

CUMBERLAND COUNTY FIRE CHIEF'S ASSOCIATION

Cumberland County, North Carolina

P. O. Box 2592

Fayetteville, North Carolina 28302-2592

MINUTES OF BOARD OF DIRECTORS MEETING

October 27, 1997

The meeting was called to order by President James E. Hall at 7:00 p.m. Chief J.F. Hall gave the invocation. 16 departments were represented and 4 associate members were present.

President Hall recognized Robert Segal from Segal Consulting: Mr. Segal gave a presentation on ways that his firm could assist departments in saving on costs of fuel, telephone pagers and insurance premiums. After some discussion, it was decided that chiefs would present this to their individual Board of Directors and advised the Fire Marshal's Office. Rickey would then contact Mr. Segal with our response.

Secretary's report was approved with the following corrections; Savings Account was corrected to read \$3,083.74. Old Business was changed to read, Mr. Yarborough stated that we are currently chartered as a Chapter 55 (A) Non-Profit Corporation, that we may want to re-charter as a 501 (C)(3) Corporation.

Treasurers report was read. Chief Johnson made a motion to approve the report as presented. Motion was seconded by Chief Bullard. Motion passed by show of hands. President Hall verified and initialed bank statements and checks for the months of July, August and September.

OLD BUSINESS:

Chief Middleton advised that he had recently spoke with the President of the Westarea Board of Directors, Mr. Herholtz advised that the Westarea Fire Departments were going to maintain their current identification numbers on their rescue vehicles. Chief Middleton stated that he had not yet received a hard copy from the board.

There was some discussion as to implementation of future standards and departments choosing not to comply with them. Mr. Yarborough stated that in his opinion the association had no legal enforcement powers, but, if a standard was detrimental to the operation of the county as a whole or a life safety issue, then legal actions would have to be pursued through the courts.

Chief Goodman made a motion to address each case on an individual basis. Chief J.F. Hall seconded the motion. Motion passed by a show of hands.

"Preservation of Life and Property Through Organization"

Fire Marshal Strickland advised that all equipment for the foam trailers would be delivered to the Lake Rim Fire Department by the end of the week. He also advised that an inventory system had been designed to track the equipment for the appropriate trailer. Chief Johnson requested that the trailers be brought to the November meeting.

Chief J.F. Hall questioned the moving of the trailer from Vander to Cedar Creek. Fire Marshal Strickland advised that he was unaware that a move was made. He stated that the trailers had been strategically placed at Vander, Lake Rim and Fayetteville station 4 to allow quick response throughout the county. President Hall requested that the Fire Marshal check into this and report back at the next meeting. Doc Nunnery also stated that his office was unaware of any changes.

Chief Dyer advised that his brush truck was out of service; this is the vehicle used to pull the foam trailer. He stated that a back-up vehicle would be needed to pull the trailer.

Chief Johnson presented a proposal for the purchase of computers. Chief Johnson's proposal outlined the necessary hardware that would be required to connect to the network and operate the software.

After discussion; Chief Johnson made a motion the each department would be responsible for the purchase of the computer hardware in their station; The Association would install a server at the Fire Marshal's Office, purchase the software package (Prober Chief) and install a dedicated phone line to each county department. Other agencies who wish to connect to the server may do so at their expense. Motion was seconded by Chief J. Goodman. Motion passed by show of hands.

Chief J.F. Hall made a motion to change our current charter to a 501 (C)(3) Corporation. Motion was seconded by Chief Marsh. Motion passed by show of hands.

Fire Marshal Strickland advised that there has been some problems with the Smoke House, departments are not cleaning the trailer before returning it nor, are they reporting deficiencies. After some discussion it was decided that a representative from the Fire Marshal's Office would be present when the trailer was returned.

NEW BUSINESS:

Wally Ainsworth stated that because of standards changes in the discarding of Bio-hazardous waste the EMS can no longer accept bio waste from outside agencies. Mr Ainsworth passed out a copy of the Regulated Waste Standard to those present.

GOOD OF THE ASSOCIATION:

Chief Johnson announced that Danny Higgins had passed away Sunday, October 26. Mr. Higgins was a long time employee of the County Attorney's Office and had made numerous contributions to the Chiefs' Association. The family will receive friends on Tuesday, October 28th at Rogers & Breece Funeral Home from 7-10 p.m.

Chief M. Middleton announced that his department would be holding their annual Haunted House again this year, all proceeds would be donated to the North Carolina Burn Center.

President Hall announced that his department was holding a raffle for a Shot gun, he has tickets with him.

There being no further business, the meeting was adjourned at 21:10 hrs.

The November meeting will be hosted by the Fayetteville Fire Department at the Airport Training Facility.

