

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

July 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 12<sup>th</sup> day  
5 of July 2017, with a full quorum present:

- |                              |                                    |
|------------------------------|------------------------------------|
| Chairman Ed Divine           | Trustee Brian Laws (arrived 09:26) |
| Treasurer Sandra Gallenstein | Trustee James Rice                 |
| Secretary Eric Seibel        | Chief Michael Giordano             |
| Trustee Arthur Crowe         | Counsel Bill Knoebel               |
| Trustee Debbie Newman        |                                    |

Members absent: None

6 **CALL TO ORDER**

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

8 **CHANGE OF ORDER/SPECIAL PRESENTATIONS**

9 The Chair called a change in order for the meeting to address the Trustee elections, appointments  
10 and officer positions.

11 Trustee Rice reported that the election for the property owner seat was held June 24 as scheduled  
12 and advertised. Trustee Brian Laws was the only candidate running and subsequently won re-  
13 election.

14 Trustee Debbie Newman was re-appointed to her position by Judge Gary Moore and  
15 subsequently approved by Boone County Fiscal court pursuant to KRS 75.031(1) (a).

16 Trustee Laws and Trustee Newman were sworn into office by Counsel Knoebel as prescribed by  
17 KRS 75 and Section 228 of the Constitution of the Commonwealth of Kentucky.

18 Chairman Divine declared all officers of the Board vacant and opened the floor for nominations.

19 Trustee Divine opened the floor to nominations for the position of District Chair. Trustee Rice  
20 made a motion to nominate Trustee Divine; seconded by Trustee Newman. There were no other  
21 nominations on the floor. Motion carried; all in favor.

22 Chairman Divine opened the floor to nominations for the position of District Secretary. Trustee  
23 Crowe made a motion to nominate Trustee Seibel; seconded by Trustee Rice. There were no  
24 other nominations on the floor. Motion carried; all in favor.

25 Chairman Divine opened the floor to nominations for the position of District Treasurer. Trustee  
26 Newman made a motion to nominate Trustee Gallenstein; seconded by Trustee Rice. There were  
27 no other nominations on the floor. Motion carried; all in favor.

28 All officers of the Board were sworn into office by Counsel Knoebel.

29 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

30 June 2017 Point Pleasant Fire Protection District Board Meeting

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

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

35 The Chair entertained a motion to accept the minutes as recorded. Motion made by Trustee  
36 Crowe; seconded by Trustee Newman. Motion carried; all in favor.

37 **TREASURER'S REPORT**

38 Attention was brought to the following items:

- 39 1. Trustee Crowe inquired why we were still paying Strategic Advisors, LLC when  
40 legislature was not in session. Chief Giordano.  
41 2. Chairman Divine inquired in regards to the payment in regards to the lighting made to  
42 Erlanger. Chief Giordano advised this was a payment for LED light fixtures to City  
43 Electric/Erlanger, not to the City of Erlanger.  
44 3. Trustee Laws inquired into the charge to repair the Tahoe to Rick's Autobody. He was  
45 advised this was to fix electrical problems that is was originally taken to Tom Gill  
46 Chevrolet. Rick's repaired for less than half of quoted price from Tom Gill and Tom Gill  
47 still charge \$220 just to look at the problem.

48 Chief Giordano, Asst. Chief Seibel and Captain Rice had to exit room at 09:16 hours to meet  
49 with the Vogelpohl Fire Equipment Service Manager for a critical update on the status of  
50 Ladder 1360.

- 51 4. The Chair inquired into received funds from EMS insurance company. Trustee Newman  
52 advised this was insurance payments made directly to department for EMS runs.  
53 5. Trustee Newman advised we are still under for collections for EMS billing.  
54 6. Chairman Divine inquired regarding "Other Accounts Receivable recording of -\$188. He  
55 was advised this was auditors balance.

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

58 Chief's report delayed until Chief Giordano re-entered room.

59 **COMMITTEE REPORTS**

60 **EMPLOYEE RELATIONS**

61 No report.

62 **BUDGETING & FORECASTING**

63 Budget complete and passed.

64 **RETIREMENT**

65 No report.

66 **ELECTIONS & APPOINTMENTS**

67 Already addressed.

68 **TUITION IN EXCHANGE FOR SERVICE**

69 No additional report.

70 **WORKER'S COMPENSATION**

71 Worker's compensation decreased significantly.

72 **HEALTH INSURANCE AND BENEFITS**

73 Chairman Divine advised of the 23% increase to the Boone County plan this year, to not only  
74 cover cost but help restore reserve to get back to stop-gap threshold of \$500,000. It will not  
75 impact our District that much as it only has one person still in the plan. The remainder of our  
76 personnel are in the KY State Health Plan.

