

1 **RECORD OF BOARD MINUTES**

2 Boone County, Kentucky

October 11, 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 11<sup>th</sup> day  
5 of October 2017, with a full quorum present:

- |                                       |                        |
|---------------------------------------|------------------------|
| Chairman Ed Divine                    | Trustee Brian Laws     |
| Treasurer Sandra Gallenstein          | Trustee James Rice     |
| Secretary Eric Seibel                 | Chief Michael Giordano |
| Trustee Arthur Crow                   | Counsel Bill Knoebel   |
| Trustee Debbie Newman (arrived 09:10) |                        |

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 No change of order or special presentations

10 **MINUTES OF PREVIOUS DISTRICT BOARD MEETING**

11 September 2017 Point Pleasant Fire Protection District Board Meeting

12 The chair asked if there were any additions, corrections, or deletions to the minutes from this  
13 meeting. None noted.

14 The Chair entertained a motion to dispense with the reading of the minutes. Motion made by  
15 Trustee Crowe; seconded by Trustee Rice. Motion carried; all in favor.

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 Treasurer’s report was presented without questions regarding following:

- 20 1. Trustee Crowe inquired about service charge to Cummins Bridgeway and Vogelpohl Fire  
21 for check engine light on 1351 and associated costs.
  - 22 a. Charge to Vogelpohl was for 1351 and repairs to ambulance 1364
  - 23 b. As reported at last meeting, significant portion of bill was for extensive repairs to  
24 the front of ambulance 1364

25 c. Believe payment to Cummins Bridgeway was recorded incorrectly. Chief  
26 Giordano advised that payment was for repairs to station generator, not engine  
27 1351. He would investigate and advise Board.  
28 The Chair delayed approval of Treasurer's report until Trustee Newman arrived.

29 **CHIEF'S REPORT**

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

- 32 1. Fire Prevention month is in full swing
- 33 2. Contract with Firehouse Software expires this month. We have retrieved all needed  
34 information at this time.
- 35 3. Continue to build data in Emergency Reporting coupled with preparation for ISO  
36 inspection
  - 37 a. NFIRS Reporting
  - 38 b. Occupancy Inspections
  - 39 c. Inventory and Tracking
- 40 4. Our building security system is in desperate needs of software and hardware repairs.  
41 Unfortunately, the system is obsolete and in need of full replacement. We requested  
42 replacement under KOHS grant, but it was recently denied. Evaluating now, but  
43 hardware is failing and we may not be able to wait until next fiscal year for replacement.  
44 Not seeking approval for purchase now, but request approval to move forward with RFP  
45 for replacement.
- 46 5. Work continues on new personnel project. As part of this program, recommend some  
47 changes to District Policies (attached). Please review discussion and make effective at  
48 November meeting.
- 49 6. Following personnel continue in Paramedic Class
  - 50 a. FF/EMT Castleberry
  - 51 b. FF/EMT Erika Muench
- 52 7. There was no follow up in regards to the EMS incident and the event is closed.
- 53 8. Fieldwork for Audit will begin later this week or next.
- 54 9. Asst. Chief Seibel and Captain Matthews will be out of town at conference at end of  
55 month.
- 56 10. GRANTS
  - 57 a. AFG
    - 58 i. 2015 SAFER: AWARDED – Administration in progress. Routine  
59 financial report filed.
    - 60 ii. 2015 AFG: Operations: Awaiting close-out.
    - 61 iii. 2016 AFG: We requested a new extractor/washer, 20 complete sets of  
62 PPE (helmet, hood, coat, gloves, pants, boots), and 44 pairs of goggles (for  
63 every member). Total request \$66,458. District match will be 5% =  
64 \$3,323. Request was denied. We will reapply in 2017 request cycle when  
65 it opens.
    - 66 b. KOHS

- 67 i. 2016 –Awarded \$15,700. Close-out complete and re-imburement
- 68 received. Last thing to complete is KOHS’ standard in-station audit at
- 69 their convenience.
- 70 ii. 2017- Request denied funding.
- 71

72 At conclusion of Chief’s report, Lt Bendzlowicz advised that Board that Derrick Mayfield is also  
73 enrolled in Paramedic class.

74 The Chair entertained a motion to accept the Treasurer’s Report as submitted. Trustee Crowe  
75 moved accept; seconded by Trustee Rice. Motion carried; all in favor.

76 **COMMITTEE REPORTS**

77 **EMPLOYEE RELATIONS**

78 No report.

79 **BUDGETING & FORECASTING**

80 No report.

81 **RETIREMENT**

82 No report.

83 **ELECTIONS & APPOINTMENTS**

84 No report.

85 **TUITION IN EXCHANGE FOR SERVICE**

86 No additional report.

87 **WORKER’S COMPENSATION**

88 No report.

89 **HEALTH INSURANCE AND BENEFITS**

90 No report.

91 **VEHICLE STATUS**

92 No additional report.

93 **UNFINISHED BUSINESS**

94 The Chair inquired of the status regarding talks between the City of Erlanger and the Point  
95 Pleasant Fire Protection District. Chief Giordano advised that these talks had ceased.

