

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, February 18, 2020  
Bluffton Fire District Headquarters  
MINUTES**

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

**Absent:** Ed Olsen

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Robert Payne, Pete Reid, Terry Sheriff, Dan Wiltse, Rhett Livingston, Derek Franks, Adam Corn, Steve Arnold, Clay Daley, Nancy Miller-Hyer, Amanda Cazenave, Leslie Jones Hart

**Community Members:** Doug Volk

**VIA Video Conferencing:** Brandon Stevenson, Brendan Long, Wesley Crum, Gio Scianna, Dan Connelly, Eric Ashdown, Trey Fludd, Tyler Marion, Matt Ortiz, Walt Cooler, Jeremy Eby, Taylor Horton, Danny Heslin, Jeff Smith, Shawn Fitzpatrick, Jayson Bowers, Doug Favors, Mike Tuten, Ian Evans, Craig Hysell, Tim Walsh, David Adams, Devon Quance

**MEETING CALLED TO ORDER at 4:03 pm by Chairman Raymond.**

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

**BOARD MEMBER ROLL CALL**

**PUBLIC COMMENT:** None.

**CHAIRMAN'S REMARKS:** Chairman Raymond asked for a motion to include retiree insurance litigation in Executive Session. Director Mike motioned and Director Poindexter seconded the motion. The motion passed. (YEAS –Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo) (NAYS – None)

**NEW PERSONNEL:** Chief Thompson introduced Amanda Cazenave, new Administrative Assistant, to the Board. She is ready to tackle the job at BTFD. Welcome aboard, Ms. Amanda.

**JANUARY BOARD MEETING MINUTES:** Director Hamilton motioned and Director Poindexter seconded the minutes of the January 21, 2020 Board of Directors Regular meeting be

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approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo)  
(NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of January, 2020. We have completed 58.33% of the current fiscal year budget, and the total expenditures year to date are at 55.72%. Administration is reporting at 59.84% of its budget. Operations reporting at 55.83%; Training is reporting at 41.32%, Fire Prevention is at 64.86%; and Maintenance is reporting at 51.40% of its budget. The revenue requested from County year to date is \$8,782,905 which is 53.72% of our budget.

Total of all expenditures for January 2020 were \$1,206,742. January expenditures included financial software maintenance (\$8,186), business insurance (\$40,939), two years of Rhodium software for operation (\$9,900), and FEMA Hurricane Dorian reimbursement of \$54,972.

Director Lust motioned and Director Hamilton seconded that the January 2020 Financial Report be approved as submitted. Motion passed. (YEAS –Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo) (NAYS – None)

**CONSENT AGENDA APPROVAL:** Director Mike motioned and Director Hamilton seconded that the Consent Agenda be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo) (NAYS – None)

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

**FIRE CHIEF’S REPORT:**

- ***Fire Prevention Update:*** Chief Wiltse stated that 172 Fire and Life Safety Inspections were performed in January. Development Plans included sidewalks for Goethe/Shults Road, master plan resubmittal for New Riverside Village, Low Country Fresh Market, Mackay’s Creek Grill (food trailer in Moss Creek), and others. Pub Ed conducted 49 outreach events, installed 169 smoke alarms in 52 houses, and installed 7 car seats. There were 2 active shooter response training and Prom Promise activities, as well as River Ridge Academy career day and Special Olympics program support.
- ***Operations Update:*** Chief Cramer reported 570 calls in January in addition to lots of training. Station 34 Sun City handled 174 calls, the largest in volume, with Station 30 in downtown Bluffton having 130 calls and Station 35 headquarters following with 106 calls. The average response time was 6:37. The 90<sup>th</sup> percentile time for the District was 10:21.

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- ***Accreditation Progress Update:*** Captain Livingston reported the Accreditation process is moving forward. The CPSE Peer Assessment Team, led by Chief Olson, will be visiting the week of March 15 for 4 days to tour the district, check our data, and review our policies and procedures. They will also visit dispatch. We are working on a MOA to get EMS times in the report. We have identified 19 high risk calls, 17 of which were cardiac events, and continue to collect data.

***Strategic Plan Implementation Process:*** Implementation teams continue to work on their strategic goals. Posters will be put up in each station to remind crews of the goals for each team. The next quarterly update will be presented to the Board at the April 21, 2020 meeting. County Administrator Ashley Jacobs will be here Friday, February 28, 2020, to tour the district. The Assistant Administrator and County Attorney may also visit at that time. Ms. Jacobs will also attend next month's Board meeting. We will invite Chief Boys from Daufuskie Island as well.

- ***Project Updates:***

***Fire Station 38/Hampton Parkway Update:*** Work continues, with the building now dried in. We are waiting on direction from County legal regarding Dominion Energy and their process for crossing gas lines. This process will be used at Station 31 as well. There has been no additional cost as yet. The completion date has been set for July/August of 2020.

***Fire Station 32/Callawassie Progress Update:*** Pre-construction activities have begun, with the construction date set at Feb. 14, 2020. A contract has been signed and the 500-gallon propane tank has been taken out. A tentative completion date of November, 2020, has been set.

***Fire Station 31/New Riverside:*** The temporary construction easement from the Town was received February 6, 2020. The GMP is still under consideration at this time. We are still waiting on permits.

***Fire Station 34/Sun City:*** Very little progress has been made as yet. The County has hired an architect to work on the project.

#### **OLD BUSINESS:**

- ***Consolidation with Daufuskie Island Fire Department Update:*** The County will draft an ordinance to dissolve Daufuskie Island Fire Department and make it part of the County. A contract will then be written with BTFD for fire and emergency services coverage. This relieves the Bluffton citizens of financial obligations and bond costs that could have been incurred. The details have yet to be worked out and this is still in the

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planning stages. Chief Thompson also explained that Dispatch will have a new person in command with help with the accreditation process.

**NEW BUSINESS:**

- ***FY2021 Budget:*** Chief Boulware stated the budget process has started for next year. He will schedule a workshop in March and wants to have the budget to County by April. Each division presents and justifies its needs to him. A separate budget will be created for Daufuskie Island fire and emergency needs.

***EXECUTIVE SESSION:***

- Director Paolo motioned and Director Hamilton seconded the Board go into Executive Session to discuss Personnel matters at 4:42 PM. The motion passed. (YEAS – Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo) (NAYS – None)
- The Board returned from Executive Session at 5:25 PM. No votes were taken while in Executive Session. Director Hamilton motioned and Director Poindexter seconded to adopt a resolution approving a settlement offer related to retiree insurance litigation. The motion passed. (YEAS – Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo) (NAYS – None)

**ADJOURNMENT:** Director Mike motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:26 PM. (YEAS – Raymond, Poindexter, Lust, Mike, Sr., Hamilton, Paolo) (NAYS – None)

Respectfully Submitted,

Leslie Jones Hart  
2-19-2020

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