

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 19, 2021
Bluffton Fire District Headquarters
MINUTES**

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

Absent: None

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

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: None.

PUBLIC COMMENT: None.

CFAI ACCREDITATION PLAQUE PRESENTATION: Chief Dongworth, CFAI Chairman virtually presented our plaque and congratulated the district on our Accreditation achievement.

APPROVAL OF BOARD MEETING MINUTES: Director Poindexter motioned, and Director Lust seconded the minutes of the December 15, 2020 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen) (NAYS – None) (ABSTAIN – Mike)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of December 2020. We have completed 50.00% of the current fiscal year budget, and the total expenditures year to date are at 49.50%. The revenue requested year to date from the county was \$7,711,706, which is 48.51% of our \$15,898,353 budget.

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

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CONSENT AGENDA APPROVAL:

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

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

FIRE CHIEF’S REPORT:

- ***Project Updates:***

Accreditation Update: We are still in the process of distributing and presenting the final accreditation report to the department and are also scheduling a meeting with the Interim County Administrator to discuss the report. Three (3) of the 19 recommendations in the report are complete (16%). It will remain on the project list until they are all implemented.

Strategic Plan Implementation Progress: The strategic plan update for the 4th Quarter was distributed and reviewed. To date, staff has accomplished 10 of the 41 objectives (24.3%) contained within the Strategic Plan.

Fire Station 32/Callawassie Progress Update: Chief Boulware stated crews have moved into the new addition portion of the facility. Construction is now underway on the renovation of the old station space, with a completion date around March 1, 2021.

Fire Station 31/New Riverside: The framing was for the living quarters section of the station is nearing completion. District staff is working with county staff on the entry access and security camera system to provide all necessary personnel with proper access. The substantial completion date is now July 21, 2021.

Fire Station 34/Sun City: The architects presented District staff with a proposed floor plan and a proposed cost for the project of \$1,012,745.31. The budget of \$1 million split between the county and the district has already been approved. The proposed cost includes allowances for 5% overhead, 5% contingency, and 10% profit. It does not include allowances for landscaping, parking upgrades, or stormwater ponds (if needed). The architect has taken the drawings back to make some slight modifications from the meeting and will provide projections for landscaping, parking and stormwater ponds.

Fire Station 39/Sun City Property Acquisition: Tomorrow at 9am District staff will be meeting with the Sun City Board to answer questions about potential response out of a new station within Sun City at the proposed location. This project is recommended for

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funding under the new impact fee ordinance once it is approved. The timeframe for construction of the project is 3-5 years without the use of debt service.

OLD BUSINESS:

- ***COVID-19 Response Update:*** Chief Reid reported that we have 1 employee out due to COVID-19. Some of our personnel are moving through the vaccination process.
- ***Ransom Ware Attack: System Status Update*** – Chief Boulware stated that Catalyst will be coming back in to review the steps taken and help us prevent any future attacks.
- ***Board Annual Elections Process*** – Chairman Raymond stated that he will be stepping down from the Board at the end of this year.

Director Poindexter motioned and Director Paolo seconded to assign the duty of the Fire Chief's evaluation to the Secretary of the Board. The motion passed. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen, Mike) (NAYS – None)

Director Hamilton motioned and Director Poindexter seconded to elect the current slate of officers for 2021. The motion passed. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen, Mike) (NAYS – None)

NEW BUSINESS: None

EXECUTIVE SESSION:

- ***Discussion related to personnel: Fire Chief's Annual Performance Evaluation*** – The Board moved to a breakout room for Executive Session at 5:05pm. They returned at 5:50pm. No action was taken, and no matters arose during executive session.

ADJOURNMENT: Director Paolo motioned, and Director Lust seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:52 PM. (YEAS –Raymond, Poindexter, Paolo, Lust, Hamilton, Olsen, Mike) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
1-20-2021

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