

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

Date: June 21, 2021

Approved 7/19/21

Time: 6:30 pm

Attendees: Trustees James Taylor (Chair), Butch Sample (Secretary), Charles Ford (Treasurer), Tony Butler, Betty Jarboe, Matt May; Chief Doug Recktenwald (by video conference), Deputy Chief Jason Meiman, Gayle Bolton, Angela Hatchett, and Maurice Byrne Jr.

Absentee(s): Trustee Leslie Ryan

OPENING OF PROCEDURES: Chair Taylor called the meeting to order at 6:30pm.

Approval of Board Minutes for May 17, 2021: Motion by Trustee Butler, Second by Trustee May. Vote taken; motion carried.

Approval of Minutes for June 3, 2021 Special Board of Trustees Meeting: Motion by Trustee Butler, Second by Trustee May. Vote taken; motion carried.

CORRESPONDANCE:

- Deputy Chief Meiman explained that he received a complaint regarding the tax increase due to EMS service and wants to speak with one of the Property Owner Trustees. Chair Taylor instructed Deputy Chief Meiman to set up an appointment for said meeting.
- Mike (former FF and Trustee) and Phyliss Howton sent a thank you card for allowing them to use the TC after their son's funeral service.
- Glen Grady (grandfather of female drowning victim/Ohio River) sent a card expressing his appreciation for everyone's "kindness, compassion, and courage" during the search and rescue of the three victims. He also thanked the Fire District's Chaplin, Scotty Smith for his compassion and prayers.

The staff also wants to thank Scotty Smith for being extremely helpful with the family members. His assistance was greatly appreciated.

- A thank you card was received from Carl Edwards, family, and friends, for their appreciation of the Fire District personnel.

TRAINING CENTER REPORT: May 2021 - No usage due to Covid-19

FINANCIAL REPORT:

General Fund Checking Account/Forcht Bank beginning May 1, 2021: \$184,803.93

Total receipts for deposits: \$952,720.44

Total monies available in General Fund Checking Account: \$1,137,524.37

Total disbursements: \$897,926.97

Ending balance on May 30, 2021: \$239,597.40

Money Market Saving Account/Forcht Bank beginning balance as May 1, 2021: \$9,021,898.56

Interest earned for May: \$2,300.54

Monies transferred into General Fund Checking Account: \$500,000.00

Monies transferred into Money Market Saving Account: \$0.00

Ending Balance on May30, 2021: \$8,524,199.10

Total Funds Available at Forcht Bank: \$8,763,796.50

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

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Update:

- The Committee reviewed the Expenditures & Income and Balance Sheets FY 2020-2021.

OLD BUSINESS:

- Update on Station 5 Remodel project – per Major Richard, the project should be wrapped up in 2-3 weeks

NEW BUSINESS:

Bids/Quotes and Requests for Proposals:

- Five (5) companies submitted bids (\$1.5 million to \$2.4 million) for the remodel of Station 1. Some of the bidders have already submitted change orders due to the increased cost of lumber. There is a 60-day window to make a decision to accept change orders or re-bid the project. Chief requested that we hire an architect/project manager for the Station 1 renovations, in the amount not to exceed \$10,000.00. Motion by Trustee Butler, Second by Trustee May. Vote taken; motion carried.
- The updated version of the 2021-2022 Budget was presented for review and approval. Motion by Trustee May, Second by Trustee Butler. Vote taken; motion carried.
- Deputy Chief Meiman presented a request for a new financing plan which would:
 - re-coop the funding (\$600,000) already spent on Station 5's renovation
 - provide funds for the Training Center renovation
 - provide funds for a storage facility
 - purchase another ambulance
 - purchase three (3) vehicles for the Fire Prevention Bureau

Request 1: Station 5

It was recommended to borrow \$600,000/3% interest rate/5-year term (Monthly payment \$10,800)

Motion by Trustee May, Second by Trustee Butler. Vote taken; motion carried.

Request 2: Station 1

It was recommended to borrow \$2,000,000/3% interest rate/15-year term (Monthly payment \$14,075)

Trustee Taylor motioned to approve Request 1. Second by Trustee Ryan. Vote taken; motion carried.

