

L Harrison  
B North-Lee  
C Murray

**ST PAULS FIRE DISTRICT  
COMMISSIONERS MEETING  
SEPTEMBER 21, 2017**

R Muckenfuss  
L Gerth  
I Gadsden

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

**Review Information Only** –August 2017 – Tracy presented the August 2017 financial report. Personnel Services was \$354,034.11 and Operating Expenses was \$42,277.59 with total being \$396,311.70. Revenues was \$540,909.00. The ending balance in the checking account on August 30, 2017 was \$927,964.33. The ending balance in the savings account on June 30, 2017 was \$530,013.96.

**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 September 17, 2017 and posted on the front door 24 hours prior to the meeting.

The minutes of the regular meeting on August 17, 2017 were approved as written, without reading, with a motion by Commissioner Bertha North-Lee and seconded by Commissioner Irvin Gadsden. Motion passed.

**Roll Call** – All commissioners were present except Commissioner Charlie Fox who is away with the Disaster Medical Assistance Team for up to 30 days. Attorney Charlie Condon was present. The clerk was present. Fire Chief Larry Garvin and Asst Chief Mike Rakoske were present.

#### **OLD BUSINESS**

**Update on Procurement Policy** – Chairman Lee Harrison and Commissioner Charlie Fox – It was decided to table this item until Commissioner Charlie Fox has returned home.

**Invitation for Bids – Annual OSHA physicals – Chief Garvin** – 1) Health First – no quote; 2) CCOH – \$606 for each physical; 3) Concentra - \$1327 for each physical. A motion was made by Chairman Lee Harrison and seconded by Commissioner Clifford Murray to award the bid to CCOH for \$606 for each physical. Motion passed.

**Request for Proposals – Worker’s Compensation Physician – Chief Garvin** – 1) CCOH - \$75 per office visit; 2) Concentra - \$77 - \$300 per office visit. A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Irvin Gadsden to award the bid to CCOH for \$75 per office visit. Motion passed.

#### **NEW BUSINESS**

**401K for Employees** – has been set up for employees. There is no cost involved. Chairman Lee Harrison and Chief Larry Garvin will sign the required paperwork.

**Court Case on Sentencing – Attorney Charlie Condon** – Charlie Riddle was sentenced on downward departure, probation for 1 year with home detention. Mary Jo Thomas-Delaney and Doc Matthews will be sentenced after the pre-sentence reports are completed.

## REPORTS

**Hollywood Station** – regular maintenance. There was a leak in the Asst Chief's office; he has moved to front office temporarily. The contractor, Steve Tumbleston, has been contacted concerning this. The capacitor on the air conditioning unit was replaced; it was out of warranty.

**Sauldam Station** –Regular maintenance. Chief Garvin has received 1 bid to replace the windows and the doors. He will get more bids by next meeting.

**Edisto Station** – Regular maintenance. Had hurricane shutters installed. The tree has been moved so the fuel tank can be moved.

**Ravenel Station** - Regular maintenance.

**Adams Run Station** - Regular maintenance. The sewer had problems but it has been taken care of.

**Stono Ferry Station** - Regular maintenance.

**Meggett Station** – Regular maintenance. The fire truck backed into the door and a glass was broken.

**Parkers Ferry Station** - Regular maintenance.

**Petersfield Station** – Regular maintenance.

**Chief's Report** – There were a total of 221 alarms for August 2017. The department has been doing hose testing. On October 13, 2017 at 930am a ceremony will be held around the new flag pole since it was not held on September 11, 2017. The local schools will attend. Thanks to all firefighters that did a great job during Hurricane Irma. There were 30 rooms secured at an Orangeburg motel in case it was needed for the firefighters during Hurricane Irma. There was also a place secured in Orangeburg for our fire department equipment.

**Training Report** – There were a total of 834.3 training hours and 205 physical training hours for August 2017.

**Commissioners Report** – Commissioner Bertha North-Lee thanked all the firefighters for their participation during Hurricane Irma. She also contacted Chief Garvin to thank the firefighters for their help during Hurricane Irma. Chairman Lee Harrison also thanked the firefighters for their help during Hurricane Irma.

**Auxiliary Report** – Shelly Hunt – got a call from a St Paul's Fire Department employee who had a good idea about the employees who worked during Hurricane Irma. She typed it up and Shelly read it. So, for the "A" and "B" shift employees, they received a plaque that will be engraved from the Auxiliary. Also congratulations to the "C" shift employees. Shelly will send a letter to the Post and Courier and see if the letter can be put in the paper. The auxiliary bought chainsaws, etc. for Hurricane Irma. Thanks to Chief Garvin about the lady who donated 6,000 candles that are soy based. They will be sold for funds for the Auxiliary. The shotgun raffle will start Sat. September 23,2017. It was mentioned that the Exchange Club sent a \$1000 check. Chief Garvin will check on this.

**Community Remarks** – Shelly Hunt mentioned that it would be a good idea if the commissioners could be seen at the events the Auxiliary has.

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

A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Clifford Murray to go into Executive Session to review reconciliation of accounts, receive legal advice from Attorney David Yandle under attorney-client privilege regarding retiree health insurance coverage, receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding employee dishonesty insurance claims and personnel matter regarding witness fee payment. Motion passed.

**Executive Session** – to review reconciliation of accounts, receive legal advice from Attorney David Yandle under attorney-client privilege regarding retiree health insurance coverage, receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding employee dishonesty insurance claims and personnel matter regarding witness fee payment.

**Out of Executive Session – Into Regular Session** – No action was taken in Executive Session. The reconciliation of accounts were reviewed, received legal advice from Attorney David Yandle under attorney-client privilege regarding retiree health insurance coverage, received legal advice from Attorney Charlie Condon under attorney-client privilege regarding employee dishonesty insurance claims and personnel matter regarding witness fee payment.

**Reconciliation of Accounts** – A motion was made by Commissioner Bertha North-Lee and seconded by Chairman Lee Harrison to approve the reconciliation of accounts. Motion passed.

The next regular meeting is October 19, 2017 at 6:00 pm.

**Adjournment** – A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Bertha North-Lee to adjourn the meeting. Motion passed.

Meeting was adjourned.

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Lee Harrison, Chairman  
St Paul's Fire District

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Mary Adams, Clerk  
St Paul's Fire District