

*PLEASURE RIDGE PARK FIRE
PROTECTION DISTRICT*

**FIRE DISTRICT
BY-LAWS**

Adopted June 20, 1992

Reprint Includes Revisions, Additions, and Deletions Approved by the Pleasure
Ridge Park Fire Protection District up to March 18, 2019

Pleasure Ridge Park Fire Protection District By-Laws

(Updated and Distributed with April 2019 Board Packet)

Section 1: By-Laws

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Section 1

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By-Laws

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BY-LAWS

KNOW ALL MEN BY THESE PRESENTS:

That the Pleasure Ridge Park Fire Protection District, established under the provisions of Chapter 75 of the Kentucky Revised Statutes through its Board of Trustees does hereby adopt the following as its By-Laws this 16th day of June, 2008.

ARTICLE I ORGANIZATION

- Section 1. **Name:** The name of the fire protection district shall be the Pleasure Ridge Park Fire Protection District, hereinafter referred to as Fire District.
- Section 2. **Establishment:** The Fire District is established pursuant to and in accordance with Chapter 75 of the Kentucky Revised Statutes.
- Section 3. **Governing Body:** The Fire District shall be governed by a Board of Trustees, in accordance with KRS 75.120 and said Board of Trustees shall be organized and granted those powers as set forth hereinafter.
- Section 4. **Territory:** The Fire District shall include all territory shown on the original Petition to create said Fire District and any amendments thereto.
- Section 5. **Business Address:** The business address of said Fire District shall be 9500 Stonestreet Road, Louisville, Kentucky 40272, and the Board of Trustees may authorize delivery of mail to any other address deemed necessary.

ARTICLE II PURPOSE

- Section 1. **General:** The purpose for which the Fire District is organized is the transaction of any and all lawful business for which fire protection districts may be established under Chapter 75 of the Kentucky Revised Statutes.
- Section 2. **Specific:** The specific purpose of the Fire District shall be to prevent and suppress fires and other similar hazards, to protect the lives and property of the public and to assist other governmental agencies in pursuit of these goals.

ARTICLE III BOARD OF TRUSTEES

- Section 1. **Membership:** The Board of Trustees shall consist of seven (7) members, four (4) to be elected by the property owners and firefighters of the Fire District, and three (3) to be appointed by the Metro Mayor of Louisville & Jefferson County Government.
- A. Two (2) Board Members shall be property owners of the Fire District who own real or personal property which is subject to KRS.75.040, who personally reside in the district, and who are not active firefighters, and shall be elected by the property owners of the district. Active firefighters shall not be eligible to run for the positions of elected property owner trustees.
 - B. Any member of the Fire District, including all firefighters and all employees, may run for a position of Firefighter/District Member Trustee, but only members of the firefighters may vote in the election for the Firefighter/District Member Trustee.
 - C. In the event of a vacancy in the term of any Trustee position, whether property owner, firefighter, or appointed trustee, the Metro Mayor in accordance with the procedures adopted by the Metro Council, shall appoint a person qualified for the vacant position to serve for the remainder of that term.

- D. An appointed trustee may be removed pursuant to KRS 65.007 and an elected trustee may be removed from office pursuant to KRS 75.031 (d) to (f).

Section 2. **Powers:** The Board of Trustees shall have all the powers granted to it under state law including, but not limited to:

- A. The control of the Fire District, its property and equipment
- B. The appointment of a chief of the Fire District and all subordinates and the number of members of the Fire District, the setting by resolution of the salaries of all employees of the Fire District and the providing for their payment and for the establishment of policies and procedures for the safe and efficient operation of the Fire District and complete control of the fiscal aspects of the Fire District.
- C. All resolutions, orders, and any other similar action by the Board of Trustees shall be adopted by a majority of a quorum of its members.

ARTICLE IV OFFICERS OF THE BOARD OF TRUSTEES

Section 1. **Number and Title:** The offices of the Board of Trustees shall be the chairman, secretary, and treasurer.

Section 2. **Election, Term, Vacancies:** The officers of the Board of Trustees shall be elected by the Board of Trustees at the first regular July meeting and shall serve for a term of one year, or until their successors are elected (see Resolution #12). They shall assume office immediately following the election. There is no limit to the number of terms in each office a person shall serve. A vacancy among the officers shall be filled by the Board of Trustees. Any appointment shall not count toward a term for purposes of eligibility. In the event there is but one nominee for each office, the secretary shall cast the ballot for the Board of Trustees for the nominees.

Section 3. **Duties:**

- A. **Chairman:** The Chairman shall conduct all meetings of the Board and shall supervise all Board activities, and shall issue all orders, resolutions, and other similar actions duly adopted by the Board of Trustees, and shall insure that the operation of the Fire District is pursuant to and in accordance with applicable laws.
- B. **Secretary:** The Secretary shall record and maintain a permanent record of the minutes of each meeting of the Board of Trustees and shall be the official custodian of all minutes and correspondence directed to the Board or Fire District and all other records of the Fire District with the exception of financial records.
- C. **Treasurer:** The Treasurer shall receive and disburse all of the funds of the Fire District as directed by the Board of Trustees and shall report, at each meeting, the financial status of the Fire District, and all other financial or fiscal information as directed by the Board, and shall be the official custodian of the financial and fiscal records of the Fire District.

ARTICLE V MEETING OF THE BOARD OF TRUSTEES

Section 1. **Frequency:** The Board of Trustees shall hold at least one meeting per month at a date, time, and location adopted by the Board of Trustees.

Section 2. **Open Meetings:** All meetings of the Board of Trustees shall be open to the public and the public shall be given the opportunity to address the Board at such meeting provided that the requisite decorum shall be maintained, except for closed sessions authorized by KRS 61.810, at which time the public may be excluded subject to applicable law.

Section 3 **Special Meetings:** The Chairman of the Board of Trustees or a majority of its members may call a special meeting at any time and for any purpose provided notice is calculated to be received by each

trustee at least twenty-four (24) hours in advance of said meeting. As soon as possible, written notice shall be posted in a conspicuous place in the building where special meeting will take place and in a conspicuous place in the Headquarters of the Fire District. Notice shall be calculated so that it will be posted at least twenty-four (24) hours before the special meeting.

Section 4. **Emergency Meetings:** In case of an emergency which prevents compliance with Section (3), listed above, an emergency meeting may be called by the Chairperson or a majority of Board members and the Board of Trustees shall make a reasonable effort, under emergency circumstances, to notify members of the Board of Trustees, media organizations which have filed a written request, and public, of the emergency meeting. At the beginning of the meeting, the Chair will briefly describe the emergency circumstances, which shall be recorded in the minutes. Discussions and actions of the emergency meeting shall be limited to the emergency for which the meeting was called.

Section 5. **Closed Sessions:** The Chair of the Board or a majority of its members can request a Closed Session authorized by KRS 61.810. (See Attachment 2: Form D#3). All discussions, information or communications which take place in a KRS 61.810 Closed Session of the Board of Trustees shall be absolutely confidential; shall not be disclosed, discussed or mentioned by any Trustee to any other person outside of the Closed Session; any such disclosure, discussion or mention shall constitute misconduct by the Trustee; and, such conduct is punishable under Robert's Rules of Order, Section 15, Discipline, by reprimand, censure, suspension of rights for a designated period of time, reprimand, suspension, expulsion, removal from office, or removal from office, or removal from the Board.

Section 6. **Quorum:** A majority of the members of the Board of Trustees shall be present in person to constitute a quorum for the transaction of business.

ARTICLE VI ELECTION OF MEMBERS TO THE BOARD OF TRUSTEES

Section 1. **Frequency:**

- A. **Elected Members:** Election of the Property Owner and Firefighter/District Members of the Board of Trustees shall be held once a year on the fourth Saturday of June between the hours of 11:00 A.M. and 2:00 P.M. The polls shall be located at the principal fire station of the District. The date, time, and place of the election shall be advertised in accordance with KRS 424.120.

Section 2. **Method:**

- A. Elections shall be conducted and presided over by the Election Committee. The Election Committee shall be appointed by the Board Chairman, and shall be comprised of three (3) Fire District personnel, none of whom are candidates for election. At least one (1) member of the Committee shall be a member of the Board of Trustees.

The Election Committee shall be responsible for:

- (a) Accepting nominations;
- (b) Ensuring that the election is advertised at least thirty (30) days prior to the election date;
- (c) Preparation of the election ballots and materials;
- (d) Conducting the election for the Board of Trustees in accordance with these By-Laws.

- B. Qualified voters will be allowed to vote by secret paper ballot for one candidate and the voter shall be allowed to fold the ballot and place it in a container for all ballots. After 2:00 PM, when the time for voting has expired, the Election Committees shall count the ballots and prepare a report to the Board of Trustees with the results of the election. The counting of ballots shall be open to any candidate, qualified voter, or any other person.

- C. Absentee ballots will be accepted in the election of Firefighter/District Member Trustee. Ballots will be available at the Fire District Headquarters no earlier than seven (7) days prior to the election. Deadline for accepting these ballots will be 4:00 PM on the Friday prior to the day of election. The qualified member requesting an absentee ballot will be required to sign the voter roster before the ballot is accepted by the Election Committee. The absentee ballot shall be submitted in a sealed envelope to be placed in the ballot box, by the Election Committee on Election Day. The sealed envelope will be opened and counted pursuant to Article VI, Section 2, Item B (listed above).

- D. The results of the election shall be unofficial until certified by the full Board of Trustees at the next succeeding meeting. At this meeting the Board shall recount the ballots and certify the results of the election. The Board shall be the final judge of the validity of all ballots cast.
- E. All ballots cast in said election shall be maintained by the Secretary of the Board pending certification of the election.

Section 3. Eligibility:

- A. All persons eligible to vote pursuant to Chapter 75 of the Kentucky Revised Statutes shall be allowed to vote and the presiding Trustees shall make a reasonable effort to ascertain the eligibility of all persons to vote in said election. All voters for Property Owner Trustee will be required to show a valid I.D. to prove residency or other requirements. Members voting for Firefighter/District Member Trustee shall present their Fire Department I.D. before casting their ballot. See Attachment 3: 3#K Voter Registration Form.
- B. Any qualified candidate for a Trustee position, or any Trustee, may challenge the qualifications of a voter before the voter casts a ballot, by certifying under oath that the person has good reason to believe that the challenged voter is not qualified. All challenges will be determined by a majority of the Election Committee at the time the challenge is made.

Section 4. Nominations:

- A. Nominations for any Trustee election shall be submitted in writing on a special nomination form, which will be provided by the Election Committee together with a self-addressed envelope addressed to the Election Committee. (See Attachment 1: Form 3#E) All nominations must be delivered to:

ELECTION COMMITTEE
 PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
 9500 Stonestreet Road
 LOUISVILLE, KY 40272

- B. Nominations for any Trustee election must be postmarked or date stamped on/or before the first (1st) day of May, and shall be opened only by the Election Committee.
- C. The (a) date, (b) time, and (c) place of the election, and the (d) name and (e) address of each candidate for Property Owner Trustee and/or Firefighter/District Member Trustee must be advertised in the newspaper in accordance with KRS 424.120, before May 23. In Jefferson County, the zoned edition of the Courier-Journal newspaper may be used.

ARTICLE VII
APPOINTMENT OF TRUSTEES

- Section 1. Recommendation:** The Board of Trustees shall, by resolution, duly adopt and recommend to the Metro Mayor of Louisville & Jefferson County Government those individuals who are best qualified for the position of Trustee.

ARTICLE VIII
COMPENSATION OF TRUSTEES

- Section 1. Compensation:** The board may fix the respective salaries of its members on a per month basis not to exceed twenty-five dollars (\$25.00) per meeting and not to exceed one (1) meeting per month.
- Section 2. Reimbursement:** Trustees may be reimbursed for actual and necessary expenses incurred in the pursuit of their duties.

ARTICLE IX
SUPREMACY

- Section 1. General:** All actions, by-laws, rules, regulations, policies, or procedures of the Fire District shall be subject to all local, state, and federal laws.
- Section 2. Revisions:** Any rule, regulation, policy, or procedure, which is in conflict with applicable local, state,

or federal law, shall be amended to conform to said law.

ARTICLE X RULES OF PROCEDURE

Section 1. **Generally:** The current issue of Robert's Rules of Order shall govern procedures at meetings of the Board.

ARTICLE XI NECESSARY AND PROPER

In addition to the powers specifically enumerated herein, the Board of Trustees shall have full power and authority to take such actions deemed necessary and proper for the safe and efficient operation of the Fire District in accordance with the laws of the Commonwealth of Kentucky.

ARTICLE XII AMENDMENTS

Section 1. **Generally:** These By-Laws may be altered, amended, or repealed, and new By- Laws may be adopted by the Board of Trustees by a vote of the majority of the Board of Trustees, after submitting in writing at the following regular meeting.

ARTICLE XIII STANDING COMMITTEES

Section 1. **Establishment:** Pursuant to Article XI of the By-Laws of the Pleasure Ridge Park Fire Protection District, which provides that the Board of Trustees shall have the full power and authority to take such actions deemed necessary and proper for the safe and efficient operation the Fire District in accordance with the laws of the Commonwealth of Kentucky, the following standing committees are hereby established:

- A. Personnel Committee
- B. Finance Committee
- C. Long Range Planning Committee
- D. Emergency Sick Time Pool Committee
- E. Election Committee
- F. Code of Ethics Committee

Section 2. **Membership:** The Chairman of the Board of Trustees shall appoint the members and Chairman of each committee. A volunteer or paid firefighter may be appointed by the Chairman to these committees as an unofficial member for the purpose of assisting the committee in the garnering of information relevant to its duties and responsibilities.

ARTICLE XIV FINANCE

Section 1. **Fiscal Year:** The Fiscal year of the Fire District shall be July 1 through June 30.

Section 2. **Contributions:** Any contributions, grants, and gifts made to the District shall be accepted or collected only as authorized by the Board of Trustees.

Section 3. **Depositories:** All funds of the Fire District shall be deposited to the credit of the District under such conditions and in such banks as shall be designated by the Board of Trustees.

Section 4 **Purchasing Procedures**

- A. Any purchase on behalf of the District in an amount less than \$2,500.00 may be made with the approval of the Chief and the Chairman of the Board of Trustees, subject to review and ratification by the Board at its next meeting. The Chairman may withhold approval of any expenditure if, in the Chairman's discretion, any such expenditure should receive prior approval by the Board. In approving expenditures at this level, the Chairman and the Chief shall satisfy themselves that the prices obtained are fair and reasonable for the supplies, services, or construction item involved, and the adequate competition has

been obtained.

