

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, October 15, 2019
Bluffton Fire District Headquarters
MINUTES**

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

Absent: None

Members Present: John Thompson, Paul Boulware, Rick Cramer, Steve McKinley, Robert Payne, Terry Sheriff, Pete Reid, Todd Harvey, Lee Levesque, Rhett Livingston, Chris Garnewicz, Walt Cooler, Sandy Stroud, Nancy Miller-Hyer, Linda Burton

Community Members: None

VIA Video Conferencing: Mike Rehill, Eric Ligeikis, W. Crum, Gio Scianna, Brett Phillips, Ian Evans, Trey Fludd, Shawn Fitzpatrick, A. Eldridge, Tyler Marion, Dan Connelly, Jeremy Eby, M. Ortiz, Dustin Brown, Brendan Long, Roberto Cuevas, Matt Wallett, Doug Favors, Andrew De La Cruz, Joel Martin, Mark Eiden, Clay Daley, Allen Cramer, Duke Novak, Matt Henne, Adam Corn, Michael Tuten, Kaleb Spears, Tim Walsh, Dave Adams, Taylor Horton

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

PRAYER AND PLEDGE OF ALLEGIANCE: Led by Director Hamilton

BOARD MEMBER ROLL CALL

PUBLIC COMMENT: None.

CHAIRMAN'S REMARKS: None

SEPTEMBER BOARD REGULAR MEETING MINUTES: Director Mike, Sr., motioned and Director Lust seconded that the minutes of the September 17, 2019 Board of Directors Regular meeting be approved. Motion Passed. (YEAS –Raymond, Poindexter, Hamilton Lust, Olsen, Paolo, Mike, Sr.) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of September 2019. We are through 25.00% of the current fiscal year budget, and the total expenditures year to date are at 23.82%. Administration is reporting at 24.39% of its budget. Operations reporting at 24.08%; Fire Prevention is at 25.24%; Training is reporting at 18.98%, and Maintenance is reporting at 20.59% of its budget. The revenue requested from County year

to date is \$3,726,482 which is 22.79% of our budget.

Total of all expenditures for September 2019 were \$1,192,801. September expenditures included Information Technology Equipment in the amount of (\$4,813), Business Insurance (\$41,850), Medical Supplies (\$9,089), Hurricane Supplies (\$10,704), and firefighter physicals (\$38,578). The Impact fee balance increased by \$31,538, and as of September 30 is \$903,862.

Ms. Miller-Hyer reported that the Hurricane Dorian has been declared an emergency by FEMA, so a request has been submitted for reimbursement of 75% of the District's expenditures through the Federal Government. The appropriate paperwork was submitted earlier this week, and we are currently awaiting follow up and a site visit from a FEMA representative.

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

CONSENT AGENDA APPROVAL

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

Director Paolo inquired about the newly hired maintenance person, Tony Gibson, and Chief McKinley reported that he is performing well.

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

FIRE CHIEF'S REPORT:

- **Fire Prevention Update:** Captain Levesque presented the September 2019 report. 205 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: May River High School for a 21,000 sf addition; River Ridge Academy for a 37,326 sf addition; 11 Wharf St./Moss Development – 13 home subdivision; Cypress Ridge Phase 16A – final development plan for 23 homes, O'Reilly Auto Parts for an 8,405 sf store; Hampton Lake Phase 9 – Final Development Plan for 62 homes.

Public Education: In September, Public Education conducted 41 outreach events, installed 84 smoke alarms in 30 homes, and also conducted 11 car seat installation/inspections.

