REGULAR COMMISSION MEETING

A regular meeting of the James Island Public Service District (District/JIPSD) Commission was held at 7:00 p.m. on February 22, 2016, in the conference room of the District offices located at 1739 Signal Point Road, James Island, South Carolina.

Present at the meeting were the following members: June Waring, Chair, who presided; Bill Cubby Wilder; Inez BrownCrouch, Donald Hollingsworth, Eugene Platt, Kay Kernodle and Carter McMillan.

Also present were: Robert Wise, District Manager; Tamara Eberhart, Administrative Coordinator; Rachel Hill, Wastewater Administrative Assistant; Tom Glick, Deputy Fire Chief; Anthony Cervino, Safety Director; Henry Haskell, Facilities Coordinator and Officer Alan Ali, Charleston County Sheriff's Office.

Ms. Waring called the meeting to order.

Mr. Hollingsworth led the invocation, followed by the pledge to the flag of the United States of America.

- 1. The Freedom of Information Act Report In compliance with the Freedom of Information Act, notice of this meeting and its agenda were provided to all news media and persons requesting notification.
- 2. The roll was called.
- 3. Oral and Written Petitions
 - A. Robert Schurmeier, 706 Creekside Drive, invited everyone to attend the Lighthouse Point Civic Club's annual picnic.
- 4. Approval of Minutes
 - A. Mr. Platt moved to approve the Regular Commission meeting minutes of February 8, 2016, seconded by Mr. Hollingsworth. The motion carried unanimously.
- 5. Committee Reports
 - A. Mr. Hollingsworth reported that the Fire Committee met today to discuss the new location of Fire Station 1. Mr. Hollingsworth brought forth the motion from the Fire Committee to give the staff permission to proceed with negotiating the land acquisition and get the process started with the new fire station. The motion carried unanimously.
- 6. January District Management Report
 - A. Mr. Wise reported that the report's numbers are on target.
 - B. Mr. Wise stated that the 2016 Statement of Economic Interest report's filing deadline is March 30, 2016.
 - C. Mr. Wise stated that the Employee Code of Conduct placed in their packets was signed and positively received by all employees and banners were placed in each department.
 - D. Mr. Cervino spoke to the active shooter training offered to employees and invited the Commission to complete the 3 hour presentation. The Commission concurred.
 - E. Mr. Wise thanked Mr. Wilder for attending the leadership workshop at North Charleston Sewer District.
- 7. Annual Employee District Safety Report
 - A. Mr. Cervino presented the 2015 annual report (attached).
- 8. Unfinished Business none

- 9. New Business
 - A. Mr. Hollingsworth suggested adopting the employee Code of Conduct and Standards of Behavior as a part of their Rules of Procedures. He requested that the item be on the Administrative Committee's next meeting agenda. Ms. Kernodle stated that she will meet with Mr. Wise to discuss an Administrative Committee meeting on March 8th at 6 p.m. Mr. Hollingsworth signed a copy of the Code of Conduct and Standards of Behavior to be placed in his personnel file. Ms. Waring stated that she would also like to join him.
 - B. Mr. Platt stated that the one day a week pickup seems to be working well and asked that more be done to remind residents that their pickup will be delayed during the holiday. Mr. Wise explained that holiday specific signs are placed in visible areas, leading into many James Island neighborhoods.
- 10. Correspondence and/or Newspaper Articles no discussion
- 11. Oral and Written Petitions none
- 12. Mr. Hollingsworth moved to adjourn the meeting, seconded by Mr. Wilder. The motion carried unanimously.
- 13. Mr. Wilder adjourned the meeting at 8:03 p.m.

