

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR BI-MONTHLY MEETING
DECEMBER 13, 2016**

The regular 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	Mike Townsend, Right-of-Way Crew Leader
Samantha Bartow, Director of Sewer Services	Gary Cantrell, TV Crew Leader
Robert Van Pelt, Assistant Fire Chief	Chris Powell, Construction Crew Leader
Stephanie Hackler, Bookkeeper	

OTHERS PRESENT:

Gary Bailey (Love Bailey & Associates), Julie Grant (Love Bailey & Associates), Humayun Raja (Taylors Resident), Tina Smerdon (A.T. LOCKE)

The meeting was called to order by Chairman Wavle at 4:35 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 meeting held on October 11, 2016 at 4:30 pm. Vice Chairman/Treasurer Bowen made a motion to accept the minutes from the meeting as written and attached. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Love Bailey and Associates to present the findings of the FY16 Financial Audit Report. Mr. Bailey was pleased to announce that the audit was complete and that they have issued an unqualified opinion stating that our financial statements were presented in accordance with generally accepted accounting principles. Mr. Bailey gave the Commission Board a brief overview of the layout of the audit and highlighted the pertinent information. Mr. Bailey stated that everything went smoothly, proper documentation was made available, and that records were in good order. He stated that they did not have any issues or find any evidence of fraud. Chairman Wavle thanked the Commission and the staff of both Love Bailey and A.T. LOCKE for their assistance during the audit. Chairman Wavle made a motion to accept the FY16 Financial Audit as presented. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Director Bartow for the Sewer Reports. Director Bartow stated that she would not be presenting a GIS Report, as GIS Analyst King put in her resignation and completed her last day with the District on November 10, 2016. Director Bartow stated that herself and Chief Baker would be interviewing GIS Candidates on January 3rd and 4th of the new year.

Director Bartow presented the Sewer report as written and attached. She reviewed the Permit Fees for the months of October, November, and December 2016. She reviewed the Work Order and Service Request summaries from July 1, 2016 to the present date. Director Bartow 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. Vice Chairman/Treasurer Bowen then asked about the whereabouts of the email from Mr. Frazier with Fraizer Engineering to Renewable Water Resources regarding System 6 Rehabilitation and piggyback contracts. Director Bartow then briefly detailed the contents of the email from Mr. Fraizer. Chairman Wavle then asked what is the estimated timeframe and cost to carry out the System 6 Rehabilitation Project. Director Bartow stated that another meeting is scheduled for December 22, 2016 to discuss the project, its timeframe, and cost in more detail, that will include herself; the District's Engineer, Mr. Pace; Frazier Engineering's Engineer, Mr. Frazier; and Renewable Water Resources' Executive Director, Mr. Rich. Director Bartow asked if there were any more questions regarding the Sewer Department reports. With there being no further questions or comments, Secretary Rea made a motion to accept the Sewer Department Report 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. Fire Chief Baker announced that the District had received two resignations; one from Firefighter Silvernail on October 17, 2016 and one from Firefighter McDonald on November 23, 2016. Fire Chief Baker stated that the Department was in the process of taking more applications for the open positions. Fire Chief Baker requested the Board to review the draft copy of the Regional Fire Equipment Testing Proposal attached to their packets, that stated that Taylors, Boiling Springs, Pelham-Batesville, and the City of Greer Fire Departments are in the process of requesting a proposal for regional fire equipment testing by an outside company. Fire Chief Baker explained that equipment will be tested per National Fire Protection Association (NFPA) Standards, removing the liability from the fire departments. Secretary Rea asked if the Regional Fire Equipment Testing Proposal was going into effect, or if the proposal was just a draft. Fire Chief Baker answered that the proposal was just a draft. Fire Chief Baker also called the Board's attention to the attached draft copy of a Memorandum of Understanding in reference to the consolidated dispatch service between the City of Greer Police Department, City of Greer Fire Department, Taylors, Boiling Springs, and Pelham-Batesville Fire Departments. Fire Chief Baker then briefly explained the Memorandum of Understanding's purpose. Chairman Wavle commented that the consolidated dispatch service is cost effective and will provide a quicker response time for all entities that are involved. Fire Chief Baker then summarized the Incident Response and Fire Fatalities Reports for the previous months. Secretary Rea then commented on the Department's willingness and responsiveness when it comes to their response time to calls. Fire Chief Baker asked if there were any questions. There were no questions.