- B. For expenditures in an amount in excess of \$2,500.00 and below the level set forth for advertising under KRS 424.260, the Board must approve any such expenditure before it is made. Further, adequate, and reasonable competition shall be obtained for the supplies, services, or construction item being purchased and at least three (3) businesses shall be solicited to submit quotations for each such expenditure. The contract award shall be made to the business offering the most advantageous quotation to the District based upon the evaluation factors set forth in the request for proposals. The contract award along with the names of businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record of the District.
- C. Any purchases on behalf of the District in an amount of less than \$2,500.00 shall be paid with a check written on the District's account and signed by the Chairman, Treasurer, or member of the Finance Committee of the District. Any purchases on behalf of the District in an amount in excess of \$2,500.00 shall be paid with a check written on the District's account and signed by at least two (2) of the following; (1) the Chairman of the District, (2) the Treasurer of the District or a member of the Finance Committee.
- D. It is the stated policy and intent of the Pleasure Ridge Park Fire Protection District to adhere to the provisions of KRS 424.260 pertaining to the requirements for advertising for materials, supplies, and services as set forth therein. The Board shall advertise for bids at the levels set forth in the statute, as said bid limit amounts may be amended from time to time, noting that at the current time the bid level set forth therein is \$20,000.00 for making newspaper advertisements for bids.
- E. The Chief, with the approval of the Chairman or designee, may make or authorize others to make emergency procurement of supplies, services or construction items where there exists a threat to the public health, welfare or safety of the District; provided that such emergency procurement shall be made with as much competition as is practicable under the circumstances. A written declaration of the basis for the emergency and for the selection of a particular contractor shall be made by the Chief or the Chairman and entered in the District's records. As soon as practicable thereafter, a record of each such emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract and a listing of the items procured under the contract for review by the Board.

Section 5. **Bonding:** All persons having access to or major responsibility for the handling of monies and securities of the Fire District shall be bonded in amounts set forth by resolution of the Board of Trustees and the Metro Mayor of Louisville & Jefferson County Government (30% of the annual income).

Section 6. **Budget:** The annual budget of estimated income and expenditures shall be approved by the Board of Trustees. No expenses shall be incurred in excess of budgetary appropriations without prior approval of the Board of Trustees.

Section 7. **Contracts and Debts:** The Chairman and the Secretary shall execute, in the name of the Fire District, all contracts or other instruments authorized generally or specifically by the Board of Trustees. Contracts may be entered into or debts incurred only as directed by the vote of a majority of a quorum of the Board of Trustees.

Section 8. **Audits:** A certified public accountant shall be retained by the Board of Trustees to make an annual examination of the financial accounts of the Fire District. A report of this examination shall be submitted to the Board of Trustees forwarded to the duly authorized person/department designated by the Metro Mayor of Louisville & Jefferson County Government.

Section 9. **Property:** Title to all property shall be held in the name of the District.

ARTICLE XV TRUSTEES – CHIEF – BOARD

Section 1. KRS 75 Trustee is responsible as a member of the Board of Trustees for the operation of the Fire Department, including finances, property and personnel, and acts through rules, regulations and decisions of a majority of a quorum of the Board of Trustees.

- A. **BOARD DETERMINES RULES AND OVERSEES:** The Board of Trustees of the Pleasure Ridge Park Fire Protection District is charged with legislative control of the fire department, including its property and equipment, and has authority to appoint a Chief. KRS 75.120. The authority and power of the Board of Trustees is similar to a city council that passes ordinances, approves taxes, establishes

budgets, performed audits and handled finances, but has no authority of involvement in the day to day operations.

- B. **TRUSTEE CANNOT INTERFERE IN OPERATIONS:** An individual Trustee, Trustee Committee, Chairman, Treasurer, or Secretary, has no authority to be involved in or interfere in fire department operations, except by a legal vote at a properly called Board of Trustees meeting. An individual Trustee has:
- (1) No involvement in Operations: A Trustee cannot independently make any operational decision outside of the Chief or the Chain of Command.
 - (2) No Operational Decisions: A Trustee cannot independently take any operational action contrary to the direction of the Chief or the chain of command.
 - (3) No Employee Involvement: A Trustee cannot direct volunteer Firefighters or employees to take or not to take action outside the Chief and the Chain of Command.
 - (4) No Board Decisions: An individual Trustee has no authority to inform Firefighters or employees what the Board will do outside of the Chief or the Chain of Command.
 - (5) No Purchases: A Trustee cannot approve any purchase or spend any money outside of the Chief or the Chain of Command.
 - (6) No Finances: A Trustee cannot make any changes in the budget or finances outside of the Chief or the Chain of Command.
 - (7) Volunteers and Employees: Individual Trustee cannot visit, communicate, or be involved with Firefighters or employees outside of the Chief or the Chain of Command.
- C. **LIAISON BETWEEN BOARD AND CHIEF:** The Board may make an essential condition and requirement of the appointment of the Fire Chief of the Pleasure Ridge Park Fire Protection District the obligation to keep the Chairperson of the Board of Trustees informed of all important and material events, development, and other matters related to the operation of the Fire Protection District, including: (1) Injuries to Firefighter or Others; (2) Damage to Property; (3) Financial Issues; (4) Publicity Issues; (5) Rules & Employee Handbook Changes; (6) Major Issues; (7) Notice to Chairperson; (8) Regular Meeting with Chairperson; (9) Chairperson to Keep Board Informed.
- D. **POLICIES MUST BE IN WRITING:** Policies of the Board must be: (1) in writing; (2) adopted by the Board; (3) made part of the minutes to be valid.

ARTICLE XVI
INVESTMENT POLICY

The Board of Trustees of the Pleasure Ridge Park Fire Protection District adopted the following Investment Policy pursuant to and in compliance with the requirements of KRS 66.480, on January 20, 2014.

1. General Policy
2. Scope
3. Investment Objectives
4. Investment Authority
5. Standards for Written Agreements Pursuant to Which Investments are to be made
6. Prudent Person Rule
 - A. Authorized Investments
 - B. Authorized Investment Instruments
7. Limitations on Investment Transaction
8. Diversification of Investments
9. Authorized Investments
10. Safekeeping and Custody
11. Collateral
12. Investment Reporting
13. Audit

14. Investment Policy Adoption

Section 1 **GENERAL POLICY:** It is the policy of the Pleasure Ridge Park Fire Protection District to invest public funds in a manner that will provide in order of priority, maximum security of principal, sufficient liquidity, and maximum return on investment.

Section 2 **SCOPE:**

- A. Except as provided below, the investment policy and the procedures apply to financial assets are accounted for or referred to in the Pleasure Ridge Park Fire Protection District's annual financial report and include moneys in the following funds and accounts: (1) General Fund; (2) Special Revenue Funds; (3) Debt Service Fund; (4) Capital Projects; (5) Fixed Asset Account; (6) Expendable Trust Funds; (7) Utility Depreciation Funds; (8) Any new fund or account created by the Board of Trustees and accounted for or referred to in the Pleasure Ridge Park Fire Protection District's annual financial report, to the extent that financial assets in such fund or account may be invested in accordance with KRS 66.480 and are not otherwise specifically restricted as to investment by the donor or grantor thereof.

- B. Financial assets of the Pleasure Ridge Park Fire Protection District held and invested by trustees or fiscal agents are excluded from these policies; however, such assets shall be invested in accordance with KRS 66.480 and in accordance with the Pleasure Ridge Park Fire Protection District's primary investment objectives as stated herein.

Section 3 **INVESTMENT OBJECTIVES:** The Pleasure Ridge Park Fire Protection District's primary investment objectives, in order of priority, are the following:

- A. *Safety:* Safety of principal is the foremost objective of the Pleasure Ridge Park Fire Protection District's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

- B. *Liquidity:* The Pleasure Ridge Park Fire District's investment portfolio shall remain sufficiently liquid to enable the Pleasure Ridge Park Fire Protection District to meet all operating requirements which might be reasonably anticipated.

- C. *Return on Investment:* The Pleasure Ridge Park Fire Protection District's investment portfolio shall be designed with the objective of attaining the highest rate or return available throughout the budgetary and economic cycles, taking into account the Pleasure Ridge Park Fire Protection District's investment risk constraints and the cash flow characteristics of the portfolio.

Section 4 **INVESTMENT AUTHORITY:** Management responsibility for the Pleasure Ridge Park Fire Protection District's investment program is hereby delegated to the Treasurer of the Board of Trustees. The Treasurer shall have the authority, subject to the approval of the Board of Trustees, to establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy. The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by officers and employees. The Treasurer shall maintain all records related to the investment program.

Section 5 **STANDARDS FOR WRITTEN AGREEMENTS PURSUANT TO WHICH INVESTMENTS ARE TO BE MADE:** The Treasurer (or the Treasurer's designee[s]) shall confer with legal counsel prior to entering into any agreement with respect to the investment of financial assets held by the Pleasure Ridge Park Fire Protection District. The Pleasure Ridge Park Fire Protection District shall not enter into an agreement if the terms of that agreement would cause or require the Pleasure Ridge Park Fire Protection District to act in a manner inconsistent with the standards or procedures established by this written investment policy. The Treasurer shall maintain a copy of each agreement pursuant to which investments are to be made.

Section 6 PRUDENT PERSON RULE: The actions of the Treasurer in the performance of his or her duties as manager of the Pleasure Ridge Park Fire Protection District's funds shall be evaluated using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which person or prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as probable income to be derived.

Section 7 AUTHORIZED INVESTMENTS: The funds of the Pleasure Ridge Park Fire Protection District available for investment shall be invested in accordance with this policy only in the following types of investment instruments:

A. Authorized Investment Instruments:

1. Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
2. Obligations of any corporation of the United States government, including but not limited to:
 - (a) Federal Home Loan Mortgage Corporation;
 - (b) Federal Farm Credit Banks;
 - (c) Bank for Cooperatives;
 - (d) Federal Intermediate Credit Banks;
 - (e) Federal Land Banks;
 - (f) Federal Home Loan Banks;
 - (g) Federal National Mortgage Association; and
 - (h) Tennessee Valley Authority
3. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations permitted by Section 41.240(4) of the Kentucky Revised Statutes.
4. Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities.
5. Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, but only if fully defeased by direct obligations of or guaranteed by the United States of America.

B. Limitations on Investment Transactions with regard to the investments authorized in this section, the following limitation shall apply: No investment shall be purchased for the Pleasure Ridge Park Fire Protection District on a margin basis or through the use of any similar leveraging technique.

Section 8 DIVERSIFICATION OF INVESTMENTS:

A. The Pleasure Ridge Park Fire Protection District's funds shall be diversified by security type and institution as follows. With the exception of fully insured or fully collateralized investments, authorized investment pools, and investments described in VII, AUTHORIZED INVESTMENTS, A.1 or A.2 above, no more than 20% of the Pleasure Ridge Park Fire Protection District's total investment portfolio shall be invested in a single financial institution.

B. To the extent possible, the Pleasure Ridge Park Fire Protection District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Pleasure Ridge Park Fire Protection District's funds should not, in general, be invested in securities maturing more than five (5) years from the date of purchase.

Section 9 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

- A. The Treasurer, with Board of Trustees approval, shall maintain a list of financial institutions authorized to provide investment services to the Pleasure Ridge Park Fire Protection District. In addition, a list approved by the Board of Trustees shall be maintained of approved security brokers/dealers selected by creditworthiness and licensure status and who maintain an office in the Commonwealth of Kentucky. Each broker/dealer approved by the Board of Trustees shall have obtained and maintained all applicable licenses and/or permits from the appropriate licensing agency or board.
- B. All financial institutions and broker/dealers who desire to provide investment services to the Pleasure Ridge Park Fire Protection District shall supply the Treasurer with information sufficient to enable the Treasurer to adequately evaluate the financial condition, creditworthiness and capacity of the institution or broker/dealer, and to answer any and all inquiries posed by the Treasurer or the Board of Trustees. The information supplied to the Treasurer shall include the following information if available:
 - 1. Audited financial statements
 - 2. Regulatory reports on financial condition
 - 3. Any additional information considered necessary to allow the Treasurer to evaluate the institution
- C. The Treasurer shall evaluate the financial capacity and creditworthiness of financial institutions and brokers/dealers prior to the placement of the Pleasure Ridge Park Fire Protection District's funds. The Treasurer shall conduct an annual review of the financial condition and registrations of financial institutions and brokers/dealers and, based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

Section 10 SAFEKEEPING AND CUSTODY:

- A. To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures to the extent practical. Bearer instruments shall be held only through third-party institutions. The Treasurer and any other officers or employees of the Pleasure Ridge Park Fire Protection District authorized by the Treasurer or the Board of Trustees to engage in investment transactions shall be bonded in an amount established by the Board of Trustees in accordance with the requirements of KRS 75.031(3).
- B. Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the Pleasure Ridge Park Fire Protection District's investment procedures shall be reviewed annually by the independent auditor.

Section 11 COLLATERAL:

- A. Except as set forth in subsection C of this section, it is the policy of the Pleasure Ridge Park Fire Protection District to require that all cash and investments maintained in any financial institution named as a depository be fully insured or collateralized. In order to anticipate market changes and provides a lever or security for all funds, the collateralization level shall be 103% of the market value of the principal, plus accrued interest. Collateral shall be limited to types of instruments authorized as collateral for state funds in KRS 41.240. Collateral shall always be held by an independent custodian. The right of collateral substitution is hereby granted.
- B. The Treasurer or the Treasurer's designee shall ensure that any current custodial agreement contains a requirement that the custodian of collateral shall provide a monthly certification with respect to the value and status of all collateral held by that custodian.
 - 1. The Treasurer or the Treasurer's designee shall verify, on a quarterly basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.
 - 2. The auditor of the Pleasure Ridge Park Fire Protection District's investment program shall verify, on an annual basis, that all cash and investments maintained in any financial institution named as a

depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.

- C. The Treasurer may invest funds in the investments described in VII, AUTHORIZED INVESTMENTS, A.1 or A.2 or A. 3 above, without any collateralization.

Section 12 **INVESTMENT REPORTING:** The Treasurer shall prepare and submit to the Board of Trustees a quarterly report regarding the status of the entity's investment program, including an explanation of the total investment return and a comparison of the return with budgetary expectations. In addition, the Treasurer shall prepare an annual report.

Section 13 **AUDIT:** In connection with the audit of Pleasure Ridge Park Fire Protection District funds conducted by an independent certified public accountant, the auditor shall incorporate, as part of his audit procedures, a review of the Pleasure Ridge park Fire Protection District's investment program, including internal controls and procedures, and, to the extent that any material weaknesses are noted, the weaknesses and any recommended changes shall be reported to the Board of Trustees in accordance with standard auditing procedures.

Section 14 **INVESTMENT POLICY ADOPTION:** Any investment held on the date of initial adoption of this policy which does not meet the guidelines of this policy shall be exempted from its provision. At maturity or liquidation, the monies so invested, if reinvested, shall be reinvested only in accordance with this policy. The Treasurer may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investment.

ARTICLE XVII
FIRE DISTRICT ORDINANCES / RESOLUTIONS / AMENDMENTS

1. **#1 Resolution** Related to Cell Phones & Taxable Benefits (11/19/07)
2. **#2 Ordinance** Regarding Probationary Member Appointments (6/16/08)
3. **#3 Ordinance** Regarding Probationary Volunteer Firefighter Appointments (7/21/08)
4. **#4 Resolution** The Definition of "Active Firefighter" of the Pleasure Ridge Park Fire Protection District (4/20/09)
5. **#5 Resolution** Agency Transferring From CERS Non-Hazardous to Hazardous Coverage as Defined by KRS 61.592 (1)(b)-(Approved on 6/15/09 - Effective 3/1/09)
6. **#6 Ordinance** Adopting "Code of Ethics" (Approved 07/18/11)
7. **#7 Resolution** "Administrative and Disciplinary Procedures" (12/19/11)

SEE FOLLOWING PAGE FOR CONTINUING LIST.....

