



Cumberland County Fire Chief's Association

"Preservation of Life and Property through Organization"

Minutes of the June 23, 2014 Monthly Meeting



The monthly meeting was held at Westarea Fire Department Station #20 and we thank Chief Godwin and his staff for the hospitality.

Opening Prayer: Deputy Chief Pone provided the opening prayer.

Roll Call: Roll call was conducted with 16 departments and 8 associate members present.

Members Absent:

Fire Departments: EMS, Hope Mills-excused absence, Vander

Associate Members: Highway Patrol, Lifelink

Approval of Minutes: Minutes from May 2014 meeting were approved as presented.

Guests:

Duane Gilliam, Attorney requested support for District Court Judge Steve Stokes, District Court Judge requested support for District Court Judge Fire Commissioner Ed Melvin introduced both Mr. Boose and Lancaster to the membership -

Michael Boose, requested support for County Commissioner Larry Lancaster, requested support for County Commissioner

William Ryan, Civil Air Patrol Commander gave an overview of the services they can provide during emergency situations and point of contact information.

Vendors Present: Sherrod Warwick, LGFCU Commercial Lending gave an overview of the lending opportunities they can provide along with point of contact information.

Treasurer's Report: None

Meeting Point of interests:

Next Chief's Meeting will be July 28, 2014 hosted by EMS base. The meeting will begin at 7:00 pm.

- Grays Creek Fire Department #24 will assume air truck duties for the month of July 2014.
- President Johnson revised the Committee listing and encouraged everyone to take an active role within their respective committees. Captain Willet was appointed as the new

chairperson of the Fire Prevention committee. Captain Willet invited everyone to participate and offered any assistance he could provide. He can be reached at 901-391-8093 or at RWillet@ci.fay.nc.us

- Members were provided a packet with various informational materials.
 - Audit report
 - Legal Briefs
 - CPSE reports
 - Health information

OLD BUSINESS

1. President Johnson reminded everyone that we are still on track for the P-25 Upgrade scheduled for June 24, 2014. Please ensure that all personnel are briefed on the use of the radios and proper channels. He also cautioned the membership to expect some unforeseen issues to arise with the changeover. Please let either dispatch know if you have any issues. We will do a final re-programming of our radios to insure our fleet map is comprehensive and remove all the old analog channels once all of the issues and the COF radio systems are completed
2. The hose that has been ordered has been placed on our foam trailers and we also did some other required maintenance issues with the foam trailer due to the age of the trailers.
3. Chief Marsh stated that the foam utilized from the foam trailer during an incident call in his fire district has been ordered for replacement. President Johnson stated that we needed to look at our current foam replacement policy and implement a contingency whereas not all departments have sufficient funding on hand to replace expensive foam. He will discuss this further with the finance committee during their upcoming meeting in August.
4. President Johnson thanked all the members that participated in Legislative Day in Raleigh last month. It was important for us to participate politically in order to manage to survive certain aspects of our services that are continually being assailed for cuts and changes.

NEW BUSINESS:

1. President Johnson on behalf of the Rescue Committee Chairman Hank Harris submitted a proposal to re-number certified medium and heavy rescues trucks in the county during the May 2014 meeting. Due to the apparatus bay circumstances surrounding the heat and acoustics this was postponed and will be discussed and voted on at the Chief's only meeting in July at EMS base. This also applies to the dispatch procedures update.

2. President Johnson reminded the chief's the Volunteer Worker's Compensation Dues are due to Key Risk on or before July 1, 2014.
3. President Johnson informed the membership that our FY 2012-2013 Audits were picked up at the accountant's office on May 28, 2014 and a copy has been placed in everyone's packet. Please review and pose any questions or concerns at the Chief's only meeting next month.

COMMITTEE REPORTS:

ID CARD COMMITTEE Lt. Tara Whitman (Stoney Point) Chairperson

- **FYI.** Fire Chiefs are required to send a signed letter or memo with a firefighter requesting an ID Card. For any questions or an appointment contact 424-0694 or e-mail at tara@stonepointfire.com

FIRE PREVENTION/EDUCATION COMMITTEE Captain Willet, FFD - Chairperson

- Captain Willet – Office 910-1413 – Cell - 901-391-8093. Or at Rwillet@ci.fay.nc.us

COMMUNICATIONS COMMITTEE EMS Chief Brian Pearce - Chairperson

- No report.

