

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, June 15, 2021
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Mike Raymond, Louis Poindexter, Edwin Olsen, Elaine Lust, Paul Hamilton, Thomas Mike Sr.

Absent: Joseph Paolo

Members Present: John Thompson, Paul Boulware, Derek Church, Dan Wiltse, Robert Payne, Steve McKinley, Rhett Livingston, Joe Helms, Amanda Cazenave, Nancy Hyer

MEETING CALLED TO ORDER at 4:00 pm by Chairman Raymond.

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

PROMOTION CEREMONY:

- **Firefighter Jacob Hartley to Lieutenant**
- **Captain Jayme Beach to Battalion Chief**

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

CHAIRMAN’S REMARKS: None.

PUBLIC COMMENT: Director Lust commented on how great Station 32 looks now that the renovations are complete.

APPROVAL OF BUDGET WORKSHOP MINUTES: Director Lust motioned, and Director Poindexter seconded the minutes from the May 18, 2021 Budget Workshop be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Hamilton, Mike) (NAYS – None)

APPROVAL OF BOARD MEETING MINUTES: Director Hamilton motioned, and Director Poindexter seconded the minutes of the May 18, 2021, Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Hamilton, Mike) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of May 2021. We have completed 91.67% of the current fiscal year budget, and the total expenditures year to date are at 92.28%. The revenue requested year to date from the county was \$14,473,148, which is 91.04% of our \$15,898,353 budget. The fire impact fee balance as of May 31st is *Approved by the Fire Commission during their meeting on July 20, 2021.*

\$1,067,042.

Director Mike motioned and Director Hamilton seconded that the May 2021 Financial Report be approved as submitted. Motion passed. (YEAS –Raymond, Poindexter, Lust, Olsen, Hamilton, Mike) (NAYS – None)

CONSENT AGENDA APPROVAL:

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

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

FIRE CHIEF'S REPORT:

- ***Project Updates:***

Accreditation Update: Chief Thompson stated five (5) of the 19 objectives are complete (26%), thirteen (13) objectives are in process and on schedule, and one (1) objective is overdue. The projected date to achieve all recommendation is May 1, 2022.

Strategic Plan Implementation Progress: To date, staff has completed 51% of the objectives contained within the Strategic Plan. The next quarterly update will be delivered at the next board meeting in July.

Fire Station 32/Callawassie Progress Update: The station is complete and is now fully open. The grand “re-opening” of the facility was held earlier today and was a great event.

Fire Station 31/New Riverside: The contractor continues to make good progress. The substantial completion date is scheduled for July 24, 2021, but they estimate that it will be completed by July 4th.

Fire Station 34/Sun City: The County has approved an MOU with a 50%/50% cost share between BTFD and BCEMS. District and County received a new cost estimate with the sprinkler system included. On May 28, 2021, County Council authorized staff to put the project out to bid. If the County and District can come to terms on a contract price the project could be under construction by end of the summer.

Fire Station 39/Sun City Property Acquisition: There is no update on this project. The Sun City HOA is discussing it and the District is waiting for some information back from them. This project is recommended for funding under the new impact fee ordinance once it is approved.

Approved by the Fire Commission during their meeting on July 20, 2021.

OLD BUSINESS:

- ***COVID-19 Response Update:*** Chief Thompson stated that the District does not currently have any employees out due to COVID-19.
- ***Lift and Assist Survey and Study:*** Chief Thompson will be presenting a report at the next Board meeting in July.
- ***American Rescue Plan Act (ARPA):*** They will be meeting next week on June 23rd. Chief Thompson will keep the Board updated on the project list and the development of projects as the Task Force continues to meet.
- ***FY2021 Budget Submission to County Council:*** District Staff has proposed a budget with zero tax rate increase. The proposed operating budget for FY2022 is \$16,771,762 to be funded with 24.2 mils. The proposed debt service budget for FY2022 is \$991,000 to be funded with 1.5 mils. Director Lust motioned and Director Poindexter seconded to approve the proposal for the FY21-22 budget. (YEAS –Raymond, Poindexter, Lust, Olsen, Hamilton, Mike) (NAYS – None)

NEW BUSINESS:

- ***Easement Request from the Town of Bluffton on the New Riverside Station site:*** The Town would like a new 20-foot access easement to adjust the road to the park that will be developed as well as drainage easements. The District is going to discuss this with the legal team.

EXECUTIVE SESSION – MATTERS RELATED TO PERSONNEL – Director Lust motioned, and Director Poindexter seconded to move to executive session at 5:05pm. (YEAS – Raymond, Poindexter, Lust, Olsen, Hamilton, Mike) (NAYS – None)

MATTERS ARISING OUT OF EXECUTIVE SESSION – The Board reconvened from executive session at 5:21 PM. There were no matters arising from the executive session.

ADJOURNMENT: Director Olsen motioned, and Director Mike seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:25 PM. (YEAS –Raymond, Poindexter, Lust, Olsen, Hamilton, Mike) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
6-17-2021

Approved by the Fire Commission during their meeting on July 20,2021.