It is hereby certified that the above By-Laws for the regulations of the affairs of the Pleasure Ridge Park Fire Protection District were adopted by the Board of Trustees of said Fire District on the date aforesaid.

Maggie Neutz - Signed original on file Date: 04/16/2012
CHAIRMAN

Lennie Wheeler - Signed original on file Date: 4/16/2012
SECRETARY

ARTICLE XVII (continued from previous page)
FIRE DISTRICT ORDINANCES / RESOLUTIONS / AMENDMENTS

- #8 Amendment Article V, Section 5 "Closed Sessions" (08/20/12)
- #9 Amendment Adding Article XV "Trustees-Chief-Board" (08/20/12)
- #10 Amendment Adding Article XVI "Investment Policy" (01/20/14)
- #11 Resolution Federal Emergency Management Agency Funds Policy (12/19/16)
- #12 Resolution Procedure to Elect Board Officers (08/10/17)
- #13 Amendment Removed "Volunteer Retention Committee" from Article XIII Standing Committees and Added "Emergency Sick Time Pool Committee" to Article XIII Standing Committees
- #14 Amendment Removed "Facility & Equipment Committee" from Article XIII Standing Committees and added "Long Range Planning Committee" to Article XIII Standing Committees

Approved Additions, Revisions & Deletions:

- 01/18/1999: Article III Section 1; Article VI Section 1 & Section 4; Article XIII Section 1; Article XIV Section 4 and Section 7.
- 10/21/2002: Article VI Section 2, Section 3, and Section 4
- 11/19/2007: Added Resolution #1
- 05/19/2008: Article III Section 1 and Section 2; Article V Sections 2, 3, 4, and 5; Article VI Sections 2, 3 and 4; Article VII Section 1; Article XIII Section 1; Article XIV Sections 5, 7 and 8; Article XV
- 06/16/2008: Added Ordinance #2
- 07/21/2008: Added Ordinance #3
- 06/15/2009: Minor corrections, added Resolution #5
- 09/21/2009: Reformatted with page numbering
- 10/19/2009: Added Attachment #5
- 07/18/2011: Added Ordinance #6
- 08/15/2011: Added Code of Ethics Committee to Article XIII-Standing Committees
- 12/19/2011: Added Resolution #7
- 04/16/2012: Revised Form #'s to: Attachment 1 3#E, Attachment 3 3#K and removed Attachment 4 C#12B
- 08/20/2012: Reformatted with revisions to Article 5, Section 5 and adding Amendments #8 and #9
- 07/15/2013: Updated Attachment 2: D#3 Closed Session Form
- 01/20/2014: Amendment #10 added Article XVI
- 04/20/2015: Attachment 1 Section 2: Revised forms-3#E Nomination Form for Property Owner – Firefighter/District Member
Trustee Attachment 3: 3#K Voter Registration Form (updated 4/20/15).
The Board also approved any future revisions to election forms due to eFIRE updates.
- 06/15/2015: Attachment 3, Section 2: Revised Voter Registration Form (6/15/15)
- 12/19/2016: Added Resolution #11
- 01/16/2017: Reprint-Reformatted
- 08/10/2017: Revised Section 2, Article IV and added Resolution #12
- 09/19/2017: Reformatted with revisions made on 08/10/17
- 04/16/2018: Amended Section 1, Article XIII Standing Committees - Added Amendment #13 to Section 3 (Distributed updated Section 1 and Section 3 Amendment #13 with May 2018 Board Packet)
- 03/18/2019: Amended Section 1, Article XIII Standing Committees - Added Amendment #14 to Section 3 (Distributed updated Section 1 and Section 3 Amendment #14 with April 2019 Board Packet)

Section 2

Attachments

- Attachment 1: 3#E Nomination Form for Property Owner – Firefighter/District Member Trustee (updated 4/20/15)
- Attachment 2: D#3 Closed Session Form (updated 7/15/13)
- Attachment 3: 3#K Voter Registration Form (updated 6/15/15)
- Attachment 4: Removed (4/16/12)
- Attachment 5: Rules & Regulations Governing Inspection of Public Records (added 10/19/2009)

(Attachments will be added individually as approved)

**NOMINATION FOR ELECTED TRUSTEE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

NOMINATION FOR: _____ PROPERTY OWNER TRUSTEE;
_____ FIREFIGHTER/DISTRICT MEMBER TRUSTEE.

TERM: July 1, 20__ through June 30, 20__;

ELECTION: Saturday, June ____, 2012, 11:00 A.M. to 2:00 P.M.

1. _____
(Nominee's full legal name)

2. _____: I am a citizen of the Commonwealth of Kentucky; and,

3. _____: I am at least twenty-one (21) years of age;

PROPERTY OWNER TRUSTEE:

4(a) _____: I apply to be PROPERTY OWNER TRUSTEE of the Fire Protection District;

4(b) _____: I personally live at: _____ within the Fire District;

4(c) _____: I personally own ___ real estate, ___ automobile, or ___ other personal property located at:
_____ within the Fire District;

4(d) _____: I am not an active Firefighter.

FIREFIGHTER/DISTRICT MEMBER TRUSTEE:

4(1) _____: I apply to be a FIREFIGHTER/DISTRICT MEMBER TRUSTEE of the Fire District;

4(2) _____: I am a volunteer or paid Firefighter, or a non-firefighter employee of the Fire District.

I solemnly affirm, under penalties for perjury, the above representations are true.

Application Date: _____, 20___. Signature: _____

This Nomination was received by the Pleasure Ridge Park Fire Protection District on
_____ 20__

Received by: _____ Title: _____

By-Laws Attachment 1: (3#E of #3A) Nomination Form for Property Owner–Firefighter /District Member Trustee (Updated 4/20/15)

**CLOSED SESSION
OF THE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES**

At a meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on the ____ day of _____, 200__, with the following Trustees present; Chair _____, Trustees _____, _____, _____, _____, _____, and _____.

1. Chair _____ gave notice in the regular open meeting that a closed session of the Board was necessary to:

(A) DISCUSS (state general nature of the business):

(B) BECAUSE (reason for the closed session):

(C) WHICH IS AUTHORIZED BY THE FOLLOWING SUBSECTION OF KRS 61.810:

____(1)(d) **Deliberations on the future acquisition or sale of real property which would be affected by publicity.**

____(1)(e) **Discussions of proposed or pending litigation against or on behalf of Fire Protection District.**

____(1)(f) **Discussions 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].**

____(1)(g) **Deliberation of the Board of Trustees as a quasi-judicial body, at which neither the person involved, his representatives, nor any other individual not a member of the Fire Protection District's governing body or staff is present.**

2. A motion was made by Trustee _____ and seconded by Trustee _____ to hold a closed session of the Board of Trustees, and the motion carried by a majority vote with each of the Trustees voting as follows:

3. Board of Trustees went into closed session at __:__pm.

4. Board of Trustees returned from closed session at __:__pm.

5. No final action was taken by the Board of Trustees in the closed session and no matters were discussed in the closed session other than those publicly announced above prior to convening the closed session.

CERTIFICATION:

I, _____, Secretary, hereby certify that the foregoing minutes are a true and correct copy of the minutes related to a closed session of the Board of Trustees of the Pleasure Ridge Park Fire Protection District on the ____ day of _____ 200__.

Secretary

**PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
VOTER REGISTRATION IN TRUSTEE ELECTION**

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

VOTER REGISTRATION IN FIREFIGHTER/MEMBER TRUSTEE ELECTION

REGISTRATION TO VOTE FOR FIREFIGHTER/DISTRICT MEMBER TRUSTEE

FIREFIGHTER/MEMBER TERM: July 1, 2018 through June 30, 2022;

ELECTION: Saturday, June 23, 2018, 11:00 A.M. to 2:00 P.M.

VOTER FOR FIREFIGHTER/DISTRICT MEMBER TRUSTEE:

1. _____
(Voter's full legal name)

(Voter's full address)

2. ____: I am a citizen of the Commonwealth of Kentucky; and,

3. ____: I am at least eighteen (18) years of age;

4(1). ____: I intend to vote for FIREFIGHTER/DIST. MEMBER Trustee of Fire District;

4(2). ____: I am an active Firefighter member of the Fire Protection District.

I solemnly affirm, under penalties for perjury, that the foregoing representations are true.

Date: June __, 20__.

Printed Name

Signature

**VOTER REGISTRATION IN TRUSTEE ELECTION
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

) REGISTRATION TO VOTE: _____ PROPERTY OWNER TRUSTEE;
_____ FIREFIGHTER/DISTRICT MEMBER TRUSTEE.

TERM: July 1, 20 ____ through June 30, 20____;

ELECTION: Saturday, June ____, 20____, 11:00 A.M. to 2:00 P.M.

1. _____
(Voter's full legal name)

2. ____: I am a citizen of the Commonwealth of Kentucky; and,

3. ____: I am at least eighteen (18) years of age.

VOTER FOR PROPERTY OWNER TRUSTEE:

4(a). ____: I intend to vote for PROPERTY OWNER Trustee of Fire Protection District;

4(b). ____: I personally own ____ real estate, ____ automobile or ____ other personal property, located
at: _____, within the Fire District.

VOTER FOR FIREFIGHTER/DISTRICT MEMBER TRUSTEE:

4(1). ____: I intend to vote for FIREFIGHTER/DIST. MEMBER Trustee of Fire District;

4(2). ____: I am an active Firefighter member of the Fire Protection District.

I solemnly affirm, under penalties for perjury, that the foregoing representations are true.

Date: June ____, 20____.

Printed Name

Signature

NOTICE

RULES & REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

Pursuant to KRS 61.870 to 61.884, the public is notified that the public records of the Pleasure Ridge Park Fire Protection District are open for inspection by any person on written application to Chief Vincent E. Smith, the official custodian of the public records of the Fire Protection District, whose address is 9500 Stonestreet Road, Louisville Kentucky 40272, from 8:30am to 3:30pm., Monday through Friday each week, except holidays.

An APPLICATION TO INSPECT PUBLIC RECORDS form for the inspection of the Fire Protection District's public records will be furnished on request to any person by a representative of the Fire Protection District.

Applicants for the inspection of public records will be advised of the availability of the records for inspection, and will be notified in writing not later than three (3) working days after receipt of an APPLICATION TO INSPECT PUBLIC RECORDS of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of twenty-five cents (\$.25) per page; copies of the non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

This is the 19th day of October, 2009.

Pleasure Ridge Park Fire Protection District

By: Michael Ford (*Original on File*)

Title: Secretary of the Board of Trustees

Section 3

Ordinances Resolutions Amendments

- #1 Resolution Related to Cell Phones & Taxable Benefits (11/19/2007)
- #2 Ordinance Probationary Employee Appointments (06/16/2008)
- #3 Probationary Volunteer Firefighter Appointments (07/21/2008)
- #4 Resolution on Definition of "Active Firefighter" of the Pleasure Ridge Park Fire Protection District (04/20/2009)
- #5 Resolution of Agency Transferring From Kentucky Retirement System/CERS Non-Hazardous to Hazardous Coverage Effective 03/01/2009 (06/15/2009)
- #6 Ordinance Code of Ethics (07/18/2011)
- #7 Resolution on "Administrative and Disciplinary Procedures" (12/19/11)
- #8 Amendment to Article V, Section 5 Closed Sessions (08/20/12)
- #9 Amendment to By-Laws, adding Article XV "Trustees-Chief-Board" (08/20/12)
- #10 Amendment to By-Laws, adding Article XVI "Investment Policy" (01/20/14)
- #11 Resolution for Federal Emergency Management Agency Funds Policy (12/19/16)
- #12 Resolution on Procedure to Elect Board Officers (08/10/17)
- #13 Amendment to Section 1, Article XIII Standing Committees (04/16/18)
- #14 Amendment to Section 1, Article XIII Standing Committees (03/18/19)

(Ordinances, Resolutions, and Amendments will be added individually as approved)

**BOARD OF TRUSTEES
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
RESOLUTION RELATED TO CELL PHONES & TAXABLE BENEFITS
(Added as Resolution (1) in District By-Laws 6/16/08)**

At a meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on the 19th day of November, 2007, a motion was made by Trustee R. Gimmel and seconded by Trustee J. A. Bowman, to adopt the following RESOLUTION RELATED TO CELL PHONES & TAXABLE BENEFITS:

Each December the Fire District Treasurer shall calculate the annual amount of fringe benefit for each volunteer Firefighter and paid Firefighter or other employee issued a Fire District owned cell phone or recipient of any other taxable benefit, as follows:

- (1) Audit Random Month: A month is randomly chosen and copies of all that months cell phone bills are copied.
- (2) Review by Cell Phone User: The copies are distributed to each cell phone user to mark all personal calls on their cell phone bill and return to the Treasurer.
- (3) Percentage of Personal Use: The Treasurer calculates a percentage of personal minutes per total minutes used for that month for each cell phone user.
- (4) Monthly Personal Use: The percentage is multiplied by the total cost of the phone bill for that month for each cell phone user to equal a dollar amount for personal usage.
- (5) Annual Personal Use: That monthly dollar amount for personal usage is then multiplied by total months used that calendar year to equal annual cost of personal usage of each cell phone user.
- (6) Other Taxable Benefits: The annual cost of any other taxable benefits to any Firefighter volunteer or employee will be calculated and added to annual cost.
- (7) Paid Firefighters & Other Employees: The annual cost is then entered under fringe benefit on the last payroll of each paid Firefighter and other employee in December and the paid Firefighter and other employee is taxed on this amount.
- (8) Volunteer Firefighters: The annual cost is then entered under fringe benefit paid on the expense reimbursements, nominal fees or other benefits paid each volunteer Firefighter in December and the volunteer Firefighter is taxed on this amount, unless an adjustment needs to be made in the timing of the payment of expense reimbursements, nominal fees or other benefits in order to cover the taxable benefits to the cell phone user volunteer Firefighter.
- (9) W-2: An IRS W-2 will be completed and sent before January 31 to each cell phone user or recipient of any taxable benefit and to the IRS by February 28.
- (10) Mid-Year Employee Termination: If a paid Firefighter or other employee terminates employment in the middle of a year, he/she will be taxed on their last paycheck for the personal cell phone usage to date of that calendar year.
- (11) Mid-Year Volunteer Termination: If a volunteer Firefighter terminates membership in the middle of a year, he/she will be taxed on his/her last payment for expense reimbursements, nominal fees or other benefits the personal cell phone usage to date of that calendar year.

CERTIFICATION:

I, Rich Gimmel, Secretary, hereby certify that the foregoing minutes are a true and correct copy of the minutes related to the meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District on this 19th day of November, 2007.

