

Minutes for a Regular Meeting on Monday, May 3, 2021, at 12:00 pm at 8305 Augusta Road Pelzer, SC 29669.

Jim Darby asked John Jennings to open the meeting with prayer. Jimmy Brashier was absent.

David Phillips from Greene, Finney, LLP, our auditor, was present to review the findings in the audit and answer any questions. (See attached for the letter and presentation from them) He said that our financials look good. We have no material mis-stated and that is good. Our fund balance went up for the year. The COVID pandemic is still going on, so there is a chance that we may see a loss in tax collections due to businesses closing. The staff did implement a lot of the recommended changes from last year. The staff was easy to work with and this year was much smoother. Overall, the department is in good financial standing and is still continuing to make changes to get everything completed. Donnie Freeman motioned to accept the 2020 audit as completed. John Jennings seconded it. All were in favor.

Everyone reviewed the minutes from the April meetings. John Jennings found several changes that needed to be made on the regular meeting minutes. Donnie Freeman motioned to accept the minutes after the changes are made. Sabrina Bedingfield seconded. All were in favor. John Jennings motioned to accept the minutes from the Executive Session. Sabrina Bedingfield seconded it. All were in favor.

Jennifer Adams reviewed the Financial Reports and Check Register for April. There were no questions about the Financial Reports. Donnie Freeman asked Assistant Chief Finley if he reviews these statements with us on a regular basis. Chief Finley said he gets these reports monthly in the meeting like everyone else. Donnie Freeman motioned to accept the financial reports. John Jennings seconded it. All were in favor.

Chief Sutherland started the staff report with an update on the station sign for Headquarters. We are working on getting all the materials to finish it up. The 3rd reading on the property at the lodge is on May 11. We have updated the CAD response plans to include Simpsonville and updated Gantt's response plan too. FM Horn is working on setting up training with Simpsonville so we can start working better together. B75 was damaged at a woods fire, it is currently being fixed. E80 dropped off in a ditch entering a driveway while responding to a medical call and the parts have been ordered to fix it. R80 left HQ to run a MVA and lost a ram plate going on a call and it damaged a car. We have repaired the damage that occurred. Pictures will be on May 10 and May 12 at 9 am at HQ and on May 11 at 4 pm at HQ. We have just received the majority of our uniform order. There are still some outstanding items we are waiting on. May 13 is Vendor's Night for Greenville County Fire Chiefs' Association. We have joint training on May 15. The SPD Leadership program training is May 19.

Assistant Chief Finley gave an update on our call volume for the year and a breakdown of the types of calls. We are still working on the preventative maintenance on the trucks. The new AEDs and new hose we ordered in February have arrived. We are getting it ready to put in service.

Chief Sutherland said Fire Marshal Horn has been doing lots of plan reviews. We have also been hosting a lot of Academy classes. We do have someone that is helping him with inspections.

Chief Sutherland said that Jessica Phillips has finished putting the response plan together for Simpsonville and we are now live with them.

Jennifer Adams said the money has been put in LGIP. We will be reporting on the account earnings next month.

Old Business

None

New Business

- I. Chief Sutherland presented a 15-year plan to the Commissioners (see attached). It shows a timeline of the process of replacing/adding to our capital equipment, adding personnel and replacing/adding stations. The first five years are very detailed. Years 6-10 gets a little less detailed and years 11-15 will be just the capital purchases. Chief Sutherland reviewed the years individually. It is a working plan and will be changed/updated annually. Chief Sutherland feels with our growth rate and call volume increase, we will need to be replacing our engines every 10 years due to mileage estimates of 100,000/10 years. We also need to work on increasing our manpower. Chief Sutherland showed a video about NFPA 1710. This NFPA Standard gives a guideline for the number of firefighters we need on various types of scenes. We do need to add people, but we also need to make sure we are taking care of the people we already have. We have a goal of 3 people on the trucks and we will get there, it will just take time. We do use automatic aid to help us meet the guidelines, but we do not always get a consistent response. Chief Sutherland has reviewed the plan with the Officers and asked for their input. With their recommendations, changes were made. Chief Sutherland wants all of the Commissioners to review this before our next meeting. Write on it, make notes on it and come back to the next meeting ready to make changes so that we can get it finalized. Donnie Freeman asked if there was anywhere in the plan to add an additional Fire Marshal to help FM Horn since he is so busy. Chief Sutherland said we actually need a full-time training officer so that FM Horn only has to work on Fire Marshal duties. Chief Sutherland says the first priority is to replace the three American La Frances as far as capital purchases. We also need to start succession planning because if we continue growing at the rate we have been, then we will need to add officers as well as fire fighters. We need to make sure that we have a long-term plan and that everyone is on board with it so that we are all working toward the same end goal. This will keep the department moving forward into the future. Sabrina Bedingfield motioned to adjourn. John Jennings seconded it. All were in favor.

Minutes recorded by:
Jennifer Adams, Administrative Specialist

