

C Fox  
B North-Lee  
L Harrison

**ST PAULS FIRE DISTRICT  
COMMISSIONERS MEETING  
OCTOBER 17, 2019**

R Muckenfuss  
L Gerth  
A Collins

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

**Review Information Only** –September 2019 – Tracy presented the September 2019 financial report. Personnel Services was \$353,784.95 and Operating Expenses was \$54,859.03 with total being \$408,643.98. Revenues was \$66,544.32. Interest Income was \$3,291.32. There is no update to the TAN. The ending balance in the checking account on September 30, 2019 was \$419,159.27. The balance in the SCLGIP account is \$1,455,422.13. The balance for the Station 10 construction account is \$250,142.84. There was a \$100 check given by a citizen and a new account will be opened up for recreation for firefighters of the district. Commissioner Charlie Fox will develop guidelines for the use of this account to be presented for approval at a future meeting of the Commission.

**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 October 16, 2019 and posted on the front door 24 hours prior to the meeting.

**Approval of the minutes of the September 19, 2019 Finance Committee and regular meeting** –A motion was made by Vice-Chairman Ronald Muckenfuss and seconded by Commissioner Larry Gerth to approve the minutes of the September 19, 2019 Finance Committee and regular meeting, without reading. 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 the Procurement Policy** – Chairman Charlie Fox spoke concerning a procurement policy - proposal change. Chairman Charlie Fox's recommendation is to change the St Paul's Fire Commission Procurement Policy on the table on page 13. The Chief can still approve repairs to apparatus and buildings for up to \$25,000. The Chief can purchase equipment and assets up to a maximum of \$1,000. Procurement of equipment above \$1,000 would have to be approved by the Commission. Chairman Charlie Fox mentioned items that were bought without bids; building outside – the contractor was to get permits and that did not happen. Lester Tumbleston, former code enforcement office for Town of Hollywood, oversaw the project. Chairman Charlie Fox suggested we consult with Beth but the cost is not known at this time. There was no motion made concerning this.

#### **NEW BUSINESS**

**Procurement Requests – Air Pack Inspections** – The NFPA requires air packs to be inspected and flow tested in accordance with manufacturer's requirements by at least annually. The department has approximately 46 air packs. The lowest cost per unit is \$40. Quotes were solicited from at least 3 vendors. A motion was made by Commissioner Larry Gerth and seconded by Vice-chairman Ronald Muckenfuss to authorize the expenditure of up to \$2,000 to Anderson Fire and Safety for the flow testing of all air packs as well as necessary funds for any repairs

and parts required. Motion passed. *Telephone Systems* – The Commission has received comments and suggestions over the past year about the need to improve our telephone service. A few companies wanted to replace the entire telephone system at a cost of several thousand dollars. The South State contract has an option for a single vendor to manage all of our telecommunications lines and broadband (internet) and be a single point of contact for all issues. Because the lines will be bundled, the department will realize an overall cost savings. Additionally, Headquarters and several stations will receive service through copper lines (the “old” system) vastly improving the service during major storms. During Hurricane Dorian, Headquarters lost all telephone and internet for almost one day. A motion was made by Commissioner Larry Gerth and seconded by Vice-chairman Ronald Muckenfuss to authorize the consolidation of telephone and internet service into one vendor, Granite Telecommunications, LLC. Motion passed. *Computer Replacement Program* – The Commission approved the current operating budget, which contained the line item and funding to replace the departments computers and required software. The purchase price is based on Charleston County’s contract pricing. A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Bertha North-Lee to authorize the purchase of new computers through DELL EMC (using the County contract pricing). Have the departments IT vendor provide the required software and labor to place the computers in service at the various locations. Motion passed.

Procurement Policy – Chief Larry Garvin will not be here at the next commission meeting on Thursday, November 21, 2019. Commissioner Larry Gerth suggested we take a vote tonight. It was decided that it could wait until the December 2019 commission meeting.