Signed original on file

Rich Gimmel, Secretary

**BOARD OF TRUSTEES
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

ORDINANCE (2) TO PROVIDE PROBATIONARY EMPLOYEE APPOINTMENTS

At a meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on June 16, 2008, with five (5) members of the Board of Trustees being present, a motion was made by Trustee Ford and seconded by Trustee Hibdon, to add ARTICLE XV, Fire District Ordinances / Resolutions, Ordinance 1: Probationary Member Appointments, to the By-Laws of the Pleasure Ridge Park Fire Protection District. The motion carried by a vote of 5 to 0 with Trustees Gimmel, Ford, Bowman, Hibdon, and Howton voting yes, and ARTICLE XV, Ordinance 1, of the By-Laws of the Pleasure Ridge Park Fire Protection District, is amended to state as follows:

- (a) The Fire Protection District shall have two (2) distinct classes of firefighter employees, probationary appointments and regular appointments.
- (b) "Probationary appointment" means an appointment by the Board of Trustees to provide a period of twelve (12) months to evaluate a candidate for permanent status while allowing the candidate to demonstrate that the candidate is capable of meeting the required standards of work for the position.
- (c) The Board of Trustees restricts the due process rights of the probationary appointment such that he/she is treated under this By-Law as a true at-will employee and may be terminated at any time during the probationary period without a hearing before the Board of Trustees.
- (d) A Probationary appointment has no protected property interest in his/her employment during their term of his/her probation.
- (e) "Regular appointment" means an appointment by the Board of Trustees to any position subject to the provisions of KRS 75.010 to 75.260 made after an employee has served a probationary period in a manner deemed satisfactory to the appointing Board of Trustees.
- (f) All initial member appointments by the Board of Trustees shall be a probationary appointment for twelve (12) months and is conditional upon the appointee successfully completing the twelve (12) month probationary period.
- (g) A probationary appointment may be dismissed without right of KRS 75.130 procedures during the twelve (12) month probation period.
- (h) The probationary period shall be used for the effective adjustment of probationary appointments through supervision, counseling, and evaluation, as well as for the elimination of any probationary appointments who do not meet the required standards of work.
- (i) The Chief of the Fire District, subject to approval of the Board of Trustees, is given the sole responsibility for evaluating performance and determining which appointees have qualified for permanent employment.
- (j) The Chief, with approval of the Board of Trustees, may terminate a probationary appointment at any time during the probationary period without a hearing before the Board of Trustees.
- (k) Until the probationary appointment has successfully completed this twelve (12) month probation, the probationary appointment is not to be considered a permanent appointment and is not entitled to the procedural protections afforded Fire District Members under KRS 75.130.
- (l) Prior to the conclusion of the probationary period, the Chief, with approval of the Board of Trustees, shall either terminate the probationary appointment under the same conditions as in subsection (g) above or make a permanent appointment as provided in a probationary appointment.
- (m) All appointment to positions by the Board of Trustees subject to the provisions of KRS 75.010 to 75.260 shall be solely on the basis of merit and fitness, to be determined by competitive examinations, provided that all original appointments shall be probationary appointments for a period of not less than six (6), nor more than twelve (12) months, after which probationary period regular appointments shall be given to all probationary employees who are deemed to be satisfactory by the Board of Trustees.
- (n) All employees holding positions subject to the provisions of KRS 75.010 to 75.260, on the effective date thereof shall be considered as having satisfied hereunder all of the qualifications for obtaining and holding original appointments under KRS 75.010 to 75.260, and shall be considered as having been given probationary appointments, as defined above in section (a), as of the effective date thereof.

(o) The EMPLOYEE HANDBOOK of the Fire Protection District shall be amended to include the following:

If you are hired to fill a sworn Firefighter personnel position, you must serve a twelve (12) month probationary period. During your probationary period, your job performance will be evaluated on a regular basis.

If your performance and job knowledge as a sworn Firefighter employee meet the requirements of your position, the Chief of the Fire Protection District will recommend to the Board of Trustees your appointment to permanent full-time sworn status before the end of the probationary period. The Chief, with approval of the Board of Trustees, may terminate you at any time during the probationary period without a hearing.

CERTIFICATION:

I, Joseph A. Bowman, Treasurer signing for Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the foregoing amendment to the By-Laws was adopted by a vote of a majority of the Board of Trustees on June 16, 2008.

Signed original on file

Secretary

**BOARD OF TRUSTEES
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

**ORDINANCE (3) TO PROVIDE PROBATIONARY VOLUNTEER
FIREFIGHTER APPOINTMENTS**

At a meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on July 21, 2008, with 6 members of the Board of Trustees being present, a motion was made by Trustee Ford and seconded by Trustee J. A. Bowman, to amend ARTICLE XV, Fire District Ordinances//Resolutions, Section 3, of the By-Laws of the Pleasure Ridge Park Fire Protection District, to provide for Probationary Volunteer Firefighter Appointments. The motion carried by a vote of 6 to 0 with 6 Trustees voting yes, and ARTICLE XV, Section 3 of the By-Laws of the Pleasure Ridge Park Fire Protection District, is amended to state as follows:

- (a) The Fire Protection District shall have two (2) distinct types of KRS 75.120(2) Volunteer Firefighter:
 - 1. Probationary Firefighter - Not covered by KRS 75.130
 - 2. Regular Appointed Firefighter - Covered by KRS 75.130
- (b) A Probationary Firefighter shall be considered a:
 - 1. "KRS 342.640 member of a volunteer fire department" for the purposes of the Kentucky State Workers' Compensation Program for Volunteers;
 - 2. "KRS, Chapter 95A, volunteer firefighter" for the purposes of the Kentucky Commission on Fire Protection Personnel Standards and Education;
 - 3. "KRS 61.315 volunteer firefighter of a fire district" for the purposes of the Kentucky Death Benefits for Firefighters;
 - 4. "Volunteer Firefighter" under any other state or federal programs or benefits for volunteer firefighters; although such person is subject to the terms of this probation ordinance.
- (c) The Chief of the Fire District is given the sole responsibility for assuring that all applicants meet the basic requirements of the Fire District before presenting to the Board for approval and appointment to the recruit training programs and probationary period.
- (d) The probation will consist of a minimum twelve (12) months served, successfully completing the Fire District recruit schools and achieving the required 150 hours Kentucky State Firefighter certification.
- (e) The Chief of the Fire District is given the sole responsibility for evaluating performance and determining which Probationary Firefighters have qualified for permanent Regular Appointed Firefighter.
- (f) A Probationary Firefighter may be dismissed without right of KRS 75.130 procedures during the probation period.
- (g) The probationary period shall be used for the effective adjustment of Probationary Firefighter through supervision, counseling, and evaluation, as well as for the elimination of any Probationary Firefighters who do not meet the required standards of work.
- (h) At the conclusion of the probationary period, the Chief shall either terminate the Probationary Firefighter under the same conditions as in subsection (f) above or submit to the Board of Trustees for permanent membership consideration.
- (i) "Regular Appointed Firefighters" means an appointment by the Board of Trustees to any position subject to the provisions of KRS 75.010 to 75.260 made after a Volunteer Firefighter has served a probationary period in a manner deemed satisfactory to the appointing Board of Trustees.
- (j) All appointments to permanent membership positions by the Board of Trustees subject to the provisions of KRS 75.010 to 75.260 shall be solely on the basis of merit and fitness, to be determined by competitive examinations, successfully completing the minimum twelve (12) months probationary period, recruit school, and 150 hour Kentucky State certification, who then can be deemed satisfactory by the Board of Trustees.
- (k) The policies and procedures affecting Volunteer Firefighters of the Fire Protection District shall be amended to include the following:

If you are appointed to fill a sworn Volunteer Firefighter position, you must serve a minimum twelve (12) month probationary period. During your probationary period, your performance, your position performance will be evaluated on a regular basis.

If your performance and position knowledge as a sworn Volunteer Firefighter meet the requirements of your position, the Chief of the Fire Protection District will recommend to the Board of Trustees your appointment to permanent full-time sworn status after successfully completing the probationary period. The Chief may terminate you at any time during the probationary period without consideration of KRS 75.130.

CERTIFICATION:

I, Michael Ford, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the foregoing amendment to the By-Laws was adopted by a vote of a majority of the Board of Trustees on July 21, 2008.

Signed original on file
Michael Ford, Secretary

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES

RESOLUTION ON DEFINITION OF "ACTIVE FIREFIGHTER" OF THE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

At a meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on April 20, 2009, with 7 members of the Board of Trustees being present, a motion was made by Trustee Mike Ford and seconded by Trustee Joey Bowman, to adopt the following RESOLUTION ON DEFINITION OF "ACTIVE FIREFIGHTER" OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.

An "ACTIVE FIREIGHTER" is a firefighter who is:

1. A regular appointed firefighter member approved by the Board of Trustees (KRS 75.120(2),
2. Taken the Firefighter Oath of Office (KR S75.170) and,
3. Currently allowed to perform the expected and required duties of a Regular Appointed Firefighter Member.

An "ACTIVE FIREFIGHTER" is a person who is:

- a. Not a probationary member,
- b. Not suspended,
- c. Not on Administrative Leave,
- d. Not on Medical Leave,
- e. Not on Military Leave,
- f. Not on Personal Leave,
- g. Not a non-suppression District Member.

An "ACTIVE FIREFIGHTER" is eligible to:

1. VOTE FOR FIREFIGHTER TRUSTEE: Eligible pursuant to KRS 75.031(1)(a) to VOTE as a "member of the firefighters" for Firefighter representatives on the Board of Trustees.
2. BE ELECTED FIREFIGHTER TRUSTEE: Eligible pursuant to KRS 75.031(1)(a) to be ELECTED as a "member of the District" to the Board of Trustees.
3. NOT BE PROPERTY OWNER TRUSTEE: Not eligible pursuant to KRS 75.031(1)(a) to serve as a "Property Owner Trustee" because of status as an Active Firefighter.

CERTIFICATION

I, Michael Ford, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the foregoing RESOLUTION ON DEFINITION OF "ACTIVE FIREFIGHTER" OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT is a true and correct copy of the Resolution passed by the Board of Trustees of the Pleasure Ridge Park Fire Protection District on this 20th day of April, 2009.

Signed original on file
Michael Ford, Secretary

**Resolution of Agency Transferring From
Kentucky Retirement System/CERS
Non-Hazardous to Hazardous Coverage
(Effective 03/01/2009 - Approved 06/15/2009)**

At a meeting of the Pleasure Ridge Park Fire Protection District, held on the 15th day of June, 2009, present and presiding were Trustees, Michael Ford (Secretary), William Hibdon, Lenny Wheeler, Zion Meiman, and David Nelly Sr.

Members absent: Trustees Maggie Neutz and Joseph A. Bowman.

A motion was made by Trustee Hibdon and seconded by Trustee Wheeler that the following resolution be adopted in accordance with KRS 61.592(1)(b):

WHEREAS, the Pleasure Ridge Park Fire Protection District is requesting that the KRS Board of Trustees approve hazardous duty coverage for positions in the Pleasure Ridge Park Fire Protection District (department(s) for employees who begin participating in the County Employees Retirement System on or after September 1, 2008.

NOW THEREFORE, BE IT RESOLVED, by the Pleasure Ridge Park Fire Protection District as follows:

- (A) That effective 03/01/2009, all employees working under hazardous duty positions of the Pleasure Ridge Park Fire Protection District (department(s) will transfer from the existing nonhazardous coverage in the County Employees Retirement System to hazardous duty coverage within the same County Employees Retirement System.
- (B) Contributions to be paid are as follows:
- 1) 29.50% (current rate) of employee's gross wages to be paid by the employer (may be changed by the Board of Trustees of the Kentucky Retirement Systems).
 - 2) 9% (current rate) of the employee's gross wages to be paid by the employee who has a participation date on or after September 1, 2008 (may be changed by the Kentucky General Assembly).

FURTHER BE IT RESOLVED, that the Pleasure Ridge Park Fire Protection District will comply with all the statutory requirements to make the County Employees Retirement System hazardous duty coverage available for all eligible employees who are working under approved positions within the Pleasure Ridge Park Fire Protection District (department(s)).

The above resolution was adopted on roll call, the voting resulting as follows:

Yeas: 5

Nays: 0

I do hereby certify that the above is a true and correct copy of an Order of the governing body of the above named agency.

Signed: Michael Ford (Original on file)

Title: Secretary

**CODE OF ETHICS
OF THE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

SECTION 1. Standards: The Trustees, Firefighters, and Employees of the Pleasure Ridge Park Fire Protection District are dedicated to the highest moral and ethical standards in the operation of its fire department for the citizens of the district.

SECTION 2. Purpose: The purpose of this Code of Ethics is to clearly state the standards of ethical conduct and financial disclosure requirements for the Pleasure Ridge Park Fire Protection District and is enacted under the power vested in the Board of Trustees by KRS 75.120.

SECTION 3. Definitions:

- (A) "Business" means any corporation, partnership, sole proprietorship, trust, or any other legal entity through which business is conducted for profit.
- (B) "Employee" means any person, whether full-time or part-time, who is employed by the Pleasure Ridge Park Fire Protection District.
- (C) "Family member" means a spouse, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild.
- (D) "Firefighter" refers to the chief, officers, and members, whether volunteer or paid, of the Pleasure Ridge Park Fire Protection District.
- (E) "Immediate family member" means a spouse, an un-emancipated child, or a dependent of a trustee, firefighter, or employee.

STANDARDS OF CONDUCT

SECTION 4. Conflicts of Interest in General: Every trustee, firefighter, and employee of the Pleasure Ridge Park Fire Protection District shall comply with the following standards of conduct:

- (A) No trustee, firefighter, and employee, or any immediate family member, shall have business that conflicts with the proper discharge of his/her public duties.
- (B) No trustee, firefighter, or employee shall use his/her official position to secure unwarranted privileges or advantages.
- (C) No trustee, firefighter, or employee shall take or refrain from taking any action on a fire district matter in order to obtain a financial benefit for: (1) him or herself; (2) a family member; (3) an outside employer; (4) any business in which he/she or any family member has a financial interest.

SECTION 5. Conflicts of Interest in Contracts:

- (A) No trustee, firefighter, or employee of the Pleasure Ridge Park Fire Protection District shall directly or through others execute or benefit from any contract entered into by the Pleasure Ridge Park Fire Protection District, except as follow:
 - (1) This prohibition does not apply to contracts before a trustee, firefighter, or employee become part of the Pleasure Ridge Park Fire Protection District.
 - (2) This prohibition does not apply if the contract is awarded after public notice and competitive bidding and the trustee, firefighter, or employee does not participate in any aspect of the contract.
 - (3) This prohibition does not apply if:
 - (a) the specific nature of the contract is publicly disclosed and made a part of the official minutes of the Board of Trustees before the contract is executed; and,
 - (b) The Board of Trustees determines that the contract is in the best interests of the public and the Pleasure Ridge Park Fire Protection District.

- (B) If any violation of this section occurs, the Board of Trustees may take legal action to void any contract entered into in violation of this section.

SECTION 6. Receipt of Gifts:

- (A) Any gifts worth more than twenty dollars (\$20.00) received by an individual trustee, firefighter, or employee, in his/her official capacity from someone outside the fire district shall be reported in writing to the Board of Trustees within forty-five (45) days of receipt.
- (B) No individual trustee, firefighter, or employee shall solicit or accept any gift from outside the fire district under circumstances from which it could be inferred that the gift was intended to influence the performance of his/her public duties.

