

**MINUTES**  
**REGULAR MEETING**  
**DECEMBER 19, 2023**

The regular monthly meeting of the Parker Sewer and Fire Subdistrict Commission was held on Tuesday, December 19, 2023, at 4 p.m. Notices were posted and sent according to Freedom of Information Act requirements.

Commissioners present: Mr. Randall Jones, Chairman  
Mr. Cam Salle', Vice Chairman  
Mr. Alan Kay, Secretary/Treasurer  
Ms. Sarah Franco, Member  
Mr. Wayne Moore, Member

Also present: Chief Gregory Farley, Fire Department  
Mrs. Jennifer Beckett, Benefits/Payroll Administrator  
Ms. Shannon Pritchett, Financial Administrator

Absent: Mr. Mark Jacobs, Fleet Maintenance Supervisor

The Chairman called the meeting to order at 4 p.m.

The Chairman declared that, in compliance with SC Freedom of Information Act, the following media were notified:

Greenville News via fax 864-298-4395 on December 15, 2023, at 11:03 a.m.  
Channel 4 News via email at [newstips@wyff4.com](mailto:newstips@wyff4.com) on December 15, 2023, at 11:05 a.m.

Mr. Alan Kay gave the invocation.

Everyone stood for the Pledge of Allegiance.

The Minutes of November 21, 2023, will be approved in the January meeting.

Under old business, the Chairman explained the Procurement Policy was referred to another attorney for review, and therefore was not ready to be reviewed/approved.

Ms. Shannon Prichett explained the FY 2022 – 2023 Audit should be finished and available in January.

Ms. Prichett presented to the commission the proposed FY 2024 – 2025 Budget Calendar located on Pages 28 and 29. After discussion, Mr. Alan Kay made a motion to accept the proposed FY 2024 – 2025 May Budget Calendar located on Page 28 with a caveat pending the insurance renewals. Ms. Sarah Franco seconded the motion; all in favor, motion carried.

Ms. Pritchett gave a brief overview of the Summary of Estimated Charges in the General Fund Balance and Summary of Revenue and Expenditures for the month of November located on Pages 30 through 43 of the commissioner packets; and the Administration's monthly financial report located on Page 44. The Administration Department's other reports were included in the packets.

Chief Farley brought the commission's attention to Page 46 of the commissioner packets for consideration to purchase a support vehicle, a budgeted item. After discussion, Mr. Cam Salle' made a motion to allow Chief Farley authorization to purchase the budgeted 2023 F-150 4x2 pickup truck from Lake Hartwell Ford not to exceed \$39,500.00. Mr. Kay seconded the motion; all in favor, motion carried.

Chief Farley brought the commission's attention to Page 49 of the commissioner packets for consideration to purchase 11 sets of Bunker Gear, a budgeted item. After discussion, Ms. Franco made a motion to allow Chief Farley to purchase the budgeted 11 sets of Bunker Gear from Safe Industries not to exceed \$41,000.00. Mr. Salle' seconded the motion; all in favor, motion carried.

Chief Farley brought the commission's attention to Page 60 of the commissioner packets for consideration to purchase the Annual Occupational Physicals, a budgeted item. After discussion, Mr. Salle' made a motion to allow Chief Farley to use Spartanburg Regional Healthcare System for the Annual Occupational Physicals in the amount of \$22,228.00, \$237.00 per physical. Ms. Franco seconded the motion; all in favor, motion carried.

Chief Farley updated the commission on the Fire Department's monthly financial report located on Page 45; and the department's monthly reports located on Pages 70 through 73 of the commissioner packets. The Fire Department's other reports were included in the packets.

In the absence of Mr. Mark Jacobs, the commission reviewed the Fleet Department's monthly financial report located on Page 74 and the Fleet Maintenance Department's monthly reports located on Pages 75 through 81 of the commissioner packets individually. The Fleet Department's other reports were included in the packet.

There being no further business, the meeting adjourned at 5 p.m.



Mr. M. Alan Kay, Secretary/Treasurer

Attachments: Media Notification Documents (4 pp)