

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, March 15, 2016
Bluffton Fire Station #35, Headquarters**

MINUTES

Board Members Present: Mike Raymond, Joe Paolo, Elaine Lust, Ed Olsen, Louise Haaker

Absent: Thomas Mike

Members Present: John Thompson, Paul Boulware, Rick Cramer, Terry Sheriff, Steve McKinley, Bob Payne, Joe Helms, Lee Levesque, Randy Hunter, Vernon Edenfield, Donald Bach, Paul Woods, Jason Carle, Matt Baker, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Tom Lamb, Charles Eaton, Greg Linacre, George Brown, Donald Boyd, Dylan Taylor, Tim Smith, Anthony Pavalonis, Austin Williams, TJ McCullion, Alex Elliott, Jeff Kuehn, John Roe, Carson Stone, Jeff Meyer, Marcos Farr, Andrei Turner, Jason Brahm, Todd Shisler, Brian Brock, Allen Cramer, Alex Sanchez, Whitney Brady

Community Members: Doug Volk, Pastor Paul Hamilton

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

Pledge of Allegiance and Prayer

Board of Directors Roll Call

- **PUBLIC COMMENT:** None
- **CHAIRMAN'S REMARKS:** Chairman Raymond welcomed back Director Olsen after his illness.
- **FEBRUARY BOARD MEETING MINUTES:** Director Paolo motioned and Director Olsen seconded the minutes of the February 16, 2016 Board of Directors meeting be approved. The motion passed unanimously.
- **FEBRUARY BOARD WORKSHOP MINUTES:** Chairman Raymond asked that the Workshop minutes be amended to include discussions on the Lift and Assist issues as well as the overview for the Quick Response Vehicle program. Director Paolo motioned and Director Haaker seconded that minutes of the February 18, 2016 Board of Directors meeting be approved as amended. The motion passed unanimously.
- **FINANCIAL REPORT:** Chief Boulware stated that we are 66.67% through our budget year, with expenditures reporting at 66.69%. All divisions are on or near budget. The District made its 4th quarter workers compensation payment of \$82,636, and Operations may be over budget for its overtime budgeted at the end of the fiscal year as it is currently at 72.98%. This overage is due to firefighters out with medical issues, deployments, and backup personnel covering newest stations. We received \$13,000 from Claredon

County (who will be reimbursed by FEMA) for the recent SC flooding. Director Haaker motioned and Director Olsen seconded the financial report be approved. The motion passed unanimously.

- **FIRE CHIEF'S REPORT:**

- **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 33 Fire and Life Safety Inspections in February and completed the data entry project for CFAI accreditation. Chief Wiltse also reviewed many residential and commercial development plans throughout the district. There are plans for 4-story multifamily units off Buckwalter Parkway that drew concern due to its height. Board members were assured that our aerial apparatus was tall enough for the new structure. Public Education participated in 22 events in February and 15 CPR classes were taught, with 74 people certified. Lt. Levesque spearheaded a joint smoke detector blitz with American Red Cross on Saturday where 70 homes of 164 attempts were entered and 285 smoke alarms were installed. Director Lust praised the teams of firefighters and ARC workers and volunteers for their work. Finally, it was noted that former CPR students witnessed cardiac arrest and performed CPR on the person who is alive and well due to their actions.
- **Training Report:** Chief Sheriff reported there were 16 courses held with 41 personnel in attendance and 5 courses were denied. Assigned training included physical fitness, medical procedures for anaphylaxis (allergic reactions), radio communications training, and HazMat Team readiness drill in conjunction with Hilton Head Fire and Rescue. We received 152 applications for the 2016 hiring cycle and 107 reserved testing spots. Captain Hunter and Crystal Derosia took part in a job fair at TCL and had about 20 people show interest, 3 of whom submitted applications. When asked about the HazMat Readiness Drill, Chief Sheriff explained that not only did the state evaluate the team but the drill showed justification of equipment expenditures.
- **Operations Report:** Chief Cramer reported the monthly statistics of 449 calls last month (compared to 383 a year ago), with an average response time of 6:39 minutes. We should see higher numbers in March as well. All firefighters are taking part in a wellness/physical fitness program. The plan is to expand into mental health, financial health, etc. Administration is also taking part in PT. Director Olsen encouraged everyone to include yearly colon screening in the wellness/fitness program.
- **Maintenance Update:** Chief McKinley reported there were 115 work orders generated for the month of September, 73% of the work for the Fire District, 14% for the Police Department, and 13% for the Town of Bluffton. All the equipment for the new fleet has been ordered and is coming in. A list of equipment and furnishings for the new building has been created. Chief McKinley met with Chief Boulware for a preliminary budget process for next year.
- **Chaplain's Update:** Pastor Hamilton reported that Chaplains are formulating ideas to better interact with firefighters. The eighth and final Chaplain will be added soon. It was recommended that a Chaplain participate in the Diversity Committee. Captain Hunter has also spoken with Pastor Hamilton regarding making the community aware of career opportunities in firefighting. Pastor Hamilton's name has also been submitted for BTFD Board of Directors.
- **Construction Projects Updates:**
 1. Station 36 Colleton River ó Chief Thompson stated that the agreement to purchase the land is being completed and we are working with Colleton River to make sure there are no issues in the contract.
 2. Fire Engine Fleet Replacement ó The weekly updates and pictures of the new fleet from Pierce. Pictures have been well received. The pictures give us the ability to request changes during construction if we see an issue. The first engine has been completed and is now being pump tested.

3. Maintenance Building Update/Training Facility Construction ó Chief McKinley reported the construction trailer is in place and the foundation has been poured. Storm water drainage channels are being worked on and curb cuts and access drives are being surveyed. There are a few issues that Frazer Construction is working to alleviate. We will also have a meeting with the County Zoning Board on March 24, 5:00, to request a variance for raise the height of the training facility to 45 feet. We also had a call that someone contacted DHEC regarding smoke and run off being dangerous to the children at M.C. Riley School. Chief Thompson explained that there would be very little difference to any other burning that the public does. There has been no further follow up from DHEC.

▪ **OLD BUSINESS:**

- ***Awards Banquet:*** Director Haaker stated the banquet was very nice to recognize the great work of the Department and was proud to be a part of it.

▪ **NEW BUSINESS:**

- ***Budget Workshop Schedule:*** The budget will be presented to the Fire Board on Monday, March 28 at 10:00. Chief Boulware will email a copy of the budget out so everyone can preview it before the meeting. This will expedite the workshop process. A second meeting is scheduled for April 5, if one is needed. The budget will then be presented to County Council by April 12.

- **ADJOURNMENT:** Director Lust made a motion to adjourn the meeting and Director Paolo seconded the motion. The meeting was adjourned at 5:15.