

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

Date: November 20, 2023

Time: 5:30 pm

Attendees: Trustees James Taylor (Chair), Charles Ford (Treasurer), Butch Sample (Secretary), Leslie Ryan, Doug Poynter and Betty Jarboe; Deputy Chief J. A. Bowman, Angela Hatchett, and Maurice Byrne Jr.

Absent: Trustee Matt May

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for October 16, 2023 – Motion by Trustee Ford to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

CORRESPONDENCE: Read into record by Trustee Sample.

- Thank You – Steven Scarborough Family
- Thank You – Butler Family (Wilma “Gigi” Embry)
- Thank You – American Red Cross
- Thank You – 2023 Veteran Parade OPS

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning October 1, 2023:	\$ 1,356,751.04
Total receipts for deposits:	\$ 1,361,304.59
Total monies available in General Fund Checking Account:	\$ 2,718,055.63
Total disbursements:	\$ 1,753,559.04
Ending Balance on October 31, 2023:	\$ 964,496.59
• Money Market Saving Account/Forcht Bank beginning balance Oct 1, 2023:	\$ 3,401,778.99
Interest earned:	\$ 3,173.18
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 1,200,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on October 31, 2023:	\$ 2,204,952.17
• Holding Company Account beginning balance as of October 1, 2023:	\$ 4,789,976.41
Interest earned:	\$ 850.80
EFT Deposited into Holding Company Account:	\$ 221,597.70
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on October 31, 2023:	\$ 5,012,424.91
Capital Funds Account Beginning Balance October 1, 2023	\$ 1,222,408.37
Interest Earned	\$ 1,875.48
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Monies Transferred out to Employee Sick Time	\$ 0.00
Holding Company Account Ending Balance October 31, 2023	<u>\$ 1,224,283.85</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$ 9,406,157.52

Trustee Ryan motioned to approve the Financial Report as read, Second by Trustee Sample. Vote taken; motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Update:

- The Board reviewed the following reports:
 - Balance Sheet
 - Budget vs Actual
 - Revenue Tracker

Trustee Ryan motioned to approve the Financial Updates as read, Second by Trustee Sample. Vote taken; motion carried.

- Update from Greg Mullaney, CFP, Ameriprise Financial Services, LLC was read by Chairman Taylor.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time: N/A

New Hire Part-time:

- 10/19/2023: Brown, Kyle, – PT Inspector

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 10/17/2023: Floyd, James A. – Fire Mechanic II – submitted a letter of resignation effective 10/21/2023
- 10/31/2023: Glass, Jourdan – EMT Recruit – resigned via text to Major Butler effective immediately.
- 11/06/2023: Stuart, Joseph – PT FF/EMT – submitted a letter of resignation effective 11/20/2023.
- 11/15/2023: Seraji, Rasheed – Sgt/EMT – submitted a letter of retirement effective 11/30/2023.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

ELECTION COMMITTEE FOR FIREFIGHTER/DISTRICT MEMBER ELECTION: N/A

FIRE CHIEF'S REPORT:

Motion by Trustee Ryan to approve the Fire Chief's report as read, Second by Trustee Sample. Vote taken; motion carried.

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Grant Writer – Chief Meiman requested to retain Beth Bishop as a Grant Writer exclusive to Pleasure Ridge Park Fire Protection District, he would like to contract these services at the cost of \$30,000/year, a monthly report of grants applied for would be required to be submitted.

Motion by Trustee Poynter to approve the contract as presented, Second by Trustee Ryan. Vote taken; motion carried.

- MGADC Survey – Chief Meiman gave an update on the current stage of the survey submission.
- Chief Meiman discussed budgeted fleet vehicles (\$200,000.00) - He is proposing the following:
 - Purchase of two Chevrolet Tahoe and two Chevrolet Silverado 1500 to replace older vehicles that need to be removed from service.

Motion by Trustee Ryan to approve the purchase as presented, Second by Trustee Poynter. Vote taken; motion carried.

- Purchase 2024 Defender Max Limited Side-by-Side Vehicle \$33,488.92 bid awarded to Joe Hill's Auto Center.

Motion by Trustee Jarboe to approve the purchase of the Side-by-Side as presented, Second by Trustee Sample. Vote taken; motion carried.

- Purchase Boat on recent Boat Grant Awarded at \$428,164.74 and Pleasure Ridge Park Fire District to cover \$142,721.58 in additional cost outside of grant awarded. To be built by Silver Ships, Inc.

Motion by Trustee Sample to approve the purchase/build of the boat as presented, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman discussed the increased need of the department for Mental Health Treatment/Awareness and proposed the department have a clinician to support the department's program. A Clinical Psychologist for the Behavioral Health Program would be contracted at \$95/hour and this would not be a budgeted item. This Clinician would be completely separate from the current EAP Program in place. This is a program that would hopefully begin in January.

Motion by Trustee Ryan to approve the contract for a clinician as presented, Second by Trustee Sample. Vote taken; motion carried.

MOTION TO GO INTO CLOSED SESSION:

Trustee Poynter motioned for a Closed Session for "Discussion of proposed or pending litigation against or on behalf of Fire Protection District". Second by Trustee Ryan. Vote taken; motion carried. Closed Session began at 6:09 pm.

RETURN TO OPEN SESSION:

Trustee Sample motioned to return to Open Session, Second by Trustee Poynter. Vote taken; motion carried. The meeting returned to Open Session at 6:32 pm with no action taken.

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 Ford motioned to adjourn the meeting, Second by Trustee Poynter. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:36 pm.

Minutes transcribed by Cheryl Smalley