

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: May 19, 2025

Time: 5:30 pm

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

Absent: Trustee Douglas Poynter

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 April 21, 2025, motion by Trustee Ford to approve minutes as written, Second by Trustee Mitchell. Vote taken; motion carried.

APPOINTMENT OF ACTING SECRETARY:

- Motion by Trustee Mitchell to appoint Acting Secretary Patrick Sparks, Second by Trustee Baker. Vote taken; motion carried.

CORRESPONDENCE: Read by Trustee Mitchell.

- MetroSafe Communications – Thank You

FINANCIAL REPORT:

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

General Fund Checking: Beginning Balance 100006	\$ 614,994.45
Total Receipts (deposits)	\$ 842,341.14
Total Monies Available in General Fund Checking	\$ 1,457,335.59
Disbursements (regular checks and direct deposit withdrawals)	\$ 897,112.67
General Fund Checking: Ending Balance	<u>\$ 560,222.92</u>

Money Market Savings: Beginning Balance 110100	\$ 315,613.64
Interest earned	\$ 518.82
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>\$ 316,132.46</u>

Capital Funds Account: Beginning Balance 100001	\$ 1,260,196.20
Interest Earned	\$ 2,071.56
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Capital Company Account Ending Balance	<u>\$ 1,262,267.76</u>

Holding Company Money Market Account 100004	\$16,721,205.54
Interest earned	\$ 47,418.27
Deposited into Holding Money Market	\$ 1,096,175.19
Monies transferred out to General Fund Checking	\$ 776,844.28
Monies transferred out to Employee Sick Time	\$ 0.00
Monies transferred out to Payroll Account	\$ 849,007.65
Holding Company MM Account Ending Balance	<u>\$16,239,947.07</u>

Holding Company Account Beginning Balance 100300	\$ 1,928,052.09
Interest Earned	\$ 337.13
EFT Deposited into Holding Company Account	\$ 325,729.17
Monies Transferred out to General Fund Checking	\$ 0.00
Holding Company Account Ending Balance	<u>\$ 2,254,118.39</u>
Forcht Retirement Sick Leave 110200	\$ 278,846.23
Interest earned	\$ 410.59
Deposited into Investment Account	\$ (909.74)
Monies transferred out to General Fund Checking	\$ 0.00
Forcht Retirement Sick Leave Ending Balance	<u>\$ 278,347.08</u>
Investment Account 110300	\$ 2,130,071.49
Interest earned	\$ 0.00
Unrealized gain on Investment	\$ 0.00
Investment Account Ending Balance	<u>\$ 2,130,071.49</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	\$ 219,786.62
Interest earned	\$ 8.91
Deposited into Payroll Account	\$ 849,007.65
Payroll Activity	\$ (850,382.37)
Payroll Clearing Account Ending Balance	<u>\$ 218,420.81</u>
Old Operating Account 100101	\$ 84,140.63
Auxiliary Account 10200	\$ 4,919.81
Total Funds Available	<u>\$23,354,738.42</u>

Trustee Mitchell motioned to approve the Financial Report as read, Second by Trustee Sparks. 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 Mitchell motioned to approve the Financial Updates as read, Second by Trustee Sparks. Vote taken; motion carried.

Chairman James Taylor discussed T-Bonds that are available for purchase—\$270,000 worth of bonds purchased for \$256,000.00, which will mature on 5/31/2027 and have a YTM of 3.5%.

Trustee Mitchell motioned to approve the purchase of the bonds as discussed, Second by Trustee Sparks. Vote taken; motion carried.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

- 5/12/2025 – Haden, Sylvia – EMT
- 5/12/2025 – Shields, Rachel - EMT

New Hire Part-time:

- 5/11/2025 – Johnson, Kevin – Training Officer
- 5/12/2025 – Steele, Kayla - Paramedic

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:

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

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

Colonel Bowman presented to the Board of Trustees information regarding the promotional process for Major/District Chief and Captain. These promotional lists will be in effect for two years or when the list is exhausted. He read the following:

Captain's List:

1. Kyle Mattingly
2. Joseph Davidson
3. Michael Beach
4. Aaron Herl
5. Samuel Pressley
6. Stanley Ferguson
7. Alexander Cahill

Motion by Trustee Sparks to approve the promotional list for Captain as presented, Second by Trustee Baker. Vote taken; motion carried.

Major/District Chief List:

1. Dustin Baker
2. Matthew May

**Trustee Dustin Baker recused himself from voting.

Motion by Trustee Mitchell to approve the promotional list for Major as presented, Second by Trustee Sparks. Vote taken; motion carried.

Chief Meiman updated the Board on the property at 6770 Dixie Highway. Three reputable companies have submitted their information to be accepted to submit proposals. The design information has been sent to those companies and their proposals are due back in two weeks.

Chief Meiman presented the General Budget to the Board of Trustees both in handouts and a power point presentation. Chief Meiman would like the Board to review all information presented and prepare to vote on the Budget at the July 2025 Board Meeting.

Chief Meiman asked Captain Chris Willis to speak on the recognition award the department received from the University of Louisville School of Medicine for the continued partnership with the U.S.-Lithuanian Global Health Emergency Medicine Rotation. Captain Willis gave the Board specific information regarding the continued partnership as well as future plans to visit Lithuania.

Chief Meiman informed the Board the collection for the Crusade for Children would begin on May 27, 2025 through June 2, 2025. Colonel Bowman gave specific information regarding Crusade collection and encouraged all Board members to join in the collection efforts. The goal for the 2025 Crusade for Children is \$275,000.

Trustee Mitchell presented the amended Comptroller agreement to the Board for approval.

**Chairman James Taylor recused himself from voting.

Motion by Trustee Ford to approve the amended agreement as presented, Second by Trustee Baker. Vote taken; motion carried.

Chief Meiman presented Trustee Charles Ford with a plaque recognizing his service to the Board as his term will end June 30, 2025.

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 Sparks. Vote taken; motion carried. Closed Session began at 6:10 pm.

RETURN TO OPEN SESSION:

Trustee Mitchell motioned to return to Open Session, Second by Trustee Baker. Vote taken; motion carried. The meeting returned to Open Session at 6:52 pm with the following action taken:

Motion by Trustee Mitchell to approve the agreement with Captain Douglas Poynter as presented, Second by Trustee Ford. Vote taken; motion carried.

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 Mitchell motioned to adjourn the meeting, Second by Trustee Sparks. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:55 pm.

Minutes transcribed by Cheryl Smalley