

## RECORD OF BOARD MINUTES

Boone County, Kentucky

March 15, 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 15<sup>th</sup> day of March 2012, with a quorum present:

Chairman Ed Divine

Treasurer Debbie Newman

Secretary Arthur Crowe

Trustee Brian Laws

Trustee James Rice

Trustee Eric Seibel

Trustee M.L. Thinnes

Chief Giordano

Council Bill Knoebel

Members absent: None

### **CALL TO ORDER**

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

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

No special presentations or change of order.

### **MINUTES OF FEBRUARY 8, 2012 DISTRICT BOARD MEETING**

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

The chair asked if there were any additions, corrections, or deletions to the minutes from this meeting. Chairman Divine asked if the date was changed to the proper date. This was changed. No further changes were noted.

The chair entertained a motion to accept the minutes from this meeting as recorded. Motion made by Trustee Newman; seconded by Trustee Crowe. 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. The original report sent out contained an error. The proper report was resent. The payment for Speedway of \$331.98 was transferred to St. Elizabeth as well. The correct St. Elizabeth amount should have reflected \$820.93.

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

Chairman Divine had several questions in regards to the balance sheet:

1. Are there adjustments to the fixed assets value due to fluctuation in property values: Chief Giordano advised there were not adjustments.
2. Are there adjustments to furniture and fixtures 114.05: Chief Giordano advised this was adjusted annually based on additions or surplus. Chief Giordano also advised that building and vehicles are also adjusted annually.
3. Are lines 114.06 through 114.09 adjustments because they are negative numbers? Chief Giordano and Treasurer Newman advised they were adjustments and depreciations.
4. In regards to 220, payroll accounts and other, what is other? Treasurer Newman advised this is payroll taxes based on payroll.
5. In regards to 225.04, why is this a negative number? Chief Giordano and Treasurer Newman advised these were Aflac payments on behalf of the employees. This is not actually a District expense.

Chairman Divine had several questions in regards to the profits & losses sheet:

1. The last line shows a negative number. He inquired if this was showing that we have budgeted \$1.7million and so far have spent \$1.3 million. Chief Giordano advised this was incorrect. This report showed that we had budgeted \$1.7 million and so far had collected \$1.3 million. The negative number is what we have not collected yet for the current fiscal year. This report is through February 29. On the expense side of this report, the number represented only indicate what was budgeted to this point in the year and what was spent to this point in the year. So a negative number in the third column is a good thing because it indicates we are under budget up to this report date in the year.
2. In regards to 510.03, is any part of the overage due to the new equipment we received. Chief Giordano advised some of this may be not have been coded correctly and may be re-classified.
3. In regards to 513.03 and 513.06, what is the difference in these two line items. Chief Giordano advised that that 513.03 pays tuition for fire service specific conferences, while 513.06 is for tuition re-imburement for formal college education. He advised we can rename these line items to avoid confusion.
4. In regards to 565.03, film and processing; do we use this account anymore? Chief Giordano advised we should change the nomenclature since we very seldom have activity in this account since all cameras have been upgraded to digital. On occasion new photographic equipment is purchased out of this account.
5. In regards to 598.01 and .02, is this in regards to the payback we have to do for the grants? Chief Giordano advised we would have to review those, but these line items reflect and funds that are collected from grants and immediately paid out and should be a zero balance to the District at the end. Treasurer Newman and Asst. Chief Seibel advised that the overage was probably the funds we owed back for the 2008 AFG.

There were no other questions in regards to these reports.

