

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, January 18, 2022  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present:** Mike Raymond, Louis Poindexter, Joe Paolo, Elaine Lust, Rick Krob

**Absent:** Paul Hamilton

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

**MEETING CALLED TO ORDER at 4:05 pm by Chairman Raymond.**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**BOARD MEMBER ROLL CALL**

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

**CHAIRMAN’S REMARKS:** Chairman Raymond commented that we are beginning a new year and preparing for a new budget. He shared that he is not worried about what may come this year and knows the District can handle it.

**RECOGNITION CEREMONY:** Chairman Raymond was recognized for his many years of service on our District’s Board of Commissioners. He served faithfully from 2010-2022, helping the District in many accomplishments over the years. Thank you for your dedication and commitment to our community. Director Olsen will also be recognized for his many years of service on our Board when he is available to attend. Chairman Raymond shared his appreciation of Director Olsen’s commitment and mentorship during his years of service.

**PUBLIC COMMENT:** None.

**APPROVAL OF BOARD MEETING MINUTES:** Director Lust motioned, and Director Krob seconded the minutes of the December 14, 2021 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Lust, Krob) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of December 2021. We have completed 50% of the current fiscal year budget, and the total expenditures year to date are at 51.16%. The revenue requested year to date from the county was

*Approved by the Fire Board 2-15-22.*

\$8,439,620, which is 50.35% of our \$16,761,722 budget. The fire impact fee balance as of December 31<sup>st</sup> is \$1,169,730.

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

#### **CONSENT AGENDA APPROVAL:**

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

Chairman Raymond asked Chief Wiltse about construction plans at Cahill's that will add additional seating. He also asked Chief McKinley about an engine that is out of service and when it will be repaired. The District is waiting to see if the dealer will repair it even though it is out of warranty or if we need to repair it. Director Krob asked about an HVAC Repair at Station 38. Director Paolo asked about the negotiations regarding Palmetto Bluff's developments. Chief Wiltse stated that we will make sure that they meet all the requirements for the fire district.

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

#### **OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Church stated that during December there was a decline in total call volume, but there were more fires than previous months. Stations 34, 30 and 38 were the busiest stations for the month. We concluded the year at 8,815 calls, which is a 16.1% increase over 2020. The heat map shows the call volume and response times within the west side of Sun City remain a concern and continue confirming the need for a station there.

- ***Project Updates:***

***Accreditation Update:*** To date, nine (9) of the 19 objectives are complete (47%). The remaining objectives are in process and on schedule. The projected date to achieve all recommendation is May 1, 2022.

***Strategic Plan Implementation Progress:*** The 4<sup>th</sup> Quarter update will be presented during the February 15<sup>th</sup> Board meeting.

***Fire Station 34/Sun City Renovation:*** County Council has awarded the contract to Brantley Construction. The contractor will be moving their equipment onto the site tomorrow. They estimate the project to take 6 months to complete. The can trailer currently at Station 34 will be relocated to Station 38.

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***Fire Station 39/Sun City Property Acquisition:*** At the most recent meeting on November 22<sup>nd</sup> with the County Administrator, Sun City general manager, District staff and Beaufort County EMS Director it was decided that Mr. Greenway would contact Mr. Phillips to discuss the legal process of transferring the property as a starting point to further investigate the project. A Zoom meeting is scheduled for later this week.

- ***COVID-19 Response Update:*** Chief Thompson stated that the District currently has 2 employees out due to COVID. The new omicron variant of COVID-19 is causing issues for the Lowcountry including the District. The SC DHEC percent positive rate for last week was at 31% which indicates a rapid spread for our community. The quarantine period has been reduced to a 5-day period. We have not had to close down any engine or station at all during the pandemic.
- ***BTFD Lift and Assist Survey and Study:*** Captain Harrelson is working on an Advanced EMT proposal for the budget as well as what the Community Paramedic Program may entail.
- ***American Rescue Plan Act (ARPA):*** The projects included in the package and related to emergency services were a request for funding of a new fire and EMS alerting system, water, fire hydrant, and sewer line extensions into areas currently not watered, and an increase in the areas not currently served by broad band internet. The project involving a new alerting system is coming and we should see some progress in the next few months.

**NEW BUSINESS:**

- ***Board Elections Discussions:*** Director Poindexter will communicate with the Board members regarding who would like to be considered for leadership. He will also be working with the Directors to schedule additional candidates that need to be interviewed. The Town of Bluffton needs to nominate someone to be approved by the County Council.
- ***Fire Chief's 2021 Evaluation Process Discussion:*** Chairman Raymond will distribute the paperwork to the board members regarding the Fire Chief's evaluation.

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

Respectfully Submitted,  
Amanda Cazenave  
1-19-2022

*Approved by the Fire Board 2-15-22.*