

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

Date: August 19, 2019

Approved 9/16/19

Called to Order: 6:30 pm

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

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

Property Owner Trustee position: Bill Hibdon took the Oath of Office (he was absent at last month's meeting)

Mayoral Appointee for vacant FF Trustee's position-pending receipt of confirmation

Nomination of Officers (Chair, Treasurer, Secretary) of the Board of Trustees

- CHAIR: Trustee Sample nominated Trustee Taylor. With no other nominations, Trustee Mattingly second the motion. Vote taken, motion carried.
- TREASURER: Trustee Form nominated Trustee Mattingly. With no other nominations, Trustee Taylor second the motion. Vote taken, motion carried.
- SECRETARY: Trustee Sample nominated Trustee Hibdon. With no other nominations, Trustee Mattingly second the motion. Vote taken, motion carried.

Chair to appoint Trustees to Standing Committees

- FINANCE: Trustee Mattingly – Chair
Trustee Taylor
Trustee Sample
- PERSONNEL: Trustee Hibdon – Chair
Trustee Butler
Trustee Ford
- ETHICS: Will appoint members as needed
- LONG RANGE PLANNING: Trustee Butler
Trustee Sample
Trustee Hibdon
- EMERGENCY SICK TIME POOL: Trustee Butler
- ELECTION: Will appoint prior to Election

Approval of July 15, 2019 Board Meeting Minutes: *Motion by Trustee Butler, Second by Trustee Ford. Vote taken, motion carried.*

Approval of July 30, 2019 Special Board Meeting Minutes: *Motion by Trustee Butler, Second by Trustee Mattingly. Vote taken, motion carried.*

CORRESPONDANCE:

- Chief received a thank you letter from Madeline Drago commenting on the exceptional service provided by FF/EMT Doug Poynter and FF/EMT Phil Johnston regarding the evaluation and transport of her 92 year old mother to the hospital.
- A thank you card was received from Roberta Bowman and family regarding her mother's passing.
- A thank you card was received from George Givens and family regarding his mother's passing.

TRAINING CENTER REPORT: July 2019 Uses - 20; Personnel – 475; Hours - 124; Income generated - \$800.00.

FINANCIAL REPORT

General Fund Checking Account/Forcht Bank beginning July 1, 2019: \$302,770.51. Total receipts for deposits: \$784,309.99. Total monies available in General Fund Checking Account: \$1,087,080.50. Total disbursements: \$777,243.85. Ending balance on July 31, 2019, in General Fund Checking: \$309,836.65.

Money Market Savings Account/Forcht Bank beginning balance as July 1, 2019: \$5,485,625.03. Interest earned for July: \$1,611.20. Monies transferred into General Fund Checking Account: \$600,000.00. Monies transferred into Money Market Saving Account: \$0.00. Ending Balance on July 31, 2019: \$4,887,236.23.

Total Funds Available at Forcht Bank: \$5,197,072.88

Trustee Hibdon motioned to approve the Financial Report as read, second by Trustee Butler. 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: N/A

NEW BUSINESS:

- *The Committee motioned to approve the July 2019 Volunteer Nominal Fee Payment request in the amount of \$6,030.00. Second by Trustee Hibdon. Vote taken, motion carried.*
- *The Committee motioned to approve Major Richard's full-time status, Second by Trustee Butler. Vote taken, motion carried.*
- *The Committee motioned to approve the longevity pay scale for employees with three or more years of service, Second by Trustee Butler. Vote taken, motion carried.*
- *The Committee motioned to approve moving the Volunteer FF's to part-time paid status effective 9/1/19, Second by Trustee Hibdon. Vote taken, motion carried.*
- *The Committee recommends approval for Gayle Bolton to retire effective 8/31/19 and returning as a part-time employee effective 9/1/19, Second by Trustee Butler. Vote taken, motion carried.*

Chief advised that the District received a grant for the TC's Burn Building which consists of 85% of the \$45,000 requested.

PERSONNEL COMMITTEE:

OLD BUSINESS: N/A

NEW BUSINESS

Fire & Rescue Personnel

New/Reactivated/Transfer Volunteer Members:

- 08/3/19: Jason Meiman is being recommended for transfer membership as a Volunteer member.

