



**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA  
ADMINISTRATION COMMITTEE OF COUNCIL**

Friday, March 20, 2026

Committee met at 10:00 a.m., Friday, March 20, 2026 at Town Hall (2056 Middle St.), all requirements of the Freedom of Information Act having been met. Present were:

Committee members: Laura Schroeder (Chair) and Jody Latham

Staff: Town Administrator Joe Henderson and Staff Members Jason Blanton, Assistant Fire Chief Mandy Hawver, Fire Chief Anthony Stith, and Pam Otto.

**A. Call to Order**

- B. Chair Schroeder called the meeting to order at 10:00 a.m., stating the press and public were duly notified pursuant to state law, and all Committee members were present.

Media: None present

Public: Seven (7) present

**C. Approval of Minutes – February 20, 2026 Administration Committee Meeting Minutes**

**Motion was made by Jody Latham, seconded by Laura Schroeder to approve the February 20, 2026 Administration Committee Meeting Minutes, passed unanimously.**

**D. New Business (Discussion and action items)**

1. Sexual Harassment policy – Follow up from Joe Henderson on whether the towns employment legal counsel has any feedback regarding proposed changes

Town Administrator Joe Henderson reviewed the recommendations from the municipal lawyer on the changes to the sexual harassment policy suggested by the Administration Committee. Some topics covered were polygraphs, reporting policies, confidentiality verbiage, internal investigations, gender identity, etc. The Committee would like further investigation regarding reporting policies. Mr. Henderson stated he is working with HR on other needed updates that have been identified in the handbook since it was adopted three years ago and the ones from this meeting can be added to the request. All the suggestions will be compiled and brought to full Council for approval.

**Public Comment:**

- Kimberly Brown, 2118 Pettigrew St – asked about a zero-tolerance policy

The Committee further discussed a zero-tolerance policy and it was suggested to strengthen the language regarding the possibility of termination.

2. Administration - presentation from Anthony Stith on the Fire department team training, headcount and any gaps in either. The intent is to better understand the department and support any needs.

Fire Chief Anthony Stith gave a brief history of the Sullivan’s Island Fire Station before presenting the organizational chart, training information, and other department information. He stated they are a Class One department (the highest level), as well as a Fire Safe South Carolina town, which requires meeting certain requirements yearly. He outlined the training schedule for employees, both yearly and daily, as well as the volunteers, who train four hours a month. He also presented the equipment inventory they currently have, including trucks, boats, and jet skis. The fire and rescue (volunteers) raise money for the department through the annual Fish Fry and Boat Landing permit sales and purchase equipment such as the high-water vehicle for Town use. Out of 1,125 registered stations in South Carolina, there are only 17 Class One fire departments and out of roughly 40,000, there are 388 Class One departments nationwide. This classification benefits the community by lowering insurance rates for both homes and businesses. The department has a mutual aid agreement with 13 departments in Charleston County, and automatic aid with Mount Pleasant and Isle of Palms. He then took questions from the Committee and the audience. He also went into more detail about the training each fire-fighter has, confirming that there are no training gaps and all were trained in Firefighter 1 and Firefighter 2, as well as driver operations.

**Public Comment:**

- Mark Schroeder, 204 Station 19 St. – asked about sufficient resources
- Angie Polk, 1652 Thompson Ave – asked about the number of people on shifts and on trucks (four)
- Cheryl Clark, 2119 Pettigrew St – commented on improvements in departments working together
- Angie Polk – asked about the possibility of knowing how many people live in each home

3. Public Engagement – consideration of extending speaking time to three minutes

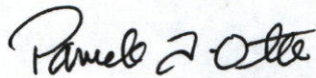
**Motion was made by Jody Latham, seconded by Laura Schroeder, to recommend to Council to discuss extending public speaking time to three minutes, passed unanimously.**

Ms. Schroeder said this item will now move on to Town Council for discussion by all Council members, who will need to vote on whether to extend public speaking time from 2 minutes to three minutes.

4. **Pending Items (Discussion / Action not required)**
5. **Public Comment**
6. **Adjourn**

**Motion was made by Jody Latham, seconded by Laura Schroeder, to adjourn the meeting at 11:00 a.m., passed unanimously.**

Respectfully Submitted,



Pamela Otto

Approved at the April 21, 2026 Town Council regular meeting.