

AGENDA
Avery County Fire Commission
Regular Meeting
April 12, 2018

- 7:00 p.m. I. Convene Meeting/Invocation
- 7:05 p.m. II. Call to Order
 A. Additions/deletions to agenda
 B. Public comments
- 7:10 p.m. III. Agenda Items

 A. Steven Becket From air med care to speak on flight insurance.
 B. Newland VFD Request for funds For Repairs on their Brush
 Truck.
 C. Newland Fire Dept. Request for Truck for remaining funds from
 Newlands New engine.
- 7:40 p.m. FDC Report
 1. Up Date on Budgets
 2. Up Date on Banner Elk Forestry Grant
- 7:55 p.m. IV. Approval of minutes from March 7th, 8th 2018
 Meetings
- 8:00 p.m. V. Upcoming Meetings & Other Issues of Concern
 Next Fire Commission will be May 10, 2018 at
 7:00pm. In Commissioners board room. Avery
 County Firemen's Association meeting March 3,
 2018 at Frank Vol. Fire Dept. at 7:00pm
- 8:05 p.m. VI. Closed Session
- 8:15 p.m. VII. Adjourn

**AVERY COUNTY FIRE COMMISSION
BUDGET MEETING MINUTES**

The Avery County Fire Commission met in a **Special** Meeting on Wednesday, March 7, 2018 at 5:00 p.m. in the County Commissioners Conference Room, Newland, NC. This is the 2nd budget meeting for the 2018-2019 budget.

- I. Johnny Mathes led in prayer.
- II. **CALL TO ORDER:** Chairman Bill Beuttell called the meeting to order at 5:00 p.m. All Board members were present except for Corey Hughes. Corey notified Charlie Franklin that he would be unable to attend the meeting due to family issues. Also present at meeting: Charlie Franklin and Beth Reath.

NOTE:

All decisions by Fire Commission are pending approval of Budget.

III. AGENDA - DISCUSSION & DECISIONS REGARDING 2018-2019 BUDGET (5:02 p.m.)

Amended Budget Amounts (*budget amounts on 2/26/18 spreadsheet #2 are hereby replaced by amounts reflected below*):

2017-2018 Budget	=	\$2,530,500	
2,530,500 x 5% (for County growth)		+ <u>126,525</u>	(approximate)
		\$2,657,025	Corrected (Target) Amount for 2018-2019 Budget

Budgeting Guideline: Certain Line Items are "Capped" at a fixed amount for all stations. Consideration is given for special circumstances where station has a specific need.

Station wear for all fire departments is paid out of Line Item 24 of Fireman's Association budget.

First reviewed were large ticket items throughout the Spreadsheet:

A. LARGE AMOUNT BUDGET LINE ITEMS REVIEWED - ALL DEPARTMENTS

(Line Items were checked to be sure there were no double entries).

Fire Commission Line Item 91 - Capital Equipment is \$520,000. It was reviewed and left "as-is". Charlie explained that this number is for truck purchases as follows:

\$ 400,000.00	engine (to be determined by Truck Committee)
\$ 70,000.00	equipment truck for Frank Fire Dept.
<u>\$ 50,000.00</u>	QRV for Linville Central***
\$ 520,000.00	

See adjustments to other Large Amount items below:

Line Item	Item Description	Changes to Spreadsheet #2 (saved as #3)
51	Loans-Buildings	delete \$107,000 from Fire Commission column
91	Capital Equipment	delete \$50,000 from Linville Central column (this number duplicated within \$520,000 under Fire Commission column)
		delete \$386,000 from Green Valley column
		delete \$395,000 from Seven Devils column
		delete \$40,104 from Linville Fire Dept. column
		delete \$30,153.75 from Fireman's Assn. column
		delete \$41,000 from Elk Park column (Jim reviewed their justification-this would replace a 2004 truck)
2	Grants	delete \$268,000 from Fire Commission column

GENERAL DISCUSSION & COMMENTS:

Charlie Franklin brought up the need for a new generator at Hackshaw. After discussing, it was noted that this expense should be paid for with County Communication funds or shared by various departments.

