

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 19, 2016
Bluffton Fire Station #35, Headquarters**

MINUTES

Board Members Present: Joe Paolo, Mike Raymond, Thomas Mike, Elaine Lust

Absent: Ed Olsen, Louise Haaker

Members Present: John Thompson, Paul Boulware, Dan Wiltse, Terry Sheriff, Steve McKinley, Bob Payne, Joe Helms, Sandy Stroud, Mike Rehill, Doug Favors, Jason Brahm, Eric Ligeikis, Chris Garniewicz, Matt Henne, Duke Novak, Clay Daley, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Walt Cooler, Walt Arlt, Matt Garnes, Brandon Long, Adam Corn, Mike Tuten, Steve Jansen, Dustin Brown, Don Matchette, Cameron Terio, Tyler Marion, Rod Oates, Dan Connelly, Andrew De La Cruz, Brett Phillips, Derek Beeler, Joe Sirigu, Charlie Schramm, Jeff Smith, Joel Martin, Tim Walsh, David Adams, Nick Thompson

Community Members: Doug Volk

Meeting called to order at 4:00 PM by Director Raymond.

Pledge of Allegiance and Prayer

Board of Directors Roll Call

- **PUBLIC COMMENT:** None
- **CHAIRMAN'S REMARKS:** None
- **DECEMBER BOARD MINUTES:** Director Lust motioned and Director Paolo seconded that minutes of the December 15, 2015 Board of Directors meeting be approved. The motion passed unanimously.
- **FINANCIAL REPORT:** Chief Boulware stated that we are 50% through our budget year, with expenditures reporting at 48.24%. All divisions are below budget, however there are several large expenditures that are expected. Operations overtime is higher than budgeted due to 3 firefighters who are deployed overseas, 5 personnel out on medical leave, and driver positions that need to be filled. Annual budgets for FY2017 have been submitted for review. There is no updated fire impact fee account balance from the County. Director Mike motioned and Director Paolo seconded the budget be approved. The motion passed unanimously.
- **FIRE CHIEF'S REPORT:** Chief Thompson and Chief Boulware attended a County Finance Committee meeting earlier today and presented revised figures for the Maintenance building and Training facility contracts for approval.

- **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 2,830 Fire and Life Safety Inspections for 2015. Biannual street inspections were also completed. The data entry project for CFAI accreditation was begun. While this is a time consuming project, the use of technology makes this process faster. This is part of the standard of coverage for the district and ties into the community risk reduction plan. Chief Wiltse also reviewed many development plans throughout the district. Public Education has participated in 27 events but reached thousands of people through various Santa programs and other activities. A total of 144 CPR classes were conducted in 2015, with 1,302 students certified, far exceeding coordinator Julie Kizer's original goal of 800 students. She has also formed a partnership with the Arrhythmia Alliance to place AED's in public areas.
- **Training Report:** Chief Sheriff reported there were 3 courses held with 19 personnel in attendance. Assigned training included monthly reviews of medical procedures and SOG's. Training highlights included the first-ever paramedic evaluations.
- **Operations Report:** In Chief Cramer's absence, Chief Thompson reported the monthly statistics of 464 calls last month and a total of 5,091 calls through December 2015. The average response time was 6:14 for the month, with a yearly average response time of 6:31. When asked, Chief Thompson explained that service calls most frequently were Lift and Assist calls, which are costly for the District. Chief Thompson will present a report at a workshop to be scheduled in February of ideas on how to reduce the cost of such calls. This could include manning a squad during high call volume times and charging for Lift and Assist calls.
- **Maintenance Update:** Chief McKinley reported there were 112 work orders generated for the month of September, 82% of the work for the Fire District and 18% for BPD and Town. Maintenance will become busier as construction on the new facility begins. The budget process for next year has begun with prioritizing special projects. Apparatus Drivers Orientation class was held on January 13 with 3 new drivers in attendance.
- **Construction Projects Updates:**
 1. Station 36 Colleton River ó There have been no changes since last week's meeting.
 2. Fire Engine Fleet Replacement ó Frame rails should begin very soon and the equipment list of the new apparatus is complete.
 3. Maintenance Building Update/Training Facility Construction ó Chief McKinley reported the Guaranteed Maximum Price (GMP) for the Maintenance facility has been approved by the Fire Board. JS Construction is cutting trees and clearing the land. Chief Thompson reported that the price for the Training facility plans is substantially less than the budget. A groundbreaking ceremony will be scheduled sometime in the next few weeks.
- **OLD BUSINESS:**
 - **Diversity Committee Update:** Director Mike stated the Committee will meet January 27. This will be the first meeting of 2016. While the meetings are not open to the public, there is no problem as there is not a quorum of Board members at the meetings. Director Raymond wanted language barriers to be included as part of the diversity committee discussion. Chief Thompson will ask Mr. Ryan to attend the next Fire Board Meeting to give everyone an overview.
 - **Board Member Orientation and Education Program:** Chairman Olsen requested this be placed on the meeting agenda, however Chief Thompson wants clarification as to the purpose and direction so that he knows how to proceed.

- ***Board Member Appointments Discussion:*** Three people have expressed interest in the opening on the Fire Board. Currently the Board decides on an appointee and that name is then submitted to the County board for approval. The Board spoke of needing a process or policy for the appointment process.
- **NEW BUSINESS:**
 - ***Board Officer Elections:*** An election committee comprising of Directors Mike, Paolo, and Lust will create a slate of officers and present it at the February meeting. Director Mike will be in charge of the committee. All information can be found in Article 6 of the Administration Manual.
- **ADJOURNMENT:** Director Paolo made a motion to adjourn the meeting and Director Lust seconded the motion. The meeting was adjourned at 4:53.