

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: October 21, 2024

Time: 5:30 pm

Attendees: Trustee James Taylor (Chairman), Charles Ford (Treasurer), Butch Sample (Secretary), Dwight Mitchell, Dustin Baker and Doug Poynter; Chief Jason Meiman, Colonel J. A. Bowman, Cheryl Smalley, Lora Bentley, and Maurice Byrne Jr.

CALL TO ORDER:

- The meeting was called to order at 5:30 pm by Trustee James Taylor, Chairman.

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for September 16, 2024 – Motion by Trustee Ford to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

CORRESPONDENCE: N/A

FINANCIAL REPORT:

The following financial report for period ending September 30, 2024 was read by Trustee Ford:

General Fund Checking: Beginning Balance 100006	\$ 110,999.48
Total receipts (deposits):	\$ 2,550,527.63
Total monies available in General Fund Checking:	<u>\$ 2,661,527.11</u>
Disbursements (regular checks and direct deposit withdrawals)	
Total disbursements:	<u>\$ 1,954,233.09</u>
General Fund Checking: Ending Balance	<u>\$ 707,294.02</u>
Money Market Saving: Beginning Balance 110100	\$ 711,160.04
Interest earned:	\$ 1,204.01
Monies transferred into Money Market Saving	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Monies transferred out to Holding Company Money Market	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Money Market Savings Account Ending Balance	<u>\$ 712,364.05</u>
Capital Funds Account: Beginning Balance 100001	\$ 1,245,585.77
Interest Earned	\$ 2,115.79
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
Capital Company Account Ending Balance	<u>\$ 1,247,701.56</u>
Holding Company Money Market Account 100004	\$12,118,806.19
Interest earned:	\$ 32,808.18
Deposited into Holding Money Market	\$ 82,973.27
Monies transferred out to General Fund Checking:	\$ 2,300,000.00
Monies transferred out to Employee Sick Time	\$ 0.00
Holding Company MM Account Ending Balance	<u>\$ 9,934,587.64</u>
Holding Company Account Beginning Balance 100300	\$ 700,032.20
Interest Earned	\$ 139.20
EFT Deposited into Holding Company Account	\$ 314,893.35
Monies Transferred out to Employee Sick Time	\$ 0.00
Holding Company Account Ending Balance	\$ 1,015,064.75

Forcht Retirement Sick Leave 110200	\$ 275,597.29
Interest earned	\$ 496.59
Deposited into Investment Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Forcht Retirement Sick Leave Ending Balance	<u>\$ 314,893.35</u>
Investment Account 113200	\$ 2,084,002.12
Interest earned	\$ 0.00
Deposited into Investment Account	\$ 0.00
Investment Account Ending Balance	<u>\$ 2,084,002.12</u>
Petty Cash	\$ 1,150.00
Deposits	\$ 0.00
Withdrawals	\$ 0.00
Petty Cash Ending Balance	<u>\$ 1,150.00</u>
Payroll Clearing Account 110100	\$ 23,133.88
Interest earned	\$ 0.00
Deposited into Payroll Account	\$ 964,149.97
Payroll Activity	(\$ 774,972.33)
Payroll Clearing Account Ending Balance	<u>\$ 212,311.52</u>
Old Operating Account 100101	\$ 7,989.91
Auxiliary Account 100101	\$ 2,599.40
Total Funds Available	<u>\$16,201,128.85</u>

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

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time: N/A

New Hire Part-time:

- 09/29/24 – Pennington, Nicholas – PT/FF
- 10/08/24 – McCauley, Gary Kent – PT Fire Inspector I

Interim Positions/Appointments/Promotions, Transfers, etc.

- 10/13/24 – Lowe, Daniel – Promoted from FF/Paramedic to Sergeant/Paramedic

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 09/25/24 – Burton, Kody –FF/Paramedic – submitted a letter of resignation effective 10/07/24.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations: N/A

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

FIRE CHIEF'S REPORT:

Motion by Trustee Sample to approve the Fire Chief's report as read, Second by Trustee Mitchell. Vote taken; motion carried.

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman asked Colonel Patrick Tiernan to discuss the Comp X Program. Colonel Tiernan stated that the Comp X Program is a tracking system for all narcotics used and dispensed by the department. This system is DEA Compliant. Colonel Tiernan played a brief information video for the Board to review. After the video presentation, Chief Meiman presented a quote from CompX Fort for the purchase of the complete Tracking System, Inventory Control Boxes, Vials, Caps Software and Annual Service Contract for a total of \$91,588.95. Chief Meiman requested approval from the Board of Trustees to purchase this system at the quoted price from CompX Fort as a sole source vendor.

Motion by Trustee Mitchell to approve the purchase of the Comp X Tracking System, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman presented the following for informational purposes at this time. The Staff is reviewing a possible contract with Stryker – ALS 360 for the management of AEDs, Power Loads, monitors and other equipment through a leasing option. Again, leasing contract options are being reviewed at this time.
- Colonel Bowman presented the following for purchase under budgeted items for Vehicle Replacement:
 - 2025 Chevrolet Silverado 3500HD CC Work Truck – to be used as a vehicle for the Apparatus Shop - \$86,256.73 – purchase one (1).
 - 2024 Chevrolet Equinox – to be used as a vehicle for Fire Prevention - \$28,675.00 – purchase two (2).
 - 2025 Chevrolet Silverado 2500HD Work Truck – to be used as a service vehicle on fire companies - \$50,455.30 – purchase two (2), one with ladder rack.

Motion by Trustee Mitchell to approve the purchase of the five vehicles shown above, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman gave brief updates on the following topics:
 - New Headquarters Building
 - Seagrave visit for Final Inspection on November 3, 2024
 - Baby Box at Headquarters donated by Shirley's Way
 - Awards & Recognition Banquet – November 9, 2024
 - Grant for Training Awarded - \$10,000.00
 - Florida Deployment
 - District Audit Process

MOTION TO GO INTO CLOSED SESSION:

Trustee Mitchell 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 Baker. Vote taken; motion carried. Closed Session began at 6:25 pm.

RETURN TO OPEN SESSION:

Trustee Mitchell motioned to return to Open Session, Second by Trustee Sample. Vote taken; motion carried. The meeting returned to Open Session at 7:00 pm with the following actions taken:

Motion by Trustee Sample to accept the contract as written for Financial Administrator, Second by Trustee Mitchell. Vote taken; motion carried.

Motion by Trustee Sample to accept an agreement between Scott Bock and PRPFD, Second by Trustee Mitchell. 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 Baker motioned to adjourn the meeting, Second by Trustee Mitchell. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:04 pm.