

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, September 17, 2019  
Bluffton Fire District Headquarters  
MINUTES**

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

**Absent:** Joe Paolo

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

**Community Members:** Doug Volk

**VIA Video Conferencing:** Matt Urys, Dylan Taylor, Veronica Gutierrez, Jeffrey Kuehn, Alex Elliott, Andrei Turner, Charles Campbell, Spencer Hexamer, Tom Lamb, Paul Woods, Mike McComas, Blake Drew, Jason Brahm, Todd Shisler, Tim Smith, Sean Hyde, George Brown, TJ McCullion, Kevin Etheredge, Matt Baker, Brian Brock, Whitney Brady, Ashdown, Steve Arnold, David Rice, Aaron Angel, Scott Smith, Rod Oates, Carson Stone, Jayson Bowers, Tony Pavilonis, John Roe, Tyler Griffin

**MEETING CALLED TO ORDER at 4:02 pm by Chairman Raymond.**

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

**BOARD MEMBER ROLL CALL**

**PUBLIC COMMENT:** None.

**CHAIRMAN'S REMARKS:** Chairman Raymond remarked how lucky we were that Hurricane Dorian missed us, and commended the District for the great job they did preparing for what could have potentially happened with the storm. In addition, they also used it as a learning experience to see areas where improvements can be made in order to better serve the community. There will be a meeting on October 4<sup>th</sup> with the Department Heads to go over the suggestions as to how to improve for future storms.

Ms. Lust mentioned how privileged she was to be at retired Fire Marshal Bill Martin's memorial service the other day. She was very impressed with the way the personnel from the BTFD presented themselves, and she was very moved and honored to be there.

In addition, Ms. Lust also thought that the 9/11 ceremony was very nice. It was especially worth noting that Mayor Sulka reminded us all that the high school children were not born when 9/11 happened.

**AUGUST BOARD REGULAR MEETING MINUTES:** Director Mike, Sr., motioned and Director Lust seconded that the minutes of the August 20, 2019 Board of Directors Regular meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Mike, Sr., Hamilton) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of August 2019. We are through 16.67% of the current fiscal year budget, and the total expenditures year to date are at 15.91%. Administration is reporting at 14.00% of its budget. Operations reporting at 16.23%; Fire Prevention is at 16.97%; Training is reporting at 13.82%, and Maintenance is reporting at 14.22% of its budget. The revenue requested from County year to date is \$2,533,681 which is 15.50% of our budget.

Total of all expenditures for August 2019 were \$1,261,019; August expenditures included Medical Supplies in the amount of (\$3,529), Medical Control Physician Contract (\$10,000), and Maintenance repair on high lift truck jacks (\$4,082). The Impact fee balance continues to climb, and as of August 31 is \$872,324.

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

#### **CONSENT AGENDA APPROVAL**

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

Director Hamilton stated that the all of the Chaplains, in coordination with the help of Chief Payne’s videography assistance, are taking turns on a monthly basis to record a “Chaplain’s Moments Monthly”, which is typically about 8-10 minutes long and is encouraging and uplifting. This can be accessed by any employee at any time, and is located in the Battalion Share folder.

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

#### **FIRE CHIEF’S REPORT:**

- **Fire Prevention Update:** Fire Marshal Wiltse presented the August report. 298 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: The Landings at New Riverside Phase 3A & 3B – Resubmittal for 72 homes; Stop N Stor - Preliminary Development Plan for a 7,465 sf building addition; 5 Red Cedar Street – Preliminary Development Plan for 4,000 sf commercial; Possum Pointe Subdivision, which is located off of Simmonsville Road; Palmetto Bluff Block M1 – Preliminary Development Plan for 36 homes.

**Public Education:** In August, Public Education conducted 34 outreach events, installed 72 smoke alarms in 29 homes, and also conducted a car seat installation/inspection event in which 41 car seats were installed. During the course of the month an additional 18 car seats were installed. The outreach programs reached:

Love House Ministries – Firefighter Familiarity and Home Fire Safety

Callawassie Island Residents – Fire Safety Planning

Beaufort County Schools – School Zone Slow Down/Stop the Bleed

Polo for Heroes/200 Club – Firefighter Health & Safety

Beaufort County Special Needs Summer Camp – Firefighter Familiarity and Home Fire Safety

Beaufort County Coalition for the Aging – Fall Prevention Planning and Partnership

USCB Resident Advisors – Fire Extinguisher Training

Lutzie 43 Campaign/Peacock Automotive – Distracted Driving PSA

Port Royal Sound Foundation – STEAM Education

Bluffton United Methodist Church – General First Aid and Emergency Planning

- **Operations Report:** Chief Cramer presented the Operations Report for August. There were 522 calls. Station 34 was the busiest, with 153 calls. The average response time was 6:35 minutes. The 90<sup>th</sup> percentile remained about the same. It was the shortest at Station 33 at 9:01, and the longest time was at Station 32 at 12:12.
- **Accreditation Progress Update:** Captain Livingston reported that everything is moving forward. He is planning to have all of the required paperwork uploaded to Chief Donohue for his review by the end of next week, and does not foresee any major issues. Everything gets uploaded to a Share Point site where it is reviewed by the team, and their questions are addressed prior to their visit.
- **Project Updates**

**Strategic Plan Implementation Process:** The teams have been formed and are coming up with their schedules to implement the project. The team leaders are working on implementing goals and objectives. The first report will be presented to the Fire Board in October.

**Fire Station 38/Hampton Parkway Update:** Chief Thompson reported that the Groundbreaking Ceremony will be taking place next Monday, September 23, 2019 at 11:00 AM.

***Fire Station 32/Callawassie Progress Update:*** The District has the first draft of the contract for construction from the County. There was a meeting yesterday with the Paul Akins Company, and there are some clarifications to be made with the architect, but things should be resolved within the next few weeks. The projected completion date of this project is May 2020.

***Fire Station 31/New Riverside:*** The requested easements were approved unanimously at the September 10, 2019 Town Council meeting. Chief Thompson will be attending the October meeting, because it takes two meetings to have an easement approved. There is a retaining wall that needs to be built, which has already been built into the costs.

***Additional Notes:***

**Dispatch Processing Times:** The District continues to work with the leadership in Dispatch and is making progress, although some time was lost due to Hurricane Dorian.

**Hurricane Dorian Response:** Chief Thompson reported that he was extremely proud of the preparation and patience from both leadership and personnel during Hurricane Dorian, and the way everybody came together and worked so well together under stressful conditions. The District was fully prepared for a worst case scenario, but thankfully our area was minimally impacted by the storm, and at noon on September 5, 2019 the District returned to normal operations.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Chairman Raymond brought up the recent dive boat accident off of the coast of California in which 34 lives were lost, and how that could easily happen in our area. There are some on land in RV boat storage, power line easements, near transformers, retailers, as well as in gated communities. He would like to see a high level presentation of the inspection process on the special environments, as well as the tactics of each situation and how it is handled. The Board would also like to know about the helicopter aquatic rescue team. They would like to know what it is they do, and how they are deployed. Director Lust suggested the Coast Guard be contacted because they already have some procedures in place.

**ADJOURNMENT:** Director Mike, Sr. motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:44 PM. (YEAS –Raymond, Olsen, Poindexter, Lust, Hamilton, Mike, Sr.) NAYS – None)

Respectfully Submitted,

Linda J. Burton  
9/18/19