



**BLUFFTON TOWNSHIP FIRE DISTRICT
COMMISSION MEETING
TUESDAY DECEMBER 11, 2012
4:00 PM**

- 1. Meeting Called to Order**
- 2. Pledge of Allegiance**
- 3. Commission Roll Call**
- 4. Executive Session – Contractual and Legal Briefing**
- 5. Meeting Minutes Approval**
 - **Regular Monthly Minutes 11/20/12**
- 6. Financial Report Approval**
- 7. Fire Chief's Report**
 - **Fire Prevention**
 - **Public Education**
 - **Training**
 - **Operations**
- 8. Old Business**
 - **Station 30 Relocation/Construction Update**
 - **Station 33 Addition/Construction Update**
 - **Commission Administrative Policy Manual Revision Discussion**
 - **2013 Fire Commission Nominating Committee Report**
- 9. New Business**
 - **FY-12 Financial Audit Report**
- 10. Public Comment**
- 11. Adjournment**

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**BLUFFTON TOWNSHIP FIRE DISTRICT
FIRE COMMISSIONERS MEETING
Tuesday, November 20, 2012
Bluffton Fire Station #35, Headquarters**

MINUTES

Commissioner's Present: Terry Reynolds, Jack Bennett, David Meeder, Mike Raymond, Bob Rogers, John Oram, Ed Olsen (attended via phone)

Absent: None

Member's Present: Barry Turner, John Thompson, Dan Wiltse, Bob Payne, Randy Hunter, Paul Boulware, Sandy Stroud, Todd Harvey, Dwane Wilkinson, John Kautter, Chris Garniewicz, Jason Brahm, Jeffrey Smith, Blake Crosby

VIA Video Conferencing: Walter Arlt, Derek Beeler, Trey Fludd, Perry Granat, Matt McDowell, Chris Woodward, Dan Connelly, Ben Rushing, Michael Tuten, Walt Cooler, Jeff Kuehn, Rudy Simmons, Dustin Brown, Scott Cochran, Luke Holthaus, Allen Cramer

Community Members: Doug Volk (community member), Joe Paola (community member), Dallas Wood (community member), Roberts Vaux (District's council), Community members from Palmetto Bluff and Colleton River

Meeting called to order at 4:00 PM by Commissioner Reynolds

Pledge of Allegiance

Prayer

Commission Roll Call

- **EXECUTIVE SESSION:** Commissioner Reynolds asked for a motion to enter Executive Session. Commissioner Bennett made a motion and it was seconded by Commissioner Raymond.
- **RETURN TO PUBLIC SESSION:** Meeting was reconvened at 4:15 PM. Commissioner Reynolds noted two items to be addressed. The first is the ISO rating change for Palmetto Bluff and Colleton River which have caused home owner's insurance rates to increase. The second item is Beaufort County calling New River tiff bonds early. In regards to ISO, Commissioner Reynolds gave a brief background on the issue then opened the floor to public comment. Chief Turner explained the District's plan to help reduce the ISO rating and how the District would be able to do that. A meeting has been held with Beaufort County Council which directed Chief Turner to come up with a plan to be submitted to the Council. The plan consists of a temporary station provided by the community and fire truck manned with two personnel within the communities as

