



Pewee Valley Fire Protection District Board of Trustees Meeting July 20, 2015

Chairman Joe Burkhardt called the meeting to order at 7:02 p.m. The following members were present: Beach Craigmyle (arrived at 7:08), Chris Haunz, Bev Keeling, Joe Burkhardt, Adam Hack, Rick Williams. Also attending: Chief Bob Hamilton, Carey Hirtzel, Jerry Herrmann

The Chairman announced the reappointment of Joe McWilliams by the Oldham County Judge Executive. Mr. McWilliams' term will run through June 30, 2018. Further, in accordance with KRS 75.031(2) an election was held on Saturday, June 27, 2015, between the hours of 11AM - 2PM at Station #2, for the open position of property owner trustee on the Pewee Valley Fire Protection District Board. Fire Chief Bob Hamilton, Deputy Fire Chief Cary Hirtzel, and Board Vice Chair Rick Williams were on site to monitor the election. Candidate Joe Burkhardt, our current board chairman, was re-elected as Property Owner Trustee. Joe's new term of office will be from July 1, 2015 through June 30, 2019. Mr. Burkhardt has been sworn in by the Oldham County Judge Executive.

As outlined in our bylaws, the first order of business in the new fiscal year was the appointment of officers. A motion was made by Adam Hack, seconded by Rick Williams, renominating all officers to their current positions. The motion passed unanimously.

The minutes of the June 17 regular meeting were approved on a motion from Chris Haunz, seconded by Rick Williams.

The treasurer reported the checking/savings account totaled \$464,852.91. The financial reports were accepted and authorization was given to pay the submitted bills on a motion from Chris Haunz, seconded by Bev Keeling. The motion passed with four yes votes and one abstention.

OLD BUSINESS

1. Financial Team - Chairman Burkhardt will contact Oldham County Fiscal Court and make an appointment to appear before the court along with Chief Hamilton and present the 2015/16 PVFD budget.
2. Personnel Committee – no report
3. Communications Committee – The monthly calendars were presented. At the September Board meeting, all board members will sign the Open Records and Conflict of Interest documents.
4. Grant Committee – A discussion was held regarding the future direction of the Grant Committee. Chairman Burkhardt will process this information and appoint a chair for the committee.
5. SOP – Department Issued Vehicle Policy – The report will be emailed to all Board members for review.
6. SOP Guidelines – The review is ongoing.

7. Administrative Committee – The Committee presented a second draft Procurement and Purchasing Policy for inclusion in the PVFD SOP manual. Draft #2 incorporated the suggested edits of Mr. Craigmyle and the comments from the June meeting. A motion was made by Bev Keeling, seconded by Beach Craigmyle, to accept Draft #2 Procurement and Purchasing Policy Small Purchase Procedures for inclusion in the PVFD SOP manual. The motion passed unanimously. An additional motion was made by Rick Williams, seconded by Adam Hack, that the following language be added to the bylaws in Article VIII, Section 5: Procurement and Purchasing Procedures. The Board of Trustees adopts the provisions of KRS 45A.345 to 45A.460 of the Kentucky Model Procurement Code governing purchasing by local public agencies, including special districts. The Fire District shall use Small Purchase Procedure for any contract or purchase in which the aggregate amount is less than twenty thousand dollars (\$20,000) consistent with the provisions of KRS 45A.385. The motion passed unanimously.

8. Information Technology Committee – Mr. Williams announced that this committee is preparing the RFP to cover our IT maintenance as the Mirazon contract will soon expire.

NEW BUSINESS

1. On a motion from Chris Haunz, seconded by Rick Williams, the tax rate for 2016 will remain the same, \$.10/\$100 of evaluation for all real and personal property and all tangibles. The motion passed unanimously.
2. Two bids were received for the generator for Station #1: Total Concept Electric - \$52,430 and Ruckreigle Electric \$7,500. A motion was made by Chris Haunz, seconded by Bev Keeling, to accept the bid from Ruckreigle Electric for \$7,500. PVFD will purchase the generator and switch from Evapar independent of the bid from Ruckreigle for an additional cost savings. The motion passed unanimously.
3. Chief Hamilton presented three bids for a new 2016 4-door Ford Explorer to used as the Deputy Chief's vehicle. The bids are as follows: Bill Collins Ford - \$26,291 Tri County Ford - \$26,840 Bloomington Ford - \$26,386 A motion was made by Bev Keeling, seconded by Rick Williams, accepting the lowest bid at \$26,291 from Bill Collins Ford. The motion passed unanimously.
4. Special Purpose Government Entities – Adam Hack will post the PVFD 2015/16 budget on the government agency website, complete the registration and pay the \$250 registration fee. Later in the year, he will post the completed audit.
5. Chairman Burkhardt , in the interest of full disclosure, announced he was using Troy King, PVFD auditor, as his accountant for some personal business.

The next regular meeting of the Board of Trustees will be held on **MONDAY**, August 17, 2015, at 7:00 p.m. at Station #1. The public is invited to attend.

On a motion from Rick Williams, seconded by Adam Hack, the meeting was adjourned.

Respectfully submitted,
Bev Keeling