



Minutes

CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT COMMISSION WORKSHOP

Workshop

February 18, 2024

Commissioners:
Dr. William Howiler, Jr
Mr. Monty Marcengill
Ms. Misty Morris
Mr. Wayne Smith
Mr. Richard Walton

Corinth-Shiloh Fire Commission met at 6:00 PM at the Corinth-Shiloh Fire Department, 940 Old Clemson Highway, Seneca, SC with all Commissioners, Fire Chief Kevin Christenbury, Brandon Shirley (Advisor), Kevin Whelan (Staff Secretary) and members of the public in attendance.

Press: Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting and agenda were posted on the bulletin board at the Corinth-Shiloh Fire Department, 940 Old Clemson Highway, Seneca, SC and the fire department website [www.corinthshilohfd.com]. In addition, it was made available [upon request] to the newspaper, radio stations, television stations, and concerned citizens.

No members of the press were present

Call to Order:

William Howiler, Jr., Chairman called the meeting to order at 6:00 pm

Welcome and Introductions:

William Howiler, Jr. welcomed everyone in attendance.

Moment of Silence:

William Howiler asked for a moment of silence prior to the Invocation by Owen Murray

Invocation:

Owen Murray led the invocation

Purpose of the Workshop:

The purpose of this workshop is to familiarize the commissioners with the priority items requiring their attention. Provide the commission an understanding of the initial processes as they assume their roles, including the following: 1) budget discussion, 2) generalized operating procedures, and 3) discuss any committees. Underlying this discussion is the intent to provide an opportunity for the commissioners to engage in the budget discussion and review any questions they may have as it relates to operating a fire department.

Budget overview

B. Shirley in his role as the Commission's Advisor, Chief Kevin Christenbury and Danny Delmarco (Volunteer Department Treasurer) prepared a draft budget for the commission's consideration based largely on the experience of other Special Purpose Fire Districts and the Corinth-Shiloh Volunteer Fire Department. B. Shirley reviewed each line of the draft providing explanations as needed. K. Christenbury and D. Delmarco also provided comments. The discussion was informal and commission members asked questions as necessary. The following are some of the points made in the discussion:

- B. Shirley explained that one source of revenue will be \$60,000 in funding provided by Oconee County to all county fire departments that meet well-defined requirements. He recommends that these funds be held in a separate account to ensure proper expenditure and to be able to readily report the fund's usage to the county for reimbursement.
- B. Shirley recommends holding funds in a money market fund to avail the SPD of additional revenue from interest.
- B. Shirley recommends using Accounting & Tax Services as the SPD accountant because of their familiarity with the volunteer organization and governmental organizations.
- K. Christenbury provided some background on the staffing of other local fire departments:
 - Seneca: 9 people per shift 1100 calls per year
 - Malden: 14 people per shift 1600 calls per year
 - Keowee: 3 people per shift 600 calls per year
- B. Shirley explained that, if approved a SAFR grant could pay all the salaries foreseen in the budget
- B. Shirley suggested that the commission hold funds in a reserve account in the event expected cash flows are disrupted.
- K. Christenbury explained that staffing levels anticipate that there currently exists a "25% overlap". This means that while responding to 1-in-four calls, another call comes in to which the fire department must respond.
- M. Morris asked how the fire department envisions the future of the sub-station on Shiloh Road. K. Christenbury responded with the following considerations:
 - The sub-station is a voting precinct that should be improved to a more comfortable environment for poll workers and voters. This includes HVAC
 - Improvements should include accommodations for overnight stays for volunteers and perhaps in the future professional staff. This includes sleeping rooms and a possible fire suppression system.
 - Action should be taken to see if funds for these improvements might be available from the county
 - A concrete slab should be added
- K, Christenbury indicated the repair to the Station No.3 cement pad should be included in the budget.

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Next Steps in Budget Approval

The commission acknowledged the need for more work on a proposed budget before its March 11, 2025 Regular Meeting. The goal is to compete and publicly post a proposed budget prior to that meeting. The following indicate the steps needed to meet this objective:

- The commission will conduct an additional budget workshop meeting prior to the next regular meeting. The workshop will be held on **Mar 4, 2025** at 6:00pm
- B. Shirley will edit and email “SPD 2025 Budget Draft Proposal v.2” to the commission after that meeting. This version will contain all the changes agreed to in the Mar. 4 Workshop. Final changes will be added to the draft at the direction of Chairman Howiler
- Chairman Howiler will direct K. Whelan to have the Final Draft posted to the SPD Website for public access prior to the March 11 Regular Meeting.
- K. Whelan will provide the Final Draft to L. Whatley

Action Items

- **Email 2025 -2026 Budget Draft #2** - B. Shirley will make requested changes to the Draft Budget and email the new draft to Commission Members
- **Email Comparison Budget Percentage Breakdown** - B. Shirley will email the commission members a percentage breakdown analysis of select upstate fire department budgets showing a percentage breakdown by category of proposed spending.
- **Clarification of County Spending on Sub-Station Upgrades** - K. Christenbury, D. Delmarco will have a conversation with the County Administrator to confirm the county's willingness to pay for the upgrade to the sub-station.
- **Publicly Post Proposed Budget** - K. Whelan will coordinate with L. Watley to post the proposed budget as the March 11 Regular Meeting background material to the SPD website. This action will be triggered by the Chairman's direction after the March 4 Budget Workshop.
- **EIN Requested** - B. Shirley will submit EIN request to IRS
- **Open Bank Account** - B. Shirley will coordinate with the following to establish an SPD bank account: K.Christenbury, W. Howiler, R. Wallton
- **Send 2024 Corinth-Shiloh Budget** - K. Christenbury will email a copy of the 2024 Corinth-Shiloh Fire Dept. budget and spending for comparison and justification of the 2025 proposed budget. (Requested by Mr. Smith)

Adjourn:

The workshop was adjourned by Chairman Howiler at 7:50 pm

Next Meeting:

March 4, 2025 – Workshop

No Action Taken.

Respectfully Submitted:



Kevin Whelan

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