

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR BI-MONTHLY MEETING
OCTOBER 10, 2017**

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

Douglas L. Wavle, Commission Chairman
Paul Bowen, Commission Vice Chairman/Treasurer

STAFF PRESENT

Bobby Baker, Fire Chief
Samantha Babb, Director of Sewer Services
Robert Van Pelt, Assistant Fire Chief
Stephanie Hackler, Senior Accounting & HR Specialist

James Baker, Fire Marshal
Gary Cantrell, Operations Supervisor
Mike Jones, TV Crew Leader

OTHERS PRESENT:

Gary Bailey (Love Bailey & Associates), David Grabosky (A.T. LOCKE), Matthew Hughes (Bob Jones University), Anna Locke (A.T. LOCKE), Joanna Lynch (Bob Jones University)

The meeting was called to order by Chairman Wavle at 4:30 pm. Chairman Wavle stated that the media outlets who requested notification of this bi-monthly meeting were notified via door posting, email, website, Facebook, and Twitter.

Chairman Wavle presented the minutes from the regularly scheduled bi-monthly meeting held on August 29, 2017 at 4:30 pm. Vice Chairman/Treasurer Bowen made a motion to accept the August 29, 2017 minutes as written and attached. Chairman Wavle seconded the motion. The motion carried unanimously.

Chairman Wavle spoke briefly regarding committed funds. Chairman Wavle made a motion to de-commit funds previously committed for facility improvements and capital assets in the amount of \$294,701 and commit a total of \$350,000 of funds for capital improvements related to the District's future capital projects as of June 30, 2017. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Mr. David Grabosky for the Financial Reports. Mr. Grabosky reviewed the Financial Reports as written and attached. He detailed the statement of net position, the statement of activities, general funds, and the cash flow statement. Vice Chairman/Treasurer Bowen made a motion to accept the Financial Reports as presented. Chairman Wavle seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Mr. Gary Bailey to present the findings of the FY17 Financial Audit. Mr. Bailey was pleased to announce that Love Bailey and Associates has issued a clean unqualified opinion, stating that the District's financial statements were presented in accordance with generally

accepted accounting principles. Mr. Bailey stated that everything went smoothly, and that they did not have to do journal entries during the audit, which is highly unusual. He stated that having to do no journal entries reflects upon how good the District's books are. Mr. Bailey also stated that he was pleased that the District used an outsourced firm to conduct the audit, because it gave an independent control. In addition, Mr. Bailey stated that the District had a really good year with finances because user fees were increased and had not been spent yet. Lastly, Mr. Bailey stated that he had no recommendations regarding the audit and could give the Board a brief overview of the layout of the audit report, but stated that it would look exactly like the draft audit, being that no journal entries were reported. He stated that he could answer any questions that the Board may have regarding the audit. Chairman Wavle thanked Mr. Bailey for Love Bailey and Associates' assistance during the audit. Mrs. Locke thanked Mr. Bailey for traveling to present the FY17 Audit Report. Vice Chairman/Treasurer Bowen made a motion to accept the FY17 Financial Audit Report as presented, pending no further changes. Chairman Wavle seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Director Babb for the Sewer Reports. Director Babb reviewed the written and attached Sewer report. She reviewed the Permit Fees for the months of August and September 2017. Senior Accounting & HR Specialist Hackler interjected that the Permit Fee Report needed to be corrected to reflect its chart, and that she would do so. Director Babb reviewed the Work Order and Service Request summaries from July 1, 2017 to the present date. Director Babb updated the Board on the SCDOT Edwards Road Bridge Project, as well as read aloud a letter from SCDOT detailing the project. She also announced that the Sewer Department had placed two items on GovDeals, and that GIS Analyst Rackley's last day was on September 22, 2017. Director Babb then detailed the various meetings and training opportunities that the Sewer Department attended in the proceeding months. Director Babb thanked the Commission Board for allowing her and Operations Supervisor Cantrell to attend WEFTEC this year. She also detailed the meetings/training that are scheduled for the coming months. Director Babb then asked if there were any questions regarding the Sewer Department reports. With there being no questions or comments, Chairman Wavle made a motion to accept the Sewer Department Reports as written. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Fire Chief Baker for the Fire Reports. Fire Chief Baker presented his report as written and attached. Fire Chief Baker reviewed the meetings he attended during the previous months. Fire Chief Baker recognized the years of service for various personnel, resignations, and deployment. Fire Chief Baker then updated the Board on the weakened Fairhaven Drive Bridge. He also reported that the Fire Department received \$336 from the Aluminum Can Recycle Program. Fire Chief Baker also announced that he submitted the Fire Department's annual equipment certification documents for 2017 to the SC Department of Labor, Licensing and Regulations, as well as to the Fire and Life Safety Division. In addition, Fire Chief Baker announced that Lieutenant Burgess was deployed with SC-HART (South Carolina Helicopter Aquatics Rescue Team) for Hurricane Harvey to the state of Texas. Fire Chief Baker then summarized the Incident Response and Fire Fatalities Reports for June and July 2017. Fire Chief Baker then brought the Board's attention to the temporary firefighter pool application and explained the details of the Part-Time Fire Department Employee Program. He also briefed the Board on radio grants that the Department had applied for, and the installation date of the 800 MHz radios. The radios will be installed in Engines #81, #82, and #83, and on Platform on October 16, 2017. Fire Chief Baker also informed the Board that these four radios were covered by the first grant the Fire Department applied for, and the second radio grant the

