

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, March 19, 2024
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Rick Krob, Dana Marsh, Bill Rickett, Elaine Lust, Natalie Majorkiewicz, Joe Paolo (via Zoom)

Absent: Paul Hamilton

Members Present: Paul Boulware, Derek Church, Adam Corn, Steve McKinley, Dan Wiltse, Rhett Livingston, Paul Harrelson

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

SWEARING IN OF NEW BOARD MEMBER OFFICERS:

- Board Member Oath- Natalie Majorkiewicz

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

CHAIRMAN’S REMARKS: Chairman Krob welcomes Natalie Majorkiewicz to the Fire Board.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION: None.

APPROVAL OF BOARD MEETING MINUTES: Director Lust motioned, and Director Marsh seconded the minutes of the February 20, 2024, Board of Directors meeting be approved. Motion passed. (YEAS – Krob, Lust, Majorkiewicz, Paolo, Marsh, Rickett) (NAYS – None)

FINANCIAL REPORT: Chief Church reviewed the Finance Report for the month of February 2024. We are through 66.67% of the 2024 fiscal year budget, and the total expenditures year to date are at 62.63%. The revenue requested year to date from the county was \$13,014,619, which is 62.84% of our \$20,709,201 budget. The current fire impact fee balance is \$1,156,943 (\$90,402 Increase).

Approved by the Fire Board 4/24/2024

Director Rickett motioned, and Director Marsh seconded that the February 2024 Financial Report be approved as submitted. Motion passed (YEAS – Krob, Lust, Majorkiewicz, Paolo, Marsh, Rickett) (NAYS – None)

CONSENT AGENDA APPROVAL:

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for February. The overall call volume was 849 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:*** The kickoff to the rewrite of the Quality Improvement for the Fire and Emergency Services, formally FESSAM, started March 1st. The completion date is February 1, 2025. The Community Risk Assessment: Standards of Cover, SOC is in progress with no issues.
- ***Strategic Plan Implementation Progress:*** Staff will have a completed document to the board in the first week of April. This will allow time to review it before final approval in April's meeting.
- ***Fire Station 34/Sun City Renovation:*** The generator was installed on March 18th but is not hooked up yet. The final punch work is still to be completed, with an estimated completion date of March 30th.
- ***Fire Station 39/Sun City Property Acquisition:*** We are awaiting approval to take the Architect proposal to the council for voting. We will be placed on the agenda for the March 25th Public Facility Committee meeting.
- ***American Rescue Plan Act (ARPA):*** We are waiting for County procurement and the selected vendor to roll out the implementation plan.
- ***Classification and Compensation Study Update:*** The new rank structure has been developed and is scheduled to be implemented in July 2024:

Approved by the Fire Board 4/24/2024

- Firefighter I
- Firefighter II (2-year term)
- Driver Operator
- Senior Firefighter (2-year term)
- Lieutenant/ Captain
- Station Captain
- Battalion Chief
- Assistant Chief
- Deputy Chief
- Fire Chief

PROJECTS ON HOLD:

- ***BTFD Lift and Assist Survey and Study:*** This project is currently experiencing some supply delays, but we are actively pursuing completion as quickly as possible.

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

Respectfully Submitted,
Hailey Smith
03/19/2024

Approved by the Fire Board 4/24/2024