

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

Date: March 16, 2020

Approved 4/20/2020

Called to Order: 6:30 pm

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

Absent: Trustee Charles Ford

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

Approval of February 17, 2020 Board of Trustees Meeting Minutes: Motion by Trustee Buter for approval, Second by Trustee Sample, Vote taken; motion carried.

Approval of February 24, 2020 Special Board Meeting Minutes: Motion by Trustee D. Mattingly for approval, Second by Trustee Butler. Vote taken; motion carried.

CORRESPONDANCE: N/A

TRAINING CENTER REPORT for February 2020: Uses = 20; Personnel = 643; Hours = 95; Income generated = \$675.00

FINANCIAL REPORT

General Fund Checking Account/Forcht Bank beginning February 1, 2020: \$1,109,376.50. Total receipts for deposits: \$391,633.04. Total monies available in General Fund Checking Account: \$1,501,009.54 Total disbursements: \$895,215.85. Ending balance on February 29, 2020, in General Fund Checking: \$605,793.69

Money Market Savings Account/Forcht Bank beginning balance as February 1, 2020: \$8,343,772.49. Interest earned for February: \$2,240.25. Monies transferred into General Fund Checking Account: \$0.00. Monies transferred into Money Market Saving Account: \$0.00. Ending Balance on February 29, 2020: \$8,346,012.74.

Total Funds Available at Forcht Bank: \$8,951,806.43

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

COMMITTEE REPORTS

FINANCE COMMITTEE:

Monthly Financial Updates:

- The Board of Trustees reviewed the Expenditures & Income and Balance Sheets for FY 2019-2020.

OLD BUSINESS:

- The potential sale of the Cane Run Road facility will hopefully close by March 31st.
- The follow up letter regarding the 2018-2019 Audit was discussed. Chief will forward the letter to Mr. Byrne for legal review. Additional discussion to take place at the upcoming Board Meeting. Maurice Byrne handed out information titles "KRS65A.030 GAGAS Audit Urgent need for Comptroller" to use for making a decision on a need for a "comptroller". Trustee Hibdon motioned for the Finance Committee to hold a Special Meeting to discuss and make a decision about this position, prepare a job description for the Comptroller as well as a contract with a start date, Second by Trustee Butler. Vote taken; motion carried.

NEW BUSINESS:

- The Committee motioned to approve Chief Recktenwald's request for funds not to exceed \$70,000 for the hiring of 2 members from Louisville Fire to instruct the upcoming PRP Fire 10-week FF Trainee Academy. He also got a quote from ISTS, in the amount of \$75,000. Due to size of the class (18) and the District being down in manpower, Captain Robinson will use the 2 members from Louisville Fire to conduct the training. Second by Trustee Butler. Vote taken; motion carried.
- Trustee Taylor advised that he's talked with Forcht Bank about releasing all the liens (property & vehicles) that were used on the loan for starting our ambulance service. In the meantime, we received an "FHLB Letter of Credit which he will explain at the upcoming Board Meeting. FYI: Chief advised that the lien on the Cane Run Road property has been removed for the upcoming sale.

PERSONNEL COMMITTEE: Please note the meeting was cancelled....

OLD BUSINESS: N/A

NEW BUSINESS:

Fire & Rescue Personnel

- New Hires Full-time:
03/02/20: Jason Carlisle was hired as a full-time Paramedic
- New Hires Part-time:
03/03/20: Part-time FF/EMT Cameron Spalding •
03/04/20: Ryan McClanahan was hired part-time to assist at the Training facility

The following FF/EMT's have been offered part-time employment with a start date in the upcoming weeks:

Jermaine Craig

Joe Bewley

Troy Wilmoth

Sean McAdam

Chris Reid

Lance Dillman

- Interim Positions/Appointments/Promotions, Demotions, Transfers, Etc.:
02/18/20: FF/EMT Rasheed Seraji completed his new hire probation
03/16/20: SGT Will Settle completed his promotional probation
- Leave of Absence:
03/01/20: Part-time RR member SGT Cliff Kinniard requested a 60-Personal LOA
03/08/20: Part-time RR member Captain Wes Stover is off on a temporary Medical LOA
- Return from Leave of Absence: N/A
- Retirement/Resignations/Terminations:
03/04/20: Part-time RR member SGT John Berding resigned- last date of participation 12/9/19
03/22/20: FF/EMT Justin Preher will be resigning from his full-time position
03/03/20: Paramedic Wes Jones submitted his resignation from his full-time position
04/08/20: Jessica Shields will be resigning from her part-time Finance Clerk position

Auxiliary Personnel

- New Applicants/Reactivations: N/A
- Leave of Absence: N/A
- Return from Leave: N/A
- Terminations: N/A

Trustee D. Mattingly motioned to approve the personnel actions as listed above, Second by Trustee Sample. Vote taken; motion carried.

Employee Handbook Additions, Revisions or Deletions: N/A

Policies & Procedures Manual Additions, Revisions or Deletions:

102.05 Leave of Absence for Volunteer Members – Delete
PRP Policy Format - New

Trustee Butler motioned to approve as listed above, Second by Trustee D. Mattingly. Vote taken; motion carried.

ETHICS COMMITTEE: N/A

LONG RANGE PLANNING COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

ELECTION COMMITTEE FOR FF/DISTRICT MEMBER TRUSTEE ELECTION 06/27/20:

The following members were appointed to the Committee:

Trustee Rosemary Mattingly

Trustee Bill Hibdon

Trustee James Taylor

Alternate: Trustee Charles Ford

Trustee Hibdon motion to approve the updated Nomination Form (By-Laws Attachment 1), Second by Trustee Butler. Vote taken; motion carried.

IMPROVEMENT OF SERVICES COMMITTEE

Chief Recktenwald reviewed the minutes from the meeting and recommend the Committee should meet prior to the joint meeting. The Special Meeting will be scheduled for 9:00am on Tuesday, March 24, 2020 and in order for us to abide by the Ky Open Meetings Law, it will possibly be through a video conference due to the Coronavirus precautions being taken.

FIRE CHIEF'S REPORT

- February 2020 Statistical Summary
- Chief advised the Board of Trustees what all has taken place regarding the Pandemic, the protocols established, etc. Phase 1 is already in place and with the Board's approval, Chief is recommending enforcement of Phase 2. As stated previously, to abide by the Ky Opens Meeting Law, we will conduct meetings through video conferences. Motion by Trustee R. Mattingly, Second by Trustee Sample. Vote taken; motion carried.

UNFINISHED BUSINESS/NEW BUSINESS or for Informational Purposes:

Recommendation for the Mayoral Appointee Trustee vacancy: Due to not having the individual's name readily available for the recommendation letter for the Mayoral Appointee vacancy, the Finance Committee will add this to their agenda for their upcoming Special Finance Committee Meeting when discussing the Comptroller's position. It was a unanimous decision for approval, that the Finance Committee handle accordingly with a Letter of Recommendation to the Mayor.

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 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 R. Mattingly motioned to adjourn the meeting, Second by Trustee Butler. Vote taken; motion carried.* The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:22pm.

Minutes transcribed by Gayle Bolton