

AGENDA
Avery County Fire Commission
Regular Meeting
June 14, 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. Jim Brooks Report from Association meeting
- B. Linville Central request for additional funds for medical supplies

7:40 p.m. FDC Report
1. Up Date on ladder truck.

7:42 p.m. IV. Approval of minutes from May 10th 2018
Meetings

7:45 p.m. V. Upcoming Meetings & Other Issues of Concern
Next Fire Commission will be July 12, 2018 at
7:00pm. In Commissioners board room. Avery
County Firemen's Association meeting July 5th,
2018 at Beech Mountain Vol. Fire Dept. Station
2 at 7:00pm.

7:47 p.m. VI. Closed Session
Personnel G.S. 143-318.11 (a) (6)

8:00 p.m. VII. Adjourn

**AVERY COUNTY FIRE COMMISSION
BUDGET MEETING MINUTES**

The Avery County Fire Commission met in a **Special Meeting** on Monday, February 26, 2018 at 5:00 p.m. in the County Commissioners Conference Room, Newland, NC. The purpose of the meeting was to begin the budgeting process for 2018-2019.

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

General Discussion Items: Fire Districts, Group Life Insurance (can employees and/or Fire Commission members elect to increase coverage amount & pay for additional coverage?), 401k Plans for Fire Commission employees, and Linville's request for an additional \$23,500 (1/2 of employee salary needed to give 24/7 call coverage). Linville considers they have floater for only 1 week of coverage per month, whereas other departments have 2 weeks of coverage per month. This issue had been resolved previously by the Fire Commission by pulling an employee from the Ladder Company to go to Linville Fire Department. Ladder Company is considered by the State of NC as Linville's #2 station.

Chairman Beuttell asked Charlie about Fire Commission assets / accounts and Charlie noted that it has a CD (certificate of deposit) for over ~~\$1,000,000~~ ^{\$1,000,000.00}. Other accounts total approximately \$350,000 and Charlie will verify this. *Correction - AS approved May 10th 2018*

Charlie Franklin provided all members present with a Budget Manual (with tab sections for each Fire Dept.) and Additional Information Sheets. [sections had 2018-2019 budgets submitted by each individual station]. Charlie compiled the information on a spreadsheet for the Board's review: Spreadsheet #1 Grand Total of \$4,254,839 ***(see comparison information below under "B").

Budget Information submitted by the following Fire Departments:

Banner Elk, Crossnore, Elk Park, Frank, Green Valley, Linville, Linville Central, Newland, Beech Mountain, Seven Devils, Ladder Co., Fireman's Association and Fire Commission. (13 departments)

- A. 2018-2019 Budget Spreadsheet #1 (Start of review): Budgets submitted by Fire Departments listed above: \$4,254,839.00 ***

***Includes Capital Equipment budgets for Green Valley \$386,000, Seven Devils \$395,000, Linville Central \$50,000, Elk Park \$41,000, Linville FD \$40,000, Fireman's Assn. \$30,000, Fire Comm. \$470,000 = Total \$1,412,000
- B. 2017-2018 Budget Spreadsheet (final/prev. approved): Current budgets for all Fire Stations as finalized by Fire Commission May 2017: \$3,576,925.00

***Comparison of 2017-2018 Budget to 2018-2019 Budget:
 \$4,254,839 as Submitted by Fire Departments for 2018-2019
 - 3,576,925 last budget - current 2017-2018
 \$ 677,914 difference

Additional Information Provided:

- C. Monthly Reporting Spreadsheet for individual fire depts. 7/1/16 - 6/30/17
- D. Monthly Reporting Spreadsheet for individual fire depts. 7/1/17 - 6/30/18
- E. Monthly Reporting Forms for individual fire depts. 2015 - 2016

Anticipated Budget for 2018-2019 (rough estimate):

2017-2018 Budget	=	\$3,576,925
3,576,925 x 5% (for County growth)	+	<u>178,846</u>
		\$3,755,771 Approx. Budget 2018-2019

NOTE: 5% increase verified as an appropriate growth number by Phil Barrier, County Manager.

