

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

Date: July 15, 2019

Approved 08/19/19

Called to Order: 6:30 pm

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

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

Approval of June 17, 2018 Board Meeting Minutes: *Motion by Trustee Miller, Second by Trustee Ford. Vote taken, motion carried.*

Mayoral Appointment/Reappointment: Mayor's letter attached for the reappointment of Charles Ford. Trustee Ford took the Oath of Office.

Property Owner Trustee Election Results: The results of the Election held on June 22, 2019 are as follows: 5 votes for William Hibdon. Trustee Miller motioned to accept the confirmed votes, Second by Trustee Mattingly. Vote taken, motion carried. Due to Mr. Hibdon's absence, he will take the Oath of Office at the next Board Meeting.

Nomination of Officers (Chair, Treasurer, Secretary) of the Board of Trustees (Tabled from July Meeting)

Chair to appoint Trustees to Standing Committees (Tabled from July Meeting)

CORRESPONDANCE: N/A

TRAINING CENTER REPORT: June 2019 Uses - 21; Personnel – 600; Hours - 78; Income generated - \$175.00.

FINANCIAL REPORT

General Fund Checking Account/Forcht Bank beginning June 1, 2019: \$488,240.05. Total receipts for deposits: \$508,223.88. Total monies available in General Fund Checking Account: \$996,463.93. Total disbursements: \$700,643.21. Ending balance on June 30, 2019, in General Fund Checking: \$295,820.72.

Money Market Savings Account/Forcht Bank beginning balance as June 1, 2019: \$5,984,075.88. Interest earned for June: \$1,549.15. Monies transferred into General Fund Checking Account: \$500,000.00. Monies transferred into Money Market Saving Account: \$0.00. Ending Balance on June 30, 2019: \$5,485,625.03.

Total Funds Available at Forcht Bank: \$5,781,445.75

Trustee Mattingly 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 the ending of FY 2018-2019.

OLD BUSINESS:

- Chief briefed the Committee on his meeting with Medicount regarding the percentage of payments/amounts we are receiving versus what other departments are receiving.

NEW BUSINESS:

- *The Committee motioned to approve the June 2109 Volunteer Nominal Fee Payment request in the amount of \$5,740.00. Second by Trustee Sample. Vote taken, motion carried.*
- *With only one quote received (John Morris Plumbing, in the amount of \$3,050) for Station 3's bathroom remodeling, Trustee Miller motioned to approve the expenses not to exceed \$3,050. The second quote should be in next week. Second by Trustee Mattingly. Vote taken, motion carried.*
- *The Committee motioned to approve the purchase of 2 Ford Explorers not to exceed \$74,000 (based on state contract pricing), Second by Trustee Butler. Vote taken, motion carried. Please note this is a budgeted expense.*
- *The Committee motioned to approve moving the District Chiefs status back to "exempt" pay classification since there are no longer on the apparatus, Second by Trustee Butler. Vote taken, motion carried.*

PERSONNEL COMMITTEE:

OLD BUSINESS: N/A

NEW BUSINESS

Fire & Rescue Personnel

New Volunteer Members: N/A

New Hires Full-time: N/A:

New Hires Part-time: Pending approval of the Board of Trustees, the following personnel is being recommended for employment as a part-time FF/EMT:

- FF/EMT Autumn Carpenter

Reactivations: N/A

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

Leave of Absence:

- 07/02/19: Chief advised the following personnel that we have yet to receive their annual Fit for Duty therefore they are "not eligible to be assigned to the Rapid Response Program, respond to incidents, or participate in training until it has been received". Members are given 30 days or more notification prior to the annual date and FFD must be received within 30 days after the annual date.
 - FF Chris Chappell 5/24/19 – (appears to have abandoned position - last training 4/17/19, last shift 5/19/19)
 - FF Joseph Harrison 5/11/19 – (appears to have abandoned position -last training 3/28/19, last shift 3/28/19)
 - FF Samantha Duvall 5/9/19 – (appears to have abandoned position -last training 5/23/19, last shift 6/12/19). **PLEASE NOTE THAT FF DUVALD CONTACTED CHIEF ON 7//11/19 AND HAS BEEN REMOVED FROM THIS LIST**
 - SGT Mike Tinnell 6/1/19 – (appears to have abandoned position -last training 4/25/19, last shift 4/25/19 & on 5/28/19, requested a Personal LOA for the month of May)

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 06/19/19: FF Trainee Joseph Stuart had to drop from class and returned to Volunteer FF status on 07/01/19.
- 08/01/19: Major Roger Milliner will be retiring with 33 years of service.
- 08/01/19: FF Darrell Miller will be retiring with 23 years of service.

