

## RECORD OF BOARD MINUTES

Boone County, Kentucky

June 13, 2012

The Point Pleasant Fire Protection District Board of Trustees met in regular session at the Point Pleasant Fire Station, Marshall Station, 3444 Turfway Road, Boone County, KY at 9:00 AM on the 13<sup>th</sup> day of June 2012, with a quorum present:

Chairman Ed Divine  
Trustee Brian Laws  
Trustee James Rice

Trustee Eric Seibel  
Trustee M.L. Thinnis  
Chief Giordano

Members absent: Treasurer Debbie Newman and Secretary Arthur Crowe were on vacation. Council Bill Knoebel was unavailable due to unrelated court proceedings.

### **CALL TO ORDER**

Chairman Divine called the meeting to order at 9:00 AM.

### **SPECIAL PRESENTATION/CHANGE OF ORDER**

No special presentations at the opening of the meeting. No change of order occurred during the meeting.

### **MINUTES OF MAY 2012 DISTRICT BOARD MEETING**

The chair entertained a motion to dispense with the reading of the minutes from this meeting. Motion made by Trustee Thinnis; seconded by Trustee Rice. Motion carried; all in favor.

The chair asked if there were any additions, corrections, or deletions to the minutes from this meeting. No changes were noted.

The chair entertained a motion to accept the minutes from this meeting as recorded. Motion made by Trustee Rice; seconded by Trustee Laws. Motion carried; all in favor.

### **TREASURER'S REPORT**

The Treasurer's report was submitted for all to review.

Special attention was brought to the following items:

1. Chief Giordano noted that the District did take in another real estate tax collection.
2. The payment made to health insurance was a 3 month payment to the KY State plan to cover the employees that are on that plan as part of their CERS enrollment. This was separate from the Boone County plan.

The chair entertained a motion to accept the Treasurer's Report as submitted. Trustee Thinnis moved accept; seconded by Trustee Seibel. Motion carried; all in favor.

### **CHIEF'S REPORT**

Chief's report was distributed. Specific discussion was given on the following points:

1. Lt. Brotherton is still out on medical leave until further notice. She will be out at least another 4-6 weeks. She had come in to inquire about light duty work, but we cannot accommodate and workmen's compensation has been notified.
2. A/O John Keel has returned to full duty effective June 4.
3. We continue to coordinate the final utilization of all available employee vacation time. The only exception will be John Keel due to his work loss incident. He will be paid out his vacation over two checks.
4. Performance evaluations have been a priority in the department and they are on schedule. This has been a very large project
5. We have received notification from Bill Martin that he wishes to resign as a part-time employee effective June 30, 2012. He wishes to remain with the District as a volunteer effective July 1, 2012. Chief Giordano has a proposal to capitalize on his knowledge and experience and engage him in an officer's capacity to be discussed in New Business.
6. Asst. Chief Seibel and 4 interns (Bosse, Davis, Molfetta, and Sullivan) participated in the multi-department live fire training at the Drill field June 6.
7. There are junk cars on the front pad that will be used for auto extrication training this month. They will be removed next month.
8. Hydrant testing has been completed and hydrant painting will begin shortly. Chairman Divine inquired about clearing around hydrants; Chief Giordano advised this will be completed when they are painted and is typically completed several times per year.
9. The new Tahoe is out getting its emergency lights installed
10. The aerial is having ongoing electrical issues that are being addressed.
11. The new ventilation truck has made several responses lately without incident.
12. The front hillside will be cleared shortly.
13. Chairman Divine inquired about replacing the shed in the rear of the station. Chief Giordano advised this has been discussed and the plan is to replace it with a more functional building. This will take some thought and planning but will be addressed.
14. All of the Department of Local Government paperwork was completed and submitted. If any of the Board members would like a copy of this paperwork added to their budget binders, Chief Giordano advised they would simply need to bring their binders to him and it will be taken care of.
15. The KY State Auditor is investigating special taxing districts and there have been several articles in the paper. Chief Giordano advised there is an upcoming seminar and surveys to be completed. Chief Giordano welcomes the review and feels it will show that Pt. Pleasant Fire District exceeds the minimum required of Special Taxing Districts and Fire Districts will serve as the role model.

