

A G E N D A

OCONEE COUNTY COUNCIL MEETING - TUESDAY, SEPTEMBER 7, 1993

7:00 PM

1. Call to Order
2. Invocation
3. Approval of Minutes
4. Consideration of Recommendation for Fiscal Year 1993-94 Millage - Mr. Kenneth F. Williams, Auditor
5. Consideration of Designee to Sign Payment Requests for the Revolving Loan for the Treatment Plant Expansion - Mr. Howard Adams, Sewer Commission Chairman & Mr. Robert Winchester, Sewer Commission Director
6. Consideration of Selection of Vendor for Solid Waste Disposal - Mr. Jeremy O'Brien & Mr. Louis Watts, HDR Engineering
7. Consideration of Resolution 93-20, "A Resolution Authorizing the Conveyance of Real Property to Phillips Fibers Corporation as per Agreement of February, 1968" - Mr. H. Gilbert Sanders, III, Attorney
8. Consideration of Request to Dispose of Outdated Civil Defense Materials - Mr. Alan Horn, Emergency Preparedness Director
9. Consideration of Transfer for Public Buildings - Mr. Jim Smith, Public Buildings Director
10. Consideration of Bids for Roof for Agricultural Building - Ms. Marianne Dillard, Purchasing Director
11. Consideration of Transfer for 911 Office - Mr. Norman D. Crain, Supervisor-Chairman
12. Consideration of Approval of SCDHEC Community EMS Assistance Grant for the Purpose of Purchasing Life Support Equipment
13. Consideration of Request to Dispose of Old Records as per SC Department of Archives & History Regulations - Mr. G. N. Hunnicutt, Finance Director

14. Old Business

15. New Business

15. Adjourn

6:45 PM Administrative Briefing

(All Meetings Open to Public)

MEMBERS, OCONEE COUNTY COUNCIL

Mrs. M. Fran Burrell, District I Mr. Harrison E. Orr, District II
Mr. Michael E. Harper, District III Mr. Roy B. Strickland, District IV
Mr. Alton K. Williams, District V

MINUTES, OCONEE COUNTY COUNCIL MEETING

The regular meeting of the Oconee County Council was held Tuesday, September 7, 1993 at 7:00 PM in Council Chambers with all Council Members present. Mr. Timothy Cain, County Attorney, was also present.

Members of the press notified (by mail):
Journal/Tribune, Keowee Courier, Westminster News, Anderson Independent, Greenville News, WGOG Radio, WBFM Radio, WCCP Radio, WZLI/WLET Radio, WYFF TV, & WLOS TV.

Press

Members of the press present: Dick Mangrum - WGOG Radio, Lee Hendren - Journal/Tribune, Eric Gorsky - Anderson Independent, Jennifer Berry - Greenville News and Ashton Hester - Keowee Courier.

The meeting was called to order by Supervisor Chairman Crain who welcomed the guests and media.

Call to Order

The invocation was given by Mrs. Burrell.

Invocation

Mrs. Burrell made a motion, seconded by Mr. Williams, approved 5 - 0 that the minutes of the regular meeting held August 17, 1993 be adopted as printed.

Minutes

Mr. Harper made a motion, seconded by Mr. Strickland, approved 5 - 0 that the millage as recommended in the attachment from Kenneth F. Williams, Auditor, for operating purposes be 158.9 mills, broken down as follows:

Millage

County Operations	65.2 mills
School Operations	91.8 mills
Tri County Tech	1.9 mills

Also, Mr. Williams set the millage for bonds at 19.10 mills broken down as follows:

1977 Hospital Bond	1.2 mills
1991 County Bond	.9 mills
1993 County Bond	1.1 mills
1993 Solid Waste Bond	5.8 mills
1991 School Bond	6.9 mills
1993 School Bond	3.2 mills

The total millage for the 1993-94 fiscal year will be 178 mills.

At the request of Mr. Howard Adams, Sewer Commission Chairman and Mr. Robert Winchester, Sewer Commission Director, Mr. Strickland made a motion, seconded by Mr. Harper, approved 5 - 0 that Mr. Adams be authorized to sign payment requests for the revolving loan for the treatment plant expansion.

Sewer
Commission

Mrs. Burrell made a motion, seconded by Mr. Harper, approved 5 - 0 that Resolution 93-20, "A Resolution Authorizing the Conveyance of Real Property to Phillips Fibers Corporation as per Agreement of February, 1968" be adopted on first and final reading.

Res. 93-20

At the request of Mr. Alan Horn, Emergency Preparedness Director, Mr. Strickland made a motion, seconded by Mr. Williams, approved 5 - 0 that Mr. Horn be allowed to dispose of outdated civil defense supplies as delineated in attached letter from FEMA.

Disposal of
Outdated
Supplies

Mr. Harper made a motion, seconded by Mrs. Burrell, approved 5 - 0 that the attached transfer for Public Buildings be adopted.

Public
Bldgs.
(Transfer)

Council voted unanimously to award the bid for roofing the Agricultural Building to C. R. S. Complete Roof System who was low bid at \$4,375. (See attached bid sheet)

Ag. Bldg.
Roof Bid

Mr. Orr made a motion, seconded by Mr. Strickland, approved 5 - 0 that the attached transfer for the Supervisor's Office be adopted.

Supervisor
(Transfer)

Mr. Strickland made a motion, seconded by Mr. Harper, approved 5 - 0 that the attached SC DHEC EMS Grant be adopted on behalf of the hospital.

EMS Grant

At the request of Mr. G. N. Hunnicutt, Finance Director, Mr. Orr made a motion, seconded by Mrs. Burrell that the attached request to destroy certain records as per SC Department of Archives & History regulations be adopted.

Finance
Director

Mr. Strickland made a motion, seconded by Mrs. Burrell, approved 5 - 0 that Mr. Bill McAlister's resignation from the Accommodation Tax Committee be accepted and Mr. Greg Sandifer be appointed to replace him.

Acc. Tax
Appt.

Mr. Crain informed Council Members that an application for a grant had been sent to the Governor's Office regarding the Rosa Clark Clinic.

Rosa Clark

Mr. Orr made a motion, seconded by Mr. Williams, approved 5 - 0 that \$889.75 be taken from contingency and placed in line item 10 026 00220 13220 to pay for repairs to the fire alarm system at Lakeview Rest Home. (See attached request)

Lakeview
(Cont'cy)

Mr. Crain referred the attached request from the hospital to demolish the old nurses' quarters to a special committee chaired by Mr. Harper. This special committee scheduled a meeting Tuesday, September 21, 1993 at 2:00 PM in Council Chambers to discuss this matter.

Hospital

Mr. Strickland made a motion, seconded by Mrs. Burrell, approved 5 - 0 that Mr. William H. Bond's name be submitted as a nominee to the Oconee County Legislative Delegation to serve on the County Wide Transportation Committee. This submission would be made only with the consent of Mr. Bond. (See attached request)

"C" Fund
Nomination

Mr. Strickland made a motion, seconded by Mr. Orr, approved 5 - 0 that Mr. Dean Breazeale's name be submitted as a nominee to serve as a member of the State Board of Education. This submission would be made only with the consent of Mr. Breazeale. (See attached request)

Education
Nomination

Mr. Strickland made a motion, seconded by Mr. Harper, approved 5 - 0 that the request of the City of Westminster for a used beacon light for their recycling truck be granted. (See attachment)

Beacon
Light

Mr. Crain referred the attached request for an extension for expenditures of I & I grant funds for the City of Westminster to the Sewer Commission for a recommendation.

I & I

Mr. Harper made a motion, seconded by Mr. Orr, approved 5 - 0 that Council go into executive session to discuss legal and contractual matters.

Executive
Session

When open session resumed, Mr. Orr made a motion, seconded by Mrs. Burrell, approved 5 - 0 that the site on Highway 11 for a manned convenience center not be pursued as the owners of the property had decided not to sell. Also that the owners of the property reimburse the county for expenses incurred in anticipation of the purchase of this property.

Open
Session
Hwy. 11
Site

Mr. Orr made a motion, seconded by Mr. Strickland, approved 5 - 0 that James B. Smith be allowed to cut the timber at the Seneca Landfill and three (3) other sites for manned convenience centers. Mr. Smith will pay the county \$525 to cut and remove the timber.

Timber Cut

Mr. Harper made a motion, seconded by Mr. Orr, approved 5 - 0 that Council go into executive session to discuss legal matters.

Executive
Session

When open session resumed, Mr. Cain, County Attorney, made the statement that it had been the goal of the the county up to this point in developing a solid waste management plan and in issuing the Request for Proposals from

Open
Session
Solid
Waste

vendors which on the agenda tonight to close the landfills on October 9, 1993 with the objective of getting our waste into a subtitle "D" lined landfill so that we could be out of the landfill business (unlined landfill) before the effective date of the subtitle "D" regulations with respect to closure/post closure requirements. As Council has been informed, the county purchasing agent, the solid waste director and county's consultants, HDR, put together a request for proposal. A requirement set forth in the RFP was the disposal of the county's waste in a subtitle "D" lined landfill cell. The RFP's were sent out, two (2) proposals were received, one from Waste Management of South Carolina and one from Chambers. Neither proposal complied with the specifications set forth in the RFP's inasmuch as both of the proposals called for disposal of the county's waste in an unlined landfill.

