

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, February 16, 2016  
Bluffton Fire Station #35, Headquarters**

**MINUTES**

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

**Absent:** Ed Olsen, Louise Haaker

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Terry Sheriff, Steve McKinley, Bob Payne, Joe Helms, Lee Levesque, Randy Hunter, Derek Church, Grant Turner, Jim Thomas, Mike Provo, Jeremy Eby, Emerson Kovalanchik, Gio Scianna, Andrew Hatcher, Dylan Kamp, Nancy Hyer, Leslie Jones Hart

**VIA Video Conferencing:** Ed Rhodes, Enrique Baez, Jake Hartley, Tony Crosetto, Joe Dembeck, Justin Olds, Phillip Horton, TJ Hawks, Jayme Beach, Randy McGarvey, Travis Boulware, Guillermo Holzmann, Ben Rushing, Rhett Livingston, Paul Harrelson, Jason Williams, Dwane Wilkinson, Matt Urys, David Romine, Jerry Piccioli, Chris Himes, Parker Dennis, Todd Malphrus, David Mack, Ted Lange

**Community Members:** Doug Volk, Mike Ryan

**Meeting called to order at 4:02 PM by Director Raymond.**

**Pledge of Allegiance and Prayer**

**Board of Directors Roll Call**

- **PUBLIC COMMENT:** None
- **CHAIRMAN'S REMARKS:** None
- **JANUARY SPECIAL BOARD MEETING MINUTES:** Director Lust motioned and Director Paolo seconded that minutes of the January 14, 2016 Board of Directors meeting be approved. The motion passed unanimously.
- **JANUARY BOARD MINUTES:** Director Thomas motioned and Director Paolo seconded that minutes of the January 19, 2016 Board of Directors meeting be approved. The motion passed unanimously.
- **FINANCIAL REPORT:** Chief Boulware stated that we are 58.33% through our budget year, with expenditures reporting at 58.79%. All divisions are on or near budget, with Administration reporting slightly higher due to the 3<sup>rd</sup> quarter business insurance payment. Salaries are also higher because of coverages for deployed firefighters, illnesses, and holidays. The fire impact fee account balance is \$1,388,297. Director Lust 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:** In Chief Wiltse’s absence, Lt. Levesque reported the Prevention office performed 2,830 Fire and Life Safety Inspections for 2015. The main focus for January was the data entry project for CFAI accreditation. Twenty-five life safety inspections were performed during the month. Lt. Levesque also reviewed many development plans throughout the district. Public Education has participated in 34 events, mostly at Sun City and with the Boy Scouts for their medical badges. Julie Kizer taught 11 CPR classes, with 37 students certified. Director Mike put in his request for a visit from the Santa truck next year.
  - **Training Report:** Chief Sheriff reported there were 8 courses held with 24 personnel in attendance and 5 courses were denied. Assigned training included physical fitness, medical procedures for chest pains, Company Officer training, radio systems, and RIC procedures and practice.
  - **Operations Report:** Chief Cramer reported the monthly statistics of 434 calls last month, with an average response time of 6:37minutes. Our busiest stations for January were Sun City and downtown Bluffton. The Lift and Assist Program will be discussed at Thursday’s workshop. Director Raymond asked about comparing month-to-month or month-to-last year, but Chief Cramer stated there is very little difference.
  - **Maintenance Update:** Chief McKinley reported there were 155 work orders generated for the month of September, 86% of the work for the Fire District and 14% for BPD and Town, an increase from the last several months. Chief McKinley met with Chief Boulware for a preliminary budget process for next year. Equipment for the new apparatus will soon be ordered.
  - **Chaplain’s Update:** Chief Cramer reported the newest Chaplain, Pastor Cranston, will be assigned to Station 35. Another Chaplain will be added next month and Chaplains plan to have a representative at the future monthly Fire Board meetings.
  - **Construction Projects Updates:**
    1. Station 36 Colleton River ó Chief Thompson and Chief Boulware have met with SC Ports Authority and Mr. Backels of Colleton River. The Ports Authority has granted us an access easement for the site. The building will be pushed back so that it lies entirely on CR property. The plans have been sent to surveyors to place the building on the site. We will then determine what the County requires for drainage and retention, etc. The building will closely resemble a mirror image of Station 33, with expansion room available for the future. Impact fees will pay for the project.
    2. Fire Engine Fleet Replacement ó We are getting weekly updates and pictures of the new fleet from Pierce. Pictures are on the BTFD web site under projects. The second truck construction has begun.
    3. Maintenance Building Update/Training Facility Construction ó Chief McKinley reported the area has been cleared, the retention pond expanded, and the pads are ready for slabs to be poured. A construction trailer has been delivered to the site as well as the building components. Groundbreaking ceremony is scheduled for Thursday, February 18, 2016. Chief McKinley explained that he hopes to have an open house for potential maintenance clients after construction is completed. Revenue for those clients helps offset the Maintenance costs of the Fire District.
- **OLD BUSINESS:**

- ***Diversity Committee Update:*** Mike Ryan summarized the Diversity Committee's progress, which began 6 months ago. The committee itself is quite diverse. The group is focused on 2 areas regarding diversity, demographics and attitudes and practices. We meet all standards for demographics, based on availability of females and minorities. We do not yet mirror the community but we will continue to work on this. For attitudes and practices of diversity, it is important to support, encourage, and continue the diversity conversations. We want to recognize our differences and keep our minds open as we recruit firefighters and staff members. The recent job fair, coordinated by Captain Hunter, as well as our Explorer group help us become more diverse. Workshops on diversity and conversational Spanish for all staff are also recommended. The hiring board needs to reach out to chaplains, high school coaches, our Board members, and social media for recruitment purposes. Director Paolo was assured that we will not lower our standards as we continue to diversify. Mr. Ryan also thanked Bob Rogers for his support and commitment to diversity and the committee.
- Director Paolo motioned and Director Lust seconded the Fire Board go into Executive Session to discuss Board Member Appointments and Officer Elections. The motion passed and the Board went into Executive Session at 4:40.  
The regular Board meeting reconvened at 5:17.
- ***Director*** Raymond stated that no votes were taken during Executive Session.
  - ***Board Officer Elections:*** The election committee presented the following slate of officers: Elaine Lust ó Secretary, Joe Paolo ó Treasurer, Thomas Mike ó Vice Chairman, and Mike Raymond ó Chairman. Director Paolo motioned and Director Lust seconded the slate of officers be accepted without change. The motion passed unanimously.
- **ADJOURNMENT:** Director Paolo made a motion to adjourn the meeting and Director Lust seconded the motion. The meeting was adjourned at 5:19.