

The St Paul's Fire District Commissioners will have their regular commissioners meeting on Thursday, January 18, 2018 at 6:00 pm at Station #1 Administrative Building at 6488 Highway 162, Hollywood, SC. The Finance Committee will meet at 6:00pm and the regular meeting will follow.

AGENDA

JANUARY 18, 2018

6:00 PM

PRESENTATION – Crowley Wechsler & Associates LLC, Certified Public Accountants – Audit ending June 30, 2017

FINANCE COMMITTEE MEETING

Call to Order – Vice-Chairman Ronald Muckenfuss
Review Information Only
Community Remarks – limited to 2 minutes per speaker

REGULAR MEETING CALLED TO ORDER – Chairman Lee Harrison

PLEDGE OF ALLEGIANCE & LORD'S PRAYER

ADVERTISEMENT – The Finance Committee meeting and regular meeting were advertised in the Post and Courier under "This Week's Meetings" on Sunday, January 14, 2018 and posted on the front door 24 hours prior to the meeting

Approval of the minutes of the December 13, 2017 Finance Committee and regular meeting

ROLL CALL

OLD BUSINESS

Update on Procurement Policy – Chairman Lee Harrison & Commissioner Charlie Fox

NEW BUSINESS

Recommendations from Committee established to review Employee Health Insurance
Approval to purchase a new Battalion Chief's truck through state contract
Approval to purchase new SCBA units to replace some of the outdated units still in use

REPORTS

Hollywood Station
Sauldam Station
Edisto Station
Ravenel Station
Adams Run Station
Stono Ferry Station
Meggett Station
Parkers Ferry Station
Petersfield Station
Chief's Report
Training Report
Commissioners Report
Auxiliary Report
Community Remarks – limited to 2 minutes per speaker
Reviewing and signing of checks for expenses

EXECUTIVE SESSION

Review reconciliation of accounts
Receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding annexation question
Receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding new employment claim and pending employment claims

Upon returning to open session, the Commission may take action on matters discussed in Executive Session

ADJOURNMENT

The next regular meeting is February 15, 2018 at 6:00 pm

L Harrison
B North-Lee
C Murray
I Gadsden

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
JANUARY 18, 2018**

R Muckenfuss
L Gerth
C Fox

PRESENTATION – Crowley, Wechsler & Associates LLC, Certified Public Accountant – Audit ending June 30, 2017 – Lisa Wechsler was present and made a presentation for the audit ending June 30, 2017.

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

Review Information Only –December 2017 – Tracy presented the December 2017 financial report. Personnel Services was \$217,663.66 and Operating Expenses was \$153,252.16 with total being \$370,915.35. Revenues was \$540,909.00. The ending balance in the checking account on December 31, 2017 was \$1,242,466.72. The ending balance in the savings account on December 31, 2017 was \$530,067.11.

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 January 14, 2018 and posted on the front door 24 hours prior to the meeting.

The minutes of the regular meeting on December 13, 2017 were approved as written, without reading, with a motion by Vice-chairman Ronald Muckenfuss 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 was not present. Asst Chief Mike Rakoske was present.

OLD BUSINESS

Update on Procurement Policy – Chairman Lee Harrison and Commissioner Charlie Fox – Commissioner Charlie Fox will send out a draft of the completed copy of the Procurement Policy prior to the February 2018 meeting.

NEW BUSINESS

Recommendations from Committee established to review Employee Health Insurance – The insurance vendors will be invited to speak at a special meeting concerning Employee Health Insurance. A decision will need to be made prior to the March 1, 2018 renewal with Cigna. More on this prior to the February 2018 meeting.

Approval to Purchase a new Battalion Chief's truck through state contract – Asst Chief Rakoske went to the state website and found a 2018 Ford F250 for \$32,386 which has to be ordered. He also found a 2018 Chevrolet 1500 for \$30,846 which is at Love Chevrolet in Columbia. Both vehicles would need lettering and lights which can be approved by Chief Garvin. A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Larry Gerth to purchase the 2018 Chevrolet 1500 for \$30,846. Motion passed. The old truck will be sold.

Approval to Purchase new SCBA units to replace some of the outdated units still in use – Asst Chief Rakoske sent out information to three vendors but only got one response. The bid we received was from Anderson Fire & Safety for 26 air packs with 10 that have sight thermal imaging camera face mask is \$232,647.87 which includes tax but not shipping/handling. There is \$240,000 in the budget for the air packs. A motion was made by Commissioner Charlie Fox and seconded by Chairman Lee Harrison to accept the bid from Anderson Fire & Safety for \$232,647.87. Motion passed.

REPORTS

Hollywood Station – Regular maintenance.

Sauldam Station –Regular maintenance. Windows and back part of roof need to be replaced.

Edisto Station – Regular maintenance.

Ravenel Station - Regular maintenance.

Adams Run Station - Regular maintenance. To replace bay doors that were damaged when truck was backing in would be out of pocket \$10,000 for insulated bay doors. Need quotes.

Stono Ferry Station - Regular maintenance. The broken window was repaired.

Meggett Station – Regular maintenance. The line to the storage tank busted and was repaired.

Parkers Ferry Station – Unmanned at this time.

Petersfield Station – Unmanned at this time.

Chief's Report – There were a total of 209 alarms for December 2017. The annual alarms for 2017 was 2544.

Training Report – There were 175 training hours and 239 physical hours for October 2017. There were 880 training hours and 261 physical hours for November 2017. There were 770 training hours and 242 physical hours for December 2017.

Commissioners Report – Commissioner Bertha North-Lee asked about her phone numbers and wants to put Personnel Matters regarding an amendment to policy about salaries for Executive Session on the agenda for February 2018. Commissioner Larry Gerth asked when will the Station 9 Petersfield Station be manned; that it is costing him a lot of money. Asst Chief Rakoske is working on this situation. Charleston County is working on a recruitment program; maybe recruitment school with the Fire Academy's help. Commissioner Charlie Fox asked how many volunteers do we have now; 3-6 volunteers. Commissioner Charlie Fox also mentioned that in the audit it was mentioned that 20 firefighters didn't have background checks; that was firefighters who were hired prior to that being done; he also asked if all firefighters have a current physical; the answer was NO so CCOH needs to be contacted concerning those that don't have a current physical. There are 7 firefighters that don't have a current physical. That needs to be completed within 6 weeks. Commissioner Charlie Fox asked for a list of St. Paul's Fire Department personnel that are related to the Fire Chief(s) or members of the Commission. This list should be presented at the February commission meeting.

Auxiliary Report – Shelly Hunt – There are only 10 tickets left for the gun raffle. The flashlights that were given to the firefighters have come in. George Gardiner, a volunteer, purchased all the batteries for the flashlights.

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 Chairman Lee Harrison to go into Executive Session to review reconciliation of accounts. Motion passed.

A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Clifford Murray to go into Executive Session to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding annexation question. Motion passed.

A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Clifford Murray to go into Executive Session to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding new employment claim and pending employment claims. Motion passed.

Executive Session – to review reconciliation of accounts, to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding annexation question and to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding new employment claim and pending employment claims.

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 Charlie Condon under attorney-client privilege regarding annexation question and to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding new employment claim and pending employment claims.

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 February 15, 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.

Meeting was adjourned at 8:20pm.

Lee Harrison, Chairman
St Paul's Fire District

Mary Adams, Clerk
St Paul's Fire District