

**AGENDA**  
**Avery County Fire Commission**  
**Regular Meeting**  
**March 8, 2018**

- 7:00 p.m. I. Convene Meeting/Invocation
- 7:02 p.m. II. Call to Order  
Additions/deletions to agenda  
Public Comments
- Agenda Items
- 7:05 p.m. A. Brooks Report from the Association  
B. Linville Centrals requesting Funds from the Fire Commission.  
To purchase Fire House Incident Reporting Module.  
C. Discussion and Bid opening / awarding (Fall Creek Brush truck )  
D. Training request From Bryan Bodford for Employee Brian Ledford  
To take Fire Bridge Training in Ashville on March 26/2018  
E. Bryan Bodford request the Fire Commission to pay to have Newland's  
New trucks vehicle protection with fluid film and wax  
F. Dean Gibbs request for a tow package to be installed on Crossnore's  
New QRV.  
G. Frank Fire Department requesting to bullet proof there brush truck  
due to ongoing problems with the engine.
- 7:40 p.m. FDC Report  
1. 9S inspection at Elk Park
- 7:45 p.m. IV. Approval of minutes from February 8th 2018
- 7:48 p.m. V. Upcoming Meetings & Other Issues of Concern
- Next Fire Commission regular meeting will be April 12<sup>th</sup> 2018  
at 7pm in Avery County Commissioner's board room  
Avery County Firemen's Association meeting, April 5<sup>th</sup>  
2018 at Crossnore Vol. Fire Dept. at 7:00pm.
- 7:50 p.m. VI. Closed Session
- 7:55 p.m. VII. Adjourn

## AVERY COUNTY FIRE COMMISSION MINUTES

The Avery County Fire Commission met in a Regular meeting on Thursday, February 8, 2018, at 7:00 p.m. in the Commissioners' Boardroom, Newland N.C.

Bob Garland led prayer.

### I. CALL TO ORDER (7:00 p.m.)

Chairman Mathes called the meeting to order at 7:00 p.m. All Board members were present except Corey Hughes. Charlie Franklin and Beth Reath also present.

II. **ADDITIONS / DELETIONS TO AGENDA:** Agenda Item "J" added. Linville Fire Dept. issue from November 2017 meeting. Levin Suddreth reminded that Linville had not been paid for building repairs.

**Motion made by Johnny Mathes, second by Bill Beuttell to approve addition of Item "J" to Agenda. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

III. **PUBLIC COMMENTS (7:01 p.m.):** None

### IV. AGENDA ITEMS (7:02 p.m.)

**A. JIM BROOKS' REPORT ON FIREMAN'S ASSOCIATION DISCUSSIONS REGARDING STAFF VACANCY ISSUES:** Jim explained that during the Chief's meeting, they discussed Crossnore Fire Station being unmanned for several days. He noted the issue of employees not being cross-trained at other departments (for other skills). He feels the most important aspect is medical training. Regarding operation of trucks, he feels most everyone can perform. There's no need to have a station unmanned. The consensus was that Charlie must determine the best training that will benefit all paid employees and departments. The recent situation was that several people were out all at once and this is rare. The Board agreed this should be Charlie's call and directed him to use his judgment to manage staffing vacancies at Fire Stations.

Charlie's explained his dilemma in that he can't move someone when they're not trained on the equipment. That is the issue for him. He noted that the situation at Crossnore was due to various employees being absent due to sickness, vacation, or having a doctor's appointment. His choices for resolving are limited. Mark Taylor (Linville Fire Dept.) noted that he believes that most everyone can get a trucks to a fire scene. Jeremy (Fall Creek) suggested that people be moved around to train a few hours at different stations. Jim Brooks stated that the Personnel Policy states that as Coordinator, Charlie has the right to move people where they are needed. Bill agreed. Levin asked if employees (after In-Service training class at Mayland) could go to train on equipment at various stations. Charlie will make determination on how to best solve this issue.

