

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR BI-MONTHLY MEETING
NOVEMBER 13, 2018**

The regular bi-monthly meeting of the Board of Commissioners was held at the District Office in the Board Room, 3335 Wade Hampton Blvd., Taylors, South Carolina at 4:30 pm.

BOARD MEMBERS PRESENT

Paul Bowen, Commission Chairman
Mark A. J. Rea Jr., Commission Vice Chairman/Secretary
Jeff Hannah, Commission Treasurer

STAFF PRESENT

Bobby Baker, Fire Chief	Mike Townsend, Right-of-Way Crew Leader
Samantha Babb, Director of Sewer Services	Michael Jones, TV Crew Leader
Chris Stamey, Cleaning Crew Leader	Seth Townsend, I & I Technician
Stephanie Hackler, Senior Accounting & HR Specialist	

OTHERS PRESENT:

David Babb, Gary Bailey (Love Bailey & Associates), Kaelyn Cashman (Greer Citizen), Jaime Daniel, Tom Guzik

The meeting was called to order by Chairman Bowen at 4:32 pm. Chairman Bowen stated that the media outlets who requested notification of this bi-monthly meeting were notified via door posting, email, website, Facebook, and Twitter.

Chairman Bowen presented the minutes from the regularly scheduled bi-monthly meeting held on September 11, 2018 at 4:30 pm and a special called meeting held on September 21, 2018 at 9:15 am. Vice Chairman/Secretary Rea made a motion to accept the September 11, 2018 and the September 21, 2018 meeting minutes as presented. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Mr. Gary Bailey to present the findings of the FY18 Financial Audit Report. Mr. Bailey announced that audit was clean and went smoothly. He also stated that Mrs. Jaime Daniel was a nice additional and did a good job on financial statements. Mr. Bailey went on to state that the District's records were in good order, neat, and available to Love Bailey & Associates during the audit. Mr. Bailey then presented the FY18 Financial Audit Report. He stated that the District did a good job in maintaining its funds and asked if he could answer any questions. There were no questions. Chairman Bowen thanked Mr. Bailey for Love Bailey & Associates' assistance during the audit. Vice Chairman/Secretary Rea made a motion to accept the FY18 Financial Audit Report as presented, pending changes to the analysis from the previous year on page 7 of the report. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Director Babb for the Sewer Department Report. Director Babb reviewed her written and attached Sewer Report. She reviewed the Permit Fees for the months of

September and October 2018. Director Babb reviewed the Work Order and Service Request summaries from July 1, 2018 to the present date. She then reviewed the meetings and training attended during the previous months as well as all upcoming meetings/training. Director Babb announced that December 13, 2018 is the Sewer Department's Christmas Dinner. Director Babb also announced that Frazier Engineering submitted a draft copy of the Sewer Department's annual workplan that is to be submitted to Renewable Water Resources. Lastly, Director Babb proudly presented the 'Digging Deep: Integrating SC811 and Cityworks' magazine article that featured the Sewer Department. She then asked if there were any questions. Vice Chairman/Secretary Rea gave the Board a SC811 update that he received while in a SC811 seminar at the Special Purpose District Conference. SC811 is actively keeping data and pursuing repeat offenders who are calling in excessive update tickets and asks to be contacted anytime this occurs in our District. Vice Chairman/Secretary Rea went on to state that SC811 does not currently have an enforcement program for excessive update tickets but is working towards such a program. With no further questions or comments, Treasurer Hannah made a motion to accept the Sewer Department reports as written. Vice Chairman/Secretary Rea seconded the motion, and the motion carried unanimously.

Chairman Bowen recognized Fire Chief Baker for the Fire Report. He presented his report as written and attached. He reviewed the meetings attended during the previous months. He recognized the years of service, resignations, and deployment for various personnel. Fire Chief Baker announced that Lawrence Ochieng was hired on November 5, 2018 and assigned to B-Shift. Fire Chief Baker also announced that Scott Krawczyk was re-hired on November 12, 2018 and assigned to C-Shift. Fire Chief Baker informed the Board that the Federal Emergency Management Agency (FEMA) approved the emergency response protective measures documents that the Department submitted for Hurricane Irma. The hurricane emergency protective measure covers fire department response costs related to personnel, equipment, vehicles, incidents, material and supplies in the amount of \$30,730.44. The Department already received the 75 percent share in the amount of \$23,047.83. On October 15, 2018, the Department received a check from the South Carolina Treasurers Office for the 25 percent state share in the amount of \$7,682.61. Fire Chief Baker then informed the Board that Spartan Fire & Emergency Apparatus delivered the Department's new rescue truck to Station #81 on October 18, 2018 and the new truck was put into service on November 7, 2018. On November 8, 2018, a ceremony was held to dedicate the new rescue truck and to retire the old rescue truck after 23 years of service. Fire Chief Baker thanked the Board for the new rescue truck on behalf of the entire Fire Department. Fire Chief Baker then briefed the Board on Department's efforts in assisting with the remnants of Hurricane Florence in September of 2018. He also thanked the Sewer Department for their joint efforts in assisting the Fire Department. Fire Chief Baker updated the Board on the 2018 FEMA 800 Radio Grant and the Greenville County Fire Districts Emergency Medical Technician Participation Agreement Grant. He then requested the Board's approval to sign the memorandum of understanding for the 2018 FEMA Assistance to Firefighters 800 Radio Grant and the interoperability compliance agreement for the Greenville County Fire Districts Emergency Medical Technician Participation Agreement Grant. Vice Chairman/Secretary Rea made a motion to allow Fire Chief Baker to sign the memorandum of understanding for the 2018 FEMA Assistance to Firefighters 800 Radio Grant. Treasurer Hannah seconded the motion, and the motion carried unanimously. Vice Chairman/Secretary Rea made another motion to allow Fire Chief Baker to sign the interoperability compliance agreement for the Greenville County Fire Districts Emergency Medical Technician Participation Agreement Grant. Treasurer Hannah seconded the motion, and the motion carried unanimously. Chief Baker then informed the Board that he submitted the Department's Annual