SECTION 7. Use of District Property and Personnel:

- (A) No individual trustee, firefighter, or employee of the fire district shall use or permit the use of any fire district time, funds, personnel, equipment, or any other property, for the private use of any person, unless the use is specifically authorized by a written policy of the Pleasure Ridge Park Fire Protection District.

SECTION 8. Representation of Interests Before Board:

- (A) No trustee, firefighter, or employee shall represent any person or business, other than the fire district, in connection with any matter pending before the Board of Trustees.
- (B) Nothing in this section shall prohibit any trustee, firefighter, or employee from representing himself or herself in matters concerning his/her interests.
- (C) No member of the Board shall be prohibited from requesting information on behalf of residents of the Pleasure Ridge Park Fire Protection District if no compensation is received.

SECTION 9. Misuse of Confidential Information: No trustee, firefighter, or employee of the Pleasure Ridge Park Fire Protection District shall use or disclose any information acquired in the course of his/her official duties for the purpose of furthering his or her personal financial interest or that of another person or business. Information shall be deemed confidential, if it is not subject to disclosure pursuant to the Kentucky Open Records Act, KRS 61.872 to 61.884, at the time of its use or disclosure.

FINANCIAL DISCLOSURE

SECTION 10. Who Must File: Any trustee, firefighter, or employee of the Pleasure Ridge Park Fire Protection District shall file a statement of financial disclosure if:

- (A) Trustee, firefighter, or employee; family member; an outside employer; any business in which trustee, firefighter, or employee, or any family member has a financial interest; has undertaken, executed, or held any contract with the Pleasure Ridge Park Fire Protection District; or,
- (B) The trustee, firefighter, or employee has received any gifts worth more than twenty dollars (\$20.00), whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or any other form; or,
- (C) The trustee, firefighter, or employee has used or permitted the use of any time, funds, personnel, equipment, or other property, of the Pleasure Ridge Park Fire Protection District that is not specifically authorized by a written policy of the Fire District.

SECTION 11. When to File Statements; Amended Statements:

- (A) Initial statement of financial interests shall be filed with Ethics Committee no later than June 30, 20___. All subsequent statements of financial interest shall be filed no later than June 30 of each year, provided that:
 - (1) Trustee, firefighter, or employee newly appointed to shall file his or her initial statement no later than thirty (30) days after the date of appointment; and,
 - (2) A candidate for Board shall file his or her initial statement no later than thirty (30) days after the date on which the person becomes a candidate for an elected position on the Board.
- (B) In the event there is a material change in any information contained in a financial statement that has

- (C) been filed with the Ethics Committee, the trustee, firefighter, or employee shall, no later than thirty (30) days after becoming aware of the material change, file an amended statement with the Ethics Committee.

SECTION 12. Custody of Statements of Financial Interests: The Board shall be the custodian of the statements of financial interests as public documents available for public inspection immediately upon filing, and shall retain them for a period of five (5) years.

SECTION 13. Contents of the Financial Interests Statement:

- (A) The statement of financial interest shall include the following information for the preceding fiscal year:
- (1) Full legal name and home address
 - (2) Current business address and telephone number
 - (3) The date, amount, and specific nature of any contract by any business in which the trustee, firefighter, or employee, or any family member has a financial interest, which has been entered into, awarded, or granted by the Pleasure Ridge Park Fire Protection District
 - (4) The date, amount, and specific type of any gifts worth more than twenty dollars (\$20.00) or
 - (5) The date, amount, and specific action of any use of time, funds, personnel, equipment, or other personal or real property, of the Pleasure Ridge Park Fire Protection District for the private use of the trustee, officer, firefighter, member, employee, or any other person, not specifically authorized by a written policy of the Fire District.

SECTION 14. Noncompliance with Filing Requirements: The Board may take legal action to void any contract entered into in violation of this Ethics Code.

SECTION 15. Nepotism Prohibited:

- (A) No trustee, firefighter, or employee of the Fire District shall be solely responsible for the:
- (1) employment
 - (2) appointment
 - (3) promotion
 - (4) transfer or
 - (5) advancement of a family member within the Pleasure Ridge Park Fire Protection District.
- (B) No trustee, firefighter, or employee of the Pleasure Ridge Park Fire Protection District shall be solely responsible for the supervision of the work of a family member.
- (C) No trustee, firefighter, or employee shall participate alone in any action relating to the employment or discipline of a family member, although this prohibition shall not prevent a trustee from voting on or working on a budget that includes compensation for a family member as a member of a class of persons.

ENFORCEMENT

SECTION 16. Ethics Committee Created:

- (A) There is hereby created an Ethics Committee that shall consist of three (3) members appointed by the Chairman, subject to the approval of the Board, and shall include:
- (1) one volunteer firefighter trustee;
 - (2) one property owner non-firefighter trustee; and,
 - (3) one trustee appointed by the Louisville Metro Mayor.

The members shall serve a term of one (1) year.

- (B) The Ethics Committee shall have authority to investigate complaints with regard to alleged violations of the Ethics Code and to refer information concerning alleged violations to the Board of Trustees.
- (C) The Ethics Committee may either conduct its own investigation or refer a matter to other for investigation.

SECTION 17. EFFECTIVE DATE: This Code of Ethics shall take full force and effect immediately.

ADOPTED BY THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT ON THE 18th DAY OF JULY, 2011.

Signed: Lennie Wheeler (Original on File)
Secretary of the Board of Trustees

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES

RESOLUTION ON "ADMINISTRATIVE AND DISCIPLINARY PROCEDURES"
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

This procedure shall apply to all members of the Pleasure Ridge Park Fire Protection District.

1.00 DEFINITIONS

- 1.01 Chairperson: The Chairperson of the Board of Trustees of the Pleasure Ridge Park Fire Protection District.
- 1.02 Board: The Board of Trustees of the Pleasure Ridge Park Fire Protection District.
- 1.03 Secretary: The Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District.
- 1.04 Chief: The Fire Chief of the Pleasure Ridge Park Fire Protection District.
- 1.05 Accused: The member alleged to have committed a violation.
- 1.06 Inefficiency: Not producing the desired effect with a minimum of energy and time; incapable of performing.
- 1.07 Misconduct: The violation of established rules, mismanagement, or dereliction of duty. This does not include behavior that is negligent or careless.
- 1.08 Insubordination: The disregard of the lawful and reasonable instructions or orders of a superior.

2.00 GENERAL

- 2.01 Discipline of Members: The District shall utilize the provisions set forth in KRS 75.130 when disciplining members. These provisions require that no fire department personnel be reprimanded, dismissed, suspended, or reduced in grade or pay for any reason except for:

- (A) Inefficiency
- (B) Misconduct
- (C) Insubordination
- (D) Violation of law
- (E) Violation of Department rules

- 2.02 No member may be subjected to the disciplinary provisions of Section 2.01, unless charges are preferred in writing and a hearing conducted by the Board to determine the merit of those charges, unless the member knowingly waives their right of hearing in writing and accepts the disciplinary action pending Board approval.

3.00 COMPLAINTS

- 3.01 Any person may file a complaint against a member or employee of the Pleasure Ridge Park Fire Protection District by filing a **written complaint** (I#1) with the Secretary of the Board of Trustees stating the facts and circumstances to support the complaint. The written complaint should be delivered or mailed to the principal fire house of the District i.e. Headquarters, located at 9500 Stonestreet Road Louisville KY 40272. The date and time received should be marked on the complaint, and the Secretary shall within seven (7) days of receipt, mail or deliver a copy of the complaint to each Board Member. See I#1 "Complaint Form"

- 3.02 Investigation: If the written complaint does not contain sufficient evidence to support disciplinary action, the Chairperson of the Board of Trustees may investigate the complaint, or refer it to the Chief or a Committee for investigation, to determine if probable cause exists to support disciplinary action.

- (A) Sufficient Evidence: If the Chairperson determines that the complaint presents sufficient evidence to support probable cause for disciplinary action, the Chairperson shall prefer charges.

- (B) No Probable Cause: If the Chairperson determines the complaint does not offer probable cause for disciplinary action, the Chairperson may refer if for administrative action if appropriate or dismiss the complaint.

4.00 ADMINISTRATIVE ACTION

- 4.01 Counseling and/or Corrective Training Concerning Minor Job Deficiencies

- (A) Instructions/Counseling: The operation of the Fire Department may require that a member receive instructions or counseling about marginally incorrect or minor job deficiencies. The officer in charge

should work with the member to correct the deficiencies. This does not involve disciplinary action. KRS 75.130.

- (B) Record: Information on any counseling or corrective training shall be written on the "Counseling and/or Corrective Training Record" Form (I#3), signed by the member and officer in charge, and placed in the member's file.
- (C) Agreement: An agreement may be considered with the member that if no further counseling or corrective training is required or occurs during the next twelve (12) months, Record (I#3) of the counseling or corrective training will not be considered in any future matters.
- (D) Cannot Be Removed From File: The counseling and/or corrective training record, even if not considered for any future action, CANNOT be removed from the member's file and must be maintained in the file under State Archives & Records, KRS 171.410 to 171.740.

4.02 Oral or Written Warnings

- (A) Oral & Written Warnings: If the nature of the situation requires more than instructions or counseling, a member may be given an oral warning. The officer in charge should inform the member of the reasons for the oral warning and give the member an opportunity to correct the deficiency. If the oral warning is disregarded or infraction is more serious, a written warning may be given. Oral or written warnings do not involve disciplinary action under KRS 75.130.
- (B) Record: Information on any warning shall be written on the "Oral or Written Warning Record" Form I#4, signed by the member and officer in charge, and placed in the member's file
- (C) Agreement: An agreement may be considered with the member that if no further oral or written warning record is required or occurs during the new twelve (12) months, the Record (I#4) of the oral or written warning will not be considered for any reason in any future matters.
- (D) Cannot Be Removed From File: The oral or written warning record, even if not considered for any future action, CANNOT be removed from the member's file and must be maintained in the file under the Kentucky Open Records Act. State Archives & Records KRS 171.410 to 171.740.

5.00 DISCIPLINARY ACTION

- 5.01 Discipline: Members of the Fire District may be reprimanded, dismissed, suspended or reduced in grade or pay for inefficiency, misconduct, insubordination or violation of law, the By-Laws or other rules and regulations adopted by the Board of Trustees.
- 5.02 Potential Member Evaluation: These disciplinary procedures apply to all sworn members and employees of the Fire District, but not the probation period of applicants for membership established in the rules and regulation adopted by the Board as a legislative directive establishing an initial process for evaluation of potential members. Those potential members are not covered by these disciplinary procedures.

6.00 CHARGES

- 6.01 Probable Cause: If the Chairperson determines probable cause exists to support the complaint that the accused member is guilty of conduct justifying disciplinary action, the Chairperson shall prefer charges against the member to the Board of Trustees by filing written charges with the Secretary who shall immediately mail or deliver a copy of the charges to each member of the Board of Trustees. "Probable cause" can be described as "facts and circumstances that would cause a reasonable person to believe that the accused member has engaged in the conduct for which he/she is accused."
- 6.02 Written Charges: Written charges should be a clear and definite statement alleging inefficiency, misconduct, insubordination, or violation of law, By-Laws or other rules or regulations adopted by the Board. Charges should be prepared on the format presented on "Disciplinary Charges" Form (I#5).

7.00 HEARING ON CHARGES BEFORE THE BOARD OF TRUSTEES

- 7.01 Board of Three Trustees: The Board of Trustees or a committee of three (3) Trustees shall conduct a hearing

on the charges within forty-five (45) days after the charges have been preferred by the Chairperson to the Board of Trustees. See Form I#6 "Appointment of Committee to Hear Charges".

- (A) Service on Member: At least ten (10) days before the hearing, the person accused must be served personally or by registered mail with: (1) a copy of the charges and (2) notice of the date, place, and hour of the hearing on the charges. See Form I#7 "Notice of Hearing on Disciplinary Charges".
- (B) Waive Service: The accused person may waive in writing the service of charges and demand trial within thirty (30) days after the charges are filed with the Secretary of the Board of Trustees. See Form I#8 "Waiver of Service & Demand for Trial".
- (C) Subpoena: The Board of Trustees may summon and compel attendance of witnesses at hearings by subpoena, issued by the Secretary of the Board of Trustees and served upon the witnesses by any officer authorized to serve court subpoenas. The person accused may have subpoenaed any witnesses desired by furnishing their names to the Secretary. See Form I#9 "Subpoena".
- (D) Compel Witnesses: If any witness fails to appear in response to a subpoena or refuses to testify about a matter the person may lawfully be interrogated, any district court judge on application of the Board of Trustees may compel obedience by action for contempt as in the case of disobedience of a subpoena issued from the district court.
- (E) Withdrawal: The person who filed the complaint or the Chairperson of the Board preferring the charges may withdraw the charges at any time prior to the conclusion of the hearing and the charges may thereupon be dismissed.
- (F) Agreement: The accused person may sign an agreement admitting the charges or amended charges and agreeing to corrective or disciplinary action subject to the approval of the Board and thereby waiving his/her right to notice and a hearing before the imposition of any disciplinary action. See Form I#10 "Agreement Concerning Charges".
- (G) Informal Hearing: The hearing shall be informal to determine if the preponderance of the evidence supports the charges; is not bound by formal rules; and may adopt its own procedures. See Form I#11 "Procedures".
- (H) Recording: The hearing shall be recorded by electronic recorder and/or shorthand to allow a transcript of the complete hearing if necessary for appeal.
- (I) Deliberations: After hearing all of the evidence, the Board of Trustees may meet in closed session to discuss the charges and evidence and determine if the preponderance of the evidence supports the charges or not.

8.00 GUILTY/SENTENCE

8.01 If a determination is made that a member is guilty of the charges, the Board of Trustees shall by resolution fix the punishment by a reprimand, suspension for any length of time not to exceed six (6) months, by reducing the grade if the accused is an officer, or by combining any two or more of those punishments, or by dismissal from the Fire Protection District.

- (A) Written decision: The decision of the Board must be in writing, and if found guilty of the charges, contain a statement of the evidence to support the charges, and filed with official records of the Board of Trustees. See Form I#12 "Decision".
- (B) Dismissal: If a determination is made that the preponderance of the evidence at the hearing does not support the charges, the Board shall dismiss the charges.

8.02 Temporary Change of Status: A supervisory officer may order a temporary change of status of a member by removing the member from an assignment temporarily in order to allow an orderly decision making process to identify appropriate administrative action.

The supervisory officer shall obtain the necessary information from the member and direct a specific action or take no further action in the matter.

8.03 Immediate Suspension: When the Board of Trustees or the Chief has probable cause to believe a member has been guilty of conduct justifying dismissal or punishment, the Board or the Chief may suspend the member from duty or from both pay and duty, pending a hearing, and the member shall not be placed on duty, or allowed pay, until the charges are heard. If the member is suspended, there shall be no continuances granted without the consent of the member accused. See Form I#13 "Suspension".

9.00 APPEAL

9.01 Jefferson Circuit Court: Any member found guilty by the Board of any charges, may appeal to the Jefferson Circuit Court, but the enforcement of the judgment of the Board of Trustees shall not be suspended pending the appeal.

(A) Notice: The notice of the appeal shall be filed not later than thirty (30) days after the date the Board of Trustees makes its determination on the charges.

