



Pewee Valley Fire Protection District Board of Trustees Meeting October 21, 2013

Chairman Joe Burkhardt called the meeting to order at 7:00 p.m. The following members were present: Beach Craigmyle, Chris Haunz, Bev Keeling, Bob Rogers, Rick Williams, Joe Burkhardt, Adam Hack. Also attending: Chief Bob Hamilton, Troy King, Jerry Nauert, Ronald James (Encompass).

The minutes of the September 23 regular meeting were approved on a motion from Bob Rogers, seconded by Chris Haunz. The vote was unanimous.

The minutes of the October 10 Special Meeting were approved on a motion from Adam Hack, seconded by Rick Williams. The vote was unanimous.

Troy King presented the draft audit for 2012-2013. The report showed an unqualified opinion with no problems of any concern. All financials in the report were clean with good internal controls. Questions concerning the draft audit are to be emailed to Mr. Hack within the next two weeks, allowing time to research the answers and vote on the audit at the November meeting. Mr. Haunz and Mr. Hack were commended for their excellent job in maintaining our financial records.

The treasurer reported the checking/savings account totaled \$984,168.95. The financial reports were accepted on a motion from Bev Keeling, seconded by Rick Williams.

Chief Hamilton presented the monthly status report. The total number of fire fighters is 42.

The Building Committee reported that construction has begun on Station #2. The Encroachment Permit will be approved in the next few days. Visitors to the site were cautioned to park on the grassy areas to avoid disturbing finished grades. A gravel drive will be installed soon. Chris Haunz will have financing company recommendations for the Board at the next meeting.

A discussion was held regarding the use of an Owner's Representative during the construction of Station #2 with questioning of Ron James, Sr. V.P. of Field Operations for Encompass. A motion was made by Beach Craigmyle, seconded by Bob Rogers, that we pursue the option of an Owner's Representative by assigning the task of refining the scope of services supplied by Encompass to the Building Committee. The motion passed on a vote of 5 yes and 1 abstention. A motion was then made by Bob Rogers, seconded by Beach Craigmyle, that, following the completion of the Building Committee's task to refine the scope of services, PVFD hire Encompass to act as our Owner's Representative for the remainder of the items on the refined services list with a cost not to exceed \$40,000. It was the general consensus of the Board that a fire district following KRS 424.260 is not required to obtain bids for the professional services of an owner's representative, which would not be feasible at this point. The motion passed with 5 yes votes and 1 abstention.

OLD BUSINESS

1. Personnel – No report. Mission statement introduced.

2. Communications - Copies of an article included in the *Sentinel* about Station #2 were distributed. Mission statement presented.
3. Grant Review/501C-3 – Mr. Rogers will email the mission statement to Board members for review before the November meeting.
4. Bylaws Update – The bylaws were reviewed and Mr. Craigmyle submitted a draft with recommended changes to the document. KRS references will be researched and further discussion will occur at the November meeting. Board members were encouraged to study the recommendations.
5. SOP/Guidelines Committee – The chief has appointed CJ Haunz, Gary Yurt, and Matt York to the committee to work with Mr. Craigmyle.
6. Financial Review Team – The audit was presented. Mission statement to be emailed before the next Board meeting.

NEW BUSINESS

1. Chairman Burkhardt cautioned Board members to use business etiquette when inviting guests to the meeting and to inform the chair of visitors before the meeting occurred. Further emphasis was placed on emails between Board members asking that the addition of persons outside the Board on emails pertaining to PVFD business be approved before being sent.
2. A zoning update from Persimmon Ridge announced the deletion of a second 18-hole golf course. That land has been rezoned agricultural and will be used for further housing development.
3. The tax rate for 2014 remains the same at \$.10/100.
4. A motion was made by Chris Haunz, seconded by Adam Hack, that we open an additional checking account at 5/3 Bank for construction purposes only. The signatures on the account will be Joe Burkhardt, Bev Keeling and Chris Haunz. The motion passed unanimously.

The next regular meeting of the Board of Trustees will be held on **MONDAY**, November 18, 2013, at 7:00 p.m. at the fire station. The public is invited to attend.

On a motion from Bob Rogers, seconded by Chris Haunz, the meeting was adjourned.

Respectfully submitted,
Bev Keeling