The current permit issued by DHEC for the operation of the county's landfill expires as of February, 1994, DHEC has advised Oconee County that the county may continue to operate its landfill until such time as that landfill has reached capacity. This would be opposed to a vertical expansion which has also been considered. HDR estimates that if we continue to operate the existing landfill under the existing permit that we would be able to use the same for a period of between fifteen (15) and thirty-six (36) months. DHEC has indicated that if we pursue this option, a vertical expansion of the landfill would not be available under their policy. The bottom line is that if we contract either of the two (2) vendors who attempted to respond to the RFP, our waste would continue to go to an unlined landfill. Waste management, which is the closer of the two (2) facilities has indicated they are already detecting contamination and although they have indicated they would indemnify the county in the event remediation is required, we are not sure how much or exactly what this would mean given the fact that the indemnification would be given by Waste Management of SC. Oconee County could be held liable as a contributor to that problem.

The best case scenario for establishing our own landfill is that it would take at least twenty-four (24) to twenty-five (25) months to get a cell opened in our own landfill (twenty (20) months to design and build it and at least four (4) to five (5) months to get DHEC approval). You have been informed that the current permit at the Seneca Landfill requires monitoring and reporting to DHEC for a period of thirty (30) years. If remediation of that landfill were required it would be done under the current regulations of permit requirements and there might be more flexibility involved with the regulatory agency. If it is closed after October 9, 1993 closure would be done under subtitle "D" regulations and standards which are much more stringent with respect to testing and remediation.

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Mr. Williams made a motion, seconded by Mrs. Burrell, approved 5 - 0 that based upon the information presented to Council, the proposals received from the two (2) vendors be determined as unresponsive to the RFP issued by the county and based upon the option granted to Oconee County by DHEC with respect to continuing operation of the Seneca landfill under the existing permit that the county continue the operation of the Seneca Landfill under the existing permit issued by DHEC until capacity has been reached or until such time as other alternatives acceptable to Oconee County become available.

Adjourn: 9:30 PM

Norman D. Crain /eq
Norman D. Crain
Supervisor-Chairman
Oconee County Council

Oconee County Auditor

KENNETH F. WILLIAMS

County Court House
Walhalla, South Carolina 29691
Telephone (803) 638-4158

September 7, 1993

To: The Honorable Supervisor, Chairman and County Council
From: Kenneth F. Williams, Auditor of Oconee *KFW*
Subject: 1993-1994 Tax Levy

Attached you will find a schedule of the Proposed Tax Levy for 1993-94.

In compliance with Oconee County Ordinance 93-2 Sections 3 and 14, I am recommending that the following tax rate be approved by Council for the Fiscal Year 1993-94.

County Operations	65.2 Mills
School Operations	91.8 Mills
Tri-County Tec	1.9 Mills
Total Operating Mills	<u>158.9 Mills</u>

In accordance with Section 4-15-150 and 59-71-150 of The Code of Laws of South Carolina 1976, I have set the Tax Levy for the various Bonds as follows:

1977 Hospital Bond	1.2 Mills
1991 County Bond	.9 Mills
1993 County Bond	1.1 Mills
1993 Solid Waste	5.8 Mills
1991 School Bond	6.9 Mills
1993 School Bond	3.2 Mills

The 1993 School Bond is being set up this time for the creation of a Sinking Fund for payments commencing in Fiscal year 1993-94.

If so approved this will establish a total levy for the current year at 178 Mills.

1993-94 PROPOSED TAX LEVY

EST. VEHICLE ASSESSMENT - COUNTY & SCHOOL
 EST. COUNTY ASSESSMENT - ALL OTHER COUNTY
 EST. SCHOOL ASSESSMENT - ALL OTHER PROPERTY

(1st 6 MONTH 10,081,750

2nd 6 MONTHS 10,418,250)

ACCOUNTS	VEHICLE MILLAGE JULY - DEC	VEHICLE MILLAGE JAN - JUNE	VEHICLE TAX	REGULAR MILLAGE	REGULAR TAX	TOTAL TAX	BUDGET 93-94
<u>COUNTY PURPOSES</u>							
COUNTY OPERATING	39.7	65.2	1,079,515.38	65.2	10,238,880.86	11,318,396.24	11,246,425.00
BONDS:							
HOSPITAL ADDITION	1.3	1.2	25,608.17	1.2	188,445.66	214,053.83	214,686.00
1991 BOND	1.0	.9	19,458.17	.9	141,334.24	160,792.41	159,084.00
1993 BOND	.5	1.1	16,500.95	1.1	172,741.86	189,242.81	176,759.00
SOLID WASTE	-0-	5.8	60,425.86	5.8	910,820.69	971,246.55	914,375.00
TOTAL BONDS	<u>2.8</u>	<u>9.0</u>	<u>121,993.15</u>	<u>9.0</u>	<u>1,413,342.45</u>	<u>1,535,335.60</u>	<u>1,464,904.00</u>
TOTAL COUNTY	<u>42.5</u>	<u>74.2</u>	<u>1,201,508.53</u>	<u>74.2</u>	<u>11,652,223.31</u>	<u>12,853,731.84</u>	<u>12,711,329.00</u>
<u>SCHOOL PURPOSES</u>							
SCHOOL OPERATING	91.8	91.8	1,881,900.00	91.8	21,682,569.72	23,564,469.72	23,546,700.00
BONDS:							
1991 SCHOOL	8.2	6.9	154,556.28	6.9	1,629,735.63	1,784,291.91	2,103,300.00
1993 SCHOOL	-0-	3.2	33,338.40	3.2	755,819.42	789,157.82	774,255.00
TOTAL BONDS	<u>8.2</u>	<u>10.1</u>	<u>187,894.68</u>	<u>10.1</u>	<u>2,385,555.05</u>	<u>2,573,449.73</u>	<u>2,877,555.00</u>
TOTAL SCHOOL	<u>100.0</u>	<u>101.9</u>	<u>2,069,794.68</u>	<u>101.9</u>	<u>24,068,124.77</u>	<u>26,137,919.45</u>	<u>26,424,255.00</u>
TRI COUNTY TEC	<u>1.5</u>	<u>1.9</u>	<u>34,917.30</u>	<u>1.9</u>	<u>448,767.78</u>	<u>483,685.08</u>	<u>461,700.00</u>
TOTAL SCHOOL PUR	<u>101.5</u>	<u>103.8</u>	<u>2,104,711.98</u>	<u>103.8</u>	<u>24,516,892.55</u>	<u>26,621,604.53</u>	<u>26,885,955.00</u>
1993 TAX LEVY	144.0	178.0	3,306,220.51	178.0	36,169,115.86	39,475,336.37	39,597,284.00

RESPECTFULLY SUBMITTED,

K. F. Williams
 KENNETH F. WILLIAMS, OCOREE COUNTY AUDITOR

Septemb



Oconee County Sewer Commission

623 Return Church Road • Seneca, South Carolina 29678
803-972-3900

SEP 08 1993

September 7, 1993

Mr. Norman Crain
Oconee County Supervisor
208 Booker Drive
Walhalla, S.C. 29691

RE: State Revolving Loan Fund
Designation - Sponsor Representative

Dear Mr. Crain:

Attached find a copy of the State requirements for payment draw requests for the State Revolving Load Fund.

The Sewer Commission recommends that the chairman of the Commission be designated to sign the draw requests as the sponsor representative.

Mr. Mike Rachelson of Jordan, Jones and Goulding is the project engineer and will review and recommend all payment requests before submittal to the Commission.

Mr. Adams and I have requested time on the agenda for tonight's County Council meeting to make this request.

If you need anything further, please call.

Sincerely,

Robert C. Winchester
General Superintendent, OCSC

RCW/ew

cc: Commissioners
Oconee County Council

*taken care
of 9/7/93
cc Matt*

circumstances beyond the control of the Project Sponsor. Any such waiver request must be submitted by the designated sponsor representative and contain sufficient justification to clearly document the problem.

13. If the Project Sponsor is required to incrementally fund a Debt Service Reserve Fund, no disbursement will be made on any draw request unless the amount on deposit in this Fund meets the requirements of the Loan Agreement.
14. Each request for, and acceptance of, a disbursement by the Project Sponsor shall be affirmation that the representations and warranties of the Loan Agreement remain true and correct as of the date of the request and acceptance, that no breach of other provisions of the Loan Agreement has occurred, and that no adverse developments affecting the financial condition of the Project Sponsor or its ability to complete the Project or to repay the Loan plus interest have occurred since the date of the Loan Agreement unless specifically disclosed in writing by the Project Sponsor in the request for disbursement submitted to the BCB.

II. REQUIREMENTS PRIOR TO SUBMISSION OF FIRST DRAW REQUEST

- *1. The Project Sponsor must designate a "Sponsor Representative" for purposes of disbursements, payments and other matters pertaining to administration of the Loan Agreement. This individual, who is required to be an official or employee of the Project Sponsor, must be designated in writing no less than 30 days prior to submission of the first draw request. (see enclosed forms)
- *2. Identification and signatures of the two persons authorized to sign draw requests must be submitted by the Project Sponsor. These two individuals should be the Project engineer and the Sponsor Representative and be designated in writing no less than 30 days prior to submission of the first draw request. (see enclosed forms)
3. The loan recipient must prepare and submit a Monthly Estimated Draw Request Schedule to DHEC using the forms included in this package. This schedule, which should be prepared for the life of the Project and reflect the estimated category and total amounts to be drawn on a monthly basis, is essential to insure that requested funds will be available for disbursement. The initial schedule is due by the 10th of the month preceding the month in which the first draw request is to be submitted.
4. A complete set of executed bound contract documents and a copy of the Notice to Proceed must be provided to DHEC prior to submission of the first draw request.

