

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 15, 2019
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Mike Raymond, Ed Olsen, 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, Micheal Harvey, Rhett Livingston, Nancy Hyer, Linda Burton

VIA Video Conferencing: Michael Rehill, Joel Martin, Cameron Terio, Giovanni Scianna, Brett Phillips, Daniel Heslin, Allen Cramer, Keegen Alcock, Crum, Walt Cooler, Tyler Marion, Ian Evans, Craig Hysell, Brandon Stevenson, Brendan Long, Eldridge, Clayton Daley, Andrew De La Cruz, Roberto Cuevas, Douglas Favors, Shawn Fitzpatrick, Duke Novak, Matthew Wallett, Adam Corn, Eric Ligeikis, Ortiz, Taylor Horton, Timothy Walsh, David Adams, Devon Quance

Community Members: Doug Volk

Meeting called to order at 4:15 pm by Chairman Raymond.

Prayer & Pledge of Allegiance: Led by Chief Payne

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: None.

REPORT FROM THE FIRE BOARD ELECTION COMMITTEE: Vice Chairman Paolo stated that the Committee had met. Chairman Raymond, Vice Chairman Paolo, Treasurer Lust, and Secretary Mike, Sr. are all willing to staying in their positions. Director Hamilton is no longer interested in being in office.

Director Lust would like to have a document drafted outlining the terms of each member of the Board. This would most likely be done at the County level.

Nominations were taken off of the floor, and a blind ballot was passed out to each member.

Linda Burton, Administrative Assistant for BTFD counted all of the ballots, and the results are as follows:

Chairman: Mike Raymond
Vice Chairman: Joseph Paolo
Treasurer: Elaine Lust
Secretary: Thomas Mike, Sr.

DECEMBER BOARD MEETING MINUTES: Director Mike motioned and Director Poindexter seconded that the minutes of the December 18, 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 December 2018. We are through 50.00% of the current fiscal year, and the total expenditures year to date are at 54.41%. Administration is reporting at 71.93% 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 53.44%; Fire Prevention is at 48.87%; Training is reporting at 49.21%, and Maintenance is reporting at 47.07% of its budget. The revenue requested from County year to date is \$7,752,237, which is 51.85% of our budget. Total of all expenditures for December 2018 \$1,147,052.91; Public education supplies were \$2,668; Capital projects - \$5,482 for Station #32 Architect fees; 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 expenditure for July 1st through December 31, 2018 was \$25,617, for equipment for the new trucks. The Fire Impact Fee Balance as of December 31, 2018 is \$542,010.

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

CONSENT AGENDA APPROVAL: Director Olsen motioned and Director Poindexter seconded that the December 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 121 Fire and Life Safety Inspections for December. Development Plans and Approvals reviewed or in the process of reviewing included Crowne at 170 – Final Development Plan/Resubmittal; Cypress Ridge Phase 13 – Final Developmental Plan; Cypress Ridge Phase 16 – Final Development Plan; Cypress Ridge Phase 17 – Final Development Plan; 12 Church Street

– Resubmittal; Dominion Independent Living – Preliminary Development Plan; 71 Calhoun Street – Final Development Plan; Hilton Head Christian Academy – Final Development Plan (new school campus consisting of 5 buildings total and athletic fields); Hampton Lake Phase 8 – Final Development Plan; The Lakes at New Riverside Phase 1 Parcel 9 – Resubmittal; 10 Robertson Street – Final Development Plan; May River Crossing – Preliminary Development Plan. The public education officer conducted 41 outreach events, as well as installed 27 smoke detectors in 7 homes this month and 7 car seat installations.

Fire Marshal Wiltse and Chief Thompson also addressed the fire at NextLoft (the old Suburban Lodge). There were fire protection issues, and people were living in the building while they were working in on it. There was a stop work order put on the building, and there was a confrontation that involved the sheriff's department. The builders eventually got their permits back and were allowed to go back to work. About two weeks ago there was a fire in Building One, and although the sprinkler in the room where the fire occurred worked, it was determined that the sprinkler head had been recalled, and the recalled sprinklers were in all of the rooms. All of the sprinkler heads and smoke detectors were covered because spray painting of the ceiling was being done. All violations are being documented. There was discussion about how to best handle the situation due to the fact that there were 17 families living in the building with no place else to go. It was decided to put it on a Fire Watch, which would be a private security firm hired by the building manager at a cost of approximately \$5,000/per week. This was agreed upon with the Fire Chief and Building Code officials. The building manager had been given 14 days to correct the violations, or else they would begin incurring fines at \$1,000/per day. The premises will be re-inspected at the end of the week.

- **Operations Report:** Chief Cramer presented the final numbers for 2018 to the Board members. December finished up with there were a total of 510 calls for the month, and 6,160 calls for the year, which is 150 more emergency incident than 2017. The 90th percentile arrival time is 11 minutes 8 seconds travel time. As indicated by the heat map, the concentration of calls is by stations 34, 30, and 35.
- **Accreditation Progress Update:** The FESSAM is due February 28, 2018. FF Livingston continues to have contact with Chief Donahue from Ohio throughout the process. Everything is on schedule, and then the next step will be to forward the information to Technical Review Board for assessment. Between March 31 and June they will come to validate everything in the FESSAM, and then the conference will be August 5-7 in Atlanta.
- **Project Funding Update:**
- The Pierce Quint will be here tomorrow! The heavy rescue truck will be arriving within the next 30-45 days.
- **Fire Station 30 Progress Update:** Chief Boulware has sent the documents to the County. It will take three weeks to get on the website.

- ***Fire Station 31 Progress Update:*** Now that the property has been purchased, Chief Thompson and Chief Cramer met with the design build team and the schematic design is about 95% complete. Frazier will provide the County with an updated estimate of the cost of the work by January 18, 2019, and a meeting is scheduled with Wes Campbell to discuss the new price on January 22, 2019. The new price is expected to be high.
- ***Fire Station 32 Progress Update:*** Anish with AEG has a meeting scheduled with Hakim today to ensure that there are not any issues with the plans and then we should begin receiving bids.
- ***Palmetto Bluff Fire Station Progress Update:*** The RPZ is figured out, and the project should be moving forward once again.
- ***Station 38 Progress Update:*** All of the documents have been sent over to the County. This should be on the County website by the end of the month in order to begin to receiving bids within the next 60 days.
- **OLD BUSINESS:**
None
- **NEW BUSINESS:**
None
- **EXECUTIVE SESSION**
None

ADJOURNMENT: Director Olsen motioned and Director Paolo 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
1/22/19