

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, July 16, 2019  
Bluffton Fire District Headquarters  
MINUTES**

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

**Absent:** None

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Steve McKinley, Robert Payne, Dan Wiltse, Pete Reid, Nancy Miller-Hyer, Linda Burton

**VIA Video Conferencing:** Matt Urys, TJ McCullion, Veronica Guitierrez, Kevin Feltner, Jeff Kuehn, John Roe, Ted Lange, Charles Campbell, Tom Lamb, Alex Elliott, Mike McComas, Blake Drew, Jason Brahm, Travis Boulware, Sean Hyde, Andrei Turner, George Brown, Marcos Farr, Kevin Etheredge, Donald Bach, Matt Baker, Jayson Bowers, Ashdown, David Rice, Paul Woods, Stephen Arnold, Aaron Angel, Brian Brock, Rod Oates, Carson Stone, Hexamer, Tony Pavilonis, Tyler Griffin

**Meeting called to order at 4:03 pm by Chairman Raymond.**

**Prayer & Pledge of Allegiance:** Led by Director Hamilton

**Board of Directors Roll Call**

**PUBLIC COMMENT:** None.

**CHAIRMAN'S REMARKS:** None.

**GFOA FINANCE AWARD RECOGNITION – CHIEF THOMPSON**

Chief Boulware reported that after completion of the 2018 audit of the District, the results were submitted to the GFOA for approval and award. Chief Boulware continued to read a portion of a letter received back from the GFOA informing him that the District had qualified for the GFOA Certificate of Achievement of Excellence in Financial Reporting. When the Certificate of Achievement of Excellence in Financial Reporting is awarded to a Government, an award of financial awarding achievement is also presented to the individual or department designated as primarily responsible for having earned that certificate, and the District receives a small token as well. The award was presented to Nancy Miller-Hyer. Congratulations Nancy!

**PROMOTIONAL RECOGNITIONS – CHIEF THOMPSON**

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Chief Thompson explained that at next month's regular Board Meeting Captain Reid's position will be advanced to the rank of Battalion Chief, and SRFF Rhett Livingston's position will be changed from Accreditation Manager to Lieutenant, Accreditation Manager. This is due to the fact that CPSE requires the accreditation manager to carry at least a Lieutenant's rank. The reason the promotional recognitions are not being made today is because SRFF Livingston is not in attendance at this month's meeting.

**JUNE BOARD REGULAR MEETING MINUTES:** Director Lust motioned and Director Poindexter seconded that the minutes of the June 18, 2019 Board of Directors Regular meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Paolo, Hamilton) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of June 2019. The fiscal year is closed out, and therefore are 100% through the current fiscal year budget. The total expenditures year to date are at 99.29%. Administration is reporting at 98.44% of its budget. Operations reporting at 100.50%; Fire Prevention is at 91.67%; Training is reporting at 94.29%, and Maintenance is reporting at 88.39% of its budget. The revenue requested from County year to date is \$14,136,228 which is 94.54% of our budget.

Total of all expenditures for June 2019 were \$671,293; June expenditures included Medical supplies and uniforms; equipment maintenance, large truck jacks, fire extinguishers, breathing air test; capital improvement equipment Station 30 generator, fire hose, SCBA fill station. Impact fee expenditure for FY19 is (\$296,066). The Impact fee balance as of June 30 is \$645,046.

Chief Thompson created a spreadsheet that took into account the trend over the past three years relative to the debt service fund and the impact fees to help the Board get a clear picture over a timeline of how the impact fees continually replenish over time. Although the numbers do fluctuate, it appears that the numbers will continue to stay in the black.

**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**

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

#### **FIRE CHIEF'S REPORT:**

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- **Fire Prevention Update:** Fire Marshal Wiltse presented the June report. 275 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: Moreland Core – Amendment – 8 residential homes; Elizabeth Fun Commercial Subdivision – Preliminary Development Plan – 3,139 square foot commercial; Java Barrito – Resubmittal – 5,004 sf restaurant; BIS Sewer Phase 5; HD Sanitary Sewer Extension Phase 1 & 2; Master's Way and Pinecrest Way – Amendment – changing road direction (two way to a one way); Watercrest Assisted Living Facility – Preliminary Development Plan – 59,000 sf ALF; HD Sanitary Sewer Extension Phase 1; W4 Express Carwash – 4,297 sf car wash; Wright Family Park – Final Development Plan – upgrades to park including parking and walking path.

