



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, October 13, 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
Terrilyn Durham
Robert Wright
Leroy Blake

Members Not Present

Others Present

Ryan Kunitzer, Fire Chief
Brian Yuncker, Assistant Chief
Nathan Prouse, Assistant Chief
Shawn Flanagan, Assistant Chief
Justin Miles-Miller, Battalion Chief
Nate Adams, Battalion Chief
Michael Derderian, Battalion Chief
Teresa Vaughn, Human Resource Manager
Krista Brown, Human Resource Specialist
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 September 8, 2025
 - i. Commissioner Lehman motioned, Commissioner White seconded, none opposed, the motion was carried.

III. Public Comments

- a. N/A

IV. Chief's Report

- a. Chief Kunitzer introduced our new HR Specialist, Krista Brown and new EMS Chief Justin Miles-Miller. He advised that our new Battalion Chief of Training, Mr. Morris, will be starting next week.
- b. Chief Kunitzer reported six recruits graduated last week from fire training with a joint class that we do with St. Paul's. He advised that they're going to be starting EMT class on November 1st.
- c. Chief Kunitzer reported that he has three members that promoted to engineer: Mr. Jay Taylor, Mr. Robert Oros, and Mr. Tim Holt fulfilled those requirements and tested and are already placed in those engineer positions.
- d. Chief Kunitzer reported that he wanted to mention something that we've really pushed for to the professional development of our people is the credentialing of our people, so he wanted to give two shout outs. He stated that the same company that does our accreditation does personal accreditation as well. He said that people from around the country look at what you have done with your career and where you are going with your career and how you professionally develop and then vote to give you a professional credential. He stated the first kudo was to Captain Chris Mitchell. He completed what's called the FO. That is the Fire Officer credential and then just last week Chief Prouse received the Chief Fire Officer credential; one of few in the country for those, so kudos to those members for continuing their professional development.

- e. Chief Kunitzer reported that we had talked previously about some issues at Station 2 about some mold. The mold has been remediated. He added that now we have to look at there's going to be a further cost to make sure that the mold doesn't come back, so we're going to then go back out for bids so that we can make sure that that doesn't happen. He stated that there is no leak or anything. It's just we have a whole bunch of warm air in that bay that's up against a bunch of cool air and the living space above it that's creating issues with that.
- f. Chief Kunitzer reported we are doing something a little bit different this year for fire prevention. He stated that last week was fire prevention week, but we're having our fire prevention event on October 25th, Saturday from 4:00 p.m. to 7:00 p.m. at our at our new maintenance facility. He stated that this year we are doing a Trunk or Treat. He stated that you can come by and get some candy and we'll have some local businesses out there too with their trunks open, something a little bit different that we're trying.
- g. Chief Kunitzer reported training is at the forefront of what we do, and we just had some members go out to Washington State for a conference. He added that we value people's opinions and the way they're doing things and tactics from across the country. He stated that Chief Yunker led a group of our people out to Washington last week for a pretty progressive conference and a good report back for them to bring some things back to what they're doing on the other side of the country.
- h. Chief Kunitzer reported we have lots of new equipment, new gas monitors for most of our apparatus and Chief Prouse keeps working through buying new equipment that we'd budget for.
- i. Chief Kunitzer stated he knows the Commissioners saw a pretty, shiny, white-water tender out there. He states that this is one of the twins and unfortunately, one of them we've got a couple issues with they're going back to fix, but that's one of them. He advised, he wanted to have it here to see where your tax dollars are going. He stated the engine for Seabrook that we ordered the final inspection for will happen at this time next month.
- j. Human Resources Report
 - Human Resource Manager, Teresa Vaughn, reported the following:
 - i. Grateful to have Krista and they have a 90-day training plan.
 - ii. No separations with a couple out on W/C
 - a. **Incident Report October 2025**
 - iii. Johns Island – 188 incidents
 - iv. Kiawah Island – 70 incidents
 - v. Seabrook Island – 41 incidents
 - vi. Wadmalaw Island – 29 incidents