* Two forms are enclosed in this package which should be used for the designations required in #1 and #2 above. Send one form to DHEC and the other to BCB, each with original signatures in blue ink.

STATE REVOLVING FUND

OFFICIAL DESIGNATION AND SIGNATURE FORM

Loan Recipient: _____ Loan No. _____

Project Name: _____ Date: _____

DESIGNATION OF SPONSOR REPRESENTATIVE

Pursuant to Section 1.3.2 of the Loan Agreement, the official or employee of the Project Sponsor whose name, title and signature appear below is designated for purposes of submitting disbursement/draw requests, making payments on the loan and representing the Project Sponsor in all administrative matters pertaining to administration of the Loan Agreement.

_____	_____
Typed Name and Title	Signature

INDIVIDUALS AUTHORIZED TO SIGN DRAW REQUESTS

The officials whose names, titles and signatures appear below are designated and empowered to execute all documents concerning the preparation and submission of Draw Requests for loan proceeds from the State Water Pollution Control Revolving Fund to the South Carolina Budget and Control Board and the South Carolina Department of Health and Environmental Control, pursuant to the terms and conditions of the Loan Agreement.

_____	_____
Project Engineer: Typed Name and Title	Signature

_____	_____
Sponsor Representative: Typed Name and Title	Signature

AUTHORITY FOR DESIGNATIONS

I certify that the above identified individuals have been authorized to carry out the designated responsibilities and I further certify that the above signatures are of the individuals so authorized.

_____	_____
Name and Title of Authorizing Official	Official's Signature

**Return an original to the Department of Health and Environmental Control
and the Budget and Control Board**

City of Westminster
P.O. Box 397
Westminster, S.C. 29693

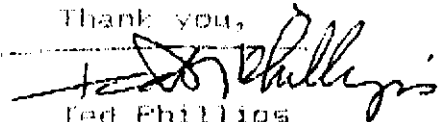
To: Oconee County Council
Subject: I & I Grant Extension

The Westminster CFW respectfully requests an extension
for expenditures of I & I Grant monies.

Westminster has and is doing all I & I work inhouse. We
have continued this program with an attitude of
confidence and restraint in an attempt to make sure
this money is well spent. We have not used any contract
labor and have made great progress. Our greatest
concern is to make the best use of the money since this
is an I & I problem that every city has and must
attempt to solve.

Westminster respectfully requests a one year extension.

Thank you,



Ted Phillips
Mayor, City of
Westminster

STATE OF SOUTH CAROLINA

COUNTY OF OCONEE

RESOLUTION NO. _____

WHEREAS, Oconee County, hereinafter referred to as "The County", is a political subdivision of the State of South Carolina; and

WHEREAS, Phillips Fibers Corporation, hereinafter referred to as "The Corporation", is a corporation organized and existing under the laws of the United States doing business in Oconee County, South Carolina; and

WHEREAS the Governing Body of Oconee County did enter into certain agreements with The Corporation in or about February, 1968 which provided for the issuance of Industrial Building Revenue Bonds as provided by the laws of the State of South Carolina; and

WHEREAS as a part of said agreements, certain real property owned by The Corporation was titled in the name of the County upon the condition that upon satisfaction of all obligations of The Corporation provided for in the agreements said property would be conveyed to The Corporation; and

WHEREAS The Corporation has represented to the County that all obligations of The Corporation have been met, to include the satisfaction of any and all indebtedness and requirements evidenced by that Trust Indenture recorded in Deed Book 8M, page 242, Records of Oconee County, South Carolina; and

WHEREAS The Corporation has requested that the Governing Body of Oconee County authorize by Resolution the conveyance to The Corporation of the real property described upon Exhibit "A" attached hereto and incorporated herein by this reference;

NOW THEREFORE, be it resolved by the Oconee County Council in session duly assembled this date, that upon presentation of satisfactory evidence of the satisfaction and cancellation of all indebtedness and obligations of Phillips Fibers Corporation, the County Supervisor is hereby authorized and directed to execute a deed conveying the real property described upon Exhibit "A" attached hereto to Phillips Fibers Corporation.

August 31, 1993

Oconee County Council

By: _____
Norman D. Crain
Supervisor-Chairman

Attest:

Opal O. Green
Council Clerk

EXHIBIT A

All those certain pieces, parcels or tracts of land situate, lying and being in the County of Oconee, State of South Carolina, near the side of S.C. State Highway 37-7 (Goddard Avenue) and southern side of S.C. State Highway 37-37, known and designated as Part One, containing 0.718 acres, Part Two, containing 3.203 acres, and Addition No. 1, containing 1.713 acres, as shown and more fully described by metes and bounds on a plat thereof recorded on May 3, 1969, in the Office of the Clerk of Court for Oconee County in Plat Book P-29, page 161, which plat is incorporated by reference herein.

Part One and Part Two are the same tracts having been heretofore conveyed to the Grantor herein on April 2, 1968, by Deed of Phillips Petroleum Company, which Deed is recorded in the Office of the Clerk of Court for Oconee County in Deed Book 10-I, page 24. Addition No. 1 is the same tract having been heretofore conveyed to the Grantor herein on May 12, 1969, by Deed of Phillips Petroleum Company, which Deed is recorded in the Office of the Clerk of Court for Oconee County in Deed Book 10-O, page 299.



Federal Emergency Management Agency

Region IV
1371 Peachtree Street, NE, Suite 700
Atlanta, GA 30309

R4-EM

July 24, 1992

Mr. Paul R. Lunsford
Director
Emergency Preparedness Division
1429 Senate Street
Columbia, South Carolina 29201

Dear Mr. Lunsford:

The purpose of this notice is to ~~re-address the need to~~
~~immediately remove all supplies from fallout shelters which were~~
~~stocked during the 1960's.~~ Numerous advisories have been issued
over the years through Civil Preparedness Circulars and
memoranda. We are cognizant of the fact that these stocks still
exist in some shelters since we receive calls and correspondence
on a continuing basis as to appropriate disposal mechanism.

It is been brought to our attention by the Food and Drug
Administration that the red dye No. 2, and the yellow dye No. 5
used in the hard candies are potentially harmful. These
carbohydrate supplements were considered to have an indefinite
shelf life. Although the cereal-based rations and medical
supplies were destroyed in most cases, we are aware that the
candies may have been retained or given/sold to various vendors.
~~Every effort must be made to identify and destroy all existing~~
~~stocks.~~ Therefore, please alert all local emergency management
officials concerning this matter.

If you should need further information, please call Steve Brown
of my staff at extension 4625.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bobby J. Blalock".

Bobby J. Blalock
Chief

Emergency Management and National
Preparedness Programs Division



Civil Preparedness Circular
Federal Emergency Management Agency
Washington, D. C. 20472

August 15, 1983

CPC 83-1

TO: State and Local Government Emergency Management Officials
SUBJECT: SHELTER SUPPLIES

PURPOSE.

The purpose of this circular is to provide the most recent information on the condition of shelter supplies to assist local governments in making decisions on the use of and disposition of the supplies. In addition, this circular is being issued to emphasize the possible hazards of distributing such goods and the local authorities' responsibility to assure the safety of these products prior to disposition.

BACKGROUND.

Shelter supplies consisting of food, medical and sanitation kits, and water containers were procured by the Federal government between 1962 and 1964. These supplies, when issued, became the property of local governments which accepted responsibility for their storage, care, maintenance and inspection.

The specified shelf-life of these supplies was five years which has been surpassed by over ten years, and it has been determined that some items are no longer usable.

SHELTER MEDICAL KITS.

The medicines in the medical kits have deteriorated badly and should be destroyed. Phenobarbital tablets were originally included in these kits. Guidance issued in 1971 recommended disposal of these tablets. In the event that some phenobarbital tablets are still available, they should be disposed of in accordance with special instructions. These instructions should be obtained from the Special Agent in charge of the nearest field division office of the Drug Enforcement Administration, Department of Justice. A list of the addresses of these field divisions is reproduced in the attachment. Your local police department can assist you in the appropriate contact. All other drugs which have deteriorated or are outdated should be destroyed. Appropriate officials should be consulted to determine the proper means of disposal of these drugs.

Bandages or other medical devices in the kits may be used provided that upon examination, the wrappers are unbroken and undamaged and otherwise appear suitable and safe for their intended use.

August 15, 1983

CEREAL-BASED SHELTER RATIONS.

In the past, guidelines recommended that the food supplies remain in place for emergency use as a supplement to other food. However, as a result of recent laboratory and other tests, a high probability exists that all of the cereal-based rations stored have become rancid. The laboratory report indicates that rancid food irritates the stomach and intestinal tract of humans and some animals, causing vomiting and/or diarrhea. However, these cereal-based rations are being used by some animal feed processors who mix ground cereal based rations with other ingredients into animal feed. If cereal-based rations are used in animal feed, prior testing should be performed on these rations to assure that they are safe for use by animals. Cereal-based rations stored in rusted or otherwise damaged containers should not be used by the feed processors. Since the degree of rancidity of cereal-based rations cannot be determined accurately, Federal Emergency Management Agency (FEMA) recommends that cereal-based rations no longer be considered as shelter supplies and should be destroyed or disposed of.

GUIDANCE ON DISPOSITION OF SHELTER SUPPLIES.

