



**RECORD OF PROCEEDINGS  
B.S.T. and G. FIRE DISTRICT REGULAR MEETING  
Thursday June 19, 2025  
6:30 p.m.**

The June 19, 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-Present
- City of Sunbury Dave Martin-absent
- Trenton Township Dick Fisher- Present
- Village of Galena-Kathy Krupa-Present

Special Guest: None

The MINUTES of the May 8, 2025, Regular Monthly Board Meeting was reviewed by the board members. A motion by K. Krupa was made to approve the Minutes as presented. A second motion was made by R. Myers.  
Vote: R. Myers-yea; K. Krupa-yea; D. Fisher-yea.

**AGENDA – Chiefs Report  
B.S.T. AND G. FIRE DISTRICT BOARD MEETING  
June 19, 2025, AT 6:30 P.M**

**I. May 2025 Run Report:**

	May	2025 YTD	%
Berkshire Twp	52	209	30.65%
Sunbury	42	238	34.90%
Trenton Twp	17	104	15.25%
Galena	11	52	7.62%
Out of Dist.	14	79	11.58%
	<b>136</b>	<b>682</b>	<b>100.00%</b>

May 2025	Process	Turnout	Travel	TRT
Berkshire	0:00:51	0:00:40	0:05:12	0:08:28
Sunbury	0:00:40	0:00:40	0:02:08	0:03:40
Trenton	0:00:32	0:00:41	0:07:56	0:09:11
Galena	0:00:37	0:00:53	0:03:58	0:05:27
2025 AVG	Process	Turnout	Travel	TRT
Berkshire	0:00:47	0:00:45	0:05:17	0:08:18
Sunbury	0:00:40	0:00:42	0:02:20	0:04:10
Trenton	0:00:37	0:00:39	0:07:14	0:09:14
Galena	0:00:42	0:00:39	0:05:19	0:06:43

**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.

<b>Overlapping Calls:</b>	May	18	13.24%
	2025	115	16.86%

**II. Department Reports:**

**a. Hiring**

- i. Motion to accept the voluntary resignation of Part-Time Firefighter John Grumney
  - a. Took a full-time job in the private sector
- ii. Motion to accept the voluntary resignation of Part-Time Firefighter Trevor Phillips
  - a. Time commitment
- iii. Motion to accept the voluntary resignation of Part-Time Firefighter Will Kennedy
  - a. Time commitment
- iv. Motion to accept the voluntary resignation of Part-Time Firefighter Joel Hubbard
  - a. Took a full-time job in the private sector
- v. MOTION BY R. MYERS WAS MADE TO ACCEPT ALL FOUR VOLUNTARY RESIGNATIONS AS PRESENTED. SECOND BY K. KRUPA. VOTE: D.FISHER-YEA; R. MYERS-YEA; AND K. KRUPA-YEA**
  
- vi. Resolution 2025-06-01
  - a. Hiring of Part-Time Firefighter Brian Hupp
    - a. Motion by K. Krupa was made to approve Resolution #2025-06-01 Hiring Brian Hupp.
    - b. Second by R. Myers
    - c. Vote: R. Myers-yea; K. Krupa-yea; and D. Fisher-yea.
  
- vii. We will wait until after the summer to potentially hire.

**b. Part-Time PTO- Policy#1052**

- i. Review and Discussion
- ii. Motion to Approve
  - a. Motion -R. Myers
  - b. Second-K. Krupa
  - c. Vote: K. Krupa-yea; D. Fisher-yea; and R. Myers-yea.

