

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, November 16, 2021
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Mike Raymond, Joe Paolo, Louis Poindexter, Paul Hamilton, Rick Krob

Absent: Ed Olsen, Elaine Lust

Members Present: John Thompson, Paul Boulware, Derek Church, Steve McKinley, Paul Harrelson, Robert Payne, Tracy Walling, Rhett Livingston, Joe Helms, Amanda Cazenave, Nancy Hyer

MEETING CALLED TO ORDER at 4:20 pm by Chairman Raymond.

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: None.

PUBLIC COMMENT: None.

2021 COMPREHENSIVE ANNUAL FINANCIAL REPORT: Ms. Lisa Wechsler, CPA reviewed the Annual Financial Report for FY2021. The revenues exceeded expenses by approximately \$1,047,000. Taxes were up approx. \$1 million, up 15% from the previous year. Impact fees were up \$40,000 and Vehicle Services revenue was up about \$58,000. Personnel expenses were also up due to overtime of about \$300,000. Depreciation was up due to adding additional assets and construction projects. During the year the District added \$4,200,000 approximately in new capital assets. The Fund Balance increased by \$470,000.

APPROVAL OF BOARD MEETING MINUTES: Director Krob motioned, and Director Hamilton seconded the minutes of the October 19, 2021 Board of Directors meeting be approved. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Hamilton, Krob) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of October 2021. We have completed 33.33% of the current fiscal year budget, and the total expenditures year to date are at 35.14%. The revenue requested year to date from the county was

Approved by the Fire Board 12-14-2021.

\$5,791,903, which is 34.55% of our \$16,761,722 budget. The fire impact fee balance as of October 31st is \$893,942.

Director Paolo motioned and Director Krob seconded that the October 2021 Financial Report be approved as submitted. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Hamilton, Krob) (NAYS – None)

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Church stated that October was the 2nd highest call volume in the District's history. There have been 87 more calls this month than last month for Station 34 in the Sun City area. Stations 34, 35, 30 and 38 have reliability percentages below 85%.

- **Project Updates:**

Accreditation Update: To date, nine (9) of the 19 objectives are complete (47%). The remaining objectives are in process and on schedule. The projected date to achieve all recommendation is May 1, 2022.

Strategic Plan Implementation Progress: The 3rd Quarter update was included in last month's meeting package. Two of the District's implementation teams, community risk reduction and personnel, have new leadership and are working on some restructuring.

Fire Station 34/Sun City: The bids coming in are below the estimated \$1.5M. Therefore, the District's commitment will be 50% or approximately \$678,700 which are scheduled from impact fees. Director Poindexter motioned and Director Paolo seconded that the board approve the \$678,700 of District funds be approved for this project. Motion passed. (YEAS –Raymond, Poindexter, Paolo, Hamilton, Krob) (NAYS – None)

Fire Station 39/Sun City Property Acquisition: The District is awaiting action by Sun City to provide the property for a future facility on Sun City Boulevard. There is a meeting on Monday with the District, the County and Sun City to discuss the project. This will be an impact fee funded project with a 3-5 year timeframe without the use of debt service.

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- ***COVID-19 Response Update:*** Chief Thompson stated that Beaufort County has seen a downward trend in COVID cases continue. The District currently has zero employees out due to COVID.

NEW BUSINESS:

- ***FY2022 Budget Process Discussion:*** The County has moved up the Fire District to the beginning of the process so we will likely be presenting the proposed budget to County Council in early April. The staff has already started meeting about budgets and the Board will have the Budget Workshop in the end of February.
- ***Hardeeville Mutual Aid Agreement for Rescue Services:*** Chief Thompson stated that Hardeeville has requested our mutual aid agreement extend all the way to Margaritaville. It currently ends at the traffic light by Walmart.

ADJOURNMENT: Director Paolo motioned, and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:35 PM. (YEAS –Raymond, Poindexter, Paolo, Hamilton, Krob) (NAYS – None)

Respectfully Submitted,
Amanda Cazenave
11-18-2021

Approved by the Fire Board 12-14-2021.