

Minutes for a Regular Meeting on Monday, February 1, 2021, at 12:00 pm at 8305 Augusta Road Pelzer, SC 29669.

Jim Darby opened the meeting and asked Assistant Chief Finley to pray. The Board voted by secret ballot for Chairman. There was a tie between Jim Darby and Donnie Freeman. There was a second vote to break the tie and Jim Darby won the second vote 3-2. There was a vote for Vice-Chairman between John Jennings and Donnie Freeman. John Jennings won the vote for Vice-Chairman. Jim Darby thanked everyone for all of their support over the last year.

Everyone reviewed the minutes from the December meeting. John Jennings said there was a correction that needed to be made. Jimmy Brashier motioned to accept them with the correction. John Jennings seconded it. All were in favor.

Chief Sutherland gave a year end review presentation (see attached). He reviewed the 2020 budget vs. the actual spent in 2020 (see attached). We ended the year with an excess of \$384,658.31. We increased our reserve account to \$500,000.00 and are going to continue to put \$10,000 a month in it for this current year. The CIP for 2021 includes completing the training facility and pumper equipment for E-77; that is large diameter hose. We have already started the process of replacing the rescue truck, which is also on the CIP. The committee has started working on the equipment list, and comparing the different brands of extrication equipment needed. We are going to see what is needed to repair Headquarters' concrete pad. We need to replace B-74 with the money that was placed in the 2021 Budget for it. There was information in your packet about that. We also have in the 2021 Budget to replace fifteen sets of bunker gear and the information to do that was in your packets. Chief Sutherland recommended that we make the Reserve Account a separate account at the bank. This will allow it to earn its own interest and get us to our goal of \$1,000,000 sooner. He then turned the presentation over to Assistant Chief Finley for the review of the operations of the department for 2020.

Assistant Chief Finley gave a review of the call volume for 2020. He said that 2020 had our largest call volume ever with 3094 calls. He reviewed the call breakdown for 2020. Our call volume has doubled in 10 years. Our dispatch call center, dispatching for three different departments, dispatched 6818 calls last year.

Jennifer Adams gave copies of the Financial Statements to everyone for December and January. (See Attached) She reviewed the statements for everyone. There were no questions afterward. Jimmy Brashier motioned to accept the financials. Sabrina Bedingfield seconded it. All were in favor.

Chief Sutherland reviewed the Staff report (see attached). Our COVID cases at our department have been spread out, so we have not had any major staffing issues. We have signed the automatic aid agreement with Simpsonville Fire Department. We are in the process of updating our response plans for this change. They will now be responding one engine with us to confirmed structure fires. We had our first Officers meeting of the year on January 13 and it went well. The Greenville County Special Purpose District Association has decided to suspend all meetings until further notice this year. The storage area at Station 74 was taken off the plans when the station was built. They were told that a 10 X 12 storage building would be purchased for them, but we did not get to purchase it last year. We have three quotes that were put in your packet for that. There are also three quotes for servicing all of our emergency generators. We have had issues with them this past year that could have been prevented if we were performing maintenance on them twice a year. Chief Sutherland recommended Continental Engines that quoted \$4,705.00 because they have worked on them in the past. John Jennings and Donnie Freeman asked if we could do the service ourselves. Chief Sutherland and Assistant Chief Finley both recommended we use an outside company to do this. There was discussion about the fact that the contracts did not include any parts or materials that were need for repairs. Donnie Freeman asked if the recommended was a good company and if we had used them in the last year. Chief Sutherland said yes. Donnie Freeman motioned to sign a one year contract with Continental for maintenance on our generators. Jimmy Brashier seconded it. All were in favor.