**c. PR Initiative- Citizen Fire Academy**

- i. Program overview, goals, and objectives
- ii. Associated costs
  - a. T-shirts

**d. Community Risk Reduction**

- i. See attached Report

**e. Grants**

- i. SAFER Grant is open
  - a. We are planning to submit for 3-6 personnel
  - b. Grant details

**III. May Notable Runs:**

5/2/2025	Building Fire	Kitchen fire at the Fourwinds Apartments
5/3/2025	Auto Accident w/ Extrication	Plumb Road and SR3
5/6/2025	HazMat- Diesel Spill	100-150 gallons of diesel into the median on I-71 South
5/10/2025	Air Conditioner Fire	LC Apartments, quick extinguishment, no extension
5/15/2025	Car Fire	I-71 North
5/18/2025	Baby Duck Rescue	Storm Drain off S. Miller Dr.
5/25/2025	Chicken Coop Fire	37 and Domigan Rd.

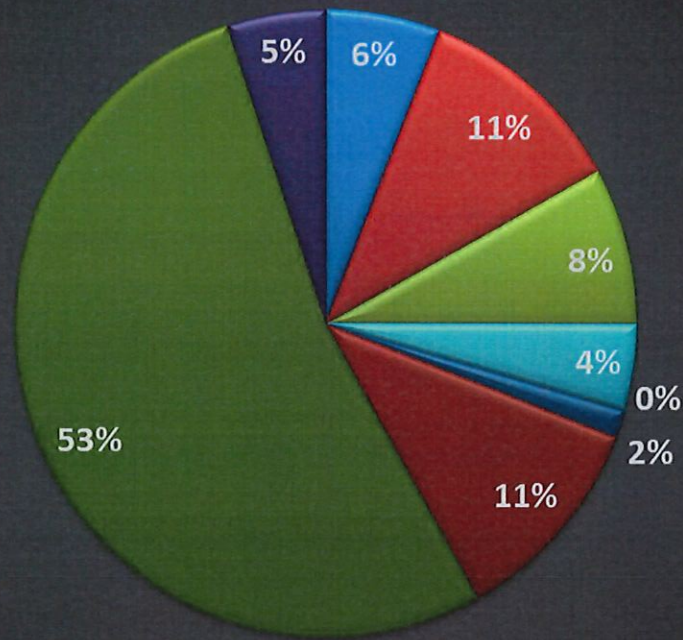
**IV. Purchases Over \$5000**

- a. VASU Communications
  - i. Not to exceed \$7,000
  - ii. Purchase of two portable radios
    - a. Motion-D. Fisher
    - b. Second-K. Krupa
    - c. Vote: K. Krupa-yea; D. Fisher-yea; and R. Myers-yea.
- b. Advanced Diesel Repair
  - i. Turbo for Ladder 351
  - ii. Not to exceed \$7,000
    - a. Motion-R. Myers
    - b. Second-D. Fisher
    - c. Vote: D. Fisher-yea; R. Myers-yea; and K. Krupa-yea.