77 **VEHICLE STATUS**

78 Captain Rice emailed out the report. A more detailed report will be given with the Chief's  
79 report.

80 Chief Giordano, Asst. Chief Seibel and Captain Rice re-entered the room at 09:28 hours.

81 **CHIEF'S REPORT**

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

- 84 1. Focus of operations is system change-over to Emergency Reporting coupled with  
85 preparation for ISO inspection  
86 a. NFIRS Reporting

- 87           b. Occupancy Inspections  
88           c. Inventory and Tracking  
89           d. Hydrant flows  
90       2. Wayfair/Special Olympics event rescheduled from Saturday, September 23 to Saturday,  
91       September 16, 2017.  
92       3. 1352 is in service with 1360's equipment and Crescent Springs has committed to sending  
93       Truck 510 to all 1360 calls in our District. Run cards were established with Boone  
94       PSCC. 1360 is out of service due to significant dirt entering the engine. There is  
95       extensive investigation by District, Vogelpohl Fire, and Cummins Diesel to determine  
96       how this could have occurred. Chief Giordano gave detailed report of findings thus far.  
97       The District does extensive preventative maintenance completed by Vogelpohl Fire and  
98       the District to prevent things like this from occurring. There is new info that E-One has  
99       since changed the filter and tubing used in the system since the time Ladder 1360 was  
100      built and purchased. Chief Giordano will continue to work with all parties involved to  
101      determine best course of action and keep Board informed. Counsel advised to keep all  
102      components from repairs.  
103      4. Concrete work was completed. Unexpected expense found because conduit for parking  
104      lot lights ran right under the drain that had to be removed, so it and wiring had to be  
105      replaced. Overall, significant cost saving on project since \$18K was budgeted and  
106      concrete competitive pricing came in under \$10K and electrical repairs were held under  
107      \$500 because we completed the work ourselves.  
108      5. Stairmill was repaired by KY Fire Commission.  
109      6. New full time personnel still pending.  
110         a. FF/Medic Joshua Hughes  
111         b. FF/Medic Greg Wuestefeld  
112      7. Following personnel continue in Paramedic Class  
113         a. FF/EMT Hembree  
114         b. FF/EMT Castleberry  
115         c. FF/EMT Erika Muench  
116      8. Request Board action on following personnel:  
117         a. Ryan Albin: Change status from volunteer to part time FF/EMT.  
118      9. Personnel step/grade increases went into effect this pay period.  
119      10. We need the engagement letter signed for auditors (Anneken, Huey & Moser, PLLC).  
120      11. Boone Chief's sent out RFP for 3 year contract on audit services. At this time Chief  
121      Giordano cannot support the county-wide RFP as it would increase the District's cost by  
122      over \$2,000 and, inexplicably, Point Pleasant's cost would be higher than any other  
123      District in Boone County, even though we have a smaller budget. Chief Giordano  
124      requested permission from Board to negotiate with current auditors to lock in a three year  
125      contract.  
126      12. No additional updates in regards to the airport situation.

- 127 13. No additional updates in regards to the joint service with Erlanger.  
128 14. Tax Reform/Legislative issues. We continue to work with Strategic Partners, LLC to  
129 develop information packet for legislators. We are supposed to meet with Andrew  
130 McNeil from the Governor’s office sometime this week or next week.  
131 15. Reminder we have partnered with the Cincinnati Paralegal Society and the St. Elizabeth  
132 Training Center to host a “Wills for First Responders” event on Saturday, September 9,  
133 2017.

134 16. Grants

135 1. **AFG**

- 136 a) 2015 SAFER: AWARDED – Administration in progress. Quarterly  
137 report filed. Audit submitted.  
138 b) 2015 AFG: Operations - Final documents submitted for close-out.  
139 Last of requested paperwork submitted for audit.  
140 c) 2016 AFG: We requested a new extractor/washer, 20 complete sets of  
141 PPE (helmet, hood, coat, gloves, pants, boots), and 44 pairs of goggles  
142 (for every member). Total request \$66,458. District match will be 5%  
143 = \$3,323.

144 2. **KOHS**

- 145 a) 2016 –Awarded \$15,700. Close-out complete and re-imbursement  
146 received. Last thing to complete is KOHS’ standard in-station audit at  
147 their convenience.

148 **UNFINISHED BUSINESS**

149 No additional unfinished business.

150 **PETITIONERS & COMMUNICATIONS**

151 No report.

152 **EXECUTIVE SESSION**

153 No need was identified to enter into Executive Session during regular business.

154 **NEW BUSINESS**

155 The Chair entertained a motion to change Ryan Albin’s status from volunteer to part time  
156 firefighter/EMT. Motion made by Trustee Rice; seconded by Trustee Crowe. Motion carried,  
157 all in favor.

158 The Chair entertained a motion to continue agreement for Anneken, Huey, and Moser for  
159 auditing services at a current price of \$7,100 and authorize the Chief to attempt to negotiate and  
160 lock in these prices and services for an additional 3 years. Motion made by Trustee Newman;  
161 seconded by Trustee Seibel. Motion carried, all in favor.

162 The District has not received official tax numbers from the PVA's office. It may be necessary to  
163 reschedule the August or September meeting in order to attain all information and make  
164 informed decision on tax rate in time.

165 Secretary Seibel will investigate new department of local government requirements for  
166 advertisement of the budget. Once determined, he will advertise as necessary.

167 **ADJOURNMENT**

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

170 The Chair adjourned the meeting at 10:25 hours.

171 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on  
172 August 9, 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: August 09, 2017