



Roebuck Fire District Local Board of Fire Control (LBoFC)

Regular Meeting

1070 Southport Rd., Spartanburg, SC 29306

September 9th, 2025 at 5pm

Minutes in Blue

- **Call to Order** **Gaubert 1701**

<u>Roebuck Board of Fire Control</u>			
Cliff Gaubert	Hal Hall	Tommy Bulman	
Jamie Elam	Matt Henderson (Absent)		
- **Invocation** **Hall 1702**
- **Pledge of Allegiance** **Eubanks 1703**
- **Approval of Minutes** **Gaubert 1704**
 - July 1st, 2025

A motion from Hall to accept the July minutes as presented. A second from Bulman. No additional discussion. All members present voted In Favor.

- **New Business** **Gaubert 1707**
 - Receive information and take desired action related to findings of a financial audit for FY22/23.
 - Matt Phillips, CPA

Chief Eubanks presented the findings of the FY22/23 financial audit for the district. No action or discussion. FY23/24 audit is underway with Matt Phillips, CPA.

- **Old Business** **Gaubert 1712**
 - Receive information and take desired action related to SC FY24/25 Appropriation Act projects.

Chief Smith provided an update on appropriation act projects that remain open. The district has received two (2) quotes to replace the flat roofing over the bay at Croft Station. New fire hose has mostly arrived. Purvis alerting system equipment has arrived. \$94,000 in funds remain. Quarterly report due to the state on Sept. 30, 2025. No action.

- Receive information and take desired action related to district impacts caused by Hurricane Helene.

Chief Smith provided an update on cost recovery related to Hurricane Helene. The district received notice of final payment of \$5,000 toward administrative expenses. Once received, this should finalize the district's efforts to recovery funds from Hurricane Helene expenses.

- **Fire Chief's Report** **Eubanks 1719**
 - Finance
 - Arthur State Bank (As of September 5th, 2025)
 - \$3,587,974.41

Includes \$94,000 in state appropriation act funds remaining.

- P&L vs Actual (As of September 5th, 2025)
 - Day 67 of 365
 - 18.36% of the budget year

- Administration

Chief Eubanks announced his retirement from the fire district effective 10/01/2025. Chief Eubanks has received an employment opportunity in the private sector. Chief Eubanks thanked the local board of fire control for the opportunity to serve the fire district and the citizens of Spartanburg County. The fire district has been conducting hiring assessments in an attempt to fill vacancies in the operations division. The assessments should be completed on September 16, 2025, and job offers will be soon to follow.

- Personnel Development

Chief Long presented a training report for July/August 2025. The district's members completed 1534 hours of training for the period. South Spartanburg Fire District members accrued 1,534.39 hours of total training. The training consisted of company training, South Carolina Fire Academy Classes, training classes outside of the SCFA, and EMT training. Members

performed 749.39 hours of company training/inside department training over the reported period. Some of the training included a two-week orientation for new hires that have come online within the last six months. The training was very successful, and the newer members enjoyed the training sessions. Fireground topics, rope rescue, confined space, and truck operations were discussed in detail and skills were performed. Chief Long would like to thank all the assisting instructors. Members obtained 122 hours of training from the SCFA. Some of the training included members obtaining credentials to teach hazardous materials, fire instructor, and fire officer. Some of these classes will help the department be able to deliver an in-house recruit like program with the hope of getting new hires on the floor several months earlier than going the conventional route with ESA. Two members attended the Alabama Fire College Fire Officer III program. The department would like to congratulate Kevin Pruitt, and Jeremy Howard for obtaining their Fire Officer III credential. The training division started the fire district's second EMT school. 8 members of the department have devoted their themselves to obtaining this important credential. These members are doing well, and we hope to have .8 new EMTs at the end of the 2025 year.

- Operations

Ladder 124 remains out of service at WW Williams for engine replacement. Squad 27 is back at the station from repair at Southport Services. Awaiting pump valve parts before in-service. Squad 127 is in-service awaiting lettering and decals. New SCBA compressor and fill station installed at Croft.

- **Executive Session**

Gaubert

1754 - 1839

- As necessary and in accordance with the exceptions listed in SC Code Section 30-4-70.

A motion from Elam to enter executive session to discuss a matter of employment. A second by Hall. All in favor at 1754. Executive session closed at 1839.

- Discussion related to a matter of employment.

- Any action related to the matter discussed in executive session will occur in open session.

Following the executive session, a motion from Hall for the board to conduct a review of qualified internal candidates to fill the position of fire chief. A second from Elam. The board directed Chief Eubanks to provide for the board the fire chief's job description and educational requirements as currently adopted by the district. Chief Eubanks was also directed to query the internal chief officers for interest. Interested internal candidates should remit a letter of intent, a professional resume, and a copy of their SSFD individual educational matrix. The board will convene by special meeting soon to conduct work to fill the upcoming fire chief vacancy.

- **Adjournment**

Important Date(s):

- Regular Business Meeting – November 4th, 2025, at 5:00 pm – Croft Community Fire Station