

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, March 15, 2022
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Elaine Lust, Joe Paolo, Louis Poindexter, Paul Hamilton, Rick Krob

Absent: None

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

MEETING CALLED TO ORDER at 4:03 pm by Director Paolo.

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: None.

PUBLIC COMMENT: None.

EXECUTIVE SESSION: Director Hamilton motioned, and Director Poindexter seconded to move into executive session at 4:10pm for personnel matters related to the Fire Board. (YEAS – Lust, Paolo, Poindexter, Hamilton, Krob) (NAYS – None)

MATTERS ARISING OUT OF EXECUTIVE SESSION: The Board reconvened from executive session at 4:25 PM. There were no matters arising from executive session.

SWEARING IN CEREMONY FOR NEW BOARD OFFICERS: Chief Thompson swore in Director Poindexter for Chairman, Joe Paolo for Vice-Chairman, and Rick Krob for Treasurer.

APPROVAL OF BOARD MEETING MINUTES: Director Hamilton motioned, and Director Paolo seconded the minutes of the February 15, 2022 Board of Directors meeting be approved. Motion passed. (YEAS –Paolo, Poindexter, Hamilton, Krob) (NAYS – None)(ABSTAIN – Lust)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of February 2022. We have completed 66.67% of the current fiscal year budget, and the total expenditures year to date are at 67.56%. The revenue requested year to date from the county was \$11,166,734, which is 66.62% of our \$16,761,722 budget. The fire impact fee balance as of

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February 28th is \$1,093,340. Director Lust asked about the operations expenses being over budget and if that trend was going to continue. Chief Boulware explained that payroll expenses for operations have increased due to additional overtime to cover for Covid, FMLA, etc.

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Church reviewed the Operations Report, stating that the average arrival time improved by 19 seconds. The volume trend projects the total alarm calls for 2022 to be 9884, a 12% increase over 2021. The reliability report shows stations 30, 34, 35 and 38 below 90% reliability rate. Director Lust also asked about Station 37's longer response time. Chief Church explained that due to the relatively smaller sample size, one long call across the property will skew the data.

- ***Project Updates:***

Accreditation Update: To date, ten (10) of the 19 objectives are complete (53%). The remaining objectives are in process and on schedule. The projected date to achieve all recommendation is May 1, 2022. The continuity of operations plan (COOP) will take an additional 18 months to accomplish.

Strategic Plan Implementation Progress: The next update will be presented during the April 19th Board meeting.

Fire Station 34/Sun City Renovation: The contract has been signed by the contractor and initial equipment and materials are arriving daily at the site. They estimate the project to take 6 months to complete.

Fire Station 39/Sun City Property Acquisition: At the most recent meeting on January 20th with Mr. Greenway, Mr. Foot, Ms. Ward, Mr. Phillips and District staff, it was decided that the County and Sun City would enter into a 100-year lease agreement for the property. Ms. Ward is working with Sun City's legal to craft the lease language. Staff is awaiting the first draft of the lease and will bring it forward once received from County.

- ***COVID-19 Response Update:*** Chief Thompson stated that the District currently has zero employees out due to COVID. Over the last month the number of new cases in our region has started to decrease, hopefully indicating an end to the surge.
- ***American Rescue Plan Act (ARPA):*** On February 7th the Executive Committee of the County Council voted to approve COVID funding and move forward to Council special

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pay for the individuals employed by the County during the pandemic. This week was the 2nd reading of the ordinance which will have to go through 3 readings of County Council to approve.

- ***Beaufort County Fire Impact Fee Study:*** Chief Thompson explained the new impact fee analysis based on the property's equivalent dwelling units (EDU's). Each EDU would be \$953. This project is now in process and working its way through county council. On February 22nd the matter was presented to the County's Finance Committee where it was voted on and forwarded to the full Council. On February 28th it passed the first reading of the new fee ordinance. The matter must pass two additional readings and a public hearing to become law.
- ***Fire Chief's 2021 Evaluation Process Discussion:*** Chairman Poindexter will distribute the paperwork to the board members regarding the Fire Chief's evaluation.
- ***FY2022 Budget Process:*** Chief Boulware scheduled the Budget Workshop for Tuesday March 22nd at 1pm. District staff plans to include 6 additional positions in the new budget to plan for growth.
- ***New Board Members Update:*** Director Poindexter stated that Dana Marsh has been approved by the County Council. Joe Walsh was approved by the Town Council and will be forwarded to the Community Service Committee on April 4th then to County Council on April 11th.

NEW BUSINESS: None.

ADJOURNMENT: Director Hamilton motioned, and Director Krob seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:18 PM. (YEAS –Lust, Paolo, Poindexter, Hamilton, Krob) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
3-16-2022

Approved by the Fire Commission 4-12-2022.