Equipment Certification Documents for 2018 to the South Carolina Department of Labor, Licensing and Regulations Fire and Life Safety Division. Fire Chief Baker summarized the Incident Response Reports for the months of September and October 2018, and the 2018 SC Fire Fatalities Report as of November 1, 2018. Lastly, Fire Chief Baker announced that the Department's former Assistant Fire Chief Larry D. Brown passed away on November 10, 2018 and the Department will have a Fire Engine leading the funeral procession from the mortuary to the cemetery. Fire Chief Baker asked if there were any questions. Chairman Bowen thanked the Department for all of their efforts with the new rescue truck. With there being no further questions or comments, Vice Chairman/Secretary Rea made a motion to accept the Fire Department report as written. Treasurer Hannah seconded the motion and the motion carried unanimously.

Chairman Bowen recognized Mrs. Jaime Daniel for the Financial Reports. Mrs. Daniel reviewed the Financial Reports as written and attached. She detailed the statement of net position, the statement of activities, general funds, and the cash flow statement. Mrs. Daniel asked if there were any questions. With no further discussion, Chairman Bowen made a motion to accept the Financial Reports as presented. Treasurer Hannah seconded the motion. The motion carried unanimously.

Under old business, Senior Accounting & HR Specialist Hackler stated the District was able to find and make an \$879,000 offer on land for a new headquarters, which closed on November 9, 2018. She also noted that the District was able to close within an allotted amount that allowed for a \$20,000 savings.

Under new business, Senior Accounting & HR Specialist Hackler stated that the District's bank has plans to up the interest on the District's money market and switch the District's checking account from a noninterest-bearing account to an interest-bearing account. Senior Accounting & HR Specialist Hackler asked if the Board was interested in entertaining a motion to change that. Treasurer Hannah made a motion to make the necessary changes to the District's banking accounts. Vice Chairman/Secretary Rea seconded the motion. With no opposition, the motion carried unanimously.

Secondly under new business, Director Babb and the Board held a brief discussion on the best course of action regarding sewer cleanouts for a new subdivision in the District. No action was taken. Vice Chairman/Secretary Rea asked Director Babb to reach out for advice on the matter and get back to the Board.

Lastly under new business, Treasurer Hannah asked Fire Chief Baker how many Emergency Medical Technicians (EMTs) the Department currently has on staff. Fire Chief Baker stated that the Department has eight or nine officially certified EMTs currently on staff and five firefighters who have signed up to take the national registry test to become certified. Treasurer Hannah recommended making a motion to require all firefighters, from captain down, to become a certified EMT within two years. Fire Chief Baker and the Board then held a brief discussion on the matter. The Board tabled the discussion to a later date.

Chairman Bowen opened the floor for public comment. Mr. Tom Guzik asked about the status of obtaining radios for the Commissioners. Fire Chief Baker stated that they need the correct information from the radio technicians, which has been delayed due to the new CAD system. Mr. Guzik encouraged the Board to speed the process up. Mr. Guzik also asked when the plans would begin for

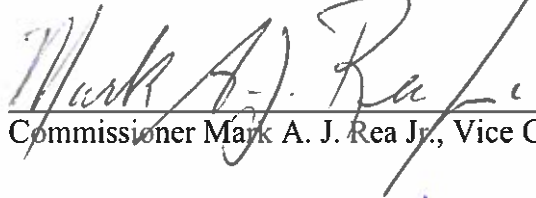
the new headquarters on District's recently purchased property. Chairman Bowen stated that the District is working on a plan and that when the plan is finalized, the District would then look into financing. Mr. Guzik thanked the Board for their time. Chairman Bowen asked if there were any other questions or comments. There were none.

There being no further business, Vice Chairman/Secretary Rea made a motion to adjourn the meeting. Chairman Bowen seconded the motion. The motion carried unanimously, and the meeting was adjourned at 5:59 pm.

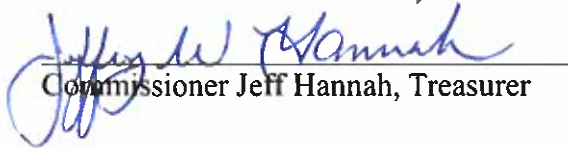


Commissioner Paul Bowen, Chairman

01/15/2019
Date Minutes Approved



Commissioner Mark A. J. Rea Jr., Vice Chairman/Secretary



Commissioner Jeff Hannah, Treasurer