- Bill noted that this is a re-evaluation year and a re-election year. We've told the County Commissioners in previous years that if the tax had been left at 7-cents, this would have been ideal.
- Charlie expressed the need for insurance representatives to come explain accident, sick, and life insurance benefits to the Board. Policy information is hard to read and answer questions about, so he will arrange for Melba and John to come in and explain. He will send an email notification out when this meeting will occur.
- New hire base rates were discussed. Charlie stated the current Fire Commission base rate is \$27,900 with increases as certifications are obtained. With benefits, this would be \$39,400+/-.
- Current rosters are needed from all stations who did not supply them with budgets.
- Medical Equipment such as gloves, Epinephrine, Narcan is supplied by the Fire Commission.
- New Truck Purchases: Bill suggested possibility of purchasing trucks shipped from Texas to J&D and selling for \$15,000. These trucks were flooded and come with no warranty, but they are expensive trucks which have been deeply discounted. If new wiring can be installed in these for a reasonable cost, then this may be a great option. Matt McClellan (Truck Committee) noted that if the computers were replaced and wires allowed to dry completely, these trucks might be a great option. He will

investigate this further, as he has a friend who works at a dealership that is knowledgeable. Jim Brooks noted that insurance on salvage vehicles could be obtained.

B. INDIVIDUAL FIRE DEPARTMENTS - BUDGET LINE ITEM REVIEW (in order of spreadsheet listing):

Note: exceptions are Beech Mountain and Fire Commission
BEECH MOUNTAIN

Line Item	Item Description	Changes to Spreadsheet #2 (saved as #3)
85	Miscellaneous Expense	change to \$500

BANNER ELK (review delayed until next budget meeting)

CROSSNORE

Line Item	Item Description	Changes to Spreadsheet #2 (saved as #3)
13	Pension	add \$1,200 (determined by phone call to Dean Gibbs)
71	Heating Fuel	changed to \$2,000

ELK PARK

Line Item	Item Description	Changes to Spreadsheet #2 (saved as #3)
41	Medical Equip't Maint.	changed to \$500
45	Building Maintenance	no change (prev. capped), but comment made that they need to use their fund balance to make improvements/needed floor repairs, etc.
70	Electricity/Utilities	changed to \$3,500
71	Heating Fuel	changed to \$2,000
72	Telephone/Internet	changed to \$3,000
73	Office Furniture	changed to \$ -0- (use fund balance)
80	Fuel Trucks	changed to \$4,000
84	Bookkeeping	changed to \$2,400
85	Miscellaneous	changed to \$2,000
90	Capital Projects	changed to \$ -0-
91	Capital Equipment	changed to \$ -0-

FALL CREEK

Line Item	Item Description	changes to Spreadsheet #2 (saved as #3)
30	Fire Fighting Equipment	changed to \$1,500 (from -0-)
41	Medical Equip't Maint.	changed to \$1,000
71	Heating Fuel	changed to \$5,000
73	Office Furniture	changed to \$ -0- (use fund balance for this)
80	Fuel for Trucks	changed to \$4,500

FIRE COMMISSION

Line Item	Item Description	Changes to Spreadsheet #2 (saved as #3)
10	Salaries	changed to \$391,400 *** see comments below
24	Station Wear	changed to \$6,000
30	Fire Fighting Equipment	changed to \$ -0-
92	Grants	changed to \$ -0- (as noted page 2)

GENERAL DISCUSSION & COMMENTS:

- If / when budget is approved, Charlie will notify fire departments they are to furnish for turn-out gear / fire fighting equipment for their station employees.

- Implementation of a **401k Plan** for Fire Commission employees is contingent upon budget approval. The Board agreed to this expenditure. This amount is 3% of line item 10 - Salaries. $3\% \times \$380,000 = \$11,400$. Total = \$391,400***. Chairman Beuttell asked Charlie to let staff know that they are receiving a raise with implementation of this plan.

Charlie put forth 2 new items for the Board's consideration:

1. Bookkeeping & Payroll Processing - Contingency Plan: This issue concerns having a person in-place to process the entries for bookkeeping and payroll in case of his absence. He would like to train Jeffrey Thompson. Jeffrey is a senior rover. Chairman Beuttell suggested that Beth might train also. Charlie will work with Jeffrey and Beth on training.

