

**MINUTES  
TAYLORS FIRE & SEWER DISTRICT  
REGULAR MONTHLY MEETING  
DECEMBER 10, 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  
Bobby Van Pelt, Assistant Fire Chief  
James Baker, Fire Marshal  
Samantha Bartow, Director of Sewer Services  
William "Red" Ables, Operations Coordinator  
Stephanie Hackler, Bookkeeper

**OTHERS PRESENT:**

Stacey Bevill (Ask and Receive Web Design and Hosting), Paul Bowen (Commission Elect), Charles R. Garrett (Magistrate- Chick Springs Summary Court), Sallie Helms, Katie Jones (Greer Citizen), William Stokes, Andrea Stokes, 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 November 12, 2013 at 4:30 pm. Vice Chairman/Treasurer Wavle 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 King, Director Bartow would be presenting the GIS report as written and attached. Director Bartow reported that during the past month, GIS Analyst King continued working with Greg Thacker of URS to configure our data for the CityWorks Work Order Management Program. GIS Analyst King stated they are making progress on our customized program and are awaiting word from them on our next step. There is a meeting with URS representatives for a second workshop on Wednesday December 18, 2013. GIS Analyst King has installed a read-only GIS software program on the Crew Leaders' computers at the Sewer Shop. This software contains up-to-date GIS data of our system and will be an improved method of accessing data now that the information will be on six computers rather than just one. GIS Analyst King attended the Greenville Area Utilities Coordination Committee on Wednesday, November 20, 2013 and a meeting with Berea Public Service District on Thursday, December 5, 2013. Additionally, GIS Analyst King met with Mr. Brian Bishop at ReWa and Mr. Aaron Frazier of Frazier Engineering to discuss our next steps in our flow monitoring endeavors. GIS Analyst King provided Mr. Frazier, our new flow monitoring contractor, with our GIS shapefiles of our sewer data that he will use when calculating figures on our meter readings. GIS Analyst King reported that the sewer infrastructure for St. Mark Cottages has been added to the GIS as of this past month. Sewer as-built drawings were provided to us by Mr. Eric Horton of Blue Line Consulting

on behalf of the developer, Mr. Greg Sherk. Vice Chairman/Treasurer Wavle inquired as to what was the purpose of the Berea Public Service District meeting. Director Bartow replied that she addresses this in her report but that Berea had asked that she, GIS Analyst King and Bookkeeper Hackler meet to discuss how we handle GIS and other financial items. Director Bartow presented her report as written and attached. She reviewed the Permit Fees, the Workers Compensation Report, and the Sewer Maintenance Report for the month of November. Director Bartow reported that Operations Coordinator Ables, Mechanic Coble, Sewer Technician Barker, and TV Crew Leader Perez took the Camera Truck to Florida to have the truck switched over to the new one. They will be going back within the next month or so to pick up the new truck. On December 4, 2013, several Sewer Department employees as well as Director Bartow and GIS Analyst King met with ReWa and Frazier Engineering to discuss the new plan for flow monitoring Taylors. Director Bartow stated that Frazier Engineering will be handling our flow monitoring from this point forward with the assistance from our crews. As mentioned previously, on December 5, 2013, Director Bartow, GIS Analyst King, and Bookkeeper Hackler met with Berea's Sewer Department to discuss and show them how we do financial items and GIS data. On December 12, 2013, Operations Coordinator Ables and Director Bartow will be meeting with our Engineers to discuss the next items on the table for the Mill Hill Project. On December 18, 2013, GIS Analyst King and Director Bartow will be meeting with URS to discuss the status of the work order program. Director Bartow mentioned that she was voted in as Vice Chair for this coming year at the Collection System Alliance Meeting. Also, at the November meeting of the Greenville County Utility Alliance meeting, Vice Chairman/Treasurer Wavle was voted to be their Chair and Director Bartow was voted to be their Secretary for this coming year. Director Bartow reminded all in attendance that the District Office will be closed at 12 pm on Monday, December 23, 2013 through Wednesday, December 25, 2013 for the Christmas Holiday. Director Bartow asked if there were any further questions, and with no further questions 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 reviewed the meetings he attended for the month. Fire Chief Baker attended the Greenville County Fire Chief's Committee Meeting as well as the Greenville County Fire Chief's Association Meeting. Fire Chief Baker recognized Lieutenant Johnson for 14 years of service on December 2, 2013, Lieutenant Sullivan for 17 years of service on December 2, 2013, Lieutenant Bagwell for 17 years of service on December 2, 2013, Lieutenant Burgess for 12 years of service on December 5, 2013, Battalion Chief Gossett for 21 years of service on December 17, 2013, and Battalion Chief Reed for 23 years of service on December 17, 2013. Fire Chief Baker announced that there was one workers compensation claim reported in the month of November. The employee was injured in a structure fire on Thanksgiving Day. He reported that they had a very busy Thanksgiving weekend with several fires and one really big one. Fire Chief Baker announced that Greenville Water will be installing approximately 710 linear feet of new 6-inch water line along Jones Avenue to replace the old water line. A 12-foot wide lane of traffic will be maintained for access to all properties. Chairman Rivers inquired about whether Greenville Water will have something to lie across the trench should we need to cross. Fire Chief Baker answered that they do have metal plates and do a good job keeping the minimum lane available. Fire Chief Baker reported that the Fire Department participated in the Greer Christmas Parade on December 8, 2013. He also reported that a check for \$396 was sent to the Southeastern Firefighters Burn Foundation. These funds were received from the collection and recycling of aluminum cans. Fire Chief Baker announced that on November 30, 2013, a Greenville Transit Authority Bus and a Jeep Liberty were involved in an accident at Wade

