

**BLUFFTON TOWNSHIP FIRE DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, October 17, 2023  
Bluffton Fire District Headquarters  
MINUTES**

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

**Absent:** Dana Marsh

**Members Present:** Paul Boulware, Derek Church, Adam Corn, Steve McKinley, Tracy Walling, Jason Lee, Stephen Combs

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

**CHAIRMAN’S REMARKS:** Chairman Poindexter noted he would like to thank County Council member Tab Tabernik for the work she has done in working to get the deed completed to move forward with Station 39 in Sun City.

**PUBLIC COMMENT:** None.

**EMPLOYEE RECOGNITION:**

- Cameron Burnett promoted to Firefighter II
- Nicholas Warchal promoted to Firefighter II
- Travis Pedlar promoted to Firefighter III
- Mara Prosolow promoted to Firefighter IV
- Todd Shisler promoted to Firefighter IV
- Andrew Hatcher promoted to Lieutenant
- Tyler Marion promoted to Lieutenant
- Carson Stone promoted to Lieutenant
- Duke Novak promoted to Lieutenant

**APPROVAL OF BOARD MEETING MINUTES:** Director Krob motioned, and Director Rickett seconded the minutes of the September 19, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton) (NAYS – None) (ABSTAIN- Lust as she was not present for last meeting)

*Approved by the Fire Board 11-14-2023*

**FINANCIAL REPORT:** Chief Church reviewed the Finance Report for the month of September 2023. We are through 25% of the 2024 fiscal year budget, and the total expenditures year to date are at 24.87%. The revenue requested year to date from the county was \$5,093,591.84, which is 24.59% of our \$20,709,201 budget. The current fire impact fee balance is \$794,879 (\$50,161 Increase).

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

**OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for August. The overall call volume was 842 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.
- **Strategic Plan Implementation Progress:** Personnel are working on identifying a location in January to conduct the planning session.
- **Fire Station 34/Sun City Renovation:** Change action #4 has been present and approved to include a deadline of January 19, 2024, for the completion of the project. This includes an increase to the BTFD budget of \$97,595 for the items that were not included in the

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original contract, (painting the outside of the current building, new roofing on the existing building, improved walkway from the front door to the front driveway, termite mitigation to the existing building, electrical changes for new ceiling height).

- ***American Rescue Plan Act (ARPA):*** The Review board received answers and are meeting on October 18, 2023, to discuss final selection.
- ***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:*** Council woman Tab Tabernik has informed BTFD that the deed to the property should be done in two weeks. There was an issue with covenants restrictions that needed to be resolved by attorneys.

#### **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:** Discussion in regard to open board position appointment available in January 2024. No votes or action were taken during the executive session.

Director Paolo moved to enter Executive Session. Director Rickett seconded. The motion was passed, and the Executive Session began at 4:47 pm. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton, Lust) (NAYS – None)

Director Paolo moved to end Executive Session. Director Rickett seconded. The motion was passed, and the Executive Session ended at 5:13 pm. (YEAS – Poindexter, Paolo, Rickett, 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 5:13 PM. (YEAS – Poindexter, Paolo, Rickett, Krob, Hamilton, Lust) (NAYS – None)

Respectfully Submitted,

*Approved by the Fire Board 11-14-2023*

Hailey Smith  
10/17/2023

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