

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

June 21, 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 21<sup>st</sup> day  
5 of June 2017, with a full 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         | Chief Michael Giordano             |

Members absent: Counsel Bill Knoebel

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 May 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 Laws. 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 Crowe. Motion carried; all in favor.

18 **TREASURER’S REPORT**

19 Attention was brought to the following items:

- 20 1. The Chair inquired about the payment to Benchmark Insurance was for the Worker’s  
21 Compensation for the year. He was advised it was so.
- 22 2. Trustee Laws inquired if the payment to KEHP was a monthly payment. Book-keeper  
23 Newman advised this was a monthly payment.

24 The Chair entertained a motion to accept the Treasurer’s Report as submitted. Trustee Seibel  
25 moved accept; seconded by Trustee Crowe. 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. There are ongoing occupancy issues (new buildings/reconstruction/new tenants)  
30 throughout the District that are keeping our personnel very busy with inspections, follow-  
31 ups and other issues. We are addressing these in depth and on an ongoing basis.
- 32 2. Focus of operations is system change-over to Emergency Reporting coupled with  
33 preparation for ISO inspection
- 34 a. NFIRS Reporting  
35 b. Occupancy Inspections  
36 c. Inventory and Tracking  
37 d. Hydrant flows
- 38 3. Wayfair had contacted us regarding event they sponsor for Special Olympics. They  
39 typically do a plan-pull, tug of war type event that they cannot accommodate at the  
40 airport this year due to construction. They had requested a fire truck at their facility for a  
41 tug of war later this summer. We have pledged our support. The event will be Saturday,  
42 September 23, 2017
- 43 4. Concrete work scheduled. Just awaiting drain pipe to arrive.
- 44 5. Stairmill may be fixed or replaced by KY Fire Commission at no cost to District.
- 45 6. There is a problem with the station generator that Captain Rice is addressing. It works  
46 (so station will have power during outage), but the automatic controls will not shut down  
47 automatically.
- 48 7. We received two applications for full time and are completing requirements. Full report  
49 at meeting.
- 50 a. FF/Medic Joshua Hughes  
51 b. FF/Medic Greg Wuestefeld
- 52 8. Following personnel continue in Paramedic Class
- 53 a. FF/EMT Hembree  
54 b. FF/EMT Castleberry  
55 c. FF/EMT Erika Muench
- 56 9. Request Board action on following personnel:
- 57 a. Timothy Poe: Termination for lack of activity  
58 b. Eric Ratliff: Increase in hourly part-time rate to reflect Paramedic certification.  
59 c. Joshua Hughes: Increase in hourly part-time rate to reflect Paramedic certification.
- 60 10. Request Board action in regards to Step/Grade System
- 61 a. Current Pay Grid will remain unchanged.  
62 b. Propose each step/grade schedule for individual positions  
63 (firefighter/Lieutenant/Captain) to reflect longevity increases at 15 years.  
64 c. Longevity at 15 years = 1 grade increase per year.

- 65 11. There was a security issue with our Bank Account and who could access.  
66 12. No additional updates in regards to the airport situation.  
67 13. No additional updates in regards to the tax reform/legislative issues.  
68 14. No additional updates in regards to the joint service with Erlanger.  
69 15. EMS  
70 a. Our state inspection is scheduled and will be completed shortly  
71 b. I will have a full update at the Board meeting in regards to EMS billing and proposed  
72 direction for the future.  
73 16. Audit books are in and distributed.  
74 17. We have partnered with the Cincinnati Paralegal Society and the St. Elizabeth Training  
75 Center to host a “Wills for First Responders” event on Saturday, September 9, 2017. The  
76 event is free for first responders where they can have a will executed.  
77 18. Grants  
78 1. **AFG**  
79 a) 2015 SAFER: AWARDED – Administration in progress. Quarterly  
80 report filed. Audit submitted.  
81 b) 2015 AFG: Operations - Final documents submitted for close-out and  
82 audit complete.  
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. Final document submitted and payment  
89 received. Simply awaiting close-out.

90 **COMMITTEE REPORTS**

91 **EMPLOYEE RELATIONS**

92 No report.

93 **BUDGETING & FORECASTING**

94 Budget proposal tabled for new business.

95 **RETIREMENT**

96 No report.

97 **ELECTIONS & APPOINTMENTS**

98 Trustee Rice advised the election is this Saturday, June 24, 2017, from 10:00 AM until 2:00 PM  
99 at the station.

100 **TUITION IN EXCHANGE FOR SERVICE**

101 No additional report.

102 **WORKER'S COMPENSATION**

103 No additional report.

104 **HEALTH INSURANCE AND BENEFITS**

105 Chairman Divine advised there would be a 23% increase to the Boone County plan this year. It  
106 will not impact our District that much as it only has one person still in the plan. The remainder  
107 of our personnel are in the KY State Health Plan.