Department applied for was rejected. The Fire Department plans to reapply for a third time. Fire Chief Baker presented the Greenville County Mutual Aid Agreement and announced it was time to sign it again. Lastly, Fire Chief Baker read aloud a letter from Firefighter Perry regarding damage done to Firefighter Bors' home during Hurricane Irma. Vice Chairman/Treasurer Bowen made a motion to allow Fire Chief Baker to proceed with the Part-Time Fire Department Employee Program. Chairman Wavle seconded the motion, and the motion carried unanimously.

Chairman Wavle recognized Assistant Fire Chief Van Pelt for his report. Assistant Fire Chief Van Pelt reviewed the training, meetings, new hires, fire investigations, and automatic aid for the previous months. Assistant Fire Chief Van Pelt announced that Firefighter Estep passed his 1-year test and Firefighter Rollins passed the Fire Officer I class. Assistant Fire Chief Van Pelt also announced that Battalion Chief Gossett, Battalion Chief Reed, Lieutenant Wirnsberger, Lieutenant Bagwell, Captain Dixon, Captain Burgess, and himself completed the Fire Officer IV class. Assistant Fire Chief Van Pelt briefed the Board on the Emergency Operations Center (EOC) that was set up at Station #81 for Tropical Storm Irma, where Fire and Sewer personnel worked together. He also announced that the Department is still working on specifications for the new rescue truck, and that drawings will be finalized October 16th through the 18th. Lastly, Assistant Fire Chief Van Pelt announced that flu shots would be administered on October 25th and 26th from 7:45 am until 8:30 am at Station #81 in the kitchen. There were no questions or comments on Assistant Fire Chief Van Pelt's report.

In the absence of Fire Marshal Baker, Chairman Wavle recognized Assistant Fire Chief Van Pelt for Fire Marshal Baker's report. Assistant Fire Chief Van Pelt presented Fire Marshal Baker's report as written and attached. He reviewed the inspections, training/meetings, investigations, and fire prevention measures for the previous months. Assistant Fire Chief Van Pelt announced that Fire Marshal Baker assisted all 5 public schools in the District with fire drills in August and September. Assistant Fire Chief Van Pelt also announced that Fire Marshal Baker submitted the Quarterly Fire Marshal's Reports to the State Fire Marshal's Office on September 29, 2017. Lastly, Assistant Fire Chief Van Pelt announced that October 8th through the 14th is Fire Prevention Week, with this year's theme being, "Every Second Counts- Plan 2 Ways Out." With there being no questions or comments, Chairman Wavle made a motion to accept the Fire Department Reports as written. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

There was no old business to discuss.

Under new business, Director Babb announced that the next Greenville County Special Purpose District quarterly meeting will be held on October 19, 2017 at 7:00 pm at Gant Fire Department's Headquarters. Fire Chief Baker thanked Assistant Fire Chief Van Pelt, Director Babb, Operations Supervisor Cantrell, and all personnel involved for their joint efforts in assisting with Tropical Storm IRMA at Station #81. Chairman Wavle stated that the District works together well as a unit and thanked all employees for their hard work and working well together.

Chairman Wavle moved to go into executive session for discussion of employment, appointment, compensations, promotion, demotion, discipline, or release of an employee and to receive legal advice where the legal advice relates to pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the District in other adversary situations involving the assertion against the District agency of a claim. Vice

Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously. The Board entered executive session at 5:58 pm.

Vice Chairman/Treasurer Bowen made a motion to exit executive session. Seconded by Chairman Wavle, the motion carried. The Board exited executive session at 7:29 pm. No action was taken during executive session.

There being no further business, Chairman Wavle made a motion to adjourn the meeting. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously and the meeting was adjourned at 7:30 pm.



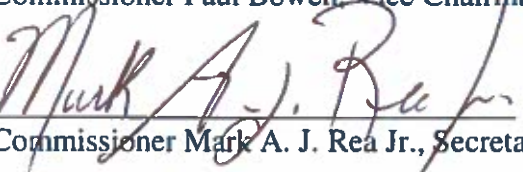
Commissioner Douglas L. Wavle, Chairman



Date Minutes Approved



Commissioner Paul Bowen, Vice Chairman/Treasurer



Commissioner Mark A. J. Rea Jr., Secretary