

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR BI-MONTHLY MEETING
MARCH 27, 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 Chairman
Mark A. J. Rea Jr., Commission Vice Chairman/Secretary
Jeff Hannah, Commission Treasurer

STAFF PRESENT

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

OTHERS PRESENT:

Jaime Daniel, Louise Haaker, Doug Wavle

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

Chairman Bowen presented the minutes from the regularly scheduled bi-monthly meeting held on January 9, 2018 at 4:30 pm. Vice Chairman/Secretary Rea made a motion to accept the January 9, 2018 minutes as written and attached. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Director Babb for the Sewer Department Report. Director Babb started off by introducing the Sewer Department's newest Sewer Technician, Pablo Rechani. She then reviewed the written and attached Sewer Report. Director Babb reviewed the Permit Fees for the months of January and February 2018. She reviewed the Work Order and Service Request summaries from July 1, 2017 to the present date. Director Babb announced that on February 14, 2018, ReWa allotted the Sewer Department 52,611 gallons per day of flow for the Sewer Department's subdivision checkbook. She also informed the Board that Alan Johnson with Caliber Engineering will be assisting the Sewer Department in subdivision review, due to Jonathan Nett's health related reduced work load. Director Babb commended the District for being awarded the Collection System Award and the South Carolina Department of Health and Environmental Control (SCDHEC) Facility Excellence Award at the South Carolina Environmental Conference in Myrtle Beach, SC. Director Babb detailed an email from Engineer Aaron Fraizer, summarizing flow data and sewer rehabilitation updates within the District. Lastly, Director Babb announced that herself and GIS Analyst Franz will be attending the Cityworks User Conference in Salt Lake City, Utah during May 8th through May 12th. Director Babb asked if there were any questions. With there being no questions, Vice Chairman/Secretary Rea made

a motion to accept the Sewer Department Report as written. Treasurer Hannah seconded the motion, and the motion carried unanimously.

Chairman Bowen recognized Fire Chief Baker for the Fire Report. He presented his report as written and attached. He reviewed the meetings 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 participated in the St. Baldrick's Foundation Head Shaving Event on March 18, 2018. Fire Chief Baker also informed the Board that the accreditation project is progressing thanks to Assistant Fire Chief Van Pelt and Lieutenant Bagwell, who are working on all of the qualifications. Fire Chief Baker referred to two standard operating guidelines that need to be adopted in order for the Department to be in compliance with NFPA-1710, and requested that the Board adopt the SOG #422- Alarm Processing Time and the SOG #423- Response Turnout Time guidelines. Vice Chairman/Secretary Rea made a motion to adopt the presented standard operating guidelines. Treasurer Hannah seconded the motion and the motion carried unanimously. Fire Chief Baker then announced that Assistant Fire Chief Van Pelt, Mechanic Mosley, and Chairman Bowen, made a trip to Pierce Manufacturing to review and finalize the new rescue truck specifications and drawings. Fire Chief Baker briefed the Board on the vehicle break-ins that occurred on March 7, 2018 in Station #81's parking lot. He also requested the Board to allow him to donate the Department's surplus equipment to a Fire Department that does not have any of the equipment, or the funds to purchase or replace the equipment they have. Vice Chairman/Secretary Rea made a motion to allow Fire Chief Baker to disperse the designated surplus equipment to any other agency which cannot afford, or does not have the said equipment. Treasurer Hannah seconded the motion. Without any further discussion, the motion carried unanimously. Fire Chief Baker then detailed the EMT DHEC Certification that the Fire Department applied for. Fire Chief Baker announced that State Ethics Reports are due March 30, 2018; the Multi-Department Family Picnic will be held on May 5, 2018; and that the Greenville County Fire Chief's Association Annual Vendor's Night will be held on May 17, 2018. Fire Chief Baker thanked Director Babb and the Sewer Department for repairing the concrete pad at the back of Station #81. He then summarized the Incident Response Reports for the months of January and February 2018, and the 2018 SC Fire Fatalities Report as of March 23, 2018. Lastly, Fire Chief Baker requested an executive session with the Commission Board regarding Fire Department reorganization. Treasurer Hannah asked if anyone was going to the International Association of Fire Chief's Conference. Fire Chief Baker stated that Assistant Fire Chief Van Pelt was attending. Treasurer Hannah made a motion to allow Fire Chief Baker to allow the Accreditation Officer to go to the International Association of Fire Chief's Conference in August of 2018. Vice Chairman/Secretary Rea seconded the motion, and without any discussion, the motion carried unanimously. Chairman Bowen made a motion to accept the Fire Department Reports as written. With no discussion, Vice Chairman/Secretary Rea seconded the motion and 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. Mrs. Daniel asked if there were any questions. With no questions or discussion, Treasurer Hannah made a motion to accept the Financial Reports as presented. Vice Chairman/Secretary Rea seconded the motion. The motion carried unanimously.

Under old business, Vice Chairman/Secretary Rea thanked the Taylors Fire and Sewer District staff for their generosity during the difficult time he and his wife are having with her health. Also 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. Vice Chairman/Secretary Rea made a motion to table the Sewer Tap Installation Policy until the next regularly scheduled commission meeting on May 8, 2018, and to develop a workshop, inviting key individuals that have knowledge and input into this issue to join in on coming up with a solution to this issue. Chairman Bowen seconded the motion, and the motion carried unanimously with no discussion.

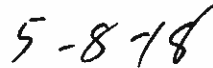
Under new business, Senior Accounting and HR Specialist Hackler briefed the Board on an email the District received from the Greer Citizen regarding a meeting agenda and executive sessions. The Board then entered a recess at 6:21 pm.

Chairman Bowen reopened the meeting at 6:31 pm. Also under new business, Fire Chief Baker explained the Fire Department's accreditation process with regards to Fire Department reorganization. A lengthy discussion was held with Fire Chief Baker and the Board. Fire Chief Baker then informed the Board that he no longer needed the executive session listed on the agenda, because everything was discussed in public.

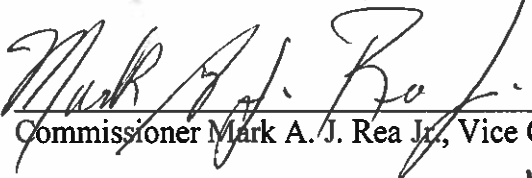
There being no further business, Vice Chairman/Secretary Rea made a motion to adjourn the meeting. Chairman Bowen seconded the motion. The motion carried unanimously and the meeting was adjourned at 7:53 pm.



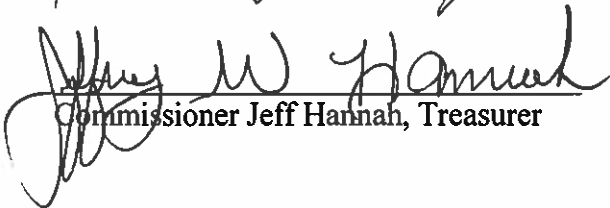
Commissioner Paul Bowen, Chairman



Date Minutes Approved



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



Commissioner Jeff Hannah, Treasurer

