



A G E N D A

CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT COMMISSION WORKSHOP

February 6, 2025

6:00 PM

**Training Room, Corinth-Shiloh Fire Department
940 Old Clemson Highway, Seneca, SC 29672**

This is a workshop for discussion/information gathering only. No official actions will be taken

Call to Order

[Staff Secretary Kevin Whelan will facilitate the meeting]

Moment of Silence

Invocation Assistant Chaplin, Owen Murphy

Approval of Minutes from previous Workshop

[None, this is the first Workshop]

Purpose of the Workshop

The purpose of this meeting is to familiarize the commissioners with the priority items requiring their attention (identified by the Liaison, Advisor, and Secretary). Provide the commission an understanding of the initial processes as they assume their roles, including the following: 1) support personnel and role definition, 2) task definition, and 3) generalized operating procedures. Underlying this discussion is the intent that it provides an opportunity for the commissioners to personally gauge the strengths and interest of fellow commissioners and gain a sense of officer qualifications

[The Commission is not empowered to make official decisions in this format.]

Review Meeting Agenda

Support Personnel Introductions

The liaison, advisor, and secretary describe their background, skills, and initial roles

Commission Communication Housekeeping

Discussion of Initial Priorities

Discussion of Potential Commission Officer Position Candidates

[No decisions will be made. No nominations will be made]

Open Forum

Public Comments on Agenda Items and Commission Member concerns and feedback.

