

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, July 20, 2021
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Mike Raymond, Louis Poindexter, Edwin Olsen, Paul Hamilton (via zoom), Joe Paolo

Absent: Elaine Lust, Thomas Mike Sr.

Members Present: John Thompson, Paul Boulware, Derek Church (via zoom), Dan Wiltse, Robert Payne, Steve McKinley, Terry Sheriff, Randy Hunter, Joe Helms, Amanda Cazenave, Tracy Walling, Nancy Hyer (via zoom)

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: Chairman Raymond congratulated the senior officers of the District for another excellent job preparing, presenting, and getting approval of a new budget, and for keeping it a flat budget.

PUBLIC COMMENT: None.

PROMOTION CEREMONY:

- **Firefighter Travis Boulware to Lieutenant**

APPROVAL OF BOARD MEETING MINUTES: Director Olsen motioned, and Director Paolo seconded the minutes of the June 15, 2021 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Olsen, Hamilton, Paolo) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of June 2021. We have completed 100% of the current fiscal year budget, and the total expenditures year to date are at 100.31%. The revenue requested year to date from the county was \$15,711,913, which is 98.83% of our \$15,898,353 budget. The fire impact fee balance as of June 30th is \$1,235,647.

Approved by the Fire Commission on 8/17/21.

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

CONSENT AGENDA APPROVAL:

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

Director Hamilton motioned and Director Paolo seconded that the consent agenda be accepted. Motion passed. (YEAS –Raymond, Poindexter, Olsen, Hamilton, Paolo) (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: The 2nd Quarter update was included in the Board information packet for this meeting. Chief Thompson stated that we have had a bit of a slow down with the HR and emergency management team leader transitions.

Fire Station 32/Callawassie Progress Update: The station is complete and is now fully open.

Fire Station 31/New Riverside: District and County staff toured the facility on July 12th to complete a punch list of items for the contractor. All four doors have now been installed and they are waiting on the appliances that are on backorder. Chief Boulware estimates the station will be complete at the end of the month and that we could be in the building around the 2nd week of August.

Fire Station 34/Sun City: The County has approved an MOU with a 50%/50% cost share between BTFD and BCEMS. On May 28, 2021, County Council authorized staff to let an Invitation for Bid (IFB) for construction of the project. As of July 13, 2021, the IFB has not been advertised publicly awaiting the final set of construction drawings from the architect.

Fire Station 39/Sun City Property Acquisition: The District will be holding a community informational meeting on August 11th in Sun City at the request of their HOA Board. This will be an impact fee funded project with a 3-5 year timeframe without the use of debt service.

Approved by the Fire Commission on 8/17/21.

OLD BUSINESS:

- ***COVID-19 Response Update:*** Chief Thompson stated that the District does not currently have any employees out due to COVID-19. Since this started in 2020, BTFD has had 37 tested, with 28 of those positive tests and 9 were negative.
- ***Lift and Assist Survey and Study:*** Chief Thompson presented a research report to the Board for review discussing options and recommendations for addressing the increasing number of lift and assist service calls.
- ***American Rescue Plan Act (ARPA):*** Chief Thompson stated that the County has asked for entitlement funds from our elected officials at the federal and state levels. He will keep the Board updated on the project list and the development of projects as the Task Force continues to meet.
- ***FY2022 Budget Submission to County Council:*** The ordinance is now signed with the Bluffton Fire District listed with an Operations Millage Rate of 24.20 and Debt Service Millage Rate of 1.5.

NEW BUSINESS:

- ***Discussion of District Credit Card Limits:*** Chief Thompson and Chief Boulware would like to propose lowering the credit card limits from a total of \$123,000 to \$47,000. After reviewing expenses for previous years, Chief Boulware stated that we have not come close to reaching these credit card limits. Director Paolo motioned, and Director Poindexter seconded to approve the new credit limits for the District credit cards. (YEAS –Raymond, Poindexter, Olsen, Hamilton, Paolo) (NAYS – None)
- ***FY2021 Closeout and Audit Discussion:*** Chief Boulware stated that our auditor is scheduled to come into the office August 16-17th.

ADJOURNMENT: Director Olsen motioned, and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:20 PM. (YEAS –Raymond, Poindexter, Olsen, Hamilton, Paolo) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
7-21-2021

Approved by the Fire Commission on 8/17/21.