

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: June 17, 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, Angela Hatchett, and Maurice Byrne Jr.

Absent: Trustee Leslie Ryan

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for May 20, 2024 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.
- Approval of Emergency Board Meeting Minutes for June 7, 2024 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

OATH OF OFFICE:

- Oath of Office of Director of Emergency Medical Services was administered to and read by Patrick J. Tiernan.

CORRESPONDENCE: Read into the record by Trustee Sample.

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

General Fund Checking Account/Forcht Bank beginning May 1, 2024:	\$ 1,995,411.92
Total receipts for deposits:	\$ 1,352,342.04
Total monies available in General Fund Checking Account:	\$ 3,347,753.96
Total disbursements:	\$ 1,462,624.23
Ending Balance on May 31, 2024:	\$ 1,885,129.73
Money Market Saving Account/Forcht Bank beginning balance May 1, 2024:	\$ 704,094.58
Interest earned:	\$ 1,196.00
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 May 31, 2024:	\$ 705,290.58
Holding Company Account beginning balance as of May 1, 2024:	\$ 1,590,457.17
Interest earned:	\$ 290.17
EFT Deposited into Holding Company Account:	\$ 295,852.59
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on May 31, 2024:	\$ 1,886,599.93
Capital Funds Account Beginning Balance May 1, 2024:	\$ 1,236,933.81
Interest Earned	\$ 2,101.70
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 May 31, 2024:	\$ 1,239,095.51
Investment Account Beginning Balance May 1, 2024:	\$ 0.00
Interest Earned	\$ 0.00
Deposited into Investment Account	\$ 1,000,000.00
Monies Transferred out to General Fund Checking	\$ 0.00
Monies Transferred out to Employee Sick Time	\$ 0.00
Ending Balance May 31, 2024:	\$ 1,000,000.00

Holding Company Money Market Account beginning balance as of May 1, 2024:	\$14,568,061.68
Interest earned:	\$ 41,521.60
Deposited into Holding Money Market Account:	\$ 0.00
Monies transferred into General Fund Checking:	\$ 2,200,000.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on May 31, 2024:	<u>\$12,409,583.28</u>

Total Funds Available (GF+ MM + HC + CF + IA + HCMM): \$19,125,699.03

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

Chairman Taylor presented information to the Board regarding the investment account with Greg Mullaney and recent purchases of bonds based on a previous vote by the Board.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

- 06/10/2024 – Tiernan, Patrick – Director of EMS Operations & Compliance
- 06/10/2024 – Wiley, William – EMT
- 06/10/2024 – McEuin, Hasten - EMT

New Hire Part-time: N/A

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

Leave of Absence: N/A

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.

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman presented to the Board of Trustees a proposal to add Deputy Chief Colonel Joseph Bowman as a check signer due to the level of difficulty and time delay with current check signers.

Motion by Trustee May that within 3 days Chief Meiman will issue written notice to all Board Members regarding the change in By-Laws regarding check signers due to the urgency of the situation and so that the Board may operate concurrently with the By-Laws, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman presented to the Board of Trustees the audit that was conducted regarding State Incentive and training hours and Pleasure Ridge Park Fire Protection District was found to be 100% compliant with the State Fire Commission
- Chief Meiman gave an update regarding Seagrave – current apparatus costs are currently accurate. Recently several staff and suppression members visited Seagrave for ordering and completing specifications for fire apparatus.
- Chief Meiman presented information regarding budget amendments to the 2023-2024 General & Capital Budgets. Each specific amendment was discussed with the Board of Trustees.

Motion by Trustee May to approve all amendments to the 2023-2024 General and Capital Budget as read, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman presented the proposed Budget for 2024-2025. All Board Members received these documents to review prior to the meeting. Discussion regarding one correction was held regarding a change in bank information. Chief Meiman went through the entire budget presenting specifics to the Board of Trustees. Major Troy Graviss presented information regarding Special Teams and equipment needed and budgeted in this budget. Colonel Bowman also shared information regarding equipment to be used for special teams. Chief Meiman continued with budget discussions in all categories and projects planned.
- Chief Meiman and Colonel Bowman presented the proposed plan for adjustment in the Longevity Pay Schedule. It is proposed that the longevity will be a percentage increase in year two and then every other year following. Colonel Bowman gave examples of how this schedule would be calculated. The proposed scale and policy will be completed and written and presented at the July 15, 2024 meeting for a vote.

Motion by Trustee Sample to approve, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman asked the Board of Trustees to complete a Financial Disclosure Statements individually.
- Colonel Bowman wanted to give an update on the Crusade for Children campaign for this year – PRP donated \$241,000.00+ and he thanked everyone for their help. Next year's goal is \$275,000.00.
- Chairman Taylor presented that today's meeting would be the last for Trustee Jarboe, she has resigned her position on the Board as of July 1, 2024. Trustee Jarboe told the Board and Staff that it had been a pleasure working with everyone. Chief Meiman thanked Trustee Jarboe for her service.
- Due to Trustee Jarboe's resignation, Chairman Taylor informed the Board that they would need to recommend a name as a replacement to complete Trustee Jarboe's term. Trustee Ford recommends James Taylor (Chairman Taylor's term is complete 6/30/2024) to replace Trustee Jarboe.

Trustee Taylor removed himself from the discussion and voting.

Motion by Trustee May to recommend James Taylor as replacement for Trustee Jarboe's Property Owner term, Second by Trustee Ford. 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 6:30 pm.

Minutes transcribed by Cheryl Smalley