V. Financial Report

a. Monthly Financial Report

- i. Chief Kunitzer reported that the Remaining Goal is 75%, the actual is 78.26%.
- ii. The Operating balance as of 9/30/25 is \$7.9M. The Local Government Investment Pool balance is \$13K.
- iii. September revenue included retiree reimbursements and EMT reimbursements of 5K.
- iv. The Charleston County wire transfer received was \$93,173 for August collections.
- v. Non-standard overtime for September is \$136K.
- vi. Capital Projects bank balances as of 8/31/2025.
 1. 2022 balance: \$21,218
 2. 2023 balance: \$224,148
 3. 2024 balance: \$15,753,281
- vii. Dashboard Summary
 1. Operating expenditure is \$1.6M, which includes encumbrances.
 2. YTD non-standard overtime is \$338K.
YTD salaries, including regular and standard overtime, is \$1.8M.
YTD vacation/sick pay is \$187K.
 3. No COVID-19 related personnel expenses YTD.

VI. Attorney's Update

- a. Attorney Spencer Wetmore reported she was at the Charleston County Planning Commission this afternoon where they unanimously approved our request to rezone the parcel that Station 5 sits on.
- b. She stated that she thinks everybody got the email and we got all the signed copies for Kiawah River from the county. So, we're good to go on that lease agreement.
- c. She advised that we do have a couple of personnel matters that she asked for an executive session on if the board finds appropriate at the end of the meeting.

VII. Unfinished/Old Business

- a. N/A

VIII. New Business

- a. Request to consider selection of RFP for the renovation services for Fire Station 7
 - i. Commissioner Lehman made a motion to approve, out of the 2023, GO Bond, \$57,400.47 to Carolina Construction of Charleston LLC, to do the remodeling for Station 7. Commissioner Wright seconded, none opposed. Motion carried.

IX. Committee Report

a. Building Committee

- i. Commissioner Thomae reported they had six meetings. He stated they had three for Station 5 and three for Station 8. He added that they have made a selection for a contractor but cannot announce the selection at this point because it's not made public yet.

b. Finance Committee

- i. Commissioner Lehman advised that they did not have a meeting, however they have the audit exit meeting next week.

c. Human Resources Committee

- i. N/A

d. Strategic Planning Committee

- i. N/A

X. Firefighter Comments

- a. N/A

XI. Commissioner Comments

a. Commissioner Thomae

- i. Congratulations to Justin, our new EMS Chief. Congratulations to Chief and CFO attainment. Quite an achievement. Congrats to the three new engineers. Appreciate all you do.

b. Commissioner Rolando

- i. Ditto what Bill said and thank you for everything that you do.

c. Commissioner Stanley

- i. I'd like to welcome and thank everybody, the new people coming in. I think you'll have fun. To all the personnel, keep up the good work.

d. Commissioner McGougan

- i. First of all, welcome to all the new employees to the family. As we go through the design phase of these new stations, I am really excited about that, I'm sure when we get done, we are going to hit a home run. I'm sure everyone is going to enjoy spending time in them.

- e. Commissioner White
 - i. I'd like to say welcome to all the new employees and congrats to all who have got promotions, let's keep the good work up. Let us keep in mind all of the firefighters' families and pray for them in and every week.
- f. Commissioner Durham
 - i. Kudos to everything that has been said. Congratulations to all and stay safe.
- g. Commissioner White
 - i. I will second the comments that were previously made.
- h. Commissioner Blake
 - i. Justin, congratulations!
- i. Commissioner Lehman
 - i. I'll be the third to ditto because by the time it gets to me everybody's covered everything.

Commissioner Lehman made a motion to go to executive session to discuss personnel matters with the board. Commissioner White seconded. All in favor, none opposed, the motion passed.

Meeting adjourned at 5:22 pm.