



**RECORD OF PROCEEDINGS
B.S.T. and G. FIRE DISTRICT REGULAR MEETING
Thursday November 13, 2025**

6:30 p.m.

The November 13, 2025, meeting was called to order by Chairman Dick Fisher. The meeting was opened with a moment of silence, and the Pledge of Allegiance. Roll call was as follows:

- Berkshire Township Rod Myers-absent
- City of Sunbury Dave Martin-Present
- Trenton Township Dick Fisher- Present
- Village of Galena-Kathy Krupa-Present

Special Guest: None

The MINUTES of the September 4, 2025, Regular Monthly Board Meeting was reviewed. A motion to accept the minutes as presented was made by K. Krupa with a second by D. Fisher. Vote: K. Krupa-yea; D. Fisher-yea; and D. Martin-abstain.

The MINUTES of the October 9, 2025, Regular Monthly Board Meeting was reviewed. A motion to accept the minutes as presented was made by D. Martin, with a second by K. Krupa. Vote: D. Martin-yea; D. Fisher-yea; and K. Krupa-yea.

**AGENDA – Chiefs Report
B.S.T. AND G. FIRE DISTRICT BOARD MEETING
November 13, 2025, AT 6:30 P.M**

I. October 2025 Run Report:

	October	2025 YTD	%
Berkshire Twp	27	407	28.62%
Sunbury	72	555	39.03%
Trenton Twp	23	209	14.70%
Galena	1	93	6.54%
Out of Dist.	12	158	11.11%
	135	1422	100.00%

October 2025	Process	Turnout	Travel	TRT
Berkshire	0:01:00	0:00:38	0:07:02	0:09:59
Sunbury	0:00:52	0:00:00	0:02:50	0:04:44
Trenton	0:01:23	0:00:40	0:06:30	0:08:33
Galena	0:00:00	0:00:35	0:03:45	0:04:20
2025 AVG	Process	Turnout	Travel	TRT
Berkshire	0:00:50	0:00:43	0:05:38	0:08:06
Sunbury	0:00:42	0:00:40	0:02:42	0:04:27
Trenton	0:00:56	0:00:42	0:07:10	0:09:02
Galena	0:00:49	0:00:44	0:05:04	0:06:57

Process Time: Time from the initial 911 call until we are toned out.

Turnout Time: Time from our notification until we are enroute.

Travel Time: Time we enroute, until we arrive on scene.

Total Response Time: Time from the 911 call until we arrive on scene.

Overlapping Calls:	October	30	22.22%
	2025	259	18.21%

II. Department Reports:

a. Personnel

- i. Motion to accept the voluntary resignation of PT/FF Sadie Allen
 - a. 4.5 years of service, FT at Westerville
 - b. Motion by K. Krupa
 - c. Second by D. Martin
 - d. Vote: all yea
- ii. Motion to accept the voluntary resignation of PT/FF Matt Mercier
 - a. 4.5 years of service, FT at Delaware
 - b. Motion by D. Martin
 - c. Second by K. Krupa
 - d. Vote: all yea

b. ISO

- i. Will be here around June. Last evaluation was 2019.
- ii. They want to see a few months of operating statistics out of Station 2.
- iii. We are already preparing all other items.

c. SAFER

- i. If the government reopens, we will finally make contact with our program administrator.
- ii. The entire grant portal is closed down.
- iii. We are making other preparations to get ahead of any other possible items.

- d. Durango
 - i. Follow up to my email on 10/15/2025 on a not-at-fault accident.
 - ii. We are hoping to get it back next week from repair.
 - iii. Approx. \$2,400
 - iv. Billed to the other party's insurance.
 - v. Lettering will be done when we get it back and invoiced to their insurance as well.
- e. Community Risk Reduction
 - i. See attached Report
- f. Employee Appreciation Banquet and Swearing In Ceremony
 - i. 12/6/2025 from 5:00pm to 8:00pm. RSVP by 11/28/2025.

