



Tigerville Fire Department  
Minutes of Commissioner Meeting - May 13, 2010

Chairwoman Ann Trammell called the meeting to order at 7:00 PM. Commissioners Ken Ward, Reggie Ecarma, John Harris, Steve Pasternack and Chief Ledford were also present. Commissioners Bobby Richardson and Beth Ledford were absent.

- I. Ken Ward gave the invocation.
- II. Approval of Minutes: The minutes of the meeting of March 11 were approved after correcting a typo.
- III. Public Comment - Mr. Charles Mosteller of 8530 North Tigerville Road, Travelers Rest spoke. Mr. Mosteller had previously written the Greenville County Council supporting the proposed General Obligation Bond the TFD is seeking and its supporting millage increase. Mr. Mosteller repeated this support but wanted to make a few additional comments.

Mr. Mosteller had read the recent newspaper article about the Tigerville FD seeking a tax increase and was concerned about the comments attributed to Mr. Pasternack that there was "mismanagement of finances" in the past. Mr. Mosteller believed people reading this would believe there was misuse of funds. Mr. Pasternack addressed this by reporting there was no misuse of funds determined by an audit. However, the mismanagement included late filings of tax returns, incomplete documentation and other clerical omissions.

Mr. Mosteller also suggested the Tigerville Fire Department become "more visible" to the public. He suggested considering improving signage and other ideas. Chief Ledford and Steve Pasternack replied that these ideas have been considered, but budgetary constraints have prevented them from being implemented.

Commissioner Harris recommended future agendas include a sign-up sheet for public comment. Mr. Pasternack will implement this suggestion for the June meeting.

- IV. Treasurer's Report: Steve Pasternack presented the treasure's report. The March income statement (see attached) showed we were favorable to April's operating budget by approximately \$4,716. Surplus equipment

was sold to pay for a new tanker, and a few contributions were received. However, for April, expenses were approximately \$8,300 more than income. Although year to date spending is about \$25,000 favorable to budget, expenses for the same period exceeded income by approximately \$50,100. Steve Pasternack again emphasized that he is unable to forecast tax collection monies for the remainder of the year and thus forecast whether we will remain favorable to budget for the rest of the year.

Steve also presented a pro forma monthly cash flow analysis for March and for the fiscal year to date. He pointed out that although cash outflows are exceeding cash received, it appears sufficient cash is available for the remainder of the fiscal year. No major expenses are anticipated. Nevertheless, operations do continue on throughout the year and he is concerned about income receipts during the remainder of the calendar year. As in previous months, Steve pointed out that the April data was preliminary since the official April report from the Greenville County Treasurer's office will not be available until mid-May. However, the attached report reflects the data received since the meeting. Cash flow for March was about -\$9,440. This was due to the small amount of tax receipts (i.e., \$6,996) received. Cumulative cash flow for this fiscal year is approximately -\$4,000. At the end of April there is about \$69,000 in cash available to the TFD.

John Harris requested all cash donations received be deposited in the appropriate account. If some monies are needed for a purchase, these monies should be handled and recorded as a separate transaction.

The Commission accepted the Treasurer's report.

#### V. Chief's Report:

- Chief Ledford reported there were 37 calls in April: 3 fire calls, 24 rescues, 6 service, 2 good intent cancelled in route and 2 false alarms.
- Personnel completed 365.3 hours of training in April. Volunteer firefighter Mike Lavey completed fire-fighting school at his own expense> Mr. Lavey has received certification in many areas of fire fighting expertise.
- The pump shift cable was replaced on Engine 4; the fuel pump on Engine 3 was repaired; the flywheel and starter on the brush truck was replaced. All work was done in house with out of pocket costs only for parts.
- An insurance company made a presentation to all firefighters about the availability of life insurance.

- Echols cleaned the gasoline storage tank and installed a new filter at no cost to the department.
- Tigerville FD personnel attended the Blue Ridge Christian Academy for a public relations event.
- The department filled a district resident's swimming pool. The resident paid for the water through Blue Ridge Water. The activity was used as a training exercise for shuttling water. The resident contributed \$200 as a thank you to the department.
- Surplus hose was sold to Glassy Mountain Fire Department and Croswell Fire Department for \$1,425.
- The Tigerville Fire Department hosted the "Tour de Tigerville" bicycle race. Thanks to Commissioner Ann Trammell's contribution through Ann's Cakes and Catering, the TFD was able to raise about \$314.
- A "Boot Drive" was held on graduation day of North Greenville University. Fireman collected contributions from students and their family and friends at the Route 414 Route 253 intersection.
- Chief Ledford reported we had received a bill from the IRS for past due taxes. The bill for about \$300 was significantly less than the IRS originally wanted (about \$8,000). The reduction was due to the work of Pam Smith of Smith Accounting, LLC

Firefighter Daniel Hanson reported on his efforts, with assistance and support from the Greer Fire Department, in applying for an Assistance to Firefighters Grant for new gear, a new or used ladder truck, and other equipment. The grant applied for is approximately \$800,000. Mr. Hanson expects that in June he will learn if the application made it through the first phase of the approval process.

