

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, June 18, 2019  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present:** Mike Raymond, Paul Hamilton, Louis Poindexter, Ed Olsen, Joe Paolo, Elaine Lust, Thomas Mike, Sr. (arrived at 4:11 pm)

**Absent:** None

**Members Present:** John Thompson, Paul Boulware, Terry Sheriff, Rick Cramer, Steve McKinley, Robert Payne, Dan Wiltse, Rhett Livingston, Randy McGarvey, Blake Crosby, Ian Evans, Emerson Kovalanchik, Grant Turner, Jake Walsh, Andrew Hatcher, Mara Prosolow, Cam Terio, Linda Burton

**VIA Video Conferencing:** Joey Dembeck, Jake Hartley, Andrew Redhead, Donald Boyd, Chris Himes, Tyler Marion, Jayme Beach, Jason Carle, Riley, Dwane Wilkinson, J. Williams, Guillermo Holzmann, Derek Beeler, Tony Crosetto, Vasont Miller, Jim Thomas, Enrique Baez, Barry Descaro, Jerry Picciolli, David Romine, Ted Lange

**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:** None.

**CHIEF'S RECOGNITION – FF RANDY McGARVEY FOR MERITORIOUS ACTION**

Chief Thompson wanted to recognize the actions of off duty firefighter Randy McGarvey that resulted in saving the life of a 3-year old boy over Memorial Day weekend in the Lazy River at Cypress Ridge. Firefighter McGarvey stated that he was getting ready to leave a holiday party when he heard somebody yell to call 9-1-1. He saw a little boy that was unresponsive and there was somebody administering CPR compressions. FF McGarvey explained that he was an off duty firefighter, and asked if he could take over CPR. He was able to get a pulse, some water came up, and he was crying by the time paramedics arrived. The child had some blood clots behind his eye, but now is doing well. We all want to thank firefighter McGarvey very much for saving this little boy's life!

**MAY BOARD REGULAR MEETING MINUTES:** Director Poindexter motioned and Director Olsen seconded that the minutes of the May 21, 2019 Board of Directors Regular

meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Olsen, Paolo, Hamilton) (NAYS – None) (ABSTAIN – Lust)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of May 2019. We are through 91.67% of the current fiscal year, and the total expenditures year to date are at 91.88%. Administration is reporting at 93.12% of its budget. Operations reporting at 92.76%; Fire Prevention is at 84.89%; Training is reporting at 87.71%, and Maintenance is reporting at 81.81% of its budget. The revenue requested from County year to date is \$13,037,109 which is 87.19% of our budget.

Total of all expenditures for May 2019 were \$1,234,616; May expenditures included the final payout for the McGrath Pay Study Consultant; Fleet-Preventative Maintenance/Repairs; Equipment – Maintenance, Communications, Rescue, Haz-Mat; Medical Supplies and Uniforms; Wellness Program Equipment; Six New Radios and One Training Prop. Impact fee expenditure as of May 31<sup>st</sup> is the same as last month, (\$284,718). The Impact fee balance is \$596,425.

Director Mike, Sr. arrived at 4:11 pm.

**MOTION:** Director Lust motioned and Director Hamilton seconded that the May 2019 Financial Report be approved as submitted. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.) NAYS – None)

#### **CONSENT AGENDA APPROVAL**

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

Chairman Raymond was pleased that the Maintenance Department has an approximate \$10,000/month increase in revenue since maintaining the fire engines for Beaufort City and Port Royal.

The vacant position in the Maintenance Department is being advertised both internally and externally. The deadline for applications is July 31<sup>st</sup>.

Chairman Raymond inquired about how many firefighters were qualified to drive the Quint. Chief Sheriff explained that there are currently eight certified drivers, and the goal is to eventually have approximately 90% of the drivers certified to drive the Quint, but that there are a few additional classes that a prospective driver needs to take, and it operates a lot differently than the Pumper because it is a more complex vehicle.

**MOTION:** Director Lust motioned and Director Hamilton seconded that the May 2019 Consent Agenda be approved as submitted. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.) NAYS – None)

## FIRE CHIEF'S REPORT:

- **Fire Prevention Update:** Fire Marshal Wiltse presented the May report. 149 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: Palmetto Bluff Branded Residential – Amendment; 1195 May River Road – 3,800 commercial building (4 individual units); 1215 May River Road – Mixed use development for townhouses and small commercial; 45 Bridge Street – Final Development Plan for renovation of a historic building; Mobile Classrooms at 3050 Raider Drive, 601 New Riverside Road, and Pritchardville Elementary School; Hampton Lake Phase 5 – Resubmittal; St. Andrews by the Sea – Preliminary Development Plan- 12,250 sf worship facility on Buckwalter; Java Burrito Amendment - 5,004 sf restaurant in Old Town Bluffton; Wright Family Park – Preliminary Development Plan – upgrades to park including parking and walking path.

