

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, June 20, 2023  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present:** Elaine Lust, Louis Poindexter, Paul Hamilton, Joe Paolo, Dana Marsh, Rick Krob (via Zoom), Bill Ricketts

**Absent:** None

**Members Present:** Paul Boulware, Derek Church, Adam Corn, Dan Wiltse, Terry Sheriff, Tracy Walling, 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 Marsh motioned, and Director Paolo seconded to accept the agenda. Motion passed unanimously. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh, Krob, Ricketts) (NAYS – None)

**CHAIRMAN’S REMARKS:** Chairman Poindexter swore in Bill Ricketts to the Fire Board. Bill Ricketts briefly told the Board about himself.

**PUBLIC COMMENT:** None.

**EMPLOYEE RECOGNITION:**

- Stephen Combs received his CPC credentialing for “Public Information Officer”, one of only 29 internationally.

**APPROVAL OF BOARD MEETING MINUTES:** Director Hamilton motioned, and Director Marsh seconded the minutes of the May 16, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh, Krob, Ricketts) (NAYS – None)

**FINANCIAL REPORT:** Chief Church reviewed the Finance Report for the month of May 2023. We have completed 91.67% of the 2023 fiscal year budget, and the total expenditures year to date are at 92.59%. The revenue requested year to date from the county was \$17,397,782, which is 91.77% of our \$18,958,562 budget. The current fire impact fee balance is \$924,079.02.

*Approved by the Fire Board 7/18/2023*

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

**CONSENT AGENDA APPROVAL:**

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

**OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for May. The overall call volume was 898 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:*** Chief Livingston has prepared the Annual Compliance Report for CPSE and will be filling it with them.

***Strategic Plan Implementation Progress:*** An agreement has been finalized with CPSE to conduct our next strategic planning session the week of January 22<sup>nd</sup> through 25<sup>th</sup>, 2024. Board members will be contacted to participate as community stakeholders.

***Fire Station 34/Sun City Renovation:*** The project is still underway. The firewall is being constructed between the new building and the old one. The permanent windows and doors are being installed. The lighting and floors are waiting to be installed. A tentative move over date of June 26<sup>th</sup> has been talked about.

- ***American Rescue Plan Act (ARPA):*** We have received the final pricing and timeline for the Purvis vendor and expect to have the contract signed and installation starting October 16, 2023 and be completed on October 3, 2024. Purvis has requested Beaufort County to install servers with several firewalls. Beaufort County IT is looking into this as it may require an outside company to be hired to manage the firewalls. The second vendor may be asked for a quote to compare what they require for the installation.
- ***CIP Debt Service Funding for Recurring Projects:*** The district has received the bond funds into our account and will be starting to procure goods this July, the start of the new budget year.
- ***Classification and Compensation Study Update:*** The consultants are reviewing all position descriptions and building a salary schedule that aligns with the new positions.

*Approved by the Fire Board 7/18/2023*

**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:*** The FY24 Budget was approved by Beaufort County for the amount requested. The new year begins July 1, 2023.
- ***Fire Station 39/Sun City Property Acquisition:*** Beaufort County Council approached Chief Boulware about upfitting Station 39 on quicker notice. Beaufort County Council started an ordinance that had a first reading (which passed unanimously) on June 12, 2023, to use 5 million dollars of excess bonds to construct Station 39 in Sun City. The ordinance has 2 more readings before being passed. As impact fees are collected, the county will be reimbursed for BTFD's portion of construction.

**ADJOURNMENT:** Director Paolo motioned, and Director Ricketts seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:50 PM. (YEAS – Lust, Poindexter, Hamilton, Paolo, Marsh, Krob, Ricketts) (NAYS – None)

Respectfully Submitted,  
Hailey Smith  
6/21/2023

*Approved by the Fire Board 7/18/2023*