

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

**Date:** December 18, 2023

**Time:** 5:30 pm

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

**Absent:** Trustee Betty Jarboe

**APPROVAL OF MINUTES:**

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

**CORRESPONDENCE:** Read into record by Trustee Sample.

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning November 1, 2023:	\$ 964,496.59
Total receipts for deposits:	\$ 1,382,346.05
Total monies available in General Fund Checking Account:	\$ 2,346,842.64
Total disbursements:	\$ 1,239,340.03
Ending Balance on November 30, 2023:	\$ 1,107,502.61
• Money Market Saving Account/Forcht Bank beginning balance Nov 1, 2023:	\$ 2,204,952.17
Interest earned:	\$ 1,422.90
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 1,200,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on November 30, 2023:	\$ 1,006,375.07
• Holding Company Account beginning balance as of November 1, 2023:	\$ 5,012,424.91
Interest earned:	\$ 835.74
EFT Deposited into Holding Company Account:	\$ 211,432.53
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on November 30, 2023:	\$ 5,224,693.18
Capital Funds Account Beginning Balance November 1, 2023	\$ 1,224,283.85
Interest Earned	\$ 1,760.96
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 November 30, 2023	\$ <u>1,226,044.81</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$ 8,564,615.67

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

### **PERSONNEL COMMITTEE:**

#### **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:

- 12/16/2023: Carlisle, Jason – EMS Coordinator, Lt. Colonel – submitted a letter of retirement 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 Poynter to approve the above list as read, Second by Trustee Taylor. 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 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:**

- Interns, CO-OP, and Summer Students – Policy 100.38 was submitted for Board Review and Approval.

Motion by Trustee Poynter to approve the policy as presented, Second by Trustee Taylor. Vote taken; motion carried.

- Jim Tenza and Nick Reynolds, Dean Dorton presented the draft documents for the Audit completed. The Board of Trustees received a copy of all documents to review as they were discussed by the representatives from Dean Dorton.
- Grant Writer Contract – The contract for the Grant Writer Position was presented to the Board for review/approval. After review,

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

- Deputy Fire Marshal Contract – The contract for the Deputy Fire Marshal Position was presented to the Board for review/approval. After review,

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

- Deputy Fire Marshal Oath of Office was read into record by Troy Kerr.
- Rapid Response Program Policy Deletion – 208.04 – Chief Meiman discussed with the Board his plan for restructuring which includes the deletion of the Rapid Response Program. His plan is to restructure this program to mirror the current part time program in place at Station 89 due to the fact that the current program is not sustainable.

Motion by Trustee May to approve the deletion of the policy as presented, Second by Trustee Sample. Vote taken; motion carried.

- Colonel Bowman gave a summary update for the change made to the current health insurance offered to department employees.
- Chief Meiman proposed a 7% increase to department employee's salary.

Motion by Trustee Poynter to approve the 7% pay increase as presented, Second by Trustee Sample. Vote taken; motion carried.

### **MOTION TO GO INTO CLOSED SESSION:**

Trustee May 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 Sample. Vote taken; motion carried. Closed Session began at 6:30 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 6:58 pm with the following actions taken:

Trustee May made a motion to accept the agreement between the department and Uriah Beach, Firefighter as written, Second by Trustee Ryan. Vote taken; motion carried.

Trustee May made a motion regarding the review of the Contract for the Comptroller position. Chairman Taylor recused himself from this item. Trustee May's motion was to extend the contract of the Comptroller by two years to expire June 2027 and added a review of salary to be set for May 2025, Second by Trustee Ryan. 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 Ryan. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:00 pm.

Minutes transcribed by Cheryl Smalley