- **Public Education:** 54 outreach events were conducted in the month of April. 71 smoke alarms were installed in 26 homes, and 12 car seats were installed. Outreach programs reached the following district schools: May River High School, Okatie Elementary, Cross Schools, M.C. Riley Elementary/EC, and McCracken Middle School. Addition programs included Bluffton Chamber of Commerce Business networking, Bluffton PD Boat Safety Day, and Evicore staff and families Firefighter Familiarity. The following neighborhoods were reached within Sun City: Table Tennis Club – Home Fire Safety/CPR; Ladies Walking Club – Hurricane Preparedness/CPR Refresher; Veterans Club – Memorial Day Ceremony. Hampton Lake: Armadillo Men's Club – CPR/Hurricane Preparedness; Pinecrest Neighbors Group – Home Fire Safety; Palmetto Pointe – Driving Safety/Neighborhood Emergency Planning.
- **Operations Report:** Chief Cramer presented the Operations Report for May. There were 519 calls. Station 34 (Sun City) was the busiest, with 155 calls. The average response time was approximately 7 minutes. Station 32 had an unusually long 90<sup>th</sup> percentile due to the low number of calls, and a response time of 17:13 because of a suicide attempt. They had to wait until the scene was clear and it was safe to go in. Station 36 also had an unusually long 90<sup>th</sup> percentile response time of 16:23 due to a call at the Pinkney Wildlife Refuge for an unconscious victim, and it took some time to get to the person once they were inside the refuge. All of the other times were in line.
- **Accreditation Progress Update:** SRFH Rhett Livingston reported that everything is still on track and moving forward. The questions from the first draft have been answered. Chief Thompson added that he would like to schedule a workshop for the end of July to take the Standard of Cover document which will be reviewed by Chief O'Donohue, and present it to the Board. Now that the benchmarks and timeframes have been established, those must be accepted by the Board and will require a Resolution for Accreditation for the BTFD's plan moving forward over the next five years. Chief Thompson will send out some dates to the Board members and participants to schedule the workshop.

- ***Construction Projects Update***

***Station 31 Progress Update:*** Chief Thompson met with Mr. Orlando this morning, and he has committed to 50% of the shared costs. The next step is to determine exactly what the shared costs are from analyzing Fraser Construction's spreadsheet. Chief Thompson, Mr. Orlando, and Mr. Fraser will schedule a meeting to accurately determine what the shared costs should be.

There was a tower that resembled a silo on the property that has been taken down. Also, there was going to be stucco on the bay door, and the Town wanted it changed to hardy plank, so that change will be made.

There is an easement that the BTFD will require across the Town property for sewer, which will be Town's responsibility. They are currently working to bring it before Town Council.

***Station 38 Progress Update:*** Chief Thompson reported that he has spoken with Dave Thomas, who handles procurement, and it is now with the County Legal Department for their review. County Legal has been working with Fraser Construction Company and the District, and the hope is that everything will be signed off on by this Friday, and construction may begin. The way that the plans are currently drawn, there will be two separate buildings. There is the fire station, a breezeway, and an operating center. The site development permit has already been obtained.

***Station 32/Callawassie Progress Update:*** A copy of the bid paperwork was provided to each Board Member so that they could see the complete bid process. Two contractors bid on the contract – Paul S. Akins Co. of Statesboro, GA, and Mitchell Bros. of Seabrook, SC. The District had budgeted \$1,000,000 from the 2018 bond sale proceeds, and it is recommended that the additional \$204,360 bid balance, which may be negotiable, be funded using impact fees. Revenues from impact from July 1, 2018 through May 30, 2019 were over \$775,000. Staff forecasts that this trend will continue throughout 2019 and 2020, and that impact funding will be able to support this project as well as the additional funds required for the fire station 38/operations center project.

Paul S. Akins Co. submitted the lowest qualified and responsive bid in the amount of \$1,204,360.00.

Chairman Raymond read aloud the RESOLUTION Recommending the Award of the Contract for Renovation Construction of Bluffton Township Fire District 32 to the Paul S. Akins Company of Statesboro, Georgia.

**MOTION:** Pass a **RESOLUTION** Recommending the Award of the Contract for Renovation Construction of Bluffton Township Fire District Station 32 to the Paul S. Akins Company of Statesboro, Georgia in the amount of \$1,204,360.00 for the project and allow the District up to an additional contingency for the project for unforeseen circumstances up to but not to exceed 10% of the contract amount. Made by Director Olsen, seconded by Director Poindexter.

Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.)  
NAYS – None)

**A copy of the RESOLUTION referenced above is attached hereto and made a part hereof these minutes.**

Chief Thompson also reviewed the analysis that had been provided to each Board Member outlining the proposed use of the impact funds through 2022.

Director Olsen inquired about the proposed concrete project at the training center, and if there may be a less expensive alternative for that project. A Fire boat that could pump water was also discussed, as well as possibilities of ways that it could be obtained without utilizing impact funds.

**OLD BUSINESS:**

- ***FY2020 Budget Update:*** Chief Thompson explained that the budget has been accepted into the County's overall budget, it is moving forward and the new budget should be ready on July 1<sup>st</sup>.

**NEW BUSINESS:**

- ***Conflict of Interest Statements for Board Members*** – These are required to be filled out and signed by each Board Member to be submitted to Beaufort County Boards and Commissions. Ms. Burton will submit them prior to the July 1<sup>st</sup> deadline.

Director Olsen requested if Captain Reid could put together a ten point list of information for the Board Members outlining the purpose of the Bluffton Firefighter's Foundation so that they can accurately answer questions about the Foundation when asked by members of the community. Director Olsen stated that he would get together with Captain Reid to discuss the issue.

**ADJOURNMENT:** Director Mike motioned and Director Lust seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:18 PM. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.) NAYS – None)

Respectfully Submitted,

Linda J. Burton  
6/21/19