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**AGENDA**  
**LAURENS COUNTY COUNCIL**  
**APRIL 11, 2017 – 5:30 P.M.**  
**HISTORIC COURTHOUSE – PUBLIC SQUARE**

1. Call to Order
2. Invocation-Councilman Stewart Jones
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of Minutes - March 28, 2017 Regular Meeting
6. Old Business:
  - a.) Greg Lindley- Deputy Director Fire Services Job Description Approval
7. New Business:
  - a.) Appointment(s) – Laurens County Water/Sewer Commission – Jeff Field, Ex. Director
  - b.) Update on Rural Fire Station Repairs - Greg Lindley, Fire Service Director
8. Public Comment- Fifteen (15) Minute Period *(Required to sign in prior to the meeting)*
9. County Council Comments
10. Adjournment



**MINUTES**  
**LAURENS COUNTY COUNCIL**  
**MARCH 28, 2017**  
**LAURENS COUNTY COUNCIL**  
**HISTORIC COURTHOUSE – COUNCIL CHAMBERS**

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**ATTENDANCE:** **COUNCIL MEMBERS PRESENT-** County Council Chairman Joe Wood and Vice Chairman Keith Tollison; County Council Members: Diane Anderson, Stewart Jones, Garrett McDaniel, and David Pitts.

**COUNCIL MEMBERS ABSENT:** None.

**COUNTY STAFF:** Laurens County Administrator, Jon Caime; Laurens County Clerk to Council, Betty Walsh and Laurens County Attorney, Sandy Cruickshanks.

**STAFF ABSENT:** Councilman Ted Nash (illness).

**DEPARTMENT HEADS PRESENT:** Cindy Burke, County Treasurer; Lisa Kirk, County Finance Director; Rob Russian, Director of Public Works; Andy Howard, County Parks, Recreation and Tourism Director; Nick Nichols, County Coroner; Greg Lindley, Fire Service Director; Chuck Bobo, Laurens County Building Official and Laurens County Human Resources Manager, Debi Parker.

**PRESS:** Vic MacDonald, *The Clinton Chronicle* and Iva Cadmus, WLBG Radio.

**PUBLIC COMMENT SIGN-UPS** – Lynn Reinke on Manufactured Home Ordinance; Don Reynolds, Sheriff on an award recognition.

**SCHEDULED MEETING AGENDA ITEMS – MARCH 28, 2017** – 1.) Call to Order; 2.) Invocation - Vice Chairman Keith Tollison; 3.) Pledge of Allegiance; 4.) Approval of Agenda; 5.) Approval of Minutes of Previous Meetings: a.) February 28, 2017 - Regular Meeting; b.) March 14, 2017 - Planning Meeting; 6.) Reports To Council: a.) FY16/17 Actual Financial Report Month #8 - Lisa Kirk, Finance Director; 7.) Old Business: a.) Thompson Road Fire Station Design, Build RFP Award; b.) Second Reading Ordinance #829 - Repeal of Ordinance #807-Vulcan Property Exchange; c.) Second Reading Ordinance #830 - Manufactured Home Ordinance; d.) Second Reading Ordinance#831 - Subdivision Regulations; e.) Resolution #2017- 02 - Disabilities Awareness Month Proclamation; 8.) New Business: a.) Change pay policy term for Sheriff Office / Fire from twenty eight (28) day to fourteen (14); b.) Resolution #2017-03 - Code Enforcement Officers-Animal Control, Building, Litter; c.) Appointment(s) – Upper Savannah Council of Governments; d.) Job Title Change Request Fire Department; 9.) Public Comment; 10.) County Council Comments; 11.) Executive Session – Legal Briefing – Retiree Insurance; 12.) Adjournment.

**MEETING NOTIFICATION** – The requesting general public and Press were informed of the meeting in a timely manner. Postings of the Agenda were posted in County facilities on their bulletin boards and also posted on the County Web Site.

**CALL TO ORDER** – Chairman Wood called the meeting to order at 5:30 P.M. and invited all to stand for the Pledge of Allegiance and prayer.

**INVOCATION** – Vice Chairman Tollison provided the invocation.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was conducted by all.

**APPROVAL OF AGENDA** – Chairman Wood called for approval of the March 28, 2017 agenda inclusive of any additions or deletions.

- Councilman Pitts requested and update on the active retiree insurance.
- Chairman Wood requested for the addition of a request for Airport upgrades.

COUNCILMAN MCDANIEL made the MOTION to approve the agenda with the added discussion items. With COUNCILMAN PITTS SECONDDING; VOTE 6-0.

**APPROVAL OF MINUTES:**

- a.) February 28, 2017 - Regular Meeting - VICE CHAIRMAN TOLLISON made the MOTION for the approval of Minutes of February 28, 2017 with COUNCILMAN JONES SECONDDING; VOTE 6-0.
- b.) March 14, 2017 - Planning Meeting - VICE CHAIRMAN TOLLISON made the MOTION for the approval of Minutes of February 28, 2017 with COUNCILMAN JONES SECONDDING; VOTE 6-0.

**REPORTS TO COUNCIL:**

**FISCAL YEAR 2016/2017 FINANCIAL REPORT** – Finance Director Lisa Kirk provided month eight of the unaudited budget.

	Expenditures	Revenues	Excess or Deficiency of Revenues
General Fund	66%	75%	\$1,867,017
EMS	60%	73%	\$ 413,489
Victim’s Assistance	65%	62%	\$ - 40,958
Solid Waste	55%	84%	\$ 513,462
Medical Indigent	75%	87%	\$ 101,223
ZF Bond	100%	100%	\$ 0
Tech/USC	0%	89%	\$ 167,303

Increase/Decrease Fund Balance: \$3,021,536

Councilman Pitts asked if the current taxes reflected reassessment. Mrs. Cindy Burke, County Treasurer deferred the question to the Assessor and added that she had reviewed files for the last four years and that the County is presently at ninety four percent (94%).

Councilman Pitts asked Ms. Kirk if it was correct that the local option sales tax represents one hundred thousand dollars (\$100,000) more than in years past. Ms. Kirk agreed. Ms. Burke replied that the Auditor sets the factors and that they try to keep that very conservative in percentages based on the previous years audited numbers.

Councilman Pitts asked if it was true that the industrial fee in lieu of taxes is two hundred sixty thousand dollars more than what was budgeted. Ms. Kirk replied that that was correct at this time but that in March a correction entry was made because of an entry posted to the wrong account and the March report will correctly report the fee in lieu of.

Councilman Jones questioned the overage of the copier leases. Ms. Kirk replied that the majority of the overages were a result of the administrative offices during the move to the new facility. Ms. Kirk is to get a calculation on what could be budgeted to accommodate the overages.

Councilman Jones asked Ms. Burke to explain the cost account in her department. Ms. Kirk explained that those funds are statutory funds set aside to be used in the tax collection process. That being postings, advertising, programming and postage.

**OLD BUSINESS:**

**THOMPSON ROAD FIRE STATION DESIGN, BUILD RFP AWARD** – Mr. Lindley provided Council with the results of the Design Review Committee as follows and requested for Council to approve the allocation of five hundred thirty one thousand dollars (\$531,000) to begin the construction by awarding to Medlin Builders.

Medlin Builders	Jones Construction
94	79
87	86
90	85
91	85
88	73
86	75
85	77
90	82
711	642

Councilman Pitts questioned the actual square footage of the proposed building. Mr. Lindley replied four thousand six hundred (4,600) square feet.

Councilman Pitts asked what we actually paid for the land. Mr. Lindley replied sixteen thousand dollars (\$16,000).

Councilman Pitts stated that bonds were issued for this and the law for the bond says that we have to spend that money within a certain amount of time and that we do not have to accept either bid.

Councilman Pitts stated that he opposed the contract for this amount for one (1) building and that he was not condemning the builder only the costs for a concrete slab and a metal building.

Councilman McDaniel asked if there were any guarantees that the project would not exceed the amount putting the County in a very bad position. Administrator Caime stated that it would not exceed the amount.

Councilwoman Anderson asked if there were any possibility of Medlin reducing the amount. Mr. Lindley stated that he really did not think the project would actually exceed the five hundred thirty one thousand dollars (\$531,000).

Vice Chairman Tollison asked if Mr. Lindley would give an update on the building repairs. Mr. Lindley replied that he would provide that to Council at the next meeting.

