



BELMONT FIRE & SANITATION DISTRICT COMMISSION MEETING

Minutes

Regular Scheduled Meeting

June 8, 2023

6:00 PM

701 Fork Shoals Road – Commissioners Board Room

Commission Board Members

Kenneth B. Clark, Chairman
Jeffrey A. Bagwell, Treasurer
James W. Merrill, Secretary
Robert L. Cass, Commissioner
Kenneth E. Shirley, Commissioner

Pursuant to the Freedom of Information Act, notice of this meeting date, time, place, and agenda was posted online. and on the bulletin board located at Belmont Fire Departments headquarters, 701 Fork Shoals Road.

Commission Board Members Present

Jeffrey A. Bagwell
Kenneth E. Shirley
Robert L. Cass
James Merrill
Kenneth B. Clark

Commission Board Members Absent

Staff Present

Anthony C. Segars, Fire Chief
Jamie Bullock, Administrative Assistant

Guest Present

Dr. Ennis Fant

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Item (1) Meeting Called to Order Chairman Kenneth Clark

Item (2) Paid Bi-Monthly Invoices

Action: Bi-Monthly invoices signed/ Checks Signed

Item (3) Approval of Minutes

a. May 24, 2023-Regular Scheduled Meeting

Action: With no amendments or corrections Chairman Clark called for the minutes to stand approved as presented.

OLD BUSINESS

Item (4) Update on the Remodel, Repurpose of the day/ dining room.

a. Chief Segars has no information to present currently.

Action: The board accepted this information

Item (5) Count on Us Controller Services & Audit with BGC, LLC.

a. Chief Segars spoke to Auditor Bryan Lewis about the current state of the audit. The Chief mentioned to Mr. Lewis Belmont has waited months and the audit isn't done and he would like to terminate their services. Bryan Lewis stated to the chief that he is 60-70% finished with the audit and apologized for the lengthy process. The Chief agreed to continue the audit with BGC, LLC and will move on to a new company for the next audit. Jill Vales, the comp controller working on behalf of Belmont Fire Department is conducting the planning the procurement and developing the Request for Proposal (RFP) for Belmont Fire Department.

Action: The board accepted this information

Item (6) 48/96 Schedule, "Go Live" proposed salary increase.

a. Chief Segars asked if the Board would be willing to allow us to go live with the 48/96 schedule and budgeted salary increase as of July 1st, 2023?

Action: Motion:

A motion was made by Commissioner Cass and seconded by Commissioner Bagwell to move the salary increase to July 1, 2023, the same time as the 48/96 schedule goes into effect. All were in favor (5,0).

NEW BUSINESS

Item (7) Stolen Radio

a. A company radio was stolen out of Steven Tripp's truck. The insurance company cut a check for \$6,423.36. This is the cost of the radio minus our deductible.

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New Business Continued:
Item (7) continued

Action: The board accepted this information

Item (8) Jill Kinth, Greenville County Treasurer is retiring.

- a. Reminder of the going away party for Jill Kinth June 26, 2023. Information is in packet.

Action: The board accepted this information

Item (9) Dr. Ennis Fant: Vision 25 Empowered for Change & Annexation Issues

Action: Motion:

Commissioner Bagwell made a motion to go into Executive Session, Commissioner Merrill seconded the motion, all were in favor (5,0) at 18:15.

Action: Motion:

Commissioner Bagwell made a motion to come out of Executive Session, Commissioner Shirley seconded the motion, all were in favor (5,0) at 19:01.

Item (10) Annexation and Auto Aid Attorney

Chief Segars:

- a. Chief Segars would like to revisit the auto aid agreements with the other departments.
- b. The language used in every auto aid agreement needs to include "From this day forward auto aid will be supplied at _____ (Specific cost) to _____." (Specific Stations or Departments).
- c. These auto aid agreements need to be constructed by an attorney.
- d. An attorney also needs to be retained for any annexation issues Belmont will have with the City of Greenville and or Mauldin.
- e. The Chief has obtained recommendations by other departments and vetted himself three Attorneys Trent Kernodle, David Homes and Rivers Stillwell who come highly recommended because of their familiarity with fire department issues. A letter is included in the minutes with these attorneys' names and phone numbers.

Action: Motion:

Commissioner Cass made a motion to use the city attorney for a short term until we obtain our own council, Commissioner Bagwell seconded the motion, all were in favor (5,0).

Item (11): Greenville County Meetings and Annexation

Chief Segars: City of Greenville Public Notice (included in Minutes)

- a. We need to make the City of Greenville's Council aware of our thoughts on the annexation of the Belmont Fire Department's property into the City.

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(Item 11 Continued)

Action: Motion:

A motion was made by Commissioner Bagwell and seconded by Commissioner Merrill, to create a letter stating our stand on annexation of the Belmont Fire Department property into the City of Greenville and have someone present to represent Belmont Fire Department at Greenville City Council meetings pertaining to annexation, all members agreed (5-0).

Item (12): Policy and Procedure Manual

Chief Segars

- a. There are Amendments to the Policy and Procedure Manual: (Copies included in these Minutes.)
 1. Amendment 001, Chapter 6, 6.2 Shift Personnel
 - A. A. Tour of duty time frame has been changed to account for new 48/96 Schedule and notification of being sick or late. (amended)
 - B. D. An employee allowed sleep time has been amended.
 2. Amendment 002, Chapter 7, 7.1 Personal Time Off
 - A. A. Term for Vacation Time changed to PTO (personal time off)
 - B. B. Changed the Personal Hours to account for new 48/96 hours.
 - C. D. PTO Hours-amended. Term for Vacation changed to PTO (personal time off)
 - D. H. Vacation Time changed to PTO-Prorated Amendment
 - E. I. PTO Term for Vacation changed to PTO (personal time off)
 3. Amendment 003, Chapter 8, 8.1, Sick-Family Leave
 - A. B. Personal time for full-time shift personnel (Amended)
 - B. C. Sick Leave (Amended)
 4. Amendment 004, Chapter 9, 9.4 Floating Holidays
 - A. A. New Schedule for Floating Holidays (Amended)
 5. Amendment 005, Chapter 12, 12.5 Compensation Plan
 - A. C. Overtime (Amended)

(Item 12 continued)

6. Amendment 005, Chapter 12, 12.7 Part-time Employees

A. A. Vacation Time changed to PTO.

Action: Motion:

Commissioner Bagwell made a motion to accept the above listed amendment changes to the Policy and Procedure Manual as written, Commissioner Shirley seconded the motion, all were in favor (5,0).

Reminders

a. Next Regular Scheduled Meeting is June 22, 2023, moved to June 29, 2023.

Item (13): Commissioner Clark asked all Commissioners if there were any other questions or comments.

a. None

Item (14) Adjournment

a. With no other business Chairman Clark called for a motion to adjourn.

Action: Motion

A motion was made by Commissioner Bagwell to adjourn, and seconded by Commissioner Shirley, all members agreed (5,0) we stand adjourned at 19:55.

Minutes June 8, 2023.

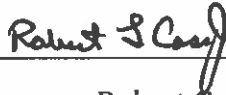
Respectfully Submitted

Attest

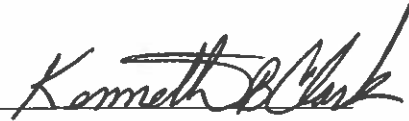
Approved



Jamie Bullock
Assistant Administrator



Robert Cass
Commissioner



Kenneth Clark
Commission Chairman