



BELMONT FIRE & SANITATION DISTRICT COMMISSION MEETING

Minutes

Regular Scheduled Meeting

November 09, 2023

06:00 p.m.

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

Commissioner Jeffrey Bagwell

Staff Present

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

Guest Present

River Stillwell Maynard, Nexsen PC

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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. October 12, 2023-Regular Scheduled Meeting

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

Item (4) Daniel Ponce

- a. **From Chief:** Daniel Ponce has completed his probationary period. He is eligible to be paid at the Regular Rate plus the bilingual bonus.

Action: A motion was made by Commissioner Shirley to promote Daniel Ponce and raise his pay to the regular rate stated in the policy and procedure manual, plus the bilingual bonus of \$1000.00, Commissioner Cass seconded the motion, all were in favor (4,0).

OLD BUSINESS

Item (5) 55th Anniversary Open House on October 14, 2023

- a. **From Chief Segars** the open house was a success. The turnout was wonderful. Using finger food allowed our patrons to stand and walk around to the different tables. Our goal was to get as much educational material into the hands of our citizens in the district. The Chief feels we accomplished this goal. We had a lot of informational materials distributed to the community. Events like this help the Community understand what Belmont does, the importance of what we do and safety measures to employ for their homes and businesses. These events also helped our ISO rating to help our department perform better.

Action: The board accepted this information

Item (6): 2000 Sutphen SP70 Quint from Greenville City FD/ Refurb, insurance and financing

- a. The Chief informed the Board the 2000 Sutphen SP70 Quint from Greenville City FD will go out to be refurbished as soon as the shop gets an opening to work on it.
- b. Many pieces of the truck will be refurbished, for example the Pump will have valves rebuilt, the electronic panel will be rebuilt and many more parts.
- c. Many parts will be replaced or bought new, for example the tires replaced, costing approximately \$7500.00, mirrors, side jacks, blue neon lights on ladder.
The list of parts to be refurbished, replaced, or bought new will be drawn up with a quote.

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Continued Item (6): 2000 Sutphen SP70 Quint from Greenville City FD/ Refurb, insurance, and financing

- d. The Belmont team will review the quote to decide what parts are most necessary and how to best financially get the truck up to code.
- e. If totaled all our vehicles need an insurance policy that will replace the vehicle and the contents in entirety. The policy needs to be at the dollar amount required at the time of the accident to purchase a new vehicle and contents. Or to replace parts on the vehicle at the current cost of that part, meaning the cost at the time of the accident.
- f. The financing for the refurb and reconstruction of the Quint is being researched by Chief Segars. There are many options that need to be considered. He will discuss them at a future meeting.

Action: Chief will continue to obtain bids on refurbishing the 2000 Sutphen. The Chief will continue investigating options for the best CD to start Belmont's emergency fund.

Action: The Chief is also seeking insurance prices for full replacement of the Trucks.

Action: The board accepted this information

NEW BUSINESS

Item (7): Executive Session

- a. *A motion was made by Commissioner Cass to go into Executive Session, seconded by Commissioner Merrill. All were in favor (4,0). At 18:31*
- b. *A motion was made by Commissioner Cass to come out of Executive Session, seconded by Commissioner Merrill. All were in favor (4,0). At 19:22*

Action: Wait until the engagement letter

Item (8): USDA Loans

- a. The Chief has given each Commissioner a packet explaining the USDA Rural Development Loan and grant programs. These loans are open year around to South Carolina.
- b. Public bodies, Community based non-profit corporations may apply.
- c. The governing body of Belmont Fire department should investigate getting a loan from the USDA for future projects and the protection of its interests.

Action: Chief encouraged the Commission board to read over the USDA Materials he presented.

Item (9): Update to FOIA Fee Schedule

- a. Chief Segars has updated the SOG to reflect an updated Fee Schedule for FOIA requests.
- b. Belmont Fire Department
Standard Operating Guide
Subject: Freedom of Information Fee Schedule
SOG# 100.20
Effective Date: 7/1/2023

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Continued Item (9): Update to FOIA Fee Schedule

- c. The requirements for sensitive information and confidential materials are listed.

Action: Commissioner Cass made a motion to approve SOG # 100.20, in the Belmont Fire Department Standard Operation Guidelines, Commissioner Shirley seconded the motion. All were in favor (4,0). SOG #100.2 will be included in these Minutes and placed in the Belmont Fire Department Standard Operation Guidelines

Item (10): Election Results

- a. As of the election all those on the Belmont Fire and Sanitation District's Board of Commissioners ballot have been reinstated for the term of 2024. (James Merrill, Eric Shirley, and Kenneth Clark)

Action: The board accepted this information, no discussion.

Item (11): Christmas Cards with Gift

- a. Chief would like to continue the tradition of giving Christmas Cards and a gift to those on staff at Belmont. This is to show Chief's love and care for the work these men and women do for this Department and Family.

Action: Commissioner Cass made a motion to have Commissioner Merrill purchase gift cards and Chief Segars distribute those to the staff at the Christmas Dinner, December 15, 2023, Commissioner Shirley seconded the motion all were in favor (4,0).

Action: Commissioner Merrill will purchase the gift cards; chief will distribute them at the dinner.

Reminders

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| <ul style="list-style-type: none">a. Next Regular Scheduled Meeting, January 11, 2024b. December 15, 2023, Christmas Dinner (all Family members welcome)c. January 12, 2024, Awards Night (Adults only)d. January 25, GC SPD Meetinge. January Legislative Breakfast |
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<p><u>Later in 2024</u></p>

<p>April 18, 2024, July 18, 2024, October 17, 2024, GC SPD Meetings October 2024, South Carolina SPD Conference in Myrtle Beach</p>

Item (12): Commissioner Clark asked all Commissioners present if there were any other questions or comments.

- a. Chief stated: SPD Conference in October went well, reiterated the safety measures required for cyber warfare, procedures for FOIA meeting information and a updating a fee schedule, and many other good topics.

Continued Item (12): Commissioner Clark asked all Commissioners present if there were any other questions or comments.


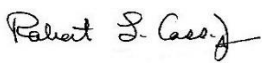

- a. The Red Cross continues a grant to our district free fire detectors to give out to those in need. This helps our ISO ratings and the communities' safety.

Action: no action needed

Item (13) Adjournment

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

Action: A motion was made by Commissioner Cass to adjourn, and seconded by Commissioner Merrill, all members agreed (4,0) we stand adjourned at 19:45.

<i>Respectfully Submitted</i>	<i>Attest</i>	<i>Chairman's Approval</i>
		
Jamie Bullock Assistant Administrator	Robert Cass Commissioner	Kenneth Clark Commission Chairman