

C Fox
B North-Lee
L Harrison

**ST PAULS FIRE DISTRICT
COMMISSIONERS MEETING
DECEMBER 12, 2019**

L Gerth
A Collins
R Muckenfuss

Chairman Charlie Fox called the meeting to order. Presentations were to be made to Ethel Porter and Curtis Washington. Neither of them were present at this meeting.

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

FY 2018-2019 Audit – Lisa Wechsler with Crowley, Wechsler & Associates presented the FY 2018-2019 Audit – reviewing Basic Financial Statements, Government Funds, Net Position of Government, Fund Balance – End of Year, Total Change in Net Position of Government Accounting, Budget, and last 10 fiscal years. Chairman Charlie Fox asked questions and said the district has improved. The district has no obligation at this time. Lisa Wechsler left at this time.

Commissioner Bertha North-Lee arrived at 620pm.

Review Information Only – November 2019 – Tracy presented the November 2019 financial report. Personnel Services was \$329,873.53 and Operating Expenses was \$105,713.14 with total being \$435,586.67. Revenues was \$489,631.91. Interest Income was \$1,513.82. There is no update to the TAN. The ending balance in the checking account on November 30 was \$481,771.42.

Community Remarks – None at this time.

The Finance Committee meeting was closed at this time.

Regular Meeting Called to Order – Chairman Charles 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 December 11, 2019 and posted on the front door 24 hours prior to the meeting.

Approval of the minutes of the November 21, 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 November 21, 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

Buddy Swaps Update – Chairman Charlie Fox stated that he has gotten legal opinions from Womble Bond Dickinson (US) LLP in Charleston SC. The US Court of Appeals say that buddy swaps are legal under the Fair Labor Standards Act. Buddy Swaps will continue to be in effect. Action is pending clarification.

NEW BUSINESS

Procurement Requests – Capital Replacement – Breathing Air Compressor & Cascade System - Assistant Mike Rakoske spoke concerning procurement requests. At the request of the Fire Chief and the Assistant Chief

recommend the replacement of the 25+ year old breathing air compressor and its related filling and storage system that was designed to refill the old low pressure SCCBA cylinders. The department has upgraded the SCBA's to a higher pressure and longer duration SCBS air cylinder. There is \$60,000 in the budget for this item. Specs are being done by the Asst Chief Rakoske. A motion was made by Commissioner Lee Harrison and seconded by Commissioner Larry Gerth to authorize the Assistant Fire Chief to send bid packages to the vendors located in SC and NC that provide breathing air systems made by various manufacturers. Returned bids will be opened at the February 2020 commission meeting. All bid proposals summary sheets will be read aloud during the meeting. All bids will be evaluated by a panel of employees; the most responsive and cost effective bidder will be notified of the award to provide the specified breathing air compressor and related equipment. Motion passed.

Tracey spoke about replacing all the mattresses for employees. There would be a total of 66 twin mattresses. Two quotes were received. Mattress Firm \$249 each and Rooms to Go \$295 each; with lowest bidder being Mattress Firm. Total with delivery would be \$16,589. A motion was made by Commissioner Lee Harrison and seconded by Vice-chairman Ronald Muckenfuss to approve up to \$18,000 total for 66 twin mattresses. Motion passed. Commissioner Bertha North-Lee asked if they were special mattresses and the answer was NO. Commissioner Arnold Collins asked if the firefighters have looked at the mattresses and the answer was NO. It was suggested to ask staff to get one mattress to come to the station and have firefighters try it out for 3 days. We might need to buy one mattress and try it out prior to buying 66 mattresses.

REPORTS

Chief's Report – Chief Garvin gave an estimate to service generators at the fire stations. The total budget for generator services is \$4830 from Maximum Power Generator Services. Station 1 to install new ATS; cost was \$3400 from Maximum Power Generator Services. Total being \$8230 from Maximum Power Generator Services. A motion was made by Commissioner Lee Harrison and seconded by Vice-chairman Ronald Muckenfuss to approve the services listed above to Maximum Power Generator Services. Motion passed.

Commissioner Lee Harrison asked about catastrophic floods. Chairman Charlie Fox answered and said to get with Chief Garvin about this. Flood elevations were mentioned and the only station that is elevated is Station 3. \$30,451 was recouped from Hurricane Dorian from FEMA. Chief Garvin thanked Asst Chief Rakoske for working on this with FEMA. Firefighters documented information about Dorian.