STANDARDS & POLICY COMMITTEE Assistant Chief Kevin Murphy (Stoney Point) Chairperson

- No report.

MEMORIAL COMMITTEE Chief R. Marley (Pearce's Mill) Chairperson

- No report

AUTOMATIC AID/MUTUAL AID COMMITTEE Chief Joe Marsh (Grays Creek # 24) Chairperson –

- No report

FINANCE COMMITTEE Deputy Chief Freddy Johnson Jr. (Stoney Point) Chairperson

- No report.

RESCUE COMMITTEE Deputy Chief Hank Harris (Cotton FD) Chairperson

- No report.

BULK PURCHASE COMMITTEE Deputy Director Timmy Mitchell (Emergency Services)

- No report.

SPECIAL RESPONSE TIME COMMITTEE - Chief Hill (WCFD/FFD) Chairperson

- No report

KNOX BOX COMMITTEE - Emergency Management Officer Gene Booth (Emergency Services) Chairperson

- No report.

FIREHOUSE STEERING COMMITTEE – Fire Chief T. J. McLamb (SLFD) Chairperson

- Contact Chief McLamb if you are experiencing any FIREHOUSE software issues.

ASSOCIATE MEMBERS REPORT

EMERGENCY SERVICES DIRECTOR/ ECC-911 (Randy Beeman, Director)

- Susan Holland reminded everyone that the radio-switch over was to commence at 0730 hours and was scheduled to be completed at 1430 hours.

EMS DIRECTOR: Brian Pearce, Director

- No report.

HAZMAT BC Calvin Bishop, FFD - POC telephone for HAZMAT is 433-1729

- No report.

FORESTRY DISTRICT Craig Gottfried, County Ranger

- No report.

FTCC Ernest Ward, Director

- Information was given out on the new flashover training system.

SHERIFF'S OFFICE Sheriff Butler

- Sgt. Hodges gave out his new phone number. 910-527-3637.

CHRISTIAN FIREFIGHTERS Chaplain JD. Pone

- No report

NC HIGHWAY PATROL – Captain Freddy Johnson Jr. SHP Field Operations.

- No report.

COUNTY COMMISSIONERS Fire Commissioner Ed Melvin

- No report.

FOR THE GOOD OF THE ASSOCIATION:

- President Johnson wished the membership a happy 4th of July and asked the membership to enjoy the up-coming holiday, but to use extra care when traveling and or working around fireworks, but most of all be safe.

ADJOURNMENT: A motion was made to adjourn by Chief Ken Hall, seconded by Chief Harold Shirley. The meeting was adjourned at 2020 hours.

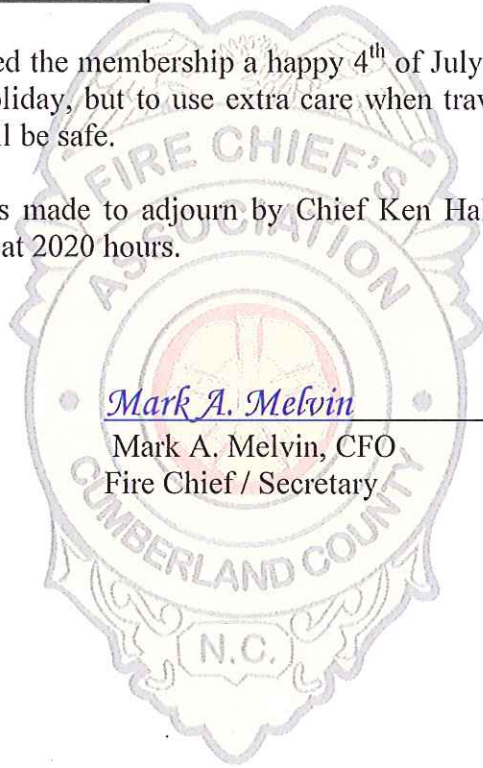
Respectfully Submitted By:

