

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: July 15, 2024

Time: 5:30 pm

Attendees: Trustees James Taylor (Chair), Butch Sample (Secretary), Leslie Ryan, Matt May, Dwight Mitchell and Dustin Baker; Chief Jason Meiman, Colonel J. A. Bowman, Angela Hatchett, and Maurice Byrne Jr.

Absent: Trustee Charles Ford (Treasurer) and Douglas Poynter

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for June 17, 2024 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee Ryan. Vote taken; motion carried.

CORRESPONDENCE: N/A

FINANCIAL REPORT:

The following financial report was read by Chief Meiman:

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|-------------------------------------------------------------------------|-----------------|
| General Fund Checking Account/Forcht Bank beginning June 1, 2024: | \$ 1,885,129.73 |
| Total receipts for deposits: | \$ 1,432,696.09 |
| Total monies available in General Fund Checking Account: | \$ 3,317,825.82 |
| Total disbursements: | \$ 1,749,481.45 |
| Ending Balance on June 30, 2024: | \$ 1,568,344.37 |
| Money Market Saving Account/Forcht Bank beginning balance June 1, 2024: | \$ 705,290.58 |
| Interest earned: | \$ 1,082.09 |
| 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 June 30, 2024: | \$ 706,372.67 |
| Holding Company Account beginning balance as of June 1, 2024: | \$ 1,886,599.03 |
| Interest earned: | \$ 302.10 |
| EFT Deposited into Holding Company Account: | \$ 275,978.41 |
| Monies transferred into General Fund Checking: | \$ 0.00 |
| Monies transferred into Employee Sick Time: | \$ 0.00 |
| Ending Balance on June 30, 2024: | \$ 2,162,879.54 |
| Capital Funds Account Beginning Balance June 1, 2024: | \$ 1,239,095.51 |
| Interest Earned | \$ 1,901.54 |
| 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 June 30, 2024: | \$ 1,240,997.05 |
| Investment Account Beginning Balance June 1, 2024: | \$ 1,000,000.00 |
| Interest Earned | \$ 0.00 |
| Deposited into Investment Account | \$ 0.00 |
| Monies Transferred out to General Fund Checking | \$ 0.00 |
| Monies Transferred out to Employee Sick Time | \$ 0.00 |
| Ending Balance June 30, 2024: | \$ 1,000,000.00 |

| | |
|----------------------------------------------------------------------------|------------------------|
| Holding Company Money Market Account beginning balance as of June 1, 2024: | \$12,409,583.28 |
| Interest earned: | \$ 31,075.05 |
| 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 June 30, 2024: | <u>\$11,240,658.33</u> |
| | |
| Total Funds Available (GF+ MM + HC + CF + IA + HCMM): | <u>\$17,919,251.96</u> |

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

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

New Hire Part-time: N/A

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

- 07/01/2024 – Holmes, Jared – FF/AEMT
- 07/07/2024 – Ziegler, Carley – FF/AEMT

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 06/25/2024 – Canas, David – EMT – submitted a letter of resignation effective immediately.
- 07/03/2024 – Steinbrenner, Mark – FF/Paramedic – submitted a letter to formally resend his leave of absence previously requested and resign from the District effective immediately.
- 07/04/2024 – Widman, Christian (Lucas) – Paramedic – submitted a letter of resignation of his full-time status effective 7/18/2024 and moved to part-time status effective 7/19/2024.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

ELECTION COMMITTEE:

The results for the Firefighter/District Member Trustee Election held on June 22, 2024 were confirmed by all Trustees counting the ballots. Total votes = 6; Dustin Baker = 6 votes.

Motion by Trustee Ryan to approve the election results, Second by Trustee Sample. Vote taken; motion carried.

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman discussed with the Board the addition of Cyber Security Insurance to our current package policy with Sterling Thompson.
- Colonel Bowman discussed the completed policy for Longevity Pay #100.03 Effective 8/4/2024. He gave the Board of Trustees specifics on the new policy and pay scale for Longevity Pay and asked for Board approval on this new policy and pay scale.

Motion by Trustee Sample to approve SOP #100.03 Longevity Pay as written and presented, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman discussed with the Board the Amendment to the By-Laws that was sent to the Board Members 30 days prior to the Board Meeting. He discussed that the "Check Signers" will now be the Chief, Deputy Chief, and two Board Members.

Motion by Trustee Sample to approve the Amendment to the By-Laws as presented, Second by Trustee Ryan. Vote taken; motion carried.

- With the Election results being presented and approved for Firefighter/District Member the Oath of Office was read into record by Trustee Dustin Baker.
- Mayor Appointed Trustee has been approved by Mayor Greenburg and presented to the Board of Trustees. Dwight Mitchell will be the new Mayor Appointed Trustee.

Motion by Trustee Sample to approve Dwight Mitchell, Second by Trustee Ryan. Vote taken; motion carried.

- Following the above approval the Oath of Office was read into record by Trustee Dwight Mitchell.

Motion by Trustee Ryan to postpone the election of Board of Trustee Officers until the August Board Meeting, Second by Trustee Mitchell. Vote taken, motion carried

Motion by Trustee Sample to assign Trustee Baker and Trustee Ryan as "Check Signers" for the District, Second by Trustee Ryan. 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 Ryan motioned to adjourn the meeting, Second by Trustee Sample. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:05 pm.

Minutes transcribed by Cheryl Smalley