



ST. JOHN'S FIRE DISTRICT

ROOTED IN TRADITION. DRIVEN BY PROGRESS

WWW.STJFD.ORG

St. Johns Fire District Commission

MINUTES

The regular meeting of the St. John's Fire District Commission was held on, August 10, 2026, 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
Brooks McGougan
Jackie Stanley
Robert Wright
Larry Wolahan
Terrilyn Durham

Members Not Present

Leroy Blake

Others Present

Ryan Kunitzer, Fire Chief
Kevin Henson, Deputy Chief
Shawn Flanagan, Assistant Chief
Brian Yuncker, Assistant Chief
Justin Miles-Milles, Battalion Chief
Megan Golbus, Captain
Danielle Chambers, Controller
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 13, 2026
 - 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 reported that the District's second squad is now in service on Johns Island and expressed his appreciation to the personnel who worked to bring the unit into service. He highlighted an incident that occurred several weeks ago involving an early-morning cardiac arrest call for a six-week-old infant. Chief Kunitzer reported that, through the efforts of the responding paramedic and squad personnel, the child was successfully resuscitated and is now in good condition. Chief Kunitzer emphasized that the successful outcome demonstrates the value of the Commission's investments in emergency medical services and the continued support of the community. He recognized Acting Battalion Chief Sean Ramsey, Paramedic Specialist Amanda Warren, Logan Moraz, Noah Schairer, and Brandon Herlong for their response and efforts during the incident. He expressed his appreciation to the team and noted that the District will continue moving forward with its efforts to provide quality emergency medical services to the community.
- b. Chief Kunitzer recognized several recent promotions within the District. He reported that Matt Leister, Noah Schairer, and Garrett Mack have been promoted to Senior Firefighter, making them eligible to serve in acting supervisory positions. He also reported that Mark Edmonds and Bob Madden have been promoted to Senior Captain, making them eligible to serve as Acting Battalion Chiefs. Chief Kunitzer noted that the District has recently had extensive discussions regarding promotions, testing, and career development.
- c. Chief Kunitzer reported that the District continues to focus on succession planning by identifying anticipated vacancies, preparing personnel to fill future positions, and developing leadership pipelines throughout the organization. He advised that

department-wide meetings are scheduled for the beginning of September to continue these discussions.

- d. Chief Kunitzer reported that the District recently hosted Dr. Ashby, a Battalion Chief with the Indianapolis Fire Department, who provided leadership training to District personnel. He stated that the discussion focused on leadership at all levels of the organization and identifying opportunities for improvement throughout the department. An exercise was conducted with Operations personnel to identify issues and areas for improvement, and staff are currently working through the feedback received. Chief Kunitzer added that the Battalion Chiefs will gather additional feedback and that the findings will be discussed further at the September department meeting.
- e. Chief Kunitzer reported that Rescue One has officially been placed into service, marking another significant milestone for the District. He recognized the staff involved in the process of preparing the apparatus for service and noted that it was a significant team effort. Chief Kunitzer invited the Commissioners to attend a Push-In Ceremony and Blessing for the apparatus on Friday, August 21, at 10:00 a.m. at Station 7. He explained that the event is a longstanding fire service tradition to formally christen a new apparatus and advised that an invitation would be provided to the Commissioners.
- f. Chief Kunitzer reported that department-wide physicals are currently underway. He emphasized the importance of these comprehensive screenings for District personnel, noting that the physicals are designed to identify potential health concerns early and help ensure personnel remain healthy and physically capable of performing the duties of the job.
- g. Chief Kunitzer introduced Captain Megan Golbus, who recently joined the District as Captain of Professional Standards and Training. He reported that Captain Golbus has been with the District for approximately two months and expressed his appreciation for her contributions and his enthusiasm for the role she will play within the District.
- h. Incident Report August 2026**
 - i. Johns Island – 241 incidents
 - ii. Kiawah Island – 92 incidents
 - iii. Seabrook Island – 35 incidents
 - iv. Wadmalaw Island – 40 incidents
- i. Human Resources Report**

Chief Kunitzer, Fire Chief, reported the following:

 - i. Hiring Activity:
 - ii. Open/upcoming postings:
 - Deputy Fire Marshall, upcoming
 - Battalion Chief, upcoming

- iii. Promotions
 - 3 to Senior Firefighter
 - 2 to Senior Captain
- iv. Separations:
 - 1 Engineer
 - 1 Firefighter
- v. Workers' Comp Time Off:
 - 1 Firefighter
 - 1 Engineer
 - 1 Captain
 - 1 Paramedic Specialist
- vi. Staffing Levels:
 - Ops BC – 5/6
 - Captain – 27/30
 - Engineer – 29/33
 - Firefighter – 52/54
 - Paramedic Specialist – 6/6

V. Financial Report

a. Monthly Financial Report

- i. Danielle Chambers reported that the Remaining Goal is 92%, the actual is 93.35%.
- ii. The Operating balance as of 7/31/26 is \$10.5M. The Local Government Investment Pool balance is \$14K.
- iii. July revenue included retiree reimbursements.
- iv. The Charleston County wire transfer received was \$185,617 for June collections.
- v. Non-standard overtime for June is \$79K.
- vi. Capital Projects bank balances as of 7/31/26.
 - 2023 balance: \$57,563
 - 2024 balance: \$14,514,374
- vii. Dashboard Summary
 - 1. Operating expenditure YTD is \$1.9M, which includes encumbrances.
 - 2. YTD non-standard overtime is \$79K.

