

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

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

**Absent:** Thomas Mike

**Members Present:** John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Robert Payne, Pete Reid, Terry Sheriff, Steve McKinley, Rhett Livingston, Joe Helms, Amanda Cazenave

**MEETING CALLED TO ORDER at 4:04 pm by Chairman Raymond.**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**BOARD MEMBER ROLL CALL**

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

**CHAIRMAN’S REMARKS:** Chairman Raymond stated that the district has accomplished a lot and met the challenges of this year. He wishes that everyone gets a chance to relax this holiday season. Director Lust also expressed her thankfulness for good health and that she is proud to be a part of this organization.

**PUBLIC COMMENT:** None.

**APPROVAL OF BOARD MEETING MINUTES:** Director Poindexter motioned and Director Paolo seconded the minutes of the November 17, 2020 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen) (NAYS – None)

**APPROVAL OF BOARD WORKSHOP MINUTES:** Director Paolo motioned and Director Hamilton seconded the minutes of the November 18, 2020 Board workshop meeting be approved. Director Lust abstained. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Hamilton, Olsen) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of November, 2020. We have completed 41.67% of the current fiscal year budget, and the total expenditures year to date are at 41.61%. The revenue requested year to date from the county was \$6,495,724, which is 40.86% of our \$15,898,353 budget.

*Approved by the Fire Board 1-19-21*

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

#### **CONSENT AGENDA APPROVAL:**

Chief Thompson commented that call volume has increased by about 14% and will likely approach 7,500 this year for the first time. During the month of November alone we ran 675 calls.

- **Receipt of Training Update**
- **Receipt of Maintenance Update**
- **Receipt of Fire Prevention Update**
- **Receipt of Operations Update**

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

#### **FIRE CHIEF'S REPORT:**

- ***Project Updates:***

***Accreditation Update:*** We are in the process of distributing and presenting the final accreditation report to the department and implementing the 19 recommendations in the report. It will remain on the project list until they are all implemented.

***Strategic Plan Implementation Progress:*** The next strategic plan update for the 4<sup>th</sup> Quarter will be presented at the January 19th board meeting.

***Fire Station 32/Callawassie Progress Update:*** Chief Boulware stated that we received the temporary CO today. We are holding off moving until there are crews ready to begin demo of the existing side which may be in January after the holidays.

***Fire Station 31/New Riverside:*** The framing was started this week and walls and trusses will be going up. The substantial completion date is now May, 2021. Chief Thompson shared photos of the progress so far.

***Fire Station 34/Sun City:*** The architects are currently developing a cost estimate before we can move forward. The budget of \$1 million split between the county and the district has already been approved.

#### **OLD BUSINESS:**

*Approved by the Fire Board 1-19-21*

- ***COVID-19 Response Update:*** Chief Reid reported that we have 3 employees out due to COVID-19, 2 positive results and 1 pending. To date, the District has had 12 staff members test positive with COVID-19 which is approximately 9.4% of our operational staff. We have not received information from BMH or DHEC regarding vaccines allotted for our organization.
- ***Ransom Ware Attack: System Status Update*** – Chief Boulware stated that we are nearly complete with our infrastructure restoration project. We are testing with our Incode software before we are moved to online hosting permanently in about a week.
- ***Adoption of the Fiscal Year 2020 Consolidated Annual Financial Report (CAFR):*** Director Lust motioned and Director Poindexter seconded to adopt and approve the FY21 CAFR as presented. The motion passed. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen) (NAYS – None)

**NEW BUSINESS:**

- ***Board Annual Elections Process*** – Chairman Raymond stated that annual board elections will take place in January. We will need to clarify with the county regarding term length limits because Director Olsen has served for three four-year terms and Mr. Raymond will meet that limit after this year. Recommendations may be requested if vacant positions open up on the fire board. Next month we will be have an election for officers.
- ***Fire Chief's Annual Performance Evaluation Process:*** Chief Thompson will be completing his self-evaluation and will submit it to the board later this week. All the directors will then make their comments and submit them to Chairman Raymond to consolidate.

**ADJOURNMENT:** Director Olsen motioned and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:00 PM. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen) (NAYS – None)

Respectfully Submitted,  
Amanda Cazenave  
12-16-2020

*Approved by the Fire Board 1-19-21*