



**BLUFFTON TOWNSHIP FIRE DISTRICT
COMMISSION MEETING
TUESDAY OCTOBER 16, 2012
4:00 PM**

- 1. Meeting Called to Order**
- 2. Pledge of Allegiance**
- 3. Commission Roll Call**
- 4. Meeting Minutes Approval**
 - Regular Monthly Minutes 09/18/12
- 5. Financial Report Approval**
- 6. Fire Chief's Report**
 - Fire Prevention
 - Public Education
 - Training
 - Operations
- 7. Old Business**
 - Station 30 Relocation/Construction Update
 - Station 33 Addition/Construction Update
 - Charter Revision Update
- 8. New Business**
 - Commission Administrative Policy Manual Update Discussion
- 9. Executive Session**
 - ISO Rating – Palmetto Bluff (contractual in nature)
- 10. Public Discussion**
- 11. Adjournment**

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**BLUFFTON TOWNSHIP FIRE DISTRICT
FIRE COMMISSIONERS MEETING
Tuesday, September 18, 2012
Bluffton Fire Station #35, Headquarters**

MINUTES

Commissioner's Present: Bob Rogers, Terry Reynolds, Jack Bennett, David Meeder

Absent: John Oram (excused), Mike Raymond (excused), Ed Olsen (excused)

Member's Present: Barry Turner, John Thompson, Rick Cramer, Dan Wiltse, Sandy Stroud, Bob Payne, Vernon Edenfield, Randy Hunter, Todd Harvey, Doug Favors, Jason Brahm, Jeff Smith, Mike Rehill, Chris Garniewicz

VIA Video Conferencing: Derek Beeler, Trey Fludd, Luke Holthaus, Walt Cooler, Dustin Brown, Rudy Simmons, Randy Daise, Matt McDowell, Joe Sirigu, Paul Woods, Scott Cochran, Drew Bedingfield, Walter Arlt, Brian Hart, Michael Tuten, Jeff Kuehn

Community Members: Doug Volk (community member), Joe Paola (community member)

Meeting called to order at 4:03 PM by Commissioner Reynolds

Pledge of Allegiance

Prayer

Commission Role Call

Special Presentation - Bluffton Township Fire District Citizen Heroism Award presentation

- **AUGUST MINUTES:** Commissioner Reynolds called for approval of the minutes from the regular meeting from August 25th. Commissioner Bennett made a motion to approve the minutes from the meeting. Motion was seconded by Commissioner Rogers and approved with a unanimous vote.
- **FINANCIAL REPORT (*Presented by Commissioner Oram*):** Commissioner Reynolds asked Chief Thompson to provide the update in Commissioner Oram's absence. Chief Thompson explained the accounts that were currently over budget and gave the Commission an update on the budget for Station 30 and Station 33. Chief Thompson also explained that we are on schedule to have the audit completed by end of October.

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This document is presented in draft format for immediate public review and is not considered approved until action has been taken by the Fire Commission during their next scheduled meeting.

- **FIRE CHIEF'S REPORT:**
 - ***Fire Prevention Statistics:*** Fire Marshal Wiltse reviewed the monthly Fire Prevention Statistics.
 - ***Public Education Report:*** Sandy Stroud reviewed the events performed in the prior month, as well as upcoming events.
 - ***Run, Alarm and Trend Reports:*** Chief Harvey briefed the Commission on these reports.
 - ***Training Report:*** Chief Cramer reviewed the District's recent training events.
- **OLD BUSINESS:**
 - ***Station 30 Relocation/Construction Update:*** Chief Thompson provided an update during the financial report.
 - ***Station 33 Addition/Construction Update:*** Chief Thompson provided an update during the financial report
 - ***Charter Revision Update:*** Chief Turner explained that the Charter is going forward with the Beaufort County Governmental Committee and has been placed on the agenda for the October 1 meeting. If approved by the committee, it will then go to Beaufort County Council for the three required readings before approval.
- **NEW BUSINESS:** None
- **EXECUTIVE SESSION** – Entered Executive Session at 4:27 to discuss contractual matters.
- **PUBLIC DISCUSSION:** None
- **EXECUTIVE SESSION:** Commissioner Reynolds called for a motion to enter Executive Session to discuss the ISO rating in Palmetto Bluff with Roberts Vaux. Commissioner Raymond made a motion to enter Executive Session. Commissioner Rogers seconded the motion and it was approved with a unanimous vote at 4:33 PM.
- **RECONVENE:** The regular meeting reconvened.
- **ADJOURNMENT:** Commissioner Reynolds called for a motion to adjourn. Commissioner Bennett made a motion to adjourn the meeting. Commissioner Rogers seconded the motion and the motion carried with a unanimous vote.



