

**MINUTES
TAYLORS FIRE & SEWER DISTRICT
REGULAR MONTHLY MEETING
NOVEMBER 12, 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), Jaime Daniels (A.T. LOCKE), Leo Gallant (Encore Technology Group), 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. Secretary Rea presented the minutes from the Regular Scheduled Meeting held October 8, 2013 at 4:30 pm. Secretary Rea made a motion to accept the minutes as written. Vice Chairman/Treasurer Wavle 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 worked extensively with Mr. Greg Thacker of URS to calibrate our GIS data into the proper format for integrating with our work order management program, Cityworks. GIS Analyst King contacted our neighboring Special Purpose Districts to acquire fresh GIS data so that our knowledge of other District's infrastructure is current and correct. Metropolitan Sewer Subdistrict, Greer CPW, Blue Ridge Rural Water Company, Greenville Water, Wade Hampton Fire and Sewer, and ReWa have all been very accommodating in providing their data. GIS Analyst King attended the Collection System Alliance Meeting on October 9, 2013, a flow monitor discussion meeting on October 15, 2013, Greenville Area Utility Coordination Committee Meeting on October 16, 2013, and Taylors Town Square Meeting on November 6, 2013. Also on October 30, 2013, GIS Analyst King attended a meeting with Director Bartow, Operations Coordinator Ables, Mr. Richard Pace and Mr. Greg Sherk to discuss the requirements for the St. Mark Cottages project. Additionally, the District employees received new smartphones. These phones were configured with e-mail accounts and a GIS mobile mapping application to allow the crew members access to GIS data in the field. Director Bartow presented her report as written and attached. She reviewed the Permit Fees, the Workers Compensation Report, and the Fiscal Year Report for the month of October. Director Bartow detailed that she and GIS Analyst King attended the Upstate Utilities meeting at

the SCDOT office on October 16, 2013, Director Bartow stated that she did meet with the Sprint Representative to discuss the change out of our cell phones which has since been completed. Director Bartow reported that on October 23, 2013, she participated in the MDA lockup fundraiser for Executives in Greenville County at the Commerce Club and raised approximately \$800. Director Bartow stated that she had been working with Audio Visual Companies to see about doing a demo for new technology solutions for the Board Room. Director Bartow recognized Leo Gallant with Encore Technology Group for his demo presentation. Mr. Gallant detailed the features of the Clear Touch 4070L Interactive Display that he brought to demo. He showed the Board the ease of use of the monitor and the advancements in technology. Upon the conclusion of Mr. Gallant's demo, Director Bartow asked the Board if they had any questions for Mr. Gallant. Chairman Rivers stated that the system was very nice and thanked Mr. Gallant for his demonstration. Director Bartow stated that she also worked with the furniture supply store to switch/purchase more technology friendly furniture for the Board Room. Director Bartow stated that on November 13, 2013, she would be meeting with a possible new vendor concerning flow monitoring. Director Bartow reported that she would be attending the Executive Committee Meeting for WEASC in Columbia S.C. on November 20, 2013. Director Bartow reminded all in attendance that the District Office will be closed at 12 pm on Wednesday November 27, 2013 through Friday, November 29, 2013 for the Thanksgiving Holiday. Director Bartow asked if there were any further questions, and with no further questions Secretary Rea moved to accept the Sewer Department Reports as written. Vice Chairman/Treasurer Wavle 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 meetings regarding InnovaPad Technology, Audio/Visual solutions, and Sprint Communications. He also attended the Greenville County Fire Chief's Association meeting. Fire Chief Baker announced personnel recognitions and recognized Firefighter Williams for 1 year of service on November 8, 2013, Lieutenant Wirnsberger for 21 years of service on November 14, 2013, Firefighter Pronk for 1 year of service on November 21, 2013, Sergeant Jennings for 6 years of service on November 23, 2013, Sergeant Jameson for 9 years of service on November 27, 2013, Firefighter Radzak for 6 years of service on November 30, 2013. Fire Chief Baker announced his 29 year of service on November 26, 2013. Fire Chief Baker stated that the Active Shooter Class that was scheduled for October 21 and 22, 2013 was canceled due to the Federal Government shut-down. The class was rescheduled to be held November 18 and 19, 2013 at the Cannon Center in Greer. Fire Chief Baker announced that the Fire Department would be participating in the Greer Christmas Parade on December 8, 2013 at 2:30 pm. Fire Chief Baker reviewed the Workers Compensation Report as well as the Monthly Incident Response Report for October 2013. Fire Chief Baker reported that the Fire Department averaged 89.58% of off-duty personnel returning to calls for 2012-2013.

