is going to look for other sources to list Rescue #1.
- Rescue 2
  - Needs a 4" water control valve. It costs about \$1,500. Table until next month.
  - Replaced the headlights with halogen lights.
- 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.
- Station 1
  - Dirt work on office side of building tabled to next month to identify location of septic tank.
  - Motion: Rachel moved to approve Mike to spend up to \$250 to locate the septic tank at Station #1.**
  - Seconded: Lee seconded Rachel's motion**
  - Passed: Unanimously**
  - Jeff discussed wanting to get bids for redoing the driveway apron in front of Station #1. He said he has received a couple of bids already. It was discussed that we should advertise about seeking bids so everyone can have a opportunity to submit a bid for this project. This will be tabled until next month's meeting.
  - The rear door and office door quotes for rear and office doors and awnings were presented by Scott Greene. It was discussed that we should advertise for bids to do this work. We will table this item until next month's meeting. Mike asked about whether insurance might provide some coverage for the doors.
  - Jeff reported that he was told that the damage to the front of the station on the corner by the bay door where Engine #1 is housed is a dangerous situation. He was told this provides support for the building. We will need to check with our insurance company to get a claim filed to see if we have coverage.
  - Jeff reported that the middle bay door would go half way down and then go back up. He got a garage door company to come look at it and adjust it so it will work properly. Also the safety or emergency stops for the middle bay door were taped together and stuck up inside the opener box. They adjusted the door so it will close properly now and also installed the emergency stoppers so they will work properly.
- Station 2
  - Office and bathroom still needs to be completed. Tabled until next meeting.
  - Complete the walls. Tabled until next meeting.
  - Brian reported that the lower door panel that was approved was damaged in shipping and needs to be reordered. It was reported that the door to Bay #1 where Rescue #2 is located is compromised and the garage door people said it is best to replace the door. Brian explained that the garage door company pointed out problems with Bay door #1. Reinforcements came off because of the lower panel being damaged. Brian was told that the board cannot approve anything until the board meeting. The board had previously approved \$900 to replace the lower panel on this same door and the board had established an emergency allowance of \$1,500. Brian did not want the door to and damage an apparatus. He made the decision to have the door replaced at a cost of \$3,100 in anticipation of the board approving said door replacement at the next board meeting.
  - Motion: Rachel moved that we authorize payment of \$3,100 for the replacement of bay door #1 at Station #2.**
  - Second: Lee seconded Rachel's motion**

**Passed: Unimously**

- Joe was going to talk to Judge Mahoney about getting millings for Station #2. Tabled until next month's board meeting.

Maintenance report is accepted by consensus.

**OLD BUSINESS:**

- **Smoke Detectors – (John)**

John reported that 5 smoke detectors have been delivered. We still have 95 available. It was discussed that maybe we can make up a flyer to send home with the students. We will keep this on the agenda to know if anything happens.

- **Masks for SCBAs (Brian)**

Brian needs to get more information. Brian has not been called back by EVS. He met another vendor at the convention and will be getting in touch with them about availability and pricing. This is tabled until next month's meeting.

- **Apparatus Headsets (Brian)**

Ear pieces and headsets have been received. They have been given to the officers to use and are also on the trucks.

- **Delinquent Assessments – John**

John has the invoices and letters ready to print. John asked about also including a statement that shows all past due invoices as well as the current invoice. It was asked about whether we might want to send the letters out as certified mail. That only adds to our cost for mailing. It was also asked if we might want to send letters to insurance companies to inform them of which people have not paid their assessments. It was discussed that there is no way of knowing all the possible insurance companies to which we might mail that information and it would take considerable time to research it. It was discussed and thought best to include a statement showing the total assessment amount owed to the fire department.

- **Audit – John**

John reported that he had not found any other CPAs that will conduct an audit. He called several local companies. He was told there are no CPAs in the Hot Springs area that conduct audits. He did find one in Hot Springs, Jordan, Woosley that does audits, but they are not taking on any new clients. After much discussion about searching for CPAs in Benton, Bryant, and Little Rock, John told the board that the one we have a price from is in Little Rock. Mike Rigsby asked if we are legally required to do the audit. He was told there is no legal requirement, but as a public entity having an audit done every two or three years is a good idea. John stated that the price we had was from March and he will also check to see if there is any change in the cost of this audit.

**Motion: Lee moved that John be authorized to contact Garland and Greenwood CPA firm from whom we have a price to conduct the audit and discuss scheduling a time to begin our audit.**

**Seconded: Rachel seconded Lee's motion**

**Passed: Unanimously**

- **Winch & Rescue Basket – Brian**

Brian reported that the winch brackets were being installed on Engine #1 and Rescue #2. The stokes basket has been ordered. He is waiting to get the cabling and quick connects. He anticipates receiving everything prior to the next board meeting.

