

An Administrative Committee meeting of the James Island Public Service District (JIPSD) Commission was held at 6:30 p.m. on December 11, 2023, at James Island Fire Station 1 located at 1108 Folly Road, James Island, South Carolina.

Present at the meeting were the following members: Marilyn Clifford, Chair, who presided; Inez BrownCrouch, Brenda Grant and Kathy Woolsey, ex-officio.

Also present were: Paul Cantrell, Commissioner; Ronald Ladson, Commissioner; Susan Milliken, Commissioner; Tim Muller, District Attorney; Dave Schaeffer, District Manager; Tamara Robinson, Assistant District Manager; Joanne Tucker, Administration Manager; Tom Glick, Fire Chief; Brad Smiley, Deputy Fire Chief; Shawn Engleman, Deputy Fire Chief for Administration & JIPSD Safety; Steve Aden, Director of Fleet Services; Joe Marcinkus, Director of Wastewater Services, Ed Kilcullen, Director of Finance; Walter Desmond, Director of Solid Waste Services and Charleston County Officer Trainum.

Ms. Clifford called the meeting to order and led the invocation, followed by the pledge to the flag of the United States of America.

1. The Freedom of Information Act Report – In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
2. The roll was called.
3. Proposed Updates to the Employee Policy Manual
  - A. Mr. Schaeffer presented updates to the policy manual. Discussion followed. Ms. Clifford moved to recommend the proposed employee policy manual to the full Commission for approval, seconded by Ms. Grant. A roll call vote was taken and the motion carried unanimously.
4. Ms. Clifford adjourned the meeting at 6:34 p.m.



Marilyn Clifford  
Chair  
MC/TR