



**RECORD OF PROCEEDINGS
B.S.T. and G. FIRE DISTRICT ORGANIZATIONAL MEETING
AND REGULAR MONTHLY BOARD MEETING MEETING
Wednesday January 14, 2026, AT 6:30 P.M.**

The January 14, 2026, meeting was called to order by Fiscal Officer Roy. The meeting was opened with a moment of silence, and the Pledge of Allegiance. Roll call was as follows:

Berkshire Township Representative for 2026-Paul Disantis-Present
Alternate will be Trustee, Mary Howard
City of Sunbury Representative for 2026-Councilman Tim Gose-present
Alternate will be Councilperson, Cindi Cooper
Trenton Township Representative for 2025-Trustee Dick Fisher-present
Alternate will be Trustee, Mark Almendinger
Village of Galena Representative for 2026-Councilperson Kathy Krupa-present
Alternate will be Councilperson, Jill Love

Nominations for BST&G Fire Board Chairman for 2026:

Motion by K. Krupa to nominate Dick Fisher as Chairman. A Second was made by P. Disantis.
Vote: all yes, motion carried. Dick Fisher will serve as the 2026 Chairman.

Nominations for BST&G Vice Chairman for 2026:

Motion by D. Fisher was made to nominate Kathy Krupa as Vice Chairman. Second by
T. Gose. Vote: all yes, motion carried. Kathy Krupa will serve as the 2026 Vice Chairman.

ORGANIZATIONAL MEETING

RESOLUTION 2026-01-01 RESOLUTION TO ADOPT A MEETING DAY POLICY

The Regular Fire Board meetings will be held on the Second Thursday of each month at 7:00 p.m. and will be held at 350 W. Cherry Street, Sunbury, OH. Any Special Meetings or Emergency Meetings will be posted in accordance with the Ohio Open Meetings Act.

Motion: T. Gose
Second: K. Krupa
Vote: all yes, motion carried.

RESOLUTION 2026-01-02

**A RESOLUTION TO APPROVE THE SERVICES
OF AN OUTSIDE INDEPENDENT PAYROLL PROCESSING**

COMPANY. Payroll Services, Inc. to continue to process and file the necessary payroll reports for BST&G Fire District for the calendar year 2026. Motion by: K. Krupa; Second: D. Fisher.
Vote: all yes, motion carried.

RESOLUTION 2026-01-03

**A RESOLUTION TO ADOPT A PUBLIC
RECORDS POLICY (Re-Adopt with no changes)**

Motion: T. Gose
Second: P. Disantis
Vote: all yes, motion carried.

RESOLUTION 2026-01-04

**A RESOLUTION TO ADOPT A CREDIT
CARD POLICY: (Re-Adopt with no changes)**

Motion: P. Disantis
Second: K. Krupa
Vote: all yes, motion carried.

RESOLUTION 2025-01-05

BST&G FIRE DISTRICT LEGAL COUNSEL

Appoint Delaware County Prosecutor's Office as the Fire District's primary legal counsel for 2026. Outside Legal Counsel shall be Fishel Downey Albrecht & Riepenhoff LLP, or Bricker & Graydon as necessary.

Motion: T. Gose
Second: P. Disantis
Vote: all yes, motion carried.

RESOLUTION 2026-01-06

BST&G FIRE DISTRICT FUNDS

Operating funds shall be maintained in an interest-bearing checking account with **Richwood Banking Company**, Delaware, OH. Secondary Investments shall be maintained with **Star Ohio and Fifth Third Securities**. Any other investment funds shall be approved by the board. Said Resolution shall also authorize the Fiscal Officer to periodically make intra-fund transfers in order to maintain the daily operations. Said Resolution will authorize new Board Members Paul Disantis and Tim Gose to be signers on the Richwood Banking checking account in order to sign warrants as needed. All other board members to remain on the account as authorized signers.

Motion: T. Gose
Second: K. Krupa
Vote: all yes, motion carried

RESOLUTION 2026-01-07 2026 Permanent Appropriations

Motion to approve the Permanent Appropriations as presented by the Fiscal Officer.
2026 Permanent Appropriations \$9,268,830.00

General Fund \$5,810,000.00
Bond Fund \$1,077,480.00
Station#2 \$2,381,350.00
Construction

First Amended Certificate of Resources

Total **\$9,268,830.00** **\$9,269,132.48**

Motion: K. Krupa
Second: T. Gose
Vote: all yes, motion carried

**RESOLUTION 2026-01-09 DELAWARE COUNTY TAX-EXEMPT CERTIFICATE USE POLICY
AND SALES TAX USE**

Motion to adopt the Tax-Exempt Certificate Use Policy and Sales Tax Use was made by P. Disantis, Second by T. Gose. Vote: All yes, motion carried.

