

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: December 15, 2025

Time: 4:00 pm

Attendees: Chairman James Taylor, Dwight Mitchell, Dustin Baker, Patrick Sparks, Douglas Poynter, Jerry Whitaker, Dena Whitler-Weedman, Chief Jason Meiman, Colonel J. A. Bowman, Cheryl Smalley, and Maurice Byrne Jr.

CALL TO ORDER:

- The meeting was called to order at 4:00 pm by Chairman James Taylor.

APPROVAL OF MINUTES:

Maurice Byrne, Legal Counsel, addressed the Board of Trustees about a revision to the minutes of the Board Meeting for November 17, 2025. Due to a miscommunication between Mr. Byrne and Chief Meiman, the proposed By-Law Change regarding electronic viewing of Board Meetings, he is asking that the Motion be voided by the Board and the original revision be deleted.

Trustee Poynter motioned to void the motion to change the By-Law revision as discussed, Second by Trustee Mitchell. Vote taken; motion carried.

After the above discussion regarding the amendment to the minutes, the following motion was made:

- Approval of Board Meeting Minutes for November 17, 2025, motion by Trustee Baker to approve minutes as amended above, Second by Trustee Mitchell. Vote taken; motion carried.

PROJECT MANAGER UPDATE:

- Chris Bingaman, Project Manager for 6770 Dixie Highway Building, gave an update on progress and showed the Board of Trustees color boards of exterior and interior materials and colors, as well as the final renderings for renovations. There was also some discussion regarding the easement between the headquarters building and Dutch Brothers Coffee. There will be further updates in the future regarding this easement.

Trustee Sparks motioned to approve the final drawings, exterior and interior materials for 6770 Dixie Highway, Second by Trustee Whitaker. Vote taken, motion carried.

- Chief Meiman discussed the Loan in progress for this project – proposed is a 6% interest rate on a 20-year note that can be refigured after 7 years for a total of \$6 million dollars this will be interest only in the beginning during construction. The Board of Trustees voted unanimously for Chairman Taylor and Chief Meiman to close the loan with Forcht Bank for 6770 Dixie Highway. Trustee Taylor added that Maurice Byrne, Legal Counsel would review all documents.

Trustee Mitchell motioned to approve the loan and closing for 6770 Dixie Highway, Second by Trustee Poynter. Vote taken, motion carried.

DEAN DORTON - AUDIT UPDATE:

- Joseph Overhults and Nick Reynolds presented the Audit Draft Document to the Board of Trustees for review. After discussion and an overview of the document, they have asked that the Board of Trustees review the document in full as it will be presented during the January 2026 Board of Trustees Meeting.

CORRESPONDENCE: Read by Trustee Baker.

- Jared Bauman – Citation of Appreciation
- Jeff Carlson, Okolona Fire – Thank You for Assistance UPS Plance Incident
- Ulliman Schutte – Thank You

FINANCIAL REPORT:

The following financial report for the period ending September 30, 2025, was read by Trustee Mitchell:

General Fund Checking: Beginning Balance 100006	\$ 334,409.45
Total Receipts (deposits)	\$ 1,272,475.69
Total Monies Available in General Fund Checking	\$ 1,606,885.14
Disbursements (regular checks and direct deposit withdrawals)	\$ 1,182,276.65
General Fund Checking: Ending Balance	<u>\$ 424,608.44</u>
Money Market Savings: Beginning Balance 110100	\$ 319,333.18
Interest earned	\$ 489.94
Monies transferred into Money Market Savings Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Monies transferred out to Holding Company Money Market Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 0.00
Money Market Savings Account Ending Balance	<u>\$ 319,823.12</u>
Capital Funds Account: Beginning Balance 100001	\$ 1,275,047.75
Interest Earned	\$ 1,956.24
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Capital Company Account Ending Balance	<u>\$ 1,277,003.99</u>
Holding Company Money Market Account 100004	\$ 9,780,801.59
Interest earned	\$ 23,197.56
Deposited into Holding Money Market	\$ 561,905.54
Monies transferred out to General Fund Checking	\$ 1,272,335.42
Monies transferred out to Payroll Account	\$ 905,980.57
Holding Company MM Account Ending Balance	<u>\$ 8,187,588.70</u>
Holding Company Account Beginning Balance 100300	\$ 1,000.00
Interest Earned	\$ 0.00
EFT Deposited into Holding Company Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Holding Company Account Ending Balance	<u>\$ 1,000.00</u>
Forcht Retirement Sick Leave 110200	\$ 93,830.05
Interest earned	\$ 143.96
Deposited into Investment Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Forcht Retirement Sick Leave Ending Balance	<u>\$ 93,974.01</u>
Investment Account 110300	\$ 2,162,108.74
Interest earned	\$ 0.00
Unrealized Gain on Investments	\$ 9,507.01
Investment Account Ending Balance	<u>\$ 2,171,615.75</u>
Petty Cash	\$ 6,150.00
Deposits or on Hand	\$ 0.00
Withdrawals	\$ 0.00
Petty Cash Ending Balance	<u>\$ 6,150.00</u>

