

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, March 20, 2018
Bluffton Fire District Headquarters
MINUTES**

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

Absent: Mike Raymond

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Pete Reid, Rhett Livingston, Bob Payne, Joe Helms, Vernon Edenfield, Donald Bach, Steve Arnold, Greg Linacre, Derek Franks, David Rice, Aaron Angel, Brian Brock, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Matt Urys, Alex Sanchez, Kevin Etheredge, Jeff Kuehn, John Roe, Tyler Griffin, Paul Woods, Todd Shisler, Sean Hyde, Tim Smith, Tom Lamb, Dylan Taylor, Mike McComas, George Brown, Marcos Farr, Whitney Brady, Rod Oates, Carson Stone, Jayson Bowers, Matt Baker, Joe Sirigu, Andrei Turner

Community Members: Doug Volk

Meeting called to order at 4:00 pm by Vice Chairman Paolo.

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

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: None.

FEBRUARY BOARD MEETING MINUTES: Director Lust motioned and Director Hamilton seconded the minutes of the February 20, 2018 Board of Directors meeting be approved. The motion passed. (YEAS –Paolo, Mike, Lust, Poindexter, Hamilton, Olsen. NAYS – None).

FINANCIAL REPORT: Chief Boulware reported that we are 67.67% through the FY 2018 budget year, with total expenditures reporting at 62.13%. Only 61.2% of the 2018 budget has been requested for revenues at this time. All departments continue to report below average expenditures, but several capital projects have yet to be paid. Administration had several large expenditures, including workers' compensation monthly payment and finance software maintenance fees. The current impact fees balance is \$2,088,128, however this amount will drop significantly with the final payment of Station 36 construction and the payment for the 2 new truck that we have ordered. Utilities for Maintenance is over budget because the increase was not included to the 2018 Maintenance budget. A summary for the SAFER grant has been included in the Finance report. Director Olsen motioned and Director Lust seconded the Financial Report be accepted. The motion passed. (YEAS –Paolo, Mike, Lust, Poindexter, Hamilton, Olsen. NAYS – None).

CONSENT AGENDA APPROVAL: While there was no vote taken, a verbal agreement was met for the consent agenda approval.

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **Receipt of Chaplains Update**
- **FIRE CHIEF'S REPORT:**
 - ***Fire Prevention Update:*** Chief Wiltse reported the Prevention office performed 150 Fire and Life Safety Inspections for the month of February. Development plans review and approvals include a few commercial developments as well as several housing developments. Public Education participated in 44 outreach events and installed 68 smoke alarms in 17 area homes. Per the construction report, we are over 1 million square feet of commercial construction once again. Fire Inspectors Stroud and Cochran attended classes at Alabama Fire College a few weeks ago.
 - ***Operations Report:*** Chief Cramer reported that February had 485 calls, with a total of 1,078 calls for the first two months of 2018. We are on the path to an 8-10% call volume growth for the year. The average response time for the month was 6:30, and the yearly average response time was 6:34 minutes. The new recruits are all doing well and looking forward to graduation at 10:00 on Friday, March 23. The ceremony and reception will be held at Lowcountry Community Church.
 - ***Fire Station 36 Construction Update:*** Chief Boulware reported that Station 36 is 98% completed. The water has been turned on and HVAC installation is done. Minor finishing touches and landscaping need to be finished. Furniture and weight room equipment will be moved in soon. A reception will be planned for the station soon.
- **OLD BUSINESS:**
 - ***FY2019 Budget Schedule:*** Per Chief Thompson, we should receive mil values next week from the County Assessor. We will schedule the budget workshop as soon as we get those numbers. Please email Chief the dates that you are NOT available for a workshop. Our budget needs to be turned over to the County by May 1 as they have scheduled the first reading for May 14, with additional readings May 29 and June 11.
 - ***Comprehensive Study:*** Captain Reid stated that McGrath has met with various shift personnel and staff for the salary study. They also sent out surveys as benchmarks for both salaries and job roles. We hope to have preliminary information back to discuss at the budget workshop in April.
 - ***Solar Panel Study:*** It was decided that the solar panel study will be part of an overall energy audit to be conducted by the maintenance technician who will be hired in the next few weeks.
- **NEW BUSINESS:**
 - ***Contract Approvals:*** County Council approved the third and final reading for the building of Hampton Lake Station 38. Paperwork will be submitted and bonds will be issued on April 14. Director Olsen motioned and Director Hamilton seconded that we approve all three contracts for

the projects below. The motion passed. (YEAS –Paolo, Mike, Lust, Poindexter, Hamilton, Olsen. NAYS – None).

- **Court Atkins Group – Station 38:** The architect will be Court Atkins. Because we are using the same base plan as Station 30, we save approximately \$100,000 on the cost.
- **AAG Group – Station 32:** AAG is the architect for Station 32 renovations, the same firm used for Station 33 renovations, with similar changes being made. This is a cost savings of \$50,000. No wetlands were found on the site.
- **Center for Public Safety Excellence Strategic Planning Workshop:** This company will create the basis for our 5-year comprehensive plan through a series of strategic plan workshops with community and staff. The cost will be \$20,000 and the information will also be used in the accreditation process.
- **Palmetto Bluff Station 37:** Dallas Woods of Palmetto Bluff has sent drawings back that are similar to the new Colleton River Station 36. The next steps are for us to approve them and they will begin construction. The costs will be taken from the money set aside by Palmetto Bluff for the purchase of an apparatus.
- **Moss Creek Gate:** The Moss Creek gate is up and the road is in. We are waiting on the CO from the County, and at that time, we will contact County dispatch to let them know we have access.
- **Other:** Director Olsen stated that four (4) members of County Council will not be seeking re-election. While the County still does not have a permanent County Administrator, Interim Administrator Josh Gruber has done the job for some time. Mr. Gruber has been very supportive of the fire district. Director Olsen suggested that we attend the next meeting on Monday, March 21 at Hilton Head Library and show our support for Mr. Gruber as permanent County Administrator.
- Vice Chairman Paolo presented a bill from a New Jersey fire district that was sent to a citizen who received medical attention due to opioid overdose. He suggested that this may be something we should look into to help defray the costs of administering Narcan with overdose cases. This fee structure would take County Council approval for the ordinance.
- **EXECUTIVE SESSION: Legal Matters Pertaining to the District -** Director Poindexter motioned and Director Mike seconded that the board go into Executive Session to discuss legal matters. The motion passed. (YEAS –Paolo, Mike, Lust, Poindexter, Hamilton, Olsen. NAYS – None). The board went into Executive Session at 4:45. The board resumed regular session at 5:05. No action or vote was taken while in Executive Session.
- **ADJOURNMENT:** Director Mike motioned and Director Olsen seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:12. (YEAS –Paolo, Mike, Lust, Poindexter, Hamilton, Olsen. NAYS – None).