Freddy L. Johnson

Freddy L. Johnson Sr., CFO
Fire Chief / President

Mark A. Melvin

Mark A. Melvin, CFO
Fire Chief / Secretary



3 Enclosures

1. Roll call
2. CCFCA funding letter
3. CCFCA audit



**CUMBERLAND COUNTY FIRE CHIEF'S ASSOCIATION
ROLL CALL VOTE
2014**



MEMBERS PRESENT (19)	16	18	18	17	16	16							
ASSOCIATE MEMBERS PRESENT (10)	4	6	8	4	5	8							
CC Fire Chiefs	27-JAN-14	24-FEB-14	24-MAR-14	28-APR-14	19-MAY-14	23-JUN-14	28-JUL-14	25-AUG-14	22-SEP-14	27-OCT-14	24-NOV-14	15-DEC-14	
DEPARTMENT ORGANIZATION													
Chief's Only Meeting													
MEMBERS													
BEAVER DAM STA 26	P	P	P	P	P	P							
BETHANY STA 12	P	P	P	P	P	P							
COTTON STA 4	P	P	P	P	P	P							
CUMBERLAND ROAD STA 5	P	P	P	P	A	P							
EASTOVER STA 1	P	P	P	P	P	P							
EMS EMERGENCY MEDICAL SERVICES	P	A	P	P	A	A							
FAYETTEVILLE FIRE DEPT	P	P	P	P	P	P							
FORT BRAGG FIRE DEPT	P	P	P	P	P	P							
GODWIN – FALCON STA 17	P	P	P	P	P	P							
GRAYS CREEK STA 18	P	P	P	P	P	P							
GRAYS CREEK STA 24	P	P	P	A	P	P							
HOPE MILLS STA 21	A	P	A	A	P	E							
PEARCE'S MILL STA 3	P	P	P	P	P	P							
SPRING LAKE STA 22	P	P	P	P	P	P							
STEDMAN STA 23	A	P	P	P	P	P							
STONE POINT STA 13 & 19	P	P	P	P	P	P							
VANDER STA 2 & 8	P	P	P	P	P	A							
WADE STA 16	P	P	P	P	P	P							
WESTAREA STA 15-20 & 25	A	P	P	P	E	P							
ASSOCIATE MEMBERS													
CC EMERGENCY SERVICES	P	P	P	P	P	P							
COUNTY COMMISSIONERS	E	A	P	A	A	P							
FORESTRY	A	P	P	P	P	P							
FTCC	A	P	P	A	A	P							
FORT BRAGG EMS	A	A	A	A	A	P							
HAZMAT	P	P	P	A	P	P							
HIGHWAY PATROL	P	P	P	P	P	A							
LIFE LINK	P	A	P	P	A	A							
RETIRED FIRE CHIEF'S	A	A	A	A	P	P							
SHERIFF'S OFFICE	A	P	P	A	P	P							

Special Notes:

CODES: (P) – Present (A)-Absent (E) - Excused

AMY H. CANNON
Interim County Manager



JAMES E. LAWSON
Assistant County Manager

QUENTIN T. MCPHATTER
Assistant County Manager

OFFICE OF THE COUNTY MANAGER

5th Floor, New Courthouse • PO Box 1829 • Suite 512, • Fayetteville, North Carolina 28302-1829
(910) 678-7723 / (910) 678-7726 • Fax (910) 678-7717

May 29, 2014

MEMORANDUM

TO: FIRE CHIEF'S ASSOCIATION

FROM: AMY H. CANNON, INTERIM COUNTY MANAGER 

SUBJECT: RECOMMENDED FUNDING FOR FISCAL YEAR 2014-2015

Your funding level for Fiscal Year 2015 as recommended by the Interim County Manager is stated below:

SPECIAL FIRE TAX .05 cents: \$ 225,844

If you have any questions, please contact the budget office at 678-7749.

Celebrating Our Past...Embracing Our Future

EASTOVER - FALCON - FAYETTEVILLE - GODWIN - HOPE MILLS - LINDEN - SPRING LAKE - STEDMAN - WADE

CUMBERLAND COUNTY FIRE CHIEFS' ASSOCIATION, INC.

