

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, August 20, 2019  
Bluffton Fire District Headquarters  
MINUTES**

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

**Absent:** None

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Steve McKinley, Robert Payne, Dan Wiltse, Terry Sheriff, Rhett Livingston, Pete Reid, Derek Church, Crystal Derosia-Kaznowski, Nancy Miller-Hyer, Linda Burton

**Community Members:** Doug Volk

**VIA Video Conferencing:** Joey Dembeck, David Romine, C. Riley, Julian Rhodes, Donald Boyd, Chris Himes, Vasont Miller, Justin Olds, Jason Carle, Missy Keller, Kevin Feltner, Jim Thomas, Jason Williams, Ted Lange, Andrew Redhead, Derek Beeler, Guillermo Holzmann, Jeremy Malo, Richard Dollahan, Cam Terio, Jacob Lemus, Jake Hartley, Andrew Hatcher, Emerson Kovalanchik, Randy McGarvey, Jake Walsh, Ben Rushing, Phillip Horton, Barry Descaro, Jerry Piccioli, Dave Adams

**MEETING CALLED TO ORDER at 4:04 pm by Chairman Raymond.**

**PLEDGE OF ALLEGIANCE:** Led by Director Hamilton

**BOARD MEMBER ROLL CALL**

**PUBLIC COMMENT:** None.

**CHAIRMAN'S REMARKS:** Chairman Raymond welcomed all of the guests that were present for the promotional recognitions taking place today.

**PROMOTIONAL RECOGNITION - CHIEF THOMPSON:** Chief Thompson, Chief Cramer and Chief Boulware recognized three BTFD employees with promotions.

Lieutenant Paul Harrison took over the medical duties at the beginning of 2019. He has done a fantastic job in his new role, and has earned a promotion to Staff Captain, Training Division. SRRF Rhett Livingston received a promotion for his hard work as Accreditation Manager, and is now the Staff Captain for Accreditation.

Captain Pete Reid was promoted to the position of Administration Battalion Chief. We are very thankful for his hard work and service.

Congratulations to all! We are very grateful for your service.

**JULY BOARD REGULAR MEETING MINUTES:** Director Mike, Sr., motioned and Director Poindexter seconded that the minutes of the July 16, 2019 Board of Directors Regular meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Mike, Sr., Paolo, Hamilton) (NAYS – None)

**BOARD WORKSHOP (STANDARDS OF COVER) MINUTES:** Director Paolo motioned and Director Poindexter seconded that the minutes of the July 25, 2019 Board Workshop (Standards of Cover) be approved. Motion Passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Mike, Sr., Paolo, Hamilton) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of July 2019. We are through 8.33% of the current fiscal year budget, and the total expenditures year to date are at 8.20%. Administration is reporting at 7.46% of its budget. Operations reporting at 8.35%; Fire Prevention is at 8.88%; Training is reporting at 7.06%, and Maintenance is reporting at 6.97% of its budget. The revenue requested from County year to date is \$1,314,172 which is 8.04% of our budget.

Total of all expenditures for July 2019 were \$1,340,246; June expenditures included Capital Improvement Inventory Equipment in the amount of (\$2,943). Other notable items are that July had three pay periods, and that the July health insurance payment has not yet been made due to a discrepancy in the billing. The Impact fee balance as of July 31 is \$755,686.

**MOTION:** Director Lust motioned and Director Hamilton seconded that the July 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 Mike, Sr. motioned and Director Poindexter seconded that the July 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 June report. 396 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: Hampton Lake Phase 5 – Final Development Plan – 34 homes; Evergreen Regional Pond; The Landings at New Riverside Phase 3A and 3B – Final Development Plan – 72 homes; Turn 1 Auto Care – Final Development Plan – 5,550 sf repair garage and office; Bluffton Park Crescent Market – Final Development Plan – 15,000 sf commercial building; Pop's Place – Resubmittal – Wharf Street (5 rental cottages); Hampton Lake Phase 9 – Final Development Plan – 57 homes; Stokes Brown Toyota Addition – 8,400 sf commercial addition; Alarm Fire & Security – 10,057 sf renovation and Freedom Life Church's 3,118 sf renovation are at the same building on Kitties Landing Road.