## **CHIEF'S REPORT**

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

1. Intern Andy Stiegerwald has dropped from PT intern program, but wishes to remain as a volunteer.
2. We have 5 candidates applying to fill the open positions in the intern program: Burdine and Sullivan (as reported last month); currently enrolled in the Kenton County Essentials Class, and 3 Cincinnati State Students. Capt. Groneck and Lt. Holmes are evaluating
3. FF Keel is on active duty now, but will need knee surgery and will be off duty for a 30 day recovery.
4. LT Brotherton is currently off duty for an extensive injury that required surgery and she will be off for an extended period of time. VFIS accident claim and Worker's Compensation information filed. Jason Matthews has been moved to shift during her absence.
5. Adam Bradbury, one of our newer part-time firefighter/EMT's home was extensively damaged in the recent tornados. Our personnel are pulling together to help cover his shifts so he can take care of things at home
6. The new ventilation unit is back. The issue was found to be a bad cam sensor and they believe this may have been the underlying root of all the issues all along. SuperVac has committed to supporting the vehicle past its original stated warranty until we are pleased with the unit. We are performing a specific and ongoing run-up procedure to ensure this and constant and thorough documentation is being kept.
7. The old vent truck is still in Williamstown to generate support for its purchase.
8. There is a need to declare the following Flashover Training equipment surplus as it is in need of replacement: Eight (8) Bullard Helmets @ \$169/each new with aluminized crash bonnets @ \$128/each new. These items cannot be re-used or re-distributed due to their current state.
9. The dishwasher has been repaired under warranty. Thanks to Captain Groneck for his follow up on this issue.
10. The contract was signed for the new aerial apparatus.
11. As part of our involvement with the Northern Kentucky Technical Rescue Team, 1374 (our UASI provided tractor trailer) responded to southern Kenton County to assist with the tornado search and recovery. Our crews offered tremendous help and were very much appreciated by local responders.
12. We had committed to sending an Engine and Crew to help cover Pendleton County Emergency Responses as part of the tornado recovery. These services are regularly provided by volunteers who are exhausted and need to take care of the own damaged personal homes. This request was cancelled by Northern Pendleton Fire District.
13. As an update to the on-going foreign trade zone (FTZ) issues on the properties in question, Chief Giordano is currently in discussions with the PVA and county officials in reference to this status. This is holding up the \$180+K funds we are short.
14. We received proper notification on the requested refund for the property at 300 Gap Way. The District does now need to take action and refund this money.
15. All personnel are completing a thorough inventory of District assets and are up-dating our computer records.

16. The District has taken a more pro-active approach to working with Mary Queen of Heaven School and their expected crowds at their fish fries. Bill Martin has been appointed as the designated department Point of Contact (POC) to work with them.
17. All career personnel are being asked to schedule and utilize the remainder of their vacation time for FY 2011/12.
18. Asst. Chief Seibel and I participated in a review from KEMI (Worker's Compensation carrier) due to the amount of non-firefighting injuries we have been subject to over the past few years. The District is on KEMI's radar due to the number of non-firefighting injuries we have had the past 18 months. We will be working with St. Elizabeth Business Health to establish and implement a more formal and regimental employee fitness program. There will be a cultural change within the organization to address this situation. Unfortunately, this will impact our finances by increasing our premiums substantially. A new program will be out by the end of the Fiscal Year and will be enforced. All ball playing on department property and time has already been prohibited.
19. The 2011 annual report and 2012 update for the Capital Improvement Plan were completed and distributed for review. Chairman Divine recommended the Board review these documents and action be taken to adopt them at the April 2012 Board meeting. Treasurer Newman asked on the CIP why there were no notes on some line items in the completed items section of the report. Asst. Chief Seibel advised if an item was delayed or completed ahead of schedule, there were notes. If no notes were listed, it was due to the item being completed without incident and on time as planned.
20. There have been no changes in Grant status other than our 2011 AFG Operational Grant is still under review. Chairman Divine asked if there is any way to close out the grants since we cannot get into the system. Asst. Chief Seibel advised we can get into the system, but we cannot make any changes. He calls all the time but there are no change.

Chairman Divine had several comments and questions on the Training Report:

1. Congratulations to Will Stevie for achieving his 400 certification;
2. On the upcoming goals, he inquired about the OB/GYN training. Chief Giordano advised this is an annual requirement and our ambulance transported a subject in labor and almost had to deliver a baby two days ago. This is an EMT-Basic skill.
3. What is the a big water drill? Asst. Chief Seibel advised that where most departments only train on deploying small attack lines quickly, our agency trains on moving/flowing mass quantities of water very quickly so we can appropriately protect our large industrial buildings.
4. When will we have our mock accident at St. Henry? Asst. Chief Seibel advised we do this every other year and we completed it last year, so it will not be done this year.
5. What does ARFF stand for? Asst. Chief Seibel advised it stood for Aircraft Rescue Fire Fighting. This is vital due to our proximity to the airport and our crews were actually called to assist in a plane crash in Boone County last night.

