

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

February 8, 2017

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 on the 8th day of
5 February 2017, with a quorum present:

Treasurer Sandra Gallenstein
Secretary Eric Seibel
Trustee Debbie Newman

Trustee Brian Laws
Trustee James Rice
Chief Michael Giordano

Members absent: Chairman Ed Divine, Trustee Arthur Crowe and Counsel Bill Knoebel

6 **CALL TO ORDER**

7 Secretary Seibel acted as Chair for this meeting due to the illness and subsequent absence of
8 Chairman E. Edward Divine.

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

10 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

11 January 2017 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 Gallenstein; 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 as recorded. Motion made by Trustee
17 Newman; seconded by Trustee Laws. Motion carried; all in favor.

18 **CHANGE OF ORDER/SPECIAL PRESENTATIONS**

19 No change of order or special presentations.

20 **TREASURER’S REPORT**

21 Attention was brought to the following items:

- 22 1. Payment made to Custom Trophy was for engraved name plates for lockers.
- 23 2. There is need to request reimbursement of funds for FEMA grants.

24 The Chair entertained a motion to accept the Treasurer’s Report as submitted. Trustee
25 Gallenstein moved accept; seconded by Trustee Laws. Motion carried; all in favor.

26 **CHIEF'S REPORT**

27 Chief's report was given by Chief Giordano. Specific discussion was given on the following
28 points:

- 29 1) Beginning of year utilized for catching up on inspections.
- 30 2) Annual personnel physicals have begun.
- 31 3) Need to declare following items surplus of at this time:
 - 32 a) Old SCBA, estimated value \$6,000 total.
 - 33 b) Old salt spreader, estimated value \$50
- 34 4) New compressor ordered, received, and in process of being hooked into station.
- 35 5) Stair Mill in workout room is in need of significant repair. Investigating repair or
36 replacement. This piece of equipment is utilized in firefighter Candidate Physical Aptitude
37 Testing (CPAT) and very important.
- 38 6) Recommend Board approve FF/Medic candidate Jeff Hatter for Part Time employment
- 39 7) Applications received and under review for open Full Time FF/Medic position.
- 40 8) Asst. Chief Seibel selected by FEMA for new Grant Program Review Board and will travel
41 to VA next month. He will not be present for Board Meeting due to travel dates.
- 42 9) Recommend Board approve candidate Paul Wigger for probationary volunteer in the
43 TES/TUFF program.
- 44 10) Following personnel continue in Paramedic Class
 - 45 a) FF/EMT Hembree
 - 46 b) FF/EMT Castleberry
 - 47 c) FF/EMT Erika Muench
- 48 11) District audit update: met with CPA firm in reference to how pension liabilities are stated in
49 report.
- 50 12) Audit for AFG was submitted, no response at this time
- 51 13) Met with Counsel Knoebel regarding update on operational discussions with Elsmere and
52 Erlanger Fire Departments; nothing significant to report.
- 53 14) Staying involved in tax reform meetings at KY Fire Commission in Lexington and Frankfort.
54 Chief Giordano is continuing to work with Strategic Advisors, LLC on this issue as it could
55 have significant impact upon our District and there is concern that there is not enough
56 concern from other fire agencies throughout the state.
- 57 15) Building at the corner of Point Pleasant and Donaldson Road is progressing. Chief Giordano
58 is involved in site and progress. The County Fiscal Court and Judge Executive Moore are
59 now involved in discussions.
- 60 16) As opposed to renewing with Firehouse Software for \$2,317/annually (+\$750 for mobile
61 inspector program), recommending we contract with a new company called Emergency
62 reporting for \$2,616/annually. There will be additional costs (approx. \$1,000) for first year
63 to port data from existing program to new program.
- 64 17) Asst. Chief Seibel recently attended a QuickBooks training session and will be working on
65 updates to our system to provide better accountability for purchasing.

- 66 18) Our crews assisted area departments on several structure fires and were acknowledged for
67 their response.
- 68 19) The three counties continue to work together to pursue upgrading and updating the Northern
69 KY Radio system. Asst. Chief Seibel attended Boone Fiscal Court meeting with several
70 other chiefs to support County funding initiatives. The County Fiscal Court is looking at
71 several funding issues to pay for this project and support PSCC. These include occupancy
72 tax and insurance premium tax.
- 73 20) KOHS grant is re-opened. We wish to apply and have needed resolution adopted.
- 74 21) Our Worker's Compensation experience module has dropped significantly to .80, a reflection
75 of what the District and our officers have done to increase and monitor safety.
- 76 22) Grants
- 77 a) AFG
- 78 (1) 2015 SAFER: Administration in progress.
- 79 (2) 2015 Operations: AWARDED: In progress.
- 80 (3) 2016 Operations: We requested PPE and extractor/washer. Total request \$66,458.
81 District match will be 5% = \$3,323.
- 82 b) KOHS
- 83 (1) 2016 – We were awarded \$15,700.