16. Tomorrow our insurance provider, VFIS, will be performing a risk assessment and analysis. They will be reviewing all of our procedures to ensure we are doing what we are supposed to be doing to protect their interests and limit their exposure.
17. Chief Giordano did review and renew our existing VFIS program with our local underwriter.
18. Chief Giordano and Asst. Chief Seibel continue to work with St. Elizabeth business health to institute a formal health & wellness program. This program will cost around \$2,500 to \$3,500 and will be part of and within the existing line item budget for Health & Wellness line item in the approved budget. He requested action from the Board to accept the cafeteria plan offered by the Board.
19. AFLAC was here to advise our personnel on supplemental insurance and coordinate setting up coverage. Unfortunately not many personnel took advantage.
20. On the 25<sup>th</sup>, 26<sup>th</sup>, and 27<sup>th</sup> of this month Chief Giordano and Asst. Chief Seibel will be providing lunch for the employees and providing a presentation to the employees on their employment package. Chief Giordano invited all the Board to any of the presentations and advised he will e-mail out a copy of the presentation.
21. Chief Giordano and Asst. Chief Seibel continue to work on the ALS proposal for the July meeting.
22. There has been no movement on the Grants.

## **COMMITTEE REPORTS**

### **POLICY & PROCEDURES**

Trustee Seibel advised there is a proposed change to Chapter 1 to update the District Mission statement. Additionally, there is a request to officially adopt the Vision Statement and a set of Core Values. Copies of the proposed changes were distributed. Trustee Seibel proposed to re-distribute these again prior to the July meeting and requests a vote and formal adoption at the regular July meeting.

### **EMPLOYEE RELATIONS**

No report.

### **BUDGETING & FORECASTING**

No report.

### **RETIREMENT**

No report.

### **ELECTIONS & APPOINTMENTS**

No report.

### **INTERNSHIP**

No report.

### **WORKER'S COMPENSATION**

Already discussed in the Chief's report.

### **HEALTH INSURANCE AND BENEFITS**

No report.

### **VEHICLE STATUS**

Included in distributed Chief's report.

### **UNFINISHED BUSINESS**

In reference to WBS litigation, the check has been sent but council has not received the original of the release (he has only received a faxed copy).

Chairman Divine inquired about the status of the new aerial. Chief Giordano and Asst. Chief Seibel advised at this time it is scheduled to come off the line in Ocala, FL on August 31<sup>st</sup>. It will go to the local vendor for additional after factory work in September and we should expect actual delivery in September. Training will be more involved since it is an aerial apparatus, but it should be in service some-time in mid-October beginning of November.

In reference to the old 1367, Chief Giordano advised the unit is still in Williamstown on loan to solicit buy-in for the vehicle. The original bid was for \$15,000 and this figure was based on the amount of equipment that had to be bought to put the new ventilation unit in service. This number was actually less due to the fact that the vendor provided much of this equipment unexpectedly at time of purchase. Williamstown Fire advised at this time they could not offer \$15,000 at this time and could only offer \$5,000 to \$7,000. There was discussion following, but Chief Giordano requested of the Board the direction they wished to proceed and what number they would accept, keeping in mind the chassis is over 20 years old and the unit has been advertised on a national web-site with no inquiries. Furthermore, the unit is still insured and is the liability of this District at this time. Discussion followed as to options with Trustee Thinnes suggesting a down payment with continued balloon payments spread over several years. Chairman Divine recommended offering the unit for \$10,000 and negotiating down from there. Chief Giordano advised he would contact the Chief of Williamstown and advise what he could do.

The Chair entertained a motion to accept St. Elizabeth Business Health's cafeteria Wellness Program as discussed in the Chief's report. Motion made by Trustee Thinnes; seconded by Trustee Laws. Motion carried; all in favor.

The Chair entertained a motion to authorize him to sign the contract with St. Elizabeth Business Health for this cafeteria plan if an additional signature is required to expand our existing

contract to include this cafeteria plan. Motion made by Trustee Seibel; seconded by Trustee Rice. Motion carried; all in favor.