VICE CHAIRMAN TOLLISON made the MOTION to accept the recommendations of the design committee for no more than five hundred thirty one thousand dollars (\$531,000) with COUNCILWOMAN ANDERSON SECONDDING; VOTE 5-1 (Councilman Pitts in opposition).

**SECOND READING ORDINANCE #829 - REPEAL OF ORDINANCE #807-VULCAN PROPERTY EXCHANGE** – Attorney Cruickshanks explained that Council had approved earlier in 2016 to exchange locations of the present Gray Court Greenbox site with an adjoining piece of property with Vulcan Materials. Since this was implemented, there have been some delays on the part of Vulcan Materials with an undetermined amount of time of getting back to this project. It was a collective decision to just resolve the present contract and to begin a new one when the time is right.

VICE CHAIRMAN TOLLISON made the MOTION for the approval of Ordinance #809 with COUNCILMAN MCDANIEL SECONDDING; VOTE 6-0.

**SECOND READING ORDINANCE #830 - MANUFACTURED HOME ORDINANCE** - COUNCILWOMAN ANDERSON made the MOTION to approve Ordinance #830 with COUNCILMAN MCDANIEL SECONDDING for discussion.

Councilman Jones stated that he would like for Council to look into the landfill disposal fees to help the public out with clearing up areas that have these mobile homes. Vice Chairman Tollison stated that the County already has a program that helps with cleanup through the Codes Department.

COUNCIL VOTED 6-0 to approve.

Chairman Wood added for Ms. Weeks to get with Ms. Reinke about the Mobile Home Ordinance before third reading.

**SECOND READING ORDINANCE#831 - SUBDIVISION REGULATIONS - COUNCILMAN MCDANIEL** made the MOTION to approve Ordinance #831 on second reading with COUNCILWOMAN ANDERSON SECONDING; VOTE 6-0

**RESOLUTION #2017-02 - DISABILITIES AWARENESS MONTH** – Jason Tavenner introduced Board Members present and thanked Council for their continued support.

COUNCILMAN JONES made the MOTION to approve the Resolution with COUNCILWOMAN ANDERSON SECONDING; VOTE 6-0

**ADDED AGENDA ITEM – UPDATE ON RETIREE INSURANCE** – Councilman Pitts said, “I continue to receive many callers with comments about the actions proposed for Council to take regarding the retirees. I really don’t have a solution to this situation. I don’t think we have come to the right solution. According to the 1993 minutes, this was the intent of the Council to provide this as a benefit to the employees if they met certain criteria. It is our responsibility to uphold and honor this form of benefits. I certainly realize that it is an expense on the taxpayers. Has the meeting with the retirees been held? I believe that we will need to take each case of the retired employees, case by case. When County Council voted on this earlier, I was not aware of these minutes. I believe that in order for this Council to be transparent and I believe this County is destined for a potential lawsuit. I personally think that it is prudent and wise for this Council to consider that.”

Administrator Caime said, “I have had several conversations with the retirees and agreeably they are upset. We are setting up a meeting with the retirees to explain the situation to them. Unfortunately Council has taken action of that one piece of the personnel manual ceasing their coverage. Through the years the costs to the County for this has grown from one hundred thousand dollars (\$100,000) to over four hundred thousand dollars (\$400,000).”

Chairman Wood stated that this ruling does not take effect until June and we still have time to discuss this in more detail.

**NEW BUSINESS:**

**CHANGE PAY POLICY TERM FOR SHERIFF OFFICE / FIRE FROM TWENTY EIGHT (28) DAY TO FOURTEEN (14) DAYS** – Mrs. Kirk approached Council asking Council to refer to the minutes from 2007 for approval of changing the pay of overtime. When the new employee handbook was written as policy, there is a section in the policy – page twenty (20) item 2.) g.) - *Public Safety Personnel—Hours worked in excess of 212 (fire) or 171 (law enforcement) during a 28-day cycle will be counted toward overtime compensation. Justification and documentation of all overtime hours worked must be submitted with the time sheet. When possible, compensatory time shall be given to all non-exempt employees who work more than their prescribed hours.* – that is need of changes.

Continuing, Mrs. Kirk said, “Back in 2007, the former Human Resources Manager came before Council requesting that the Fair Labor Standards Act ruling be changed for fourteen (14) days. Which would put all of the employees in the same overtime status. I’m here tonight asking you to revert back to the 2007 decision of fourteen (14) days. This way is easier recordkeeping for all and allows the individuals to get their overtime at the end of every payroll cycle.

Vice Chairman Tollison asked if this has been discussed with the department heads. It was noted that they had been informed.

COUNCILMAN PITTS made the MOTION to approve the requested changes with COUNCILMAN MCDANIEL SECONDING; VOTE 5-0-1 (Councilwoman Anderson abstained).

**RESOLUTION #2017-03 – COMMISSIONING CODE ENFORCEMENT OFFICERS - ANIMAL /LITTER CONTROL AND BUILDING CODES** – Attorney Cruickshanks informed Council that this procedure allows per state code for these individuals to enforce local ordinances.

COUNCILMAN PITTS made the MOTION to approve the Resolution with COUNCILMAN MCDANIEL SECONDING; VOTE 5-1 (Councilwoman Anderson objected).

Those Officers present and sworn in were – Litter and Animal Control, Brian D. Gillespie, Dale W. Henderson and Robert E. Motte; Building Codes, Kenneth R. Bailey, Charles B. Bobo, Jr, Mack M. Brown, Jr., J. Michael Haug, Kenneth E. Hawkins and Joey R. Meadows.

**APPOINTMENT(S) – UPPER SAVANNAH COUNCIL OF GOVERNMENTS** – Due to recent resignations, two member need to be replaced on the Upper Savannah Council of Governments Board. One, as an elected official replacing former Councilman Jim Coleman. Another as a non-elected official replacing Greg Alexander.

Chairman Wood made the nomination of Mr. Ernie Segars as the non-elected official and Garrett McDaniel as the elected official.

COUNCILMAN MCDANIEL made the MOTION to approve the agenda with the added discussion items. With COUNCILMAN PITTS SECONDING; VOTE 6-0

**JOB TITLE CHANGE REQUEST FIRE DEPARTMENT** – Mr. Greg Lindley approached Council requesting the title change for Mr. Keith Thackston from Laurens County Fire Chief to Deputy Director of the Laurens County Fire Service.

VICE CHAIRMAN TOLLISON made the MOTION to approve the request of title change for Mr. Thackston with COUNCILMAN PITTS SECONDING for discussion.

Councilman Jones stated that he was a fan of partnerships but he had concerns over this request actually being a pay increase request. Administrator Caime stated that there was no pay increase now.

Councilman Jones added that he also had concerns with the costs involved with the Fountain Inn contract ending very soon.

Councilman Pitts asked what was the base pay for the Director and Division Chiefs were? Mr. Lindley replied that the Division Chief was about thirty seven thousand (\$37,000) and the Director was fifty thousand dollars (\$50,000).

Councilman Pitts asked if these positions were not supposed to be advertised. Vice Chairman Tollison stated that he felt this needed to be postponed and discussed in more detail and to do the right thing.

VICE CHAIRMAN TOLLISON WITHDREW HIS EARLIER MOTION

COUNCILMAN PITTS made the MOTION to approve the title change only to Deputy Director. VICE CHAIRMAN TOLLISON SECONDING; VOTE 6-0.

**ADDED AGENDA ITEM – AIRPORT UPGRADES** – On behalf of the Airport Commission, Andy Howard addressed Council by saying, “The County Airport is presently undergoing the project of paving taxiways approved by Council last year. An opportunity has presented itself that will allow the County to move forward at a tremendous savings on the next portion of the capital plan to pave additional areas including the taxi lane and parking lot at the terminal. This part was bid out as an additive bid with the current project but was too expensive to move forward on. Now the contractor has resubmitted a bid that

will save more than eighty thousand dollars (\$80,000) from their previous bid saving the County an additional twenty five thousand dollars (\$25,000) on repackaging and bidding this project in the future through our engineering firm Michael Baker International. During the last project bid process no bids were received due to the project size being so small. Contractors have their eyes on larger more profitable projects and less restrictive than with the FAA. Fortunately this resulted in the project being rebid as a concrete alternative that resulted in the awarding of the bid. What we need to do is request Council to commit to an additional twelve thousand dollars (\$12,000) with the original eighty eight thousand dollars (\$88,000). The twelve thousand dollars (\$12,000) will be reimbursed Spring of 2018”.

