

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

March 11, 2015

3 The Point Pleasant Fire Protection District Board of Trustees met in regular session at the Point
4 Pleasant Fire Station, Marshall Station, 3444 Turfway Road, Boone County, KY at 9:00 AM on
5 the 11th day of March 2015, with a quorum present:

Chairman Ed Divine

Trustee Brian Laws

Secretary Eric Seibel

Trustee James Rice

Trustee Arthur Crowe

Chief Michael Giordano

Trustee Sandra Gallenstein

Members absent: Treasurer Debbie Newman and Counsel Bill Knoebel

6 **CHANGE OF ORDER/SPECIAL PRESENTATION**

7 No change of order or special presentations.

8 **CALL TO ORDER**

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

10 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

11 February 2015 Point Pleasant Fire Protection District Board Meeting

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

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

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

18 **TREASURER'S REPORT**

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

20 Special attention was brought to the following items:

- 21 1. Payment to Michael Hall photography; advised this was fee to update ID and station
- 22 photos
- 23 2. Payment to Vermed; advised this was EMS/Medical supplies
- 24 3. Payment to Xerox; advised this was payment for cloud based hosting and Firehouse
- 25 Software contractual fees

26 4. Chairman Divine inquired if all Tangible Taxes were received. Chief Giordano advised
27 all but 18% of all total taxes have been received to date. This number includes PILOT
28 taxes, which we have not received as of yet and account for a large portion of the due
29 taxes.

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

32 **CHIEF'S REPORT**

33 Chief's report was distributed and briefly reviewed. Specific discussion was given on the
34 following points:

- 35 1. Crews utilizing poor weather to focus on inspections. Several joint trainings with
36 Erlanger were cancelled due to weather.
- 37 2. Crews have been dealing with the weather and keeping the grounds cleared.
- 38 3. Gabe Owens began full time employment as authorized, Saturday, February 28, 2015.
39 Approval was granted at last Board meeting, but official resolution needs to be passed at
40 this Board meeting.
- 41 4. Due to significant weather, additional staffing was brought on, incurring significant
42 unscheduled overtime for career staff.
- 43 5. Significant OT for personnel illnesses as well.
- 44 6. Personnel Recognition Program scheduled for March Board Meeting will actually be held
45 at April Board meeting due to events of previous month.
- 46 7. The District Training room and kitchen area was utilized to host a meeting for St.
47 Elizabeth Hospital and KY Board of EMS, Friday, February 27, 2015.
- 48 8. Asst. Chief Seibel attended meeting in Owensboro, Thursday, February 19, 2015 for the
49 KY Task Force 1 initiative.
- 50 9. Asst. Chief Seibel and I will be at the KY Emergency Operations Center for a workshop
51 regarding the KY Incident Management Team initiative, Thursday March 19.
- 52 10. Upon RFP's and presentations, decision was made to continue with our current vendor,
53 Com Doc, for the copier/printer. Contract is moving forward.
- 54 11. HB 156 (Cancer Presumption Bill) will not move forward from Senate Committee.
- 55 12. Met with County Building Department regarding new projects in District.
- 56 13. Grants

- 57 ○ **AFG**
- 58 a) 2014: Anticipated award announcements summer 2015:
- 59 ○ Operations: \$185,000 for SCBA
- 60 ○ Regional: \$172,260 for IMT Training
- 61 b) 2015 SAFER: Applied for funding for three positions for the Tuition
62 Assistance program over the next four years (\$85,480). This is a long-
63 shot, but if funded, it is funded 100%; zero match.

- 64 ○ **KOHS**

65 a) 2014 – Have begun making purchases. Need official action at Board
66 meeting to amend the budget for up to \$10,000 as awarded by the Grant.
67 A further amendment will probably need to be made as competitive
68 pricing appears we will be able to complete the project for less than
69 originally funded.

70 At conclusion of Chief's Report, following questions were asked/addressed:

- 71 1. Question regarding recent repairs to furnace and possible need for future replacement;
72 Chief Giordano reported that repair was not major, equipment overall is in good shape
73 and should not need replacement in short term.
- 74 2. Question regarding frozen downspouts and procedures needed to protect roof in future;
75 Chief Giordano reported that this was a rare occurrence due to unusual weather patterns,
76 but Captain Groneck was instructed to purchase a new torpedo heater to address future
77 occurrences. He also advised he will be working with Asst. Chief Seibel to seek grant
78 assistance with replacement of roof above apparatus bays.

