

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, May 17, 2016
Bluffton Fire Station #35, Headquarters**

MINUTES

Board Members Present: Mike Raymond, Thomas Mike, Ed Olsen, Elaine Lust, Paul Hamilton

Absent: Joe Paolo, Louise Haaker,

Members Present: John Thompson, Paul Boulware, Terry Sheriff, Steve McKinley, Bob Payne, Joe Helms, Pete Reid, Randy Hunter, Sandy Stroud, Lee Levesque, George Brown, Donald Bach, Matt Baker, Brian Brock, Steve Arnold, Paul Woods, Aaron Angel, Tim Smith, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Tom Lamb, Charles Eaton, David Isnardi, Mike McComas, Dwane Wilkinson, Donald Boyd, Carson Stone, Jason Carle, Anthony Pavilonis, Austin Williams, TJ McCullion, Alex Elliott, Jeff Kuehn, John Roe, Dylan Taylor, Whitney Brady, David Rice, Marcos Farr, Andrei Turner, Perry Granat, Todd Shisler, Roberto Cuevas, Jason Brahm, Alex Sanchez, Greg Linacre

Community Members: Doug Volk, Craig, Irene, and Ethel McCall, Joan and Dennis Ammas, Artie and Ellen Smallwood, Harry and Bett Williams, Ed Harper and Judy Lampe (Sun City Television), Sun City Softball members

Meeting called to order at 4:04 PM by Director Raymond.

Pledge of Allegiance and Prayer

Board of Directors Roll Call

- **PUBLIC COMMENT:** Art Smallwood, president of Sun City Softball Association, thanked the military and first responders for their service to our community and for saving softball player Harry Williams. Mr. Williams was fielding a ball when he went down. Several people jumped into action, giving first aid and calling 911. Mr. Williams' life was saved due to the quick response of many, CPR training, and the availability of an AED. Mr. Smallwood plans to promote CPR training classes to all clubs and organizations throughout Sun City.
- **CITIZEN'S AWARD PRESENTATION:** Chief Thompson read a letter describing the events of the day that Sun City resident Harry Williams had his heart attack while playing softball. Chief Thompson and Chairman Raymond presented BTFD's Citizen's Hero Award to Craig McCall and Joan Ammons for their call to action. Congratulations to all!
- **CHAIRMAN'S REMARKS:** Chairman Raymond noted the efforts and results of seeing the first of the new apparatus arrive in the District today. Firefighters and Board Members were all very excited!
- **APRIL BOARD MEETING MINUTES:** Director Mike motioned and Director Olsen seconded that minutes of the April 19, 2016 Board of Directors meeting be approved. The motion passed unanimously.
- **FINANCIAL REPORT:** Chief Boulware stated that we are 83.33% through our budget year, with expenditures reporting at 81.12%. All departments are below budget at this point, however the overtime

line item is currently at 90.06%. This item will be over budget for the year due to one firefighter who is still deployed and two firefighters who have left the District. Those overages are covered, however, by the fuel cost savings. The fire impact fee account balance is \$1,662, 640. Chief Wiltse stated we may see an increase in impact fees in June as new state building codes go into effect July 1, driving the building costs higher and contractors are rushing to get projects approved and permitted prior to the deadline. All non-essential spending has been restricted so the District's financial records can be closed out at the end of the fiscal year without a substantial amount of carry over to FY17. Director Lust motioned and Director Olsen seconded the budget 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 FY2017 budget. There were no questions for the Fire District's presented by the Committee members. The budget was pushed ahead for first reading of the full County Council.
 - **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 396 Fire and Life Safety Inspections in the month of March which included the semi-annual gate inspections. Chief Wiltse also reviewed development plans throughout the district, part of which were plan resubmittals. Public Education participated in 39 events and reached more than 2,000 citizens. Some of those events were Prom Promise auto extrication demonstration at Bluffton High School, BJWSA Safety Day, and Sun City clubs. There were 10 CPR classes held with 72 students taught. Chief Wiltse explained that all gated communities are sent a letter asking for permission to inspect their gates, allowing us emergency access. Most communities comply with the request. Chairman Raymond mentioned the streetscape project in Old Town Bluffton, where pavers, parking, and sidewalks are being installed on May River Road. The next phase is from Pin Oak Drive to 4 blocks west. Director Olsen stated that Beaufort County is now the 12th fastest growing counties in the United States. As the community grows, we need to be ready to build new stations to accommodate the needs. We can grow to another 60,000 people, not taking into consideration possible future annexations.
 - **Training Report:** Chief Sheriff reported there were 7 courses held with 21 personnel in attendance, 0 courses cancelled, and 5 courses were denied. Assigned training included physical fitness, medical procedures pediatric airway management, and live burns on Parris Island. Captain Reid held training with all company officers. A Countywide Active Shooter drill will be held next month by the Sheriffs' Department and our firefighters will participate. The 11 Explorers will go to Columbia on Saturday to take part in FF1 burns. This is part of the CATE (Career and Technical Education) program at Bluffton High School. Once they complete this, the students will take the end of year test and the SCFA (South Carolina Fire Academy) will complete the IFSAC (International Fire Service Accreditation Congress) test for the FF1. Four explorers participated in the 2016 recruit firefighter hiring cycle PACE (Personal Ability Course Evaluation) test, with 2 who are now in the hiring pool. When asked, Chief Sheriff explained the Motorola Top Gun Training is a class for learning to work on radios and pagers.
 - **Operations Report:** In Chief Cramer's absence, Chief Sheriff reported the monthly statistics of 391 calls last month, up from last April by 30 calls. There have been 1,745 calls since January 1, with last year's numbers at 1,554. The average response time of 6:12 minutes with 6:29 minutes for the yearly average. Directors were told that firefighters wear protective gear on calls, ranging from gloves to full eye protection and body gowns, depending on the need. The firefighters also go through infection control training annually.
 - **Maintenance Update:** Chief McKinley reported there were 93 work orders generated in March, 65 work orders for the Fire District, 14 for BPD (Bluffton Police Department), and 14 for the Town of Bluffton. Equipment for the new apparatus has been received and will be placed on the trucks as they arrive. Brian Cleland is at Florida Fire Chiefs EVT Training Academy this week, focusing on Fire pumps and accessories as well as inspecting and testing ambulances.

