

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

April 12, 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 12th day
5 of April 2017, with a quorum present:

Chairman Ed Divine

Trustee James Rice

Treasurer Sandra Gallenstein

Chief Michael Giordano

Secretary Eric Seibel

Counsel Bill Knoebel

Trustee Debbie Newman

Members absent: Trustee Arthur Crowe and Trustee Brian Laws

6 **CALL TO ORDER**

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

8 **CHANGE OF ORDER/SPECIAL PRESENTATIONS**

9 Kevin Moser and Adam Bertke were present from the District’s third party auditing firm
10 (Anneken, Heuy & Moser) to discuss the recently released audit for Fiscal Year 2016. They
11 spoke specifically regarding the new accounting standards and auditing practice to list and
12 address all liabilities, including pensions. This will significantly impact how the District fiscal
13 health is reported, but does not mean the District is faring worse. It is simply a change in the
14 auditing and reporting method from past reports.

15 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

16 March 2017 Point Pleasant Fire Protection District Board Meeting

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

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

21 The Chair entertained a motion to accept the minutes as recorded. Motion made by Trustee
22 Rice; seconded by Trustee Gallenstein. Motion carried; all in favor.

23 **TREASURER’S REPORT**

24 Attention was brought to the following items:

- 25 1. Payment to Emergency Reporting Fire Package and Google maps is for the computer
26 system that is replacing the Firehouse Software package. We currently have overlap and
27 payment on both packages until transition is complete, include some set-up charges on
28 the new system. Currently we are paying Emergency Reporting on a monthly basis to
29 limit impact on budget for two systems (when second wasn't budgeted). When we enter
30 the new fiscal year, we can transition to annual billing.
- 31 2. Charge to Airport Hilton on Asst. Chief's Seibel's credit card was for Quickbooks
32 training. There is another training on the card for Real World training for the same
33 reason.

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

36 **CHIEF'S REPORT**

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

- 39 1. Incident Statistics report attached is new format Board will see monthly. This report is
40 generated by our new reporting software. The information reflected will be different
41 from the past. This report is also not completely accurate for March as we did not begin
42 utilizing the system until March 16. We will also adjust to show statistics better since it
43 is not reflecting what it should.
- 44 2. Spring hydrant flows began this month.
- 45 3. Station inventory being completed and uploaded into new system.
- 46 4. Annual personnel physicals completed.
- 47 5. We did have a backing incident that resulted in damage to ladder 1360. The damage is
48 cosmetic and does not affect the structural integrity of the apparatus. It is in service. We
49 will be attempting repairs ourselves as opposed to pursuing insurance claim.
- 50 6. You will note that one of the trophy cases in the front foyer has been re-purposed. Dated
51 trophies were removed and surplus/obsolete equipment and items of interest were placed
52 in there as a type of mini-museum. Thanks to Mark Otte for working on this project and
53 Art Crowe for donating the Northern KY Fire book.
- 54 7. Awaiting one more quote for concrete work out front.
- 55 8. No movement on Stairmill (reviewing options).
- 56 9. Request official Board action to hire Greg Wuestefeld as FF/Medic
- 57 10. Request official Board action to accept resignation of TES/TUFF participant Chris
58 Watson effective May 1. He has accepted position with Butler County Ohio Emergency
59 Management as well as pursuing degree at school. He will be at zero balance May 1.
- 60 11. Request official Board action to accept Seth Donovan as newest TES/TUFF participant.
- 61 12. As previously authorized by Board, contract executed with Zach Castleberry effective
62 April 1, 2017.
- 63 13. Following personnel continue in Paramedic Class

- 64 a. FF/EMT Hembree
- 65 b. FF/EMT Castleberry
- 66 c. FF/EMT Joshua Hughes
- 67 d. FF/EMT Erika Muench
- 68 14. Chief Giordano with Counsel Knoebel regarding update on operational discussions with
- 69 Elsmere and Erlanger Fire Departments; it is still moving forward, but slowly.
- 70 15. Emergency Reporting software integration continues and is going well.
- 71 16. Chairman Divine, Chief Giordano, Asst. Chief Seibel, and Patrick Crowley from
- 72 Strategic Advisors, LLC met with Blue Star on April 4th to get their support for this
- 73 initiative. They are supportive and have agreed to host a breakfast gathering for the NKY
- 74 legislators at their facility that will be coordinated by Strategic Advisors, LLC on May
- 75 8th. BlueStar was very supportive.
- 76 17. No updates regarding the Northern KY Radio system.
- 77 18. Grants

78 **1. AFG**

- 79 a) 2015 SAFER: AWARDED – Administration in progress.
- 80 b) 2015 AFG:
 - 81 o Operations: AWARDED. Final documents submitted for close-
 - 82 out.
 - 83 c) 2016 AFG: We requested a new extractor/washer, 20 complete sets of
 - 84 PPE (helmet, hood, coat, gloves, pants, boots), and 44 pairs of goggles
 - 85 (for every member). Total request \$66,458. District match will be 5%
 - 86 = \$3,323.

