

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

May 27, 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 27th day of May 2015, with a quorum present:

Treasurer Debbie Newman
Secretary Eric Seibel
Trustee Arthur Crowe
Trustee Sandra Gallenstein

Trustee Brian Laws
Trustee James Rice
Chief Michael Giordano

Members absent: Chairman Ed Divine and Counsel Bill Knoebel

Secretary Seibel served as the Chair in the absence of Chairman Ed Divine.

6 **CALL TO ORDER**

7 The acting Chair called the meeting to order at 9:00 AM.

8 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

9 April 2015 Point Pleasant Fire Protection District Board Meeting

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

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

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

16 **TREASURER'S REPORT**

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

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

20 **CHANGE OF ORDER**

21 Committee reports were reviewed prior to the Chief's report due to the Budget presentation.

22 **COMMITTEE REPORTS**

23 **EMPLOYEE RELATIONS**

24 No report.

25 **BUDGETING & FORECASTING**

26 Will be addressed in the Chief's Report

27 **RETIREMENT**

28 Will be addressed in the Chief's Report

29 **ELECTIONS & APPOINTMENTS**

30 Trustee Rice advised there was only one candidate/nomination for the elected property owner's
31 position: Sandra Gallenstein. The proper notification is in the paper and the election will be
32 held at the Pt. Pleasant Fire Station on June 27, 2015.

33 **INTERNSHIP**

34 Will be addressed in the Chief's Report

35 **WORKER'S COMPENSATION**

36 Will be addressed in the Chief's Report

37 **HEALTH INSURANCE AND BENEFITS**

38 Chief Giordano advised the Boone County Firefighters' program is running very well and has
39 been held to only 6.6% annual inflation with a \$45,000 stop-loss. The District only has one
40 employee still participating in this plan as the remaining employees are required to participate in
41 the KY State Plan.

42 Trustee Seibel wanted it to go on official record the amount of time and dedication Chief
43 Giordano and Chairman Divine put into this committee that benefits five other agencies in Boone
44 County, when we only have one employee remaining in the program.

45 **VEHICLE STATUS**

46 Will be addressed in the Chief's Report

47 **CHIEF'S REPORT**

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

- 50 1. Arrive Alive demonstration for St. Henry High School Wednesday, April 29 went well.
- 51 2. Hydrant testing in progress in District, may produce dirty water complaints.
- 52 3. Vehicle waxing in progress.

- 53 4. Ladder 1360 represented District at Erlanger/Elsmere VFW Memorial Day parade
54 5. Chief Giordano wanted to recognize Captain Rice for identifying to reduce dumpster size
55 at considerable monthly costs.
56 6. Elijah Horn return from Military/requests volunteer; recommend Board approval.
57 7. Joshua Hughes wishes to enter Tuition Program; recommend Board Approval if program
58 approved by counsel.
59 8. Letters sent to Part-time personnel Adam Bradbury and Colton Sharp for lack of activity,
60 if no response, recommend termination at June Meeting.
61 9. Chief Giordano gave brief presentation on Worker's Compensation Experience Module.
62 Personnel have done excellent job to prevent injuries and we have had no claims, but due
63 to re-classification, our experience module still went up.
64 10. Attorney Gwen Vice reviewed and updated the proposed contract from SMS Services for
65 the District's retirement plan. Contract reviewed; recommend Board approval.
66 11. Chief Giordano gave brief presentation on Internal Audit Controls (IAC) plan as
67 researched and discussed with CPA. Nine slides were shown to review suggested
68 procedures for:
69 1. Revenue
70 2. Expenditures
71 3. Payroll
72 4. Cash
73 5. IAC Group, Officers, and responsibilities.
74 12. Proposed Policy changes that were distributed were reviewed:
75 1. Recommendation to expand Chapter 12 into four new chapters (12, 13, 14, 15)
76 that are in-line with KLC model policies.
77 2. Update Chapter 13 and re-number as 16
78 3. Review (no changes) to Chapter 14 and re-number as 17
79 13. Grants
80 o AFG
81 a) 2014: Still waiting to hear:
82 o Operations: \$185,000 for SCBA
83 o 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 o KOHS
88 a) 2013 – Close-out report recieved
89 b) 2014 – Finishing up
90 c) 2015 – Now open

91 At conclusion of Chief's Report, detailed presentation was given for FY2016 Budget to include:

- 92 1. Status of current (FY2015) Budget expenditures and expectations;
- 93 2. Status of current (FY2015) Budget revenues and expectations;
- 94 3. Status of current (FY2015) Budget deficit/fund balance and expectations based on auditor
- 95 reconciliations;
- 96 4. Proposed (FY2016) Budget expenditures;
- 97 5. Proposed (FY2016) Budget revenues;
- 98 6. Proposed (FY2016) deficit/fund balance;
- 99 7. Final discussion questions to consider at following Board meetings:
 - 100 a. Economic status of District?
 - 101 i. Existing Vacancies
 - 102 ii. New construction
 - 103 iii. Renovation/New tenants in existing buildings
 - 104 b. What is the direction and impact in regards to ALS staffing?
 - 105 c. No Capital Improvements in this FY Budget
 - 106 i. AFG submitted to replace SCBA
 - 107 1. If awarded
 - 108 a. Budget Amendment
 - 109 b. Wash expense/revenue
 - 110 2. If not awarded, probably significant expense FY2017
 - 111 ii. Roof over bay needed soon
 - 112 iii. 1368 (pick-up) replacement delayed again
 - 113 1. Crews taken good care of/good shape
 - 114 2. Regardless, need to be addressed next few years
 - 115 iv. Other capital in great shape
 - 116 d. Identify and Improve Operational Efficiency.
 - 117 e. Maintain Capital Encumbrances
 - 118 f. Closely Monitor Expenses & Revenue
 - 119 g. Identify alternatives & options to trending deficit

