



# ST. JOHN'S FIRE DISTRICT

FIRE CHIEF RYAN KUNITZER

COMMISSIONERS

CHAIR, WILLIAM THOMAE  
VICE CHAIR, DEBRA LEHMAN  
LEROY BLAKE  
ISIAH WHITE  
STEVE ROLANDO  
ROBERT WRIGHT  
BROOKS MCGOUGAN  
JACKIE STANLEY  
TERRILYNN DURHAM



## St. Johns Fire District Commission

### MINUTES

The regular meeting of the St. Johns Fire District Commission was held on, July 8, 2024, at Headquarters, 1148 Main Road, Johns Island. The meeting was called to order at 5:00 PM. The Pledge of Allegiance was said.

#### **Members Present**

Isiah White  
Debra Lehman  
Robert Wright  
Leroy Blake  
Jackie Stanley  
Brooks McGougan  
Bill Thomae  
Steve Rolando  
Terrilyn Durham

#### **Members Not Present**

#### **Others Present**

Ryan Kunitzer, Fire Chief  
Kevin Henson, Deputy Fire Chief  
Scott McCullough, Battalion Chief  
Shawn Flanagan, Battalion Chief  
Teresa Vaughn, Human Resource Manager  
Ramona Brown, Controller  
Danielle Chambers, Accounting Manager  
Christie Palmer, Administrative Assistant  
Donald Howe, Attorney

The commission meeting was conducted in-person and virtually through Zoom; all members of the public may observe and participate in the meeting:

Via video conference at:  
ZOOM Meeting ID: 630-661-0867  
Passcode: 170170

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

### **I. Call to Order**

- a. Pledge of Allegiance
- b. Roll Call

### **II. Approval of Minutes**

- a. Regular Meeting of June 10, 2024
  - i. Commissioner White motioned, Commissioner Durham seconded, none opposed, the motion was carried.

### **III. Public Comments**

- a. N/A

### **IV. Chief's Report**

- a. Chief Kunitzer reported Marine 701 is out of service and it's going to be an extended out of service time. He stated they had a water pump cooler on one of the jets burn up and it's a fairly lengthy and extensive repair. He advised we're still trying to work through things with the vendor on if that's going to be covered under warranty or not. He added it's looking like it may have to go to a different state to get repaired and that sounds like it's going to take a little while.
- b. Chief Kunitzer reported Station 6 has had some significant HVAC issues. He states they have two main units and one unit has some burned up coils; the problem is you can't just replace one of the units because now they're different and they have to talk to each other they work with each other so we need to replace both of them. He added the good news is our vendor has given us a deal for two of them, but they're working on those and they have been ordered. They should be here next week and then as soon as they get in, they're going to be ready to install. He stated we're looking like the week of the 22nd to have both those new units in and ready to go. He stated it will be \$60,000 to replace both those units so he went ahead and authorized that so that they could get that equipment ordered. He added this was our best solution because just to replace the coils on the one was going to be several months for them to come in and pretty much a patchwork couldn't guarantee that would solve all of our issues, so we're moving forward at Station 6 on that.

- c. Chief Kunitzer reported that we finally moved into the maintenance building and got a CO. He stated that some of the Commissioners were able to stop by when we had a retirement party for Doug Ramsey, who retired with 39 years, and we were able to use that building for that. He added they are currently moving in still and getting those lifts and all of their stuff in there, although a little bit of a slow process, we're also trying to fix some fire trucks at the same time, so we're getting there.
- d. Chief Kunitzer reported the SCBA were delivered and all those came in. They're at the new Maintenance building, but currently all of our crews are going through training on all of on the new SCBAs. He advised it's a pretty extensive training process and added we don't have a date of implementation yet but we're still working on it.
- e. Chief Kunitzer reported that the packet included 2 new reports. The first report is the Fleet Facilities Division breakdowns. This report will break down what is happening month by month and is more specific items related to expenditures with apparatus and facilities. He also added we're tracking our apparatus out of service time and in service time based on the apparatus. He advised the second report is from the Office of Professional Standards and Training. This report is just trying to give a snapshot of what kind of happened the month before in regard to training, such as training hours and things we covered.
- f. Chief Kunitzer reported we participated in a hurricane exercise at Seabrook. He added that we have Captains exams coming up in August. He stated that we have to fill some immediate openings, and we have approved in this year's budget one additional Captain each shift.
- g. Chief Kunitzer reported some of the personnel reached out and wanted to thank the Commissioners for the consideration of the bonus.
- h. Human Resources Report**
  - i. HR Manager Teresa Vaughn reported we hired 2 out of the five that completed everything last month. They're starting along with three others, July 29th.
  - ii. She reported we are trying to do one orientation a month, which will now be two weeks.
  - iii. She reported we had one engineer leave.

