

SOUTHSIDE COMMUNITIES FIRE PROTECTION, INC

d/b/a CHATHAM EMERGENCY SERVICES

In-person Meeting Minutes

From: August 17, 2022

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

MEMBERS PRESENT: Blanco, Cheshire, Egan, Futrell, Harris (via Zoom), Rowe, Teel, Trower (via Zoom), and Washington, and Whitely

MEMBERS ABSENT: Crosby, Marlin, and Moore

OTHERS PRESENT: CEO Chuck Kearns, COO Phil Koster, Jeff Mills, Islands Division Volunteers Chief

1. CALL TO ORDER:

President Blanco called the meeting to order at 18:00 hours. Mr. Teel gave the invocation. CEO Kearns recited our Mission, Vision and Values statement.

APPROVAL OF THE MINUTES:

President Blanco asked if the Board accepted the July 2022 minutes as submitted. Mr. Harris had a minor edit for the purpose of clarification under the CEO report. The minutes were approved unanimously with no abstentions.

SPECIAL GUEST: Islands Division Volunteer Chief Jeff Mills gave an overview of the Islands Division, what the division is currently doing and its plans for the future.

3. COMMITTEE REPORTS:

- a. **BUDGET AND FINANCE COMMITTEE:** The Finance Committee made a motion for approval of a Guidance Line of Credit of \$4M with SouthState bank as an option to purchase Fire Apparatus. Motion approved unanimously with no abstentions.
- b. **BUILDING AND EQUIPMENT COMMITTEE:** A new Mechanic Shop Utility Truck was purchased for \$51,000 replacing the 2008 vehicle having over 300,000 miles.
- c. **401(k) INVESTMENT COMMITTEE:** The 401k audit was completed with no recommendations or negative items by Hancock Askew. The audit was accepted and approved unanimously by the Board with no abstentions.

d. **PERSONNEL COMMITTEE:** President Blanco requested information regarding the diversity in our staff from HR Director Tiffany Stewart. The staff diversity report is as follows:

- 2006 4.0% - (Minorities & Women)
- 03/01/2015 38.2% - (Minorities & Women)
- 03/01/2022 53.2% - (Minorities & Women)

e. **CEO REPORT – FOR JULY ACTIVITIES:**

- Received funds to satisfy lien for \$1,750.
- County chose NAED's, EMD, EPD, EFD dispatch programs – best in the industry.
- Public comment period on UPL Closed. We sent a support letter.
- 2019 = 13 loans for \$4.6M.
 - 2022 = seven loans for \$3.7M. \$900,000 paid off, with six loans closed.
- Elba Property Deed being reviewed by Counsel.
- Subscription Refund Press Release went out on July 26, 2002.
- 12,147 Fire Subscription refunds for \$1,127,157; being processed & mailed.
- ISO Letter sent with Retrogression Plan.
- Submitted \$10,000 EMS Training Grant Application to GEMSA.
- Seven Office Staff received Customer Service Training.
- 17 Officers received Fundamental Management Training.
- Purchased Shop Truck - replaced 2008 w/302,000 miles.
- Sent 81 rehire letters to former employees - seven fire & 74 EMS.
- 14 Emergency Call Boxes installed at Fire Stations.
- Signed Training Contract with FBI for agents to ride along on EMS Units.
- All 25 Leaders' Conflict of Interest acknowledgements are signed and filed.
- 401k Audit in final draft form; reviewed by Staff and Board Committee Chair.
- Ford notified us of \$11,000 base price increase on QRVs in August. Ambulance prices are up 25%+/- (\$20,000) due to supply chain issues.
- Working with County Administration for a one-year EMS Contract Extension.
- We billed \$182,000+/- to County to reconcile underpayments for the months between January 2022 and June 2022.
- CES Committed to two Pierce 104' Ladder Trucks.
- We are correcting Interdepartmental Transfers errors in the monthly financial report.

At the end of the CEO's Report, Mr. Egan noted he wanted COO Koster to continue his review of the Elba Island contract to improve the revenue stream since CES is forecasted to lose money on this service (this year). If COO Koster is not successful, to notify Elba well in advance of the contract end date, we will be terminating the contract.

4. **UNFINISHED BUSINESS:** President Blanco has tasked Chuck Moore and the Personnel Committee with determining what CES needs in reference to legal counsel and present the Board of Directors with some options. The Personnel Committee has also been tasked with creating a process for fire protection options for fire volunteers and fire volunteer retirees.
5. **NEW BUSINESS:** President Blanco appointed Bob Egan as Chairman of the Nominating Committee and Tom Harris as a member of the committee. The Board will vote for officers at the next Board Meeting.
6. **ADJOURNMENT:** The next Board Meeting and Annual Meeting will be held September 21, 2022 at CES Headquarters.

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**