

L Harrison
B North-Lee
C Murray
I Gadsden

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
MARCH 15, 2018**

R Muckenfuss
L Gerth
C Fox

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

Review Information Only –February 2018 – Tracy presented the February 2018 financial report. Personnel Services was \$308,280.64 and Operating Expenses was \$107,472.96 with total being \$415,753.60. Revenues was \$540,909.00. The remaining principle balance and interest was paid on the TAN for \$505,461.40; \$500,000 principle balance and \$5,461.40 interest. The ending balance in the checking account on February 28, 2018 was \$943,151.59. The ending balance in the savings account on February 28, 2018 was \$733,900.19.

Community Remarks – Commissioner Charlie Fox asked when the TAN payment was made. It was made prior to February 28, 2018.

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 March 11, 2018 and posted on the front door 24 hours prior to the meeting.

The minutes of the regular meeting on February 15, 2018 were approved as written, without reading, with a motion by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Clifford Murray. Motion passed. Commissioner Charlie Fox made a comment to have the changes that he had emailed to be included. Vice-chairman Ronald Muckenfuss and Commissioner Clifford Murray withdrew the prior motion. Commissioner Charlie Fox made a motion to approve the minutes of the regular meeting on February 15, 2018, without reading, with changes noted. Commissioner Larry Gerth seconded and the 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 was present.

OLD BUSINESS

Update on Procurement Policy – Chairman Lee Harrison and Commissioner Charlie Fox – A draft of the Procurement Policy was distributed at the February 15, 2018 meeting. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Clifford Murray to approve the Procurement Policy as distributed. Motion passed.

NEW BUSINESS

2018-2019 Proposed Budget – Assistant Chief Mike Rakoske has been working with Mack Gile in the Charleston County Finance Office and reworked the budget from last month. Proposed Budget for 2018-2019 is Personnel Expenses - \$3,331,961; Operating Expenses - \$2,758,039 and Capital Expenses - \$295,000; total being \$6,385,000. The proposed budget needs to be at Charleston County by April 11, 2018. Laurie Hagberg with the Finance Office was present and stated that a 3% raise would equal \$100,000. A motion was made by Commissioner Charlie Fox

and seconded by Commissioner Irvin Gadsden to approve the 2018-2019 proposed budget that was presented tonight and to forward to Charleston County. Motion passed.

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 – Unmanned at this time.

Petersfield Station – Unmanned at this time.

Chief's Report – There were 198 alarms for February 2018. Chief Garvin mentioned that we had bought furniture from Rooms to Go for the stations some years ago. The furniture had a 10-year guarantee. Since it was guaranteed for 10 years and it had not been 10 years since we purchased the furniture, we got all new furniture for the stations for around \$4,000. Our website is a work in progress by Brent Nowak. One of our fire department personnel graduated from the Fire Academy last week. New employees that were present were Tammy Inabinett, Brandon Diaz and Garrett Pinckney. Firefighters were commended on a job well done!! Chief mentioned that his church is having a craft fair and a car show.

Training Report – There were 1085.50 training hours and 241 physical hours for February 2018.

Commissioners Report – Commissioner Larry Gerth asked when Station 8 and 9 would be manned. Chief Garvin stated that Station 8 and 9 would not be open in 2018. Commissioner Charlie Fox had a question about a tire being patched. A tire was patched on the service truck. Commissioner Charlie Fox also asked about a hurricane plan for the fire district; he also sent a map to Chief Garvin and impact from storms. Wilson Road floods with Category 2 storms. Chief Garvin spoke and he will get a committee together and present a plan to the commission by the May 2018 meeting.

Auxiliary Report – Shelly Hunt – The Auxiliary purchased 20 sections of 1 ¾-inch fire hose and 4 ½-6 inch adaptors for dry hydrants – 50 feet long each. Vice-chairman Ronnie Muckenfuss's son won the raffle for the gun. It was also mentioned that we could use 2 poles and make a drying rack for the hose. The auxiliary has purchased so far: chainsaws and equipment, gloves, goggles, earplugs and is working on a grant for AEDs. Scotty Harrison is contacting Sparrow and Kennedy about donate a gator/ATV to the district. The Auxiliary is having a spaghetti dinner on Friday, April 27, 2018 from 5-9pm at the United Methodist Church. It was suggested that the Battalion Chief be willing to hold tickets for purchase.

Community Remarks – None.

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. Motion passed.

A motion was made by Commissioner Bertha North-Lee and seconded by Commissioner Clifford Murray to go into Executive Session to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding payroll issues with contracted payroll company. Motion passed.

A motion was made by Commissioner Bertha North-Lee and seconded by Commissioner Clifford Murray to go into Executive Session to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding approval process for changes to the agenda. Motion passed with one opposition from Commissioner Charlie Fox.

Executive Session – to review reconciliation of accounts and to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding payroll issues with contracted payroll company and to receive legal advice from Attorney Charlie Condon under attorney-client privilege regarding approval process for changes to the agenda.

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 payroll issues with contracted payroll company and received legal advice from Attorney Charlie Condon under attorney-client privilege regarding approval process for changes to the agenda.

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

The commissioners decided that the clerk would send a draft of the agenda for the next commission meeting one week prior to the meeting to commissioners. If there are to be any additions/corrections to the agenda, they will send a request to the clerk prior to the final agenda.

The next regular meeting is April 19, 2018 at 6:00pm.

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

Meeting was adjourned at 7:47pm.

Lee Harrison, Chairman
St Paul's Fire District

Mary Adams, Clerk
St Paul's Fire District