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soon as possible at both Colleton River and Palmetto Bluff with normal backup coming from existing stations. The permanent solution is to hire an additional twenty – four firefighters to man the stations at the full expectation of ISO of four people per station once the new fiscal year begins in July 2013. This plan has already been discussed with ISO who is in agreement with the current plan. Jeffrey Blacken with Colleton River made a public comment to commend the Commission, Fire District and legal representatives for moving the process along quickly and for responding a positive manner. Dallas Wood with Palmetto Bluff also expressed their appreciation. Commissioner Raymond made a motion for the Bluffton Township Fire District Commission to approve the Department’s plan as reviewed with the Commission on November 20, 2012 to provide increased emergency services protection to the Colleton River and Palmetto Bluff areas of the District. Commission approval is contingent upon Beaufort County approval of an addendum to the Department’s FY2013 budget for increased operating costs required to implement the plan and an increase in the Department’s Operations millage beginning in FY 2014 to cover operational costs in future fiscal years. Agreement by the Colleton River Plantation Property Owners Association and Palmetto Bluff Development to absorb certain capital and operating expense costs to be negotiated by a Committee appointed by the Chairman and thereafter approved by this Commission prior to submission to the Beaufort County Council. Commissioner Raymond noted the County’s Governmental Committee should be commended for helping to move this proposal forward. Commissioner Raymond requested clarification regarding the number of crew members needed at each station as well as when the members would move from the temporary facility to a permanent one. Commissioner Bennett noted that a four person crew is a minimum and gave insight as to why four people are on a truck. Commissioner Reynolds noted that ISO did note that four crew members would be needed at each station in order for the entire District to maintain a three (3) rating. Chief Turner noted that if only two full time personnel were maintained at the Colleton River and Palmetto Bluff stations, the District overall would move to a four (4) rating. Commissioner Rogers asked the cost to the tax payers for both the temporary and permanent plan. Chief Turner noted that the initial cost would be \$492,000.00 and the annual cost would be \$1,294,000.00 which would require a 2.2 mil increase which is about \$10 or \$11 per \$100,000.00 of taxable property assessed. The cost of a new fire station is currently estimated at \$1.5 million. Commissioner Meeder commended Chief Turner and Chief Thompson for coming up with a plan that was able to be applied so quickly. His concern is with the Governmental Affairs Committee thankfully responding quickly and tasking the District with what should have been gathering information but leaving the Commission to vote on a plan subject to future negotiations that increases the Operating Budget as well as costs to build stations and other things. Commissioner Meeder noted that his concern is that the entire District is now responsible for helping to pay for this plan and believes that part of the development’s responsibility is providing infrastructure for public services such as a fire station and that if a smaller community or one without as much money may not get the same treatment. Commissioner Reynolds noted the Governmental Affairs Committee should not be characterized as “rolling over” as suggested by Commissioner Meeder but reacted to the cases presented to them and noted that stations at Callawassie and Moss Creek may not have made sense at one time. Commissioner Meeder noted that a precedent being set is being set and that should be considered when making this decision. Commissioner Olsen wanted to disassociate himself from any comments made about the Governmental Affairs Committee “rolling over” because it’s an unfair characterization and was present at the meeting which was also attended by representatives from the POAs of both organizations. Commissioner Olsen noted

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that people lives are at stake based on this decision and that's one of the most important things to consider. Commissioner Olsen made a motion to move to question. Motion was seconded by Commissioner Bennett. Commissioner Reynolds noted the issue is to approve the plan to provide better fire protection to Palmetto Bluff and Colleton River as explained by Chief Turner. Motion passed with a vote five (5) for and zero (0) against with two abstentions.

The next issue is the New River tiff bonds. Commissioner Reynolds asked Chief Thompson to explain the current situation. Chief Thompson explained that Beaufort County is on track to pay off the New River tiff early which paid for the college and infrastructure associated with it. Paying this off means a savings of \$60,000.00 in interest that would be paid by the District. This would take place in the FY 2014 tax year. The County would still like the District to continue paying the tiff to repay what the County paid on the District's behalf which would take about a year. Once the County was repaid, the funds, which total \$796,440.00 in Operations and \$16,000.00 in Debt, would come back to the District. Commissioner Oram made a motion authorizing the Chairman to execute on behalf of the Bluffton Township Fire District a memorandum of understanding with Beaufort County and such other necessary documents to carry out and assist Beaufort County with the redemption and calling of the bonds issued in connection with the New River tax increment financing district all as is specifically set forth in the motion currently pending before the Council on the third reading. Commissioner Rogers seconded the motion. Commissioner Oram asked if there was any dissention on the first two readings. Mr. Roberts Vaux confirmed there was not. Commissioner Olsen made a motion to move to question. Motion was seconded by Commissioner Raymond and passed with a seven (7) to zero (0) vote.