Adjourn

COMMISSION MEMBERS

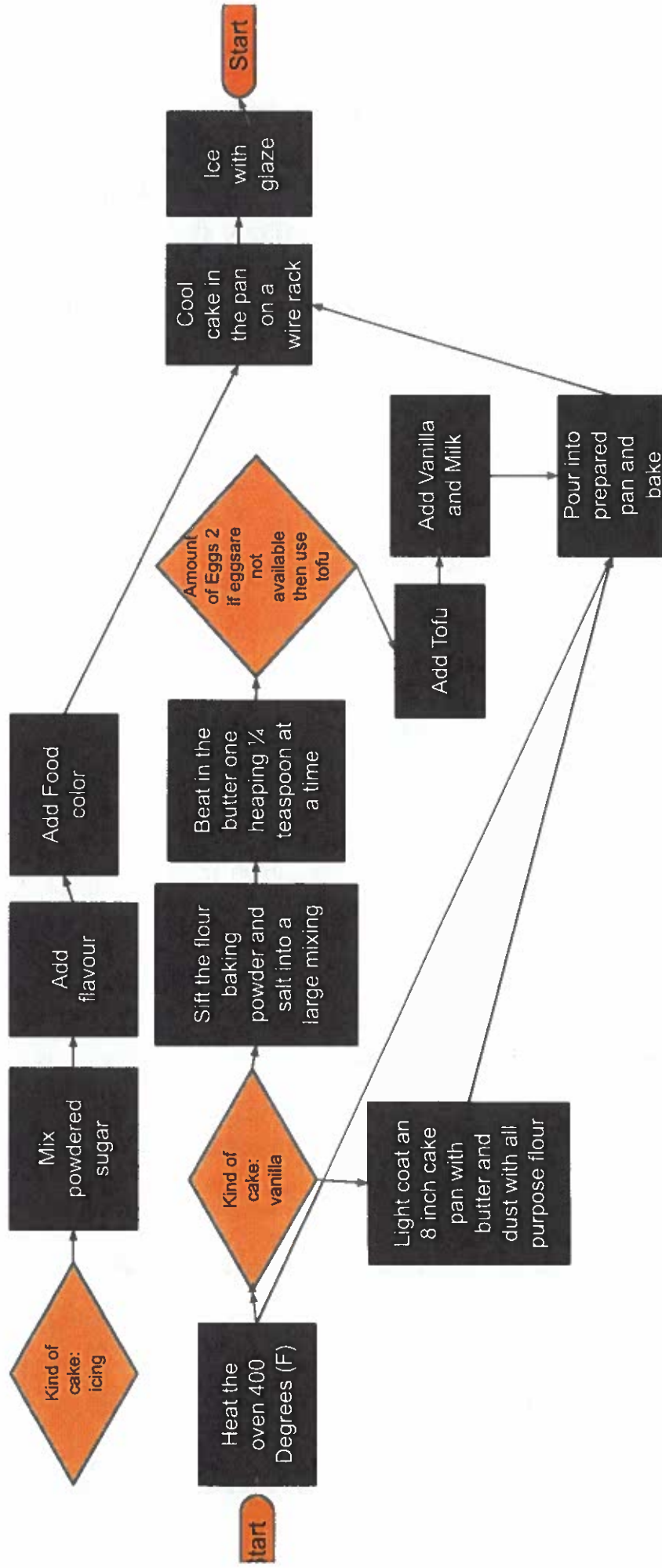
Dr. William Howler, Jr.
Misty Morris

Monty Marcengill
Wayne Smith

Richard Walton

Commission's meetings shall be conducted pursuant to the South Carolina Freedom of Information Act, Commission's Rules and the Model Rules of Parliamentary Procedure for South Carolina Counties, latest edition. This agenda may not be inclusive of all issues which Commission may bring up for discussion at this meeting. Items are listed on Commission's agenda to give public notice of the subjects and issues to be discussed, acted upon, received as information and/or disposed of during the meeting. Items listed on Commission's agenda may be taken up, tabled, postponed, removed or otherwise disposed of as provided for under Commission's Rules, and Model Rules of Parliamentary Procedure for South Carolina Counties, latest edition, if not specified under Commission's rules.

Cake Baking Project Planning Model Exercise





Corinth-Shiloh Fire Department 20250001

Competencies

Select 3 to 5 competencies most appropriate for the position

- | | |
|---|--|
| ☒ Communication: | Effectively shares/disseminates information; listens to others and incorporates/integrates information. Uses oral, written and interpersonal communication skills to achieve role objectives. |
| ☒ Customer Service Focus: | Effectively and efficiently meets the needs of customers; delivers high quality service and makes customer service a priority by seeking ways to improve service through innovation. |
| ☒ Technical Knowledge/Competence: | Demonstrates the necessary knowledge to effectively perform job and ability to apply learning to job responsibility. Acquires new skills, knowledge and abilities as required by the job. |
| ☐ Problem Solving: | Identifies problems, seeks solutions and effectively solves problems. |
| ☒ Teamwork: | Works effectively and cooperatively with others to achieve organizational goals. |
| ☒ Managing Self: | Works with minimal supervision and manages own time effectively. |
| ☐ Supervision and Management: | Structures and directs the work efforts of others. Coaches, develops and evaluates the performance of others. Promotes equal opportunity in areas such as hiring, promotion, or placement and demonstrates a level of personal and organizational commitment to equal opportunity. |
| NOTE: If supervision of employees is selected above, this competency must be selected. | |
| ☐ Leadership: | Can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork and to resolve problems. |
| ☐ Decision Making: | Able to make sound decisions and demonstrate decisiveness. |



20250001

Corinth-Shiloh Fire Department

* A person in this job must be able to complete the requirements of the job with or without reasonable accommodation.