Assistant Chief Finley reviewed the calls for December 2020 and January 2021. We have had several maintenance issues with vehicles. Rescue 80 still has an emergency light issue. Now they are on and will not turn off. E-75A had to have sending unit and gauge replaced because the water level was not working. Assistant Chief Finley is working on the grant for the Air Compressor. There are several quotes ranging between \$50,000 and \$80,000. The quote we are using is for \$67,522 and our portion will be \$6,138.00. We are also in the process of updating the website. We have a new design that we are going to use. Assistant Chief Finley said that he received two quotes for our yearly ladder testing that was in the budget. CFS is the lowest bid and he recommends that we use them this year. Battalion 80 needs to have a Kussmal installed because it has no charger now and all the equipment installed is pulling the batteries down. FM Horn has been reviewing a lot of plans. He has also starting doing inspections again. Jessica Phillips is in the process of updating the response plan to include Simpsonville and change the ones for Gantt. Jennifer Adams told everyone that the 2020 Audit was set up for February 15 - February 26. All of the year end information had been completed. W2's, year-end reports, days worked and insurance paperwork have been given to employees.

Old Business

- I. Station78 has had a decrease in air flow in their heating and air system. Chief Sutherland said the guy that normally does our repairs said that this was too much for him to do. We have holes in the duct work and several places where the duct work has become disconnected. Chief Sutherland contacted six different companies for quotes and only received three back. The lowest quote was Upstate Service Solutions for \$4,915.00. They are located in our Fire District. Jim Darby said to make sure that they used a mastic seal on the duct work. Sabrina Bedingfield motioned to used Upstate Service Solutions. John Jennings seconded it. All were in favor.
- II. Chief Sutherland found the original tower lease for the tower located at Headquarters. It is good until February 2023 (see attached). Chief Sutherland recommended that we keep the current lease we have because it will continue to give us money. John Jennings motioned to leave the lease as it currently is. Jimmy Brashier seconded it. All were in favor.

New Business

- I. Chief Sutherland recommended that we put our money for our Reserve Account in a separate account. When have talked to one of our consultants at the bank and she also recommended that we do this, John Jennings agreed with Chief Sutherland. John Jennings motioned that we open a separate Bank Account for our Reserve Funds, Donnie Freeman seconded it. All were in favor.
- II. Brush 74 is on the CIP to be replaced this year. Chief Sutherland has been looking at used vehicles. Most everything he has for that has high mileage that is in good condition. The pricing for a new vs. used, we can buy a new truck cheaper. Trucks are now holding their value longer. After much review, Chief Sutherland recommends that we purchase a new vehicle instead of a used vehicle (see attached). Vic Bailey has the State Contract for trucks. We need to get a truck that will carry a heavier pay load, so we need a one-ton truck with four wheels in the back. The total cost for a new truck and equipment if we use State contract is \$47,804.34. It will be a gas motor with zero miles and a 3-year warranty. We will liquidate the old B-74 and use what we can off of it. Last year when the Auditors came they recommended that we should use GovDeals or a similar service to sell all of our items. Chief Sutherland agrees with this. Donnie Freeman asked Chief Sutherland to check and see if it something that we could donate to the Dominican Republic like we did the other trucks. Chief Sutherland said that the money was in the 2021 Budget and the total cost is less that the budgeted amount. The truck will be white with a red and blue stripe. It is a simple work truck for us. John Jennings motioned to

purchase the truck according to Chief Sutherlands recommendations using State contract. Jimmy Brashier seconded it. All were in favor.

- III. Assistant Chief Finley got three quotes for the preventative maintenance for our trucks for this year. He recommended that we use Spartan who quoted \$24,450.00. They have done a good job for us in the past and they give a thorough inspection of the trucks. Jimmy Brashier said that Spartan does a good job. Jimmy Brashier motioned to use Spartan like Assistant Chief Finley recommended. Sabrina Bedingfield seconded it. All were in favor.
- IV. Chief Sutherland reminded everyone that we are going to be replacing 15 sets of bunker gear yearly. We put the money in the 2021 Budget. We did get three quotes again this year. We want to make sure that we get the best bang for our buck. Anderson Fire & Safety had the best price for \$48,526.80. Sabrina Bedingfield motioned to purchased the 15 sets of bunker gear. John Jennings seconded it. The sets will be replaced based on the inspections that were completed last year. All were in favor. Sabrina Bedingfield motioned to adjourn. Jimmy Brashier second it. All were in favor.

Minutes recorded by:
Jennifer Adams, Administrative Specialist

A handwritten signature in black ink, appearing to read "Jennifer Adams", is written over a horizontal line. The signature is cursive and somewhat stylized.