

Minutes for a Regular Meeting on Monday, May 8, 2023, at 12:00 pm at 8305 Augusta Road Pelzer, SC 29669.

Sabrina Bedingfield asked Donnie Freeman to open with prayer.

David Phillips, with Greene, Finney, Cauley, LLP was in attendance to present the 2022 Audited Financial Statements (See Attached). He reviewed a presentation about the completed audit and the District's financial standing at the end of 2022. He reviewed the new Governmental Accounting Standards Board (GASB) guidelines that will affect South Greenville Fire District in the next two years. He said we had a good fund balance. This is due to the South Greenville Fire District Staff being very conservative in budgeting and spending. He also mentioned that the Capital Outlay we are purchasing will not be recorded until it is actually received and in service. He is aware of the delays in receiving trucks and other items. He also reminded everyone that the pension liability is listed in the notes and it is required to be shown as a liability for our portion that is determined by the Public Employee Benefits Authority (PEBA). There were no management letter issues that needed to be fixed. We also received an Unmodified Opinion, which is good and what you want to have. John Jennings asked about the pension liability. David Phillips replied that they have a limit of the return they want to receive on their investments and if they do not receive it, they could possibly increase their rates. John Jennings also asked why you can recognize revenues and not expenses in the audit. David Phillips said that is because on expenses you can always ask for your money back or recognize it as more than sixty days out and accept the product.

Quinterious Thomas gave a presentation about the Community Risk Reduction Team and our process to become a Fire Safe South Carolina Community for 2022. (See Attached) The team members are Paul Horn, Jeremy Lathem, Jessica Phillips, Quinterious Thomas, Kadance Kidd, Ethan Schroll and Ensley Colvin. The program falls under the Fire Marshal's Office. Their goal is to identify and address any community risks and reduce the risks that are identified. They have taken several steps to make our community safer. One of the first steps was to standardize call types. We had to educate our employees to make sure that we are receiving good data for our calls. The team began building relationships and created a public outreach plan. They have identified needs in specific communities and started building relationships with these communities by having programs to help address their needs. Some examples of things we have been doing include fire prevention at our local schools, smoke detector installations, and Prom Promise. Lynn Ballard asked him to explain Prom Promise. He said that it was a reenactment of a car incident for the school kids to see. There are actual victims and everything. We are also working on a program called Fire Safety Wildcats that will be a program for citizens to come and learn what our department actually does. We still need buy in from everyone in the department and the community. The team is working on that every day. Our continued progress and development of this program has resulted in South Greenville Fire District being recognized as a 2022 Fire Safe South Carolina Community.

Everyone reviewed the minutes. John Jennings reviewed several changes that needed to be made. Jimmy Brashier motioned to approve the minutes with changes. John Jennings seconded it. All were in favor.

Everyone reviewed the Financial Statements. Jennifer Adams reviewed the Check Report. Donnie Freeman asked about the check to Gear Wash. Assistant Chief Finley explained that the check made to Gear Wash was not for actual gear wash. It was to repair six sets of turnout gear. That is the name of the local NPFA repair provider. This gear will be issued to new people and for extra stock upstairs. Jim Darby motioned to approve the Financial Statements as presented. John Jennings seconded it. All were in favor.

Chief Sutherland started the staff reports; On April 24th, Engine 76 lost a section of hose and the nozzle off the side of the truck while going down the road. There was damage to a vehicle and trailer that we have repaired. We have placed netting on all of the trucks to prevent this in the future. Chief Sutherland thanked the Commissioners for approving the purchase of the new tables and chairs. They have been appreciated already in training classes. The new Engine 75 has been ordered and updates will be shared as they are received. Engine 80 was involved in an accident. Our insurance is working with the car owner to repair the damages to the car. On May 25th and May 26th, we will be hosting a Pump Ops II class. Chief Sutherland will not be here for the week prior to the next meeting, so Assistant Chief Finley will be

conducting that meeting. We will be looking at potentially canceling the July meeting due to the July 4th holiday. John Jennings reminded everyone the accident involving Engine 80 will probably affect our insurance premiums.

Assistant Chief Finley said Quint 78 is back in service. The motor issues with Car 80 have hopefully been fixed. There was a hose not installed correctly at the factory. Our ladder tests have been completed and everything passed with just minor repairs needed. Station 76 has some issues with the concrete on the front ramp. Cantey Foundation will fill the voids below the concrete with foam before the concrete becomes damaged. It will cost \$3,916.80 to fix it and it will be repaired tomorrow. Donnie Freeman said that he was told there were no lights on the sign at Station 76 and that needs to be addressed. Chief Sutherland said we are looking into getting solar lights for that sign. Assistant Chief Finley said there were 253 calls in April bringing the total to 1,023 for the year.

