

TOWN OF HILTON HEAD ISLAND
Evaluation Committee Meeting Minutes
RFP 2019-0015
Community Risk Assessment
July 8, 2019 @ 1:30 p.m.
Town Hall – Conference Room 4

Committee Members Present: Richard Groth, Chief Brad Tadlock, Deputy Fire Chief Chris Blankenship and Deputy Fire Chief Joheida Fister

Committee Members Absent: None

1. Call to Order

Mr. Groth called the meeting to order at 1:30 p.m.

2. FOIA Compliance

Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Regular Session

Mr. Groth explained to all present that the purpose of the meeting was for the Evaluation Committee Members to discuss and review scoring of the proposals received in response to RFP 2019-0015 which would be done in Executive Session.

Chief Tadlock motioned to go into Executive Session which was seconded by Deputy Chief Blankenship. The motion was approved unanimously.

4. Executive Session

Evaluation Committee members discussed and reviewed scoring of proposals, as well as next steps in the process of selecting a contractor.

5. Adjournment

At 2:02 p.m. Chief Tadlock moved to end the Executive Session and adjourn the meeting, which was seconded by Deputy Chief Blankenship. The motion was approved unanimously.

Submitted By: Richard Groth, Procurement Officer

Approved: July 19, 2019