

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

**Date:** November 18, 2022

**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 October 21, 2024 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee Mitchell. Vote taken; motion carried.
- Motion made to amend the minutes to “Special” Board Meeting November 1, 2024 – Motion by Trustee Sample to approve the amendment, Seconded by Trustee Mitchell. Vote taken; motion carried.
- Approval of Special Board Meeting Minutes for November 1, 2024 – Motion by Trustee Sample to approve minutes as written and amended, Seconded by Trustee Mitchell. Vote taken; motion carried.

## GUEST PRESENTATION:

- Tanner Sizemore presented the ALS 360 Assets Management System for EMS to the Board of Trustees. Lt. Colonel Tiernan wanted to present this information to the Board before a request to purchase was presented during Unfinished/New Business.

## CORRESPONDENCE: Read by Trustee Sample

- Tammi Swain and Tyler Martin – Thank You.
- Honorable Morgan McGarvey, Member of Congress – Thank You.

## FINANCIAL REPORT:

The following financial report for the period ending October 31, 2024, was read by Trustee Ford:

<b>General Fund Checking: Beginning Balance 100006</b>	<b>\$ 707,341.15</b>
Transfers from other Accounts	\$ 1,600,000.00
Old Items Voided	\$ 15.52
Total Receipts (deposits)	\$ 12,920.02
Total monies available in General Fund Checking	<u>\$ 2,320,276.69</u>
Disbursements (regular checks and direct deposit withdrawals)	(\$ 1,899,018.83)
<b>General Fund Checking: Ending Balance</b>	<b><u>\$ 421,257.86</u></b>
<b>Money Market Saving: Beginning Balance 110100</b>	<b>\$ 712,364.05</b>
Interest earned	\$ 1,206.06
Monies transferred into Money Market Savings Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Correction of duplicated interest March & April 2024	(\$ 2,346.53)
Monies transferred out to Capital Fund	\$ 0.00
<b>Money Market Savings Account Ending Balance</b>	<b><u>\$ 711,223.58</u></b>

<b>Capital Funds Account: Beginning Balance 100001</b>	<b>\$ 1,247,701.56</b>
Interest Earned	\$ 2,119.38
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
<b>Capital Company Account Ending Balance</b>	<b><u>\$ 1,249,820.94</u></b>
<b>Holding Company Money Market Account 100004</b>	<b>\$ 9,934,587.64</b>
Interest earned	\$ 27,498.71
Deposited into Holding Money Market	\$ 0.00
Monies transferred out to General Fund Checking	\$ 1,600,000.00
Monies transferred out to Employee Sick Time	\$ 0.00
<b>Holding Company MM Account Ending Balance</b>	<b><u>\$ 8,362,086.35</u></b>
<b>Holding Company Account Beginning Balance 100300</b>	<b>\$ 1,015,064.75</b>
Interest Earned	\$ 195.37
EFT Deposited into Holding Company Account	\$ 305,860.26
Monies Transferred out to Employee Sick Time	\$ 0.00
<b>Holding Company Account Ending Balance</b>	<b><u>\$ 1,321,120.38</u></b>
<b>Forcht Retirement Sick Leave 110200</b>	<b>\$ 276,063.88</b>
Interest earned	\$ 497.39
Deposited into Investment Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
<b>Forcht Retirement Sick Leave Ending Balance</b>	<b><u>\$ 276,531.27</u></b>
<b>Investment Account 113200</b>	<b>\$ 2,084,002.12</b>
Interest earned	\$ 0.00
Deposited into Investment Account	\$ 0.00
<b>Investment Account Ending Balance</b>	<b><u>\$ 2,084,002.12</u></b>
<b>Petty Cash</b>	<b>\$ 1,150.00</b>
Deposits	\$ 5,000.00
Withdrawals	\$ 0.00
<b>Petty Cash Ending Balance</b>	<b><u>\$ 6,150.00</u></b>
<b>Payroll Clearing Account 110100</b>	<b>\$ 212,311.52</b>
Interest earned	\$ 0.00
Deposited into Payroll Account	\$ 826,589.59
Payroll Activity	(\$ 827,575.51)
<b>Payroll Clearing Account Ending Balance</b>	<b><u>\$ 211,325.60</u></b>
<b>Old Operating Account 100101</b>	<b>\$ 7,989.91</b>
Interest earned	\$ 50.45
Deposited into Old Operating Account	\$ 233,520.74
Disbursements (regular checks and direct deposit withdrawals)	\$ 0.00
<b>Old Operating Account Ending Balance</b>	<b><u>\$ 241,561.10</u></b>
<b>Auxiliary Account 100101</b>	<b>\$ 2,599.40</b>
Interest earned	\$ 0.00
Deposits	\$ 0.00
Disbursements (regular checks and direct deposit withdrawals)	\$ 22.00
<b>Old Operating Account Ending Balance</b>	<b><u>\$ 2,621.40</u></b>
<b>Total Funds Available</b>	<b><u>\$14,887,700.60</u></b>

Trustee Sample motioned to approve the Financial Report as read, Second by Trustee Mitchell. 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 Mitchell. 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, Transfers, etc.

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 10/23/24 – Hatchett, Angela – Finance Clerk – 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/Resignations: N/A

Motion to Accept the resignation of Angela Hatchett was made by Trustee Mitchell, Seconded by Trustee Poynter. Vote taken; motion carried.

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

The Board of Trustees also discussed Board Vacancies. There is currently a vacancy for the Mayor Appointed Property Owner Trustee. There were two individuals discussed Patrick Sparks and Daniel Vanover. The Board discussed sending these two names into the Mayor's office for consideration.

**FIRE CHIEF'S REPORT:**

Motion by Trustee Mitchell to approve the Fire Chief's report as read, Second by Trustee Baker. 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 Mitchell. Vote taken; motion carried. Closed Session began at 5:52 pm.

**RETURN TO OPEN SESSION:**

Trustee Poynter motioned to return to Open Session, Second by Trustee Sample. Vote taken; motion carried. The meeting returned to Open Session at 6:09 pm with no action taken:

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

- Chief Meiman and Lt. Colonel Tiernan requested to purchase the ALS 360 Assets Management System Contract as presented previously.

Motion by Trustee Mitchell to purchase the ALS 360 Assets Management System Contract, Second by Trustee Poynter. 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 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 Ford motioned to adjourn the meeting, Seconded by Trustee Sample. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:40 pm.

Minutes transcribed by Cheryl Smalley