Organizational Meeting Concluded and moved to the Regular Monthly Board Meeting.

REGULAR MONTHLY BOARD MEETING

Chairman Dick Fisher called the Regular Monthly Board meeting to order.

Roll Call: Berkshire Township-P. Disantis-present
 City of Sunbury-Tim Gose-present
 Trenton Township-Dick Fisher-present
 Village of Galena-Kathy Krupa-present

Approve Minutes from the December 9, 2025 "Special Meeting". Motion to approve as presented.

Motion: T. Gose
Second: K. Krupa
Vote: all yes, motion carried

Approve Minutes from the December 11, 2025 Regular Monthly Board meeting.

Motion by T. Gose
Second : P. Disantis
Vote: all yes, motion carried

The December Year End Meeting was canceled due to lack of business to conduct.

CHIEF'S REPORT

AGENDA – Chiefs Report

B.S.T. AND G. FIRE DISTRICT BOARD MEETING

January 14, 2026, AT 6:30 P.M

I. December 2025 Run Report:

	December	2025 YTD	%
Berkshire Twp	29	470	27.39%
Sunbury	57	686	39.98%
Trenton Twp	21	251	14.63%
Galena	12	108	6.29%
Out of Dist.	14	201	11.71%
	133	1,716	100.00%

December 2025	Process	Turnout	Travel	TRT
Berkshire	0:01:06	0:00:53	0:05:47	0:08:28
Sunbury	0:01:02	0:00:38	0:02:41	0:04:59
Trenton	0:00:49	0:00:35	0:05:50	0:07:30
Galena	0:01:04	0:00:42	0:05:44	0:07:29
2025 AVG	Process	Turnout	Travel	TRT
Berkshire	0:00:51	0:00:44	0:05:44	0:08:14
Sunbury	0:00:41	0:00:41	0:02:50	0:04:36
Trenton	0:00:51	0:00:42	0:06:42	0:08:29
Galena	0:00:41	0:00:45	0:05:06	0:06:51

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 (TRT): Time from the 911 call until we arrive on scene.

Overlapping Calls:	December	24	18.05%
	2025	314	18.30%

II. Department Reports:

a. Administrative:

- i. Fire Board Member Informational Packet
 - a. Please review for discussions in February

b. Personnel:

i. SAFER Grant Update

- a. Official Notice of Employment Opportunity posted 1/7/2026
 - a. Internal candidates
 - i. Letter of Interest & Resume Due: January 22, 2026, by 1500 hours
 - ii. Initial Interviews: February 2, 3, and 4, 2026
 - iii. Second-Round Interviews (if required): February 9 and 10, 2026
 - iv. Conditional Offers & Board Action: February 12, 2026
 - v. Medical Evaluations: Scheduled promptly following conditional offers
 - vi. Anticipated Start Date: March 15, 2026

c. Repairs and Maintenance:

- i. Tanker 351 is back in service
- ii. Engine 351 is back in service, but still has repairs to be made after a deer strike

d. 2025 EOY Statistics:

- i. Emergency Response
 - a. 1,716 total calls
 - b. 4.4% increase from 2024
 - c. 908 EMS First Responder
 - d. 808 Fire Calls
 - e. 314 calls were overlapping.
 - a. Overlapping accounted for 18.3% of our total calls.
 - f. 2,164 Total Vehicle Responses
- ii. Community Risk Reduction
 - a. 927 Fire Inspections
 - b. \$50, 347.28 in permit revenue
 - c. 30 Car seat installations
 - d. 10 Fire Investigations
 - e. 20 Community Education Classes
 - f. 88 Bicycle Helmets Distributed
- iii. We are working on the annual report
 - a. March timeline

e. Community Risk Reduction:

