



## MINUTES

**Holly Springs Fire-Rescue District  
Commission Board of Fire Control  
Tuesday, March 1<sup>st</sup>, 2011  
7:00pm**

A public meeting of the Holly Springs Fire-Rescue District Commission Board of Fire Control was held on Tuesday, March 1<sup>st</sup>, 2011 at 7:00 pm. in the Social Hall of the Holly Springs Fire Department administrative building. Chairperson Ryan Phillips presided. The following members were present or absent as indicated:

*List Present or Absent*

*Commissioners*

Chairman Ryan Phillips - Present  
Vice-Chairman K. Roscoe Kyle Jr. – Absent  
Commissioner Hugh Jackson. – Present  
Commissioner Kelly Waters - Present

*Administration*

Interim Chief W. Brent Blackwell – Present  
Secretary Bonnie Fulton - Present  
Accountant Ken Everham - Absent

In compliance with the Freedom of Information Act, notices of this meeting were posted on district website, posted on public information board, & mailed to the local media or other interested parties that formally requested such copies.

Invocation was rendered and the beginning prayer was led by Commissioner Hugh Jackson.

Agenda items were addressed out of order as indicated.

**1. APPROVAL OF PRIOR MONTHS COMMISSION MEETING MINUTES**

Commissioner Phillips moved to approve the 4 meetings worth of minutes as printed and/or mailed. Commissioner Waters indicated that she had some corrections for Secretary Fulton and that both had already agreed to meeting and addressing those corrections prior to the next meeting.

**2. CONSIDERATION OF ADDITIONS/DELETIONS TO TENTATIVE AGENDA & APPROVAL OF FINAL AGENDA FOR MEETING.**

Discussion of the 1% forms was added to New Business and Mrs. Clara Edwards was added to Citizens Comments. Commissioner Phillips moved to approve the agenda as it was written and amended, Commissioner Waters 2<sup>nd</sup>. Motion was unanimous and carried.

**3. OLD AND UNFINISHED BUSINESS**

*The following unfinished business was addressed and actions listed:*

- **Update of Audit** - Audit has been completed. Waiting for Angel Hamilton to review it.
- **Review the proposed revision of the 2010-11 Budget** – Commissioners given copies of proposed budget. They will take the next month to review and hope to have it ready for approval at April 2011 meeting.
- **Chief to report his evaluation of the additional evening shift** – Chief Blackwell reported that Response times were better since there was a firefighter already here. Firefighters are allowed to choose which shift they want (either 6-8pm or 7-9pm), The Chief is here on Tuesdays and Thursdays. The Chief is also looking at 6-8am as this is a busy time for traffic accidents.
- **Update of the detailed 2010 annual incident report** – Secretary Fulton had prepared a handout with annual numbers for 2010. 48% of all calls were medical. Commissioner Phillips asked if the year was calendar or fiscal. Chief Blackwell responded calendar.

#### 4. FIRE DEPARTMENT REPORTS

- **Financial Report**
  - Beginning Monthly Fund Balances for beginning of February 2011 & provided board members with a QuickBooks report:
    - **Beginning Balance \$ 17,336.61**  
Monthly Income \$148,398.69  
Monthly Payout \$ 11,149.74
    - **Ending Balance \$156,578.69**

*Detailed Expense & Income data in separated document.*

Commissioner Phillips asked if these financials could be brought up to date on the website. Chief Blackwell responded “yes”. Chairman Phillips suggested that going forward Mr. Everham will maintain financials on website.

- **Quarterly Incident Report**
  - End of Quarter is not until March. YTD was not yet available as CAD report had just arrived today (March 1). Quarterly and YTD will be available at next meeting. However, February 2011 was available. Copies of first 2 pages of CAD report were handed out for review. In comparison to last years numbers, calls for February were up over last year. Discussion of graphs, calls per day, and events per hour – per day.

- **Operations**

- Chief Blackwell reported that nothing new was currently going on. Using a handout of current training status, he explained where everyone stood and that the dates on the handout indicated when each firefighter had received a specific training. Commissioner Phillips asked if the commissioners could be updated on a quarterly basis. Chief Blackwell responded yes.

- **Policy & Protocol Change**

- none

- **Upcoming Fire Department**

- none

- **Other r Misc. Information**

- Chief Blackwell informed the Commissioners and public at large that if anyone wanted to donate a truck to the department, we would take it to use as a brush truck. The one we have works well for grass fires, but not in the woods. Commissioner Jackson asked if there was anything available from Forestry Division? Chief Blackwell responded that there may be but it would probably be expensive. Commissioner Phillips asked why we needed one? Was it because of excessive Brush Fire calls (February we had 10). Chief Blackwell responded no, that we just needed one. Commissioner Phillips asked why we gave up the one we had? Chief Blackwell responded that we were required to due to a grant for the new brush truck.

## 5. **NEW BUSINESS**

- **Discuss the preparation of the 2011-2012 Budget, 1<sup>st</sup> draft for reading in April meeting** – Chief Blackwell and Ken Everham will work on budget for first reading, April 5<sup>th</sup> meeting. They have already started. Chief Blackwell wants to go over with officers because he would like to expand training.
- **1% Forms** – Purchased new TV. Chief Blackwell needs signatures of Committee members so he can send in paperwork. Also need to complete paperwork outlining who is on the 1% committee.
- **State Firefighters dues** - \$1035 currently due. Commissioner Waters asked if this was just an annual fee. Chief Blackwell responded yes.
- **Meeting w/Other Chiefs** – Fire Departments trying to get involved with DOD (Dept of Defense) program. Program allows DOD to donate vehicles for department use. Currently they are only donating to Police Departments. Chiefs are asking Rep Rita Allison to please try and get Fire Departments added to donation list. Commissioner Waters asked what kind of vehicles did the DOD donate? Chief Blackwell responded that they were mostly military issue vehicles, in good working order. After a year, the vehicle belonged to the department. Commissioner Phillips suggested that maybe the local PD could help us out. Chief Blackwell responded that he would look into it.

#### 4. CITIZENS AGENDA

- **Mrs. Clara Edwards** – Mrs. Edwards asked why we had hired a bookkeeper (Mr. Everham) to go over our books when a CPA had already been hired to go over the books. Commissioner Phillips explained that the bookkeeper was hired to take care of the day-to-day bookkeeping operations only. A separate CPA had been hired to do the new audit.

Mrs. Edwards asked if the Commissioners or Fire Department had done anything for Mr. Marvin Naftzer (Commissioner Nominee) or his family after his death.

Commissioner Phillips responded no. Mrs. Edwards presented the board with a card from Mr. Naftzer's family.

Mrs. Sherry Tate made mention of the fact that Mr. Naftzer had not yet been appointed Commissioner. He had been nominated, but not yet appointed.

Mrs. Mary Lu Elias responded that he was in fact a commissioner.

At this point, they were both talking and I could not get everything that was said.

#### 5. ADJOURNMENT & CLOSING

- Commissioner Phillips motioned to adjourn, Commissioner Waters 2<sup>nd</sup>. Motion unanimous and carried. Meeting adjourned at 7:46pm