

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, September 19, 2023
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Louis Poindexter, Joe Paolo, Rick Krob, Bill Rickett, Paul Hamilton

Absent: Elaine Lust, Dana Marsh

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

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: Chairman Poindexter noted he was thankful for what BTFD did for the 911 memorials that occurred on September 11, 2023.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION: None.

APPROVAL OF BOARD MEETING MINUTES: Director Krob motioned, and Director Rickett seconded the minutes of the August 15, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton) (NAYS – None)

FINANCIAL REPORT: Chief Church reviewed the Finance Report for the month of August 2023. We are through 16.67% of the 2024 fiscal year budget, and the total expenditures year to date are at 14.75%. The revenue requested year to date from the county was \$2,995,716.91, which is 14.47% of our \$20,709,201 budget. The current fire impact fee balance is \$744,717.94 (\$219,553.08 decrease).

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

CONSENT AGENDA APPROVAL:

Approved by the Fire Board 10/17/2023.

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for August. The overall call volume was 906 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

Strategic Plan Implementation Progress: Chief Sheriff is working on preparing a summary for the current Strategic Plan and planning for the next 5-year Strategic Plan. Staff will begin with discussing Objectives for the next Strategic Plan and review the accomplishments from the last plan. CRR is working on providing information to CPSE for planning and timelines for the next plan. CPSE will conduct our next planning session the week of January 22nd through 25th 2024.

Fire Station 34/Sun City Renovation: The project is still underway. Flooring and bunkroom lockers have been installed. Bathroom showers have been installed and the plumbing is currently being installed.

- ***American Rescue Plan Act (ARPA):*** Final questions were compiled from the evaluation committee and are awaiting responses from the vendors with a due date of September 20th.
- ***Classification and Compensation Study Update:*** Staff have received a preliminary salary placement schedule which will align with the job classifications once they have all been completed and sent back.
- ***Fire Station 39/Sun City Property Acquisition:*** Currently there is no update for August.

Approved by the Fire Board 10/17/2023.

PROJECTS ON HOLD:

- ***BTFD Lift and Assist Survey and Study:*** Currently there is no update for August.

NEW BUSINESS: None.

Director Paolo moved to enter Executive Session. Director Rickett seconded. The motion was passed to enter Executive Session 4:30pm. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton) (NAYS – None)

EXECUTIVE SESSION: Discussion regarding contractual/ legal items in reference to Fire Station 34. No votes or actions were taken.

Director Paolo moved to end Executive Session. Director Rickett seconded. The motion was passed, and the Executive Session ended at 5:07 pm. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton) (NAYS – None)

ADJOURNMENT: Director Paolo motioned, and Director Rickett seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:46 PM. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton) (NAYS – None)

Respectfully Submitted,
Hailey Smith
9/19/2023

Approved by the Fire Board 10/17/2023.