

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

**Date:** April 17, 2023

**Time:** 5:30 pm

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

**Absent:** Trustee Leslie Ryan

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for March 20, 2023 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee Poynter. Vote taken; motion carried.

**CORRESPONDENCE:**

- The following correspondence were read into record by Trustee Sample:
  - Jennifer Fries
  - Roberta Stinson
  - Don Dunn
  - JCPS – Wilkerson Thank You

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning March 1, 2023:	\$ 505,755.04
Total receipts for deposits:	\$ 2,085,657.15
Total monies available in General Fund Checking Account:	\$ 2,591,412.19
Total disbursements:	\$ 2,182,515.59
Ending Balance on March 31, 2023:	\$ 408,896.60
• Money Market Saving Account/Forcht Bank beginning balance March 1, 2023:	\$13,188,798.66
Interest earned:	\$ 13,645.91
Monies transferred into Money Market Saving Account:	\$ 695,145.37
Monies transferred into General Fund Checking Account:	\$ 1,300,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on March 31, 2023:	\$12,597,589.94
• Holding Company Account beginning balance as of March 1, 2023:	\$ 3,165,082.91
Interest earned:	\$ 553.71
EFT Deposited into Holding Company Account:	\$ 242,650.92
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on March 31, 2023:	\$ 3,408,287.54
Capital Funds Account Beginning Balance March 1, 2023	\$ 1,502,541.61
Interest Earned	\$ 1,461.38
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 March 31, 2023	\$ <u>1,504,002.99</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$17,918,777.07

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

- An update report was presented to the Board regarding the current investments and a request to proceed with the investments for another 6-month period of time.

Trustee Sample motioned to approve moving forward with the investments as presented, Second by Trustee May. Vote taken; motion carried.

## **COMMITTEE REPORTS**

### **FINANCE COMMITTEE:**

Monthly Financial Update:

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

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

### **PERSONNEL COMMITTEE:**

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

New Hires Full-time:

- 4/9/2023: Ashbaugh, Katlynn – EMT (A/B Rotation)

New Hire Part-time:

- 4/9/2023: Boze, Edward - FF
- 4/9/2023: Calvert, Clay – Paramedic

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

Leave of Absence: N/A

Return from Leave of Absence:

- 3/28/2023 - Adams, Sebastian – FF/EMT – submitted a request to return from (FMLA) leave of absence effective 4/1/2023.

Retirement/Resignations/Terminations:

- 3/15/2023 – McGraw, David – EMT – resigned effective immediately.
- 3/26/2023 – Sauer, Thomas – FF – submitted a letter of resignation effective 4/25/2023.
- 3/27/2023 – Dant, Brian – Paramedic – submitted a letter of resignation effective 2/13/2023.

#### **Auxiliary Personnel**

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

Motion by Trustee Ford 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:**

- An Election Committee for the upcoming District Member Election was established:
  - ❖ Trustee May
  - ❖ Trustee Poynter
  - ❖ Trustee Taylor

**FIRE CHIEF'S REPORT:**

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

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

- Amendment to By-Laws regarding Board of Trustees Meeting Time Change.

Motion by Trustee May to approve the new Meeting Time of 5:30 pm, Second by Trustee Ford. Vote taken; motion carried.

- Chief Meiman presented a proposal for Public Consulting Group to contract to complete the Medicare Ground Ambulance Data Collection (MGADC) Survey on behalf of Pleasure Ridge Park Fire District. Chief Meiman recommended to the Board to choose the Premium Plan – Comprehensive MGADC Survey Preparation and Audit Support at a cost of \$35,000. After discussion...

Motion by Trustee May to approve contracting with Public Consulting Group under the Premium Plan, Second by Trustee Sample. Vote taken; motion carried.

- Althea Jackson Correspondence: Discussion was held regarding recent correspondence received from Althea Jackson regarding Board Elections. No action taken.
- Chief Meiman updated the Board on the renovations at Station 1 and a possible move in date of mid-May.
- Chief Meiman informed the Board that the department is planning a Smoke Detector Blitz for May 13, 2023. The department will be working with the Rubbertown Community Advisory Committee to accomplish this blitz.
- Chief Meiman presented a proposal to increase the Medicount Ambulance Charge by 2-3% to \$200 as of July 1, 2023. After discussion...

Motion by Trustee Sample to approve the Medicount Ambulance Charge to \$200, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman gave an update on the current Recruit Class
- Chief Meiman gave an update on the current renovations at the Training Center.
- Chief Meiman presented to the Board a signed waiver document for the Quality Assurance Position currently held by David Todd. Mr. Todd will continue as a full-time employee doing quality assurance for the department but has waived all benefits. The document was presented to the Board for approval.

Motion by Trustee May to approve this document, Second by Trustee Sample. Vote taken; motion carried.

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

With no further business, Trustee May motioned to adjourn the meeting, Second by Trustee Sample. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:25 pm.

Minutes transcribed by Cheryl Smalley