



MINUTES
Holly Springs Fire-Rescue District
Commission Board of Fire Control
Monday, February 19th, 2018
7:00pm

A public meeting of the Holly Springs Fire-Rescue District Commission Board of Fire Control was held on February 19th, 2017, at 7:00 pm. in the Clara W. Edwards Community Center of the Holly Springs Fire Department administrative building. Chairperson Lee Jeffcoat presided. The following members were present or absent as indicated:

List Present or Absent

Commissioners

Chairman Lee Jeffcoat – Present
Vice-Chairman Robby Golightly – Present
Commissioner Jerry Jackson – Present
Commissioner Roger Hall – Present
Commissioner Ronnie Garrett - Present

Administration Chief Brent Blackwell – Absent
Assistant Chief Ryan Jones - Absent
Secretary Bonnie Fulton – Present

In compliance with the Freedom of Information Act, notices of this meeting were posted on district website, posted on public information board, & mailed to the local media or other interested parties that formally requested such copies.

Agenda items were addressed out of order as indicated

1. Meeting Called to Order and Invocation @ 7:13 p.m.

2. Approval to Adopt Current Agenda Commissioner Jeffcoat asked to add in a Discussion of ByLaws under Old Business. Commissioner Jackson made a motion to adopt the agenda with the addition. Motion seconded, vote unanimous, motion carried.

3. Approval of Previous Months Minutes Tabled until next month.

4. Financial & Department Reports

Chief and Assistant Chief are both at a call, current balance is just shy of \$300,000.

Would like to establish an in house PM program lead by Joel Lynn. Chief and Joel to put something together for next meeting.

5. Old/Unfinished Business

a. **Holston Creek Substation Report** – Commissioner Golightly has been given 5

recommendations for potential builders that he would like to invite to bid:

Scott Wilson

Oates Builders

Metal Builders

Roebuck Builders

TN Builders

All would be required to attend a pre bid meeting. Drawings are currently in Planning Department, septic is being done next week, Once we break ground, the process should only take 8-9 months.

- b. **2018 Public Relations Events and Website Update** Commissioner Hall and Webmaster have corrected issues with connectivity, Webmaster has asked for all documentation to bring website current. Also requesting pictures of staff and volunteers.

Commissioner Hall made a motion to pay \$150/month, paid quarterly, until the website is caught up and then, pay \$100/month, paid quarterly, for maintenance. Motion seconded, vote unanimous, motion carried.

- c. **Update on 2016-2017 Fiscal Year Audit** Auditors have everything they need. They would like to be at March's meeting with final audit.
- d. **By Laws Discussion** – The ByLaws that were looked at last month were the wrong ones. They were amended in 2014. There was a job description for the secretary put in. Board needs to review amended ByLaws before making any changes.

6. New Business

- a. No New Business

7. Citizens Agenda

8. Executive Session

Commissioner Jackson made a motion to go into Executive Session. Motion seconded, vote unanimous, motion carried. Executive Session started at 8:20 p.m.

Commissioner Jackson made a motion to come out of Executive Session. Motion seconded, vote unanimous, motion carried. Executive Session ended at 8:32 p.m.

Commissioner Hall made a motion to spend up to \$2000 on a headstone for Danyale Richardson in honor of her dedicated service to this department. Motion seconded, vote unanimous, motion carried.

9. Adjournment

Commissioner Garrett made a motion to adjourn. Motion seconded, vote unanimous, motion carried. Meeting adjourned at 8:33 p.m.