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Volunteer FF Recruit Academy (Started 7/8/19)

Trevor Abner	Ryan McClanahan
Kyle Duffy	Aaron McGrath
Nick Elder	Anthony Santana

Nick Glass	Bradley Scarbrough
Shelby Goldsmith	Erica Stuart
Aubrey Graves	Carlos Suarez
Tamra Hardin	Jesse Thomas
Maxwell Higgins	Eulric Ware Jr
Vincent Jamison	Tyler Weaver
William Johnson	Mika Wheeler
Archie Lawang	Kyle Yenchik

The Committee motioned to approved the Personnel Actions as read, Second by Trustee Miller. Vote taken, motion carried.

Employee Handbook Additions, Revisions or Deletions: N/A

Policies & Procedures Manual Additions, Revisions or Deletions:

- #100.09 Citizen Complaint – New: *The Committee motioned to approve the new policy “Citizen Complaint” as read, Second by Trustee Miller. Vote taken, motion carried.*

ETHICS COMMITTEE: N/A

APPARATUS COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE: N/A

ELECTION COMMITTEE: Results discussed at the beginning of meeting.

LONG RANGE PLANNING COMMITTEE:

- Chief updated the Committee on the pilot project regarding the volunteer members being reassigned to part-time paid employees. The transition will take place in August.
- Station 7’s remodeling will start once Station 3’s is complete.
- Chief requested permission to seek a realtor for selling Station 4 (5126 Cane Run Rd). Motion by Trustee Butler, Second by Trustee Miller. Vote taken, motion carried.

FIRE CHIEF’S REPORT

- June 2019 Statistical Summary
- Chief presented Paramedic Hiring List, pending results of physicals. Motion by Trustee Miller, Second by Trustee Butler. Vote taken, motion carried.
 - Scot Rogers – Full time
 - Keaton Blair – Part time
 - Jamie Keith – Part time – interested in full time
 - William Rucker – Part time– interested in full time
 - Rachel Wilhelmus – Part time
 - Charles Bailey Jr – Part time

MOTION TO GO INTO CLOSED SESSION: N/A

RETURN TO OPEN SESSION: N/A

UNFINISHED BUSINESS/NEW BUSINESS or for Informational Purposes:

- Chief confirmed the results of the poll taken for the replacement of Trustee Miller’s position on the Board of Trustees as a FF representative. Captain David Mattingly received the majority of votes. Trustee Butler motioned to approve submitting Captain Mattingly’s name to the Mayor’s Office for possible appointment, Second by Trustee Miller. Vote taken, motion carried.
- **Voting Representation for the JCSFS:** Tabled until the August meeting

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 the meeting, Second by Trustee Miller* Vote taken, *motion carried*. The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:07pm.

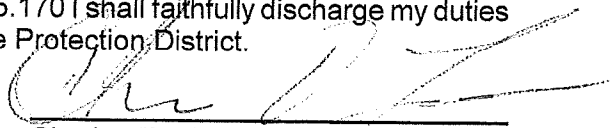
Minutes transcribed by Gayle Bolton

PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT

TRUSTEE OATH OF OFFICE

I, Charles Ford, do solemnly swear that I will support the Constitution of the United States of America and the Constitution of this Commonwealth, and be faithful and true to the Commonwealth of Kentucky so long as I continue to be a citizen thereof, and that I will faithfully execute, to the best of my ability, the office of *Appointed Trustee* according to law; and I do further solemnly swear that since that adoption of the present Constitution, I, being a citizen of this State, have not fought a duel with deadly weapons within this State nor out of it, nor have I sent or accepted a challenge to fight a duel with deadly weapons, nor have I acted as a second in carrying a challenge, nor aided or assisted any person thus offending, so help me God.

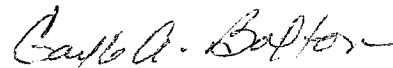
I do further solemnly swear that in accordance with KRS 75.170 I shall faithfully discharge my duties as an *Appointed Trustee* for the Pleasure Ridge Park Fire Protection District.



Charles Ford

Commonwealth of Kentucky}
} ss
County of Jefferson }

The above Oath was Sworn to and Subscribed to before me by Charles Ford on this 15th day of July 2019.



Notary Public, State at Large, KY

My Commission Expires: 08/27/2019

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

Date: July 15, 2019

Approved 8/19/19

Called to Order: 7:05 pm

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

OPENING OF PROCEDURES: Chair Taylor called the Meeting to order at 7:10pm.

Approval of June 17, 2019 Holding Company Board Meeting Minutes: *Motion by Trustee Butler, Second by Trustee Ford. Vote taken, motion carried.*

Old Business: N/A

Committee Reports

Finance Committee: *The Committee motioned to approve the Financial Report, 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 Mattingly. Vote taken, motion carried.* The meeting of the Pleasure Ridge Park Fire Protection Holding Company Board of Trustees adjourned at 7:13pm.

Minutes transcribed by
Gayle Bolton