COUNCILWOMAN ANDERSON made the MOTION to approve the request to advance the twelve thousand dollars (\$12,000) now and to be reimbursed within twelve (12) months when the grant funds are available. COUNCILMAN PITTS SECONDING; VOTE 6-0.

**PUBLIC COMMENT** – Chairman Wood opened the floor for public comments at 7:15 P.M.

- 1.) Don Reynolds, County Sheriff, acknowledged the family that found the missing child and presented them with a certificate.
- 2.) Lynn Reinke approached Council informing them of a signed petition that she had of those individuals that join her in her attempt to address the substandard housing on Conway Avenue.

**COUNTY COUNCIL COMMENTS:**

- 1.) Vice Chairman Tollison requested for the Junkyard Ordinance to be brought back before Council for more dialogue with closure one way or another.
- 2.) Councilwoman Anderson expressed sympathy towards the Reeder family.
- 3.) Councilman McDaniel thanked all that worked long hours to search for Zoe.
- 4.) Councilman Pitts concurred with Councilman McDaniel and expressed his appreciation.
- 5.) Chairman Wood noted the celebration held last week for Mogul and acknowledged those Members of Council that attended.

**EXECUTIVE SESSION – LEGAL BRIEFING – RETIREE INSURANCE** – Chairman Wood call for a motion to move into Executive Session at 7:30 P.M. for one (1) legal briefing on retiree insurance.

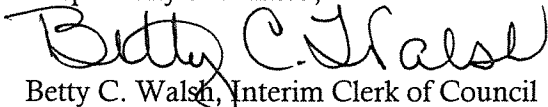
COUNCILMAN MCDANIEL made the MOTION with VICE CHAIRMAN TOLLISON SECONDING; VOTE 6-0.

Council reconvened in open session at 8:56 P.M

Chairman Wood reported that no action was taken on either matter discussed,

**ADJOURNMENT** – The meeting was adjourned at 9:00P.M.

Respectfully Submitted,

  
Betty C. Walsh, Interim Clerk of Council  
Laurens County, South Carolina





## AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

AGENDA ITEM: 6a DATE OF REQUEST: 4/5/17

DEPARTMENT / AGENCY: Laurens County Fire Service

NAME: Reg Grundy

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COUNCIL ACTION REQUESTED: Further review of requested job title & job description

See attached

SUBJECT MATTER DESCRIPTION (please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FINANCIAL AMOUNT REQUESTED: \_\_\_\_\_

SOURCE OF FUNDING: \_\_\_\_\_

(PLEASE – attach subject matter document pages as necessary)

### FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ DATE OF AGENDA: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_

\_\_\_\_\_

**LAURENS COUNTY, SOUTH CAROLINA**

**JOB TITLE: DEPUTY DIRECTOR OF FIRE SERVICES FIRE DEPARTMENT**

*Effective:*

*FLSA: Exempt*

**GENERAL STATEMENT OF JOB**

Under limited supervision, plans, organizes and directs all fire response operations and programs of Laurens County to ensure the best possible control in emergency situations in order to protect the lives and property of those in need of assistance. Work involves directing subordinate staff and volunteers, formulating and developing policies and protocols, responding to and serving as incident commander on emergency scenes, and performing related administrative and supervisory work as required. Reports to the County Administrator.

**ESSENTIAL JOB FUNCTIONS**

Respond to, and assumes command of, fire rescue incidents and other emergency service calls.

Plans, directs and coordinates fire suppression, emergency medical training and fire prevention activities of a multi-station fire department.

Interprets fire codes, County policies and Federal regulations as required.

Oversees selection of fire/rescue personnel for employment.

Directs, supervises and appraises the performance of assigned personnel.

Maintains daily staffing requirements of stations and approves requests for leave.

Enforces departmental and county policies and procedures and investigates violations.

Acts as a liaison with other fire/rescue, governmental and public organizations as required.

Instructs subordinate officers in all phases of fire/rescue techniques and principles of administration.

Directs and oversees inspections of fire stations, apparatus and equipment insuring compliance with established departmental standards.

Oversees specification development for the procurement of facilities, apparatus, equipment, materials and supplies.

Submits annual operating budget to Fire Coordinator for approval.

Submits reports and makes recommendations for additional personnel and fire apparatus replacement.

Supervises career and volunteer personnel through the chain of command; assigns work loads and establishes work schedules.

Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee discipline, and recommending discharge and promotions.

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## DEPUTY DIRECTOR OF FIRE SERVICES

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.

Plans, schedules and conducts training programs for career and volunteer staff; maintains up-to-date training records.

Develops policies and procedures to govern the activities of the department and ensures implementation of the same.

Oversees the development and administration of department budgets; ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time; seeks, secures and administers grant funds for programs and projects.

Controls department procurement; establishes specifications for County-purchased firefighting equipment.

Oversees the maintenance of facilities and equipment; supervises equipment testing and maintains related records.

Directs the preparation and analysis of departmental records and reports to ensure efficient operations, meet service demands and to comply with authorized requests for information regarding departmental activities and personnel.

Cooperates with other County departments and other local, state and federal organizations to improve fire prevention, suppression and rescue capabilities, methods, and techniques.

Studies the growth of the County and makes recommendations for expansion and improvement of firefighting services.

Responds to emergency scenes within the County; takes command and supervises emergency operations as needed; ensures safety of staff and civilians on the scene during all operations.

Assists local and state agencies with fire cause determination.

Serves as the department's risk manager; enforces safety regulations and protocols; investigates incidents and verifies accident and/or Workers Compensation claims from staff and volunteers.

Attends and participates in public functions to promote fire prevention and to establish and maintain favorable public relations.

Establishes and maintains mutual aid agreements with other fire/emergency response agencies.

Receives and responds to public and news media inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

Attends national, regional, state, and local training, conferences, and other meetings to remain knowledgeable of modern fire/rescue service methods and administration.

Remains available 24 hours per day, seven days per week, for emergency response.

Receives and/or reviews various records and reports such as budget requests, FEMA mandates, state mandates, monthly department activity reports, and various other reports and correspondence.

Prepares and/or processes various records and reports such as policy and standard operating procedures, emergency operations plans, notices and memorandums, budgets, lists and logs, training materials and records, incident/accident reports, and various other records, reports and general letters of

## DEPUTY DIRECTOR OF FIRE SERVICES

correspondence.

Refers to laws, codes, regulations, technical manuals, policy and procedure manuals, publications and reference texts, maps, aerial maps, insurance documentation, etc.

Operates vehicles such as fire engines, pumper trucks, trailers, etc., and a variety of fire suppression, rescue and safety equipment; operates general office equipment such as a computer, fax machine, printer, telephone, etc.; uses a variety of tools such as radios, general hand and power tools, ladders, measuring and testing devices, etc.; uses general office supplies and word/data processing software, GIS computer devices.

Interacts and communicates with various groups and individuals such as the County Administrator, County Council, subordinates, volunteers, other department heads and staff, state/federal/municipal agencies, related committees and commissions, Fire Marshal, business/property owners, fire/emergency victims, news media and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties of subordinates as necessary.

Performs various administrative tasks as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, returning telephone calls, attending and conducting meetings, receiving and responding to e-mails, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in fire science or fire administration and three to four years of experience in same; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess Firefighter and Fire Instructor certifications; certification as an NFA Chief Fire Officer or Executive Fire Officer is desirable. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including fire apparatus and other firefighting and rescue equipment. Must be physically able to exert up to one hundred pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves reaching, stooping, bending, standing, walking, climbing, balancing, etc.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor. Includes the giving of instructions and assignments to subordinate personnel.

## DEPUTY DIRECTOR OF FIRE SERVICES

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, reports, etc., using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to communicate with supervisor, subordinates, other emergency response agencies and the general public with poise, voice control and confidence.