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. Assistant Fire Chief Van Pelt stated that concerning Fire Prevention, he along with Fire Marshal Baker walked the Schools in the District looking for the first and second means of egress for the students and teachers. He announced that 3M used the Training Tower on November 7, 2013 and would be using it again on November 14, 2013. The training at Scott Towers will be scheduled in December. Assistant Fire Chief Van Pelt stated that Firefighter Radzak will be taking a class at Appalachian Council of Government. Firefighter Rollins passed his Pump Operations II, and Firefighter Williams passed his 1 year test. Assistant

Fire Chief Van Pelt then reported on meetings that he had attended for the month of November. He reviewed the fire investigations and automatic aid calls for the month. Assistant Fire Chief Van Pelt stated that there are 6 SCFA classes coming to Taylors Fire Department from January to June 2014. Assistant Fire Chief Van Pelt stated that the Fire Department is working on the AFG Grant (Assistance to Firefighters Grant) for Taylors (Rescue Truck and Fitness Program). He reported that they are in the process of bench testing all the SCBA. Assistant Fire Chief Van Pelt stated the station updates are still going very well and commended the firefighters on a job well done. Assistant Fire Chief Van Pelt thanked Director Bartow for allowing them to use the Board Room for training. Secretary Rea inquired about the grants that are being applied for. He wanted to know how difficult they are to obtain and what percentage the District would be responsible for. Assistant Chief Van Pelt stated that the District would be responsible for paying 10% of the equipment cost should the District be awarded the grant and that there are many variables that go into the determination of who is awarded the grants.

Fire Chief Baker 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 October 1, 2013, the Quarterly Fire Marshal Training on October 2, 2013, Fire Ground Simulation on October 14 and 15, 2013, NFPA 921 Fire and Explosion Investigations on October 24, 2013 as well as Fire Officer II on October 28th through November 1, 2013. Fire Marshal Baker recognized all three shifts for the hard work they put forth for Fire Prevention week and the whole month of October. He stated that the Department put on fire prevention programs for all of the area public Elementary Schools, Prince of Peace, several Church CDC Programs, and several fire safety nights put on by either a Church or an Apartment Complex. He stated that he received many comments from teachers and other adults on how well everyone did in the various fire prevention programs. Fire Marshal Baker stated that the Taylors' Firemen once again have shown great dedication and have made lasting impressions on the members to the Taylors community by not only being there for them when an emergency arises, but also educating them in an effort to prevent an emergency before it happens. Secretary Rea stated that a few years back, a child escaped a fire in the District because he remembered the training and education the Fire Department near his previous home had provided him during a school program. He reiterated the importance of the Fire Protection Programs and thanked the Fire Department for their dedication. There being no further questions or comments, Vice Chairman/Treasurer Wavle made a motion to accept the Fire Department Reports. Secretary Rea seconded the motion. The motion carried unanimously.