III. October Notable Runs:

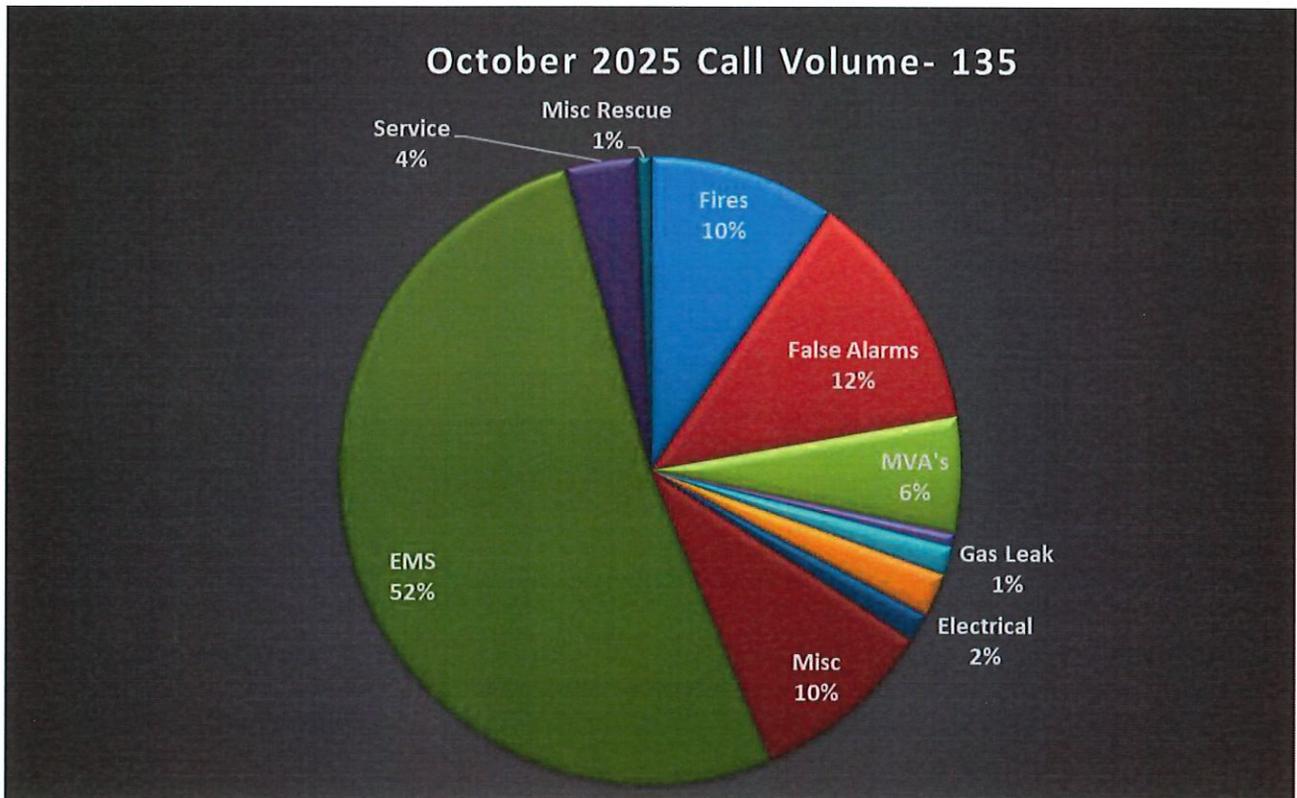
Date	Type	Note
10/3/2025	Fire	RTU on top of Kroger caught on fire.
10/5/2025	Structure fire	Aid Given to Tri Twp for a barn fire.
10/5/2025	Cooking Fire	Small cooking fire contained to the kitchen. Ventilation needed.
10/15/2025	Carbon Monoxide	Carbon monoxide leak with high levels. No medical problems.
10/21/2025	Auto Accident	N. 3B's and K Road. Accident with entrapment.
10/25/2025	Structure Fire	Vans Valley Community Church. Out fire, very close call.