- i. See attached Report

I. December Notable Runs:

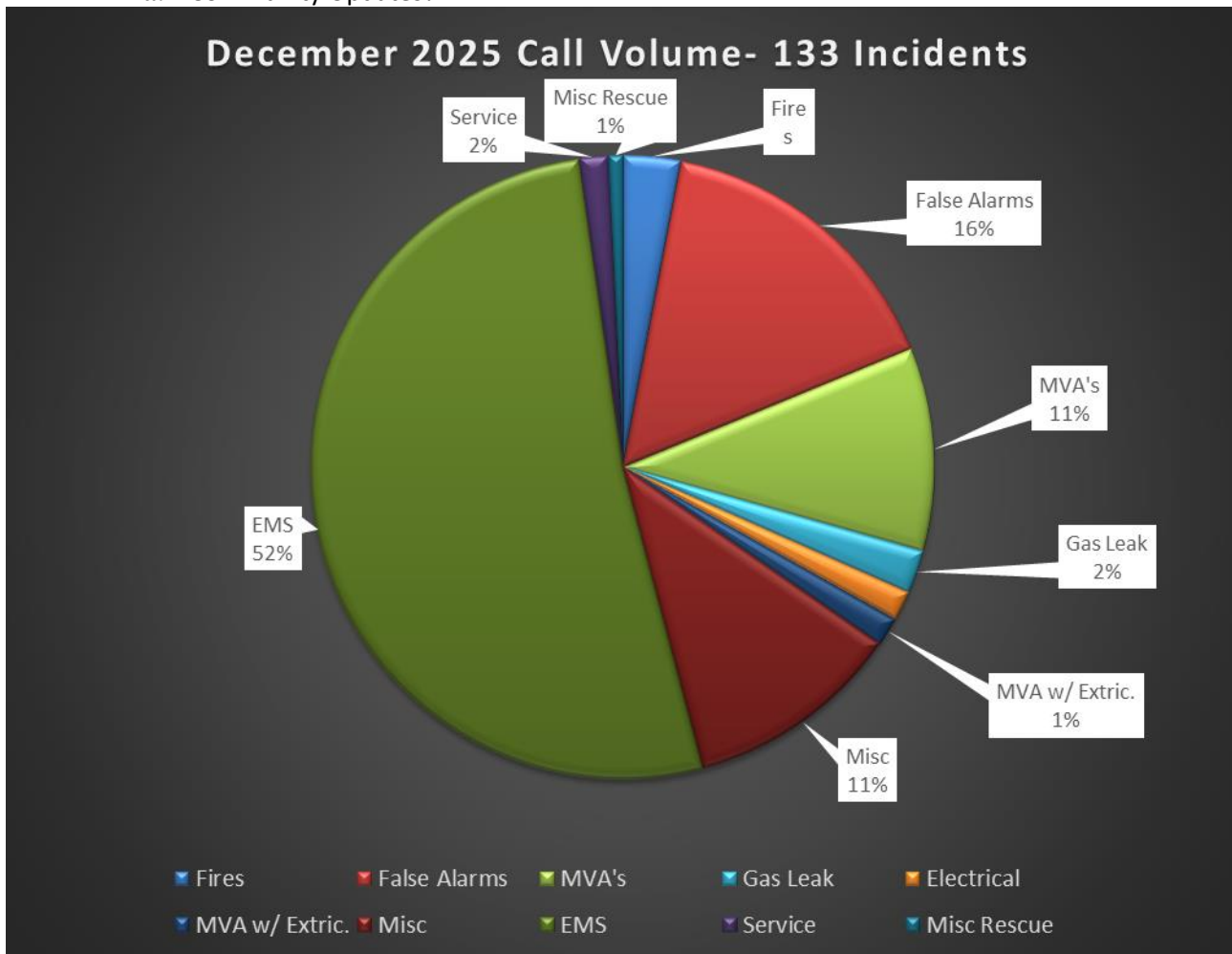
Date	Type	Note
12/9/2025	Structure Fire	Aid Given to COJFD for a structure fire.
12/11/2025	Accident w/ Entrapment	Accident with Entrapment and Extrication. Wilson and N. Galena
12/16/2025	Semi Fire	Semi Fire at Flying J.
12/22/2025	Accident w/ Entrapment	Fatality Accident w/ Entrapment on 71N near 127mm
12/27/2025	Technical Rescue	BST&G was special called to Troy Twp in Richland County for a grain bin rescue. We assisted with rescue and extraction of the victim who suffered minor injuries.