Chairman Rivers recognized Mr. Ben Stoner for the Financial Reports. Mr. Stoner reviewed his reports as written and attached. Mr. Stoner summarized the results for the Fiscal Year 2014 for the General Fund stating that the YTD net deficit is \$836,517 compared to a budgeted deficit of \$1,017,643. He stated that was a favorable difference. He stated that the total YTD income was \$277,393 which is better than the budget by about \$53,600. Mr. Stoner stated that at this point in the year, with regard to property tax revenue (which is the vast majority of our income), the difference is a timing issue against our best guess for when we expect to receive property taxes. Mr. Stoner stated that the total YTD for our direct costs is \$937,303, which is less than budget by about \$114,500. He stated the primary drivers for the better result were less personnel costs in the Sewer and Fire Departments (\$24,000 and \$18,000, respectively) and not-yet-utilized sewer maintenance budget of approximately \$66,000. The total YTD indirect costs are \$156,035, which is less than budget by approximately \$5,000. 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. Stoner stated that September did include loan payments (shown as lease expense) of approximately \$91,000. This represents budgeted loan payments (annually and semi-annual) for Fire Engines (\$82,000) and Fire Station #3 (\$8,000, interest only) Mr. Stoner reported that the total YTD other expenses is \$20,572, which is less than budget by about \$8,000. The YTD other expenses include some ongoing Fire Station improvements, but are primarily the Capital Expenditures for the Sewer Department's Work Order Management System. There is still some un-utilized budget for the new system, and there was \$6,000 in the budget for District Office improvements that have not yet taken place. Mr. Stoner reported that the Fire Department sold turnout gear for approximately \$3,700 in September and the proceeds from the sale have been recorded in the Safety Expense Category as an offset to the future expense for the replacement gear that is to be ordered in November. Mr. Stoner stated the cash on hand did decrease by nearly \$344,000 in the month of September, which is to be expected for this time of year. Of that amount, \$330,000 was for September operations and the remainder was a combination of increased receivables (taxes from County) and a reduction in payables. Mr. Stoner reported that the net position (net assets) of the District is \$12.9 million, of which more than \$4.8 million is held in District cash accounts. Mr. Stoner 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 opened the floor to the public concerning the adoption of the fee schedule for the Incident Response (InnovaPad). Vice Chairman/Treasurer Wavle expressed concern about adopting a fee schedule. He stated he is in opposition of charging the taxpayers this fee. Fire Chief Baker responded to Vice Chairman/Treasurer Wavle's concerns stating that should the taxpayer or insurance company decide not to pay the fees charged then they would be under no obligation to do so. He stated that the program would be in place to potentially replace resources expensed during emergency response calls. Fire Chief Baker stated that several other Fire Departments and Districts are already using this program. Chairman Rivers suggested we wait and see how the program does at the other Districts now utilizing it. Vice Chairman/Wavle stated that he is reluctant to move forward with the program as well. There being no one else to speak for or against the fee schedule, Secretary Rea made a motion to table the InnovaPad fee schedule proposal provided we investigate further in the next couple of months as to what this would entail to the citizens of Taylors and to do an in depth study of the InnovaPad Program. Vice Chairman/Treasurer Wavle seconded the motion to table the discussion. The motion carried unanimously.

Chairman Rivers asked if there were any announcements. Vice Chairman/Treasurer Wavle presented Chairman Rivers with a Certificate Award from the South Carolina Special Purpose District for Leadership.

Vice Chairman/Treasurer Wavle moved to go into executive session for discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and to receive legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the District in other adversary situations involving the assertion against the District agency of a claim. Secretary Rea seconded the motion. The motion carried unanimously. They entered into executive session at 5:40 pm.

Vice Chairman/Treasurer Wavle moved, seconded by Secretary Rea to exit executive session. The motion carried unanimously. They exited executive session at 6:20 pm.

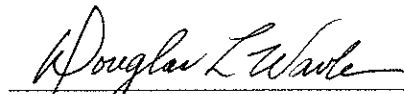
Secretary Rea made a motion to authorize our District Administrative Staff to do research into personnel matters relating to employee benefits using Contractor Services, only as necessary to complete said research, beginning January 1, 2014. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

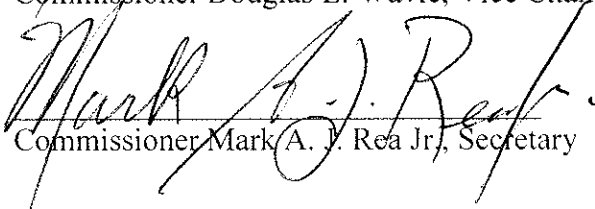
Secretary Rea made a motion to table the discussion and business on the Family Medical Leave Act until the December Meeting. Vice Chairman/Treasurer Wavle seconded the motion. The motion carried unanimously.

There being no further business, Chairman Rivers made a motion to adjourn. Treasurer Wavle seconded the motion. The motion carried unanimously and the meeting was adjourned at 6:22 pm.


Commissioner Gilbert T. Rivers, Chairman

12.10.13
Date Minutes Approved


Commissioner Douglas L. Wavle, Vice Chairman/Treasurer


Commissioner Mark A. J. Rea Jr., Secretary