**Intelligence:** Has the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must have the ability to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions. Must be able to use and interpret fire science, engineering, legal, mechanics, electrical and personnel terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; to determine time and weight; to utilize algebraic, geometric and trigonometric system; and to utilize basic statistical formulas and inferences.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using firefighting equipment and machinery, automated office equipment, and hand tools. Requires the ability to operate emergency motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, fire equipment and vehicles, rescue equipment, control knobs, switches, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Fire Department as they pertain to the performance of duties of the Fire-Emergency Management Coordinator. Understands the role of the position in relation to entire County operations. Has considerable knowledge of the functions and interrelationships of County and other governmental agencies. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the principles and practices of emergency preparedness planning and administration; is able to develop comprehensive emergency operations plans for the County and to coordinate planning with state and federal agencies as appropriate. Has knowledge in the areas of fire science, hydraulics, electrical, mechanics, fire codes and ordinances, etc. Is able to function effectively within all sectors of the incident command system. Is able to act calmly and make sound decisions under varying degrees of stress and uncertainty. Is able to command large-scale emergency operations. Knows how to determine and ensure safety on fire grounds. Knows how to utilize various pieces of firefighting equipment and tools in a safe and efficient manner. Is knowledgeable of the various hand signals and fire radio terminology used on the fire ground. The knowledge of the

## DEPUTY DIRECTOR OF FIRE SERVICES

characteristics of a wide variety of hazardous materials and the proper procedures for managing a hazardous materials incident as mandated by OSHA. Has thorough knowledge of risk management and safety procedures. Is able to communicate effectively, tactfully and persuasively with members of the public in difficult situations which may arise. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, making quick decisions, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to County purposes. Has the ability to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budgets, and knows how to prepare and monitor budgets. Has knowledge of modern office practices and technology. Has knowledge of the use of computers for data and word processing, and GIS applications. Has knowledge of applicable occupational hazards and safety precautions. Is able to perform duties under adverse environmental conditions such as no/low vision due to smoke, hazardous atmospheres which require the use of breathing apparatus, working in confined spaces or at heights, extreme heat from fire, and hot/cold outdoor temperatures, odors, toxic agents, wetness, noise, humidity and disease.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to the County Council with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

## DEPUTY DIRECTOR OF FIRE SERVICES

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

**Staffing:** Works with other County officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the

## DEPUTY DIRECTOR OF FIRE SERVICES

utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**





## AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

AGENDA ITEM: 7a DATE OF REQUEST: 4/6/17

DEPARTMENT / AGENCY: Laurens County Water/Sewer

NAME: Jeff Field

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COUNCIL ACTION REQUESTED: Appointments to Commission

\_\_\_\_\_

See attached

\_\_\_\_\_

\_\_\_\_\_

SUBJECT MATTER DESCRIPTION (please be as specific as possible): \_\_\_\_\_

- 4 - all reappointments

- Odell - Bird - Ravenport & McMurry

- 1 - is a new appointment

- Hendricks (representing municipal

FINANCIAL AMOUNT REQUESTED: \_\_\_\_\_

SOURCE OF FUNDING: \_\_\_\_\_

(PLEASE – attach subject matter document pages as necessary)

### FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ DATE OF AGENDA: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_

\_\_\_\_\_



POST OFFICE BOX 1006  
LAURENS, SOUTH CAROLINA 29360

(864) 682-3250  
FAX (864) 682-3260

WWW.LCWSC.COM

April 6, 2017

Mr. Jon Caime  
County Administrator  
Laurens County Council  
PO Box 445  
Laurens, SC 29360

RE: LCWSC Commission Appointments

Dear Jon:

On June 30, 2017, the terms of several Commissioners of the Laurens County Water and Sewer Commission (LCWSC) will expire.

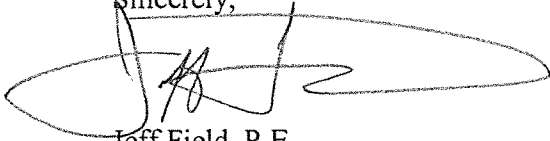
The LCWSC would recommend the following Commission appointments be considered by County Council at their earliest convenience:

1. Mr. Philip Odell                      Representing Laurens County Council District II  
12843 Indian Mound Rd              Term expiring June 30, 2021  
Ware Shoals, SC 29692
2. Mr. Jurell Byrd                      Representing Laurens County Council District III  
407 Carroll Drive                      Term expiring June 30, 2021  
Laurens, SC 29360
3. Mr. Ted Davenport                  Representing Laurens County Council VII  
105 Pinehurst Drive                  Term expiring June 30, 2021  
Clinton, SC 29325
4. Mr. John McMurray                  Representing Laurens County Council District VI  
2113 A B Jacks Road                  Term expiring June 30, 2021  
Clinton, SC 29325
5. Mr. Doug Hendrick                  Representing Municipal District  
202 West Maple St.                      Term expiring June 30, 2019  
Clinton, SC 29325

If affirmed, please notify the Chairman of the Laurens County Legislative Delegation, Representative Michael Pitts, so he may request that these nominations be appointed as Commissioners to the LCWSC by Governor Henry McMaster.

Thank you and should you need additional information regarding these Commissioner appointments, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Field', enclosed within a large, hand-drawn oval.

Jeff Field, P.E.  
Executive Director  
LCWSC

CC: Mayor Bob McLean, City of Clinton  
Frank Stovall, City Manager, City of Clinton  
Chairman Parker Moore, Laurens, CPW  
John Young, General Manager, Laurens CPW



## AGENDA ITEM – REQUEST SHEET – COUNTY COUNCIL

ALL REQUESTS should be submitted by 1:00 P.M. on the Wednesday prior to the Tuesday meeting of Council. All other requests not submitted by the deadline will be retained and scheduled for the next meeting of Council

AGENDA ITEM: 7b DATE OF REQUEST: 4/7/17

DEPARTMENT / AGENCY: Laurens County Fire Service

NAME: Greg Gundry

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COUNCIL ACTION REQUESTED: Review of Council requested update on repairs to rural fire stations.

See attached

SUBJECT MATTER DESCRIPTION (please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FINANCIAL AMOUNT REQUESTED: \_\_\_\_\_

SOURCE OF FUNDING: \_\_\_\_\_

(PLEASE – attach subject matter document pages as necessary)

### FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ DATE OF AGENDA: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

COUNCIL ACTION: \_\_\_\_\_

\_\_\_\_\_

Station	Building	Inspection Item	Status
Cross Hill	Main	Install infrared heat (Space Ray)	COMPLETED
Cross Hill	Main	Electrical boxes need covers and all open wiring splices need in junction boxes	COMPLETED
Cross Hill	Main	Electrical panel needs labeling in the apparatus building	COMPLETED
Cross Hill	Main	Eliminate all extension cords	COMPLETED
Cross Hill	Main	Install exit signs and emergency lights throughout	COMPLETED
Cross Hill	Main	Need GFCI receptacles installed over the counter in the kitchen area of the apparatus building	COMPLETED
Cross Hill	Main	Where shore lines are plugged into apparatus, install cord reels	COMPLETED
Cross Hill	Main	Check outdoor lights for operation and repair/replace as necessary ( <b>INSTALLING NEW LED LIGHTS</b> )	COMPLETED
Cross Hill	Main	Exterior wall on front of building loose at ground ( <b>REPLACING ALL FRONT PANELS AND SIDE PANELS</b> )	COMPLETED
Cross Hill	Main	In the office area of the apparatus building, the heating and air system needs checking because it does not work	COMPLETED
Cross Hill	Main	Repair rake trim on right side of building	COMPLETED
Cross Hill	Main	Repair/replace bathroom door in newer addition	WORK STARTED
Cross Hill	Main	Repair/replace weather stripping on garage doors	COMPLETED
Cross Hill	Main	Replace personnel door on the right side of building due to rusting at bottom of door	COMPLETED
Cross Hill	Main	There are torn place in the insulation that needs replacing	
Cross Hill	Main	Where new addition is added to existing building on apparatus building, there are leaks where it is attached (ROOF COMPANY CHECKED ROOF, GUTTERS WERE CLOGGED AND CUTTER IS LEAKING BETWEEN BUILDINGS, ROOFER WILL CLEAN GUTTERS OUT AND REMOVE GUTTER SECTION BETWEEN BUILDINGS. THIS WILL FIX ALL LEAKS.	COMPLETED
Cross Hill	Main	Install Guardian fire suppression system	BID AWARDED/CONTRACTOR TO START
Cross Hill	Main	Bay door frames should be painted	
Cross Hill	Main	Bathroom in newer bay area has mold and water damage. Demo and replace as needed.	WORK STARTED
Cross Hill	Main	Check electrical panel in newer bay for water damage and repair/replace as needed.	COMPLETED
Cross Hill	Main	Demo and replace concrete pad in newer addition. 40' x 30' x 6 inches concrete.	BIDS BEING REVIEWED
Station	Building	Inspection Item	