BUDGET LINE ITEMS REVIEW

The following Line Items are "Capped" at a fixed amount for all stations, except where a station requests less than the capped amount - then that amount is left "as-is". Consideration is given for special circumstances where station has a specific need. Johnny Mathes suggested that a list be compiled of all capped line items for future use. **Note:** The listed line items have been put into numeric order, whereas during discussions these may have been discussed out of order.

Line Item	Item Description	Changes to Spreadsheet #1 (saved as #2)
14	Group Insurance	To Be Determined
20	Medical Supplies	\$500 Cap Beech and Seven Devils \$125 Frank \$350 Green Valley \$200
Note: Further consideration of additional funds for Linville Central's requested \$4,500 for Capnography.		
21	Office Supplies	\$600 Cap Beech and Seven Devils \$150
22	Fire Equipment Supplies	\$500 Cap Beech and Seven Devils \$225 Green Valley \$200 Ladder \$75

Keep Fireman's Association \$5,000

Line Item	Item Description	Changes
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23	Training Supplies	\$750 Cap Beech and Seven Devils \$187.50 Crossnore \$400 Ladder \$250
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Keep Fireman's Association \$4,000

24	Station Wear	Fireman's Assn. \$18,000 Beech and Seven Devils \$500
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All station Wear must be ordered through Fireman's Association.

30	Fire Fighting Equipment	entered -0- for all departments This equipment purchased under Grants
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31	Medical Equipment	to be determined
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32	Communication Equipment	entered -0- for all departments This equipment purchased under Grants
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40	Fire Equipment Maint.	\$4,000 Cap Beech \$1,000 - Seven Devils \$450
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Compressors: Linville and Fall Creek purchased without approval.
Additional \$1,500 to Linville and Fall Creek for "Safe Air Certification"

41	Medical Equipment Maintenance	To Be Determined
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42	Communication Equipment Maintenance	\$2,000 Cap
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43	Computer Equipment/Software	\$750 Cap Beech and Seven Devils \$187.50
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Note: Keep Fireman's Association at \$7,000

Linville Central to come back to the Board with request for Fire House Software

44	Truck Maintenance	
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General Truck Maintenance Guideline Used:

Large Truck	\$1,500
Mid-size Truck	\$600
Small vehicles	\$400

Banner Elk	\$8,000	Linville	\$7,600
Crossnore	\$8,550	Linville Central	\$3,000
Elk Park	\$7,000	Newland	\$7,600
Fall Creek	\$6,100	Beech	\$2,050
Frank	\$7,000	Seven Devils	\$900
Green Valley	\$6,000	Ladder Co.	\$6,600

Item	Item Description	Changes
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44. Truck Maintenance Continued:

Issue: A memo should be sent to stations regarding truck replacement. When a new truck is purchased to replace an older one, the older one is not to be kept (incurring further repair costs, insurance, licensing, etc.).

45 **Building Maintenance** \$2,000 Cap
 Beech and Seven Devils \$500

Note: Crossnore and Banner Elk both have buildings that were not purchased or built by the County.

50 **Loans - Trucks** no change to number shown \$9,561

51 **Loans - Buildings** no change to number shown \$106,696

60 **Insurance - Trucks** (requested amounts by several depts. not changed)

Banner Elk	\$12,000	Linville	\$7,235
Crossnore	\$14,000	Linville Central	\$8,893
Elk Park	\$12,000	Newland	\$9,000
Fall Creek	\$7,358	Beech	\$2,600
Frank	\$8,831	Seven Devils	\$0 (not provided by dept.)
Green Valley	\$8,538	Ladder Co.	\$3,100

61 **Insurance - Buildings** (requested amounts by several depts. not changed)

Banner Elk	\$9,000	Linville	\$9,550
Crossnore	\$8,500	Linville Central	\$6,496
Elk Park	\$9,000	Newland	\$7,000
Fall Creek	\$5,624	Beech	\$1,775
Frank	\$10,000	Seven Devils	\$625
Green Valley	\$4,849	Ladder Co.	\$3,580

62 **Workman's Compensation**

Banner Elk	\$2,250	Linville	\$2,600
Crossnore	\$3,600	Linville Central	\$4,400 ***
Elk Park	\$2,500	Newland	\$2,500
Fall Creek	\$2,275	Beech	\$787
Frank	\$2,210	Seven Devils	\$625
Green Valley	\$2,210		

*** auxiliary & retired backed out from requested \$6,436

Item	Item Description	Changes
92	Grants	\$30,000 entered for all departments, with exception of: Beech and Seven Devils \$7,500 Linville Central \$12,500 Ladder \$4,258 Fireman's Assn. \$ -0-

GRAND TOTAL - SPREADSHEET #2 - AFTER ABOVE CHANGES: \$4,065,930
(beg. Total of \$4,254,839 REDUCED by \$188,909 per this budget review meeting).

