

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, June 21, 2016  
Bluffton Fire Station #35, Headquarters**

**MINUTES**

**Board Members Present:** Mike Raymond, Joe Paolo, Thomas Mike, Ed Olsen, Elaine Lust, Louise Haaker, Paul Hamilton

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Terry Sheriff, Steve McKinley, Bob Payne, Joe Helms, Sandy Stroud, Derek Church, Emerson Kovalanchik, Grant Turner, Mike Provo, Jeremy Eby, Gio Scianna, Andrew Hatcher, Parker Dennis, Leslie Jones Hart

**VIA Video Conferencing:** Jim Thomas, Enrique Baez, Tony Crosetto, Joe Dembeck, Phillip Horton, Jason Williams, Jayme Beach, Randy McGarvey, Travis Boulware, Dylan Taylor, Rhett Livingston, Blake Crosby, Vasont Miller, Dwane Wilkinson, Joe Sirigu, Guillermo Holzmann, Justin Olds, Chris Himes, Taylor Kamp, Todd Malphrus, David Mack, David Romine

**Community Members:** Doug Volk

**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:**
- **MAY BOARD MEETING MINUTES:** Director Lust motioned and Director Paolo seconded that minutes of the May 17, 2016 Board of Directors meeting be approved. The motion passed unanimously.
- **FINANCIAL REPORT:** Chief Boulware stated that we are 91.67% through our budget year, with expenditures reporting at 89.21%. All departments are below budget at this point. All non-essential spending was restricted after May 15 in preparation of closing out the budget for FY16. A portion of the SC State Accident Fund has been prepaid for FY17. When asked, Chief Thompson stated the cost of this fund has decreased over the last three years. The FY17 budget was approved by County Council after the third and final reading. Novatime is running, but we are still working on a few minor issues. We will continue to utilize both paper time sheets and Novatime for the next two pay periods. The fire impact fee account balance is \$1,677,254. No motion of approval or vote was taken.
- **FIRE CHIEF'S REPORT:**
  - **Fire Prevention Statistics:** In Chief Wiltse's absence, Lt. Stroud reported the Prevention office performed 337 Fire and Life Safety Inspections in the month of May which concluded the semi-annual gate inspections. Lt. Stroud also reviewed development plans throughout the district, including plan resubmittals. Public Education participated in 39 events, reaching many citizens. There were also 54

smoke alarms installed in 23 different homes throughout the district. There were 24 CPR classes held with 230 students taught.

- **Training Report:** Chief Sheriff reported there were 9 courses held with 21 personnel in attendance, 1 course was cancelled, and 6 personnel were denied courses. Assigned training included physical fitness and water rescue. Training highlights include Probationary FF evaluations, HAM radio refresher, and Active Shooter table top training. Chief Sheriff took part in a Countywide Active Shooter drill that was held at ACE by the Beaufort County Sheriffs' Department. A meeting was also held this week for the lay person. On May 21, 10 CATE students went to South Carolina Fire Academy in Columbia. The students took the written and practical test and passed with rave reviews from state instructors. Two explorers who passed the PACE and written exams in April and interviewed were surprised at Bluffton High School graduation with conditional offers of employment. It was a monumental moment for these young men, their families, and the District. There has been a positive ripple effect throughout the state as well. We congratulate the young men and look forward to making them part of the BTFD team.
- **Operations Report:** Chief Cramer reported the monthly statistics of 420 calls last month, up from last month by almost 30 calls. Call volume has been 2,165 calls since January 1. The average response time was 6:42 minutes, with the yearly average of 6:30. Directors were told that ISO ratings are based on mileage and response times but other categories are also included. Chief Cramer also explained how response times are calculated for our reports.
- **Maintenance Update:** Chief McKinley reported there were 96 work orders generated in May, 72 work orders for the Fire District, 19 for Bluffton Police Department, and 5 for the Town of Bluffton. The majority of the time has been devoted to putting equipment and necessary wiring on the new apparatus. The New Fleet Reception Ceremony will take place on Saturday, June 25, 11:00 at Station 30. Shirts and Commemorative coins will be given to all employees, Board Members, and dignitaries. Food will be served. A parade of the new fleet will begin at 10:00, travelling on Calhoun Street and to Bridge Street and then to Station 30. Chairman Raymond requested that all Commissioners wear their shirts that day. He stated the picture depicting all 10 trucks created lots of excitement and publicity for BTFD.
- **Chaplains' Update:** Pastor Hamilton stated that the Chaplains are communicating better and there is more participation at the monthly meeting. They want to assure the station commanders and Chiefs of confidentiality and hope the firefighters feel comfortable enough around them to share.
- **Construction Projects Updates:**
  1. Fire Engine Fleet Replacement – The trucks will be detailed on Thursday and ready for the new fleet ceremony on Saturday. They will be transitioned into the system starting on Monday, June 27. Maintenance hopes to transition 1-2 trucks each day. Old trucks will be stored in the warehouse.
  2. Maintenance Building Update/Training Facility Construction – Chief McKinley reported the overhead doors are in, dry wall is 90% in, large fans and heaters are in, sprinklers are installed, the mezzanine is complete. Curbing is done and some of the drive way has been poured. The scheduled certificate of occupancy is end of July.
  3. The Training facility got through the Planning Commission with a 6-1 vote. The Natural Resources Committee will hear the plan in two weeks. The builder is ready to design the building but we will not give them the okay until we have County approval. Chief Thompson is confident that approval will be given soon.
- **OLD BUSINESS:**
  - **FY2017 Budget Discussion:** The FY2017 budget was approved after the third and final reading by County Council as part of the general budget.

- **Colleton River Fire Station Agreement:** Chief Thompson and Chairman Raymond met with Colleton River and have an agreement that replaces the lease we once had. There is a sales contract for the site, but we want a clause included in the event that the soil is not economically suitable for building. We will meet with the attorneys July 1 to hopefully finalize this process. The SC Ports Authority wants to give the road easement to the Fire District and not Colleton River.
- **NEW BUSINESS:**
  - **Station 38 Access Road:** Chief Thompson stated that property was purchased some time ago for a future Station 38 at Hampton Lake Parkway. At the same time, we made an agreement with BCSD to share the cost of the access road at River Ridge Academy and necessary utilities. They would like to pave that road this year while the cost of asphalt is low. Director Paolo moved and Director Olsen seconded that we use \$100,000 of impact fee funds to pay for our share of the road paving and utilities. The motion passed unanimously.
  - **Web Site:** Director Lust requested that the BTFD Web Site be updated.
- **EXECUTIVE SESSION:**
  - **Fire Chief Evaluations:** Director Haaker made a motion to go into Executive Session to discuss Fire Chief's Annual Performance Review and Director Hamilton seconded. The motion passed unanimously and the Fire Board went into Executive Session at 4:58.
  - The Board came out of Executive Session at 5:35. No action was taken.
- **ADJOURNMENT:** Director Mike made a motion to adjourn the meeting and Director Olsen seconded the motion. The meeting was adjourned at 5:35.