

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

Date: June 20, 2022

Time: 6:30 pm

Attendees: Trustees James Taylor (Chair), Charles Ford (Treasurer), Butch Sample (Secretary), Leslie Ryan, and Matt May; Deputy Chief Jason Meiman, Cheryl Smalley, Angela Hatchett, and Maurice Byrne Jr.

Absent: Trustees Betty Jarboe and Tony Butler

AMENDMENT TO MINUTES:

A motion was made by Trustee Ryan to amend the minutes dated May 16, 2022 to include approval of the Finance Committee report, Second by Trustee May. Vote taken; motion carried. The minutes will be amended and presented at the July 18, 2022 meeting for approval.

CHIEF'S OATH:

Deputy Chief Jason was sworn in to the position of Chief effective July 1, 2022. The Chief's Oath was read by Trustee Sample and accepted by Chief Meiman.

CORRESPONDENCE: (N/A)

FINANCIAL REPORT:

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning May 1, 2022:	\$ 612,481.01
Total receipts for deposits:	\$ 1,109,930.47
Total monies available in General Fund Checking Account:	\$ 1,722,411.48
Total disbursements:	\$ 1,194,705.09
Ending Balance on May 30, 2022:	\$ 527,706.39
• Money Market Saving Account/Forcht Bank beginning balance May 1, 2022:	\$11,756,462.80
Interest earned:	\$ 3,971.58
Monies transferred into Money Market Saving Account:	\$ 00.0
Monies transferred into General Fund Checking Account:	\$ 600,000.00
Monies transferred into Holding Company Account	\$ 0.00
Ending Balance on May 30, 2022:	\$11,160,434.38
• Holding Company Account beginning balance as of May 1, 2022:	\$ 1,700,373.26
Interest earned for January:	\$ 312.52
EFT Deposited into Holding Company Account:	\$ 131,557.63
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on May 30, 2022:	\$ <u>1,832,243.41</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$13,520,384.18

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

COMMITTEE REPORTS

FINANCE COMMITTEE: (June Finance Committee Cancelled)

Monthly Financial Update:

- The Board reviewed the following reports:
 - Balance Sheet (As of May 31, 2022)
 - Budget vs Actual
 - Fiscal Year Budget 2021-22
 - Revenue Tracker

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

PERSONNEL COMMITTEE: (June Personnel Committee Cancelled)

Fire & EMS Personnel

New Hires Full-time:

- 5/29/22: Lanette Mudd – Hired as Full Time Paramedic (previously Part Time Paramedic)

New Hire Part-time:

- 6/1/22: Joseph Stuart – returned as a Rapid Response Member

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

Leave of Absence:

- 5/31/22: Chelsea Clay AEMT requested a 30 day Leave of Absence effective 6/1/22.

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 6/9/22: Chad Conway, FF/EMT – submitted a letter of resignation effecting 6/19/22
- 6/9/22: Justin Doyle, FF/EMT – submitted a letter of resignation effective 6/19/22
- 6/10/22: Pete Hooker, FF/PARA – submitted a letter of resignation effective 6/19/22
- 6/9/22: Joshua Lee, FF/EMT – submitted a letter of resignation effective 6/19/22
- 6/9/22: Matthew Richard, FF/EMT – submitted a letter of resignation effective 6/19/22

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

Motion by Trustee Ford to approve the above list as read, Second by Trustee May. 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:

- Reminder Only - Timeline – FF/District Member Trustee Election 6/25/22
- Discussion regarding Election Process

FIRE CHIEF'S REPORT

- May 2022 Statistical Summary: Chief provided a report reflecting data for the month of April 2022.
- May 2022 EMS Operational Stats: Chief provided a report reflecting data for EMS runs made for the month of May 2022.

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- Amended General Fund Budget FY2021-2022 was presented by Deputy Chief Meiman for approval.

Motion by Trustee May to approve the Amended General Fund Budget FY2021-2022 as read, Seconded by Trustee Sample. Vote taken; motion carried.

- Amended General Fund Budget FY2022-2023 was presented by Deputy Chief Meiman for approval.

Motion by Trustee Ford to approve the Amended General Fund Budget FY2022-2023 as read, Seconded by Trustee May. Vote taken; motion carried.

- Deputy Chief Meiman submitted a proposal for approval regarding a new process for tracking funds. Deputy Chief Meiman proposes to create separate accounts under the General Fund Account for the following: Operations Account, Sick Leave Account, Holding Company Account and Capital Account. All accounts will be Money Market Accounts.

Motion was made by Trustee Sample to approve the new process for tracking funds, Seconded by Trustee May. Vote taken; motion carried.

- Deputy Chief Meiman introduced the following items for information purposes to the Board:
 - Hiring Notice by email for Mechanic.
 - Working to order another apparatus due to long wait times of 600-720 days.
 - Board Counsel Byrne will draft a document for the sale of an apparatus to Dow Chemical.
 - July Board Meeting – Deputy Chief (Chief) Meiman will present a new staffing plan to the Board.

MOTION TO GO INTO CLOSED SESSION:

Motion by Trustee Sample 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 May. Vote taken; motion carried. Closed Session began at 7:31 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 7:42 pm. The following actions were taken:

Motion was made by Trustee May to approve the agreement offered to FF Troy Hanson, which included 24 hours of suspension, Seconded by Trustee Ryan. Vote taken; motion carried.

Motion was made by Trustee May to approve the contract written for Major Joey Bowman to be promoted to Deputy Chief effective July 1, 2022, Seconded 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 May. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:49 pm.