

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

**Date:** August 15, 2022

**Time:** 6:30 pm

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

**Absent:** N/A

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for July 18, 2022 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Ryan. Vote taken; motion carried.

**CORRESPONDENCE:** N/A

**FINANCIAL REPORT:**

The following financial report was read by Trustee Ford:

• General Fund Checking Account/Forcht Bank beginning July 1, 2022:	\$ 745,554.09
Total receipts for deposits:	\$ 1,185,681.82
Total monies available in General Fund Checking Account:	\$ 1,931,235.91
Total disbursements:	\$ 1,449,628.67
Ending Balance on July 31, 2022:	\$ 481,607.24
• Money Market Saving Account/Forcht Bank beginning balance June 1, 2022:	\$ 9,563,818.63
Interest earned:	\$ 2,852.06
Monies transferred into Money Market Saving Account:	\$ 00.0
Monies transferred into General Fund Checking Account:	\$ 900,000.00
Monies transferred into Holding Company Account	\$ 0.00
Ending Balance on June 30, 2022:	\$ 8,666,670.69
• Holding Company Account beginning balance as of June 1, 2022:	\$ 1,976,292.80
Interest earned for January:	\$ 326.31
EFT Deposited into Holding Company Account:	\$ 135,229.78
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on June 30, 2022:	<u>\$ 2,111,848.89</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$11,260,126.82

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

## **COMMITTEE REPORTS**

### **FINANCE COMMITTEE: (August Finance Committee Cancelled)**

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

- Request for approval of purchase of 2 staff vehicles, to replace District Chief's - 2203 vehicle and a staff vehicle.

Trustee Sample motioned to approve the purchase of vehicles, Seconded by Trustee May. Vote taken; motion carried.

- Station 1 – end date October 24, 2022 – request to purchase recliners \$9,809.58 – 11 recliners (4–6 week delivery)

Trustee May motioned to approve the purchase of recliners, Seconded by Trustee Ryan. Vote taken; motion carried.

- Application process for Fire Mechanic I is complete. Recommendation has been made to offer employment to Daniel C. Hyland at a pay rate of \$25.96/hour - \$54,000.00 annually.

Trustee Sample motioned to approve the recommendation to hire and pay rate for Fire Mechanic I, Seconded by Trustee Ryan. Vote taken; motion carried.

- Request to set Commonwealth of Kentucky Tax Rate - \$.20/\$100 assessment value: real property, tangible personal property, inventory, motor vehicle and watercraft.

Trustee May motioned to approve the tax rate, Seconded by Trustee Sample. Vote taken; motion carried.

- Request for "Emergency Purchase Order" to purchase a Demo Ambulance available in similar design to the units on order. Purchase price would be \$249,500.00. This would be an emergency purchase due to not bidding the vehicle (demo). Purchase Application for Emergency, Sole Source, Bids Impractical for ambulance (attached).

Trustee May motioned to approve the Emergency Purchase Order for purchase of demo ambulance, Seconded by Trustee Sample. Vote taken; motion carried.

### **PERSONNEL COMMITTEE: (August Personnel Committee Cancelled)**

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

New Hires Full-time: N/A

New Hire Part-time: N/A

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

Leave of Absence:

- 8/5/2022: Alejandro Ramirez, Part Time Captain – submitted a letter requesting a (30) day Leave of Absence effective immediately.

Return from Leave of Absence:

- 7/29/2022: Chelsea Clay, AEMT – submitted a letter requesting to return from Leave of Absence effective 8/17/2022.

Retirement/Resignations/Terminations:

- 7/13/2022: Luke D. Goodin, LTC – submitted a letter of retirement effective 9/1/2022 (read into record)
- 7/31/2022: Joseph C. Spalding, FF/AEMT – submitted a letter of resignation effective 8/1/2022 but is also requesting to be a part time member effective 8/1/2022.
- 8/11/2022: Shaun Linker, Captain – submitted a letter of resignation effective 8/26/2022 (last day of active employment 8/25/2022).

**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 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:** N/A

**FIRE CHIEF'S REPORT:** (including ARPA update)

Motion by Trustee May to approve the above reports as read, Second by Trustee Sample. 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 Poynter. Vote taken; motion carried. Closed Session began at 7:10 pm.

**RETURN TO OPEN SESSION:**

Motion was made by Trustee Sample, Seconded by Trustee Ford to return to open session. Vote taken; motion carried. Returned to Open Session at 7:35 pm.

**Action from Closed Session:**

Motion was made by Trustee Sample to increase salaries Shop Foreman to \$74,000.00 annually and Fire Mechanic II to \$64,000.00 annually, Seconded by Trustee May. Vote taken; motion carried.

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

- Shaun Linker, Captain – read into record his letter of resignation and spoke about his reasons as well as what he feels are the current crisis in the Fire/EMS service. Captain Linker then went on to request the following from the district upon his resignation: Fire Gear, Brass (badge and emblems) and sick time payout (reserved for retiring members only). At this time the Board asked some questions regarding past practices. Discussion was held regarding what these practices were and options for the member. Specific question was made by Trustee May which prompted the Board to go into Closed Session.

**MOTION TO GO INTO 2<sup>nd</sup> CLOSED SESSION:**

Motion by Trustee Poynter 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 7:50 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 8:01 pm.

**Action from 2<sup>nd</sup> Closed Session:**

Motion was made by Trustee May denying Captain Linker's request for Fire Gear, Brass and sick time payout, Seconded by Trustee Poynter. 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 8:04 pm.