

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, May 16, 2017
Bluffton Fire Station #35, Headquarters**

MINUTES

Board Members Present: Mike Raymond, Joe Paolo, Thomas Mike, Elaine Lust, Paul Hamilton, Ed Olsen, Louis Poindexter

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Bob Payne, Pete Reid, Sandy Stroud, Joe Helms, Todd Harvey, Doug Favors, Mark Eiden, Don Matchette, Chris Garniewicz, Matt Henne, Andrew De La Cruz, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Dustin Brown, Keegan Alcock, Matthew Wallett, Rod Oated, Dan Connelly, Brett Phillips, Walt Cooler, Walt Arlt, Tyler Marion, Adam Corn, Mike Tuten, Roberto Cuevas, Duke Novak, Brandon Stevenson, Brendon Long, Kaleb Spears, Jeff Smith, Eric Ligeikis, Charlie Schramm, Mike Rehill, Joel Martin, Cam Terio

Community Members: Doug Volk

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

Pledge of Allegiance and Prayer: Chaplain Hamilton led today's prayer.

Swearing in of New Board Member: After a brief introduction of himself, Louis Poindexter was sworn in as Director by Chairman Raymond. Due to an oversight, Director Hamilton was also sworn in.

Board of Directors Roll Call

PUBLIC COMMENT: None

CHAIRMAN'S REMARKS: None

APRIL BOARD MEETING MINUTES: Director Olsen motioned and Director Hamilton seconded the minutes of the April 18, 2017 Board of Directors meeting be approved. The motion passed. (YEAS – Raymond, Lust, Mike, Paolo, Olsen, Hamilton, Poindexter. NAYS – None).

FINANCIAL REPORT: Chief Boulware reported that we are 83.33% through the FY 2017 budget year, with total expenditures reporting at 81.4%. Costs for Administration are higher due in part to fourth quarter payment for property/casualty insurance and tech support contract. The current impact fee account balance is \$1,936,391. Chief Boulware also reminded everyone that we should have our Hurricane Matthew reimbursement from FEMA by the end of June, approximately \$160,000. Director Lust commented that she is very impressed with how fiscally responsible the District. The report was taken under advisement. No motion was made or vote was taken.

• **FIRE CHIEF'S REPORT:**

- **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 62 Fire and Life Safety Inspections in April. Fire Inspectors are in the process of inspecting all 2000+ commercial and multi-family sites for accreditation purposes. The inspections also allow them to gain information on water supplies, hazardous materials, occupancy loads, and building construction, so a risk analysis can be run and placed into FireHouse. The information will help with allocating resources during calls. Development plans throughout the district include multiple single and multiple family residential areas and several commercial projects. Chief Thompson gave an overview of how ISO ratings are determined and what impact they have on home insurance prices. Bluffton area will be re-assessed this fall by ISO and we may see some changes in the insurance ratings of our homes. Public Education participated in 47 outreach events involving several schools, numerous Sun City groups, and churches. There were 13 CPR classes held in February, with 113 students taught. Chief Wiltse will set up a side-by-side sprinkler demonstration prior to the June Board Meeting at 3:00 PM. Director Lust would also like a list of home safety programs that are available. We will also have an overview of Special Olympics at the next meeting.
- **Training Report and Training Facility Construction:** Chief Sheriff reported there were 10 courses held with 27 personnel in attendance. Training included diabetic emergencies, spinal and bone injuries, driver/operator skills, and ladders and ventilation. Our fourth recruit school began on Monday, with a graduation date of July 21. The Explorer program is going well. The CATE program at Bluffton High School has 21 students registered for next year. With regard to the opioids discussions from last meeting, we have seen 9 ODs since Easter Sunday. The District is working to create policies for OD procedures and use of the new Narcan drug to combat ODs. Because there is a potential hazard to responders with all of these opioid drugs, we are also looking into what special gear will be needed to protect our firefighters. Per the new tower, all the plants and materials have been installed. We are waiting for someone to sign off and issue our Certificate of Occupancy. Per Chief McKinley, all components for CO have been met, but he will follow up on this.
- **Operations Report:** Chief Cramer reported another busy month, with 518 calls in April and a total of 1,997 calls for 2017 already. The average response time in April was 6:50 with a yearly average response time of 6:28 minutes. Some longer response times were due to training outside their designated districts. There were several fires last month in which everyone did a great job. Chief Cramer also noted that our firefighters often are part of the PubEd activities, with engines and trucks at schools, communities, and businesses. They also completed fire hydrant inspections last month.
- **Maintenance Update:** Chief McKinley reported the Maintenance Division completed 104 work orders for March: 79 for BTFD, 18 for Bluffton Police Department, and 7 for the Town of Bluffton. Station work and repairs include: Maintenance – reconfiguration of some storage within the building, irrigation leaks and broken signal wires fixed; Station 30 – irrigation system repairs and exterior lighting maintenance; Station 31 – quotes for bay door framing and generator replacement; Station 33 – waiting on a third quote for bay door replacements; Station 35 – exterior trim replacement and painting completed soon; other – alligator warning signs ordered and installed. Fleet maintenance includes: 2 windshields to be replaced, frontend load upgrades completed, tanker restriped soon, and new battalion vehicle in service soon.
- **Chaplains Update:** Director Hamilton reported they have been called to several fires and events and have acted as liaison between families and American Red Cross. He also commended the staff and firefighters for their professionalism on scene, especially with recent motor vehicle accidents. The care and compassion was evident.

- **Colleton River Fire Station Update:** Chief Thompson said we now have the development permit. We delivered the requested color boards and paid into the tree fund to meet those requirements. We should be breaking ground in the near future. We will probably not see any development on the Moss Creek access gate until next spring.

OLD BUSINESS:

- **FY18 Budget Update:** The recommended FY18 budget was presented to Beaufort County Deputy Administrator who rolled it into the County budget. Of the five Council members within our District, four were supportive of what we submitted and the fifth member gave no response. It will be part of the County budget meetings at this point.
- **Fire Station #38 Update:** Chiefs Thompson, Boulware, and Cramer, along with Chairman Raymond, met with Mr. Gruber and Alicia Holland (County CFO) to discuss the Station 38 project. We were asked to wait until after budget discussions and into August before we bring it forward to give the project proper attention. Chief Thompson had given the data to justify the new station and its location and both seemed to be on board.

• **NEW BUSINESS:**

- **Fire Chief's Evaluation Initial Discussion:** It was decided that the goals and objectives be reviewed for a month and revisited at the June meeting Executive Session. Chief Thompson will send out the evaluation forms.

• **EXECUTIVE SESSION:** None

• **OTHER:**

- **Pictures:** Pictures will be taken Wednesday, Thursday, and Friday, 8:00 – 5:00 for new IDs.
- **Automatic Aid Coverage:** We have been asked to provide coverage for Port Royal FD for the “Echo Tango” area on Lemon Island near the bridge. After much discussion, it was decided that there is no advantage to our entering into an Automatic Aid contract. Chief Thompson recommended that we decline assistance but we will respond if mutual aid is requested by radio.

• **ADJOURNMENT:** Director Mike motioned and Director Lust seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:15. (YEAS – Raymond, Lust, Mike, Paolo, Olsen, Hamilton, Poindexter. NAYS – None).