**V. Discussion/Action Items:**

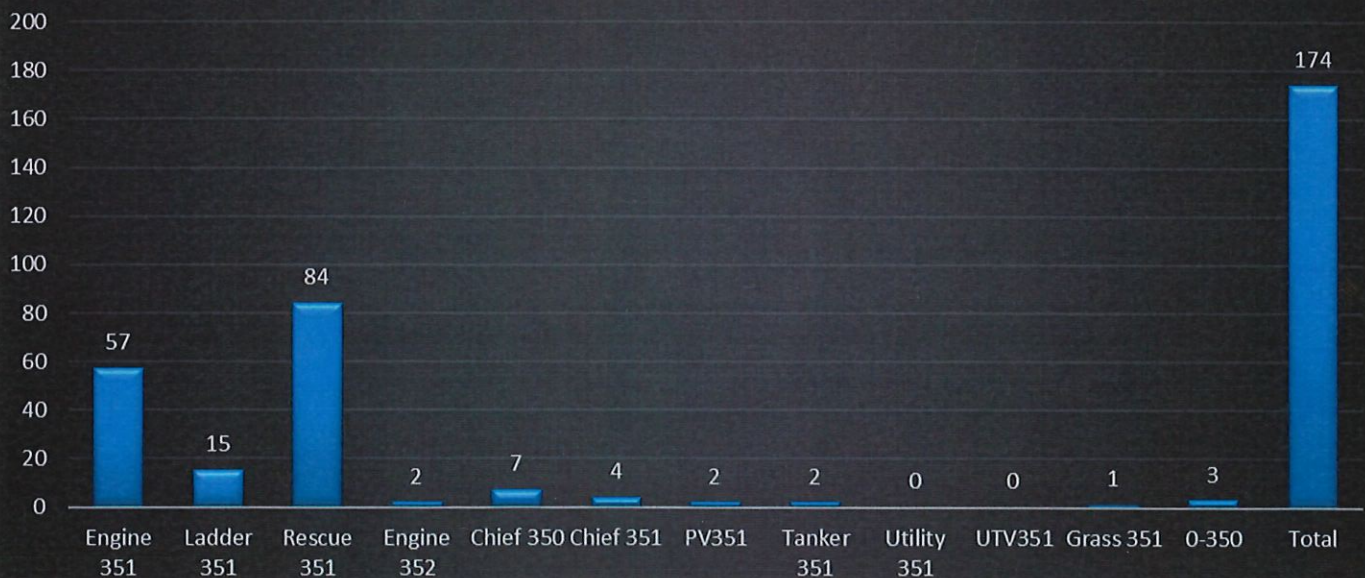
- a. Community Updates?
- b. TIFs and NCAs

