

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, September 15, 2020
Bluffton Fire District Headquarters
MINUTES**

Board Members Present via Zoom: Mike Raymond, Paul Hamilton, Louis Poindexter, Joe Paolo, Elaine Lust, Thomas Mike, Ed Olsen (4:20)

Absent: None

Members Present via Zoom: John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Robert Payne, Pete Reid, Terry Sheriff, Steve McKinley, Rhett Livingston, Sandy Stroud, Nancy Hyer, Amanda Cazenave

MEETING CALLED TO ORDER at 4:01 pm by Chairman Raymond.

PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: Chairman Raymond stated that the groundbreaking at Station 31 was great and a milestone for the district. The turnout was wonderful and he is proud of what we’re doing out there. We will be discussing further what to do with the current Station 31 in the future. Possible uses could include office space for BTFD or selling the building. It is owned by BTFD and was previously appraised around \$400,000. The nursery next door was somewhat interested, but not at that price.

PUBLIC COMMENT: None.

APPROVAL OF BOARD MEETING MINUTES: Director Lust motioned and Director Hamilton seconded the minutes of the August 18, 2020 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Mike) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of August, 2020. We have completed 16.67% of the current fiscal year budget, and the total expenditures year to date are at 15.18%. The revenue requested year to date from the county was \$1,159,543. There was an increase in the impact fee balance, which is now \$1,237,590.

Approved by the Fire Commission 10/20/2020.

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

CONSENT AGENDA APPROVAL: Chief Wiltse updated the board on the larger developments that submitted site plans this month. Some of these include Myrtle Park going in behind the government center on Bluffton Parkway, Tupelo III office building and daycare off Buckwalter Pkwy, and 2 Parkside Dr that will consist of restaurant space, retail and an outdoor amphitheater and pavilion. Also, Palmetto Bluff is beginning to build infrastructure out to Anson Village. This will require further discussion since it will fall outside of the ISO standards of being within 5 miles from a fire station. Chief Thompson stated that the district will go over 7,000 runs this year for the first time with increased number of calls.

Director Hamilton motioned and Director Poindexter seconded that the consent agenda be accepted. Motion passed. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Mike, 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 completed 7 zoom meetings already with the team from CPSE. The in-person site visit portion will occur September 20 - 23, 2020. We are the first organization doing this hybrid process. They will be meeting with Chairman Raymond and Ms. Jacobs on the 22nd at 3pm. Chairman Raymond asked if there are marketing plans for when we achieve accreditation. Chief Thompson said yes there are plans if we move forward but we will still have to wait until Spring when we go before the commission before we are considered accredited.

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

Approved by the Fire Commission 10/20/2020.

Fire Station 38 Update: Station 38 was open for business beginning 8am September 5th and ran its first response call after only an hour and has stayed busy since then. The 2nd battalion vehicle will be fully outfitted and in service soon. The EOC still has equipment being installed with a completion date estimated to be October 1st.

Fire Station 32/Callawassie Progress Update: Chief Boulware stated that the new addition is about 90% complete and even with the window delays there is still a late November completion date. Once the windows are installed then we can get a temporary CO and move the crews into that part of the building. Next, demo will begin on the current station.

Fire Station 31/New Riverside: Chief Cramer will be the project leader on this project going forward. Fraser Construction plans to begin pouring concrete on the week of October 5th. The completion date for this station is July of 2021.

Fire Station 34/Sun City: Chief Thompson and Chief Cramer met with Mr. Phillips, Sun City General Manager and we were presented with property near the dog park inside Sun City to potentially build a new station on. Staff has conducted very preliminary time studies and found that the site will reduce the drive times to the areas currently most severely impacted by at least 50%. In the interim he is requesting a meeting with Ms. Jacobs to discuss this project and its potential impacts to the renovation schedule for Fire Station 34 and possible construction of the future station in the Oldfield area. The county has delayed the process of this project while deciding what is best for them and for us as we move forward.

OLD BUSINESS:

- ***Daufuskie Island Consolidation Study:*** Nothing new to report this month.
- ***Beaufort County Fire Impact Fee Study:*** The School Board impact fees were approved to move forward to County Council. All other impact fees in the presentation were referred back to County staff for further research before reconsideration.
- ***COVID-19 Response Update:*** Chief Thompson reported that we have had 1 employee out that tested positive for COVID-19.
- ***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 October 1st.

NEW BUSINESS:

- ***Fire Station 38 and EOC (Hampton Parkway) Grand Opening:*** We will be planning a public grand opening for the first or second week of October.

Approved by the Fire Commission 10/20/2020.

- ***Capital Project Planning Workshop:*** Chief Thompson would like to have a workshop discussing all the options for the Sun City station and a future station in the Oldfield area. There may be a new development on 170 by Oldfield that could be annexed into Hardeeville. Then there must be a decision about if we want to build our station on the property right beside it. He would like to meet in the next 3 or 4 weeks to lay out all the information and have a discussion on all the options.

ADJOURNMENT: Director Olsen motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:15 PM. (YEAS –Raymond, Poindexter, Lust, Hamilton, Paolo, Mike, Olsen) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
9-16-2020

Approved by the Fire Commission 10/20/2020.