The sanitation items, as well as the bandages and medical equipment which are good, should be used as deemed appropriate by the local government.

Disposal of the food and medicines should be in accordance with Federal, State and local laws and disposal regulations. Any such goods distributed into interstate commerce must conform to the requirements of the Federal Food, Drug and Cosmetic Act. The distribution of outdated drugs into interstate commerce is a prohibited act. While the distribution of old and outdated food items in interstate commerce is not a prohibited act, if these foods have become unfit for human consumption, they are illegal.

This guidance on disposition does not apply to the Shelter Radiological Sets, CD V-777-1 or CD V-777-2. Any relocation or disposition of these sets should be referred to the State Radiological Inspection, Maintenance and Calibration Facility for appropriate action.

SUPERSESSION.

Defense Civil Preparedness Agency (DCPA) Circular 76-2, Shelter Supplies dated September 29, 1976, is hereby superseded.

Attachment - Drug Enforcement Administration Field Divisions

DISTRIBUTION.

Federal Emergency Management Agency Headquarters Activities
 Federal Emergency Management Agency Regional Offices
 Federal Agency Emergency Management Administrators
 State Emergency Management Officials
 Local Emergency Management Officials

12-29-76
CB

SHELTER STOCKS DISPOSITION

A group of state and federal specialists in public health, agriculture, animal husbandry, and food and drug control have concluded that all cereal-based wafers and most medicines included in Civil Defense fallout shelter stocks are no longer usable and should be destroyed.

Meeting in offices of the S. C. Disaster Preparedness Agency at the Rutledge Building in Columbia, the group made its recommendation as a guideline to state and local officials confronted with the question of what to do with shelter supplies dating back to 1962-64.

The specialists based their conclusions, they said, on public health, economic and legal considerations. The specified shelf-life of these supplies (including water kits) was five years which has been surpassed by seven to nine years.

After reading reports of federal studies made on samples of outdated shelter crackers which had been sent to supplement food supplied to disaster victims in Guatamala and examining samples from state shelter stocks, the specialists recommended that the crackers as well as the medical supplies rendered impotent by age, be disposed of in sanitary landfills.

Studies of the Guatamalan biscuits found that the wafers had "a very penetrant odor, indicating rancidity," and noted: "It is known that rancid food irritates the stomach and intestinal tract and often causes diarrhea." The state specialists also detected a decided rancid odor in the South Carolina samples.

At the same time, the South Carolinians questioned the economic feasibility of attempting to distribute the crackers among farmers in the state as an animal food supplement. One agriculture specialist estimated the cost of administering such a distribution would be "up to four times as great" as the value of the food-stuff.

They also noted that by so doing, too, the State could find itself in violation of Federal statutes prohibiting mixture of adulterated materials with food for humans or animals.

In addition, the group recommended disposal by landfill of all drug items in the medical kit likely to have become adulterated by age and deteriorating storage conditions. These drugs, members felt, probably either have changed their consistency or lost their potency and would be either injurious or ineffective.

The group found no deterioration in the carbohydrate supplement ration (candies) sampled, and recommended that it be retained. Members agreed that the same verdict applies to the sanitary supplies, medical supplies other than drugs, and radiological detection equipment included in shelter stocks.

Phenobarbital tablets, also a part of the original medical kits, were ordered removed and disposed of in 1971 guidance issued by Federal narcotics officials in cooperation with DCPA. Phenobarbital is a "controlled" substance under the Comprehensive Drug Abuse Prevention and Control Act of 1970 and special instructions govern its disposition.

The participating agency representatives expressed cognizance that the disposition of shelter supplies stored over the state is a matter for officials of each local jurisdiction to decide for themselves, but suggested that local governments may welcome a statement of position from the State level as guidance for establishing county policy.

They submitted the following opinions as to the course the State should follow with respect to the shelter supplies:

Emuel E. Vassey, training officer, Division of Food Protection, S. C. Department of Health and Environmental Control:

"It seems to me that if you condemned the material, it should be disposed of in landfill. The only question remaining then is: Should everything be condemned? It seems that some items, like the petroleum jelly, would not have deteriorated. Possibly you could get an expert to say if each item will still do the job it was intended to do. The kaolin and pectin possibly could be used to some benefit. If you weigh the economic benefits against possible public health problems, you probably would find it advisable to dispose of the materials in landfill. If any could be covered with a blanket statement, it should be salvaged; however, if some of the stocks of a given item are apt to be bad, I would recommend landfilling all of it."

Dr. Carl E. Boyd, Jr., director of the Clemson livestock laboratory, Clemson University Extension Service, and state veterinarian:

"I agree with the majority at the meeting that the best solution is to have the material buried in landfill. That includes medicines...everything that we discussed. A determination of what is still good would have to be made, I suppose, by the Disaster Preparedness Agency since you people would be in the best position to judge, but certainly the crackers and those medicines which are outdated should be disposed of."

G. Bryan Patrick, Jr., S. C. Commissioner of Agriculture:

"I am primarily concerned with the economics of the subject. According to environmentalists, it would cost three or four times more to apportion the shelter stocks equitably than it would to eliminate them. I believe the estimate given of the value of the product was \$20,000 and I feel it would cost over \$100,000 to administer a proper distribution program, even if the product were not in questionable condition. It seems to me, then, that the best thing to do is just to eliminate it in keeping with what would be approvable by the Environmental Protection Agency or other environmentalists who may be concerned.

"As to the medicines, I would not be in a position to make a recommendation on drugs for humans."

Dr. O. L. Kelsey, veterinarian in charge of veterinary services, United States Department of Agriculture:

"I personally feel from a veterinary standpoint that the chemical changes that occurred in the wafers would constitute a threat to the health of the animal and

perhaps cause death or loss of condition, and therefore would not be a good additive to feedstuff for swine. I feel that it could cause grounds for legal action perhaps against the state and federal governments. I suggest, therefore, that the wafers be disposed of by landfill. The medicines could be treated the same way as the wafers, due to the chemical compounds which could have deleterious effects. The carbohydrates appear to be satisfactory. The sanitary materials could either be held or disposed of to needy organizations."

Jerry H. Bridgers, resident investigator, Columbia Resident Post, U. S. Food and Drug Administration, Department of Health, Education and Welfare Public Health Service:

"Several sections of the Federal Food, Drug and Cosmetic Act have a bearing on any consideration of distributing the shelter crackers for use as food supplement for humans or as an additive to feed for livestock. The sample we looked at was rancid and the letter accompanying the laboratory analysis report indicates more, if not all, of the stocks are rancid.

"It's my opinion that the rancid material, as documented by laboratory reports and demonstrated during the meeting, would be adulterated within the meaning of Section 402 (a) (1), Section 402 (a) (3) and Section 402 (a) (4) of the Federal Food, Drug, and Cosmetic Act.

"Since the crackers, according to reports we read, caused diarrhea, they would come under Section 402 (a) (1) of the Act which provides that a food is adulterated: 'If it bears or contains any poisonous or deleterious substance, or if it is otherwise unfit for food.' Evidence indicating the wafers were held too long and that some containers were damaged makes applicable Subsection (4) which calls a food adulterated: 'If it has been prepared, packed or held under insanitary conditions whereby it may have become contaminated with filth, or whereby it may have been rendered injurious to health'.

"There is no question that the crackers have been in interstate commerce since they were not made in South Carolina. That brings them under Section 301 which prohibits: (a) 'the introduction or delivery for introduction into interstate commerce of any food, drug, device or cosmetic that is adulterated or misbranded,' and also prohibits (k) 'the alteration, mutilation, destruction, obliteration, or removal of the whole or any part of the labeling of, or the doing of any other act with respect to, a food, drug, device, or cosmetic, if such act is done while such article is held for sale (whether or not the first sale) after shipment in interstate commerce and results in such article being adulterated or misbranded'.

"Inclusion of the adulterated material of this nature in whole or in part with other materials would be an illegal substance or mixture for food purposes for animals or humans. Due to the numerous locations and storage conditions, proper sampling and reconditioning would be difficult, expensive, and possibly impossible.

"I would recommend destruction of the product rather than to see it in food channels unless a suitable, approved method of reconditioning were found.

"Under definitions given in Section 201, the provision for food is the same for either man or animals, and "components" are given the same consideration as

whole foods. Blending adulterated products with non-adulterated products results in the adulteration of both products rather than in correction of the problem. Penalty for Section 301 violation (Section 303-a) is imprisonment for not more than one year or not more than \$1,000 fine, or both.

"As to the drugs, the different ones have different shelf lives, and varied conditions have a bearing on their rate of deterioration. It is illegal and immoral to sell any which are subpotent, which is one form of adulteration under Sections 501 of the act. Provisions of Section 502 dealing with "misbranding" might also be applicable since under this section, 'a drug or device shall be deemed to be misbranded if its labeling is false or misleading in any particular'.

"For any subpotent or deteriorated drug, then, destruction is the only feasible method of disposal. I suggest an item by item judgment on the part of some expert in the field of pharmaceuticals as a basis for determining which, if any, of the medicines should be retained."

John P. Wood, assistant director of the S. C. Bureau of Narcotics and Drug Control, when asked to give an itemized appraisal of the inventory list, recommended destruction of all the medicines except the Isopropyl Alcohol, which he said could be depended upon to have retained its potency, provided the container was not damaged and the contents had remained tightly capped.

As for the other drugs, he said their retention far beyond their shelf life likely have resulted in changes which, however slight, tend to alter entirely the chemical composition of the drugs.

