

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, March 21, 2023
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Elaine Lust, Louis Poindexter, Paul Hamilton, Joe Paolo, Dana Marsh

Absent: Rick Krob

Members Present: Paul Boulware, Derek Church, Steve McKinley, Dan Wiltse, Terry Sheriff, Tracy Walling, Anthony Van Es, Stephen Combs

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

ACCEPTANCE OF AGENDA: Chairman Poindexter requested to add to new business voting on the proposed budget from the budget workshop. Director Lust motioned and Director Marsh seconded to accept the agenda. Motion passed unanimously. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh) (NAYS – None)

CHAIRMAN’S REMARKS: Chairman Poindexter thanked the Staff and Board for their work on the budget process so far.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Tyler Griffin promoted to FFIV
- Daniel Norton promoted to FFIII
- New Employee Stephen Combs is our Public Information Officer
- New Employee Jonathan Zappacosta is our Maintenance Technician
- Three new firefighters graduated from SCFA Recruit School – Carter Dzieciolowski, Eric Morales and Joe Sweeney

APPROVAL OF BOARD MEETING MINUTES: Director Marsh motioned, and Director Paolo seconded the minutes of the February 21, 2023 Board of Directors meeting be approved. Motion passed. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of February 2023. We have completed 66.67% of the 2023 fiscal year budget, and the total expenditures year to date are at 65.91%. The revenue requested year to date from the county was \$12,383,213, which is 65.32% of our \$18,958,562 budget. The current fire impact fee balance is

Approved by the Fire Board 4-18-2023.

\$1,070,117.

Director Marsh motioned and Director Hamilton seconded that the February 2023 Financial Report be approved as submitted. Motion passed. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh) (NAYS – None)

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Church reviewed the Operations Report for February. The overall call volume was 788 calls. The response time report and the response time heat map show a longer response time due to calls on Spring Island that require a longer distance and time to get on scene from Station 32.

- ***Project Updates:***

Accreditation Update: There is no update for March 2023.

Strategic Plan Implementation Progress: There is no update for March 2023.

Fire Station 34/Sun City Renovation: The project is still underway. Metal roofing has been installed on the new building and we are getting a quote for replacing the metal roofing over the bays. Drywall is being installed inside the building. The new completion date is estimated to be August 2023.

Fire Station 39/Sun City Property Acquisition: The County and Sun City have come to an agreement on the donation of the property. County Council passed it through final reading on February 13th and County legal said it would take about a month to finalize all the paperwork to transfer the ownership from Sun City HH Community Association to the County.

- ***American Rescue Plan Act (ARPA):*** The ordinance included funding for the project providing a state-of-the-art, countywide fire and EMS station alerting system. Members of the procurement RFQ team met with the three finalists on Jan. 20th and each vendor has been asked to provide a final Request for Proposal for pricing and project parameters. This project is estimated to be completed in approximately 15 months.
- ***CIP Debt Service Funding for Recurring Projects:*** County Council had its last of three reading 1/23, 2/13, 2/27 and had unanimous approvals for all three readings. The bonds

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will be going out for sale with a 60-day mandatory wait period and set to close the first week of May.

- ***Classification and Compensation Study Update:*** The consultants have submitted their report and presented options to our staff. The team is now working on the compensation study and the two will be rolled out together.
- ***Beaufort County Fire Impact Fee Ordinance:*** The Council passed the third and final reading for a text amendment to the Chapter 82 code ordinance for Impact Fees unopposed. This ordinance does not include the school board or EMS but does include Fire Facilities, except for Daufuskie Island Fire.

NEW BUSINESS:

- ***Approval of Proposed Budget for FY24:*** Director Lust motioned and Director Paolo seconded to approve the budget proposed of \$20,709,201 by BTFD staff to present to the County for FY24. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh) (NAYS – None)

ADJOURNMENT: Director Hamilton motioned, and Director Marsh seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:45 PM. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
3-24-2023

Approved by the Fire Board 4-18-2023.