**B. FIRE COMMISSION OFFICER ELECTIONS FOR CHAIRMAN, VICE-CHAIRMAN, SECRETARY AND TREASURER:** Nominations made as follows:

1. Nomination of Bill Beuttell for Chairman.

**Motion made by Jim Brooks, second by Matt McClellan to approve election of Bill Beuttell as Chairman. Bill accepted. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

2. Nomination of Jim Brooks for Vice-Chairman.

**Motion made by the Bill Beuttell, second by Matt McClellan to approve election of Jim Brooks as Vice-Chairman. Jim accepted. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

3. Nomination of Beth Reath for Secretary.

**Motion made by the Board, second by the Board to approve election of Beth Reath as Secretary. Beth accepted. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

4. Nomination of Charlie Franklin for Treasurer.

**Motion made by the Bill Beuttell, second by Johnny Mathes to approve election of Charlie Franklin as Treasurer. Charlie accepted. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

**C. LINVILLE CENTRAL RESCUE - REQUEST FOR REIMBURSEMENT OF STAFFING COST:** Bob Garland requested that the Fire Commission reimburse the cost of Shane Garland who worked to fill in temporary staff vacancy. This occurred when Dena Wright went to Frank Fire Dept. The amount is \$663.14. Bob noted that he and Charlie are working to set up interview with an applicant to resolve within a month.

**Motion made by Bill Beuttell, second by Jim Brooks to approve reimbursement by Fire Commission to Linville Central Rescue for cost of Shane Garland - staffing at station in the amount of \$663.14. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

**D. LINVILLE CENTRAL RESCUE - REQUEST FOR FUNDS TO PAY FOR FIRE HOUSE (Incident Reporting) SOFTWARE:** Bob Garland explained that their current software doesn't work for their needs (reporting medical as well as other incidents). He's requesting that the Fire Commission purchase the software which will help them. The cost is a yearly cost of \$1,075. Jim asked could this be covered by State grant and noted this should be allowed for in the budget. Bill directed Bob to find out if this cost can be covered by grant. If not, to include it in the budget. Chairman Mathes asked that this information be provided at the March meeting and Bob agreed.

**E. TRUCK COMMITTEE REPORT - FALL CREEK BRUSH TRUCK:** Matt McClellan (Truck Committee Chair) stated that after meeting with Fall Creek to review their specifications for a brush truck, the Committee recommends that the Fire Commission send the spec out to bid. Matt then provided the written spec sheet to Chairman Mathes. Charlie stated the spec does fall under bid process criteria. He asked what the price would be. Matt noted there was not a price provided on the spec sheet.

**Motion made by Jim Brooks, second by Matt McClellan to Advertise for Bids for the Fall Creek Brush Truck. Chairman Mathes asked for further discussion. Motion approved by those in attendance.**

The written spec sheet was then given to Charlie. Charlie stated he would post this advertisement the following day.

F. **TRAINING REQUEST FOR DENA WRIGHT:** Dena requests training for Fire Control classes held March 15-18, 2018 (Thurs., Fri., Sat., and Sun.). Training will take place out of the County.

**Motion made by Jim Brooks, second by Matt McClellan to approve cost and time required for Fire Control training classes for employee Dena Wright for March 15, 16, 17, and 18, 2018. Chairman Mathes asked for further discussion. Motion approved by all in attendance.**

G. **TRAINING CLASS REQUEST FOR CHARLIE FRANKLIN:** Charlie requests training at the NC Emergency Management Conference on March 26, 27 and 28, 2018. The Conference location is in Cherokee.

**Motion made by Bill Beuttell, second by Jim Brooks to approve cost and time required for Charlie Franklin's attendance at NC Emergency Management Spring Conference March 26, 27, and 28, 2018. Chairman Mathes asked for further discussion. Motion approved by all in attendance.**

H. **DATE SET FOR INITIAL 2018/2019 BUDGET REVIEW MEETING:** The Board set the meeting date for Monday, February 26, 2018 at 5:00 PM.

**RE-SCHEDULING OF REGULAR FIRE COMMISSION MEETING FOR MAY:**  
Beth stated she is unable to attend the May 10th meeting. To accommodate her absence, the Board rescheduled the meeting to May 17, 2018. Charlie will send out a reminder in May to the Board.

I. **ELK PARK REQUEST FOR PURCHASE OF NEW TREADMILL:** This item discussion delayed - *See Page 4 under FDC Report and NOTE.*

J. **LINVILLE VOLUNTEER FIRE DEPARTMENT FUNDS TO FINISH BUILDING REPAIRS, ADDITIONAL COST FOR HVAC VENTING, AND DOOR ORDER & INSTALLATION:**

(1.) Levin Suddreth reminded Charlie that these funds had not been provided to Linville. Charlie reviewed his records (Nov. 2017 minutes) and noted he had sent Roy an email to confirm that they had money to cover their repairs. He confirmed they do have the necessary funds for these repairs and will follow up in getting this to Linville. No action by the Board is necessary.

(2.) Charlie noted the Board's past approval of Linville's new HVAC. Mark Taylor explained that when the original system was installed, it had not been properly vented to outside of the building. The additional venting cost is \$438.91. The bill will be given to Charlie to pay directly.

