

Fountain Lake Fire Protection District
Board of Commissioners Monthly Meeting
May 15, 2023

CALL TO ORDER:

6:00 pm

COMMISSIONERS PRESENT: QUORUM PRESENT

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

COMMISSIONERS ABSENT:

Jerry Vaughn (Chairperson)

OTHER ATTENDEES: Mike Rigsby, Harry Baker, Mason Fields, Destyn Fields, Jack Fields, Johnny Arnold, Karl Lowry, Jeanne Fields, Scott Greene, Susan Hayes, Trecia Willis, Debra Shannon, Brian Shannon, Joe Rapici, Mackenzie Rapici

MINUTES FROM MEETING:

Prior meeting minutes:

Minutes from the April 17, 2023 meeting were reviewed.

The April 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 February.

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 79 incidents for the month of April broken down as follows: 5 - fires (brush & structure); 50 – Rescue & Emergency Medical; 19 – Assists; 5 – Good Intent.

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.
- Engine 2
 - Only needs annual service
- Tanker 1
- Tanker 2
 - Tank motor got damaged and is throwing oil. Part came in. Status on installation
 - Harry Baker said the carburetor needs to be rebuilt and should cost between \$105 - \$150.
- Rescue 1
 - The board authorized Brian to list Rescue #1 for sale.
- Rescue 2
 - Needs a 4" water control valve. It costs about \$1,500. Steven said it is not a need right now and suggested we table this until next month.
 - Sensor for digital foam system
Status of Sensor
- Brush 1 (Forestry)
 - Will need annual service
 - There is a maintenance problem with the sled in the bed of the truck. Will report at the next meeting.
- Station 1
 - Dirt work on office side of building tabled to next month to identify location of septic tank. Tabled until weather clears up
 - Quotes for rear and office doors and awnings.
- Station 2
 - Office and bathroom still needs to be completed.

Motion: Rachel moved that we authorize Brian to spend up to \$1,500 to hire a plumber for the bathroom at Station #2

Second: Rachel's motion was seconded by Lee

Passed: Unanimously

- 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.
- Joe was going to talk to Judge Mahoney about getting millings for Station #2

Maintenance report is accepted by consensus.

OLD BUSINESS:

- **Smoke Detectors – (John)**

John reported that 2 more smoke detectors were delivered and that 2 more have been requested. Once the last 2 are delivered we will have 95 available. We will keep this on the agenda to know if anything happens.

- **Masks for SCBAs (Brian)**

Brian needs to get more information. This is tabled until next month's meeting.

- **Apparatus Headsets (Brian)**

Not needed.

- **Land – John**

John had still not heard back from the gentleman who owns the land next to Auto Zone.

- **Delinquent Assessments – John**

John is still working on getting the datafile completed.

- **Audit – John**

John reported that he had not found any other CPAs that will conduct an audit. He was given another couple of names and will keep researching.

- **Winch & Rescue Basket – Brian**

Brian reported that the winch brackets were being installed on Engine #1 and Rescue #2. He is still searching for a Stokes Basket.

- **Communication – John**

John reported that TextMagic charges \$0.04 per message. He is going to continue researching other options. Rachel is going to check with someone she knows at the water district to ask what service they use.

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

Brian reported that we are missing some batteries and battery chargers. He said that we need 12 of each 1000 model and 8000 model batteries and 12 chargers. He said the cost of the batteries is \$157 each and \$87 each for the chargers. After much discussion the following motion was made:

Motion: Joe moved that we authorize Brian to purchase 8 1000 model batteries, 4 8000 model batteries, and 12 batter chargers for \$3,088. Rachel amended Joe's motion to authorize Brian to purchase 12 1000 model batteries, 4 8000 model batteries, and 12 battery chargers.

Second: Joe seconded Rachel's amended motion

Passed: Unanimously

NEW BUSINESS:

- **John's Laptop – Jerry**

John reported that Jerry asked him to put the replacement of his laptop on the agenda due to it his laptop being damaged at the end of our March board meeting when it was accidentally pulled off the table onto the floor. John reported that he found a laptop that will meet his needs for about \$650. Trecia Willis suggested that he also contact Danny at the Computer Store as he might be able to help give him advice and possibly have access to a computer for a better price. She gave John Danny's phone number.

