

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

Date: March 18, 2019

Approved 4/15/19

Called to Order: 6:30 pm

Attendees: Trustees present: James Taylor (Chair), Rosemary Mattingly (Treasurer), Bill Hibdon (Secretary), Tony Butler, Charles Ford, Darrell Miller, and Butch Sample. Chief Doug Recktenwald, Jessica Shields, and Maurice Byrne Jr. were also in attendance.

OPENING OF PROCEDURES: Chair Taylor called the meeting to order.

Approval of February 18, 2018 Board Meeting Minutes: *Motion by Trustee Miller, Second by Trustee Butler. Vote taken, motion carried.*

CORRESPONDANCE: N/A

TRAINING CENTER REPORT: February 2019 Uses - 35; Personnel – 660; Hours - 84; Income generated - \$575.00.

FINANCIAL REPORT

General Fund Checking Account/Forcht Bank beginning February 1, 2019: \$785,486.81. Total receipts for deposits: \$348,319.37. Total monies available in General Fund Checking Account: \$1,133,806.18. Total disbursements: \$769,684.50. Ending balance on February 28, 2019, in General Fund Checking: \$364,121.68.

Money Market Savings Account/Forcht Bank beginning balance as February 1, 2019: \$7,176,321.05. Interest earned for February: \$1,926.79. Monies transferred into General Fund Checking Account: \$0.00. Monies transferred into Money Market Saving Account: \$0.00. Ending Balance on February 28, 2019: \$7,178,247.84.

Total Funds Available at Forcht Bank: \$7,542,369.52

Trustee Butler motioned to approve the Financial Report as read, second by Trustee Miller. Vote taken, motion carried.

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Updates:

- The Board of Trustees reviewed the Expenditures & Income and Balance Sheets for the ending of FY 2018-2019.

OLD BUSINESS: N/A

NEW BUSINESS:

- *The Committee motioned to approve the February 2109 Volunteer Nominal Fee Payment request in the amount of \$11,490.00. Second by Trustee Hibdon. Vote taken, motion carried.*
- *The Committee motioned to approve the expenses for a Career Recruit Academy, Second by Trustee Butler. Vote taken, motion carried. This includes a contract to be signed by the recruit and should the trainee quit within a noted amount of time, the trainee will have to reimburse a determined amount. Legal Counsel is working on the contract. Chief would like to implement the program by May 1st.*

PERSONNEL COMMITTEE:

OLD BUSINESS: N/A

NEW BUSINESS:

Fire & Rescue Personnel

New Volunteer Members: N/A

New Hires: Pending receipt of FFD, FF Ivan Gonzales will be offered employment as a Part-Time FF/EMT.

Reactivations: N/A

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

- 03/14/19: FF Ashton Brown has given a 2 week notice that he will transfer from Career Part-time status back to Volunteer status (at Station 3) on 4/1/19.

Leave of Absence:

- 02/21/19: FF Samantha Duvall (Station 7) requested a 29-day Personal LOA.
- 03/01/19: FF Melissa Hughes (Station 7) requested a 29-day Personal LOA.

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 02/16/19: FF Jason Davenport (Part-time) resigned from employment.
- 02/22/19: LT David Nelly Jr (Station 7) resigned from the District.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

The Committee motioned to recommend approval for the above listed personnel actions as read, Second by Trustee Miller. Vote taken, motion carried.

An update on the Paramedic's position will be in the Chief's Report.

Employee Handbook Additions, Revisions or Deletions:

#306 Bereavement Leave – Revised

#318 "Return to Work Program-Due to Injury or Illness" – Revised

#505 Unscheduled Overtime – Delete (Policy being added to P & P Manual)

Policies & Procedures Manual Additions, Revisions or Deletions:

#106-03 Minimum Staffing – New

#106-04 Fill-In List for Career Units – New

#106-05 Unscheduled Overtime – Career Units – New

The Committee motioned to approve the above listed policies as read, Second by Trustee Miller. Vote taken, motion carried.

ETHICS COMMITTEE: N/A

~~FACILITY/EQUIPMENT COMMITTEE:~~

- Chief requested to replace this Committee to the "Long Range Planning Committee". Chief explained his vision for this new committee and also recommended that it replace the Facility/Equipment Committee. This will require the By-Laws to be changed (Section 1, Article XIII). *Trustee Butler motioned to approve the "Long Range Planning Committee" as well as updating the By-Laws to reflect such, Second by Trustee Miller. Vote taken, motion carried.*

The Committee will consist of:

Trustee Sample

Trustee Hibdon

Trustee Butler

Chief suggested meeting quarterly.

APPARATUS COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

ELECTION COMMITTEE: The Election Committee for the upcoming Property Owner Trustee Election (June 22, 2019) is as follows:

Trustee Ford
Trustee Sample
Trustee Taylor
Alternate: Trustee Miller

FIRE CHIEF'S REPORT

- February 2019 Statistical Summary

UNFINISHED BUSINESS/NEW BUSINESS or for Informational Purposes:

- Mayoral Appointee Charles Ford-term expires 6/30/19: *Trustee Hibdon motioned to send a letter of recommendation to the Mayor for reappointment of Trustee Ford, Second by Trustee Miller. Vote taken, motion carried.*

MOTION TO GO INTO CLOSED SESSION: Chief requested a Closed Session for "Discussions or hearings which may lead to the appointment, discipline or dismissal of a member of the Fire Protection District for the protection of the member [and not to discuss general personnel matters]." *Motion by Trustee Miller, Second by Trustee Butler. Vote taken, motion carried.* Closed Session started at 6:58pm.

RETURN TO OPEN SESSION: *Trustee Butler motioned to return to Open Session, Second by Trustee Miller. Vote taken, motion carried.* The meeting returned to Open Session at 7:02pm with no action taken.

Trustee Hibdon motioned to approve the Agreement signed by Probationary FF Troy Hanson regarding his Letter of Reprimand regarding his tardiness in reporting to work. Second by Trustee Butler. Vote taken, motion carried.

ADJOURNMENT: The minutes and the financial statement that have been approved by the Board of Trustees 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 Butler motioned to adjourn, Second by Trustee Miller. Vote taken, motion carried.* The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:04pm.

Minutes transcribed by
Jessica Shields/Gayle Bolton