

**Pierce County Board of Commissioners
Regular Meeting Minutes
Tuesday, May 5, 2020 6:00PM**

Commissioners in Attendance

**Neal Bennett, Chairman
Harold Rozier, District 1
Mike Streat, District 2
Randy Dixon, District 3
David Lowman, District 4**

Staff in Attendance

**Jason Rubenbauer, County Manager
Franklin Rozier, County Attorney
Amy Hitt, County Clerk**

1. **Call to Order** – Chairman Neal Bennett called the meeting to order at 6:00PM
2. **Invocation and Pledge of Allegiance** – Commissioner David Lowman gave an invocation and Commissioner Mike Streat led the pledge of allegiance.
3. **Approval of the Agenda**

Commissioner Randy Dixon made a motion to approve the agenda as presented. Commissioner David Lowman seconded the motion and all voted aye. Motion was approved.

4. **Approval of Minutes**
 - a. **Regular Meeting Minutes, April 14, 2020**
 - b. **Closed Meeting Minutes, April 14, 2020**

Commissioner Randy Dixon made a motion to approve the minutes from the April 14, 2020 regular meeting and the April 14, 2020 closed session minutes. Commissioner David Lowman seconded the motion and all voted aye. Motion was approved.

5. **County Manager Report and March 2020 Financials.** – County Manager Jason Rubenbauer shared the financials for March as well as a report of the month's activities. See below.

County Manager Report
May 5, 2020

- Financial Report as of 03/31/2020
 - a. Available unrestricted cash is still in a good position through the end of March
 - b. All County Departments are operating within their respective budgets through the 1st Quarter of the year with most being under budget
 - c. Total expenditures for County operations are at 19.90% or \$1,887,559.61
 - d. Closely analyzing the fiscal impacts that COVID-19 had in April on our collections to determine what, if any, adjustment we will need to make for the remainder of the year.

- County Manager Report
 - a. County Operations
 - i. All County offices have reopened to face-to-face service
 1. Annex limited to 5 customers in the building at a time
 - a. Elections (1)
 - b. Tax Assessors (1)
 - c. Tax Commissioner (2)
 - d. Board of Commissioner/Planning & Codes (1)

2. Courthouse limited to 5 customers in the building at a time
 - a. State Court (1)
 - b. Magistrate Court (1)
 - c. Probate Court (1)
 - d. Clerk's Vault (1)
 - e. Clerks window (1)
3. Court
 - a. Suspended until June 12th
 - ii. Library
 1. Looking at curbside services to begin soon. Will be keeping the community posted when we have the dates available
 - b. 2020 Census
 - i. National 56.6%
 - ii. Georgia 52.9%
 - iii. Pierce County 51.5%
 1. Blackshear 52.3%
 2. Offerman 40.5%
 3. Patterson 43.3%
 - c. Fire/EMA
 - i. Bearville & Southside Fire Stations
 1. Concrete foundations are being formed in preparation for pouring later this week or early next week.
 - d. Courthouse
 - i. A new service window with protective glass has been installed in hallway near the Clerk of Courts office
 - ii. Protective glass has been installed in the Probate office
- Convenience Center
 - a. Due to greater than normal demand this past Saturday, we will be offering a bonus collection day this Saturday, May 9th from 8:00 am until 1:00 pm or until the convenience center is full.
 - b. Social distancing is required and the use of facial coverings is recommended since others will be present at the site.

6. Request to approve position of Fire/EMA Deputy Chief. – Chairman Bennett shared that he and the County Manager had met with the Fire Chiefs about 6 weeks ago and this was discussed. It was requested that a job description be created and presented for approval. It was also discussed where the money would come from to fund a position and they determined it was a higher priority that some of the equipment that was approved in the budget so they want the monies moved around.

PIERCE COUNTY GA GOVERNMENT

JOB DESCRIPTION: Fire/EMA Deputy Chief

Min Education: High School Diploma/GED Certificate

Min Experience: 3 Years



This position performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing firefighter and officer training, fire prevention, suppression, emergency management and emergency medical services to prevent or minimize the loss of life and property by fire and emergency conditions.

