

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 16, 2017
Bluffton Fire District Headquarters
MINUTES**

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

Absent: Thomas Mike

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Pete Reid, Rhett Livingston, Joe Helms, Donald Bach, Matt Baker, Scott Smith, David Rice, Paul Woods, Aaron Angel, Brian Brock, Mike Tuten, Tyler Marion, Melissa Keller, Scott Smith, Kaleb Spears, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Jerry Piccioli, Alex Sanchez, Greg Linacre, Jeff Kuehn, John Roe, Dylan Taylor, Tyler Griffin, Jason Brahm, Todd Shisler, Sean Hyde, Tom Lamb, Travis Boulware, Alex Elliott, Mike McComas, George Brown, Marcos Farr, TJ McCullion, Whitney Brady, Rod Oates, Carson Stone, Jayson Bowers, Steve Arnold, Austin Williams, Andrei Turner, Kevin Etheredge

Community Members: Doug Volk, Ms. Keller, Scott Smith family, Mike Tuten family, Ms. Wallett

Meeting called to order at 4:04 PM by Chairman Raymond.

Pledge of Allegiance and Prayer: Chairman Raymond led today's prayer.

Board of Directors Roll Call

PUBLIC COMMENT: None

CHAIRMAN'S REMARKS: Chairman Raymond hoped everyone had a safe and happy holiday season. There will be lots of activity going on in 2018 and it looks to be a busy year ahead.

PROMOTION RECOGNITION: Congratulations to the following firefighters and staff who tested in November and are being recognized and promoted today.

Firefighter I

Tyler Griffin
Sean Hyde
Melissa Keller
Scott Smith
Kaleb Spears

Senior Firefighter A

Aaron Angel
Anthony Crosetto
Jeremy Eby
Alexander Elliott
Guillermo Holzmann
Tyler Marion
TJ McCullion
Duke Novak
Brett Phillips
David Romine

Senior Firefighter B

Travis Boulware
Clay Daley
Paul Harrelson
Jacob Hartley
Andrew Hatcher
Chris Himes
Taylor Kamp
Eric Ligeikis
Brendan Long
Don Matchette

Firefighter II

Whitney Brady
Brian Brock
Jason Carle

Roberto Cuevas
Andrew De La Cruz
Vason Miller

Jason Williams

Carson Stone

Senior Firefighter C

Mark Eiden
Alexander Sanchez
Michael Tuten

IT Technician III

Joe Helms

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

FINANCIAL REPORT: Chief Boulware reported that we are 50.0% through the FY 2018 budget year, with total expenditures reporting at 44.18%. All departments are reporting below average expenditures. Administration had several large expenditures, including workers' compensation, audit, and physical examinations for the 15 new recruits. Training expenditures will increase with the addition of the recruit firefighters and the start of another recruit school. Impact fee expenditures of \$223,856 have been paid for Colleton River Station 36 thus far. The current impact fees balance is \$2,473,587. Director Paolo motioned and Director Hamilton seconded the Financial Report be accepted. The motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Hamilton, Olsen. NAYS – None). It was also decided that a workshop would be held at 3:00 on Wednesday, February 14 to work on the FY2019 budget.

- **Consent Agenda Approval:** Director Paolo motioned and Director Poindexter seconded that all Consent Agenda reports be accepted as written. The motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Hamilton, Olsen. NAYS – None).
 - **Receipt of Training Update**
 - **Receipt of Maintenance Update**
 - **Receipt of Chaplains Update** – No report.
- **FIRE CHIEF'S REPORT:**
 - **County Finance Committee Presentation:** Chiefs Thompson, Boulware, and Cramer attended the County Finance Committee meeting last week, along with Directors Paolo and Poindexter, to present the capital projects for the upcoming year. Chief Thompson gave a brief power point to present the construction of Station 38 off Hampton Lake and Bluffton Parkway and the renovation of Callawassie Station 32. Those funds would be through bonds. He also presenting information on purchasing a quint apparatus for Station 38 and a rescue truck. Impact fees funds would be used for those purchases. The Finance Committee approved the purchase of both vehicles and gave BTFD permission to proceed with the bond process. At the meeting later that evening, the County Council voted to approve the use of the impact fees for the vehicles. The bond purchases will have a first reading on January 22, with the second and third meetings in March. Money should be available to begin the construction process as early as April. Director Lust thanked the Chiefs for presenting realistic figures and documentation to the committee. It was also made clear that if we use any funds for part of the construction/renovation projects before bond funds are available, those monies can be reimbursed.
 - **Fire Prevention Update:** Chief Wiltse reported the Prevention office performed 159 Fire and Life Safety Inspections for the month of December and a total of 2,493 for 2017. Development

