

C Fox
B North-Lee
L Harrison

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
SEPTEMBER 19, 2019**

R Muckenfuss
L Gerth
A Collins

REGULAR MEETING CALLED TO ORDER – Chairman Charlie Fox

Adoption of Resolution on the late Commissioner Irvin Gadsden – A motion was made by Commissioner Bertha North-Lee and seconded by Vice-chairman Ronald Muckenfuss to adopt the Resolution on the late Commissioner Irvin Gadsden. Motion passed. Family members of late Commissioner Irvin Gadsden were present. Chairman Charlie Fox read the Resolution and presented it to the family. The family was very appreciative of the Resolution.

Short Recess.

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

Review Information Only –August 2019 – Tracy presented the August 2019 financial report. Personnel Services was \$331,302.57 and Operating Expenses was \$146,137.36 with total being \$477,439.93. Revenues was \$114,659.67. Interest Income was \$4,057.30. There is no update to the TAN. The ending balance in the checking account on August 31, 2019 was \$292,982.68. The balance in the SCLGIP account is \$1,952,162.42.

Community Remarks – None at this time.

The Finance Committee meeting was closed at this time.

Regular Meeting Called to Order – Chairman Charlie Fox 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 September 18, 2019 and posted on the front door 24 hours prior to the meeting. All flags will be at half-staff tomorrow, September 20, 2019 in honor/memory of POW's and MIA's.

Approval of the minutes of the August 15, 2019 Finance Committee and regular meeting –A motion was made by Vice-Chairman Ronald Muckenfuss and seconded by Commissioner Arnold Collins to approve the minutes of the August 15, 2019 regular meeting, without reading, and that a page in the minutes be inscribed in memory of Irvin Gadsden. 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 of job descriptions, SOGs and policies – Chairman Charlie Fox mentioned that the Chart on page 13 of the Procurement Policy where it says that equipment less than \$25,000 can be purchased without approval from the Commission, that it be reduced to \$1,000. Commissioner Arnold Collins asked if we wanted to reduce the amount or reduce the amount to \$1,000. Discussion ensued on this. Commissioner Lee Harrison made a motion that was seconded by Vice-chairman Ronald Muckenfuss that we leave this policy as is. Commissioner Arnold Collins asked if lowering the amount to \$1,000 would be too low for operations and maybe have an exemption for replacing equipment, etc. Commissioner Arnold Collins also mentioned that we might need a separate Procurement Policy for Maintenance. The vote was taken on the motion; Vice-chairman Ronald Muckenfuss, Commissioner Lee Harrison, Commissioner Larry Gerth and Commissioner Arnold Collins voted in favor of the

motion. Commissioner Bertha North-Lee voted against the motion and said that we need to discuss this further. Motion passed.

NEW BUSINESS

Briefing by Chief Garvin on Hurricane Dorian and Botany Bay Island – Everyone was prepped and ready for Hurricane Dorian. Thanks to all the firefighters for their hard work. There were 117 response calls in a 3-day period. The firefighters were professional when in the streets and getting trees on houses. There was a fire on Botany Bay Island that Chief Garvin and Truss Johnson went to by boat. There are 8 houses there that have wells and sprinkler system. This property is in our fire district, so we are required to give them fire service. Chief Garvin is working up a price for a skid unit with hose to put in the back of an ATV. Chief Garvin will speak with the caretaker and get specs for the ATV.

Briefing by Attorney Condon Freedom of Information Act – Defer until later in the meeting.

Procurement Requests – Chairman Charlie Fox mentioned that we have no asset stickers for our Asset Inventory. Chairman Charlie Fox would propose that we identify and catalog in a database the property owned by the fire district. After a review of at least 3 vendors, the most economical for recurring expenses is Asset Tiger. The cost of \$600 includes the asset software (free) and cloud storage (\$200/year) and 500 labels to be affixed to property. He also wants to hire 1-2 temporary employees for \$6200 to get this project started for a total of \$6800. Commissioner Arnold Collins asked if our inventory is tagged and the answer was no. The Auditor has a list of inventory that is over \$5000. We have no asset tags. It was mentioned that the Auditor's items should be tagged. A motion was made by Commissioner Arnold Collins and seconded by Commissioner Bertha North-Lee to proceed with the proposal from Chairman Fox that we purchase asset stickers program for \$600 and to hire 1-2 temporary part-time employees for \$6200 to get this project started for a total of \$6800. Motion passed.

Buddy Swaps – Commissioner Bertha North-Lee asked a question for information concerning this at the last meeting. Chairman Charlie Fox got the information and supports the buddy system. His concern was how a higher rank firefighter swap could be made with a lower rank firefighter swap. Attorney Charlie Condon said that buddy swaps are ok but he might want to check with Attorney Kelly, a labor law attorney. It was decided that this item be off the agenda for now and to defer action at this time. Attorney Charlie Condon will check on the analysis for this.