Physical Requirements

Check if physical requirements are essential to job:

☒	Stand for prolonged period	10	%
☒	Sit (stationary position) for prolonged period	10	%
☒	Walk or move about	10	%
☒	Use hands or feet to operate or handle machinery, equipment, etc.	10	%
☒	Ascend or descend (i.e. stairs, ladder)	5	%
☒	Position self to accomplish task (i.e. stoop, kneel, crawl)	5	%
☒	Communicate, converse, give direction, express oneself	10	%
☒	Recognize or inspect visually	10	%
☒	Move, transport, raise or lower *Weight requirement if applicable (per activity, i.e. raise 10 lbs. move 50 lbs.):	10	%
☒	Extends hands or arms in any direction	10	%
☒	Use taste or smell to detect or determine particular flavors or odors	5	%
☒	Perceive, observe, clarity of vision	5	%

Comments/Explanation of requirements marked Essential:

Fire Department employee who may work at the department, at an emergency scene, or provide safety presentations to community

Working Conditions

Check if regularly exposed to conditions below, and include percentage of time exposed:

☒	Exposure to heat or cold	5	%
☒	Exposure to dust/fumes	5	%
☒	Wet and or humid	5	%
☒	Noise	5	%
☒	Vibration	5	%
☒	Mechanical hazards	5	%
☒	Chemical hazards	5	%
☒	Electrical hazards	5	%
☒	Radiant hazards	5	%
☒	Burn hazards	5	%
☒	Overnight travel:	5	%
☒	Exposure to bio-hazards (i.e. blood, bodily fluids)	5	%
☒	Other:	40	%

Comments:

Other: Administrative task, community risk reduction, public education



Corinth-Shiloh Fire Department

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Supervision, Budget, Fiscal, & Emergency Responsibilities:

Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job.	☐ Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations. ☐ Firm working knowledge of concepts, practices and procedures and ability to use in varied situations. ☒ Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.
Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks. NOTE: If supervising employees be sure to also select the Supervision and Management competency.	☐ Manages work of others including hiring, terminating, training and developing, providing constructive feedback, establishing and reviewing employee complaints, recommending rewards and recognition and administering corrective action for staff. Plans organizational structure and job content. ☐ Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions. ☐ Acts as a Lead by guiding the work of others who perform essentially the same work. ☐ Supervises Student workers only ☒ Not responsible for supervising employees.
Indicate any fiscal responsibilities for the department's budget, including but not limited to, financial planning and managing fund allocation:	☐ Responsible for developing one or more departmental budget(s). ☒ Provides input into the budgeting process, and manages fund allocation. ☐ Doesn't provide input but is responsible for monitoring the departmental budget and may manage fund allocation. ☐ No fiscal responsibility for the department's budget. 100% Enter the Amount of budget responsibility Note: dollar sign and appropriate commas will appear when you tab out of the box.
Essential Personnel Level:	☐ Normal Operations - Level 0 Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations. ☐ Emergency Response - Level 1 In the event of an emergency closure or modified operations, this position is required to respond in order to provide initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on call. ☒ Essential Support - Level 2 In the event of an emergency closure or modified operations, this position is necessary to maintain/resume essential support functions, deliver direct care services, and/or provide recovery support before normal operations resume. Some positions in this category may be required to work remotely or be on-call.



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Corinth-Shiloh Fire Department

Minimum Requirements

For classified staff positions, minimum education and experience requirements must align with the state job code. If alternate requirements are needed, contact your HR Generalist. Find state job code requirements [here](#).

Minimum Education:	A bachelor's degree and experience in emergency planning, operational planning, business management, public administration, public relations, other related work experience.
Minimum Experience:	Five (5) years of previous fire prevention experience, fire and life safety education, community risk reduction, public information, communications, journalism, executive assistance or a combination of thereof
Licenses & Certifications:	A valid South Carolina Driver's License, and acceptable driving record. ICS 100, 200, 700, 800, and IS-29 through FEMA

Preferred Qualifications (Optional)

Preferred Education:	
Preferred Education Area:	
Preferred Experience:	
Preferred Licenses & Certifications:	Possess or obtain within one (1) year: CPR and AED, First Responder Certification, Safe Kids Worldwide National Child Passenger Safety Technician. Possess or obtain within two (2) years: FEMA E0105: Public Information, SCFA 4165: Fire and Life Safety Educator I, ICS 300 and 400



Corinth-Shiloh Fire Department

Individualized PD for Position: 20250001

Job Summary: *Provide a brief, 2 to 3 sentence overview of the purpose of the position. Include statement: "Other duties as assigned."*

Emergency Preparedness Coordinator / Public Information Officer provides comprehensive support to the Fire Chief and assist in the overall operations of the department. This position is responsible for planning and presenting programs intended to reduce community risk, educate and inform the public to increase fire and life safety. Acts as the department PIO and disseminates and releases information to internal and external audiences through the department's public information program and various social media resources. Other duties as assigned.

