

**AGENDA**  
**TAYLORS FIRE AND SEWER DISTRICT**  
**BOARD OF COMMISSIONERS MEETING**  
**3335 WADE HAMPTON BLVD.**  
**TAYLORS, SC 29687**  
**\*\*RESCHEDULED\*\***  
**TUESDAY, JUNE 18, 2013**  
**4:30 PM**

- 1. Call To Order**
- 2. Approval of the Minutes**
  - a. May 14, 2013 Regular Monthly Meeting at 4:30 pm**
  - b. May 28, 2013 Special Called Meeting at 2:45 pm**
  - c. May 30, 2013 Special Called Meeting at 9:30 am**
- 3. Department Reports**
  - a. Sewer**
  - b. Fire**
- 4. Finance**
- 5. Old Business**
- 6. New Business**
- 7. Public Hearing- Presentation of Proposed FY14 Budget/Public Comments**
- 8. Consideration of the FY14 Budget for Approval**
- 9. Adjourn**

**NOTE: Dates and locations may be changed at the discretion of the Chairman.**

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR MONTHLY MEETING  
JUNE 18, 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:**

David Babb, Amanda Bradford (Greer Citizen), Katie Jones (Greenville News), Stacey Lemmond (Ask and Receive Web Design and Hosting), 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. Vice Chairman/Treasurer Wavle presented the minutes from the Regular Scheduled Meeting held May 14, 2013 at 4:30 pm. He made a motion to accept the minutes as written. Secretary Rea seconded the motion. The motion carried unanimously. Vice Chairman/Treasurer Wavle presented the minutes from the Special Called Meeting held May 28, 2013 at 2:45 pm. He made a motion to accept the minutes as written. Secretary Rea seconded the motion. The motion carried unanimously. Vice Chairman/Treasurer Wavle presented the minutes from the Special Called Meeting held May 30, 2013 at 9:30 am. He made a motion to accept the minutes as written. Secretary Rea 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 noted that GIS Analyst Hammer has been working with Battalion Chief Reed making the final changes on the Fire Hydrant Maps. GIS Analyst Hammer worked along with Stacey Lemmond of Ask and Receive Web Design and Hosting to prepare the District website. Director Bartow announced that the website was available for viewing as of this past Monday June 17, 2013. Director Bartow also stated that GIS Analyst Hammer had been working on updating the ArcGIS software to allow the District to expand our current capabilities in mapping. She reported on the meetings that GIS Analyst Hammer attended during the month. She also reported that GIS Analyst is currently working on a project called Riverside Village that is in the preliminary stages. Director Bartow presented her report as written and attached. 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 May as well as the 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. Director Bartow stated that Administrative Assistant Shehan, Fire Chief Baker, and she interviewed temp candidates to fill in for

Administrative Assistant Shehan while she is out for surgery. Director Bartow stated that they hired Alicia Jenkins for this position. Director Bartow commended Ms. Jenkins on the excellent job that she is doing. Director Bartow stated that she, Vice Chairman/Treasurer Wavle, Secretary Rea, and Fire Chief Baker attended the SPD Leadership Program in Columbia. Director Bartow stated that she had a meeting with Steve Hammett, one of the District's Lawyers to discuss getting Spring Haven Subdivision closed out. She stated that since this subdivision went through foreclosure, the District must bring legal action to accomplish the close out. Director Bartow stated that the discussion concerning the By-Laws has been postponed until the July Commission Meeting. Director Bartow recognized two Fire Department Explorers for their hard work in the District Office. She stated Hunter Baker and Grayson Bartow had been working on MSDS sheets for the District. They have been going through all the chemicals in the building and locating the MSDS online or calling the company to retrieve the information. She stated this is a very big task and they have worked very diligently in getting it accomplished. She wanted to express her appreciation. Secretary Rea wanted to commend the Sewer Department on their efficient work and a job well done concerning the work completed on East Lee Road. 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 May. Fire Chief Baker briefed the Commission Board on the Senate and House Bills that may affect the District. He stated that information regarding these Legislative updates were provided in the meeting packet. Fire Chief Baker reported on a Greenville County Ordinance that has been proposed by Greenville County Council. He stated a draft copy of the Ordinance is included in the meeting packet. Fire Chief Baker recognized Sergeant Hughes and Firefighter West for 6 years of service and Firefighter Parris for 1 year of service. He reviewed the Workers Compensation report as well as the Monthly Incident Response Report. Fire Chief Baker stated that there is a discrepancy concerning which fire district Riverside Village falls within. He stated that the subdivision is split between two fire districts and a resolution is in progress.

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. He then reported on meetings that he has attended. Assistant Fire Chief Van Pelt reviewed the automatic aid calls that the department ran. Assistant Fire Chief Van Pelt reported on the involvement Taylors Fire Department has with the schools in the area. He stated that the District sponsors a Fire Prevention Art Contest. Assistant Fire Chief Van Pelt reported that the Explorers met on May 29, 2013 to receive their Standard Operating Procedures and Guidelines manual. Assistant Fire Chief Van Pelt recognized C-Shift for a job well done on a call involving a choking victim. Lieutenant Burgess, Firefighter Loveridge, and Firefighter Horton responded to the call.

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 reviewed the fire prevention meetings and functions he attended in May. He announced the winners of the Fire Safety Art Contest. He stated that along with their artwork being displayed at Headquarters, Fire Station #1, they will also receive a ride in the fire truck and a personal station tour. Secretary Rea gave an update on his neighbor who was hit by a car and tended to by B-Shift. He stated that the child is up and around and healing nicely. Vice Chairman/Treasurer Wavle commended Fire Marshall Baker

on the volume of inspections he completed within the month of May. 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.

