

MINUTES
REGULAR MEETING
NOVEMBER 21, 2023

The regular monthly meeting of the Parker Sewer and Fire Subdistrict Commission was held on Tuesday, November 21, 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
Mr. Mark Jacobs, Fleet Maintenance Supervisor
Mrs. Jennifer Beckett, Benefits/Payroll Administrator
Ms. Shannon Pritchett, Financial Administrator

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 November 17, 2023, at 9:28 a.m.
Channel 4 News via email at newstips@wyff4.com on November 17, 2023, at 9:51 a.m.

Mr. Randy Jones gave the invocation.

Everyone stood for the Pledge of Allegiance.

The Minutes of October 17, 2023, were approved as written.

Under old business, the Chairman brought the commission's attention to four (4) policies, the Training Policy, the Travel Policy, the Boot Allowance Policy, and the Tuition Reimbursement Policy, located on Pages 3 through 13 of the commissioner packets. After discussion, the Chairman recommended to move forward with approval of the policies.

Ms. Sarah Franco made a motion to approve the Training Policy dated November 21, 2023, located on Page 3 of the commissioner packets. Mr. Alan Kay seconded the motion; all in favor, motion carried.

Mr. Wayne Moore made a motion to approve the newly created Boot Allowance Policy dated November 21, 2023, located on Page 7 of the commissioner packets. Mr. Cam Salle' seconded the motion; all in favor, motion carried.

Mr. Moore made a motion to accept the Tuition Reimbursement Policy dated November 21, 2023, located on Pages 8 through 13 of the commissioner packets, with the recommendation to clarify "University of South Carolina" rate in section No. 9 on Page 9. Ms. Franco seconded the motion; all in favor, motion carried.

Ms. Sarah Franco made a motion to accept the Travel Policy dated November 21, 2023, located on Pages 4 through 6 of the commissioner packets with changes detailed in section 5-A, use of district vehicles and 5-B, use of privately owned vehicles. Mr. Salle' seconded the motion; all in favor, motion carried.

Under old business, the Chairman requested to table the review of the Procurement Policy until the revisions were evaluated by an attorney.

The Chairman called for a short break. The break began at 6:05 p.m. and ended at 6:18 p.m.

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 the month of October located on Pages 38 through 50 of the commissioner packets; and the Administration's monthly financial report located on Page 51. The Administration Department's other reports were included in the packets.

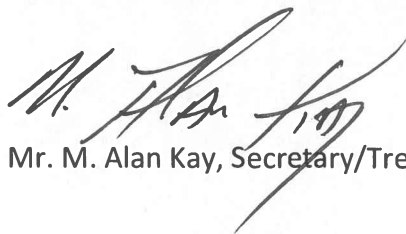
Chief Farley updated the commission on the Fire Department's monthly financial report located on Page 52; and the department's monthly reports located on Pages 53 through 56 of the commissioner packets. The Fire Department's other reports were included in the packets.

Mr. Mark Jacobs updated the commission on Fleet Department's monthly financial report located on Page 57. 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 58 through 66 of the commissioner packets. The Fleet Department's other reports were included in the packet.

Mr. Moore made a motion to go into Executive Session for contractual matters. Mr. Kay seconded the motion; all in favor, motion carried. The Executive Session began at 6:54 p.m. and ended at 7:48 p.m. The Chairman stated that there was nothing to report.

Mr. Salle' left the meeting at 7:30 p.m.

There being no further business, the meeting adjourned at 7:49 p.m.



Mr. M. Alan Kay, Secretary/Treasurer

Attachments: Media Notification Documents (4 pp)