

*Anderson County Fire Protection Commission*  
210 McGee Road - Anderson, South Carolina 29625  
Telephone: (864) 260-4016 / Fax: (864) 260-4015

## Commission Meeting Agenda – November 28, 2023

Standing Committee Meeting - 5:00 pm / Commission Meeting - 5:30 pm

Date of Next Meeting – 12/19/2023

1. Open & Welcome
2. Invocation
3. Approval of Minutes for Commission Meeting – 10/17/2023
4. Approval of Minutes for Committee Workshop – 11/15/2023
5. Approval of Agenda – 11/28/2023
6. Visitors
7. Old Business –
  - A) Committee Reports
    - 1) Personnel.....Tommy Keaton, Chairman / Mark Cole, Member
    - 2) Finance.....Charlie Dickerson, Chairman / Mark Cole, Member
    - 3) Purchasing.....Gerald Hanks, Chairman / Randy Wilson, Member
    - 4) Rules & Regulations.....Mark Cole, Chairman / Gerald Hanks, Member
      - a) Station 12 & Station 27 Bylaws
    - 5) Maintenance.....Randy Wilson, Chairman / Charlie Dickerson, Member
    - 6) Planning & Development.....Mark Cole, Chairman / Charlie Dickerson, Member
    - 7) Communications.....Randy Wilson, Chairman / Gerald Hanks, Member
      - a) Motorola Service Agreement
    - 8) ISO Planning Committee.....Jimmy Sutherland, Chairman  
.....Randy Bratcher / Randy Wilson / Mark Cole, Members
8. Motion for Executive Session (if necessary)
9. Motion to Return from Executive Session (if held)
10. Announcements/ Motions to be Made from Executive Session (if any)
11. New Business –
  - A) Committee Reports
    - 1) Personnel.....Keaton / Cole
    - 2) Finance.....Dickerson/Cole
    - 3) Purchasing.....Hanks / Wilson
    - 4) Rules & Regulations.....Cole / Hanks
    - 5) Maintenance..... Wilson / Dickerson
    - 6) Planning & Development.....Cole / Dickerson
    - 7) Communications.....Wilson / Hanks
    - 8) ISO Planning Committee.....Sutherland/Bratcher/Wilson/Cole
12. Department Reporting – Training
13. Comments from the Fire Chief
14. Comments from the Chiefs' Advisory Board
15. Comments from Others
16. Motion to Adjourn

ANDERSON COUNTY FIRE PROTECTION COMMISSION

COMMISSION MEETING 10/17/2023– 5:30 PM

*Minutes subject to approval by the Fire Commission*

**ORIGINAL**

**Present for the meeting were:** Charlie Dickerson, Gerald Hanks, Randy Wilson, and Mark Cole. Also present were Chief Jimmy Sutherland and Assistant Chief Brian Moon. Chairman Keaton could not attend due to a dental emergency.

Mr. Cole opened the meeting and welcomed all at 530 pm. Mr. Dickerson offered the invocation.

**MOTION:** The motion to approve the minutes of the 9/19/2023 meeting was made by Mr. Wilson with a second by Mr. Hanks, and all members approved.

**MOTION:** The motion to approve the agenda of 10/17/2023 was made by Mr. Hanks, seconded by Mr. Dickerson, and all approved.

**Visitors:** None

**Old Business**

**Committee Reports:**

**Personnel:** None

**Finance:** Mr. Dickerson asked for updates on new approval levels, the response from Cintas letters, the autopay on utilities. Chief Sutherland has received a voice mail from Cintas and the utility autopay is in the works.

**Purchasing:** None

**Rules & Regulations:** Mr. Cole advised station 27 and station 12 bylaws have been updated by the stations again, and they will be tabled until the next Commission meeting.

**Maintenance:** None

**Planning & Development:** None

**Communications:** Mr. Wilson advised that they have not met with Motorola to go over the Service Agreement, but they will set up a meeting soon. He also advised that the Committee had met with the Chiefs Advisory Board about dispatch issues to get feedback. They then presented that feedback in a meeting to Tina and Tyrone with dispatch, and hope to get some issues resolved. It was a good meeting and provided a lot of information both ways. He added that changes can be made on our end as well as the dispatch end for improvement.

**ISO Committee:** None

There were no motions for executive session.

**New Business:**

**Committee Reports:**

**Personnel:** None

**Finance:** Mr. Dickerson asked for updates on the new reports from the accounting firm and the upcoming audit, and Chief Sutherland advised that the updated reports have not been received as of yet and a quote has been obtained for the upcoming audit and will be forwarded to Commissioners.

**Purchasing:** None

**Rules & Regulations:** None

**Maintenance:** Mr. Wilson advised that Ladder 28 is now back in service. Ladder 109 is still out of service due to hydraulic issues with rotation of the platform. Mr. Cole advised that two ladder trucks are still available in the county: Ladder 28 and Ladder 7.

