

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, December 18, 2018
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Mike Raymond, Ed Olsen (via teleconference), Louis Poindexter, Joe Paolo, Elaine Lust, Thomas Mike, Sr.

Absent: Paul Hamilton

Members Present: John Thompson, Paul Boulware, Terry Sheriff, Dan Wiltse, Robert Payne, Steve McKinley, Vernon Edenfield, Pete Reid, Rhett Livingston, Nancy Hyer, Linda Burton

VIA Video Conferencing: Alex Sanchez, Dylan Taylor, Greg Linacre, Veronica Gutierrez, Jeff Kuehn, John Roe, Andrei Turner, Tom Lamb, Alex Elliott, Blake Drew, Todd Shisler, Aaron Angel, Tim Smith, George Brown, Marcos Farr, Jayson Bowers, Donald Bach, Matt Baker, Scott Smith, Derek Franks, David Rice, Paul Woods, Mike McComas, Rod Oates, Travis Boulware, TJ McCullion, Sean Hyde, Tony Pavilonis, Joe Sirigu, Tyler Griffin

Community Members: Doug Volk

Meeting called to order at 4:03 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 commended everyone for the ISO rating upgrade and the two new stellar credit ratings, as well as the Fire District's commitment and hard work with the Accreditation process, the Strategic Plan, and the Standard of Cover. Director Lust also remarked that the Christmas party held at Oldfield was very nice.

NOVEMBER BOARD MEETING MINUTES: Director Lust motioned and Director Poindexter seconded that the minutes of the November 20, 2018 Board of Directors meeting be approved. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Paolo, Lust, Mike) NAYS – None.)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of November 2018. We are through 41.67% of the current fiscal year, and the total expenditures year to date are at 46.81%. Administration is reporting at 65.50% of its budget. The reason that number is so high is because it includes some soft costs in the amount of \$217,245 that will be

reimbursed from the sale of the bonds. Operations reporting at 45.70%; Fire Prevention is at 41.55%; Training is reporting at 42.08%, and Maintenance is reporting at 39.41% of its budget. The revenue requested from County year to date is \$6,605,184, which is 41.67% of our budget. Total of all expenditures for November 2018 \$1,677,322; November had 3 pay periods that increased salaries, but this number will balance out as time catches up. The CAFR report invoice was \$11,480. There were some expenditures for Capital projects totaling \$130,122, that included the new Records management system, cardiac monitors, and personal protective equipment for the new hires. The monthly Workers Compensation payment was \$22,554, and there has been \$0.00 Impact fee expenditure July 1st through October 31, 2018 as of yet. Impact fee money will be spent next month. There is money allocated in that account for equipment to outfit the new trucks that are coming. The Fire Impact Fee Balance as of October 31, 2018 is \$462,960.

There was a discussion between the Board members and Captain Reid relative to possibility of saving money on Workers Compensation benefits for the Fire District by utilizing the same benefits as Beaufort County. Captain Reid provided a detailed explanation as to the plan that is offered to our employees and why it is more robust and cost effective than the plan the county currently offers.

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

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

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **Chaplains Update – No Written Report Received**
- **FIRE CHIEF’S REPORT:**
 - ***Fire Prevention Update:*** Fire Marshal Wiltse reported that there were 56 Fire and Life Safety Inspections for November. Development Plans and Approvals reviewed or in the process of reviewing included Pop’s Place – Final Development Plan; Four Season of Bluffton Phase 1 – Final Developmental Plan; Parcel 9 Phase 1 – Final Development Plan Resubmittal; Palmetto Self Storage – Final Development Plan; Lawton Station Phase 5C & 6C – Final Development Plan; South of Broad Healthcare – Master Plan Application for a micro hospital; Palmetto Bluff Block K-6 – Preliminary Development Plan; 1215-1217 May River Road – Preliminary Development Plan; Old Village Square - Resubmittal. The public education officer conducted 49 outreach events, as well as installed 47 smoke detectors in 13 homes this month and 7 car seat installations.
 - ***Operations Report:*** FF Livingston presented the November Operations Report to the Board members. There were a total of 522 calls for the month, and approximately 6,500

calls for the year. The 90th percentile arrival time is 11 minutes. As indicated by the heat map, the concentration of calls is by stations 30, 34, and 35.

- ***Accreditation Progress Update:*** Chief Thompson reported that edits to the Standard of Cover are nearing completion, and that the draft will be provided to each Board member by December 31, 2018. Now that the Board members have reviewed the draft of the Strategic Plan, **Chairman Raymond would like to schedule a workshop for the Board Members on Tuesday, January 15, 2019 at 2:00 PM to review both the Standard of Cover and the Strategic Plan. All of the Board Members agreed on the time and date of this meeting.**
This will be included in the January 2019 public notice.

The department heads have been working closely with their appointed mentor, Chief John Donahue of the Delaware, Ohio Fire Department to aid staff with the FESSAM manual through the remainder of the process to accreditation Chief Donahue has been offering some very good feedback. They are still on track to meet the August 2019 goal of completion.

- ***Project Funding Update:*** Chief Thompson stated that the \$6,000,000 bonds were sold to R.W. Baird on December 11, 2018 at a rate of 3.15%. The funds will be deposited into the account at the County on December 27, 2018. All of the projects are now funded. The first project to be funded will be Station 31 at New Riverside Circle.
- ***Fire Station 31 Progress Update:*** As stated above, this Station 31 is in the process of property acquisition, and the architects continue to work on it. The cost of the building will be a 50/50 split between fire and EMS.
- ***Fire Station 32 Progress Update:*** The renovation has been approved by Planning and Zoning at the county level and it is eligible for its site permit. They are currently waiting for the bid documents to come back and get it ready for construction.
- ***Palmetto Bluff Fire Station Progress Update:*** There was a hold up on getting one of the inspections done, but progress is being made and the project is scheduled to be completed within the next 30 to 45 days.
- ***Station 38 Progress Update:*** Chief Boulware and Chief Thompson met with Court Atkins and are working with the County. That project is ready to go to bid, but there is a bit of a delay due to the holiday. The plans were available at the meeting for the Board to review. Station 38 is pretty much identical to Station 31 except that 31 have added EMS and a treatment room. EMS has not indicated that they are going to move into Station 38.
- **OLD BUSINESS:**
- ***Board Election Committee Report and Elections:*** Ms. Lust reported that the Board Election Committee had not had an opportunity to meet, and the Board agreed to meet on **Tuesday, January 15, 2019 at 1:00 PM** and vote at the January 2019 Board meeting. At

the meeting there would be a call for nominations from the floor to provide an opportunity for whoever would like to be considered for an officer position. An election vote will be taken and installation of the elected Board members will also occur. Chairman Raymond made a suggestion that the Board eliminate the Secretary position because it used to be a position that had a function, but as of recent years there is no function for that job. He would like the Board Election Committee to take that under advisement as they discuss all of the positions.

- ***FY2018 CAFR Discussion and Acceptance:*** No discussion.

Director Lust motioned and Director Poindexter seconded that the FY2018 CAFR be approved. Unanimous approval. (YEAS –Raymond, Olsen, Lust, Poindexter, Paolo, Mike) NAYS – None.)

- ***Resolution to Adopt the 2018-2023 Strategic Plan:*** Tabled until January 2015 meeting
- **NEW BUSINESS:**
None
- **EXECUTIVE SESSION**
None

ADJOURNMENT: Director Mike motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:00PM. (YEAS – Raymond, Olsen, Lust, Mike, Paolo, Poindexter. NAYS – None.)

Respectfully Submitted,
Linda J. Burton
12/21/2018