



**BELMONT FIRE & SANITATION DISTRICT COMMISSION MEETING**

Minutes

Public Hearing Fiscal Year 2023-2024 Operating Budget

And

Regular Scheduled Meeting

May 24, 2023

6:00 P.M.

701 Fork Shoals Road – Commissioners Board Room

Commission Board Members

Kenneth B. Clark, Chairman  
Jeffrey A. Bagwell, Treasurer  
James W. Merrill, Secretary  
Robert L. Cass, Commissioner  
Kenneth E. Shirley, Commissioner

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*Pursuant to the Freedom of Information Act, notice of this meeting date, time, place, and agenda was posted online. and on the bulletin board located at Belmont Fire Departments headquarters, 701 Fork Shoals Road.*

Commission Board Members Present

Jeffrey A. Bagwell  
Kenneth E. Shirley  
James Merrill  
Kenneth B. Clark

Commission Board Members Absent

Robert L. Cass

Staff Present

Anthony C. Segars, Fire Chief  
Jamie Bullock, Administrative Assistant

Guest Present

None

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## **Agenda Items: Public Hearing**

*Item (1) Special Proposed Budget Hearing Called to Order by Chairman Kenneth Clark  
At 18:02 Commissioner Merrill read the FOIA Disclaimer.*

*Item (2) The Notice of Public Hearing was read.*

*Item (3) Reading of the Robert's Rules of Public Hearings*

Action: A motion was made by Commissioner Bagwell and seconded by Commissioner Shirley to forgo the reading of Robert's Rules of Public Hearings because there was no one present from the community; all were in favor (4,0).

*Item (4) Presentation of 2023-2024 Fiscal Year Budget with noted amendments for 3<sup>rd</sup> reading and adoption.*

Action: A motion was made by Commissioner Bagwell and seconded by Commissioner Shirley to close the Public Hearing; all were in favor (4,0) at 18:04.

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## **Agenda Items: Regular Scheduled Meeting**

*Item (1) Regular Schedule Meeting Called to Order, Chairman Kenneth Clark at 18:05*

*Item (2) Paid bi-monthly invoices*

Action: Bi-Monthly invoices signed/Checks signed

*Item (3) Approval of Minutes*

- a. May 11, 2023-Regular Scheduled Meeting Minutes

Action: With no amendments or corrections Chairman Clark called for the May 11, 2023, minutes to stand approved as presented.

## **Old Business:**

*Item (4) The 2023-2024 Proposed Budget*

Action: Commissioner Bagwell made a motion to accept the Fiscal Year 2022-2023 Budget, with an amended total of \$1,350,500.71, Commissioner Merrill seconded the motion, all were in favor (4,0).

***(Old Business Continued)***

***Item (5) SC SPD Association Leadership Program Review***

- a. Chief Segars thought the program's discussions were very informative.
  1. Program discussion: The good, bad, and ugly concerning FOIA and budgets, agendas, and any electronic device used by a member of the Department.
  2. Program discussion: Occasions considered meetings. If there is a quorum gathered anywhere and business of the fire department is discussed this is considered an official meeting and Minutes need to be taken.

**Action:** The Board Members who attended agreed with the Chief's assessment and others accepted this information.

**Action to 1:** The members need to be ready, immediately, to supply any information under FOIA to anyone who requests it, whether they live in the district or not.

**Action to 2:** The Commission needs to be aware of any occasion where a quorum is present that no business concerning Belmont Fire Department is discussed unless official minutes are recorded.

***Item (6) Remodel/Repurpose of the Day/Dining Room***

- a. Chief Segars has no more information currently concerning the remodel.

**Action:** The board accepted this information

***Item (7) Proposed 48/96 Shift Schedule***

- b. Chief Segars advised the Commission that the preliminary work on the 48/96 work schedule was complete (*The 48/96 schedule consists of two consecutive 24-hour shifts on duty, followed by four consecutive off days (or four 24-hour shifts off duty)*). The employees will continue making the same contracted salary as they would have with the current 24/48 schedule. The difference is how the Salary is calculated for each pay period. Thirteen pay-periods will have overtime built in. The other Thirteen pay periods will be paid at an hourly rate. Calculating these 26 pay periods will equal the employee's contracted salary.

**Action:** The board accepted this information

***Item (8) GCFCA Vendors Night***

- a. Chief Segars reminded the Board of the Greenville County FCA Vendors night on May 26, 2023, at 18:00 hours.

**Action:** The board accepted this information

**NEW BUSINESS**

*Item (9) FOIA*

- a. Chief Segars discussed with the Board how crucial it is to keep Robert's Rules of Order. Also, the conduct as a member needs to be as above board as possible for the wellbeing of the department.
- b. Chief Segars advised the board that if a specific subject or question is not on the agenda it can not be discussed without a motion to add it to the agenda plus 3/4 of the Commission must approve adding the subject or question to the agenda. If the motion to add the question or subject to the agenda fails, the Commissioner who proposed the question/subject can ask for it to be added to the agenda for the next meeting. This needs to be added to the Minutes.

Action: The board accepted this information and will follow this method of rule.

Item (10): Commissioner Clark asked all Commissioner's present if there were any other questions or comments.

- a. No one had any comments.

**Reminders**

- a. Next Regular Scheduled Meeting is June 8, 2023
- b. GCFCV Vendors Night is May 25, 2023, 6:00 pm

*Item (11) Adjournment*

- a. With no other business Chairman Clark called for a motion to adjourn.

Action: A motion was made by Commissioner Merrill to adjourn, and seconded by Commissioner Bagwell all were in favor (4,0).

**Minutes May 24, 2023**

*Respectfully Submitted*

*Attest*

*Chairman's Approval*

*Anthony Segars JB*  
Jamie Bullock  
Assistant Administrator

*Robert S. Cass*  
Commissioner Robert Cass

*Kenneth B Clark*  
Chairman Kenneth Clark