

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, May 16, 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, Adam Corn, Dan Wiltse, Anthony Van Es, Brian Hart

**MEETING CALLED TO ORDER at 4:04, pm by Chairman Poindexter.**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**BOARD MEMBER ROLL CALL**

**ACCEPTANCE OF AGENDA:** Chairman Poindexter moved to accept the agenda. Director Hamilton 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 they are waiting on Beaufort County to approve and vote in Bill Ricketts to the Fire Board. Also noted, our FY24 budget was presented to Beaufort County Finance Committee and will be reported to Beaufort County Council on May 22, 2023, for the first reading

**PUBLIC COMMENT:** None.

**EMPLOYEE RECOGNITION:**

- FF Tyler Marion has completed Advanced EMT class.
- FF Brandon Morgan, FF T.J. McCullion, & FF Mara Prosolow have completed Paramedic Class

**APPROVAL OF BOARD MEETING MINUTES:** Director Paolo motioned, and Director Hamilton seconded the minutes of the April 18, 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 April 2023. We have completed 83.33% of the 2023 fiscal year budget, and the total expenditures year to date are at 84.83%. The revenue requested year to date from the county was \$15,964,122, which is 84.21% of our \$18,958,562 budget. The current fire impact fee balance is \$916,639.02.

*Approved by the Fire Board 6/20/2023*

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

**CONSENT AGENDA APPROVAL:**

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

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

**OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for April. The overall call volume was 862 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 May 2023.

*Strategic Plan Implementation Progress:* A vendor has been selected to facilitate our strategic plan after July. The Board will be informed once the dates have been confirmed.

*Fire Station 34/Sun City Renovation:* The project is still underway. The new electrical/power connections have been installed for the main power to the building with the Automatic Transfer Switch for the generator. Interior doors have been installed and some of the smaller windows. Temporary windows will be installed in the bunk rooms until the windows for those areas come in. The expected move over date is June 8th.

*Fire Station 39/Sun City Property Acquisition:* Sun City is to sign the final document. Once this is completed, it will be recorded in the deed and the property will belong to Beaufort County with a revertible clause if the property is not used as a first responder facility it shall revert back to the original owner.

- **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. A vendor has been selected and contract negotiations are underway. The HHI Airport Fire station was accidentally excluded from the original list of facilities and will be inspected and added to the project cost. A contract should be signed within the next 30 days. This project is estimated to take 280-300 days for completion.

*Approved by the Fire Board 6/20/2023*

- ***Classification and Compensation Study Update:*** This is still underway and should be completed soon. The consultants are compiling data from other local organizations and those of similar size and scope as BTFD.

**PROJECTS ON HOLD:**

- ***BTFD Lift and Assist Survey and Study:*** Chief Corn is scheduling meetings with local facilities to discuss why assisted living facilities are requesting assistance when personnel are on staff.

**NEW BUSINESS:**

- ***Approval of Proposed Budget for FY24:*** New millage values have been received from Beaufort County. The new rate is 24.10, which is 1.5 mills less than the previous year. Chief Boulware and Chief Church attended a meeting with Beaufort County Finance Committee where the budget was presented. The first reading will go to Beaufort County Council on May 22, 2023.

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

Respectfully Submitted,  
Hailey Smith  
5-16-2023

*Approved by the Fire Board 6/20/2023*