

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT BOARD OF TRUSTEE MEETING MINUTES

Date: July 21, 2025

Time: 5:30 pm

Attendees: Trustee James Taylor, Dwight Mitchell, Dustin Baker, Patrick Sparks, Dena Whitler-Weedman, 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.

OATH OF OFFICE:

- Mayor Greenburg appointed Dena Whitler-Weedman as Metro Mayor Appointee with a term to expire 6/30/2028. Trustee Whitler-Weedman read the Oath of Office, which will be filed with the minutes.

NOMINATION OF OFFICERS FOR THE BOARD:

Chair: Trustee Mitchell nominated Trustee Taylor.

No other nominations were given. Trustee Mitchell motioned to approve the appointment of Trustee Taylor as Chair, Second by Trustee Baker. Vote taken; motion carried.

Trustee Taylor, Chair, took an Oath of Office, which is filed with the minutes.

Secretary: Trustee Taylor nominated Trustee Sparks.

No other nominations were given. Trustee Mitchell motioned to approve the appointment of Trustee Sparks as Secretary, Second by Trustee Baker. Vote taken; motion carried.

Trustee Sparks, Secretary, took an Oath of Office, which is filed with the minutes.

Treasurer: Trustee Taylor nominated Trustee Mitchell.

No other nominations were given. Trustee Sparks motioned to approve the appointment of Trustee Sparks as Treasurer, Second by Trustee Baker. Vote taken; motion carried.

Trustee Mitchell, Treasurer, took an Oath of Office, which is filed with the minutes.

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for June 16, 2025, and Emergency Meeting July 3, 2025, motion by Trustee Mitchell to approve minutes as written, Second by Trustee Sparks. Vote taken; motion carried.

CORRESPONDENCE: Read by Trustee Mitchell.

- John Blim
- Jason Stuecker

FINANCIAL REPORT:

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

General Fund Checking: Beginning Balance 100006	\$ 18,626.46
Total Receipts (deposits)	\$ 893,487.64
Total Monies Available in General Fund Checking	\$ 912,114.10
Disbursements (regular checks and direct deposit withdrawals)	\$ 644,959.99
General Fund Checking: Ending Balance	<u>\$ 267,154.11</u>
Money Market Savings: Beginning Balance 110100	\$ 316,652.13
Interest earned	\$ 537.87
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>\$ 317,190.00</u>
Capital Funds Account: Beginning Balance 100001	\$ 1,264,342.72
Interest Earned	\$ 2,147.65
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Capital Company Account Ending Balance	<u>\$ 1,266,490.37</u>
Holding Company Money Market Account 100004	\$17,556,350.51
Interest earned	\$ 49,059.17
Deposited into Holding Money Market	\$ 333,199.10
Monies transferred out to General Fund Checking	\$ 882,071.42
Monies transferred out to Payroll Account	\$ 1,122,173.86
Holding Company MM Account Ending Balance	<u>\$15,934,363.50</u>
Holding Company Account Beginning Balance 100300	\$ 50,000.00
Interest Earned	\$ 0.00
EFT Deposited into Holding Company Account	\$ 333,203.35
Monies Transferred out to General Fund Checking	\$ (333,203.35)
Holding Company Account Ending Balance	<u>\$ 50,000.00</u>
Forcht Retirement Sick Leave 110200	\$ 250,600.39
Interest earned	\$ 425.68
Deposited into Investment Account	\$ 0.00
Monies transferred out to General Fund Checking	\$ 0.00
Forcht Retirement Sick Leave Ending Balance	<u>\$ 251,026.07</u>
Investment Account 110300	\$ 2,141,093.21
Interest earned	\$ 0.00
Unrealized Gain on Investments	\$ 0.00
Investment Account Ending Balance	<u>\$ 2,141,093.21</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	\$ 10,786.08
Interest earned	\$ 0.00
Deposited into Payroll Account	\$ 1,122,176.22
Payroll Activity	\$ (904,394.68)
Payroll Clearing Account Ending Balance	<u>\$ 208,567.62</u>
Public Funds 100101	\$ 242,921.94
Auxiliary Account 10200	\$ 4,919.81
Total Funds Available	<u>\$20,709,876.63</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.