BUDGET ADJUSTMENT AUTHORIZATION

Revised 07-01-90

DATE 8-10-93 DEPARTMENT Public Buildings CHANGE NO. _____

IT IS REQUESTED THAT THE FOLLOWING CHANGES BE MADE IN MY 93 - 94 BUDGET:

1. TO: Capital Expenditures # 010 - 026 - 00840 - 00840 \$ 2,430.00
(fill in line item name) (fill in line code)

FROM: Capital Expend. Vehicle # 010 - 026 - 00150 - 00870 \$ 2,430.00
(fill in line item name) (fill in line code)

Justification: For purchase of refrigerant recovery equipment and ladder rack for newly purchased van.

2. TO: _____ # _____ \$ _____
(fill in line item name) (fill in line code)

FROM: _____ # _____ \$ _____
(fill in line item name) (fill in line code)

Justification: _____

3. TO: _____ # _____ \$ _____
(fill in line item name) (fill in line code)

FROM: _____ # _____ \$ _____
(fill in line item name) (fill in line code)

Justification: _____


DEPARTMENT HEAD SIGNATURE

APPROVED: _____
Date of Council Meeting

DATE: _____
Received by Council Clerk

DISAPPROVED: _____
Date of Council Meeting

ATTEST: _____
COUNCIL CLERK

OCONEE COUNTY BID TABULATION

BID FOR: Roof Agricultural Building

DATE: August 24, 1993

BID NO: 93-05

LOCATION: Walhalla, SC

TIME: 2:00 p.m.

BIDDERS	Advanced Builders	C.R.S. Complete Roof System			
Base Bid	\$5,529.52	\$4,375.00			

ATTENDING OPENING: Marianne Dillard, Jenny Peay - Purchasing Department; Jim Smith - Public Buildings; Jeffrey Carabadian - C.R.S. Complete Roof System; James Nichols - Advanced Builders

BID NO. 93-05

(Use this number on envelopes and all related correspondence)

BID FORM
OCONEE COUNTY
PURCHASING DEPARTMENT
201 WEST MAIN STREET
WALKALLA, SOUTH CAROLINA 29691

The Advanced Builders (County Land Supply)
submits herewith our Bid in response to bid request number shown above, and in
compliance with the description(s) and/or specification(s) numbered one page
and attached hereto for roof replacement at the Agricultural building

Base Bid

\$ 5529.52

Bid shall include delivery to location stated on Bid Notice.

Show any exception, deviation, extra computation, or information on Bid Supplemental Form attached hereto.

Delivery Date: 60 Days of Aug - 24th

BIDDING ORGANIZATION Advanced Builders

ADDRESS: P.O. BOX 1510 Blue Ridge Blvd

CITY, STATE, ZIP CODE Seneca S.C. 29678

SIGNATURE OF BIDDERS REPRESENTATIVE: Pat McCall

TITLE: Partner

DATE: 8-20-93

TELEPHONE: 882-9908

(Use this number on envelopes and all related correspondence)

BID FORM
OCONEE COUNTY
PURCHASING DEPARTMENT
201 WEST MAIN STREET
WALHALLA, SOUTH CAROLINA 29691

The C.R.S Roofing Co
submits herewith our Bid in response to bid request number shown above, and in compliance with the description(s) and/or specification(s) numbered one page and attached hereto for roof replacement at the Agricultural building

Base Bid

\$ 4,375⁰⁰

Bid shall include delivery to location stated on Bid Notice.

Show any exception, deviation, extra computation, or information on Bid Supplemental Form attached hereto.

Delivery Date: _____

BIDDING ORGANIZATION C.R.S.

ADDRESS: P.O. BOX P.O. Box 346

CITY, STATE, ZIP CODE Liberty S.C. 29657

SIGNATURE OF BIDDERS REPRESENTATIVE: Jeff Sambadin

TITLE: Owner

DATE: 8/23/93

TELEPHONE: 277-ROOF

BUDGET ADJUSTMENT AUTHORIZATION

Revised 07-01-90

DATE 09-02-93 DEPARTMENT SUPERVISOR / E-911 CHANGE NO. _____

IT IS REQUESTED THAT THE FOLLOWING CHANGES BE MADE IN MY 93-94 BUDGET:

1. TO: TRAINING #010-022-00150-22084 \$ 125.00
(fill in line item name) (fill in line code)

FROM: MATERIALS ACCOUNT #010-022-00150-22035 \$ 125.00
(fill in line item name) (fill in line code)

Justification: \$75.00 IN BUDGET FOR MEET IN
COLUMBIA, MEET HAS BEEN CHANGED TO
MYRTLE BEACH. (P)

2. TO: _____ # - - - \$ _____
(fill in line item name) (fill in line code)

FROM: _____ # - - - \$ _____
(fill in line item name) (fill in line code)

Justification: _____

3. TO: _____ # - - - \$ _____
(fill in line item name) (fill in line code)

FROM: _____ # - - - \$ _____
(fill in line item name) (fill in line code)

Justification: _____

DEPARTMENT HEAD SIGNATURE

APPROVED: _____
Date of Council Meeting

DATE: _____
Received by Council Clerk

DISAPPROVED: _____
Date of Council Meeting

ATTEST: _____
COUNCIL CLERK

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL
EMERGENCY MEDICAL SERVICES
COMMUNITY EMS ASSISTANCE PROGRAM**


<p>1. <u>Oconee</u> County</p> <p>2. <u>PO Box 858</u> Street Address/P.O. Box</p> <p>3. <u>Seneca, SC 29679-0858</u> City Zip</p>	<p>4. Date of Application <u>08-30-1993</u></p> <p>5. Project Grant Period: From: <u>July 1993</u> To: <u>June 1994</u></p>
---	---

6. Review and Approval:

Regional EMS Agency _____	Date _____
State Office of EMS _____	Date _____

<p>7. State Funds Requested</p> <table style="width:100%;"> <tr> <td style="width:10%;">Amount</td> <td style="width:40%;">\$ <u>20,518</u></td> <td style="width:10%;">%</td> <td style="width:30%;">75</td> </tr> <tr> <td>Total Local Cash</td> <td>\$ <u>1,665</u></td> <td></td> <td>25</td> </tr> <tr> <td>Total Project Cost</td> <td>\$ <u>22,183</u></td> <td></td> <td></td> </tr> </table>	Amount	\$ <u>20,518</u>	%	75	Total Local Cash	\$ <u>1,665</u>		25	Total Project Cost	\$ <u>22,183</u>			<p>8. Source of Local Funds</p> <p><input type="checkbox"/> County <input type="checkbox"/> Community <input type="checkbox"/> Private</p> <p>9. <input checked="" type="checkbox"/> 1 year project <input type="checkbox"/> 2 year project</p>
Amount	\$ <u>20,518</u>	%	75										
Total Local Cash	\$ <u>1,665</u>		25										
Total Project Cost	\$ <u>22,183</u>												

10. I certify that I understand and agree to comply with the general and fiscal requirements of this application and that I am duly authorized to commit the applicant to these requirements. I also understand that the funds available through this grant are not to be used to replace existing dollars now used for the EMS program. A reasonable effort has been made to inform all eligible services of the opportunity to apply for EMS assistance through this grant program.

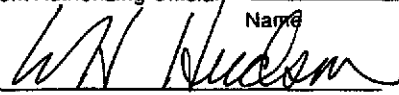
Authorizing Official	<u>Norman D. Crain</u>	Supervisor	<u>638-4242</u>
County	Name	Title	Date Telephone
			
	Signature		

11. EMS Recipient/Ambulance Service

PO Box 858
Address

<u>Oconee Memorial Hospital</u>	<u>Seneca, SC 29679-0858</u>
Name	City Zip Code

12. Recipient Authorizing Official: W.H. Hudson President

	Name	Title	
Signature			<u>882-3351</u>
	Date	Telephone	

For State Use Only

PROJECT NUMBER

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL
EMERGENCY MEDICAL SERVICES
COMMUNITY EMS ASSISTANCE PROGRAM**

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6. Review and Approval:
Regional EMS Agency _____ Date _____
State Office of EMS _____ Date _____

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Amount	%								
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10. I certify that I understand and agree to comply with the general and fiscal requirements of this application and that I am duly authorized to commit the applicant to these requirements. I also understand that the funds available through this grant are not to be used to replace existing dollars now used for the EMS program. A reasonable effort has been made to inform all eligible services of the opportunity to apply for EMS assistance through this grant program.

