

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

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

**Absent:** Elaine Lust

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

**MEETING CALLED TO ORDER at 4:00 pm by Vice-Chairman 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 –Hamilton, Poindexter, Paolo, Krob) (NAYS – None)

**CHAIRMAN’S REMARKS:** None.

**PUBLIC COMMENT:** None.

**APPROVAL OF BOARD MEETING MINUTES:** Director Poindexter motioned, and Director Krob seconded the minutes of the January 18, 2022 Board of Directors meeting be approved. Motion passed. (YEAS –Hamilton, Poindexter, Paolo, Krob) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of January 2022. We have completed 58.33% of the current fiscal year budget, and the total expenditures year to date are at 59.65%. The revenue requested year to date from the county was \$9,201,671, which is 54.90% of our \$16,761,722 budget. The fire impact fee balance as of January 31<sup>st</sup> is \$1,089,395.

Director Hamilton motioned and Director Krob seconded that the January 2022 Financial Report be approved as submitted. Motion passed. (YEAS –Hamilton, Poindexter, Paolo, Krob) (NAYS – None)

**CONSENT AGENDA APPROVAL:**

*Approved by the Fire Commission on 3/15/22.*

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

Chief Thompson introduced our new Training Chief, Chief Anthony Van Es.

**OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Church stated that there was a 6% increase in call volume over January. Stations 34 and 38 were the busiest stations for the month. This year we have already had 766 calls, which indicates a projected increase in 2022 alarm total of approximately 12.1% over 2021. The station reliability percentage is an indicator to help staff determine when a station may need an additional response unit or when another station is necessary.

- ***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 19<sup>th</sup> Board meeting.

***Fire Station 34/Sun City Renovation:*** The contract has been signed by the contractor and work is about to get underway. They estimate the project to take 6 months to complete.

***Fire Station 39/Sun City Property Acquisition:*** At the most recent meeting on January 20<sup>th</sup> 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.

- ***COVID-19 Response Update:*** Chief Thompson stated that the District currently has 1 employee out due to COVID. The omicron variant of COVID-19 has caused issues for the Lowcountry including the District. Since the beginning of the pandemic the District has had 66 firefighters out at some point due to the virus.
- ***BTFD Lift and Assist Survey and Study:*** This project is being placed on hold. Beaufort Memorial Hospital may be interested in partnering with the District on a Community Paramedic Program.
- ***American Rescue Plan Act (ARPA):*** On February 7<sup>th</sup> 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 from April 1, 2020 until January 2022 for a total of 22 months. Full time employees may be able to receive \$150 per month with a cap of \$3000 and part time employees could receive \$75 per month. This project will not impact the District's budget. The ordinance will have to go through 3 readings of County Council to approve.

- ***Board Elections Discussions:*** Director Hamilton collected the votes and reported that Lou Poindexter was selected for Chairman of the Board and Rick Krob was selected for Treasurer.
- ***Fire Chief's 2021 Evaluation Process Discussion:*** Chairman Poindexter will distribute the paperwork to the board members regarding the Fire Chief's evaluation.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** Director Krob motioned, and Director Hamilton seconded to move into executive session at 4:32pm for personnel matters related to the Fire Board. (YEAS – Hamilton, Poindexter, Paolo, Krob) (NAYS – None)

**MATTERS ARISING OUT OF EXECUTIVE SESSION:** The Board reconvened from executive session at 4:55 PM. Director Poindexter motioned, and Director Paolo seconded to recommend Joe Walsh for the Town of Bluffton appointee and Dana Marsh for the at-large nominee. (YEAS –Hamilton, Poindexter, Paolo, Krob) (NAYS – None)

**ADJOURNMENT:** Director Hamilton motioned, and Director Poindexter seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:00 PM. (YEAS –Hamilton, Poindexter, Paolo, Krob) (NAYS – None)

Respectfully Submitted,  
Amanda Cazenave  
2-17-2022

*Approved by the Fire Commission on 3/15/22.*