

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, May 21, 2024  
Bluffton Fire District Headquarters  
MINUTES**

**Board Members Present:** Rick Krob, Bill Rickett, Natalie Majorkiewicz, Paul Hamilton, Dana Marsh

**Absent:** Joe Paolo

**Members Present:** Paul Boulware, Derek Church, Adam Corn, Steve McKinley, Rhett Livingston, Paul Harrelson, Tracy Walling

**MEETING CALLED TO ORDER at 4:01, pm by Chairman Krob.**

**INVOCATION & PLEDGE OF ALLEGIANCE**

**BOARD MEMBER ROLL CALL**

**ACCEPTANCE OF AGENDA:** Chairman Krob moved to accept the agenda. Director Rickett motioned, and Director Mars seconded to accept the agenda. Motion passed unanimously. (YEAS – Krob, Marsh, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

**CHAIRMAN’S REMARKS:** Chairman Krob would like to pass along his deepest sympathies to Director Elaine Lust’s family as she passed away a few weeks ago. Director Lust began her service as a BTFD Board member on May 26, 2015. She then was reappointed 3 times (March 28, 2016, February 1, 2020 and February 1, 2024).

**PUBLIC COMMENT:** None.

**EMPLOYEE RECOGNITION:**

- Director Elaine Lust passed away. There will be a graveside service on June 2, 2024, at 12pm at Sauls Funeral Home on Simmonsville Road, in Bluffton. Mrs. Lust served 9 years on the Fire Board.

**APPROVAL OF BOARD MEETING MINUTES:** Director Marsh motioned, and Director Hamilton seconded the minutes of the April 24, 2024, Board of Directors meeting be approved. Motion passed. (YEAS – Krob, Marsh, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

**FINANCIAL REPORT:** Chief Church reviewed the Finance Report for the month of April 2024. We are through 83.33% of the 2024 fiscal year budget, and the total expenditures year to date are at 81.22%. The revenue requested year to date from the county was \$16,842,596, which is 81.33% of our \$20,709,201 budget. The current fire impact fee balance is \$1,105,742 (\$123,988 Increase).

*Approved by the Fire Board 6/18/2024*

Director Marsh motioned, and Director Rickett seconded that the April 2024 Financial Report be approved as submitted. Motion passed (YEAS – Krob, Marsh, Hamilton, Rickett, Majorcikiewicz) (NAYS – None)

#### **CONSENT AGENDA APPROVAL:**

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

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

#### **OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for April. The overall call volume was 900 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:*** Chief Livingston has met with team members and given them the direction and tools needed to complete the required documentation for the December deadline for the process.
- ***Strategic Plan Implementation Progress:*** The Strategic Plan was approved by the Fire Board on 4/24/2024. Chief Livingston will oversee this project and will begin to assemble teams and develop timelines and objectives to address the goals. Once this is completed, quarterly updates will come forward.
- ***Fire Station 34/Sun City Renovation:*** All items have been addressed from the punch list. We are waiting for the final pay application from the general contractor to finish the project. Next month this project will be removed from the list.
- ***Fire Station 39/Sun City Property Acquisition:*** The county issued an RFP for a Design-Build on 4/29/2024 but cancelled it on 5/10/2024 due to some procedural directions within the document and have re-advertised the project as an RFQ for Design-Build project with a deadline of June 18, 2024.
- ***American Rescue Plan Act (ARPA):*** We were given a projected start time of August 12, 2024, for our facilities in Bluffton. Hilton Head has started the installation and is happy with the progress of the installation crew.

*Approved by the Fire Board 6/18/2024*

- ***Classification and Compensation Study Update:*** Staff is actively preparing the new pay scale based on the approval from County Council's final reading of the FY25 budget ordinance on June 24, 2024.

**PROJECTS ON HOLD:**

- ***BTFD Lift and Assist Survey and Study:*** The new Squad #38 was placed in service on May 15<sup>th</sup> at 0800hrs. Squad 38 will be housed at Station 38. We will utilize Chief Corn's vehicle until the other vehicle is completed with the equipment upgrades the following week. Currently, the QRV has ran 21 calls in the week it has been in service.

**NEW BUSINESS**

- ***FY25 Budget Update:*** The FY25 budget was presented to the Finance Committee on May 1st. The first reading will be held on May 28<sup>th</sup>, the second (public hearing) reading will be on June 10<sup>th</sup>, and the final 3<sup>rd</sup> reading will be on June 24<sup>th</sup>. The budget request for FY25 is \$23,606,911.

**ADJOURNMENT:** Director Rickett motioned, and Director Marsh seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:42 PM. (YEAS – Krob, Marsh, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

Respectfully Submitted,  
Hailey Smith  
05/22/2024

*Approved by the Fire Board 6/18/2024*