- **OCTOBER MINUTES:** Commissioner Reynolds called for approval of the minutes from the regular meeting from October 18th. Commissioner Oram made a motion to approve the minutes from the meeting. Motion was seconded by Commissioner Raymond and approved with a unanimous vote.
- **FINANCIAL REPORT (*Presented by Commissioner Oram*):** Commissioner Oram asked Chief Thompson to provide the update. 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 as well as the audit.
- **FIRE CHIEF'S REPORT:**
 - ***Fire Prevention Statistics:*** Fire Marshal Wiltse reviewed the monthly Fire Prevention Statistics.
 - ***Public Education Report:*** Public Education Officer Stroud reviewed the report for the events performed in the prior month, as well as upcoming events.
 - ***Run, Alarm and Trend Reports:*** Chief Boulware briefed the Commission on these reports. Commissioner Meeder asked about the response time for Station 32 and 33 for Shift 3. Chief

Payne noted that the variation in the times is more noticeable because those stations have such a low number of calls.

- **Training Report:** Captain Hunter reviewed the report in Chief Cramer's absence for the District's recent training events.
- **Boston Butt Fundraiser Report:** Chief Harvey gave an update on the fundraiser.
- **OLD BUSINESS:**
 - **Charter Revision Update:** Chief Turner explained that it is still being reviewed the by County and looking at the differences from the current Charter and proposed Charter. The County is looking at using the District's Charter as a model for the other Districts. Commissioner Rogers noted that he has a concern about the communication regarding the Charter and the other Districts involved (Sheldon and Daufuskie).
 - **Commission Administration Manual Revision** – No discussion because nothing was submitted. Commissioner Reynolds asked people to review the information and send comments and this item will be added to the December meeting.
- **NEW BUSINESS:**
 - **December Commission Meeting** – Commissioner Reynolds asked to move the December 2012 meeting from December 18 to December 11. Commissioners were in agreement.
 - **Strategic Plan Goals** – Moved back to the December meeting per Commissioner Reynolds.
 - **Nominating Committee** – Commissioner Reynolds asked Commissioner Rogers to chair the committee along with Commissioner Olsen and Commissioner Oram. Their report will be made at the December meeting.
- **PUBLIC DISCUSSION:** None
- **ADJOURNMENT:** Commissioner Bennett made a motion to adjourn the meeting. Motion was seconded by Commissioner Raymond and approved with a unanimous vote. adjourned at 5:10 PM.



BLUFFTON TOWNSHIP FIRE DISTRICT

357 Fording Island Rd
Bluffton, South Carolina 29909

Memorandum

To: Bluffton Township Fire District Commissioners

From: Deputy Chief Thompson

Date: December 4, 2012

Re: Finance Report

The FY13 budget period is well underway with approximately 22 weeks of the fiscal year completed. On a calendar basis this equates to approximately 42.3% of the fiscal year.

50190 – Employee Awards and Recognition: This account is showing at 394.03%. Charges for the annual Christmas Party have been taken from this account. These funds will be reimbursed from the 1% fund once the parties are complete and receipts are turned in to the state.

50260 – Storm Water Fees: This account is showing at 75.68%. The storm water fees for the year are coming due and the District has begun to pay them.

50360 – Memberships/Dues/Subscriptions: This account is currently showing at 51.79%. The annual 24-7 EMS subscription was renewed in late July. This is a one time expenditure. In addition, membership fees for all members in the SCSFFA were taken from this account and will be reimbursed by 1% funds once approved by the state.

50650 – Software: This account is currently showing at 47.18%. This amount reflects the recent purchase of annual software renewals and upgrades. This account will finish on budget.

50670 – Website and E-Mail Fees: This account is showing at 72.22% due to payment of an old and disputed invoice from FY11 in the amount of \$25.00 and the five year renewal of the BTFD website domain in the amount of \$115.00 which was not budgeted. This account will finish slightly over budget due to these items.

50740 – Medical Supplies: This account is showing at 50.57%. 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.

