

Minutes for a Regular Meeting on Monday, February 13, 2023, at 12:00 pm at 8305 Augusta Road Pelzer, SC 29669.

Jim Darby asked Donnie Freeman to open with prayer. Jim Darby thanked all the public and firefighters in attendance.

Jim Darby said the first thing we needed to do was elect the Officers for the Board for 2023. It was tabled last meeting to wait for everyone to be in attendance. All of the votes are done by secret ballot. Chief Sutherland and Assistant Chief Finley will collect and tally the votes. The first vote was to leave the same Officers from 2022 to serve for 2023. The vote was "no" to leave the Officers the same. The next vote was for nominations for the Chairman for 2023. There were two nominations: Sabrina Bedingfield and Donnie Freeman for Chairman. The next vote was to pick Chairman between Sabrina Bedingfield and Donnie Freeman. Sabrina Bedingfield was voted in as Chairman for 2023. Next, votes were taken for nominations for Vice-Chairman. There were three nominations for Vice-Chairman: Jim Darby, Jimmy Brashier and John Jennings. Jim Darby was voted in as Vice-Chairman for 2023. He thanked everyone for allowing him to serve as the Chairman for the past two years. He said that it was a pleasure to work with everyone. He told Sabrina Bedingfield that he would hand the gavel to her. Sabrina Bedingfield said that she thought he should finish the meeting since he began it.

Everyone reviewed the minutes. John Jennings mentioned a correction that needed to be made. Jimmy Brashier motioned to approve the minutes with corrections. Sabrina Bedingfield seconded it. All were in favor.

Everyone reviewed the Financial Statements. Jennifer Adams reviewed the check report. Donnie Freeman motioned to approve the Financial Statements as presented. John Jennings seconded it. All were in favor.

Chief Sutherland started the staff reports; New Rescue-80 is at Spartan having all of the equipment mounted. Once it is complete, we will set up a time for a dedication ceremony for it. The fence for the Training Tower is being installed. We have hired two of the three people we need to add the personnel to the shifts. We are still looking for one more person. The two new Tahoes have been picked up. They have been taken to have the lettering and striping done, the radios installed and all of the other things that need to be done before we put them in service. On January 27, 2023, Rescue-80 was involved in an accident. No one was injured. The accident was not caused by anyone from South Greenville Fire District. The Rescue Truck was damaged, but is drivable. Chief Sutherland met with the adjuster from the insurance company. We are going to continue to drive it until the new Rescue has gone in service. We will try to get it repaired before we list it for sale. Battalion Chief Bell has tried to do some repair to the bumper for us. Because the repairs may be over the amount that the other policy is insured for, we may have to use our underinsured policy to complete the repairs. Chief Sutherland included in your packet a copy of the Greenville County Mutual Aid Agreement. It must be signed by the Fire Chief and the current Chairman of the Board. We are waiting for the weather to warm up before we do the concrete work that was approved last month. Chief Sutherland's brag for this month is for Station 76. They responded to a cardiac arrest at the Charter school below the station. A basketball player was in cardiac arrest and the coach was administering CPR. The student made a full recovery. Devin Cook and Bryson Taylor responded to the call and did a great job. This shows that CPR does work and that everyone needs to know it. John Jennings asked if we could still teach CPR to church groups in the community. Chief Sutherland told him we could and that if a class was needed, he could get them in touch with the person that handles that.

Assistant Chief Finley said that Quint-78 had received new brakes. It has to go back to Spartan once the parts arrive to repair an exhaust leak and a coolant leak at the air compressor. Engine-77 is waiting to go to Spartan for a wiring issue involving the pump to transmission wiring. Chief Sutherland said that we had received some pictures from the early 1980's. A retired Greenville fighter, William Browning, wrote a book in the early 1980's about Greenville City Firefighting. He was planning to write one about Greenville County, so he came around and took pictures of trucks all over the county including some of ours. He brought the pictures to us because he is downsizing and said that he is not going to be able to complete the book. The pictures were available for everyone to look at after the meeting. They will be given to the Department History Committee to be included in that project. Chief Sutherland said that we also need to

set up a time for a workshop to discuss budgeting, apparatus and the new timelines for receiving items. John Jennings said that he has no problem coming back for a meeting, but if we have a short meeting could we not do it after that. That way we are not having to come back for another meeting. Chief Sutherland said he will see what he can work out. Jeremy King will also be doing another Retiree/ History Breakfast soon.

Fire Marshal Horn said that he has looked at plans for various new businesses in our area. Deputy Fire Marshal Lathem has been working to update all the Knox Box keys at all of the business. Chief Sutherland said that we had an issue with someone going through one of our trucks on the scene of a wreck. We are trying to get a way to secure those keys to keep anyone from getting them. It will be an ID system that you have to put a code in to open so that we can trace who gets the key. It cost about \$2,000.00 per truck. We are trying to put the system on the new trucks as we get them.

Communications Supervisor Jessica Phillips said that she is doing an APCO fire class with all of the dispatchers that will be completed by the end of the month.

Administrative Specialist Jennifer Adams said that the auditors had come out and completed most of their onsite review. In your packets there was a copy of the Engagement Letter for the audit. Jennifer Adams has a letter from them that needs to be signed by the Chairman. She also told everyone that the Check Signing Schedule for the year was included in their packets. She also reminded everyone that they need to file their SC Ethics Report. She reviewed how to log in to your account and told everyone that if they needed any help to let her know.

