

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR MONTHLY MEETING  
JULY 9, 2013**

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**

Gilbert T. Rivers, Commission Chairman  
Douglas L. Wavle, Commission Vice Chairman/Treasurer  
Mark A. J. Rea Jr., Commission Secretary

**STAFF PRESENT**

Bobby Baker, Fire Chief	William "Red" Ables, Operations Coordinator
Bobby Van Pelt, Assistant Fire Chief	Stephanie Hackler, Bookkeeper
James Baker, Fire Marshal	
Samantha Bartow, Director of Sewer Services	

**OTHERS PRESENT:**

Amanda Bradford (Greer Citizen), Jaime Daniels (A.T. LOCKE), Gary Dobson (Prime Benefits), Tim Hanbury (Prime Benefits), Katie Jones (Greenville News), Stacey Lemmond (Ask and Receive Web Design and Hosting), Anna Locke, (A.T. LOCKE), Nick Nicholson (Haynsworth, Sinkler, Boyd), Ben Stoner (A.T. LOCKE), Scott Taylor (A.T. LOCKE)

The meeting was called to order by Chairman Rivers at 4:30 pm.

Chairman Rivers asked that the minutes be presented. Secretary Rea presented the minutes from the Regular Scheduled Meeting held June 18, 2013 at 4:30 pm. He made a motion to accept the minutes as written. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Director Bartow for the Sewer Reports. Director Bartow stated in the absence of GIS Analyst Hammer, she would be presenting her report as written and attached. Director Bartow reported that GIS Analyst Hammer along with Battalion Chief Reed has completed the final changes on the Fire Hydrant Maps and they are ready to print. GIS Analyst Hammer continues to work along with Stacey Lemmond of Ask and Receive Web Design and Hosting to prepare the District's website. The website went live on June 14, 2013. Director Bartow also stated that GIS Analyst Hammer has continued working on updating the ArcGIS software to allow the District to expand our current capabilities in mapping. Director Bartow presented her report as written and attached. She reported an SSO (Sanitary Sewer Overflow) that was not included in her report due to its recent occurrence. On July 6, 2013 two manholes behind 31 Robinhood Road were stopped up due to rags and grease and the Sewer Personnel unclogged. The overflow could have been avoided if the property owner had called in during the week. The overflow was approximately 650 gallons. She reviewed the Permit Fees and Workers Comp Report as well as meetings/training that were attended by Sewer and District Personnel during the month. Director Bartow reviewed the progress the Sewer Department has made during the month of June as well as the fiscal year to date totals. Director Bartow stated that the Sewer Department is working with Pete Duty and Associates to install monitoring systems on our 3 pump stations and the project is now complete. Director Bartow stated that she has been working on the Work

Order Management Program along with GIS Analyst Hammer. They have decided to go with Cityworks. They looked at 4 programs and felt that Cityworks has all of the necessary components that are needed. Director Bartow has been corresponding with them to get a contract negotiated. She has also been working on a contract with the integrator who puts the two computer systems together allowing Cityworks to work with ESRI's ArcGIS package. Director Bartow presented the draft contracts from both vendors for the Commission Board to review. Vice Chairman/Treasurer Wavle made a motion to give Director Bartow authorization to execute the contract with the GIS software providers, contingent on the contract being approved by the District's legal counsel. Secretary Rea seconded the motion. The motion carried unanimously. Director Bartow completed her report and asked if there were any questions. Vice Chairman/Treasurer Wavle asked if Pete Duty and Associates would now be monitoring the pump stations in place of our other vendor. Director Bartow replied that we will continue to use our same vendor to monitor however Pete Duty and Associates provided equipment and telephone service in order for the District to be better informed as to the pumps status. Vice Chairman/Treasurer Wavle then inquired about the meeting that was held with Renewable Water Resources concerning the flow monitoring data. Director Bartow stated that our lines were good however other sewer districts are contributing to some of the problem. Secretary Rea asked if we met our requirements. Director Bartow stated that the meeting was to determine what the problem was. Vice Chairman/Treasurer Wavle moved to accept the Sewer Department Reports as written. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Rivers 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 in June. Fire Chief Baker briefed the Commission Board on a meeting held concerning Riverside Village Subdivision on Brushy Creek Road. Chairman Rivers asked Director Bartow if the Sewer Department was in the same discussions concerning their tax interest in the subdivision. Director Bartow stated we are waiting to hear back from the County. Fire Chief Baker updated the Board on the Senate and House Bills that may affect the District. He stated that information regarding these Legislative updates are provided in the meeting packet. Fire Chief Baker informed the Commission Board about a new technology offered to Fire Departments. InnoaPad is a mobile technology recovery system for collection of incident data and to help facilitate filing of reimbursement claims. The benefit of the technology is to help reimburse the District for some of the time and expense incurred on some of the calls. Fire Chief Baker stated that the contract has already been reviewed by the District's legal counsel and presented the Commission Board with the contract for approval. Secretary Rea made a motion to give Fire Chief Baker authorization to execute a contract for mobile technology recovery services provided that said contract would be in agreement with the District's legal counsel. Fire Chief Baker recognized Fire Marshal Baker for 9 years of service, Firefighter Abbott and Firefighter McAntyre for 8 years of service and Firefighter Krawczyk for 3 years of service. Fire Chief Baker announced that he hired Blake Segars and Hunter Perry to fill the vacant firefighter positions. He reviewed the Workers Compensation report as well as the Monthly Incident Response Report.