50750 – Postage: This account is showing at 49.41% which is slightly over budget for this point in the fiscal year. The account will be monitored and should finish within budget.

50930 – Legal Services: This account is showing at 126.11%. This is due to primarily to the protracted legal discussions involving Palmetto Bluff and Colleton River regarding ISO ratings.

50940 – Advertising: This account is showing at 64.69% which is attributed to several PSA's which aired during Fire Prevention month (October 2012). This account will be monitored and should finish on budget unless special advertising is required pertaining to the staffing of the Colleton River and Palmetto Bluff fire stations.

50420, 50520, 50820, and 50950 – Property and Liability Insurance: Each year the Finance Office attempts to separate out the various types of property and liability insurance policies carried by the Fire District. Vehicle insurance, equipment insurance, building insurance, and umbrella liability insurance are all held with the same company and thus one bill is generated. Finance has attempted repeatedly to get the insurance company to separate the billing so each type can be more closely tracked. In turn, I attempt to portray in the budget our best guess as to what the costs for each type are on an annual basis. Cumulatively the insurances are at 54.23% for the year which includes payments through January 1, 2013. The account is on budget since the District pays a slightly higher premium for the first quarter of the fiscal year (July – September). The final quarter of the fiscal year results in a lower premium cost to offset the advance paid in the first quarter. When reviewing the profit and loss you will notice two of the accounts are under budget while the other two are over budget. We will continue to press the insurance company to better segregate the costs for the budget. I apologize for any confusion this may cause.

Overall the budget is at 34.38% which is well under budget for this point in the year. However, there is an additional payroll which needs to be added as well as most of the bills for December 2012. The report is earlier this month than in most months due to the Christmas holiday.

Station 30 Budget: Station 30 is continuing to progress and remains on budget. Foundation work is currently underway at the site in preparation for the delivery of structural steel in late December. Weekly schedule and budget meetings are now being held at the site in which the District is involved.

Station 33 Budget: Station 33 is moving out of the contractual phase and into the design and permitting phases. Final DRT approval by the County is expected on December 12, 2012. Depending upon contracts, permitting, and funding this project may be under construction as early as January 2012.

FY2012 Audit: The audit is complete and is on the agenda for the December 11, 2012 meeting.