## **COMMITTEE REPORTS**

### **EMPLOYEE RELATIONS**

No report.

### **BUDGETING & FORECASTING**

No report.

### **RETIREMENT**

Chairman Divine stated the 415 audit has been completed and will be available for our review. There is a committee meeting at the firehouse on March 19<sup>th</sup> at which time they will review the findings and give a full disclosure to the Board at the April 11, 2012 Board meeting.

### **ELECTIONS & APPOINTMENTS**

Trustee Rice advised he met with Trustee Thinnes in regards to the proper completion of the appropriate paperwork and to set an outline for the upcoming election.

### **INTERNSHIP**

Already discussed in the Chief's report.

### **WORKER'S COMPENSATION**

Already discussed in the Chief's report.

### **HEALTH INSURANCE AND BENEFITS**

There will be another meeting May 10<sup>th</sup> @ 1:00 PM in Union. This is not the normal time, but they are trying to get it completed prior to budget time so they can advise the Boards if they can expect any increases for the next Fiscal Year budgets.

### **VEHICLE STATUS**

Included in distributed Chief's report.

Chairman Divine distributed a list of District Subcommittees that included committee directors. He advised all directors that he wanted notification no later than this Friday of when all the committees were going to have a scheduled meeting. He requested dates, times, and for each committee to keep detailed notes for the meetings. He further advised that any action they want to complete that will require funds must go through the Budget Committee as well. He also reminded the committees that these meetings are open.

### **UNFINISHED BUSINESS**

Council Knoebel reported there has been no further action in regards to the Williams Business Solutions' litigation.

Updates on the aerial purchase and the new 1367 were already discussed in the Chief's Report.

The updates on the dishwasher has already been discussed.

Chairman Divine asked if the paperwork on the old Grumman pumper has been transferred. Chief Giordano advised the unit has been transferred to the drill field but we are still waiting on the official transfer of the paperwork.

Chairman Divine asked about the financing report on the new aerial purchase. Chief Giordano advised that he, Treasurer Newman, and Asst. Chief Seibel have been in discussions with KACO and our current bank, Bank of Kentucky. He advised we just received this information back from Bank of Kentucky, and are still awaiting information from KACO. He advised there was not a rush, because the truck and payment was not due until October. Chief Giordano distributed copies of the Bank of Kentucky proposal and advised there were several substantial errors on the document. Furthermore, he advised that the terms and conditions were not competitive and they intended to charge fees they would waive. He advised this is insulting from an institution that holds almost \$2 million of District funds and pays no interest to us on these funds. It was his recommendation to investigate moving our funds out of the Bank of Kentucky as a result of this proposal. The proposal protects 100% the interest of the Bank and offered no advantage to the District.

Chief Giordano asked the District for another month to review the options on financing the vehicle since they are still waiting for information from KACO.

Trustee Thinnes inquired of Treasurer Newman when was the last time they had compared rates. Treasurer Newman advised it has been several months. Chief Giordano advised that he understood due to the state of the financial market right now that options are limited for deposits, but there were some options they could offer when the District is investigating going into long term, substantial debt.

Trustee Seibel made a motion to authorize Treasurer Newman (as Director of the Budgeting Committee) and Chief Giordano to investigate options to move funds to another financial institution. Motion was seconded by Trustee Thinnes. Motion carried, all in favor.

Chairman Divine inquired about the option of utilizing credit unions. Chief Giordano advised that he investigated this option, but credit unions do not want to deal with institutions, they only wish to deal with individuals.

Chairman Divine reminded all Board members of the upcoming Boone Fire Chief's Dinner on Wednesday, March 21 that is being sponsored by the Boone County Fiscal Court.

The Chair entertained a motion to refund the amount of \$9,137.84 in 2010 tangible taxes from the property at 300 Gap Way (tax bill number 44766) which were incorrectly classified as schedule A instead of schedule B. Motion made by Trustee Thinnes; seconded by Trustee Rice. Motion carried, all in favor. Chief Giordano advised he would contact the Sheriff's office. In lieu of a refund being issued, they may opt to have this amount waived from their next collection.