Job Duties: <i>3-5 job duties totaling 100%. Lead with action words that best describe the essence of each job duty.</i>	% of Time	Essential or Non-Essential
Administrative Support: Provides support to the Fire Chief through the preparation of written materials including composing, reviewing, editing, and proofreading a variety of correspondence, district memos, and directives, board packet documents, financial documents, personnel documents, and reports which include information to a sensitive and confidential nature. Establishes and maintains administrative files including accounting, payroll, and budget documents, human resource documents, historical legal documents, resolutions, ordinances, grants, contracts and agreements, including use of electronic platforms and coordinates records retention. Oversee office operations and ensure efficient work-flow within department. Handle confidential information with discretion and integrity.	25 %	Essential
Department Operations: Develop, implements, and delivers age- and audience-appropriate emergency preparedness educational programs; develops materials promoting personal, family, school, business, and community preparedness in developing disaster plans. Manages, exercises and maintains the department Continuity of Operations Plan. Assist in the preparation and review of after-action reports for training, exercises, and response programs. Assist in activation and coordination of the department Emergency Operations Center during weather related disasters and other emergencies. Performs other emergency or disaster-related duties as staffing indicates to ensure effective response, mitigation, and recovery.	25 %	Essential
Marketing and Communications: Develop internal and external emergency and non-emergency communications, including publications (newsletter, monthly and annual reports), social media postings, press releases, and feature stories for the dept. Develop and implement marketing strategies to enhance the departments visibility and public image. Serves as Public Information Office on the Incident Command System (ICS) Incident. Prepares staff for media interviews and handles all media relations. Serves as webmaster and coordinates the development of website, maintains social media platforms and develops new scope of community engagement and consistent messaging. Conducts searches of electronic records needed to fulfill open records request.	20 %	Essential
Community Engagement: Acts as liaison with community partners and various local, state, and national agencies. Develops and maintains positive, effective working relationships with co-workers, volunteers, external agencies, community members, and vendors. Represents the department at events to promote community preparedness. Builds relationships with community leaders and media outlets in advance of potential emergencies. Plan and execute community outreach programs to strengthen relationships with local residents and businesses. Manages the department car seat program. Participate in community sponsored events. Gather community feedback and report insights to the Chief to aid in decision-making.	20 %	Essential
Project Management: Supports the application of local, state, and federal grants and efforts to ensure expenditure of resource and equipment. Maintain accurate records related to department inventory and supply chain. Prepares and implements communications objectives including the department strategic plan and branding strategy. Assist in planning and execution of special projects and departmental initiatives. Monitors project progress and ensure timely completion of deliverables. Coordinate cross-department efforts to achieve strategic goals. Other duties as assigned by the Fire Chief.	10 %	Essential

% of Time must equal 100%



Corinth-Shiloh Fire Department

940 Old Clemson Highway
Seneca, SC 29672



Position Number: 20250001

Current Position Information

Employee Name:		Budget Center Name:	Corinth-Shiloh Fire Department
Employee ID:		Budget Center Number:	3
Business Title:	EP Coordinator / Public Information	Department Name:	Administration
Job Code:	JE20	Department Number:	
State Title:	EP Coordinator II	Supervisor's Name:	Kevin Christenbury
Band:	06	Supervisor's Position Number:	19970001
Full/Part Time:	FT	Supervisor's State Title:	Fire Safety Officer V (Fire Chief)
FLSA Status:	Exempt	Supervisor's Job Code:	JC90
Standard Hours:	40		