Cross Hill	Station 3	Install infrared heat (Space Ray)	COMPLETED
Cross Hill	Station 3	Electrical panel has a missing circuit breaker and needs a blank installed	COMPLETED
Cross Hill	Station 3	Eliminate all extension cords	COMPLETED
Cross Hill	Station 3	Junction box missing cover	COMPLETED
Cross Hill	Station 3	Label electrical panel	COMPLETED
Cross Hill	Station 3	Rewire door openers to eliminate drop cords	COMPLETED
Cross Hill	Station 3	Where shore lines are plugged into apparatus, install cord reels	COMPLETED
Cross Hill	Station 3	Grate of floor drain system needs replaced because it has warped is a tripping hazard	COMPLETED
Cross Hill	Station 3	Repair/replace 3 fluorescent lights that are not working	
Cross Hill	Station 3	Repair/replace garage door panels that are damaged	COMPLETED
Cross Hill	Station 3	Bathroom vent fan needs venting through the roof	
Cross Hill	Station 3	Sewer vent pipe from toilet and sink need extending through the roof	
Cross Hill	Station 4	Eliminate extension cords and install cord reels for shore lines to apparatus	COMPLETED
Cross Hill	Station 4	Install fire extinguishers	COMPLETED
Cross Hill	Station 4	Remove slide bolt locks on all exit doors	COMPLETED
Cross Hill	Station 4	Replace stranded ground wire with solid wire at meter	COMPLETED
Cross Hill	Station 4	Rear garage door has damaged panel	COMPLETED
Cross Hill	Station 4	Repair broken handle on door (right back side of building) <b>Door is not egress door and has latch on inside. No repair needed.</b>	COMPLETED
Cross Hill	Station 4	Repair torn insulation	
Cross Hill	Station 4	Repair/replace light fixtures that are not working	BID AWARDED/ELECTRICIAN TO START
Cross Hill	Station 4	Install door openers on front 2 doors	COMPLETED
Cross Hill	Training	Repair/replace gutter on left front corner of building	COMPLETED
Station	Building	Inspection Item	

Durbin	Main	Calculate structural load for overhead storage area and post sign	
Durbin	Main	Install bathroom exhaust fan and pipe exhaust to exterior of building	
Durbin	Main	Pipe T&P valve from water heater to exterior using CPVC pipe	
Durbin	Main	Bay doors need adjusting to open/close smoothly	NOT COMPLETED
Durbin	Main	Repair/replace torn insulation	
Durbin	Main	Repair infrared heater shroud where it is separating	COMPLETED
Durbin	Main	Demo and replace front pad where the asphalt is sinking	
Durbin	Main	Install 2 ABC fire extinguishers	COMPLETED
Durbin	Main	Install Guardian fire suppression system	COMPLETED
Durbin	Station 2	Install electrical box covers	COMPLETED
Durbin	Station 2	Repair/replace exit signs and emergency lights	COMPLETED
Durbin	Station 2	Rewire exterior light with correct wiring	COMPLETED
Durbin	Station 2	Inspect leaking roof and repair as necessary (Medlin Builders repaired roof.)	COMPLETED
Durbin	Station 2	Repair safety device on garage doors	NOT COMPLETED
Durbin	Station 2	Repair/replace damage exterior metal wall panels	
Durbin	Station 2	Repair/replace exterior panels on the right side of building that are damaged	
Durbin	Station 2	Repair/replace light fixtures that do not work	COMPLETED
Durbin	Station 2	Repair/replace torn insulation	
Durbin	Station 2	Correct washing machine drain that does not go into septic tank	
Durbin	Station 2	Demo and replace front pad where the asphalt is sinking	SUBMITTING FOR BIDS
Durbin	Station 2	Pipe T&P valve from water heater to exterior using CPVC pipe	COMPLETED
Durbin	Station 2	Remove unused ceiling heaters	
Station	Building	Inspection Item	
Gray Court	Building 2	Tighten loose bolts in structural steel members at back side personnel door	

Gray Court	Building 2	Eliminate extension cords that are used on door operators	DELETE
Gray Court	Building 2	Label electrical panel circuits	
Gray Court	Building 2	Mount receptacle on back wall where phone booster is fed	
Gray Court	Building 2	Provide and install fire extinguishers throughout	COMPLETED
Gray Court	Building 2	Adjust bay door to eliminate gap under doors	COMPLETED
Gray Court	Building 2	Daylight showing around personnel doors/caulk and insulate as necessary	
Gray Court	Building 2	Repair torn insulation throughout	
Gray Court	Building 2	Tighten door knob on Chief office	
Gray Court	Building 2	Install bollards at bay doors	DELETE
Gray Court	Building 2	Install infrared heater	DELETE
Gray Court	Building 2	Secure curb stop device to floor behind small truck stall	DELETE
Gray Court	Main	Hand rail on stairs and guard around storage room is improper height and pickets need installed on the hand rail on the stairs	
Gray Court	Main	Inspect and repair sagging ceiling in day room – structural safety issue	
Gray Court	Main	Adjust back door and repair panic hardware	
Gray Court	Main	Eliminate all extension cords and install cord reels for apparatus	
Gray Court	Main	Eliminate all open wiring splices and install covers on all electrical boxes where they are missing	
Gray Court	Main	Emergency lights and exit signs need installing	
Gray Court	Main	Install acorn clamp on ground rod at electric meter	
Gray Court	Main	Mount fire extinguishers	COMPLETED
Gray Court	Main	Need flammable liquid cabinet	
Gray Court	Main	Panic bars need securing to doors	
Gray Court	Main	Repair door handle on front right door	
Gray Court	Main	All insulation in walls needs replacing due to damage and deterioration	
Gray Court	Main	Check exterior lights and repair/replace to make them operate	
Gray Court	Main	Inspect skylights for leaking and repair/replace as necessary (Medlin Builders repaired roof and covered skylights)	COMPLETED



Gray Court	Main	Reattach door jamb on first bay door to the right	
Gray Court	Main	Remove 2 ceiling-hung heaters that are no longer in service	
Gray Court	Main	Repair ceiling fan in day room	
Gray Court	Main	Repair/replace molding to cover gap at back personnel door	
Gray Court	Main	Replace HVAC system in office/day room/kitchen area	
Gray Court	Main	Replace/repair double doors in wall between bay and day room	
Gray Court	Main	Service garage doors and adjust them to completely close and replace weather stripping	COMPLETED
Gray Court	Main	Load capacity sign installed on upstairs storage	
Gray Court	Main	Pipe T&P valve from water heater to exterior using CPVC pipe	
Gray Court	Main	Demo and replace front pad to street (55' wide x 66' depth (long side)/40' depth (short side)	
Gray Court	Main	Sink hole developing outside where drain pipe from floor drains goes across side parking area	
Gray Court	Main	Install vented hood and Guardian suppression system	BID AWARDED/CONTRACTOR TO START
Greenpond	Main	Excessive storage over office area Post load sign for above ceiling storage area	
Greenpond	Main	Install bollards at gas meter for vehicle impact protection	
Greenpond	Main	Install/mount fire extinguishers	COMPLETED
Greenpond	Main	Replace exit sign/emergency light combo unit due to damage	COMPLETED
Greenpond	Main	Rewire light fixtures to eliminate drop cords	COMPLETED
Greenpond	Main	Switch cover is missing	COMPLETED
Greenpond	Main	Install GFCI receptacle in office	COMPLETED
		Replace GFCI receptacle in restroom	COMPLETED
Greenpond	Main	Check roof for leaks and repair as necessary (ACCORDING TO 3056 ON 4/9/15 NO LEAKS)	
Greenpond	Main	Exterior vinyl siding is damaged in various places and needs replaced	
Greenpond	Main	Exterior vinyl siding loose at eaves on back of building	
Greenpond	Main	Inspect garage door jambs for damage and correct as necessary	COMPLETED
Greenpond	Main	Repair/replace garage door on front of building and repair/replace weather stripping	COMPLETED