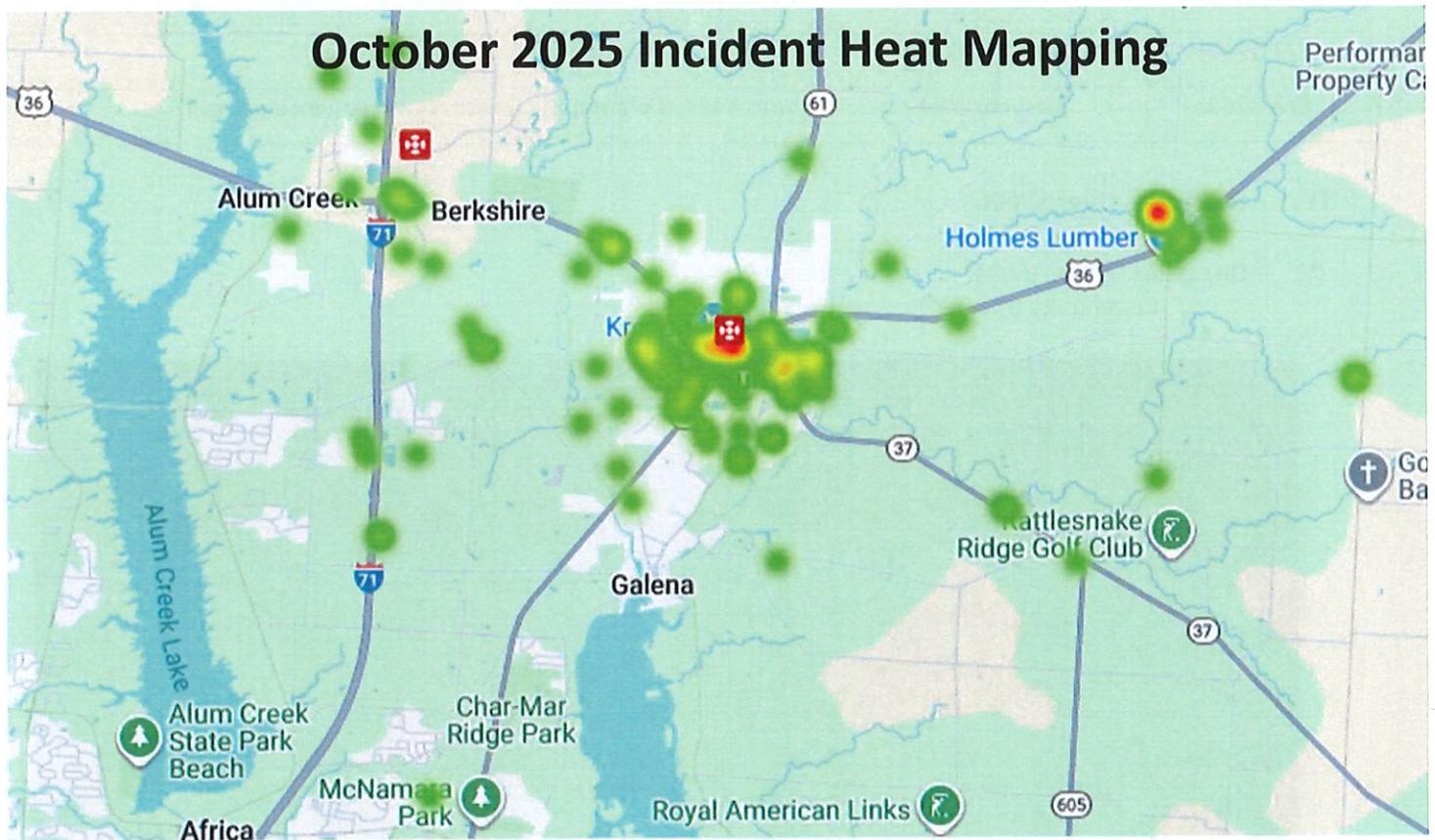
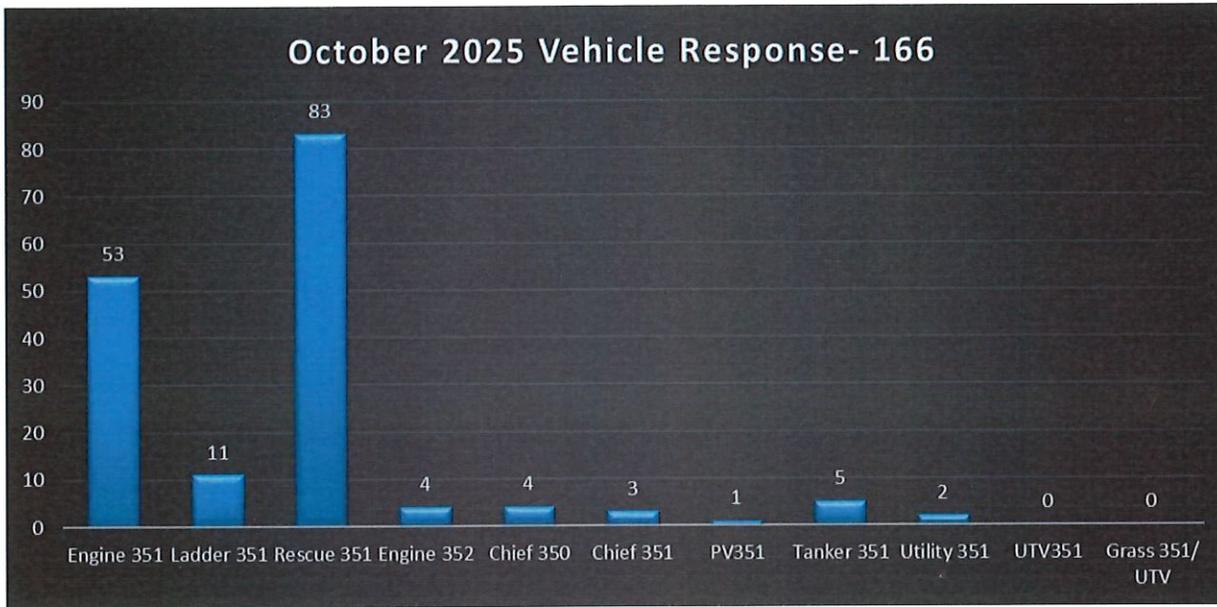
IV. Purchases Over \$5000

