

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, April 18, 2023
Bluffton Fire District Headquarters
MINUTES**

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

Absent: None

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

MEETING CALLED TO ORDER at 4:00, pm by Chairman Poindexter.

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: Chairman Poindexter noted good news on the CIP funding and thanked the Beaufort County Administrator for helping move it along.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Adam Corn promoted to Assistant Chief of Operations
- New Employee Hailey Smith is our Administrative Assistant

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

FINANCIAL REPORT: Chief Church reviewed the Finance Report for the month of March 2023. We have completed 75% of the 2023 fiscal year budget, and the total expenditures year to date are at 76.93%. The revenue requested year to date from the county was \$14,425,598, which is 76.09% of our \$18,951,137 budget. The current fire impact fee balance is \$911,552.02.

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

Approved by the Fire Board 5-16-2023

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 Corn reviewed the Operations Report for March. The overall call volume was 837 calls. The response time report and the response time heat map show a longer response time to calls in the areas covered by Station 34 and between Station 30 and Station 35 as they require a longer distance and time to get on scene.

- **Project Updates:**

Accreditation Update: There is no update for April 2023.

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

Fire Station 34/Sun City Renovation: The project is still underway. All mechanicals and drywall have been installed for the new addition. A two-hour fire rated wall between the existing structure and new structure was accidentally not built, a work-around fix has been designed by the architects at no cost to the Fire District. The fix is to construct a new wall inside the apparatus bay to act as the two-hour rated wall. Power was transferred over. The new completion date is set for August 2023.

Fire Station 39/Sun City Property Acquisition: No update on the legal deeding of the property. Chief Boulware will follow-up with County Legal next month.

- **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:** Bank bids were received with South State Bank having the best bid with 3.670%. The County Administrator gave approval to move forward. The expected closing date is May 2023.
- **Classification and Compensation Study Update:** The consultants have completed the Classification Study. The Compensation Study will be conducted next, which ties into the Classification Study.

Approved by the Fire Board 5-16-2023

- ***Beaufort County Fire Impact Fee Ordinance:*** This project has been completed and has been enacted by Beaufort County.

NEW BUSINESS:

- ***Approval of Proposed Budget for FY24:*** The district received preliminary millage values from County Finance as did other fire districts in the County. There was a discrepancy in the estimated values and have been rescinded and are being recalculated and should be back to us before the May 8th budget presentation to County.

ADJOURNMENT: Director Krob motioned, and Director Marsh seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:36 PM. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh, Krob) (NAYS – None)

Respectfully Submitted,
Hailey Smith
4-20-2023

Approved by the Fire Board 5-16-2023