

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

Date: September 18, 2023

Time: 5:30 pm

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

Absent: Charles Ford (Treasurer), Leslie Ryan and Matt May

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for August 21, 2023 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee Poynter. Vote taken; motion carried.

CORRESPONDENCE: N/A

FINANCIAL REPORT:

The following financial report was read by Trustee Taylor:

• General Fund Checking Account/Forcht Bank beginning August 1, 2023:	\$ 901,173.88
Total receipts for deposits:	\$ 1,913,418.24
Total monies available in General Fund Checking Account:	\$ 2,814,592.12
Total disbursements:	\$ 1,992,265.34
Ending Balance on August 31, 2023:	\$ 822,326.78
• Money Market Saving Account/Forcht Bank beginning balance Aug 1, 2023:	\$ 6,891,482.29
Interest earned:	\$ 6,025.20
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 1,600,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on August 31, 2023:	\$ 5,297,507.49
• Holding Company Account beginning balance as of August 1, 2023:	\$ 4,342,318.34
Interest earned:	\$ 751.75
EFT Deposited into Holding Company Account:	\$ 226,085.14
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on August 31, 2023:	\$ 4,569,155.23
Capital Funds Account Beginning Balance August 1, 2023	\$ 1,218,899.43
Interest Earned	\$ 1,811.65
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Monies Transferred out to Employee Sick Time	\$ 0.00
Holding Company Account Ending Balance August 31, 2023	<u>\$ 1,220,711.08</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$11,909,700.58

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

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Update:

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

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

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

- 8/21/2023: Vardeman, Bryce – EMT (A/B Rotation)
- 8/21/2023: Prins, Jordan – EMT (A/B Rotation)

New Hire Part-time:

- 9/01/2023: Nelly, Christopher – Rapid Response Member
- 9/05/2023: Schmalz, Daniel – Apparatus Shop – Mechanic I

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

- 9/08/2023: Cahill, Alexander – Sergeant – completion of probationary period and recommended for regular status.

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

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

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- HazMat Vehicle – Refurbish Quote was presented by Colonel Bowman and discussed with the Board.

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

- Radio Purchase – AFG Grant Portion and PRP Portion of Purchase. Colonel Bowman discussed the information presented regarding the AFG Grant and PRP's responsibility of 10% toward that grant purchase.

Motion by Trustee Sample to approve PRP's Portion of the Radio Purchase, Second by Trustee Poynter. Vote taken; motion carried.

- Radio Purchase – In addition to the above purchase of radios, additional radios will need to be purchased to outfit the remainder of the district companies. Colonel Bowman stated that these funds were budgeted but is needing approval for the purchase.

Motion by Trustee Sample to approve the purchase of the additional radios, Second by Trustee Poynter. Vote taken; motion carried.

- Minimum Staffing Policy Change – Colonel Bowman presented changes made to the Minimum Staffing Policy to the Board for review and approval.

Motion by Trustee Sample to approve the Minimum Staffing Policy as presented, Second by Trustee Poynter. Vote taken; motion carried.

- EMS Precepting and Student Field Internship (Ride Time), EMS Preceptor Requirements & Training Improvement Plan for Precepting – Colonel Bowman presented these policies for Board review and approval.

Motion by Trustee Sample to approve the EMS Precepting and Student Field Internship (Ride Time), EMS Preceptor Requirements & Training Improvement Plan for Precepting policies as written and presented, Second by Trustee Poynter. Vote taken; motion carried.

MOTION TO GO INTO CLOSED SESSION:

Trustee Sample motioned for a Closed Session for "Discussion or hearings which may lead to the appointment, discipline or dismissal of a member of the Fire Protection District for the protection of the member [and not to discuss general personnel matters]". Second by Trustee Poynter. Vote taken; motion carried. Closed Session began at 5:52 pm.

RETURN TO OPEN SESSION:

Trustee Sample motioned to return to Open Session, Second by Trustee Poynter. Vote taken; motion carried. The meeting returned to Open Session at 6:00 pm with the following action:

Trustee Poynter made a motion to accept the agreement between the Fire Chief and Paramedic Willis as written, Second by Trustee Jarboe. Vote taken; motion carried.

Trustee Poynter made a motion to amend the Board Minutes from last month August 21, 2023 to rescind the promotion of Paramedic Willis to Captain, Second by Trustee Sample. Vote taken; motion carried.

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

With no further business, Trustee Sample motioned to adjourn the meeting, Second by Trustee Poynter. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:02 pm.

Minutes transcribed by Cheryl Smalley