



ST. JOHN'S FIRE DISTRICT

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St. Johns Fire District Commission

MINUTES

The regular meeting of the St. John's Fire District Commission was held on, August 11, 2025, 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

Debra Lehman
Isiah White
Steve Rolando
Bill Thomae
Brooks McGougan
Jackie Stanley
Leroy Blake

Members Not Present

Terrilyn Durham
Robert Wright

Others Present

Ryan Kunitzer, Fire Chief
Kevin Henson, Deputy Fire Chief
Brian Yuncker, Assistant Chief
Nathan Prouse, Assistant Chief
Shawn Flanagan, Assistant Chief
Teresa Vaughn, Human Resource Manager
Danielle Chambers, Controller
Christie Palmer, Administrative Assistant
Spencer Wetmore, 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 July 11, 2025.
 - i. Commissioner Lehman motioned, Commissioner Rolando seconded, none opposed, the motion was carried.

III. Public Comments

- a. N/A

IV. Chief's Report

- a. Chief Kunitzer reported he wanted to recognize an incident that happened on July 15th of this year. He stated that the following personnel were involved: Assistant Chief Nathan Prouse, Captain Sean Gray, Engineer Rutledge Shock, Firefighter Conor Mull, Firefighter Travis Crisp, and Firefighter Collin Littlefield. He added that they were dispatched for a drowning in a backyard pool, Chief Prouse put himself in route, was the first person there, hopped a fence, and found an elderly woman floating in a pool being supported by her husband. He stated, Chief Prouse jumped in the pool, and they were able to pull the person out. He added Chief Prouse began CPR, Rescue 701 and the other people mentioned, began to start their high-performance CPR and were able to obtain a pulse on the patient. He stated that unfortunately, because of the condition of the patient, she later passed but that doesn't discredit in any way the selflessness and the performance of our personnel.
- b. Chief Kunitzer reported that they will have a Strategic Planning Committee on August 20th, next Wednesday at 2pm. He recommended that everyone should attend and make it an all committees because it really does touch on everything. He states it's going to be an important meeting that we talk about some long-term strategy for fire stations and a big piece of that is going to be the funding of what we have so far for Station 5 and Kiawah River and then the funding of some other projects that we've identified need to happen as well.

c. Human Resources Report

- i. Chief Kunitzer reported we had seven recruits that started last week. He added we had one engineer that started late July and then another one externally that just started last week and will be out in operations soon. He also stated we five certified firefighters scheduled to start in September.
- ii. Chief Kunitzer reported we have 2 positions posted right now, Battalion Chief of EMS and the Battalion Chief of Fire Training. He stated we are accepting applications until the end of the week.
- iii. Chief Kunitzer reported we had one separation last month and one engineer that is on workers comp.

a. Incident Report August 2025

- iv. Johns Island – 210 incidents
- v. Kiawah Island – 96 incidents
- vi. Seabrook Island – 46 incidents
- vii. Wadmalaw Island – 35 incidents

V. Financial Report

a. Monthly Financial Report

- i. Controller Danielle Chambers reported that the Remaining Goal is 92%, the actual is 93.34%.
- ii. The Operating balance as of 7/31/2025 is \$11M. The Local Government Investment Pool balance is \$13K.
- iii. July revenue included retiree reimbursements and an Advanced EMT Program Reimbursement.
- iv. The Charleston County wire transfer received was \$160,813 for June collections.
- v. Non-standard overtime for June is \$71,882.
- vi. Capital Projects bank balances as of 7/31/2025.
 1. 2022 balance: \$21,718
 2. 2023 balance: \$286,898
 3. 2024 balance: \$16,821,245
- vii. Dashboard Summary
 1. Operating expenditure is \$1.3M, which includes encumbrances.
 2. YTD non-standard overtime is \$72K.
YTD salaries including regular and standard overtime is \$425K.
YTD vacation/sick pay is \$56K.

3. No COVID-19 related personnel expenses YTD.

VI. Attorney's Update

- a. Attorney Spencer Wetmore reported that she followed up with the state to make sure that we are going to finalize the settlement that everyone approved at the last committee meeting. She states she has not gotten that back yet but will send that out once we have a signed finalized copy of that. She stated that as part of the land purchase that we're doing for the new station, the county is requiring us to do a rezoning application on that so that it matches the zoning of the existing parcel. She advised that she does not anticipate it being controversial. She added she is going to handle that application in house so that we don't incur legal fees with the attorney that's helping us with the closing and she is anticipating getting that turned into the county this week, but we have to do it by the 29th to get on their planning commission schedule.

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 had three meetings this past month. He advised the meetings included the architect and the contractor. He states at this point the contractor is to come up with the construction estimates. He states at this juncture we are slightly over budget at 9.5M and we should be at 7.8M. He stated at our last meeting were able to trim that down.
- ii. Commissioner Thomae reported we have a morning meeting scheduled for August 13th with Kiawah River architects and then another meeting in the afternoon with the Station 5 architects.

b. Finance Committee

- i. N/A

c. Human Resources Committee

- i. Commissioner Rolando reported that they had a meeting on August 6th. He stated that they discussed forced overtime considerations which included vacation hours towards hours worked, further data collections underway, future scheduling, including alternate schedules. He advised that these were all discussions and no discussions were made.

d. Strategic Planning Committee

- i. Commissioner White reported upcoming meeting is scheduled for August 20th.

X. Firefighter Comments

- a. N/A

XI. Commissioner Comments

- a. Commissioner Thoma

- i. Congratulations to Chief Prouse on the rescue. I appreciate your service and the crew as well.

- b. Commissioner Rolando

- i. Congratulations to Chief Flanagan, stay safe and as always, thank you for everything that you do.

- c. Commissioner Stanley

- i. Ditto to all that the Commissioners have already said. Congratulations to Chief Flanagan, Chief Prouse and the crew at Station 7 on the rescue. And also, good job to the personnel that did that fire on Wadmalaw and River Road, it was pretty hot that day. Congratulations. Good Job.

- d. Commissioner Brooks

- i. The rescue was a neighbor, and I received very positive comments. They were very impressed with our fire department, the personnel, the professionalism, thanks to you. It was hot. Let's do our best to stay cool. Thank you.

- e. Commissioner White

- i. Excellent job with pool rescue and structure fire on River Road and with coordinating with the other departments. Congratulations to Chief Flanagan on your promotion and overall stay safe in this heat. With upcoming hurricane season, let us prepare.

- f. Commissioner Blake

- i. Chief, thank you for letting us know all the events that is going on. Charleston County School starts tomorrow, so drive with care.

- g. Commissioner Lehman

- i. I would like to congratulate Chief Flanagan on your promotion, well deserved. You all do a fantastic job and work well together. Unfortunately, the outcome, you tried your best. So, we appreciate that.

Commissioner Lehman made a motion adjourn. Commissioner White seconded. All in favor, none opposed, the motion passed.

Meeting adjourned at 5:24 pm.