- **Public Education:** 39 outreach events were conducted in the month of July. 67 smoke alarms were installed in 21 homes.  
Outreach programs reached Bluffton Chamber of Commerce – Firefighter Familiarity and Networking; May River High School – Stop the Bleed Kit Install in EVERY classroom!!  
\*There are a few schools not completed, and Chairman Raymond stated that the Bluffton Rotary Club is interested in donating Stop the Bleed Kits to one of the schools that are still in need of them. Captain Levesque would like to be involved in following up with the Rotary Club relative to the donation offer.  
Burn Boot Camp – Office Fire Safety; Cross Day Schools – Firefighter Familiarity and Water Safety; Windmill Harbor Security and Staff – Emergency Planning and Response Review; Spring Island Staff – Temperature Health/Safety and Blood Pressure Checks; First Zion Baptist Church Back to School Event – Firefighter Familiarity and Bike Safety; Love House Ministries Summer Camp – Firefighter Familiarity.
- **Operations Report:** Chief Cramer presented the Operations Report for July. There were 522 calls. Station 34 was the busiest, with 157 calls. The average response time was 7:00 minutes. The 90<sup>th</sup> percentile was shortest at Station 32 at 8:03 and longest time was at Station 37 at 12:40. There was a multi-agency response to a Jet Ski accident, which was a water rescue that turned into a water recovery in Jenkins Island.
- **Accreditation Progress Update:** Captain Livingston reported that everything is moving forward and a team has been assigned to the District. The team will have all of our documents 45 days before their site visit so that all questions will be addressed prior to the visit. Target date for completion is by Thanksgiving 2019. The presentation before the CPSE Accreditation Board will take place in March.
- **Project Updates**

**Strategic Plan Implementation Process:** The kickoff meeting took place on August 12<sup>th</sup>, and the team leaders were assigned. An update will be given to the Board members at each meeting.

**Fire Station 38/Hampton Parkway Update:** Chief Thompson reported that the project is well underway, and the earthquake drain installation began on August 6, 2019. If a ground breaking ceremony is desired, it would be appropriate to schedule it at this time.

By Statute, the District is not allowed to waive the impact fees. Therefore, The District will be cutting a check in the amount of \$32,715 to cover the cost of the fire and road impact fees for the project. This fee must be paid before a building permit can be obtained to keep the project moving forward. The expected completion date of this project is May 2020.

**The date of the Ground Breaking Ceremony for Station #38 is Monday, September 16, 2019 at 11:00 A.M.**

***Fire Station 32/Callawassie Progress Update:*** The Finance Committee awarded the contract to Paul S. Akins Company on August 12, 2019. The matter will go before County Council on August 26<sup>th</sup> for final approval. As soon as the contract is signed by the County Administrator construction can begin. The projection completion date of this project is May 2020.

***Fire Station 31/New Riverside:*** County Council approved the funding of this project in May 2019. The District has worked with the engineers, legal, and the Town, and all of the necessary easements required for construction have been forwarded to the Town Clerk by the District, and will be on the agenda for the September 10, 2019 Town Council meeting. Chief Thompson will be attending that meeting. The shared costs still need to be agreed upon and brought before Town Council.

***McGrath HR Study:*** Dr. Victoria McGrath was in the District on August 7, 2019 to provide a day of performance evaluation training with the District supervisors. The following day all supervisors received additional training from the District relative to implementing the new performance evaluation system and position descriptions. The training with Dr. McGrath as well as the study has now concluded, and the next step is implementation. The first full evaluation will be in December. It will occur on a calendar year basis, which will be beneficial for budget planning.

***Dispatch Processing Times:*** At the Standards of Cover workshop in July there was a discussion regarding issues with the way that dispatch processes calls and gets them out to the stations. The Sheriff has a “Working Group” that consists of the department heads of security, police, state police, DNS, etc., and they hold meetings to discuss such issues. The County Fire Chiefs brought up the issues with Dispatch, and a meeting has been scheduled with Dispatch to discuss the implementation of process changes that will help reduce the amount of time it takes for the call to get out to the responding crew(s).

**OLD BUSINESS:**

- ***A Resolution Adopting the 2019-2023 Standards of Cover Document***

**MOTION:** Director Olsen motioned and Director Poindexter seconded that the Resolution Adopting the 2019-2023 Standards of Cover Document be approved as submitted. Unanimous approval. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.) NAYS – None)

**NEW BUSINESS:**

None

**ADJOURNMENT:** Director Mike, Sr. motioned and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:16 PM. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo, Hamilton, Mike, Sr.) NAYS – None)

Respectfully Submitted,

Linda J. Burton

8/23/19