

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR BI-MONTHLY MEETING  
DECEMBER 12, 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  
Mark A. J. Rea Jr., Commission Secretary

**STAFF PRESENT**

Bobby Baker, Fire Chief	Jennifer Franz, GIS Analyst
Samantha Babb, Director of Sewer Services	Gary Cantrell, Operations Supervisor
Robert Van Pelt, Assistant Fire Chief	Chris Stamey, Cleaning Crew Leader
James Baker, Fire Marshal	Chris Powell, Construction Crew Leader
Todd Jennings, Captain	Mike Townsend, ROW Crew Leader
Stephanie Hackler, Senior Accounting & HR Specialist	Mike Jones, TV Crew Leader

**OTHERS PRESENT:**

David Babb, Kaelyn Cashman (Greer Citizen), Jaime Daniel, Robby Fore (Spartan Apparatus), Jeff Hannah (Commissioner Elect), Chris Harris (Spartan Apparatus), Benjamin Wavle, Emily Wavle, Joshua Wavle, Pat Wavle, Tara Wavle

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 October 10, 2017 at 4:30 pm. Secretary Rea made a motion to accept the October 10, 2017 minutes as written and attached. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Director Babb reviewed the written and attached Sewer report. She reviewed the Permit Fees for the months of October and November 2017. She reviewed the Work Order and Service Request summaries from July 1, 2017 to the present date. Director Babb then detailed the various meetings and training opportunities that the Sewer Department attended in the proceeding months. She also detailed the meetings/training that are scheduled for the coming months. Director Babb briefed the Board on Edwards Road Sewer Relocation (SCDOT) Project and System 6 updates from Frazier Engineering. Chairman Wavle asked Director Babb to elaborate on where System 6 is in relationship to the District as a whole. Director Babb stated that System 6 consisted of the Tanner and Reid School Road area. Chairman Wavle commented that there were older lines in neighborhoods in System 6 that were in need of repair because of tree roots. Chairman Wavle then thanked the Sewer Department for a job well done with rehabilitation in System 6.

Director Babb and Fire Chief Baker interjected, and held a special presentation. They presented Chairman Wavle with a Dedicated Service Award for his years served as a Taylors Fire and Sewer District Commissioner. Chairman Wavle thanked the District and said that it was his pleasure to have served the District.

Director Babb then continued her report by briefing the Board on subdivision issues that the Sewer Department has been experiencing. New subdivisions have not been following Taylors' sewer policy on sewer tap installations. As a result, Director Babb has put a hold on all brand-new construction. No permits are allowed to be sold to new subdivisions, because they are not following instructions. Director Babb, Operations Supervisor Cantrell, and TV Crew Leader Jones are meeting with the home builders and plumbers onsite for each new subdivision. When they see that home builders and plumbers are following Taylors' policy, Director Babb will release more new permits. Director Babb stated that a few steps in the Sewer Service Connection Specifications are being rewritten to make them clearer and to state that the tap must be inspected twice. Director Babb also stated that she has considered having all plumbers preregister to be able to work in the District. She also warned that if this issue arises again, the District can either impose a fine or revoke plumbers' privileges to work in the District. Director Babb also discussed escrow options. Director Babb and the Board then held a lengthy discussion on options to resolve the subdivision issues. Director Babb stated that the District's Enabling Act allowed the Board to produce fines, and she thought that a fine and registering plumbers was a better option than an escrow account for plumbers. Director Babb asked the Board if they wanted her to continue to meet with the home builders and plumbers for each new subdivision and proceed like she has been, or if they wanted her to start fining home builders and plumbers for not following Taylors' policy. Chairman Wavle stated that the Board would come up with a motion to handle this issue by the end of the meeting. Director Babb finished her report with introducing Mrs. Jennifer Franz as the District's new GIS Analyst. Director Babb stated that GIS Analyst Franz has been working diligently with the SC811 Program, as well as with the District's Engineer to put new subdivisions into the GIS with Computed Aided Designs (CAD) Drawings. Fire Chief Baker commented that GIS Analyst Franz has already assisted the Fire Department as well. Director Babb then asked if there were any questions regarding the Sewer Department reports. With there being no questions or comments, Secretary Rea 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. He presented his report as written and attached. Fire Chief Baker briefed the Board on the Fire Department's new Rescue Truck specifications, drawings, and quote from Spartan Fire and Emergency Apparatus/Fire-Rescue GPS. He stated that additional funds were needed for the truck's equipment. Fire Chief Baker also briefly informed the Board of quotes received for the Department's new Air-Packs, RIT-Packs, and 800-MHZ Radios. Fire Chief Baker then presented Resolution 2017-2 for approval, in reference to purchasing the above truck and equipment. Fire Chief Baker thanked Assistant Fire Chief Van Pelt for all of the leg work he did on the specifications for the new Rescue Truck. Fire Chief Baker, Assistant Fire Chief Van Pelt, and Mr. Robby Fore and Mr. Chris Harris from Spartan Apparatus answered the Board's questions regarding the new Rescue Truck. Vice Chairman/Treasurer Bowen made a motion to accept Resolution 2017-2. Chairman Wavle seconded the motion. With no discussion, the motion carried unanimously. Vice Chairman/Treasurer Bowen then made a motion to allow Fire Chief Baker to sign the purchase order for the new Pierce Rescue Truck on December 13, 2017. Chairman Wavle seconded the motion, and the motion carried unanimously.

