

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

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

Absent: Thomas Mike

Members Present: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Steve McKinley, Pete Reid, Rhett Livingston, Andrew Hatcher, Blake Crosby, Michael Provo, Emerson Kovalanchik, Nancy Hyer, Linda Burton

VIA Video Conferencing: Joseph Dembeck, Christopher Himes, Melissa Keller, Jacob Lemus, Randy McGarvey, Jacob Hartley, Kevin Feltner, Derek Beeler, Taylor Kamp, Barry Descaro, Dwane Wilkinson, Jason Williams, Ian Evans, Jayme Beach, Guillermo Holzmann, Jason Carle, Paul Harrelson, Anthony Crosetto, Mara Prosolow, Grant Turner, David Mack, Theodore Lange, Jerry Piccioli, Enrique Baez, Jeremy Eby, Jeremy Malo

Community Members: Doug Volk

Meeting called to order at 4:03 pm by Chairman Raymond.

Prayer & Pledge of Allegiance: Led by Chairman Hamilton

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: Chairman Raymond did not have any remarks, but Director Olsen stated that Chairman Raymond has appointed three of the Board members to a nominating committee, so if anyone wishes to run for office, they should notify Director Lust, Director Paolo, or Director Olsen. The goal is to keep the process as transparent as possible. Director Paolo also sent out an email regarding the process.

OCTOBER BOARD MEETING MINUTES: Director Lust motioned and Director Poindexter seconded that the minutes of the October 16, 2018 Board of Directors meeting be approved. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Paolo, Lust, Hamilton) NAYS – None.)

FINANCIAL REPORT: Chief Boulware went through the Finance Report for the month of October 2018. We are through 33.33% of the current fiscal year, and the total expenditures year

to date are at 34.99%. Administration is reporting at 49.55% of its budget. \$163,105 is to be reimbursed back to the administration from the sale of bonds. A lot of the expenses were for the soft costs from stations 32 and 38 that were being paid out of the operating budget. Operations reporting at 31.97%; Fire Prevention is at 31.41%; and Maintenance is reporting at 30.12% of its budget. The ratings calls with S&P and Moody's will be taking place on Monday, November 26, 2018.

Revenue requested year to date \$4,927,862 (32.96 of budget); Total of all expenditures for October \$1,368,423; Impact fee expenditure July 1st through October 31st \$0.00.

Hurricane Irma Reimbursement check from the State of SC in the amount of \$17,804.69 has been received. The Fire Impact Fee Balance as of October 31st is \$462,960.

Director Lust had some questions relative to costs for office supplies, and Chief Boulware explained that was due to the fact that administration had a large bulk purchase order of supplies.

MOTION: Director Lust motioned and Director Poindexter seconded that the October 2018 Financial Report be approved. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Paolo, Lust, Hamilton) NAYS – None.)

FY2018 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): Auditor Lisa Wechsler with Crowley Wechsler reviewed the lengthy CAFR report with the Board and gave a comparison of FY2018 with FY2017. Ms. Wechsler began with the good news of reporting that this is the eighth consecutive year that the report is being submitted to the Government Finance Auditor's Association for a Certificate of Excellence for financial reporting - last year's was approved. No new debt was incurred last year, just normal payments were made, for a net of \$797,000.00, which is \$118,000.00 less than last year. The General Fund increased \$472,000.00. Ms. Wechsler projects lots of growth for the district, and that we are capable of keeping up with that growth. Ms. Wechsler will provide each Board member with a printed copy of the complete report.

CONSENT AGENDA APPROVAL: Director Poindexter motioned and Director Lust seconded that the October 2018 Consent Agenda be approved. Unanimous approval. (YEAS – Raymond, Olsen, Lust, Poindexter, Paolo, Hamilton) NAYS – None.)

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **FIRE CHIEF'S REPORT:**
 - ***Fire Prevention Update:*** Fire Marshal Wiltse reported that there were 135 Fire and Life Safety Inspections for October. Chief Wiltse also prepared a spreadsheet for the Board Members that indicated what was approved to build, not building permits. Development Plans and Approvals reviewed or in the process of reviewing included 12 Church Street – 2 mixed use buildings; Belfair Golf Maintenance – resubmittal as project has downscaled; New River Forest – 113 home community; Jones Estate PUD Conversion – converting 11 acres of commercial to 44 residential units; 1268 May River Road – 2 residential “lots” and 2 commercial “lots”; Hilton Head Christian Academy – Preliminary Development Plan for a new school campus; Palmetto Self Storage – boat and RV

storage lot. The public education officer conducted 61 outreach events, as well as installed 43 smoke detectors in 11 homes this month and 1 car seat installation.