YTD salaries, including regular and standard overtime, is \$446K.

YTD vacation/sick pay is \$83K.

3. No COVID-19 related personnel expenses YTD.

VII. Attorneys' Update

- a. Attorney Spencer Wetmore advised the Commission if it wishes to it would be appropriate to enter executive session for legal advice.

VI. Unfinished/Old Business

- a. Kiawah River Update

- i. Chief Kunitzer reported that Charleston County has confirmed that the District will have its own dedicated site. He advised that an additional two acres are being donated by the Beech Company in Kiawah River to allow the County to develop its portion of the property as a separate project while the District proceeds with its own plans. Chief Kunitzer noted that the project has been a lengthy process and expressed appreciation for the recent confirmation. He stated that the District is now in the position originally proposed and that the project is expected to move into site plan review soon. He expressed optimism that the project is finally moving forward.

VII. New Business

- a. Bond Resolution Authorizing the Issuance and Sale of Not Exceeding \$14.89 million of General Obligation Bonds of the District and Related Matters
 - i. Commissioner Lehman motion to approve, Commissioner Wright seconded, all in favor, none opposed, the motion was carried.
- b. Consideration of Award – Pre Event Disaster Recovery Financial and Grant Management Services Contract
 - i. Recommendation to award RFP #STJFD-2026-RFP-02 for pre-event disaster recovery financial, grant management, and FEMA reimbursement advisory services.
 - ii. Commissioner Lehman motion to approve, Commissioner White seconded, all in favor, none opposed, the motion was carried.
- c. Consideration of Award – Pre -Event Disaster Logistics and Support Services Contract
 - i. Recommendation to award RFP #STJFD-2026-RFP-01 for pre-event logistics and emergency and support services.
 - ii. Commissioner Lehman motion to approve, Commissioner White seconded, all in favor, none opposed, the motion was carried.
- d. Consideration of and action on authorizing the addition of Controller Evelyn Danielle Chambers and Fire Chief Ryan Kunitzer as authorized contacts on the St. John's Fire District Bank of America Small Business Credit Card Account.
 - i. Commissioner Lehman motion to approve, Commissioner White seconded, all in favor, none opposed, the motion was carried.

e. Station 1 Feasibility Update

- i. Chief Kunitzer reported that the feasibility study authorized by the Commission for Station 1 has been completed. He advised that the lengthy study was included with the email update provided to the Commissioners for their review. He noted that a meeting with Liollo Architecture is scheduled for August 26, during which the architects will provide updates on Station 5 and review the Station 1 feasibility study, including its findings and the advantages and disadvantages of the options identified. Chief Kunitzer stated that following the review, the District will be able to determine the appropriate next steps for Station 1.

VIII. Committee Report

a. Building Committee

- i. Commissioner Lehman advised that the Building Committee and Strategic Planning Committee will hold a combined meeting on August 26. She stated that the Building Committee meeting will begin at 1:30 p.m., followed by a review of the Station 1 feasibility study.

b. Finance Committee

- i. N/A

c. Human Resources Committee

- i. N/A

d. Strategic Planning Committee

- i. N/A

IX. Firefighter Comments

a. N/A

X. Commissioner Comments

a. Commissioner McGougan

- i. Commissioner expressed his sincere appreciation to the crew for their successful resuscitation of the infant, commending their high level of training and professionalism. He recognized the crew for another job well done and encouraged them to continue their excellent and safe work.

b. Commissioner Durham

- i. Commissioner thanked the personnel, welcomed the new members, and encouraged everyone to stay safe.

c. Commissioner Wright

- i. Commissioner commended the firefighters for their successful rescue of a young child, welcomed the new hires, and encouraged everyone to stay safe.

d. Commissioner Wolohan

- i. Commissioner expressed his appreciation to the EMS personnel for their continued hard work, acknowledging the high volume of calls and thanking the team for their dedication and service.

e. Commissioner Rolando

- i. Commissioner expressed agreement with Commissioner Wolohan's comments and thanked the personnel for their continued service, encouraging everyone to stay safe.

f. Commissioner Stanley

- i. Commissioner expressed his support for the personnel, thanked them for their service, encouraged everyone to stay safe, and reiterated that the Commission is available to assist as needed.

g. Commissioner White

- i. Commissioner White expressed appreciation to the crew for their excellent response to the six-week-old infant call, noting the importance of having highly qualified personnel prepared to handle critical situations. He welcomed the new members and commended the Chief for obtaining the necessary information and ensuring the right people were in place ahead of time. He emphasized that proper preparation makes a significant difference and encouraged everyone to remain safe.

h. Commissioner Lehman

- i. N/A

Commissioner Lehman made a motion to go to executive session to discuss receipt of legal advice and personnel matters with the board. Commissioner White second. All in favor, none opposed, the motion passed.

Meeting adjourned at 5:26 pm.