

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, June 19, 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, Rhett Livingston, Bob Payne, Joe Helms, Jeff Smith, Matt Henne, Andrew De La Cruz, Doug Favors, Mark Eiden, Don Matchette, Travis Boulware, Leslie Jones Hart

VIA Video Conferencing: Dustin Brown, Joel Martin, Taylor Horton, Mike Rehill, Adam Corn, Erick Ligeikis, Roberto Cuevas, Cam Terio, Allen Cramer, Keegan Alcock, Ian Evans, Walt Cooler, Walt Arlt, Craig Hysell, Tyler Marion, Tim Walsh, David Adams, Daniel Heslin, Duke Novak, Gio Scianna, Dan Connelly, Devon Quance, David Romine, Brandon Stevenson, Brendan Long, Tiffany Torma, Matt Wallett

Community Members: Dr. Victoria McGrath

Meeting called to order at 1:04 pm by Chairman Raymond.

Pledge of Allegiance

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: None

EXECUTIVE SESSION: Chairman Raymond asked that the Board go into Executive Session to discuss personnel items. Director Lust motioned and Director Paolo seconded the Board go into Executive Session. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Hamilton, Poindexter. NAYS – None.) The Board went into Executive Session at 1:10. The Board resumed regular session at 4:11. No action or vote was taken while in Executive Session.

COMPENSATION STUDY: Dr. Victoria McGrath of McGrath Human Services Group gave an overview of the salary and compensation study that she and her company performed for BTFD. Their goal was to provide fair, competitive wages to attract a qualified workforce. They did this by creating career tracks, developing job descriptions as well as developing a performance evaluation system. They compared BTFD to similar sized departments in the region as well as those locally to see differences in salaries, benefits, job descriptions, and upward mobility. Details of job descriptions as well as salary ranges need to be finalized by the Board. Her recommendations were presented to the Board during Executive Session. The FY2019 budget, approved by County Council earlier this month, included funds to cover her recommendations for salary changes. Director Mike motioned to approve the Dr. McGrath's recommendations and continue working out the details of the salary ranges and job descriptions. Director

Olsen seconded the motion. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Poindexter. NAYS – None.)

CONSENT AGENDA APPROVAL: Director Lust motioned to approve all written reports that were included in their packet and eliminate the verbal reports today. Director Mike seconded. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Poindexter. NAYS – None.)

MAY BOARD MEETING MINUTES: Director Lust motioned and Director Olsen seconded the minutes of the May 15, 2018 Board of Directors meeting be approved. The motion passed. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Poindexter. NAYS – None.)

FINANCIAL REPORT: Chief Boulware's report shows that we are 91.67% through the FY 2018 budget year, with total expenditures reporting at 85.99%. Revenues requested for the year to date are \$12,050,109, which is 85.87% of our budget. All departments continue to report below average expenditures. Capital projects and expenditures last month included supplies for medical, Haz-Mat, uniforms, two inflatable rescue boats, and final payment of compensation study as well as workers' compensation monthly payment. Impact fee balance as of was \$350,891. No approval vote was taken.

- **FIRE CHIEF'S REPORT:** Chief Thompson
 - ***Fire Station 38 Progress Update:*** Hampton Lake Station 38 will be going to SRT soon. This is the first step in the permitting process which will take about four months.
 - ***Fire Station 32 Progress Update:*** The architects have been working with the engineers to create the plans and upgrade from a septic system to sewer. Director Mike has helped in getting a smaller pump approved for the process.
- **OLD BUSINESS:**
 - ***FY2019 Budget Update:*** County Council approved the budget earlier in the month. The total budget is approximately \$15,000,000.
- **NEW BUSINESS:**
 - ***Fire Station 37 Temporary Station Upfit:*** Palmetto Bluff has permission to move forward for the upfit to Station 37. We have been told the process will take about 90 days.
 - ***Fire Chief's Evaluation:*** It is time for the Fire Chief evaluation process. Chairman Raymond will send out the form to all Board members.

MATTERS ARISING OUT OF EXECUTIVE SESSION: Director Olsen motioned and Director Poindexter seconded that BTFD continue to negotiate a mutual aid agreement with Jasper County. The motion failed. (YEAS –Olsen, Lust, Poindexter. NAYS – Raymond, Paolo, Mike.)

ADJOURNMENT: Director Mike motioned and Director Paolo seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:15. (YEAS – Raymond, Paolo, Olsen, Mike, Lust, Poindexter. NAYS – None.)