Donald A. Hollingswo Secretary

DH/TE



District Manager's Report to Date:

Wastewater Project Updates (1) 2016 Statement of Economic Interests (SEI) Report; filing deadline March 30, 2016

Employee Code of Conduct Standards and Standards of Behavior (1) Active Shooter Events Training

Note: (1) Item(s) included in the Commission Packets Highlighted items will be addressed during the meeting. Financial (Unaudited)

Filianciai (Oliauulleu)										
	 Jan-15		Jan-16	% Change		Jan-15		Jan-16	% Change	
Budget Comparison:		neral		Proprietary						
Budget Revenues:	\$ 6,081,559	\$	6,204,519		\$	6,245,470	\$	6,354,031		
Current Month	\$ 1,900,342	\$	602,180		\$	546,055	\$	496,862		
Year to Date	\$ 2,435,444	\$	1,663,977		\$	4,095,368	\$	3,634,946		
Actual %	40%		27%			66%		57%		
Budget Expenses:	\$ 6,384,212	\$	6,413,323		\$	5,401,789	\$	4,542,901		
Current Month	\$ 495,193	\$	492,575	-1%	\$	475,210	\$	436,534	-8%	
Year to Date	\$ 3,615,436	\$	3,648,117	1%	\$	2,555,763	\$	2,398,790	-6%	
Remaining Budget	\$ 2,768,776	\$	2,765,206		\$	2,846,026	\$	2,144,111		
Goal %	58%		58%			58%		58%		
Actual % Expensed	57%		57%			47%		53%		
+ Over/-Under	-1%		-1%			-11%		-5%		
Cash Position:	Jan-15		Jan-16	% Change		Jan-15		Jan-16	% Change	
		Gei	neral			P	rop	rietary		
Beginning Cash	\$ 454,961	\$	759,256		\$	6,895,910	\$	4,734,241		
Taxes Collected	\$ 1,897,691	\$	600,000	rec'd 1M advance	\$	-	\$	-		
Customer Service Charges	\$ -	\$	-	in Feb 2016 instead of in	\$	477,067	\$	472,204		
Fees and Permits	\$ -	\$	-	Jan like in 2015	\$	66,055	\$	22,070		
Other Income	\$ 2,651	\$	2,180		\$	2,578	\$	2,588		
Less: Operating Expenses	\$ (495,193)	\$	(492,575)		\$	(475,210)	\$	(436,534)		
Ending Cash	\$ 1,860,110	\$	868,861	-53%	\$	6,966,400	\$	4,794,570	-31%	
Restricted Cash	\$ 199,704	\$	358,317		\$	2,639,991	\$	2,908,636		
Unrestricted Cash	\$ 1,660,406	\$	510,543		¢	4,326,409	\$	1,885,934		

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District-wide

District-wide							
		Jan-15	Jan-16	% Change	FY15 YTD	FY16 YTD	% Change
New Hires		1	0	-100%	9	3	-67%
Voluntary Separations	6	1	0	-100%	8	10	25%
Involuntary Separation	ns	0	1	100%	0	4	400%
Grievances		0	0	0%	0	0	0%
Hours Annual Leave I	Jsed	1,263	1,639	30%	11,612	11,344	-2%
Hours Sick Leave Use	ed	482	594	23%	4,946	5,742	16%
OSHA Recordable Ind	cidents	0	2	200%	4	4	0%
Non-Recordable Incid	lents	1	0	-100%	4	0	-100%
Vehicular Incidents		1	3	200%	8	9	13%
Motor Vehicular Accid	lents	0	0	0%	1	7	600%
Mechanical/Spill/Leak	<u> </u>	0	2	200%	3	3	0%
# of Lost Time Injuries	3	0	1	100%	1	1	0%
Budgeted Overtime E	xpense	\$385,275	\$389,510				
Current Month		\$45,588	\$68,465	50%			
Year to Date		\$258,553	\$364,291				
Remaining Overtime		\$126,722	\$22,606				
Goal %		58%	58%				
Actual % Expensed		67%	94%	39%			
+ Over/-Under		9%	36%				

Administration

	Jan-15	Jan-16	% Change	FY15 YTD	FY16 YTD	% Change
OSHA Recordable Incidents	0	() 0%	0	0	0%
Non-Recordable Incidents	0	(0%	0	0	0%
Vehicular Incidents	0	(0%	0	0	0%
Motor Vehicular Accidents	0	(0%	0	2	200%
Mechanical/Spill/Leak	0	(0%	0	0	0%
# of Lost Time Injuries	0	(0%	0	0	0%
Budgeted Overtime Expense	\$2,000	\$1,000)			
Current Month	\$0	\$0	0%			
Year to Date	\$779	-\$1,30	7			
Remaining Overtime	\$1,221	-\$307	7			
Goal %	58%	58%	, D			
Actual % Expensed	39%	-131%	-435%			
+ Over/-Under	-19%	-189%	þ			



