

**Burton Fire District  
Commission Meeting – Audit  
January 31<sup>st</sup>, 2024  
Station 81 – 1200**

**PRESENT:** Commissioner Gary Bright  
Commissioner Herbert Burnes  
Commissioner Stanley Ganshow  
Commissioner Thomas Peeples  
Commissioner Madison Chisum

Chief Rountree  
Dep. Chief Webb  
Lisa Weschler

The meeting was called to order by Commissioner Bright @ 12:20

Commissioner Ganshow motioned to accept the agenda.  
Commissioner Chisum seconded.  
Vote was unanimous.  
Motion approved.

**Minutes**

Commissioner Ganshow motioned to accept the December 6<sup>th</sup>, 2023 meeting minutes.  
Commissioner Burnes seconded.  
Vote was unanimous.  
Motion approved.

**Financials**

Commissioner Chisum motioned to accept the September, October, November & December 2023 financials.  
Commissioner Burnes seconded.  
Vote was unanimous. Motion Approved.

**Audit Review**

Lisa Wechsler from Crowley Wechsler & Associates presented the Fiscal Year 2023 Financial Audit, highlighting some key points.

- Collections were more than what was budgeted so overall, assets reflect an increase. (pg. 6)
- Funds as of 6/30/23 – pg. 13 - 15
  - o General - \$1,495,501 (increase of \$414,858)
  - o Debt - \$604,606 (increase of \$41,499)
  - o Impact - \$495,571 (increase of \$260,629)
  - o One percent - \$86,752 (increase of \$1,175)
- Budget overall (pg. 39-41)
  - o Personnel - \$56k under
  - o Administration - \$14,693 under
  - o Utilities - \$2,409 under
  - o Maintenance - \$96,431 over
  - o Training - \$25,657 under

- Capital expenditures - \$206,347
- Total expenditures - \$204,772 over (due to capital/unbudgeted items approved throughout the year).

Debt service - The fund increased by \$41,499.

Commissioner Ganshow motioned to accept the financial audit as presented.

Commissioner Peeples seconded.

Vote – unanimous.

Motion approved.

### **Executive Session**

No need for an executive session.

### **Old Business**

**Admin. Vehicles –** Our current budget includes the purchase of two new administrative vehicles totaling \$120,000 by means of financing.

Chief Rountree has been quoted a 5 year loan with an interest rate of 5.98% from Palmetto State bank with the annual payment of \$30,000 for 4 years with the 5<sup>th</sup> year being a smaller, final payment.

The loan, if approved, would be to purchase a 2023 F150 with a first responder package totaling \$52,885. As well as a 2024 Ford Expedition police package at \$54,424. Both utilizing state purchasing contracts.

The remaining funds will be for lights, sirens, striping and outfitting the F150 for the arson k9. Both vehicles are on the lot at Santee Ford and can be delivered to us.

Commissioner Ganshow motioned to allow Chief Rountree to move forward with the loan through Palmetto State Bank and both vehicle purchases.

Commissioner Peeples seconded.

Vote was unanimous.

Motion approved.

**Protective Gear –** We placed an order for bunker gear in April of 2023 totaling \$35,059 with the intentions of paying the invoice with funds on hand before the end of the Fiscal year. Due to production times the company did not send the invoice until October 2023. The invoice was paid but reflects in this budget year where we already budgeted and planned to purchase roughly another 10 sets of gear. In order to keep up with the need of replacing sets, Chief would like permission to utilize \$35,000 from our cash on hand (money received in previous years from equipment sales and City of Beaufort/Town of Port royal funds) and move forward with purchasing the sets budgeted in this year's budget.

Commissioner Chisum motioned to allow the staff to utilize \$35k from cash on hand to purchase the sets of gear as planned in fiscal year 2024.

Commissioner Ganshow seconded.

Vote was unanimous.  
Motion Approved.

*(Commissioner Chisum exited the meeting at 1:25pm)*

### **New Business/Chief's Report**

**Retire Breakfast** – Commissioner Ganshow stated his appreciation for the shifts organizing a retiree breakfast a couple weeks ago.

**Arson k9** – We have been selected again by State Farm Insurance to participate in the Arson K9 program. Asst. Chief Kenyon's resume was submitted and he was approved to be a handler. He will attend the program in March and we should have the Arson K9 in service by April 1<sup>st</sup>.

**Recruits** – The class that started Oct. 23<sup>rd</sup> is complete and all of our candidates were successful. In house EMT school starts February 5<sup>th</sup>.

**Painting** – The station painting at Burton Hill is just about finished and the painters will start on Shell Point and Habersham next.

**Recliners/Tables** – The recliners have been delivered and are in service. We are finalizing some specifics on the tables and will purchase soon.

**Birthday** – The Burton Birthday is Feb. 15<sup>th</sup>. We will celebrate 51 years of service!

**Engine 83** – Engine 83 has developed some cracking on the floor of the engineer's compartment. Spartan Apparatus and Pierce have been notified and Pierce will be covering the repairs under warranty.

**Budget** – The FY 25 budget process has started. We may need to meet before our next regularly scheduled meeting in March.

### **Adjournment**

Commissioner Ganshow motioned to adjourn.

Commissioner Burnes seconded.

Meeting adjourned at 1:40.

*Next regularly scheduled meeting: March 27<sup>th</sup>, 2024.*