A special meeting will be scheduled the week of July 6th, to discuss Request 2 – Station 1 financing.

- Deputy Chief Meiman also briefed the Committee on plans for the \$2,800,000 remaining funds from the .20 tax rate increase:
 - Set up a dedicated Apparatus Fund with a beginning balance of \$500,000, contribute to it annually
 - Set up a Personnel Fund with a beginning balance of \$400,000
 - Set up a fund for minor renovations for Station 4
 - Set up a fund for a second set of fire gear for full-time employees

PERSONNEL COMMITTEE:

OLD BUSINESS: N/A

NEW BUSINESS

Fire & EMS Personnel

New Hires (Full-time, Part-time):

- 06/08/21: Brandin Carey – temporary part time Paramedic
- 06/10/21: Timothy Hammond - temporary part time Paramedic
- TBD: Terri'ana Harris- temporary part time Paramedic
- TBD: Sam Kim- temporary part time Paramedic
- TBD: Casey Weber- temporary part-time EMT
- TBD: Dylan Decker- temporary part-time EMT
- TBD: Aaron Shelburne- temporary part-time EMT
- TBD: Chelsea Clay- temporary part-time EMT
- TBD: Ryan Senavitis- temporary part-time EMT
- TBD: Darylie Mills- temporary part-time EMT
- TBD: Camby Simpson- temporary part-time EMT
- TBD: Meaghan Simpson-part-time EMT

Reactivations/Reinstatements:

- 06/13/21: RR FF Jonathon Brown is requesting reinstatement as a Rapid Response member

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

- 05/20/21: RR FF/EMT Shaun DeLong withdrew his letter of resignation.
- 05/16/21: FF/Paramedic Brandon Woosley completed his one-year new hire probation

Leave of Absence:

- 06/04/21: PT FF/EMT Joseph Bewley requested a Medical LOA until 7/1/21
- 06/09/21: EMS Supervision Shawn Wilder will be on Medical LOA for approximately 8-12 weeks

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 05/18/21: FF Trainee Eric Blair resigned from recruit school
- 05/22/21: FF Trainee Brian McCollum resigned from recruit school
- 06/07/21: RR FF John Spiva resigned from employment. Last date of participation: 2/22/21
- 06/11/21: FF/EMT Kerry Holly resigned from employment

- 06/12/21: FF/Paramedic Keaton Blair transferred from Full Time to Part Time employment

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

Motion by Trustee Sample to approve as read, Second by Trustee Butler. Vote taken; motion carried.

Policies & Procedures: N/A

Employee Handbook:

Policy #302 Vacations – revised Motion by Trustee May to approve as read, Second by Trustee Jarboe. Vote taken; motion carried.

- Deputy Chief Meiman updated the Committee on the Recruit Class.
- He also outlined the various ways the increase in tax revenue will help with Personnel costs which in the long run will potentially help with retention of employees. Trustee May inquired about exit interviews as well as the current health insurance plan. He feels some employees may be retained if we had

better health insurance. Deputy Chief Meiman reassured him that other brokers as well as other insurance companies have been involved over the years and to date, this is the best plan for the premium currently at stake. As Trustee Butler mentioned renewals can't be quoted outside of 60 days prior to policy term.

During discussion at the Board Meeting, Chief Recktenwald stated that Trustee May will be included in the health insurance renewal meeting and can be an advocate for the health insurance.

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

ELECTION COMMITTEE FOR PROPERTY OWNER TRUSTEE ELECTION:

- Reminder that the election will be held on June 26th from 11:00am till 2:00pm, at District HQ's

FIRE CHIEF'S REPORT

- May 2021 Statistical Summary
- Update on "Plus 1", it's currently in Metro Safe's hands
- Those in the Advanced EMT class are preparing for final testing
- Chief, Gayle and Roberta will be working on the Annual Awards Dinner for 2020 and the Grand Opening for Station 5

MOTION FOR CLOSED SESSION: N/A

RETURN TO OPEN SESSION: N/A

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES: N/A

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 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 7:24pm.

Minutes transcribed by Gayle Bolton