Jennifer Adams went to Continuing Education hosted by Greene, Finney, Cauley, LLP. There were several things that were discussed that could possibly pertain to South Greenville Fire District. There were several people that recommend LGIP and other short-term investments. LGIP is currently earning 5.3%. They also said that we need to be training our employees on Cyber Security. We have located some training with McNeil and Co. E-Learning, which is where we get our harassment training from. The last thing was information about an HSA savings account for our employees and the ability for them to use the monies in it after retirement for health insurance premiums. Jennifer Adams is going to ask our health insurance broker for more information.

Old Business

- I. Chief Sutherland said that that an updated copy of the CIP and 15-year plan was in the packets. (See Attached) Due to the fact that we can no longer purchase and receive a fire truck in the same year we had to make changes. It is now taking thirty-two months for an engine and forty-two months for an aerial. In 2023, we have been able to update it to show items ordered and the estimated delivery time. Then we will record when it is placed in service. This aligns with the guidelines from our Auditors. We need to be thinking about ordering Quint 78's replacement by the end of the year, but we do not expect it to be delivered until 2027. The current Quint 78 was purchased by an eight-year lease purchase. Our goal is to keep our two-lease purchases going. We need to make the first payment our new lease purchase in March 2025. The reason we want to keep the leases on-going was a recommendation from the Greenville County Auditor and our Auditors. We have began using LGIP to earn interest on the money to pay for the trucks, and this interest has been off setting the pre-payment discount. Donnie Freeman asked if the pre-payment discounts were being phased out. Chief Sutherland said no. You can pick when you want to pay for the truck and they will pro-rate the discount for you. It depends on the lead time for your apparatus. We will be meeting with Teressa Cawley about the financing options available when it gets closer to time. Take this updated plan home and review it for the next meeting. Please let Chief Sutherland know if you have any questions or concerns.
- II. Chief Sutherland said that the procurement policy has been updated to include the recommendations from the Auditor. (See Attached) We updated and removed the information about triple copy purchase orders and added that we use on-line bids and quotes. We also added a group purchase threshold policy that follows the GASB guidelines. Look at it and review it for next month. Please bring any questions or concerns that you have.

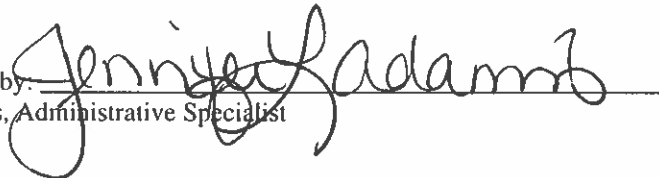
New Business

- I. Chief Sutherland said that our 800 MHz radios are going to need a software upgrade. They have updated the Palmetto 800 system; therefore our 21 mobiles and 31 portables must be updated. Donnie Freeman asked what the difference between a portable and a

mobile is. Chief Sutherland said that mobiles are the radios in the vehicles and the portables are the handheld radios. Part of the upgrade is having a server available to do over the air updates. Greenville County will be purchasing the server for all the radio users in the County. Due to cost of this, the departments are going to have to pay for the actual upgrades to their radios is what they are saying now. The cost to upgrade all 52 of our radios is \$21,293.49 and it includes a discount if we do the software upgrade and template change together. The Greenville County Fire Chiefs Association is trying to get the county to cover a portion of this, but because of the other cost they probably will not help the departments. Chief Sutherland is asking for the Board to approve the expenditure to ensure we get the discount when we upgrade the radios. Donnie Freeman said it must be done because we have to have radios for communication. Donnie Freeman motioned to approve the upgrade for the 800 MHz radios if the County does not pay for it at \$21,293.49. John Jennings seconded it. All were in favor.

- II. Jimmy Brashier said that he had come in and sat down with the staff when he came to close out the account at Commercial Bank. We talked about the interest we are earning at Southern First versus the interest we are earning at LGIP. He made a fact sheet for everyone to use to compare the amounts of interest. (See Attached) He talked to Jennifer Adams to see what she thought would work if we moved all of our money down to LGIP. After talking to everyone, he thinks we should move \$3,000,000.00 to LGIP for operations and have Jennifer move money from it when it is needed for payroll. We also have \$350,000.00 in the reserve account that needs to be moved to LGIP. Chief Sutherland said that LGIP is very stable. No one has ever lost money that has invested. Right now, the interested earned from LGIP is the best investment we can do. Chief Sutherland feels that we need move some money down there. It is too good for us to not try to earn some interest from it right now. Sabrina Bedingfield said that we can try it and see what happens. John Jennings agreed. John Jennings motioned to move \$3,350,000.00 from Southern First to LGIP. Jimmy Brashier seconded it. All were in favor. John Jennings 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, appearing to read "Jennifer L. Adams", is written over a horizontal line. The signature is cursive and somewhat stylized.