

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

April 8, 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 8th day of April 2015, with a quorum present:

Chairman Ed Divine

Trustee Sandra Gallenstein

Treasurer Debbie Newman

Trustee James Rice

Secretary Eric Seibel

Chief Michael Giordano

Trustee Arthur Crowe

Counsel Bill Knoebel

Members absent: Trustee Brian Laws

6 **CALL TO ORDER**

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

8 **CHANGE OF ORDER/SPECIAL PRESENTATION**

9 First District Recognition Program was held at the beginning of the meeting. Recognized were:

10 I. Exemplary Dedication Awards for 5 years of service

11 a. David Ausdenmoore (2009)

12 b. Justin Brinkman (2009)

13 c. Jeff Groneck, (2009)

14 d. Mark Otte, (2009)

15 e. John Wiseman, (2007)

16 f. Steve Vickers, (2007)

17 g. Randy McMullen, (2006)

18 h. Alex Gilbert, (2006)

19 i. Will Stevie, (2006)

20 j. J. William "Bill" Martin

21 k. Deborah Newman (Board)

22 II. Commendation Awards for 10 years of service

23 a. Cristopher Steward (2004)

24 b. Jeff Brinkman (2004)

25 c. Eric Ratliff (2002)

26 d. Robert Hucker (2000)

27 e. Eric Seibel (1997)

28 III. Commendation Awards for 15 years of service

29 a. Tanya Brotherton (2001)

30 b. Jon Keel (2000)

31 c. James Rice (2000)

32 d. Jason Matthews (1998)

- 33 IV. Merit Awards for 30 years of service
34 a. Michael J. Giordano (1981)
35 V. Merit Awards for Lifetime of Service
36 a. Arthur Crowe
37 b. E. Edward Divine

38 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

39 March 2015 Point Pleasant Fire Protection District Board Meeting

40 Minutes were not properly received by the Trustees from the Secretary. The minutes for the
41 March and April meeting will be approved at the May District Board Meeting.

42 **TREASURER'S REPORT**

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

44 Special attention was brought to the following items:

- 45 1. Payment to Fleet 911; advised this was a local fire equipment vendor and this purchase
46 was equipment for the KOHS grant.
47 2. Payment to AR 500; advised this was for ballistic vests and this purchase was equipment
48 for the KOHS grant.
49 3. There was an error on the report that noted payment to "Republic Bank", this should read
50 "Republic Services" and is the monthly bill for the dumpster service.
51 4. Treasurer Newman advised there was also a typo for funds received; it should read
52 \$1,500 and this was the grant check received from FM Global.

53 The Chair entertained a motion to accept the Treasurer's Report with corrections. Trustee Crowe
54 moved accept; seconded by Trustee Seibel. Motion carried; all in favor.

55 **CHIEF'S REPORT**

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

- 58 1. Past month was very straining on personnel due to significant weather, coverage for
59 vacations, holiday and absences, coverage for Cincinnati LODD, and significant
60 incidents.
61 2. Gabe Owens is proceeding in training and class
62 3. Drew Verkamp has resigned as a Part Time Intern.
63 4. Request Board approval of Robert Hug as Part Time Firefighter/EMT
64 5. Tanya Brotherton has resigned effective March 31, 2015
65 6. Request Board approval and resolution for conditional full time employment for Matt
66 Congleton.
67 7. Request the May Meeting to be changed from May 13 to May 27 to allow proper budget
68 planning/presentation.
69 8. New copier/printer was received and installed.

- 70 9. Chief Giordano has been in contact with Senator Schickel in regards to presentation of
71 Cancer presumption bill at next Legislative Session
72 10. Work progresses on Worker's Compensation; next meeting is scheduled for Tuesday,
73 April 14.
74 11. Assistant Chief Seibel was accepted in the CHDS Master's Program, request District
75 Board to support his participation in this program.
76 12. Grants

- 77 ○ **FM Global:** Received \$1,500 to purchase I-pads and move the District towards
78 paperless inspections, incidents, and reporting. Request budget amendment.
79 ○ **AFG**
80 a) 2014: Anticipated award announcements summer 2015 (possibly delayed
81 due to national politics/shutdown):
82 ○ Operations: \$185,000 for SCBA
83 ○ Regional: \$172,260 for IMT Training
84 b) 2015 SAFER: Applied for funding for three positions for the Tuition
85 Assistance program over the next four years (\$85,480). This is a long-
86 shot, but if funded, it is funded 100%; zero match.
- 87 ○ **KOHS**
88 a) 2014 – In progress.

89 **COMMITTEE REPORTS**

90 **EMPLOYEE RELATIONS**

91 No report.

92 **BUDGETING & FORECASTING**

93 Preparation of the Fiscal Year 2016 Budget will begin later this month.

94 **ELECTIONS & APPOINTMENTS**

95 Trustee Rice advised that a letter was sent to Judge Executive Moore advising the need to
96 appoint Trustee Divine's position and request Trustee Divine be re-appointed to that position.
97 Advertisement and letters need to be sent for the elected property owner's position.

98 **INTERNSHIP**

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

102 **WORKER'S COMPENSATION**

103 Reported in Chief's Report.

104 **HEALTH INSURANCE AND BENEFITS**

105 No report.

106 **VEHICLE STATUS**

107 Reported in distributed Chief's report

108 **POLICY & PROCEDURES**

109 Proposed changes will be delayed until next month meeting due to Policy committee meeting on
110 Monday and proper time not allotted for Board Review.

