

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

BOARD OF TRUSTEE MEETING MINUTES

Date: February 21, 2022 Amended and Approved 03/21/22

Time: 6:30 pm

Attendees: Trustees James Taylor (Chair), Charles Ford (Treasurer), Butch Sample (Secretary), Leslie Ryan, Betty Jarboe, Tony Butler, and Matt May; Chief Doug Recktenwald, Deputy Chief Jason Meiman, Gayle Bolton, Cheryl Smalley, Angela Hatchett, and Maurice Byrne Jr.

Absentee(s):

OPENING OF PROCEDURES: Chair Taylor called the meeting to order at 6:30pm.

Chief Recktenwald provided an annual diversity class to the Board of Trustees, as he is doing for all department personnel.

Jim Tencza with Dean Dorton Allen Ford, PLLC presented the 2021 Draft Audit and letter, outlining their process, expressed his appreciation for the cooperation of the District's personnel, and the final results which resulted in "no material weakness". The draft will be presented at next month's meeting (giving Board Members time to review) for approval.

Approval of Board Minutes for January 24, 2022 Special Board of Trustees Meeting: Please note that it was considered a Special Meeting due to changing the date. Motion by Trustee Sample to approve as read, Second by Trustee May. Vote taken; motion carried.

CORRESPONDANCE:

- Mr. Don Dunn (patient) sent an email expressing his appreciation towards FF/EMT Joe Davidson and FF/EMT Tim Miller, stating how thankful he was for them taking care of him and they are a credit to the department and their profession!
- Steven and Diane Kelsey sent a card expressing appreciation toward Paramedic Jason Carlisle and Paramedic Chris Willis for the care and attentiveness they gave to their father and continued love toward the community.

FINANCIAL REPORT:

General Fund Checking Account/Forcht Bank beginning January 1, 2022:	\$ 811,922.07
Total receipts for deposits:	\$ 8,118,829.51
Total monies available in General Fund Checking Account:	\$ 8,930,751.58
Total disbursements:	\$ 8,680,475.76
Ending balance on January 31, 2022:	\$ 250,275.82

Money Market Saving Account/Forcht Bank beginning balance January 1, 2022:	\$ 6,835,390.21
Interest earned for December:	\$ 2,224.70
Monies transferred into Money Market Saving Account:	\$ 7,306,853.64
Monies transferred into General Fund Checking Account:	\$ 600,000.00
Monies transferred into Holding Company Account	\$ 0.00
Ending Balance on January 31, 2022:	\$13,544,468.55

Holding Company Account beginning balance as of January 1, 2022:	\$ 1,174,218.01
Interest earned for October:	\$ 207.44
EFT Deposited into Holding Company Account:	\$ 134,631.09
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on January 31, 2022:	\$ 1,309,056.54

Total Funds Available (General Fund + Money Market + Holding Company):	\$15,103,800.91
--	-----------------

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

COMMITTEE REPORTS

FINANCE COMMITTEE: Please note the Finance Committee Meeting was cancelled.

Monthly Financial Update:

- The Board reviewed the following reports:
Expenditures & Income and Balance Sheets FY 2021-2022

Budget vs Actual
Fiscal Year Budget Review
Revenue Tracker

OLD BUSINESS: N/A

NEW BUSINESS:

Chief Recktenwald explained the need to discuss replacing current check signers. After a brief discussion it was decided to table this item until the Board Meeting for March, 2022.

PERSONNEL COMMITTEE:

OLD BUSINESS: N/A

NEW BUSINESS

Fire & EMS Personnel

New Hires (Full-time, Part-time):

- 02/07/22: Cheryl Smalley, Exec. Asst. started training with Gayle Bolton (approved by the BOT at last month's meeting)
- 02/22/22: Kevin VanDyke, Paramedic transferred from part-time to full-time

Reactivations/Reinstatements: N/A

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

- 02/14/22: SGT Kyle Mattingly completed his promotional probation

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 01/25/22: Part-time FF/EMT Brandon Allendorf submitted his resignation. Last date worked 05/23/2021 due to being on a Military LOA

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations: N/A

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

Policies & Procedures: N/A

Employee Handbook: N/A

Chief Recktenwald and Maurice Byrne researched the By-Laws regarding the requirement of monthly Committee Meetings and posed the question of the possibility of the committee meetings being held on an "as needed" basis instead of scheduling them monthly. After brief discussion, Trustee Taylor asked that this item be tabled until the March, 2022 meeting for further discussion and possible voting.

ETHICS COMMITTEE: N/A
LONG RANGE PLANNING COMMITTEE: N/A
EMERGENCY SICK TIME POOL COMMITTEE: N/A

FIRE CHIEF'S REPORT

- January 2022 Statistical Summary: Chief provided a report reflecting data for the month of January 2022.
- Senate Bill 177 – Chief Recktenwald reported that he will be attending a meeting in Frankfort to discuss this bill and possible impacts regarding EMS Services and taxes.
- Baby Box Blessing – Chief Recktenwald informed the Board of the second Baby Box Blessing/Opening to be held February 22, 2022 at Station 5 4603 Cane Run Road.
- Chief Recktenwald responded to Trustee May's questions regarding the status of Bill 505 stating that he as well as JCFS/Julie Denton are following this item closely, it is currently filed but is not yet in Committee.
- Chief Recktenwald responded to Trustee Sample's questions regarding staffing.

MOTION FOR 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 Ryan. Vote taken; motion carried. Closed Session began at 7:47pm.

RETURN TO OPEN SESSION: The meeting returned to Open Session at 8:10pm, with no action taken.

Trustee Butler motioned to approve a 10% increase to Chief Recktenwald based on his annual salary, effective March 1, 2022. Second by Trustee May. Vote taken; motion carried (6 Yes, Trustee Sample Abstained).

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Deputy Chief Meiman's contract was submitted for review and signature. Motion by Trustee Butler, seconded by Trustee May, vote taken; motion carried, unanimous vote.

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 County 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 Butler motioned to adjourn the meeting, Second by Trustee May. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 8:11pm.

Minutes transcribed by Gayle Bolton & Cheryl Smalley

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

At the Meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on February 21, 2022, the following Trustees were present: J. Taylor, C. Ford, B. Sample, M. May, T. Butler, L. Ryan, and B. Jarboe

1. Chair Taylor gave notice in the meeting that a closed session of the Board was necessary to discuss:
 - (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 Sample, seconded by Trustee Ryan to hold a closed session of the Board of Trustees, and the motion carried.
3. Board of Trustees went into closed session at 7:47pm
4. Board of Trustees returned from closed session at 8:10pm.
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, I. B. Sample Jr, 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 February 21, 2022.



Irvin Sample,
Secretary of the Board of Trustees