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:

- 6/26/25 – Meredith, Sean – FF/EMT – submitted a letter of resignation effective 7/9/25. **FF Meredith requested to move to part-time employment and was granted effective 7/13/25
- 7/5/25 – Ramirez, Isaiah – FF/EMT – submitted a letter of resignation effective 7/17/25
- 7/7/25 – Ramirez, Alejandro – CPT – submitted a letter of retirement effective 7/26/25
- 7/8/25 – Ohlmann, Tyler – FF/EMT – submitted a letter of resignation effective 7/14/25
- 7/12/25 – Bewley, Joseph – CPT – submitted a letter of resignation effective 8/17/25

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 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 Mitchell.
Vote taken; motion carried.

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

Chief Meiman reminded the Board of Trustees to complete Ethics Training.

Chief Meiman and the Finance Team (Chief Meiman, Colonel Bowman, Mr. Taylor (Comptroller), and Mrs. Bentley) met to discuss the yearly audit to be conducted. The team has started to meet with Dean Dorton who has previously completed the audit. Dean Dorton has discussed a rate increase of 20% and is fast approaching the \$40,000 threshold. Chief Meiman feels that perhaps next year other quotes for auditing firms should be obtained. For the remainder of this year the finance team feels we should stay with Dean Dorton and obtain quotes going forward from other auditing firms.

Motion by Trustee Mitchell to continue with Dean Dorton for this year's audit, Second by Trustee Sparks. Vote taken; motion carried.

Chief Meiman presented to the Board of Trustees a new policy, "Pregnant Workers Fairness Act" for review. The policy was read and discussed.

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

Chief Meiman discussed the recent grant purchase of a large Fire Boat. Chief Meiman would also like to purchase a smaller boat in addition to the larger Fire Boat. The boat would be purchased through the HGAC Program from Atlantic Emergency Solutions for \$95,045.56. Colonel Bowman discussed some of the specific features and uses for this smaller boat.

Motion by Trustee Baker to approve the purchase from Atlantic Emergency Solutions \$95,045.56, Second by Trustee Sparks. Vote taken; motion carried.

Chief Meiman discussed the completed contract with Abel Construction for the renovation of the new Headquarters building at 6770 Dixie Highway. The contract has been signed. Legal Counsel Maurice Byrne discussed some specific legal aspects that are covered under this contract.

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

Chief Meiman discussed a contract with the adjoining business for the easement project to be completed. The Department's responsibility for this project will be \$10,000.00.

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

Chief Meiman presented to the Board of Trustees that Beth Bishop/Grant Writer had written a grant for the training center for \$17,000 and was approved. She is also currently working on writing grants for vehicle exhaust systems.

Chief Meiman discussed upcoming retirements of Major Joe Elder, Major Scott Milliner, Captain Chris Wardrip, and Captain Allen Weber. They will be recognized at the Training Center on July 25, 2025 from 11 am to 2 pm.

Legal Counsel Maurice Byrne discussed the recent disciplinary hearing on July 15, 2025 that was conducted. He sent out minutes of that meeting/hearing to the Board of Trustees and asked the Board for approval.

Motion by Trustee Baker to approve the minutes as written, Second by Trustee Sparks. Vote taken; motion carried.

Legal Counsel Maurice Byrne also discussed that the member of the hearing has 30 days to appeal the actions from the hearing. The Court Reporter's fee for the hearing is \$440. If there is an appeal, the court reporter would be responsible for presenting a verbatim transcript, and the fee for that is \$760 for a total of \$1,200. The Board discussed paying the court reporter's fee of \$440 and waiting to get a transcript if an appeal was filed.

Motion by Trustee Sparks to approve paying the court reporter's fee of \$440 only at this time, Second by Trustee Baker. Vote taken; motion carried.

Trustee Taylor discussed certifying the recent election for Property Owner Trustee. There was one nomination for Jerry Whitaker. The election was conducted and one vote was cast for Jerry Whitaker.

Motion by Trustee Mitchell to certify the election of Property Owner Trustee Jerry Whitaker, Second by Trustee Baker. 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 6:15 pm.

Chairman Taylor reopened the meeting at 6:20 pm to discuss starting the Board Meetings at 4:00 pm going forward. If approved Legal Counsel Maurice Byrne will prepare a written amendments regarding the change.

Motion by Trustee Mitchell to approve the change in meeting time to 4:00 pm, Second by Trustee Sparks. Vote taken; motion carried.

With no further business, Trustee Sparks motioned to adjourn the meeting, Second by Trustee Mitchell. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 6:22 pm.