Solid Waste

Tonnage Collected:	Jan-15	Jan-16	% Change	FY15 YTD	FY16 YTD	% Change
Garbage	475	461	-3%	3,270	3,397	4%
Yard Debris	390	311	-20%	2,699	2,861	6%
Manmade	157	192	23%	1,160	1,554	34%
Metal	0	0	0%	0	0	0%
Tires	0	0	0%	3	0	-100%
Total Tonnage	1023	965	-6%	7,132	7,811	10%
OSHA Recordable Incidents	0	1	100%	2	1	-50%
Non-Recordable Incidents	1	0	-100%	2	0	-100%
Vehicular Incidents	1	2	100%	3	5	67%
Motor Vehicular Accidents	0	0	0%	0	1	100%
Mechanical/Spill/Leak	0	2	200%	2	3	50%
# of Lost Time Injuries	0	1	100%	1	1	0%
Budgeted Overtime Expense	\$15,000	\$11,500				
Current Month	\$744	\$7,118	857%			
Year to Date	\$11,923	\$30,108				
Remaining Overtime	\$3,077	-\$18,608				
Goal %	58%	58%				
Actual % Expensed	79%	262%	231%			
+ Over/-Under	21%	204%				

Fire

1.10	Jan-15	Jan-16	% Change	FY15 YTD	FY16 YTD	% Change
Fire Calls	5	11	120%	36	46	28%
Working Structure Fires	2	4	100%	14	11	-21%
EMS Calls	129	102	-21%	768	780	2%
Motor Vehicle Accidents	12	21	75%	97	88	-9%
Good Intent Call	73	74	1%	429	551	28%
Hazardous Conditions	8	8	0%	55	65	18%
Malicious False Call	0	0	0%	0	0	0%
Other False Call	16	21	31%	156	181	16%
Other Situation	0	0	0%	7	10	43%
Overpressure Rupture	1	0	-100%	2	2	0%
Rescue	0	0	0%	0	5	500%
Service Call	16	27	69%	127	172	35%
Public Service (Safety House, Etc.)	1	0	-100%	47	53	13%
Total Call Count	263	268	2%	1,692	1,911	13%
					,	
Automatic/Mutual Aid Given	13	18	38%	76	98	29%
Automatic/Mutual Aid Received	10	4	-60%	50	31	-38%
Employee Training Hours	1,425	1,231	-14%	9,400	9,735	4%
OSHA Recordable Incidents	0	0		1	1	0%
Non-Recordable Incidents Vehicular Incidents	0	0		2 5	0	-100% -60%
Motor Vehicular Accidents	0	0		5	2	-60%
	0	0				
Mechanical/Spill/Leak		0		1	0	-100%
# of Lost Time Injuries	0	0	0%	0	0	0%
Budgeted Overtime Expense	\$336,555	353,010				
Current Month	\$44,135	\$56,776	29%			
Year to Date	\$233,912	\$296,255				
Remaining Overtime	\$102,643	\$56,755				
Goal %	58%	58%				
Actual % Expensed	70%	58 % 84%				
+ Over/-Under	12%	26%				
+ Over/-Olider	12/0	2070				
Station Responses:						
Station 1	122	124	2%	749	893	19%
Station 2	60	59	- / *	400	430	8%
Station 3	24	39	/-	236	276	17%
Station 4	56	46		272	312	15%
Total Responses	262	268	2%	1,657	1,911	15%
Increations						
Inspections: Commercial	5	11	120%	93	56	-40%
Residential	0	0		0	0	0%
Fireworks Stands	0	0	0%	8	0	-100%

Events:

