

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, October 17, 2017
Bluffton Fire District Headquarters
MINUTES**

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

Absent: Thomas Mike

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Bob Payne, Pete Reid, Derek Church, Joe Helms, Richard Dollahan, Gio Scianna, Parker Dennis, Emerson Kovalanchik, Grant Turner, Jeremy Eby, Ted Lange, Leslie Jones Hart

VIA Video Conferencing: Derek Beeler, Jim Thomas, Taylor Kamp, Missy Keller, Mike Provo, Paul Harrelson, Phillip Horton, Guillermo Holzmann, Jayme Beach, Jake Hartley, Randy McGarvey, Kyle McAllister, Joe Dembeck, Justin Olds, Jason Williams, Andrew Johnson, Ed Rhodes, Enrique Baez, Jason Carle, Vasont Miller, Dwane Wilkinson, David Mack, David Romine, Jerry Piccioli, Chris Himes, Tony Crosetto

Community Members: Doug Volk, Maggie Clark

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

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

Board of Directors Roll Call

PUBLIC COMMENT: None

CHAIRMAN'S REMARKS: Chairman Raymond stated that, barring objections, we would be using a consent agenda for future monthly Training, Maintenance, and Chaplain reports. If anyone has a question about any of these reports, the report will come off the consent agenda and go back onto the regular agenda for review. This process is in the interest of saving time for special Board presentations.

SPECIAL PRESENTATION: Ms. Maggie Clark gave an overview of her role in referrals of area citizens, especially in Sun City, who may need special assistance. Chief Cramer is contacted by the crew who is dispatched for a medical or "lift and assist" call when the crew sees a potential health issue. The issues can range from inability to care for themselves to frequent calls for basic assistance to dementia challenges. Chief Cramer then contacts Ms. Clark who phones the client and sometimes the family to assess the level of needs. She offers them a list of resources to help them stay in their home or to place them in an assisted living facility where needed. Board members commended Ms. Clark for her commitment to her clients and their safety.

SEPTEMBER BOARD MEETING MINUTES: Director Olsen motioned and Director Lust seconded the minutes of the September 19, 2017 Board of Directors meeting be approved. The motion passed. (YEAS Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton. NAYS None).

SEPTEMBER SPECIAL PROJECTS BOARD MEETING MINTUES: Director Hamilton motioned and Director Olsen seconded the minutes of the October 3, 2017 Special Project Meeting be approved. The motion passed. (YEAS Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton. NAYS None).

FINANCIAL REPORT: Chief Boulware reported that we are 25.0% through the FY 2018 budget year, with total expenditures reporting at 23.2%. A capital expenditure for Administration, the upgrade of information technology equipment, cost \$6,016. We also had an impact fee expenditure of \$179,332 for Colleton River Station 36, leaving the impact fees balance of \$2,656,101. We finally received a credit of \$50,672 from the state for their share (25%) of reimbursement for Hurricane Matthew. No vote was taken on the Financial Report.

- **FIRE CHIEF'S REPORT:**

- **Fire Prevention Statistics:** Chief Wiltse reported the Prevention office performed 120 Fire and Life Safety Inspections for the month of September. Development plans review and approvals include a Cypress Ridge resubmittal, Bluffton Boys and Girls Club, Hampton Lake Phase 7, and others. Public Education participated in 24 outreach events including numerous Beaufort County School District groups, two motels, and Hampton Lake Residents and Staff. There were 16 CPR classes held in September, with 93 students taught. Fire Prevention also received the 2017 Fire Life Safety Award from the Association of State Fire Marshals for its prevention efforts. When asked, Chief Wiltse stated that plans for a grocery and outparcel shopping plaza near Highways 170 and 46 should be received soon as well as River Dog Brewery for the Buckwalter Road area.
- **Training Report:** Chief Sheriff reported there were 8 courses held with 20 personnel in attendance. Training included Fire Officer 2, Fire Inspector 1, and building construction, gas lines, and electrical emergencies. The Explorers also meet and train every Monday night at the Training facility.
- **Operations Report:** Chief Cramer reported that September was another busy month, with 501 calls during the month and a total of 4,570 calls for 2017 so far. The call volume shows an increase of 390 calls for the year over last year at this same time. The average response time for the month was 6:59 with a yearly average response time of 6:33 minutes. The large increase was due to two calls during Tropical Storm Irma when the crews were out of their district on other calls, therefore increasing their response time. Chief Cramer believes these calls were for non-emergencies, such as trees down and crossing the roadway. He will check with Chief Payne to see how they were classified. Reclassifying these calls would bring our numbers back in line with normal practices.
- **Maintenance Update:** Chief McKinley and Captain Hunter attended a meeting at May River High School to discuss the partnership of several community businesses and the school. By training students for various occupations and skills, students are able to step into summer internships and jobs after high school. He also reported the Maintenance Division completed 104 work orders for September: 69 for BTFD, 29 for Bluffton Police Department, 5 for the Town of Bluffton, and 1 for Technical College of the Lowcountry. Station work and repairs include: Maintenance and Training the container boxes are painted; Station 30 working with the station contractor to locate a small water leak in the men's restroom. Fleet maintenance semi-annual preventative maintenance on all pumps, with aerials and specialty apparatus next. A check for \$3,982 was received for liquidation of out-of-service equipment.