Authorizing Official Norman D. Crain Supervisor 638-4242
County _____ Name _____ Title _____ Date _____ Telephone _____

Signature

11. EMS Recipient/Ambulance Service PO Box 858
Address _____
Oconee Memorial Hospital Seneca, SC 29679-0858
Name _____ City _____ Zip Code _____

12. Recipient Authorizing Official: W.H. Hudson President
Name _____ Title _____
W.H. Hudson _____ 882-3351
Signature _____ Date _____ Telephone _____

For State Use Only

PROJECT NUMBER

*Needs back
As soon as
possible.
SH
Recd. 9/3/93*

COMMUNITY EMS ASSISTANCE PROGRAM

EMS RECIPIENT AGENCY Oconee Memorial Hospital

1. Basic Life Support Equipment

Quantity	Item	State	Local	Total
BLS Total		\$ _____	\$ _____	\$ _____

2. Advanced Life Support Equipment

Quantity	Item	State	Local	Total
3	Keller Pulse Oximeter	2,775	225	3,000
3	Keller Vital Signs Monitor	4,162	338	4,500
3	Nitronox	2,944	239	3,183
ALS Total		\$ <u>9,881</u>	\$ <u>802</u>	\$ <u>10,683</u>

3. Basic Extrication Equipment

Quantity	Item	State	Local	Total
1	JL60B Hurst Ram	1,850	150	2,000
Extrication Totals		\$ <u>1,850</u>	\$ <u>150</u>	\$ <u>2,000</u>

EMS Recipient Agency Information

Name Oconee Memorial Hospital Emergency Medical Service

Address PO Box 858

City Seneca County Oconee Zip Code 29679-0858

Emergency Telephone 882-4611 Business Telephone 882-3351

Total Number of Ambulances 5 Ambulances Manned 24 Hours Per Day 2

Total Number of Ambulance Calls Annually: Emergency 3,464 Convalescent 1,242

Are patients provided service without prior inquiry regarding ability to pay? yes no

Describe Primary Service Area: Oconee County

Are there written mutual aid agreements with all adjacent EMS organizations? yes no

Current Rate Structure: Base Rate \$ 204 Emergency Mileage Charge (One Way) \$ 6.00/mi
156 non-Emergency

Does agency use standard ambulance run sheet? yes no

Regional EMS Agency Information

Will this ambulance conform to the regional ambulance allocation plan, and is it an essential vehicle to the applicant agency? yes no

Does the applicant agency operate within the guidelines of the regional EMS system? yes no

Has this project been reviewed by the Regional Board of Directors, and is it recommended for funding? yes no

Comments: _____

Vehicle to be Replaced

Vehicle Location: _____

Type I Type II Type III Commercial Ambulance Body

Other (Describe): _____

Make _____ Year Model _____ Mileage _____

Serial Number _____ License Number _____

Current DHEC Permit Number: _____

Current Liability Insurance Limits:

\$50,000 - \$100,000 \$100,000 - \$300,000 \$100,000 - \$500,000

Collision to Cover Actual Market Value of Vehicle: yes No

Deductible (Collision) \$50.00 \$100.00 \$250.00 \$500.00 Other: _____

Company: _____ Local Agent: _____

Agent Address: _____ Telephone Number: _____

Disposition of Vehicle: _____

Vehicle Requested

Type: _____ Make _____ State Contract Number: _____

Options: See State Contract and List with Indicated Contract Price

\$ _____

\$ _____

\$ _____

\$ _____

Vehicle Location: _____

Utilization: Emergency Only Emergency and Convalescent

Estimated Number of Ambulance Calls in First Year of Operation: _____

COMMUNITY EMS ASSISTANCE PROGRAM

EMS RECIPIENT AGENCY Oconee Memorial Hospital

4. Communications Equipment
Quantity

Quantity	Item	State	Local	Total
12	HT 1000 Portable Radios	8,787	713	9,500

Communications Equipment \$ 8,787 \$ 713 \$ 9,500

5. Other/Describe (Ambulance)
Quantity

Quantity	Item	State	Local	Total

Other Totals \$ _____ \$ _____ \$ _____

Program Resume

	State	Local	Total
1. Basic Life Support			
2. Advanced Life Support	9,881	802	10,683
3. Extrication	1,850	150	2,000
4. Communications	8,787	713	9,500
5. Other			

Application \$ 20,518 \$ 1,665 \$ 22,183

BUDGET JUSTIFICATION

Briefly state the justification for the funds requested in this application. Be certain to include the following information in the justification:

1. Equipment requested should include those items which are essential to providing the level of life support which is necessary for the organization's operational program. State the level of service (ALS, BLS) and indicate why each item is necessary.

2. State briefly how funds will improve the service level of the EMS recipient agency or organization.

2. Only two of our five (5) units have Nitronox. This request will put all trucks on line.

3. We presently transport to Greenville Memorial Hospital daily making use of one Physio Control BP Monitor. We plan to mount the three requested BP Monitors and Pulse Oximeters on our front line trucks.

4. Two years ago our part time medic roll was expanded from two to fifteen. These Medics have been using two radios and alternating use when they are on duty. All Medics will now have proper radio equipment.



South Carolina Department of Archives & History
Division of Archives and Records Management

GUIDELINES FOR UNDERSTANDING AND IMPLEMENTING RECORDS RETENTION SCHEDULES

The following guidelines describe basic terms related to records retention schedules and define the responsibilities associated with schedule approval and implementation.

Records Retention Schedule—A records retention schedule describes one or several records series and indicates the length of time records should be retained prior to final disposition. Schedules are issued to state agencies or local government subdivisions and must be approved in accordance with provisions of the *Public Records Act*, as amended. Upon approval, the latest retention schedule supersedes any schedule previously approved for the same records series or group of records series.

Legal Retention Requirements—The approval of schedules by state agencies or local government subdivisions should include a legal review to ensure that retention periods are in compliance with all applicable laws and regulations. In addition, state agencies and local government subdivisions are responsible for ensuring that records are retained for any additional time necessary to fulfill special legal considerations or requirements, such as those related to pending litigations, government investigations, or court orders.

Confidentiality and Restrictions—State agencies and local government subdivisions should ensure that confidential records are properly filed, accessed, and disposed of in accordance with federal, state, and local legal requirements.

Audit Requirements—State agencies and local government subdivisions are responsible for ensuring that records are retained to comply with all audit requirements.

Destruction of Records—Non-microfilmed records destroyed in accordance with approved schedules should be reported to the Department of Archives and History by submitting a copy of the **State and Local Government Report of Records Disposal**. A copy of each disposal report should also be retained by the state or local office as documentation of records destroyed according to approved schedules. (For information on the disposal of microfilmed records, see *Microfilm Applications* on reverse side.)

Records Storage—Permanent records must be maintained, protected, and preserved in an appropriate environment, as required by section 30-1-70 of the *Public Records Act*, as amended. The State Records Center will accept scheduled semi-active state agency records for temporary storage on a space available basis. It will also receive permanent records scheduled for transfer to the Department of Archives and History.

“ ____ year(s) after fiscal (or calendar) year” in a retention statement means records are to be retained ____ year(s) after the end of the fiscal (or calendar) year. This retention statement is used only when records are scheduled for transfer to another storage facility.



OCONEE COUNTY

Record Group Number: 37

FINANCE

07067 RECORD OF ENERGY CRISIS ASSISTANCE PROGRAM (CLIENT APPLICATIONS AND INVOICES TO VENDORS)

Description

Defunct series (1979-1980) contains applications of persons seeking assistance with heating fuel costs, used to determine eligibility for program. File also includes invoices verifying payment to vendor and memorandum authorizing vendor to supply services to applicant. Information includes application: applicant name, address, social security number, telephone number, name of person requesting assistance, determination of income eligibility, program and income eligibility certification, date of approval, agency representative approving application, verification of program eligibility, how verified, date verified, by whom verified, self declaration, type of energy-related problems affecting household, type of assistance applying for, general information, equal opportunity information, program information, principal heating fuel, source, cost, and privacy act information; memorandum authorizing vendor to supply services to applicant with type of service to be provided and maximum allowable amount; invoice: sold to, address, city, special instructions, date, type fuel, amount delivered, price per gallon, sales tax, total price including tax, type payment, truck number, tank truck salesman, time, and received by; and Client Expenditure Record: name of household head, social security number, date, voucher number, vendor's name and address, items purchased, and amount.

Retention

Destroy.

07068 HOME ENERGY ASSISTANCE PROGRAM (CLIENT APPLICATION AND INVOICES TO VENDORS)

Description

Defunct series (1980-1981) contains applications of persons seeking assistance with heating fuel costs, used to determine eligibility. Information includes application: name, social security number, date, race, telephone number, sex, age, members of household, income of household, total household income, general information, applicant signature, payment disbursed to, application approved or denied, approved amount, agency name, agency signature, date; supplemental security income notice of change: date, social security number, memorandum; and HEAP Client Receipt: date, number of certificates issued in denomination of \$50.00, certificate numbers, amount, number certificates issued in



denomination of \$10.00, certificate numbers, amount of certificates, client signature, and agency representative.

Retention

Destroy.

07069 SALES TICKETS AND DAILY REPORTS

Description

Record of gravel sales and usage by county, as well as daily reports summarizing information of sales. Information includes tons of gravel sold to individuals in the county, tonnage, amount, and verification of sale.

Retention

3 years, then destroy.

OCONEE COUNTY ATAX COMMITTEE
S. J. REIDHEAD, Chairman
8720 West Oak Hwy
Seneca, SC 29678
803-972-9044

September 1, 1993

Ms. Opal Green
Oconee County Council
Public Service Building
308 Booker Drive
Walhalla, SC 29691

Dear Opal;

On Friday, August 27, 1993 I spoke by phone with Bill McAlister who authorized me to write and forward a letter of resignation from the Oconee County ATAX Committee, effective immediately.

Mr. McAlister wishes the Committee the best of luck. His resignation is prompted by time constraints placed on him by his business. He also stressed that he remains interested in tourism in Oconee County and will do all he can to help promote it.

Sincerely;


S. J. Reidhead
Chairman, Oconee County ATAX Committee

cc; ATAX Committee
Bill McAlister

LAKEVIEW REST HOME
Route 1, Box 181
Walhalla, SC 29691
(803) 638-5212

September 3, 1993

Norman D. Crane
Oconee County Supervisor
208 Booker Drive
Walhalla, SC 29691

Dear Norman:

First of all, the Rest Home board would like to thank you for meeting with us on September 2, 1993 to discuss the controversy concerning the delinquent fire alarm maintenance statement. At the conclusion of our discussion, you requested we write to you explaining the problem as well as our feelings so you may review it with the County Council.

