

L Harrison
B North-Lee
C Fox
C Murray

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
AUGUST 17, 2017**

R Muckenfuss
L Gerth
I Gadsden

FINANCE COMMITTEE MEETING – Vice-chairman Ronald Muckenfuss called the Finance Committee Meeting to order.

Review Information Only – July 2017 – Tracy presented the July 2017 financial report. Personnel Services was \$245,926.75 and Operating Expenses was \$44,967.29 with total being \$290,894.04. Revenues was \$69,584.53. The ending balance in the checking account on July 31, 2017 was \$151,264.72. The ending balance in the savings account on June 30, 2017 was \$1,029,999.63. We have received \$1,000,000 from the FY2018 TAN.

Community Remarks – None.

The Finance Committee meeting was closed at this time.

Regular Meeting Called to Order – Chairman Lee Harrison called the regular meeting to order. The meeting was opened with the Pledge of Allegiance and the Lord's Prayer.

The Finance Committee meeting and the regular meeting were advertised in the Post and Courier in "This Week's Meetings" on August 13, 2017 and posted on the front door 24 hours prior to the meeting.

The minutes of the regular meeting on July 20, 2017 were approved as written, without reading, with a motion by Commissioner Bertha North-Lee and seconded by Commissioner Clifford Murray. Motion passed.

Roll Call – All commissioners were present. Attorney Charlie Condon was present. The clerk was present. Fire Chief Larry Garvin and Asst Chief Mike Rakoske were present.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

Review of quotes for department pest control service; Award of selected quote – Quotes received were:

1) Ledford's - \$6300 yearly and \$525 monthly; 2) Palmetto Exterminating - \$3504 yearly and \$292 monthly; 3) Terminix - \$6215 yearly and \$880 for the first month and \$485 monthly after first month; 4) Ackerman's Exterminating – 1st quote - \$4200 and \$350 monthly; 5) Ackerman's Exterminating – 2nd quote - \$4800 yearly and \$400 monthly. The staff recommended Ackerman's Exterminating 2nd quote for \$4800 yearly. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Larry Gerth to award the quote to Ackerman's Exterminating 2nd quote for \$4800 yearly with the justification that the other quotes were not compliant with the request for a quote. Motion passed.

Review of proposed bid/quotes package to provide annual firefighter physicals per OSHA guidelines – The fire district currently uses North Greenville Fitness. The cost is \$230 per person to come to the fire department with a total of \$14,000. The fire district needs a doctor for on the job injuries. We currently use Dr. Byron Williams. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to authorize Chief Garvin to get Invitation for Bids for the annual OSHA physicals. Motion passed. A motion was also made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to authorize Chief Garvin to get

Request for Proposals for a workman's compensation doctor to be submitted by 5pm on September 21, 2017. Motion passed.

Update the Procurement Code adopting document to update the names of the Commission and Fire Chief – The Procurement Policy was last revised on November 6, 2008. Commissioner Charlie Fox commented that we need to form a committee to review/revise the Procurement Policy. Commissioner Charlie Fox and Chairman Lee Harrison volunteered to be on the committee to review the Procurement Policy and to have more information at the next meeting on September 21, 2017.

Drug Test Quotes and Award – for all paid employees and volunteers. Quotes received were: 1) Concentra Medical Compliance Administration – located on Dorchester Road; \$1200 yearly; would need to go to their site. 2) Low Country Drug Screening – would be done on-site from 8am-5pm; \$880 yearly; additional cost if done after regular hours. 3) Advanced Alcohol & Drug Testing, LC – would be done on-site; \$704 yearly. Chief Garvin recommended 3) Advanced Alcohol & Drug Testing, LC. A motion was made by Commissioner Charlie Fox and seconded by Chairman Lee Harrison to award the bid to 3) Advanced Alcohol & Drug Testing, LC for \$704 yearly. After much discussion, Commissioner Charlie Fox withdrew his motion. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to award the bid to 2) Low Country Drug Screening for \$880 yearly. Motion passed.

REPORTS

Hollywood Station – regular maintenance. Replaced the air conditioner compressor in the Administrative Building.

Sauldam Station –Regular maintenance. This station got a direct hit by lightning with the computer, radio, etc.

Edisto Station – Regular maintenance. Had duct work done.

Ravenel Station - Regular maintenance. This station got a direct hit by lightning. The deductible is \$5000.

Adams Run Station - Regular maintenance.

Stono Ferry Station - Regular maintenance.

Meggett Station – Regular maintenance.

Parkers Ferry Station - Regular maintenance.

Petersfield Station – Regular maintenance.

Chief's Report – There were a total of 199 alarms for July 2017. Chief Garvin has secured a place in Orangeburg, SC for fire trucks and personnel during a Category 5 or 6 Hurricane. On Monday, August 21 there will be a Solar Eclipse Cookout Celebration party with rocket dogs, sun chips, Milky Ways, Moon pies and Galaxy Bark. It will begin at 11:30am and will eat at 12 noon. The new flag pole was erected. Thanks to Josh Garvin from Green Meadows and personnel from today's shift for helping with this. The ladder truck passed the test on Friday, August 11. Pam's daughter worked on the fire department paperwork and did a great job. There were bedbugs at Station #2 but the situation has been taken care of. Chairman Lee Harrison mentioned that the firefighters think about their families when they are called out for hurricanes, etc.

Training Report – There were a total of 918 training hours and 587 physical training hours for July 2017. The department is trying to host a water rescue class.

Commissioners Report –Commissioner Larry Gerth asked about a St Andrews Fire Department fire truck idling on the side of the road; keeping the AC running; wondering about a water hose that could burst. He also asked a question about the sale of the Ethel Post Office Road property that was sold for \$38,000 and the money was deposited on 12/23/2016, Assistant Chief Rakoske will check on this.

Auxiliary Report – Shelly Hunt – The Auxiliary will be having a Binelli shotgun raffle starting August 20. The tickets are \$20 each. The shotgun cost between \$1500 and \$1700 and will be at the Palmetto Armory for pickup. They would like to get the community involved. The auxiliary will also order a 2nd set of bunker gear. For Fire Prevention Month the Auxiliary will be having a get together at Station #1 with dinners, snow cones, etc.

Community Remarks – None.

Checks were reviewed and signed for expenses in open session at this time.

A motion was made by Commissioner Bertha North-Lee and seconded by Commissioner Clifford Murray to go into Executive Session to review reconciliation of accounts. Motion passed.

Executive Session – to review reconciliation of accounts.

Out of Executive Session – Into Regular Session – No action was taken in Executive Session. The reconciliation of accounts were reviewed.

Reconciliation of Accounts – A motion was made by Commissioner Charlie Fox and seconded by Chairman Lee Harrison to approve the reconciliation of accounts. Motion passed.

The next regular meeting is September 21, 2017 at 6:00 pm.

Adjournment – A motion was made by Commissioner Charlie Fox and seconded by Commissioner Bertha North-Lee to adjourn the meeting. Motion passed.

Meeting was adjourned at 8:10 pm.

Lee Harrison, Chairman
St Paul's Fire District

Mary Adams, Clerk
St Paul's Fire District