



Pewee Valley Fire Protection District Board of Trustees Meeting November 17, 2014

Chairman Joe Burkhardt called the meeting to order at 7:00 p.m. The following members were present: Beach Craigmyle, Chris Haunz, Adam Hack, Rick Williams, Joe Burkhardt, Also attending: Chief Bob Hamilton. Rick Williams agreed to take the minutes.

Prior to other items on the agenda Chairman Joe Burkhardt read a letter that was sent to Judge Voegele with a copy to Joe from board member Bob Rogers. Mr Rogers indicated that for personal reasons he was resigning from the board as of December 15, 2014. Mr. Burkhardt reported that he called Mr Rogers and thanked him for his service over the last three plus years. Joe indicated that since Mr. Rogers position on the board is a judge appointed position he also called Judge Voegele to discuss a replacement. He reminded the Judge that Mr. Rogers term was to expire in June 2015 so he could either appoint a temporary replacement or wait until the position's new term which commences July 1, 2015. He also asked Judge Voegele if he would entertain replacement names from the board to consider. Judge Voegele indicated he would. Joe asked the board to let him know before the next meeting should we have any names and he would communicate those names to Judge Voegele,

The minutes of the October 20, 2014 regular meeting were discussed. Mr. Craigmyle, suggested that under the heading Old Business, Financial Review Team, sentence five, that the wording be changed from "to table approval" to "to table acceptance". With this change Rick Williams made a motion which was seconded by Chris Haunz that the October 20, 2014 minutes be accepted. The vote was unanimous. Rick Williams will communicate this change to Secretary Bev Keeling who will be asked to distribute the revised October minutes.

The treasurer reported the checking/savings account totaled \$804,116. Adam Hack noted that the revenues from both Oldham County and Shelby County Real Estate/property tax had been received and they were in line with projections. Mr. Hack was very pleased with the percentages received. Mr. Hack also presented an updated report on Capital Expenditures which shows Capital Purchases, Budgeted to Actuals. The Financial reports were accepted on a motion from Rick Williams and seconded by Beach Craigmyle. The vote was unanimous.

Chief Hamilton presented the monthly status report. The total number of fire fighters is 46. The chief noted that 14 firefighters have been assigned to Station #2 . Total incidents to date have been 257.

OLD BUSINESS

1. Financial Review Team/Audit – Mr. Hack discussed a series of six control enhancements that he is suggesting be implemented starting in January 2015 (as set out in Adam's email to the board dated November 16, 2014) which will increase transparency in reporting of activities to the board on a monthly basis. These enhancements would also be made part of management's response in the audit report to Finding 2014-2. During discussion an additional control element was suggested by Mr. Craigmyle for dual signatures on all checks, which after discussion was changed to a second signature requirement on all checks not previously approved by the board. A motion made by Chris Haunz and seconded by Rick Williams approving the suggested management response, which incorporates these seven enhancements, was unanimously approved (a copy of which is attached hereto as Exhibit A and incorporated herein by reference). The Audit report was accepted, with the revised management response

Mr. Craigmyle presented a list of three possible amendments to our bylaws which would also provide enhancements and assist in bringing transparency to our financial reports. It was agreed that this discussion would be tabled until the next meeting so that the board members can review them.

2. Station # 2 – It was noted that the board appreciated all the hard work on the grand opening and the event was deemed a huge success.

All vendor invoices for station #2 are to be completed in the next several weeks. Chris is working with the bank to discuss closing out the construction part of the note and move to the permanent financing phase.

The blinds for station # 2 which were authorized at the October meeting will be ordered by Mr. Haunz within the next several weeks.

Chris reported that there has been a lawsuit filed against E.H. Construction by a contractor on work pertaining to Station #2. It is possible that a lien as well as the lawsuit will also name PVFD. It is unclear as to the status at this time. Our legal counsel has been made aware of the situation and they advise us that no action on our part should be taken at this time. Beach Craigmyle questioned this advise and feels we may need to be more proactive. Mr. Craigmyle volunteered to contact our legal counsel to determine more of the facts and see what action if any we need to take.

3. Communications – Rick Williams presented the first draft of a 2015 calendar which will highlight all the known action items that the board needs to handle during a given month. This calendar when finalized should assist in our planning and insure that necessary action items are not missed. Board members are to review the action items captured in the first draft and make additions/changes by the December meeting so this calendar will be ready to be released in final form by January 1, 2015. It was noted that the dates on the monthly calendars were incorrect. Rick will correct this error and email the corrected draft.

4. ISO Review – No Report

5. Personnel Committee – No Report

6. Grant Committee – No Report

7. SOP/Guidelines Committee – No Report

NEW BUSINESS

Nothing to Report

The next regular meeting of the Board of Trustees will be held on **MONDAY, December 15,** 2014, at 7:00 p.m. at the fire station. The public is invited to attend.

On a motion from Chris Haunz, seconded by Rick Williams, the meeting was adjourned.

Respectfully Submitted,
Rick Williams
Beach Craigmyle