

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

**Date:** February 20, 2023

**Time:** 6:30 pm

**Attendees:** Trustees James Taylor (Chair), Charles Ford (Treasurer), Butch Sample (Secretary), Leslie Ryan, Betty Jarboe, Matt May and Doug Poynter; Chief Jason Meiman, Deputy Chief J. A. Bowman, Lt. Colonel Eric Duffy, Cheryl Smalley, and Maurice Byrne Jr.

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for January 17, 2022 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.
- Approval of Emergency Board Meeting Minutes for January 20, 2022 – Motion by Trustee Ryan to approve the minutes as written, Seconded by Trustee May. Vote taken; motion carried.

**OATH OF OFFICE - CHAPLAIN:**

- The Oath of Office for Chaplain was read into record by Chaplain Richard “Scotty” Smith.

**CORRESPONDENCE:**

- The following correspondence were read into record by Trustee Sample:
  - David Givens, Senate President
  - LG&E Millcreek
- In addition to the above correspondence the following were read into record by Chief Jason Meiman
  - Jesse Yarbrough Email
  - Metro Council Letter

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning January 1, 2023:	\$ 474,672.27
Total receipts for deposits:	\$10,216,427.94
Total monies available in General Fund Checking Account:	\$10,691,100.21
Total disbursements:	\$10,309,219.34
Ending Balance on January 31, 2023:	\$ 381,880.87
• Money Market Saving Account/Forcht Bank beginning balance Jan. 1, 2023:	\$ 6,848,209.32
Interest earned:	\$ 7,042.19
Monies transferred into Money Market Saving Account:	\$ 8,644,672.06
Monies transferred into General Fund Checking Account:	\$ 1,400,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on January 31, 2023:	\$12,600,923.57
• Holding Company Account beginning balance as of January 1, 2023:	\$ 2,663,285.27
Interest earned:	\$ 476.70
EFT Deposited into Holding Company Account:	\$ 242,092.62
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on January 31, 2023:	\$ 2,905,854.59

Capital Funds Account Beginning Balance January 1, 2023	\$ 1,500,074.73
Interest Earned	\$ 1,315.13
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 January 31, 2023	<u>\$ 1,501,389.86</u>

Total Funds Available (General Fund + Money Market + Holding Company): \$17,390,048.89

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

### **PERSONNEL COMMITTEE:**

#### **Fire & EMS Personnel**

New Hires Full-time:

- 2/20/2023: FF/EMT Trainees were hired as follows:
  - Abnee, Joseph
  - Bailes, Gavin
  - Bentley, Eric
  - Carter, Gabriel
  - Christman, Brady
  - Druin, Chase
  - Grundy, Thomas
  - Keen, Austin
  - Knott, Bobby J. (resigned – see below)
  - Meredith, Sean
  - Murphy, Cole
  - Smith, Peter
  - Sumser, Austin
  - Willbur, Riley
  - Ziegler, Carley

New Hire Part-time:

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

Leave of Absence: N/A

Return from Leave of Absence:

Retirement/Resignations/Terminations:

- 1/20/2023: Hanson, Troy D. – FF/EMT – submitted a letter of resignation effective 1/20/2023 (Approved during Emergency Board Meeting 1/20/2023).

**Auxiliary Personnel**

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

Chief Meiman also let the Board know that there was a new 3<sup>rd</sup> District LMPD Major and he came in to introduce himself – Corey Robinson.

Trustee Sample asked the Chief if the department was currently accepting "Lateral Transfers" into the Rapid Response Program, the Chief responded "not at this time" and had a brief discussion regarding the direction of that program.

**UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:**

- Chief Meiman discussed the Amendment to the By-Laws specific to the January Board Meeting and moving the date of the Board Meeting permanently due to the Martin Luther King Jr Holiday. The Amendment will allow the Board Meeting in January each year to be held on the Tuesday after the third Monday of January every year.

Motion by Trustee May to approve the addition of a second Mechanic I position, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman discussed the "Draft" of the Sick Leave Policy. The Chief discussed that this is currently in the process of a 90-day trial period and that after the trial period the policy will be brought to the Board for approval. This was presented for informational purposes at this time.
- Chief Meiman informed the Board that we as a department are currently compliant with the Department of Local Government and thanked Mrs. Angela Hatchett for her hard work.

**MOTION TO GO INTO CLOSED SESSION:**

Trustee Sample motioned for a Closed Session for "Discussion or hearings which may lead to the appointment, discipline or dismissal of a member of the Fire Protection District for the protection of the member [and not to discuss general personnel matters]". Second by Trustee May. Vote taken; motion carried. Closed Session began at 7:01 pm.

**RETURN TO OPEN SESSION:**

Trustee May motioned to return to Open Session, Second by Trustee Ryan. Vote taken; motion carried. The meeting returned to Open Session at 7:31 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 May motioned to adjourn the meeting, Second by Trustee Sample. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:35 pm.

Minutes transcribed by Cheryl Smalley