

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, March 19, 2019
Bluffton Fire District Headquarters
MINUTES**

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

Absent: Mike Raymond, Thomas Mike, Sr.

Members Present: John Thompson, Paul Boulware, Terry Sheriff, Dan Wiltse, Robert Payne, Steve McKinley, Todd Harvey, Linda Burton

VIA Video Conferencing: Mike Rehill, Joel Martin, Craig Hysell, Gio Scianna, Brett Phillips, Danny Heslin, Taylor Horton, Trey Fludd, Keegan Alcock, W. Crum, Walt Cooler, Jeremy Eby, Ian Evans, Brandon Stevenson, Tyler Marion, A. Eldridge, Dan Connelly, Eric Ligeikis, M. Ortiz, Michael Tuten, Tim Walsh, Matt Henne, Devon Quance

Community Members: Doug Volk

Meeting called to order at 4:05 pm by Acting Chairman Joe Paolo.

Prayer & Pledge of Allegiance: Led by Director Hamilton

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: Acting Chairman Paolo stated that Chairman Raymond was on vacation.

PROMOTIONAL RECOGNITIONS: Chief Thompson and Deputy Chief Boulware had the honor of promoting Jeffrey Smith to the position of Lieutenant. Congratulations!

FEBRUARY BOARD REGULAR MEETING MINUTES: Director Lust motioned and Director Hamilton seconded that the minutes of the February 19, 2019 Board of Directors meeting be approved. Unanimous approval. (YEAS –Olsen, Poindexter, Paolo, Lust, Hamilton) NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of February 2019. We are through 66.67% of the current fiscal year, and the total expenditures year to date are at 68.07%. Administration is reporting at 69.66% of its budget. Operations reporting at 68.69%; Fire Prevention is at 63.36%; Training is reporting at 63.27%, and Maintenance is

reporting at 61.01% of its budget. The revenue requested from County year to date is \$9,742,549 which is 65.16% of our budget.

Total of all expenditures for February 2019 were \$1,094,887; the fire and medical training costs were \$3,797; software maintenance/tech. support \$7,892; the monthly Workers Compensation payment was \$22,554, and the Impact fee expenditure July 1st through January 31st was \$134,345. As of February 28th, the Impact fee balance was \$467,248. Chief Boulware expects the Impact Fee balance to drop next month by approximately \$150,000 due to expenditures that will be coming out.

MOTION: Director Hamilton motioned and Director Poindexter seconded that the February 2019 Financial Report be approved. Unanimous approval. (YEAS – Olsen, Poindexter, Hamilton, Paolo, Lust NAYS – None.)

CONSENT AGENDA APPROVAL

Director Olsen stated that he had read a favorable review about an annual technology conference in Texas called South by Southwest. They have the capability of creating a virtual reality environment of a fire for training purposes. It was suggested that we may be able to get a demo of the product to see how it works.

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **Chaplains Update – No Written Report Received**

MOTION: Director Poindexter motioned and Director Hamilton seconded that the February 2019 Consent Agenda be approved. Unanimous approval. (YEAS –Hamilton, Olsen, Lust, Poindexter, Paolo NAYS – None.)

FIRE CHIEF'S REPORT:

- ***Fire Prevention Update:*** Fire Marshal Wiltse reported that there were 271 Fire and Life Safety Inspections for February. Development Plans and Approvals reviewed or in the process of reviewing included Kroger and Mixed Use – resubmittal of an Amendment; Old Palmetto Bluff Road and SC Highway 46 – adding a right hand turn lane; 68 Boundary Street - Preliminary Development Plan to add a parking lot in Old Town; One Hampton Lake – Development Plan Amendment – adding 4 more apartment style buildings on Bluffton Parkway; New River Forest – Final Development Plan for 113 single family homes located in the New Riverside area before Alston Park; Palmetto Business Court – Final Development Plan for 3 commercial buildings (doggy daycare, 2 office/warehouse buildings); Burnt Church Distillery – Preliminary Development Plan for 3 commercial buildings (distillery plant with tasting area and retail, barrel storage building, and a pizza shop). Chief Thompson stated that Wes Campbell, who previously worked at Jack Daniels as a site engineer for 7 years, would contact their Fire Chief to speak with Fire Marshal Wiltse regarding foam and fire suppression, focusing mainly on

the barrel storage building; 4767 Bluffton Road – new road connecting Bluffton Road with Soperton Drive; Spring Island – tearing down a storage building at golf maintenance and putting up another one; Lot 6 Bluffton Parkway – Final Development Plan – 21,147 square foot commercial mixed use building in between the Cancer thrift shop and NAPA.