111 **RETIREMENT**

112 Counsel Gwen Vice gave presentation on status of plan and new proposed direction. There are
113 only two employees remaining in the current plan. The goal was to move the plan from a Target
114 Benefit Plan to a Defined Benefit Plan. Since discussion involved specific employees and
115 retirement numbers associated with these employees, the Chair entertained a motion to enter
116 Execution Session under KRS 61.810 (1)(m):

117 1. KRS 61.810 (1) All meetings of a quorum of the members of any public agency at
118 which any public business is discussed or at which any action is taken by the
119 agency, shall be public meetings, open to the public at all times, except for the
120 following:

121 ▪ (m) That portion of a meeting devoted to a discussion of a specific public
122 record exempted from disclosure under KRS 61.878(1)(m). However, that
123 portion of any public agency meeting shall not be closed to a member of
124 the Kentucky General Assembly;

125 2. KRS 61.878 Certain public records exempted from inspection except on order of
126 court -- Restriction of state employees to inspect personnel files prohibited.

127 ▪ (1) The following public records are excluded from the application of
128 KRS 61.870 to 61.884 and shall be subject to inspection only upon order
129 of a court of competent jurisdiction, except that no court shall authorize
130 the inspection by any party of any materials pertaining to civil litigation
131 beyond that which is provided by the Rules of Civil Procedure governing
132 pretrial discovery:

133 • (a) Public records containing information of a personal nature
134 where the public disclosure thereof would constitute a clearly
135 unwarranted invasion of personal privacy;

136 The Chair entertained a motion to enter into Executive Session. Motion made by Trustee Crowe;
137 seconded by Trustee Newman. Motion carried, all in favor. The Board entered Executive
138 Session at 10:07 AM.

139 The Chair entertained a motion to exit Executive Session. Motion made by Trustee Newman;
140 seconded by Trustee Crowe. Motion carried, all in favor. The Board exited Executive Session at
141 10:55 AM.

142 The Chair read Resolution 04082015.2. Counsel Vice advised the blank for the date should be
143 completed by the attorney who is drafting the plan.

144 The Chair entertained a motion to accept Resolution 04082015.2. Motion made by Trustee
145 Newman; seconded by Trustee Crowe. Motion carried, all in favor.

146 The Chair entertained a motion to enter into contract with attorney Stiebel to draft the new
147 pension plan. Motion made by Trustee Seibel; seconded by Trustee Rice. Motion carried, all in
148 favor.

149 The Chair entertained a motion to enter into contract with SMS to draft the new pension plan.
150 Motion made by Trustee Seibel; seconded by Trustee Rice. Motion carried, all in favor.

151 At 11:00 AM Trustee Gallenstein had to leave the meeting for personal business. Meeting
152 proceeded as a quorum was still present.

153 The Chair entertained a motion to terminate the existing pension plan and authorize the
154 appropriate movement of funds as the new plan would dictate. Motion made by Trustee
155 Newman; seconded by Trustee Rice. Motion carried, all in favor.

156 **UNFINISHED BUSINESS**

157 As reported, the new copier/printer was received and installed.

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

160 Retirement update was already given in committee reports.

161 Audit update was already given in committee reports.

162 Chairman Divine reminded Chief Giordano to have the internal audit controls in place by the
163 May District Board Meeting.

164 There was no further movement in regards to the Molfetta legal action.

165 **PETITIONERS & COMMUNICATIONS**

166 No Report

167 **EXECUTIVE SESSION**

168 No further need identified to enter into Executive Session

169 **NEW BUSINESS**

170 The Chair entertained a motion to accept the resignation of Tanya Brotherton, effective March
171 31, 2015. Motion made by Trustee Crowe; seconded by Trustee Rice. Motion carried, all in
172 favor.

173 The Chair read Resolution 04082015.1.

174 The Chair entertained a motion to accept Resolution 04082015.1 authorizing the hiring of
175 Matthew Congleton as a conditional Full Time employee effective March 28, 2015. Motion
176 made by Trustee Rice; seconded by Trustee Crowe. Motion carried, all in favor.

177 The Chair entertained a motion to accept Robert Hug as probationary part-time FF/EMT,
178 effective April 08, 2015. Motion made by Trustee Newman; seconded by Trustee Crowe.
179 Motion carried, all in favor.

180 The Chair entertained a motion to accept the resignation of Drew Verkamp as a part time intern.
181 Motion made by Trustee Crowe; seconded by Trustee Rice. Motion carried, all in favor.

182 The Chair entertained a motion to authorize the District's full support of Assistant Chief Seibel's
183 participation in the U.S. Department of Homeland Security's Center for Homeland Defense and
184 Security and Naval Post Graduate Master's Degree program as all expenses (with exception of
185 time) are funded by the USDHS. Motion made by Trustee Newman; seconded by Trustee
186 Crowe. Motion carried with three (3) "Ayes" and no (0) "Nays". The Chair only votes as a tie-
187 breaker and Trustee Seibel abstained from voting due to conflict of interest.

188 The Chair entertained a motion to amend the budget to reflect the \$1,500 that was awarded and
189 received from FM Global to purchase I pads for the District's Paperless program. Motion made
190 by Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

191 The Chair entertained a motion to reschedule the regularly scheduled May District Board
192 Meeting from May 13th to May 27th. Motion made by Trustee Crowe; seconded by Trustee
193 Newman. Motion carried, all in favor. Chairman Divine will take care of all proper notifications
194 and advertisements to accommodate this change.

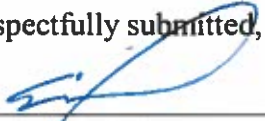
195 **ADJOURNMENT**

196 The Chair entertained a motion to adjourn. Motion made by Trustee Crowe; seconded by
197 Trustee Newman. Motion carried, all in favor. Meeting adjourned at 11:27 AM.

198 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on May
199 27, 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: May 23, 2015