

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR BI-MONTHLY MEETING  
MAY 21, 2019**

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	Gary Cantrell, Operations Supervisor
Robert Van Pelt, Deputy Chief	Chris Powell, Construction Crew Leader
Samantha Babb, Director of Sewer Services	Michael Jones, TV Crew Leader
Stephanie Hackler, Senior Accounting & HR Specialist	Shane Bagwell, Accreditation Manager

**OTHERS PRESENT:**

Jaime Daniel

The meeting was called to order by Chairman Bowen at 4:33 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 March 19, 2019 at 4:30 pm, a special called meeting held on April 10, 2019 at 10:00 am, a special called meeting held on April 25, 2019 at 10:00 am, and a special called meeting held on April 29, 2019 at 5:00 pm. Vice Chairman/Secretary Rea made a motion to accept the four sets of meeting minutes as presented. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Director Babb for the Sewer Department report. Director Babb reviewed the written and attached Sewer Report. She reviewed the Permit Fees for the months of March 2019 and April 2019. Director Babb reviewed the Work Order and Service Request summaries from July 1, 2018 to the present date. She then reviewed the meetings and training attended during the previous months as well as all upcoming meetings/training. Director Babb announced that the District applied for NACWA's Excellence in Management Recognition Award and that winner will be notified in mid-June. Director Babb also announced that the Sewer Department held interviews for the Construction Crew Sewer Technician position on April 22, 2019 and May 16, 2019. A conditional offer was given to one candidate who will start on May 28, 2019. Lastly, Director Babb asked if there were any questions. There were no questions. Chairman Bowen made a motion to accept the Sewer Department report as written. Treasurer Hannah seconded the motion. The motion carried unanimously.

Chairman Bowen recognized Fire Chief Baker for the Fire Report. He presented his report as written and attached. Fire Chief Baker reviewed the meetings attended during the previous months. He recognized the years of service, resignations, and deployment for various personnel. Fire Chief Baker announced that Battalion Chief Kenny Blackwell retired with 31 years of service on May 8, 2019. Fire Chief Baker also announced there was a sign-up sheet in the training room at Station #81 for the International Association of Fire Chiefs Fire/Rescue Conference in Atlanta on August 7, 2019 through August 10, 2019 for anyone who would like to attend. He then read aloud a letter from Battalion Chief Reed that thanked the Board for the newly purchased power tools and the shift that responded to the motor vehicle accident call on April 13, 2019. Fire Chief Baker summarized the Incident Response Reports for the months of March 2019 and April 2019, and the 2019 SC Fire Fatalities Report as of April 19, 2019. Lastly, Fire Chief Baker asked if there were any questions. Chairman Bowen made a motion to accept the Fire Department report as written. Vice Chairman/Secretary Rea 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. Mrs. Daniel asked if there were any questions. With no questions or discussion, Vice Chairman/Secretary Rea made a motion to accept the Financial Reports as presented. Treasurer Hannah seconded the motion. The motion carried unanimously.

Under old business, Vice Chairman/Secretary Rea read aloud two letters into the record in reference to the South Carolina State Ethics Commission.

Also, under old business. Senior Accounting & HR Specialist Hackler stated that she had been tasked with giving the Board a brief update on the Fire Department's accreditation process. She then answered for the Board that the accreditation process was not approved at a previous bi-monthly meeting and that there was no vote on the books for its approval. A brief discussion was then held regarding an EMT training booklet that was approved at that December 4, 2018 bi-monthly meeting and the current status of the accreditation process. Treasurer Hannah asked how long the Department has been working on the accreditation and how much has been completed. Accreditation Manager Bagwell stated that the Department has been working towards the accreditation for eleven months. Fire Chief Baker interjected that the EMT portion of the accreditation was finally complete. Accreditation Manager Bagwell then explained what else had been completed and that the accreditation process is an ongoing process. Senior Accounting & HR Specialist Hackler informed the Board that they would have another update at the next bi-monthly meeting.

There was no new business.

Vice Chairman/Secretary Rea made a motion to go into executive session to discuss employee health benefits, employment compensation, and employee promotions. Treasurer Hannah seconded the motion. The motion carried unanimously. The Board entered executive session at 5:44 pm.

Vice Chairman/Secretary Rea made a motion to exit executive session. Treasurer Hannah seconded the motion. The motion carried unanimously. The Board exited executive session at 8:14 pm. No action was taken during executive session.

There was no public comment with no public members present after executive session.

Treasurer Hannah made a motion to remain with Cigna insurance company, keep the employee portion the same, and direct the Department Heads to research the questions discussed in executive session and chose Plan A or Plan B accordingly. Vice Chairman/Secretary Rea seconded the motion. The motion carried unanimously

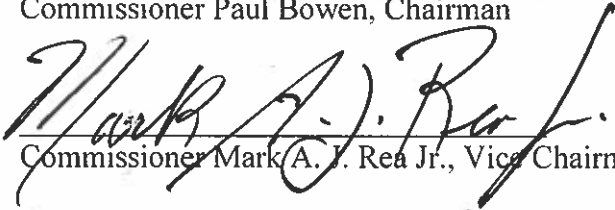
There being no further business, Vice Chairman/Secretary Rea made a motion to adjourn the meeting. Treasurer Hannah seconded the motion. The motion carried unanimously, and the meeting was adjourned at 8:15 pm.



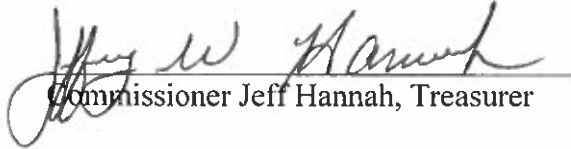
Commissioner Paul Bowen, Chairman

7-16-19

Date Minutes Approved



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



Commissioner Jeff Hannah, Treasurer

