

L Harrison  
B North-Lee  
C Murray  
I Gadsden

**ST PAULS FIRE DISTRICT  
COMMISSIONERS MEETING  
DECEMBER 13, 2017**

R Muckenfuss  
L Gerth  
C Fox

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

**Review Information Only** – November 2017 – Tracy presented the November 2017 financial report. Personnel Services was \$207,606.21 and Operating Expenses was \$43,670.70 with total being \$251,276.91. We received a refund from Worker's Compensation for \$43,191.00. Revenues was \$540,909.00. The ending balance in the checking account on November 30, 2017 was \$884,487.10. The ending balance in the savings account on November 30, 2017 was \$530,053.60. \$500,000 has been paid on the TAN thus far.

**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 December 10, 2017 and posted on the front door 24 hours prior to the meeting.

The minutes of the regular meeting on November 16, 2017 were approved as written, without reading, with a motion by Commissioner Charlie Fox and seconded by Chairman Lee Harrison. 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**

**Update on Procurement Policy** – Chairman Lee Harrison and Commissioner Charlie Fox – Commissioner Charlie Fox will send out an updated copy of the Procurement Policy. A motion was made by Commissioner Charlie Fox and seconded by Vice-chairman Ronald Muckenfuss to adopt the Credit Card Policy that was handed out. Motion passed.

## **NEW BUSINESS**

**Election of Officers** – A motion was made by Commissioner Charlie Fox and seconded by Commissioner Bertha North-Lee that the slate of officers that we have now continue to serve until June 30, 2018. Motion passed.

**Rental House on Hyde Park Road** – An eviction notice was given to the tenants. Therefore, the house is empty at this time. A memo was given out from Chief Garvin concerning the future plans for Station 2. He plans to look into researching a Government Grant to build 3 new stalls for Station 2 and renovate the house. Since the property lines will need to be combined, he will notify the surveyor to have this completed. This is a plan of approximately 5 years out. It was also discussed to challenge Dorchester County so Charleston County can get revenue for area being annexed – Bradley Pasture on County Line Road by Corday's. The attorney will contact the Charleston County attorney before we move forward on this.

**Discuss Employee Health Insurance** – establish a committee to review and make recommendations – The current insurance with Cigna renews on March 1, 2018. On the committee would be 1 firefighter from each shift, Shelly Hunt, Chief Garvin, Assistant Chief Rakoske and the 2 office staff, Pam & Tracy. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to establish a committee to consist of the people listed above, to review proposals for health insurance and have the companies come and give presentations to the commission and the employees. Motion passed.

**Update on Sentencing Hearings** – Attorney Charlie Condon – The sentencing hearings were on Tuesday, November 21, 2017; 10:00am – Mary Jo Thomas-Delaney and 11:00am – Doc Matthews. Mary Jo Thomas-Delaney received 14 months to be served at the U. S. Bureau of Prisons; she is to pay a \$100 assessment fee and pay back the fire district \$32,225, which is due immediately. Doc Matthews received 33 months to be served at the U. S. Bureau of Prisons; he is to pay a \$100 assessment fee and pay back the fire district \$37,500, which is due immediately. They will probably report after Christmas.

**Update on Insurance Claim** – Attorney Charlie Condon – The fire district should be receiving the following funds from the insurance company - \$59,401.54 due to the dishonesty of Debra Miles and \$100,000 due to the dishonesty of Doc Matthews. The total loss from Doc Matthews was \$104,415.48. The \$35,000 that Daryl Brigman received is still open. The attorney fees are under \$10,000. It was discussed as to how the funds will be spent. It was suggested that some funds be spent on the Station 2 project; air packs and new radios. This was received as information only. More information will be gathered for the January 2018 meeting concerning this.

## **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** – There were a total of 196 alarms for November 2017.

**Training Report** – There were 881 training hours for November 2017. The training officer, Truss Johnson, will have the training hours for October 2017 at the January 2018 meeting.

**Commissioners Report** – Commissioner Bertha North-Lee asked about the information that was requested at the November 2017 meeting. It was put in the box by the front door but the commissioners need to have a key to the front door to get into the box. A front door key was given to all commissioners tonight.

**Auxiliary Report** – Shelly Hunt – There are still tickets available for the gun raffle. The candles that were donated are selling really good. The auxiliary was at the Craft Bazaar on Saturday, November 25, 2017 from 10:00am to

3:00pm at the corner of Highway 162 and 165 and made approximately \$300. Shelly received a phone call on Monday and the Methodist Church on Edisto will be donating \$1000 to the auxiliary every year. There will be a Christmas Party on December 20, 2017 at Station 1 at 6pm for all to attend. Shelly thanked Pam for doing what is asked of her; she is an awesome lady. Chief Garvin, Assistant Chief Rakoske, Pam and Tracey are to be applauded for a job well done!! It was noted that Commissioner Charlie Fox had no questions at this time.

**Community Remarks** – None.

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

A motion was made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to go into Executive Session to review reconciliation of accounts, revision to Employee Handbook/Manual and receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding retiree health insurance coverage. Motion passed.

**Executive Session** – to review reconciliation of accounts, revision to Employee Handbook/Manual and to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding retiree health insurance coverage.

**Out of Executive Session – Into Regular Session** – No action was taken in Executive Session. The reconciliation of accounts were reviewed, discussed revision to Employee Handbook/Manual and received legal advice from Attorney Charlie Condon under attorney-client privilege regarding retiree health insurance coverage.

**Reconciliation of Accounts** – A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Clifford Murray to approve the reconciliation of accounts. Motion passed.

The next regular meeting is January 18, 2018 at 6:00pm.

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

Merry Christmas and a Happy New Year!!

Meeting was adjourned at 7:53pm.

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Lee Harrison, Chairman  
St Paul's Fire District

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Mary Adams, Clerk  
St Paul's Fire District