Major Duties

- May act as the Fire Chief or EMA Director during the absence of the Fire/EMA Chief, as assigned;
- Supervises subordinate volunteer officers in their assigned duties;
- Reviews, evaluates, and implements policies and procedures for various departmental operations;

- Directs and participates in fire department calls and EMA incidents to include the departmental training programs;
- Responds to alarms and calls as required, assumes command in the absence of the Fire/EMA Chief;
- Reviews, evaluates, and implements policies and procedures for equipment purchases, use, maintenance, and upkeep;
- Carries out duties and responsibilities in conformance with Federal, State, and local laws;
- Assists in the planning and implementation of Department Policies and Procedures in order to better carry out the goals of the Department and the County;
- Under the direct supervision of the Fire/EMA Chief, directs the operation of departmental day to day activities;
- Handles grievances from volunteer firefighters, maintains Departmental discipline and conduct and general behavior of volunteer personnel in accordance with County personnel policies;
- Prepares and submits reports, as directed by the Fire/EMA Chief, regarding the Department's activities;
- Assigns personnel and equipment to such duties and uses the service requires;
- Meets with elected or appointed officials, other Fire/EMA/EMS officials, community and business representatives, and the public on all aspects of the Departments' activities;
- Attends training, conferences, and meetings to keep abreast of current trends in the field;
- Represents the Pierce County Fire Department and Pierce County EMA in a variety of local, county, state and other meetings;
- Performs the duties of command personnel as needed and fulfills obligations during duty periods;
- Performs other duties as assigned by the Fire/EMA Chief or his/her designee.

Job Qualifications

- High school diploma/GED required;
- A minimum of 3 years' experience of a progressively responsible nature in firefighting, emergency medical services and/or law enforcement, including supervisory duties which must have been equivalent to Lieutenant or higher;
- Certification as a State of Georgia recognized Firefighter Class I or greater;
- Possession of valid Georgia Driver's License required;
- Employees must pass a pre-employment drug test and a background investigation;
- Strong analytical skills and an attention to detail;
- Good interpersonal skills and ability to communicate effectively with county employees, partnering agencies and the public;
- Knowledge of computers and office equipment;
- Must attain Fire Instructor I within one (1) year of hire date;
- Must attain First Responder or higher scope of practice within one (1) year of hire date;
- Must become a Georgia Certified Emergency Manager within two (2) years of hire date;
- Must be able to work long hours, flexible schedules including evenings and weekends; and
- Must be available to travel within the county and out of the area, including overnight travel, as necessary.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of modern fire suppression and prevention and emergency management/medical services principles, procedures, techniques, and equipment;
- Working knowledge of first aid and resuscitation techniques and their application;
- Considerable knowledge of applicable laws, ordinances, and department standard operating guidelines;
- Skill in the operation of department tools, equipment, and apparatus;
- Ability to train and supervise subordinate personnel;
- Ability to perform work requiring good physical condition;
- Ability to communicate effectively both orally and in writing;
- Ability to effectively give and receive verbal and written instructions
- Ability to establish and maintain effective working relationships with other employees, supervisors, and the public; and
- Ability to meet the special requirement listed below.

Special Requirements

- Must be eighteen (18) years of age or older at the time of appointment;
- Must possess, or be able to obtain by the time of hire, a valid Georgia Driver's License without record of suspension or revocation in any state;
- No felony convictions or disqualifying criminal histories within the past ten (10) years;
- Must be in good physical condition as determined by a medical examination; and
- Resident of Pierce County, Georgia preferred.

Physical Requirements

- Must have the ability to perform the basic operations of this position which includes, but is not limited to, sit, stand, walk, run, talk, hear, use hands and fingers to feel, handle, or operate hand and power tools or controls, reach with hands and arms. Occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste, and smell.
- Must frequently lift or move up to 50 pounds and occasionally lift or move up to 130 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

7. Request to set the pay range for Fire/EMA Deputy Chief from \$29,120 - \$33,280 annually. – County Manager Rubenbauer stated that the proposed salary will be \$14 - \$16 which is in line with the other Deputy positions that the county has. The purpose is to get a succession plan in place going forward. Robert Drawdy spoke on behalf of the Fire Chiefs to say thank you to the Commission. He stated that the

Fire Department has had a lot going on in recent years. There was a time that they had no leadership. The current Chief is doing a great job but it's a lot for one person and we feel he needs some relief. We want to have a plan in place that if he were to step away someone could step right in. Thank you to the Commission for getting the two stations going up. Thank you to the County Manager for communicating with us. Commissioner Randy Dixon asked where the money will come from and Mr. Drawdy stated that there were items approved in the budget but after evaluating the needs of the department, they feel the position is higher on the priority list.