The Erlanger ALS recommendation will be discussed in the July meeting.

Chief Giordano advised he did not have any further information in regards to financing the aerial at this time but the ultimate recommendation will probably be to enter into agreement with KACO.

### **PETITIONERS & COMMUNICATIONS**

No Report

### **EXECUTIVE SESSION**

No need was identified to enter into executive session.

### **NEW BUSINESS**

The Chair entertained a motion to accept the resignation of Bill Martin as a part-time firefighter/EMT effective June 30, 2012. Motion made by Trustee Seibel; seconded by Trustee Rice. Motion passed, all in favor.

Chief Giordano gave a proposal in regards to Bill Martin's request to stay active with the District as a volunteer. There have been discussions with Bill Martin in regards to his activity and what he can continue to contribute to the District. It is desirable to utilize him to assist in the coordination and advanced technical questions in regards to code enforcement. Furthermore, he agreed to assist in quality assurance in fire run reporting. He has agreed to be in station for two days, four hours a day on a scheduled basis to personnel are aware when he is here and can interact with him. Chief Giordano recommends bringing him back as an Asst. Chief so he can we can utilize his 35+ years of experience as a command officer and assist with incidents when Chief Giordano and/or Asst. Chief Seibel are unavailable. He will take one of the staff vehicles home one day a week to assist with this responsibility. He will also continue to serve, in coordination with Lt. McMullen, as one of our KFA and NKFA representatives.

Chairman Divine had concerns with Bill Martin serving as just a volunteer because his authority will be limited by KRS.

Chairman Divine read KRS 75.110 "Appointment of Special Firefighters"

*(1) The chairman may, if in his discretion there is a case of need, appoint special firefighters to do special duties at any place within the limits of the fire protection district, on terms he deems proper.*

*(2) These special firefighters shall be governed by such rules as the board may provide, and be given the powers the board may provide, including the powers enumerated in KRS 75.160 in the discretion of the board; if rules are not provided they shall be deemed to have the powers and duties of regular firefighters.*

Chairman Divine read KRS 75.160 (2) "Attendance of chief at board meetings – Definition of Chief – Members as Peace Officers"

*The regular members of the fire department in fire protection districts, except volunteer firemen, shall have the same powers of arrest as now given by law to sheriffs of this Commonwealth and they are hereby expressly declared conservators of the public peace whose duties, in addition to their other prescribed duties, are to conserve the peace, enforce all laws and preserve order, and they shall have and are hereby expressly given the same right and the same power to arrest, search and seize as is now given by law to sheriffs of this Commonwealth, and they shall be at all times subject to the orders of the county judge/executive in which the fire district lies while enforcing the provisions of this section. Provided, however, that members of said fire departments shall not have the power to serve subpoenas, summonses and notices in civil cases and they shall receive no fees for performing any of the duties prescribed in this section as pertains to powers of law enforcement. The members shall constitute a law enforcement agency in addition to the patrol and investigation functions of the sheriff and his deputies under KRS 75.150 to 75.170.*

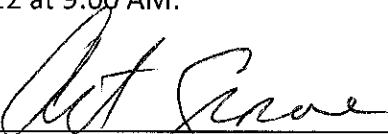
The Chair does appoint William Martin as a Special Firefighter with the rank of Assistant Chief and shall perform all duties outlined by the Chief or his designee and shall report directly to the Chief or his designee of the Fire District effective July 1, 2012.

The Chair entertained a motion to accept this appointment. Motion made by Trustee Thinnes; seconded by Trustee Rice. Motion passed, all in favor.

#### **ADJOURNMENT**

The Chair entertained a motion to adjourn. Motion made by Trustee Thinnes; seconded by Trustee Rice. Motion carried, all in favor. Meeting adjourned at 9:54 AM.

The next Point Pleasant Fire District Board Meeting will be at the Marshall Station on July 11, 2012 at 9:00 AM.



Mr. Art Crowe

Secretary  
Point Pleasant Fire Protection District  
Board of Trustees