- **Communication – John**

John reported that he has researched several companies about getting messages to the community. Rachel told John about other providers that the school uses. Rachel had talked to someone at the water dept. but the system they use is only for water departments to use. This will be table until we can get more information.

- **Batteries & Chargers for Radios – Brian**

Batteries and chargers were received.

- **Quickbooks – John**

John reported that the online edition that was approved last month did not work to fulfill our needs. He could not enter and pay bills which is included in the next level and then budget information is not available until the next level up which will cost almost \$1,000. John said he decided to discontinue this online version and get the money back from Quickbooks. He will continue to use his desktop version that we purchased. The only potential issue is that we will no longer receive updates, but our desktop Quickbooks will still work as we need it.

- **Unassigned Equipment Audit – Jeff**

Jeff discussed that we have several turnout bags that are damaged and not in good condition. The department is also short of reflective vests, wildland turnouts, 1 3XL bulletproof vest, and one structural turnout set. He said the department is in need of 4 turnout bags, 4 reflective vests, 4 wildland turnout sets, 1 3XL Bulletproof Vest, and 1 Structural Turnout Set. Jeff said that all of the items will cost less than \$7,000. Jeff reported that we were able to get 5 turnout bags for \$300. Brian will be getting in touch with another vendor for the remaining gear because he has not been able to get information from EVS.

- **Summer Apparel & Ball Caps (Jeff)**

Jeff reported that he got all the shirts and caps for under \$1,600 which is significantly less than the budgeted and approved amount of \$2,600 for the purchase of apparel.

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

Jeff stated that he is waiting for the arrival of sample badges to show the board, but delivery time has been almost 6 weeks. He will discuss this item again at next month's meeting.

## **NEW BUSINESS:**

- **Enclose open covered area outside of Station #1**

- Mike proposed enclosing the covered area on the backside of Station #1. It will allow them to move the air compressor and ice machine located in the bay areas. They will get pricing and details to present at our next board meeting.

- **Hoses**

Two blue hoses need to be replaced because two were damaged at a fire scene and they are 50 ft 11/2 inch. They cost about \$300 each. Brian said that we cannot repair the hoses because they will not be NFPA certified. We cannot then use them on the trucks.

**Motions: Lee moved that we approve Brian to purchase two blue hoses for \$600 to replace the two damaged hoses.**

**Seconded: Rachel seconds Lee's motion.**

**Passed: Unanimously**

- **Combined Brush/Rescue Truck**

Jeff reported that he and Brian recently met with Hot Springs Chief Ed Davis. There is a need to replace Brush #1 with a combined Brush/Rescue Truck. Chief Davis said they purchase a truck and then build onto them what they need. Brian reported that Chief Davis said they purchase a used truck and then have the bed built onto it. A new Rescue/Brush truck would cost between \$175,000 to \$200,000. We may be able to find a late model truck with low mileage for about \$20,000 and then have the bed built onto it. Chief Davis said they would help in getting a truck setup for this purpose. This will be tabled until next month.

- **Station #1 internal/external updating**

Jeff is proposing painting the interior and exterior of Station #1. It is proposed that we paint both interior and exterior as an in-house project. This will be tabled until next month.

- **Collapsible Hose Rack Drying System**

This is something that might be needed to help dry hoses instead of laying them on the ground to dry. Mike discussed wanting to see if the hose dryer that is located in the outside open area under the roof works. If it works then we will not need a hose rack drying system. This will be discussed at next month's board meeting.

- **High Pressure Hose Reel System**

This is the high pressure system on the back of Engine #1. It is functional and can be used but the cost is outrageous. Brian said they have attempted to use the system on a couple of occasions, but it was not effective. They are recommending that we remove the high pressure system and sell it. He believes there is interest from other departments in a system like this. They have discussed putting two reels on the back of the engine which we have now along

with purchasing two hundred feet of collapsible hoses on each reel along with 2 nozzles that will cost \$296 for 2 nozzles and about \$333 per length of hose and we will need 4 lengths of hose. This will give us the ability to connect to the current system on the truck.

- **Grants**

Jeff is concerned that we are not utilizing resources effectively to apply for grants. He said that word he received from Scott Mizer is that they have a woman who does their grant writing and they get a grant every time. He wants to check with the other chiefs and get information on who they use to write their grants and also how to find out which grants are available and when. He said he will gather whatever information he can and report back to the board at next month's meeting.

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

It was decided to do pizza on Tuesday, June 20<sup>th</sup> at 6:00 pm. Beginning with next month's board meeting we will start having the fire fighter's meal the Tuesday following the board meeting.

**ADJOURNED:**

**8:59 pm**

**Motion to adjourn Lee moved that we adjourn: / Second: Rachel / No opposition.**

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**Meeting minutes submitted by:**

**John Brandt, Secretary/Treasurer**