New Hires Full-time: N/A:

New Hires Part-time: The following positions have been filled on a temporary basis, pending final approval of the Board of Trustees:

- Part-time FF/EMT
 - 08/12/19: Jeff Judd
 - 08/12/19: Jason Davenport (re-activated)
 - 08/13/19: Steve Patterson (re-activated)

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

- 08/12/19: FF Aaron Herl (Career) completed his new hire 1-year probation

Leave of Absence:

- 07/11/19: FF Hannah Jagers (Station 7) requested a 30-day Personal LOA

Return from Leave of Absence:

- 08/12/19: FF Hannah Jagers (Station 7) requested to return from LOA

Retirement/Resignations/Terminations:

- 07/23/19: Part-time FF/EMT Matthew Thomas resigned from employment
- 07/27/19: Part-time FF/EMT Pierce Long resigned from employment
- 07/31/19: Paramedic Bill Lohden has resigned from employment
- 07/31/19: Part-time FF/EMT Matt Gawarecki resigned from employment

Auxiliary Personnel

New Applicants/Reactivations: N/A

Leave of Absence: N/A

Return from Leave: N/A

Terminations: N/A

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

- 07/15/19: Recruit Anthony Santana did not return to class
- 07/25/19: Recruit Jesse Thomas resigned from class
- 07/29/19: Recruit Kyle Duffy resigned from class
- 08/12/19: Recruit Brad Scarbrough resigned from class
- 08/12/19: Recruit Tyler Weaver resigned from class

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

- Chief requested the approval for the Captains and Sergeants Promotional Lists be tabled until a later date. Motion by Trustee Butler, Second by Trustee Ford. Vote taken, motion carried.
- The Committee motioned to approve Major Allen Richard be moved from part-time status to full-time status. He would continue to be the Fire Marshal along with the other duties he handles day to day. This action was already approved during the Finance Committee discussions.
- The Committee motioned to approve the longevity pay for employees with 3 years or more of service. This action was already approved during the Finance Committee discussions.
- The Committee motioned to approve moving the Volunteer FF's to part-time paid employees effective 9/1/19. This action was already approved during the Finance Committee discussions.

Employee Handbook Additions, Revisions or Deletions: N/A

Policies & Procedures Manual Additions, Revisions or Deletions:

#300.05 Quality Assurance/Quality Improvement – Revised

#302.01 Narcotic Control Plan - New

The Committee motioned to approve the new and revised policies as read, Second by Trustee Sample. Vote taken, motion carried.

The Committee motioned for approval of Gayle Bolton retiring effective 8/31/19 and returning as a part-time employee on 09/01/19. This action was already approved during the Finance Committee discussions.

ETHICS COMMITTEE: N/A

APPARATUS COMMITTEE: N/A

EMERGENCY SICK TIME POOL COMMITTEE:

The Committee discussed the status of accumulated hours in the pool as well as what is needed since our employee count has doubled. Chief will review the numbers and come back with a recommendation. He will also be thinking about what should happen to hours donated once an employee retires, etc.

FIRE CHIEF'S REPORT

- July 2019 Statistical Summary
- Chief presented the Amended 2018-2019 Budget for review and approval. Motion by Trustee Butler,

- Second by Trustee Hibdon. Vote taken, motion carried.
- Chief requested approval for hiring a realtor for Station 4. After discussion, it was decided to table this discussion until Chief can acquire the fees involved.
 - *Chief submitted a request for 21 recliners, not to exceed the amount of \$19,252.27. Motion by Trustee Butler, Second by Trustee Sample. Vote taken, motion carried.*
Working Fire Furniture: \$16,065
Dreamseat: \$19,252,27
Fire Station Outfitters: \$890 per unit
La-Z-Boy: \$22,641.60 (rec'd quote after the meeting)
 - FYI... Another ambulance should be on track by September 9th.

MOTION TO GO INTO CLOSED SESSION: N/A

RETURN TO OPEN SESSION: N/A

UNFINISHED BUSINESS/NEW BUSINESS or for Informational Purposes:

- **Voting Representation for the JCSFS:** Trustee Mattingly motioned for Trustee Butler to be the representative on behalf of the Board, and Chief Recktenwald as the alternate, Second by Trustee Hibdon. 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 the meeting, Second by Trustee Hibdon. Vote taken, motion carried.* The meeting of the Pleasure Ridge Park Fire Protection Board of Trustees adjourned at 7:24pm.

