

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: September 16, 2024

Time: 5:30 pm

Attendees: Trustee James Taylor (Chairman), Charles Ford (Treasurer), Butch Sample (Secretary), Dwight Mitchell, and Doug Poynter; Chief Jason Meiman, Colonel J. A. Bowman, Cheryl Smalley, Angela Hatchett, and Maurice Byrne Jr.

Absent: Trustee Dustin Baker and Leslie Ryan

CALL TO ORDER:

- The meeting was called to order at 5:31 pm.

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for August 19, 2024 – Motion by Trustee Ford to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.
- Approval of Emergency Board Meeting Minutes for September 10, 2024 – Motion by Trustee Ford to approve the minutes as written, Seconded by Trustee Poynter. Vote taken; motion carried.

MOTION TO GO INTO CLOSED SESSION:

Trustee Sample 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 Ford. Vote taken; motion carried. Closed Session began at 5:32 pm.

RETURN TO OPEN SESSION:

Trustee Ford motioned to return to Open Session, Second by Trustee Poynter. Vote taken; motion carried. The meeting returned to Open Session at 5:40 pm with the following actions taken regarding the Board Trustee resignation:

RESIGNATION OF BOARD MEMBER:

- Trustee Taylor read into the record a letter of resignation submitted by Trustee Leslie Ryan effective immediately. Motion by Trustee Dwight Mitchell to accept this letter of resignation as written, Seconded by Trustee Poynter. Vote taken; motion carried.

CORRESPONDENCE: Read into the record by Trustee Sample.

- Bobbie Holsclaw, Jefferson County Clerk
- Colonel Kevin Tyler, Fire Chief, Anchorage Middletown

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

General Fund Checking Account/Forcht Bank beginning July 1, 2024:	\$ 2,464,120.12
Total receipts for deposits:	\$ 5,738,570.51
Total monies available in General Fund Checking Account:	\$ 8,202,690.63
Total disbursements:	\$ 5,873,422.26
Ending Balance on July 31, 2024:	\$ 2,329,268.37

Money Market Saving Account/Forcht Bank beginning balance July 1, 2024:	\$ 707,649.95
Interest earned:	\$ 1,163.26
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:	\$ 708,813.21

Holding Company Account beginning balance as of July 1, 2024:	\$ 432,256.20
Interest earned:	\$ 86.46
EFT Deposited into Holding Company Account:	\$ 279,393.44
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on July 31, 2024:	\$ 711,736.10

Capital Funds Account Beginning Balance July 1, 2024:	\$ 1,243,241.59
Interest Earned	\$ 2,044.18
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:	\$ 1,245,285.77

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:	\$ 1,084,002.12

Holding Company Money Market Account beginning balance as of July 1, 2024:	\$ 8,096,301.86
Interest earned:	\$ 22,504.43
Deposited into Holding Money Market Account:	\$ 5,000,000.00
Monies transferred into General Fund Checking:	\$ 1,000,000.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on July 31, 2024:	<u>\$12,118,806.29</u>

Total Funds Available (GF+ MM + HC + CF + IA + HCMM):	<u>\$19,197,911.86</u>
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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.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time: N/A

- 09/10/24 – Bentley, Lora – Financial Administrator

New Hire Part-time:

- 09/10/24 – Redmon, Jordan – PT/FF
- 09/10/24 – Ramirez, Alejandro – PT/CPT

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

- 09/08/24 – Abner, Trevor –FF – returned from Leave of Absence

Retirement/Resignations/Terminations:

- 09/15/24 – Whitaker, Jerry –Sgt – submitted a letter of retirement effective 10/01/24.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations:

- 08/27/24 – George, Carly – Auxiliary Member – submitted a letter of resignation effective immediately.
- 08/27/24 – Frizzell, Sr., Dennis – Auxiliary Member – submitted a letter of resignation effective immediately.

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

PERSONNEL COMMITTEE (cont):

- Chief Meiman presented his recommendation for Fire Inspector I after a hiring process was conducted. Chief Meiman recommends Timothy Brown be hired effective 9/16/24 with a start date of 9/23/24/

Motion by Trustee Poynter to approve hiring Timothy Brown, Fire Inspector I as recommended, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman presented his recommendations for EMT and AEMT after a hiring process was conducted. Chief Meiman recommends the following be hired to start 9/30/24:
 - Jade Abbott, EMT
 - Aaron Brown, AEMT
 - Nicholas Hicks, EMT
 - Madison Huddleston, EMT
 - Steven Jones, EMT

Motion by Trustee Sample to approve hiring EMT and AEMTs as recommended, Second by Trustee Mitchell. Vote taken; motion carried.

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman discussed the promotional list for Captain and Major. He is requesting that each of these current promotional lists be extended six months to allow all members the time to obtain all requirements/certifications. The list will expire as follows if approved by the Board:
 - Captain – 03/17/25
 - Major – 04/21/25

Motion by Trustee Ford to approve extending the Captain and Major Promotional List for six months each, Second by Trustee Mitchell. Vote taken; motion carried.

MOTION TO GO INTO CLOSED SESSION:

Trustee Sample 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 Poynter. Vote taken; motion carried. Closed Session began at 6:15 pm.

RETURN TO OPEN SESSION:

Trustee Sample motioned to return to Open Session, Second by Trustee Poynter. Vote taken; motion carried. The meeting returned to Open Session at 6:45 pm with the following actions taken:

Motion by Trustee Sample to accept an agreement between Peter Smith and PRPFD, Second by Trustee Poynter. Vote taken; motion carried.

Motion by Trustee Sample to accept an agreement between Joseph Davidson and PRPFD, Second by Trustee Mitchell. Vote taken; motion carried.

Maurice Byrne, Jr. Legal Counsel gave to each Board Trustee a copy of a Board of Trustees List and Listing of Kentucky Fire Laws pertaining to Fire Departments.

Colonel Bowman had a brief presentation of photos of one of our Apparatus on order showing the progress thus far on assembly. Some discussion of all Apparatus on order.

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 Ford. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:00 pm.

Minutes transcribed by Cheryl Smalley