

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

**Date:** July 17, 2023

**Time:** 5:30 pm

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

**Absent:** N/A

**APPROVAL OF MINUTES:**

- Approval of Board Meeting Minutes for June 19, 2023 – Motion by Trustee Sample to approve the minutes as written, Seconded by Trustee May. 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 June 1, 2023:	\$ 793,933.27
Total receipts for deposits:	\$ 2,270,039.05
Total monies available in General Fund Checking Account:	\$ 3,063,972.32
Total disbursements:	\$ 2,305,945.00
Ending Balance on June 30, 2023:	\$ 758,027.32
• Money Market Saving Account/Forcht Bank beginning balance June 1, 2023:	\$10,224,877.96
Interest earned:	\$ 8,994.74
Monies transferred into Money Market Saving Account:	\$ 0.00
Monies transferred into General Fund Checking Account:	\$ 1,400,000.00
Monies transferred into Holding Company Account	\$ 0.00
Monies transferred out to Capital Fund	\$ 650,000.00
Ending Balance on June 30, 2023:	\$ 8,183,872.70
• Holding Company Account beginning balance as of June 1, 2023:	\$ 3,892,433.26
Interest earned:	\$ 649.63
EFT Deposited into Holding Company Account:	\$ 211,596.38
Monies transferred into General Fund Checking:	\$ 0.00
Monies transferred into Employee Sick Time:	\$ 0.00
Ending Balance on June 30, 2023:	\$ 4,104,679.27
Capital Funds Account Beginning Balance June 1, 2023	\$ 1,507,146.54
Interest Earned	\$ 2,082.68
Deposited into Capital Fund Account	\$ 650,000.00
Monies Transferred out to General Fund Checking	\$ 0.00
Monies Transferred out to Employee Sick Time	\$ 0.00
Holding Company Account Ending Balance June 30, 2023	<u>\$ 2,159,229.22</u>
Total Funds Available (General Fund + Money Market + Holding Company):	\$15,205,808.51

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
  - Budget vs Actual
  - Revenue Tracker

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

### **PERSONNEL COMMITTEE:**

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

New Hires Full-time: N/A

New Hire Part-time: N/A

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

- 5/1/2023: Butler, Tony – Major – completed his probationary period and is recommended for Regular Membership.
- 5/1/2023: Milliner, Scott – Major – completed his probationary period and is recommended for Regular Membership.

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 6/25/2023: Settles, Payton – FF/EMT submitted a letter of resignation effective 7/26/2023

#### **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:**

The results for the Property Owner Trustee Election held June 24, 2023 were confirmed by all Trustees counting the ballots: Total Votes received = 2 votes; Betty Jarboe = 2 votes. After the ballots were read and the results confirmed, Trustee Jarboe took the Oath of Office.

The Mayoral Appointee confirmation letter for Leslie Ryan was received. Trustee Ryan took the Oath of Office.

### **Nomination of Officers:**

**Chair:** Trustee May nominated Trustee Taylor, Second by Trustee Sample. No other nominations followed. Vote taken; motion carried.

**Treasurer:** Trustee May nominated Trustee Ford, Second by Trustee Sample. No other nominations followed. Vote taken; motion carried.

**Secretary:** Trustee May nominated Trustee Sample, Second by Trustee Ryan. No other nominations followed. Vote taken; motion carried.

Chair Taylor appointed the following Standing Committees:

Finance: Charles Ford (Chair)  
Betty Jarboe  
James Taylor

Personnel: Matt May (Chair)  
Irvin Sample  
Douglas Poynter

Other Standing Committees personnel will be assigned as needed.

### **FIRE CHIEF'S REPORT:**

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

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

- Chief Meiman discussed an "Intent To Purchase" of a HazMat Apparatus being sold by Savage Volunteer Fire Department. The Chief read into record the letter of Intent to Purchase. The HazMat Vehicle is being purchased for \$195,000.00 and is considered an Emergency Purchase due to being sold by a fire department and not a vendor. The purchase will not allow for a bidding process, will not require future purchases and includes no patents. There will also be shipping required to deliver the vehicle to our department and will be approximately \$3,600.00. After discussion -

Motion by Trustee Poynter to approve this HazMat vehicle purchase from Savage Fire Department, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman gave the following updates:
  - ❖ Mirazon – IT Company is up and running beginning upgrades.
  - ❖ Insurance policies with Nelson Insurance have been renewed and signed.

- Chief Meiman recommended the following promotions:

- ❖ Joshua Johnson – Captain
- ❖ Justin Elder – Sergeant

Both promotions would be effective 8/13/2023.

Motion by Trustee May to approve both promotions, Second by Trustee Poynter. Vote taken; motion carried.

- Chief Meiman discussed changes to the Organization Chart specifically within the Fire Prevention Bureau. After discussion he made the following recommendations:

- ❖ Major Allen Richard should be promoted to Lt. Colonel – Fire Marshal/Facilities Director.
- ❖ Troy Kerr should be promoted to Deputy Fire Marshal
- ❖ A drone program should be added to the Fire Prevention Bureau.

Motion by Trustee May to approve both promotions and the addition of a drone program, Second by Trustee Ryan. Vote taken; motion carried.

- Chief Meiman informed the Board that the department is in the process of testing candidates for the upcoming EMT Academy and will update the Board in the future on the progress of this process.

**MOTION TO GO INTO CLOSED SESSION: N/A**

**RETURN TO OPEN SESSION: 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 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 6:26 pm.

Minutes transcribed by Cheryl Smalley