## **V. Financial Report**

### **a. Monthly Financial Report**

- i. Controller Ramona Brown reported that the Remaining Goal is 0%, the actual is 2.74%.
- ii. The Operating balance as of 06/30/2024 is \$12.6M. The Local Government Investment Pool balance is \$12K.

- iii. June revenue included insurance benefits from retirees, donations from residents for great fire service, to include \$1,000 from McDonald's, and a reimbursement for AEMT classes in the amount of \$16,475.63.
- iv. The Charleston County wire transfer received was \$9169,866.70 for May collections.
- v. Non-standard overtime for June is \$94,524.81.
- vi. Capital Projects bank balances as of 6/30/2024.
  - 1. 2021 balance: \$1,346
  - 2. 2022 balance: \$26,185
  - 3. 2023 balance: \$807,854
- vii. Dashboard Summary
  - 1. Operating expenditures are \$M which includes encumbrances.
  - 2. YTD non-standard overtime is \$K.  
 YTD salaries including regular and standard overtime is \$8,142,000.  
 YTD vacation/sick pay is \$605K.  
 The staff efficiency for June is 88%.
  - 3. No COVID-19 related personnel expenses YTD.
- viii. Controller mentioned that the audit letter was provided in the Commissioner Packet and that the Auditors are going to be on site on August 5<sup>th</sup>.

**VI. Attorney's Update**

- a. N/A

**VII. Unfinished/Old Business**

- a. N/A

**VIII. New Business**

- a. N/A

**IX. Committee Report**

**a. Building Committee**

- i. Commissioner Thomae reported that they did not have a meeting this month and confirmed we are in the new maintenance building now. He added there is still a dew items to be finished off by the contractor and the signage up front needs to be done and some screening with the generator and the transform route front, that was an agreement with Charleston County to do that in order to get our certificate of occupancy for the building so that has to be done within 30 days.

**b. Finance Committee**

- i. Commissioner Lehman reported they did not have a meeting but wanted to thank the Finance group for all the work they are doing.

**c. Human Resources Committee**

- i. N/A

**d. Strategic Planning Committee**

- i. N/A

**X. Public/Firefighter Comments**

- i. N/A

**XII. Commissioner Comments**

**a. Commissioner White**

- i. I'd like to thank Teresa. Great news that we have so many people want to join. We may have a full staff of firefighters. Terrific.

**b. Commissioner McGougan**

- i. I too had several firefighters genuinely thank us for the bonus. They kind of give a little good spring in their step and they know that they're appreciated. Chief, thanks to your staff. I know Ramona is busy this time of year. Lots of numbers and all that stuff, so thanks.

**c. Commissioner Durham**

- i. I would like to say thanks to everyone. To stay safe and thank you for the bonus, it was right on time. Keep doing what you're doing and stay safe.

**d. Commissioner Wright**

- i. Yes, I'd just like to congratulate Station 7. They did an excellent job with the structure fire down the street. I was able to sit and observe. Good job.

**e. Commissioner Blake**

- i. Congratulations to all and especially congratulations to Chief Henson. You know, don't know if you guys know, but he got voted in there for 4th Vice President of the South Carolina Fire Association over like last weekend we before last. So, congratulations.

**f. Commissioner Stanley**

- i. Just like to thank all the personnel for the good job they're doing. Continue what they're doing and I'm serving the public for. So y'all are doing a great job. Keep it up.

**g. Commissioner Rolando**

- i. I would like to thank Chief Hardwick for I was in a meeting with him regarding fireworks. He was very professional, extremely helpful. So, thank you.

**h. Commissioner Lehman**

- i. Thank Chief Hanson and I know Chief Prouse isn't here, but they attended the Violent Disaster Planning Meeting, and I thought they did an excellent job with representing job with our district. We scared Ryan a little bit when we broke the news to him that he was going to have to decide on evacuation, but then we cleared that up there, it's just rental people, but thank you for your participation.

**i. Commissioner Thomae**

- i. Congratulations to Chief Henson for completing the EFO and getting elected the 4<sup>th</sup> Vice-Chair. That's an important position because Chief Hanson will now be involved in decisions for firefighters at the state level. So, thank you.

***Commissioner Thomae requested a motion to go into Executive Session to discuss contractual matters. Commissioner Stanley made a motion, Commissioner Rolando seconded. All in favor, none opposed, the motion passed.***

***Commissioners reentered session.***

***Commissioner Wright motioned to adjourn, Commissioner Roland second. All in favor, none opposed, the motion passed.***

***Meeting adjourned at 6:15pm.***