

Minutes for a Regular Meeting on Monday, September 11, 2023, at 12:00 pm at 8305 Augusta Road Pelzer, SC 29669.

Sabrina Bedingfield was absent. Jim Darby asked Donnie Freeman to open the meeting with prayer. Jim Darby asked for a moment of silence to remember those that sacrificed their lives on 9/11.

Everyone reviewed the minutes. John Jennings had two changes that he requested made in the minutes. Donnie Freeman motioned to approve the minutes. John Jennings seconded it. All were in favor.

Everyone reviewed the Financial Statements. Jennifer Adams reviewed the Changes to LGIP on the Balance Sheet. Donnie Freeman asked why we had put \$1,200,000.00 in the Reserve account, he thought we were aiming for \$1 million even. Chief Sutherland explained that our Financial Advisor and Auditors had recommended that our Reserve Account contain 15% of our annual budget. The budget for next fiscal year is \$7.4 million dollars and 15% of \$7.4 million is \$1,110,000.00, so we rounded up to an even number. Jennifer Adams reviewed the other Financial Statements. Donnie Freeman asked how much money we earned in interest from LGIP last month. Jennifer Adams told him \$21,860.47. John Jennings motioned to accept the Financial Statements. Donnie Freeman seconded it. All were in favor.

Chief Sutherland started the staff reports by telling everyone that there has been an offer made for old Rescue 80 of \$25,000.00. The department that has made the offer is in need of a truck like this. It is a chance for us to repay the good fortune that we received several years ago from Johns Creek. Their council is voting tonight, so we hope to have more information from them. We hope to have Engine 77 and Engine 80 here in October and schedule the dedications in November. Do not forget about the upcoming SPD Conference. Please let Chief Sutherland know as soon as possible if you will be riding with the department or taking your own car. We will not be leaving Headquarters until after the Officers Meeting on the 18<sup>th</sup> so it will be about lunch time when we leave. The sale of the 1974 truck fell through and we did not purchase it. After talking to the current owner, he wants to keep it for now. Maybe it will work out later. Donnie Freeman said he thought we voted to not purchase that truck. Chief Sutherland said that the vote was two to three so we actually voted to purchase it. The new sign for Station 73 has arrived and it is at the station. We hope to have it up and landscaped soon. The brag for the month is A-Shift for a structure fire on 08/05/2023. The call was a car on fire in a garage. It had a long narrow driveway. They laid a 5-inch line down the driveway and had tankers that shuttled water for over five miles roundtrip. They saved the house from burning. The fire was in the heat of the day and it was very humid. The guys and girls from A-Shift did a great job.

Assistant Chief Finley said there is still no date yet for the motor replacement for Car 80A. Brush 74 had a bad sensor that had to be replaced. The skid unit for Brush 73 is here. It has been installed and all the other equipment will be installed at Campbell-Brown. Engine 80 has a turbo sensor issue. Platform 77 is back. The only vehicles out of service right now are Squad 80 and Water Tender 74, it has a gear oil leak at the pump transmission. The total calls for August were 284 and the total calls for 2023 are 2,103. We have lots of classes coming in September. From the middle of the month until the end we have different IOW's that are being offered.

Jennifer Adams said that we had reviewed the information about LGIP in the Financial Review.

Paul Horn said that Michelin will be doing their refresher burns with us this year.

Jessica Phillips said that we will be having our Open House on October 27<sup>th</sup> from 4:30 pm until 7 pm and that more information will be coming out on social media soon.

#### New Business

- I. Chief Sutherland said he enclosed in your packets a copy of the current 2023 Budget with what we have spent year to date through August, a copy of the proposed 2024 Budget and the proposed 2024 Pay Scale (see attached). Chief Sutherland will be reviewing the

