

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

**Date:** September 16, 2019

Approved 10/21/19

**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.

Confirmation of the Mayoral Appointee for vacant FF Trustee's position: David Mattingly took the Oath of Office.

Please note promotions were announced at this time along with the pinning ceremony:

Scott Bock, promoted to Sergeant

William Settle, promoted to Sergeant

Adam Gassman (accompanied by his daughter), promoted to Captain

Joseph Frazier, promoted to Captain

**Approval of August 19, 2019 Board Meeting Minutes:** *Motion by Trustee Sample, Second by Trustee Butler. Vote taken, motion carried. Please note the Minutes were amended to include Trustee Hibdon on the Long Range Planning Committee.*

**CORRESPONDANCE:** N/A

**TRAINING CENTER REPORT:** August 2019 Uses = 27; Personnel = 677; Hours = 155; Income generated = \$400.00 plus \$200.00 donation totaling \$600.00.

**FINANCIAL REPORT**

General Fund Checking Account/Forcht Bank beginning August 1, 2019: \$325,389.26. Total receipts for deposits: \$1,105,421.06. Total monies available in General Fund Checking Account: \$1,430,810.32. Total disbursements: \$959,545.04. Ending balance on August 31, 2019, in General Fund Checking: \$471,265.28.

Money Market Savings Account/Forcht Bank beginning balance as August 1, 2019: \$4,887,236.23. Interest earned for August: \$1,286.53. Monies transferred into General Fund Checking Account: \$850,000.00. Monies transferred into Money Market Saving Account: \$0.00. Ending Balance on August 31, 2019: \$4,038,522.76.

Total Funds Available at Forcht Bank: \$4,509,788.04

*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 FY 2019-2020.

**OLD BUSINESS:** N/A

**NEW BUSINESS:**

- *The Committee motioned to approve the August 2019 Volunteer Nominal Fee Payment request in the amount of \$7,680.00. Second by Trustee Hibdon. Vote taken, motion carried. Note this is the last Volunteer Nominal Fee Payment due to Volunteer FF's becoming part-time paid members effective 9/1/19.*

- *The Committee motioned to approve changing the two (2) employees with the 45-hour status to the 40-hour status, Second by Trustee Butler. Vote taken, motion carried.*

## **PERSONNEL COMMITTEE:**

**OLD BUSINESS:** N/A

## **NEW BUSINESS**

### **Fire & Rescue Personnel**

**Full-time FF/EMT Hiring List:** The Committee motioned to approve the Hiring List with Autumn Carpenter as the only name listed, Second by Trustee Sample. Vote taken, motion carried. (Please note the other 2 applicants did not reply)

New/Reactivated/Transfer Members:

- 08/28/19: Travis Bell is being recommended for transfer membership as a Rapid Response Member.

New Hires Full-time:

- 08/04/19: Jamie Keith was hired as a full-time Paramedic (from the current Hiring List)
- 08/11/19: Scott Rogers was hired as a full-time Paramedic (from the current Hiring List)
- 08/27/19: Autumn Carpenter was hired as a full-time FF/EMT (from Hiring List dated 8/27/19)

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  
09/05/19: Jeremy Bass  
09/10/19: John Waters (re-activated)  
09/10/19: Jonathon Recktenwald (re-activated)
- Part-time Paramedic  
09/05/19: Rachel Wilhelmus was hired as a part-time Paramedic (from the current Hiring List)

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

- 08/15/19: FF Kyle Mattingly (Career) completed his new hire 1-year probation
- 09/16/19: Acting Captain Adam Gassman will be promoted to the rank of Captain
- 09/16/19: Acting Captain Joe Frazier will be promoted to the rank of Captain
- 09/16/19: Acting Sergeant Scott Bock will be promoted to the rank of Sergeant
- 09/16/19: Acting Sergeant William Settle will be promoted to the rank of Sergeant

Leave of Absence: N/A

Return from Leave of Absence: N/A

Retirement/Resignations/Terminations:

- 08/29/19: FF/EMT Cody Goff resigned from employment
- 09/01/19: Volunteer FF Oren Long resigned
- 09/09/19: Rapid Response Member Ashton Brown 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**