- **Public Education:** 45 outreach events were conducted in the month of June. 38 smoke alarms were installed in 12 homes. Outreach programs reached Bluffton Chamber of Commerce – Firefighter Familiarity and Networking; Sun City Veterans Club – Fire Safety and Ceremonial Support; Boys & Girls Club of Bluffton – Friendly Firefighter/Evacuation Drill; Encompass Health – Med Facility Fire Safety Planning; Low Country Pride – Firefighter Familiarity; Tenant Health Care – Firefighter Familiarity/Men's Health; Low Country 4H – Firefighter Familiarity/Outdoor Fire Safety; County Department of Special Needs – Home Fire Safety Inspections; Heritage Lakes Community – Home Fire Safety/Firefighter Familiarity; Sun City – Pool Safety Planning/Burn Safety.

Chairman Raymond inquired about the boat fire at Windmill Harbor that resulted in the loss of the boat. There were questions about the length of time that it took for the fire department to arrive to the scene of the fire. Chief Thompson explained that there were a number of factors that resulted in the delay, but that the actual response time once the fire department received the call was approximately six minutes. Windmill Harbor has been notified of the proper procedure to follow when there is a fire on the premises.

- **Operations Report:** Chief Cramer presented the Operations Report for June. There were 511 calls. Station 30 was the busiest, with 125 calls. The average response time was 6:46 minutes. He added that the 90<sup>th</sup> percentile times were as expected.
- **Accreditation Progress Update:** Chief Thompson explained that he spoke with Chief Donohue this morning, and the District has transitioned from being a candidate agency to an applicant agency, which is the step before the site visit. The following step will be the presentation before the Accreditation Board.

**There will be a S.O.C. Workshop held on Thursday, July 25, 2019 at 10:00 AM.**

BTFD Board Members should review the S.O.C. document prior to this workshop.

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- ***Project Updates***

***Station 38 Progress Update:*** Chief Thompson reported that the contract has been awarded to Fraser Construction, and the paperwork is currently with the County's Legal Department. One issue that the legal department is deciding is determining whether the District or the County Administrator should be the one to sign the contract.

***Station 32/Callawassie Progress Update:*** Chief Thompson reported that they will be going to the County's Finance Committee in early August for the award recommendation for the contract. It will then go on to the full Council. The hope is to basically use the same language from the contract that was used for Fraser Construction and make any revisions necessary that are specific to this project.

***Station 31/New Riverside Progress Update:*** County Legal is working with Fraser Construction to finalize the necessary contracts and change orders in order to move forward with this project. Mr. Fraser had inquired what was causing the delay with the change orders. Since the change orders are substantial, the County wants to enter into an MOA (Memorandum of Agreement) with the Fire District, so that there isn't any misunderstanding as to who is responsible for paying for what. The MOA will have the amount that the County is going to pay, the amount that the Fire District will pay, what the Town's contribution will be, and other pertinent costs relative to the project. The District will be meeting with Bluffton Town Manager Mark Orlando tomorrow to discuss the Town's contribution relative to the funding of the shared roads and infra-structure at the site.

***Position Description/Performance Evaluation Update:*** The McGrath HR study is coming to a close. Dr. Victoria McGrath will be here to provide in-depth performance evaluation training with all District supervisors on August 7, 2019, and then there will be an internal training day with the District supervisors on August 8<sup>th</sup>. The position descriptions are ready for publication, and upon completion of the evaluation training the study and duties of McGrath will come to a close for the Fire District.

**OLD BUSINESS:**

- ***FY2020 Budget Update:*** The FY2020 Budget was approved by Beaufort County Council and went into effect on July 1, 2019.

- ***Completed Projects***

FY2018 General Obligation Bond Sale (December 2018)  
2019-2023 Strategic Plan (January 2019)  
Pierce Quint Fire Apparatus In-Service (May 2019)  
Pierce HDR In-Service (May 2019)  
Fire Station 37 Construction and Approvals (May 2019)  
FY2020 Operating and Debt Services Budgets Approved and Implemented

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**NEW BUSINESS:**

- ***Strategic Implementation Reports*** – The staff will have a kick off meeting on Monday, August 12, 2019, and teams are being assembled to begin the implementation of the new Strategic Plan. A progress report will be made to the Board at every Board Meeting as part of the accreditation process. It will commence at next month's regular Board Meeting.

**ADJOURNMENT:** Director Mike motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:07 PM. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.) NAYS – None)

Respectfully Submitted,

Linda J. Burton  
7/16/19

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