

# ST. JOHN'S FIRE DISTRICT

COMMISSIONERS:  
ERIC BRITTON, Chair  
DEBRA LEHMAN, Vice-Chair  
LEROY BLAKE  
MARY JONES  
SAMUEL BROWNLEE  
WILLIAM THOMAE  
JOHN CONNOLLY  
STEPHEN ROLANDO  
FRANK J. BROCCOLO

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COLLEEN WALZ, Fire Chief

## St. John's Fire District Commission

### MINUTES

The regular meeting of the St. John's Fire District Commission was held on December 10, 2018 at Headquarters, 1148 Main Rd., John's Island. The meeting was called to order at 6:00 PM. The Pledge of Allegiance was said.

#### Members Present

Leroy Blake  
Eric Britton  
William Thomae  
John Connolly  
Sam Brownlee  
Stephen Rolando  
Mary Jones  
Debra Lehman  
Frank J. Broccolo – By Phone

#### Members Absent

N/A

#### Others Present

Colleen Walz, Fire Chief  
Jackie Stanley, Deputy Chief  
Gavin Gilcrease, Admin Chief  
Donald Howe, Attorney  
Suchitra Mohan, Controller  
Amanda Blakeney, Admin Assistant

In compliance with the Freedom of Information Act, notices and agendas were mailed/faxed to the Post & Courier and persons requesting notification in compliance with the FOIA regulations.

#### I. Called to Order

A. Pledge of Allegiance

#### II. Approval of Minutes

A. Regular Meeting of November 5, 2018

*Commissioner Connolly made a motion to accept the minutes of November 5, 2018. Commissioner Brownlee seconded. A unanimous decision was made to accept the of the minutes of November 5, 2018. The motion carried.*

**III. Public Comments**

N/A

**IV. Chief's Report**

Chief Walz stated that three recruits graduated from recruit school: William Berkshire, Shamar Brown, and William Stephens. William Berkshire won an award for the highest academic achievement for the class. Chief Walz stated that one of our firefighters were ill and asked that everyone keep him and his family in their thoughts and prayers.

The incident response for the month of November stated that STJFD had a total of 259 calls.

Johns Island 143  
Kiawah Island 46  
Wadmalaw Island 47  
Seabrook Island 23

Chief Walz stated that St. Johns Water Company requested that we notify them when we are using their water during emergencies and trainings. Chief Walz stated we will inform. However, they will not be notified immediately in emergency situations because our priority is to take care of the emergency. She also thanked Commissioner Connolly for his service and she said she was happy to see so many smiling faces at the Christmas party.

Chief Kunitzer gave an update on the fire prevention for the month of November.

Car seats: 16  
Smoke Detectors Installed: 35  
Smoke Detectors year to date: 447

**V. Financial Report**

**A. Monthly Financial Report**

Suchitra Mohan stated that the operating bank balance as of October was \$1,975,088.86. The LGIP balance was at \$11,214.96. The budget remaining goal is set at 58.33%, the actual remaining is at 58.84%. November collections received was \$20,079.12. The Year to Date Non-Standard Overtime was \$267,492.59. The bank

balance on the 2016 general obligation bond is \$708,394.74 The bank balance on the 2017 general obligation bond is \$1,674,626.47. The bank balance on the 2018 general obligation bond is \$8,087,837.12.

**VI. Attorney's Update**

N/A

**VII. Old Business**

A. Commissioner Brownlee reminded everyone that when the commissioners vote for the chair and vice chair, there could be a possible conflict because of the number of commissioners, there could be a tie.

B. Kiawah Utility Proposed Rate Increases

Attorney Howe stated that the KIU has applied for a rate increase for Kiawah Island. We have refiled our complaint with PSC and are requesting that the hydrant fee be eliminated and/or moved into the base water rate. More details will be discussed in the executive session.

**VIII. New Business**

*Commissioner Lehman made a motion to re-elect Eric Britton as chairman of STJFD for the year 2019. Commissioner Brownlee seconded. A unanimous decision was made to re-elect Eric Britton as chair. The motion carried.*

*Commissioner Connolly made a motion to re-elect Debra Lehman as vice chair of STJFD for the year 2019. Commissioner Jones seconded. A unanimous decision was made to re-elect Debra Lehman as vice chair. The motion carried.*

**IX. Committee Reports**

**A. Building Committee**

Commissioner Thomae stated that the ARB gave us a preliminary approval for the design of station 4. There was a variance meeting for the setbacks and the variance was approved. We received the estimates from the architect for the cost of station 4 and it is higher than the cost of station 6.

Commissioner Thomae went to the station 6 construction site this morning and he met with the SM&E inspector. The hurricane hold down bolts have been fixed. The concrete drive has been poured and the window frames have all been installed and about 80% of the glass is in place. The electrical plumbing & HVAC is in progress and the completion date is now February 9, 2019. Chairman Britton asked if the generator platform was completed at station 6. Commissioner Thomae stated it was not completed yet.

**B. Finance Committee Report**

Commissioner Lehman stated that there was a finance meeting on November 29<sup>th</sup>. The discussion was about the end of the year audit report, October financials, GO bonds and payroll. They briefly discussed implementing the attendance system as well as a standard operating system. The committee was given a salary range analysis report by the benefits committee and they will be considering the ranges while performing the budget analysis. The accounting staff will have a busy month. They will be closing the month out, mid-year review, tax returns etc.

**C. HR Committee Report**

Commissioner Blake state there were no meetings held last month. He will be giving the Commission the chief evaluation forms and they have ten days to return to him. He asked that Chief Walz begin her chief goals for 2019.

**D. Strategic Planning Committee Report**

Commissioner Britton stated there were no meetings held last month, but will schedule a meeting in January.

**X. Public/Firefighter Comments**

N/A

**XI. Commissioner Comments**

**Commissioner Connolly** stated that it has been a pleasure working for the District.

**Commissioner Brownlee** Thank STJFD for their service and wished everyone a Merry Christmas.

**Commissioner Thomae** stated that the Commission will miss Commissioner Connolly and he has been a great mentor to him. He also wished everyone a Merry Christmas.

**Commissioner Blake** Congratulated the recruits, thanked STJFD for their service and stated that he enjoyed the Christmas party. He also reminded firefighters to make sure their insurance information was updated incase anything should happen while they are on duty.

**Commissioner Rolando** thanked the District for their service and congratulated the recruits. He also stated that he enjoyed the Christmas party.

**Commissioner Broccolo** thanked Commissioner Connolly for his service at the District and wished everyone a Merry Christmas.

**Commissioner Jones** stated that she enjoyed herself at the Christmas party.

**Commissioner Lehman** thanked the district for their service and congratulated the recruits.

**Chairman Britton** thanked the district for their service and congratulated the recruits. He also stated that he enjoyed the Christmas party. He also thanked Amanda Blakeney and Lt. Flanagan for their service at the District.

*Commissioner Jones made a motion to enter Executive Session for personnel, legal, contractual, and labor matters. Commissioner Lehman seconded the motion. A unanimous decision was made to go into executive session and the motion carried.*

The Commission entered Executive Session at 6:38 PM.  
The Commission re-entered Regular Session at 8:00 PM.

*No votes were taken.*

*Chairman Brownlee motioned to adjourn the meeting and Commissioner Jones seconded. The motion carried.*

The meeting adjourned at 8:01 PM.

Respectfully Submitted,  
Amanda Blakeney, Administrative Assistant