- a. None this evening

V. Discussion/Action Items:

- a. Community Updates?





BST&G Fire District



Community Risk Reduction
Inspectors Rocki Huddleston & Jason Whipple

October 2025 CRR Report

Events, Public Education, Training and Meetings Attended:

- 10/2/2025: Safety Meeting with City of Sunbury
- 10/6/25 – 10/10/25: Fire Prevention Week- **Approximately 875 children educated!**
- 10/7/25: Ohio Fire Code update class
- 10/8/25: Fire Prevention at General Rosecrans Elementary *(315 Students)*
- 10/8/2025: Station Tour *(20 students plus parents)*
- 10/9/2025: Big Walnut Middle School CPR class for 6th grade *(120 students)*
- 10/10/25: Fire Prevention at Prairie Run Elementary *(420 students)*
- 10/17/25: Olentangy Local School District Full Scale Safety Drill
- 10/23/2025: Sonshine Preschool Teacher CPR recertification *(6 teachers)*
- 10/26/25: Fire Prevention Open House
- 10/28/2025: Meeting with City of Sunbury
- 10/31/2025: Sunbury and Galena Trick or Treat

Coming Trainings, Meetings and Events:

- 11/13/2025: Teach a CPR Class
- 11/14/2025: CRR Meeting with Monroe Township Fire Department
- 11/19/2025: Delaware County Fire Prevention Committee Meeting
- 11/25/2025: Public Education at Big Walnut High School: Fire Investigations

Child Safety Seat Inspections and Installations:

- Child safety seats were installed in October: **0**

Investigations:

- Fire / Arson Investigations for October: **0**

Permits and Invoices:

- Permits issued in October: **5**
- Permits issued year to date: **148**

Outstanding Invoices: **\$ 12,552.66**

Permit / Invoice Revenue for 2025: **\$ 44,077.58**

Completed Inspections:

- Total inspections for October 2025: **87**
- Inspections year to date: **732**

Inspection Type	Count
Adoption / Foster	-
Annual Fire and Life Safety Inspections	46
Commercial Cooking Hood Acceptance	1
Complaint	1
Construction / Plan Review Meeting	-
Construction Trailer	-
Duct Smoke Detector Test	-
Evacuation Drills	-
Fire and Life Safety Finals	7
Fire Alarm	1
Fireworks	-
Knox Box	2
Manual Fire Damper Drop Test	-
Mobile Food Trucks	-
Plan Review	8
Preliminary Plan Review	-
Reinspections	25
Smoke Control	-
Sprinkler System – Rough Inspection	-
Sprinkler System Final / Acceptance	2
Tent Membrane Inspection / Plan Review	-
Thrust Block Inspection	10
Underground Fire Line	6

OLD BUSINESS: Discussion on the 2001 Ford Super Duty F-350

- Continue to have maintenance problems
- Estimate from Byers Ford, LLC \$4,383.99
 - For multi-point inspection
- TruxTex completed annual inspection with no comments or corrections needed a few months ago.
- Chairman Fisher would like to have a second opinion with another local mechanic to review.
- problems could be the tires, agreed to purchase tires and then re-evaluate the problem.
 - Discussed what to do with the truck for the future? Needed for plowing snow. Pulling smoke house trailer.
 - Could outsource snowplowing to outside vendor.

NEW BUSINESS:

Station#2-Report from construction team

Motion by K. Krupa to approve P.O. #299-2025 to ECS Construction in the amount of \$13,000.00 for the purposes of the Millwork that was originally approved at the time of contract. Second by D. Martin. Vote: D. Fisher-yea; D. Martin-yea; and K. Krupa-yea

Board invited to meet at construction site at 5:00 p.m. on December 11, 2025, to review the ongoing building.

PUBLIC INPUT:

FISCAL OFFICER REPORT: Finance Reports

***Payroll Reports:**

- * PP#s 17, 18, 19, 20
- *Cash Flow Detailed by Fund Report
- *Visa Charge Report- September and October
- *Receipt Report for -September and October
- *Payment Listing for -September and October
- Purchase Orders #245 thru #298

***Reports sent via e-mail prior to meeting**

Bank Reconciliations: all balanced
September
October

Bond Payment #3 in the amount of \$310,286.25 is due on 12-1--2025.

Motion to approve the Financial Reports as discussed was made by K. Krupa, with a second by D. Martin. Vote: D. Martin-yea; K. Krupa-yea; and D. Fisher-yea.

ADMINISTRATION: A new agenda item has been added. Discussion items will be to discuss administration/Human Resources items:

-Status on Employee Drug Testing

26.83% Random complete continues randomly monthly

43.90% Total

-Physicals for full-time employees 100 % complete

BWC Policy discussed:

2026 premium \$33,306.00

2025 premium \$28,031.00

2024 premium \$19,531.00

Lexipol Policy and Procedures Manual

Board is reviewing the content and will officially approve the policies and procedures

Items that are added to the policy will be approved by the board.

Items to be added to the policy are

Credit Card policy

Tuition reimbursement

Rebates on credit cards/ frequent flyer miles

Cyber Security policy

At 7:35 p.m. a motion by K. Krupa was made to go into executive session under ORC 121.22 (G)(1) To Consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. The purpose of the meeting was to discuss the compensation and performance review for employees of BST&G fire District. A second to the motion was made by D. Fisher. Vote: D. Fisher-yea; K. Krupa-yea; and D. Martin-yea.. Those invited to the meeting were only the BST&G Fire Board Members. And the Fiscal Officer.

At 8:03 p.m., a motion to go out of the executive session and return to the normal board meeting was made by D. Fisher, with a second by D. Martin. Vote: K. Krupa-yea; D. Martin-yea; and and D. Fisher-yea.

NEXT MEETING DATE: -Thursday December 11, 2025, 6:30 p.m.

Monthly Board Meeting

ADJOURN: With no further business, a motion to adjourn was made by:
K. Krupa, with a second by D. Martin.
Vote: all yes, Motion carried.

Minutes Approved December 11, 2025

Richard Fisher

Chairman-Richard Fisher

Rodney v Myers

Vice-Chairman-Rod Myers

Jill Love

Board Member-Kathy Krupa
Jill LOVE = ALT

Paul B. Manti

Board Member-Tim Gose

Greg Roy

Fiscal Officer-Greg Roy