Chief Giordano advised on the proposed updates to Chapter 18 that were distributed that deal with how we should be appropriately handling injury reporting. Chief Giordano advised that all

reported injuries have to be filed. This has nothing to do with our worker's compensation rates unless an actual claim is filed. The policy addresses what the carrier and statute says. The internal component deals with step-by-step appropriate reporting instructions and procedures. Trustee Seibel made a motion to accept the proposed changes to Chapter 18 Policy.

Upon quick review of Council Knoebel of the policy, he advised he approved of the policy, but would like to make some small legal language changes that would not affect the intent of the policy, they were simply legal language changes. Furthermore, he had a concern with Section 2, which Chief Giordano advised was not a change, but was in the existing policy. Discussion followed.

Trustee Seibel amended his motion to accept the proposed changes to Chapter 18 Policy with the deletion of Section 2 and the subsequent re-numbering of the following Sections. Motion was seconded by Trustee Rice. Motion carried; all in favor.

Trustee Rice inquired if there would be training for the Operation Staff on the new Chapter 18 procedures. Chief Giordano advised it was his intent to train all three shifts, but the first step was to get the policy adopted.

#### **PETITIONERS & COMMUNICATIONS**

No Report

#### **EXECUTIVE SESSION**

No need was identified to enter into executive session.

#### **NEW BUSINESS**

Chairman Divine wanted to commend our personnel for their actions in regards to the response to the recent Tornadoes to include actions involved with the initial response and helping with recovery efforts. Furthermore he wanted to commend them for helping out and volunteering to work for our firefighter whose home was affected by the storm. As a District, we cannot offer any financial support, but he asked if there was any other support that the District could provide, he would appreciate it if someone could let him know.

Chairman Divine asked what our plan of action was if a severe weather event directly impacted the District. Chief Giordano advised our personnel would be involved in direct operations, the Boone County Emergency Operations Center would be activated and staffed, and an Incident Management Team would be requested to respond and assist our District. Asst. Chief Seibel advised this is also why Chief Giordano and he have committed so much time to developing and teaching the IMT courses so we can ensure there are other personnel outside of our District that are trained and available to provide us assistance when it is needed. Chief Giordano advised that when severe weather threatens, he will keep the District informed, when possible, via e-mail.

Chief Giordano advised the audit reports were out and distributed copies. He drew attention to the following items:

1. In regards to compensated absenteeism: last year was a little over \$32K; this year it was just over \$15K. This is a result of a concentrated effort to get this number off the books.
2. When the budget was passed, it was expected to have a \$257K deficit spending. This was later revised in August to \$109K in deficit spending. The report and financial audit shows we were only at \$68K in deficit spending. This includes all operations and capital expenses to include all of the new equipment that was purchased within the last year. This may impact the recommendation for down payment on the upcoming aerial financing.
3. Page 15 is a brand new section required by law.

Chief Giordano advised if there were any questions, to please refer them to him.

Chairman Divine advised that Captain Groneck has sent out information in regards to the ALS (Lou Gehrig's Disease) benefit walk at Devou Park on May 19<sup>th</sup>. Vogelpohl Fire Equipment is gathering members for a team to support their founder, Bill Vogelpohl, who was recently diagnosed with the disease. Captain Groneck is requesting support for this team. Trustee Rice advised he has been in discussions with them to sponsor them to include purchasing shirts, etc. Trustee Thinnes inquired if they were asking for donations for shirts. Chairman Divine advised individuals could donate but the District could not donate funds to include paying for shirts for members who are walking. Trustee Thinnes advised she might have an outside source to donate shirts should they need them.

The Chair entertained a motion to declare eight (8) Bullard Helmets with a replacement cost of \$169/each with eight (8) aluminized crash bonnets with a replacement cost of \$128/each as surplus. Motion made by Trustee Newman; seconded by Trustee Thinnes. Motion carried; all in favor. Chairman Divine advised he was informed by Chief Giordano these helmets cannot be re-used in any other way, they would need to be destroyed. The action was to remove them from our books.

#### **ADJOURNMENT**

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

The Chair entertained a motion to adjourn. Motion made by Trustee Thinnes; seconded by Trustee Rice. Motion passed, all in favor. Meeting adjourned at 10:51.



Mr. Art Crowe  
Secretary  
Point Pleasant Fire Protection District  
Board of Trustees