



MINUTES

**Holly Springs Fire-Rescue District
Commission Board of Fire Control
Tuesday, November 4th, 2014
7:00pm**

A public meeting of the Holly Springs Fire-Rescue District Commission Board of Fire Control was held on November 4th, 2014, at 7:00 pm. in the Clara W. Edwards Community Center of the Holly Springs Fire Department administrative building. Chairperson Roger Hall presided. The following members were present or absent as indicated:

List Present or Absent

Commissioners

Chairman Roger Hall - Absent
Vice-Chairman Lee Jeffcoat – Present
Commissioner Jerry Jackson. – Present
Commissioner Robby Golightly – Present
Commissioner Scott Yarborough - Absent

Administration

Chief Brent Blackwell – Present
Secretary Bonnie Fulton – Present
Accountant Ken Everham - Present

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 Firefighter Tony Patton.

Agenda items were addressed out of order as indicated

- 1. MEETING CALLED TO ORDER @7:05 p.m.**
- 2. APPROVAL TO ADOPT CURRENT AGENDA** Commissioner Jackson made a motion to adopt the current agenda. Motion seconded, vote unanimous, motion carried.
- 3. APPROVAL OF PREVIOUS MONTHS MINUTES** Commissioner Jackson made a motion to approve the amended September 2014 minutes. Motion seconded, vote unanimous, motion carried.

Commissioner Jackson made a motion to approve the October 2014 minutes. Motion seconded, vote unanimous, motion carried.

Commissioner Jeffcoat let all know that going forward, per the Appalachian Council, it is not necessary to type every word without full board request.

4. **FINANCIAL AND DEPARTMENT REPORTS**

Mr. Ken Everham – Overview of cash on hand, much of it is Grant money that a check has been cut for. After check we will have approx \$30,000 until year end. Big tax receipt comes in January.

Commissioner Jackson made a motion to amend the budget for \$102634.50 for the PPE that was purchased for the airpacks. Motion seconded, vote unanimous, motion carried.

Chief Blackwell – Chief and Captain Holleman have both completed Fire Officer I, will be signing up soon for Fire Officer II and Leadership. CAD report handed out for review.

Mrs. Fulton explained the coffee cup program as gift for Christmas for firefighters and support staff. Total cost would be \$575. Commissioner Jackson made a motion that we buy 80 cups for a total of \$640. Motion seconded, vote unanimous, motion carried.

Chief asked what the charge would be if we wanted to do a second order. Mrs. Fulton will find out for next meeting.

December 6th @6:00 p.m. will be the department Christmas Party. Captain Holleman getting quotes for catering. Santa Clause will be in attendance.

Final draft of Employee Handbook handed out for review by Commissioners and attorneys.

T-shirts for sale @ \$16 each.

5. **OLD/UNFINISHED BUSINESS**

a. Substation Committee Report – Parks & Rec has sent a rough draft of what their building would look like. Would like the department to try and match the look. Not all Commissioners have had a chance to review.

b. Mobile Kitchen Purchase Offer – No thank you.

c. September's MVA Incident – All the information for the incident has been turned over to Mr. Langley (attorney) for him to handle. Mr. Langley has communicated with the insurance company and is currently waiting for a response.

6. **NEW BUSINESS**

a. Appointment for Acting President for Support Team – Commissioner Jackson made a motion to appoint Chelsea Holleman. Motion seconded, vote unanimous, motion carried.

b. Time for Audit bids – Will try to have them for next month's meeting. Mr. Everham will put together a list of auditors who do governmental. Also Mr. Everham suggested we look at what we have paid this last year to auditor as it seemed high.

Commissioner Jeffcoat publicly thanked all those involved in Trunk or Treat at the church. It was a very successful event.

c. Red Cross request to do a Blood Drive. – Pam Irby who works for them wants to use the Social Hall for the Blood Drive. We would need to advertise. Put it on the website, tweet, etc. They will not be charged. Mrs. Irby will be given information to contact Mrs. Fulton to

schedule date.

7. **EXECUTIVE SESSION** Commissioner Jackson made a motion to go into Executive Session for Personnel matters. Motion seconded, vote unanimous, motion carried. Executive Session began at 7:29 p.m.

Commissioner Jackson made a motion to come out of Executive Session. Motion seconded, vote unanimous, motion carried. Executive Session ended at 7:44 p.m.

Commissioner Yarborough was contacted by phone to be involved in next vote.

Commissioner Jackson made a motion to appoint Ryan Jones as Assistant Chief, Motion seconded, vote unanimous (4/0), motion carried.

8. **CITIZENS AGENDA**

9. **ADJOURNMENT** Commissioner Jackson made a motion to adjourn. Motion seconded, vote unanimous, motion carried. Meeting adjourned at 7:47 p.m.

Note: Next Meeting Monday December 1, 2014