

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

**Date:** September 19, 2022

**Time:** 6:30 pm

**Attendees:** Trustees James Taylor (Chair), Butch Sample (Secretary), Leslie Ryan, Betty Jarboe and Doug Poynter; Chief Jason Meiman, Deputy Chief J. A. Bowman, Lt. Colonel Jason Carlisle, Major Allen Richard, Cheryl Smalley, Angela Hatchett, and Maurice Byrne Jr.

**Via Zoom:** Charles Ford (Treasurer) and Matt May

**Absent:** N/A

**APPROVAL OF EMERGENCY ZOOM MEETING:**

- Motion by Trustee Sample to approve an Emergency Zoom Regular Meeting [KRS 61.823(5)], Seconded by Trustee Ryan. Vote taken; motion carried.

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for August 15, 2022 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee Ryan. Vote taken; motion carried.

**CORRESPONDENCE:**

- Heather Blazis, Legislative Assistant to Rick Blackwell District 12-Metro Council
- Sharon Ray, Church Clerk Mt. Everest General Baptist Church
- David Todd, District Employee – Thank You
- Equipment taken to Eastern Kentucky

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning August 1, 2022:	\$ 481,607.04
Total receipts for deposits:	\$ 1,791,165.84
Total monies available in General Fund Checking Account:	\$ 2,272,772.88
Total disbursements:	\$ 1,395,275.59
Ending Balance on August 31, 2022:	\$ 877,497.29
• Money Market Saving Account/Forcht Bank beginning balance August 1, 2022:	\$ 8,666,670.69
Interest earned:	\$ 2,942.47
Monies transferred into Money Market Saving Account:	\$ 00.0
Monies transferred into General Fund Checking Account:	\$ 1,400,000.00
Monies transferred into Holding Company Account	\$ 0.00
Ending Balance on August 31, 2022:	\$ 7,269,613.16
• Holding Company Account beginning balance as of August 1, 2022:	\$ 2,111,848.89
Interest earned for January:	\$ 398.47
EFT Deposited into Holding Company Account:	\$ 151,528.89
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on August 31, 2022:	\$ <u>2,263,776.25</u>

Total Funds Available (General Fund + Money Market + Holding Company): \$10,410,886.70

Trustee Ryan 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
  - Fiscal Year Budget 2022-23
  - Revenue Tracker

Trustee Ryan motioned to approve the Financial Updates as read, second by Trustee Sample. Vote taken; motion carried.

- Keyes Architects & Associates representative Charlie Keyes presented Renderings for the renovations planned for the Training Tower and the addition of a Storage Facility at Training as well as plans to submit advertising for bids for the Training Tower and Storage Facility project.

Trustee Sample motioned to approve the renderings and advertising plan as presented, Seconded by Trustee Poynter. Vote taken; motion carried.

- An Amendment to By-Laws, Article XIV, Finance, Section 4, Purchasing Procedures, Items D & E, of the Pleasure Ridge Park Fire Protection District was presented for the Board's review and approval.

Trustee Sample motioned to approve the amendment as presented, Seconded by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman presented paperwork confirming a plan for investment as presented at previous meetings. There will be an investment of \$1,000,000.00 (\$500,000.00 from the Money Market Account and \$500,000.00 from Sick Leave Buyout Account) at approximately 3.475% through a program with the Federal Government.

Trustee Sample motioned to approve the investment as presented, Seconded by Trustee Ryan. Vote taken; motion carried.

### **PERSONNEL COMMITTEE:**

#### **Fire & EMS Personnel**

New Hires Full-time:

- 09/06/2022: Daniel C. Hyland – Fire Mechanic I

New Hire Part-time:

- 10/19/2022: Paul Amshoff – P/T FF

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

Leave of Absence:

- 8/22/2022: Chris Ashby, Sergeant, Rapid Response – submitted a request for a (30) day leave of absence effective immediately.

Return from Leave of Absence:

- 9/5/2022: Alejandro Ramirez, Part Time Captain – returned from (30) day leave of absence.

Retirement/Resignations/Terminations:

- 8/27/2022: Dan Vanover, LTC – submitted a letter of retirement effective 10/01/2022

### **Auxiliary Personnel**

New Applicants/Reactivations:

- Jennifer S. Faulkner
- Kalin B. Kaiser
- Tammie Swain

Leave of Absence: N/A

Return from Leave: N/A

Terminations:

- Ashley Fields
- Courtney George
- Wanda George
- Melodie Humphrey Morris
- Brianna Nelly
- Sarah Nelly
- Tracy Nelly
- Kelly Persianni

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

### **MOTION TO GO INTO CLOSED SESSION:**

Motion by Trustee May to go into closed session for "Discussion or hearings which may lead to the appointment, discipline or dismissal of a member for the Fire Protection District for the protection of the member [and not to discuss general personnel matters], Seconded by Trustee Sample. Vote taken; motion carried. Closed Session began at 7:06 pm.

### **RETURN TO OPEN SESSION:**

Motion was made by Trustee May, Seconded by Trustee Sample to return to open session. Vote taken; motion carried. Returned to Open Session at 7:30 pm. With the following actions taken.

### **Action from Closed Session:**

Motion was made by Trustee May to accept the Agreement offered Lanette Mudd, which included a letter of reprimand, Seconded by Trustee Sample. Vote taken; motion carried.

Motion was made by Trustee May to accept the Agreement offered Bradley Scarbrough, which included a letter of reprimand and repayment of time, Seconded by Trustee Sample. 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:**

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

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

- The Captain's Promotion List was completed and presented as follows:
  1. Josh Johnson – Eligible for promotion on 2/28/2023
  2. Douglas Poynter
  3. William Settle
  4. Devin Hermes
  5. Scott Bock – Eligible for promotion after certification as IFSAC Instructor 1 and National Incident Management System 300
  6. Samuel Pressley
  7. Aaron Herl

The Captain's Promotional List was given to the Board for review and approval and Trustee Poynter whose name was on the list immediately removed himself totally and completely from any discussion, participation, or consideration of the matter. Motion was made by Trustee May to approve the list as presented, Seconded by Trustee Taylor. Vote taken; Trustee Poynter abstained; motion carried.

- The contract for the position of Director of Operations and Safety was presented to the Board for review and approval – 4-year contract 10/2/2022-10/2/2026 at a salary of \$88,000.00.

Motion was made by Trustee Sample to approve the contract as presented, Seconded by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman presented to the Board that he would like to recommend Eric Duffy for the position of Director of Operations and Safety.

Motion was made by Trustee May to approve the Chief's recommendation to hire Eric Duffy for the position of Director of Operations and Safety, Seconded by Trustee Ryan. Vote taken; motion carried.

- The contract for the position of Special Operations Chief, with the rank of Major was presented to the Board for review and approval – 4-year contract 10/2/2022-10/2/2026 at a salary of \$78,000.00.

Motion was made by Trustee Sample to approve the contract as presented, Seconded by Trustee May. Vote taken; motion carried.

- Chief Meiman presented to the Board that he would like to recommend Troy Graviss for the position of Special Operations Chief, with the rank of Major.
- Motion was made by Trustee Ryan to approve the Chief's recommendation to Troy Graviss for the position of Special Operations Chief, with the rank of Major, Seconded by Trustee May. 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 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 7:46 pm.

Minutes transcribed by Cheryl Smalley