

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, July 21, 2020
Bluffton Fire District Headquarters
MINUTES**

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

Absent: None

Members Present via Zoom: Paul Boulware, Rick Cramer, Robert Payne, Pete Reid, Terry Sheriff, Lee Levesque, Randy Hunter, Joe Helms, Nancy Hyer, Amanda Cazenave

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

INVOCATION: Led by Director Hamilton

PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

ACCEPTANCE OF AGENDA: Chairman Raymond added the Financial Report that was left off back to the agenda. Director Hamilton motioned and Director Paolo seconded to accept the agenda. Motion passed unanimously. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen, Mike) (NAYS – None)

CHAIRMAN’S REMARKS: Chairman Raymond stated that Chief Thompson was out and expressed his condolences for the loss of his brother. He also thanked the honor guard for going up to Virginia to attend the service.

PUBLIC COMMENT: None.

APPROVAL OF BOARD MEETING MINUTES: Director Olsen motioned and Director Poindexter seconded the minutes of the June 16, 2020 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen, Mike) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of June, 2020. We have completed 100% of the current fiscal year budget, and the total expenditures year to date are at 95.92%. The revenue requested year to date from the county was \$15,196,821. The budget balance of approximately \$667,023.72 will be moved to a reserve account that can be used for disasters, paying down debt, or other capital expenses approved by the board. The auditor will be reviewing financials to confirm amounts in a final report for FY20. Director Olsen asked about the PPE expense and the possibility of a grant to help with those expenses. Chief Boulware explained that the district has broken down the useful life of all PPE between 5

years. Chairman Raymond commented that we have done a tremendous job having money in reserve in the event that the county revenues drop as predicted for this year. Chief Boulware stated that we can compare the County Treasurer's office report month to month to the previous year's revenue.

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

CONSENT AGENDA APPROVAL: Chairman Raymond asked about the active shooter training on the Training Report. Chief Sheriff stated that this annual training has already occurred. All the law enforcement agencies in the county were invited to allow everyone to be working under the same policy and procedures and it is done around the county primarily with the Beaufort County Sheriff's Office and the Bluffton PD. Chairman Raymond also asked about the expense on the Maintenance Report and if we were instructed to keep those trees by the town when the construction was done. Chief Boulware will find out if those trees were a part of the mandate. Director Paolo stated interest in getting estimates for solar power to help with energy costs for the district. He also asked about our billing for vehicle maintenance . Chief Boulware explained that each agency is charged by the job with rates and fees just below market value to provide this service strictly to other government entities. There has been some discussion about providing monthly management services for their fleets. Director Lust stated that there is a profit from these services.

Director Mike motioned and Director Paolo seconded that the consent agenda be accepted. Motion passed. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen, Mike) (NAYS – None)

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **Receipt of Fire Prevention Update**
- **Receipt of Operations Update**
- **Receipt of Accreditation Progress Update**
- **Receipt of Strategic Plan Implementation Progress**

FIRE CHIEF'S REPORT:

- *Project Updates:*

Accreditation Progress: The District has been notified by Chief Olson from CPSE that the site visit will likely occur August 30, 2020 through September 2, 2020. Due to travel

restrictions it will likely be just Mr. Olson in attendance and the others will be completing interviews using Zoom.

Strategic Plan Implementation Process: The next update report will be provided at the October 19, 2020 Board meeting. Notify Amanda Cazenave to request a copy of the 2nd quarter report.

Fire Station 38/Hampton Parkway Update: Work is nearly complete on this station. The Certificate of Substantial Completion has been signed and returned to Fraser Construction. They are about 90-95% complete with the final punch list and Chief Boulware will be scheduling a walk-through next week. Chairman Raymond stated that the delayed opening for this station will be due to a \$60,000 savings on overtime pay that would be required. Chief Boulware explained that staffing the station right now while the new recruits are in EMT class would require the overtime pay. Chief Cramer also explain that this EMT class would have already been completed if it weren't for the COVID pandemic. The new battalion vehicle is another setback as it is not entirely ready. The truck was painted wrong and had to be sent back to correct. When it arrives, the maintenance team will be installing all the command equipment. Director Paolo asked about the tower and Chief Boulware said zoning approved the tower and they are moving forward with getting the permit for that.

Fire Station 32/Callawassie Progress Update: Chief Boulware stated this project is still moving along. Ward Edwards and BJWSA are going to be adding an oil-water separator to the job that wasn't budgeted. They are also transitioning the power and will have a temporary generator while the electricians complete the work. Crews are still working out of the old existing station but will transition to the new addition once it is completed.

Fire Station 31/New Riverside: Attorney Tab Bendle of Howell, Gibson, and Hughes has been hired to represent it as we work with the Town to complete an intergovernmental agreement for shared costs for infra-structure on the site. The district and the county will each pay \$1,661,277 and the town will contribute \$222,557 for the project. The Town has tentatively agreed to contribute the cost of the entrance drive including any design and engineering costs already incurred by the District for the road and 50% of the cost of the installation of the sanitary sewer. Water, electric, and gas utilities are already available to the site. Fraser Construction is in the process of tree protection on the site. Chairman Raymond expressed concern about protecting trees that we may have to pay thousands of dollars to remove later on.

Fire Station 34/Sun City: Nothing new to report. A draft MOA has been submitted. Currently the project has a budget of \$1,000,000 of which BTFD will be responsible for \$500,000. Director Paolo asked about expanding on the east side of the building rather than just renovating the current space. Chief Boulware said that Chief Thompson met with them about potentially adding on additional space. Nothing has been decided yet.

OLD BUSINESS:

- ***Daufuskie Island Consolidation Study:*** Nothing new to report this month.

- ***Beaufort County Fire Impact Fee Study:*** Based upon the growth needs of the District, the consultant is proposing an increase of \$472 up to \$953 per 2500 square feet for a single dwelling unit. The proposed fees for all entities was presented to the Planning Commission on Tuesday, July 21, 2020 at 2:00 PM. No update has been received. Following that meeting the next step is for the chiefs to present this information to their Boards then the project will move on to County Council Committee for discussion.
- ***COVID-19 Response Update:*** Chief Cramer reported that our response posture has not changed. We are still minimizing exposure regarding patient interaction and letting EMS take over when possible. Unfortunately, we are starting to see some of the effects with our employees. We have 4 employees currently that either have tested positive or are being tested and monitored.
- ***Ransom Ware Attack: System Status Update:*** Chief Boulware reported that we are actively working on rebuilding the financial software Incode and have entered data from August to date. We have been put on a quarantine period with the software before we can be hosted online so we are still offline until the waiting period is over September 17, 2020. Online hosting will provide easier access and better back up for our data.

NEW BUSINESS:

Chief Boulware stated that the auditing team will be onsite on August 18th and on November 17th the auditor will be presenting the CAFA report at the board meeting. Director Lust also wanted to express condolences for Chief Thompson's loss. Director Paolo also expressed his disagreement with paying \$75,000 for the MCIP.

ADJOURNMENT: Director Mike motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:57 PM. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen, Mike) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
7-22-2020