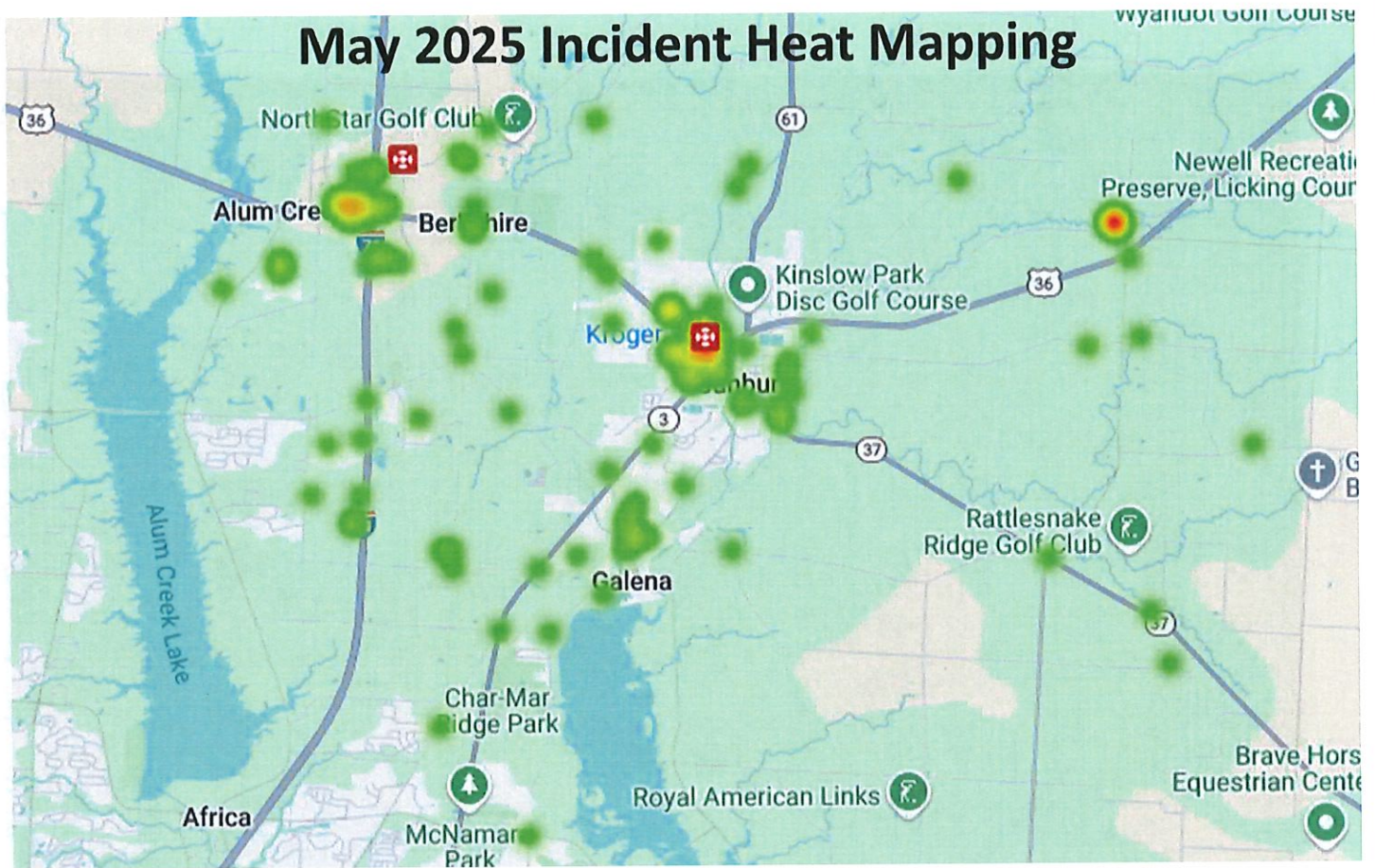
### May 2025 Call Volume- 136 Incidents



■ Fires 
 ■ False Alarms 
 ■ MVA's 
 ■ Gas Leak 
 ■ Electrical 
 ■ MVA w/ Extric. 
 ■ Misc 
 ■ EMS 
 ■ Service

### May 2025 Vehicle Responses





BST&G Fire District  
Policy Manual

Policy

**1052**

## Part-Time PTO- Every 6th Day

### 1052.1 PURPOSE AND SCOPE

Every 6<sup>th</sup> Day Part-Time Firefighters are an integral part of our dedication to safe daily staffing levels. Fire District Administration recognizes that when working a fixed schedule, incidents and occasions may arise when an Every 6<sup>th</sup> Day member needs time off. Therefore, Part-Time Every 6<sup>th</sup> Day firefighters shall be entitled to paid time off in the form of PTO.

### 1052.2 POLICY

Effective 7/1/2025, all Part-Time employees assigned to an Every 6<sup>th</sup> Day position will begin accruing Paid Time Off, or PTO.

Effective 7/1/2025, current Every 6<sup>th</sup> Day Firefighters will be credited PTO to the beginning of 2025, or the date on which they began the Every 6<sup>th</sup> Day assignment.

### 1052.3 PROCEDURE

The following will apply to the accrual and use of PTO:

- Every 6<sup>th</sup> day personnel will accrue PTO at the rate of two (2) hours per pay period, not to exceed 52 hours per year.
- PTO will be credited to the qualifying employees' leave balance in First Due, after payroll is processed.
- All PTO requests shall be submitted and approved through First Due no less than 8 hours before the start of the scheduled shift.

The following rules shall apply:

- III. PTO must be used within the calendar year, January through December.
- IV. PTO may not be carried over.
- V. PTO may not be cashed out, given in advance, or transferred to another member.
- VI. If a member transitions off an Every 6<sup>th</sup> schedule back to a monthly signup, the time accrued will be made unavailable. However, this time will remain in their First Due accrual bank for future use, provided they return to an Every 6<sup>th</sup> position.

