

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

July 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 8<sup>th</sup> day of July 2015, with a quorum present:

Treasurer Debbie Newman  
Secretary Eric Seibel  
Trustee Sandra Gallenstein

Trustee James Rice  
Chief Michael Giordano  
Counsel Bill Knoebel

Members absent: Chairman Ed Divine, Trustee Arthur Crowe, and Trustee Brian Laws

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 **CHANGE OF ORDER/SPECIAL PRESENTATIONS**

9 Trustee Rice reported that Trustee Gallenstein was re-elected to her position as Trustee to  
10 represent the property owners of the District. Counsel Knoebel swore Trustee Gallenstein to her  
11 duties.

12 The acting Chair entertained a motion to adopt the election committee’s report. Motion made by  
13 Trustee Newman, seconded by Trustee Rice. Motion carried, all in favor.

14 As required by KRS 75.031(3), election of District Officers was due. The acting chair declared  
15 all Board Officer positions vacant and opened the floor for nominations.

16 Trustee Newman nominated Trustee Seibel for the position of Secretary, there were no other  
17 nominations.

18 Trustee Rice nominated Trustee Newman for Treasurer. Trustee Newman declined her  
19 nomination and nominated Trustee Gallenstein for the position of Treasurer, there were no other  
20 nominations. Trustee Rice rescinded his nomination of Trustee Newman for Treasurer.

21 Trustee Newman nominated Trustee Divine for the position of Chair, there were no other  
22 nominations.

- 23 – E. Edward Divine was elected as Board Chair
- 24 – Sandra Gallenstein was elected as Board Treasurer
- 25 – Eric Seibel was elected as Board Secretary

26 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

27 June 2015 Point Pleasant Fire Protection District Board Meeting

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

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

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

34 **TREASURER'S REPORT**

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

36 Chief Giordano asked and Trustee Newman advised the District did not receive our PILOT  
37 payment.

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

40 **CHIEF'S REPORT**

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

- 43 1. Heightened state of security through Wednesday, July 15 due to KY Fusion Center  
44 warnings.
- 45 2. Training of new personnel priority.
- 46 3. Need action this month:
- 47 1. Josh Hughes to TES; Recommend approval
- 48 2. Adam Bradbury resignation, recommend acceptance
- 49 3. Colton Sharp; recommend termination due to lack of activity.
- 50 4. Request approval of Zach Castleberry – volunteer
- 51 4. One of our Captains will be out for Medical leave for an extended period.
- 52 5. New construction in progress in District.
- 53 6. Department of Local Government (DLG) reporting completed as required. District has  
54 until September to upload Year End actuals and then later to upload actual audit.
- 55 7. Accident & Sickness Insurance discussed and evaluated for renewal.
- 56 8. Regular insurance in process of being renewed.
- 57 9. Tuition in Exchange for Service contract complete, request Board approval.
- 58 10. Next step(s) in new retirement plan:

- 59 1. Authorize Engagement letter for Mark Stiebel to draft new PPFD Governmental  
60 DB Plan.
- 61 2. Discuss and approve annual DB based on previous TBP plan and associated  
62 issues.
- 63 11. Internal Control Procedures are very close to being completed. They will be finalized  
64 and distributed for official action at August Board meeting.
- 65 12. Need Knoebel & Vice's annual contract for service ratified.
- 66 13. Grants
- 67 o **AFG**
- 68 a) 2014: Still waiting to hear:
- 69 o Operations: \$185,000 for SCBA
- 70 o Regional: \$172,260 for IMT Training
- 71 b) 2015 SAFER: Applied for funding for three positions for the Tuition  
72 Assistance program over the next four years (\$85,480).
- 73 o **KOHS**
- 74 a) 2014 – Finishing up
- 75 b) 2015 – Now open

