

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, May 21, 2019
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Mike Raymond, Paul Hamilton, Louis Poindexter, Thomas Mike (arrived late), Sr. Ed Olsen, Joe Paolo, Elaine Lust

Absent: None

Members Present: Joohn Thompson, Paul Boulware, Terry Sheriff, Rick Cramer, Steve McKinley, Derek Church, Todd Harvey, Pete Reid, Sandy Stroud, Derek Beeler, Jason Brahm, Matthew Urys, Dwane Wilkinson, Joe Helms, Nancy Hyer, Linda Burton

VIA Video Conferencing: Eric Ligeikis, Roberto Cuevas, Gio Scianna, Brett Phillips, Danny Heslin, Ian Evans, Trey Fludd, Tyler Marion, W. Crum, Walt Cooler, Jeremy Eby, Dan Connelly, Brandon Stevenson, Brendan Long, A. Eldridge, Matt Wallett, Adam Corn, Michael Tuten, M. Ortiz, Dustin Brown, Dave Adams, Devon Quance

Meeting called to order at 4:02 pm by Chairman Raymond.

Prayer & Pledge of Allegiance: Led by Director Hamilton

Board of Directors Roll Call

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: Chairman Raymond acknowledged the great BTFD Awards Ceremony that was held at Hampton Hall.

APRIL 9, 2019 BOARD SPECIAL MEETING MINUTES: Director Mike motioned and Director Hamilton seconded that the minutes of the April 9, 2019 Board of Directors Special meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Hamilton, Mike) NAYS – None)

APRIL BOARD REGULAR MEETING MINUTES: Director Poindexter motioned and Director Hamilton seconded that the minutes of the April 16, 2019 Board of Directors Regular meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Hamilton, Mike) NAYS – None)

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FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of April 2019. We are through 83.33% of the current fiscal year, and the total expenditures year to date are at 83.62%. Administration is reporting at 85.35% of its budget. Operations reporting at 84.35%; Fire Prevention is at 77.97%; Training is reporting at 78.06%, and Maintenance is reporting at 75.41% of its budget. The revenue requested from County year to date is \$11,925,686 which is 79.76% of our budget.

Total of all expenditures for April 2019 were \$1,093,610; 4th qtr. Prop/Casualty Insurance \$39,083; Haz-Mat Equipment \$4,096; Medical Training/EMT \$4,547; New Fitness/Workout Building behind Station 35. As of April 30th, the Impact fee continues to grow, with a balance of \$538,919.

MOTION: Director Mike motioned and Director Poindexter seconded that the April 2019 Financial Report be approved. Unanimous approval. . (YEAS –Raymond, Poindexter, Hamilton, Mike) NAYS – None)

CONSENT AGENDA APPROVAL

Chairman Raymond noticed that the City of Beaufort is a client with the Maintenance Division. Chief McKinley explained that they were under contract with Spartan Fire in Summerville, however they did not have a have a company in the area that could accommodate them, so we were able to acquire the maintenance service for The City of Beaufort and the Town Port Royal fire trucks.

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

FIRE CHIEF’S REPORT:

- **Fire Prevention Update:** Fire Marshal Wiltse presented the April report. 351 Fire & Life Safety Inspections were performed. Development plans that the Fire Marshal’s office received and/or is in the process of reviewing are as follows: Able Road Extension; The Landings Phase 3 – Final Development Plan for 72 new homes in the New Riverside area; Hargray – Pritchardville Office Building – 14,500 square foot office building on Gibbet Rd.; Hilton Head National RV Park – 4 facility buildings and 341 lots; Burnt Church Distillery – Final Development Plan – 3 Buildings – distillery, storage building, and pizza shop; Parcel 4A-1 – Master Plan Amendment; Hampton Lake Phase 9 – Preliminary Development Plan – 57 homes; Old Carolina – Master Plan Amendment; Turn 1 Auto Care – Preliminary Development Plan – 5,550 square foot auto repair garage; KinderCare – Final Development Plan – 12,000 square foot day care facility.

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- **Public Education:** 42 outreach events were conducted in the month of April, including Bluffton High Prom Promise and continued education regarding Jacob's Kits in 7 schools. 115 smoke alarms were installed in 39 homes.

PROMOTIONAL RECOGNITIONS

Chief Thompson, Deputy Chief Boulware, and Deputy Chief Cramer had the honor of recognizing the following individuals for their promotions. Congratulations to all!

- **Derek Beeler - Captain**
 - **Jason Brahm - Captain**
 - **Matthew Urys - Captain**
 - **Dwane Wilkinson - Captain**
- **Operations Report:** Chief Cramer presented the Operations Report for April. There were 582 calls. Station 34 (Sun City) was the busiest. The average response time was approximately 6:30-7 minutes. The 90th percentile was roughly 10 and 11 minutes. Ladder 333 and Rescue 335 were officially placed in service in April. There was a "Wet Down/Push Back" dedication ceremony held on May 4, 2019.
 - **Accreditation Progress Update:** SRFF Rhett Livingston reported that everything is still on schedule and moving forward. He spoke about the new analytics system within the RMS called Business Intelligence (B.I.) which helps analyze the data greatly by shift. For example, Fireworks is able to receive up to the minute information, as well as distinguish emergent vs. non-emergent calls. He added that it is going to be very beneficial moving forward and assist with goal setting, etc.
 - **Construction Projects Update**

Station 37 Progress Update: Chief Thompson reported that this station is pretty much complete. There will be an official opening, but the date is still to be determined.

Station 38 Progress Update: The Board's recommendation was taken to the Finance Committee on May 6, 2019 to award the contract to Paul Akins Company. In the meeting Mr. Rodman was interested in constructing the entire project if he could find the money because it would save \$108,000. The project was not voted on at that time because it was a workshop for the County Council. BTFD went to the Executive Committee meeting on May 16, 2019, and Mr. Rodman had secured \$500,000 from Beaufort County if needed. The County understands that BTFD has projects scheduled using Impact Fees, and if they voted that if at the completion of the project the BTFD was in need of money, they would loan the money to the BTFD. The BTFD is now working with the County and Fraser Construction who was the lowest responsive bidder for the Fire Station and EOC combined project. Paul S. Akins Company has been advised by Procurement. A site development permit has been obtained, so they just need to get the contract signed, and hopefully the project will begin by June.

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Station 32/Callawassie Progress Update: This is moving forward towards construction.

Station 34 Progress Update: No further movement.

▪ **OTHER BUSINESS:**

None

▪ **OLD BUSINESS:**

FY2020 Budget Update: Chief Thompson explained that there was an error in the spreadsheet, and the benefits inadvertently got put in with the salaries. This was picked up by the Finance Committee, has been corrected, and was resubmitted to the Finance Chairman on May 2nd. There has been no communication stating that more information is required. The budget is moving forward.

▪ **NEW BUSINESS:**

MOTION: Add Executive Session to discuss a personnel matter to the agenda. Made by Director Mike and Director Hamilton seconded the motion. Motion Passed. (YEAS –Raymond, Poindexter, Hamilton, Mike) NAYS – None)

The Board entered into Executive Session at 4:50 PM. The Board exited Executive Session at 4:57 PM. No votes were taken.

ADJOURNMENT: Director Mike motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:59 PM. (YEAS –Raymond, Poindexter, Hamilton, Mike) NAYS – None)

Respectfully Submitted,
Linda J. Burton
5/22/19

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