

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, October 16, 2018
Bluffton Fire District Headquarters
MINUTES**

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

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Terry Sheriff, Steve McKinley, Donald Bach, Derek Franks, Joe Helms, Pete Reid, Rhett Livingston, Nancy Hyer, Linda Burton

VIA Video Conferencing: Matthew Urys, Alexander Sanchez, Veronica Gutierrez, Devin Montalvo, Jeffrey Kuehn, John Roe, Dylan Taylor, Jason Brahm, Todd Shisler, Timothy Smith, Sean Hyde, Thomas Lamb, Travis Boulware, Michael McComas, Blake Drew, George Brown, Thomas McCullion, Jayson Bowers, Steve Arnold, Kevin Etheredge, David Rice, Andrei Turner, Matthew Baker, Rod Oates, Carson Stone, Brian Brock, Whitney Brady, Tony Pavidonis, Aaron Angel, Tyler Griffin, Scott Smith

Community Members: Doug Volk

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

Prayer & Pledge of Allegiance: Led by Chairman Raymond

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: Chairman Raymond stated that our firefighters are getting back from helping the people impacted by Hurricane Florence. In addition, we have multiple fire stations in various stages of construction and planning. We also have a new compensation and classification system that is being implemented, and we have also become an official applicant for a national accreditation program.

SEPTEMBER BOARD MEETING MINUTES: Director Poindexter motioned and Director Mike seconded that the minutes of the September 18, 2018 Board of Directors meeting be approved. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Mike NAYS – None.)

FINANCIAL REPORT: Chief Boulware reported that we are 25% of the current fiscal year budget. The total expenditures year to date are at 25.85%. Administration is at 33.91%; Operations is at 25.38%; Training is at 23.35%; Fire Prevention is at 23.37%; and Maintenance is reporting at 23.10% of its budget. Revenue requested year to date is \$3,713,257.62, which is 24.83% of our \$14,952,153 budget; total expenditures for September is \$1,186,445.73; The \$38,311 Fire Station 38 Design Fees will be reimbursed to the operating account once we sell the bonds. The Quartermaster had some expenditures for Department Uniforms for \$13,545;

Workers Compensation Payment \$22,554; Hurricane Fuel Supply \$12,763. Director Olsen asked if this is reimbursable through FEMA, but it is not, so it will sit in the truck until after hurricane season. It is fuel that would have been purchased between now and the end of the year, so it is basically prepaid fuel. The first payment of the 65 year strategic plan was made in the amount of \$5,600, and there was no impact fee expenditure July 1 – August 31.

CONSENT AGENDA APPROVAL: Director Mike motioned and Director Poindexter seconded that the minutes of the Consent Agenda be approved. Unanimous approval. (YEAS – Raymond, Olsen, Poindexter, Mike NAYS – None.)

- **Receipt of Training Update**

- **Receipt of Maintenance Update**

- **FIRE CHIEF'S REPORT:**
 - ***Fire Prevention Update:*** Chief Wiltse said there were 321 Fire and Life Safety Inspections for September. Chief Wiltse also prepared a spreadsheet for the Board Members that indicated what was approved to build, not building permits. Director Olsen found this spreadsheet to be very helpful. Development Plans and Approvals reviewed or in the process of reviewing included Palmetto Business Court, Washington Square, The Landings at New Riverside – Amenity Center, The Landings at New Riverside Phase 3, Cypress Ridge Phase 13, and Cypress Ridge Phase 12. The public education officer conducted 21 outreach events, including the 9/11 Ceremony, as well as installed 13 smoke detectors and 8 car seats.

 - ***Operations Report:*** Chief Cramer stated that there were 481 calls in the month of September, 80 more calls in 2018 than the previous year to date. Average response time for September was 6:20, with the yearly average of 6:33. There was an almost 11 minute call, and Chief Cramer explained that it was at the back of Colleton River on Inverness Drive from the new station. Previously from Moss Creek it was 17 minutes.

 - ***Accreditation Progress Update:*** Chief Thompson reported that they are still on track to present to the Board at the December 2018 meeting. The strategic plan is complete, and is now in the process of being edited. Copies will be delivered to the Board members via hard copy or flash drive. FF Livingston has been working on the FESSAM, and will be completed by February 1, 2019. Once the FESSAM is complete, CPSE will be performing a site visit sometime between April 1 and June 30, 2019 which will last between 3-4 days, and at the end of that visit we will have a pretty good idea of whether or not they are going to recommend accreditation for the Fire District. If they do recommend accreditation, Chief Thompson, FF Livingston, the Board Chairperson, and other Board members who would like to attend will be going to Atlanta, GA August 7-10 to meet with the Fire Accreditation Commission to seek final approval.

 - ***Project Funding Update:*** Chief Thompson stated that we were approved on October 8, 2018 by Town Council at the public hearing to sell bonds to pay for the current projects. They are now working with County Finance to set up ratings costs. They may potentially

invite S&P and Moody's down for a visit so they can actually see the growth. Once that process is set up the bonds will be sold. There were no public comments.

- ***Fire Station 38 Progress Update:*** Hampton Parkway Station is a \$3 million project and on budget according to the architects. The EOC is \$800,000.00, and has been made Phase 2 of the project.
- ***Fire Station 31 Progress Update:*** They have met with the county and the town of Bluffton. They are looking for a better way to run sewer at that location. The biggest cost they have right now is that it is about 1,300 feet to the closest connection for sewer. There may be a housing development coming in nearby that they could possibly connect into, so they are looking into that option to see if the timing may work out. The Fire District, Beaufort County, and the Town are all involved in this project. The Town is going to share costs with the Fire District for bringing utilities and developing the access into the fire station site.
- ***Fire Station 32 Progress Update:*** Chief Thompson met with the architect and engineer this morning. It is running approximately 45 days behind Station 38. A permit is needed from D.O.T. and a Waste Water permit is needed from DEHEC.
- ***Fire Station 34 Progress Update:*** The County has an in-house architect, but there has been very little communication. We have allotted \$500,000.00 to renovate Station 34.
- ***Other Updates:*** Chief Thompson also spoke about the loose equipment and information regarding the fire trucks. Pierce's department website, shows the new truck being built. The projected completion date is December 1st. The heavy rescue truck is estimated to be ready by January 2019. This equipment has already been paid for.

There was a meeting with Sheriff Tanner, Cathy Gooding, Communications Manager of Hilton Head, James Atkins of Court Atkins Architects and others on October 5, 2018, and there was discussion about the possibility of putting a Southern Beaufort County dispatch center in Bluffton. It was determined that there was enough space to put a dispatch center. The vision was that Hilton Head Fire & Rescue would put their dispatch center in that location, and they would take over all fire and EMS South of the Broad River. Police dispatchers would go in there for the Town of Bluffton. There was also the possibility of having this dispatch center located in Jasper County due to hurricane winds, and that it would be a better solution to have it further inland. The EOC that has been planned for Station 38 is still in the site plan.

- **OLD BUSINESS:**
None
- **NEW BUSINESS:**
None

ADJOURNMENT: Director Mike motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:45PM. (YEAS – Raymond, Olsen, Mike, Poindexter. NAYS – None.)

Respectfully Submitted,

Linda J. Burton
10/17/2018