**Planning & Development:** Mr. Dickerson updated on the renovations of Headquarters building and gave special thanks to the Headquarters team for their work. The back part of the building has been done. Carpet and flooring have been obtained, the back part of the building has been painted, and the old furniture which came out in pieces will be replaced. The renovation will be two phases and the front of the building will be more complex. The goal is to create a more welcoming environment at the front door. In addition, a fence and gate will be installed to secure the trucks and equipment. He also discussed updating the website to make it more user friendly, and would like to create a committee to work on this. He also would like to see some plans to update the sign outside Headquarters. Mr. Cole thanked Mr. Dickerson for his work and time in coordinating everything.

**Communications:** Mr. Wilson advised they are looking at re-writing dispatch SOG's for better clarification and to streamline them. Mr. Dickerson advised Mr. Wilson has done a great job of bringing everyone together. He asked Chief Sutherland to have someone on the team put it all together on a word document so it can be worked on. We can all work together for improvement. Mr. Cole added that some of the on-star calls and new apple phone calling should also be kept into consideration in order to keep up with technology.

**ISO Committee:** None

**Department Reporting:** Tommy Miller presented the department report for Fire Prevention/Recruitment & Retention. The Commission expressed appreciation.

**Comments from the Fire Chief:** Chief Sutherland advised, in addition to his report:

Airpack batteries have been finished, it's time to plan to calibrate gas monitors again, and pump testing starts Monday. He also expressed appreciation to the staff for finishing airpack battery installation in two and a half days.

Mr. Cole added that cradles have been purchased for the trucks and are in progress of being installed. Chase Love is coordinating with station chiefs to complete.

Mr. Dickerson asked about the physicals report. Chief Sutherland reminded about makeup physicals on November 13 at headquarters. Chief Sutherland advised that participation (approximately 25%) is nowhere it needs to be with physicals. There have been very few that didn't clear. There is also paid firefighters who receive their physicals through employers. There are still more to do – close to 400 when all in.

**Comments from Chiefs Advisory Board:** None

**Other Business:** Tommy Brock thanked Tommy Miller bringing the smokehouse to the Pendleton fall festival. He also thanked Commissioner Wilson for getting pagers for stations to try out and they are really working well.

Chief Guin asked for more clarification on the dispatch SOG pages, and a discussion was held. This is to improve and clarify information given to the dispatchers.

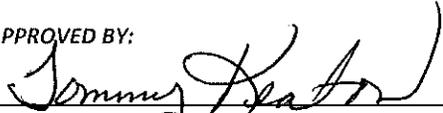
Mr. Cole advised that Joe Sullivan with Three & Twenty Fire Department has passed away and services are at 1pm Thursday at Mt. Pisgah Baptist Church. He encouraged everyone to keep his family in their thoughts and prayers.

**MOTION:** Following a motion by Hanks with a second by Mr. Wilson, the meeting adjourned.

Respectfully submitted,

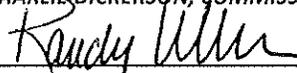
*Angie Bryant*

APPROVED BY:

  
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TOMMY KEATON, CHAIRMAN

  
\_\_\_\_\_  
MARK COLE, VICE CHAIRMAN

  
\_\_\_\_\_  
GERALD HANKS, TREASURER

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CHARLIE DICKERSON, COMMISSIONER  
  
\_\_\_\_\_  
RANDY WILSON, COMMISSIONER

ANDERSON COUNTY FIRE PROTECTION COMMISSION  
COMMITTEE WORKSHOP 11/15/2023– 9:30 AM  
*Minutes subject to approval by the Fire Commission*

**ORIGINAL**

**Present for the workshop were:** Chairman Tommy Keaton, Vice Chairman Mark Cole, Treasurer Gerald Hanks, Commissioner Charlie Dickerson and Commissioner Randy Wilson. Also present was Chief Jimmy Sutherland.

**MOTION:** Motion was made by Mr. Dickerson, second by Mr. Cole to approve employee Christmas Bonuses in the amount of \$400 per employee, and all members approved. Due to rising costs, the amount was raised from \$300 in 2022 to \$400 in 2023.

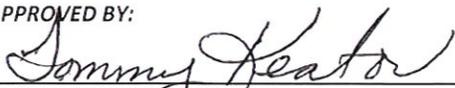
**MOTION:** Motion to approve the proposal for 800 radio upgrade grant writing assistance, presented by Chief Dennis K. Ray with Palmetto Executive Services LLC Consulting in the amount of \$1320 was made by Mr. Wilson. Following a second from Mr. Dickerson, all members approved.

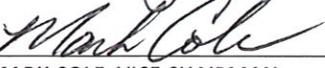
The Commission also discussed dispatch standard operating guidelines.

Respectfully submitted,

*Angie Bryant*

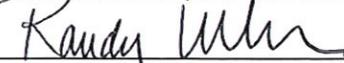
APPROVED BY:

  
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TOMMY KEATON, CHAIRMAN

  
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MARK COLE, VICE CHAIRMAN

  
\_\_\_\_\_  
GERALD HANKS, TREASURER

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CHARLIE DICKERSON, COMMISSIONER

  
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RANDY WILSON, COMMISSIONER