

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

Date: January 17, 2023

Time: 6:30 pm

Attendees: Trustees James Taylor (Chair), Butch Sample (Secretary), 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.

Absent: Charles Ford (Treasurer)

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for December 19, 2022 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Poynter. Vote taken; motion carried.

CORRESPONDENCE:

- The following correspondence were read into record by Trustee Sample:
 - Season’s Greetings –Rubbertown Community Advisory Council
 - Merry Christmas – Columbia Southern University
 - Congratulations – Crusade for Children – John Blim
 - Happy Holidays – Fire Protection Services, Inc.

FINANCIAL REPORT:

The following financial report was read by Trustee Jarboe:

• General Fund Checking Account/Forcht Bank beginning December 1, 2022:	\$ 925,513.93
Total receipts for deposits:	\$ 6,800,236.00
Total monies available in General Fund Checking Account:	\$ 7,725,749.93
Total disbursements:	\$ 7,251,077.66
Ending Balance on November 30, 2022:	\$ 474,672.27
• Money Market Saving Account/Forcht Bank beginning balance Nov. 1, 2022:	\$ 3,676,534.97
Interest earned:	\$ 3,586.72
Monies transferred into Money Market Saving Account:	\$ 5,367,087.63
Monies transferred into General Fund Checking Account:	\$ 700,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 1,499,000.00
Ending Balance on November 30, 2022:	\$ 6,848,209.32
• Holding Company Account beginning balance as of November 1, 2022:	\$ 2,425,389.61
Interest earned:	\$ 412.85
EFT Deposited into Holding Company Account:	\$ 237,482.81
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on November 30, 2022:	\$ <u>2,663,285.27</u>

Capital Funds Account Beginning Balance	\$ 1,499,000.00
Interest Earned	\$ 82.23
Deposited into Capital Fund Account	\$ 1,000.00
Monies Transferred out to General Fund Checking	\$ 0.00
Monies Transferred out to Employee Sick Time	\$ 0.00
Holding Company Account Ending Balance	\$ 1,500,082.23

Total Funds Available (General Fund + Money Market + Holding Company): \$ 11,486,249.09

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

- The audit has been completed and the response and amendment were read into record from the audit document. The final draft was presented to all Board Members.

Trustee May motioned to approve the final draft of the audit, Second by Trustee Ryan. Vote taken; motion carried.

PERSONNEL COMMITTEE:

Fire & EMS Personnel

New Hires Full-time: N/A

New Hire Part-time:

- 12/30/2022: Bunch, Daniel - FF

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

Leave of Absence: N/A

Return from Leave of Absence:

- 12/30/2022: Reckenwald, Brayden – FF – submitted a letter of requesting to return from his leave of absence effective 1/4/2023.

Retirement/Resignations/Terminations:

- 1/5/2023: Fuchs, Andrew, Rapid Response Member – submitted a letter of resignation effective 1/2/2023.

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: N/A

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

FIRE CHIEF'S REPORT:

- Chief Meiman presented his Year End Review and discussed/explained the Re-Deployment Model.

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Chief Meiman discussed the need to add a second Mechanic I position.

Motion by Trustee May to approve the addition of a second Mechanic I position, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman discussed the Chaplain position and the increased need for this person within our department. Chief Meiman requested that he be given a monthly stipend of \$750. Chaplain Smith will begin a program within our department to address the mental health needs of our members as well as participating with Red Cross to help our community members after fire incidents.

Motion by Trustee May to approve the monthly stipend of \$750, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman requested legal counsel, Maurice Byrne to draft an amendment to the by-laws regarding the January Board of Trustees meeting to move the meeting date from falling on Martin Luther King Jr. Day. The amendment has been drafted and will be voted on at the next Board of Trustees meeting in February.
- Chief Meiman discussed SOPs/Policies.
 - ✓ EMS Documentation Completion and Submission
 - ✓ Respiratory Protection Program
 - ✓ Safety Committee
 - ✓ Abandoned New Born Infant Baby Box
 - ✓ Critical Fireground Factors
 - ✓ Response to Hazardous Materials
 - ✓ Incident Safety Officer
 - ✓ Risk Management Profile

Motion made by Trustee Sample to approve all of the above policies, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman discussed a group of policies to implement for a 90 day trial. The Board of Trustees will review these policies after the 90-day trial period.
- Chief Meiman discussed a New Fire Apparatus Purchase. An aerial device is needed in the re-deployment model. After staff discussion, it was decided that this device was needed and a plan was developed to purchase the new apparatus within the fleet replacement program. The apparatus price is \$2,235,582.00, there is a three year build out on this apparatus. If approved, the contract will be signed by the Chief to start the process. There was some discussion on financing and holding money in each budget for this purchase.

Motion was made by Trustee May to purchase this apparatus, Second by Trustee Sample. Vote taken; motion carried.

- Chief Meiman discussed change orders regarding the ambulances currently on order. The change orders involve the HVAC system for the box and the paint scheme of the vehicle. These change orders are approximately \$13,424.00/vehicle for a total of \$40,272.00

Motion was made by Trustee Sample to approve these change orders, Second by Trustee May. 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 7:49 pm.

RETURN TO OPEN SESSION:

Trustee Sample motioned to return to Open Session, Second by Trustee Ryan. Vote taken; motion carried. The meeting returned to Open Session at 8:26 pm with the following actions taken:

Motion was made by Trustee May to approve Chief Meiman's annual evaluation as read, Second by Trustee Poynter. Vote Taken; motion carried.

Motion was made by Trustee May to approve a 12% rate increase for Chief Meiman as well as an addition of 2 years onto his current contract, Second by Trustee Ryan. Vote taken; motion carried.

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 Sample 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 8:28 pm.