The outreach programs reached:

May River High School – Distracted Driving Prevention
Bluffton High School – Stop the Bleed Training
Okatie Elementary – Career Education/Firefighter Familiarity
Pritchardville Elementary – Fire Science and Prevention
M.C. Riley Elementary/ELC – Stop the Bleed Planning
Cross Schools – Fire Safety and Firefighter Familiarity
John Paul II Catholic School – Stop the Bleed Training
Bluffton Chamber of Commerce – Fire Safety and Firefighter Familiarity
Callawassie Island Residents – Fire Safety Planning/Smoke Alarms
Polo for Heroes/200 Club – Firefighter Health and Safety
Beaufort County Dept. of Special Needs – Firefighter Familiarity and Home Fire Safety
Port Royal Sound Foundation – Firefighter Familiarity

- **Operations Report:** Chief Cramer presented the Operations Report for September. There were 536 calls. Station 34 was the busiest, with 175 calls. The average response time was 6:42 minutes. The 90th percentile was the shortest at Station 36 at 8:54, and the longest time was at Station 34 at 10:55.

Director Lust remarked that the response time to Sun City, particularly the western portion, seemed high. This is an ongoing issue that is being addressed, and various potential solutions were discussed and are being explored to increase service levels.

- **Accreditation Progress Update:** Captain Livingston reported that all documents have been uploaded to the SharePoint site. The team has been reviewing the documents, and sending questions back to the authors, which are being responded to in a timely manner. On October 24th the District will be notified if a site visit will be scheduled. If a visit is scheduled, it appears that it will occur sometime between November 11th and the 18th. Since they may want to speak to a Board Member, Chief Thompson requested that Chairman Raymond and/or other Board Member(s) attend if possible.
- **Project Updates**

Strategic Plan Implementation Process: Chief Thompson provided each Board Member with a written update relative to the Strategic Plan 2019-2023. This will be updated each month for the Board Members. Since this update was not sent out with the usual package of monthly materials for the Board meeting, the Board Members did not have a chance to review it before this meeting. Therefore, they will read through the update, and send any questions they may have to Chief Thompson. Future monthly updates will be included with the monthly Board meeting materials that are sent out prior to the regular monthly meeting.

Fire Station 38/Hampton Parkway Update: Chief Thompson reported that they are working on the foundation at the site, and weekly meetings are occurring to address any concerns that come up with both the District and the subcontractors. The visual impact

analysis is currently being conducted for the tower. The projected completion date of the station and EOC is May 2020.

Fire Station 32/Callawassie Progress Update: Chief Thompson stated that County legal has approved the contract. It was sent over to Paul S. Akins Company, and there were two minor issues that have since been resolved. Activity on the project is to begin within the next 30-45 days.

Fire Station 31/New Riverside: The Town of Bluffton approved the temporary construction easements. The County is still negotiating the GMP on the Shankland Road station, which is the first part of the contract. The drawings are complete, and the attorney will be working on the Agreement to take to the Town for the shared costs. This Thursday Chief Thompson will be attending a meeting at Town Hall to discuss all of the projects that are coming in around the traffic circle to coordinate the location of driveways, etc.

Fire Station 34/Sun City: Chief Thompson reported that the County has hired an architect to begin designing the upgrades to the facility in order to accommodate the fire and EMS crews sufficiently. This project will be a 50/50 cost share between the County and the District, although a budget has not yet been established. The County is currently trying to determine how they are going to fund this project.

Additional Notes:

Dispatch Processing Times: The District continues to work with the leadership in Dispatch.

OLD BUSINESS:

- ***Water Rescue Capabilities Special Meeting Date – Chief Thompson:*** Chief Thompson inquired whether the Board would prefer to hold a workshop to present the water rescue capabilities, or have a specific topic covered at each monthly Board meeting. It was determined that Board preferred adding a topic to the beginning of the monthly agenda prior to reviewing the minutes. The topic for next month's meeting will be Marina Firefighting and Storage Facilities.

NEW BUSINESS: None.

ADJOURNMENT: Director Poindexter motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:58 PM. (YEAS –Raymond, Olsen, Poindexter, Lust, Paolo Hamilton, Mike, Sr.) NAYS – None)

Respectfully Submitted,

Linda J. Burton
10/16/19