BLUFFTON TOWNSHIP FIRE DISTRICT

357 Fording Island Rd
Bluffton, South Carolina 29909

Memorandum

To: Bluffton Township Fire District Commissioners
From: Deputy Chief Thompson
Date: October 9, 2012
Re: Finance Report

The FY13 budget period is well underway with approximately 14 weeks of the period completed. On a calendar basis this equates to approximately 26.92% of the fiscal year. In addition, the auditor was just on site last week and has not started her journal entries related to FY12. As a result, there still remain some funds needing to be billed back to FY12. Therefore, the report of accounts over the 26.92% mark will require some additional clarification which I have attempted to include below.

50230 – Electric: This account is showing at 31.39%. Beaufort County EMS has not paid its bill for September. Once this bill is paid the account will be on budget.

50340 – Course and Seminar Travel: This account is showing at 40.85% which reflects the payout of expenses related to travel to inspect the damaged fire engine from the Moss Creek accident. The District will approach its insurance carrier for reimbursement of these expenses. The account will be monitored and will finish on budget.

50360 – Memberships/Dues/Subscriptions: This account is currently showing at 46.75%. The annual 24-7 EMS subscription was renewed in late July. This is one time expenditure.

50430 – Vehicle Maintenance: This account is currently showing at 96.61%. This amount reflects the repairs to the fire engine which was involved in the Moss Creek crash. The District has been reimbursed for these costs and this account will be on budget once the deposit is credited to the operating account.

50670 – Website and E-Mail Fees: This account is showing over by \$25.00 for this point in the year. The vendor conducted an audit and presented the District an invoice for a payment it says was missed in FY10. The District is researching and will resolve the issue.

50740 – Medical Supplies: This account is showing at 40.87%. This is predominantly due to a large purchase of supplies and equipment needed to maintain the medical bags. Supplies are generally ordered in quantity to save on volume discounts. This account will finish on budget.

50830 – Cleaning and Sanitation: This account is currently showing at 30.14%. This is predominantly due to a large purchase of supplies needed to maintain the cleanliness and sanitation of the fire stations. Supplies are generally ordered in quantity to save on volume discounts. This account will finish on budget.

50930 – Legal Services: This account is showing at 71.44%. This is due to protracted legal discussions involving Palmetto Bluff, Colleton River, and two on-going construction projects.

60320 – Physicals/Medical Care: This account is showing at 88.51%. This can be attributed to the fact that majority of the District's personnel completed their OSHA required annual physical during July and August. This account will finish on budget.

Overall the budget is at 17.78% which is well under budget for this point in the year. The District's health insurance carrier uses automatic draft for its payments. There are two (2) payments of approximately \$100,000 not reflected in this report due to billing issues. Once those payments are recorded the budget total will be closer to what would be expected for this point in the year.

Station 30 Budget: The Station 30 project is progressing forward with a groundbreaking ceremony held earlier today (10/08/2012). The project is still on budget and is transitioning out of the design phase into the construction phase. Continuation sheets on the costs are attached for your review.

Station 33 Budget: Station 33 is moving out of the contractual phase and into the design and permitting phases. Conceptual plans have been submitted to County staff for review and processing. This project should be under construction by December 2012.

FY2012 Audit: The Auditor has completed her field work and as of today was completing getting all of the entries processed and into her system. The Auditor expects to have a draft copy for the staff's review by next week; if this schedule holds true, the audit report will be presented at the November 20, 2012 Commission meeting.

Bluffton Township Fire District
Profit & Loss Budget vs. Actual
July 2012 through June 2013

