

# PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

**Date:** June 16, 2025

**Time:** 5:30 pm

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

**Via Zoom:** Chief Jason Meiman

**Absent:** Trustee Douglas Poynter

## CALL TO ORDER:

- The meeting was called to order at 5:32 pm by Trustee James Taylor, Chairman.

## APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for May 19, 2025, motion by Trustee Ford to approve minutes as written, Second by Trustee Mitchell. Vote taken; motion carried.

**CORRESPONDENCE:** Read by Trustee Mitchell.

- Holy Cross High School – Thank You

## FINANCIAL REPORT:

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

<b>General Fund Checking: Beginning Balance 100006</b>	<b>\$ 562,010.08</b>
Total Receipts (deposits)	\$ 794,332.05
Total Monies Available in General Fund Checking	\$ 1,356,342.13
Disbursements (regular checks and direct deposit withdrawals)	\$ 1,342,141.94
<b>General Fund Checking: Ending Balance</b>	<b><u>\$ 14,200.19</u></b>

<b>Money Market Savings: Beginning Balance 110100</b>	<b>\$ 316,132.46</b>
Interest earned	\$ 519.67
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
<b>Money Market Savings Account Ending Balance</b>	<b><u>\$ 316,652.13</u></b>

<b>Capital Funds Account: Beginning Balance 100001</b>	<b>\$ 1,262,267.76</b>
Interest Earned	\$ 2,074.96
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
<b>Capital Company Account Ending Balance</b>	<b><u>\$ 1,264,342.72</u></b>

<b>Holding Company Money Market Account 100004</b>	<b>\$16,239,947.07</b>
Interest earned	\$ 45,743.56
Deposited into Holding Money Market	\$ 2,956,397.53
Monies transferred out to General Fund Checking	\$ 782,049.75
Monies transferred out to Employee Sick Time	\$ 0.00
Monies transferred out to Payroll Account	\$ 869,474.54
<b>Holding Company MM Account Ending Balance</b>	<b><u>\$17,590,563.87</u></b>

<b>Holding Company Account Beginning Balance 100300</b>	<b>\$ 2,254,118.39</b>
Interest Earned	\$ 348.95
EFT Deposited into Holding Company Account	\$ 333,923.82
Monies Transferred out to General Fund Checking	\$ (2,538,391.16)
<b>Holding Company Account Ending Balance</b>	<b><u>\$ 50,000.00</u></b>

<b>Forcht Retirement Sick Leave 110200</b>	<b>\$ 278,347.08</b>
Interest earned	\$ 411.27
Deposited into Investment Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
<b>Forcht Retirement Sick Leave Ending Balance</b>	<b><u>\$ 278,758.35</u></b>

<b>Investment Account 110300</b>	<b>\$ 2,141,256.81</b>
Interest earned	\$ 0.00
Unrealized gain on Investment	\$ 0.00
<b>Investment Account Ending Balance</b>	<b><u>\$ 2,141,256.81</u></b>

<b>Petty Cash</b>	<b>\$ 1,150.00</b>
Deposits or on Hand	\$ 5,000.00
Withdrawals	\$ 0.00
<b>Petty Cash Ending Balance</b>	<b><u>\$ 6,150.00</u></b>

<b>Payroll Clearing Account 110100</b>	<b>\$ 218,420.81</b>
Interest earned	\$ 5.53
Deposited into Payroll Account	\$ 869,474.54
Payroll Activity	\$ (1,077,120.33)
<b>Payroll Clearing Account Ending Balance</b>	<b><u>\$ 10,780.55</u></b>

<b>Public Funds 100101</b>	<b>\$ 45,025.80</b>
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<b>Auxiliary Account 10200</b>	<b>\$ 4,919.81</b>
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Total Funds Available	<b><u>\$21,722,650.23</u></b>
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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.

**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:

- 5/29/25 – Hooker, Peter – Paramedic – submitted a letter for leave of absence for a maximum of 12 weeks.