Greenpond	Main	Replace broken window pane			
Greenpond	Main	Install vented hood and Guardian suppression system			COMPLETED
Station	Building	Inspection Item			
Hickory Tavern	Main	Demo and install proper guard rail around upstairs storage			
Hickory Tavern	Main	Installing Fire Extinguishers were needed			COMPLETED
Hickory Tavern	Main	Check for roof leaks and repair as necessary			ROOFERS CONTACTED GETTING BIDS FOR REPAIRS
Hickory Tavern	Main	Insulation needs replacing/repairing			
Hickory Tavern	Main	Personnel doors need replaced with all same size door			
Hickory Tavern	Main	Repair/replace damaged panels on garage doors			COMPLETED
Hickory Tavern	Main	Repair/replace downspout on right front of building			
Hickory Tavern	Main	Repair/replace fan louver that does not close			COMPLETED
Hickory Tavern	Main	Repair/replace rusted exterior panels around building			
Hickory Tavern	Main	Replace all garage door openers with commercial grade door openers with remotes			
Hickory Tavern	Main	Calculate structural load on upstairs storage and post sign			
Hickory Tavern	Main	Install vented hood and Guardian suppression system			BID AWARDED/CONTRACTOR TO START
Hickory Tavern	Station 2	Install handrail on steps going to upstairs storage			
Hickory Tavern	Station 2	Adjust all personnel doors to open/close without dragging			
Hickory Tavern	Station 2	Install a blank in electrical disconnect that is mounted beside electrical panel			COMPLETED
Hickory Tavern	Station 2	Remove slide bolt from front door			
Hickory Tavern	Station 2	Repair exit lights and emergency lights (REPLACING EMERGENCY LIGHTS WITH LED)			COMPLETED
Hickory Tavern	Station 2	Check outdoor lighting and repair/replace as necessary (REPLACING EXTERIOR LIGHTS WITH LED)			COMPLETED
Hickory Tavern	Station 2	Remove old ceiling hung heater			
Hickory Tavern	Station 2	Repair/replace light fixtures that do not work			
Hickory Tavern	Station 2	Repair/replace torn insulation			

Hickory Tavern	Station 2	Pipe T&P valve from water heater to exterior using CPVC pipe	
Hickory Tavern	Station 2	Install garage door openers	COMPLETED
Joanna	Main	Install infrared heat (Space Ray)	HEATERS ORDERED
Joanna	Main	Eliminate extension cords and install cord reels for apparatus shore lines	BEING REVIEWED
Joanna	Main	Eliminate multiplug adapters and add receptacles	BEING REVIEWED
Joanna	Main	Eliminate open wiring splices	BEING REVIEWED
Joanna	Main	Install a dedicated circuit to the drink machine	BEING REVIEWED
Joanna	Main	Install box covers on junction boxes and knockout plugs	BEING REVIEWED
Joanna	Main	Remove cardboard from around HVAC duct	BEING REVIEWED
Joanna	Main	Repair/replace/install exit signs and emergency lights	BEING REVIEWED
Joanna	Main	Bathroom faucet needs replacing/repairing	BEING REVIEWED
Joanna	Main	Inspect for roof leaks and repair as necessary	BEING REVIEWED
Joanna	Main	Inspect/replace exterior siding that is rusted due to improper installation of drainage pipes	BEING REVIEWED
Joanna	Main	Patch holes in exterior siding	BEING REVIEWED
Joanna	Main	Repair loose soffit trim	BEING REVIEWED
Joanna	Main	Repair/replace garage door panels that are damaged on the front doors	BEING REVIEWED
Joanna	Main	Repair/replace light fixture in the bathroom and correct switch problem	BEING REVIEWED
Joanna	Main	Repair/replace light fixtures in apparatus bay that does not work	BEING REVIEWED
Joanna	Main	Repair/replace sink faucet in apparatus bay	BEING REVIEWED
Joanna	Main	Replace/repair torn insulation	BEING REVIEWED
Joanna	Main	Water lines on water heater need insulated better to keep from freezing	BEING REVIEWED
Joanna	Main	Pipe dryer vent to outside	BEING REVIEWED
Joanna	Station 2	Install infrared heat (Space Ray)	COMPLETED
Joanna	Station 2	Eliminate extension cords used as shore lines to apparatus	COMPLETED

Joanna	Station 2	Install acorn clamp on ground rod and replace stranded ground wire with solid wire	COMPLETED
Joanna	Station 2	Install exit signs and emergency lights	COMPLETED
Joanna	Station 2	Install fire extinguishers	COMPLETED
Joanna	Station 2	Inspect for termite damage at bathroom wall and exterior wall area	
Joanna	Station 2	Repair inside light fixtures - LED lights are in and will be installed by staff.	09/21/16
Joanna	Station 2	Repair/replace garage door panel that is damaged	COMPLETED
Joanna	Station 2	Repair/replace insulation that is torn	
Joanna	Station 2	Repair/replace outside lights	COMPLETED
Joanna	Station 2	Sink hole has developed in yard, left of the station	
Joanna	Station 2	Install garage door openers on rear doors	COMPLETED
Joanna	Station 3	Eliminate extension cords and install cord reels for apparatus shore lines	COMPLETED
Joanna	Station 3	Install junction box covers that are missing	COMPLETED
Joanna	Station 3	Repair/replace emergency lights that do not work	COMPLETED
Joanna	Station 3	Replace ground wire at meter with solid wiring	COMPLETED
Joanna	Station 3	Right side door needs adjusting from dragging	
Joanna	Station 3	Check exterior lights for operation and repair/replace as necessary	COMPLETED
Joanna	Station 3	Install/repair/replace weather stripping on apparatus doors	COMPLETED
Joanna	Station 3	Repair torn insulation	
Joanna	Station 3	Repair/replace light fixture in bay that does not work	
Joanna	Station 3	Inspect/repair exhaust fan louvers that do not work	
LCFD	Kickler	Eliminate extension cords and install cord reels for apparatus shore lines	COMPLETED
LCFD	Kickler	Repair/replace exit light in day room that does not work	COMPLETED
LCFD	Kickler	Check outside lights for operation	COMPLETED
LCFD	Kickler	Repair light fixture in bay that is not working	COMPLETED

LCFD	Kickler	No hot water in the shower	
LCFD	Kickler	Replace rubber baseboard molding in bathroom where it is pulling loose from wall.	
LCFD	Maddens	Eliminate extension cords and install cord reels for apparatus shore lines	COMPLETED
LCFD	Maddens	Install emergency lights and exit signs	COMPLETED
LCFD	Maddens	Repair hole in exterior metal siding on right side	COMPLETED
LCFD	Maddens	Repair latch on right side door	
LCFD	Maddens	Repair leak at flange on toilet	COMPLETED
LCFD	Maddens	Repair urinal	
LCFD	Maddens	Repair/replace rubber baseboard molding in bathroom	
LCFD	Maddens	Repair/replace torn insulation	COMPLETED
LCFD	Maddens	Bay doors need to be replaced due to age and constant breakdowns	COMPLETED
LCFD	Maddens	Kitchen cabinets are rotten need replacing	RECEIVING BIDS FOR WORK
LCFD	Maddens	Toilet needs replacing and new anchors placed in concrete	
LCFD	Maddens	Secure panic hardware to exit door in bay on the right side of building	
LCFD	Maddens	Back pad at station is broken up and sinking in	
LCFD	Maddens	Install Guardian fire suppression system	BID AWARDED/CONTRACTOR TO START
LCFD	Trinity	Install emergency lights and exit signs	COMPLETED
LCFD	Trinity	Check outside lights for operation and repair as necessary	COMPLETED
LCFD	Trinity	Remove remnants of old smoke detector and replace with new detectors	COMPLETED
LCFD	Trinity	Repair light fixture in bay that does not work	COMPLETED
LCFD	Trinity	Repair vinyl floor covering in bathroom and install threshold	COMPLETED
LCFD	Trinity	Repair/replace torn insulation	COMPLETED
LCFD	Trinity	Secure water line to wall in apparatus bay	
LCFD	Trinity	Demo front and rear concrete pad and replace.	

