

# **Landrum Area Fire and Rescue District**

Meeting of The Commission Minutes: August 10, 2015  
6:00pm at the Landrum Area Fire and Rescue District Station

## **In Attendance:**

Commissioners: Pam Hilsman, Chairperson, Scott Owens, Vice Chairperson, JR Jackson, Secretary/Treasurer, Christopher Chestnut, and Bart Winkler

Others Present: Warren Ashmore, Robert Farmer, Danny Jones, Calem Upton, and Caitlin Martin

## **Proceedings:**

Invocation was given by Scott Owens.

Pledge of Allegiance was led by Pam Hilsman.

In accordance with South Carolina legal requirements, meeting notification was posted on the Landrum Area Fire and Rescue door.

Discussion took place on the South Carolina legal requirements for public notification of meetings. Public notice of regular meetings is to be posted on the premises of the Landrum Area Fire and Rescue District Station. Public notice of special budget and public hearing meetings is to be posted on the premises of the Landrum Area Fire and Rescue District Station and in the local newspaper(s). Public notice of special meetings will also be posted on the Landrum Area Fire and Rescue District website when the website is developed.

Minutes of the previous meeting on July 28, 2015 were read and approved.

Caitlin Martin presented topics concerning the transition of assets and liabilities from the City of Landrum's control to the Landrum Area Fire and Rescue District. Topics discussed were the Verizon Wireless data plan, fuel purchasing program, Employee Assistance Program for counseling, and the delivery of the Fire District's mail.

Warren Ashmore presented the Chief's Report. The report included a breakdown of the total calls for Landrum Area Fire and Rescue District, the progress of the SOG manuals, and possible locations of a future substation.

Discussion took place on fire staff job descriptions. Further discussion was tabled to the next meeting.

Discussion took place on the insurance quotes presented to Landrum Area Fire and Rescue District. MOTION to accept the Correll Insurance Group's proposal for coverage was made by JR Jackson and seconded by Christopher Chestnut, unanimous.

Discussion took place on the payroll processing and accounting quotes presented to Landrum Area Fire and Rescue District. MOTION to accept L. Blake Smyth, CPA, PLLC's services for payroll processing and monthly accounting was made by Bart Winkler and seconded by Christopher Chestnut, unanimous.

MOTION to use First Citizen's Bank & Trust in Landrum, SC as the main bank for Landrum Area Fire and Rescue District was made by Bart Winkler and seconded by Christopher Chestnut, unanimous.

MOTION to enter into executive session due to personnel reasons was made by Christopher Chestnut and seconded by JR Jackson, unanimous.

MOTION to end executive session was made by Bart Winkler and seconded by Christopher Chestnut, unanimous. No decisions were made and no votes were taken during executive session. Set next meeting for August 17, 2015 at 6:00pm at the Landrum Depot or Landrum City Hall, depending on availability of the locations.

MOTION to Adjourn at 8:56pm was made by JR Jackson and seconded by Christopher Chestnut, unanimous.

*Submitted by*

*JR Jackson*