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 5/10/25 – Weber, Allen – Captain – submitted a letter of retirement effective 8/1/25.
- 5/18/25 – Long, Oren – FF(PT) – submitted a letter of resignation effective 6/1/25.
- 5/21/25 – Elder, Joseph – Major – submitted a letter of retirement effective 8/1/25.
- 5/22/25 – Johnson, Jeffery – FF/EMT – submitted a letter of resignation effective 6/13/25.
- 5/28/25 – Milliner, Scott – Major – submitted a letter of retirement effective 8/1/25.
- 6/1/25 – Bryan, Michael – Captain – submitted a letter of resignation effective 7/30/25.
- 6/2/25 – Wardrip, Chris – Captain – submitted a letter of retirement effective 8/1/25.
- 6/3/25 – Schryver, Luke – FF(PT) – submitted a letter of resignation effective 6/17/25.

**Auxiliary Personnel**

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations/Resignations:

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

**FIRE CHIEF'S REPORT:**

Motion by Trustee Sparks 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:**

Colonel Bowman presented a new policy, Cellular Phone Usage While On-Duty, 100.49, to the Board for review and approval. After review from the Board Members the following action was taken:

Motion by Trustee Mitchell to approve the policy as written, Second by Trustee Ford. Vote taken; motion carried.

Colonel Bowman informed the Board of Trustees that the department has received the American College of Cardiology ACC Accreditation Services Certificate for the Emergency Medical Services Partner in Care Program, recognizing Pleasure Ridge Park Fire Protection District as a distinguished clinical team member in cardiac care with St. Mary and Elizabeth Hospital. Colonel Patrick Tiernan went into a more depth explanation of this certificate, how it was obtained and how important it is for the department to partner with St. Mary and Elizabeth Hospital as well as many other hospitals in our area. Colonel Tiernan also recognized the work David Todd conducted to obtain this certificate.

Colonel Bowman presented to the Board of Trustees the Amended Budget documents for fiscal year 24-25. He went through these documents in detail with the Board of Trustees.

Motion by Trustee Sparks to approve the Amended Budget as presented, Second by Trustee Mitchell. Vote taken; motion carried.

Motion by Trustee Sparks to approve the Amended Capital Budget as presented, Second by Trustee Mitchell. Vote taken; motion carried.

Colonel Bowman presented to the Board of Trustees the Budget documents for fiscal year 25-26. Colonel Bowman stated that the changes in this document were formula changes only per Chief Meiman and Roger Bloyd (CPA).

Motion by Trustee Sparks to approve the Budget as presented, Second by Trustee Mitchell. Vote taken; motion carried.

Colonel Bowman requested an extension to the promotional list for the position of Apparatus Operator with the rank of Sergeant for six months, due to many retirements and members resigning, the list would now be set to expire December 20, 2025.

Motion by Trustee Baker to approve the six-month extension to the Sergeants Promotional List as presented, Second by Trustee Sparks. Vote taken; motion carried.

Colonel Bowman gave an update on the collection efforts for Crusade For Children – the department collected \$323,544.44. The Crusade for Children presented the department with a plaque celebrating the collection of 9 Million Dollars to date for the Crusade. This was held up a bit due to COVID-19. Next year, we are set to receive a plaque celebrating the collection of 10 Million Dollars for the Crusade.

Colonel Bowman introduced Chris Bingaman, Project Manager for our property at 6770 Dixie Highway. Mr. Bingaman presented a PowerPoint outlining the process to this point. After presenting all the bids that were submitted, Mr. Bingaman is recommending that the construction contract be awarded to Abel Construction. After discussion and consideration, the Board of Trustees made the following motion:

Motion by Trustee Mitchell to approve Abel Construction as the most complete and competent bid to move forward to complete the final design/build concept, Second by Trustee Sparks. Vote taken; motion carried.

**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 6:15 pm.

**RETURN TO OPEN SESSION:**

Trustee Mitchell motioned to return to Open Session, Second by Trustee Sparks. Vote taken; motion carried. The meeting returned to Open Session at 6:30 pm with the following action taken:

Motion by Trustee Sparks to approve the order for hearing for Scott Bock, Second by Trustee Mitchell. Vote taken; motion carried.

Motion by Trustee Sparks to accept the letter of resignation from FF/EMT Trevor Abner effective June 16, 2025 as presented, Second by Trustee Mitchell. 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 6:32 pm.