

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR BI-MONTHLY MEETING  
JANUARY 9, 2018**

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**

Paul Bowen, Commission Vice Chairman/Treasurer transitioned to Commission Chairman  
Mark A. J. Rea Jr., Commission Secretary transitioned to Commission Vice Chairman/Secretary  
Jeff Hannah, Elected to Commission Treasurer

**STAFF PRESENT**

Bobby Baker, Fire Chief	Gary Cantrell, Operations Supervisor
Samantha Babb, Director of Sewer Services	Mike Jones, TV Crew Leader
Robert Van Pelt, Assistant Fire Chief	Chris Powell, Construction Crew Leader
Stephanie Hackler, Senior Accounting & HR Specialist	James Baker, Fire Marshal

**OTHERS PRESENT:**

David Babb, Kaelyn Cashman (Greer Citizen), Janice Chapman, Mack Chapman, Jaime Daniel, Alyson Hannah, Ben Hannah, D'Anne Hannah, Sam Hannah, Carter Ann Nix, Doug Wavle

The meeting was called to order by Vice Chairman/Treasurer Bowen at 4:30 pm. Vice Chairman/Treasurer Bowen stated that the media outlets who requested notification of this bi-monthly meeting were notified via door posting, email, website, Facebook, and Twitter.

Vice Chairman/Treasurer Bowen recognized Mrs. Carter Ann Nix to give the Oath of Office to Commissioner-Elect Jeff Hannah. Mrs. Nix then administered the Oath of Office to Commissioner-Elect Jeff Hannah and swore him in as the new Commissioner for the Taylors Fire and Sewer District.

Secretary Rea called for the election of Officers. Secretary Rea made a motion to elect Vice Chairman/Treasurer Bowen as Commission Chairman. Commissioner-Elect Hannah seconded the motion, and the motion carried unanimously. Chairman Bowen then appointed Secretary Rea as Commission Vice Chairman/Secretary and Fire Department Liaison, and Commissioner-Elect Hannah as Commission Treasurer and Sewer Department Liaison.

Chairman Bowen presented the minutes from the regularly scheduled bi-monthly meeting held on December 12, 2017 at 4:30 pm. Vice Chairman/Secretary Rea made a motion to accept the December 12, 2017 minutes as written and attached. Chairman Bowen seconded the motion. The motion carried unanimously.

Director Babb reviewed the written and attached Sewer report. She reviewed the Permit Fees for the month of December 2017. She reviewed the Work Order and Service Request summaries from July 1, 2017 to the present date. Director Babb stated that she would continue her report under old business and then asked if there were any questions. There were no questions.

Chairman Bowen recognized Fire Chief Baker for the Fire Reports. He presented his report as written and attached. Fire Chief Baker presented the Board with Resolution 2018-1, authorizing a lease purchase agreement for various items of equipment for the Fire Department. Vice Chairman/Secretary Rea made a motion to approved Resolution 2018-1 as presented by Fire Chief Baker. Treasurer Hannah seconded the motion. Without any discussion, 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. He then announced Firefighter Joseph Leis was hired on January 4, 2018 and assigned to C-Shift. He also announced that Firefighter Jedidiah Huth was hired on January 5, 2018 and assigned to A-Shift. Fire Chief Baker then announced that the Fire Department would be conducting its annual employee training on January 16<sup>th</sup> and 17<sup>th</sup>. Fire Chief Baker briefed the Board on the retirement tax cut proposed by Governor McMaster, and announced that State Ethics Reports are due March 30, 2018. He then summarized the Incident Response Reports for the month of December 2017, and the Fire Fatalities Report as of January 1, 2018. Lastly, Fire Chief Baker explained the process of the Fire Department attaining national accreditation. Vice Chairman/Secretary Rea asked if any other departments in the area were working on this national accreditation. Fire Chief Baker stated that Greenville City and Greer are currently working on obtaining the national accreditation, while Spartanburg City is already nationally accredited. Assistant Fire Chief Van Pelt stated that only 57 Fire Departments in the country are nationally accredited, and that this accreditation would be a big deal for Taylors Fire Department. Treasurer Hannah made a motion to move forward with the national accreditation process. Chairman Bowen asked if there was any discussion. With no discussion, Vice Chairman/Secretary Rea seconded the motion and motion carried unanimously.