Hampton Blvd and Main Street. After the initial impact, the bus came through the church parking lot, over the brick wall, and hit the tree in front of Fire Station #1. Fire Chief Baker stated updated the Board on the progress of the insurance claims in regards to the damage sustained. Fire Chief Baker reviewed the Monthly Incident Response Report for November 2013. Fire Chief Baker also provided a copy of South Carolina's YTD fire fatalities statistics as of October 2013. Vice Chairman/Treasurer Wavle commented on one of the fires in which the Department responded to during the Thanksgiving weekend. He stated that the family was very thankful for the quick response of the Department.

Assistant Fire Chief Van Pelt presented his report as written and attached. Assistant Fire Chief Van Pelt reported on the various training completed during the month, specifically pump operations and driver training. He reported that he attended the FBI Active Shooter Class. He stated it was a very interesting class. Assistant Fire Chief Van Pelt pointed out that as Chief Baker recognized the personnel, he added up the years of combined service. The six fire personnel recognized they had 104 years of service combined which speaks to the Department retaining personnel. Assistant Fire Chief Van Pelt announced that the Fire Department was able to secure 6 SCFA (South Carolina Fire Association) classes. Those classes consist of Fire Department Pumper Testing, Building Construction, Principles, IC for Structural Collapse, Rope Rescue High Angle Rescue, Fire and Life Safety Educator I, and Fire Instructor II. Assistant Fire Chief Van Pelt reported that Firefighter Parrish received his Class E Driver's License. Assistant Fire Chief Van Pelt reported that they will be training at Scott Towers. That building will be imploded on January 19, 2014. The Department will then have around the clock drills from January 22, 2014 to January 24, 2014. Assistant Fire Chief Van Pelt stated that the Greenville County Fire Chief in charge will use all the local resources in Greenville County and then as each eight hour operational period keeps extended, he will go as far as Asheville and Myrtle Beach to get departments to take care of the incident. He stated it will be a state wide drill. He reviewed the fire investigations and automatic aid calls for the month. Assistant Fire Chief Van Pelt reviewed the meetings he attended for the month. He announced that he will be moving from Secretary to Treasurer for the Greenville County Fire Chief's Association. Assistant Fire Chief Van Pelt updated the Board on the status of the FEMA Grant stating that the application was submitted on December 6, 2013 for a new Rescue Truck and a Fitness Program. The grants will start being awarded around March of 2014. Assistant Fire Chief Van Pelt stated the station updates are very close to being completed.

