

R Muckenfuss  
L Gerth  
A Collins

ST PAULS FIRE DISTRICT  
SPECIAL COMMISSIONERS MEETING  
JANUARY 11, 2020

C Fox  
L Harrison  
B North-Lee

**Special Meeting Called to Order** – Chairman Charlie Fox called the special meeting to order.

The new commissioner, Curtis Morrison from Edisto Island, to replace Irvin Gadsden, was present. He can be included in the discussion but he cannot vote since he has not received his paperwork from the Governor. Mr. Morrison introduced himself.

The special meeting was advertised in the Post and Courier under "Legal Notices" on Friday, January 10, 2020 and posted on the front door 24 hours prior to the meeting.

Chief Garvin gave each commissioner and Mr. Morrison a copy of proposed Standard Operating Guidelines (SOGs) and a proposed revised Employee Handbook. Chairman Fox stated that these would be reviewed at the February meeting.

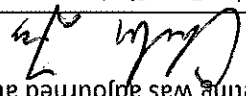
**FY2020-2021 Proposed Budget** – Chairman Charlie Fox mentioned that in September 2019, Chief Garvin stated his priorities: Renovate Station 2, Purchase Engine, Increase in Pay, Additional firefighters and Firefighters to be put back to closed Stations 5 and 9. Commissioner Arnold Collins mentioned in the December 2019 meeting, that we reduce our upcoming proposed budget for 2020-2021 by 5%. The presentation of the FY2020-2021 Proposed Budget was made by Asst Chief Rakoske and Tracey and approved by Chief Garvin. Total for FY2020-2021 budget would be \$6,535,000. The proposed budget was reviewed by each line item in Operating Expenses, and Capital Expenses. A written justification is needed for the requested ATV and TNT tools. A vehicle needs to be identified that will be removed from the fleet. Chairman Fox spoke on training. Training Officer Truss Johnson and Chief Garvin will come back in February 2020 with more information about training amount for proposed budget. We discussed Personnel Services next concerning Firefighter Trainee, Firefighter I, Firefighter II, Lieutenant and Captain. Battalion Chief, Training Officer, Chief, Asst Chief, Mechanic, HR Manager and Accountant will be talked about in January or February meeting. It was discussed that the 6 new firefighter positions be paid with the unfunded positions salaries. Chairman Charlie Fox, Commissioner Arnold Collins and Chief Garvin will meet about the Maintenance Technician.

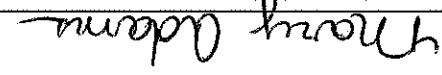
A motion was made by Commissioner Lee Harrison and seconded by Commissioner Arnold Collins beginning January 11, 2020, all new employees must complete in 18 months from hire Firefighter II certification and all existing employees will have until November 30, 2021 to make Firefighter II certification. Motion passed.

Commissioner Arnold Collins stated that Chief Garvin would give the commission a recommendation concerning the Firefighter in yellow.

Next regular meeting is Thursday, January 16, 2020 at 6:00 pm.

**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 2:05pm.  
  
Charles Fox, Chairman  
St Paul's Fire District

  
Mary Adams, Clerk  
St Paul's Fire District

C Fox  
B North-Lee  
L Harrison

**ST PAULS FIRE DISTRICT**  
**COMMISSIONERS MEETING**  
**JANUARY 16, 2020**

L Genth  
A Collins  
R Muckenfuss

Chairman Charlie Fox called the meeting to order. Commissioner Lee Harrison was presented with a plaque by Chairman Charlie Fox and Vice-Chairman Ronald Muckenfuss for being the former Chairman of the St Paul's Fire District. Thanks for serving as Chairman.

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

**Review Information Only** – December 2019 – Tracy presented the December 2019 financial report. Personnel Services was \$455,921.49 and Operating Expenses was \$77,140.51 with total being \$533,062.00. Revenues was \$402,964.78. Interest Income was \$1,502.65. There is no update to the TAN. The ending balance in the checking account on December 31 was \$284,319.08.

**Community Remarks** – Commissioner Arnold Collins asked why Personnel Services was so high. There were 3 pay periods and overtime pay for personnel who were off.

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 January 15, 2020 and posted on the front door 24 hours prior to the meeting.

**Approval of the minutes of the December 12, 2019 Finance Committee and regular meeting** – A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Bertha North-Lee to approve the minutes of the December 12, 2019 Finance Committee and regular meeting, without reading. Motion passed.

**Roll Call** – All commissioners were present. Attorney Charlie Condon, Jr. was present. The clerk was present. Fire Chief Larry Garvin and Asst Chief Mike Rakoske were present. Curtis Morrison, our new commissioner, was present and is still waiting on paperwork from the Governor.

**OLD BUSINESS**

**Update on FY 2020-2021 Budget** – The Commission met on Saturday, January 11, 2020. More information from this meeting at the February 20, 2020 commission meeting.