**Motion made by Bill Beuttell, second by Jim Brooks to approve Fire Commission payment of Complete Comfort Invoice for providing additional venting of HVAC system at Linville in the amount of \$438.91. Chairman Mathes asked for further discussion. Motion approved by all in attendance.**

(3.) Doors: Mark and Levin stated the contractor wanted payment before he ordered the doors. (This is from New River Building Supply). He wants Charlie to pay and Charlie requested an invoice. Mark will get paperwork to Charlie.

V. **FDC REPORT (7:35 p.m.)** - Charlie Franklin updated the Board on the following:

1. Fireman's Assn. Dues - Death Benefit: Despite a long delay, he was able to resolve this issue - all firemen have death benefits. This includes the Ladder Company. This is

for a total of 38 members. Bill noted he had been contacted by Ms. Andrews with insurance questions and referred her to Charlie. Charlie sent her the information she needed.

2. Equipment Purchases and NC Forestry Grants: All fire departments received the grant except for Linville and Banner Elk. Levin noted Linville was incorrectly thought to be on a suspension of funding list, but this was resolved as they were not on the list. Therefore, they have grant approval. Jim asked why Banner Elk didn't get their grant and Charlie explained he has no access to their information. Chairman Mathes noted that with grants, all equipment is paid for first by each Fire Department before Raleigh will cut the check. Charlie noted departments pay entire amount upfront. The process is for each department to bring him their invoice the same day as their check is sent off and he will reimburse the department. He asked for confirmation from Ben (Fall Creek) and Ben agreed. Charlie said he can turn this around same day if a station has the funds to pay this. Chairman Mathes read from instructions that NCFPS requests an invoice and a copy of cancelled check (or credit statement) by May 31, 2018.

The Board then instructed Charlie to find out why Banner Elk did not get their grant.

3. Rescue Classes for Paid Staff: Charlie asked Chicken to speak. Chicken said these classes are set up for the end of February. Currently, one per month will be hosted. The teacher is very busy, but he's top notch. Charlie expressed his appreciation for the work they had done to investigate this training. Chicken added that this allows paid employees (and volunteers possibly) to train together and to help one another. Their training will benefit others. There are 7 paid employees that need the training. Charlie said classes will be held conveniently here in the County.

**NOTE:**

Charlie suggested a recess for Board members to review CLOSED SESSION minutes of December 14, 2017. Before the recess, the following item was addressed:

**AGENDA ITEM:**

I. **ELK PARK REQUEST FOR TREADMILL**: In Jeremy Franklin's absence, Charlie requested a new treadmill for Elk Park. The motor went out on their old treadmill. Bill asked for the price, but Charlie had no prices. Jim recommended that this item be put in the new budget. Chairman Mathes noted a grant will not cover exercise equipment. Charlie will request Elk Park to get prices and put this item in their new budget (budgets are due February 15th).

**\*\*\* RECESS - BOARD REVIEW OF CLOSED SESSION MINUTES (7:52 p.m.) \*\*\***

**VI. APPROVAL OF MINUTES FOR DECEMBER 14, 2017 (8:02 p.m.):**

**Motion made by Jim Brooks, second by Bill Beuttell to approve December 14, 2017 meeting minutes. Motion approved by those in attendance.**

**VII. UPCOMING MEETINGS AND OTHER ISSUES OF CONCERN (8:03 p.m.):**

-Fire Commission Budget meeting will be Monday, February 26, 2018 at 5:00 p.m. in Avery County Commissioner's Board Room, Newland.

-Next Firemen's Association meeting will be March 1, 2018 - Elk Park Vol. Fire Dept. at 7:00 p.m. (Chief's meet at 6:30)

-Next Fire Commission Regular meeting will be March 8, 2018 at 7:00 p.m. in Avery County Commissioner's Board Room, Newland.

**OTHER ISSUES OF CONCERN:**

Bob Garland stated that Linville Central Rescue needs a new QRV. He would like to know what the replacement schedule is for their vehicle. The cost would be a approximately \$50,000. Matt McClellan advised Bob that this purchase should be included in the upcoming budget for next year.

Jim Brooks noted that \_\_\_\_\_ was to document his meeting with Phil Barrier regarding \_\_\_\_\_.

**VIII. ADJOURN (8:05 p.m.):**

**Motion made by Bill Beuttell, second by Matt McClellan to adjourn the meeting.  
Motion approved by those in attendance.**

\_\_\_\_\_  
**Bill Beuttell, Chairman  
Avery County Fire Commission**

**Attest:** \_\_\_\_\_