Cumberland County, North Carolina

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

June 30, 2013

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

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CERTIFIED PUBLIC ACCOUNTANTS
1007 HAY STREET
POST OFFICE BOX 53349
FAYETTEVILLE, NORTH CAROLINA 28305

INDEPENDENT AUDITORS' REPORT

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

We have audited the accompanying statement of cash receipts and disbursements of the Tax Fund of the Cumberland County Fire Chiefs' Association, Inc. (a non-profit organization) as of June 30, 2013. This financial statement is the responsibility of the Association's management. Our responsibility is to express an opinion on the financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the financial statement was prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the cash receipts and disbursements of the Tax Fund of Cumberland County Fire Chiefs' Association, Inc. for the year ended June 30, 2013, on the basis of accounting described in Note 1.

As discussed in Note 1, the financial statement is only for the fund referred to above and does not include assets, liabilities, and net assets and the revenues, expenses and changes in net assets of Cumberland County Fire Chiefs' Association, Inc., that are recorded in its Plant Fund. Accordingly, the accompanying financial statement is not intended to present the financial position of Cumberland County Fire Chiefs' Association, Inc. as of June 30, 2013, or its results of operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the financial statement referred to in the first paragraph taken as a whole. The accompanying information in Appendix I is presented for the purposes of additional analysis and is not a required part of the above financial statement. Such information marked "unaudited" has not been subjected to the auditing procedures applied in the audit of the financial statements referred to above. Accordingly, we express no opinion on this information.

This report is intended solely for the information and use of the Board of Directors, management of Cumberland County Fire Chiefs' Association, Inc., and for filing with the Cumberland County Tax Office of North Carolina and should not be used for any other purpose.

Haigh, Byrd & Lambert, LLP

Certified Public Accountants
May 19, 2014

CUMBERLAND COUNTY FIRE CHIEFS' ASSOCIATION, INC.
Cumberland County, North Carolina

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
For the year ended June 30, 2013

CASH RECEIPTS

Special fire tax - Cumberland County	\$ 214,151
Special fire tax - Town of Eastover	15,183
Special fire tax - Town of Hope Mills	3,000
Special fire tax - Town of Wade	1,709
Special fire tax - Town of Godwin	708
Interest income	20
Other income	3,135
Total cash receipts	<u>237,906</u>

CASH DISBURSEMENTS

Bank charges	238
Computer network fees	53,977
Continuing education	2,881
Fire prevention	5,468
Firemen vaccinations - OSHA requirements	15,124
Insurance - foam trailers	3,432
Memorial service	450
Miscellaneous expenses	9,158
Mobile data expense	43,290
Repairs and maintenance - air units	16,673
Repairs and maintenance - foam trailers	4,870
Software maintenance	3,376
Supplies	48
Telephone	947
Total expenses	<u>159,932</u>

INCREASE IN CASH 77,974

BEGINNING CASH 215,411

ENDING CASH \$ 293,385

The accompanying notes are integral to the financial statement.

CUMBERLAND COUNTY FIRE CHIEFS' ASSOCIATION, INC.
Cumberland County, North Carolina

NOTES TO FINANCIAL STATEMENT
June 30, 2013

Note 1 - Summary of Significant Accounting Policies

A. Organization

Pursuant to North Carolina General Statute 153-301A, the Cumberland County Board of Commissioners created a Special Fire Tax District to provide for coordination of fire protection services among the various volunteer fire departments in the County to enhance the overall fire protection services of the County. The Board of County Commissioners of Cumberland County contracted with the Cumberland County Fire Chiefs' Association, Inc. to coordinate fire protection services among the various volunteer fire departments in the County. The contract further provides that any tax funds received by the Association will be segregated and accounted for annually.

B. Basis of Accounting

The financial statements of the Association have been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. Under that basis, the only asset recognized is cash and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements. Non-cash transactions are not recognized in the financial statement.

