



Minutes

CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT COMMISSION WORKSHOP

Workshop

February 6, 2024

Commissioners:
Dr. William Howler, 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

Members of the press present: Dick Mangrum/ 101.7 WGOG, staff of The Journal

Call to Order:

Kevin Whelan, Staff Secretary called the meeting to order at 6:10 pm

Welcome and Introductions:

Kevin Whelan welcomed everyone in attendance.

Moment of Silence:

Kevin Whelan asked for a moment of silence prior to the Invocation by Brandon Shirley

Invocation:

Brandon Shirley led the invocation

Purpose of the Workshop:

Kevin Whelan described the agenda indicating the purpose and objectives of the meeting: Describe the priority items as suggested by the fire chief, advisor, and secretary. Through open discussion, the commission members will have the opportunity further to gauge the strengths and interests of fellow members to gain a sense of who might best serve as the officers of the commission.

Support Personnel Introductions

Each of the commission support staff had the opportunity to introduce themselves, describe their background, and explain how they can be helpful to the commission's work:

- Chief Christenbury: He shared his background, and how he came to join the fire service. He is the President and Chief of the Volunteer Fire Department and has been appointed the Fire Chief under the SPD Fire Commission. He will maintain the operation of the fire department, coordinate the ongoing needs of the organization, provide a monthly report of department activity, and coordinate the establishment of the SPD
- Chief Shirley - He shared his background with emphasis on his career with Keowee Fire and Rescue Fire Department. He will serve as the commission's principal advisor as the SPD is established, helping it to understand the actions necessary, the priority of those actions, and the steps for completing them.
- Lindsey Watley - She is a member of the volunteer fire organization and currently serves as the media coordinator. She will be the commission's media coordinator with the possibility of taking on more executive administrative activities in the future
- Danny Delmarco- He is a member of the volunteer fire organization and currently serves as the treasurer. He will serve as an assistant to the commission's treasurer and will be instrumental in creating the budget.
- Kevin Whelan - His background is largely in business with an emphasis on strategic planning and process. He will help the commission establish key milestones and break down the process flow for achieving each of them.

Discussion of Initial Priorities

In an open discussion, commission members asked a number of questions about the current state of the volunteer fire department and the goals the commission should establish for itself. Chiefs Christenbury and Shirley provided background on the status of the volunteer department, its finances and the need for the SPD. Some of the information discussed is shared below. NOTE: All of these points reflect the existing facts and are not decisions made by the commission in the workshop. No decisions were made.

- The volunteer organization will continue side-by-side with the professional fire department in a structure to be decided by the new chief and the members of the volunteer organization
- The funds, facilities, and equipment currently owned by the volunteer organization will remain in their possession with an agreement (to be determined) for their use by the professional organization.

- The volunteer organization leases the property for the fire station from Clemson University and pays a mortgage on a loan taken for the renovations to the property. The expectation is that taxes collected by the SPD will be used to make loan payments to pay off the balance of the mortgage.
- The county provides \$60,000 per year for the operation of the volunteer organization and incentive pay to volunteers who meet established participation activities.

The support staff advised the commission to set the following as its key priorities for the next several meeting

- Agree on by-laws
- Agree on and Submit the initial budget
- Begin the process of hiring an administrative assistant
- Begin a planning process

Commission Housekeeping

There was a general discussion about norms the commission should use to ensure compliance with the Rules and Procedures it adopted in the January 30, 2025 meeting:

- Avoid informal meetings of more than two commission members
- Avoid discussing commission business in email and text
- Public comments reflect on the commission and fire department
- Observe the County Commission’s practice of not responding directly to public comments in commission meetings.

Action Items

Individuals on the support staff agreed to complete the following actions to provide commission members with information:

B. Shirley - Email an updated draft of the proposed by-laws

K. Christenbury - Email proposed budget by Fire Chief

B. Shirley - Email a budget from another fire department for use as a potential model

Adjourn:

The meeting was adjourned by the Staff Secretary at 8:08 pm

Respectfully Submitted:



Kevin Whelan

Commission Staff Secretary

Commission’s meetings shall be conducted pursuant to the South Carolina Freedom of Information Act, Commission’s Rules and the Model Rules of Parliamentary Procedure for South Carolina Counties, latest edition. This agenda may not be inclusive of all issues which Commission may bring up for discussion at this meeting. Items are listed on Commission’s agenda to give public notice of the subjects and issues to be discussed, acted upon, received as information and/or disposed of during the meeting. Items listed on Commission’s agenda may be taken up, tabled, postponed, removed or otherwise disposed of as provided for under Commission’s Rules, and Model Rules of Parliamentary Procedure for South Carolina Counties, latest edition, if not specified under Commission’s rules.

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