Respectfully Submitted,

Larry A. Wilson
Secretary

TRANSACTION REPORT 10-27-97
7/ 1/97 Through 10/31/97

CHIEFS-CCFCA CHECKING
10/27/97

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 6/30/97						32,046.41
7/ 7	*****	DEPOSIT	COUNTY DEPOSIT	CUMBERLAND CTY		102,989.82
7/10	0407	DOCTOR'S URGENT CAR	HEP"B" SHOTS A	OSHA REQUIREMEN	X	-2,019.00
7/10	0408	AL'S TRUCK SERVICE	FOAM UNIT # 3	GENERAL FUND:FOA	X	-9.25
7/10	0409	SAFE AIR SYSTEM'S	MAINTENCE ON A	CONTRACTS	X	-1,530.03
7/10	0410	HGR AUTO SALES	BALL MOUNT HIT	FIRE PREVENTION	X	-96.93
7/14	0411	N.C. State Surplus	Arson-Car	ARSON	X	-7,500.00
7/31	*****	B.B. & T. INTEREST	INTEREST 7-31-	Interest		322.20
8/21	0412	GRAHAM BATTERY COMP	FOAM TRAILER B	GENERAL FUND:FOA	X	-53.00
8/21	0413	DOCTOR'S URGENT CAR	HEP"B" SHOTS A	OSHA REQUIREMEN	X	-1,214.00
8/28	0414	NATIONAL FOAM	1997 FOAM SAMP	GENERAL FUND:FOA		-150.00
8/29	*****	B.B. & T. INTEREST	INTEREST 8-31-	Interest		372.14
9/30	*****	B.B. & T. INTEREST	INTEREST 9-30-	Interest		357.89
10/15	0415	DOCTOR'S URGENT CAR	HEP"B" SHOTS A	OSHA REQUIREMEN		-1,012.00
10/15	0416	RICKY STRICKLAND	REIMBURSTMENT	FIRE PREVENTION		-61.26
10/23	0417	HAIGH, BYRD & LAMBE	1995 & 1996 AU	L&P FEES		-1,500.00
10/23	0418	DOCTOR'S URGENT CAR	HEP"B" SHOTS A	OSHA REQUIREMEN		-1,718.00
TOTAL 7/ 1/97 - 10/31/97						87,178.58
BALANCE 10/31/97						119,224.99
TOTAL INFLOWS						104,042.05
TOTAL OUTFLOWS						-16,863.47
NET TOTAL						<u>87,178.58</u>



ROBERT S. SEGAL, CPA PA

PRACTICE LIMITED TO EXPENSE REDUCTION AND CONSULTING

1912 EASTCHESTER DRIVE
HIGH POINT, NC 27265
(910) 886-2100
FAX (910) 886-2101

LETTER OF AGREEMENT

Robert S. Segal, CPA, PA (SEGAL) and _____ (CLIENT) hereby enter into this Letter of Agreement whereby SEGAL shall serve as a consultant to CLIENT to examine and analyze the following listed expenses of CLIENT and to make recommendations to achieve savings, credits or refunds in these areas:

Insurance, pagers and fuel (gasoline and diesel)

SEGAL will furnish CLIENT with a written report as to recommendations that may be made in the above areas. CLIENT will then determine which (if any) of these recommendations CLIENT wishes to take advantage of. SEGAL will then assist in the implementation of these recommendations to achieve the cost savings, credits or refunds.

CLIENT agrees to pay SEGAL on each recommendation for cost savings, credits or refunds which is fully implemented, a fee equal to fifty cents of every dollar saved, credited or refunded during the twelve (12) month period immediately following full implementation of the recommendation. This fee will be paid on quarterly dates of 3, 6, 9 and 12 months following the date of full implementation of the particular recommendation.

SEGAL will meet with CLIENT around the quarterly payment dates to review and analyze progress with respect to cost savings, credits or refunds and the implementation for the recommendations.

IMPORTANT: SEGAL AGREES TO MAINTAIN IN STRICT CONFIDENCE ALL INFORMATION RECEIVED FROM CLIENT CONCERNING ITS EXPENSES AND METHODS OF DOING BUSINESS.

FURTHERMORE, SEGAL ACTS AS A CONSULTANT ONLY AND DOES NOT RECEIVE ANY COMMISSIONS OR REMUNERATION OF ANY KIND FROM ANY VENDORS OR SUPPLIERS.

This Letter of Agreement is entered into effective as of the _____ day of _____, 19____.

CLIENT

Robert S. Segal, CPA, PA

EXPENSE QUESTIONNAIRE

Fuel (gasoline and diesel)

Where do you purchase fuel? _____

GASOLINE:

How much gasoline did you purchase in 1997? _____

Give date and price per gallon of last purchase _____

DIESEL:

How much diesel did you purchase in 1997? _____

Give date and price per gallon of last purchase _____

Pagers

Where do you get your pagers? _____

What kind of pagers?

	How Many	Price	
Alpha	_____	_____	per month or year
Alpha/Numeric	_____	_____	per month or year
Digital	_____	_____	per month or year
Voice	_____	_____	per month or year

Who pays for pagers - the department or individuals?

What kind of number - local or toll free?