During the past 18 months, there have been approximately 7 incidents where lightening strikes have required repairs to the fire alarm system by the Carolina Alarm Company. They have submitted statements for the repairs totaling \$889.75. To this date, the statements have not been paid because of a difference in opinion between the County Purchasing Agent and the Rest Home regarding who is responsible for the maintenance of the system. Carolina Alarm Company has been patient, however, they can no longer wait for payment and are ready to take legal action.

It is the Rest Home's contention the maintenance responsibility rests with the County. The County purchased the present alarm system on August 17, 1990 as a replacement for the system that failed.

The alarm system is no different than the furnace/air-conditioning, electrical and plumbing systems which are part of the building structure and are owned and maintained by the County. We, therefore, feel the County should pay the amount owed to Carolina Alarm Company and continue to maintain the system. It is our understanding a maintenance contract is available at a reasonable monthly fee.

Also, as we discussed, to avoid situations like this occurring in the future, there is a need to clarify and agree on the maintenance responsibilities as spelled out in the February 1, 1975 lease.

It is our feeling the County is responsible for maintaining the Rest Home structure and it's mechanics which would include the electrical, plumbing, furnace/air-conditioning and alarm systems. The Rest Home has the responsibility for cutting of the grounds and maintaining the premises in a generally clean and sanitary condition. We would appreciate your thoughts on the above so that all parties involved have a clear understanding as to who does what.

Again, we wish to thank you for the help and support you have provided the Rest Home over the years and we hope we can quickly resolve the current issue as described.

Very truly yours,


Joseph M. Garrain
Vice Chairman

cc:
Board Members



OCONEE MEMORIAL HOSPITAL

August 17, 1993

Mr. Norman Crain
Supervisor
Oconee County
Courthouse Mail Room
Walhalla, SC 29691

Dear Norman:

For some time we have been concerned about the condition of the old nurses quarters (house adjacent Lila Doyle) because of its run down state. Our Board has determined that the house which is approximately sixty years old has no usefulness for us as it would be cost prohibited to bring within any code guidelines to make it useful. As a result, our Board has approved the following motion.

"That with the approval of the Oconee County Council the old Nurse's Quarters at the Lila Doyle Nursing Care Facility be put out for bids for demolition and salvage. The demolition to be at no cost to Oconee Memorial Hospital and all debris removed from the site. They further approved the motion to require a \$2000 deposit from the successful bidder to guarantee that all debris would be removed."

Please advise should you or the Council have any problem with the above as we would like to move forward with getting this old building demolished. At this point, I suspect that we may have to give it away just to have it removed. The above deposit would be refunded should all debris be removed properly.

Should you have any questions, please feel free to call me at 885-7629.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken'.

Kenneth E. Nix
Vice President, Support Services

cc: Ham Hudson

Oconee County Council

Mary Frances Burrell
District One
Post Office Box 53
Tamassee, SC 29686

Harrison E. Orr
District Two
P.O. Box 1068
Walhalla, SC 29691

Michael E. Harper
District Three
Post Office Box 977
Seneca, SC 29679

Public Service Building
208 Booker Drive
Walhalla, SC 29691
(803) 638-4244

Norman D. Crain
Supervisor, Chairman
317 Old Seneca Road
Westminster, SC 29693
(803) 638-4242 - Office

Roy B. Strickland
District Four
203 Isundega Street
Westminster, SC 29693

Alton K. Williams
District Five
901 Pine Grove Road
Seneca, SC 29678

Timothy M. Cain
County Attorney
Post Office Box 698
Seneca, SC 29679

August 27, 1993

Mr. Kenneth E. Nix
Vice President, Support Services
Oconee Memorial Hospital
P. O. Box 858
Seneca, SC 29679

Dear Mr. Nix:

The next meeting of the Oconee County Council is September 7, 1993 at 7:00 PM, at that time I will assign the recommendation of the Hospital Board that the old Nurses Quarters at Lila Doyle be put out for bids for demolition and salvage to the Purchasing, Contracting, Real Estate, Building & Grounds Committee.

We will advise you of the committee meeting to discuss this matter.

If I can be of further assistance to you in this or any other matter, please do not hesitate to contact me.

Respectfully,



Norman D. Crain
Supervisor-Chairman
Oconee County Council

/og

C: Mr. W. H. Hudson
File

Oconee County Legislative Delegation



CAROL B. BAUMGARNER, SECRETARY
PHONE: (803) 638-4237

August 25, 1993

Honorable Norman D. Crain
Supervisor-Chairman, Oconee County Council
208 Booker Drive
Walhalla, South Carolina 29691

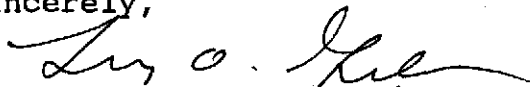
Dear Supervisor Crain:


Please be advised that there has been a change in the method of distributing "C" Funds throughout the State. I am sure you have heard of the Countywide Transportation Committee which was created by State Statute this Session to distribute "C" Funds in each County. The Legislative Delegation of each County is charged with appointing members to this Committee. We would request that the Oconee County Council submit a nominee to serve on the Transportation Committee representing the unincorporated areas of the County.


I anticipate that the Municipal Association will be asked to do the same for the incorporated areas and the Oconee Delegation will make an at-large appointment. Hopefully, this Committee will have the vision and discipline to use "C" Funds as a whole and not succumb to parochial interests.

We appreciate Council's input. If you have any questions, please do not hesitate to call on us. If at all possible, we would like to have your nominee by September 15th.

Sincerely,


Lindsey O. Graham, Chairman


Alexander S. Macaulay, Senator


Thomas C. Alexander, House Member

Enclosure

208 Booker Drive, Walhalla, South Carolina 29691

** P. S. Elected officials have been deemed ineligible to serve.

THE ADDITIONAL SUM TRANSFERRED, TO PROVIDE FOR THE USES OF "C" FUND REVENUES, TO PROVIDE FOR A COUNTY TRANSPORTATION COMMITTEE APPOINTED BY THE COUNTY LEGISLATIVE DELEGATION, TO PROVIDE THAT ALL "C" FUND EXPENDITURES MUST BE APPROVED BY THE TRANSPORTATION COMMITTEE AND MADE PURSUANT TO A COUNTYWIDE TRANSPORTATION PLAN ADOPTED BY THE COMMITTEE AND APPROVED BY THE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION, TO AUTHORIZE REGIONAL TRANSPORTATION PLANS, TO PROVIDE THAT TRANSPORTATION PLANS MAY NOT BE CONSTRUED AS AFFECTING THE PLANS AND IMPLEMENTATION OF THE STATEWIDE SURFACE TRANSPORTATION PLAN, TO REQUIRE THE COUNTY TRANSPORTATION COMMITTEE TO ADOPT SPECIFICATIONS FOR LOCAL ROAD PROJECTS PRIOR TO EXPENDING FUNDS AND PROVIDE SPECIFICATION REQUIREMENTS, TO PROVIDE THAT A COUNTY TRANSPORTATION COMMITTEE PROVIDING ITS OWN ENGINEERING, CONTRACTING, AND PROJECT SUPERVISION MAY ELECT TO RECEIVE ITS ALLOCATION DIRECTLY ON AN ANNUAL BASIS AND PROVIDE THAT THE HIGHWAY COMMISSION SHALL ADMINISTER THE FUNDS AT A COMMITTEE'S REQUEST, TO REQUIRE PROCUREMENT PROCEDURES WITH SEALED COMPETITIVE BIDDING AND PUBLIC ADVERTISEMENT FOR "C" FUND PROJECTS IN COUNTIES ELECTING TO PROVIDE ENGINEERING, CONTRACTING, AND PROJECT SUPERVISION, TO REQUIRE BIDS ON CONTRACTS IN EXCESS OF ONE HUNDRED THOUSAND DOLLARS TO BE ACCOMPANIED BY A CERTIFIED BID BOND AND WORK AWARDED UNDER SUCH CONTRACTS TO BE COVERED BY PERFORMANCE AND PAYMENT BONDS, TO REQUIRE PUBLICATION OF BID SUMMARIES, AND TO PROVIDE PROCEDURES FOR ISSUING STATE HIGHWAY BONDS FOR WHICH "C" FUND REVENUES ARE PLEDGED FOR REPAYMENT.

A. Section 12-27-400 of the 1976 Code, as last amended by Section 23, Part II, Act 171 of 1991, is further amended to read:

"Section 12-27-400. (A) The monies collected pursuant to the provisions of Section 12-27-240 must be deposited with the State Treasurer and

expended on the State Highway System and maintenance, together with any purpose, must be apportioned among the following manner:

(1) one-third in the ratio which the total land area of the State;

(2) one-third in the ratio which the total population of the State as of the last census; and

(3) one-third in the ratio which the county bears to the total rural road mileage as shown on the latest official records of the Department of Transportation. The Tax Commission shall submit the percentage of the total tax return regarding the number of gallons of fuel tax used for making allocations of "C" funds to the Commission. The Commission shall submit the percentage to the county by the end of the calendar quarter.

(B) A county transportation committee may elect to contract directly from the commission on an annual basis. If a county transportation committee elects to administer the funds allocated to it, the commission shall not be required to do so.

