



Minutes

CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT COMMISSION MEETING

July 10, 2025

6:00 PM

Commissioners:
Dr. William Howler, Jr
Mr. Monty Marcengill
Ms. Misty Morris
Mr. Wayne Smith
Mr. Richard Walton

The Corinth-Shiloh Fire Commission met at 6:00 PM at the Corinth-Shiloh Fire Department, 940 Old Clemson Highway, Seneca, SC, with Commissioners in attendance. Absent were Commissioner Morris and Fire Chief Kevin Christenbury.

Press: Pursuant to the Freedom of Information Act, notice of the meeting, date, time, place of meeting, and agenda were posted on the bulletin board at the Corinth-Shiloh Fire Department, 940 Old Clemson Highway, Seneca, SC, and the fire department website [www.corinthshilohfd.com]. In addition, it was made available [upon request] to the newspaper, radio stations, television stations, and concerned citizens

No press were present for this meeting

Call to Order:

Chairman Howler called the meeting to order at 6:00 pm

Moment of Silence:

Chairman Howler asked for a moment of silence.

Invocation:

Chairman Howler gave the Invocation

Approval of Minutes:

Chairman Howler: Moved to approve the minutes from the June 25, 2025 meeting. Commission approved 4-0

Fire Chief Comments:

Sam Gray read Chief Christenbury's comments offered in his monthly report, which is included in the supporting documents of this meeting. Some of the items discussed include:

- Administration and Human Resources
 - New Recruit:
 - 1 – Received applicant for a firefighter
 - Waiting to hear back from several CU students who are interested in EMT
 - Processing of applicants are on hold during the summer months
 - Volunteers:
 - Successful selection of their 5 panel members to serve on the chief hiring committee
 1. Austin Grant
 2. Danny Delmarco
 3. Jeff Browning
 4. Skylar Singletary
 5. Rene Schmauder
 - County Staffing:
 - Rotation of county staffing has been completed
 - Kevin and I have been working on a grant from FEMA, it's a safer grant that provides volunteer recruiting and retention initiatives. The three categories are: Volunteer stipend based on point system, scholarship funding, and volunteer awards.
- Technology Infrastructure
 - July 1st, the county transitioned to a new software program for keeping track of calls and activity data, called Alpine. Everyone is still getting oriented on that, I'm not certain how the reports are going to look when that comes out at the end of the month.
- Budget and Finance
 - Kevin and Danny will be meeting with Dogwood State Bank on July the 14th to discuss the 5-year loan renewal.
 - Account Balances:
 - The County reimbursement account is coming in at \$15,176.71
 - The County Equipment account is \$31,800
 - Shiloh Operations account money coming in \$3,807.88
 - Our Savings Account is \$136,075.94
 - The Grant Account is \$1,067.78
 - The Insurance and Inspection (1%) account money coming in is \$40,530.73
 - The balance on our loan is \$225,399.90.
- Building and Grounds:
 - Main Station:
 - The ditch that runs along back of the property has been cleaned out to reduce flooding of backyard
 - Ice machine has been ordered, expected delivery of next week

- Water heater has been replaced
- Received a quote for concrete replacement of front pad
- Sub-Station:
 - Preliminary sketches by the Architect have been received, under review: Interior upfit to include sleeping accommodations, break area, meeting area/day room/voting area.
 - With feedback from the community, conversation with others added a front porch to direct people to the entry way.
 - Working with the contractor to narrow the estimated pricing
- Equipment and Transportation:
 - Dodge Charger - in-process of decommissioning and selling
 - SC Forestry Commission Brush Truck - We have been successful in acquiring a surplus brush truck, a 2008 Ford F-350 with a skid unit

Public Comment Session

If you are not able to attend in person and you have a comment, you may submit it by emailing kwhelen@corinthshilohfd.com or calling 864-710-7011, so that your comment may be read into the record.

None for this meeting

Commission Member Comments:

Mr. Marcingill:

- Inquired why the concrete plant is pulling water from the hydrant located by their facility.
 - Skylar said she would check.
 - Sam believes there might be a meter at this hydrant for the concrete plant

Morris: not present

Walton: no comments

Smith: no comments

Howler: Thanks to Lindsey and Christine for getting the announcement out for the Fire Chief position

Action Items:

Fire Chief job description/ Dr. Howler

Lindsey Watley led discussion on the job description and job announcement roll out. The job description and announcement were created and once approved will be posted through several agencies: Indeed, SC Works, SC Firefighters Association, SC Municipal Association, and various other free sites. The announcement will direct applicants to apply through our jobs at corinthshilohfd.com

Our website will contain the job announcement, application and all associated forms needed for a complete submission. Our website will direct all uploaded information to be submitted through

jobs@corinthshilohfd.com email. This email, which notifies Christine and Lindsey, will allow us to track all applicant submissions.

Commissioner Walton asked where the payscale listed on the announcement, that shows a range, comes from. Christine commented that the position is a pay band 8 in accordance with the SC Classified State Pay Bands website. It was decided to make it a pay band 8 after looking at other fire chief salaries from around the state.

Further discussion continued to ensure that the job description met all of the requirements of communications with the commission, hiring of personnel and performance evaluations. It was discussed that the posting did meet all of the commissioners' intentions.

Further discussion continued about changing the listed from pay range to a figure of 75k to allow room for negotiations with the final candidate. Commissioner Smith stated Duke Energy would list jobs at a midpoint value v/s a salary range.

Commissioner Walton moved to accept the proposed position announcement and job description with a change from pay range to a figure of \$75,000. Commission approved 4-0.

Committee Reports:

None for this meeting

Executive Session:

None for this meeting

Adjourn:

Chairman Howiler moved to adjourn the meeting. Commission approved 4-0.

Respectfully Submitted:



Christine Levesque

Administrative Coordinator

Next Meeting:

August 14, 2025 – Monthly Meeting

6:00 pm, Training Room, Corinth-Shiloh Fire Department

940 Old Clemson Highway, Seneca, SC 29672