Chief Sutherland began the 2022 Year End Review by reviewing the 2022 budget. (See attached) We finished the year with more income than we expected. This is due to the fact that we are very conservative in our budgeting process. We had a surplus of \$751,613.69 for calendar year 2022. We do not include growth when figuring the tax monies we will receive. This has allowed us to use the surplus to purchase our new apparatus. In expenses, we went over in Building and Grounds. Bunker Gear went over, but it is the amount of money that we carried over from last year to finish paying for the order from 2021. We did not use the money for the FEMA Grant due to the fact we did not receive a grant. We were under on Hospitalization Insurance \$25,000.00 due to the fact we did not have a large increase in our premiums. Medical Expense was under due to the fact we have items ordered and have not received them. New Firefighting Equipment is under because we are waiting on items that were purchased last year. Payroll was under because we have to plan for large call outs and overtime included for those events. We try to factor in extra overtime for unexpected events. Chief Sutherland said we plan for the worst and hope for the best. We got the best for 2022. Supplies was under due to the fact that the Lieutenants have done a great job of managing the station budgets. Training was under and so was uniforms. Fuel went over. We have no way of knowing what will happen with fuel prices. We upped the amount for 2023 to \$80,000.00 due to us going over \$26,000.00. Vehicle Maintenance went over. Chief Finley is spending money for repairs very deliberately and makes sure that he is fixing the issues and fixes them the right way. Our Expenses for the year were under \$341,757.81. You can see the Capital Projects that were completed. The total spent on Capital Projects last year was \$1,419,594.99 because of the Commission Board and conservative budgeting. Chief Sutherland thanked the Board for their support. Donnie Freeman thanked the Staff for their conservative attitude and how we internally handle things in order to save money. Chief Sutherland said that we sat down and looked at the excess money after we received the January check. We have to make sure that we have enough money to get us through the first payroll of January. We had \$936,981.45 as a surplus after the first payroll in January was complete. We rounded it down to \$900,000.00. We put \$135,000.00 in the CIP Account to bring that account to \$250,000.00. We put \$765,000.00 in the New Apparatus account. Chief Sutherland reminded everyone that we still have to pay for Engine-80. If you look at the Balance Sheet that is included you will see that these monies have been moved. You can see that we received our January check of \$1,060,820.82, which is usually a big check. The LGIP Account has \$1,568,514.73. Chief Sutherland highlighted the increase in the reinvestment since we added the Apparatus Account in October. After we added the money from the previous year, our reinvestment for last month was \$4,281.33 and averaged 4.32%. Chief Sutherland reviewed the CIP for 2023. Engine-80 has been ordered. Car-80 has been ordered. We will not be replacing Hazmat-78 due to the cost and our need to replace other items. Battalion-80 has been ordered. We will convert old Battalion-80 to Brush-73

once the new Battalion-80 is in service. We will not be ordering a boat due to the cost versus the number of calls we will use it on. We will order 18 sets of Bunker Gear this year to keep up with our increased number of employees. Looking ahead to the CIP for 2024, we are considering adding a second Battalion. It is taking twenty to thirty months to get a regular engine and thirty-six plus months for a ladder. This is another reason we need to have a workshop. We have a truck committee for the new Engine-75 that has already started working on this project. We will have Bunker Gear replacement and New Firefighting Equipment. We also have to add three more personnel. The addition of ALS is being put on hold. When we add a second Battalion, we will need to realign our command structure. Engine-75 will take 20 months to be built if we order it right now. Assistant Chief Finley reviewed the calls for 2022. We ran 3,502 calls. (See attached) We project 3,800 to 3,900 calls in 2023. You can see that we have tripled our calls in the last twelve years. Jimmy Brashier asked if Gantt ran more calls than South Greenville Fire District. Jessica Phillips said they ran about 200 more calls than South Greenville Fire District. In January 2023, we ran 255 calls.

Chief Sutherland told everyone that we will be hosting Fire Officer I and Fire Officer II for the South Carolina Fire Academy.

New Business

- I. Assistant Chief Finley said that we had put \$21,000.00 in the Budget for the skid unit for Brush-73. There were quotes included in your packets. Wally's quote was \$17,683.89. KIMTEK quoted \$13,725.00 and did not meet our specs. RKO quoted \$19,900.00. Assistant Chief Finley recommended accepting the quote from Wally's for \$17,683.89. Jimmy Brashier motioned to purchase the recommend skid unit for Brush-73. John Jennings seconded it. All were in favor.
- II. There was a quote in your packets for the annual maintenance for our AED's There was \$5,000.00 in the budget. There was an increase in the price to \$5,335.00 this year and we now have 11 that we need to test. This also includes batteries that are very expensive. Since it is over the budgeted amount, we need to vote to do the annual maintenance. Jimmy Brashier motioned to accept the AED annual maintenance agreement as presented. John Jennings asked if we could get quotes from other people. Chief Sutherland said that we must use the vendor that is the local representative for the make of the equipment. John Jennings seconded it. All were in favor.
- III. The cost for SCBA Flow Test for air packs was included in our 2023 Budget. The quote was in your packet for \$5,265.00. We must use the vendor that represents the brand of packs we have. Jimmy Brashier motioned to accept the quote for Flow Test as presented by Assistant Chief Finley. Sabrina Bedingfield seconded it. All were in favor.
- IV. Jim Darby has friends from all over the country. He was talking with a friend about the type of trucks that respond to certain addresses due to the difficulty getting to the residence. There is a way in CAD to list out things about an address. Then the guys can use smaller vehicles to respond. Jim Darby came to Chief Sutherland with this idea. The firefighters had already thought of this at our department. They were already doing this on calls. This happened with an address in Station 74's area. They have already noted in our CAD an Engine cannot get down the driveway. Jim Darby wanted to recognize that we have employees that are innovative and are getting this done. Our Officers are encouraging the firefighters to express their ideas and the morale at the department is very good right now. Jimmy Brashier motioned to adjourn. John Jennings seconded it. All were in favor.

Minutes recorded by: 
Jennifer Adams, Administrative Specialist