

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

**MINUTES**

**Board Members Present:** Mike Raymond, Thomas Mike, Ed Olsen (by phone), Paul Hamilton, Louise Haaker

**Absent:** Joe Paolo, Elaine Lust

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Terry Sheriff, Steve McKinley, Bob Payne, Joe Helms, Randy Hunter, Derek Church, Grant Turner, Mike Provo, Emerson Kovalanchik, Richard Dollahan, Gio Scianna, Andrew Hatcher, Taylor Kamp, Alex Sanchez, Jason Brahm, Crystal DeRosia-Kaznowski, Nancy Hyer, Leslie Jones Hart

**VIA Video Conferencing:** Ed Rhodes, Enrique Baez, Jake Hartley, Tony Crosetto, Joe Dembeck, Justin Olds, Phillip Horton, Jayme Beach, Travis Boulware, Guillermo Holzmann, Ben Rushing, Paul Harrelson, Jason Williams, Dwane Wilkinson, Matt Urys, David Romine, Vasont Miller, Jim Thomas, Chris Himes, Parker Dennis, Todd Malphrus, David Mack, Ted Lange

**Community Members:** Doug Volk, Jason Brahm family and friends, American Legion representatives, Ms. Mike

**Meeting called to order at 4:05 PM by Director Raymond.**

**Pledge of Allegiance and Prayer**

**Board of Directors Roll Call**

- **PUBLIC COMMENT:** None
- **CHAIRMAN'S REMARKS:** Chairman Raymond welcomed Director Hamilton to the Fire Board.
- **AMERICAN LEGION PRESENTATION:** Bluffton Township Fire District and Chief Thompson were presented a letter and certificate in appreciation of support of the American Legion's golf tournament and Veteran's Day parade, which assists and advances the Post.
- **PROMOTION:** Jason Brahm was promoted to the rank of Lieutenant. His sons and Chief Harvey assisted with pinning his collar brass and badge. Congratulations, Lt. Brahm!
- **MARCH BOARD MEETING MINUTES:** Director Haaker motioned and Director Hamilton seconded that minutes of the March 15, 2016 Board of Directors meeting be approved. The motion passed, with Director Mike abstaining.