- **Operations Report:** Chief Thompson spoke about the upgraded records management software program called Fireworks. We will now be reporting the 90th percentile response time along with the average response time. The average response time will be higher, but this is an average of 9 out of 10 calls, so it is much more detailed. It sets benchmarks that will also be utilized moving forward with the accreditation process.

The four statistical reports provided to the Board members included October 2018 consisting of an Analysis by Incidents Type and also by Station; an Arrival Times Report for October 2018 showing both Average Arrival Time and by 90th Percentile Time; a Trends Report showing annual volume trending since January 1, 2007; and a Volume Heat Map Report showing the location of incidents occurring over the last 12 months.

Chief Cramer reviewed these new reports with the Board, and explained that the pie charts included in this month's report include both emergent and non-emergent calls, which affect the response time. The Board members will now be receiving these reports on a monthly basis. All of the Board members were very impressed with the new reports. Director Paolo inquired whether we can charge for lift and assist due to the volume of calls we are getting for that service, and it is becoming an issue. We did have a social worker who would help people get into better situations, but the issue is the volume of people that make up the aging population in the area continues to increase. Chairman Raymond suggested that it might be a good idea to schedule a workshop after the holidays to discuss the issue further.

- **Accreditation Progress Update:** Chief Thompson reported that FF Livingston has completed the Standard of Cover, and Chief Cramer and he are reviewing it and then it will be presented to the Board. Everybody received a copy of the Strategic Plan, and there were no comments received back from the Board members. Chairman Raymond let the Board members know that if they did happen to have any questions or comments, to email them to Chief Thompson, because the final version will be presented to them at the December meeting. The Department heads are currently working on the FESSAM manual, which addresses criteria that must be met. February 1, 2019 is the deadline. A mentor has been assigned to them by the name of Chief John Donohue from Delaware, Ohio.
- **Project Funding Update:** Chief Thompson stated that the bond sale will take place on either December 11 or 18, 2018 and the money will be in hand by January 2019.
- **Fire Station 31 Progress Update:** Chief Thompson explained that Chief Cramer had two meetings with Court-Atkins and Ward-Edwards regarding cost sharing, because the town now wants to have some input as to the architecture. We have a number established for the facade from all of the other stations that we have done, and if the costs went above and beyond that number, a request would have to be made for Mr. Walenda to pay for it.

The county has assigned Wes Campbell, Engineer, as the Project Manager. Projection for completion is March/April 2019.

- ***Fire Station 32 Progress Update:*** Finishing up the construction drawings and getting ready to go to bid. The ground pump situation has been resolved, and we will maintain ownership of the pump. We will not be charged the \$35/month fee. Project is expected to go out to bid in February 2019 timeframe.
- ***Fire Station 38 Progress Update:*** They are finishing up some work on the EOC. The project will be going out to bid mid-December. Bids will be due by the end of January 2019.
- ***Palmetto Bluff Fire Station Progress Update:*** The project is still on track for January 2019. The metal roof is now on and painted.
- **OLD BUSINESS:**
None
- **NEW BUSINESS:**
- **2019 Monthly Meeting Schedule**

2019 MONTHLY MEETING SCHEDULE: Director Hamilton motioned and Director Paolo seconded that 2019 monthly meeting schedule be approved as submitted. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Paolo, Lust, Hamilton) NAYS – None.)

- ***Other Updates:*** Chief Thompson gave an update from the quarterly Dispatch Board Meeting and informed the Board members that the battery backup has been installed, so the calls are sent from Century Link.

There was some discussion amongst the Board members regarding the various positions on the Board. Director Poindexter expressed interest in the Chairman's position; Director Paolo expressed interest in the Vice Chairman's position; Director Lust expressed interest in the Treasurer's position. Chairman Raymond stated that a vote would be taken at the December meeting.

- **EXECUTIVE SESSION**
None

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

Respectfully Submitted,
Linda J. Burton
11/27/2018