(C) The funds expended must be used for a countywide transportation plan. The transportation committee shall be appointed by the county legislative delegation and must include representatives of municipalities and unincorporated areas. Transportation committees may be established in the transportation plan, and the funds must be used for the transportation plan. This subsection does not apply to the county legislative delegation of the transportation committee.

(D) The funds allocated to the county may be used for or state highway bonds as provided for in the transportation plan or for appropriate projects.

(E) All unexpended 'C' fund monies in the account allocated to the county must be expended as provided in this section.

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er amended to read:

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expended on the State Highway System for construction, improvements, and maintenance, together with any other funds made available for the purpose, must be apportioned among the counties of the State in the following manner:

(1) one-third in the ratio which the land area of the county bears to the total land area of the State;

(2) one-third in the ratio which the population of the county bears to the total population of the State as shown by the latest official decennial census; and

(3) one-third in the ratio which the mileage of all rural roads in the county bears to the total rural road mileage in the State as shown by the latest official records of the Department of Highways and Public Transportation. The Tax Commission shall add a line in the sales, use, and local option sales tax return form for the collection of information regarding the number of gallons of gasoline sold in each county for use in making allocations of "C" funds as provided in this section. The Tax Commission shall submit the percentage of the total represented by each county to the commission by the twenty-fifth day of the month following the end of the calendar quarter.

(B) A county transportation committee that provides its own engineering, contracting, and project supervision may elect to receive its allocation directly from the commission on an annual basis. However, upon request of a county transportation committee, the department must continue to administer the funds allocated to the county.

(C) The funds expended must be approved by and used in furtherance of a countywide transportation plan adopted by ~~a county transportation committee~~. The transportation committee must be appointed by the county legislative delegation and must be made up of fair representation from municipalities and unincorporated areas of the county. County transportation committees may join in approving a regional transportation plan, and the funds must be used in furtherance of the regional transportation plan. This subsection may not be construed as prohibiting the county legislative delegation from making project recommendations to the transportation committee.

(D) The funds allocated to the county may be used to issue county bonds or state highway bonds as provided in subsection J of this section, pay directly for appropriate projects, and match federal funds available for appropriate projects.

(E) All unexpended 'C' funds allocated to a county remain in the account allocated to the county for the succeeding fiscal year and must be expended as provided in this section.

(F) The countywide and regional transportation plans as provided for in this section must be reviewed and approved by the South Carolina Department of Highways and Public Transportation. Prior to the expenditure of funds by the transportation committee, the committee must adopt specifications for local road projects. In counties electing to receive their allocation directly pursuant to subsection (B), specifications of roads built with 'C' funds are to be established by the countywide or regional transportation committee. In counties electing to have their funds administered by the department, primary and secondary roads built using 'C' funds must meet department specifications.

(G) The provisions of this section may not be construed as affecting the plans and implementation of plans for a Statewide Surface Transportation System as developed by the South Carolina Department of Highways and Public Transportation.

(H) For purposes of this subsection, 'donor county' means a county that contributes to the 'C' fund an amount in excess of what it receives under the allocation formula as stated in subsection (A) of this section. In addition to the allocation to the counties pursuant to subsection (A) of this section, the department annually shall transfer from the State Highway fund to the donor counties an amount equal to nine and one-half million dollars in the ratio of the individual donor county's contribution in excess of 'C' fund revenue allocated to the county under subsection (A) of this section is to the total excess contributions of all donor counties.

(I) In expending funds under this section, counties that elect to provide for engineering, contracting, and project supervision must use a procurement system which requires competitive sealed bids and public advertisement of all projects. All bids for contracts in excess of one hundred thousand dollars must be accompanied by certified bid bonds, and all work awarded under such contracts must be covered by performance and payment bonds for one hundred percent of the contract value. Bid summaries must be published in a newspaper of general distribution following each award.

(J) There are authorized the issuance of state highway bonds for the completion of projects for which 'C' funds may be expended for projects as determined by the transportation committee. The applicable source for payment of principal and interest on the bonds is the share of 'C' fund revenues available for use by the transportation committee. The application for such bonds must be filed by the transportation committee with the commission and the State Treasurer, which shall in turn forward the application to the State Budget and Control Board which shall consider

the application in the same manner mutatis mutandis."

B. This section takes effect 12-27-400 of the 1976 Code regarding the collection and information reported on sales due for months beginning after

TO AMEND THE 1976
CHAPTER 21, TITLE
COMPREHENSIVE COMMUNITY
THE DEPARTMENT OF
SERVICES.

A. Chapter 21, Title 24 of

Comprehensive

Section 24-21-510. The comprehensive community appropriates sufficient funds for investigations, community condition of probation, and Chapter 21 of Title 24.

Section 24-21-520. The investigation on all offenses maximum penalty of not less than a class D, E, or F felony by the judge or the solicitor before sentencing. The presenter before sentencing. Ever following:

(1) a recommendation of community supervision or sentencing options set for

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the application in the same manner that it considers state highway bonds,
mutatis mutandis."

B. This section takes effect July 1, 1993. The provisions of Section
12-27-400 of the 1976 Code contained in subsection A of this section
regarding the collection and distribution of 'C' funds based upon
information reported on sales and use tax returns is effective for returns
due for months beginning after December, 1993.

SECTION 24

TO AMEND THE 1976 CODE BY ADDING ARTICLE 6 TO
CHAPTER 21, TITLE 24 SO AS TO PROVIDE FOR A
COMPREHENSIVE COMMUNITY CONTROL SYSTEM WITHIN
THE DEPARTMENT OF PROBATION, PAROLE, AND PARDON
SERVICES.

A. Chapter 21, Title 24 of the 1976 Code is amended by adding:

"Article 6

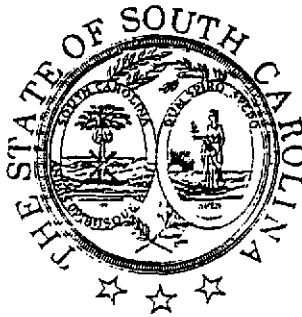
Comprehensive Community Control System

Section 24-21-510. The department shall develop and operate a
comprehensive community control system if the General Assembly
appropriates sufficient funds. The system shall include presentence
investigations, community control centers, sentencing options as a
condition of probation, and utilize all sentencing options set forth in
Chapter 21 of Title 24.

Section 24-21-520. The department shall prepare a presentence
investigation on all offenders who are convicted of a crime with a
maximum penalty of not less than three years nor more than fifteen years
or a class D, E, or F felony or a class A misdemeanor. In all other cases,
the judge or the solicitor may require a presentence investigation before
sentencing. The presentence investigation must be submitted to the court
before sentencing. Every presentence investigation must contain the
following:

(1) a recommendation about the suitability of the offender for
community supervision under any probation program and any of the
sentencing options set forth in Chapter 21 of Title 24;

Oconee County Legislative Delegation



CAROL B. BAUMGARNER, SECRETARY
PHONE: (803) 638-4237

August 26, 1993

Honorable Norman D. Crain
Supervisor-Chairman
Oconee County Council

Honorable Jerry Lee, Chairman
Oconee County School Board

Honorable James M. Brown
Superintendent of Education

Gentlemen:

So that we might have the benefit of the input of those charged with providing a public education system for Oconee County in the selection of the member from the Tenth Judicial Circuit to the State Board of Education, your Delegation would appreciate your assistance in this process. In this regard, it is requested that the County Government, the Board of Trustees, and the Administration of the School District each select an individual to serve on a Screening Committee to recommend a nominee to serve as the member of the State Board of Education. The Legislative Delegations of Oconee and Anderson Counties will ultimately appoint the member to the Board from the Tenth Judicial Circuit.

To expedite this process, we would appreciate each of you providing us with the name of the individual to serve on the Screening Committee no later than September 10, 1993.


Page 2
Honorable Norman C. Crain
Honorable Jerry Lee
Honorable James M. Brown
August 25, 1993

Thanking you for your attention to and consideration in this matter, we remain

Sincerely,


Lindsey O. Graham, Chairman


Alexander S. Macaulay, Senator


Thomas C. Alexander, House Member

cb

CITY OF WESTMINSTER
P. O. BOX 399
WESTMINSTER, S. C. 29693

September 6, 1993


Supervisor Norman Crain
Oconee County
208 Booker Drive
Walhalla, S. C. 29691

Dear Honorable Crain:

The City of Westminster's Street Department would like to request a used beacon light for our recycling truck.

Any help you could give the Street Department would be greatly appreciated. Thank you for your cooperation.

Sincerely,



Ted N. Phillips, Mayor
City of Westminster

TP:db

City of Westminster
P.O. Box 397
Westminster, S.C. 29493

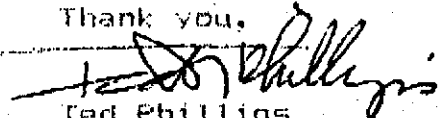
To: Oconee County Council
Subject: I & I Grant Extension

The Westminster CFW respectfully requests an extension for expenditures of I & I Grant monies.

Westminster has and is doing all I & I work inhouse. We have continued this program with an attitude of confidence and restraint in an attempt to make sure this money is well spent. We have not used any contract labor and have made great progress. Our greatest concern is to make the best use of the money since this is an I & I problem that every city has and must attempt to solve.

Westminster respectfully requests a one year extension.

Thank you,



Ted Phillips
Mayor, City of
Westminster