Accounting principles generally accepted in the United States of America require all funds of the Association to be reported in the financial statements. The Association did not maintain a detailed record of general fixed assets before July 1, 1994; therefore, the Plant Fund of the Association has not been presented. Other funds may have been provided to the Association through contributions, dues and community projects and these funds have also not been presented. Accordingly, the financial statement is not intended to be presented in conformity with accounting principles generally accepted in the United States of America.

C. Property and Equipment

Purchases of property and equipment is shown as a disbursement of the Tax Fund, but it is not shown as an asset of the Tax Fund. There were no purchases of property and equipment in the year ended June 30, 2013. For informational purposes, Appendix I is included in this report to reflect property and equipment purchased from the Tax Fund after June 30, 1994. Depreciation of property and equipment is not shown.

The Association purchases property and equipment for the benefit of all fire departments in Cumberland County and for the Arson Task Force. In 1994, the Association arranged for the purchase of three foam trailers. Title to the trailers is held by the Association. The County is responsible for the payment of the lease to purchase the trailers, and accordingly, they are not listed on Appendix I, Schedule of Property and Equipment. The Association maintains and insures the trailers, which are housed at City Station 4, Spring Lake Fire Department, and Cumberland Road Fire Department.

The Association has also previously purchased the title to three decontamination trailers. The trailers are spread out geographically throughout the county for use by the Fayetteville Hazmat Unit. The County is responsible for the payment of the lease to purchase the trailers, and accordingly, they are not listed on Appendix I, Schedule of Property and Equipment. The trailers are housed at Spring Lake Fire Department, Cotton Volunteer Fire Department, and Stedman Volunteer Fire Department.

A fire safety house, an educational tool used to teach fire prevention and fire survival in an interactive manner, was previously acquired through a Fire Prevention and Safety grant through the Assistance to Firefighters Grants program for the benefit of all fire departments in Cumberland County. The Association holds the title to the safety house and it has been listed on Appendix I, Schedule of Property and Equipment. It is located at Cotton Volunteer Fire Department.

Note 2 - Concentration of Credit Risk

The Association maintains its cash balances in one financial institution. The balances are insured by the federal deposit insurance corporation up to \$250,000. The Association had uninsured cash deposits of \$43,767 at June 30, 2013.

NOTES TO FINANCIAL STATEMENT - continued

Note 3 - Concentration of Support

The Association receives fire tax revenue from the Cumberland County Board of Commissioners. Funds disbursed by the County and its municipalities to the Association totaled \$234,751. In prior years, the Association would be responsible to distribute a portion of the special fire tax to rural fire departments. The County now pays these

Note 4 - Subsequent events

Management has evaluated subsequent events through May 19, 2014, the date on which the financial statement was available to be issued, and has no events to report.

CUMBERLAND COUNTY FIRE CHIEFS' ASSOCIATION, INC.
Cumberland County, North Carolina

SCHEDULE OF PROPERTY AND EQUIPMENT
June 30, 2013

UNAUDITED

Appendix I

	<u>June 30, 2012</u>	<u>Additions (Removals)</u>	<u>June 30, 2013</u>
Fire fighting equipment:			
Trench rescue equipment	\$ 15,000	-	\$ 15,000
Foam trailer equipment - hoses, nozzles	17,733	-	17,733
Air tank rebuild	57,789	-	57,789
Air system parts	1,530	-	1,530
Air tank, Unit 981	5,700	-	5,700
C.O. monitor 110v	2,101	-	2,101
Total fire fighting equipment	<u>99,853</u>	<u>-</u>	<u>99,853</u>
Arson task force equipment:			
Microphone system	3,088	-	3,088
Voltage meters	523	-	523
Total arson task force equipment	<u>3,611</u>	<u>-</u>	<u>3,611</u>
General equipment:			
Firehouse software	23,010	-	23,010
Fire safety house	67,100	-	67,100
ID machine	6,085	-	6,085
Total general equipment	<u>96,195</u>	<u>-</u>	<u>96,195</u>
	<u>\$ 199,659</u>	<u>\$ -</u>	<u>\$ 199,659</u>

This statement only includes property and equipment purchased from the funds after July 1, 1994 at the original cost basis.