

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, August 16, 2022  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present:** Joe Walsh, Elaine Lust, Joe Paolo, Louis Poindexter, Paul Hamilton, Rick Krob

**Absent:** Dana Marsh

**Members Present:** John Thompson, Paul Boulware, Derek Church, Dan Wiltse, Terry Sheriff, Steve McKinley, Anthony Van Es, Tracy Walling, Robert Payne

**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 Paolo seconded to accept the agenda. Motion passed unanimously. (YEAS – Walsh, Lust, Paolo, Poindexter, Hamilton, Krob) (NAYS – None)

**CHAIRMAN’S REMARKS:** Chairman Poindexter noted that the CIP funding plan is important to discuss and thanked the directors for being here today.

**PUBLIC COMMENT:** Director Lust stated that there will be a First Responders recognition event on September 19<sup>th</sup> at Jarvis Creek Park and invites all personnel to attend.

**RECOGNITION OF MEMBER ACHIEVEMENTS:**

- Fire Marshal Wiltse – CPSE Credentialed Fire Marshal
- Senior Fire Inspector Jason Lee – CPSE Credentialed Fire Marshal
- Captain Brian Cleland – IFSTA Review Committee Recognition

**APPROVAL OF BOARD MEETING MINUTES:** Director Krob motioned, and Director Walsh seconded the minutes of the July 19, 2022 Board of Directors meeting be approved. Motion passed. (YEAS – Walsh, Paolo, Poindexter, Hamilton, Krob) (NAYS – None) (ABSTAIN – Lust)

**FINANCIAL REPORT:** Chief Boulware reviewed the Finance Report for the month of July 2022. We have completed 8.33% of the 2023 fiscal year budget, and the total expenditures year to date are at 7.41%. The revenue requested year to date from the county was \$1,338,634, which is 7.06% of our \$18,958,562 budget. The fire impact fee balance as of July 31<sup>st</sup> is \$1,373,192.

*Approved by the Fire Board 9-20-22.*

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

**CONSENT AGENDA APPROVAL:**

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

Chief McKinley described some minor damage on an engine from a low lying tree on Spring Island.

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

**OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Church reviewed the Operations Report stating that call volume was up 111 calls for the month of July, with 73 of those being medical calls. District 31 has increased call volume from 58 last month to 109 in July.

- **Project Updates:**

**Accreditation Update:** To date, fourteen (14) of the 19 objectives are complete (74%). Two (2) of the five (5) remaining objectives are in process and on schedule. The remaining three (3) objectives involve other county entities and are not attainable at this time. The projected date to achieve all recommendation was May 1, 2022.

**Strategic Plan Implementation Progress:** The next update was provided to the Board on August 16, 2022.

**Fire Station 34/Sun City Renovation:** Brantley Construction’s site supervisor and project manager have been recently replaced and there has also been a three-week delay in pouring the slab and a new subcontractor is scheduling this. There will be an extension to the contract due to both weather and subcontractor delays. We will try to make up much of the time later in the contract. The projected completion date is expected to be around February of 2023.

**Fire Station 39/Sun City Property Acquisition:** The County is working with Sun City’s legal to verify the property lines from the survey and secure the property. Staff is awaiting the first draft of the lease and will bring it forward once it is received from County. This is an impact fee project.

- **COVID-19 Response Update:** Chief Thompson stated that COVID is now an endemic disease in terms of the way the District is handling it. This will be the last official report on COVID unless there is a substantial uptick in its occurrence and complications to the District’s ability to provide service.

*Approved by the Fire Board 9-20-22.*

- ***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. The County has decided to do a RFQ process which will take 30-60 days to make sure that everyone has an opportunity to bid on it.
- ***Beaufort County Fire Impact Fee Study:*** After much discussion the original impact fee ordinance was bifurcated into two separate ordinances prior to third and final reading on April 25, 2022. The second ordinance, which contains the District's impact fees, was not voted on and placed on hold for 60 days so the Administrator can continue to negotiate with the municipalities on the collection of fees. The ordinance was supposed to be brought up in July but it has not been and is not on the agenda for the upcoming council meetings, so the District continues to collect fire impact fees.

**NEW BUSINESS:**

- ***10 Year Capital Improvements Program (CIP) Financing Plan:*** Chief Thompson presented a 10-year plan regarding CIP Debt Service Funding. The District funds the replacement of routine equipment necessary to perform firefighting duties that have a dedication service life using debt service. Staff recommends using debt service in the form of short term (7 to 10 years) leases to fund these items, such as turnout gear, SCBA equipment, cardiac monitors and thermal imaging cameras. The Administration requested that the Fire Board approve the ability to move forward with the necessary processes to secure lease funding and the Board approved. The District will bring back the funding parameters, contracts, and related documents for a formal vote of the Fire Board before advancing it to the County Council.

**ADJOURNMENT:** Director Krob motioned, and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:25 PM. (YEAS – Walsh, Lust, Paolo, Poindexter, Hamilton, Krob) (NAYS – None)

Respectfully Submitted,  
Amanda Cazenave  
9-2-2022

*Approved by the Fire Board 9-20-22.*