

Fountain Lake Fire Protection District
Board of Commissioners Monthly Meeting
November 20, 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 Harry Baker, Lieutenant Johnny Arnold, and Lyn Price

GARLAND & GREENWOOD CPA (JOHN BROCK)

John presented the options available to the department in lieu of a formal audit. He explained that there are different assurance levels. The most basic is a Compilation. This provides no assurances. They only take our information and put it into financial statements. The next level up is a Review. Here they will do some analytical procedures and asks questions of management. This provides limited assurance. Then there is an Audit. With an audit, they look at internal controls, they go through all the different types of accounting with adjustments and things. With an audit they will provide a financial opinion. He said he is thinking that for us they can do an alternative assurance called an Agreed upon Procedures. Do this they will test as little or as much as we want them to check. The procedures can be tailored to best suit our needs. He said they can easily check our receipt of assessments, grants, and Act 833 monies. We can then tell them how many disbursements we will want them to look at either monthly, quarterly, or annually. He believes that by doing the Agreed upon Procedures, they can provide us with the necessary assurances that we want and save us some money from doing an audit. After several questions, the board thanked John for coming.

MINUTES FROM PRIOR MONTH'S MEETING:

Prior meeting minutes:

Minutes from the September 18, 2023 meeting were reviewed as well as the minutes from the September 25, 2023 special board meeting.

The September 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 October.

Bank Accounts:

General - \$81,728.86

Restricted - \$28,615.80

Financial reports are accepted by consensus.

Chief's Report (Harry):

Chief Baker gave the chief's report. We had a total of 59 incidents in September: 9 fires, 43 rescue and emergency calls, 1 hazardous conditions (no fire) calls, 1 good intent call, 2 service calls, 1 false alarm, 1 severe weather call, and 1 special incident call.

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. He also reported that he, Johnny Arnold, and Sarge attended the Fountain Lake Town Hall Fall Festival. While there he was introduced to Leland Greene who is the career counselor at Fountain Lake High School. He told John that all students are now required to have volunteer hours in order to graduate. He said there are some students who are interested in learning about the fire service and he might like for someone from the department to come address his students.

Publicity report accepted by consensus.

Maintenance Report (Harry):

- Engine 1
 - Fuel filters need to be changed.
- Engine 2
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- Tanker 1
 - Waiting on oil filters to complete annual service
- Tanker 2
 - Tank motor got damaged and is throwing oil. Part came in. Status on installation.

- Waiting on the oil filters to complete annual service.
- Rescue 2
 -
- Brush 1 (Forestry)
 - Annual maintenance is complete.
 - There is a maintenance problem with the sled in the bed of the truck. The pump is leaking when it runs because it needs a new seal.
- Station 1
 - Driveway Apron
Joe said he should be able to start in at least two weeks.
 - Doors and Awnings. (John)
John left Scott a voicemail message asking when he might start the work. See if Scott can give us a date before our next meeting about when he will start the work. Tabled until next meeting.
 - Enclose open area under roof (Johnny Arnold).
Johnny said that he has been busy.
 - Painting of Exterior (Johnny Arnold)
Johnny reported that the interior has been painted. Johnny recommended that we wait until he finished enclosing the open area and putting up the metal before we worry about painting the exterior. He said it might be best to wait until Spring.
- Station 2
 - Harry reported that has a few of the wall plugs wired up all electrical plugs need to be put in along with the trim around the floor along the walls. There is no shower stall yet. We discussed that we had approved getting a shower stall from Federal Surplus for \$75.00, but that had not happened. As of now only John is on the list of Federal Surplus as both Brian Shannon and Jeff Hayes are no longer with the department. It was discussed that John will contact Federal Surplus about adding Harry Baker, Joe Turner, and Jerry Vaughn.
 - Harry said that he wants to use screws to put the plywood up. Someone had used 6 penny nails and they are now coming out. The plywood that is there at Station #2 is to complete the walls.

Maintenance report is accepted by consensus.

OLD BUSINESS:

- **Smoke Detectors – (John)**

John reported that we still have 95 units available. John asked and the board told him to only report on this periodically rather than every month..

