



Pewee Valley Fire Protection District Board of Trustees Meeting December 16, 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, Rick Williams, Joe Burkhardt, Adam Hack. Also attending: Chief Bob Hamilton, Jerry Nauert.

The minutes of the November 18 regular meeting were approved on a motion from Chris Haunz, seconded by Adam Hack. The vote was unanimous.

The treasurer reported the checking/savings account totaled \$1,093,259.43. As a note, the final Quint payment was made and a letter stating the loan is paid in full will be forthcoming. The financial reports were accepted on a motion from Bev Keeling, seconded by Rick Williams. The motion passed unanimously.

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

OLD BUSINESS

1. Update on Station #2 – The first Progress Meeting was held last Friday. These meetings will continue to occur monthly on the Friday before Board meetings with the possibility of weekly meetings as work progresses. Items of discussion at the first meeting included the movement of utility lines and a request for weather delays to be noted on pay apps.
2. Owner's Representative – The Building Committee presented a draft contract with Encompass. Following a discussion, the contract will be amended to include the following items in the list of services: a) access to data b) visit site as needed c) attend all Progress Meetings d) review change orders and pay apps and report to the Board e) communicate with the Board via email and attend Board meetings as necessary or requested by the Board. The Building Committee will include these items in the contract and send copies to Encompass and the Board. Chief Hamilton will continue to work with Encompass to define their advisory capacity in this project. Following a verbal agreement from all parties on the revised contract, the document will be sent to our attorney for review.
3. Financing – The financing information for Station #2 has been advertised in the Oldham Era. Quotes will be sent to Adam Hack by December 30 with the Financial Review Team making a proposal to the Board in January. Mr. Haunz has recused himself from the process due to his association with Republic First National, one of the potential bidders.
4. Personnel Committee – The Chief will have his written review of 2013 and goals and objectives for 2014 to the Personnel Committee by January 15, 2014.
5. Communications Committee – no report.
6. Grant Committee – no report.
7. Financial Review Team – The final audit report will be emailed to all Board members. Future financial statements will include a new account for construction of Station #2 to keep those items separate from the general account.

8. SOP/Guidelines Committee – Mr. Craigmyle reported on his review of the SOP and commended the detailed work of the firefighters involved in the process. All currently adopted Board policies will be included in this document and then emailed to Board members for study and adoption in January.

9. Mr. Haunz reported that Drop Box is a “view only” site.

NEW BUSINESS

1. PVFD Award’s Banquet will be held at Persimmon Ridge on February 8.

The next regular meeting of the Board of Trustees will be held on **MONDAY**, January 20, 2014, at 7:00 p.m. at the fire station. The public is invited to attend.

On a motion from Chris Haunz, seconded by Adam Hack, the meeting was adjourned.

Respectfully submitted,
Bev Keeling