

**PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
SPECIAL BOARD OF TRUSTEE MEETING MINUTES**

Please note the was considered a Special Meeting due to changing the date of Regular Meeting

Date: January 24, 2022 Approved 2/21/2022

Time: 6:30 pm

Attendees: Trustees James Taylor (Chair), Charles Ford (Treasurer), Butch Sample (Secretary), Leslie Ryan, Betty Jarboe, Tony Butler, and Matt May; Chief Doug Recktenwald, Deputy Chief Jason Meiman, Gayle Bolton, Angela Hatchett, and Maurice Byrne Jr.

Absentee(s):

OPENING OF PROCEDURES: Chair Taylor called the meeting to order at 6:30pm.

Approval of Board Minutes for December 20, 2021 Special Board of Trustees Meeting: Motion by Trustee May to approve as read, Second by Trustee Ryan. Vote taken; motion carried.

Approval of Board Minutes for December 20, 2021 Regular Board of Trustees Meeting: Motion by Trustee Sample to approve as read, Second by Trustee May. Vote taken; motion carried.

CORRESPONDANCE:

- MCP (Mayfield Consumer Products) sent a Thank You letter regarding the Fire District's assistance after the tornado.

FINANCIAL REPORT:

General Fund Checking Account/Forcht Bank beginning December 1, 2021:	\$ 524,105.05
Total receipts for deposits:	\$ 7,496,877.76
Total monies available in General Fund Checking Account:	\$ 8,020,982.81
Total disbursements:	\$ 7,140,732.69
Ending balance on December 31, 2021:	\$ 880,250.12

Money Market Saving Account/Forcht Bank beginning balance December 1, 2021:	\$ 2,033,508.89
Interest earned for December:	\$ 776.36
Monies transferred into Money Market Saving Account:	\$ 6,001,881.32
Monies transferred into General Fund Checking Account:	\$ 1,200,000.00
Monies transferred into Holding Company Account	\$ 0.00
Ending Balance on December 31, 2021:	\$ 6,836,166.57

Holding Company Account beginning balance as of December 1, 2021:	\$ 1,092,316.24
Interest earned for October:	\$ 194.34
EFT Deposited into Holding Company Account:	\$ 81,707.43
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on December 31, 2021:	\$ 1,174,218.01

Total Funds Available (General Fund + Money Market + Holding Company):	\$ 8,890,634.70
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Trustee May motioned to approve the Financial Report as read, second by Trustee Sample. Vote taken; motion carried

COMMITTEE REPORTS

FINANCE COMMITTEE: Please note the Finance Committee Meeting was cancelled

Monthly Financial Update:

- The Board reviewed the following reports:
Expenditures & Income and Balance Sheets FY 2021-2022

Budget vs Actual
Fiscal Year Budget Review
Revenue Tracker

OLD BUSINESS: N/A

NEW BUSINESS:

- Chief Recktenwald explained the need for setting up a new account “Capital Reserve Fund” with Forcht Bank for funds set aside for future purchases such as apparatus, ambulances, etc

Motion by Trustee Butler, Second by Trustee Ryan. Vote taken; motion carried.

PERSONNEL COMMITTEE: Please note the Personnel Committee Meeting was cancelled

OLD BUSINESS: N/A

NEW BUSINESS

Fire, EMS, and Admin Personnel

New Hires (Full-time, Part-time):

- 01/23/22: FF/EMT Aaron Dossey was recommended as a Part-time employee
- 02/07/22: Chief Recktenwald requested to appoint Cheryl Smalley to fill the Executive Assistant’s position. Cheryl will work with Gayle Bolton until May 14, 2022, at which time she is totally retiring. Legal Counsel Maurice Byrne confirmed the position could be appointed and did not have to be advertised for. Cheryl will be offered a 4-year contract.

Reactivations/Reinstatements: N/A

Interim Positions/Appointments/Promotions, Demotions, Transfers, etc.: N/A

Leave of Absence:

- 12/01/21: RR FF Andrew Fuchs requested a 29-day Personal LOA
- 01/02/22: RR FF Brandon Curry requested a Military LOA through September 1, 2022

Return from Leave of Absence:

- 12/30/21: RR FF Andrew Fuchs returned from Personal LOA

Retirement/Resignations/Terminations:

- 01/16/22: Part-time Paramedic Keaton Blair submitted his resignation. Last date worked 11/27/21
- 01/17/22: Part-time FF Jonathon Recktenwald resigned from employment
- 01/17/22: Part-time FF Kevin Taulbee will not be returning from Medical LOA which started in June 2021
- 02/01/22: Part-time FF Jeremy Bass will be resigning due to retirement with Louisville Fire
- 02/01/22: Part-time FF Anthon Zeitz will be resigning due to not fulfilling requirements

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations: N/A

Motion by Trustee May to approve the above list as read, Second by Trustee Sample. Vote taken; motion carried.

Policies & Procedures: N/A

Employee Handbook: N/A

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

FIRE CHIEF’S REPORT

- December 2021 Statistical Summary: Chief provided a report reflecting data for entire year of 2021

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Fire Chief's replacement:

MOTION FOR CLOSED SESSION: Trustee May motioned for a Closed Session for "Discussions of proposed or pending litigation against or on behalf of Fire Protection District". Second by Trustee Butler. Vote taken; motion carried. Closed Session began at 7:09pm.

RETURN TO OPEN SESSION: The meeting returned to Open Session at 7:30pm, with no action taken.

Trustee Sample motioned to accept the contract presented to Deputy Chief Meiman for the Fire Chief's position, effective 7/1/2022. Second by Trustee Ryan. Vote taken; motion carried with a unanimous vote.

- Chief Recktenwald briefed the Board on the Jamie Keith case
- Trustee Sample thanked the Chief for the gift cards
- Trustee Ford expressed his appreciation to the members of the Fire District and extremely proud to be a part of it!

ADJOURNMENT: the minutes and the financial statement that have been approved by the Board of Trustee will be kept in the minute book and to be filed with the Jefferson Country Clerk and that all other important records and materials shall be maintained at the Headquarters of the Pleasure Ridge Park Fire Protection District at 9500 Stonestreet Road, Louisville Kentucky, 40272, for inspection under the open records law, KRS 61.870 to 61.884.

With no further business, Trustee Butler motioned to adjourn the meeting, Second by Trustee May. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:35pm.

Minutes transcribed by Gayle Bolton