

**SHELDON TOWNSHIP FIRE DISTRICT**

**5 Fire Station Lane  
Sheldon, SC 29941**

**BOARD MEETING**

**MINUTES OF JUNE 15, 2023**

**REGULAR MEETING**

**MEMBERS PRESENT:** Wayne Blankenship, Gregory Gilbert, Robert Smalls, George Williams, Sheri Phillips, John Seno

**MEMBERS ABSENT:** Rudy Glover

**STAFF PRESENT:** Chief Buddy Jones, Asst. Chief Dale Glass, Jody Ward Administrative Assistant

**MEETING CALLED TO ORDER** by Wayne Blankenship at 7:05 p.m.

**PUBLIC COMMENTS:** No Public Comments

**APPROVAL OF MINUTES OF April 20, 2023 BOARD MEETING. BOARD MEMBERS REVIEWED** minutes from meeting of April 20, 2023. **MOTION** by Robert Smalls to approve minutes of April 20, 2023 **SECOND** by George Williams. **MINUTES APPROVED UNANIMOUSLY.**

**DISCUSSION**

***Old Business:***

**Building Renovations** - Construction is complete. SFD has received a final Certificate of Occupancy and the Contractor has been paid in full.

**2023/2024 Budget** - Final Budget for 2023/2024 Fiscal Year has been approved with a millage rate of \$46,675. That is approximately a \$6,000 increase over last year. The main increase in SFD's budget is in Vehicle Maintenance, which was increased by \$25,000.

***New Business:***

**QuickBooks** - SFD's bookkeeping software is still in the previous Administrator's name. QuickBooks requires an approval from our Board Members to remove previous Administrator, Barbara Winn and transfer to the current Administrator, Jody Ward. **MOTION** made by George Williams to approve revision of QuickBooks Administrator from Barbara Winn to Jody Ward. **SECOND** by Gregory Gilbert. **MOTION APPROVED UNANIMOUSLY.**

**Station 41 Renovations** - SFD would like to do some upgrades at Station 41. Request of \$20,000 to do painting and repair the crack in the concrete on the front pad. If upgrades should exceed the \$20,000, SFD Cash on Hand Funds may be used. **MOTION** made by Gregory Gilbert to approve request to disburse funds toward upgrades at Station 41. **SECOND** by Robert Smalls. **MOTION APPROVED UNANIMOUSLY.**

**Treasurer's Report** - SFD has drawn \$1,653,328 to date with \$0 left to draw and \$0 left in Dept. Service. SFD is on average is spending \$31,000 per week and has \$45,000 per week available. Current checkbook balance is \$407,500. There is currently \$410,365 in the Cash on Hand Fund balance. After the Board Members review, **MOTION** made by John Seno to approve the Treasurer's Report. **SECOND** by George Williams. **MOTION APPROVED.**

**Vehicle Maintenance:** Up to Date

**Fire Marshall Inspections:** Up to Date

**Training Report:** Up to date.

**Call Summary:** 368 Calls through May 2023, 63% is Medical Calls

**ADJOURNMENT:** **MOTION** to adjourn meeting by George Williams. **SECOND** by Robert Smalls. **MOTION TO ADJOURN MEETING APPROVED.**

**MEETING ADJOURNED** by Chairman Wayne Blankenship at 7:19 p.m.

**MINUTES APPROVED: August 17, 2023**