Assistant Fire Chief Van Pelt presented his report as written and attached. He reported on the various training completed during the month and plans in the future months. Assistant Fire Chief Van Pelt reported that the Department has been allowed access to the Scott Towers downtown in order to do search and rescue training as well as rope rescue training. Assistant Fire Chief Van Pelt recognized Firefighters Longino, Krawczyk, Parris and Pronk for passing the emergency

driving class. Firefighter Parris also passed his 1 year test. He then reported on meetings that he has attended. He updated the Commission Board on the status of the station repairs as well as the progress of the fire hydrant tagging process. Assistant Fire Chief Van Pelt commended the Fire Department staff for their dedication to the station upgrades. The staff doing the work is saving the District a lot of money. Assistant Fire Chief Van Pelt updated the Commission Board on the status of the Explorer Program. Assistant Fire Chief Van Pelt detailed the various Fire Prevention events that were held throughout the month of June.

Chairman Rivers recognized Fire Marshal Baker to present his report as written and attached. He reviewed the inspections, pre-plans, and occupancy permits for the month. He reviewed the training he received during the month as well as the training scheduled for future months. Fire Marshal Baker thanked Lieutenant Hall and Heather Eads (both of whom are advisors from Taylors Fire Department Explorer Program) for volunteering their time to assist with the Boiling Springs Fire Department Boot Camp. Fire Marshal Baker along with Lieutenant Hall and Ms. Eads volunteered 5 days and 1 overnight stay. The Boot Camp was a huge success because of everyone who helped with the program. Fire Marshal Baker congratulated all of the Explorers for passing their 1152 certification. He especially recognized Ben Davie, stating that he represented Taylors Fire Department very well in his attitude, academics, and willingness to work. All the Explorers did a great job. There being no further discussion, Vice Chairman/Treasurer Wavle made a motion to accept the Fire Department Reports as written and attached. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Mr. Ben Stoner for the Financial Reports. Mr. Stoner reviewed his reports as written and attached. Mr. Stoner stated that overall, May was a good month. He stated that revenues were less than budgeted however he wanted to remind the Commission Board that in the previous month, revenues were well over budget. Overall, there is a very small variance when the two months are combined. The direct costs of service, which include personnel, training, safety, and maintenance, were in line with expectations. Mr. Stoner noted that training for all Departments exceeded budget for the month of May however training year to date was right at budget. Safety (uniforms, protective gear, medicals) is under budget for the month of May. Maintenance for the Fire Department consists mostly of auto repairs and small maintenance repairs. Maintenance for the Sewer Department consists primarily of maintenance of the sewer lines and infrastructure. Overall, maintenance was above budget for the month of May however year to date category is significantly under budget. The indirect costs, which include administrative, insurance and occupancy costs are also in line with expectations. Mr. Stoner pointed out that consistent with the rest of the year, insurance has been lower than originally budgeted. He also stated that we did have some legal and accounting fees in May causing the Administrative category to be more than budgeted. He noted, year to date, both those items are well within budget. As for Occupancy, Mr. Stoner explained that the variance to budget for the Fire Department was due in part to some HVAC repairs and replacements. Mr. Stoner reviewed the year to date report stating that there were no major variances to budget. He stated that revenues are right at budget. The direct costs are below budget. Personnel cost has been approximately 4-5% under budget. Training and Safety have been a few percentage points under budget and Maintenance is significantly under budget due to several sewer maintenance projects being pushed back due to weather and other delays. The indirect expenses for year to date are according to budget. As discussed previously, Employee Relations relates to the Explorer Program, which is new to this year. Insurance has been under budget as well as the Administrative Expenses.