Insurance:

Please attach copies of the declaration pages of each policy. This page that shows the dollar amount of insurance coverage, rates, deductibles, list of vehicles and property, etc.

Please prepare the attached letter (on fire department letterhead) to each insurance agency requesting claims and loss history.

Please attached additional sheets with any comments which you consider helpful.

Please mail this questionnaire, the Letter of Agreement and the letter(s) to the insurance agents to Robert S. Segal, CPA PA, 1912 Eastchester Drive, High Point, NC 27265.

Unit Name: _____

Name of person completing questionnaire: _____

Date: _____

Phone number: Home _____
Work _____ (if allowed)

Date

Agent's name
Insurance agency
Address
City, state zip

To whom it may concern:

Robert S. Segal, CPA PA is performing a review of insurance coverage provided (unit name). In that regard, please provide to Mr. Segal, a claims and loss history for the last five years related to each insurance policy which your agency provides to (unit name).

Please send this information to Mr. Segal at:
Robert S. Segal, CPA PA
1912 Eastchester Drive
High Point, NC 27265

If Mr. Segal has any questions, please be as helpful as possible. Thank you for your prompt assistance with this matter.

Sincerely,

Chief



**EARL R. BUTLER, SHERIFF
CUMBERLAND COUNTY**

131 DICK STREET
FAYETTEVILLE, NORTH CAROLINA 28301-5793



October 13, 1997

**Fire Chief James Hall
Fire Chief's Association
4101 Cumberland Road
Fayetteville, North Carolina 28306**

Dear Chief Hall:

Please allow me this opportunity to thank the Fire Departments that assisted this Office during the recent and tragic loss of Deputy Sheriff David Hathcock.

The assistance rendered by members of the involved Fire Departments was heartwarming. The support and aid rendered by these Departments during the investigation and the funeral was most appreciated by David's family and members of this Office.

The togetherness of your department working along with the men and women of this Office will be cherished in our thoughts and prayers for some time to come.

Please read this letter of thanks and appreciation at your next monthly Fire Chief's Association Meeting so that all Fire Departments will realize how much we appreciate their assistance.

Again, thank you for your continued assistance, in this and all other matters that affect our Agency's.

Sincerely,

Earl "Moose" Butler
**Earl "Moose" Butler
Sheriff, Cumberland County**

ERB/ar

Cumberland County Fire Chief's Association

Recommended Computer Specifications	
Base Computer System	
Teac 1.44 Floppy Drive	
Mid Tower Case	
32 mb Ram	
15" Color Monitor GEM	
Focus 9200 Keyboard	
S3 Virge 64 bit PCI Video 2 mb Dram	
Western Digital 2.5 mb Hard Drive	
US Robotics 56 kb Modem	
Microsoft Mouse	
Creative Labs Sound Card 32	
Speakers - 180 Watts	
CD-ROM 16x Toshiba	
Pentium 166 System	\$ 1,597.80
Pentium 200 System	\$ 1,657.80
P166 Upgraded to 17" Monitor	\$ 1,807.80
P200 Upgraded to 17" Monitor	\$ 1,867.80

HAIGH, BYRD & LAMBERT
CERTIFIED PUBLIC ACCOUNTANTS
1007 HAY STREET
FAYETTEVILLE, NORTH CAROLINA 28305

PHIL W. HAIGH, JR., C.P.A. (RETIRED)
JESSE H. BYRD, JR., C.P.A.
J. WILLIAM LAMBERT, JR., C.P.A.
DANA J. SHIRLEY, C.P.A.
STEPHEN G. TERRY, C.P.A.
SAMUEL J. SMITHERMAN, C.P.A.

MAILING ADDRESS:
P. O. Box 53341

TELEPHONE (910) 483-1437
FAX (910) 483-3264

September 30, 1997

Board of Directors
Cumberland County Fire Chiefs' Association, Inc.
Cumberland County, North Carolina

In planning and performing our audit of the financial statements of Cumberland County Fire Chiefs' Association, Inc. - Tax Fund for the year ended June 30, 1997, we considered the Association's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of some matters that are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding these matters. This letter does not affect our report dated September 30, 1997 on the financial statements of the Cumberland County Fire Chiefs' Association, Inc. - Tax Fund.

We will review the status of these comments during our next audit engagement. We will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

Haigh, Byrd & Lambert

Certified Public Accountants
Fayetteville, North Carolina

CUMBERLAND COUNTY FIRE CHIEFS' ASSOCIATION, INC.

MANAGEMENT LETTER COMMENTS

June 30, 1997

1. Segregation of Duties

Because of the nature of the Association's operations, the accounting duties are not segregated as suggested by internal control procedures. If segregation of duties is not feasible, compensating measures should be considered. Such measures would include, the Board's approval and initialling all bank reconciliations and scanning original bank statements and cancelled checks on a monthly basis.

2. Dual Signatures

The Association's checks have two signature lines. It is not apparent if two signatures are required for each disbursement. We noted only the treasurer's signature on checks. The requirement of dual signatures would strengthen internal controls.