



Broad & Gales Creek Community Association, Inc.

3010 Hwy 24, Newport, NC 28570

Phone: 252-222-3700

<http://broadandgalescreekca.org/>

Tony Bello, President
Steve Phifer, Vice President

Sallie Salter, Secretary
Jeff Batten, Treasurer

Minutes of the Regular Monthly Meeting

December 9, 2021

Meeting was called to order at 7:00 PM

Board Members Present:

Steve Phifer, Dusty Desteunder, Robert Lewis, Melinda Ward, Tony Matthews, Sallie Salter, Ryan Garcia, Missy Rhodes, Jeff Batten, Tony Bello

Community Members Present: Milon Morton

Secretary's Report: Sallie Salter

1. Minutes of the previous regular meeting were issued for approval.
 - a. Motion to accept Steve Phifer
 - b. Seconded by Tony Matthews
 - c. Motion passed

Treasurer's Report: Jeff Batten

1. Review Treasurer's Report and financial statements
 - a. Motion to approve by Steve Phifer
 - b. Seconded Tony Matthews
 - c. Motion passed

Fire Department Report: Chief Tony Matthews

1. One new member and one new application as of meeting last week.
2. Officer elections were held at the last meeting
 - a. Tony Matthews – Chief
 - b. BJ Reed – Assistant Chief
 - c. Danny Moreno – Captain
 - d. Brandon Swain – Lieutenant
 - e. Mark Rippeth – Lieutenant
3. Firefighter Association has paperwork sent in.
 - a. Bank account will be setup this week to accept donations as a 501-c(3). A check will be written out of the fire donation account to the Firefighter Association one the account is active.
 - b. Membership
 - i. \$10 dues for membership per year
 - c. Officers
 - i. Danny Hardin - President
 - ii. Shelby Freeman – Secretary
 - iii. Patty Rippeth – Treasurer
 - iv. Hannah Seelman – Member at Large
 - v. Patrick Bello, Jr. – Member at Large
4. Fireman Relief Fund

- a. Officers
 - i. Dusty Desteunder – County Representative
 - ii. Alison Bentz – Acting Secretary/Treasurer
 - iii. Jeff Batten – State Fire Marshall Representative
 - iv. Mark Rippeth – Fire Department Representative
 - v. Bryce Becker – Fire Department Representative
5. Two separate workman’s comp claims have been filed over the past month.
 - a. One for a shoulder injured during fire training. Chief sent him to the doctor at that time, however, it is still aggravated after a month. A claim was then recently sent for this accident.
 - b. Another member was attending fire academy at the college. When packing her gear up to leave, stepped out of the truck and broke her ankle. The coordinator for the college immediately put the fault on her since class was dismissed. Since this was the case, she did not immediately report the incident to Chief. Chief spoke with Kevin White at the college who verified the accident, but it was after class during clean up. Chief mentioned to him that it still should have been filed under the college workers comp. Chief has filed for the claim under the fire department since it was considered training. Still awaiting results of that claim based on the legitimacy of the claim. She has not worked since the incident. Since she is a certified EMT, Chief has allowed her to be on site for light duty running EMS calls. Tony Bello confirmed with the Chief that there was a plan to meet with members to report ALL incident immediately.
6. All trucks are up and running and no issues lately.
7. New SCBAs are in and in service. Survive Airs are now only being used for training purposes only, not for calls.
8. Waiting on extrication tools.
9. New gear will need to be ordered in the next few days.
10. 515 calls to date.
 - a. Many mutual aid and EMS calls.
11. Hydro testing is being conducted this week.
12. Santa Claus will be going out Saturday at 10:00 am.
13. Fire Department will be standing by Saturday night for Newport during their Christmas Party.
14. Fire Department has been on standby for other fire departments for funerals over the past few weeks. This is a service that all departments work with each other to help.
15. Numerous compliments have come in concerning the fire department.
16. Fire Department with Santa Claus will escort a military soldier who is back from deployment from Quantico.
17. Tony Bello questioned Chief as to whether an incident report needs to be filled out for OSFM in the event of an accident or incident. Chief responded that only workman comp claim paperwork needs to be filled out and the only reports to OSFM only in the event of a death of a firefighter during duty.
18. Jeff Batten questioned Chief about reimbursement of funds that have been paid out for medical attention for the claims. Chief does not know at this time since the claims has not been settled. Chief did mention that in the past the board has approved for members to seek medical attention in the event of minor injuries, and they will be reimbursed for any medical expenses. In the event of more serious injuries, they are to seek medical attention at the hospital and bill the association. Tony Bello mentioned that this needs to be addressed in Policy and Procedures.

EMS Report: Chief Melinda Ward

1. New ambulance is complete in service and inspected.
2. Old ambulance was recently sold
3. 52 calls in November, over 700 for the year.

4. Children's Christmas Party this Friday at 6:00PM for any member of EMS, Fire, Board children/grandchildren. Food will be provided. Santa will provide goodie bags.
5. A few CPR saves this year that will be recognized at the Christmas party with pins.
6. Finally at full staff.
7. EMS will be conducting basic first aid/CPR classes to help the community.
8. Jan 22, 29 and Feb 25 for continuing education classes for EMS.