- 07/30/19: Recruit Aubrey Graves resigned from class
- 08/15/19: Recruit Tamra Hardin resigned from class

*The Committee motioned to approve the Personnel Actions as read, Second by Trustee Rosemary Mattingly. Vote taken, motion carried. Please note that Trustee David Mattingly stepped away from the meeting during*

*the vote due to conflict of interest.*

**Employee Handbook Additions, Revisions or Deletions: N/A**

**Policies & Procedures Manual Additions, Revisions or Deletions:**

#300.08 Scope of Care - New

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

**Chief Recktenwald 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 Rosemary Mattingly, Second by Trustee Sample. Vote taken, motion carried.* Closed Session started at 6:52pm. Please note Trustee Butler stepped away from the meeting due to conflict of interest.

**The meeting returned to Open Session** at 7:09pm.

*Trustee Hibdon motioned to approve the "Agreement Concerning Charges" that Chief Recktenwald offered to FF Rasheed Seraji which included suspension of six (8) hour days/(48) hours without pay and his probationary period as a FF/EMT be extended by 90 days, Second by Trustee Ford. The vote was unanimous.*

*Please note Trustee Butler returned to the Open Meeting.*

**ETHICS COMMITTEE:** N/A

**APPARATUS COMMITTEE:** N/A

**EMERGENCY SICK TIME POOL COMMITTEE:** N/A

**FIRE CHIEF'S REPORT**

- August 2019 Statistical Summary
- Update on 2 ambulances that are not in operation (still under warranty)
- Chief presented 3 realtors and their commission fees for Station 4:
  - Semonin Realty, Tom Wuest – 7%
  - Caldwell Banker/McMahan Company, Wanda Mackin – 6%
  - Berkshire Hathaway, Charles Gibson – 6%
  - Hoagland Commercial, Zachary Swanson – no listing agreement received*Trustee Ford motioned to hire Berkshire Hathaway/ Charles Gibson, Second by Trustee Sample. The vote was unanimous.*
- On August 23, 2019 Chief emailed all Volunteer FF's regarding the application for the Rapid Response Part-time Paid Program. He also stated that those who have not submitted an application by 9/15/19, will have their names submitted to the Board to be removed. As of 9/16/19, Chief still has not heard from these members and feel they have abandoned their positions:
  - Katie Bland (never returned from LOA-last Shift 10/20/18, last Training 5/8/19)
  - Jayde Kiefer (last Shift 7/24/19, last Training 7/31/19)
  - Benjamin Newberry (last Shift and Training 5/16/19)*Motion by Trustee Hibdon, Second by Trustee Butler. Vote taken, motion carried.*
- The ALS license inspection is scheduled for October 2<sup>nd</sup>.

**UNFINISHED BUSINESS/NEW BUSINESS or for Informational Purposes:**

- Updated Board of Trustee List was distributed
- Each Trustee signed the "Proof Of Receipt" for the "Kentucky Open Record & Open Meetings Act" and "Managing Government Records".

**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 Hibdon 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 7:25pm.

Minutes transcribed by Gayle Bolton

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

At a meeting of the Board of Trustees of the Pleasure Ridge Park Fire Protection District held on September 16, 2019, the following Trustees were present: J. Taylor, R. Mattingly, B. Hibdon, C. Ford, B. Sample, and D. Mattingly.

1. Chair Taylor gave notice in the regular open meeting that a closed session of the Board 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 R. Mattingly, seconded by Trustee Sample to hold a closed session of the Board of Trustees, and the motion carried by a unanimous vote.

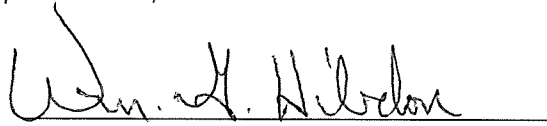
3. Board of Trustees went into closed session at 6:52pm.

4. Board of Trustees returned from closed session at 7:09pm.

5. No final action was taken by the Board of Trustees 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 Board of Trustees of the Pleasure Ridge Park Fire Protection District on September 16, 2019.

  
Bill Hibdon, Secretary of the Board of Trustees