2. Compensation by Comp Time: This is regarding compensation to Fire Commission employees for response to fully confirmed structure fires occurring after hours (3:00 p.m.). The Board agrees to award Comp Time with proper documentation. This item is to be discussed further.

FINAL COMMENTS:

The Budget Grand Total after the spreadsheet changes noted in these minutes is: **\$2,454,335**

Target Budget Amount from page 1 =	\$ 2,657,025
Budget Total after changes	<u>- 2,454,335</u>
Under Target Budget Amount	\$ 202,690 (approx..)

Chairman Beuttell stated that considering the Fire Commission's current financial status (its cd and checking / cash account), he would like to see the savings above well spent, versus keeping it in a fund balance (which might appear as we're hoarding it). Suggestions for purchases were: CPR compressions equipment, the flooded (fixable) salvage trucks previously mentioned, Viper radios, paying down Frank building loan, and the addition of more employees to allow for night coverage (2 employees at all stations - one for day and one for night).

UPCOMING BUDGET MEETING (8:58 p.m.):

The next Budget Meeting of the Avery County Fire Commission will be on March 21, 2018 at 5:00 PM in the Commissioner's Boardroom, Newland, NC.

MEETING ADJOURNED (9:00 p.m.)

**Motion made by Bill Beuttell to Adjourn and second by Jim Brooks to adjourn the meeting.
Motion unanimous by those in attendance.**

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

Attest: _____

**AVERY COUNTY FIRE COMMISSION
MINUTES**

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

Chairman Beuttell, on behalf of the Fire Commission members, expressed condolences to Bob Garland over the loss of his mother.

Johnny Mathes led prayer.

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

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

II. ADDITIONS / DELETIONS: None

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

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

A. JIM BROOKS' REPORT ON FIREMAN'S ASSOCIATION MEETING:

(1) Several departments have talked about purchasing the Viper radio system. The cost would be \$3,000-\$3,800 according to a department's grant request. The Viper has connectivity to the VHF radio system currently used. The use of 2 radios per man seems unnecessary. Dispatch would have the ability to mount an apparatus to their trucks which would enable their system to patch VHF's radios to Viper. There is another system, the Johnson radio (dual band), that has the features of both the VHF and the Viper radios. (2) Bob Garland spoke on behalf of The Fireman's Association and expressed their appreciation of the work that Charlie Franklin has done on their behalf. (3) The school system has begun offering classes in EMS for high school students. This will promote careers in EMS.

B. LINVILLE CENTRAL'S REQUEST FOR FUNDS TO PURCHASE FIRE HOUSE INCIDENT REPORTING SOFTWARE: Bob Garland explained the immediate need for the software and asked the Board to approve purchase of same. They are falling behind in entering their call information. This would be paid with Fire Commission fund balance.

Motion made by Jim Brooks, second by Matt McClellan to approve Linville Central's purchase of Fire House Incident Reporting software in the amount of \$1,075.00 from the Fire Commission fund balance. Chairman Beuttell asked for further discussion or comment. Motion approved by those in attendance.

C. FALL CREEK FIRE DEPARTMENT'S NEW BRUSH TRUCK - BID OPENING & AWARD OF CONTRACT: Chairman Beuttell opened the sealed bid package from Anchor-Ritchie provided by Chip (Anchor-Ritchie representative) who was present at the meeting. Bill noted there were no other bids. He read aloud the bid as follows:

\$128,400.00	Original Purchase Price
- 1,575.00	stock truck unit discount (truck is a demo unit with 2,000 miles on it)
\$126,825.00	PURCHASE PRICE

Charlie Franklin questioned the proposed purchase price. He asked Chip if this truck was the same one that was listed online for a sale price of \$114,000. Chip said it was the same truck, but that the difference in cost was for 6 or 7 features requested in Fall Creek's specifications. Bill asked Chip what the cost of a new truck would be and the time frame for receiving it. Chip said it would be \$128,400 and take several months to get it to Fall Creek. Bill asked Jeremy Hayes, Fall Creek Fire Dept., if he preferred this truck or a new one. Jeremy stated that his preference was to have this truck because it would be available within a short time frame. Chairman Beuttell verified with Charlie that The Board can approve this purchase due to there being only one bid. This was confirmed.