II. Purchases Over \$5000

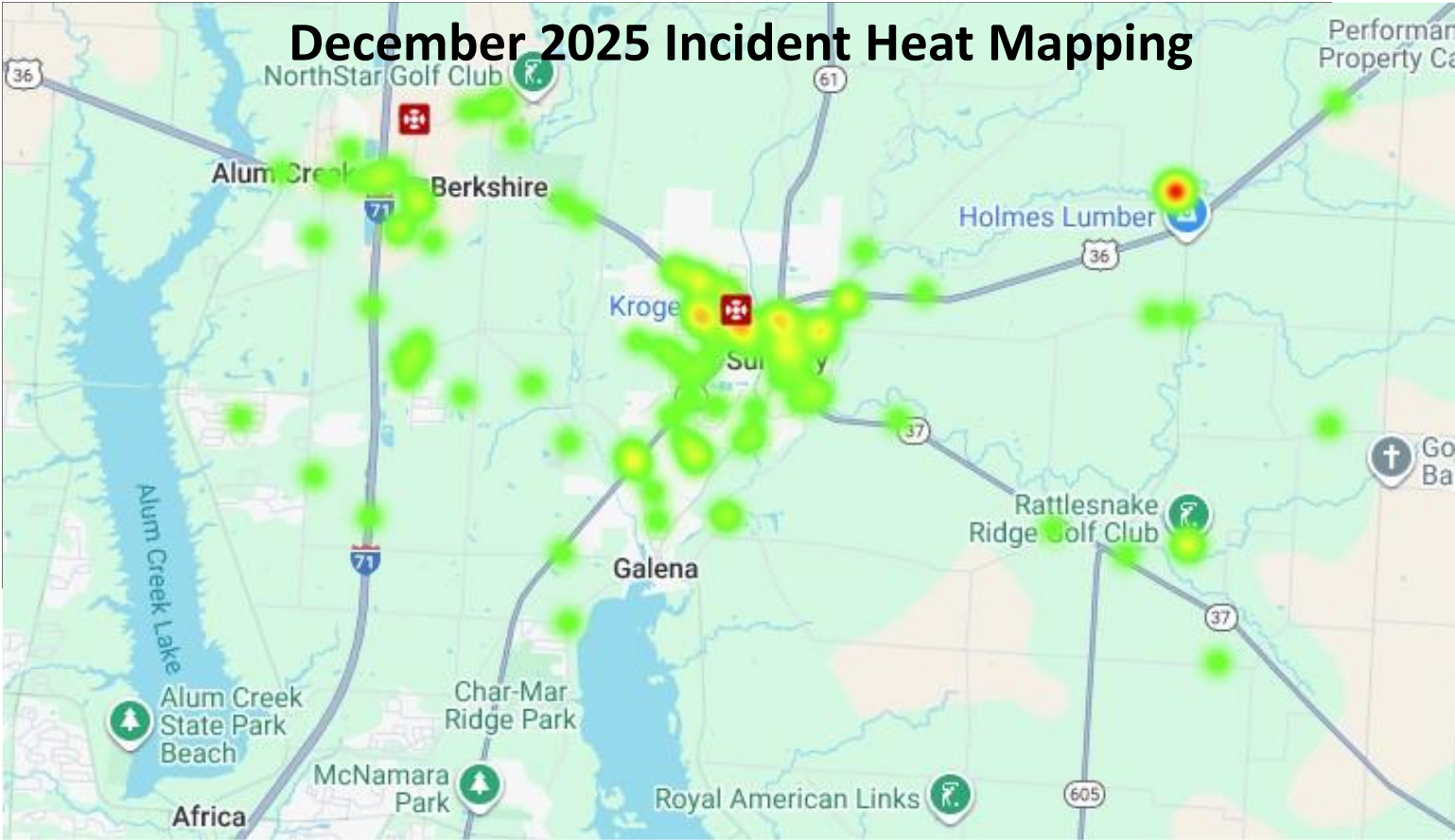
- a. None this evening

III. Discussion/Action Items:

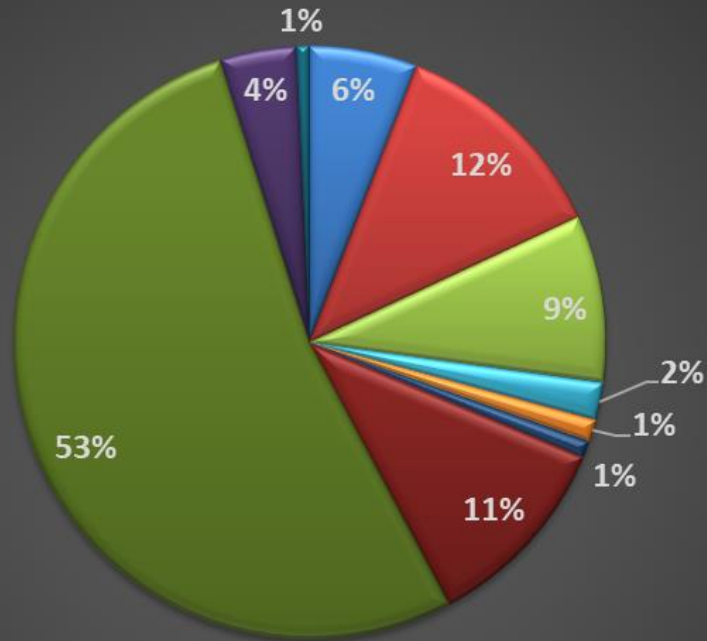
- a. Community Updates?



December 2025 Incident Heat Mapping

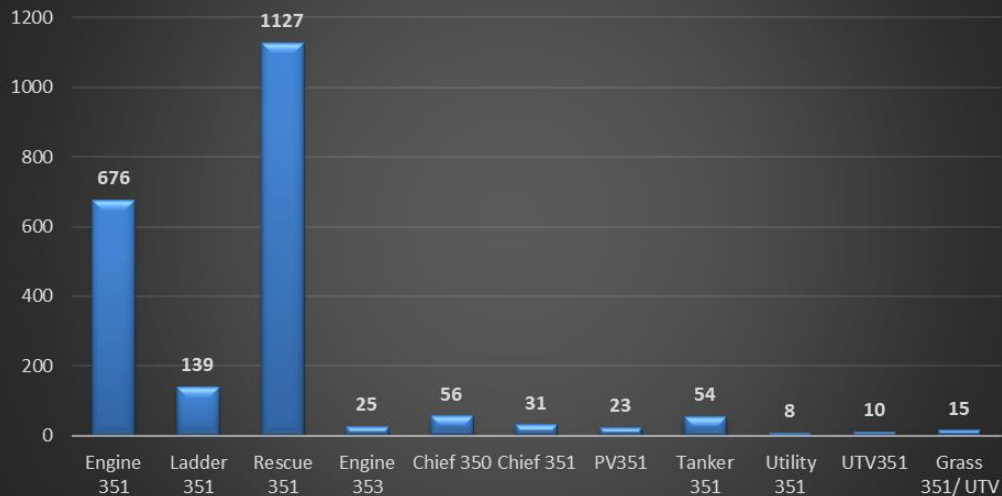


2025 Incident Call Volume- 1,716 Incidents



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

2025 Vehicle Response- 2,164



BST&G Fire District



Community Risk Reduction
Inspectors Rocki Huddleston & Jason Whipple

December 2025 CRR Report

Events, Public Education, Training and Meetings Attended:

- 12/1/2025: Big Walnut Re-Unification Drill at the High School
- 12/6/2025: Department Employee Appreciation Banquet
- 12/6/2025: Christmas on the Square Parade
- 12/16/2025: Big Walnut Re-Unification Drill Debrief Meeting
- Collected and dropped off toys to Big Walnut Friends Who Share

Upcoming Trainings, Meetings and Events:

- 1/6/2026: Christmas on the Square Debrief Meeting
- 1/14/2026: Regional Child Passenger Seat Technician Meeting and Continuing Education
- CFI Trainer Certifications
- 24/7 EMS Training

Child: Safety Seat Inspections and Installations:

- Child safety seats were installed in December: **4**

Fire Investigations:

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

Permits and Invoices:

Permits issued in December: **3**

Permits issued year to date: **161**

Outstanding Invoices: **\$10,823.89**

Permit / Invoice Revenue for 2025: **\$50,347.28**

Completed Inspections:

- Total inspections for December 2025: **99**
- Inspections year to date: **927**

Inspection Type	Count
Adoption / Foster	
Annual Fire and Life Safety Inspections	56
Commercial Cooking Hood Acceptance	
Complaint	1
Construction / Plan Review Meeting	1
Construction Trailer	
Duct Smoke Detector Test	1
Emergency Radio Coverage	
Evacuation Drills	
Fire and Life Safety Finals	5
Fire Alarm	3
Fireworks	
Knox Box	1
Manual Fire Damper Drop Test	
Mobile Food Trucks	2
Plan Review	6
Preliminary Plan Review	
Reinspections	18
Smoke Control	
Sprinkler System – Rough Inspection	
Sprinkler System Final / Acceptance	2
Tent Membrane Inspection / Plan Review	
Thrust Block Inspection	
Underground Fire Line	3



