

MINUTES
REGULAR MEETING
MARCH 19, 2024

The regular monthly meeting of the Parker Sewer and Fire Subdistrict Commission was held on Tuesday, March 19, 2024, at 4 p.m. Notices were posted and sent according to Freedom of Information Act requirements.

Commissioners present: Mr. Randall Jones, Chairman
Mr. Wayne Moore, Secretary/Treasurer
Ms. Sarah Franco, Member
Mr. Charlie Mullinax, Member

Also present: Chief Gregory Farley, Fire Department
Mr. Mark Jacobs, Fleet Maintenance Supervisor
Mrs. Jennifer Beckett, Benefits/Payroll Administrator
Ms. Shannon Pritchett, Financial Administrator

Absent: Mr. Alan Kay, Vice Chairman

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 March 15, 2024, at 9:12 a.m.
Channel 4 News via email at newstips@wyff4.com on March 15, 2024, at 9:13 a.m.

Mr. Wayne Moore gave the invocation.

Everyone stood for the Pledge of Allegiance.

The SC Minutes of February 16, 2024, were approved as written.

The Minutes of February 20, 2024, were approved as written.

Under old business, the Chairman asked the commission to ratify the purchase of the two HVAC condensing units at Station 511 located on Pages 4 through 8 of the commissioner packets. Mr. Charlie Mullinax made a motion to accept the Johnson Controls bid for \$44,430.00 to purchase two 15 ton condensing units with fifty percent (50%) down and a five (5) year warranty. Mr. Wayne Moore seconded the motion; all were in favor, motion carried.

Under new business, Chief Farley presented the Johnson Controls Metasys Upgrade – HVAC Controls proposal (attached) and explained this is the second part of the HVAC purchase that was previously forecasted. After a lengthy discussion, the commission decided to table approval pending further information.

Under new business, the Chairman updated the commission on the Procurement Policy with James Island Public Service District located on Pages 9 through 29 of the commissioner packets. The Chairman asked everyone review both the James Island Public Service District and Parker's Procurement Policy to be able to approve the policy in the next meeting.

Ms. Shannon Pritchett asked the commission to replace the preliminary FY 2022 – 2023 General Operating Budget Draft located on Pages 32 through 43 of the commissioner packets with Pages A through K (attached). The draft budget was reviewed, and the requested revisions will be included in the next meeting.

Ms. Shannon Pritchett gave a brief overview of the Summary of Estimated Charges in the General Fund Balance and Summary of Revenue and Expenditures for February located on Pages 30 through 58 of the commissioner packets; and the Administration's monthly financial report located on Page 59. The Administration Department's other reports were included in the packets.

The Chairman called for a break. The break began at 5:37 p.m. and ended at 5:45 p.m.

Chief Farley updated the commission on the Fire Department's monthly financial report located on Page 60; and the department's monthly reports located on Pages 61 through 64 of the commissioner packets. The Fire Department's other reports were included in the packets.

Mr. Mark Jacobs updated the commission on Fleet Department's monthly financial report located on Page 65. Mr. Jacobs also gave a brief narrative of vehicles that Fleet worked on during the month and informed the commission on the Fleet Maintenance Department's monthly reports located on Pages 66 through 75 of the commissioner packets. The Fleet Department's other reports were included in the packet.

Mr. Mullinax made a motion to go into Executive Session for personnel matters. Mr. Wayne Moore seconded the motion; all were in favor, motion carried. The Executive Session began at 6:49 p.m. and ended at 7:05 p.m. The Chairman stated that there was nothing to report from the session.

There being no further business, the meeting adjourned at 7:06 p.m.



Mr. Wayne Moore, Secretary/Treasurer

Attachments: Media Notification Documents (4 pp)
Fire Department Metasys Upgrade – HVAC Controls proposal (3 pp)
The preliminary FY 2022 – 2023 General Operating Budget Draft Pages A through K (11 pp)