- **Chaplains Update:** Director Hamilton had no update at this time.
 - **Colleton River Fire Station 36 Update:** Chief Boulware shared pictures that showed the plumbing was in and the slab has been poured. The contractors started putting up the steel today. The next step is to get temporary water and power to the site. A tentative completion deadline for the project has been set for March 2018.
- **OLD BUSINESS: *Capital Projects Presentation Conclusion from the October 3, 2017 Special Meeting***
- **Project 5 – Wildland Firefighter Vehicle:** The current Wildland vehicle is 17 years old and has numerous mechanical issues. While we have attempted to ask SCForestry Commission for a truck to replace our current vehicle, we have yet to hear anything from them. We are also actively looking for other government resources. The estimated cost of a new vehicle is \$125,000. It must be off-road accessible and have high water capability. This project is scheduled for FY2019 and will be paid with impact fee funds.
- **Project 6 – Water Tanker/Tender Vehicle:** The vehicle we are currently using is a 2000 Volvo that is in bad shape. It needs a new tank, automatic transmission and other repairs. We have large areas of the District such as Prichardville and Callawassie that do not have access to hydrants. This tanker would supply much needed water to those areas in the event of a fire. The estimated cost is \$150,000, payable by impact fund fees, and scheduled for FY19.
- **Project 7 – Draft and Pump Test Pit:** Currently all pump testing is outsourced to a third party as we are unable to complete this task ourselves. With a draft pit, we would eliminate the metal and grit that are sometimes introduced into our pumps during testing. The pit would be installed at the Training Facility and used for not only pump testing but training as well. The cost of a new pit would be \$150,000, payable with impact fees, and scheduled for FY2020. However, it is possible that the retention pond behind the Burnt Church Station 30 could be re-designed and used as a draft and pump test pit.
- **Project 8 – Fire/Rescue Boat:** Our current boat is showing many signs of disrepair, including the hull separating from the inside of the boat. It also has no firefighting capability if we have a vessel on fire in the middle of the river. It is difficult to get in and out and to perform rescues. Water traffic and the number of rescues increase each year. We also have no way to extinguish fires on barrier islands. The cost of a new fire/rescue boat would be \$200,000, scheduled for FY2020, and use impact fee funds. The proposed boat would be used for fires on the water, water rescues, and hazmat capability to contain fuel spills as well.

During discussion of the proposed 8 Capital Projects by the Board, Chief Thompson reported that the projects would have no impact on the reserve account. Currently the reserve account has about 2 ½ months of funding, and that is anticipated to increase after the report from the auditor. Reserve funds would not be used in any of these projects. Chief Thompson asked if we should take these projects forward. Director Olsen motioned and Director Poindexter seconded that the Board approve all capital projects that have been presented by Chief Thompson and move them forward to the County Finance Committee. The motion passed unanimously. (YEAS Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton. NAYS None).

- **NEW BUSINESS: Miscellaneous:**

- Chief Thompson handed out a calendar with proposed Board meeting dates for 2018. Chairman Raymond will ask for emails of calendar conflicts so the meetings can be rescheduled.
- Rockin the Pink Breast Cancer Walk, held Saturday, October 14, was a huge success. Leslie thanked all who walked, worked, and supported the cause. Preliminary estimates show about \$15,000 in donations to local charities supporting local women.
- Jill Dollahan is working on a date night for the department, to include movie and dinner. More information will be forthcoming.
- Several Board members liked the change in meeting location last month. With the installation of the new district-wide recording equipment, this may be possible. Until then, all meeting will be held at Headquarters so they can be broadcasted to the various stations.

- **ADJOURNMENT:** Director Hamilton motioned and Director Paolo seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:42. (YEAS Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton. NAYS None).