LCFD	Trinity	Install Guardian fire suppression system	COMPLETED
LCFD	Wattsville	Eliminate extension cords	
LCFD	Wattsville	Install box connectors in infrared heaters	
LCFD	Wattsville	Install knockout plugs in junction boxes throughout	
LCFD	Wattsville	Check fire extinguishers and add as needed	COMPLETED
LCFD	Wattsville	Repair/replace/install exit signs and emergency lights	
LCFD	Wattsville	Adjust/repair apparatus doors	COMPLETED
LCFD	Wattsville	Install gutters on storage shed in newer addition	
LCFD	Wattsville	Install new HVAC unit –FOR CLASSROOM	
LCFD	Wattsville	Remove old ceiling hung heaters	
LCFD	Wattsville	Repair broken thermostat in apparatus bay	COMPLETED
LCFD	Wattsville	Repair leak around flue pipe roof flange	
LCFD	Wattsville	Repair/replace damaged garage door panel on rear door on newer addition	COMPLETED
LCFD	Wattsville	Tighten toilet on closet flange	
LCFD	Wattsville	Bay doors need to be replaced due to age and constant breakdowns	COMPLETED
LCFD	Wattsville	Beam attached to front entrance door is rusted loose	
LCFD	Wattsville	Kitchen cabinets are rotten need replacing	RECEIVING BIDS FOR WORK
LCFD	Wattsville	Dayroom window and external sheet metal are loose	
LCFD	Wattsville	Need bay area changed to classroom.	
LCFD	Wattsville	Install vented hood and Guardian suppression system	
Mountville	Main	Install infrared heat (Space Ray) – BOYD TO CHECK HEIGHT IN BAY-CONSIDER ELECTRIC HEAT	HEATERS HAVE BEEN ORDERED
Mountville	Main	Eliminate extension cords and install cord reels for shore lines to trucks	BEING REVIEWED
Mountville	Main	Eliminate open wiring splices and install covers on junction boxes	BEING REVIEWED
Mountville	Main	Install emergency lights and exit signs throughout	BEING REVIEWED

Mountville	Main	Repair flex conduit outside at the siren	BEING REVIEWED
Mountville	Main	Adjust bay doors/lubricate tracks and rollers/some bay doors reopens after closing	BEING REVIEWED
Mountville	Main	Gutters need cleaning to get debris and trees that are growing removed	BEING REVIEWED
Mountville	Main	Inspect roof for leaks in the new addition	BEING REVIEWED
Mountville	Main	Repair damaged exterior wall panel on right side of building	BEING REVIEWED
Mountville	Main	Repair insulation that sagging on the new addition	BEING REVIEWED
Mountville	Main	Repair siding that has been hit on the right side of the building	BEING REVIEWED
Mountville	Main	Repair/replace fluorescent light fixtures that are not working	BEING REVIEWED
Mountville	Main	Repair/replace torn insulation	BEING REVIEWED
Mountville	Main	Duct registers are sagging and need supporting	BEING REVIEWED
Mountville	Main	Flue on outside has been hit by fallen tree and needs attention	BEING REVIEWED
Mountville	Main	Flue to water heater is broken and needs repaired	BEING REVIEWED
Mountville	Main	Pipe T&P valve from water heater to exterior using CPVC pipe	BEING REVIEWED
Mountville	Main	Install vented hood and Guardian suppression system	BEING REVIEWED
Renno	Main	Install infrared heat (Space Ray)	HEATERS HAVE BEEN ORDERED
Renno	Main	Eliminate any open wiring splices	BEING REVIEWED
Renno	Main	Eliminate extension cords and install cord reels for apparatus shore lines	BEING REVIEWED
Renno	Main	Install exit signs and emergency lights throughout	BEING REVIEWED
Renno	Main	Relocate propane line and regulator from front pad to roof	BEING REVIEWED
Renno	Main	Repair ceiling in bay	BEING REVIEWED
Renno	Main	Repair door between offices that is misaligned	BEING REVIEWED
Renno	Main	Pipe T&P valve from water heater to exterior using CPVC pipe	BEING REVIEWED
Renno	Main	Change light fixtures to better illuminate bay area	BEING REVIEWED
Renno	Main	Install garage door openers	BEING REVIEWED
Renno	Main	Add extension to bay	BEING REVIEWED

Renno	Station 2	Eliminate extension cords		COMPLETED
Renno	Station 2	Install emergency lights		COMPLETED
Renno	Station 2	Remove old furnace flue pipes and repair roof		
Renno	Station 2	Repair leaking roof		
Renno	Station 2	Check fire extinguishers and add as needed		COMPLETED
Renno	Station 2	Repair torn insulation		
Renno	Station 2	Install new well		
Renno	Station 2	Install garage door openers		COMPLETED
Renno	Station 3	Adjust right front personnel door to close easier		
Renno	Station 3	Hardwire outside lights to eliminate drop cord wiring		COMPLETED
Renno	Station 3	Repair emergency lights that do not work		COMPLETED
Renno	Station 3	Replace ground wire with solid wire		COMPLETED
Renno	Station 3	Bay door track needs repairing/replacing		COMPLETED
Renno	Station 3	Repair canopy over left side door that is pulling away from the building		
Renno	Station 3	Repair torn insulation		
C	Station 3	Repair/replace bay door weather stripping		COMPLETED
Renno	Station 3	Repair/replace exterior panel that is rusted		
Renno	Station 3	Repair/replace outside lights that do not work		COMPLETED
Renno	Station 3	Replace bay lights that don't work		COMPLETED
Renno	Station 3	Demo makeshift office/dayroom area and construct new to code		
Renno	Station 3	Install garage door openers		COMPLETED
Sandy Springs	Main	Check 2nd bay door header for sagging (from right)		COMPLETED
Sandy Springs	Main	Check building for structural damage		COMPLETED



Sandy Springs	Main	Replace roof with new metal roof	COMPLETED
Sandy Springs	Main	New HVAC for living space	COMPLETED
Sandy Springs	Main	New kitchen cabinets and countertops	COMPLETED
Sandy Springs	Main	Install infrared heat (Space Ray)	COMPLETED
Sandy Springs	Main	Eliminate extension cords and install cord reels for apparatus shore lines	COMPLETED
Sandy Springs	Main	Install covers on electrical boxes and repair open wiring splices in the attic	COMPLETED
Sandy Springs	Main	Install emergency lights (throughout) and exit sign at front door	COMPLETED
Sandy Springs	Main	Remove dead bolt lock on rear exit door	COMPLETED
Sandy Springs	Main	Replace/repair flex conduit on siren pole- CONTACT EMA ON THAT	COMPLETED
Sandy Springs	Main	Attach soffit vent (vinyl) where newer bay is joined to the older building	COMPLETED
Sandy Springs	Main	Check back masonry wall for water damage	COMPLETED
Sandy Springs	Main	Check ceiling in bay and dayroom for roof leaks	COMPLETED
Sandy Springs	Main	Paint entire building	COMPLETED
Sandy Springs	Main	Reattach downspout at back of building	COMPLETED
Sandy Springs	Main	Reattach loose flashing	COMPLETED
Sandy Springs	Main	Repair hole in drywall behind front door in dayroom	COMPLETED
Sandy Springs	Main	Repair/replace front screen door	COMPLETED
Sandy Springs	Main	Pipe T&P valve from water heater to exterior using CPVC pipe	COMPLETED
Sandy Springs	Main	Demo existing tool room and construct a new building outside	COMPLETED
Sandy Springs	Main	Install vented hood and Guardian suppression system	COMPLETED
Sandy Springs	Station 2	Hang fire extinguishers on wall	COMPLETED
Sandy Springs	Station 2	Install acorn clamp on ground rod at electric meter	COMPLETED
Sandy Springs	Station 2	Install cord reels to eliminate extension cords on floor	COMPLETED
Sandy Springs	Station 2	Install emergency lights and exit signs	COMPLETED
Sandy Springs	Station 2	Install vehicle impact protection on gas meter	