**Purchase of Mattresses** – 66 mattresses were purchased from Mattress Firm per motion in December 2019 meeting. It was 6-7 inches too short for the bed. Chief Garvin contacted Mattress Firm. What was ordered from Mattress Firm was a short bunkbed mattress and we needed a long bunkbed mattress. It would cost us an additional \$4,055 to get the 66 mattresses that would fit the beds. Chief Garvin got a cheaper quote from No Bull Mattress in North Charleston on Dorchester Rd. Total cost for 66 short bunkbed mattresses would be \$13,668. One of the mattresses was brought out to the station to try. To get the long bunkbed mattresses would be an additional \$4522.52 with a total of \$18,191.12. We had received 3 quotes at the December 2019 meeting. Since we received a lower quote from No Bull Mattress, Chief Garvin decided to go with them. A motion was made by Commissioner Arnold Collins and seconded by Vice-chairman Ronald Muckenfuss to go with No Bull Mattress for \$18,191.12. Motion passed.

**Standard Operating Guidelines (SOGs) and Policies** - Chief Garvin gave a copy to the Commissioners on Saturday, January 11, 2020 and will discuss at the February 2020 commission meeting. Chairman Charlie Fox reviewed it and said it was too lengthy, was too detailed for St. Paul's Fire Department and did not include all of the SOGs needed. Chief Garvin was asked to revise them.

**Revision of Employee Manual** - Pam Blevins distributed one copy of the revised employee handbook to Commissioner Collins. Chairman Charlie Fox had reviewed the Employee Handbook and asked for changes. Chairman Fox recessed meeting for 10 minutes while copies of the Employee Handbook are made. It was suggested that we show changes, additions, corrections, etc. in a red-line edition and discuss at the February 2020 meeting. Commissioner Arnold Collins recommended to get a committee to review the Employee Handbook; they are Chairman Charlie Fox, Pam Blevins and Vice-chairman Ronald Muckenfuss and come back to commission with a revision of the Employee Manual.

## NEW BUSINESS

**Procurement Requests - Capital Replacement - Breathing Air Compressor & Cascade System** - Assistant Mike Rakoske spoke concerning the RFP - request for proposal. The department has upgraded the SCBA's to a higher pressure and longer duration SCBS air cylinder. Specs are being done by the Asst Chief Rakoske. Bid packages will be sent 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. No requirement to advertise in the Procurement Policy, just need multiple quotes. Laurie from the County asked that you check to see if there are any state approved vendors.

**Holidays** - Chief Garvin suggested we follow Charleston County Holidays except drop December 26 for Good Friday. There are 11 holidays listed in the current Employee Handbook. In the new Employee Handbook 10 holidays will be listed. It was suggested the holidays be in the Personnel Manual. This item will be brought back in March or April 2020.

**Commission Meeting Schedule** (Change December date?) - It was suggested that we change the December 2020 meeting from December 17, 2020 to December 10, 2020. Chairman Charlie Fox mentioned that the Municipal Association advertises their meetings once a year in the newspaper for all meetings. The clerk will begin this for the February - December 2020 meetings. A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Larry Gerth that we change the December 2020 meeting to December 10, 2020. Motion passed.

**Draft Report of Assessment completed by Robert Wagenbrenner** - The report was given to the commissioners and staff on Saturday, January 10, 2020. It will be reviewed at the February 2020 commission meeting.

## REPORTS

**Chief's Report** - Chief Garvin spoke on the well update with DHEC at Edisto station. A price is being worked up for a bigger storage tank in back with reverse osmosis system. DHEC came out to Station #1 and Station #7 to test the water. The generator and air conditioning work is being done. One employee left this past month - M. Harrison and there were 3 new hires - C. Rampersant, H. Miles, Ja. Johnson.

**Station Report** - There were 227 alarms for December 2019, including 143 EMS calls.

**Maintenance Report** - December 2019 - Parts Cost - Not provided (internal repairs); Contracted costs - Not provided (sublet repairs); No. of Fleet Maintenance Regular hours - 192; No. of Fleet Maintenance Overtime

Hours – 50. Total hours – 242. All the trucks are in service at this time. Maintenance issues or Concerns – Automatic door openers on Station #2-Hyde Park Rd and Station #4 – Savannah Highway.

**Training Report** – was received as information. There were 1049 training hours and 339 physical training hours for December 2019. Twenty sections of hose failed the hose test but 30,000 feet passed the hose test. The fire pumps passed the test.

**Attorney's Report** – Attorney Charlie Condon Jr. reported that the Maxwell case was successfully resolved at the mediation on December 13, 2019.

**Chairman's Report** –No report at this time.

**Commissioner's Report** –No report at this time.

**Commission Training** – was on the MDT (Mobile Data Terminals). It is on a rugged laptop and expensive. It has an Informed Browser. You get the calls thru the MDT now. Calls are listed with the status. The PURVIS system is in place of the dispatcher and is monitored at the station. They also receive text messages.

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

**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 Larry Gerth to go into Executive Session to review reconciliation of accounts, discussion of FY 2020-2021 Budget and discussion of personnel matters. All commissioners were in favor of the motion. Motion passed.

**Executive Session** – to review reconciliation of accounts, discussion of FY 2020-2021 Budget 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 FY2020-2021 Budget and discussion of personnel matters.

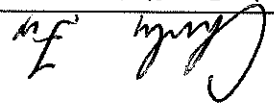
**Reconciliation of Accounts** – A motion was made by Vice-chairman Ronald Muckenfuss and seconded by Commissioner Larry Gerth to approve the reconciliation of accounts. Motion passed.

The next regular meeting is February 21, 2020 at 6:00pm.

**Adjournment** – A motion was made by Commissioner Arnold Collins and seconded by Commissioner Bertha North-lee 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