Requested Action: ☐ Update ☐ Job/Position Change ☒ New Position

Business Title: Emergency Preparedness Coordinator / Public Information Officer

Supervisor's Signature: _____ Date: _____

Supervisor's Name (please print) _____

Office of Human Resources Use Only

Agency Code: _____ Job Code: JE20 Effective Date: _____

Action Approved: ☐ Update ☐ Job/Position Change ☒ New Position

SCEIS Pos Number: _____ Tiger Title Code: _____

Approved State Title: EP Coordinator II FLSA: Exempt

Approval Signature: _____ Date Approved: _____

Approver's Name (please print) _____



CORINTH-SHILOH FIRE DEPARTMENT

940 Old Clemson Highway

Seneca, SC 29672

864-653-5735

info@corinthshilohfd.com

www.corinthshilohfd.com

Tuesday, March 11, 2025

CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT FOR FIRE PROTECTION

FISCAL YEAR 2025 OPERATING BUDGET

Beginning July 1, 2025, and ending June 30, 2026

Budget Summary:

Total Revenue: \$1,192,742.00

Total Expenditures: \$1,192,742.00

Expenses:

Staff Expenses:	\$849,764.00
Occupancy:	\$88,000.00
Equipment:	\$50,500.00
Materials/Supplies:	\$8,278.00
Outside Services:	\$19,200.00
Taxes/License/Insurance:	\$30,000.00
Training/Education:	\$24,000.00
Capital/Contingency:	\$123,000.00

William Howiler, Jr., Chairman

Wayne Smith, Vice-Chairman

Richard Walton, Treasurer

Monty Marcengill, Commissioner

Misty Morris, Commissioner

ATTEST: DATE:
Kevin Whelen, Secretary of the Board



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RESOLUTION 2025-01

ANNUAL BUDGET FOR FISCAL YEAR 2025-2026

A RESOLUTION OF THE CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT COMMISSION FOR THE CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT FOR FIRE PROTECTION, ADOPTING THE 2025 BUDGET.

WHEREAS: It has become necessary for the Commission of the Corinth-Shiloh Special Purpose Tax District for Fire Protection to introduce a budget for the fiscal year 2025.

WHEREAS: The Commission has met and considered its expenditures by developing a budget for fiscal year 2025.

WHEREAS: It is necessary to adopt the 2025 Annual Budget for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

WHEREAS: The district's general expenditures for 2025 are \$1,192,742.00

THEREFORE, BE IT HEREBY RESOLVED BY THE COMMISSION FOR THE CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT FOR FIRE PROTECTION THAT:

Section 1: The Budget document approved in the amount of \$1,192,742.00, dated March 11, 2025, will serve as the Operating Budget for fiscal year 2025.

MOVED AND PASSED AT THE ANNUAL BUDGET MEETING OF THE COMMISSION FOR THE CORINTH-SHILOH SPECIAL PURPOSE TAX DISTRICT FOR FIRE PROTECTION ON MARCH 11, 2025, OF WHICH ALL COMMISSIONERS WERE NOTIFIED AND THE FOLLOWING WERE PRESENT AND VOTING:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

William Howler, Jr., Chairman

Wayne Smith, Vice-Chairman

Richard Walton, Treasurer

Monty Marcengill, Commissioner

Misty Morris, Commissioner

ATTEST: DATE:
Kevin Whelen, Secretary of the Board

Kevin Whelan
Commission Staff Secretary

Next Meeting:

February 18, 2025 – Workshop

No Action Taken.

