

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

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

Absent: Thomas Mike

Members Present via Zoom: John Thompson, Paul Boulware, Robert Payne, Pete Reid, Terry Sheriff, Steve McKinley, Sandy Stroud, Joe Helms, Nancy Hyer, Amanda Cazenave

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

PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

ACCEPTANCE OF AGENDA: Director Lust motioned and Director Poindexter seconded to accept the agenda. Motion passed unanimously. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen) (NAYS – None)

CHAIRMAN’S REMARKS: None.

PUBLIC COMMENT: None.

APPROVAL OF BOARD MEETING MINUTES: Director Lust motioned and Director Hamilton seconded the minutes of the July 21, 2020 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of July, 2020. We have completed 8.33% of the current fiscal year budget, and the total expenditures year to date are at 7.37%. The revenue requested year to date from the county was \$1,144,629. There was an increase in the impact fee balance, which is now \$1,235,666. Director Lust asked about the amount going to reserve from FY20. Chief Boulware said it is projected to be around \$600,000 but we will have a better figure when the audit is completed. Director Olsen asked about how the county revenues have been running. Chief Boulware is waiting on a GL report but doesn’t believe we will have that much of a downfall. Director Hamilton asked about the \$10,000 renewal expense for the Medical Control Physician. Chief Boulware explained that we are under the licensing of Dr. Ashley Doscher, an ER doctor in Beaufort, and we pay for her to sign off that we are adequately medically trained and able to administer medical treatment.

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

CONSENT AGENDA APPROVAL: Director Poindexter motioned and Director Olsen seconded that the consent agenda be accepted. Motion passed. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen) (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 occur September 20 - 23, 2020. Due to travel restrictions it will be just two in attendance and the others will be completing interviews using Zoom. They will be meeting with Ms. Jacobs on the 22nd at 3pm.

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: Construction is complete on this station. The CO and C of C have been received. It will be opening for business beginning 8am September 5th and we will be planning a public grand opening for the first week of October. Director Paolo asked about the tower and Chief Thompson said the tower is in permitting and will be considered a separate project going forward.

Fire Station 32/Callawassie Progress Update: Chief Boulware stated this project has had several delays with weather and sewer connections but is still moving along. The biggest hold up has been the hurricane rated windows. They are now estimated to be delivered Aug. 24th. HVAC is moving forward this week and the flooring and trim will be installed next. Once the windows are installed then we can get a temporary CO and move the crews into that part of the building.

Fire Station 31/New Riverside: Fraser Construction has already begun clearing of the site in preparation for getting started with the building. Mrs. Jacobs has signed the agreement for the county. The MOA with the Town of Bluffton regarding reimbursements will be discussed further later in the meeting. The completion date for this station is June of 2021.

Fire Station 34/Sun City: Nothing new to report. Personnel from the county that is working on this project is off work for a few weeks with an illness.

OLD BUSINESS:

- ***Daufuskie Island Consolidation Study:*** Nothing new to report this month.
- ***Beaufort County Fire Impact Fee Study:*** The School Board impact fees for South of the Broad River were approved 5-4 to move forward to County Council. All other impact fees in the presentation were referred back to County staff for further research before reconsideration. Chief Thompson stated that our impact fee is the smallest of the other impact fees. There are several other agencies that are trying to get impact fees and that is driving the total number up. We have good backup to show why we need to increase the fire impact fees and we are pushing hard to do what we need to do.
- ***COVID-19 Response Update:*** Chief Thompson reported that we have had 6 employees referred for testing and 2 that were positive. Those two are now back to work and we are at 100% strength. Our staff has done a great job protecting ourselves and the community. The county was at Op Con 2 and are now at Op Con 3. Numbers appear to be coming down.
- ***Ransom Ware Attack: System Status Update:*** Chief Boulware reported that we are moving from the server-based platform to cloud-based platform with Incode that will provide us with more security. We anticipate being completed in September. Chief McKinley reported that FleetPro was released in all the stations for supply and maintenance requests. There have been a few speed bumps from the months it was down but they hope to be at 100% by the end of the month.

NEW BUSINESS:

- ***FY20 Annual Audit:*** Chief Boulware stated that two personnel from the auditing team were onsite today, August 18th gathering information and on November 17th the auditor will be presenting the CAFA report at the board meeting.
- ***Station 31 MOA with the Town of Bluffton Discussion:*** Chief Thompson described the 3.0 acres within the New Riverside Concept Plan and explained the MOA between BTFD and the Town of Bluffton. From the beginning they have agreed to share costs and work together on this project. The obligations in the MOA include the Town agreeing to reimburse the district for \$158,287 for the access road, \$34,770 towards the shared costs

of the sewer access, and \$36,770 towards the sewer costs on their property. The Town gave BTFD an easement to cross the buffer property along New Riverside using a driveway. We also have a permanent license to use the access road on their property. There is space to the left of the station with potential to build on an additional bay in the future. This station will also house EMS and a health clinic. The county will be sharing expenses for EMS. Director Poindexter motioned and Director Paolo to approve the MOA between BTFD and the Town of Bluffton as presented. Motion passed. (YEAS – Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen) (NAYS – None)

ADJOURNMENT: Director Olsen motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:59 PM. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Olsen) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
8-19-2020