84 **COMMITTEE REPORTS**

85 **EMPLOYEE RELATIONS**

86 No report.

87 **BUDGETING & FORECASTING**

88 No additional report.

89 **RETIREMENT**

90 No report.

91 **ELECTIONS & APPOINTMENTS**

92 No report.

93 **TUITION IN EXCHANGE FOR SERVICE**

94 No additional report.

95 **WORKER'S COMPENSATION**

96 No report.

97 **HEALTH INSURANCE AND BENEFITS**

98 No report.

99 **VEHICLE STATUS**

100 No additional report.

101 **UNFINISHED BUSINESS**

102 The replacement air compressor has arrived and is in the process of being installed. Air
103 compressor and FEMA grant already covered under the Chief's report. .

104 **PETITIONERS & COMMUNICATIONS**

105 No Report

106 **EXECUTIVE SESSION**

107 No need was identified to enter into Executive Session.

108 **NEW BUSINESS**

109 The Chair entertained a motion to surplus the old SCBA for an estimated value of \$3,000.
110 Motion made by Trustee Rice; seconded by Trustee Newman. Motion carried, all in favor.

111 The Chair entertained a motion to surplus the old salt spreader for an estimated value of \$50.
112 Motion made by Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

113 The Chair entertained to accept Jeff Hatter as a Part Time FF/Medic. Motion made by Trustee
114 Newman; seconded by Trustee Rice. Motion carried, all in favor.

115 The Chair entertained to accept Paul Wigger as a probationary volunteer in the TES/TUFF
116 program. Motion made by Trustee Newman; seconded by Trustee Law. Motion carried, all in
117 favor.

118 The Chair entertained a motion to authorize the District to enter into agreement with Emergency
119 Reporting software. Motion made by Trustee Rice; seconded by Trustee Newman. Motion
120 carried, all in favor.

121 Secretary/Acting Chair read resolution 20170108.1 authorizing and supporting the District to
122 apply for, execute and administer a grant with the KY Office of Homeland Security.

123 The Chair entertained a motion to accept resolution 20170108.1. Motion made by Trustee Rice;
124 seconded by Trustee Laws. Motion carried, all in favor.

125 **ADJOURNMENT**

- 126 The Chair entertained a motion to adjourn. Motion made by Trustee Newman; seconded by
127 Trustee Gallenstein. Motion carried, all in favor.
- 128 The Chair adjourned the meeting at 09:43 hours.
- 129 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on
130 March 8, 2017 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: March 8, 2017

RESOLUTION 20170208.1

POINT PLEASANT FIRE PROTECTION DISTRICT

A resolution of the Board of Trustees of the Point Pleasant Fire Protection District, authorizing the Chair to make application for and, upon approval, to enter into an agreement with the Kentucky Office of Homeland Security (KOHS), to execute any documents which are deemed necessary by KOHS to facilitate and administer the project and to act as the authorized correspondent for this project. This resolution also establishes procurement policy for any KOHS approved project for the FY-2017 application cycle.

WHEREAS, the Point Pleasant Fire Protection District desires to make an application for United States Department of Homeland Security funds for a project to be administered by Kentucky Office of Homeland Security:

WHEREAS, it is recognized that an application for and approval of Kentucky Office of Homeland Security funds impose certain obligations and responsibilities upon the Special District:

NOW, THEREFORE, be it resolved this 8th day of February 2017, by the Board of Trustees of the Point Pleasant Fire Protection District.

The Chair is hereby authorized to execute and furnish all required documentation, including a memorandum of agreement, as may be required by KOHS for the furtherance of the above-referenced project and to act as the authorized correspondent for said project.

For the purpose of any KOHS funded projects using FY-2017 funds the city will use the provisions of KRS 45A for the purchase of equipment and/or services. For any equipment and/or services under \$20,000 three (3) quotes will be obtained. For any equipment and/or services that exceeds \$20,000 the provisions of KRS 45A will apply.

Done this 8th day of February 2017 on a Motion made by Trustee James

Rice And seconded by Trustee Brian Laws.

Members present voting in Favor: 5

Members Present voting against: 0

BY: 
Chair/President

ATTEST: 
Secretary