

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR BI-MONTHLY MEETING
JULY 16, 2019**

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	Gary Cantrell, Operations Supervisor
Robert Van Pelt, Deputy Chief	Shane Bagwell, Accreditation Manager
Samantha Babb, Director of Sewer Services	Scott Yarbrough, Sewer Technician
Stephanie Hackler, Senior Accounting & HR Specialist	

OTHERS PRESENT:

Jaime Daniel, Tom Guzik

The meeting was called to order by Chairman Bowen at 4:31 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 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. Vice Chairman/Secretary Rea asked what the District's total reserve balance was. Mrs. Daniel stated that it was about \$4.1 million dollars. With no further questions or discussion, Treasurer Hannah made a motion to accept the Financial Reports as presented. Vice Chairman/Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Bowen opened the floor for the GovSpend presentation delivered via teleconference. Senior Accounting & HR Specialist Hackler recognized Jeff and Sally with GovSpend, a company that has requested the Board see a web demonstration on public procurement, where the District can see what its fellow peers are paying for the same things it purchases on a daily basis. After the presentation, Fire Chief Baker asked about the cost of the program. Jeff stated that GovSpend charges by means of an annual subscription per licensed user. Senior Accounting & HR Specialist Hackler then asked how GovSpend was compiling its data. Jeff stated that on a federal level, the data is uploaded to the GovSpend system via an automatic sync. On the state level, the data is uploaded to the GovSpend system monthly. On the local level, agencies upload their data to the GovSpend system themselves and GovSpend has a team to work with those local agencies to automate that process. Lastly, Senior Accounting & HR Specialist Hackler asked about piggybacking off of other agencies with the GovSpend program. Jeff answered that GovSpend includes contract numbers and purchase

orders that cooperatives use for piggybacking purposes. With no further questions, Jeff and Sally thanked the Board for their time.

Chairman Bowen presented the minutes from the regularly scheduled bi-monthly meeting held on May 21, 2019 at 4:30 pm, a special called meeting held on June 6, 2019 at 11:00 am, and the special called Public Hearing held on June 27, 2019 at 4:30 pm. Vice Chairman/Secretary Rea made a motion to accept the three sets of meeting minutes as presented. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Director Babb for the Sewer Department report. Director Babb reviewed the written and attached Sewer Report. She reviewed the Permit Fees for the months of May and June 2019. Director Babb reviewed the Work Order and Service Request summaries from July 1, 2019 to the present date. Director Babb introduced Scott Yarbrough to the Board as the new Sewer Technician for the Construction Crew that was hired May 28, 2019. She then reviewed the meetings and training attended during the previous months as well as all upcoming meetings/training. Director Babb announced that Sewer Technician Jake Larance resigned on June 20, 2019. She also announced that Greenville County forwarded the Taylors Tax Notice Spreadsheet to the District to update with Sewer User Fees. Lastly, Director Babb announced that on July 1, 2019, the District switched its payroll processing dates, which gives Department Heads and Senior Accounting & HR Specialist Hackler a 3-day processing period for payroll. Director Babb then asked if there were any questions. There were no questions. Vice Chairman/Secretary Rea made a motion to accept the Sewer Department report as written. Chairman Bowen seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Fire Chief Baker for the Fire Department Report. Before presenting his report, Fire Chief Baker gave the Board arrangements to former Taylors Firefighter Blake Watson's funeral. He then presented his report as written and attached. Fire Chief Baker reviewed the meetings attended during the previous months, as well as upcoming training and meetings. He recognized the years of service, resignations, and deployment for various personnel. Fire Chief Baker then announced Captain Marty Dixon has been promoted to Battalion Chief on C-Shift. Lieutenant Matthew Hughes has been promoted to Captain on B-Shift. Fire Specialist Rick Radzak has been promoted to Lieutenant on B-Shift. Fire Chief Baker also announced Coty Cox was hired as a firefighter on July 2, 2019 assigned to A-Shift and Ryan Mihalko was hired as a firefighter on July 4, 2019 assigned to C-Shift. Fire Chief Baker also announced there was a sign-up sheet in the training room at Station #81 for the International Association of Fire Chiefs Fire/Rescue Conference in Atlanta on August 7, 2019 through August 10, 2019 for anyone who would like to attend. He then requested that the Board consider keeping the old rescue truck as a reserve vehicle since previously discussed modifications are not cost effective. Fire Chief Baker then briefed the Board on Incident Call #19-01693 and shared attached photos. On June 5, 2019, the Department was compliant on DHEC's vehicle inspection for Engine #81 other than the issue of whether to carry back boards on the engine. The Department also received its non-dispensing drug permit. Fire Chief Baker then requested to declare the 2005 Ford Expedition as surplus to list on the Gov-Deals website to sell as an "As Is" vehicle. In addition, once a judge grants ownership to the abandoned trailer found on the District's property, the District will be able to submit a title for the trailer and sell it. Fire Chief Baker summarized the Incident Response Reports for the months of May and June 2019, and the 2019 SC Fire Fatalities Report as of July 2, 2019. Lastly, Fire Chief Baker asked if there were any questions.

Vice Chairman/Secretary Rea made a motion to accept the Fire Department report as written. Chairman Bowen seconded the motion. The motion carried unanimously.

Under old business, Vice Chairman/Secretary Rea made a motion to designate Fire Chief Baker and his staff to conduct the due diligence regarding the 2005 Ford Expedition as surplus to list on Gov-Deals as an "As Is" auction. Treasurer Hannah seconded the motion. The motion carried unanimously.


Also, under old business, Vice Chairman Secretary Rea made a motion to allow Fire Chief Baker as he sees fit with his staff, to retain the old rescue truck as a back up to the new rescue vehicle at their discretion. Treasurer Hannah seconded the motion. The motion carried unanimously.

There was no new business.

Vice Chairman/Secretary Rea made a motion to go into executive session to discuss personnel and employee benefits. Treasurer Hannah seconded the motion. The motion carried unanimously. The Board entered executive session at 5:42 pm.

Vice Chairman/Secretary Rea made a motion to exit executive session. Treasurer Hannah seconded the motion. The motion carried unanimously. The Board exited executive session at 7:00 pm. No action was taken during executive session.

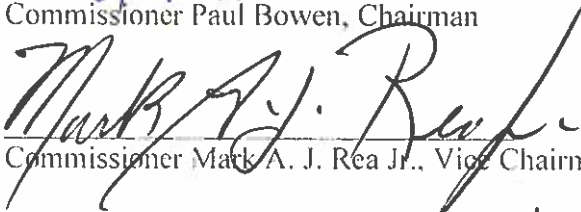
There being no further business, Treasurer Hannah made a motion to adjourn the meeting. Vice Chairman/Secretary Rea seconded the motion. The motion carried unanimously, and the meeting was adjourned at 7:02 pm.




Commissioner Paul Bowen, Chairman



Date Minutes Approved



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



Commissioner Jeff Hannah, Treasurer