Minutes transcribed by Gayle Bolton

**CLOSED SESSION OF
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES FINANCE COMMITTEE**

At a Finance Committee Meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on the 13th day of August, 2019, the following Trustees were present: Chair of Committee R. Mattingly and J. Taylor.

1. Chief Doug Reckenwald gave notice in the regular open meeting that a closed session of the Finance Committee was necessary to:

(A) DISCUSS (state general nature of the business):

(B) BECAUSE (reason for the closed session):

(C) WHICH IS AUTHORIZED BY THE FOLLOWING SUBSECTION OF KRS 61.810:

___ (1) (d) Deliberations on the future acquisition or sale of real property which would be affected by publicity.

___ (1) (e) Discussions of proposed or pending litigation against or on behalf of Fire Protection District.

X (1) (f) 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].

___ (1) (g) Deliberation of the Board of Trustees as a quasi-judicial body, at which neither the person involved, his representatives, nor any other individual not a member of the Fire Protection District's governing body or staff is present.

2. A motion was made by Trustee Taylor, seconded by Trustee Mattingly to hold a closed session of the Finance Committee, and the motion carried.

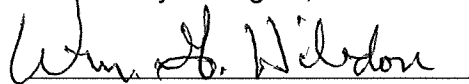
3. The Finance Committee went into closed session at 4:45pm.

4. The Committee returned from closed session at 4:50pm.

5. No final action was taken by the Committee in the closed session and no matters were discussed in the closed session other than those publicly announced above prior to convening the closed session.

CERTIFICATION:

I, Wm. G. Hibdon, Secretary, hereby certify that the foregoing minutes are a true and correct copy of the minutes related to a closed session of the Finance Committee of the Pleasure Ridge Park Fire Protection District on the 13th day of August, 2019.



Bill Hibdon, Secretary of the Board of Trustees

**CLOSED SESSION OF
PLEASURE RIDGE PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES PERSONNEL COMMITTEE**

At a Personnel Committee Meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on the 13th day of August, 2019, the following Trustees were present: Chair of Committee B Hibdon and T. Butler.

1. Chief Doug Reckenwald gave notice in the regular open meeting that a closed session of the Personnel Committee was necessary to:

(A) DISCUSS (state general nature of the business):

(B) BECAUSE (reason for the closed session):

(C) WHICH IS AUTHORIZED BY THE FOLLOWING SUBSECTION OF KRS 61.810:

(1) (d) Deliberations on the future acquisition or sale of real property which would be affected by publicity.

(1) (e) Discussions of proposed or pending litigation against or on behalf of Fire Protection District.

(1) (f) 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].

(1) (g) Deliberation of the Board of Trustees as a quasi-judicial body, at which neither the person involved, his representatives, nor any other individual not a member of the Fire Protection District's governing body or staff is present.

2. A motion was made by Trustee Butler, seconded by Trustee Hibdon to hold a closed session of the Personnel Committee, and the motion carried.

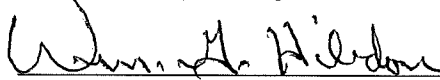
3. The Committee went into closed session at 5:36pm.

4. The Committee returned from closed session at 5:39pm.

5. No final action was taken by the Committee in the closed session and no matters were discussed in the closed session other than those publicly announced above prior to convening the closed session.

CERTIFICATION:

I, Wm. B. Hibdon, Secretary, hereby certify that the foregoing minutes are a true and correct copy of the minutes related to a closed session of the Personnel Committee of the Pleasure Ridge Park Fire Protection District on the 13th day of August, 2019.



Bill Hibdon, Secretary of the Board of Trustees

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

Date: August 19, 2019

Approved 9/16/19

Called to Order: 7:05 pm

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

OPENING OF PROCEDURES: Chair Taylor called the Meeting to order at 7:26pm.

Approval of July 15, 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: *Trustee Sample 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 Hibdon. Vote taken, motion carried.* The meeting of the Pleasure Ridge Park Fire Protection Holding Company Board of Trustees adjourned at 7:39pm.

Minutes transcribed by
Gayle Bolton