Chairman Wavle recognized Assistant Fire Chief Van Pelt for his report. He 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 Firefighter Williams passed his 4-year test and got checked off on platform operations. He also announced Firefighter Pronk passed his 4-year test and got checked off on the Engine. Assistant Fire Chief Van Pelt stated that the Department submitted a grant for 24 EMT's and a rescue truck for the Department. In addition, he announced that

the Department received automatic aid 100 times for the Department's call year, and gave automatic aid 102 times. It was also announced that the Department is taking applications for the position of Firefighter. Lastly, Assistant Fire Chief Van Pelt briefly detailed the Department's involvement in aid to the Pinnacle Mountain Fire. He stated that State Mobilization was put into place and the Department helped with the fire once it crossed into Greenville County. The Department sent an Engine and brush truck for several days, along with Assistant Fire Chief Van Pelt, Lieutenant Jennings, Firefighter Loveridge, Firefighter Pronk, and Firefighter Mintz who helped at the command post, the landing zone (LZ) for the helicopter pad, and in structural protection. Assistant Fire Chief Van Pelt summarized that the Pinnacle Mountain fire consumed 10,645 acres and cost 4.8 million dollars. Fire Chief Baker interjected that Assistant Fire Chief Van Pelt spent his Thanksgiving holiday aiding in the Pinnacle Mountain Fire. Chairman Wavle commented on alleged reports of the fire being intentionally started by various groups. Vice Chairman/Treasurer Bowen stated that he appreciated all of work from our Department in efforts to respond to the Pinnacle Mountain Fire. There were no further questions or comments.

Chairman Wavle recognized Assistant Fire Chief Van Pelt for Fire Marshal Baker's report in his absence. 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 stated that Fire Marshal Baker attended an Autism Awareness Workshop on November 9th and 10th. Assistant Fire Chief Van Pelt thanked all 3 Shifts on behalf of Fire Marshal Baker for their hard work and dedication, especially for going the extra mile in doing approximately a dozen different fire prevention programs in October of 2016. Assistant Fire Chief Van Pelt also announced that the Department partnered with the Red Cross to conduct a smoke alarm blitz on November 12, 2016 in Avondale Forest and on December 10, 2016 in the Brook Glenn Gardens subdivision. The Department installed 130 smoke alarms in the Avondale Forest subdivision and 199 in the Brook Glenn Gardens subdivision. Assistant Fire Chief Van Pelt thanked everyone who assisted in making the smoke alarm blitz a success on behalf of Fire Marshal Baker. Assistant Fire Chief Van Pelt asked if there were any questions with Fire Marshal Baker's report. Chairman Wavle suggested that the Fire Department Reports include the rank and shift of all Fire Department personnel mentioned in the Fire reports. With no further questions or comments, Secretary Rea made a motion to accept the Fire Department Reports as written. Chairman Wavle seconded the motion. The motion carried unanimously.

Chairman Wavle recognized Mrs. Tina Smerdon for the Financial Reports. Mrs. Smerdon reviewed the Financial Reports as written and attached. There being no questions or comments, Vice Chairman/Treasurer Bowen moved to accept the Financial Reports as presented. Secretary Rea seconded the motion. The motion carried unanimously.

Under old business, the Board revisited sewer tap connection fees that were tabled from the October 11, 2016 regularly scheduled commission meeting. Director Bartow suggested that the Board revisits and raises the sewer tap connections fees according to her newly calculated suggestions, since there are many new developments coming up in the District and since the fees have not been visited since 2007. Director Bartow explained the purpose of the sewer tap connection fee to the Board. Director Bartow then explained that the sewer tap connection fees would go up for new development, taking some of the burden off of current homeowners; but would remain the same for residents coming off of septic tank. Secretary Rea, as the Sewer Liaison, made a motion to accept Director Bartow's

recommendation to increase the sewer tap connection fees as written and attached in the Board's meeting packet. Vice Chairman/Treasurer Bowen seconded the motion. The motion carried unanimously.

There was no new business.

Chairman Wavle then recognized Mr. Humayun Raja for public comments. Mr. Raja then briefly voiced his concerns to the Board regarding the recent sewer user fee increase on his commercial parcels with 11 commercial units on the parcels combined. Vice Chairman/Treasurer Bowen then explained to Mr. Raja why the Board decided to raise the sewer user fees. Director Bartow then explained to Mr. Raja how much the sewer user fee had increased and how that affected his parcels and tax bills. Bookkeeper Hackler then brought up to Mr. Raja the scenario where some property owners with strip mall type parcels will pass on the increase of fees to their renters. Director Bartow then explained to Mr. Raja that the District only receives income once a year from the tax notices. Director Bartow went on to explain to Mr. Raja that the sewer user fee is only a one-time annual fee, and that if he would take the sewer user fee and divide it by the 12 months of the year, the fee would not seem as significant. Vice Chairman/Treasurer Bowen explained to Mr. Raja that the Commission Board would review the sewer user fees on a yearly basis to determine if the fees should increase, decrease, or remain the same. Mr. Raja thanked the Board and staff for the clarity they provided regarding the sewer user fee on his tax notice.

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 6:02 pm.




Commissioner Douglas L. Wavle, Chairman

2/28/2017

Date Minutes Approved



Commissioner Paul Bowen, Vice Chairman/Treasurer



Commissioner Mark A. J. Rea Jr., Secretary