

SOUTHSIDE COMMUNITIES FIRE PROTECTION, INC

d/b/a CHATHAM EMERGENCY SERVICES

In-person and Virtual Board Meeting Minutes

From: May 18, 2022

LOCATION: Headquarters (with Video) - 1399 Dean Forest Road, Savannah, Georgia 31405

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

MEMBERS ABSENT: Crosby

OTHERS PRESENT: CEO Chuck Kearns, Hugh Futrell, Angela Washington, and Hon. Aaron Whitely

1. CALL TO ORDER:

President Blanco called the meeting to order. Mr. Teel gave the invocation. CEO Kearns recited our Mission and Vision statement. President Blanco welcomed the three new County appointed Board Members.

2. APPROVAL OF THE MINUTES:

President Blanco asked if the Board accepted the March 2022 minutes as submitted. Motion to approve the minutes by Bob Egan. Tom Harris seconded. The minutes were approved unanimously with no abstentions. *

*Due to a financial software issue, President Blanco gave a verbal report for the record on the approval for check signing by the staff for a QRV purchase.

3. COMMITTEE REPORTS:

- a. **BUDGET AND FINANCE COMMITTEE:** The Committee had nothing to report.
- b. **BUILDING AND EQUIPMENT COMMITTEE:** The Building and Equipment Committee presented the following purchases:
 - (1) Police Interceptor QRV
 - (3) Power Cots
- c. **401(k) INVESTMENT COMMITTEE:** Mr. Egan provided an update on the changes made by the 401k Committee. Documents to move forward with changes made several months ago by the 401k Committee meeting in February have been signed. The changes are as follows:
 - To move 401k plan year to new fiscal year, July 1 to June 30 to coincide with the County. Plan entry dates to enter into the plan are now July 1, October 1, January 1, and March 31.
 - To increase our match to better compete with other fire departments. Our new match is 150% of the amount deferred. Employee must contribute a minimum of 4%.

- 4% minimum 401k contribution by and for new hires beginning July 1, 2022.
- Company to pay Company Match on every paycheck.
- Begin allowing separated employees to request a distribution of their vested account balance immediately upon separation from employment.

d. **PERSONNEL COMMITTEE:** Mr. Moore welcomed the three new County-appointed Board members. Mr. Moore announced “EMS Week” and encouraged each Board member to interact with the medics around town.

e. **CEO REPORT – FOR MARCH/APRIL ACTIVITIES**

March:

- Strong EMS Collections.
- Board-approved 990 posted on our website and emailed to County.
- Board-approved Financial Audit emailed to County.
- 401k outside audit started.
- Renewed all Corporations with the State of Georgia.
- Fire Recruiting at four area High Schools and Job Fair.
- Launched Recruitment Reward Program.
- Healthcare Insurance refund of \$45,895.36.
- Settled liens for \$2,461.50 and \$3,529.49.
- Staff Development: Leadership attended three, two-day classes for Managers.
- Auctioned Fire Truck Ride in 2023 St. Patrick’s Day Parade.
- All Fire Apparatus Passed annual pump tests.
- Fire Department Passed with 100% on State Inspection.
- State EMS Inspected 44 ambulances with 100% perfect scores.
- Two EMS QRVs placed in service.
- Supporting the AAA on the “US Protect Ground Ambulance Act” 5% funding.
- Three Letters sent to Congressional Officials on Medicare funding needs.
- Participated in SPD Parade and SYC’s SPD Parade.
- 11 Rookie Firefighters Graduation scheduled for June 9, 2022.
- Volunteer FF-1 School and Officer school in progress.
- Birthday Gift Cards distributed for Volunteers.
- Attended BoCC Meetings and Fire Workshop.
- DC D. Struble won Statewide Cardiac Care Award for 83 Minute, CPR save.
- Five members of the Leadership Team attended J. Cantrell’s funeral.
- Met with Tybee City Manager to pay for Mutual Aid.

April:

- Received and Paid First Responder Bonuses from Gov. Kemp [\$250,000+].
- Awarded EMS Equipment Grant=\$53,904.60.
- Nine EMTs Graduated our Academy this Month.
- 16 EMS Recruit Candidates began orientation.
- Attended Two Employee Family Funerals.
- EMS Responded to Pembroke Tornado with four EMS units.

- EMS Training Station will be a voting location again this year.
 - Took many hours investigating BoCC complaint – miscommunication found.
 - \$700.00 of Medical Supplies Donated to Poland for Ukraine Refugees.
 - We have the fourth largest EMS Fleet in State according to DPH and Trauma Grant Funding.
 - We Hosted Administrative Support Day Luncheon and Ice Cream for Office Staff.
 - Three more Power Cots Purchased.
 - A Paramedic/FTO was honored as a AAA Star of Life in Washington, DC.
 - Reserved the Savannah Bananas Game for CES Team and Family Members on August 26, 2022 this year, (How many tickets do each of you need?)
 - One Board Orientation conducted for New Director, Angela Washington.
 - COO conducted 12 Town Hall meetings with 152 Employees & Volunteers attending.
4. **UNFINISHED BUSINESS:** President Blanco stated the Board will call a Special Meeting on June 29, 2022. Proxies will be mailed soon. The proxies will be counted Chuck Moore with Bob Egan as the secondary.

Motion to approve revised Bylaws. Charles Teel made the motion and Tom Harris seconded. Motion passed unanimously.

5. **NEW BUSINESS:** President Blanco discussed the following topics:
- Requesting the Personnel Committee to present the Board with the next steps regarding legal counsel options to avoid County conflict of interest going forward.
 - Requesting the Personnel Committee review fire protection options for Fire volunteers. Board members should forward recommendations to the Committee.
 - Motion to approve \$20,000+ check signing by staff when an email from an Executive Board Member is on file approving it, and the check is co-signed by the CEO. This will save the organization \$5,280.00 annually in software license fees, if the Board President is not available to sign. Motion made by Teel and Egan seconded. The motion was approved unanimously with no abstentions.
 - Cheshire recommends the Finance Committee review the dollar amount of checks that would require a Board Member signature.
6. **ADJOURNMENT:** There will be a Special Board Meeting on June 29, 2022 at CES Headquarters beginning promptly at 6:30 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**