

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

**Board Members Present:** Louis Poindexter, Rick Krob, Dana Marsh, Elaine Lust, Bill Rickett

**Absent:** Joe Paolo, Paul Hamilton

**Members Present:** Paul Boulware, Derek Church, Adam Corn, Steve McKinley, Tracy Walling, Daniel Wiltse (via Zoom), Stephen Combs (via Zoom), Paul Harrelson

**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 Marsh motioned, and Director Krob seconded to accept the agenda. Motion passed unanimously. (YEAS – Poindexter, Rickett, Krob, Marsh, Lust) (NAYS – None)

**CHAIRMAN’S REMARKS:** Chairman Poindexter noted votes were taken in the November meeting during executive session for board of directors’ positions for 2024. The following positions were elected: Rick Krob for Chairman, Elaine Lust for Vice Chairman, and Dana Marsh for Treasurer. Poindexter noted he would be resigning in February 2024. He would like to thank the District and everyone all their assistance during his time as Chairman. Poindexter introduced Natalie Majorkiewicz who is preparing to join the Board in March. Natalie introduced herself to the Board and staff who were in attendance.

**PUBLIC COMMENT:** None.

**EMPLOYEE RECOGNITION:**

- Bryan Seybold promoted to Firefighter III

**APPROVAL OF BOARD MEETING MINUTES:** Director Krob motioned, and Director Marsh seconded the minutes of the November 14, 2023, Board of Directors meeting be approved. Motion passed. (YEAS – Poindexter, Krob, Marsh, Lust) (NAYS – None) (ABSTAIN- Rickett)

**FINANCIAL REPORT:** Chief Church reviewed the Finance Report for the month of November 2023. We are through 41.67% of the 2024 fiscal year budget, and the total

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expenditures year to date are at 40.23%. The revenue requested year to date from the county was \$8,304,306, which is 40.01% of our \$20,709,201 budget. The current fire impact fee balance is \$900,880 (\$53,984 Increase).

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

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

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

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

#### **OLD BUSINESS:**

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for November. The overall call volume was 835 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.
- **Strategic Plan Implementation Progress:** Staff had an online meeting with the CPSE team for the January strategic planning session. The protocols and procedures have been reviewed to make sure the event flows smoothly to achieve optimum outcome.
- **Fire Station 34/Sun City Renovation:** The project is underway. The inside walls and spaces in the old side of the station have been demolished and new walls and sheetrock have been installed. New plumbing and electrical services are being installed also.
- **Fire Station 39/Sun City Property Acquisition:** We have met with the civil engineer and architect to discuss the property size and layout of wetlands and the setbacks for the new station footprint. The architect has secured structural and mechanical designers and is finalizing the landscaper now to put a proposal together for bidding purposes.

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- ***American Rescue Plan Act (ARPA):*** We are still waiting on the final contract approval. Also, one of the vendors that was not selected has asked the County procurement for the scoring sheets and an explanation of why they were not selected.
- ***Classification and Compensation Study Update:*** Staff had a meeting with consultants to obtain some clarification on the job descriptions and placement of personnel with the new study. They presented a potential salary pay matrix that staff will need to review and calculate feasibility and placement with our personnel in the new system. This process will require many hours of calculations and different scenarios before being finalized for implementation.

**PROJECTS ON HOLD:**

- ***BTFD Lift and Assist Survey and Study:*** Chief Corn is working on procuring the needed equipment as we are waiting for the vehicle to be delivered sometime in January. The squad is expected to be stationed at Station 38 as it is centrally located to most of the nursing/assisted living homes.

**NEW BUSINESS:**

- ***Request to reallocate funds for the repair of rear pads at Stations 35 and 32:*** A request was made to reallocate funds to repair the rear pads of Station 35 and Station 32. This was originally budgeted for FY23. Several bids were secured, but the vendors were unable to complete the job before the end of FY23 fiscal year. Estimated cost for both pads to be replaced is between \$36k-\$40k. The funds that are needed for the repairs can be absorbed into the operating budget.

Director Krob motioned to approve the reallocation of funds; Director Lust seconded the motion. (YEAS – Poindexter, Rickett, Krob, Marsh, Lust) (NAYS – None)

***Approval to adopt the Annual Comprehensive Financial Report for FY23:*** Chairman Poindexter motioned to approve the Annual Comprehensive Financial Report for FY23. Director Rickett motioned; Director Lust seconded. (YEAS – Poindexter, Rickett, Krob, Marsh, Lust) (NAYS – None)

**ADJOURNMENT:** Director Krob motioned, and Director Lust seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:36 PM. (YEAS – Poindexter, Rickett, Krob, Marsh, Lust) (NAYS – None)

Respectfully Submitted,  
Hailey Smith

*Approved by Fire Board 1/16/2024*

12/20/2023

*Approved by Fire Board 1/16/2024*