

AGENDA
TAYLORS FIRE AND SEWER DISTRICT
BOARD OF COMMISSIONERS MEETING
3335 WADE HAMPTON BLVD.
TAYLORS, SC 29687
TUESDAY, MAY 14, 2013
4:30 PM

- 1. Call To Order**
- 2. Approval of the Minutes**
 - a. April 9, 2013 Regular Monthly Meeting at 4:30 pm**
- 3. Department Reports**
 - a. Sewer**
 - b. Fire**
- 4. Finance**
- 5. Old Business**
- 6. New Business**
 - a. Prime Benefits Presentation**
- 7. Executive Session**
- 8. Adjourn**

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

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
MAY 14, 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

STAFF PRESENT

Bobby Van Pelt, Assistant Fire Chief	Chris Powell, Construction Crew
James Baker, Fire Marshal	Julian Barker, TV Crew
Samantha Bartow, Director of Sewer Services	Mitchell Merrell, Cleaning Crew Leader
William "Red" Ables, Operations Coordinator	Serafin Perez, TV Crew Leader
Shane Williams, Construction Supervisor	Chris Stamey, Construction Crew
Stephanie Hackler, Bookkeeper	Benjie Burns, Right-of-Way Crew Leader
Ricky Reed, Battalion Chief	Shane Bagewll, Lieutenant
Violet Shehan, Administrative Assistant	Kyle West, Firefighter
Mike Jones, Cleaning Crew	Terry Rollins, Firefighter
Mike Townsend, Right-of-Way Crew Leader	

OTHERS PRESENT:

Amanda Bradford (Greer Citizen), Gary Dobson (Prime Benefits), Tim Hanbury (Prime Benefits), Meg Hunt, Stacey Lemmond (Ask and Receive), 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 April 9, 2013 at 4:30 pm. He made a motion to accept the minutes as written. In the absence of Secretary Rea, Chairman Rivers seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Director Bartow for the sewer reports. Director Bartow stated that GIS Analyst Hammer could not stay for the meeting but had provided a written report. In her absence, Director Bartow presented her report as written and attached. Director Bartow pointed out that GIS Analyst Hammer had been working on our company website with Stacey Lemmond of Ask and Receive Web Design and Hosting. Director Bartow introduced Ms. Lemmond to the Board. Director Bartow stated that GIS Analyst Hammer has also been working on organizing the Right-of-Way documentation. 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/District Department Personnel during the month. Director Bartow reviewed the progress the Sewer Department has made during the month of April as well as the year to date totals. Director Bartow stated she had been working on updating the Septic Tank Reimbursement Policy. She presented the updated Policy as written and attached. Vice Chairman/Treasurer Wavle asked for clarification on the new policy concerning a failing tank on property that has sewer available. He inquired as to whether or not there is a grace period for the home owner to tie on to the Sewer since it is a lengthy process. He wanted to know if the homeowner would be eligible for a reimbursement if the septic tank had to be pumped

while waiting for the plumber to complete their tap. Operations Coordinator Ables stated that currently there is not. Chairman Rivers stated that each case would be reviewed on a case by case basis. Vice Chairman/Treasurer Wavle moved to accept the new Septic Tank Reimbursement Policy. Chairman Rivers seconded the motion. The motion carried unanimously. Director Bartow stated there have been preliminary discussions regarding the Mill Hill. She also announced that Violet Shehan, Administrative Assistant for the District, will be having hip surgery. A temp will be hired while she is on leave. Director Bartow stated that the Sewer Department and District Office personnel had on-site First Aid and CPR Training. She thanked Lieutenant Dixon for teaching the class on his day off. Director Bartow stated that a memo concerning Dental Insurance Premiums was emailed to all employees. Vice Chairman/Treasurer commented on the SC 811 Board meeting he attended, stating that he is concerned as to why the utilities bear the burden of the cost versus the excavator who will be actually doing the dig. Vice Chairman/Treasurer Wavle moved to accept the Sewer Department Reports as written. Chairman Rivers seconded the motion. The motion carried unanimously.