No major events



Maintenance						
Preventive Maintenance:	Jan-15	Jan-16	% Change	FY15 YTD	FY16 YTD	% Change
Administration	1	0		8	5	
Fire	1	1		16	12	-25%
Maintenance Solid Waste	0 7	0 7		2 63	1 49	-50% -22%
Wastewater	3	3		20	13	-35%
Total	12	11		109	80	
Repairs (In-house):						
Administration Fire	2	0 10		6 53	2 45	-67% -15%
Maintenance	0	0		0	45 0	
Solid Waste	14	17		143	143	
Wastewater	3	1		20	16	
Total	21	28	33%	222	206	-7%
Service (In-house):						
Administration	0	0	0%	5	7	40%
Fire	2	4	100%	34	38	12%
Maintenance	0	0		0	0	
Solid Waste	55	34		323	326	
Wastewater Total	<u> </u>	5 43		<u>33</u> 395	38 409	
10tal	00		2170	000	405	470
Repairs (Outside):	_			_		
Administration	0	0		0	2	
Fire Maintenance	0	0		6 0	4 0	-33% 0%
Solid Waste	0	4		11	19	
Wastewater	0	2		6	6	
Total	0	6	0%	23	31	35%
	0	0	00/	0		1000/
OSHA Recordable Incidents Non-Recordable Incidents	0	0		0	1 0	
Vehicular Incidents	0	0		0	0	
Motor Vehicular Accidents	0	0		Ő	1	
Mechanical/Spill/Leak	0	0		0	0	
# of Lost Time Injuries	0	0	0%	0	0	0%
Street Named Signs:						
Cleaned/Repaired	0	0	0%	19	0	-100%
Replaced/Installed	0	0		13	5	
			-			
Budgeted Overtime Expense	\$5,720	\$4,000				
Current Month Year to Date	\$66 \$483	\$247 \$3,484				
Remaining Overtime	\$5,237	\$516				
Goal %	58%	58%				
Actual % Expensed	8%	87%				
+ Over/-Under	-50%	29%				
Wastewater						
	Jan-15	Jan-16	% Change	FY15 YTD	FY16 YTD	% Change
PSD Sewer Line Backups	4	4	0%	16	38	138%
Customer Sewer Line Backups	4	6	-	39	56	
Total Sewer Backup Calls	8	10	25%	55	94	71%
Disconnects	78	55	-29%	390	451	16%
Reconnects	61	51		343	396	
Gallons Transported	83,370,000	87,175,000	5%	585,239,000	517,712,000	-12%
OSHA Bosordabla lagidarta	~		4000/		^	1000/
OSHA Recordable Incidents Non-Recordable Incidents	0	1 0		1	2 0	
Vehicular Incidents	0	1		0	2	
Motor Vehicular Accidents	0	0		0	2	
Mechanical/Spill/Leak	0	0		0	0	
# of Lost Time Injuries	0	0	0%	0	0	0%
Gravity Lines (In Feet):						
Cleaned	2,650	200	-92%	24,830	14,914	-40%
Televised	2,615	295	-89%	16,425	8,357	-49%
	* ~~~~~	* ~~ ~~~				
Budgeted Overtime Expense Current Month	\$26,000 \$643	\$20,000 \$4,323				
Year to Date	\$043 \$11,455	\$4,323 \$35,751				
Remaining Overtime	\$14,545	-\$15,751				
Goal %	58%	58%				
Actual % Expensed	44%	179%				
+ Over/-Under	-14%	121%				
Developments:	Δ	vailable:	Jurisdiction:			
			PSD			
Bayfront 4 units	F	lighland Ave	FSD			

James Island Public Service District Safety Committee 2015 Annual Report

The James Island Public Service District Safety Committee would like to offer this summary safety report of program activities that took place from January to December 2015.

During 2015, the Safety Committee focused on coordinating efforts to promote preparedness at work. It was recognize that being prepared for a disaster situation begins with each individual, thus it will be our intent to assist District personnel and the community with the process of preparing for various natural and man-made disasters.

Committee Members and Alternates

Members:	Alternates:
Anthony Cervino/SafetyDirector, Chair	
Brian Pucel, Vice Chair, Fire	Eric Lipscomb, Fire
Henry Haskell, Maintenance	James Reindollar, Maint.
Lonnie Lafayette, Wastewater	Harold Spell, WW
Eric Salaam, Solid Waste	Mark Hood, SW
Dianne Churchill, Administration	James Game, Administration

• Meeting Dates

Safety Committee scheduled meetings took place on below dates at 10AM in District Conference Room on:

Monday, January 12 th	Thursday, August 4 th
Tuesday, February 17 th	Thursday, August 25 th
Tuesday, March 16 th	Monday, September 21 st
Thursday, May 21 st	Monday, October 12th
Tuesday, June 23 rd	Tuesday, November 17 th
	Wednesday, December 23 rd

