

Minutes for the Regular Meeting on Monday, September 12, 2022, at 12:00 pm at 8305 Augusta Road Pelzer, SC 29669.

Jim Darby called the meeting to order. Jim Darby asked Donnie Freeman to open with prayer. He welcomed the employees in attendance.

Everyone reviewed the minutes. John Jennings motioned to accept the minutes from the August meeting. Jimmy Brashier seconded it. All were in favor.

Jennifer Adams reviewed the Financial Statements. Jennifer stated that our LGIP account once again made the most interest this month. Jimmy Brashier motioned to approve the Financial Statements. John Jennings seconded it. All were in favor.

Chief Sutherland started the Staff Report (see attached) by reviewing the upcoming important dates. We will be hosting SCFA New Fire Chief 3 along with SCFA STICO. The annual SCSPD Conference is October 19th – October 21st. Chief Sutherland said that the upcoming Promotional Ceremony date has been changed to October 15th due to scheduling conflicts. It will be held at the Woodmont High School Auditorium at 9 am. We will recognize all promotions, years of service, cardiac arrest saves and lifesaving awards. This will be a Class A event. The truck that was donated to the Dominican Republic is now on the way. You can look up Emergency Services Ministries on Facebook to follow it. The truck will be going to Cabral, Barahona, Dominican Republic. All of the parking lot lights at Station 76 will soon be switched out. The pad for the training tower has been completed. The tower will arrive on September 28th to begin putting it together. Everything from the lightning strike has been fixed. The Ford F150 for FM -80 is at Leonard Trucks and will be ready to pick up for lights, striping and radio soon. The new Rescue-80 is in production. The cab is being built and painted. We are trying to keep the design of this truck a secret, so please do not share the pictures that were handed out. On September 17, 2022, we will be conducting New Hire testing. This will be to add the three new employees for the end of the year. We hope they will be available to start in November. Chief Sutherland said he has several brags for this month. Make-A-Wish contacted us about a little boy in our Fire District. He received a golf cart from Make-A-Wish and they had to do the presentation at his house. At the last minute they asked if we could have fire trucks present for the presentation. BC Adams, along with several from his shift stepped up to make this little boy's day. B-Shift last Thursday, had a report of a back hoe down an embankment. It was approximately 250 feet down and they had to set up a low angle rescue to get him out. Everything went really smooth and we had all the equipment needed to complete the rescue. Chief Sutherland thanked the Commissioners for allowing us to purchase the new equipment to complete this rescue. We sent a team to the 9/11 stair climb this year. The following employees participated, J. King, M. Erskine, J. Martel and M. Feifer. On A-Shift, Engine 77 was at the QT getting fuel. Several kids came up and starting asking questions about the fire truck. The guys on the truck took several minutes to educate and share information on the truck with children.

Assistant Chief Finley started his report with the August call volume of 304 calls and a total of 2,478 for the year. Quint-78 is back in service. We are still waiting on the wiring harness for Platform-77. Engine 80-A has returned from Spartan and is ready to be placed in service. We will begin stripping the old Engine-80 and get it ready to sell. Most of the equipment for new Engine-77 and new Engine-80 that was ordered earlier this year has been received.

Jennifer Adams will review her information in New Business later in the meeting.

Chief Sutherland said that FM Horn is busy doing the school reinspections and fire drills. There have also been a lot of subdivision and business plans coming through for review.

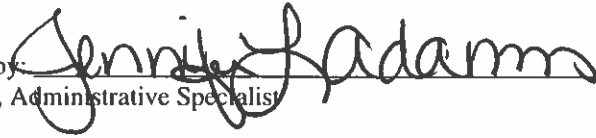
Communications Supervisor Jessica Phillips had no report.