In the absence of Fire Chief Baker, Chairman Rivers recognized Assistant Fire Chief Van Pelt for the Fire Reports. Assistant Fire Chief Van Pelt presented Fire Chief Baker's report as written and attached. Assistant Fire Chief Van Pelt stated that Lieutenant Bagwell, Firefighter West and Firefighter Rollins were recognized at the Cardiac Arrest Survivor Ceremony on May 10, 2013 held at Embassy Suites. Assistant Fire Chief Van Pelt recognized Firefighter Frost for 1 year of service, Firefighters Grant and Thompson for 2 years of service, Firefighter Standifer for 4 years of service, Firefighter Harvey for 7 years of service and Lieutenant Dixon for 12 years of service. 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. He then reported on meetings that he has attended. Assistant Fire Chief Van Pelt reviewed the automatic aid calls that the department ran. He reported that the station upgrades are going very well and that the firemen are doing a great job. Assistant Fire Chief Van Pelt reported that the Explorers met on April 27, 2013 and there were 5 children who signed up with several other potential candidates. Assistant Fire Chief Van Pelt reported on the fire investigations that were underway.

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. Fire Marshal Baker detailed the fire investigations for the month of April. 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 April. Vice Chairman/Treasurer Wavle inquired about the 3 complaints listed within Fire Marshal Baker's report. He wanted to know what type of call falls inside that category. Fire Marshal Baker responded that if a citizen calls in with a complaint concerning a business, it would fall in that category. He stated he would then inspect the business. The 3 listed have been satisfied. There being no further discussion, Vice Chairman/Treasurer Wavle made a motion to accept the Fire Department Reports as written and attached. Chairman Rivers 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, March was a good month. He stated that our revenue was a little below budget however it is ahead of budget for year to date. The direct costs of service, which include personnel, training, safety, and maintenance, were all under budget. Maintenance is still below budget for sewer services, however we do have several large projects that will be going on in May. The indirect costs, which include administrative, insurance and occupancy costs were all within budget. Mr. Stoner stated the lease payments reflect a higher number than budgeted because we elected to pay off the Air Pack Lease ahead of schedule. In the month of March, we did utilize the remaining balance of the insurance proceeds. The Fire Department had some capital expenditures for station upgrades and rescue equipment. The Sewer Department had some capital expenditures primarily related to the generator upgrades. Mr. Stoner reviewed the year to date report stating that it was very positive. The revenues are 1% ahead of budget. The direct costs are below budget and there were no surprises. The indirect expenses are also below budget. The District is well ahead of budget for year to date. There were some lease payments and capital expenditures however they were all budgeted. Mr. Stoner stated we should end the year with a surplus. Mr. Stoner stated that compared to last year; the total income is about 98% of last year this time. The direct costs are about 3% higher than last year and the indirect costs are higher than last year however that is due to the lease payments that were paid according to their schedules. If the lease payments were excluded, it would reflect that we are 6% ahead of 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. Chairman Rivers seconded the motion as amended. The motion carried unanimously.

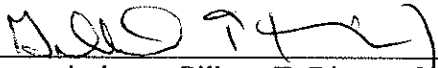
Director Bartow stated that in regards to old business, she has provided each Commissioner with a copy of the revised By-Laws and Resolution. She stated that they have been reviewed by the District's lawyers. Director Bartow asked that each Commissioner review the revised By-Laws and Resolution so that they may be discussed and voted upon during the next Regularly Scheduled Meeting.

Mr. Rivers recognized Gary Dobson from Prime Benefits for their presentation. Mr. Dobson wanted to commend the First Responders for a job well done. Mr. Dobson stated that in March of 2010, the Affordable Care Act was passed and produced a 20,000 page booklet of regulations. Mr. Dobson summarized how the District would be affected by the upcoming changes in the law. A lengthy discussion ensued. No vote or action was taken.

Vice Chairman/Treasurer Wavle moved to go into executive session for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee. Chairman Rivers seconded the motion. The motion carried unanimously. They entered into executive session at 5:34 pm.

Vice Chairman/Treasurer Wavle moved, seconded by Chairman Rivers to exit executive session. The motion carried unanimously. They exited executive session at 6:31 pm.

There being no further business, Vice Chairman/Treasurer Wavle made a motion to adjourn the meeting. Chairman Rivers seconded the motion. The motion carried unanimously and the meeting was adjourned at 6:32 pm.



Commissioner Gilbert T. Rivers, Chairman

6.18.13

Date Minutes Approved



Commissioner Douglas L. Wavle, Vice Chairman/Treasurer