(B) Certified Record: Upon the request of the accused member, the Secretary of the Board shall file a certified copy of the charges and the judgment of the Board in the Jefferson Circuit Court. When the transcript of the case is filed, the case will be docketed in Jefferson Circuit Court and tried as an original action. The appeal shall have precedence over other business and determined speedily.

(C) If the Secretary fails to certify the transcript within seven (7) days, the member accused may file an affidavit stating the charges, the time of the hearing, the judgment, and a demand for the transcript. The Court may compel the filing of the transcript by the Secretary of the Board of Trustees by contempt proceedings.

1. COMPLAINT FORM ("I-1");
2. REPORT OF FACT-FINDING COMMITTEE ("I-2");
3. COUNSELING AND/OR CORRECTIVE TRAINING RECORD ("I-3");
4. ORAL OR WRITTEN WARNING RECORD ("I-4");
5. DISCIPLINARY CHARGES ("I-5");
6. APPOINTMENT OF COMMITTEE TO HEAR CHARGES ("I-6");
7. NOTICE OF HEARING ON DISCIPLINARY CHARGES ("I-7");
8. WAIVER OF SERVICE & DEMAND FOR TRIAL ("I-8");
9. SUBPOENA ("I-9");
10. AGREEMENT CONCERNING CHARGES ("I-10");
11. PROCEDURES FOR HEARING ON CHARGES ("I-11");
12. DECISION ON CHARGES ("I-12");
13. IMMEDIATE SUSPENSION ("I-13").

EFFECTIVE DATE: This Administrative and Disciplinary Procedures Ordinance shall take effect immediately.

ADOPTED BY THE BOARD OF TRUSTEES
OF THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT
ON THE 19 DAY OF December, 2011.

Signed: Lennie Wheeler (Original on File)
Secretary of the Board of Trustees

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT,
9500 Stonestreet Road
Louisville, KY 40272

COMPLAINT FORM

DATE: _____

1. COMPLAINT AGAINST:

2. STATEMENT OF FACTS AND CIRCUMSTANCES TO SUPPORT COMPLAINT:

3. NAMES AND IDENTITY OF WITNESSES TO SUPPORT THE COMPLAINT:

4. LIST OF DOCUMENTS AND MATERIALS TO SUPPORT THE COMPLAINT:

I AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE FOREGOING REPRESENTATIONS ARE TRUE.

NAME: _____

ADDRESS: _____

PHONE #: _____

RECEIVED BY THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT ON:

_____, 20__ AT _____ AM/PM BY: _____

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

REPORT OF FACT-FINDING COMMITTEE

DATE OF REPORT: _____

1. DATE COMPLAINT RECEIVED: _____
2. NAME OF COMPLAINANT: _____
3. DATE COMMITTEE RECEIVED COMPLAINT: _____
4. DATE OF INCIDENT: _____
5. WRITTEN COMPLAINT IS ATTACHED.
6. SUMMARY OF COMPLAINT: _____

7. SUMMARY OF RESPONSE OF ACCUSED: _____

8. SUMMARY OF STATEMENTS OF WITNESSES: _____

9. FOLLOWING STATEMENTS, DOCUMENTS AND MATERIALS ARE ATTACHED:

10. FACTS IN DISPUTE: _____

NAME OF FACT-FINDING COMMITTEE MEMBER MAKING REPORT:

SIGNATURE OF MEMBER OF COMMITTEE

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

COUNSELING AND/OR CORRECTIVE TRAINING RECORD

DATE: _____

1. NAME OF MEMBER: _____

2. NAME OF OFFICER: _____

3. DATE OF COUNSELING AND/OR CORRECTIVE TRAINING: _____

4. REASONS FOR COUNSELING AND/OR CORRECTIVE TRAINING:

5. COUNSELING AND/OR CORRECTIVE TRAINING PROVIDED TO MEMBER:

6. WITNESS: _____

SIGNATURE OF OFFICER

I, _____, A MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, ACKNOWLEDGE THAT I RECEIVED A COPY OF THIS COUNSELING AND/OR CORRECTIVE TRAINING RECORD.

SIGNATURE OF MEMBER

The counseling and/or corrective training record, even if not considered for any future action, CANNOT be removed from the member's file and must be maintained in the file under State Archives & Records, KRS 171.410 to 171.740.

SIGNATURE OF DISTRICT CHIEF

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

ORAL AND/OR WRITTEN WARNING RECORD

DATE: _____

1. NAME OF MEMBER: _____

2. NAME OF OFFICER: _____

3. DATE OF ORAL AND/OR WRITTEN WARNING: _____

4. REASONS FOR ORAL AND/OR WRITTEN WARNING:

5. ORAL AND/OR WRITTEN WARNING PROVIDED TO MEMBER:

6. WITNESS: _____

SIGNATURE OF OFFICER

I, _____, AS A MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, ACKNOWLEDGE THAT I RECEIVED A COPY OF THIS ORAL AND/OR WRITTEN WARNING RECORD.

SIGNATURE OF MEMBER

The oral or written warning record, even if not considered for any future action, CANNOT be removed from the member's file and must be maintained in the file under the Kentucky Open Records Act. State Archives & Records KRS 171.410 to 171.740.

SIGNATURE OF DISTRICT CHIEF

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

DISCIPLINARY CHARGES

KRS 75.130 DISCIPLINARY CHARGES
BY THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

AGAINST: _____

_____, Kentucky 402__

THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT CHARGES:

COUNT I: MISCONDUCT AND/OR INSUBORDINATION:

THAT ON OR ABOUT THE _____ DAY OF _____, 20____, AT OR NEAR
_____ WITHIN THE PLEASURE RIDGE PARK FIRE PROTECTION
DISTRICT, JEFFERSON COUNTY, KENTUCKY, THE ABOVE-NAMED MEMBER OF THE PLEASURE RIDGE
PARK FIRE PROTECTION DISTRICT ENGAGED IN MISCONDUCT AND/OR INSUBORDINATION BY ENGAGING
IN THE FOLLOWING ACTIVITIES:

COUNT II: VIOLATION OF RULES OF FIRE PROTECTION DISTRICT:

THAT ON OR ABOUT THE _____ DAY OF _____, 20____, AT OR NEAR
_____ WITHIN THE PLEASURE RIDGE PARK FIRE PROTECTION
DISTRICT, JEFFERSON COUNTY, KENTUCKY, THE ABOVE-NAMED MEMBER OF THE PLEASURE RIDGE
PARK FIRE PROTECTION DISTRICT VIOLATED SECTION: _____ OF THE RULES OF THE PLEASURE
RIDGE PARK FIRE PROTECTION DISTRICT BY ENGAGING IN THE FOLLOWING ACTIVITIES:

COUNT III: VIOLATION OF RULES OF FIRE PROTECTION DISTRICT:

THAT ON OR ABOUT THE _____ DAY OF _____, 20____, AT OR NEAR
_____ WITHIN THE PLEASURE RIDGE PARK FIRE
PROTECTION DISTRICT, JEFFERSON COUNTY, KENTUCKY, THE ABOVE-NAMED MEMBER

OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT VIOLATED SECTION: _____ OF THE
RULES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BY FAILING TO DO THE
FOLLOWING:

COUNT IV: FAILURE TO ATTEND REQUIRED TRAINING SESSIONS:

THAT DURING THE PERIOD OF TIME FROM THE ____ DAY OF _____, 20____, TO THE ____ DAY OF _____, 20____, THE ABOVE-NAMED MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT FAILED TO ATTEND _____ NUMBER OF TRAINING SESSIONS AS REQUIRED BY SECTION _____, OF THE STANDARD OPERATING PROCEDURES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.

COUNT V: FAILURE TO ATTEND REQUIRED NUMBER OF FIRE RUNS:

THAT DURING THE PERIOD OF TIME FROM THE ____ DAY OF _____, 20____, TO THE ____ DAY OF _____, 20____, THE ABOVE-NAMED MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT FAILED TO ATTEND _____ NUMBER OF FIRE RUNS AS REQUIRED BY SECTION _____, OF THE STANDARD OPERATING PROCEDURES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.

COUNT VI: VIOLATION OF LAW:

THAT ON OR ABOUT THE ____ DAY OF _____, 20____, AT OR NEAR _____ WITHIN THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, JEFFERSON COUNTY, KENTUCKY, THE ABOVE-NAMED MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT VIOLATED THE LAW WHICH AFFECTED HIS MEMBERSHIP AS A MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BY ENGAGING IN THE FOLLOWING ACTIVITIES:

IN VIOLATION OF THE LAW AND/OR RULES ADOPTED BY THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.

CHARGES PREFERRED ON THIS ____ DAY OF _____, 20____ BY:

CHAIRPERSON OF THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

FILED WITH THE SECRETARY OF THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT ON THIS ____ DAY OF _____, 20____.

SECRETARY OF THE BOARD OF TRUSTEES

COPY OF CHARGES [___ MAILED; ___ DELIVERED] TO THE ABOVE-NAMED MEMBER AND TO EACH MEMBER OF THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT ON THIS ____ DAY OF _____, 20____.

SECRETARY OF THE BOARD OF TRUSTEES

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

**APPOINTMENT OF THREE MEMBER COMMITTEE
TO HEAR DISCIPLINARY CHARGES**

I, _____, CHAIRPERSON OF THE PLEASURE
RIDGE PARK FIRE PROTECTION DISTRICT, HEREBY APPOINT, PURSUANT KRS 75.130, THE FOLLOWING
THREE (3) MEMBERS OF THE BOARD OF TRUSTEES:

1. _____
2. _____
3. _____

TO HEAR THE DISCIPLINARY CHARGES AGAINST _____, A MEMBER OR
EMPLOYEE OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, AT A HEARING TO BE HELD
ON THE ____ DAY OF _____, 20____, IN ROOM: _____ LOCATED AT:
_____ IN JEFFERSON COUNTY, KENTUCKY, TO BEGIN AT THE HOUR OF
_____ A./P.M.

DATED THIS ____ DAY OF _____, 20____.

CHAIRPERSON OF THE BOARD OF TRUSTEES
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

NOTICE OF HEARING ON DISCIPLINARY CHARGES

KRS 75.130 DISCIPLINARY CHARGES
BY THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

AGAINST:

TO THE ABOVE-NAMED MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT:

YOU ARE HEREBY NOTIFIED THAT THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT WILL HEAR THE ATTACHED DISCIPLINARY CHARGES THAT HAVE BEEN FILED AGAINST YOU AT A HEARING TO BE HELD ON THE _____ DAY OF _____, 20____, AT DISTRICT HEADQUARTERS LOCATED AT 9500 STONESTREET ROAD IN JEFFERSON COUNTY, KENTUCKY, TO BEGIN AT THE HOUR OF 6:00PM.

DATED THIS _____ DAY OF _____, 20____.

CHAIRMAN OF THE BOARD OF TRUSTEES OF THE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

A TRUE AND CORRECT COPY OF THIS NOTICE OF HEARING ON CHARGES AND DISCIPLINARY CHARGES WERE SERVED UPON _____ [___ PERSONALLY; ___ BY REGISTERED MAIL] ON THIS _____ DAY OF _____, 20____.

SIGNATURE

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

WAIVER OF SERVICE AND DEMAND FOR TRIAL

KRS 75.130 DISCIPLINARY CHARGES
BY THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

AGAINST: _____

_____, Kentucky 402__

I, _____, A MEMBER OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, WAIVE MY RIGHT TO BE SERVED PERSONALLY OR BY REGISTERED MAIL WITH A COPY OF THE CHARGES AGAINST ME THAT HAVE BEEN PREFERRED TO THE BOARD OF TRUSTEES FOR A HEARING, AND DEMAND A TRIAL ON THE CHARGES WITHIN THIRTY (30) DAYS OF THE DATE THE CHARGES WERE PREFERRED TO THE BOARD OF TRUSTEES.

DATED THIS ____ DAY OF _____, 20 ____.

MEMBER OF THE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

9500 Stonestreet Road

Louisville, KY 40272

SUBPOENA

KRS 75.130 DISCIPLINARY CHARGES
BY THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

AGAINST: _____

_____, Kentucky 402 ____

1. COMMONWEALTH OF KENTUCKY TO: _____

2. YOU ARE COMMANDED TO APPEAR BEFORE:

THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT AT A
HEARING TO BE HELD ON THE _____ DAY OF _____, 20____, IN ROOM:
_____ LOCATED AT: _____ IN JEFFERSON COUNTY,
KENTUCKY, TO BEGIN AT THE HOUR OF _____ A./P.M.

3. TO TESTIFY ON BEHALF OF: _____.

4. DATED THIS _____ DAY OF _____, 20____.

SECRETARY OF THE BOARD OF TRUSTEES OF THE
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

THIS SUBPOENA WAS SERVED BY DELIVERY OF A TRUE COPY TO: _____

ON THIS _____ DAY OF _____, 20____.

BY: _____ TITLE: _____

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

AGREEMENT CONCERNING CHARGES

I, _____, a member of the Pleasure Ridge Park Fire Protection District, acknowledge that:

- (1) I have received a copy of the Disciplinary Charges accusing me of:

_____.

- (2) I have had an opportunity to examine charges against me, investigate the charges and interview any witnesses;

- (3) I realize that I have a right to formal charges and a hearing before the Board of Trustees of the Pleasure Ridge Park Fire Protection District;

- (4) After considering the charges, I have decided not to contest the charges and I wish to waive my right to a hearing before the Board of Trustees of the Pleasure Ridge Park Fire Protection District;

- (5) I accept the following Disciplinary Charges:

_____.

- (6) I realize that this Disciplinary Action is subject to the approval of the Board of Trustees, at its next meeting on the ____ day of _____, 20__.

Signed this ____ day of _____, 20__

Printed Name of Member

Agreement concerning charges by a member of the Pleasure Ridge Park Fire Protection District approved by the Board of Trustees at its meeting on the ____ day of _____, 20__.

Secretary of the Board of Trustees

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

PROCEDURES FOR HEARING ON CHARGES

1. Chairperson of the Board of Trustees [or the elected Chairperson if a committee has been appointed] will preside at the hearing.
2. Separation of Witnesses: Persons who are to testify (except for Chief and the member charged) will be requested by the Chairperson to leave the hearing room.
3. Opening statement by the Chief (or other representative selected by the fire protection district) summarizing the charges and the evidence to be presented to support the charges;
4. Opening statement by the member charged (or a representative) summarizing the defenses to the charges and the evidence to be presented (statement may be reserved until prior to the presentation of defense witnesses);
5. Witnesses to support the charges (testimony may be directed by the Chief or a representative). Questions may be asked of any witness by the Chairperson or any member of the Board of Trustees. Any questions by the member charged (or a representative) should be directed to the Chairperson to consider for questioning by the Chairperson.
6. [Opening statement by the member charged, or a representative if reserved.] Witnesses to defend against the charges (testimony may be directed by the member charged or a representative). Questions may be asked of any witness by the Chairperson or any member of the Board of Trustees. Any questions by the Chief (or a representative) should be directed to the Chairperson to consider for questioning by the Chairperson.
7. Closing statement by the member charged (or a representative) summarizing the defenses and arguing the position of the member charged.
8. Closing statement by the Chief (or a representative) summarizing the evidence to support the charges and arguing the position of Chief.
9. Board of Trustees discusses the charges, defenses, and evidence, and then renders a written decision on each of the charges. Any decision of the Board which finds that the preponderance of the evidence supports a charge shall contain the written findings of the Board of Trustees stating the evidence reasonably sufficient to sustain the charge.