Chief Garvin asked for a maintenance cost for all stations heating and air systems. We have nine stations. Maintenance Plan consists of two checkups per year with a discount on any repairs needed. A quote was received from Chris Wilson HVAC. Total being \$2240 for all 9 stations 2 times a year. A motion was made by Commissioner Lee Harrison and seconded by Commissioner Larry Gerth to approve the bid from Chris Wilson HVAC for a grand total of \$4,480 for maintenance cost for all 9 stations heating and air systems with two checkups per year. Motion passed.

Two employees left this past month – J. Watkins and R. Elmore.

A mutual aid agreement with Colleton County is being worked on by their legal department and will send when complete. Chairman Fox asked Chief Garvin to send a copy to our attorney for review and that the Commission would consider the agreement at a future date. Still working on the Botany Island situation.

Station Report - There were 176 alarms for November 2019. There were 122 EMS calls. There were 2 mutual aid calls.

Maintenance Report –November 2019 – Parts Cost - \$5,196.47 (internal repairs); Contracted costs - \$7,109.67 (sublet repairs); No. of Fleet Maintenance Regular hours – 148; No. of Fleet Maintenance Overtime Hours – 16. Total hours – 164. All the trucks are in service at this time.

Training Report – was received as information. There were 1063 training hours and 311 physical training hours for November 2019.

Attorney's Report – Attorney Charlie Condon reported there is one case pending with Maxwell which will have mediation on December 13, 2019.

Chairman's Report – was received as information. Chairman Charlie Fox mentioned that he was contacted by Chief Garvin on Wed afternoon, day before Thanksgiving asking if he could give the office staff employees Friday off. Chairman Fox commented to him that he had previously given July 5, 2019 and the Friday after Thanksgiving 2018 without going through the commission. Chairman Fox would like to recommend that the Commission adopt a policy that all future days off for office staff employees around a holiday be pre-approved by the Commission. Commissioner Arnold Collins asked if the firefighters that work holidays are paid overtime. In the 2017 Personnel Manual the holiday list was conservative and did not include the above days as a holiday on the list. Office staff will check with other agencies about holidays.

Commissioner's Report – Commissioner Arnold Collins thinks that firefighters are underpaid and that salaries need to be increased; if the district could reduce expenses 5% that would be \$300,000; there was \$154,000 spent on Overtime in the last 5 months; there was \$204,000 spent on Health Insurance in the last 5 months. Chairman Charlie Fox mentioned that we are having the Budget Workshop on Sat Jan 11 2020 and we need detailed planning (pay, apparatus, etc. priorities) budget cuts at 5%. The 2020-2021 Budget is due to Charleston County in April 2020. Commissioner Arnold Collins mentioned that if salaries are lower than other fire departments they will leave and go elsewhere; we need to minimize losing firefighters. Vice-chairman Ronald Muckenfuss said Merry Christmas. Commissioner Larry Gerth stated that even with the Petersfield station being closed that his insurance went down lower. Commissioner Lee Harrison said Merry Christmas.

Commission Training – There was no Commission Training tonight.

Community Remarks – Training Officer Truss Johnson thanked everyone for what was given to the Bahamas during their time of need. He was very appreciative and thankful. On the way to get the supplies to the Bahamas, Sandy Senn texted Chief Garvin that water was dripping; they needed 6 tires and it stopped water leak. Truss mentioned that the Charleston County Public Relations has a Christmas holiday video on their social media page and we would check it out.

Reviewing and signing of checks for expenses - 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 Lee Harrison to go into Executive Session to review reconciliation of accounts, discussion of buddy swaps and discussion of personnel matters. All commissioners were in favor of the motion. Motion passed.

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

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.


A motion was made by Commissioner Arnold Collins and seconded by Vice-chairman Ronald Muckenfuss to hire Robert Wagenbrenner for \$500 to do a pre-assessment of our department. Motion passed.

The Commission will hold a Budget Workshop (special meeting) on Saturday morning, January 11, 2020 to begin at 10 am. It will be advertised.

The next regular meeting is January 16, 2020 at 6:00pm.

Adjournment – A motion was made by Commissioner Arnold Collins and seconded by Commissioner Lee Harrison to adjourn the meeting. Motion passed.

Meeting was adjourned at 7:45pm.



Charles Fox, Chairman
St Paul's Fire District



Mary Adams, Clerk
St Paul's Fire District