Occupancy is right at budget. The lease payments are all paid according to predefined amortization schedules so the payments are predictable, except we did payoff one lease early (the capital lease for the air packs), which explains the difference in budget. Mr. Stoner stated that we are 5% ahead of last year concerning revenues. Expenses are also slightly higher than the prior year. Overall, due to the additional revenues, we are very similar to where we were for net revenues and expenses, compared to this time last year. As for the balance sheet, we have increased our cash position significantly, reflecting approximately \$700,000 over this time last year in cash reserves. Chairman Rivers inquired about the cash reserves stating that building those funds is actually a requirement. Mr. Stoner noted that the growth in cash reserves is actually considered a recovery for the Fire Department. Vice Chairman/Treasurer Wavle moved to accept the Financial Report. Secretary Rea seconded the motion. The motion carried unanimously.

Vice Chairman/Treasurer Wavle moved to go into executive session for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and to receive legal advice where the legal advice relates to a 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. Secretary Rea seconded the motion. The motion carried unanimously. They entered into executive session at 5:10 pm.

Vice Chairman/Treasurer Wavle moved, seconded by Secretary Rea to exit executive session. The motion carried unanimously. They exited executive session at 6:08 pm.

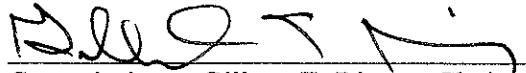
Secretary Rea made a motion to accept Resolution 2013-2 to amend the Bylaws of Taylors Fire and Sewer District. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

Vice Chairman/Treasurer Wavle moved to authorize Chairman Rivers to execute the A.T. LOCKE Engagement Letter as set forth in the packet, provided the Scope of Work is incorporated into the Engagement Letter as requested by the District's legal counsel. Secretary Rea seconded the motion. The motion carried unanimously.

Vice Chairman/Treasurer Wavle moved that the District change Health Plans from Plan 1 to Plan 2 with Blue Cross Blue Shield and that the District continue to pay the same percentage of premium and half the deductible as in previous years. Secretary Rea seconded the motion. Vice Chairman/Treasurer Wavle then amended the motion to also include giving authority to Chairman Rivers to execute the health insurance contract. Secretary Rea seconded the amended motion. The motion and the amendment carried unanimously.

Vice Chairman/Treasurer Wavle announced that the Greenville County Special Purpose District Association will be holding a meeting open to all Commissioners and Department Heads on July 18, 2013 at 7:00 pm. There is no cost to the meeting.

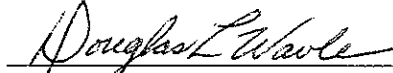
There being no further business, Vice Chairman/Treasurer Wavle made a motion to adjourn the meeting. Secretary Rea seconded the motion. The motion carried unanimously and the meeting was adjourned at 6:15 pm.



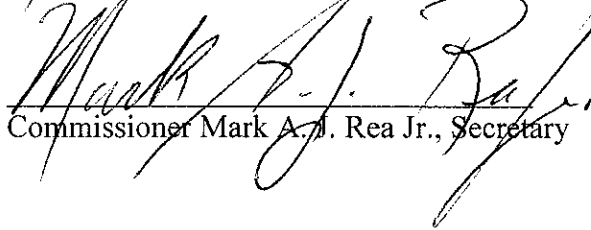
Commissioner Gilbert T. Rivers, Chairman

8.13.13

Date Minutes Approved



Commissioner Douglas L. Wavle, Vice Chairman/Treasurer



Commissioner Mark A. J. Rea Jr., Secretary