

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, November 14, 2023
Bluffton Fire District Headquarters
MINUTES**

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

Absent: Bill Rickett

Members Present: Paul Boulware, Derek Church, Adam Corn, Steve McKinley, Tracy Walling, Daniel Wiltse, Stephen Combs, Terry Sheriff, Paul Harrelson, Jay Lawson, Doug Favors

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

ACCEPTANCE OF AGENDA: Chairman Poindexter motioned to have an amendment in the agenda prior to acceptance of the agenda. Chairman Poindexter moved to have Lisa Wechsler, Auditor, added to the agenda. Director Krob motioned; Director Marsh seconded. (YEAS- Poindexter, Paolo, Krob, Marsh, Hamilton, Lust) (NAYS-None).

CHAIRMAN'S REMARKS: Chairman Poindexter offered condolences to the family of John Oram. He served several different departments in the area, including serving as a board member on the Fire Board. Chairman Poindexter also offered condolences to the family of Vera Rogers. Mrs. Rogers was the wife of former commissioner Robert (Bob) Rogers.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Paul Harrelson promoted to Battalion Chief of Training
- Doug Favors promoted to Training Officer
- Brandon Morgan completed Paramedic School
- Battalion Chief Rhett Livingston received CFO credential
- Jay Lawon hired for Training Officer

APPROVAL OF BOARD MEETING MINUTES: Director Krob motioned, and Director Marsh seconded the minutes of the October 17, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Poindexter, Paolo, Marsh, Krob, Hamilton, Lust) (NAYS – None)

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AUDITOR REPORT: Lisa Wechsler presented the FY23 Comprehensive Annual Financial Report. The Fire Board will review and vote to accept the report next month. Once approved, the complete report will be made available.

FINANCIAL REPORT: Chief Church reviewed the Finance Report for the month of October 2023. We are through 33.33% of the 2024 fiscal year budget, and the total expenditures year to date are at 32.79%. The revenue requested year to date from the county was \$6,731,171, which is 32.5% of our \$20,709,201 budget. The current fire impact fee balance is \$846,896 (\$97,017 Increase).

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

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for August. The overall call volume was 930 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. Stations 30, 34, 35 and 38 remain the busiest stations.

- ***Project Updates:***

Accreditation Update: Staff and personnel will meet to continue to work on the COOP and will have a rough draft to the board for initial approval. We are still working on remaining objectives. With Chief Corn taking over Operations, meetings with Chief Livingston and Chief Corn are being conducted about the Standard of Cover document. The ACR was accepted by CPSE as the District continues to move forward with preparing for the next Strategic Plan and preparing for the next Strategic Plan and preparing for Re-Accreditation. Personnel have met and are working on revision of the Standards of Cover document and the annual report has been completed for 2022. Currently there is no update for October.

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- ***Strategic Plan Implementation Progress:*** Personnel continue to have meetings and make decisions regarding the Strategic Plan and Coop. The External Stake holder meeting will be held on January 22, 2024. The location will be provided once a venue has been confirmed.
- ***Fire Station 34/Sun City Renovation:*** On October 30th, the crews moved over to the new addition and demolition of the existing side is underway.
- ***American Rescue Plan Act (ARPA):*** A vendor was selected and will have the official awarding of the bid once Beaufort County Council has approved the request from County Procurement
- ***Classification and Compensation Study Update:*** Position descriptions/ classifications are being finalized and we will be starting to work on policies regarding the transfers and promotions to be able to put together a roll out procedure for the new year.
- ***Fire Station 39/Sun City Property Acquisition:*** On November 8th we are having a station design meeting with Beaufort County EMS, Beaufort County Capital Projects Team, and Court Atkins Architects at Station 31 to review the new Station 39 layout.

PROJECTS ON HOLD:

- ***BTFD Lift and Assist Survey and Study:*** Currently there is no update for September. The district is working on providing a smaller pick-up style vehicle to respond to non-emergent along with emergent types of incidents on a daily basis to help engine companies remain in service. This vehicle will be housed at Station 38 as this location currently provides the best direction to our most frequent response areas. We are looking to start this program in January 2024.

NEW BUSINESS: None.

EXECUTIVE SESSION: Election for officers' positions on the BTFD Fire Board. No decisions or votes were taken during Executive session. The election chairman conducted the votes for the open positions for the term beginning January 2024. The three open positions are Chairman, Vice-chairman, and Treasurer. Director Krob will be Chairman. Director Lust will be Vice- Chairman. Director Marsh will be the treasurer.

Director Paolo moved to enter Executive Session. Director Lust seconded. The motion was passed, and the Executive Session began at 4:45 pm. (YEAS – Poindexter, Paolo, Marsh, Krob, Hamilton, Lust) (NAYS – None)

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Director Paolo moved to end the Executive Session. Director Rickett seconded. The motion was passed, and the Executive Session ended at 4:55 pm. (YEAS – Poindexter, Paolo, Marsh, Krob, Hamilton, Lust) (NAYS – None)

ADJOURNMENT: Director Paolo motioned, and Director Rickett seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:00 PM. (YEAS – Poindexter, Paolo, Marsh, Krob, Hamilton, Lust) (NAYS – None)

Respectfully Submitted,
Hailey Smith
11/16/2023

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