The Board and the Department Heads then held a short discussion on Commission meeting format. Vice Chairman/Secretary Rea made a motion to allow the Department Heads to be able to craft their side of the meeting information as they see fit to run their Department, and if there is a question, the Board trusts them to bring the appropriate people or information to answer questions as they arise. Treasurer Hannah seconded the motion. Without any discussion, the motion carried unanimously.

Chairman Bowen recognized Assistant Fire Chief Van Pelt for his report. Assistant Fire Chief Van Pelt apologized for being late to the meeting. He stated that he was assisting with the planning of Fire Chief Cobb's funeral services, and that it was an honor to be selected. Assistant Fire Chief Van Pelt then 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 informed the Board that the Department received automatic aid 9 times and gave automatic aid 6 times for previous month. Fire Chief Van Pelt announced that the Department's Physicals by North Greenville Fitness will be February 26<sup>th</sup> through the 28<sup>th</sup>. He also announced that all personnel have been hired and assigned to a shift. Assistant Fire Chief Van Pelt informed the Board, as did Fire Chief Baker, that the Department has been working on obtaining national accreditation. Assistant Fire Chief Van Pelt finished his report by stating that the Department is reviewing the boundaries for automatic aid with Lake Cunningham Fire District. There were no questions or comments on Assistant Fire Chief Van Pelt's report.

Chairman Bowen 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 announced that as a member of the Greenville County Fire Chief's Association Prevention Committee, he assisted with the Winter Safety

Tips broadcast on December 8, 2017 that aired on the Fox Carolina News. He also announced that he submitted his Quarterly Fire Marshal's Report to the SC Fire Marshal's Office on December 22, 2017. Lastly, Fire Marshal Baker thanked all the members from Taylors Fire and Sewer District and community partners that assisted with the Children's Christmas Fund. Being that there were no questions or comments, Vice Chairman/Secretary Rea made a motion to accept the Fire Department Reports as written. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen 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. Vice Chairman/Secretary Rea commented that the Financial Report was well explained as always. With no discussion, Chairman Bowen made a motion to accept the Financial Reports as presented. Vice Chairman/Secretary Rea seconded the motion. The motion carried unanimously.

Under old business, the Board revisited the discussion concerning the Sewer Tap Installation Policy. A lengthy discussion was held with Director Babb and the Board. Treasurer Hannah made a motion to table the Sewer Tap Installation Policy until the next regularly scheduled commission meeting on March 20, 2018. Vice Chairman/Secretary Rea seconded the motion, and the motion carried unanimously with no discussion.

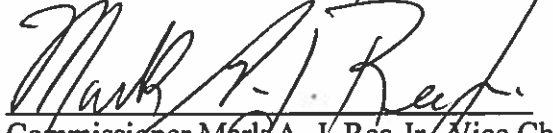
There was no new business.

Vice Chairman/Secretary Rea announced that he is going to be a grandparent again to his fourth grandchild in July. He also asked everyone to keep him in their prayers regarding his current job situation. Fire Chief Baker announced that the Department's fire trucks will be a part of Fire Chief Cobb's funeral services.

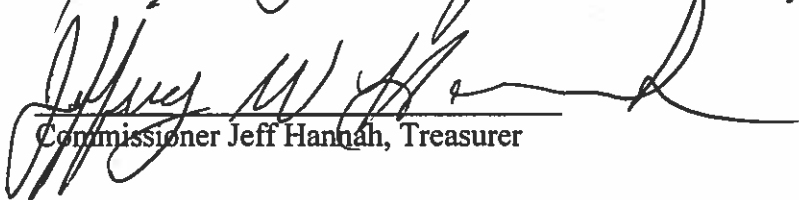
There being no further business, Chairman Bowen made a motion to adjourn the meeting. Vice Chairman/Secretary Rea seconded the motion. The motion carried unanimously and the meeting was adjourned at 6:50 pm.



Commissioner Paul Bowen, Chairman



Commissioner Mark A. J. Rea Jr., Vice Chairman/Secretary



Commissioner Jeff Hannah, Treasurer

03-27-18

Date Minutes Approved

