



Pewee Valley Fire Protection District Board of Trustees Meeting March 21, 2016

Due to the absence of Chairman Joe Burkhardt, Vice Chairman Rick Williams called the meeting to order at 7:00 p.m. The following members were present: Chris Haunz, Bev Keeling, Rick Williams, Adam Hack, Joe McWilliams, Beach Craigmyle. Also attending: Chief Bob Hamilton

The minutes of the February 15 regular meeting were approved on a motion from Chris Haunz, seconded by Joe McWilliams.

The treasurer reported the checking/savings account totaled \$576,626.08. The financial reports were accepted and authorization was given to pay the submitted bills on a motion from Bev Keeling, seconded by Joe McWilliams.

Chief Hamilton presented the monthly status report. There are currently six firefighters in the Oldham County Recruit class.

OLD BUSINESS

1. Financial Review Committee –
 - Final copies of the audit have been received and sent to all Board members, ending the audit process for 2015.
 - Adam Hack will investigate creating an RFP for audit services in 2017
 - The finalized audit for 2015 has been posted on the Kentucky DLG site. The UFIR will be posted by May 1.
2. Personnel Committee – The Committee has completed its yearly performance review of Chief Hamilton. The Chief continues to be an exemplary leader and administrator. Also presented were the goals and objectives prepared by the Chief for 2016. The Committee recommended an additional \$25.00 monthly remuneration for the Chief beginning on July 1, 2016, bringing his monthly total to \$700. A motion was made by Joe McWilliams, seconded by Rick Williams, to accept the report and recommendations of the Personnel committee. The motion passed unanimously.
3. Communications Committee – The monthly calendars were presented and discussed. Of note, the draft budget will be presented in May with final approval in June. Also, two Board positions will be expiring on June 30, one firefighter and Beach Craigmyle.
4. Grant Committee –
 - The new thermal imaging camera has been received. Credit was given for returning the used camera. Captain Angermeier was recognized for his work in applying for the grant.
 - Joe McWilliams reported the discovery of Fire Grants Help, a web site to aid in the grant-writing process.
 - The Committee will investigate applying for the Head Trust and Firehouse Subs grants in 2016.
 - Chris Haunz will renew the 501C-3 for the Foundation and pay all fees, both Kentucky SOS and IRS.
5. SOP/Guidelines – Following a discussion, a motion was made by Beach Craigmyle, seconded by Rick Williams, to ratify and adopt the SOP as it existed on January 12, 2014, as amended to date. The motion passed unanimously. The SOP policies will be indexed consistent with the current schema and a documentation matrix added to each Word file for version control. The SOP Committee reported it is in the process of updating this version of the SOP and expects to have the final revised edition ready for Board review and adoption by mid June.

6. Administrative Committee –
 - The addition of a documentation matrix to bylaws and policies will be added as same are revised in the SOP.
 - Data is being collected for input into the new Fire Zone software.
7. Information Technology Committee – no report
8. Department Policies –
 - Residency – policy needs small edits and will be ready for April meeting
 - Concealed Carry Policy – in process
 - Non-traditional Firefighters – in process
 - License Verification – no report
9. Miscellaneous
 - Tire Replacement Schedule – in progress
 - Surplus Equipment Sale – no report
 - Station #1 Generator – project completed. The old generator was returned to the Kentucky Division of Forestry.
 - North Shelby Water District Hydrants – water pressure has shown improvement

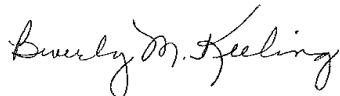
NEW BUSINESS

1. Chief Hamilton stated that 12 – 15 new fire helmets need to be purchased. He will have details and quotes by the April meeting, if not earlier by email.

The next regular meeting of the Board of Trustees will be held on **MONDAY**, April 18, 2016, at 7:00 p.m. at Station #1. The public is invited to attend.

On a motion from Joe McWilliams, seconded by Chris Haunz, the meeting was adjourned.

Respectfully submitted,



Beverly M. Keeling