

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, November 21, 2017  
Bluffton Fire District Headquarters  
MINUTES**

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

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Bob Payne, Pete Reid, Rhett Livingston, Joe Helms, Todd Harvey, Shawn Fitzpatrick, Clay Daley, Andrew De La Cruz, Doug Favors, Mark Eiden, Cam Terio, Brett Phillips, Nancy Hyer, Leslie Jones Hart

**VIA Video Conferencing:** Trey Fludd, Keegan Alcock, Eric Ligeikis, Dan Connelly, Don Matchette, Kaleb Spears, Dustin Brown, Travis Boulware, Taylor Horton, Tyler Marion, Adam Corn, Mike Tuten, Roberto Cuevas, Allen Cramer, Brandon Stevenson, Brendan Long, Matt Walleth, Tim Walsh, Dave Adams, Duke Novak, Jeff Smith, Joel Martin, Craig Hysell

**Community Members:** Doug Volk, Steve Schwartz, Max Olsen

**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 wished everyone a safe and happy Thanksgiving holiday season. He also reminded the Board that nominations and elections for office were coming up and that while they are appointed from a specific area, members work with and for the entire fire district.

**SPECIAL PRESENTATION:** Mr. Steve Schwartz of Hilton Head Solar gave an overview of how solar energy would affect the station and the fire district. He spoke of soliciting a third party who would pay for the cost of solar panels on each station, with power being credited back to the electric utilities. The third party would receive all the state and federal credit as well as the depreciation of the equipment. The solar company would conduct a cost-savings study before a contract is signed. Chairman Raymond stated the Board would take the program under advisement.

**OCTOBER BOARD MEETING MINUTES:** Director Lust motioned and Director Hamilton seconded the minutes of the October 17, 2017 Board of Directors meeting be approved. The motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton. NAYS – None. ABSTAIN - Mike).

**FINANCIAL REPORT:** Chief Boulware reported that we are 33.33% through the FY 2018 budget year, with total expenditures reporting at 30.29%. The Property/Casualty Insurance quarterly payment

was made for \$36,730. We paid an impact fee expenditure of \$244,282 for Colleton River Station 36. The current impact fees balance is \$2,752,896. It was noted that Training was 10% below the expected budget mostly because the next Recruit School class has not yet started. The class will begin in January. Director Paolo motioned and Director Olsen seconded the Financial Report be accepted. The motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton, Mike. NAYS – None).

- **CONSENT AGENDA APPROVAL:** Director Mike motioned and Director Paolo seconded that all Consent Agenda reports be accepted as written. The motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton, Mike. NAYS – None).
  - **Receipt of Training Update**
  - **Receipt of Maintenance Update**
  - **Receipt of Chaplains Update – No report.**
  
- **FIRE CHIEF'S REPORT:**
  - **Fire Prevention Update:** Chief Wiltse reported the Prevention office performed 265 Fire and Life Safety Inspections for the month of October. Development plans review and approvals include a Cypress Ridge resubmittal, Vaden Nissan inventory parking, other commercial properties including Riverdog Brewing Company, and several additional residential areas. Public Education participated in 48 outreach events including many school groups as part of Fire Prevention Month. Thirty-eight smoke alarms were installed in 9 area homes. There were 17 CPR classes held in October, with 153 students taught.
  
  - **Operations Report:** Chief Cramer reported that October was another busy month, with 571 calls and a total of 5,141 calls for 2017 so far. This is comparable to the number of calls a year ago when we had Hurricane Matthew. Last month there was an increase in service calls, medical calls, and motor vehicle accidents. The average response time for the month was 6:21 with a yearly average response time of 6:32 minutes. The crews also conducted 2,000-3,000 fire hydrant inspections throughout the district.
  
- **OLD BUSINESS:**
  - **FY 2018 Fire Chief's Objectives Status Update:** Chief Thompson stated that we are nearing the end of the goals and objectives in the current Strategic Plan. We have met many of them and continue to make good progress on the rest. It is time to set goals for next year, to include the accreditation process. A workshop will be set up for this process. Chairman Raymond asked the Board to review the current objectives so that it can be addressed at the December meeting. Accreditation submission will be August of 2018, but the standard of cover will be brought to the Board for approval before then. Several deadlines have been created leading up to this process to help us meet the goal.
  
  - **Compensation Study Consultant Contract Award Recommendation:** Captain Reid gave an overview of the Compensation Study, stating that it will not only look at salaries but also job descriptions as well. Industry standards state that this study should be completed every 3-5 years. Six businesses submitted bids and the choices were narrowed to McGrath Human Resources who will complete both studies for \$23,296, below the budgeted \$30,000. Because the budget has already been approved by the Board, no vote is needed and Chief Thompson can sign the contract.

- ***Colleton River Fire Station 36 Update:*** Chief Boulware shared pictures of Station 36 construction showing the walls going up and the roof on. Captain Rushing is assisting with selection of the interior finishes. Also, permits have been obtained for the crash gate between Colleton River and Moss Creek. Moss Creek employees will be completing the work.
- **NEW BUSINESS:**
  - ***Station 37 Construction Update:*** Per Chairman Raymond, a contract was made with Palmetto Bluff that a permanent station be created within 5 years. The Station 37 crews are currently living in a mobile home that is showing its age and in need of many repairs. It was proposed that we create living quarter on the same property as the current structure and attached to the existing engine bay. Instead of using the contractual funds to buy a new fire truck, we would help pay for this new addition. The cost of the new addition would be paid in part by Palmetto Bluff. It was recommended that we go 50/50 on the cost of approximately \$250,000 to build this addition. Chief Thompson will check into preliminary costs. A new, permanent station will be constructed in the coming years and outside the current 5-mile limit.
  - ***2018 Board Member Elections – Appointment of Nominating Committee:*** Chairman Raymond selected a nominating committee of Directors Olsen, Paolo, and Lust. They will present a slate of officers to the Board in December and voted on in January. Chief Thompson will email policies for office holders to each Board member.
  - ***Other:*** Director Olsen spoke of an article in the Island Packet that stated the state pension fund is vastly underfunded due to mismanagement. This will eventually affect many of us when we have to contribute more to make up the difference.  
Also, a 2018 Board of Directors meeting date schedule was handed out.
- **ADJOURNMENT:** Director Mike motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:39. (YEAS – Raymond, Paolo, Poindexter, Lust, Olsen, Hamilton, Mike. NAYS – None).