The members of the Safety Committee also serve on the Vehicle Incident Review Board (VIRB). The VIRB exists to identify incident factors and to determine preventive measures in an overall effort to minimize and ultimately eliminate District vehicle incidents. VIRB sessions are conducted during monthly Safety meetings. By consolidating the VIRB into the Safety meetings it saves valuable work time of the PSD member by attending only one meeting per month, and benefits the employee in having the vehicular incident reviewed in a timelier manner.

• Summary Reports of Incidents and Injuries

Thirty-One Incidents were reported to the Safety Office during 2015:

The following chart shows the incidents based on OSHA recordable & non-recordable, lost-time criteria, vehicle incidents, mechanical/spills/leaks and MVA's.

2013	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
OSHA Recordable	0	0	0	0	0	0	1	2	2	1	0	0	6
Non-Recordable	1	1	0	1	0	0	0	0	0	1	0	0	4
Lost Time Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Incidents	2	0	2	1	1	0	1	0	0	1	0	1	9
Mechanical/Spills/Leaks	2	0	1	1	1	0	0	0	0	0	0	0	5
MVA	0	0	1	0	1	0	0	1	1	0	0	0	4

2014	Jan	Feb	March	April	Мау	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
OSHA Recordable	0	0	1	0	1	2	1	1	0	1	1	0	8
Non-Recordable	1	0	1	1	<mark>0</mark>	1	1	0	1	0	1	0	7
Lost Time Injuries	0	0	0	<mark>0</mark>	0	1	0	1	<mark>0</mark>	0	0	0	2
Vehicle Incidents	0	1	1	1	1	1	1	0	0	4	2	0	12
Mechanical/Spills/Leaks	0	1	0	3	0	0	1	1	0	0	0	1	7
MVA	0	<mark>0</mark>	1	<mark>0</mark>	<mark>0</mark>	0	<mark>0</mark>	0	0	0	0	1	2

2015	Jan	Feb	March	April	Мау	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
OSHA Recordable	0	1	1	2	1	0	0	1	0	0	0	1	7
Non-Recordable	1	0	0	1	0	0	0	0	0	0	0	0	2
Lost Time Injuries	0	0	0	1	0	0	0	0	0	0	0	0	1
Vehicle Incidents	1	1	0	3	1	0	0	2	1	1	2	0	12
Mechanical/Spills/Leaks	0	0	0	1	0	0	0	0	0	1	1	1	4
MVA	0	0	1	0	0	1	3	2	2	1	0	0	10

- 2013: OSHA Recordable: 6; Non-Recordable: 4; Lost-Time Injuries: 0; Vehicle Incidents: 9;
MVA: 4; Mechanical/Spills/Leaks: 5Total Number of Incidents/2013: 23
- 2014: OSHA Recordable: 8; Non-Recordable: 7; Lost Time Injuries: 2; Vehicle Incidents: 12; MVA: 2; Mechanical/Spills/Leaks: 7

 Total Number of Incidents/2014: 29
- 2015: OSHA Recordable:7 ; Non-Recordable:2 ; Lost Time Injuries: 1; Vehicle Incidents: 12; MVA: 10 Mechanical/Spills/Leaks:4.

 Total Number of Incidents/2015: 31

*The number of incidents for 2015 increased 6% compared to 2014

OSHA Recordable: The number of incidents *decreased from 8(in 2013) to 7, or a decrease of 12%*. All injury incidents in 2015 were reviewed by the Safety Committee at the monthly meeting. Safety recommendations are forwarded to the respective Department Superintendent to prevent future incidents. The Safety Director works closely with Department Heads to monitor the success of the recommendations.

<u>Non-Recordable</u>: The numbers of incidents *decreased from 7(in 2013) to 2, or a decrease of 71%*. All non-recordable incidents in 2015 were reviewed by the Safety Committee at the monthly

meeting. Safety recommendations are forwarded to the respective Department Superintendent to prevent future incidents. The Safety Director will continue to work closely with Department Superintendents to monitor work performance.

Lost-Time Injuries: The District experienced one lost-time injuries during 2015.

<u>Vehicle Incidents</u>: For 2015 there were a total of *12* vehicular incidents which translates to a *zero % increase* compared to 2014. During 2015, the Safety Committee focused its direction on reducing the number of "At-Fault" & "Not-At-Fault" incidents by reviewing all vehicular incidents at the monthly Safety Committee under the VIRB session. Recommendations to prevent future incidents are forwarded to respective Department Heads

