

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

Date: March 20, 2023

Time: 6:30 pm

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

Absent: Trustee Charles Ford (Treasurer)

APPROVAL OF MINUTES:

- Approval of Board Meeting Minutes for February 20, 2023 – Motion by Trustee May to approve the minutes as written, Seconded by Trustee Sample. Vote taken; motion carried.

CORRESPONDENCE:

- The following correspondence were read into record by Trustee Sample:
 - Thompson Family
 - Gary Craig for Sheila Sheehan

FINANCIAL REPORT:

The following financial report was read by Trustee Jarboe:

- General Fund Checking Account/Forcht Bank beginning February 1, 2023: \$ 381,880.87
Total receipts for deposits: \$ 1,982,018.12
Total monies available in General Fund Checking Account: \$ 2,363,898.99
Total disbursements: \$ 1,858,143.95
Ending Balance on February 28, 2023: \$ 505,755.04
- Money Market Saving Account/Forcht Bank beginning balance Feb. 1, 2023: \$14,099,923.57
Interest earned: \$ 12,386.11
Monies transferred into Money Market Saving Account: \$ 476,488.98
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 \$ 0.00
Ending Balance on February 28, 2023: \$13,188,798.66
- Holding Company Account beginning balance as of February 1, 2023: \$ 2,905,854.59
Interest earned: \$ 459.08
EFT Deposited into Holding Company Account: \$ 258,769.24
Monies transferred into General Fund Checking: \$ 0.00
Monies transferred into Employee Sick Time: \$ 0.00
Ending Balance on February 28, 2023: \$ 3,165,082.91

Capital Funds Account Beginning Balance February 1, 2023	\$ 1,501,389.86
Interest Earned	\$ 1,151.75
Deposited into Capital Fund Account	\$ 0.00
Monies Transferred out to General Fund Checking	\$ 0.00
Monies Transferred out to Employee Sick Time	\$ 0.00
Holding Company Account Ending Balance February 28, 2023	<u>\$ 1,502,541.61</u>

Total Funds Available (General Fund + Money Market + Holding Company): \$18,362,178.22

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:

New Hire Part-time: N/A

- 3/08/2023: Klar, Matthew – FF
- 3/19/2023: Schryver, Luke – FF
- 3/19/2023: Carr, Jaime - FF

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

Leave of Absence: N/A

Return from Leave of Absence:

Retirement/Resignations/Terminations:

- 2/27/2023: Knott, Bobby J. – FF/EMT Trainee – submitted a letter of resignation effective immediately.
- 3/06/2023: Bunch, Daniel – FF (PT) – notified Maj J. Elder of his resignation effective immediately.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

Motion by Trustee Poynter 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:

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

UNFINISHED BUSINESS/NEW BUSINESS OR FOR INFORMATIONAL PURPOSES:

- An Amendment to the By-Laws regarding a change in time of the Board of Trustees meetings was read into record and will be voted on at the April 17, 2023 meeting.
- A separate discussion was held to change time of April Board Meeting to 5:30 pm prior to the change in By-Laws to be voted on.

Motion by Trustee Sample to approve the time change of the April Board of Trustees Meeting, Second by Trustee May. Vote taken; motion carried.

- Chief Meiman discussed the financial close out of the Station 1 project and presented a plan for payments to contractors in the future until the project is completed.

Motion by Trustee May to approve the financial close out plan for the Station 1 project as presented, Second by Trustee Ryan. Vote taken; motion carried.

- Board of Trustee positions for Property Owner for both Trustee Ryan and Trustee Jarboe expire in June 2023. Procedures should be followed for each position both appointed and elected.

MOTION TO GO INTO CLOSED SESSION:

Trustee Taylor motioned for a Closed Session for "KRS 61.810(1)(n) Meetings of any selection committee, or other similar group established under KRS Chapter 45A or 56 or other state or local law to select a successful bidder for award of a state or local contract". Second by Trustee May. Vote taken; motion carried. Closed Session began at 7:08 pm.

RETURN TO OPEN SESSION:

Trustee May motioned to return to Open Session, Second by Trustee Sample. Vote taken; motion carried. The meeting returned to Open Session at 7:25 pm with the following action taken. Motion by Trustee Sample to approve the bid/contract as prepared for the Training Tower renovations as presented, Second 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 Sample. Vote taken; motion carried. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:30 pm.