Motion made by Corey Hughes, second by Jim Brooks to accept Anchor-Ritchie's bid and Award the Contract to them for purchase of Fall Creek's Brush Truck in the amount of \$126,825. Chairman Beuttell asked for further discussion. Motion approved by those in attendance.

Chairman Beuttell gave the bid package to Charlie Franklin.

D. BRYAN BODFORD (NEWLAND CHIEF) - REQUEST FOR EMPLOYEE TRAINING: Bryan requested that his employee, Brian Ledford, attend classes for Fire Bridge training. The classes are to be held in Asheville, NC on March 26, 2018. No cost is associated with this training to the Fire Commission.

Motion made by Corey Hughes, second by Bill Beuttell to approve training for Brian Ledford to attend Fire Bridge training class. Chairman Beuttell asked for further discussion. Motion approved by those in attendance.

E. BRYAN BODFORD - REQUEST FOR PROTECTION TREATMENT FOR NEW TRUCK: Bryan requested that the Fire Commission pay to have Newland's new Dodge truck treated with fluid, film and wax. Levin Suddreth explained how the solution worked to add protection.

Motion made by Matt McClellan, second by Jim Brooks for Fire Commission to pay for protection treatment of Newland's new truck in the amount of \$304.24. Chairman Beuttell asked for further discussion. Motion approved by those in attendance.

It was noted that this is a once per year treatment. Bill asked about this treatment for all Fire Department trucks and fire fighters at the meeting agreed that their trucks were being treated.

F. DEAN GIBBS (CROSSNORE FIRE CHIEF) - REQUEST FOR TOW PACKAGE TO BE INSTALLED ON QRV. Dean was unable to attend the meeting due to work schedule. He requested that Charlie Franklin put forth his request that the Fire Commission pay for the tow package to be installed on Crossnore's new QRV.

Motion made by Johnny Mathes, second by Jim Brooks to approve Fire Commission's purchase of tow package for Crossnore's QRV in the amount of \$256.20. Chairman Beuttell asked for further discussion. Motion approved by all in attendance.

G. FRANK FIRE DEPARTMENT REQUEST FOR BULLET-PROOFING OF BRUSH TRUCK: Charlie explained that due to on-going issues with the older 6.0 Ford diesel brush truck, it is necessary that extensive repairs "bullet proofing" be made. It was estimated by Blue Ridge Emergency Vehicle Service that the cost would be approximately \$4,462.95 to provide repairs. This measure will keep this vehicle in service.

Motion made by Matt McClellan, second by Corey Hughes to approve repairs to Frank Fire Department's Ford brush truck in the amount of \$4,462.95. This repair will be paid by the Fire Commission out of Fund balance. Chairman Beuttell asked for further discussion. Motion approved by all in attendance.

V. FDC REPORT (7:23 p.m.) - Charlie Franklin updated the Board on the following:

The inspection of Elk Park Fire Department has been completed (new standards were met) and is satisfactory. There are no issues.

Jim Brooks asked if Charlie had spoken with Banner Elk about why they did not receive their State grant. Chairman Beuttell requested Charlie to find out why Banner Elk did not get their grant and Charlie will report at next meeting.

VI. APPROVAL OF MINUTES FOR FEBRUARY 8, 2018 (7:25 p.m.):

Motion made by Jim Brooks, second by Matt McClellan to approve February 8, 2018 meeting minutes. Motion approved by those in attendance.

VII. UPCOMING MEETINGS AND OTHER ISSUES OF CONCERN (7:26 p.m.):

-Next Firemen's Association meeting will be April 5, 2018 at 7:00 p.m. at Crossnore Vol. Fire Dept. (Chief's meet at 6:30).

-Next Fire Commission Regular meeting will be April 12, 2018 at 7:00 p.m. in Avery County Commissioner's Board Room, Newland.

OTHER ISSUES OF CONCERN: The next **Budget** meeting was scheduled for March 21, 2018 at 5:00 p.m. in the Avery County Commissioner's Board Room, Newland.

VIII. ADJOURN (7:30 p.m.):

Motion made by Bill Beuttell, second by Johnny Mathes to adjourn the meeting. Motion approved by those in attendance.

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

Attest: _____