COMMENTS: Fire Departments neglected to enter numbers for Pensions, Line Item 19 (exceptions: Banner Elk, Frank, Beech and Seven Devils)

UPCOMING BUDGET MEETING:

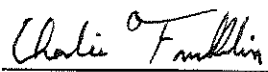
The next Budget Meeting of the Avery County Fire Commission will be Wednesday March 7, 2018 at 5:00 PM in the Commissioner's Boardroom, Newland, NC.

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 April 19, 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 Beuttell called the meeting to order at 7:00 p.m. All Board members were present except for Johnny Mathes. Charlie Franklin and Beth Reath were also present. Special guest: Cindy Turbyfill.

II. ADDITIONS / DELETIONS: None

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

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

A. WINGS SERVICES AND ACCIDENT/LIFE COVERAGE OPTIONS

STEVE BECKETT OF MED-AIR CARE: Steve Beckett of Med Air Care distributed brochures and Organization Gift Membership forms. He is offering the Affinity Gift Plan as a group package which will discount the price. It is \$65 per year per household. The company provides "WINGS", a helicopter transport service. Steve gave an overview of how the plan works and gave examples of how it saved lives and money for those having the coverage.

MELBA ANDREWS - ANDREWS INSURANCE: Melba reviewed quotes for Accident, Life and Cancer policies which she had provided to Charlie previously via e-mail (Charlie had distributed this information to the Board). (1) Term Life Policy with US Able for \$50,000 coverage for the group would cost \$206.25 per month. (2) Accident policy with AFLAC offers 24 hours per day (on or off job) coverage. There are no health questions with either of these plans. (3) Whole Life with AFLAC for \$50,000 coverage for group would cost \$1,167.90 per month. AFLAC Cancer policy and is an excellent plan. She briefly listed other options and costs.

The Board thanked the above reps for attending the meeting and providing this benefit information.

**JONATHAN SHEPARD - EMAIL COMMENTS REGARDING FIRE COMMISSION
BUDGETING / FINANCES (7:26 p.m.):**

Before proceeding with Agenda item "B", Chairman Beuttell stated that he wished to go on record regarding an e-mail the Board received from Jonathan Shepard, a candidate for County Commissioner. Mr. Shepard's email questioned Fire Commission's handling of the budget. Mr. Shepard noted in his email the mis-management of funds, discrepancies, missing funds, and more. Chairman Beuttell stated that the County's auditors totally review and clear all Fire Commission financial records. This was done for 2016-2017 and for the current budget year 2017-2018. Beuttell stated that there were answers for every single concern Shepard had. He noted that Charlie Franklin had confirmed that funds received from County Commissioners were

off by one penny. Corey Hughes supplied the penny and Beuttell placed this on the desk. He instructed Charlie to take the coin for the Fire Commission account. He explained that the Board members are all volunteers and that they receive no pay for what they do. Beuttell expressed that he is deeply concerned over these accusations; that the Board "runs a tight ship". He instructed Charlie to set up a meeting with Mr. Shepard so that these concerns can be put to rest.

AGENDA continued...

B. JIM BROOKS - FIREMANS ASSOCIATION MEETING REPORT: Jim informed meeting attendants of the Board's effort to increase insurance benefits. He notified them that the Budget meeting with the Chiefs will be soon be scheduled for review of their department's budget.

