

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, July 18, 2017
Bluffton Fire Station #35, Headquarters**

MINUTES

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

Members Present: John Thompson, Paul Boulware, Rick Cramer, Steve McKinley, Bob Payne, Joe Helms, Todd Harvey, Doug Favors, Matt Henne, Brendan Long, Chris Garniewicz, Don Matchette, Andrew De La Cruz, Clay Daley, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Jeff Smith, Keegan Alcock, Matthew Wallett, Rod Oates, Dan Connelly, Brett Phillips, Sean Hyde, Walt Cooler, Walt Arlt, Tyler Marion, Adam Corn, Mike Tuten, Roberto Cuevas, Brandon Stevenson, Dustin Brown, Kaleb Spears, Cam Terio, Tim Walsh, David Adams, Matt Garnes, Mike Rehill, Joel Martin Duke Novak

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.

Board of Directors Roll Call

PUBLIC COMMENT: None

CHAIRMAN'S REMARKS: Chairman Raymond welcomed Director Lust back after her injury. We are all grateful for her speedy recovery and wish her continued success with rehab.

JUNE BOARD MEETING MINUTES: Director Lust motioned and Director Olsen seconded the minutes of the June 20, 2017 Board of Directors meeting be approved. The motion passed. (YEAS – Raymond, Mike, Paolo, Olsen, Hamilton, Poindexter, Lust. NAYS – None).

FINANCIAL REPORT: Chief Boulware reported that we are 100% through the FY 2017 budget year, with total expenditures reporting at 97.16% and total funds requested at 96.64%. Most expenses from FY17 have cleared; the exceptions are for turnout gear and annual physical exams. It was explained that we rent turnout gear to new hires and recruits because each set is custom made and takes approximately 6-8 weeks. Chief Boulware also stated that excess funds that were not used will roll over into the reserve fund balance, getting us closer to the 3-month reserve fund goal (25%). We are currently at 18% in reserve. The county quarterly impact fees were added bringing the balance to \$2,432,629. Chairman Raymond responded that he appreciated the fiscal responsibility and thorough financial report, which has been the standard for several years now. Director Paolo motioned and Director Hamilton seconded to approve the Financial Report. The motion passed. (YEAS - Raymond, Mike, Paolo, Olsen, Hamilton, Poindexter, Lust. NAYS – None).

- **FIRE CHIEF'S REPORT:**

- **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 251 Fire and Life Safety Inspections in June. Development plans review and approvals include Colleton River Station 36 plans (Yes, we were required to paid impact fees.), commercial properties, community amenities centers, school and medical facilities, and several single family residential areas. Public Education participated in 35 outreach events including numerous Sun City groups, hospice care and special needs groups, MDA Movie night, and other civic organizations. There were 4 CPR classes held in June, with 34 students taught. Director Olsen asked if the deadly fire that recently happened in London could happen here. Chief Wiltse stated that we follow SC Fire Marshal standards which are based on international building codes and materials. These were not followed in the London apartment building, directly contributing to the destruction of property and life. When asked about hiring a new CPR Coordinator, Chief Thompson said that the Medical Officer, scheduled to be hired this year, would also be in charge of CPR.
- **Training Report:** In Chief Sheriff's absence, Chief Cramer reported there were 8 courses held with 31 personnel in attendance. Training included protocols for opioid ODs and administration of Narcan and ham radio review by Chief Payne. Chief Cramer also reported that a meeting was held last week with key players for hurricane preparedness. He feels confident that we are as ready as we can be, given the uncertainty of their paths. One of the biggest issues for Hurricane Matthew was the re-entry. There was confusion and reports differed as to the re-entry process. Social media was both a help and hurt in the process as well, even though we were pro-active with the media during the storm.
- **Operations Report:** Chief Cramer reported that June was second busiest month ever, with 501 calls during the month and a total of 3,042 calls for 2017 thus far. The average response time in June was 6:18 with a yearly average response time of 6:29 minutes. Director Lust was concerned with the high number of service calls. Chief Thompson stated that he had a meeting with Hospice Care of the Lowcountry to discuss the issue. The plan is to hire an interim hospice person who would be contacted when we have 3 or more calls to the same address within a week or if the responding crew feels there is an immediate need. The coordinator would schedule a home visit, complete an assessment, offer agency options and referrals. Financial options would also be discussed. If the person refuses the referrals and services, we would then charge for subsequent service calls to that address. This would be a 9-12 month trial period to see the results and what the next steps would be.
- **Maintenance Update:** Chief McKinley reported the Maintenance Division completed 87 work orders for June: 66 for BTFD, 13 for Bluffton Police Department, and 8 for the Town of Bluffton. Station work and repairs include: Maintenance –everything is going well; Station 30 –pressuring washing the pads and drive ways; lightning strike ruined time clock and caused issues with the EMS bay door; Station 31 –bay door frame project has been completed and the replacement generator installed and checked; Station 33 –bay door replacements have arrived and will be installed soon;. Fleet maintenance includes: all pumpers are in service with no mechanical issues; the power truck was out of service but is now back in; fuel tanker has been striped and is ready for use. When asked, Chief Thompson said the facilities maintenance person would be hired in January after we could see a revenue stream from taxes.
- **Chaplains Update:** Director Hamilton reported that “God spoke.”
- **Colleton River Fire Station Update:** Chief Thompson said we now own property in Colleton River. A construction meeting is set for tomorrow with the site prep company. The building

permit can be picked up and a few routine changes need to be made to the contract. A groundbreaking ceremony will be planned at a later date.

- **OLD BUSINESS:** None
- **NEW BUSINESS:**
 - ***Palmetto Bluff:*** Chief Thompson met with Palmetto Bluff and the Town of Bluffton to discuss the future growth and development of the community. There are currently 4,000 homes scheduled for construction. Much of the land in the community is part of a preserve, restricting development in those areas.
 - ***Expansion of Ideas:*** Director Poindexter offered a suggestion of taking 10-15 minutes each meeting to expand on an area in which the Board would like more background information. All seemed to like this new idea.
- **EXECUTIVE SESSION:** A motion was made by Director Poindexter and seconded by Director Paolo to move into Executive Session to discuss personnel matters. The motion passed. (YEAS - Raymond, Mike, Paolo, Olsen, Hamilton, Poindexter, Lust. NAYS – None).
 - The Board moved into Executive Session at 4:58.
 - The Board returned from Executive Session at 5:34. No action or vote was taken.
- **ADJOURNMENT:** Director Mike motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:34. (YEAS – Raymond, Mike, Paolo, Olsen, Hamilton, Poindexter, Lust. NAYS – None).