87 **2. KOHS**

- 88 a) 2016 –Awarded \$15,700. Contract was executed and equipment was
- 89 ordered. Final document submitted for payment and close-out.

90 At conclusion of Chief’s report, Pat Crowley from Strategic Advisors, LLC was present to
91 review the efforts in regards to efforts, cooperation, and law-maker meetings held to date in
92 regards to tax reform for Kentucky. Strategic partners schedules quarterly breakfasts with key
93 elected officials and local leaders. May 8th, they have partnered with BlueStar to hold the next
94 breakfast at their facility. The KY House and Senate floor leaders as well as other key local
95 leaders will be present to this invitation only event. All members of the Point Pleasant Fire
96 Protection District Board are welcome to attend.

97 **COMMITTEE REPORTS**

98 **EMPLOYEE RELATIONS**

99 No report.

100 **BUDGETING & FORECASTING**

101 Budgeting will begin mid-April.

102 **RETIREMENT**

103 No report.

104 **ELECTIONS & APPOINTMENTS**

105 Trustee Rice advised Trustee Law's elected position is posted and Trustee Newman's letter
106 requesting re-appointment was sent to the Judge Executive's office.

107 **TUITION IN EXCHANGE FOR SERVICE**

108 No additional report.

109 **WORKER'S COMPENSATION**

110 No report.

111 **HEALTH INSURANCE AND BENEFITS**

112 No additional report.

113 **VEHICLE STATUS**

114 No additional report.

115 **UNFINISHED BUSINESS**

116 Chief Giordano advised the Erlanger/Pt. Pleasant discussions are progressing forward. At this
117 time both departments are gathering information to provide a clear snap-shot of current status of
118 both organizations.

119 Chairman Divine, Chief Giordano, Counsel Knoebel, and Asst. Chief Seibel met with Airport
120 CEO, COO, Counsel and Chief on March 31. CVG's version of summary is attached to official
121 minutes. Counsel Knoebel gave full report. He advised to meet with other affected
122 departments/Districts and try and coordinate a meeting to find a common resolution in response
123 to the Airport's new position regarding property outside the controlled areas of the airport. Chief
124 Giordano advised he is working on trying to coordinate this meeting at this time. Otherwise the
125 District had 3 options: (1) Capitulate; (2) Argue our position on our own; (3) Argue as a
126 consortium with other Districts and the Fiscal Court. There will be significant legal involvement
127 and expense if this turns into a legal dispute. Counsel Knoebel has drafted a response to CVG's
128 summary but requested direction from the Board how to proceed in order to file a reasoned and
129 informed response.

130 The general consensus of the Board was that there was not sufficient evidence to indicate the
131 Board could not simply choose to protect area outside of the controlled areas of the airport and
132 absolve the District for all liability in regards to the occupants on these properties. The Chair
133 entertained a motion to authorize Counsel to continue to research the issue in order to properly

134 respond to the airport and determine what our appropriate stance should be at this time. Motion
135 made by Trustee Gallenstein; seconded by Trustee Rice. Motion carried, all in favor.

136 **PETITIONERS & COMMUNICATIONS**

137 No Report

138 **EXECUTIVE SESSION**

139 No need was identified to enter into Executive Session.

140 **RECESS**

141 The Board entered a short recess at 10:58. The Board returned to session at 11:02.

142 **NEW BUSINESS**

143 The Chair entertained a motion to accept the resignation of Christopher Watson-Gleeson
144 effective May 1, 2017. Motion made by Trustee Seibel; seconded by Trustee Gallenstein.
145 Motion carried, all in favor.

146 The Chair entertained a motion to accept Greg Wuestefeld as a probationary Part Time
147 FF/Medic, effective March 28, 2017. Motion made by Trustee Rice; seconded by Trustee
148 Newman. Motion carried, all in favor.

149 The Chair entertained a motion to accept Seth Donovan as a probationary firefighter in the TES
150 program, effective May 1, 2017. Motion made by Trustee Rice; seconded by Trustee Newman.
151 Motion carried, all in favor.

152 The Chair read a written warning that was directed at Chief Giordano and would be placed in his
153 personnel file. This was not only for the backing accident in regards to ladder 1360, but more
154 specifically the repeated failure by the same shift to provide a backer for another piece of
155 apparatus shortly there-after. After discussion by the Board, the recommendation was to not file
156 the written warning.

157 **ADJOURNMENT**

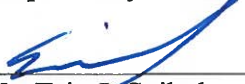
158 The Chair entertained a motion to adjourn. Motion made by Trustee Newman; seconded by
159 Trustee Rice. Motion carried, all in favor.

160 The Chair adjourned the meeting at 11:12 hours.

161 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on May
162 10, 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: May 10, 2017