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 reviewed the meetings he attended for the month. He attended the GCFCA Meeting on November 5, 2013 and the Taylors Town Square Meeting on November 6, 2013. Fire Marshal Baker detailed the fire prevention for the month of November. He reported that he provided fire extinguisher training at CPJ Technologies, attended Career Day at Greenville Middle, and toured all the public schools in the district with each shift. He stated that B-shift Engine Company participated in kid's night at Texas Roadhouse and A-shift attended Career Day at Taylors Elementary. Fire Marshal Baker amended his report adding that for the past several years; the Fire Department has collected funds to help children in need with Christmas. We receive families from one of the local schools, the Taylors Free Clinic, and Piedmont Homeless Center. He stated that the Department collects donations from the employees as well as local businesses within the District. Chairman Rivers asked if the Department provided the family with items or with money. Fire Marshal Baker stated that the Department buys and wraps the gifts and does not give out money. He stated that the charity is just for the children not the adults. Chief Baker stated that all funds received are turned

into Bookkeeper Hackler in order to keep accurate records. There being no further questions or comments, Secretary Rea made a motion to accept the Fire Department Reports. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Mr. Scott Taylor for the Financial Reports. Mr. Taylor reviewed his reports as written and attached. Mr. Taylor summarized the results for the Fiscal Year 2014 for the General Fund stating that the YTD net deficit is \$1,087,570 compared to a budgeted deficit of \$1,323,767. He stated that is a \$236,197 difference improvement over what was actually budgeted. He stated that the total YTD income was \$397,165 which is better than the budget by about \$96,000. Mr. Taylor stated that at this point in the year, the difference is a timing issue against our best guess for when we expect to receive property taxes. Mr. Taylor stated that the total YTD for our direct costs is \$1,276,242, which is less than budget by about \$128,000. He stated that the gross loss is \$879,077 versus a budgeted gross loss of \$1,103,182 leaving \$224,105 better than anticipated or budgeted amount. The primary drivers for the better result were less personnel costs in the Sewer and Fire Departments (\$23,000 and \$28,000, respectively) and no-yet-utilized sewer maintenance budget of approximately \$70,000. The total YTD indirect costs are \$173,777, which is less than budget by approximately \$10,800. This favorable result is a combination of several small items, namely insurance and occupancy, and not yet utilizing the funds budgeted for community relations. Mr. Taylor reported that the total YTD other expenses is \$34,716, which is less than budget by about \$1,200. The YTD other expenses includes some ongoing fire station improvements, but is primarily the capital expenditures for the Sewer Department's work order management system plus \$5,380 for district office improvements. Mr. Taylor reported that the Fire Department received \$5,000 from Boiling Springs for their portion of the Training Tower upgrades. Mr. Taylor stated the cash on hand decreased by about \$200,000 in the month of October, which is to be expected for this time of year. Mr. Taylor reported that the net position (net assets) of the District is \$12.6 million, of which more than \$4.7 million is held in District cash accounts. Mr. Taylor asked if there were any questions. There being no further discussion, Vice Chairman/Treasurer Wavle moved to accept the Financial Report. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Rivers asked if there were any announcements. Director Bartow wanted to give a special thank you for the Sewer Department. She recognized Sewer Technician Jones and several other employees for a job well done on the Board Room remodel and repair of the ladies bathroom. Vice Chairman/Treasurer Wavle presented Chairman Rivers with a plaque in appreciation for his outstanding and dedicated service for the last six years. He thanked Chairman Rivers for a job well done.

Vice Chairman/Treasurer Wavle stated that more research needs to be done concerning the FMLA issue and made a motion to table the information regarding the FMLA extension until the January 2014 meeting. Secretary Rea suggested the motion be amended to say that it will be tabled until such time where all the information is complete instead of January. Vice Chairman/Treasurer Wavle accepted the modification and amended the motion. Secretary Rea seconded the amended motion. The amended motion carried unanimously. Secretary Rea seconded the original motion. The motion passed unanimously.

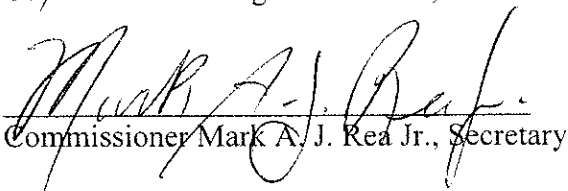
There being no further business, Vice Chairman/Treasurer Wavle made a motion to adjourn. Secretary Rea seconded the motion. The motion carried unanimously and the meeting was adjourned at 5:01 pm.



Commissioner Douglas L. Wavle, Vice Chairman/Treasurer

1-14-2014

Date Minutes Approved



Commissioner Mark A. J. Rea Jr., Secretary