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

Expense	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
1050015 · General Fund				
1050100 · Salaries	1,820,448.42	5,398,544.00	-3,578,095.58	33.72%
1050110 · Overtime	136,183.79	364,405.00	-228,221.21	37.37%
1050120 · FICA	115,705.00	367,442.00	-251,737.00	31.49%
1050130 · Medicare	27,060.49	85,933.00	-58,872.51	31.49%
1050140 · SC Retirement	6,906.91	19,898.00	-12,991.09	34.71%
1050150 · Police Retirement	232,950.74	660,169.00	-427,218.26	35.29%
1050160 · Health Insurance -Active	486,163.17	1,205,967.00	-719,803.83	40.31%
1050165 · Health Insurance Retiree	639.52	22,000.00	-21,360.48	2.91%
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	7,880.49	2,000.00	5,880.49	394.03%
1050210 · Telephone	18,991.93	50,000.00	-31,008.07	37.98%
1050220 · Internet	6,864.91	18,750.00	-11,885.09	36.61%
1050230 · Electric	20,227.61	47,500.00	-27,272.39	42.58%
1050240 · Gas and Propane	1,089.62	12,500.00	-11,410.38	8.72%
1050250 · Water & Sewer	3,379.32	12,000.00	-8,620.68	28.16%
1050260 · Storm Water	995.08	1,000.00	-4.92	99.51%
1050270 · Trash	2,487.72	8,500.00	-6,012.28	29.27%
1050280 · Pest Control	567.00	2,310.00	-1,743.00	24.55%
1050310 · Course and Seminar Fees	3,943.64	18,004.00	-14,060.36	21.9%
1050320 · Course and Seminar Lodging	982.82	6,700.00	-5,717.18	14.67%
1050330 · Course and Seminar Meals	605.43	8,700.00	-8,094.57	6.96%
1050340 · Course and Seminar Travel	1,552.43	3,776.00	-2,223.57	41.11%
1050350 · Medical Training	0.00	15,480.00	-15,480.00	0.0%
1050360 · Memberships/Dues/Subs/Pubs	5,678.45	10,964.00	-5,285.55	51.79%
1050370 · Commission Reimbursement	0.00	0.00	0.00	0.0%
1050410 · Vehicle Fuel	40,507.20	110,000.00	-69,492.80	36.83%
1050420 · Vehicle Insurance	15,492.09	35,278.00	-19,785.91	43.91%
1050430 · Vehicle Maintenance	37,977.26	118,000.00	-80,022.74	32.18%
1050510 · Equipment Rental	744.57	5,875.00	-5,130.43	12.67%
1050520 · Equipment Insurance	4,378.50	4,770.00	-391.50	91.79%
1050530 · Equipment Maintenance	6,121.28	23,000.00	-16,878.72	26.61%
1050540 · Small Tools	1,570.70	14,015.00	-12,444.30	11.21%
1050550 · Communications Equip & Repair	1,222.71	10,000.00	-8,777.29	12.23%
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	1,300.70	13,555.00	-12,254.30	9.6%
1050640 · New Equipment	0.00	454.00	-454.00	0.0%
1050650 · Software	251.00	532.00	-281.00	47.18%
1050660 · Maintenance and Tech Support	2,642.50	10,563.00	-7,920.50	25.02%
1050670 · Website and Email Fees	260.00	360.00	-100.00	72.22%
1050710 · Office Supplies	2,183.27	7,792.00	-5,608.73	28.02%
1050720 · Training Supplies	974.58	6,050.00	-5,075.42	16.11%
1050730 · Pub Ed Supplies	1,395.93	5,523.00	-4,127.07	25.28%
1050740 · Medical Supplies	10,114.82	20,000.00	-9,885.18	50.57%
1050750 · Postage	469.42	950.00	-480.58	49.41%
1050760 · Uniforms	7,195.02	33,315.00	-26,119.98	21.6%
1050770 · Hurricane Supplies	0.00	3,650.00	-3,650.00	0.0%
1050810 · Building Maintenance	9,385.73	37,799.00	-28,413.27	24.83%
1050820 · Building Insurance	20,821.51	40,000.00	-19,178.49	52.05%
1050830 · Cleaning & Sanitation	2,408.42	7,000.00	-4,591.58	34.41%
1050840 · Furniture & Fixtures	4,784.97	29,229.00	-24,444.03	16.37%
1050850 · Facilities Rental	8,369.16	36,200.00	-27,830.84	23.12%
1050860 · Appliances	140.00	6,000.00	-5,860.00	2.33%

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

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1050910 · Accounting Services	0.00	16,000.00	-16,000.00	0.0%
1050920 · Human Resources Services	3,659.09	11,741.00	-8,081.91	31.17%
1050930 · Legal Services	18,916.00	15,000.00	3,916.00	126.11%
1050940 · Advertising	1,617.28	2,500.00	-882.72	64.69%
1050950 · Umbrella Liability Insur.	5,704.82	5,500.00	204.82	103.72%
1050960 · Other Professional Services	56.95	2,500.00	-2,443.05	2.28%
1050970 · Payroll Services	2,940.00	7,000.00	-4,060.00	42.0%
1060100 · Specialized Capital Equip	1,552.19	10,000.00	-8,447.81	15.52%
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	0.00	1,500.00	-1,500.00	0.0%
Total 1050015 · General Fund	3,210,221.38	9,338,354.00	-6,128,132.62	34.38%
1060500 · Capital Projects	0.00	62,500.00	-62,500.00	0.0%
1060510 · Fire Station 30 Rebuild	89,308.66	2,000,000.00	-1,910,691.34	4.47%
1060520 · Station 33 Renovations	0.00	498,275.00	-498,275.00	0.0%