- **Audit – John**

John said that he likes the idea of having Garland and Greenwood do the Agreed upon Procedures and that we should do one year. After some discussion the following motion was made.

Motion: John moved that we engage the services Garland and Greenwood CPA to develop and perform Agreed upon Procedures for the year 2022 at a cost of between \$4,500 to \$6,000.

Second: Rachel seconded

Passed: Unanimously

- **Communication (John)**

Tabled until our December meeting.

- **Grants (John)**

John reported that he has been in contact with Lexipol. The AFG Grant does not open until January 2024. He will have more to report at our next meeting.

- **Hoses – (Harry)**

Harry reported that he has two quotes for the price of hoses. Harry said that we need 20 DP17 hoses at a cost of \$3,437.40

Motion: Joe moved that we approve Harry to do purchase the 20 DP17 50' hoses from Banner Fire Equipment for a cost of \$3,437.40.

Second: Lee seconded

Passed: Unanimously

- **PPE – (John)**

PPE has been ordered and we are waiting for delivery.

- **Cascade System – (John)**

John reported that the cascade system is going to be part of the grant we request with the SCBAs.

- **Security System – (Jeff)**

John reported that Devon met him here last week and went through all the wiring in the building. He traced where all wires lead including the wiring for the cameras. Some wires were not connected and he connected them so we can now get cell phone service in the

building. Devon has connected one camera in the office with the DVR system. He will reschedule a time to come back to connect all the other cameras. Johnny Arnold said that we need to get the lock on the door at Station #2 reprogrammed. John reported that he has the instructions, but has not figured out how to do it yet.

- **Insurance Review (John)**

John needs to get in touch with the insurance agent whose name Scott Miser gave to Jeff. It is a good idea for us to do an insurance review. The board agreed.

- **Rescue/Brush Truck (Jerry)**

John reported that the man in Alabama did not want to commit to a price without having an order for a truck. Jerry said that rather than us purchasing a used truck and taking on someone else's problem, he thinks we might be better served by looking into a new truck. Jerry also said that Johnny Arnold and Harry both recommended that instead of stripping parts off of Brush #1 and sending the truck back to Forestry, that we should keep Brush #1 and move it to Station #2. The board decided to keep researching trucks to see what can be found.

NEW BUSINESS:

- **Invoice from All Pro Plumbing (John)**

Joe Turner presented an invoice for the work he has done at Stations #1 and Stations #2. The invoice is for the following items: 6 loads of citypit for Station #2 at \$240 per load for a total of \$1,440.00, a load of fines at \$30.00, 2 trips to Station #2 for 8 hours to spread the fines, citypit, and millings for a cost of \$800.00, and digging up the sewer line to the septic tank at Station #1 and replacing the line that was broken and pumping the septic tank for 4 hours at a cost of \$850.00. The total invoice is for \$3,120.00.

Motion: John moved that we approved the payment of \$3,120.00 to All Pro Plumbing for the work performed.

Second: Rachel seconded

Passed: Unanimously

- **Cut Tree by Station #2 Cleanup (Joe)**

Joe said that he was wanting to cleanup the remains of the tree that was cut down at Station #2. Lee said that he saw a man and woman there getting some of the wood. John told the board that he has had a couple of calls asking if they can have the wood and he tells them yes they can. Joe said that he was going to volunteer to clean it up.

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

The fire fighters voted last week to have Wendy's chili for their monthly meal. Tomorrow night John will pick up the chili for the meal tomorrow night.

Comments and Questions:

Lynn Price asked who he might have to talk to to get a tornado siren out in out area. He was told that might be the County Judge or Dept. of Emergency Management.

Johnny Arnold said that he was in Walmart last Saturday and he was wearing his Fountain Lake Fire Dept jacket. A lady approached him and asked if anyone had been to the fire dept. to discuss suicide prevention week. Johnny told her no one had been in touch with the fire dept. Johnny said that he gave her his phone number. She said she will give him a call to have someone meet with our fire fighters and emergency responders.

ADJOURNED:

7:45 pm

Motion to adjourn: John moved that we adjourn

Second: Lee Seconded

Passed: Unanimously

Meeting minutes submitted by:

John Brandt, Secretary/Treasurer