- **Chaplain's Update:** Pastor Hamilton stated that the Chaplains met and re-dedicated themselves to the District, their assigned stations, and the firefighters. He has asked for a list of allowances or protocol from Chief Thompson. We need a plan in place to contact Chaplains in the event of fatalities or difficult incidences.
- **Construction Projects Updates:**
 1. Fire Engine Fleet Replacement – The first of the trucks are here, with the rest coming in over the next few weeks. The final inspection took place at Pierce in Wisconsin and the dealer conducts its inspection of each apparatus as well. Driver and operator training will begin soon. The trucks will be stored in a warehouse until the wet down ceremony scheduled for June 25. The old trucks will be sold to a vendor and all must be released to him in a 90-day period. This transition is a timely process as much of the equipment on the old trucks will be transferred to the new ones.
 2. Maintenance Building Update/Training Facility Construction – Chief McKinley reported the frame work is up and liner ceiling panels are installed. The heating, ventilation, and air conditioning duct work and plumbing is in place. The scheduled CO (certificate of occupancy) is end of July. We are still working the Training facility height variance. The next Planning Commission meeting is June 6. The County is working on a plan to rectify our problem. Chief Thompson is confident that we will come to a successful end.
- **OLD BUSINESS:**
 - **FY2017 Budget Discussion:** The first reading was passed unanimously by County Council as part of the general budget. We submitted our portion of the budget to the appropriate Council members and have received no response from them. In the Finance Committee, there were no questions regarding the budget and the budget passed 6-1. The second reading and public hearing will be May 23, with the final reading in early June.
 - **Colleton River Fire Station Agreement:** Chief Thompson and Chairman Raymond met with Colleton River and came up with a final agreement that was sent to County. The agreement stated that in the event of a buy back, the two parties would negotiate for the appraised value. The bids were let out yesterday for the building and contractors will have 30 days to respond. The intent is for us to get everything done and go to County Council with a complete package.
 - **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:**
 - **Hiring Process:** Captain Reid explained that testing took place April 23 and 24. There were 154 applications this hiring cycle, with 69 males and 4 females testing. He continued to give breakout numbers of ages, self-reported ethnicity, and residency. Forty-two candidates interviewed with the Hiring Board. Four Explorers tested with 2 interviewing. The District uses a hiring pool as opposed to a ranking system.
 - **Firefighter Recruit Plan:** Captain Reid stated this plan is to inform, educate, and develop an application process. He would like to add another hiring cycle as a trial process. This would include applicant preparation program to practice the skills needed for the PACE test, practice written test, and interview skills. A separate recruiting web site would also be beneficial. This will all be revisited at the June meeting.
 - **No Conflict Statements:** Chief Thompson passed out No Conflict Statements that need to be signed and returned before the next Board meeting.

- ***Fire Chief Evaluations:*** Fire Chief Evaluations should have been received by email. Those can be dropped off at the front desk, emailed, or faxed to Leslie. Chairman Raymond will then consolidate comments.
- **ADJOURNMENT:** Director Mike made a motion to adjourn the meeting and Director Olsen seconded the motion. The meeting was adjourned at 5:46.