96 The Chair inquired regarding the status of efforts by Strategic Advisors, LLC. Chief Giordano  
97 advised we were still working with them, however much focus of late has been on pension  
98 reform as opposed to tax reform. There is significant rumor, speculation, and discussions, which  
99 is why it is important to stay attuned and informed. There is still discussion of a special session  
100 before next calendar year's regular session, but one has not been scheduled as of yet. The Chief  
101 will be working with Strategic Partners to monitor the situation.

102 The Chair inquired as to the status of the radio system upgrade. Chief Giordano advised it was  
103 still on schedule as far as we were informed.

104 The Chair inquired as to the status of our CPA firm. Chief Giordano advised the other Districts  
105 have contracted with another agency, but as discussed at previous Board meetings, the Point  
106 Pleasant Fire Protection District declined to enter into this agreement due to significant cost  
107 increases. The District has one more year on contract (current audit getting ready to begin) and  
108 he is negotiating ongoing contract.

109 The Chair inquired as to the status of the Directive the Florence Mayor issued to the Florence  
110 Fire Chief. Chief Giordano advised there has been no movement in regards to this issue.

111 The Chair inquired as the status of the hiring process. Chief Giordano advised the P<sup>4</sup> program  
112 was presented at the last Board meeting. Right now, he is working on Logistics, Operations, and  
113 budget. In regards to budget, it will simply involve reallocating existing expenditures and  
114 positions into part-time salaries. Once this is completed, the program will move forward with  
115 hiring additional part time personnel. Anticipate this program to go into effect in December.

#### 116 **PETITIONERS & COMMUNICATIONS**

117 Secretary Seibel read letter from Covington Fire Department thanking the District for offer of  
118 support during retired Assistant Chief Alan Terry's funeral. Secretary Seibel advised Captain  
119 Rice called to offer help for coverage of event, but was advised it was already handled. Lt. Foley  
120 came in to back-fill for Captain Groneck, so he could attend the funeral.

#### 121 **EXECUTIVE SESSION**

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

#### 123 **NEW BUSINESS**

124 The Chair entertained a motion to allow the Chief and Asst. Chief to seek Requests for Proposals  
125 (RFP's) to replace the station's security system. Motion made by Trustee Newman; seconded by  
126 Trustee Crowe. Motion carried, all in favor.

127 The Chair advised the Board to review the proposed Policy changes for possible  
128 action/acceptance at the November Board meeting. If there are any questions or suggestions for  
129 changes, please advise Secretary Seibel.

130 Counsel Knoebel advised the Board regarding the status of the Airport investigation. As part of  
131 the concern and advised at the previous Board meeting, Counsel Knoebel contacted another law

132 firm (Sullivan, Mountjoy, Stainback & Miller) that specializes in Aviation law. They researched  
133 and consulted with the FAA in regards to the situation. Counsel Knoebel advised they returned  
134 a very well researched and extensive letter affirming the District's beliefs and stance on the  
135 matter. Their recommendation was to pursue an opinion from the State Fire Marshall's office in  
136 regards to AHJ and deputized service. Unfortunately, as a result of this research, the firm sought  
137 payment of \$3,000. Counsel Knoebel felt that the letter reflected and substantiated the amount  
138 of hours of research indicated on the invoice. Counsel Knoebel advised the next step would be  
139 to research and reach out to the KY State Fire Marshall's office.

140 The Chair entertained a motion to authorize payment to Sullivan, Mountjoy, Stainback & Miller,  
141 P.S.C. Motion made by Trustee Newman; seconded by Trustee Crowe. Motion carried, all in  
142 favor.

143 Chief Giordano wanted to thank the Board and his officer staff for their support and covering the  
144 District administration and operations while he was out of the office dealing with his mother's  
145 illness and passing.

146 **ADJOURNMENT**

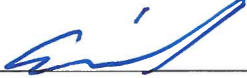
147 The Chair entertained a motion to adjourn. Motion made by Trustee Rice; seconded by Trustee  
148 Newman. Motion carried, all in favor.

149 The Chair adjourned the meeting at 09:48 hours.

150 The next Point Pleasant Fire District Board Meeting is scheduled at the Marshall Station on  
151 November 8, 2017 at 9:00 AM.

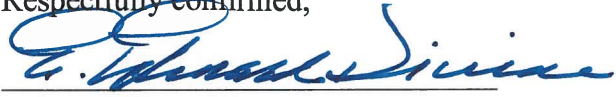
I hereby certify that the foregoing Minutes were duly approved by the Board of Trustees of the Point Pleasant Fire Protection District at a meeting held on the date shown below:

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: November 8, 2017