

**BLUFFTON TOWNSHIP FIRE DISTRICT
BOARD OF DIRECTORS MEETING
Wednesday, April 24, 2024
Bluffton Fire District Headquarters
MINUTES**

Board Members Present: Rick Krob, Bill Rickett, Natalie Majorkiewicz, Paul Hamilton, Joe Paolo

Absent: Dana Marsh, Elaine Lust

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

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

INVOCATION & PLEDGE OF ALLEGIANCE

BOARD MEMBER ROLL CALL

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

CHAIRMAN’S REMARKS: None.

PUBLIC COMMENT: None.

EMPLOYEE RECOGNITION:

- Sam Dulla and Haley Frazier are new CRR Educators for the CRR Division.

APPROVAL OF BOARD MEETING MINUTES: Director Hamilton motioned, and Director Rickett seconded the minutes of the March 19, 2024, Board of Directors meeting be approved. Motion passed. (YEAS – Krob, Paolo, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

FINANCIAL REPORT: Chief Boulware reviewed the Finance Report for the month of March 2024. We are through 75% of the 2024 fiscal year budget, and the total expenditures year to date are at 73.53%. The revenue requested year to date from the county was \$15,200,667, which is 73.4% of our \$20,709,201 budget. The current fire impact fee balance is \$981,754 (\$175,189 Decrease).

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

CONSENT AGENDA APPROVAL:

Approved by the Fire Board 5/21/2024

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

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

OLD BUSINESS:

- **Receipt of Operations Update:** Chief Corn reviewed the Operations Report for March. The overall call volume was 880 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:** No current update.
- **Strategic Plan Implementation Progress:** A complete copy of the 2024-2029 Strategic Plan is present to the Board for approval.
- **Fire Station 34/Sun City Renovation:** The generator is installed with a start-run test that was scheduled for April 17th. The testing for the generator was completed with the assistant of Chief McKinley. The general contractor is continuing to complete small punch list items.
- **Fire Station 39/Sun City Property Acquisition:** Our request to use sole sourcing for architect services was denied. We were instructed to do a competitive bid process. We have been working with County Procurement and have generated a 50-page RFP for Design-Build for Station 39, which is being reviewed by all parties and will go out for bid soon. There is not an estimated date for ground breaking.
- **American Rescue Plan Act (ARPA):** The winning vendor, BRYX Alerting, has been visiting all station locations, finalizing their equipment supply list, and building an implementation plan for a meeting on April 24th for all agencies. BRYX Alerting is estimating 6 months for the project to be completed.
- **Classification and Compensation Study Update:** The pay matrix for the compensation study has been placed on hold. We are awaiting the approval of the approval of the FY25 budget request to start the finalization of the project.

PROJECTS ON HOLD:

Approved by the Fire Board 5/21/2024

- ***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. Chief Corn is working with County Dispatch to address the response areas and run orders for the new squad. We are targeting May 15th to implement the new squad after the completion of EMT school.

NEW BUSINESS

- ***FY25 Budget Proposal:*** The updated budget proposal was emailed out to the Board members. Since the Budget Workshop, the proposed budget has been increased. The proposed budget for FY25 is \$23,606,911.

Director Rickett motioned, and Director Hamilton seconded to approve the FY25 Budget. YEAS – (Krob, Paolo, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

- ***Presentation of 2024-2029 Strategic Plan:*** Request to adopt the 2024-2029 Strategic Plan as it was presented.

Director Hamilton motioned, and Director Rickett seconded to approve the Strategic Plan for 2024- 2029. YEAS – (Krob, Paolo, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

- ***Capital Improvement for Maintenance:*** Request to reallocate funds to Maintenance to purchase new lifts, tire balancer and a large tire machine. The current equipment we have is older, with some not in working condition and need replacing. Requesting the Board approve to move forward with the Capital Improvement this fiscal year. The items would be procured through state purchasing or other cooperative purchasing agreements.

Director Paolo motioned, and Director Hamilton seconded to approve the capital project be approved. YEAS – (Krob, Paolo, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

ADJOURNMENT: Director Rickett motioned, and Director Hamilton seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 4:31 PM. (YEAS – Krob, Paolo, Hamilton, Rickett, Majorkiewicz) (NAYS – None)

Respectfully Submitted,
Hailey Smith
04/24/2024

Approved by the Fire Board 5/21/2024