Continue introductions and team building

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

940 Old Clemson Highway, Seneca, SC 29672

Adoption of By-Laws:

B. Shirley had supplied the commission members with a draft of the proposed By-Laws. There was a discussion to clarify certain elements:

- Dr. Howler clarified his understanding of the future election process and invited comment. The selection of officers is detailed in the Oconee County Ordinance creating the SPD. Each of the current members will serve a two-year term until the next general election. In that election, the top 3 vote-getters will receive a three-year term while the other two will receive a two-year term. This will establish the ongoing rotation of commission members. No Commission Members dissented from that understanding.
- Mr. Smith asked for an explanation of a phrase in Article VI Section 1 describing the duties of the Chairman: "He/she shall perform other such duties as they pertain to the office of Chairman."
 - Dr. Howler explained that the By-Laws (Article XII Section 4) described one such duty, which included discipline and corrective action of the Fire Chief.
 - K. Whelan explained that the By-Laws described another duty (Article V, Section 4) that included appointing a replacement of any commission office that may become vacant.
 - Chief Christenbury explained that it also references that the Chairman serves as a general public voice of the commission.

A motion to adopt the By-Laws was offered by Ms. Morris and seconded by Mr. Smith. The motion was approved by a 5 - 0 vote.

Public Comment Session:

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

- No member of the public had comments

Commission Member Comments:

- No members of the commission had comments.

Executive Session:

The commission moved into an executive session to discuss the draft budget.

Adjourn:

Ms. Morris motioned for the meeting to be adjourned, Mr. Walton seconded, and it was approved unanimously to adjourn at 7:35 pm.

Respectfully Submitted

Minutes of the Jan 30, 2025 Regular Meeting were submitted for approval. One change was requested by Mr. Smith to his career description. Mr. Marcengill moved that the Minutes be approved as amended, seconded by Ms. Morris. The motion was approved 5 - 0.

Election of Officers:

Chief Christenbury introduced the election of the Special Fire District Officers, explaining that in this meeting, three offices would be selected by vote of the commission members: Chairman, Vice-Chairman, and Treasurer.

- For Chairman, Dr. William Howiler, Jr. was nominated by Ms. Morris, seconded by Mr. Marcengill. There was no discussion. Dr. Howiler was elected as chairman with a 5 - 0 vote.
- For Vice-Chairman, Mr. Wayne Smith was nominated by Mr. Walton and seconded by Dr. Howiler. There was no discussion. Mr. Smith was elected as Vice-Chairman in a 5 - 0 vote.
- For Treasurer, Mr. Richard Walton was nominated by Mr. Smith and seconded by Ms. Morris. There was no discussion. Mr. Walton was elected as Treasurer in a 5 - 0 vote.

Fire Chief Comments:

Chief Christenbury explained that at each Regular Meeting, the Fire Chief would prepare a report about activity in the prior month and present issues pertinent to ensuring property operation of the department. For this meeting, Chief Christenbury presented the 2024 annual report. The report submitted to the commission is included in the background material for this meeting.

There was an open discussion about the report and the meaning of various elements. Key aspects of that discussion included the following:

- Mr. Walston asked how the distinction was made between the various categories of the Call Responses included in the report. Chief Christenbury responded as follows:
 - Fire calls are recorded as Fire Calls. All other calls are recorded as Emergency Services and will include such items as Car Accidents, Downed Trees, Heart Attacks
- Mr. Walton asked who determines what equipment is sent for the various emergency calls. Chief Christenbury responded as follows:
 - The county emergency dispatcher makes the initial determination based on location. Then, the receiving station makes the equipment decision. In the case of fluid spills, a spill that will likely be less than 20 gallons will not initially be considered a Hazardous Condition. Determination will be updated appropriately when crews arrive on the scene.
 - Calls are coded based on what situation is found by the crews at the scene, not what is initially reported by the dispatcher.
 - For a medical call, the Fire Department is the First Responder, and an ambulance will be dispatched if further treatment is required.
 - For a Heart Attack call, multiple trucks will be dispatched because it requires a number of people to sustain CPR.
- An explanation of the FEMA report led to a discussion about the Fire District boundaries and support from and for neighboring fire departments.