- The public education officer conducted 39 outreach events, as well as installed 207 smoke detectors in 99 homes this month; 181 of those smoke alarms were in Shady Glen. There were 13 car seat installations. Captain Levesque was at River Ridge for Fire Science Technology, May River High School for the Stop the Bleed program, and also conducted an at home mom's group.

The Board noted that they would like to be notified of BTFD public events ahead of time so that they would have the option of attending.

- **Operations Report:** Chief Harvey presented the Operations Report for February, There were 488 calls; 63.28% were rescue calls. 7:11 was the average arrival time. Chief Harvey explained that the lengthy 90th percentile arrival time of 16:38 for Station 37 was due to training and a call at Hampton Lake. Director Olsen asked for clarification regarding what 90th percentile meant, and Chief Payne explained that it meant that Station 37 would arrive at a call within 16:38 ninety percent of the time.
- **Accreditation Progress Update:** Chief Thompson stated that after several discussions with Chief Donohue of Delaware, OH relative to the Accreditation process report, specifically the FESSAM, they have decided that the best option is to delay their presentation to the Peer Assessment Team until the late summer/early fall. The project initially began with a very aggressive timeframe, and it is now clear that more time is needed to ensure that it is done correctly. Next year's conference will be held in Orlando, FL. Due to the amount of work involved in preparing the FESSAM, Chief Thompson felt that it is a more realistic timeframe to have everything completed by, as long as the Board members agreed. There was full agreement from the Board.
- **Construction Projects Update**
- **Station 38 Progress Update:** The cost bids will open on Thursday. The Station and EOC may be done in phases depending on the cost.
- **Fire Station 32 Progress Update:** This has been approved by the County, and there is a meeting planned with the Fire District, County Procurement, and the Architect in preparation of advertising to bid. The advertising timeline will be sixty days.
- **Fire Station 31 Progress Update:** The original \$4 million cost has been reduced to approximately \$3.3 million, with approximately \$215,000 shared costs from the Town of Bluffton for infra-structure development. The District's half of the construction cost is \$1.51M. Chief Thompson asked the Board for a Resolution that the District's

- construction cost not exceed \$1.51 million for this project. He will take the Resolution to the County in order to secure the funds.

MOTION: Director Olsen motioned and Director Lust seconded that a Resolution be passed that the Guaranteed Maximum Price of \$1.51million not be exceeded to secure funding for the construction costs of Station 31/New Riverside. Unanimous approval. (YEAS –Hamilton, Olsen, Lust, Poindexter, Paolo NAYS – None.)

- **Station 37 Progress Update:** Palmetto Bluff is under construction, and is architecturally very well done.
- **Station 34/New Project Update:** The Sun City renovation of fire/EMS will begin later in March. The County plans to hire an architecture and engineering firm to begin the schematic design of the new facility. Chief Thompson will be attending a County Council meeting on March 21, 2019 at 3:00 PM. The District has budgeted \$500,000 for the project. He would like a Board member to attend the meeting to assist in negotiating the contract.
- **Beaufort County Countywide Mutual Aid Agreement:** There will be a meeting here this Thursday, and there will be a signing of an Agreement between all of the agencies in the County, including the Military. It is a Mutual Aid Agreement, which is expiring. It is essentially an Agreement between all of the Agencies that states wherever anybody needs assistance, help will be sent.
- **Other Business:**

Acting Chairman Paolo asked about the scratch on the quint, and Chief Thompson explained that somebody turned the ladder and it hit a building, scratching the ladder. The ladder was retested, and the ladder is okay and back in service.

Director Olsen asked about accountability for employees who take online training courses. Chief Sheriff explained that he has the ability to check and ensure that the work is being done.

Director Olsen asked Chief McKinley if the LED lights are being changed out by the Maintenance Department. Chief McKinley explained that due to the substantial cost, they are being replaced on an as needed basis.

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

ADJOURNMENT: Director Lust motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:50PM. (YEAS – Olsen, Lust, Paolo, Poindexter. NAYS – None.)

Respectfully Submitted,
Linda J. Burton
3/20/19