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

DECISION ON CHARGES

KRS 75.130 DISCIPLINARY CHARGES
BY THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

AGAINST: _____

_____, KENTUCKY 402____

COUNT I

WE, THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, DECIDE THAT THE PREPONDERANCE OF THE EVIDENCE PRESENTED AT THE HEARING SUPPORTS THE CHARGES AGAINST THE ABOVE-NAMED MEMBER UNDER COUNT I FOR MISCONDUCT AND/OR INSUBORDINATION BASED UPON THE EVIDENCE THAT: _____;

AND THE BOARD OF TRUSTEES RESOLVES THAT THE ABOVE-NAMED PERSON SHOULD BE GIVEN A _____ REPRIMANDED, AND/OR, _____ SUSPENDED FOR _____ DAYS, AND/OR, REDUCED IN GRADE TO _____, OR, _____ DISMISSED FROM THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.
OR

WE, THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, DECIDE THAT THE PREPONDERANCE OF THE EVIDENCE PRESENTED AT THE HEARING DOES NOT SUPPORT THE CHARGES AGAINST THE ABOVE-NAMED MEMBER UNDER COUNT I FOR MISCONDUCT AND/OR INSUBORDINATION.

COUNT II

WE, THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, DECIDE THAT THE PREPONDERANCE OF THE EVIDENCE PRESENTED AT THE HEARING SUPPORTS THE CHARGES AGAINST THE ABOVE-NAMED MEMBER UNDER COUNT II FOR VIOLATION OF RULES OF THE FIRE PROTECTION DISTRICT BASED UPON THE EVIDENCE THAT: _____;

AND THE BOARD OF TRUSTEES RESOLVES THAT THE ABOVE-NAMED PERSON SHOULD BE GIVEN A _____ REPRIMANDED, AND/OR, _____ SUSPENDED FOR _____ DAYS, AND/OR, REDUCED IN GRADE TO _____, OR, _____ DISMISSED FROM THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.
OR

WE, THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT, DECIDE THAT THE PREPONDERANCE OF THE EVIDENCE PRESENTED AT THE HEARING DOES NOT SUPPORT THE CHARGES AGAINST THE ABOVE-NAMED MEMBER UNDER COUNT II FOR VIOLATION OF RULES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT.

ISSUED THIS _____ DAY OF _____, 20____.

BOARD OF TRUSTEES OF THE
PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

Secretary

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
9500 Stonestreet Road
Louisville, KY 40272

IMMEDIATE SUSPENSION

KRS 75.130 DISCIPLINARY CHARGES
BY THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

AGAINST:

(Name)
(Address)

IMMEDIATE SUSPENSION

CHIEF VINCENT E. SMITH OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT HAS PROBABLE CAUSE TO BELIEVE THAT THE ABOVE-NAMED MEMBER HAS BEEN GUILTY OF THE CONDUCT DESCRIBED IN THE ATTACHED DISCIPLINARY CHARGES WHICH JUSTIFIES DISMISSAL OR PUNISHMENT; AND THE CHIEF HEREBY IMMEDIATELY SUSPENDS, PURSUANT TO KRS 75.130(5), THE MEMBER NAMED _____ FROM [____ DUTY, AND/OR ____ PAY] PENDING TRIAL OF THE ATTACHED CHARGES.

IMMEDIATE SUSPENSION ORDERED ON THIS ____ DAY OF _____, 20____ AT: _____ O'CLOCK, BY:

CHAIRPERSON

CHIEF OF THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

FILED WITH THE SECRETARY OF THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT ON THIS ____ DAY OF _____, 20____.

SECRETARY OF THE BOARD OF TRUSTEES

COPY OF SUSPENSION [__ MAILED; __ DELIVERED] TO THE ABOVE-NAMED MEMBER AND EACH MEMBER OF THE BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT ON THIS ____ DAY OF _____, 20____.

SECRETARY OF THE BOARD OF TRUSTEES

**AMENDMENT TO BY-LAWS, ARTICLE V, SECTION 5,
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

At the meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on August 20, 2012, with all seven (7) members of the Board of Trustees present, a motion was made by Trustee Wheeler and seconded by Trustee Hibdon, to amend Article V, Section 5, of the By-Laws of the Pleasure Ridge Park Fire Protection District, to make all discussions, information or communications during a KRS 61.810 Closed Session of the Board of Trustees to be absolutely confidential, to prohibit disclosure, and to provide for a punishment for any violation, by amending Article V, Section 5, to state:

Closed Sessions: The Chair of the Board or a majority of its members can request a Closed Session authorized by KRS 61.810. (See Attachment 2: Form D#3). All discussions, information or communications which take place in a KRS 61.810 Closed Session of the Board of Trustees shall be absolutely confidential; shall not be disclosed, discussed or mentioned by any Trustee to any other person outside of the Closed Session; any such disclosure, discussion or mention shall constitute misconduct by the Trustee; and, such conduct is punishable under Robert's Rules of Order, Section 15, Discipline, by reprimand, censure, suspension of rights for a designated period of time, reprimand, suspension, expulsion, removal from office, or removal from office, or removal from the Board.

An emergency is declared to approve this Amendment to By-Laws, Article V, Section 5.

CERTIFICATION

I, Lennie Wheeler, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the above stated amendment to ARTICLE V, Section 5, of the By-Laws was adopted by the Board of Trustees of the Pleasure Ridge Park Fire Protection District on this August 20, 2012.

BOARD OF TRUSTEES OF THE
PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT

Signed: Lennie Wheeler (Original on File)
Secretary of the Board of Trustees

**AMENDMENT TO BY-LAWS, ARTICLE XV,
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

At the meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on August 20, 2012, with all seven (7) members of the Board of Trustees present, a motion was made by Trustee Mattingly and seconded by Wheeler, to add Article XV, to the By-Laws of the Pleasure Ridge Park Fire Protection District to state:

**ARTICLE XV
TRUSTEES – CHIEF - BOARD**

KRS 75 Trustee is responsible as a member of the Board of Trustees for the operation of the Fire Department, including finances, property and personnel, and acts through rules, regulations and decisions of a majority of a quorum of the Board of Trustees.

- A. **BOARD DETERMINES RULES AND OVERSEES:** The Board of Trustees of the Pleasure Ridge Park Fire Protection District is charged with legislative control of the fire department, including its property and equipment, and has authority to appoint a Chief. KRS 75.120. The authority and power of the Board of Trustees is similar to a city council that passes ordinances, approves taxes, establishes budgets, performed audits and handled finances, but has no authority of involvement in the day to day operations.
- B. **TRUSTEE CANNOT INTERFERE IN OPERATIONS:** An individual Trustee, Trustee Committee, Chairman, Treasurer, or Secretary, has no authority to be involved in or interfere in fire department operations, except by a legal vote at a properly called Board of Trustees meeting. An individual Trustee has:
- (1) No involvement in Operations. A Trustee cannot independently make any operational decision outside of the Chief or the chain of command.
 - (2) No Operational Decisions. A Trustee cannot independently take any operational action contrary to the direction of the Chief or the chain of command.
 - (3) No Employee Involvement. A Trustee cannot direct volunteer Firefighters or employees to take or not to take action outside the Chief and the chain of command.
 - (4) No Board Decisions: An individual Trustee has no authority to inform Firefighters or employees what the Board will do outside of the Chief or the chain of command.
 - (5) No Purchases: A Trustee cannot approve any purchase or spend any money outside of the Chief or the chain of command.
 - (6) No Finances: A Trustee cannot make any changes in the budget or finances outside of the Chief or the chain of command.
 - (7) Volunteers and Employees: Individual Trustee cannot visit, communicate, or be involved with Firefighters or employees outside of the Chief or the chain of command.
- C. **LIAISON BETWEEN BOARD AND CHIEF:** The Board may make an essential condition and requirement of the appointment of the Fire Chief of the Pleasure Ridge Park Fire Protection District the obligation to keep the Chairperson of the Board of Trustees informed of all important and material events, development, and other matters related to the operation of the Fire Protection District, including: (1) Injuries to Firefighter or Others; (2) Damage to Property; (3) Financial Issues; (4) Publicity Issues; (5) Rules & Employee Handbook Changes; (6) Major Issues; (7) Notice to Chairperson; (8) Regular Meeting with Chairperson; (9) Chairperson to Keep Board Informed.
- D. **POLICIES MUST BE IN WRITING:** Policies of the Board must be: (1) in writing; (2) adopted by the Board; (3) made part of the minutes to be valid.

CERTIFICATION

I, Lennie Wheeler, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the above stated amendment adding ARTICLE XV to the By-Laws was adopted by the Board of Trustees of the Pleasure Ridge Park Fire Protection District on this August 20, 2012.

BOARD OF TRUSTEES OF THE PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT
Signed: Lennie Wheeler (Original on File)
Secretary of the Board of Trustees

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT RESOLUTION FOR INVESTMENT POLICY

1. General Policy
2. Scope
3. Investment Objectives
4. Investment Authority
5. Standards for Written Agreements Pursuant to Which Investments are to be Made
6. Prudent Person Rule
 - A. Authorized Investments
 - B. Authorized Investment Instruments
7. Limitations on Investment Transaction
8. Diversification of Investments
9. Authorized Investments
10. Safekeeping and Custody
11. Collateral
12. Investment Reporting
13. Audit
14. Investment Policy Adoption

The Board of Trustees of the Pleasure Ridge Park Fire Protection District adopts the following Investment Policy pursuant to and in compliance with the requirements of KRS 66.480.

1. **GENERAL POLICY:**

It is the policy of the Pleasure Ridge Park Fire Protection District to invest public funds in a manner that will provide in order of priority, maximum security of principal, sufficient liquidity, and maximum return on investment.

2. **SCOPE:**

- A. Except as provided below, the investment policy and the procedures apply to financial assets are accounted for or referred to in the Pleasure Ridge Park Fire Protection District's annual financial report and include moneys in the following funds and accounts: (1) General Fund; (2) Special Revenue Funds; (3) Debt Service Fund; (4) Capital Projects; (5) Fixed Asset Account; (6) Expendable Trust Funds; (7) Utility Depreciation Funds; (8) Any new fund or account created by the Board of Trustees and accounted for or referred to in the Pleasure Ridge Park Fire Protection District's annual financial report, to the extent that financial assets in such fund or account may be invested in accordance with KRS 66.480 and are not otherwise specifically restricted as to investment by the donor or grantor thereof.
- B. Financial assets of the Pleasure Ridge Park Fire Protection District held and invested by trustees or fiscal agents are excluded from these policies; however, such assets shall be invested in accordance with KRS 66.480 and in accordance with the Pleasure Ridge Park Fire Protection District's primary investment objectives as stated herein.

3. **INVESTMENT OBJECTIVES:**

The Pleasure Ridge Park Fire Protection District's primary investment objectives, in order of priority, are the following:

- A. *Safety:* Safety of principal is the foremost objective of the Pleasure Ridge Park Fire Protection District's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. *Liquidity:* The Pleasure Ridge Park Fire District's investment portfolio shall remain sufficiently liquid to enable the Pleasure Ridge Park Fire Protection District to meet all operating requirements which might be reasonably anticipated.
- C. *Return on Investment:* The Pleasure Ridge Park Fire Protection District's investment portfolio shall be designed with the objective of attaining the highest rate or return available throughout the budgetary and economic cycles, taking into account the Pleasure Ridge Park Fire Protection District's investment risk constraints and the cash flow characteristics of the portfolio.

4. INVESTMENT AUTHORITY:

Management responsibility for the Pleasure Ridge Park Fire Protection District's investment program is hereby delegated to the Treasurer of the Board of Trustees. The Treasurer shall have the authority, subject to the approval of the Board of Trustees, to establish additional specific written procedures for the operation of the investment program which are consistent with this investment policy. The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer. The Treasurer shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by officers and employees. The Treasurer shall maintain all records related to the investment program.

5. STANDARDS FOR WRITTEN AGREEMENTS PURSUANT TO WHICH INVESTMENTS ARE TO BE MADE:

The Treasurer (or the Treasurer's designee[s]) shall confer with legal counsel prior to entering into any agreement with respect to the investment of financial assets held by the Pleasure Ridge Park Fire Protection District. The Pleasure Ridge Park Fire Protection District shall not enter into an agreement if the terms of that agreement would cause or require the Pleasure Ridge Park Fire Protection District to act in a manner inconsistent with the standards or procedures established by this written investment policy. The Treasurer shall maintain a copy of each agreement pursuant to which investments are to be made.

6. PRUDENT PERSON RULE:

The actions of the Treasurer in the performance of his or her duties as manager of the Pleasure Ridge Park Fire Protection District's funds shall be evaluated using the "prudent person" standard. Investments shall be made with judgment and care under prevailing circumstances which person or prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as probable income to be derived.

7. AUTHORIZED INVESTMENTS:

The funds of the Pleasure Ridge Park Fire Protection District available for investment shall be invested in accordance with this policy only in the following types of investment instruments:

A. Authorized Investment Instruments:

1. Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
2. Obligations of any corporation of the United States government, including but not limited to:
 - a. Federal Home Loan Mortgage Corporation;
 - b. Federal Farm Credit Banks;
 - c. Bank for Cooperatives;
 - d. Federal Intermediate Credit Banks;
 - e. Federal Land Banks;
 - f. Federal Home Loan Banks;
 - g. Federal National Mortgage Association; and
 - h. Tennessee Valley Authority.
3. Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations permitted by Section 41.240(4) of the Kentucky Revised Statutes.
4. Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities.

5. Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, but only if fully defeased by direct obligations of or guaranteed by the United States of America.

B. Limitations on Investment Transactions with regard to the investments authorized in this section, the following limitation shall apply: No investment shall be purchased for the Pleasure Ridge Park Fire Protection District on a margin basis or through the use of any similar leveraging technique.

8. DIVERSIFICATION OF INVESTMENTS:

A. The Pleasure Ridge Park Fire Protection District's funds shall be diversified by security type and institution as follows. With the exception of fully insured or fully collateralized investments, authorized investment pools, and investments described in VII, AUTHORIZED INVESTMENTS, A.1 or A.2 above, no more than 20% of the Pleasure Ridge Park Fire Protection District's total investment portfolio shall be invested in a single financial institution.

B. To the extent possible, the Pleasure Ridge Park Fire Protection District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Pleasure Ridge Park Fire Protection District's funds should not, in general, be invested in securities maturing more than five (5) years from the date of purchase.

9. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

A. The Treasurer, with Board of Trustees approval, shall maintain a list of financial institutions authorized to provide investment services to the Pleasure Ridge Park Fire Protection District. In addition, a list approved by the Board of Trustees shall be maintained of approved security brokers/dealers selected by creditworthiness and licensure status and who maintain an office in the Commonwealth of Kentucky. Each broker/dealer approved by the Board of Trustees shall have obtained and maintained all applicable licenses and/or permits from the appropriate licensing agency or board.

