

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: July 18, 2022

Time: 6:30 pm

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

Absent: N/A

PLAQUE PRESENTATION:

Chairman Taylor presented a plaque to Trustee Butler to commemorate his time servicing on the Board of Trustees read by Trustee Sample. Trustee Butler was present to accept the plaque. Chairman Taylor and the entire Board thanked Trustee Butler for his service to the Board and to the district.

BALLOT COUNT FF/DISTRICT MEMBER TRUSTEE POSITION:

Certification of votes for the FF/District Member Trustee Election: The ballots were recounted and certified. Motion was made by Trustee May, Seconded by Trustee Sample. Votes taken; motion carried.

James A. Butler – 0
George Givens – 4
Troy Hanson – 3
Douglas Poynter – 19
Total Votes – 26

Swearing in of Trustee Poynter – Trustee Poynter took the Oath of Office.

MAYORIAL APPOINTMENT/REAPPOINTMENT:

Mayor Greg Fischer's letter was received reappointing Trustee Ford. Trustee Ford took the Oath of Office.

NOMINATION OF OFFICERS:

Nominations were taken for the following:

- Board Chair: Trustee Ford nominated Trustee Taylor for Board Chair, Seconded by Trustee May. Votes taken; motion carried.
- Board Treasurer: Chairman Taylor nominated Trustee Ford for Board Treasurer, Seconded by Trustee May. Votes taken; motion carried.
- Board Secretary: Chairman Taylor nominated Trustee Sample for Board Secretary, Seconded by Trustee May. Votes taken; motion carried.

Appointment of Committees:

- Personnel Committee – Trustee May, Trustee Sample and Trustee Ryan.
- Finance Committee – Trustee Jarboe, Trustee Ford and Chairman Taylor.

APPROVAL OF MINUTES:

- Approval of Amended Board Meeting Minutes for May 16, 2022: Motion by Trustee May to approve the minutes as amended, Seconded by Trustee Ryan. Vote taken; motion carried.
- Approval of Board Meeting Minutes for June 20, 2022 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Ford. Vote taken; motion carried.

Chairman Taylor addressed the Board thanking them for their participation in Chief Recktenwald's retirement party.

CORRESPONDENCE:

All correspondence were read by Trustee Sample.

- Gregory W. Frederick, Chief, Louisville Division of Fire
- Heather Blazis, Legislative Assistant Councilman Rick Blackwell, District 12
- Amy M. Beach, Captain, U.S. Coast Guard
- Douglas V. Recktenwald, Retired Chief
- Chris Swan

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning June 1, 2022:	\$ 527,706.39
Total receipts for deposits:	\$ 1,776,437.94
Total monies available in General Fund Checking Account:	\$ 2,304,144.33
Total disbursements:	\$ 1,558,590.24
Ending Balance on June 30, 2022:	\$ 745,554.09
• Money Market Saving Account/Forcht Bank beginning balance June 1, 2022:	\$11,160,434.38
Interest earned:	\$ 3,384.25
Monies transferred into Money Market Saving Account:	\$ 00.0
Monies transferred into General Fund Checking Account:	\$ 1,600,000.00
Monies transferred into Holding Company Account	\$ 0.00
Ending Balance on June 30, 2022:	\$ 9,563,818.63
• Holding Company Account beginning balance as of June 1, 2022:	\$ 1,832,243.41
Interest earned for January:	\$ 315.46
EFT Deposited into Holding Company Account:	\$ 143,733.93
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on June 30, 2022:	<u>\$ 1,976,292.80</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$12,285,665.52

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

COMMITTEE REPORTS

FINANCE COMMITTEE: (July Finance Committee Cancelled)

Monthly Financial Update:

- The Board reviewed the following reports:
 - Balance Sheet (FY 2021/2022)
 - Budget vs Actual
 - Fiscal Year Budget 2021-22
 - Revenue Tracker

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

- Request to increase credit card limits and issue new cards as follows:
 - Chief – Increase to \$10,000
 - Deputy Chief – Increase to \$10,000
 - Assistant Chief, Operations - Issue New - \$5,000
 - Assistant Chief, Support Services - Issue New - \$5,000
 - Stock Room – Increase to \$5,000

Trustee Sample motioned to approve the increase and establishment of credit cards as shown above, Seconded by Trustee May. Vote taken; motion carried.

PERSONNEL COMMITTEE: (July Personnel Committee Cancelled)

Fire & EMS Personnel

New Hires Full-time: N/A

New Hire Part-time: N/A

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 7/10/22: Gary Toole, SGT – submitted a letter of retirement effective 8/1/22
- 7/15/22: Jason Davenport, FF/EMT – submitted a letter of retirement effective 8/1/22
- 7/15/22: Jeff Judd, FF/EMT – submitted a letter of retirement effective 8/1/22

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 Ryan. 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: (See Ballot Count)

FIRE CHIEF'S REPORT:

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

MOTION TO GO INTO CLOSED SESSION:

Motion by Trustee Sample to go into closed session for "Discussion or hearings which may lead to the appointment, discipline or dismissal of a member for the Fire Protection District for the protection of the member [and not to discuss general personnel matters], Seconded by Trustee May. Vote taken; motion carried. Closed Session began at 7:07 pm.

RETURN TO OPEN SESSION:

Motion was made by Trustee Sample, Seconded by Trustee Ryan to return to open session. Vote taken; motion carried. Returned to Open Session at 7:25 pm with no action taken.

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

Chief Meiman presented to the Board the Updated Organization Chart. Copies were distributed (attached). Discussion was held regarding the reorganization and restructuring presented.

Chief Meiman presented to the Board the job description for the position of Assistant Chief, Director of Support Services/EMS Compliance. Trustee May made a motion to approve the Job Description as written, Seconded by Trustee Poynter. Votes taken; motion carried.

Chief Meiman presented to the Board his recommendation for the position of Assistant Chief, Director of Support Services/EMS Compliance effective July 24, 2022 – Jason Carlisle. Chairman Taylor made a motion to promote Jason Carlisle to the position of Assistant Chief, Director of Support Services/EMS Compliance effective July 24, 2022, Seconded by Trustee Poynter. Votes taken; motion carried.

Motion was may be Trustee May to approve the contract as written for Jason Carlisle, Assistant Chief, Director of Support Services/EMS Compliance, Seconded by Trustee Poynter. Votes taken; motion carried.

Colonel Jason Carlisle took the Oath of Office.

Motion was made by Trustee Sample to approve the organization chart and all changes as presented, Seconded by Trustee May. Votes taken; motion carried.

Chief Meiman gave updates on the following:

- Employee Handbook & Policies – Presented to the Board and informed the Board that these have been presented to an HR Consultant for review and recommendation of updates or changes.
- Offers are being made to EMTs and Paramedics – in process but not complete at this time.
- Insurance Update including package policy, workers comp, vehicles.

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 7:58 pm.

Minutes transcribed by Cheryl Smalley