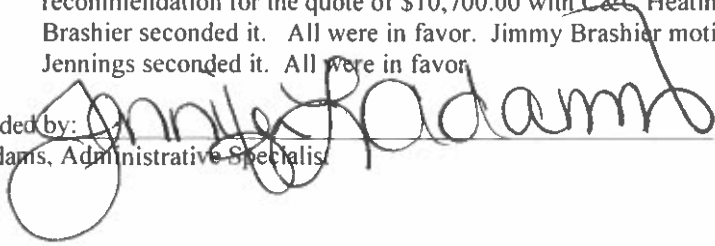
information from the current year first. This will take some time. Please stop him to ask any questions during this process. Remember that we are very conservative when we budget in both income and expenses. We will be going over Income first. We have had an increase in Dispatch Income because we have renegotiated our contracts with Gantt and Piedmont Fire Departments. We have also received more money in Extrication Income than budgeted, but we use that money to replace extrication equipment that we use on calls. As of August, our Tax Levy is \$6,940,306.55. We also received more money for our tower lease this year as well. On the Expense side again, we are very conservative when we budget. Chief Sutherland began reviewing the expenses. He said that he did not think we would receive the FEMA grant again this year. Our payroll for this year is on track. Our physicals are at the end of the year so nothing has been spent in that category. In Technology, we have had to replace several computers this year. Our uniforms have been ordered and we are waiting on invoices to be received and paid. We are looking good on fuel and hope not to go over this year. Vehicle Repairs will go over, but we must fix our trucks to keep them in good working condition. Next, Chief Sutherland reviewed the proposed FY2024 Budget. Chief Sutherland said that we had to do several category realignments. The income line items are very similar. We do not depend on income from Donations, Other Income and Sale of Fixed Assets. The Dispatch Income will reflect the amounts of the new contracts with Gantt and Piedmont Fire Departments. The Extrication Income will mirror the Extrication Expense. This money will be used to replace and improve the extrication equipment. The money listed as Training Income will be used for us to keep the Training Facility in good working condition also. Building and Grounds is increased due to the fact that we know that Station 77 needs a roof and it will be expensive. We have a new category for Community Risk Reduction. It will have \$7,000.00 for Fire Prevention and \$3,000.00 for Community Outreach. Donnie Freeman asked what Employee Incentives was for. Chief Sutherland said it was for the years of service incentives like names on your bunker gear, shields and leather helmets. Chief Sutherland said that he wanted to let everyone know that Lt. Russell Gossett has done a jam up job on uniforms and making sure we get the best price on everything. Our Personnel line item is our biggest expense. The Payroll Expense includes a five percent payroll increase, adding a second Battalion Chief in July and adding one Firefighter per shift. You can see the new Pay Scale on the attached green sheet. We have several new Technology Accounts. The Google Workspace Account is the emails, calendars and documents for all of our employees. The Knox Connect Cloud is for the Knox Box Key Secure. We feel like Emergency Reporting will be going up because it has been bought by ESO. Track-It Codes software is for Fire Marshal Paul Horn to be able to do plan reviews with the county. Utilities are increased as expected due to the use of them. Capital Outlay for 2024 includes an upfit on Battalion 76, bunker gear, Car 80 and C80A, an upfit for FM 80A, a lumber trailer for shoring up scenes and a new mower and trailer. The total net income for FY2024 is \$29,236.51. Chief Sutherland said that this is a very conservative Budget from both the income and expense side. We are hoping for more money left over for Capital Projects. Please take these home and review them. Keep them confidential and let Chief know if you have any questions, comments or issues. Bring back any questions, suggestions or changes next month so that it can hopefully be voted on next month. Donnie Freeman asked Jim Darby if there would be an Executive Session next month on the agenda. Jim Darby said that there would be one before the regular business.

- II. The HVAC at Station 78 has been limping along for a while now. They have a moisture problem inside the house as well. The units they have are mismatched. Chief Sutherland has gotten quotes to fix the unit (see attached). M&M quoted \$13,070.00, EG Heating and Air quoted \$10,150.00 or \$8,000.00 depending on which unit we want to pick. C&C Heating gave a quote that includes putting in a dehumidifier. They gave a quote with the unit and dehumidifier separate in case we wanted to do one or the other. They are the only company that addressed the humidity issue. Chief Sutherland recommends that we accept the quote from C&C Heating and Air for \$10,700.00 that included the

dehumidifier that addresses all the issues at the station. Donnie Freeman said that he trusted Chief's opinion. Donnie Freeman motioned to accept Chief Sutherland's recommendation for the quote of \$10,700.00 with C&C Heating and Air. Jimmy Brashier seconded it. All were in favor. Jimmy Brashier motioned to adjourn. John Jennings seconded it. All were in favor.

Minutes recorded by:

Jennifer L. Adams, Administrative Specialist

A large, stylized handwritten signature in black ink, which appears to be "Jennifer L. Adams", written over the printed name.