

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, October 20, 2020  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present via Zoom:** Mike Raymond, Louis Poindexter, Joe Paolo, Elaine Lust, Ed Olsen

**Absent:** Paul Hamilton, Thomas Mike

**Members Present via Zoom:** John Thompson, Paul Boulware, Rick Cramer, Dan Wiltse, Robert Payne, Pete Reid, Terry Sheriff, Steve McKinley, Derek Church, Rhett Livingston, Sandy Stroud, Nancy Hyer, Amanda Cazenave

**MEETING CALLED TO ORDER at 4:10 pm by Chairman Raymond.**

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBER ROLL CALL**

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

**CHAIRMAN'S REMARKS:** None.

**PUBLIC COMMENT:** Mr. Grubowski commented about sick leave not applied to retirement account.

**APPROVAL OF BOARD MEETING MINUTES:** Director Lust motioned and Director Poindexter seconded the minutes of the September 15, 2020 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Lust, Paolo) (NAYS – None)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of September, 2020. We have completed 25% of the current fiscal year budget, and the total expenditures year to date are at 22.49%. The revenue requested year to date from the county was \$3,469,018, which is 21.82% of our \$15,898,353 budget. There was an increase in the impact fee balance, which is now \$1,305,512.

Director Paolo motioned and Director Poindexter seconded that the September 2020 Financial Report be approved as submitted. Motion passed. (YEAS –Raymond, Poindexter, Lust, Paolo) (NAYS – None)

**CONSENT AGENDA APPROVAL:**

*Approved by the Fire Commission 11/17/2020*

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

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

#### **FIRE CHIEF'S REPORT:**

- ***Project Updates:***

***Fire Station 38 Update:*** Station 38 is up and operating. The grand opening will be held on October 28<sup>th</sup> at 10am. Station tours will be offered in small groups and masks will be required in the station. We have received the permit for the tower and construction will begin on it on November 9<sup>th</sup>.

***Fire Station 32/Callawassie Progress Update:*** Chief Boulware stated that the new addition is in the final stages. They are working with BJWSA to get the sewer transferred over.

***Fire Station 31/New Riverside:*** Concrete has been poured and some block and brick work is underway. Walls will be coming up pretty soon. The substantial completion date is July 21, 2021.

***Fire Station 34/Sun City:*** District staff met with Mr. Phillips, Sun City General Manager, for a second time regarding an alternative proposed site on Sun City Boulevard with better access. Mr. Phillips has requested civil engineers to investigate the site for suitability and the district is awaiting the results of the study. Chief Thompson stated that they believe there is enough space on the site to build a station similar in size to Station 30 (Old Town). Chairman Raymond commented his appreciation of Mr. Phillips and acknowledged his work on this project. The county is prepared to move forward with the renovation and improvements of the current station.

#### **OLD BUSINESS:**

- ***Daufuskie Island Consolidation Study:*** Nothing new to report this month.
- ***Beaufort County Fire Impact Fee Study:*** Nothing new to report this month.

- **COVID-19 Response Update:** Chief Thompson reported that we have 1 employee out on suspicion for COVID-19 due to a family member testing positive. This district is doing well and it has not become a big issue at this point.
- **Ransom Ware Attack: System Status Update:** Chief Boulware reported that we are about 95% restored. We are waiting on the Incode system to make the transition with their cloud based server. Fleetpro software is up and running. We have expended \$84,304 total in rebuilding and upgrading these affected systems. We recouped \$55,673 from the insurance company and \$28,631 has been spent out of pocket, not including the numerous man-hours.

## **NEW BUSINESS:**

- **Strategic Plan Implementation Progress - 3<sup>rd</sup> Quarter Update:** The district has completed 10 of the 41 objectives in the plan (24%). There are 16 objectives (39%) currently in process with 1 of those being past due. There are 15 (37%) objectives which have not been started at this point in time. The plan expires on December 31, 2023. Chairman Raymond stated that the board is available and willing to help if necessary in getting objectives completed, specifically in improving cooperation with other agencies.
- **2020 Workforce Development Report:** Chief Reid reviewed the workforce report for the FY20 to give a broad look of the employees in the district.
- **Presentation of an Update to the Hardeeville Automatic Aid Agreement:** Chief Thompson described the automatic aid agreement that we have with Hardeeville and the changes they are proposing. They would like our heavy rescue truck to respond to automobile collision calls up Hwy 278 to Margaritaville. Chairman Raymond and Director Lust expressed concern with the level of commitment in future years and would like to add a clause to renegotiate on an annual basis.
- **Accreditation Site Visit Update:** Captain Livingston reported that the district received a recommendation to move forward for accreditation. The commission hearing will be on October 27<sup>th</sup>.

**ADJOURNMENT:** The meeting was adjourned at 5:30 PM.

Respectfully Submitted,  
Amanda Cazenave  
10-21-2020

*Approved by the Fire Commission 11/17/2020*