

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

**Date:** June 19, 2023

**Time:** 5:30 pm

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

**Absent:** Trustee Betty Jarboe and Doug Poynter

**SPECIAL GUEST:**

- Rachel Roarx, State Representative attended as a special guest to get acquainted with the Board of Trustees.

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for May 15, 2023 – Motion by Trustee May 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 April 1, 2023:	\$ 760,516.87
Total receipts for deposits:	\$ 1,651,370.01
Total monies available in General Fund Checking Account:	\$ 2,411,886.88
Total disbursements:	\$ 1,617,953.61
Ending Balance on April 30, 2023:	\$ 793,933.27
• Money Market Saving Account/Forcht Bank beginning balance April 1, 2023:	\$11,513,058.41
Interest earned:	\$ 11,819.55
Monies transferred into Money Market Saving Account:	\$ 0.00
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:	\$10,224,877.96
• Holding Company Account beginning balance as of April 1, 2023:	\$ 3,658,281.25
Interest earned:	\$ 676.86
EFT Deposited into Holding Company Account:	\$ 233,475.15
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on April 30, 2023:	\$ 3,892,433.26
Capital Funds Account Beginning Balance April 1, 2023	\$ 1,505,445.18
Interest Earned	\$ 1,701.36
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>\$ 1,507,146.54</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$16,418,391.03

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:

New Hire Part-time:

- 6/5/2023: Graviss, Nathan – Summer Intern
- 6/5/2023: Medley, Ty – Summer Intern
- 6/5/2023: Taylor, Evan – Summer Intern
- 6/5/2023: Gober, Ulysses - EMT

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

- 6/14/2023: the following FF/EMTs have completed his promotional probationary period and is recommended for Regular Membership:
  - Abrams, Zachery
  - Barrick, Tyler
  - Bolton, Brayden
  - Holmes, Jared
  - Pakozdy, Anthony
  - Johnson, Jeffrey

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations: N/A

- 5/23/2023: VanDyke, Kevin – Paramedic submitted a letter of resignation.
- 5/24/2023: Redmon, Jordan – FF/EMT submitted a letter of resignation effective 6/11/2023
- 5/24/2023: Recktenwald, Zachary – FF/EMT submitted a letter of resignation effective 6/11/2023
- 5/26/2023: Reed, Jailen – FF/EMT submitted a letter of resignation effective 6/11/2023
- 6/07/2023: Nethers, Nathan – FF/EMT submitted a letter of resignation effective 6/11/2023
- 6/12/2023: DeLong, Shaun – RR submitted a letter of resignation effective immediately.
- 6/09/2023: Adams, Sebastian – FF/EMT submitted a letter of resignation effective 6/22/2023

**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 May. Vote taken; motion carried.

- Sergeant's Promotion List was established as follows:
  - ✓ Elder, Justin
  - ✓ Baines, James
  - ✓ Borders, Nolan
  - ✓ Lowe, Daniel
  - ✓ McGrath, Aaron
  - ✓ Martin, Tyler
  - ✓ Miller, Timothy
  - ✓ Johnson, William

Motion by Trustee Sample 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:** 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:**

- Vacation Benefits Policy 302 - Update

Motion by Trustee May to approve the price Vacation Benefits Policy as updated, Second by Trustee Ryan. Vote taken; motion carried.

- Bereavement Leave Policy 306 – Update

Motion by Trustee May to approve the Bereavement Leave Policy as updated, Second by Trustee Ryan. Vote taken; motion carried.

- Holiday Policy 303 – Update

Motion by Trustee May to approve the Holiday Policy as updated, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman discussed IT Contract Bids review. After discussion of the four bids received, Chief Meiman recommended that Mirazon be awarded the IT Contract.

Motion by Trustee Sample to approve the IT Contract Bid awarded to Mirazon, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman presented the Amended Budget for 2022-2023.

Motion by Trustee Sample to approve the Amended Budget as presented, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman presented the Budget for 2023-2024.

Motion by Trustee May to approve the Budget for 2023-2024 as presented, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman discussed the need to move funds from the General Fund used for the original investment back to the Retirement Fund.

Motion by Trustee Sample to move the funds to Retirement Fund, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman discussed the bids received for Remote Door Access/Keyless Entry Systems. After the presentation of all three bids received, Chief Meiman recommended that the contract be awarded to Sonitrol \$53,937.00 with a 36-month protection plan.

Motion by Trustee May to award the Remote Door Access/Keyless Entry Systems contract to Sonitrol, Seconded by Trustee Sample. Vote taken; motion carried.

- Chief Meiman discussed a request from MSD for a designated signer. Chief Meiman completed the appropriate form and presented it to the Board for approval and signature.

Motion by Trustee May for approval, Second by Trustee Sample. Vote taken; motion carried.

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

Trustee Sample 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 6:40 pm.

#### **RETURN TO OPEN SESSION:**

Trustee Ford motioned to return to Open Session, Second by Trustee May. Vote taken; motion carried. The meeting returned to Open Session at 7:45 pm with the following actions:

- Contract Amendment and Salary Increase for Administrative Assistant Position

Motion by Trustee Ryan to approve the contract amendment and salary increase, Second by Trustee Sample. Vote taken; motion carried.

- Disciplinary Action – Justin Jones – Charges brought and agreement reached, Letter of Reprimand and be required formal letter of apology and personal presentation of that letter of apology.

Motion by Trustee Sample to approve the agreement as shown above, Second by Trustee Ryan. Vote taken; motion carried.

- Contract Amendment and Salary Increase for Comptroller Position

Motion by Trustee Ford to approve the contract amendment and salary increase, 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 7:58 pm.

Minutes transcribed by Cheryl Smalley