

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

**Date:** September 15, 2025

**Time:** 4:00 pm

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

**Absent:** Trustee Douglas Poynter & Dena Whittler-Weedman

## CALL TO ORDER:

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

## APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for August 18, 2025, motion by Trustee Mitchell to approve minutes as written, Second by Trustee Baker. Vote taken; motion carried.

**CORRESPONDENCE:** Read by Trustee Mitchell.

- Jim Armstrong – Thank You.

## FINANCIAL REPORT:

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

|   |                             |
|---|-----------------------------|
| <b>General Fund Checking: Beginning Balance 100006</b>        | <b>\$ 295,575.39</b>        |
| Total Receipts (deposits)                                     | \$ 1,384,094.98             |
| Total Monies Available in General Fund Checking               | \$ 1,459,283.78             |
| Disbursements (regular checks and direct deposit withdrawals) | \$ 1,031,659.80             |
| <b>General Fund Checking: Ending Balance</b>                  | <b><u>\$ 427,623.96</u></b> |

|  |                             |
|--|-----------------------------|
| <b>Money Market Savings: Beginning Balance 110100</b>          | <b>\$ 317,728.79</b>        |
| Interest earned  | \$ 504.88                   |
| 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>\$ 318,233.67</u></b> |

|  |                               |
|--|-------------------------------|
| <b>Capital Funds Account: Beginning Balance 100001</b> | <b>\$ 1,268,641.67</b>        |
| Interest Earned  | \$ 2,015.92                   |
| 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>\$ 1,270,657.59</u></b> |

|  |                               |
|--|-------------------------------|
| <b>Holding Company Money Market Account 100004</b> | <b>\$13,485,464.42</b>        |
| Interest earned                                    | \$ 34,332.53                  |
| Deposited into Holding Money Market                | \$ 355,108.00                 |
| Monies transferred out to General Fund Checking    | \$ 1,265,226.29               |
| Monies transferred out to Payroll Account          | \$ 894,773.11                 |
| <b>Holding Company MM Account Ending Balance</b>   | <b><u>\$11,714,905.55</u></b> |

|   |                           |
|---|---------------------------|
| <b>Holding Company Account Beginning Balance 100300</b> | <b>\$ 1,000.00</b>        |
| Interest Earned   | \$ 0.00                   |
| EFT Deposited into Holding Company Account              | \$ 0.00                   |
| Monies Transferred out to General Fund Checking         | \$ 0.00                   |
| <b>Holding Company Account Ending Balance</b>           | <b><u>\$ 1,000.00</u></b> |

|  |                               |
|--|-------------------------------|
| <b>Forcht Retirement Sick Leave 110200</b>         | <b>\$ 225,227.27</b>          |
| Interest earned                                    | \$ 182.38                     |
| Deposited into Investment Account                  | \$ 0.00                       |
| Monies transferred out to General Fund Checking    | \$ (131,902.67)               |
| <b>Forcht Retirement Sick Leave Ending Balance</b> | <b><u>\$ 93,506.98</u></b>    |
| <br>   |                               |
| <b>Investment Account 110300</b>                   | <b>\$ 2,158,488.99</b>        |
| Interest earned                                    | \$ 6,103.61                   |
| Unrealized Gain on Investments                     | \$ 0.00                       |
| <b>Investment Account Ending Balance</b>           | <b><u>\$ 2,164,592.60</u></b> |
| <br>   |                               |
| <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>     |
| <br>   |                               |
| <b>Payroll Clearing Account 110100</b>             | <b>\$ 11,057.51</b>           |
| Interest earned                                    | \$ 0.00                       |
| Deposited into Payroll Account                     | \$ 894,780.35                 |
| Payroll Activity                                   | \$ (894,773.11)               |
| <b>Payroll Clearing Account Ending Balance</b>     | <b><u>\$ 11,064.75</u></b>    |
| <br>   |                               |
| <b>Public Funds 100101</b>                         | <b>\$ 790,889.89</b>          |
| <br>   |                               |
| <b>Auxiliary Account 10200</b>                     | <b>\$ 4,919.81</b>            |
| <br>   |                               |
| Total Funds Available                              | <b><u>\$16,803,544.80</u></b> |

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:

- 8/25/25 – Evans, Joel – FF/EMT
- 8/25/25 – Evans, Justin – FF/EMT
- 9/7/25 – Grubbs, Emily – EMT
- 9/7/25 – Lee, Christopher – AEMT
- 9/7/25 – Raines, Clinton – EMT

New Hire Part-time:

- 8/25/25 – Gibson, Wesley – FF/EMT
- 8/27/25 – Hedgecock, Aaron – FF/EMT
- 8/29/25 – Abner, Eric – FF/EMT
- 9/7/25 – Klinglesmith, Trenton - EMT

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 8/21/25 – Reed, Cody – EMT – submitted a letter of resignation effective immediately.
- 8/27/25 – Redmon, Jordan – FF/EMT (PT) – submitted a letter of resignation effective 9/3/25.
- 9/12/25 – Lee, Christopher – AEMT – 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 Mitchell to approve the Personnel Actions as read, Second by Trustee Whitaker.  
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.

**MOTION TO GO INTO CLOSED SESSION:**

Trustee Sparks 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 Mitchell. Vote taken; motion carried. Closed Session began at 4:15 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 4:30 pm with the following action taken:

Motion by Trustee Mitchell to approve the disciplinary agreement with FF/Paramedic Justin Jones, Second by Trustee Baker. Vote taken; motion carried.

**UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:**

Chief Meiman shared with the Board of Trustees the details regarding the 75<sup>th</sup> Anniversary Open House and invited the Board Members to attend. The 75<sup>th</sup> Anniversary Celebration will be held on September 27, 2025, at the Training Center from 12:00 pm to 4:00 pm.

Chief Meiman informed the Board of Trustees that we have officially received the Certificate of Occupancy for Station 91, located at 4912 Camp Ground Road, and that the Firehouse will be opened very soon.

Chiem Meiman informed the Board of Trustees of the upcoming recruit graduation ceremony to be held at Pleasure Ridge Park High School Auditorium, Saturday, August 23, 2025, and invited them all to attend.

Chairman Taylor talked about the recent visit from Forcht Bank Employees and the tour that he and Chief Meiman gave to those members of our district, and wanted the Board to know that they were very impressed.

Maurice Byrne, Legal Counsel, discussed with the Board the meeting time change to 4:00 pm and requested that there be a motion to make the change to the By-Laws.

Motion by Trustee Sparks to approve the By-Law Change regarding the meeting time change to 4:00 pm, Second by Trustee Baker. Vote taken; motion carried.

Maurice Byrne, Legal Counsel discussed with the Board that State Law requires that all trustees receive a copy of the Open Records Law and Records Retention Law. He sent a copy to all members via email and asked that all members review and sign and return that copy to him.

**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 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 4:34 pm.

Minutes transcribed by Cheryl Smalley