New Business

- I. Chief Sutherland gave a copy of the proposed FY2023 Budget. (See Attached) It is just the preliminary and will be reviewed at the next meeting for changes, updates and questions. We are still waiting on some quotes from vendors to make sure the amounts are correct, but there will be small changes that should be available for the October meeting. The year to date spent is through the end of August of this year. There was also a new proposed Pay Scale for 2023 included in the packets. Chief Sutherland said that he decided not to put an amount in the income section for Sale of Fixed Assets, Donations and Other Income due to the fact we really do not know what we will be receiving. He did increase the Extrication Income because we updated the contract with Innovapad. The Tax Levy was based on the current value of a mill from the Greenville County Auditor's Office and the FILOT money we have received. Chief Sutherland said that we went with a very conservative number for our Income. On the Expenses, we increased several categories due to price increases and inflation. The contract for our audit is up for renewal. We are still waiting on the quotes from vendors. This item will be updated then. We increased Buildings and Grounds because we know there are some stations that will be needing air conditioning units replaced next year. Bunker Gear was increased due to the extra people we have hired and a price increase. Business Insurance was based on the estimate we received from our Insurance Broker. The SCBA Flow Testing price is an estimate. We are still waiting on a quote for it. The cost of Ground Ladder testing has increased. Chief Sutherland decreased the amount in the line for FEMA Grant because we have not been awarded one in several years. We have applied for hose for two trucks, but with our current financial situation we probably will not get awarded anything. Fire Marshal Expense increased due to the new way we have to review plans. We must pay for a digital license to be able to review plans next year that will be around \$2,000.00 annually. We bought a new inflatable fire safe house, but we sold the old camper and that offset the cost of it. Miscellaneous went up. Donnie Freeman asked what was Miscellaneous used for. Chief Sutherland said it is mostly for food for the Commission meetings and other events like our Retiree Breakfast and Community events. Supplies increased due to cost increase. New IT went up because we need to replace a computer. Software increased due to the cost of QuickBooks and Google Workspace increasing. We are getting quotes for the IT Maintenance contract, so that number may change. Payroll had an increase. We are proposing a 6% across the board cost of living adjustment for everyone. That will help us stay in line with surrounding departments. We are also increasing the number of Firefighter/Engineers and Master Firefighters by one on each shift. This will give us an even number of employees in each position and will mirror the number of Engineers that we have on each shift. The new Staff Deputy Fire Marshal is included. We also have planned to hire three more people. Chief Sutherland also stated the Retirement System is having another increase for the employer next year. We will be paying almost \$800,000.00 for just retirement. It also includes an end of year bonus of \$1,000.00 for all employees and increases our EMT/Paramedic incentive from \$750.00 to \$1,000.00. Our officers have been doing a good job with Supplies for the stations. John Jennings asked if we are still having trouble with our septic systems. Chief Sutherland said that we had fixed those problems and should be good. Uniforms were increased because we have increased the number of employees and the prices have gone up drastically. Due to the fuel price increases, we raised Fuel for next year. Other utilities had small increases and those are included. We left Vehicle Maintenance the same due to aging trucks. Workers Comp will change due to us waiting on quotes. The Capital Outlay cost for Brush 73 being converted from Battalion 80 and the cost for new Battalion 80 and Car 80 is included. We do expect to have money left at the end of the year for Reserves. This Budget includes all the items for FY23 in our CIP. Jim Darby asked if anyone had any questions right now. No one replied. Jim Darby told everyone to review it over the next month and come back to the next meeting with questions, changes and other comments.

- II. Jennifer Adams told everyone that an Anti-Fraud Policy was included in their packets. (See attached) The policy was recommended this year by our Auditor. They sent us a sample and Jennifer Adams made changes to adapt it to our department. This policy is the process for anyone to report any question of fraud. It includes a process for the public to report fraud. It covers the investigation process and discipline. Jennifer Adams asked everyone to review it and let her know if there are questions. It will be voted on next month.
- III. Jimmy Brashier motioned to go into Executive Session. Sabrina Bedingfield seconded it. All were in favor. Sabrina Bedingfield motioned to come out of Executive Session. Jimmy Brashier seconded it. All were in favor. No motions were made after Executive Session. Sabrina Bedingfield motioned to adjourn. Jimmy Brashier seconded it. All were in favor.

Minutes recorded by:
Jennifer L. Adams, Administrative Specialist

A handwritten signature in black ink, reading "Jennifer L. Adams", is written over a horizontal line. The signature is cursive and stylized.