79 **COMMITTEE REPORTS**

80 **EMPLOYEE RELATIONS**

81 No report.

82 **BUDGETING & FORECASTING**

83 The audit is complete and reports were distributed to District members.

84 **RETIREMENT**

85 No positive movement, but there is a meeting scheduled this Friday (March 13).

86 **ELECTIONS & APPOINTMENTS**

87 Two positions need to be addressed shortly as terms for Trustees Divine and Gallenstein are
88 expiring. One position is appointed by the County Judge Executive and the other is an elected
89 property owner's position.

90 **INTERNSHIP**

91 Internship program has been renamed to the Tuition Assistance Program as the advice of counsel
92 and to make it compliant with DHS AFG Grant programs. As more information on program is
93 developed it will be forwarded out.

94 **WORKER'S COMPENSATION**

95 Chief Giordano gave report on Worker's Compensation events over past few years. Several high
96 claims almost doubled District's Experience Module. Safety has been emphasized; work has
97 been done with the local underwriter and KEMI to close existing claims. The experience module
98 has dropped as a result of this work. Additionally, the District joined the KY Chamber of
99 Commerce which entitled it to an additional 10% discount on rates.

100 **HEALTH INSURANCE AND BENEFITS**

101 No report.

102 **VEHICLE STATUS**

103 Reported in distributed Chief's report

104 **POLICY & PROCEDURES**

105 Chapters ten (10) & eleven (11) were presented in New Business.

106 **UNFINISHED BUSINESS**

107 The Chair entertained a motion to approve the contract with Com Doc for the copier/printer.
108 Motion made by Trustee Seibel; seconded by Trustee Rice. Motion carried, all in favor.

109 Chief Giordano advised he would forward latest report on EMS billing to all District Board
110 members.

111 Retirement update was already given in committee reports.

112 Audit update was already given in committee reports.

113 Chairman Divine instructed Chief Giordano to have the internal audit controls in place by the
114 May District Board Meeting.

115 Chairman Divine read Resolution 02112015 (attached) to authorize the hiring of Gabe Owens.
116 The Chair entertained a motion to approve Resolution 02112015. Motion made by Trustee Rice;
117 seconded by Trustee Laws. Motion carried, all in favor.

118 Counsel Knoebel was not present, but Chief Giordano gave update in regards to the Molfetta
119 action. Mr. Molfetta's attorney re-filed his motion in another court and was instructed by the
120 Judge to complete this action within two weeks. As of this meeting the deadline was to expire
121 and nothing was heard.

122 **PETITIONERS & COMMUNICATIONS**

123 No Report

124 **EXECUTIVE SESSION**

125 No need identified to enter into Executive Session

126 **NEW BUSINESS**

127 Chapter ten (10) of District Policies was reviewed, and minor typographical errors were
128 corrected. The Chair entertained a motion to accept Chapter 10 with correction. Motion made
129 by Trustee Rice; seconded by Trustee Crowe. Motion carried, all in favor.

130 Chapter eleven (11) of District Policies was reviewed, and suggestion to change wording in
131 Section 1 (Dishonesty) in regards to Sick Leave to include the word "abusive". The Chair
132 entertained a motion to accept Chapter 11 with correction. Motion made by Trustee Crowe;
133 seconded by Trustee Rice. Motion carried, all in favor.

134 The Chair entertained a motion to amend the budget to reflect the \$10,000 that was awarded and
135 will be received from the KY Office of Homeland Security to purchase supplies for the Active
136 Shooter (SAVE) program. Motion made by Trustee Seibel; seconded by Trustee Crowe. Motion
137 carried, all in favor.

138 Chairman Divine advised the Board that the father of one of our members (Timothy Poe) had
139 recently passed. He inquired if the District would be following normal procedures and sending a
140 flower arrangement. Chief Giordano advised this would not be occurring and has not occurred
141 for the past two years. This is not an allowable expense for taxpayer dollars.


142 **ADJOURNMENT**

143 The Chair entertained a motion to adjourn. Motion made by Trustee Crowe; seconded by
144 Trustee Rice. Motion carried, all in favor. Meeting adjourned at 10:05 AM.

145 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on April
146 8, 2015 at 9:00 AM.

I hereby certify that the foregoing Minutes were duly approved by the Board of Trustees of the Point Pleasant Fire Protection District at a meeting held on the date shown below:

Respectfully submitted,



Mr. Eric J. Seibel
Secretary
Point Pleasant Fire Protection District
Board of Trustees

Respectfully confirmed,



Mr. E. Edward Divine
Chairman
Point Pleasant Fire Protection District
Board of Trustees

DATE APPROVED: April 8, 2015