

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

**Date:** January 16, 2024

**Time:** 5:30 pm

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

**Absent:** Trustee Leslie Ryan and Chief Jason Meiman

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for December 18, 2023 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Poynter. 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 December 1, 2023:	\$ 1,107,502.61
Total receipts for deposits:	\$ 1,343,921.70
Total monies available in General Fund Checking Account:	\$ 2,451,424.31
Total disbursements:	\$ 1,545,154.98
Ending Balance on December 31, 2023:	\$ 906,269.33

Money Market Saving Account/Forcht Bank beginning balance Dec 1, 2023:	\$ 1,006,375.07
Interest earned:	\$ 6,382.02
Monies transferred into Money Market Saving Account:	\$ 6,782,609.28
Monies transferred into General Fund Checking Account:	\$ 1,200,000.00
Monies transferred into Holding Company Account	\$ 3,000,000.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on December 31, 2023:	\$ 3,595,366.37

Holding Company Account beginning balance as of December 1, 2023:	\$ 5,224,693.18
Interest earned:	\$ 758.34
EFT Deposited into Holding Company Account:	\$ 233,642.88
Monies transferred into General Fund Checking:	\$ 5,000,000.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on December 31, 2023:	\$ 459,094.40

Capital Funds Account Beginning Balance December 1, 2023	\$ 1,226,044.81
Interest Earned	\$ 1,948.24
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 December 31, 2023	<u>\$ 1,227,993.05</u>

Holding Company Money Market Account beginning balance as of Dec 1, 2023:	\$ 0.00
Interest earned:	\$ 2,301.37
Deposited into Holding Money Market Account:	\$ 8,000,000.00
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on December 31, 2023:	\$ 8,002,301.37

Total Funds Available (General Fund + Money Market + Holding Company):	\$14,191,024.52
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Trustee May 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 May 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: N/A

New Hire Part-time:

- 01/07/2024: Allendorf, Matthew – PT/FF  
Brown, William – PT/FF  
Cahill, Stephen – PT/FF  
Heath, Joseph – PT/FF  
Long, Oren – PT/FF  
Maas, John – PT/FF  
Marchal, Michael – PT/FF  
Montgomery, Oliver – 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:

- 12/27/2023: Kinnard, Cliff – Rapid Response submitted a letter of resignation effective 1/1/2024.
- 12/28/2023: Clay, Chelsea – EMT submitted a letter of resignation effective immediately.
- 12/29/2023: Curry, Auburn – EMT submitted a letter of resignation effective immediately.
- 01/07/2024: Duke, Stephen –FF/PT submitted a letter of resignation 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 Sample to approve the above list as read, Second by Trustee May. 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 Ford to approve the Fire Chief's report as read, Second by Trustee Jarboe. Vote taken; motion carried.

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

- Audit – Final Draft – Deputy Chief Bowman presented the final draft of the Audit as presented by Dean Dorton.

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

- HazMat Vehicle – Deputy Chief Bowman discussed the HazMat Vehicle recently purchased by the department and gave updates on the installation process for installing radios, etc. He also shared pictures of the apparatus with the Board of Trustees.
- Organization Chart – Deputy Chief Bowman shared an updated version of the Department Organization Chart with the Board and discussed possible changes and reassignments of personnel.
- Request to Purchase – Platform Truck from Loretto Fire – Deputy Chief Bowman requested to purchase the platform truck (originally owned by PRP Fire District) back from Loretto Fire for \$45,000.00 and discussed that this was not a budgeted item but would be purchased from funds left from the HazMat Vehicle purchase.

Motion by Trustee Sample to approve the purchase of the platform truck, Second by Trustee May. Vote taken; motion carried.

- Request to Purchase – 2021 Tahoe (totaled in accident) back from the insurance company with a salvaged title for \$6,600.00 and would also be purchased with funds left from HazMat Vehicle purchase.

Motion by Trustee Sample to approve the purchase of the totaled 2021 Tahoe, Second by Trustee May. 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 County 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 5:55 pm.

Minutes transcribed by Cheryl Smalley