

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

**Date:** May 15, 2023

**Time:** 5:30 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, Cheryl Smalley, and Maurice Byrne Jr.

**Absent:** N/A

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for April 17, 2023 – Motion by Trustee Ford to approve the minutes as written, Seconded by Trustee May. Vote taken; motion carried.

**CORRESPONDENCE:**

- The following correspondence were read into record by Trustee Sample:
  - Aubrey Williams
  - Timothy Hills Homeowners Association
  - Taylor Family

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning April 1, 2023:	\$ 408,896.60
Total receipts for deposits:	\$ 1,714,902.50
Total monies available in General Fund Checking Account:	\$ 2,123,799.10
Total disbursements:	\$ 1,363,282.23
Ending Balance on April 30, 2023:	\$ 760,516.87
• Money Market Saving Account/Forcht Bank beginning balance April 1, 2023:	\$12,597,589.94
Interest earned:	\$ 11,236.60
Monies transferred into Money Market Saving Account:	\$ 204,231.87
Monies transferred into General Fund Checking Account:	\$ 1,300,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on April 30, 2023:	\$11,513,058.41
• Holding Company Account beginning balance as of April 1, 2023:	\$ 3,408,287.54
Interest earned:	\$ 534.10
EFT Deposited into Holding Company Account:	\$ 249,459.61
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on April 30, 2023:	\$ 3,658,281.25
Capital Funds Account Beginning Balance April 1, 2023	\$ 1,504,002.99
Interest Earned	\$ 1,442.19
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 April 30, 2023	\$ <u>1,505,445.18</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$17,437,301.71

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

### **PERSONNEL COMMITTEE:**

#### **Fire & EMS Personnel**

Trustee Doug Poynter announced that he was immediately and totally removing himself from any discussion or participation in this portion of the meeting.

New Hires Full-time: N/A

New Hire Part-time:

- 4/23/2023: LaMaster, Joshua – FF
- 4/24/2023: Haley, Gary – Fire Inspector
- 5/11/2023: Smalley, Joshua – Stock Room Helper/Summer Intern

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

- 4/30/2023: Poynter, Douglas – Captain – completed his promotional probationary period and is recommended for Regular Membership
- 5/1/2023: Davidson, Joseph – Sergeant – completed his promotional probationary period and is recommended for Regular Membership.

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations: N/A

#### **Auxiliary Personnel**

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

Trustee Doug Poynter returned to his position as Trustee on the Board.

**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 Ryan. 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 Ryan. Vote taken; motion carried. Closed Session began at 6:10 pm.

**RETURN TO OPEN SESSION:**

Trustee May motioned to return to Open Session, Second by Trustee Sample. Vote taken; motion carried. The meeting returned to Open Session at 6:15 pm with no action taken.

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

- Seagrave Fire Apparatus – Material Price Increase \$111,513 over the original contract price.

Motion by Trustee May to approve the price increase presented, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman presented a draft of a new Vacation Policy to the Board to allow them to review. This policy will be discussed and voted on in June.
- Lt. Colonel Carlisle and David Todd will be presented with an award regarding Pediatric Emergency Care on May 24, 2023.
- Chief Meiman discussed his draft of the Budget for 2023-2024 and discussed proposed capitals for 2023-2024.
- Chief Meiman informed the Board that the department is in the process of bidding out for a new IT Vendor due to the current vendor ending their contract with PRP. Once bids are received, they will be presented to the Board.
- Trustee May spoke regarding Professional Development offered by the department and was very appreciative.
- Station 1 is open and crews are all moved back to the new facility. A ribbon cutting ceremony is planned for May 20, 2023 at 1:00 pm with a Kick Off Ceremony for Crusade for Children following at the Training Center from 2:00 pm – 5:00 pm.
- Proposed date for the Recruit Graduation and Department Awards Ceremony is August 12, 2023 at Farnsley Moremen Landing.

**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 6:45 pm.

Minutes transcribed by Cheryl Smalley