VII. Only one Every 6<sup>th</sup> Day firefighter shall be permitted off on PTO per shift.

VIII. PTO shall be taken in increments of one (1) hour or more.

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Part-Time PTO- Every 6th Day - 1

# BST&G Fire District

Community Risk Reduction  
Inspectors Rocki Huddleston & Jason Whipple

## May 2025 CRR Report

### Events, Public Education, Training and Meetings Attended:

- 5/5/25: Bicycle Helmet pick up
- 5/5/25: Sunbury Cub Scout, Bicycle Safety Event
- 5/8/25: Fourth of July & Sizzle Planning Meeting
- 5/12/25 – 5/15/2025: Huddleston at BGSU for Fire Officer 3 (Paid for by another department)
- 5/13/25: Whipple VFW Award
- 5/15/25: Zoom Meeting for Tanger Event in July
- 5/20/25: Tanger July Event Teams Mtg
- 5/21/25: Delaware County Fire Prevention Committee Meeting
- 5/23/25: Olentangy Schools Inservice Planning Mtg
- 5/26/25: Memorial Day

### Upcoming Trainings, Meetings and Events:

- 6/3/25: Great Beginnings Station Tour
- 6/4/25: Great Beginnings Station
- 6/5/25: Sunbury 4<sup>th</sup> of July Planning Meeting
- 6/11/25: Big Walnut Safety Town
- 6/23/25: Primrose Safety Talk
- 6/24/25: Krinsky's Tae Kwando Safety Talk
- 6/30/25: Little Buckeye Public Relations Event

### Child Safety Seat Inspections and Installations:

- Child safety seats were installed in May: **1**

### Fire Investigations:

- Fire / Arson Investigations for May: 1

BST&G Fire District

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Permits issued in May: **9**

Permits issued year to date: 46

Outstanding Invoices: **\$9,528.25**

Permit / Invoice Revenue for 2025: **\$28,492.47**

**Permits and Invoices:**

**Completed Inspections:**

- Total inspections for May 2025: **60**
- Inspections year to date: **289**

Inspection Type	Count
Adoption / Foster	-
Annual Fire and Life Safety Inspections	1
Commercial Cooking Hood Acceptance	-
Complaint	-
Construction / Plan Review Meeting	1
Construction Trailer	4
Fire and Life Safety Finals	5
Fire Alarm	2
Knox Box	1
Mobile Food Trucks	13
Plan Review	12
Reinspection	6
Smoke Control	-
Sprinkler System – Rough Inspection	-
Sprinkler System Final / Acceptance	9
Tent Membrane Inspection / Plan Review	-
Thrust Block Inspection	-
Underground Fire Line	6

**OLD BUSINESS:**

**NEW BUSINESS:**

STATION #2:

PUBLIC INPUT:

FISCAL OFFICER REPORT:

\*Payroll Reports:

PP#9 4-13-2025 thru 4-26-2025

PP#10 4-27-2025 thru 5-10-2025

\*Cash Flow Detailed by Fund Report

\*Visa Charge Report-April 2025

\*Receipt Report for May 2025 (new report)

\*Payment Listing for May 2025

\*Reports sent via e-mail prior to meeting

Bank Reconciliations:

May 2025-balanced

A motion by R. Myers was made to accept the Fiscal Officer report as presented with a second by K. Krupa. Vote: all yea.

NEXT MEETING DATE: -Thursday July 10, 2025, 6:30 p.m.

Monthly Board Meeting

ADJOURN:

With no further business, a motion to adjourn was made by:

R. Myers, with a second by K. Krupa.

Vote: all yes, Motion carried.

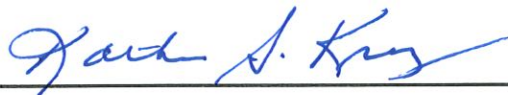
Minutes Approved July 10, 2025



Chairman-Richard Fisher



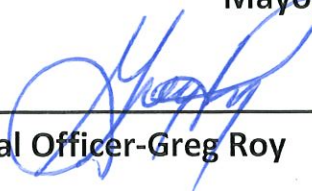
Vice-Chairman-Rod Myers



Board Member-Kathy Krupa

Board Member Alternate

Mayor Joe St. John



Fiscal Officer-Greg Roy