Sandy Springs	Station 2	Repair conduit to 50 amp receptacle on the front wall and replace wire with correct size wire	COMPLETED
Sandy Springs	Station 2	Repair exposed wiring outside on the left front corner	COMPLETED
Sandy Springs	Station 2	Repair flag pole exterior light	COMPLETED
Sandy Springs	Station 2	Check all exterior lights and repair as necessary	COMPLETED
Sandy Springs	Station 2	Check HVAC in office space for operation and repair/replace as necessary	COMPLETED
Sandy Springs	Station 2	Check roof for possible leak in the left front corner of the building	
Sandy Springs	Station 2	Door jamb and molding damaged on left bay door	
Sandy Springs	Station 2	Repair rust on drip molding on wall behind right side front door	
Sandy Springs	Station 2	Repair torn insulation	
Sandy Springs	Station 2	Repair/replace light fixtures in bay that do not work	
Sandy Springs	Station 2	Repair/replace outside lights that do not work	COMPLETED
Sandy Springs	Station 2	Replace broken window in bay door	
Sandy Springs	Station 2	Install garage door openers on rear doors	COMPLETED
Station	Building	Inspection Item	
Waterloo	Main	Install infrared heat (Space Ray)	COMPLETED
Waterloo	Main	3 phase panel at compressor needs labeling	COMPLETED
Waterloo	Main	Electrical LB missing cover at siren on outside of the building	COMPLETED
Waterloo	Main	Eliminate all extension cords	COMPLETED
Waterloo	Main	Ground wire on 3 phase meter is loose on ground rod	COMPLETED
Waterloo	Main	Install ground wire on electrical meter	COMPLETED
Waterloo	Main	Where shore lines are plugged into apparatus, install cord reels	COMPLETED
Waterloo	Main	Check roof for leaks/ceiling in office and training room show signs of leaks	COMPLETED
Waterloo	Main	Correct vent register in bathroom that is hanging	
Waterloo	Main	Inspect sky lights for signs of deterioration and leaks	COMPLETED
Waterloo	Main	Repair/replace garage door panels that are damaged	COMPLETED

Waterloo	Main	Repair/replace light fixtures in bay that do not work	COMPLETED
Waterloo	Main	Repair/replace torn insulation	
Waterloo	Main	Install cap over heater flue pipe	
Waterloo	Main	Calculate design load on overhead storage and post signage	
Waterloo	Main	Pipe bathroom vent fan to outside of building	
Waterloo	Main	Pipe T&P valve from water heater to exterior using CPVC pipe	
Waterloo	Main	Remove insulation from around flue pipe to provide proper clearance.	
Waterloo	Main	Remove storage from around 3 phase electrical panel to provide proper clearance	COMPLETED
Waterloo	Main	Water is getting in Division Chief's Office from around the entrance door	
Waterloo	Main	Install cover on light/vent in bathroom	
Waterloo	Main	Secure cascade cylinders to wall with eye bolts and chains	COMPLETED
Waterloo	Main	Excavate and repair large sink hole at the back of building on the left side	
Waterloo	Main	Department has dug an approx 3 inch trench to bury electrical cable, must be 18 inches deep	
Waterloo	Station 2	Install infrared heat (Space Ray)	COMPLETED
Waterloo	Station 2	Eliminate extension cords and install cord reels for apparatus shore lines	COMPLETED
Waterloo	Station 2	Install covers on all electrical boxes and junction boxes	COMPLETED
Waterloo	Station 2	Install/repair/replace emergency lights and exit signs	COMPLETED
Waterloo	Station 2	Secure light switch to wall	COMPLETED
Waterloo	Station 2	Check outdoor lights to make sure they work	COMPLETED
Waterloo	Station 2	Correct/repair/replace middle bay door ( <b>DOOR REPLACED WITH NEW ONE</b> )	COMPLETED
Waterloo	Station 2	Inspect for water damage around base of wall around bathrooms	
Waterloo	Station 2	Repair garage door stop on left door	COMPLETED
Waterloo	Station 2	Repair/replace light fixtures that do not work	
Waterloo	Station 2	Repair/replace torn insulation	
Waterloo	Station 2	Repair/replace weather stripping around apparatus doors	COMPLETED+A399:D41

Waterloo	Station 2	Inspect floor/ceiling assembly for proper load for storage		
Waterloo	Station 2	Reinstall water cooler		
Waterloo	Station 2	Finish bathroom remodeling		
Western Laurens	Main	Install pickets in hand rail going to the upstairs storage area		
Western Laurens	Main	Install infrared heat (Space Ray)		COMPLETED
Western Laurens	Main	Correct open wiring splices		COMPLETED
Western Laurens	Main	Electrical panel needs labeling		COMPLETED
Western Laurens	Main	Eliminate extension cords and install cord reels for apparatus shore lines		COMPLETED
Western Laurens	Main	Fire extinguishers are out of date and need checking by fire extinguisher dealer		COMPLETED
Western Laurens	Main	Install emergency lights and exit signs		COMPLETED
Western Laurens	Main	Check for roof leaks and repair as necessary		
Western Laurens	Main	Repair left and right front corner of building where it has been hit		
Western Laurens	Main	Repair torn insulation		
Western Laurens	Main	Repair/replace gutter/all corners are rusted through		
Western Laurens	Main	Replace garage door panels that are bent		COMPLETED
Western Laurens	Main	Replace kitchen window		
Western Laurens	Main	Calculate design load on overhead storage and post signage		
Western Laurens	Main	Asphalt and concrete front of building to street (50 x 30)		
Western Laurens	Main	Install vented hood and Guardian suppression system		BID AWARDED/CONTRACTOR TO START
Western Laurens	Station 2	Install infrared heat (Space Ray)		COMPLETED
Western Laurens	Station 2	2 egress doors are blocked due to excess storage		
Western Laurens	Station 2	Adjust personnel door on the right side of the building to open/close with force		
Western Laurens	Station 2	Electrical panel is blocked and could not be accessed		
Western Laurens	Station 2	Eliminate extension cords and install cord reels for apparatus shore lines		COMPLETED

			DUMPSTER ON SITE FOR REMOVAL
Western Laurens	Station 2	Excessive storage of furniture	
Western Laurens	Station 2	Install exit signs and emergency lights	COMPLETED
Western Laurens	Station 2	Provide/install fire extinguishers	COMPLETED
Western Laurens	Station 2	Trim shrubs from building to eliminate exterior damage to the siding and to gain access to electrical meter and gas meter	
Western Laurens	Station 2	Check and repair/replace outdoor lights that do not work	COMPLETED
Western Laurens	Station 2	Inspect for water getting into building under garage doors	COMPLETED
Western Laurens	Station 2	Repair light fixtures that do not work	
Western Laurens	Station 2	Repair weather stripping around all doors including garage doors	COMPLETED
Western Laurens	Station 2	Repair/replace torn insulation	
Western Laurens	Station 2	Replace glass pane in front right garage door	COMPLETED
C	Station 2	Install garage door openers	COMPLETED
Western Laurens	Training	Appears that a bathroom is being added and is not complete	RECEIVING BIDS
Western Laurens	Training	Install infrared heat (Space Ray)	COMPLETED
Western Laurens	Training	Electrical panel is blocked and inaccessible	
Western Laurens	Training	Eliminate extension cords and install cord reels for apparatus shore lines	COMPLETED
Western Laurens	Training	Install covers on all junction boxes	COMPLETED
Western Laurens	Training	Secure cascade cylinders to wall	
Western Laurens	Training	Test switch on emergency lighting does not work/repair or replace as necessary	COMPLETED
Western Laurens	Training	Wiring circuits that were added after building completion needs in conduit	COMPLETED
Western Laurens	Training	Repair torn insulation	
Western Laurens	Training	Replace window in exercise room that is broken	
Western Laurens	Training	Flue pipe improperly terminated outside the building	
Western Laurens	Training	Install garage door openers	COMPLETED
Youngs	Main	Eliminate open wiring splices and install covers on all junction boxes	COMPLETED

Youngs	Main	Reattach electrical ground wire from meter to ground rod using acorn clamp	COMPLETED
Youngs	Main	Repair/replace exit signs and emergency lights	COMPLETED
Youngs	Main	Check and repair kitchen cabinets to eliminate floor jack being used to support kitchen cabinets	
Youngs	Main	Check for a water leak at the kitchen ceiling	
Youngs	Main	Inspect and repair roof leaks	
Youngs	Main	Repair metal roofing that is lifted on cook shed portion of building	
Youngs	Main	Repair/replace damaged door jambs on garage doors	
Youngs	Main	Repair/replace torn insulation	
Youngs	Main	Replace all garage door openers with commercial grade garage door openers	COMPLETED
Youngs	Main	Install Guardian fire suppression system	BID AWARDED/CONTRACTOR TO START