

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: August 19, 2024

Time: 5:30 pm

Attendees: Trustee Charles Ford, Leslie Ryan, Dwight Mitchell, Doug Poynter, and Dustin Baker; Chief Jason Meiman, Colonel J. A. Bowman, Angela Hatchett, and Maurice Byrne Jr.

Absent: Trustee Butch Sample (Secretary)

CALL TO ORDER:

- The meeting was called to order at 5:30 pm by Trustee Charles Ford.

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for July 15, 2024 – Motion by Trustee Ryan to approve the minutes as written, Seconded by Trustee Mitchell. Vote taken; motion carried.

OATH OF OFFICE:

- Mayor Greenburg appointed James Taylor to complete the Property Owner Rep Trustee term vacated by Betty Jarboe. Trustee Taylor read into the record the Oath of Office for Property Owner Trustee.

NOMINATION OF OFFICERS:

Nominations were taken for the following:

- Board Chair: Trustee Mitchell nominated Trustee Taylor for Board Chair, Seconded by Trustee Ryan. Trustee Taylor recused himself from the discussion and vote. Votes taken; motion carried 5-0 with the remaining Trustees.
- Board Treasurer: Chairman Taylor nominated Trustee Ford for Board Treasurer, Seconded by Trustee Mitchell. Trustee Ford recused himself from the discussion and vote. Votes taken; motion carried 5-0 with the remaining Trustees.
- Board Secretary: Trustee Ryan nominated Trustee Sample for Board Secretary, Seconded by Trustee Ford. Trustee Sample was absent from the meeting and therefore wasn't in the discussion or vote. Votes taken; motion carried 6-0 with the Trustees present.

Appointment of Committees:

- Personnel Committee – Trustee Poynter (Chair), Trustee Sample and Trustee Baker.
- Finance Committee – Trustee Ford (Chair), Trustee Taylor and Trustee Ryan.
- Election Committee – Trustee Poynter (Chair), Trustee Baker and Trustee Ford

CORRESPONDENCE: N/A

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

General Fund Checking Account/Forcht Bank beginning July 1, 2024:	\$ 1,568,344.37
Total receipts for deposits:	\$ 5,428,002.26
Total monies available in General Fund Checking Account:	\$ 6,996,346.63
Total disbursements:	\$ 4,532,226.51
Ending Balance on July 31, 2024:	\$ 2,464,120.12

Money Market Saving Account/Forcht Bank beginning balance July 1, 2024:	\$ 706,372.67
Interest earned:	\$ 1,277.28
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 July 31, 2024:	\$ 707,649.95

Holding Company Account beginning balance as of July 1, 2024:	\$ 2,162,879.54
Interest earned:	\$ 62.00
EFT Deposited into Holding Company Account:	\$ 269,314.66
Monies transferred into General Fund Checking:	\$ 2,000,000.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on July 31, 2024:	\$ 432,256.20

Capital Funds Account Beginning Balance July 1, 2024:	\$ 1,240,997.05
Interest Earned	\$ 2,244.54
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 July 31, 2024:	\$ 1,243,241.59

Investment Account Beginning Balance July 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 July 31, 2024:	\$ 1,000,000.00

Holding Company Money Market Account beginning balance as of July 1, 2024:	\$11,240,658.33
Interest earned:	\$ 28,382.30
Deposited into Holding Money Market Account:	\$ 0.00
Monies transferred into General Fund Checking:	\$ 3,172,738.77
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on July 31, 2024:	<u>\$ 8,096,301.86</u>

Total Funds Available (GF+ MM + HC + CF + IA + HCMM):	<u>\$13,943,569.72</u>
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Trustee Baker 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 Baker 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.: N/A

Leave of Absence: N/A

Return from Leave of Absence:

- 08/05/2024 – Warner, Rachel – Paramedic – submitted a letter requesting to return from Leave of Absence effective 7/23/2024.

Retirement/Resignations/Terminations:

- 07/19/2024 – Hoodenpyle, Sarah – Paramedic – submitted a letter of resignation from full-time status effective 08/02/2024 and moved to part-time status effective 8/3/2024.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

FIRE CHIEF'S REPORT:

Motion by Trustee Ryan 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 informed the Board that he was appointed to the Hazardous Materials Ordinance Appeals and Overseers Board by Mayor Craig Greenberg.
- Chief Meiman discussed with the Board that the Design Portion for the building at 6770 Dixie Highway will be completed through Abel Construction. Abel will complete a 3D model of their proposed design. Once the design portion is complete the department will put out a bid for the construction/renovation of the building.
- Chief Meiman informed the Board that the department is in the beginning phase of this year's Audit – being conducted by Dean Dorton.
- Chief Meiman informed the Board that the Department of Local Government has approved the contract and scope of work for the use of the 5 million dollars we received from the State.
- Chief Meiman presented the information for our Tax Assessments for the upcoming year to remain at \$.20/\$100.

Motion by Trustee Mitchell to approve tax rates as stated above, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman requested from the Board a suitable time frame to conduct a 2-hour Ethics Training with all members of the Board of Trustees either as a group or individually online. The Board has decided to each take the 2-hour training online and report back that they have completed the training at which time Maurice Byrne, Legal Counsel will generate a form to be signed by each Trustee. Chief Meiman will send a link to all Board Members.

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 Mitchell motioned to adjourn the meeting, Second by Trustee Ryan. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:00 pm.

Minutes transcribed by Cheryl Smalley