

L Harrison
B North-Lee
I Gadsden
A Collins

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
APRIL 18, 2019**

R Muckenfuss
L Gerth
C Fox

Prior to the Finance Committee Meeting – A plaque was presented to former Commissioner Clifford Murray on behalf of the St Pauls Fire District Commission. Mr. Murray started with the district in 1985 as a volunteer firefighter. He began as a Commissioner in 2008. Thanks to Mr. Murray for his service in the fire district.

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

Review Information Only –March 2019 – Tracy presented the March 2019 financial report. Personnel Services was \$304,391.45 and Operating Expenses was \$90,842.72 with total being \$395,234.17. Revenues was \$159,647.93. There is no update to the TAN. The ending balance in the checking account on March 31, 2019 was \$879,361.46.

Community Remarks – None at this time.

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 under "Legal Notices" on April 17, 2019 and posted on the front door 24 hours prior to the meeting.

Approval of the minutes of the March 21, 2019 Finance Committee and regular meeting AND the minutes of the April 9, 2019 Special Meeting –A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Charlie Fox to approve the minutes of the March 21, 2019 and April 9, 2019, without reading, with one correction/addition to the March 21, 2019 minutes. 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

Discussion on hiring of IT Consultant – Assistant Chief Mike Rakoske presented a quote from West Jones with Lowcountry Technical. For the first year, it would be \$11,000 and the second year, it would be \$3,024. This would be for networking and email for all stations. There is \$6 charge per email address. There is a one-time fee of \$5,425 to program. Discussion ensued on this and decided that we need more information. Commissioner Arnold Collins knows an IT person and will set up a meeting with staff concerning this.

Discussion of personal use of St Paul's Fire District property including date from Chief Garvin – Commissioner Charlie Fox asked Chief Garvin to check into this and Commissioner Charlie Fox knows of one incident that warrants Chief Garvin's review. Commissioner Charlie Fox requested this item of business be put in Executive Session. Attorney Charlie Condon suggested this item of business be in open session since it does not warrant disciplinary action. Attorney Charlie Condon suggested that Chairman Harrison, Commissioner Charlie Fox, one more commissioner and Attorney Charlie Condon meet with Chief Garvin after the regular meeting tonight.

Tracy requested to re-open the Finance Committee meeting – Tracy said there is a difference of \$14,000 in Revenue for the 2019-2020 Proposed Budget requested by Mack Gile with Charleston County Finance. A new line item Merchants Inventory Tax/Intergovernmental of \$13,000 was added and an additional \$1,000 was added to Motor Carrier. Vice-chairman Ronald Muckenfuss made a motion that was seconded by Commissioner Larry Gerth to re-open the Finance Committee meeting. Motion passed. A motion was made by Commissioner Arnold Collins and seconded by Commissioner Charlie Fox to recommend the increase of \$14,000 in Revenue for the 2019-2020 Proposed Budget. Motion passed. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Arnold Collins to approve the Finance Committee recommendation. Motion passed.

NEW BUSINESS

Bids for Truck – Lester Tumbleston sent request for bids to seven vendors and the following information is what was received back: 1) KME - \$374,200 available late May/early June. 2) E-1 – no response. 3) Ferrara – no response. 4) Sutphen – none available. 5) Rosenbauer - \$406,000 – custom built – available now; \$205,000 – tender/pumps; \$212,000 – commercial trucks. 6) Pierce - \$294,248 – available now. 7) Fouts Brothers - \$214,184.01 – available April/May. Lester said he hopes we have faith in Chief Garvin to choose the right truck. Commissioner Arnold Collins asked Chief Garvin which he would recommend and he said he would recommend Pierce. A motion was made by Commissioner Arnold Collins and seconded by Vice-chairman Ronald Muckenfuss to purchase the truck from Pierce for \$294,248. Discussion ensued. Commissioner Charlie Fox recommended that we would need a letter justifying why we didn't choose the lowest bidder. Carla Ritter with Charleston County asked if we had a Procurement Policy and the answer is yes. Lester mentioned that it could be an emergency procurement purchase when he and Pam met with a Procurement specialist. Commissioner Charlie Fox asked what the date was on the Procurement Policy that Lester was referring to. Lester said he thought it was the Procurement Policy from Charleston County. Commissioner Charlie Fox said that an emergency procurement purchase is not listed in our Procurement Policy. Commissioner Charlie Fox also stated that we updated the Financial Policy last year. Commissioner Charlie Fox asked that Chief Garvin write a letter for the file to give valid reasons why we are not going with the lowest bidder since any of the vendors could challenge us. A purchase order will be needed and dated today April 18, 2019. The following is a breakdown of how the truck will be purchased: \$150,000 from the insurance company, \$90,000 out of next year's budget for apparatus, \$20,000-\$25,000 from the investment pool and \$35,000 will be absorbed in the budget from Fund Balance. The district is allowed to move around funds in the same budget. All commissioners were in favor of the motion.