108 **VEHICLE STATUS**

109 Captain Rice reported that we were having issues with Ladder 1360 with the DEF and  
110 regeneration cycle. He has been working with Vogelpohl fire apparatus to correct the issue and  
111 hopes we do not have to send the truck to Cummins for repairs. We are monitoring and aware,  
112 but have been advised we can keep the unit in service at this time.

113 **UNFINISHED BUSINESS**

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

115 Strategic Advisors LLC covered in Chief's Report

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

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 during regular business.

121 **NEW BUSINESS**

122 Chairman Divine confirmed the election would be this Saturday, June 24, 2017, from 10:00 AM  
123 until 2:00 PM.

124 The Chair entertained a motion to adjust Joshua Hughes hourly wage to recognize his paramedic  
125 certification. Motion made by Trustee Rice; seconded by Trustee Laws. Motion carried, all in  
126 favor.

127 The Chair entertained a motion to adjust the step/grade achievement levels to include longevity  
128 increases of a grade after year starting at 15 years of service. Motion made by Trustee  
129 Gallenstein; seconded by Trustee Newman. Motion carried, all in favor.

130 The Chair entertained a motion to terminate Timothy Poe for lack of activity. Motion made by  
131 Trustee Newman; seconded by Trustee Rice. Motion carried, all in favor.

132 The Chair entertained a motion to adjust Eric Ratliff's hourly wage to recognize his paramedic  
133 certification. Motion made by Trustee Newman; seconded by Trustee Crowe. Motion carried,  
134 all in favor.

135 The Chair entertained a motion to declare as surplus and dispose of eight (8) office chairs.  
136 Motion made by Trustee Cowe; seconded by Trustee Newman. Motion carried, all in favor.

137 Chief Giordano gave a presentation upon the proposed Fiscal Year 2018 proposed budget. The  
138 Budget and presentation is attached in file. There was significant discussion at the end of the  
139 presentation in regards to the number of uncertainties in the future, including the potential impact  
140 of tax reform. The budget must be tentatively adopted now, but the Board should be prepared to  
141 make significant amendments if necessary.

142 The Chair entertained a motion to renew our agreement with Knoebel and Vice for counsel and  
143 retainer fees. Motion made by Trustee Seibel; seconded by Trustee Rice. Motion carried, all in  
144 favor.

145 **EXECUTIVE SESSION**

146 The Chair entertained a motion to enter Executive Session under KRS 61.810(1)(f) *Discussions*  
147 *or hearings which might lead to the appointment, discipline, or dismissal of an individual*  
148 *employee, member, or student without restricting that employee's, member's, or student's right to*  
149 *a public hearing if requested.*

150 Motion made by Trustee Crowe; seconded by Trustee Newman. Motion carried, all in favor.

151 The Board entered Executive Session at 10:45 AM. Chief Giordano and Assistant Chief Seibel  
152 were excused from the room for Executive Session.

153 The Chair entertained a motion to exit Executive Session. Motion made by Trustee Newman;  
154 seconded by Trustee Rice. Motion carried, all in favor.

155 The Board exited Executive Session at 11:05 AM.

156 The Chair entertained a motion to allow the Chief to administer a 0-5% increase for the Assistant  
157 Chief based upon performance review. Motion made by Trustee Newman; seconded by Trustee  
158 Gallenstein. Motion carried, all in favor.

159 The Chair entertained a motion to grant the Chief an additional 2 weeks of vacation each fiscal  
160 year. Motion made by Trustee Crowe; seconded by Trustee Newman. Motion carried, all in  
161 favor.

162 The Chair wanted to recognize Lt. Foley and all the personnel, on behalf of the Board, for their  
163 outstanding work which resulted in a flawless EMS inspection.

164 The Chair entertained a motion to approve the Fiscal Year 2018 budget as proposed. Motion  
165 made by Trustee Gallenstein; seconded by Trustee Rice. Motion carried, all in favor.

166 The Chair entertained a motion to renew the District's Insurance Policy with ESIP. Motion  
167 made by Trustee Cowe; seconded by Trustee Laws. Motion carried, all in favor.

168 **ADJOURNMENT**

169 The Chair entertained a motion to adjourn. Motion made by Trustee Gallenstein; seconded by  
170 Trustee Rice. Motion carried, all in favor.

171 The Chair adjourned the meeting at 10:14 hours.

172 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on July  
173 12, 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: July 12, 2017