Vice Chairman/Treasurer Wavle commended the Fire Department and all First Responders for the work they do. He mentioned the Cardiac Arrest Survivor Ceremony stating that it was amazing to see the number of people who were saved by CPR.

Chairman Rivers recognized Mr. Ben Stoner for the Financial Reports. Mr. Stoner reviewed his reports as written and attached. Mr. Stoner stated that overall, April was a good month. He stated that the biggest thing to note for April is that the District received more revenues than budgeted and that we are ahead of budget for the year. The direct costs of service, which include personnel, training, safety, and maintenance, were all under budget. The indirect costs, which include administrative, insurance and occupancy costs were all within budget. Mr. Stoner stated that for the month of April, there were no surprises. Mr. Stoner reviewed the year to date report stating that it was very positive. The revenues are 4% ahead of budget year to date. The direct costs are below budget and there were no surprises. The indirect expenses are also below budget. Mr. Stoner stated that compared to last year; we are 4% ahead of last year concerning revenue. The direct costs we are about 2% ahead compared to last year and the indirect costs are about 3% ahead compared to last year. Mr. Stoner noted that according to the balance sheet, the District has increased its cash reserves in comparison to last year. The District continues to be financially strong. Vice Chairman/Treasurer Wavle moved to accept the Financial Report. Secretary Rea seconded the motion. The motion carried unanimously.

Director Bartow stated that in regards to old business, she was postponing the discussion concerning the By-Laws until the July meeting so that the District Lawyers can be present.

Chairman Rivers recognized Ben Stoner, with A.T. LOCKE to present the proposed FY14 Budget for the Fire and Sewer Departments. He stated that the public notice was published in the paper with the proposed millage rate changes. He directed the attention to the provided visual presentation giving a brief overview of the layout. Mr. Stoner stated that the FY14 Proposed Budget has a 3% increase over the FY13 Actual Budget.

Mr. Stoner summarized the changes in the budget from FY13 to FY14 stating that some of the personnel increase is attributed to potential federal minimum wage increase. He also stated that the increase in maintenance cost is due to a change in long term investments instead of operations. Mr. Stoner summarized the remaining changes in the FY14 Budget as provided in the packet. He stated that the Sewer Department will be using some of the previous years' surplus to fund some of this year's capital expenditures.

Mr. Stoner gave a brief overview on how governmental accounting is reported and how it relates to the financial reports being presented. Mr. Stoner gave an overview of the Taylors Fire and Sewer District's financial health over a two year period in order to illustrate the cash reserves for both Departments. Mr. Stoner reviewed the millage calculation and detailed the Districts' millage history. He explained the impact to taxpayers by stating that according to the FY13 tax year proposed millage (FY14 budget year), the owner of a \$100,000 home would pay approximately a combined increase of \$7.60 from FY12 tax year.

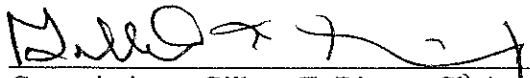
The total budgeted revenues and expenditures for FY13 for the Fire Department was \$3,778,500. The proposed total revenues and expenditures for FY14 for the Fire Department is \$3,920,000. The FY13 (2012 tax year) tax rate millage for the Fire Department is 50.4 and the proposed tax rate millage for FY14 (2013 tax year) is 51.9.

The total budgeted revenues and expenditures for FY13 for the Sewer Department was \$1,772,000. The proposed total revenues and expenditures for FY14 for the Sewer Department is \$1,792,000. The FY13 (2012 tax year) tax rate millage for the Sewer Department is 19.0 and the proposed tax rate millage for FY14 (2013 tax year) is 19.4.

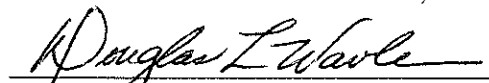
The proposed percentage increase in the millage rate between FY13 and FY14 for the Fire Department is 3.0% and for the Sewer Department is 2.1%

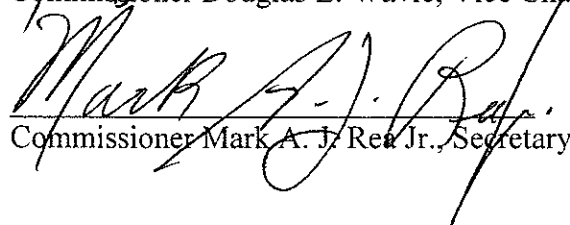
Chairman Rivers opened the floor to the public. Vice Chairman/Treasurer Wavle explained the purpose of the additional mill set aside to build reserves for the Fire Department and stated that the budget looked good. Secretary Rea concurred with Vice Chairman/Treasurer Wavle followed by a short discussion between the commissioners concerning the financial health of the District. There being no one else to speak for or against the budget, Vice Chairman/Treasurer Wavle made a motion to approve the FY14 Budget as presented. Secretary Rea seconded the motion. The motion carried unanimously.

There being no further business, Secretary Rea made a motion to adjourn the meeting. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously and the meeting was adjourned at 5:38 pm.

  
Commissioner Gilbert T. Rivers, Chairman

7.9.13  
Date Minutes Approved

  
Commissioner Douglas L. Wavle, Vice Chairman/Treasurer

  
Commissioner Mark A. Jr. Rea Jr., Secretary