Ordinary Income/Expense	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Expense				
1050015 - General Fund				
1050100 - Salaries	1,017,901.32	5,398,544.00	-4,380,642.68	18.86%
1050110 - Overtime	75,333.35	364,405.00	-289,071.65	20.67%
1050120 - FICA	64,648.59	367,442.00	-302,795.41	17.59%
1050130 - Medicare	15,119.13	85,933.00	-70,813.87	17.59%
1050140 - SC Retirement	3,912.05	19,898.00	-15,985.95	19.66%
1050150 - Police Retirement	130,127.26	660,169.00	-530,041.74	19.71%
1050160 - Health Insurance -Active	3,699.25	1,205,967.00	-1,202,267.75	0.31%
1050165 - Health Insurance Retiree	479.64	22,000.00	-21,520.36	2.18%
1050170 - Worker's Comp	68,085.00	270,000.00	-201,915.00	25.22%
1050180 - Employer Unemployment	0.00	15,000.00	-15,000.00	0.0%
1050190 - Employee Awards and Recognition	376.29	2,000.00	-1,623.71	18.82%
1050210 - Telephone	10,891.08	50,000.00	-39,108.92	21.78%
1050220 - Internet	4,171.61	18,750.00	-14,578.39	22.25%
1050230 - Electric	14,910.60	47,500.00	-32,589.40	31.39%
1050240 - Gas and Propane	308.34	12,500.00	-12,191.66	2.47%
1050250 - Water & Sewer	2,068.60	12,000.00	-9,931.40	17.24%
1050260 - Storm Water	0.00	1,000.00	-1,000.00	0.0%
1050270 - Trash	1,880.61	8,500.00	-6,619.39	22.13%
1050280 - Pest Control	378.00	2,310.00	-1,932.00	16.36%
1050310 - Course and Seminar Fees	479.99	18,004.00	-17,524.01	2.67%
1050320 - Course and Seminar Lodging	547.43	6,700.00	-6,152.57	8.17%
1050330 - Course and Seminar Meals	605.43	8,700.00	-8,094.57	6.96%
1050340 - Course and Seminar Travel	1,542.43	3,776.00	-2,233.57	40.85%
1050350 - Medical Training	0.00	15,480.00	-15,480.00	0.0%
1050360 - Memberships/Dues/Subs/Pubs	5,125.29	10,964.00	-5,838.71	46.75%
1050370 - Commission Reimbursement	0.00	0.00	0.00	0.0%
1050410 - Vehicle Fuel	24,598.45	110,000.00	-85,401.55	22.36%
1050420 - Vehicle Insurance	7,723.01	35,278.00	-27,554.99	21.89%
1050430 - Vehicle Maintenance	113,999.12	118,000.00	-4,000.88	96.61%
1050510 - Equipment Rental	581.93	5,875.00	-5,293.07	9.91%
1050520 - Equipment Insurance	2,293.50	4,770.00	-2,476.50	48.08%
1050530 - Equipment Maintenance	1,056.64	23,000.00	-21,943.36	4.59%
1050540 - Small Tools	1,855.31	14,015.00	-12,159.69	13.24%
1050550 - Communications Equip & Repair	553.56	10,000.00	-9,446.44	5.54%
1050610 - Replacement Cycle Item	0.00	22,971.00	-22,971.00	0.0%
1050620 - Computers New Employee	0.00	0.00	0.00	0.0%
1050630 - Hardware Replacement	206.47	13,555.00	-13,348.53	1.52%
1050640 - New Equipment	0.00	454.00	-454.00	0.0%
1050650 - Software	0.00	532.00	-532.00	0.0%
1050660 - Maintenance and Tech Support	1,922.50	10,563.00	-8,640.50	18.2%
1050670 - Website and Email Fees	115.00	360.00	-245.00	31.94%
1050710 - Office Supplies	2,077.58	7,792.00	-5,714.42	26.66%
1050720 - Training Supplies	357.08	6,050.00	-5,692.92	5.9%
1050730 - Pub Ed Supplies	601.78	5,523.00	-4,921.22	10.9%
1050740 - Medical Supplies	8,174.11	20,000.00	-11,825.89	40.87%
1050750 - Postage	169.42	950.00	-780.58	17.83%
1050760 - Uniforms	3,728.68	33,315.00	-29,586.32	11.19%
1050770 - Hurricane Supplies	0.00	3,650.00	-3,650.00	0.0%
1050810 - Building Maintenance	3,677.93	37,799.00	-34,121.07	9.73%
1050820 - Building Insurance	10,519.11	40,000.00	-29,480.89	26.3%
1050830 - Cleaning & Sanitation	2,109.50	7,000.00	-4,890.50	30.14%
1050840 - Furniture & Fixtures	0.00	29,229.00	-29,229.00	0.0%
1050850 - Facilities Rental	8,369.16	36,200.00	-27,830.84	23.12%

Bluffton Township Fire District
Profit & Loss Budget vs. Actual
 July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
1050860 · Appliances	140.00	6,000.00	-5,860.00	2.33%
1050910 · Accounting Services	-264.78	16,000.00	-16,264.78	-1.66%
1050920 · Human Resources Services	948.75	11,741.00	-10,792.25	8.08%
1050930 · Legal Services	10,716.00	15,000.00	-4,284.00	71.44%
1050940 · Advertising	0.00	2,500.00	-2,500.00	0.0%
1050950 · Umbrella Liability Insur.	2,825.80	5,500.00	-2,674.20	51.38%
1050960 · Other Professional Services	58.95	2,500.00	-2,443.05	2.28%
1050970 · Payroll Services	1,484.00	7,000.00	-5,516.00	21.2%
1060100 · Specialized Capital Equip	1,267.19	10,000.00	-8,732.81	12.67%
1060220 · Wildland Team	60.22	1,250.00	-1,189.78	4.82%
1060230 · Fire Investigation Team	0.00	1,000.00	-1,000.00	0.0%
1060240 · Special Operations Team	0.00	5,000.00	-5,000.00	0.0%
1060320 · Physicals/Medical Care	25,614.00	28,940.00	-3,326.00	88.51%
1060340 · Testing Materials	51.09	1,500.00	-1,448.91	3.41%
Total 1050015 · General Fund	1,660,178.35	9,338,354.00	-7,678,175.65	17.78%
1060500 · Capital Projects	0.00	62,500.00	-62,500.00	0.0%
1060510 · Fire Station 30 Rebuild	89,380.66	2,000,000.00	-1,910,619.34	4.47%
1060520 · Station 33 Renovations	0.00	498,275.00	-498,275.00	0.0%
	89,380.66	2,560,775.00	-2,471,394.34	0.04