

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

**Date:** October 16, 2023

**Time:** 5:30 pm

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

**Absent:** N/A

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for September 18, 2023 – Motion by Trustee Poynter to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

**CORRESPONDENCE:** N/A

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning September 1, 2023:	\$ 822,326.78
Total receipts for deposits:	\$ 2,174,387.81
Total monies available in General Fund Checking Account:	\$ 2,996,714.59
Total disbursements:	\$ 1,639,963.55
Ending Balance on September 30, 2023:	\$ 1,356,751.04
• Money Market Saving Account/Forcht Bank beginning balance Sep 1, 2023:	\$ 5,297,507.49
Interest earned:	\$ 4,271.50
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 1,900,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on September 30, 2023:	\$ 3,401,778.99
• Holding Company Account beginning balance as of Sep 1, 2023:	\$ 4,569,155.23
Interest earned:	\$ 736.23
EFT Deposited into Holding Company Account:	\$ 220,084.95
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on September 30, 2023:	\$ 4,789,976.41
Capital Funds Account Beginning Balance September 1, 2023	\$ 1,220,711.08
Interest Earned	\$ 1,697.29
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 September 30, 2023	\$ <u>1,222,408.37</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$10,770,914.81

Trustee Jarboe 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
  - Budget vs Actual
  - Revenue Tracker

Trustee Jarboe 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:

- 09/25/2023: Abnee, Jackson – EMT Trainee  
Esarey, Nathan – EMT Trainee  
Forbes, Robert – EMT Trainee  
Glass, Jourdan – EMT Trainee  
Graviss, Nathan – EMT Trainee  
Hanners, Evan – EMT Trainee  
Metzger, Grant – EMT Trainee  
Robinson, Dillon – EMT Trainee  
Rodgers, Constance – EMT Trainee  
Shearer, Clayton – EMT Trainee  
Wathen, Clayton – EMT Trainee  
Watts, Cor'Taysia – EMT Trainee
- 10/09/2023: Canas, David – EMT (A/B Rotation)

New Hire Part-time:

- 10/05/2023: Holehan, Jacob – PT/FF

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 9/29/2023: Woosley, Brandon J. – Medical Supervisor – submitted a letter of resignation effective 10/15/2023

#### **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 Ford. 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 Sample to approve the Fire Chief's report as read, Second by Trustee Ryan. Vote taken; motion carried.

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

- Employment Agreement/Contract – Lt. Colonel Allen Richard – Chief Meiman presented to the Board the completed employment agreement/contract for Lt. Colonel Allen Richard, Fire Marshal for review and approval

Motion by Trustee Poynter to approve the agreement/contract as presented, Second by Trustee May. Vote taken; motion carried.

- SOPs presented for Deletion – Chief Meiman presented the following list of SOPs to be deleted from the current SOP Listing:
  - ✓ 202.16 – Dangerous Buildings
  - ✓ 202.17 – Response Reduction Plan
  - ✓ 203.07 – Standard Signal for Backing Apparatus
  - ✓ 207.09 – Fire Apparatus Placement
  - ✓ 207.11 – Thermal Imaging Camera
  - ✓ 208.03 – Inclement Weather Operations
  - ✓ 208.07 – Confined Space Entry
  - ✓ 208.01 – Vehicle Fire Operations

Motion by Trustee Poynter to approve the SOP deletions as presented, Second by Trustee Ryan. Vote taken; motion carried.

- Ambulance Discussion – Chief Meiman had several items to discuss regarding fleet ambulances:
  - ✓ We have received the three new ambulances previously ordered and all corrections to those units have been made.
  - ✓ A 2019 Fleet Ambulance was involved in an accident – when it was on the way to be repaired, while on a flatbed truck the ambulance was totaled when the flat bed hauler hit a viaduct during transport.
  - ✓ The Chief and Board held discussions regarding agreed values with VFIS.
  - ✓ Chief Meiman found an available DEMO Ambulance for sale and put a contract in to purchase that ambulance upon Board Approval, this ambulance would replace the totaled ambulance mentioned previously.

Motion by Trustee May to approve the purchase of the DEMO Ambulance, Second by Trustee Ryan. Vote taken; motion carried.

- Joiner Agreement Deferred Comp – Chief Meiman presented to the Board an updated Joiner Agreement for Pleasure Ridge Park and Deferred Comp for review, approval and signature.

Motion by Trustee May to approve the Joiner Agreement with Deferred Comp, Second by Trustee Ryan. Vote taken; motion carried.

**MOTION TO GO INTO CLOSED SESSION:**

Trustee May motioned for a Closed Session for "Discussion of proposed or pending litigation against or on behalf of Fire Protection District". Second by Trustee Ryan. Vote taken; motion carried. Closed Session began at 6:06 pm.

**RETURN TO OPEN SESSION:**

Trustee May motioned to return to Open Session, Second by Trustee Ryan. Vote taken; motion carried. The meeting returned to Open Session at 6:27 pm with the following action:

Motion by Trustee May that Pleasure Ridge Park Board of Trustees take action to recover total replacement costs of the totaled ambulance with a full Board resolution to follow, 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 Poynter. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:35 pm.

Minutes transcribed by Cheryl Smalley