

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

May 10, 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 10th day
5 of May 2017, with a quorum present:

Chairman Ed Divine

Trustee Debbie Newman

Treasurer Sandra Gallenstein

Trustee Brian Laws (arrived 09:26)

Secretary Eric Seibel

Trustee James Rice

Trustee Arthur Crowe

Counsel Bill Knoebel

Members absent: Chief Michael Giordano

6 **CALL TO ORDER**

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

8 **CHANGE OF ORDER/SPECIAL PRESENTATIONS**

9 No change of order or special presentations

10 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

11 April 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 Crowe; seconded by Trustee Newman. 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 Crowe; seconded by Trustee Rice. Motion carried; all in favor.

18 **TREASURER’S REPORT**

19 Attention was brought to the following items:

- 20 1. Trustee Crowe inquired what the charge was recorded on Asst. Chief Seibel’s credit card
- 21 as TUFF training. Asst. Chief Seibel advised his credit card was used to pay for a
- 22 Tuition Firefighter (TuFF) course registration fee.
- 23 2. The Chair inquired about the EMS re-imbursements. Book-keeper Newman advised this
- 24 was often a result of incidents where one insurance company paid the service charge, and

25 then another separate insurance (who was actually responsible) would pay as well. The
26 charge had to be credited back to the original company.

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

29 **CHIEF'S REPORT**

30 Chief's report was given by Asst. Chief Seibel in Chief Giordano's absence. Specific discussion
31 was given on the following points:

- 32 1. Spring hydrant flows were completed. However, some additional capacity testing will
33 have to be completed for ISO.
- 34 2. Station inventory being completed and uploaded into new system.
- 35 3. Still experimenting and learning reporting system and generated report statistics.
- 36 4. In reference to concrete work out front; Captain Rice has made multiple attempts to
37 contact companies to attain 3 estimates in compliance with KRS 45. At this time, we
38 have received only two back. The District has exercised its due diligence to achieve
39 compliance with this statute, but we must move forward and affect repairs to front of
40 station. Captain Rice has made detailed notes about attempts to get at least three
41 estimates. Recommend we move forward with repairs.
- 42 5. FF/EMT Joshua Hughes completed his paramedic class and passed his exam.
- 43 6. We are moving forward with an internal hiring process for full time. Currently we have 3
44 full time positions open, unsure if we can fill them all and will continue to utilize part-
45 time and contract.
- 46 7. Following personnel continue in Paramedic Class
 - 47 a. FF/EMT Hembree (August)
 - 48 b. FF/EMT Castleberry (December)
 - 49 c. FF/EMT Erika Muench (December)
- 50 8. Budget process has begun.
- 51 9. Work continues with status report between Erlanger Fire Departments and the District;
52 will gear back up when Chief Giordano returns.
- 53 10. Reminder that Patrick Crowley and Strategic Advisors, LLC had an invitation only
54 breakfast meeting with local leaders and the KY Senate and House leaders at BlueStar on
55 Monday, May 8th. Chairman Divine, Chief Giordano (who is returning from vacation
56 just for the event) and Asst. Chief Seibel attended. It went well.
- 57 11. Chairman Divine, Counsel Knoebel, Chief Giordano and Asst. Chief Seibel met with
58 Boone County Judge Executive Gary Moore and County Administrator Jeff Earlywine
59 regarding the Airport issue. It went well. Judge Moore has a meeting scheduled with
60 CEO McGraw from CVG Airport.
- 61 12. Emergency Reporting software integration continues and is going well.

62 13. Boone County approved the dwelling tax to fund the radio system upgrade and PSCC.
63 The County also awarded the bid to Motorola to build the new infrastructure. The system
64 should be complete with a go-live date of November 1, 2018. There is a regional grant
65 to help us purchase actual radios, as that burden falls upon the District. Regardless, we
66 will have to budget extensive funds in the next Fiscal Year to purchase new radios.

67 14. Grants

68 1. AFG

- 69 a) 2015 SAFER: AWARDED – Administration in progress.
70 b) 2015 AFG: Operations - Final documents submitted for close-out and
71 audit complete.
72 c) 2016 AFG: We requested a new extractor/washer, 20 complete sets of
73 PPE (helmet, hood, coat, gloves, pants, boots), and 44 pairs of goggles
74 (for every member). Total request \$66,458. District match will be 5%
75 = \$3,323.