- **BUDGET WORKSHOP MINUTES:** Director Mike motioned and Director Hamilton seconded that minutes of the April 5, 2016 Budget Workshop be approved. The motion passed unanimously.
- **FINANCIAL REPORT:** Chief Boulware stated that we are 75.00% through our budget year, with expenditures reporting at 73.64%. All departments are below budget, but Overtime in the Operations Division is reported at 83% of its budget. The fire impact fee account balance is \$1,654,716. Director Mike motioned and Director Haaker seconded the Finance Report be approved. The motion passed unanimously.
- **FIRE CHIEF'S REPORT:** Chief Thompson and Chief Boulware attended a County Finance Committee meeting yesterday in anticipation of answering any questions related to the District's FY2017 budget request.
  - **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 252 Fire and Life Safety Inspections in the month of March. Fire Inspector Brandon Stevenson is now working full time as a fire inspector. Chief Wiltse also reviewed development plans throughout the district, including the Kroger and Mixed Use areas off Buckwalter Road, Walmart Neighborhood Market, and many others. Public Education participated in 45 events, including the hugely successful Smoke Alarm Blitz in which we partnered with American Red Cross, and the Prom Promise auto extrication demonstration at Bluffton High School. There were 19 CPR classes held with 207 students taught. We will be presenting certificates at the May Board Meeting to citizens who stepped in and used their CPR training to save a citizen. When asked about fire department access to larger structures in the District, Chief Wiltse explained that there are times when developers need to change their plans so we can access their highest points with our equipment and the Fire Marshal addresses these issues during the development review of the project.
  - **Training Report:** Chief Sheriff reported there were 16 courses held with 70 personnel in attendance, 0 courses cancelled, and 4 courses were denied. Assigned training included physical fitness, medical procedures, sports related head injuries, and fireground strategies. The 2016 Recruit Firefighter Hiring Cycle includes 154 applicants, of which 109 have confirmed to test this weekend. When asked, Chief Sheriff explained the Motorola Top Gun Training is a class for learning to work on radios and pagers.
  - **Operations Report:** Chief Cramer reported the monthly statistics of 470 calls last month, making March the busiest month of the year so far and 1,354 calls since January 1. The average response time of 6:33 minutes with 6:30 minutes for the yearly average. Hose testing also took place last month. Director Haaker observed that Stations 36 and 37 ran minimal calls but was told the ISO ratings require us to service those areas. As those areas grow and lots are developed, we will see more calls. The new Station 36 location will also put them in line for Tanger Outlet calls and through the Moss Creek crash gate.
  - **Maintenance Update:** Chief McKinley reported there were 85 work orders generated in March, 74% of the work for the Fire District, 20% for BPD, and 6% for the Town. Chief McKinley met with Chief Boulware for a preliminary budget process for next year. We have received approximately 98% of the loose equipment for the new engine fleet.
  - **Chaplain's Update:** Pastor Hamilton stated that Chaplains are visiting their assigned stations each month and have experienced no problems.
  - **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 numerous times. The Ports Authority has verbally granted us an access easement for the site. The building will be pushed back so that it lies entirely on CR property. The building will closely resemble a mirror image of Station 33, with expansion room available for the future. Impact fees will pay for the property.
2. Fire Engine Fleet Replacement ó We are getting fewer updates and pictures of the new fleet from Pierce as the fleet is nearing completion. Chief McKinley, Chief Boulware, Chief Cramer, and Brian Cleland will travel to Wisconsin next Sunday ó Friday, April 25-29, for a thorough inspection of the engines. After that, the trucks will be delivered to the dealer to be outfitted with all the necessary equipment and given a final inspection. A Vista Parking Brake will also be installed. This component requires a code to release the parking brake, eliminating the possibility of truck theft. Trucks will be delivered two at a time on scheduled dates. An official wet down reception will be held at a later date.
3. Maintenance Building Update/Training Facility Construction ó Chief McKinley reported the frame work is almost complete and wall insulation should be installed next week. The sewer infrastructure is being installed. There was a structural steel issue that needed to be resolved. We also have some structural steel girders and cross cable bracing that is exposed; those issues will be mitigated and corrected. Chief Thompson reported that he and Chief Boulware attended the Zoning Board of Appeals meeting to ask for a height variance from 35 feet to 45 feet. We had staff approval letter, stating this was a necessity. A discussion was held as to why this variance was needed from training purposes. After Executive Session by the ZBOA, the decision was postponed for a month. While there are a few issues, there were also noise and landscape issues brought up by two citizens. However, those issues are not in the scope of the ZBOA. The project was reviewed by County staff using the current Community Development Code when it should have been reviewed under the previous Zoning Development Standards Ordinance (ZDSO). This may be helpful to us. Knowing that we are getting 4- and 5-story buildings in the near future, our firefighters need a place to train for fires and rescues. Chief Thompson would like Board support and attendance at next week's meeting.

- **OLD BUSINESS:**

- ***FY2017 Budget Discussion:*** Chief Thompson and Chief Boulware attended the County Council Budget Meeting yesterday, ready to answer any Fire District budget questions. There were no questions asked of them. There will be another meeting next week. At this point, there seems to be no issues with our budget. The first reading of the budget should be in May. There is a consensus among the Fire Board that supports the budget.
- ***Colleton River Fire Station Agreement:*** An agreement with and created by Colleton River was emailed to all Board members. The issue that created much controversy with the Board was that we would purchase the land for \$1, build a new station costing us up to \$1 million, and if something happens in the future, we would sell land and building back to them for \$1. Board members all agreed that selling the building back at a fair and equitable price was in our best interest. The Colleton River attorneys are dealing directly with our attorneys. Colleton River is still working on the land easement. We will continue to work under the same premise and out of the same location without a "sunset" clause. All agree that the current living conditions are not the best and we would like to see things change soon.
- ***Fire Chief's Evaluation Schedule:*** Previously a subcommittee had been established to create an evaluation for the Fire Chief. Chairman Raymond will create one based on the Fire Chief's Goals and Objectives of 2015-2016 and a 1-5 rating system. Chief Thompson will send out updated objectives. This evaluation will be done in Executive Session at a later meeting.

- **NEW BUSINESS:** None
- **ADJOURNMENT:** Director Mike made a motion to adjourn the meeting and Director Hamilton seconded the motion. The meeting was adjourned at 5:18.