



## **Pewee Valley Fire Protection District Board of Trustees Meeting April 20, 2015**

Chairman Joe Burkhardt called the meeting to order at 7:01 p.m. The following members were present: Beach Craigmyle, Chris Haunz, Bev Keeling, Joe Burkhardt, Joe McWilliams, Adam Hack, Rick Williams. Also attending: Chief Bob Hamilton, Carey Hirtzel.

The minutes of the March 16 regular meeting were approved on a motion from Chris Haunz, seconded by Rick Williams.

The treasurer reported the checking/savings account totaled \$640,623.77. The financial reports were accepted and authorization was given to pay the submitted bills on a motion from Bev Keeling, seconded by Joe McWilliams. The suggestion was made to place the AT&T bill on auto pay from PVFD bank account and remove it from the credit card invoice. The Financial Team stated that the Proposed Budget for 2015/16 will be presented at the May meeting with approval occurring in June and filed with the State of Kentucky by mid-July. The Team was reminded to pay close attention to the property and automobile tax numbers along with unemployment taxes when preparing the budget.

Chief Hamilton presented the monthly status report. The total number of fire fighters is 51.

### **OLD BUSINESS**

1. Chairman Burkhardt gave a synopsis of the March 18 meeting with Oldham County Judge Executive Voegele. The productive conversation included the topics of communication, conflict of interest and the procurement code. A motion was made by Beach Craigmyle, seconded by Rick Williams, that we add a yearly agenda item addressing the annual disclosure statement and the conflict of interest policy and add this agenda item to our working calendar for the month of September. The motion passed unanimously.
2. Personnel Committee – no report
3. Communications Committee – A notice will appear in the Oldham Era on Friday, April 24, 2015, advising the public of a vacancy on the Board of Trustees for the PVFD. An announcement of the election will appear one month before the election occurs. Rick Williams will be in charge of the election.
4. Grant Committee – The Chief reported filing two grants on behalf of the District: Division of Forestry – a matching grant for digital radios      Kentucky State Aid – turnout gear
5. SOP – Department Issued Vehicle Policy – Several corrections were suggested. The Chief will edit the document and redistribute to Board members.
6. SOP Guidelines – Beach Craigmyle assigned sections of the Guidelines to various qualified firefighters and Board members for review.
7. Administrative Committee – The Committee presented their Statement of Purpose and reported their progress compiling an organizational chart. Chairman Burkhardt directed them to study the efficiency of the administrative tasks of the department including backup and distribution and record keeping as it relates to our Document Retention Policy. Committee

member, Joe McWilliams, referenced the SOP Guidelines as a source of valuable information in this process.

8. Information Technology Committee – no report
9. Board Vacancy – Chairman Burkhardt will send an email reminder to Oldham County Judge Executive Voegele of the expiring appointed term of Board member Joe McWilliams on June 30, 2015.

### **NEW BUSINESS**

1. A calendar was received detailing all the deadlines for documents and fees due to the State of Kentucky from all Special Purpose Government Entities. Those dates will be included on our working calendar.
2. Chief Hamilton will suggest several dates to conduct a detailed tour of PVFD equipment and trucks for all Board members.
3. A risk management assessment will be conducted of PVFD by the McNeil Company for our insurance carrier.
4. The Girl Scouts will conduct a flower sale at Station #1 on Friday, April 24, from 7:30 a.m. – 5:30 p.m.
5. The Financial Team presented the PVFD ten-year plan and gave an explanation of its value in budgetary planning.

The next regular meeting of the Board of Trustees will be held on **MONDAY**, May 18, 2015, at 7:00 p.m. at Station #1. The public is invited to attend.

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

Respectfully submitted,  
Bev Keeling