C. NEWLAND FIRE DEPT. REQUEST FOR BRUSH TRUCK REPAIR "BULLET PROOFING": Brian Bodford, Newland Chief, referred to a quote from C.W. Williams in the amount of \$5,267.41 for these repairs (6.0 - turbo replacement). The work was performed prior to Fire Commission approval. It was discussed whether the invoice should be paid by department's fund balance or by the Fire Commission. Matt McClellan questioned the need for this repair and suggested this cost come out of the department's fund balance. Brian stated that it was necessary, and that Charlie had approved this repair to be paid by Fire Commission. Charlie explained his logic in approving the repair - that it was based on the Board's previous approval of Frank Fire Department's truck repair. William Costner, noted that this time of year brush fires were an issue and the equipment was necessary to fight them. Chairman Beuttell noted that any amount over \$5,000 must be approved by the Fire Commission first. After further discussion, the Board agreed that the Fire Commission would pay this expense. A reminder/notice about receiving approval by the Board for amounts exceeding \$5,000 will be sent to all departments.

Motion made by Jim Brooks, second by Matt McClellan to approve Newland Fire Dept.'s request that the Fire Commission pay for Newland's brush truck repair made by CW Williams in the amount of \$5,267.41 (with notice to departments that approvals required prior to expenditure over \$5,000). Chairman Beuttell asked for further discussion or comment. Motion approved by those in attendance.

Charlie asked Brian Bodford to forward CW Williams' invoice when it is received, and he will forward payment to them.

D. NEWLAND FIRE DEPT. REQUEST FOR REMAINDER OF TRUCK PURCHASE FUNDS (NOT USED). Brian Bodford, Newland Fire Chief, requested that the Fire Commission give them the remaining balance of \$10,201 not spent on their new truck from the budgeted amount of \$365,000. [\$730,000 had been budgeted for Crossnore & Newland trucks - only \$719,799 was spent which left a balance of \$10,201]. The history of this request was discussed. Concern was expressed over future issues with the Board having to give other departments funds not fully spent, though budgeted for. It was noted that Newland should not be penalized for trying to save money. Jim noted that it seemed fair that departments should receive the same budgeted amount (\$365,000) and Corey Hughes agreed. Future quotes versus actual bid amounts will be monitored. In some cases, trucks may have to be re-bid where cost differences are great.

Motion made by Jim Brooks, second by Corey Hughes to approve Newland's request for funds in the amount of \$10,201 to be paid by Fire Commission. Chairman Beuttell asked for further discussion. Motion approved by those in attendance.

V. FDC REPORT (7:50 p.m.) - Charlie Franklin updated the Board on the following:

1. Next Budget meeting was set for Wednesday, May 2, 2018 at 5:00 p.m. - This is the Chief's and Fire Commissions Budget meeting. Charlie will send out to each department, their budget and time schedule.
2. Forestry Grant: Charlie spoke with Banner Elk. They did not apply for their Grant because they felt they did not need it.
3. Requested Training for Kacey Hughes and Brian Ledford 4/27 - 4/29, 2018. They will use comp time for Friday 4/27/18.

Motion made by Corey Hughes, second by Matt McClellan to approve Training Classes for Brian Ledford and Kacey Hughes 4/27/2018 through 4/29/2018. Motion approved by those in attendance.

VI. APPROVAL OF MINUTES FOR MARCH 7 & 8, 2018 (7:55 p.m.):

Motion made by Jim Brooks, second by Corey Hughes to approve March 7 & 8, 2018 minutes. Motion approved by those in attendance.

Before adjourning the meeting, Chairman Beuttell thanked Cindy Turbyfill on behalf of the Fire Commission for attending the meeting.

VII. UPCOMING MEETINGS AND OTHER ISSUES OF CONCERN (7:57 p.m.):

-Next **Budget** meeting with **Fire Chiefs and Fire Commission** will be May 2, 2018 at 5:00 p.m. at Commissioner's Board Room, Newland.

-Next **Firemen's Association** meeting will be May 3, 2018 at 7:00 p.m. at Frank Vol. Fire Dept. (Chief's meet at 6:30).

-Next **Fire Commission Regular** meeting will be May 17, 2018 at 7:00 p.m. in Avery County Commissioner's Board Room, Newland.

-The **Budget** meeting with **County Commissioners and Fire Commission** will be on May 17th 2018 at 5:00 p.m. at Commissioner's Board Room, Newland.

VIII. ADJOURN (8:00 p.m.):

Motion made by Matt McClellan, second by Jim Brooks to adjourn the meeting. Motion approved by those in attendance.



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

Attest: 