plans review and approvals include Hampton Lake Phase 6 resubmittal, Buckwalter Senior Living, and several other commercial developments. Public Education participated in 32 outreach events and conducted Santa Fire Truck visits to many neighborhoods. Toys from various locations were delivered to Toys for Tots and responded to 94 letters Santa letters. Seventeen smoke alarms were installed in 7 area homes. There were 8 CPR classes held in December with 47 students taught.

- **Operations Report:** Chief Cramer reported that December was a busy month, with 517 calls, making a total of 6,142 calls for 2017. We are running almost 400 calls more this year than we did last year, and if the trend continues we will have over 6,000 for 2017. The average response time for the month was 6:25 with a yearly average response time of 6:32 minutes. Many firefighters changed stations as of December 1 and crews are making adjustments for the new year. When asked about the necessity of all the graphs in the operations report, it was decided to leave them in the packet that is given to the Board. The graphs are routinely printed for staff members and do not require extra work or time.
- **Colleton River Fire Station 36 Update:** Chief Boulware reported that while we had a few weather delays, we are still making great progress. Spray insulation was added, sheetrock is up, utilities are in, and curbing was poured. We are on target for a March completion date. A high energy HVAC system was used as well as spray insulation, both firsts for the district. We hope these additions have positive impacts on energy costs. We are told that Colleton River residents are excited to see the construction progress of the new station.

- **OLD BUSINESS:**

- **2018 Board Elections:** The following slate of officers was presented to the Board:

Chairman:	Mike Raymond
Vice Chair:	Joe Paolo
Secretary:	Thomas Mike
Treasurer:	Elaine Lust

Director Poindexter motioned and Director Hamilton seconded that the slate of officers be accepted as is. The motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Hamilton, Olsen. NAYS – None).
- **Regional Joint Meeting:** Southern Lowcountry Region Board will meet February 23, 10:00, at Hardeeville City Hall. The meeting will include information on the Argent Boulevard growth that will also impact our District as backup responders. It is imperative that we are included in any discussions.
- **Facilities Manager:** Captain Reid is still working on a job description for the Facilities Manager. This should be done by the end of the month and the job will then be posted.
- **Administrative Policy Manual:** It was noted that the Board and Nominating Committee were working with several different and conflicting rules in the charter and policy manuals. Director Lust requested time at the February workshop to review the existing manual and update it or to discuss the need for one at all.
- **FY2017 CAFR Discussion:** Chief Thompson asked for any questions the Board members may have regarding the FY2017 CAFR that was presented at the December meeting. No members had any questions or concerns that were presented in the report and accepted the CAFR without a vote.

- **NEW BUSINESS:**

- ***Solar Energy Use:*** It was decided that the new Facilities Manager would be the appropriate person to initiate energy audits and look into solar panels for existing stations. We will ask for bids for solar panel installation as part of the Station 32 renovation and Station 38 construction. It was noted that while there is information about solar energy in many areas, very little has been written about its use in fire departments across the nation. Beaufort County has used solar energy in its newest station but it is too new to show any long-term results.

Echo Tango Fire Agreement: City of Beaufort Fire and Rescue has taken over a large part of Port Royal, including 5 properties on Echo Tango Road, near Lemon Island Bridge. An agreement was reached with Beaufort Fire and Rescue that we would be first due on those properties, but that they would send an engine to assist Station 32 crews. Director Paolo made the motion that we enter into this agreement with Beaufort Fire and Rescue. Director Hamilton seconded the motion and the motion passed. (YEAS – Raymond, Paolo, Poindexter, Lust, Hamilton, Olsen. NAYS – None).

- ***Other:*** Chief Thompson reminded everyone the annual Chili Dinner and Baked Potato Bar will be held at Station 30 on Burnt Church Road on Sunday, January 28, 12:00 – 3:00. Proceeds will benefit the Bluffton Fire Explorers to purchase uniforms and equipment.
- **ADJOURNMENT:** Director Paolo motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:12. (YEAS – Raymond, Paolo, Poindexter, Lust, Hamilton, Olsen, Mike. NAYS – None).