<u>Motor Vehicle Accidents (MVA)</u>: For 2015 there were *10 MVA's* involving a PSD vehicle which translates to an *80% increase* compared to 2014. The *five(5)* MVA's was classified as "No-At-Fault" which indicates District's vehicle operators were not responsible for the incident. Overall improvement in this category is a goal for the Safety Committee for 2016. This category will be monitored by the Safety Committee and training to improve vehicle operators is being planned with the assistance of Solid Waste and Fire Department Supervisors.

• Summary of Safety Inspections, Findings and Recommendations

The District is utilizing a combination of safety inspection techniques in an effort to develop and maintain a constant focus on safe behavior and conditions. Personnel in all departments are engaged in performing facility and vehicle safety inspections on a daily, weekly, monthly, and quarterly basis.

• Report Annual Safety Training Activities

OSHA-required industry and departmental-specific safety training was conducted throughout the year. Safety training was provided monthly to each department on OSHA related topics and its goal was to enhance the personnel safety knowledge of every JIPSD employee. A total of **29 hours** of OSHA training was conducted for Administration, Fire, Maintenance, Solid Waste, Wastewater, and Safety Committee during 2015.

• OSHA/New Employee Safety Orientation

During 2015, **7 sessions** of OSHA/new employee safety orientations were conducted, in which **25 new employees** attended. These training sessions totaled **36.25 hours** of OSHA/safety awareness and each session is tailored to the specific needs of the each employee.

• Safety Incentives

1) Annual Employee Safety Event - National Safety Month Recognition

The District's 13th Annual Employee Safety Event was held on Thursday, June 4th at the Signal Point Complex. The National Safety Council designates June as National Safety Month to bring awareness to a specific issue that affects health and wellness both on-the-job as well as at home. This Safety Event is for all District Employees and their families.

The 2015 theme brought attention and awareness regarding: Hurricane Preparedness & Severe Weather and the Guest Speaker was Chief Meteorologist/Bill Walsh from Live 5 News. All Departments and family members attended and participated in the demonstration, which included food along with door prizes.

2) "Stay Safe" Program:

The "*Stay Safe*" award, introduced in 2004 during National Safety Month, was instituted as a means of encouraging personnel to "*Stay Safe*" year-round. In 2008, the "Stay Safe" program was revised with the major focus for all departments and recipients to receive the same reward. The Committee continues the random picking of eligible employee's for a three month/quarterly period. Quarterly drawings are held during the monthly Safety Committee meeting and each department winner receives a \$75. payroll check.

2015 "Stay Safe" Winners

	Jan/Feb/March	Apr/May/June:	July/Aug/Sept:	Oct/Nov/Dec:
Adm/Maint:	Annie Thompson	Melvena Turner	Henry Haskell	Annie Thompson
Fire:	Russell Creedmore	John Irving	William Tucker	Justin Bukowsky
Solid Waste:	Anthony Louder	Frank Porco	Eric Salaam	Sacha Hampton
WasteWater:	Nathan Johnson	Chris Pereira	Rachel Hill	Randolph Roberts

The Committee would like to thank every District employee for supporting the safety program and for striving to raise our level of safety awareness. With continuous and constant focus, we can achieve our goal of creating on an incident-free work environment.