

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

Date: October 17, 2022

Time: 6:30 pm

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

Absent: Trustee Matt May

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for September 19, 2022 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee Ryan. Vote taken; motion carried.

SPECIAL GUESTS:

- Greg Mullaney, Ameriprise Financial Services, LLC was present at the Board of Trustees Meeting to update the Board on recent investments made by Pleasure Ridge Park Fire Protection District.
- Charlie Keyes, Keyes Architects was present to update the Board on the recent Bid Process for the Projects at the Training Division and the additional Storage Building. The Board received information regarding the bids that were presented. Chief Meiman asked that this be tabled to next months meeting to be able to present a full proposal with possible changes to the original project due to the increased cost in completing the full project. – Motion by Trustee Sample to approve tabling this item until the November 21, 2022 Board Meeting, Seconded by Trustee Poynter. Vote taken; motion carried.

CORRESPONDENCE:

- A “Thank You” was passed on by Chief Meiman to the department regarding the work completed in participating in the Southwest Festival.

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning September 1, 2022:	\$ 877,497.29
Total receipts for deposits:	\$ 1,182,664.30
Total monies available in General Fund Checking Account:	\$ 2,060,161.59
Total disbursements:	\$ 1,501,051.59
Ending Balance on September 30, 2022:	\$ 559,110.00
• Money Market Saving Account/Forcht Bank beginning balance Sept. 1, 2022:	\$ 7,269,613.16
Interest earned:	\$ 2,232.20
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 900,000.00
Monies transferred into Holding Company Account:	\$ 0.00
Ending Balance on September 30, 2022:	\$ 6,371,845.36

• Holding Company Account beginning balance as of September 1, 2022:	\$ 2,263,776.25
Interest earned for January:	\$ 386.92
EFT Deposited into Holding Company Account:	\$ 226,921.50
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on September 30, 2022:	<u>\$ 2,491,084.67</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$ 9,422,040.03

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

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Update:

- The Board reviewed the following reports:
 - Balance Sheet (FY 2022/2023)
 - Budget vs Actual
 - Fiscal Year Budget 2022-23
 - Revenue Tracker

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

- Chief Meiman presented a quote from Motorola Solutions for the purchase of a portable radio with accessories. The radio will be evaluated by the department for options in future upgrades needed.

Trustee Taylor motioned to approve the purchase based on the quote presented, Seconded by Trustee Sample. Vote taken; motion carried.

- Chief Meiman presented a quote from Fire Department Service and Supply Company for (10) Lunar devices (thermal imaging/tracking devices) needed to upgrade the departments current equipment (budgeted item).

Trustee Taylor motioned to approve the purchase based on the quote presented, Seconded by Trustee Sample. Vote taken; motion carried.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

- 9/19/2022: Shelby Carter – EMT
- 10/3/2022: Samantha Baines – EMT (Part Time Member moved to Full Time)
- 10/3/2022: Christian Widman – Paramedic
- 10/3/2022: Eric Duffy – Lt. Colonel – Director of Operations and Safety

New Hire Part-time: N/A

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

Leave of Absence:

- 10/9/2022: Zachary Meiman, Firefighter, Part Time – submitted a request for a (5) month leave of absence effective 10/16/2022.

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 10/10/2022: David Wallace, Paramedic – submitted a letter of resignation effective immediately.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

- Chief Meiman presented the job description for “Emergency Medical Technician” intended for hiring sole EMTs for the department

Motion was by Trustee May to recommend approval for the above job description as read, Seconded by Trustee Ryan. Vote taken; motion carried.

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE:

- Chief Meiman presented to the Board that he would like to re-establish the Emergency Sick Time Pool Committee – The Committee should be re-established with the following representatives: (2) Chief’s Designees, (2) District Employees and (1) Board Member. The policy regarding this committee and its functions also needs to be updated due to the increased number of full-time employees. Chief Meiman asked that his designee be Colonel Bowman. Colonel Bowman then presented the following additional names for the committee: Colonel Eric Duffy, Major Joseph Elder and Sergeant Michael Copass. Chief Meiman then asked that one Board Member join the committee. Trustee Poynter offered to join the committee as the Board Member Representative.

Motion by Trustee Taylor to approve the committee members as presented as well as the update in policy as described, Second by Trustee Ford. Vote taken; motion carried.

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

FIRE CHIEF'S REPORT:

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

- Chief Meiman gave an update on current hiring processes:
 - FF/EMT Trainee – currently 49 candidates – testing scheduled for October 29, 2022. More information to follow.

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Lt. Colonel Charles Eric Duffy, Director of Operations and Safety was asked to com forward and take the Oath of Office for his position. Lt. Colonel Duffy read the Oath of Office into the official record.
- Chief Meiman presented to the Board the Promotional List for Major as follows:
 1. Scott Milliner
 2. Tony Butler
 3. Matt May

Chief Meiman is asking the Board to approve this Promotional List in effective immediately and be in effect for two years. Also noted: (Trustee)Matt May was not present at this meeting and will not be included in this vote as well as he will not be eligible for promotion until August 1, 2024 due to his time in grade and his completion of his Incident Safety Officer Course.

The Major's list was completed and given to the Board for review and approval and Trustee May whose name was on the list was absent from this meeting and therefore removed himself totally and completely from any discussion, participation, or consideration of the matter. Motion was made by Trustee Sample to approve the list as presented, Seconded by Trustee Ford. Vote taken; motion carried.

- Chief Meiman discussed the need to make promotions now and presented his recommendation to promote the following members effective October 30, 2022:
 1. Scott Milliner, to the rank of Major, title of District Chief
 2. Tony Butler, to the rank of Major, title of District Chief
 3. Douglas Poynter, to the rank of Captain, title of Company Commander
 4. William Settle, to the rank of Captain, title of Company Commander
 5. Devin Hermes, to the rank of Captain, title of Company Commander
 6. Alex Cahill, to the rank of Sergeant, title of Apparatus Operator
 7. Joseph Davidson, to the rank of Sergeant, title of Apparatus Operator

The promotions were presented to the Board for review and approval and Trustee Poynter whose name was on the list of promotions immediately removed himself totally and completely from any discussion, participation, or consideration of the matter. Motion was made by Trustee Ford to approve the promotions as presented, Seconded by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman informed the Board that due to the recent amendment of the By Laws regarding financial updates it is necessary to amend his employment contract regarding the same financial updates. His updated contract was presented to the Board for their approval.

Motion was made by Trustee Sample to approve the amendment to Chief Zion Jason Meiman's contract as read/written, Seconded by Trustee Poynter. 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 Ford motioned to adjourn the meeting, Second by Trustee Sample. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:18 pm.

Minutes transcribed by Cheryl Smalley