## REPORTS

**Chief’s Report** – Station 5 needs a new A/C & Heating Unit. Chief Larry Garvin has received 3 bids for a new A/C & Heating unit for Station 5: 1) C. Wilson Heating & Air - \$7,975.00; 2) AC Heating & Air - \$7374.00; 3) Postell’s - \$8,250.00. Chief Larry Garvin recommended C. Wilson Heating & Air and to add U/V on. A motion was made by Commissioner Lee Harrison and seconded by Commissioner Larry Gerth to go with the bid from C. Wilson Heating & Air, upon the recommendation from Chief Larry Garvin. Motion passed. The Commission directed that a UV filter be installed as part of the upgrade.

**Station Report** - There were 321 alarms for September 2019. There were 155 EMS calls. Chief Larry Garvin finally met with the well representative for the well at Station 3. The well representative was Andy Anderson until he passed away. Four firefighters have left the department.

**Maintenance Report** – September 2019 – Parts Cost - \$5,529.94 (internal repairs); Contracted costs - \$4,091.52 (sublet repairs); No. of Fleet Maintenance Regular hours – 168; No. of Fleet Maintenance Overtime House – 76. Total hours – 244.

**Training Report** – Truss Johnson was not present at this meeting - There were 1040 training hours and 390 physical training hours for September 2019. Truss mentioned in his letter that all floor personnel have attended the High-Performance CPR class at the North Charleston Coliseum, hosted by Charleston County EMS. Six personnel are enrolled in the ICS-300 class coming up at the end of the month. Once that class is completed, the personnel will move on to the ICS-400 class being held in November. The recruits that were enrolled in the Charleston County Recruit School have been removed from that program due to injuries. Two of those personnel are in another Firefighter 1 class located in Berkeley County. A schedule is being worked out with the Fire Academy to host a Firefighter 1 class here within the next 3 weeks. The other recruit along with a Volunteer will attend this in-house class and plan to attend the skills evaluation and live fire burn in Berkeley County along with the other two recruits in December.

**Attorney’s Report** – Attorney Charlie Condon reported there is one case pending with Maxwell that is in discovery and mediation to be scheduled. An opinion will be issued soon – Ad Hoc.

**Chairman's Report** – was received as information. Chairman Charlie Fox read a letter that was received from Stono Ferry Homeowners Association concerning Hurricane Dorian. Our next regular commission meeting is Thursday, November 21, 2019. And the agenda for November 21, 2019 is due on Tuesday, November 12, 2019, ten days prior to the meeting.

**Commissioner's Report** – Commissioner Lee Harrison discussed an item earlier this year concerning giving each firefighter a holiday turkey or ham. A motion was made by Commissioner Lee Harrison and seconded by Vice-chairman Ronald Muckenfuss to give a \$25 gift certificate to all employees to buy a ham or turkey for the holidays. Motion passed.

**Community Remarks** – No community remarks at this time.

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

Chairman Charlie Fox mentioned that Capt. Ackerman would make a five-minute or less presentation on the AED (Auto External Defibrillator). Capt. Ackerman has been with us 18 years and been an EMT for 6 years. The presentation was good and he showed you how easy it is to use it.

A motion was made by Commissioner Lee Harrison 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.

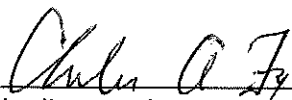
**Reconciliation of Accounts** – A motion was made by Commissioner Lee Harrison and seconded by Commissioner Bertha North-Lee to approve the reconciliation of accounts. Motion passed.

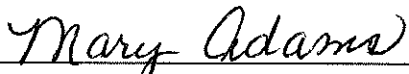
A motion was made by Commissioner Lee Harrison and seconded by Vice-chairman Ronald Muckenfuss transfer ownership of 20 air packs, as is, to Kline Fire Department in Bamberg County, Kline, SC. Motion passed.

The next regular meeting is November 21, 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 7:40pm.

  
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Charlie Fox, Chairman  
St Paul's Fire District

  
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Mary Adams, Clerk  
St Paul's Fire District