76 2. KOHS

- 77 a) 2016 –Awarded \$15,700. Final document submitted and payment
78 received. Simply awaiting close-out.

79 **COMMITTEE REPORTS**

80 **EMPLOYEE RELATIONS**

81 No report.

82 **BUDGETING & FORECASTING**

83 Budget is in process, but delayed due Asst. Chief Seibel's father's death. Request June Board
84 meeting be moved from June 14 to June 21 to assure budget is complete. This will still allow
85 time for any needed corrections prior to June 30 deadline. Board agreed to move meeting back;
86 Chairman Divine will handle posting requirements.

87 **RETIREMENT**

88 No report.

89 **ELECTIONS & APPOINTMENTS**

90 Trustee Rice advised Trustee Law needs to complete the paperwork. He also received the letter
91 for Trustee Newman's reappointment from the Judge Executive's office.

92 **TUITION IN EXCHANGE FOR SERVICE**

93 No additional report.

94 **WORKER'S COMPENSATION**

95 Payment was made this month and there was significant savings due to the lowered experience
96 module.

97 **HEALTH INSURANCE AND BENEFITS**

98 Chairman Divine advised there would be a 23% increase to the Boone County plan this year. He
99 wanted the Board to be aware that Chief Giordano had advised the Boone Health Advisory
100 Board for several years to incrementally increase price each year to avoid a large jump like this
101 in one year. His advice was unheeded and the result was a large increase for one year. It will
102 not impact our District that much as it only has one person still in the plan. The remainder of our
103 personnel are in the KY State Health Plan.

104 **VEHICLE STATUS**

105 No additional report.

106 **UNFINISHED BUSINESS**

107 Erlanger/Pt. Pleasant discussions covered in Chief's Report

108 Strategic Advisors LLC covered in Chief's Report

109 Meeting with Judge Moore and Jeff Earlywine covered in Chief's Report

110 Radio System upgrade covered in Chief's Report

111 Asst. Chief Seibel gave report on status of Stair mill: High cost of repair cannot be justified
112 against age of machine. Full replacement was not budgeted and will be expensive due to cost of
113 that machine. We have received several estimates for new replacement (in compliance with
114 KRS 45) as well as significant cost saving on used replacement machine from Atlas fitness
115 equipment in Fort Wright. Request permission to move forward with purchase of used
116 equipment if it still has a warranty and can be accommodated by the current budget.

117 **PETITIONERS & COMMUNICATIONS**

118 Asst. Chief Seibel thanked the Board for the flower arrangement sent to his father's funeral.

119 **EXECUTIVE SESSION**

120 No need was identified to enter into Executive Session.

121 **RECESS**

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

123 **NEW BUSINESS**

124 Trustee advised we have only received about \$400 in EMS payments for the month of April.
125 Asst. Chief Seibel advised Lt. Foley was working with the billing company on an internal audit
126 and would have better answer by next Board meeting.

127 Captain Rice gave brief but detailed report on Concrete estimates and recommendation to award
128 work to Butler Remodeling and Construction. The Chair entertained a motion to contract with
129 Butler Construction and Remodeling to complete the repairs. Motion made by Trustee Newman;
130 seconded by Trustee Crowe. Motion carried, all in favor.

131 The Chair entertained a motion to authorize Asst. Chief Seibel to move forward with
132 replacement of Stair-mill if budget can accommodate at cost of \$2,800 and if it has a warranty.
133 Motion made by Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

134 The Chair entertained a motion to accept the resignation of FF/Medic Tony Scheben in good
135 standing effective June 30, 2017. Motion made by Trustee Seibel; seconded by Trustee Rice.
136 Motion carried, all in favor.

137 **ADJOURNMENT**

138 The Chair entertained a motion to adjourn. Motion made by Trustee Rice; seconded by Trustee
139 Crowe. Motion carried, all in favor.

140 The Chair adjourned the meeting at 9:47 hours.

141 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on June
142 21, 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: June 21, 2017