Decision on Lexipol – Policy Management Software for Public Safety – Chairman Lee Harrison, Commissioner Charlie Fox, Commissioner Arnold Collins and Assistant Chief Mike Rakoske went to St Johns Fire Department to review information on Lexipol. Commissioner Arnold Collins recommended that since it is very technical and involved, and if we go with Lexipol we would need to hire someone full time for this. He also stated that it is a good system but too intricate. Maybe we could borrow a policy from an outside source for now. It is very intense but we will continue to monitor changes. Commissioner Charlie Fox agrees with Commissioner Arnold Collins. Plan A would be to write our own policies. Battalion Chiefs were to have this done in May 2019. We need to have policies in place that are compliant with the law, since they are changing every day. We might need to hire someone for \$20,000. We need written health policies concerning cancer with the firefighters. We have already paid \$15,000 for prior policies. Commissioner Charlie Fox got a copy of the written policies from Mr. Robert Wagenbrenner, Retired Administrative Chief with Mt Pleasant Fire Department who was with St Johns Fire Department, who has a consulting business, at no cost and gave it to Assistant Chief Mike Rakoske six months ago. Assistant Chief Mike Rakoske got bad feedback on the Job Descriptions. Commissioner Arnold Collins recommended the committee meet with Mr. Robert Wagenbrenner. Commissioner Charlie Fox will contact him and get back with the committee for a presentation.

Resolution for the Adoption of the Revised Charleston Regional Hazard Mitigation Plan by St Paul's Fire District Commission – Assistant Chief Mike Rakoske stated that Charleston County wants us to adopt this resolution in order to receive FEMA funds or federal grants. Commissioner Charlie Fox, Assistant Chief Mike Rakoske and Firefighter Wayne Ackerman worked on this resolution. A copy is attached to the minutes. The paperwork was

signed by Chairman Lee Harrison. A motion was made by Commissioner Charlie Fox and seconded by Commissioner Larry Gerth to approve the resolution #2019-1. Those that worked on this plan thanks for a great job. Motion passed with all in favor of the motion.

REPORTS

Hollywood Station – Regular maintenance.

Sauldam Station –Regular maintenance. Windows are on order.

Edisto Station – Regular maintenance.

Ravenel Station - Regular maintenance.

Adams Run Station – Is temporarily closed. The cost to add 100-foot drain field and dig ditch is \$3925.

Stono Ferry Station - Regular maintenance.

Meggett Station – Regular maintenance.

Parkers Ferry Station – Regular maintenance.

Petersfield Station – Unmanned at this time. Gutters were cleaned.

Chief's Report – There were 203 alarms for March 2019. There were 119 EMS calls and 3 mutual aid calls. Commissioner Charlie Fox had questions concerning the 3 mutual aid calls. The district has a male firefighter that is 28 years old and has breast cancer. Please keep him and his family in your prayers. There was one call at Tractor Supply, a customer had Fentanyl in the bathroom and nearly died. There were 3 inspections in March 2019 with 10 violations at the Mercantile. They will be inspected again on April 20, 2019. There was one industrial inspection with violations. They will be inspected again also on April 20, 2019. Commissioner Charlie Fox asked Chief Garvin if the boat is ready for the water and he said no, that the boat had not yet been received by the department. The SOG's are being worked on.

Training Report – Truss Johnson - There were 1127 training hours and 341 physical hours for March 2019. Working with DHEC concerning getting information about a Fentanyl call and how to handle it. We now have 4 in house trainers. And a grant program is being worked on.

Attorney's Report – Attorney Charlie Condon stated that the case concerning the 1) Retirement Health Insurance case – Mediation on May 13, 2019 2) Maxwell case – undergoing discovery. Also listed on the agenda in Executive Session today will be receipt of advice from Attorney Condon on pending cases.

Commissioners Report – Commissioner Larry Gerth asked if the firefighter that was driving the truck that was totaled, was he given a ticket. No he was not given a ticket. He was driving too fast for conditions. Commissioner Charlie Fox asked if there was a follow-up on this? Was an investigation done? The traffic squad did an investigation and an FR10 form was done for insurance only. Is an investigation done internally for truck accidents? The Battalion Chief on duty and Chief Garvin/Assistant Chief Rakoske were called. Was the driver ok? Yes. Is a drug test done automatically? Only an alcohol test was done. Commissioner Charlie Fox said the policy says a drug test should be done. Was he penalized? Is there a black box on the trucks? There is something like it on newer trucks.

Auxiliary Report – There was nobody from the Auxiliary present at this meeting. Attorney Charlie Condon attempted to contact Shelly Hunt by phone and email with no response. Lester said Shelly can't come to meetings

on Thursday due to a conflict with baseball with her son. Lester offered to meet with Shelly on another night to get a report.

Community Remarks – There were no community remarks at this time.

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 Irvin Gadsden to go into Executive Session to review reconciliation of accounts. All commissioners were in favor of the motion. Motion passed.

A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Bertha North-Lee to go into Executive Session for receipt of legal advice from Attorney Charlie Condon under the attorney-client privilege concerning Washington vs St Paul's. All commissioners were in favor of the motion. Motion passed.

A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Larry Gerth to go into Executive Session for receipt of legal advice from Attorney Charlie Condon under the attorney-client privilege concerning Porter, et al., vs St Paul's. All commissioners were in favor of the motion. Motion passed.

Executive Session – to review reconciliation of accounts, for receipt of legal advice from Attorney Charlie Condon under the attorney-client privilege concerning Washington vs St Paul's and for receipt of legal advice from Attorney Charlie Condon under the attorney-client privilege concerning Porter, et al., vs St Paul's.

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 the attorney-client privilege concerning Washington vs St Paul's and received legal advice from Attorney Charlie Condon under the attorney-client privilege concerning Porter, et al., vs St Paul's.

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

The next regular meeting is May 16, 2019 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 8:06pm.



Lee Harrison, Chairman
St Paul's Fire District



Mary Adams, Clerk
St Paul's Fire District