120 **UNFINISHED BUSINESS**

121 Retirement update given in Chief's report.

122 Internal Audit Controls Report given in Chief's report.

123 Counsel Knoebel was not present, no update in regards to the Molfetta action.

124 **PETITIONERS & COMMUNICATIONS**

125 No Report

126 **EXECUTIVE SESSION**

127 Request executive session under KRS 61.810 (1)(f)
128 1. (1) All meetings of a quorum of the members of any public agency at which any public
129 business is discussed or at which any action is taken by the agency, shall be public meetings,
130 open to the public at all times, except for the following:
131 o (f) Discussions or hearings which might lead to the appointment, discipline, or
132 dismissal of an individual employee, member, or student;

133 The Chair entertained a motion to enter into Executive Session. Motion made by Trustee Crowe;
134 seconded by Trustee Rice. Motion carried, all in favor. The Board entered Executive Session at
135 10:54 AM.

136 The Chair entertained a motion to exit Executive Session. Motion made by Trustee Crowe;
137 seconded by Trustee Newman. Motion carried, all in favor. The Board exited Executive Session
138 at 11:09 AM.

139 **NEW BUSINESS**

140 The Chair entertained a motion to rescind Resolution 04082015.1. Motion made by Trustee
141 Crowe; seconded by Trustee Laws. Motion carried, all in favor.

142 The District's Hose testing machine is in need of replacement. The Chair entertained a motion to
143 declare the current hose testing machine as surplus/scrap. Motion made by Trustee Newman;
144 seconded by Trustee Crowe. Motion carried, all in favor.

145 The Chair entertained a motion sign the presented contract with Schneider, Male & Strakowski
146 Retirement Services as reviewed and recommended by Counsel Vice. Motion made by Trustee
147 Rice; seconded by Trustee Newman. Motion carried, all in favor.

148 The Chair entertained a motion to authorize the Chief and the Internal Audit Control Group to
149 proceed with writing a policy for Internal Audit Controls as presented in the meeting and
150 recommended by the CPA. Motion made by Trustee Crowe; seconded by Trustee Newman.
151 Motion carried, all in favor.

152 The Chair entertained a motion to accept the new Chapter 12 of the Point Pleasant Policies as
153 distributed and presented. Motion made by Trustee Rice; seconded by Trustee Laws. Motion
154 carried, all in favor.

155 The Chair entertained a motion to accept the new Chapter 13 of the Point Pleasant Policies as
156 distributed and presented. Motion made by Trustee Crowe; seconded by Trustee Newman.
157 Motion carried, all in favor.

158 The Chair entertained a motion to accept the new Chapter 14 of the Point Pleasant Policies as
159 distributed and presented. Motion made by Trustee Newman; seconded by Trustee Crowe.
160 Motion carried, all in favor.

161 The Chair entertained a motion to accept the new Chapter 15 of the Point Pleasant Policies as
162 distributed and presented. Motion made by Trustee Newman; seconded by Trustee Laws.
163 Motion carried, all in favor.

164 The Chair entertained a motion to accept the new Chapter 16 (previously Chapter 13) of the
165 Point Pleasant Policies as distributed and presented. Motion made by Trustee Crowe; seconded
166 by Trustee Newman. Motion carried, all in favor.

167 The Chair entertained a motion to accept the new Chapter 17 (previously Chapter 14) of the
168 Point Pleasant Policies as distributed and presented. Motion made by Trustee Crowe; seconded
169 by Trustee Newman. Motion carried, all in favor.

170 The Chair entertained a motion to approve a Two (2) step Merit Increase for current personnel as
171 budgeted and approved (through personnel evaluations) for the current Fiscal Year. These
172 increases will be paid retro-actively from January 1, 2015. Motion made by Trustee Newman;
173 seconded by Trustee Crowe. Motion carried, all in favor.

174 The Chair entertained a motion to accept the proposed Fiscal Year 2016 Budget as distributed
175 and presented by Chief Giordano and the budgeting committee. Motion made by Trustee
176 Newman; seconded by Trustee Laws. Motion carried, all in favor.

177 The Chair entertained a motion to approve a One (1) step Merit Increase for current personnel as
178 budgeted and approved (through personnel evaluations) for Fiscal Year 2016. These increases
179 will be included as part of personnel salary effective July 1, 2015. This new plan (Evaluations in
180 January with Merit increases to be in effect the following July) will prevent delays in personnel
181 Merit increases and Bookkeeper from having to figure and pay retro-active increases. Motion
182 made by Trustee Rice; seconded by Trustee Newman. Motion carried, all in favor.

183 The Chair entertained a motion to approve Elijah Horn's return and volunteer status. Motion
184 made by Trustee Rice; seconded by Trustee Crowe. Motion carried, all in favor.

185 Acting Chair advised the Board that Chairman Divine is dealing with significant family Health
186 Issues and may not be able to attend the next Board Meeting (June 10, 2015). Additionally,
187 Trustee Seibel will be out of town and unable to attend the next Board meeting. If any additional
188 trustees are unable to attend, they should advise the Chairman or Chief Giordano so we can
189 assure there is a quorum for the meeting.

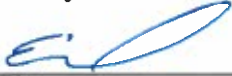
190 **ADJOURNMENT**

191 The Chair entertained a motion to adjourn. Motion made by Trustee Crowe; seconded by
192 Trustee Gallenstein. Motion carried, all in favor. Meeting adjourned at 11:20 AM.

193 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on June
194 10, 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: June 10, 2015