

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 24, 2023
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Elaine Lust, Joe Paolo, Louis Poindexter, Paul Hamilton, Rick Krob, Dana Marsh

Absent: None

Members Present: Paul Boulware, Derek Church, Steve McKinley, Dan Wiltse, Terry Sheriff, Tracy Walling

MEETING CALLED TO ORDER at 4:00 pm by Chairman Poindexter.

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: Chairman Poindexter thanked the Beaufort County Finance Committee for approving the CIP Project that will be going to the full County Council in March.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Firefighter Joseph Mayo was promoted to FFII

APPROVAL OF BOARD MEETING MINUTES: Director Krob motioned, and Director Hamilton seconded the minutes of the December 13, 2022 Board of Directors meeting be approved. Motion passed. (YEAS – Lust, Paolo, Poindexter, Hamilton, Krob, Marsh) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of December 2022. We have completed 50% of the 2023 fiscal year budget, and the total expenditures year to date are at 50.61%. The revenue requested year to date from the county was \$9,481,742, which is 50.01% of our \$18,958,562 budget. The current fire impact fee balance is \$1,034,502.

Director Hamilton motioned and Director Marsh seconded that the December 2022 Financial Report be approved as submitted. Motion passed. (YEAS – Lust, Paolo, Poindexter, Hamilton, Krob, Marsh) (NAYS – None)

Approved by the Fire Board 2-21-2023.

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Church reviewed the Operations Report for December. Overall call volume was 919 calls, with 109 of those being lift and assist calls. There were 4 working structure fires in December and 41 for the year of 2022.

- **Project Updates:**

Accreditation Update: There is no update for December 2022. Chief Livingston filed our annual compliance report and it has been accepted by CPSE.

Strategic Plan Implementation Progress: Chief Sheriff has updated the plan and the consolidated report is included in this month's report. A new strategic plan is due this year and funds will be budgeted in the FY24 budget for implementation of a new five year plan.

Fire Station 34/Sun City Renovation: The project is still underway. Crews are stating to install mechanicals in the structure. The latest completion date is March 31st for the new add-on structure and August 31st for the renovation of the existing structure.

Fire Station 39/Sun City Property Acquisition: The County and Sun City have come to an agreement on the donation of the property. Staff met with architects on the site and believes we can fit a station similar to Station 31 on that property. We have asked Ward Edwards Engineering for a more formal interpretation and are awaiting the results for review.

- **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. Members of the procurement RFQ team met with the three finalists on Jan. 20th and each vendor has been asked to provide a detailed pricing list.
- **CIP Debt Service Funding for Recurring Projects:** The Finance Committee was supportive and there will be a presentation to the full county council in March.
- **Classification and Compensation Study Update:** The consultants have submitted their report and presented options to our staff. After the classification study, then they will proceed with a compensation study.

NEW BUSINESS:

Approved by the Fire Board 2-21-2023.

- ***Budget Workshop:*** Chief Boulware met with the County CFO and other County Fire Chiefs to discuss the process for the next budget. We will present our budget to County Council tentatively on April 7th. Board has decided to hold a budget workshop on March 7th at 1:00pm.
- ***Town of Bluffton Recommendation for new Board Member:*** Chairman Poindexter will be setting up a time to interview the person recommended by the Town of Bluffton for the vacant Board member seat.

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

Respectfully Submitted,
Amanda Cazenave
1-26-2023

Approved by the Fire Board 2-21-2023.