

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

Date: December 19, 2022

Time: 6:30 pm

Attendees: Trustees James Taylor (Chair), Butch Sample (Secretary), Charles Ford (Treasurer), Leslie Ryan, Betty Jarboe Matt May and Doug Poynter; Chief Jason Meiman, Deputy Chief J. A. Bowman, Lt. Colonel Eric Duffy, Cheryl Smalley, and Maurice Byrne Jr.

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for November 21, 2022 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

SPECIAL DISCUSSION – AUDIT:

- Jim Tenza, Director in Charge for Dean Dorton and the financial audit conducted for Pleasure Ridge Park Fire District. Mr. Tenza stated that the audit was essentially complete. He noted one significant deficiency/finding. Mr. Tenza (and staff) went through page by page of the draft document of the audit completed with the Board Members. The significant deficiency was discussed with the Board. It is noted that at the time of the Board Meeting the significant deficiency was already reviewed and corrected based on the information provided by the auditors. Dean Dorton also noted that there were no material weaknesses found during this audit.
- A response was composed by Chief Meiman and Mr. Bloyd and presented to the Board for review and approval.
- After discussion with legal counsel the response will be adjusted to include that the “District was aware of and corrected the significant weakness found during the audit”.
- Motion by Trustee May to approve the Audit in Draft form and written response as adjusted, Seconded by Trustee Ryan. Vote taken; motion carried.

CORRESPONDENCE:

- The following correspondence were read into record:
 - Happy Holidays– A Cheaper Locksmith
 - Happy Holidays – Kustes Hydraulics, Inc.
 - Season’s Greetings – Mindel Scott

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

- General Fund Checking Account/Forcht Bank beginning November 1, 2022: \$ 414,931.51
Total receipts for deposits: \$ 1,800,129.80
Total monies available in General Fund Checking Account: \$ 2,215,061.31
Total disbursements: \$ 1,289,547.38
Ending Balance on November 30, 2022: \$ 925,513.93

- Money Market Saving Account/Forcht Bank beginning balance Nov. 1, 2022: \$ 5,073,717.44
Interest earned: \$ 2,817.53
Monies transferred into Money Market Saving Account: \$ 0.00
Monies transferred into General Fund Checking Account: \$ 1,400,000.00
Monies transferred into Holding Company Account \$ 0.00
Ending Balance on November 30, 2022: \$ 3,676,534.97

• Holding Company Account beginning balance as of November 1, 2022:	\$ 2,219,123.17
Interest earned:	\$ 378.80
EFT Deposited into Holding Company Account:	\$ 205,887.64
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on November 30, 2022:	<u>\$ 2,425,389.61</u>

Total Funds Available (General Fund + Money Market + Holding Company): \$ 7,027,438.51

Trustee May motioned to approve the Financial Report as read, Second by Trustee Ryan. Vote taken; motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Update:

- The Board reviewed the following reports:
 - Balance Sheet (FY 2022/2023)
 - Budget vs Actual
 - Revenue Tracker

Trustee Ford motioned to approve the Financial Updates as read, Second by Trustee May. Vote taken; motion carried.

- Premium Pay Update and Request for FICA Funds – Chief Meiman requested from the Board the FICA Funds portion to allow the department to complete the Premium Pay introduced previously. He is requesting \$28,713.92 to pay the departments portion of the taxes (FICA Funds).

Trustee Sample motioned to approve the requested FICA Funds, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman gave an update to the Board (for information purposes only) regarding Health Insurance negotiations for the department. A committee was formed of Deputy Chief Bowman, Lt. Colonel Duffy and Lt. Colonel Carlisle. These negotiations were regarding different Health Insurance Companies, copays, plans, etc. The committee has made the recommendation to continue with WellNet as our Health Insurance Provider with some provisions. Those provisions include: reduction in deductibles, reduction in copays, reduction in out-of-pocket expense, there is a slight increase in cost to the District but overall, a better plan for the members of the District. No action needed.
- Chief Meiman gave an update on the possible increase to the cost of all services provided by Baptist Worx. The Chief will continue to research these increases and present the information to the Board when the research is concluded.
- Chief Meiman gave an update on the upcoming Recruit Class. He is working to hire 14/15 recruits in this class and updated the Board on the current process.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time:

- 12/4/2022: McGraw, David – EMT (A/B Rotation)

New Hire Part-time: N/A

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

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 11/1/2022: Carney, Bruce, FF – submitted a letter of resignation effective 11/1/2022.
- 11/21/2022: Ramirez, Alejandro, FF – submitted a letter of resignation effective 12/4/2022.
- 11/23/2022: Scarbrough, Bradley, FF/AEMT – submitted a letter of resignation effective 12/18/2022.
- 12/08/2022: Bobbitt, Zachary, FF/EMT – submitted a letter of resignation effective 12/18/2022.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

Motion by Trustee May to approve the above list as read, Second by Trustee Ryan. Vote taken; motion carried.

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE:

- Colonel Bowman presented the Draft policy for Emergency Sick Time Pool and discussed all changes.

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

ELECTION COMMITTEE FOR FIREFIGHTER/DISTRICT MEMBER ELECTION: N/A

FIRE CHIEF'S REPORT:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman discussed with the Board the January Fire Alliance Meeting and extended the invitation to all Board Members to attend the meeting. He also gave information to Board Members regarding the RSVP for this meeting.
- Chief Meiman updated the Board on the plan to reconfigure how the Training Center Project will be completed and the process to rebid that project on the new plan. He is recommending accepting the lowest bidder for the pole barn portion of the project but will rebid the remainder of the project.
- Chief Meiman requested from the Board approval to grant all full-time employees an 8% pay increase and a \$1/hour increase for all part time and rapid response members.

Motion by Trustee May to approve the requested pay increase as stated, Second by Trustee Poynter. Vote taken; motion carried.

MOTION TO GO INTO CLOSED SESSION:

Trustee May 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 Sample. Vote taken; motion carried. Closed Session began at 7:50 pm.

RETURN TO OPEN SESSION:

Trustee Sample motioned to return to Open Session, Second by Trustee May. Vote taken; motion carried. The meeting returned to Open Session at 8:00 pm with no action taken.

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 Country Clerk and that 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 May motioned to adjourn the meeting, Second by Trustee Ryan. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 8:00 pm.