



BELMONT FIRE & SANITATION DISTRICT COMMISSION MEETING

Minutes

Regular Scheduled Meeting

January 11, 2024

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 on the district's website, (www.belmontfd.com) and on the bulletin board of the Belmont Fire Departments Headquarters Station at 701 Fork Shoals Road, Greenville South Carolina 29605-5831.

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

Guest Present

Leon Irby, Leons Tire/Blues Avenue Restaurant

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Item (1) Meeting Called to Order Chairman Kenneth Clark

Item (2) Swearing In of Reelected Board Members

- (a) Jeffrey A. Bagwell
- (b) James W. Merrill
- (c) Kenneth E. Shirley

Chief Segars administered the Oath of Office to the above noted Commissioners, pursuant to the SC Code of Laws, with special notation to Act 1208 of 1968. All recited the oath, signed the oath, and received a certificate of the Oath of Office, and a copy will be paled in each Commissioners Personnel File.

Item (3) Election of Commission Officers

- (a) Chairman Clark presented the gavel to Chief Segars to conduct the Officer Elections.
- (b) Chief Segars called to order the Election Portion of the meeting. Chief Segars asked for nominations for the **Office of Commission Chairman**. Mr. Clark nominated Mr. Bagwell, seconded by Mr. Merrill, with no other nominations for the office of Chairman from the floor, Chief Segars called for a motion to close the nominations, a motion was made by Mr. Shirley and second by Mr. Clark to close the nominations for Chairman, motion passed (5-0).

Action: Chief Segars presented Mr. Jeffrey A. Bagwell as nominated for the office of Chairman, all members present were in approval, the motion passed (5-0).

- (c) Chief Segars called for nominations for the **Office of Treasurer/ Vice Chairman**. Mr. Merrill nominated Mr. Cass, seconded by Mr. Shirley, with no other nominations for the office of Office of Treasurer/ Vice Chairman from the floor, Chief Segars called for a motion to close the nominations, a motion was made by Mr. Shirley and second by Mr. Clark to close the nominations for Treasurer/ Vice Chairman, motion passed (5-0).

Action: Chief Segars presented Mr. Robert L. Cass Jr. as nominated for the office of Office of Treasurer/ Vice Chairman, all members present were in approval, the motion passed (5-0).

- (d) Chief Segars called for nominations for the **Secretary**. Mr. Bagwell nominated Mr. Clark, seconded by Mr. Merrill, with no other nominations for the office of Office of Secretary from the floor, Chief Segars called for a motion to close the nominations, a motion was made by Mr. Cass and second by Mr. Shirley to close the nominations for Secretary, motion passed (5-0).

Action: Chief Segars presented Mr. Kenneth B. Clark. as nominated for the office of Office of Secretary, all members present were in approval, the motion passed (5-0).

- (e) Prior to passing the gavel to the newly elected Chairman, Chief Segars presented Mr. Leon Irby for a special recognition. Chief Segars introduced Mr. Irby to the board, and advised He and his team had been presented with the Belmont Fire Department's Community Ambassador Award, for their continued support and generosity to the Districts Training Program, it's members & stakeholders. (*Mr. Irby will be out of town during our Awards Banquet.*)

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- (f) Chief Segars presented the gavel to newly elected Chairman, Jeffrey A. Bagwell.
- (g) Chairman Bagwell, thanked to board for their trust in him to serve as the next Chairman. Chairman Bagwell thanked Mr. Clark for his service as Chairman over the past eight years.
- (h) Chairman thanked all the members elected to positions for their willingness to serve.

Paid Bi-Monthly Invoices

Action: Bi-Monthly invoices signed/ Checks Signed

Item (3) Approval of Minutes

- a. December 14, 2023, Regular Scheduled Meeting Minutes were included in the Commissioner's packet.

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

EXECUTIVE SESSION

A motion was made by Mr. Clark and seconded by Mr. Shirley to go into executive session for the discussion of personnel issues, and contractual issues, with all members in agreement, the motion passed, (5-0) at 18:28.

A motion was made by Mr. Cass and seconded by Mr. Shirley to come out of executive session at 18:40, with all members in agreement, the motion passed, (5-0).

Action:

Chief Segars presented (for the record), the resignation of Administrative Assistant Jamie Bullock, on January 4th. Jamie advised she would continue to do payroll and invoices until we could fill the position. Chief Segars advised that the job description had been updated and revised with the help of Jill Vales (Count on Us Comptrollers) to include the Bookkeeping skills this position calls for.

