

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: April 21, 2025

Time: 5:30 pm

Attendees: Trustee James Taylor (Chairman), Charles Ford, Dwight Mitchell, Dustin Baker, Douglas Poynter, Patrick Sparks, Chief Jason Meiman, Colonel J. A. Bowman, Cheryl Smalley, Lora Bentley, and Maurice Byrne Jr.

CALL TO ORDER:

- The meeting was called to order at 5:30 pm by Trustee James Taylor, Chairman.

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for March 17, 2025, motion by Trustee Mitchell to approve minutes as written, Second by Trustee Poynter. Vote taken; motion carried.

CORRESPONDENCE: N/A

FINANCIAL REPORT:

The following financial report for the period ending March 31, 2025, was read by Trustee Baker:

General Fund Checking: Beginning Balance 100006	\$ 684,531.71
Total Receipts (deposits)	\$ 1,378,815.09
Total Monies Available in General Fund Checking	\$ 2,063,346.80
Disbursements (regular checks and direct deposit withdrawals)	\$ 1,116,966.37
General Fund Checking: Ending Balance	<u>\$ 946,380.43</u>

Money Market Savings: Beginning Balance 110100	\$ 315,078.44
Interest earned	\$ 535.20
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>\$ 315,613.64</u>

Capital Funds Account: Beginning Balance 100001	\$ 1,258,059.22
Interest Earned	\$ 2,136.98
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Capital Company Account Ending Balance	<u>\$ 1,260,196.20</u>

Holding Company Money Market Account 100004	\$18,639,222.96
Interest earned	\$ 52,940.16
Deposited into Holding Money Market	\$ 426,998.44
Monies transferred out to General Fund Checking	\$ 2,432,169.38
Monies transferred out to Employee Sick Time	\$ 0.00
Holding Company MM Account Ending Balance	<u>\$16,686,992.18</u>

Holding Company Account Beginning Balance 100300	\$ 1,567,569.18
Interest Earned	\$ 289.18
EFT Deposited into Holding Company Account	\$ 360,482.91
Monies Transferred out to General Fund Checking	\$ 0.00
Holding Company Account Ending Balance	<u>\$ 1,928,341.27</u>

Forcht Retirement Sick Leave 110200	\$ 249,354.97
Interest earned	\$ 423.56
Deposited into Investment Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Forcht Retirement Sick Leave Ending Balance	<u>\$ 249,778.53</u>
Investment Account 110300	\$ 2,111,380.68
Interest earned	\$ 0.00
Deposited into Investment Account	\$ 5,483.85
Investment Account Ending Balance	<u>\$ 2,116,864.53</u>
Petty Cash	\$ 1,150.00
Deposits or on Hand	\$ 5,000.00
Withdrawals	\$ 0.00
Petty Cash Ending Balance	<u>\$ 6,150.00</u>
Payroll Clearing Account 110100	\$ 17,861.56
Interest earned	\$ 9.45
Deposited into Payroll Account	\$ 1,053,426.00
Payroll Activity	\$ (851,236.02)
Payroll Clearing Account Ending Balance	<u>\$ 220,060.99</u>
Old Operating Account 100101	\$ 46,587.24
Auxiliary Account 10200	\$ 4,919.81
Total Funds Available	<u>\$23,781,884.82</u>

Trustee Poynter 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 Poynter 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: N/A

Retirement/Resignations/Terminations: N/A

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations: N/A

There were no personnel actions; therefore, no vote was taken.

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

Chief Meiman informed the Board of Trustees

Chief Meiman presented the Grant Manager Contract to the Board for review. There is no change in the pay rate under this contract only a change to the date – contract period is January 1, 2025 – March 31, 2026.

Motion by Trustee Mitchell to approve the Grant Manager Contract as presented, Second by Trustee Baker. Vote taken; motion carried.

Chief Meiman presented an Addendum to the Project Manager Contract to the Board for review. The addendum deals with DBIA Language and also naming Mr. Bingaman as a consultant.

Motion by Trustee Baker to approve the Addendum to the Project Manager Contract as presented, Second by Trustee Poynter. Vote taken; motion carried.

Chief Meiman presented information regarding House Bill 152, Medicaid Supplemental Program; the bill has now passed legislation. The Department has attended several meetings regarding this House Bill regarding how it affects our department and how things need to be set up through this program. In the past we have utilized PCG Services to assist the department with a previous Medicare Audit. PCG Services has been recommended through Medicount (our billing service) to assist the department with an audit to assist with APAP Funding. Chief Meiman negotiated with PCG Services for payment and they have agreed on an 8% fee for their work on this audit. Chief Meiman has already signed the agreement after consulting with Legal Counsel and the Board Chair. Chief Meiman has presented the contract for the ASSP Program to the Board for review and has recommended approval.

Motion by Trustee Mitchell to approve the ASSP Program Contract as presented, Second by Trustee Baker. Vote taken; motion carried.

Chairman Taylor presented written contracts for the following:

Chief Jason Meiman's Employment Contract

Motion by Trustee Poynter to approve Chief Meiman's written contract, Second by Trustee Baker. Vote taken; motion carried.

Deputy Chief Joseph Bowman's Employment Contract

Motion by Trustee Mitchell to approve Deputy Chief Bowman's written contract, Second by Trustee Sparks. Vote taken; motion carried.

Chairman Taylor reminded the Board about the Property Owner Trustee Election coming up and Mayor Appointed Trustee position held by Trustee Ford, recommendations to the Mayor's Office.

MOTION TO GO INTO CLOSED SESSION:

Trustee Mitchell 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 5:55 pm.

RETURN TO OPEN SESSION:

Trustee Mitchell motioned to return to Open Session, Second by Trustee Ford. Vote taken; motion carried. The meeting returned to Open Session at 6:15 pm with no action taken.

MOTION TO GO INTO CLOSED SESSION (2):

Trustee Mitchell 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 Baker. Vote taken; motion carried. Closed Session began at 6:15 pm.

RETURN TO OPEN SESSION (2):

Trustee Sparks motioned to return to Open Session, Second by Trustee Ford. Vote taken; motion carried. The meeting returned to Open Session at 6:20 pm with the following actions taken:

Motion by Trustee Poynter to increase the hourly pay rate of the Comptroller Position to \$100 per hour, Second by Trustee Mitchell. Vote taken; motion carried. NOTE: Chairman James Taylor abstained from this vote

ADJOURNMENT: the minutes and the financial statement that have been approved by the Board of Trustees will be kept in the minute book and to be filed with the Jefferson County 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 Sparks motioned to adjourn the meeting, Second by Trustee Poynter. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:21 pm.

Minutes transcribed by Cheryl Smalley