Mr. Hanson also reported he is working on a grant from FM Global for approximately \$4,000 for small laptop computers for the fire trucks. Mr. Hanson expects to learn of a decision in September.

The Commission accepted the Chief's report.

#### VI. Old Business:

- A. Refunding & Long Term Plan - Steve Pasternack and Chief Ledford reported the County Council Finance Committee unanimously approved the plan to increase the district's millage to fund the department's plans to consolidate debt and finance equipment needs. Subsequent to the meeting, Steve Pasternack received confirmation of the schedule for other County Council actions. The schedule is:
  - May 18: Second reading of the general obligation bond ordinance and the first reading of the proposed millage increase for CPI and population.

- June 1: Third reading and public comment for the general obligation bond ordinance and the second reading of the proposed millage increase for CPI and population.
  - June 15: Third reading and public comment for the proposed millage increase for CPI and population.
- B. Audit: Steve Pasternack reported he had received quotes from three certified public accounting firms to perform an audit of the TFD. Steve met with two of the companies. Mr. Ward suggested getting one more quotation. He will provide the name of the fourth company and Steve Pasternack will contact them.
- C. Joint Training District: Chief Ledford reported there was no new information to report.
- D. Uniforms: Chief Ledford reported the firefighters paid for new shirts using their one- percent fund.
- E. New Tanker: Chief Ledford reported the 2,000 gallon tanker was purchased from the Gowensville Fire Depart. The \$1,000 cost for the tanker was paid from funds raised through the sale of surplus equipment reported above.
- F. Steve Pasternack reported there were no immediate “important dates” in the next 6 weeks.
- G. Forestry Grant: Chief Ledford reported we received the \$1,000 grant from the Forestry Service to match our funds for purchasing new chain saws.

## VI. New Business

- A. Letter from the IRS: Another letter from the IRS was received. Apparently there is a discrepancy between “total wages” and total Social Security wages reported to the IRS and the Social Security Administration for the years 2006, 2007 and 2008. Steve has written both agencies explaining there were no records available other than those sent with his letter.
- B. Bylaws: The following committees were established as required by the new bylaws.
- Personnel Committee: Chairperson is Ann Trammell, Ken Ward and Steve Pasternack also serve on this committee.
  - Finance Committee: Chairman is Steve Pasternack. Chief Ledford and Commissioner John Harris also serve on this committee.
  - Public Affairs: Ann Trammell and Reggie Ecarma are committee members. The committee will decide a Chairperson.
  - Facilities and Maintenance Committee: Chief Ledford will chair this committee. John Harris and Ken Ward will serve on this committee.

- Policies and Procedures Committee: Chief Ledford, Reggie Ecarma and Steve Pasternack will be on this committee. The committee will elect a chairperson.
- C. Chief's Goals & Objectives: The commission unanimously approved the goals and objectives for Chief Ledford for fiscal year 2011. These quantitative goals and objectives will be used to evaluate the Chief's performance and help determine future changes in his compensation.
- D. Executive Session: Steve Pasternack moved, and the commission unanimously approved, to enter Executive Session to discuss two personnel items. The Commission entered Executive Session and discussed a letter from Mr. Spenser Miner to Chief Ledford regarding Dr. Ecarma.

The second issue regarded the action taken by Chief Ledford of contacting the County Attorney about the legality of a section in the new bylaws.

The Commission ended the Executive session and resumed the regular meeting. The Commission then unanimously approved Steve Pasternack contacting Mr. Spenser and invite him to the next meeting to discuss his e-mail.

The Commission also unanimously agreed and requested that Chief Ledford should not communicate with the County Attorney without going through and obtaining approval from the Commission regarding Board of Fire Commissioner's business. Because Chief Ledford said Mr. Tollison said that a part of the bylaws was illegal, the Commission unanimously approved the motion that Steve Pasternack formally contact Mr. Tollison to determine the legality of the section of the bylaws in question. The paragraph in question pertains to the Commissions bylaws to prevent any perceived or real conflict of interest by having a firefighter serve if he or she is an immediate family member of a commissioner. In addition Steve Pasternack will submit a revision of the questionable paragraph to determine if it is legal and/or ask Mr. Tollison to help word the paragraph to fulfil the purpose and assure its legality.

VII. Commissioner's Comments: Mr. Ward reported he has spoken to SC Senator Shoopman regarding legislation being developed that would permit a fire commission to replace a commissioner that has missed three consecutive meetings.

VIII. The meeting was adjourned at 9:30 PM.

Steve Pasternack, Secretary-Treasurer