Commissioner Randy Dixon made a motion to approve the job description as presented and the salary range presented for Deputy Fire Chief at \$29,120 - \$33,280. Commissioner Harold Rozier seconded the motion, all voted aye. Motion was approved.

8. Request to approve Budget Amendments to reflect the inclusion of the 08SPLOST (\$272,990.62) into the general fund.

Budget Amendment Request	
Date	<u>5/5/2020</u>
Budget Year	<u>2020</u>
Department	<u>Revenue - 391000</u>
Amount	<u>\$ (272,990.62)</u>
Explanation	<u>Revenue increase from Close out of 08SPLOST account</u> <u>excess funds to make specific purchases</u>
Recommendation from Manager	<u>Use 2008 SPLOST excess funds transferred into General Fund by Resolution 4/14/2020</u>
Submitted by	<u>Jason Rubenbauer</u>
Direction from Board	_____
Date	_____
Signed	_____ Neal Bennett Harold Rozier Mike Streat Randy Dixon David Lowman
Date	<u>5/5/2020</u>
Budget Year	<u>2020</u>
Department	<u>6100-542600</u>
Amount	<u>\$ 26,990.62</u>
Explanation	<u>Capital Expenditure - ScoreBoards at Ware St</u>
Recommendation from Manager	<u>Use 2008 SPLOST excess funds transferred into General Fund by Resolution 4/14/2020</u>
Submitted by	<u>Jason Rubenbauer</u>
Direction from Board	_____
Date	_____
Signed	_____ Neal Bennett Harold Rozier Mike Streat Randy Dixon David Lowman

Date	<u>5/5/2020</u>
Budget Year	<u>2020</u>
Department	<u>5550-542600</u>
Amount	<u>\$ 96,500.00</u>
Explanation	<u>Capital Expenditure - New chiller at 705 College Ave</u>
Recommendation from Manager	<u>Use 2008 SPLOST excess funds transferred into General Fund by Resolution 4/14/2020</u>
Submitted by	<u>Jason Rubenbauer</u>
Direction from Board	<u></u>
Date	<u></u>
Signed	<u></u> Neal Bennett Harold Rozier Mike Streat Randy Dixon David Lowman

Date	<u>5/5/2020</u>
Budget Year	<u>2020</u>
Department	<u>3500-541300</u>
Amount	<u>\$ 149,500.00</u>
Explanation	<u>Capital Expenditure of construction Bearville Station and Northside Station</u>
Recommendation from Manager	<u>Use 2008 SPLOST excess funds transferred into General Fund by Resolution 4/14/2020</u>
Submitted by	<u>Jason Rubenbauer</u>
Direction from Board	<u></u>
Date	<u></u>
Signed	<u></u> Neal Bennett Harold Rozier Mike Streat Randy Dixon David Lowman

Commissioner David Lowman made a motion to approve the budget amendments as presented. Commissioner Randy Dixon seconded the motion and all voted aye. Motion approved.

- 9. Request to approve paying for remainder of scoreboards from the 14SPLOST.** – Chairman Bennett reminded the Board that last month it was discussed that a portion of the scoreboards would need to come from the 14SPLOST. That amount is \$4,061.38.

Commissioner Randy Dixon made a motion to approve paying \$4,061.38 on the scoreboards from the 14SPLOST account. Commissioner David Lowman seconded the motion and all voted aye. Motion approved.

- 10. Request to approve the lease of a transfer truck with state approved vendor under state contract pricing to come from TIA Funds.** – Chairman Bennett shared that our 2005 Kenworth semi has had some major issues recently. In the last week

or so there was a fire under the hood. The truck has to be replaced. Jason Rubenbauer, County Manager has been working with Commissioner Dixon trying to a temporary solution. MAC 44 has offered a rental agreement for review. County Manager Rubenbauer has been speaking with RUSH truck centers about a lease or purchase option under state contract since they are an approved state contract vendor. They have a new International 620 on site that they will sell to us for \$109,664.00. I am waiting on information on the lease options. Commissioner Dixon stated that he would rather see us purchase at that price than lease.

Commissioner Randy Dixon made a motion to purchase the new International 620 for \$109,664 from RUSH with TIA Funds. Commissioner David Lowman seconded the motion and all voted aye. Motion approved.

11. Adjourn – Chairman Bennett adjourned the meeting at 6:23 PM.

Neal Bennett

Harold Rozier

Mike Streat

Randy Dixon

David Lowman