Chief Segars advised the advertisement for this position will be on Indeed and will remain posted until filled. The cost of advertising I've estimated to run between \$250.00 and \$500.00.

FIRE CHIEFS REPORT

- a. Chief Segars presented his report for December 2023, and Yearly Charts for Incidents, and other related items.
- b. Chief Segars presented information and pictures of Significant responses during December 2023.

OLD BUSINESS

Item (4) Leasing² Financing Proposal for Refurbishment of the Quint, and new Chiefs Vehicle

- a. Chief Segars presented Appendix 2, as presented by Leasing². Mr. Cass made a motion to accept the proposal, (Option 2), for \$400,000.00 at a rate of 7.16%, for a period of 7 years, seconded by Mr. Clark. After discussion, the motion passed (5-0).

Action: The board accepted this information

Item (5) 2022/2023 Audit Draft

- a. Chief Segars presented the Draft of the 2022/2023 Audit for review. Chief Segars advised the final document is ready to be presented, and Chief Segars suggested a special called meeting on January 23, 2024 to have Matt Phillips, with Phillips CPA Firm to review the audit with the board.

Action: The board asked to set the Special Called Meeting for January 23, 2024 @ 6:00pm.

Item (6) Awards Banquet

- a. Chief Segars reminded the Board of the Awards Banquet on Friday, January 12, at 7:00pm. Our Keynote Speaker is First Lieutenant Patrick, Cleburne McClary, III. We also will have five to six past members in attendance.

Action: The board accepted this information

Item (7) NFPA Physicals

- a. Chief Segars reminded the Board members that participate in the NFPA Physicals, that they are scheduled for Monday, January 15th from 3:00 pm – 09:00 pm, and the blood draw is the 16th from 06:00 am – 08:00 am.

Action: The board accepted this information

NEW BUSINESS

Item (8) Department Reporting and Asset Management Software

- a. Chief Segars presented information on Emergency reporting software the district currently utilizes. Chief presented information of the 2024 quote, to include a new proposal from (first due) which includes other added features. (See Appendix #3)

Action: A motion was made by Mr. Shirley and seconded by Mr. Cass to switch our software vendor to (first due) for a yearly fee of \$12,050.00, with all members in agreement, the motion passed, (5-0).

New Business Continued:

Item (9) Adding an item to the Agenda

- a. Chief Segars advised there is an item that needs to be discussed that's not on the agenda. He advised he was made aware of a potential issue with W2's and 1099's yesterday, and would ask that the item be added to the agenda.

Action: A motion was made to add this item to the agenda by Mr. Cass and seconded by Mr. Shirley, with all members in agreement, the motion passed, (5-0).

Item (10) W2's & 1099" s

- a. Chief Segars advised that on January 10th, Jill Vales (Count on Us Comptrollers) who is in helping with the year end close out and issuing the W2's, advised him that were not in line with the rules of the IRS as it pertains to issuing 10099's to contractors. As it would delay the issuing of W2's and hold up the closing of year end for an undisclosed amount of time, Jill advised, we move forward this year, however, we must start issuing W9's to all vendors who are not a corporation or LLC, paid more than \$600.00 in a year to be in compliance with Federal Law.

Action: A motion was made by Mr. Cass and seconded by Mr. Shirley, to follow the guidance of our Comptroller and Bookkeeper, and issue these documents, with all members in agreement, the motion passed, (5-0).

Item (11) Bonding & Insuring our Administrative Assistant/Bookkeeper

- a. Chief Segars discussed having an insurance policy for the district as it relates to the administrative assistant position, in regards to the access she has to the district funds. The districts attorney advised that is something other entities are doing.

Action: Motion:
After discussion, Mr. Cass made a motion to task the Chief with getting quotes, limitations, and other information on this issue, as it pertains to other Districts, seconded by Mr. Clark, with all members in agreement, the motion passed, (5-0).

Item (12): Chairman Bagwell asked if there were any other questions or comments from Board Members & Staff.

- a. None

Item (13) Adjournment

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

Action: Motion
A motion was made by Commissioner Clark to adjourn, and seconded by Commissioner Shirley, with all members in agreement (5-0) we stand adjourned at 20:15.

Minutes January 23, 2024.

Respectfully Submitted



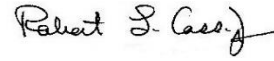
*Chief Anthony C. Segars
Assistant Administrator*

Approved



*Jeffrey A. Bagwell
Commission Chairman*

Attest



*Robert L. Cass Jr.
Commission Treasurer*