Committee Reports:

1. Bylaws Committee: Robert Lewis
 - a. Bylaw amendments were approved at the annual meeting.
 - b. Tony Bello thanked Robert for all his hard work with the Bylaw amendment proposals. He also mentioned that the Bylaws are living documents and should be updated annually.
2. Building and Grounds Committee: Steve Phifer
 - a. A check for \$23,000 was received by the Big Rock Grant for playground improvement.
 - b. Stormwater runoff pond issue will be brought up during old business.
3. Community Services Committee (*Community Building/Cemetery*): Sallie Salter
 - a. Cemetery is on hold per advice of our attorney.
 - b. Robert Lewis questioned whether the board voted on this.
 - c. Jeff Batten expressed that we cannot be in the cemetery business due to the NC Cemetery Act permit that is required, and the board could be held criminally liable if there was a complaint. The state requires a \$50,000 trust to be setup before an application could be submitted for permit.
 - d. Tony Bello expressed that the attorney will be invited to attend a meeting to confirm.
 - e. Sallie Salter may be willing to have her ministry take over the cemetery, however, she is still working out the logistics with her board (Compassion Ministries). Upkeep is of her greatest concern. Tony Bello and Jeff Batten expressed that the board would continue to assist with donation collections and fundraisers for lawn care.
 - f. Rentals at Community Building are going well. Four rentals over the past month.
4. Ways and Means Committee: Missy Rhodes
 - a. Thank you to Tony Bello for writing the Big Rock Grant.
 - b. Nearly \$30,000 raised for playground and community building.
 - c. Missy thanked the Chief for allowing us to ride in the Fire truck to accept the Big Rock Grant check.
 - d. Missy has contacted channel 12 for advocacy of raising funds for the playground.
 - e. Missy has contacted Conner, who is currently cutting the cemetery, that has outstanding invoices for September and October on hold due to paperwork that must be filed with Alison before payment can be submitted.
 - f. Missy has donated a 55" TV to the community building.

Old Business:

1. Fan in Fire Bay.
 - a. Steve Phifer has reached out with two different vendors to have fan purchased and installed. He hopes to have quotes in by next meeting.
2. HVAC Installation
 - a. Chief mentioned that it is still in process. Electrical has been run but installation has not been completed.
3. Stormwater Runoff Pond bank repair
 - a. Steve Phifer has been in touch with Randolph, the one that initially worked on the pond. Riprap installed would be \$600.
 - b. Tony Bello has contacted Burch's landscaping for a quote, however, no response.

- c. Motion to table by Steve Phifer.
 - i. Seconded by Tony Matthews.
 - ii. Motion passed.
- d. Bylaw Amendments and Policy and Procedures were passed at the annual meeting and are now in effect.

New Business:

- 1. Motion by Tony Matthews to seek out a new CPA for filing and audit purposes.
 - a. Seconded by Ryan Garcia
 - i. Jeff Batten expressed communication issues with our current CPA and slow to respond. He also filed an extension with the IRS even though our paperwork was submitted on time. He did not inform the board of this. The CPA also had words with Jeff Batten concerning the association is separate from EMS from which he had no idea. Unable to locate a letter of engagement that lays out all expectations.
 - ii. Steve Phifer discussed that the county would need to be on board with this and approve the replacement. In the past, there was a short list of recommended CPAs.
 - iii. Robert Lewis expressed questioned what the problem other than filing an extension may be. He also expressed that he was sure that we were not his only customer which may have resulted in delayed responses and confusion.
 - iv. Call for previous question by Tony Matthews
 - 1. Seconded by Steve Phifer
 - 2. Motion for previous question passed.
 - v. Motion passed
 - vi. Tony Bello appointed a special committee to seek out a new CPA and recommend to the board a replacement at a time best suited to the research and report at the next regularly scheduled meeting.
 - 1. Jeff Batten
 - 2. Allison Bentz
 - 3. Steve Phifer
- 2. Steve Phifer moved to have two fundraisers to benefit the community building and park improvement.
 - a. Missy Rhodes seconded
 - b. Discussion
 - i. Raffle off a "Grill Man Grill"
 - ii. Cornhole Tournament at the Fire house.
 - c. Motion Passed
- 3. Board Officer Elections
 - a. Tony Bello appointed Tony Matthews and Melinda Ward as tellers for elections.
 - b. President
 - i. Tony Bello nominated by Tony Matthews
 - 1. Seconded by Ryan Garcia
 - 2. Robert Lewis Moved to close nominations
 - 3. Tony Matthews seconded
 - 4. Motion passed
 - 5. Tony Bello elected as President
 - c. Vice President
 - i. Steve Phifer nominated by Tony Matthews
 - 1. Seconded by Missy Rhodes
 - 2. Missy Rhodes moved to close nominations
 - 3. Tony Matthews seconded
 - 4. Motion passed

5. Steve Phifer elected as Vice President
- d. Treasurer
 - i. Jeff Batten nominated by Tony Matthews
 1. Seconded by Dusty Desteunder
 2. Missy Rhodes moved to close nominations
 3. Tony Matthews seconded
 4. Motion passed
 5. Jeff Batten elected as Treasurer
- e. Secretary
 - i. Sallie Salter nominated by Tony Matthews
 1. Seconded by Melinda Ward
 2. Missy Rhodes moved to close nominations
 3. Tony Matthews seconded
 4. Motion passed
 5. Sallie Salter elected as Treasurer

Adjournment:

1. Motion to Adjourn by Steve Phifer.
2. Motion Seconded by Tony Matthews.
3. Motion passed.
4. Adjourned at 7:58 pm

Respectively presented by Secretary Sallie Salter.

Approved by: _____
 Initials Date