BST&G FIRE DISTRICT 2025 HIGHLIGHTS



1,716

Total Calls



5,923

Training Hours



808 Fire/ Rescue
908 EMS First Response

Fire, Rescue,
EMS, Fitness

Community Risk Reduction

- 927 Inspections
- 30 Car Seat Installations
- 10 Fire Investigations
- 91 Community Events
- 20 Fire Safety Classes
- 88 Bicycle Helmets Issued



Station 352

- Under Construction
- Opening Spring of 2026
- SAFER Grant to help with Staffing needs.

DISTRICT GROWTH
10-YR

135% POP. INCREASE

73% CALL VOLUME INCREASE



TURNOUT TIME EXCEEDS NFPA STANDARDS

91.5% Compliance

Motion to approve Chief's Report by K. Krupa
Second: P. Disantis
Vote: all yes, motion carried.

OLD BUSINESS: Lt. Carey gave a brief overview of the OFA training program that he is participating in.

NEW BUSINESS: Resolution #2026-01-08 2026 Volunteer Firefighters Dependency Fund Board (VFDF)
(2) Legislative authority members Dick Fisher and Paul Disantis
(2) Fire Department members Chief Kovach and Asst. Chief Stambaugh
(1) One member of the public where fire dept serves David Potts

Motion to appoint the (VFDF) Firefighters Dependency Fund Board as presented was made by P. Disantis, with a second by T. Gose.
Vote: all yes, motion carried.

STATION #2 The Chief gave a report on the status of the construction project. The Chief, Assistant Chief, and Fiscal Officer have had to get more involved with the project than what was expected to keep the project moving. There is no "Construction Manager" on the project, and BST&G has had to step into that role. Weekly construction meetings continue each Thursday.

MANAGEMENT REPORTS: Presented by Fiscal Officer Roy:

Reports Reviewed

Bank Reconciliation- December 2025 Year End -Balanced and Reconciled
*Payroll Reports
*2025 Year End Cash Flow Detail Report
*Visa Charge card report-December charges
*Payment Reports

*Reports sent out prior to meeting to review.

Fiscal Officer reported that the financial reports for 2025 year end will be completed and filed with the Auditor of State. Charles E. Harris will be preparing the Notes to the Financial Statements in January to complete the reporting requirements.

The Fiscal Officer briefly discussed the levy that will need to be placed on the ballot in November 2026. The current operating levy will be expiring and will need to be renewed.

Motion to Approve the Finance Report as submitted was made by T. Gose, with a second by P. Disantis. Vote all yes, motion carried.

Administration Report: -1st Quarter random drug testing in progress
 3 individuals have been selected and passed the screening
-New BST&G website to be launched 2-15-2026
-Audit 2023/2024 discussion on status
-Special Meeting January 29, 2026, to discuss Audit 2023/2024 Reviews and compensation for 2026
-Lexipol Policy and Procedures Manual
 Updates/additions
 Sales tax on reimbursements-adopted 1-14-2026
 Cyber Security Policy-working on a policy

NEXT MEETING DATE: “Special Meeting” January 29, 2026 to discuss
 Employee contracts
 Benefits
 Wages for 2026 Administration staff
Next Regular Board Meeting
February 12, 2026 at 7:00 p.m.

Discussed meeting at the Station#2 construction site before the next meeting to view the progress of the construction.

At 7:47 p.m. a motion by D. Fisher was made to go into executive session under ORC 121.22 (G)(1) To Discuss Personnel matters regarding the employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Second by T. Gose. Vote: T. Gose-yea; P. Disantis-yea; K. Krupa-yea; and D. Fisher-yea. Those invited to the executive session when called upon where Chief Kovach, Assistant Chief Rob Stambaugh, and Fiscal Officer Greg Roy.

At 8:32 p.m. a motion by D. Fisher was made to go out of executive session and return to the regular monthly board meeting. Second by K. Krupa. Vote: T. Gose-yea; K. Krupa-yea; P. Disantis-yea; and D. Fisher-yea.

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

Minutes Approved February 12, 2026:

_____	_____
Chairman-Dick Fisher	Vice-Chairman-Kathy Krupa
_____	_____
Board Member-Tim Gose	Board Member-Paul Disantis
_____	_____
Fiscal Officer-Greg Roy	