

L Harrison
B North-Lee
C Murray

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
NOVEMBER 16, 2017**

R Muckenfuss
L Gerth
C Fox

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

Review Information Only –October 2017 – Tracy presented the October 2017 financial report. Personnel Services was \$294,019.33 and Operating Expenses was \$80,961.88 with total being \$374,981.21. Revenues was \$540,909.00. The ending balance in the checking account on October 31, 2017 was \$1,108,480.43. The ending balance in the savings account on October 31, 2017 was \$530,027.03. It was mentioned that the checking account was in the negative one year ago.

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 November 12, 2017 and posted on the front door 24 hours prior to the meeting.

The minutes of the regular meeting on October 19, 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 except Commissioner Irvin Gadsden. 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 – A draft copy was handed out for review. It was mentioned that we need to advertise in the local newspaper. There also needs a policy for credit card use. It was also mentioned that there is not a purchase order system in the policy.

NEW BUSINESS

Update on Sentencing Hearings – Attorney Charlie Condon – The sentencing hearings are on Tuesday, November 21, 2017; 10:00am – Mary Jo Thomas-Delaney and 11:00am – Doc Matthews. It is at the Federal Courthouse on Broad Street in downtown Charleston. Anyone is welcome to attend.

REPORTS

Hollywood Station – regular maintenance.

Sauldam Station –Regular maintenance.

Edisto Station – Regular maintenance.

Ravenel Station - Regular maintenance.

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 – Chief Garvin stated that there are not enough personnel to keep Station 8 & 9 open at this time. There were a total of 261 alarms for October 2017. The alarms for September 2017 were incorrect in the minutes and should be corrected to 221 alarms. The tender is back in service. There were some firefighters that participated with the Meducare helicopter today. Congratulations to all the firefighters who were promoted. Chief Garvin made a presentation for the following personnel who were promoted to Captain: Brian Crosby who will be at Station 4 – “C” Shift; Brian Mitchum who will be at Station 6 – “B” Shift and Larry Washington who will be at Station 5 – “C” Shift. Chief Garvin also made a presentation for the following personnel who were promoted to Lieutenant: James “Boo” Ackerman who will be at Station 1 – “B” Shift; Jon Garvin who will be at Station 3 – “C” Shift; Timothy Mark Garvin who will be at Station 5 – “A” Shift; Marvin Harrison who will be at Station 4 – “B” Shift; Jeffrey Hunt who will be at Station 3 – “A” Shift; John Johnson who will be at Station 5 – “B” Shift; Neil Kurtz who will be at Station 3 – “B” Shift and Shaun Williams who will be at Station 2 – “B” Shift. Congratulations to everyone!! Jerry Morrison from the SC Fire Academy was present to take pictures.

Training Report – There was no training report for October 2017 per Chief Garvin.

Commissioners Report – Commissioner Bertha North-Lee asked how many took the Captain's test and the Lieutenant's test; there were three that took the Captain's test and eleven that took the Lieutenant's test. Commissioner Bertha North-Lee requested a list of personnel and their salaries and a job description for the office staff be made available for all commissioners. All commissioners need a key to the front door so they can get into the box on the wall for their requested information. Commissioner Charlie Fox congratulated the firefighters on their promotions. Commissioner Charlie Fox also requested that the staff email him a job description for the Maintenance Technician since Lester Tumbleston will be retiring soon. Commissioner Charlie Fox mentioned that the Election of Officers was to be done in July 2017 but was overlooked. This will be put on the agenda for December 2017. Commissioner Charlie Fox stated that he checked with other departments and said that we also need a policy on nepotism.

Auxiliary Report – Shelly Hunt – There are still tickets available for the gun raffle. Thanks to Commissioner Ronald Muckenfuss for his help in selling gun raffle tickets. There will be Craft Bazaar on Saturday, November 25, 2017 from 10:00am to 3:00pm at the corner of Highway 162 and 165. The auxiliary still has soy candles for sale.

Community Remarks – None.

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

Commissioner Charlie Fox had a question about the Promotions Policy.

A motion was made by Commissioner Charlie Fox 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 Commissioner Clifford Murray to approve the reconciliation of accounts. Motion passed.

The next regular meeting is December 21, 2017 at 6:00pm. Discussion ensued on changing the date for the December 2017 meeting. A motion was made by Commissioner Bertha North-Lee and seconded by Chairman Lee Harrison to change the December 21, 2017 meeting to Wednesday, December 13, 2017 at 6:00pm. Motion passed.

Adjournment – A motion was made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to adjourn the meeting. Motion passed.

Meeting was adjourned at 7:20pm.

Lee Harrison, Chairman
St Paul's Fire District

Mary Adams, Clerk
St Paul's Fire District