Payroll Clearing Account 110100	\$ 9,064.94
Interest earned	\$ 0.00
Deposited into Payroll Account	\$ 907,652.81
Payroll Activity	\$ (906,717.75)
Payroll Clearing Account Ending Balance	<u>\$ 10,000.00</u>
Public Funds 100101	\$ 40,141.80
Auxiliary Account 10200	\$ 7,419.81
Total Funds Available	<u>\$12,539,325.62</u>

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

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

New Hire Part-time:

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 11/10/25 – Marchal, Michael – FF/EMT – submitted a letter of resignation effective immediately.
- 11/11/25 – Biggers, Anthony – FF/EMT – submitted a letter of resignation effective 11/22/25.
- 11/25/25 – Curry, Brandon – Captain – submitted a letter of resignation effective 12/14/25.
- 11/25/25 – Montgomery, Oliver – FF/EMT – submitted a letter of resignation effective immediately.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations:

Motion by Trustee Baker to approve the Personnel Actions as read, Second by Trustee Mitchell. Vote taken; motion carried.

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

Chief Meiman presented to the Board of Trustees proposed salary increases for members. Chief Meiman is proposing a \$5,000.00/year salary increase to all full-time members excluding himself, Deputy Chief Bowman and James Taylor, Comptroller as their salaries are determined by the Board of Trustees. For part-time employees he is proposing an increase of \$1.38/hour for each part-time position. The effective date of this increase would be January 4, 2025.

Trustee Sparks motioned to approve the salary increases as presented, Second by Trustee Mitchell.
Vote taken; motion carried.

Chief Meiman discussed the recent ambulance accident and informed the Board that the adjustor totaled that vehicle. The agreed value on that vehicle with the Sterling Thompson Insurance is \$420,000.00 Colonel Bowman has located a Demo Unit from AEV for sale. Chief Meiman is proposing that we purchase this vehicle to replace the totaled ambulance. The purchase price of this vehicle is \$415,500.00 and the cost to paint the vehicle to match our current ambulances is \$20,000.00. AEV will also include an extended warranty with this vehicle.

Motion by Trustee Mitchell to approve the purchase of the demo ambulance, Second by Trustee Sparks. Vote taken; motion carried.

Chief Meiman is requesting to purchase two additional ambulances from AEV to add to the fleet, these will be on a two year build and would be purchased under the HGAC Purchase Contract. The total cost for both units is \$740,650.52.

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

Chief Meiman is requesting to purchase a vehicle to be used by Major Troy Graviss, Special Units Coordinator, and for our special units for regular use and for use during deployments. This will be a 2500 Vehicle and will be purchased from Bauchman Chevrolet under the state contract. The cost for this vehicle would be \$63,800.00 and is a budgeted item.

Motion by Trustee Mitchell to approve the purchase of this special units vehicle, Second by Trustee Whitaker. Vote taken; motion carried.

MOTION TO GO INTO CLOSED SESSION:

Trustee Poynter 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 Whitaker. Vote taken; motion carried. Closed Session began at 5:02 pm.

RETURN TO OPEN SESSION:

Trustee Mitchell motioned to return to Open Session, Second by Trustee Poynter. Vote taken; motion carried. The meeting returned to Open Session at 5:31 pm with the following actions taken:

Motion by Trustee Sparks to accept the resignation of EMT Samantha Baines, Second by Trustee Poynter. Vote taken; motion carried.

Motion by Trustee Sparks to accept the disciplinary agreement with EMT Mika Wheeler, Second by Trustee Mitchell. Vote taken; motion carried

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES (continued):

Chief Meiman presented several policies, the requested action is show with each one:

SOP 100.29 – Internet Usage, Social Media, Email – DELETE
SOP 100.51 – Social Media – ADD
SOP 100.50 – Email Usage – ADD
SOP 100.29 – Internet-Computer-Data Terminal Usage - ADD

Trustee Mitchell motioned to delete/add the policies as presented, Second by Trustee Baker. Vote taken; motion carried.

Deputy Chief Bowman showed the Board of Trustees progress pictures of the Tower Ladder 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 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 Baker motioned to adjourn the meeting, Second by Trustee Whitaker. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 5:35 pm.