

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

Date: April 15, 2024

Time: 5:30 pm

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

Absent: Trustee Charles Ford (Treasurer)

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for March 18, 2024 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

CORRESPONDENCE: Read into the record by Trustee Sample.

FINANCIAL REPORT:

The following financial report was read by Trustee May:

General Fund Checking Account/Forcht Bank beginning March 1, 2024:	\$ 2,048,848.41
Total receipts for deposits:	\$ 1,741,394.08
Total monies available in General Fund Checking Account:	\$ 3,790,242.49
Total disbursements:	\$ 2,200,251.60
Ending Balance on March 31, 2024:	\$ 1,589,990.89

Money Market Saving Account/Forcht Bank beginning balance March 1, 2024:	\$ 701,747.05
Interest earned:	\$ 1,115.11
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 0.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Ending Balance on March 31, 2024:	\$ 702,862.16

Holding Company Account beginning balance as of March 1, 2024:	\$ 1,044,122.65
Interest earned:	\$ 183.09
EFT Deposited into Holding Company Account:	\$ 267,483.23
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on March 31, 2024:	\$ 1,311,788.97

Capital Funds Account Beginning Balance March 1, 2024:	\$ 1,233,168.55
Interest Earned	\$ 1,659.56
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 March 31, 2024:	<u>\$ 1,234,828.11</u>

Holding Company Money Market Account beginning balance as of March 1, 2024:	\$17,474,735.16
Interest earned:	\$ 46,983.17
Deposited into Holding Money Market Account:	\$ 0.00
Monies transferred into General Fund Checking:	\$ 1,200,000.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on March 31, 2024:	\$16,321,718.33

Total Funds Available (General Fund + Money Market + Holding Company):	\$21,161,188.46
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Trustee Ryan 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 Ryan 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: N/A

New Hire Part-time: N/A

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

- 04/01/2024: List Established for Med Supervisor, Captain as follows:
 1. Paramedic Rachel Willhelmus
 2. Paramedic Lanette Mudd
 3. Sergeant Aaron Herl
 4. PRN Paramedic Destiny Cary

Chief Meiman recommends that Paramedic Rachel Willhelmus be promoted to Med Supervisor with the rank of Captain.

Motion by Trustee May to approve the promotion of Paramedic Rachel Willhelmus, Second by Trustee Jarboe. Vote taken, motion carried.

Leave of Absence:

- 03/06/2024: Abner, Trevor - FF/EMT requested a 6-month leave of absence through 9/6/2024
- 03/26/2024: Steinbrenner, Mark – FF/Paramedic requested a 6-month leave of absence effective 4/21/2024 through 10/21/2024

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

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 Sample. Vote taken; motion carried.

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 Poynter. Vote taken; motion carried.

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman and Colonel Bowman have been working on new ambulance proposals for two new ambulances from American Response Vehicles. Each ambulance is priced at \$335,849 and has a proposed build-out time of 540-740 days.

Motion by Trustee Sample to approve the purchase as requested and described, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman is proposing the following vehicle replacement for the district's current apparatus – He would like to replace Engine 89 (2005) and Engine 93 (2003) due to NFPA recommendations of replacing apparatus after 20 years, therefore he is requesting the replacement of two engines from Fire Specialty Equipment Company for the amount of \$1,219,632.00 each.

Motion by Trustee Sample to approve the purchase as requested and described, Second by Trustee May. Vote taken; motion carried.

- Chairman Taylor addressed the Board regarding the need to participate in the Ethics Class. Chief Meiman will hold a class at headquarters and he encouraged the Board to participate either in that class or take the class offered online to satisfy the requirement by the Mayor's office.
- Chairman Taylor addressed the Board regarding the expiration of terms for himself and Trustee Matt May – June 30, 2024. Recommendations will need to be sent to the Mayor's office by Mr. Taylor before May 1, 2024.
- Trustee May proposed an amendment to the by-laws to include EMS Personnel as "Special Fire Fighters" to allow them to vote in the upcoming elections.

Motion by Trustee Poynter to amend the by-laws as proposed, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman proposed that the deadline to file for nominations be May 11, 2024.

Motion by Trustee Poynter to accept May 11, 2024 as the deadline for nominations for FF Trustee Election, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman informed the Board that the district has received a \$5 million grant from Frankfort through State Representative Jared Bauman for the purchase or construction of a building to enhance the resources of Pleasure Ridge Park Fire Protection District.

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 Jarboe. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:15 pm.