B. All financial institutions and broker/dealers who desire to provide investment services to the Pleasure Ridge Park Fire Protection District shall supply the Treasurer with information sufficient to enable the Treasurer to adequately evaluate the financial condition, creditworthiness and capacity of the institution or broker/dealer, and to answer any and all inquiries posed by the Treasurer or the Board of Trustees. The information supplied to the Treasurer shall include the following information if available:

1. Audited financial statements
2. Regulatory reports on financial condition
3. Any additional information considered necessary to allow the Treasurer to evaluate the institution

C. The Treasurer shall evaluate the financial capacity and creditworthiness of financial institutions and brokers/dealers prior to the placement of the Pleasure Ridge Park Fire Protection District's funds. The Treasurer shall conduct an annual review of the financial condition and registrations of financial institutions and brokers/dealers and, based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

10. SAFEKEEPING AND CUSTODY:

A. To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures to the extent practical. Bearer instruments shall be held only through third-party institutions. The Treasurer and any other officers or employees of the Pleasure Ridge Park Fire Protection District authorized by the Treasurer or the Board of Trustees to engage in investment transactions shall be bonded in an amount established by the Board of Trustees in accordance with the requirements of KRS 75.031(3).

B. Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the Pleasure Ridge Park Fire Protection District's investment procedures shall be reviewed annually by the independent auditor.

11. COLLATERAL:

- A. Except as set forth in subsection C of this section, it is the policy of the Pleasure Ridge Park Fire Protection District to require that all cash and investments maintained in any financial institution named as a depository be fully insured or collateralized. In order to anticipate market changes and provides a lever or security for all funds, the collateralization level shall be 103% of the market value of the principal, plus accrued interest. Collateral shall be limited to types of instruments authorized as collateral for state funds in KRS 41.240. Collateral shall always be held by an independent custodian. The right of collateral substitution is hereby granted.
- B. The Treasurer or the Treasurer's designee shall ensure that any current custodial agreement contains a requirement that the custodian of collateral shall provide a monthly certification with respect to the value and status of all collateral held by that custodian.
1. The Treasurer or the Treasurer's designee shall verify, on a quarterly basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.
 2. The auditor of the Pleasure Ridge Park Fire Protection District's investment program shall verify, on an annual basis, that all cash and investments maintained in any financial institution named as a depository are fully insured or collateralized in accordance with the criteria set forth in this investment policy.
- C. The Treasurer may invest funds in the investments described in VII, AUTHORIZED INVESTMENTS, A.1 or A.2 or A. 3 above, without any collateralization.

12. INVESTMENT REPORTING:

The Treasurer shall prepare and submit to the Board of Trustees a quarterly report regarding the status of the entity's investment program, including an explanation of the total investment return and a comparison of the return with budgetary expectations. In addition, the Treasurer shall prepare an annual report.

13. AUDIT:

In connection with the audit of Pleasure Ridge Park Fire Protection District funds conducted by an independent certified public accountant, the auditor shall incorporate, as part of his audit procedures, a review of the Pleasure Ridge park Fire Protection District's investment program, including internal controls and procedures, and, to the extent that any material weaknesses are noted, the weaknesses and any recommended changes shall be reported to the Board of Trustees in accordance with standard auditing procedures.

14. INVESTMENT POLICY ADOPTION:

Any investment held on the date of initial adoption of this policy which does not meet the guidelines of this policy shall be exempted from its provision. At maturity or liquidation, the monies so invested, if reinvested, shall be reinvested only in accordance with this policy. The Treasurer may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investment.

I, BILL HIBDON, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the foregoing Investment Policy was adopted by the Board of Trustees on the 20th day of January, 2014.

Signed: Bill Hibdon (Original Signature on File)
Secretary, Trustee Bill Hibdon

**PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
RESOLUTION FOR
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FUNDS**

The purpose of this Policy is to establish policy for the distribution of Federal Emergency Management Agency (FEMA) Funds in accordance with all federal laws, regulations, and procedures, in accordance with FEMA's mission to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

1. General Policy
2. Scope
3. Purpose
4. Monitoring
5. Compliance
6. Internal Controls Over Compliance
7. Programmatic Monitoring
8. Centralized Access Database
9. Compliance Guidance
10. Financial Monitoring
11. Monitoring Activities
12. Quarterly Monitoring Plan

1. **GENERAL POLICY:** The intent of this policy is to establish policy for the distribution of Federal Emergency management Agency (FEMA) Funds in accordance with all federal laws, regulations, and procedures, in accordance with FEMA's mission to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improved our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.
2. **SCOPE:** This policy shall apply to all Federal Emergency Management Agency (FEMA) funds received by the Pleasure Ridge Park Fire Protection District.
3. **PURPOSE:** Purpose of this policy is to ensure that all FEMA project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related grant requirements are met.
4. **MONITORING:** Pleasure Ridge Park Fire Protection District shall monitor all FEMA funds by:
 1. Collecting financial and program status reports and other Pleasure Ridge Park Fire Protection District information as well as performance and administrative information relative to each FEMA program;
 2. Analyzing the information; and
 3. Taking appropriate actions to resolve issues or concerns when noted.

At the same time, monitoring also shall include an opportunity for Pleasure Ridge Park Fire Protection District to train and support the community in achieving the goals and objectives of FEMA's programs, often referred to as strategic monitoring. Monitoring shall use many of the same tools as auditing, and shall ensure FEMA grants programs are achieving the desired outcomes.

5. COMPLIANCE

1. Pleasure Ridge Park Fire Protection District shall work cooperatively with and received guidance from FEMA on policies and procedures, grant program requirements, general federal regulations and basic programmatic reporting requirements connected with receiving funding associated with FEMA's preparedness grant programs.
2. Pleasure Ridge Park Fire Protection District shall comply with all programmatic monitoring processes that FEMA has in place to support effective grant management and ensure that programs and projects initiated by Pleasure Ridge Park Fire Protection District s are carried out in a manner consistent with the

Pleasure Ridge Park Fire Protection District's stated plans and strategies, and according to applicable guidance and regulations.

6. INTERNAL CONTROLS OVER COMPLIANCE: Pleasure Ridge Park Fire Protection District shall implement and enforce its internal controls and fiscal oversights to provide reasonable assurance regarding the achievement of the following objectives for FEMA awards:

1. Transactions are properly recorded and accounted for, in order to:

- (a) Permit the preparation of reliable financial statements and Federal FEMA reports;
- (b) Maintain accountability over assets;
- (c) Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal FEMA grant;

2. Transactions are executed in compliance with:

- (d) Federal statutes, regulations, and the terms and conditions of the Federal FEMA award that could have a direct and material effect on a Federal FEMA program; and
- (e) Any other Federal statutes and regulations that are applicable to the Federal FEMA funds; and

3. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

7. PROGRAMMATIC MONITORING

1. Programmatic monitoring by Pleasure Ridge Park Fire Protection District shall identify problems that may impede effective implementation of the funded programs or projects and serve to confirm implementation and progression.

2. Programmatic monitoring strategies by Pleasure Ridge Park Fire Protection District may vary by program, but usually encompass a combination of desk-based reviews and on-site visits conducted by program analysts from FEMA, depending on the program.

8. CENTRALIZED ACCESS DATABASE

1. Programmatic monitoring data shall be collected by Pleasure Ridge Park Fire Protection District in a centralized Access database application that allows for cohesion among and data analysis across preparedness grant programs, and the centralized nature of the database also allows for facilitated data sharing and analysis of data over time.

2. Monitoring data collected shall include issues pertaining to compliance with applicable regulations and grant guidance, assurance of proper grant administration procedures, progress of investment activities, and progress measured against goals outlined in State and Federal Homeland Security Strategies.

9. COMPLIANCE GUIDANCES

1. Programmatic monitoring by Pleasure Ridge Park Fire Protection District requires a comprehensive set of questions designed to measure compliance with guidance requirements, grant performance and grant progress.

2. Program analysts by Pleasure Ridge Park Fire Protection District shall include regular review and analysis of grant documents, observation of progress where applicable, and address any issues that may threaten grant success.

3. Pleasure Ridge Park Fire Protection District shall regularly monitor its programs, at least quarterly, including monitoring by a risk-based process, with certain programs monitored on a more frequent schedule in accordance with their increased risk.

4. Regardless of frequency or type of monitoring, all programmatic monitoring by Pleasure Ridge Park Fire Protection District shall evaluate program implementation and Pleasure Ridge Park Fire Protection District's compliance.

10. FINANCIAL MONITORING: A primary goal of Pleasure Ridge Park Fire Protection District financial monitoring is to ensure the compliance of Pleasure Ridge Park Fire Protection District with applicable Federal grant regulations, as well as FEMA and programmatic objectives, and to seek opportunities for organizational and operational improvements and innovations.

11. MONITORING ACTIVITIES

1. The following Pleasure Ridge Park Fire Protection District policy and program guidance represent the primary rules and regulations surrounding Pleasure Ridge Park Fire Protection District monitoring activities:
 - (a) Code of Federal Regulations (CFR) for Emergency Management Assistance (44 CFR); and
 - (b) CFR for Grants and Agreements (2 CFR).
2. Pleasure Ridge Park Fire Protection District's financial monitoring efforts also aim to proactively make more informed decisions, link outcomes to funding, and identify potential waste, fraud, abuse, or mismanagement of funds.
3. Financial monitoring by Pleasure Ridge Park Fire Protection District can either be conducted as a comprehensive desk review or on-site review of the program.
4. Pleasure Ridge Park Fire Protection District shall support its financial monitoring by detailed, monitoring activities such as supporting grant data analysis, assessments including audit evaluation and corrective actions, programmatic and financial progress reports, inventory analysis, financial capability assessment, budget analysis, projections for grant extensions and the timely closure of grants, cash-on-hand analysis and drawdown analysis, sampling, trending and other tools, and methods to gauge performance and mitigate grant risks.
5. Financial monitoring by Pleasure Ridge Park Fire Protection District shall also include a review of expenditure patterns, change of project leadership, and, as necessary, compliance associated with the Cash Management Improvement Act of 1990 (CMIA) (P. L. 101-453).

12. QUARTERLY MONITORING PLAN:

1. The Quarterly monitoring requirements of Pleasure Ridge Park Fire Protection District shall contain the following goals and objectives:
 - (a) Evaluate Pleasure Ridge Park Fire Protection District compliance with the laws, rules, guidance, and regulations in grant investments and activities;
 - (b) Identify or justify exceptions and potential issues related to a Pleasure Ridge Park Fire Protection District's administration of FEMA grants that require immediate investigation or resolution by the Chief of the Pleasure Ridge Park Fire Protection District or may require further scrutiny through on-site financial monitoring or the immediately inclusion of the Chairperson of the Board of Trustees of the Pleasure Ridge Park Fire Protection District or law enforcement agencies. Examples of potential issues include: financial reporting anomalies, inaccurate expenditure reporting, or a misunderstanding of or non-compliance with Federal cash management requirements, as well as incidences of suspected fraud, waste, or abuse;
2. Pleasure Ridge Park Fire Protection District shall collect, organize, and maintain all data and information needed for assessing program performance or fulfilling other objectives under the law.
3. Pleasure Ridge Park Fire Protection District shall manage and mitigate audit and other analyses, reviews and corrective actions, and include all FEMA funds, in its annual KRS 65A.030 audit by an independent certified public accountant which must conform generally accepted governmental

auditing standards, which means those standards for audits of governmental organizations, programs, activities, and functions issued by the Comptroller General of the United States.

4. The quarterly audit by Pleasure Ridge Park Fire Protection District shall address any and all organizational risk indicators.

I, BILL HIBDON, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the foregoing Investment Policy was adopted by the Board of Trustees on the 19th day of December, 2016.

Signed: Signature on File
Secretary, Trustee Bill Hibdon

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

RESOLUTION ON PROCEDURE TO ELECT BOARD OFFICERS

A Special KRS 61.823 Meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District was held on the 10th day of August, 2017, with the following Trustees present: Lennie Wheeler, Rosemary Mattingly, Bill Hibdon, Tony Butler, James Taylor, Charles Ford, and Darrell Miller.

In the annual election of KRS 75.031(3) Chairperson, Secretary, and Treasurer, the Officers of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, the election procedure should be conducted as follows:

1. Step one, a motion must be made and seconded with vote to open the floor for nominations for officers (chair not having a vote as to this);
2. Step two, once approved by motion and vote, the process has begun, the nominations are accepted (nominations not needing a second themselves but not being out of order if seconded);
3. Step three, once it appears that there are no further nominations for any office, a motion is made and must be seconded with a vote being taken to "close nominations and proceed to electoral vote";
4. Step four, separate vote for each of the three (3) separate officer positions with that vote being done per our By-Laws, unless only one nomination the Secretary casts the only vote (under Robert's Rules, the Chair can vote on ballot of election since it is not a vote on a motion but has no singular vote to break a tie as their vote has already been cast).
5. Step five, per our By-laws, the new officers assume the positions after voting has ended.

MOTION MADE ON PROCEDURE TO ELECT BOARD OFFICERS AS STATED ABOVE: Motion made by Trustee Miller and seconded by Trustee Taylor; the Motion carried by a unanimous vote.

I, BILL HIBDON, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the foregoing Resolution on Procedure to Elect Board Officers was adopted by the Board of Trustees on the 10th day of August, 2017.

Signed: Bill Hibdon (Original Signature on File)
Secretary, Trustee Bill Hibdon

**AMENDMENT TO BY-LAWS SECTION 1, ARTICLE XIII
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

At the meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on April 16, 2018, with all seven (7) members of the Board of Trustees present, a motion was made by Trustee Hibdon and seconded by Trustee Sample, to amend Section 1, Article XIII, of the By-Laws of the Pleasure Ridge Park Fire Protection District:

Section 1 Article XIII: Standing Committees

Remove "Volunteer Retention Committee"

AND

Add "Emergency Sick Time Pool Committee"

CERTIFICATION

I, William Hibdon, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the above stated amendment was adopted by the Board of Trustees of the Pleasure Ridge Park Fire Protection District on April 16, 2018.

**BOARD OF TRUSTEES OF THE
PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT**

Signed: William Hibdon (Original on File)
Secretary of the Board of Trustees

**AMENDMENT TO BY-LAWS SECTION 1, ARTICLE XIII
OF THE PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT**

At the meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on March 18, 2019, with all seven (7) members of the Board of Trustees present, a motion was made by Trustee Hibdon and seconded by Trustee Sample, to amend Section 1, Article XIII, of the By-Laws of the Pleasure Ridge Park Fire Protection District:

Section 1 Article XIII: Standing Committees

Remove "Facilities & Equipment Committee"

AND

Add "Long Range Planning Committee"

CERTIFICATION

I, William Hibdon, Secretary of the Board of Trustees of the Pleasure Ridge Park Fire Protection District, hereby certify that the above stated amendment was adopted by the Board of Trustees of the Pleasure Ridge Park Fire Protection District on March 18, 2010.

**BOARD OF TRUSTEES OF THE
PLEASURE RIDGE PARK
FIRE PROTECTION DISTRICT**

Signed: William Hibdon (Original on File)
Secretary of the Board of Trustees