

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

Date: February 19, 2024

Time: 5:30 pm

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

Absent: Trustee Leslie Ryan

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for January 16, 2024 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. 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 January 1, 2023:	\$ 906,269.33
Total receipts for deposits:	\$11,475,948.92
Total monies available in General Fund Checking Account:	\$12,382,218.25
Total disbursements:	\$10,645,859.18
Ending Balance on January 31, 2023:	\$ 1,736,359.07

Money Market Saving Account/Forcht Bank beginning balance Jan 1, 2023:	\$ 3,595,366.37
Interest earned:	\$ 4,643.68
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 1,700,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on January 31, 2023:	\$ 1,900,010.05

Holding Company Account beginning balance as of January 1, 2023:	\$ 459,094.40
Interest earned:	\$ 73.39
EFT Deposited into Holding Company Account:	\$ 165,614.58
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on January 31, 2023:	\$ 624,782.37

Capital Funds Account Beginning Balance January 1, 2023	\$ 1,227,993.05
Interest Earned	\$ 2,220.48
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
Ending Balance January 31, 2023	<u>\$ 1,230,213.53</u>

Holding Company Money Market Account beginning balance as of Jan 1, 2023:	\$ 8,002,301.37
Interest earned:	\$ 44,210.37
Deposited into Holding Money Market Account:	\$ 9,379,764.05
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on January 31, 2023:	\$17,426,275.79

Total Funds Available (General Fund + Money Market + Holding Company):	\$22,917,640.81
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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

Fire & EMS Personnel

New Hires Full-time: N/A

- 01/03/2024: Cavins, Archie – Mechanic I
- 01/18/2024: Guilford, Ryan – Mechanic I
- 02/05/2024: Burns, Brandon – Paramedic
Riblet, Julie - EMT

New Hire Part-time:

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

- 01/07/2024: Borders, Nolan – Sergeant
- 02/12/2024: Johnson, Joshua – Captain – completed probation period.
- 02/12/2024: Elder, Justin – Sergeant – completed probation period.
- 02/20/2024: Abnee, Joseph – FF/EMT – completed probation period.
Bailes, Gavin – FF/EMT – completed probation period.
Bentley, Eric – FF/EMT – completed probation period.
Carter, Gabriel – FF/EMT – completed probation period.
Christman, Brady – FF/EMT – completed probation period.
Druin, Chase – FF/EMT – completed probation period.
Grundy, Thomas – FF/EMT – completed probation period.
Keen, Austin – FF/EMT – completed probation period.
Meredith, Sean – FF/EMT – completed probation period.
Murphy, Cole – FF/EMT – completed probation period.
Smith, Peter – FF/EMT – completed probation period.
Sumser, Austin – FF/EMT – completed probation period.
Willbur, Riley – FF/EMT – completed probation period.
Ziegler, Carley – FF/EMT – completed probation period.

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations:

- 01/17/2024: Valentine, Andee – PT/Paramedic submitted a letter of resignation effective immediately.

Terminations:

- 02/19/2024: Jumper, Eric – PT/Paramedic – terminated by the Board of Trustees.
Senavitis, Ryan – PT/EMT – terminated by the Board of Trustees.
Simpson, Camby – PT/EMT – terminated by the Board of Trustees.
Simpson, Meghan – PT/EMT – terminated by the Board of Trustees.
Shelburne, Aaron – PT/EMT – terminated by the Board of Trustees.
Wilson, David – PT/Paramedic – terminated by the Board of Trustees.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Investment – Chief Meiman under the advice of the Auditors with Dean Dorton is requesting that the department invest an additional \$1 million dollars from the Holding Company into the investments currently under Ameriprise.

Motion by Trustee Jarboe to approve the investment as requested, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman gave a Year in Review for 2023 with a slideshow for the Board.

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 Sample. Vote taken; motion carried. Closed Session began at 6:00 pm.

RETURN TO OPEN SESSION:

Trustee May motioned to return to Open Session, Second by Trustee Poynter. Vote taken; motion carried. The meeting returned to Open Session at 6:29 pm with the following actions taken:

Trustee May made a motion regarding Chief Meiman’s annual review and the decision to award the Chief a 15% pay increase, Second by Trustee Jarboe. 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 Sample motioned to adjourn the meeting, Second by Trustee May. 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