

SOUTHSIDE COMMUNITIES FIRE PROTECTION, INC

d/b/a CHATHAM EMERGENCY SERVICES

In-person and Virtual Board Meeting Minutes

From: March 16, 2022

LOCATION: Video from Headquarters - 1399 Dean Forest Road, Savannah, Georgia 31405

MEMBERS PRESENT: Blanco, Crosby, Egan, Harris, Moore, Rowe, Teel, and Trower

MEMBERS ABSENT: Cheshire, Marlin

OTHERS PRESENT: Chuck Kearns, CEO and Phil Koster, COO

1. CALL TO ORDER:

President Blanco called the meeting to order. President Blanco honored Board member Karen Owens and her Southside/CES legacy. The Board gave a Moment of Silence in memory of Karen Owens. Mr. Teel gave the invocation. President Blanco led the Board in the Pledge of Allegiance.

2. APPROVAL OF THE MINUTES:

President Blanco asked if the Board accepted the February 2022 minutes as submitted. The minutes were approved unanimously with no abstentions.

3. COMMITTEE REPORTS:

a. BUDGET AND FINANCE COMMITTEE: The Committee offered the following motion:

- Motion to reverse the December 15, 2021 approved motion to have staff open a separate account for the Fire Department/Operations deposits.

Motion passed unanimously without any abstentions.

b. BUILDING AND EQUIPMENT COMMITTEE: The Building and Equipment Committee presented the following purchases:

- (2) Police Interceptor QRVs
- (1) Newly remounted Ambulance
- (3) Power Cots
- (1) Power Load System
- 3 Ambulance loan paid off

c. 401(k) INVESTMENT COMMITTEE: The 401k Committee met on March 4, 2022 with everyone in attendance with the exception of one member. Mr. Egan presented the following motions:

- Motion to move 401k plan year to new fiscal year, July 1 to June 30 to be the same as the County.

- Motion for 4% minimum 401k contribution by and for new hires beginning July 1, '22.
- Motion to pay Company Match on every paycheck.
- Motion to begin allowing separated employees to request a distribution of their vested account balance immediately upon separation from employment.

Motions passed unanimously without any abstentions.

***President Blanco made a motion to enter into Executive Session. Motion carried.**

PERSONNEL COMMITTEE: Mr. Moore made a Motion concerning the CEO's Annual Evaluation and Bonus. The Personnel Committee made the recommendation that the CEO get the maximum bonus allowed under his contract and that the amounts will be allocated to Fire and EMS according to our contract with Chatham County. Motion approved unanimously with no abstentions. Blanco stated that the Board has requested that CEO Kearns give the Board a list of goals and bonus potential for each of his direct reports for 2022-2023. This will be used for informational use by the Board only.

d. CEO REPORT – FOR FEBRUARY ACTIVITIES:

- First Fire Invoice sent to County for \$1,037,231.57. They paid \$1,000,000.
 - We are working through the adjustment process.
- \$1M Fire Funding check received from County and deposited.
- 990 Tax Return & Audit approved. 990 sent to County & posted on our website.
- Sprint removing equipment at Station 4 and Norwood.
- T-Mobile Upgrading Equipment on Station 1 Tower.
- Leaders attended EMS Lt. Ainsworth's wife's funeral.
- Five members of the Leadership Team attended Joe Cantrell's funeral.
- Settled Keye vs. SSFD & Our EMT, MVC claim for \$5,000.
- Paid \$66,900 for our Georgia EMS license.
- State EMS Office Inspected 44 ambulances with perfect scores.
- Began Staffing plans for St. Patrick's Day Parade.
- Attended Valor Awards.
- Sent Board Bylaws and met with outside law firm on revisions.
- Risk Avoidance Leadership training - 37 attended.
- Three Levels of Excel training provided to office staff in three classes.
- 17 FF in Recruit Class (one Volunteer switching to a Career Position).
- Nine EMT Candidates started in Recruit Class.
- Grant submitted for 40 FF positions funding in Safer Grant Request.
- IT Security upgrades as a result of an outside vendor's Security Study:
 - Fiber, Comcast (Copper) and AT&T (Cellular) connections into Dispatch.
 - New Redundant Firewalls Installed.
 - New In-house servers replaced, along with 2012 OS SW.
- Met Tybee City Manager and he agreed to pay for Fire Mutual Aid Responses.
- Discussed a "Late Response" on an EMS call with SAV City Manager & Issued Press Statement.
- Met with School Board on EMT Training Class and Job Fair.

4. **UNFINISHED BUSINESS**: There was no unfinished business to discuss.
5. **NEW BUSINESS**: There was no new business to discuss.
6. **ADJOURNMENT**: The next regular Board Meeting will be on April 27, 2022 at CES Headquarters with a virtual option, beginning promptly at 6:00 pm.

President Blanco asked the Board if he could adjourn the meeting. Motion made to adjourn. Meeting was adjourned.

**Respectfully Submitted,
Charles Teel, Secretary
CHATHAM EMERGENCY SERVICES**