

SMITHVILLE AREA FIRE PROTECTION DISTRICT
REGULAR MEETING
April 23, 2019

The regular monthly meeting of the Smithville Area Fire Protection District was called to order by Chairwoman Debbie Childress at 7:00 p.m. Board members present were Debbie Childress, Bob Painter, Charlie Waters, Brian Laybourne, and Duane Garmeson.

The pledge of allegiance was recited.

REVIEW PREVIOUS MONTHS MINUTES:

D. Childress made a motion to approve the minutes of the March 26, 2019 regular meeting. The minutes were approved with no changes and without objection.

TREASURER'S REPORT:

Chief Cline informs Board that report has 2 extra columns due to IT/QuickBooks upgrade. Working with Indigex to get the report produced the way it was before the upgrade.

The Treasurer's Report for March 2019 will be filed for audit with no changes and without objection.

PRESIDENT'S REPORT:

None.

CHIEF'S REPORT:

Chief Cline provided the Chief's report.

Total of 79 runs. 2 structure fires; one garage fire in district, one mutual aid in Platte City.

50 medical runs. 8 car accidents

268 total runs for 2019; less than 2018 year-to-date.

Risk reduction: CPR classes, station tours, career fair at Eagle Heights

Public relations: Installed 57 smoke alarms in community.

Approximately 9 plan reviews.

CHIEF'S REPORT (CONT.)

Training: Heavy focus on new SCBAs. 320 hours for the month; 741 total for the year

Maintenance.

Station #1: A shift added some additional walls to the training area

Station #2: Capacitor replaced in one of the AC units. Chief suggests AC units will soon be needing replaced as they are approximately 18 years old, wants Board to keep this in mind as a future capital improvement project. D. Childress asks how many units there are. Chief Cline says there are 5

Equipment.

Cpt. Cauble got all vehicles in for protective maintenance oil Changes

Brakes replaced on 1701 pumper

Older tanker oil change completed, new tires put on today, and it's back in service

Administration.

Cpt. Cauble filled in for Chief from 17th-30th. Chief Cline and D. Childress commend and thank Cpt. Cauble for doing a good job

April 3, captains gave updates on various areas of responsibility.

Cpt. Traub is working on customizing lab tech program as. Next step will be to implement the scheduling and time sheet function, and go paperless on day-to-day activities

All equipment over \$1,000 will have inventory tags

Cpt. Taggart is scheduling all outside training events and travel arrangements for the firefighters

Cpt. Cauble has created a spreadsheet regarding scheduling all protective maintenance work for apparatus

April 9 labor management meeting. Discussed additional policies; no consensus on any new items.

CHIEF'S REPORT (CONT.)

April 10, Chief attended Chamber of Commerce luncheon and gave short presentation on state of the district, SCBA upgrades and continued efforts for installing smoke alarms in the community. Chief Cline asks Board to let him know if they'd like to attend.

Chief Cline assisted with barbecue contest at Smithville Lake

April 12 and 13, Indigex completed IT upgrades. Managing firehouse software data from old platform to new is an issue. Chief discussed budget effects of his approval for \$5,000 firehouse software upgrade.

Chief asked city manager to provide some dates available to schedule a liaison meeting in near future to talk about economic development

Chief Cline and D. Childress discuss upcoming June 8 Think Tank

C. Waters asks if a fire guard is required for Smithville Lake barbecue contest. Chief Cline responds it is not required by the code

PUBLIC COMMENT:

None.

UNFINISHED/OLD BUSINESS:

None.

NEW BUSINESS:

1. PRESENTATION OF DRAFT 2018 FINAL AUDIT,
-MICHAEL KEENAN, COCHRAN HEAD VICK & CO., PC

Mr. Keenan reviews 2018 audit.

D. Childress asks why, in the required communications and compliance report, under "Other Matters," it says audit for the year end in September 30th, instead of December 31. Mr. Keenan responds it is a copy/paste error that will be corrected

C. Waters asks if Mr. Keenan recommends staying with current cash basis accounting method. Mr. Keenan provides clarification that smaller entities commonly use modified cash basis. Only difference with other methods would be at year end on audited the financial statements

D. Garmeson whether budgeting error that was mentioned has been or will be corrected. Mr. Keenan answers that it cannot be corrected and suggests a formal budget amendment in similar situations in the future.

C. Waters, D. Childress, and Chief Cline thank Mr. Keenan and on-site auditor

2. DISCUSS PLANS FOR EMPLOYEE RECOGNITION EVENT

D. Childress discusses scheduling for the event with Chief Cline.

Costs will be presented for approval at a future board meeting

NEXT BOARD MEETING:

The next regular meeting of the Board of Directors will be Tuesday, May 28, 2019 at 7:00 p.m.

ADJOURNED:

D. Childress made a motion to adjourn the regular meeting. Motion was seconded by D. Garmeson. All present voted yes. Motion carried. Adjourned at 7:37 p.m.

Respectfully,

/s/ Liebe Stevenson

LIEBE STEVENSON, C.C.R #1340

The meeting minutes were written by Liebe Stevenson, under the authority of the Board of Directors. These minutes are not official until read, approved and signed by a member of the Board.

Charlie Waters, Secretary

Date