

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, May 15, 2018
Bluffton Fire District Headquarters
MINUTES**

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

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Pete Reid, Rhett Livingston, Bob Payne, Joe Helms, Brian Cleland, Ken Barrett, Derek Church, Richard Dollahan, Phillip Horton, Andrew Hatcher, Mike Provo, Grant Turner, Nancy Hyer, Leslie Jones Hart

VIA Video Conferencing: Joe Dembeck Justin Olds, Jason Williams, Missy Keller, Jeremy Malo, Ed Rhodes, Donald Boyd, Jake Hartley, Ted Lange, Derek Beeler, Taylor Kamp, Guillermo Holzmann, Andrew Redhead, Dwane Wilkinson, Blake Crosby, Chris Himes, Tony Crosetto, Barry Descaro, Jayme Beach, Randy McGarvey, David Romine, Jason Carle, Ben Rushing, Paul Harrelson, Kevin Feltner, Jerry Piccioli, Enrique Baez, Vasont Miller, Jacob Lemus

Community Members: Doug Volk

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 the annual BTFD awards banquet held at Hampton Hall on Saturday evening was a great success. He appreciated the hard work and congratulated all the award winners. Director Lust echoed his comments.

APRIL BOARD MEETING MINUTES: Director Mike motioned and Director Lust seconded the minutes of the April 18, 2018 Board of Directors meeting be approved. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Hamilton, Poindexter. NAYS – None.)

SPECIAL BOARD MEETING MINUTES: Director Mike motioned and Director Paolo seconded the minutes of the May 1, 2018 Board of Directors Special Meeting be approved. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Hamilton, Poindexter. NAYS – None.)

FINANCIAL REPORT: Chief Boulware reported that we are 83.3% through the FY 2018 budget year, with total expenditures reporting at 78.5%. Revenues requested for the year to date are \$10,953,257, which is 78.5% of our budget. All departments continue to report below average expenditures. Capital projects and expenditures last month included Station 31 flooring and personal Protective equipment, wildland team gear, medical training EMT classes, as well as workers' compensation monthly payment.

Impact fee expenditures July 1 through April 30 are \$2,10,661, leaving an impact fee balance of \$290,140. The breakdown of the SAFER Grant activity was also included in the Financial Report. Director Paolo motioned and Director Hamilton seconded the Financial Report be accepted. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Hamilton, Poindexter. NAYS – None.)

CONSENT AGENDA APPROVAL: Chairman Raymond asked for a job description of the Facilities Maintenance Technician position. He also noted that the Maintenance Department has created a pamphlet to use for marketing. They have used this tool to reach out to Jasper County Fire and Rescue as well as others to offer them vehicle maintenance services. The Consent Agenda was approved by mutual agreement. No vote was taken.

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **Receipt of Oral Chaplains Update**
- **FIRE CHIEF'S REPORT:** Chief Thompson introduced Ken Barrett as the new Facilities Maintenance Technician who then gave us a brief history about himself. He is currently working on small projects at several of the stations as well as an energy audit for all stations. Welcome aboard!
 - ***Fire Prevention Update:*** Chief Wiltse reported the Prevention office performed 279 Fire and Life Safety Inspections for the month of April. Development plans review and approvals include several commercial developments and a few single-family housing developments. Public Education participated in 44 outreach events and installed 19 smoke alarms in 6 homes and 4 car seat installations. Per the construction report, we are over 1.4 million square feet of commercial construction. Chief Wiltse will provide a quarterly report of those properties who have received their CO and those who are newly added to the construction report.
 - ***Operations Report:*** Chief Cramer reported that April had 491 calls, with a total of 2073 calls since January of 2018. This is 77 additional calls over last year during the same time period. The average response time for the month was 6:14, and the yearly average response time was 6:33 minutes. The new Station 36 is now open and operational as well as the crash gate between Colleton River and Moss Creek Plantations. That gate has a click to enter mechanism with a Knox Box backup.
 - ***Fire Station 36 Update:*** As previously reported, Station 36 is fully operational. A grand opening for the station will be held Thursday, June 24, 10:00.
 - ***Fire Station 38 Progress Update:*** A kick-off meeting was held to discuss the site location and building plans for the new Hampton Lake Station 38. There is an 11 feet discrepancy between two different surveys of the land, both of which have been recorded with the County. While they hope to resolve this issue, it will not impact the building site location.
 - ***Fire Station 32 Progress Update:*** There are no wetlands issues with the site, however we are looking at going from septic to sewer as part of the station renovation. Director Mike will help with this transition. The architect has plans similar to Station 33, but the Station 32 crews have also suggested a few changes in the layout. Both Stations 38 and 32 will be paid through bonds.

- **OLD BUSINESS:** Director Raymond asked to be notified the next time Training conducts live burn drills at the Training Tower. He would like to see the crews in action and using the building for burn training.
- **NEW BUSINESS:** None.

EXECUTIVE SESSION: Director Hamilton motioned and Director Poindexter seconded that the board go into Executive Session to discuss the Salary Compensation Study provided by McGrath Consultants. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Hamilton, Poindexter. NAYS – None.) The board went into Executive Session at 4:36. The board resumed regular session at 5:35. No action or vote was taken while in Executive Session.

ADJOURNMENT: Director Lust motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:35. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Hamilton, Poindexter. NAYS – None.)