



MINUTES
Holly Springs Fire-Rescue District
Commission Board of Fire Control
Tuesday, February 2, 2010
7:00pm

A public meeting of the Holly Springs Fire-Rescue District Commission Board of Fire Control was held on Tuesday, February 2, 2010 at 7:00 pm. in the Conference Room of the Holly Springs Fire Department administrative building. Chairperson Ryan Phillips presided. The following members were present or absent as indicated:

List Present or Absent

Commissioners

Chairman Ryan Phillips - present
Vice-Chairman K. Roscoe Kyle Jr. – present
Commissioner Hugh Jackson. – Present
Commissioner Clarence V. Gibbs – present

Administration

Chief A. Lee Jeffcoat Jr. – present
Asst. Chief W. Brent Blackwell – present
Secretary Bonnie Fulton - present
Treasurer Kelly Waters - present

Visitors

None

In compliance with the Freedom of Information Act, notices of this meeting were posted on district website, posted on public information board, & mailed to the local media or other interested parties that formally requested such copies.

Invocation was rendered and the beginning prayer was led by Commissioner Hugh Jackson.

Agenda items were addressed out of order as indicated.

1. APPROVAL OF January 5, 2010 MEETING MINUTES

Commissioner Roscoe Kyle moved to approve the January 5th, 2010 meeting minutes as printed and/or mailed. The motion was seconded and carried.

2. UNFINISHED BUSINESS

The following unfinished business was addressed and actions listed:

- **2009 Assistance to Firefighters Grant** – Chief Jeffcoat reported that we have received our pre-award questionnaire on January 15. The questionnaire was completed and returned. Chief reported that we should hear something in the next 30 days.
- **Spartanburg County Fire Dispatch VHF Narrow Band Change** – Chief Jeffcoat reported that the Spartanburg Chief's Association is currently working on executing the change over plan. Handout distributed to Commissioners explaining that the bandwidth will be narrower and digital

and an inventory of HSFD current radio (Bases, Mobiles, Portables, & Pagers). Chief reported that HSFD cost will be approximately \$25,000 to purchase enough radio equipment to be in compliance. Chief Jeffcoat and Assistant Chief Scott Miller (Boiling Springs FD) will be creating a committee to work on a regional grant for all of Spartanburg County. (*Regional Grants are grants that involve several agencies requesting one particular Project. Regional Grants for Federal Mandate items are have high success rates for getting funded*) The goal is to have the radios already in place by July 1st 2011. Spartanburg County is planning to switch on January 1st 2012. Discussions are taking place to determine what Fire Department in Spartanburg County will host the grant due to the size of the project. Estimated total cost for entire County will be \$800k - \$1.2K. If successful, each department must have 10-20% in matching funds. Due to the size of the grant, the hosting Fire Department must have enough administrative staff to handle the semi-annual & quarterly reporting to FEMA & DHS. Chief Jeffcoat went into details on why the narrow band switch.

3. FIRE DEPARTMENT REPORTS

Chief Lee Jeffcoat provided the following fire department operations report:

- **Financial Report**

- Beginning Monthly Fund Balances for beginning of January 2010 & provided board members with a QuickBooks report:
 - **Beginning Balance \$22,536.78**
Monthly Income \$118,696.33
Monthly Payout \$17,800.93
 - **Ending Balance \$123,432.18**

Detailed Expense & Income data in separated document.

Question arose regarding the \$1,000 Forestry Grant of how long do we have to spend it? Chief Jeffcoat recommended we should spend these funds by end of the fiscal year.

- **2009 Credit Line** - Motion made & seconded to pay off the credit line of approximately \$15K. Motion passed by voice vote unanimously.

- **Quarterly Incident Report**

- Not due, will be updated at end of March.

- **Operations**

- **S.A.F.E.R. Grant Funding** – Chief reported that to temporarily improve the staffing shortage during the 4 – 5pm hours, HSFD will be providing points from the current SAFER grant that provides fuel credit for fire department participation, to part-time firefighters to work the extra hour each day, in which they will earn 3 points per hour to cover the low staffed hour each weekday.
- **In House PM Program** – We have started purchasing the tools, equipment, and supplies for this project. As of this date, the Equipment PM's are approximately 25% completed.

- **Policy & Protocol Change**

- None

- **Upcoming Fire Department**

- None

- **Other r Misc. Information**

- **Annual Public Notice For Meetings** – As required, we have placed the annual “Public Meeting Notice” in the Spartanburg Herald Journal Legal Notice Classified section alerting the public of the dates, time, and locations of the monthly commissioners meetings.
- **Legislative Newsletter** – Motion made and seconded to discontinue the membership to the S.C. Association of Special Purpose Districts. Current cost to be a member of this association was \$125 for every \$100K of budget. Motion passed unanimously by voice vote. Chief will discontinue its membership.
- **Hospice Training** – Chief reported to the board that for years now, it’s the HSFD Firefighters that are frequently the ones reporting loss of life to family members after an accident or other medical issue. However, it is not part of their current training. We have accepted the assistance of the Hospice Chaplin in getting that training. He will be volunteering his time so our firefighters can be more prepared. (Question rose about staff debriefing after an accident/incident? Response – it must be done within 24-48 hours.)

4. NEW BUSINESS

- No new business.

5. CITIZENS AGENDA

- None

6. ADJOURNMENT & CLOSING

- Chairperson Phillips asks if anyone attending meeting have questions regarding what was discussed. There were no questions asked. Meeting adjourned at 7:45pm.