Motion: Lee moved that John be approved to purchase a laptop to cost up to \$700.

Second: Joe seconded

Passed: Unanimously

- **Quickbooks – John**

John reported that our current Quickbooks desktop will no longer be supported or receive updates after May 31st. He requested that we move our Quickbooks platform to an online edition as the cost for an annual desktop edition will be \$549 whereas he thinks we can use the simple Quickbooks edition which will only cost \$160.

Motion: Lee moved that we upgrade to the Quickbooks online edition for \$160 per year.

Seconded: Rachel seconded the motion.

Passed: Unanimously

- **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. After much discussion, Joe Turner made the following motion:

Motion: Joe moved that we approve that Jeff can purchase the above items not to exceed \$7,000.

Second: Rachel seconded Joes Motion

Passed: Unanimously

- **Station #1 Driveway Apron**

Jeff discussed the poor condition of the driveway in front of Station #1. After discussion it was determined that for a project of that size we will have to obtain at least 3 bids. Jeff is going to look for companies to bid on this project.

- **Dumpster Rental (Jeff)**

Jeff told the board that there is a lot of trash at both stations that he wants to get rid of and is requesting to get a dumpster placed at Station #1. The trash from Station #2 can be brought there to be put into the dumpster. It was decided to table this until the June meeting.

- **White Board & Pens (Jeff)**

Jeff pointed out to the board that the only white board is small and on the back wall next to the doors to the bay area. When conducting a meeting the fire fighters have to turn around to look at that board. Jeff wants to get a 72" x 48" White Board to put on the wall under the screen where it can be used during meetings and training and have it better located to be seen. He also said he wants to get new pens to use with the white board. He said the total cost should be less than \$300 for the White Board and Pens.

Motion: Rachel moved that we approve Jeff to obtain a 72" x 48" White Board with Pens for \$300 plus tax.

Seconded: Lee seconded Rachel's motion

Passed: Unanimously

- **Headsets for Apparatus (Brian)**

Brian reported that when operating the pumps on the vehicles it can be difficult if not impossible to hear radio calls. He is recommending that we purchase earpieces and headsets to be used by the officers and operators of apparatus. He said each set will cost about \$100 dollars and we will need 4 sets for the 4 officers, 2 sets (1 set for each of the two engines), and 4 sets (2 sets for each of the two tankers). An additional \$200 will be needed for batteries and holders. He said that \$1,200 plus tax should cover everything.

Motion: Lee moved that we approve up to \$1,500 including tax for the purchase of 10 earpieces and headsets.

Second: Rachel Seconded Lee's motion.

Passed: Unanimously

- **ID Cards (Brian)**

Brian said that we are out of ID cards and need to purchase more for our new personnel. He also reported that the county will print the cards for us, but we need to supply the cards and the data to be printed on the cards. We received a notice from the company who supplies the program for inputting the data for each fire fighter/EMR and their qualifications. It will cost \$150 to renew the program for another year along with about \$40 to purchase the ID Cards.

Motion: Rachel moved that we approved Brian to spend up to \$200 to purchase new blank ID Cards and renew the software program.

Second: Joe seconded Rachel's motion

Passed: Unanimously

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

Jeff reported that we have \$2,600 that was approved for the purchase of apparel. Jeff wants to purchase t-shirts, polo shirts, and ball caps.

Motion: Rachel moved that we approve Jeff to purchase t-shirts, polo shirts, and ball caps not to exceed \$2,600.

Second: Lee Seconded Rachel's motion

Passed: Unanimously

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

Jeff requested that we table this item until next month's meeting.

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

Jeff wants to reinstitute the monthly meals for the fire fighters. He was told that the meals can be started again.

- **Command Staff Introductions**

Each of the four officers introduced themselves and talked about their qualifications.

Motion: Lee motioned that the meeting be adjourned

Second: Rachel seconded Lee's motion.

Passed: Unanimously

ADJOURNED:

8:40 pm

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

Meeting minutes submitted by:

John Brandt, Secretary/Treasurer