

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, August 17, 2021  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present:** Mike Raymond, Elaine Lust, Joe Paolo, Louis Poindexter, Paul Hamilton (via zoom)

**Absent:** Ed Olsen

**Members Present:** John Thompson, Paul Boulware, Derek Church, Dan Wiltse, Steve McKinley, Terry Sheriff, Joe Helms, Amanda Cazenave, Tracy Walling, Nancy Hyer

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

**INVOCATION & PLEDGE OF ALLEGIANCE**

**BOARD MEMBER ROLL CALL**

**CHAIRMAN'S REMARKS:** None.

**PUBLIC COMMENT:** None.

**APPROVAL OF BOARD MEETING MINUTES:** Director Lust motioned, and Director Poindexter seconded the minutes of the July 20, 2021 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Lust, Paolo, Poindexter, Hamilton) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of July 2021. We have completed 8.33% of the current fiscal year budget, and the total expenditures year to date are at 7.36%. The revenue requested year to date from the county was \$1,195,722, which is 7.13% of our \$16,761,722 budget. The fire impact fee balance as of July 31<sup>st</sup> is \$1,198,562.30.

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

**CONSENT AGENDA APPROVAL:**

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

*Approved by the Fire Commission on 9/21/21.*

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

## **FIRE CHIEF’S REPORT:**

- ***Project Updates:***

***Accreditation Update:*** Chief Thompson stated eight (8) of the 19 objectives are complete (42%), 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 2<sup>nd</sup> Quarter update was included in the Board information packet in the July meeting. The 3<sup>rd</sup> Quarter update will be in October.

***Fire Station 31/New Riverside:*** There has been some delay in receiving the certificate of compliance and certificate of occupancy due to some backup with the Town of Bluffton. There is also a delay with appliances being delivered. Staff and the County’s construction manager are working with the contractor regarding liquidated damages.

***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. There has been no further progress on this project.

***Fire Station 39/Sun City Property Acquisition:*** The District held a community informational meeting on August 11<sup>th</sup> in Sun City at the request of their HOA Board. They expressed concern about having an ambulance at the proposed station. Chief Thompson conveyed that message to Beaufort County EMS. There will likely be a 100-year lease on the property for \$1 between the County and the HOA Board. This will be an impact fee funded project with a 3-5 year timeframe without the use of debt service.

## **OLD BUSINESS:**

- ***COVID-19 Response Update:*** Chief Thompson stated that the District has had an increase in employees out due to COVID-19. However, all of the stations are open and all the trucks are running. The Recruit School currently has 2 currently out positive and has been paused by SCFA until 8/23/21. There are currently 13 operations personnel out positive with COVID-19. District staff has gone back to requiring masks for the public in the stations and when social distancing is not possible.
- ***Lift and Assist Survey and Study:*** Chief Thompson received comments from several Board members on the report presented and will be incorporating them into the next draft.
- ***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

*Approved by the Fire Commission on 9/21/21.*

keep the Board updated on the project list and the development of projects as the Task Force continues to meet. The Task Force has not met since the last Board meeting.

**NEW BUSINESS:**

- None

**EXECUTIVE SESSION:** Director Paolo motioned, and Director Poindexter seconded to move into executive session at 4:42pm for personnel matters related to replacement of a Board member. (YEAS –Raymond, Lust, Paolo, Poindexter, Hamilton) (NAYS – None)

**MATTERS ARISING OUT OF EXECUTIVE SESSION:** The Board reconvened from executive session at 5:05 PM. There were no matters arising from the executive session.

**ADJOURNMENT:** Director Poindexter motioned, and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:10 PM. (YEAS –Raymond, Lust, Paolo, Poindexter, Hamilton) (NAYS – None)

Respectfully Submitted,  
Amanda Cazenave  
8-19-2021

*Approved by the Fire Commission on 9/21/21.*