Fire Chief Baker continued his report and reviewed the meetings he attended during the previous months. He recognized the years of service, resignations, and deployment for various personnel. Fire Chief Baker then announced that Greenville Water notified the Department, as well as the residents of Trent Drive, about a construction project to replace aging water lines in the area. He then summarized the Incident Response Reports for the months of October and November 2017, and the Fire Fatalities Report as of December 5, 2017. Fire Chief Baker asked if there were any questions. There were no questions or comments.

Chairman Wavle recognized Assistant Fire Chief Van Pelt for his report. Assistant Fire Chief Van Pelt presented his report as written and attached. He reviewed the training, meetings, automatic aid, and fire investigations for the previous months. Assistant Fire Chief Van Pelt announced that the total training hours for the year were 11,613.6 hours. Fire Chief Van Pelt also announced that the Department is taking part of Greenville Health System's EMT Grant, and classes extend from January 16, 2018 until May 8, 2018. He informed the Board that the Department received automatic aid 7 times and gave automatic aid 5 times for previous months. Assistant Fire Chief Van Pelt proudly announced that the Department's response times were met 100 percent of the time from November 2016 until October 2017. Assistant Fire Chief Van Pelt briefed the Board on several projects that the Department has been working on. Assistant Fire Chief Van Pelt finished his report and stated that he turned one application in to Fire Chief Baker for hire. Assistant Fire Chief Van Pelt then recognize Fire Chief Baker for his years of service to the Department. He presented Fire Chief Baker with an award for 33 years of service and dedication. Fire Chief Baker thanked the staff and the Board. There were no questions or comments on Assistant Fire Chief Van Pelt's report.

Chairman Wavle recognized Fire Marshal Baker for his report. Fire Marshal Baker presented his report as written and attached. He reviewed the inspections, training/meetings, investigations, and fire prevention measures for the previous months. Fire Marshal Baker thanked all three shifts for their hard work and dedication with regards to Fire Prevention in the previous months. He also announced that during the month of October, they were present at the American Legion's Ribbon Cutting Ceremony. Lastly, Fire Marshal Baker announced that the Department will be assisting families that are in need by providing gifts to children who would not otherwise have Christmas gifts. He stated himself or Senior Accounting & HR Specialist Hackler can be contacted if anyone wants to assist. Being that there were no questions or comments, Chairman Wavle made a motion to accept the Fire Department Reports as written. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Wavle 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. Chairman Wavle asked if there were any questions or comments. Director Babb stated that Mrs. Daniel is the District's new independent financial consultant, and welcomed her aboard. Chairman Wavle made a motion to accept the Financial Reports as presented. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Director Babb to present Resolution 2017-3 for the Board's approval, which amends section 2.7-8 of the Taylors Fire and Sewer District Bylaws. Chairman Wavle read aloud the amended Resolution 2017-3. Chairman Wavle then moved to accept Resolution 2017-3. Secretary Rea seconded the motion, and the motion carried unanimously.

Chairman Wavle recognized Director Babb to present the amended Employment Manual for the Board's approval. Director Babb briefly reviewed the amendments. Chairman Wavle made a motion to approve the amended Employment Manual. Vice Chairman/Treasurer seconded the motion. The motion carried unanimously.

Under old business, the Board revisited the Sewer Department's Reports with regards to the previous discussion on new development issues, specifically Taylors' sewer policy on sewer tap installations. Secretary Rea moved to table the discussion to the next meeting, when the Board can determine how to amend the said policy appropriately. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously. Chairman Wavle stated that the only concern he has with the motion, is that the Board has not made the 2018 meeting schedule yet. Secretary Rea then moved to amend the previous motion to table the new subdivision discussion to the next regularly scheduled meeting. Chairman Wavle seconded the amended motion. After another brief discussion on how to proceed with plumbers not following Taylors' sewer policy on sewer tap installations, the amended motion carried unanimously.

Under new business, the Board held a lengthy discussion on the 2018 Commission Meeting Schedule. Vice Chairman/Treasurer Bowen made a motion to change the regularly scheduled Commission Meetings to the second Tuesday of every odd numbered month at 4:30 pm. Secretary Rea seconded the motion. The motion carried unanimously.

Director Babb announced that the Sewer Department's Christmas party will be held on Thursday, December 14, 2017 at 6 pm at the Sewer Shop. Chief Baker then thanked Chairman Wavle for his years of service as a Commissioner for the District.

There being no further business, Chairman Wavle made a motion to adjourn the meeting. Secretary Rea seconded the motion. The motion carried unanimously and the meeting was adjourned at 7:59 pm.

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Commissioner Douglas L. Wavle, Chairman

1-9-18  
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Date Minutes Approved

Paul Bowen  
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Commissioner Paul Bowen, Vice Chairman/Treasurer

Mark A. J. Rea Jr.  
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Commissioner Mark A. J. Rea Jr., Secretary