76 **COMMITTEE REPORTS**

77 **EMPLOYEE RELATIONS**

78 No report.

79 **BUDGETING & FORECASTING**

80 No report.

81 **RETIREMENT**

82 No additional report.

83 **ELECTIONS & APPOINTMENTS**

84 No additional report.

85 **TUITION IN EXCHANGE FOR SERVICE**

86 No additional report.

87 **WORKER'S COMPENSATION**

88 No Report

89 **HEALTH INSURANCE AND BENEFITS**

90 No Report

91 **VEHICLE STATUS**

92 Addressed in the Chief's Report

93 **UNFINISHED BUSINESS**

94 In regards to the Molfetta litigation, Counsel Knoebel advised he was just informed the other  
95 party filed their response yesterday (7 July 2015) to motion for summary judgement. Counsel  
96 Knoebel will have to go to the courthouse today to pick up his copy since they did not send him a  
97 copy. He will have ten days to respond and the Judge will make a ruling after July 17. We  
98 should know by the August meeting if it will be going to court or be dismissed.

99 Internal Control Procedures were addressed in the Chief's Report.

100 **PETITIONERS & COMMUNICATIONS**

101 No Report

102 **EXECUTIVE SESSION**

103 No need identified to enter into executive session.

104 **NEW BUSINESS**

105 The Chair entertained a motion to accept Joshua Hughes into the Tuition in Exchange for Service  
106 Program. Motion made by Trustee Rice; seconded by Trustee Newman. Motion carried, all in  
107 favor.

108 The Chair entertained a motion to accept the resignation of Adam Bradbury. Motion made by  
109 Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

110 The Chair entertained a motion to terminate Colton Sharp for lack of activity. Motion made by  
111 Trustee Rice; seconded by Trustee Gallenstein. Motion carried, all in favor.

112 The Chair entertained a motion to accept Zachary Castleberry as a probation volunteer. Motion  
113 made by Trustee Rice; seconded by Trustee Gallenstein. Motion carried, all in favor.

114 The old dishwasher needed to be replaced due to the cost of repairs equaling the cost of a new  
115 machine. The Chair entertained a motion to declare the old dishwasher surplus/scrap. Motion  
116 made by Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

117 The Chair entertained a motion to renew the contract with Knoebel and Vice as Counsel. Motion  
118 made by Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

119 The Chair entertained a motion to accept the new contract for the Tuition in Exchange for  
120 Service Program as reviewed and updated by Assistant Chief Seibel and Counsel Knoebel.  
121 Motion made by Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

122 There was discussion in regards to the draft proposal for the District Defined Benefit Program,  
123 discussion centered around other persons being able to draft the proposal. Discussion came back  
124 to moving forward with Graf, Stiebel & Coyne proposal as submitted, not to exceed \$4,000. The  
125 Chair entertained a motion to authorize the District to enter into contract with Graf, Stiebel, &  
126 Coyne to provide legal services to draft a Defined Benefit Plan. Motion made by Trustee  
127 Newman; seconded by Trustee Rice. Motion carried, all in favor.

128 The Chair entertained a motion to authorize the Chief to not renew the current Accident &  
129 Sickness insurance plan, but to investigate more beneficial uses for that expense for our  
130 personnel. Motion made by Trustee Rice; seconded by Trustee Newman. Motion carried, all in  
131 favor.

132 The Chief gave a short presentation in regards to on-going staffing issues the District is facing.  
133 One potential course of action considered was to identify and enter into contractual personnel on  
134 a full time basis. The Chief asked for permission to move forward with this program and work  
135 with Counsel to draft a proposed contract. The Chair entertained a motion to authorize the  
136 Chief to move forward with a contractual employee plan. Motion made by Trustee Gallenstein;  
137 seconded by Trustee Rice. Motion carried, all in favor.

138 **ADJOURNMENT**

139 The Chair entertained a motion to adjourn. Motion made by Trustee Newman; seconded by  
140 Trustee Gallenstein. Motion carried, all in favor. Meeting adjourned at 10:18 AM.

141 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on  
142 August 12, 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: August 12, 2015