

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 16, 2024
Bluffton Fire District Headquarters
MINUTES**

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

Absent: Dana Marsh, Paul Hamilton

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

MEETING CALLED TO ORDER at 4:03, pm by Chairman Poindexter.

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

SWEARING IN OF NEW BOARD MEMBER OFFICERS:

- Rick Krob, Chairperson Oath
- Elaine Lust, Vice Chairperson Oath
- Dana Marsh, Treasurer Oath

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

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Bryan Seybold promoted to Firefighter III
- Recruit School Graduates: Isaac Johnson, Alex Gerards, Matthew Craig

APPROVAL OF BOARD MEETING MINUTES: Director Rickett motioned, and Director Lust seconded the minutes of the December 19, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Krob, Lust, Poindexter, Paolo, Rickett) (NAYS – None)

FINANCIAL REPORT: Chief Church reviewed the Finance Report for the month of December 2023. We are through 50% of the 2024 fiscal year budget, and the total expenditures year to date are at 47.39%. The revenue requested year to date from the county was \$9,836,118, which is 47.5% of our \$20,709,201 budget. The current fire impact fee balance is \$956,036 (\$55,156 Increase).

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

Approved by the Fire Board 2/20/2024

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for November. The overall call volume was 941 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: Personnel have had meetings for the COOP and Standards of Cover documents, these are informative and help keep the projects on track and provide good communication for those involved. There is no current update.
- **Strategic Plan Implementation Progress:** Invitations have been sent out to key community members and are waiting for RSVP.
- **Fire Station 34/Sun City Renovation:** Construction has been moving faster than before. Flooring, cabinets, plumbing and electrical are completed. Appliances are being installed as they become available. There is still quite a bit of punch work to complete inside and out.
- **Fire Station 39/Sun City Property Acquisition:** We have been given the acknowledgement from the County to facilitate the entire project from start to finish. An agreement with the architect is being prepared to secure all documents to go out for bidding purposes. Once completed, we will be working with County Procurement to advertise.
- **American Rescue Plan Act (ARPA):** The final contract will be presented to the County Council on January 22, 2024, for approval. Once approved, the vendor can begin the process of securing equipment and establishing a detailed timeline for installations.
- **Classification and Compensation Study Update:** Staff had meetings with company officers to get feedback on potential changes to rank classification changes. These meetings will help in determining how we proceed. A new rank classification is projected to be established by the end of January.

Approved by the Fire Board 2/20/2024

PROJECTS ON HOLD:

- ***BTFD Lift and Assist Survey and Study:*** Chief Corn has been working on response guidelines and securing equipment for the new response vehicle. Once everything is delivered, Chief McKinley will be outfitting the truck with the equipment.

EXECUTIVE SESSION: Fire Chief annual performance evaluation. No votes or action was taken during the executive session.

Director Rickett moved to enter Executive Session. Director Poindexter seconded. The motion was passed, and the Executive Session began at 4:39 pm. (YEAS – Krob, Lust, Poindexter, Paolo, Rickett) (NAYS – None)

Director Paolo moved to end the Executive Session. Director Rickett seconded. The motion was passed, and the Executive Session ended at 5:08pm. (YEAS – Krob, Lust, Poindexter, Paolo, Rickett) (NAYS – None)

ADJOURNMENT: Director Paolo motioned, and Director Rickett seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 5:08 PM. (YEAS – Krob, Lust, Poindexter, Rickett, Paolo) (NAYS – None)

Respectfully Submitted,
Hailey Smith
1/16/2024

Approved by the Fire Board 2/20/2024