Commission Guidance to Chief on FY 2020-2021 Budget – Chief Garvin mentioned the following items for the 2020-2021 Budget: 1) Stall at Station 2, 2) replace engine, 3) increase in pay 4) additional personnel and 5) firefighters back at stations.

REPORTS

Chief's Report – There were 208 alarms for August 2019. There were 135 EMS calls.

Station Report – Station 5 had A/C unit repaired and then it broke down again and now it needs to be replaced. They are getting prices for a new A/C unit. B-shift members put new tile down. Getting prices for a year-round service contract for all A/C and heating units for all stations. Getting prices for all generators to be serviced in all stations in the Spring of 2020.

Training Report – Truss Johnson - There were 1121 training hours and 344 physical training hours for August 2019. Chairman Fox met with Truss concerning the Incident Command 300 and 400 and helicopter training.

Attorney's Report – Attorney Charlie Condon reported there is one case pending in discovery and mediation coming up.

IN MEMORY OF

IRVIN GADSDEN

March 17, 1946 – August 29, 2019



COMMISSIONER

St. Paul's Fire District

March 1986 – August 2019

Chairman's Report – was received as information.

Commissioner's Report – No reports at this time.

Community Remarks – FF Danny Crane spoke concerning the Buddy Swaps. Lt Johnson also spoke concerning the Buddy Swaps. Capt Brian Mitchum also spoke concerning the Buddy Swaps.

Reviewing and signing of checks for expenses - Checks were reviewed and signed for expenses in open session at this time.

Back to New Business – Briefing by Attorney Charlie Condon – Freedom of Information Act. Attorney spoke for 5 minutes concerning the FOIA.

A motion was made by Commissioner Arnold Collins and seconded by Vice-chairman Ronald Muckenfuss to go into Executive Session to review reconciliation of accounts and discussion of personnel matters. All commissioners were in favor of the motion. Motion passed.

Executive Session – to review reconciliation of accounts and discussion of personnel matters.

Out of Executive Session – Into Regular Session – No action was taken in Executive Session. The reconciliation of accounts were reviewed and discussion of personnel matters.

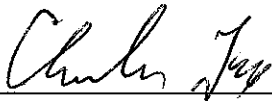
Reconciliation of Accounts – A motion was made by Commissioner Lee Harrison and seconded by Commissioners Bertha North-Lee to approve the reconciliation of accounts. Motion passed.

Chairman Charlie Fox appointed an Ad Hoc Committee for FOIA request – Chairman Charlie Fox, Commissioner Arnold Collins and Vice-chairman Ronald Muckenfuss.

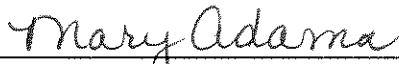
The next regular meeting is October 17, 2019 at 6:00pm.

Adjournment – A motion was made by Vice-Chairman Ronald Muckenfuss and seconded by Commissioner Larry Gerth to adjourn the meeting. Motion passed.

Meeting was adjourned at 8:21pm.



Charlie Fox, Chairman
St Paul's Fire District



Mary Adams, Clerk
St Paul's Fire District



St. Paul's Fire District

RESOLUTION

Honoring the Life of Irvin Gadsden

WHEREAS, St. Paul's Fire District Commission recognizes that the foundation of our community is grounded in those who give of themselves selflessly to help others; **and**,

WHEREAS, Irvin Gadsden was a major figure and respected citizen of the St. Paul's area who entered into eternal rest on August 29, 2019; **and**,

WHEREAS, Irvin Gadsden was a tireless advocate for the citizens of Edisto Island and of the St. Paul's Fire District; **and**,

WHEREAS, Irvin Gadsden was involved with the early plans of starting a fire department on Edisto Island; **and**,

WHEREAS, Irvin Gadsden served with distinction as a Commissioner of the St. Paul's Fire District for more than 33 years, having been first appointed in 1986; **and**,

WHEREAS, Irvin Gadsden was much loved and respected by his family, friends, community, and co-workers on Edisto Island and throughout Charleston County.

NOW THEREFORE be it resolved by the St. Paul's Fire District Commission that Tuesday, September 3rd, 2019 be designated in the St. Paul's Fire District as

Irvin Gadsden Day

The Commission and the officers and firefighters of the St. Paul's Fire Department extend their sincere condolences to his family and friends.

Given under my hand and seal this 19th Day of September 2019.

Charles A. Fox, Chairman
St. Paul's Fire District Commission

Bertha North-Lee, Secretary
St. Paul's Fire District Commission