



FIRE & EMS ADVISORY BOARD

CURRITUCK COUNTY



Minutes

**Thursday, October 25, 2012
Currituck County Courtroom "C"
7:00pm**

I. Call to Order – Meeting called to order by Chairman Stanley Griggs at 7:00PM

II. Roll Call of Advisory Board Members:

- Present:** Chairman Stanley Griggs, Mr. Charles Berry, Chief Rob Glover, Ms. Evelyn Henley, Mr. Jim Cason, Deputy Chief Bergamini, Mr. Paul Beaumont
- Absent:** Commissioner Vance Aydlett, Mr. John Wheeler, Mr. Mitch Copeland
- Guests:** Chief Bill Jones, Deputy Chief Ken Ferrell, Mr. Wes Liverman

III. Reading and Action on the September 2012 Minutes:

Mr. Berry made a motion to approve the minutes as written. Chief Bergamini seconded the motion. The motion was voted upon and passed.

IV. Public Comments:

Wes Liverman, President from Lower Currituck announced that the department will hold their 1st annual turkey shoot fundraiser event on November 10, 2012 at Lynn Small Marine in Powells Point from 12pm-5pm.

V. Board Comments:

Chief Glover shared that the neighborhood of Creekside Estates will be holding their annual Chili Cook-Off fund raiser for the Moyock Fire Department on Saturday, October 27, 2012.

VI. Sandra Hill (Director of Finance for Currituck County) Speech on the Budget Process:

Sandra spoke on the two year budget and provided the Board and guests a handout the she had prepared which delivered an overview of finance rules. The next budget year will be for two years and will be for years 2014-2015. Sandra stated that any

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At ninety (90) minutes, the agenda will be continued to the next meeting, unless there is a "motion to continue" that is seconded and approved.



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capital purchase over \$5000 requires pre-approval of the county commissioners. Ms. Hill also stated that the County pays three of the six Volunteer Fire Department monthly bills which are separated out into specific line items using the county budgeting format. However, she emphasized that all departments will need to turn in a budget broken down by line item (format provided). Sandra shared that the budgets are due to be submitted to the County Manager by the February 15, 2013. From this point it will take nearly a month to prepare and meet with the county commissioners.

Deputy Chief Bergamini had asked if hose testing had to be approved if it was submitted in the approved budget. Sandra explained that hose testing is not a capital purchase and that the \$5000 rule only applies for capital purchases.

Paul Beaumont had asked a question of what happens if the amount of a purchase increases after the budget has been submitted. Sandra responded to the question with an answer that explained as long as it is made up elsewhere in the overall line item and the budget doesn't exceed what was submitted and approved, the issue will work itself out within the budget.

At this time, Sandra described the definition of a capital outlay. She explained as an example that if ten items were purchased of the same type at \$1000.00, together those items equal to a purchase that will equate to capital outlay. Sandra also stated that the items would need to go all on one purchase order.

A second handout that Sandra passed out included a list of all the line items within a budget. Chairman Griggs suggested that this list be included in all fire departments budgets to provide commonality with what is submitted from each department. Chairman Griggs asked Ms. Hill her feeling on the amount of money per each department. Ms. Hill explained that the tax rate is increasing due to the property value decreasing which equates to the Fire Departments receiving the same amount in each budget.

Chief Bill Jones and Wes Liverman shared concerns of estimating how much money will be needed for two years. Sandra explained that what is submitted gives the Finance Department a starting point and everyone does understand the rise of prices in the economy. Ms. Hill also explained that for any unforeseen emergency, there is a Fire Services Fund which appropriates money each year from unused monies in budgets at the end of the year. She explained by having this fund, there could be amendments to the contracts and budgets if needed.

Sandra Hill explained that the County Manager would like the Fire Departments to submit a two year contract.

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Ms. Hill also explained that when purchasing items at the end of the budget year keep in mind that the amendment has to go before the board of commissioners which only meet twice a month. Sandra stated that the product purchased does not have to be in hand by July 1, however the records must show the money spent and the invoice has a date before July 1.

Chief Galganski asked that if it was a good time to ask to increase the taxes to allow for more money to accumulate in the budgets. Chairman Griggs stated reasons why it would not be a good idea and any request that go to the County Manager to ask for increase will need an in depth explanation. Chief Glover seconded this thought. Chief Glover recommended some research be done and compile information by getting all Fire Departments together. Chief Galganski explained that there has been no increase in money but the departments have been expanding.

Deputy Chief Bergamini suggested that all departments get together on certain services to reduce the charge within each department. Chief Jones and Galganski both responded by saying that most of the services are already done by one vendor.

VII. Status on Purchase of new Fire Apparatus:

Sandra Hill shared that the new apparatus has been ordered. The delivery date is scheduled at this time for June 2013. November 13th, 14th, and 15th (2012) a meeting has been scheduled with the engineers to check on the build of the truck.

Deputy Chief Bergamini thanked Ms. Hill for getting the research completed and submitting the purchase documents to the vendor through the GMAC process.

VIII. Next Meeting Date:

December 13, 2012 - Agenda: Fire Department Two-Year Budget

IX. Adjourn:

8:10pm - Chairman Griggs made motion to adjourn the meeting

Minutes respectfully submitted by Chief Rob Glover and Ms. Crissy Daneker