

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

Board Members Present: Elaine Lust, Louis Poindexter, Joe Paolo, Bill Ricketts

Absent: Rick Krob, Dana Marsh, Paul Hamilton

Members Present: Paul Boulware, Derek Church, Adam Corn, Dan Wiltse, Tracy Walling, Stephen Combs, Steve McKinley, Rhett Livingston, Anthony Van Es

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: Chairman Poindexter motioned for an executive session to take place before adjournment. Director Ricketts seconded.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Justin Olds has retired as of July 7, 2023, after 20 years of service with BTFD.

APPROVAL OF BOARD MEETING MINUTES: Director Paolo motioned, and Director Ricketts seconded the minutes of the June 20, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Lust, Poindexter, Paolo, Ricketts) (NAYS – None)

FINANCIAL REPORT: Chief Church reviewed the Finance Report for the month of June 2023. We have completed 100% of the 2023 fiscal year budget, and the total expenditures year to date are at 100.31%. The revenue requested year to date from the county was \$18,882,093, which is 99.6% of our \$18,958,562 budget. The current fire impact fee balance is \$946,491.02.

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

CONSENT AGENDA APPROVAL:

- **Receipt of Training Update**

Approved by the Fire Board 8/15/2023

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for June. The overall call volume was 907 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 submitted the report and we are waiting approval. The Standard of Cover document re-write kick-off meeting was scheduled for July 12, 2023, and will start to be worked on for the up-and-coming strategic plan process in January.

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

Fire Station 34/Sun City Renovation: The project is still underway. The firewall has been constructed. Removal of some damaged siding on the old side of the station has revealed some termite damage that will need to be repaired before new siding can be installed. Interior painting was completed. The fire sprinkler company had to re-locate some devices. A new move over date has not yet been determined, but sometime in August is being discussed.

- ***American Rescue Plan Act (ARPA):*** There has been discussion with the first vendor regarding final pricing and what the County had to provide for the implementation of the project. The group voted to bring in the second vendor for discussion of their final pricing. This vendor agreed to improve their pricing but needed about two weeks to visit all locations and see the entire infrastructure before final pricing.
- ***Classification and Compensation Study Update:*** A proposed new pay matrix has been created that addresses compression of pay within the ranks. This is being reviewed to ensure that job descriptions and the pay matrix are all in line for current and future positions, and promotions going forward. This is a very detailed review to assure that each employee's pay is in line and correct with their position. No changes will be made until January 2024 time frame.

PROJECTS ON HOLD:

Approved by the Fire Board 8/15/2023

- ***BTFD Lift and Assist Survey and Study:*** Chief Corn has had little success with responses to his request for information from the facilities in question. He has been in contact with SC DHEC to discuss the issue we are having and how these facilities operate under their license. He will be visiting each location to physically talk to someone about our concerns.

NEW BUSINESS:

- ***Fire Station 39/Sun City Property Acquisition:*** County Council has passed an ordinance to proceed with re-allocation of bond funds to build the new fire/EMS station (#39) in Sun City with a budget of \$5 Million. The next step will be to start the process of a formal bid selection with County procurement.

EXECUTIVE SESSION: Began at 4:40pm. No action was taken during the executive session.

ADJOURNMENT: Director Paolo motioned, and Director Ricketts seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:04 PM. (YEAS – Lust, Poindexter, Paolo, Ricketts) (NAYS – None)

Respectfully Submitted,
Hailey Smith
7/18/2023

Approved by the Fire Board 8/15/2023