



Pewee Valley Fire Protection District Board of Trustees Meeting June 18, 2018

Chairman Joe Burkhardt called the meeting to order at 7:00pm. The following members were present: Otis Florence, Joe McWilliams, Joy Tabler, Adam Hack, and Chris Haunz. Also present was Jerry Nauert.

The minutes of May 21, 2018 Board of Trustees meeting were approved on a motion from Otis Florence and seconded by Joe McWilliams.

The treasurer reported that the checking/savings account totaled \$752,372.24. The month end check number at Stock Yards Bank was confirmed as #6035 and month beginning will be #6036. The financial reports were accepted and authorization was given to pay the submitted bills on a motion by Joy Tabler and seconded by Joe McWilliams. The vote was unanimous.

Chief's Report- Chief Hamilton was not in attendance. Joe Burkhardt asked if new version of Firehouse Software might be able to show year over year run totals. Chris Haunz will inquire on list of report options to create this data comparison. Chairman Burkhardt asked if there were any updates on recent Persimmon Ridge accident. Chris Haunz stated that he had no updates to report.

Old Business

1. Financial Review - Discussion followed on Draft Budget Proposal for fiscal year 2018-2019. It was reported that Shelby County real estate tax reassessment will result in increase of \$6,044 and the 2018 Cash Reserve projection will likely increase by fiscal year end. This increase is currently estimated at \$80,000, up from \$68,000. Areas reviewed and discussed included Capital Expenditures, Debt Proceeds, Balance Sheet Fiscal Year End. Year End Cash expected to be \$713,000. Out of this cash we will be paying off New Radios and one-half of the cost of new truck. Year End cash reserve expected to be \$343,000 after these debts paid. Joe Burkhardt asked about investment of these funds. Adam Hack explained past practice of investing funds on 3-5-7 year investment plan. Markets are now favorable. Adam asked that Board Members review policy on Investment for discussion in July/August meetings. Motion was made by Chris Haunz to approve 2018-2019 budget and was seconded by Joe McWilliams. The vote to accept the new budget passed unanimously.

Adam Hack discussed a Restricted Donation Account for funds being raised by local Boy Scout, Carey Hertzels son, to place Hydrant markers on all PVFD hydrants to increase visibility. Anticipated total needed for this scout project is between \$1200-\$1800. Some of the donations to this scout have been made out to the PVFD so, Adam will be tracking these funds. Joe Burkhardt suggested the personnel committee discuss these types of service projects for guidelines.

2. Personnel Committee - The committee received comments on Job Descriptions on Chief and Deputy Chief. These comments are being reviewed. A discussion followed on establishing a review process. Chris Haunz proposed that the Board request Upward Feedback process to get input from persons outside the Board Meetings including firefighters. Joe McWilliams entertained the idea of some type of survey process (written/mobile) for input. Committee to consider this and research Survey Monkey as an option.
3. Communications Committee-No Report.
4. Grant Committee - Joy Tabler will be submitting Firehouse Sub Grant application. Deadline for May was missed. Joy exploring Kentucky Homeland Security Dept. Grant.
5. SOP/Guidelines- Joe Burkhardt requested Chris Haunz review process of how to access these guidelines with Board using laptop and station technology.
6. Administrative Committee- No Report
7. Information Technology Committee - No Report.
8. Facility Use Committee - Joe McWilliams and Rick will present Authorization Form and Checklist at next month's meeting.
9. Miscellaneous:

Unit 8432 Update- Unit has been sold to buyer from Casey County Kentucky. Rick Albers will deliver the truck, transfer title and collect check for \$4000. Other potential buyer had requested to make monthly payments in order to purchase unit. He will be notified of sale to another buyer and his deposit of \$550 will be refunded. Adam Hack asked Chris Haunz to cancel insurance coverage on Unit 8432 once title has been transferred. Chris reported that some equipment will be removed from Unit 8432 prior to taking it to new owner.

E&H Construction Update- Check will be sent from Kansas State Bank for \$17,690 to settle with E & H. Adam Hack and Chris Haunz are to assure accounting details are correct.

New Radios- Base radios were installed today 6/18/18 at Station Two. They are 95% operational. Station One radios are 75% operational. Truck radios have been installed but waiting for charges.

Trustee Position Confirmation- Joe McWilliams has been approved by Judge Exec. to a new term on the board

Firefighter Trustee position - The deadline for re-election of Adam Hack is approaching. Chief Hamilton is responsible for posting election notice and arranging the election. At the request of the board Chief Hamilton is to hold election of firefighter board member on/or before June 28. Results of the election will be reported to the board by email.

New Business

Financial Audit- Adam Hack recommended that we use Kelly King Associates for upcoming audit. Joe McWilliams made motion to keep and accept King & Associates, motion seconded by Otis Florence. Vote was unanimous.

SPEG Payment- Approval needed to make \$250 payment to Special Purchase Governmental Entities. Joe McWilliams made motion to approve this payment, Chris Haunz seconded. Vote passed unanimously.

Ladder Truck Repairs- Chris updated board on planned repair of springs on this truck. Also a new issue was discovered requiring Generator to be repaired which is estimated to cost \$3,000-\$4,000. The department will be without the truck for approximately 10 days while these repairs are completed.

Orientation of New Equipment- Joe McWilliams inquired about having new Board members oriented to fire station equipment. Previous discussion for Otis and Joy to be oriented on equipment. Decision made to have all board members attend Fire Department Meeting on July 11, 2018.

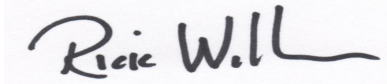
Station I HVAC Repairs- Chris reports that quotes were received from Thompson Heating & Air (\$6598), Barr Heating & Cooling (\$4860). Joe McWilliams made motion to accept bid from Barr H&C, Adam Hack seconded and vote passed unanimously.

Joe Burkhardt will present to the Oldham County Fiscal Court in August.

The next scheduled PVFD Board meeting will be held at Station #1, Monday, July 16, 2018 at 7:00pm. The public as always is invited to attend.

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

Respectfully submitted, (meeting notes taken by Joy Tabler)

A handwritten signature in black ink that reads "Rick Williams". The signature is written in a cursive, flowing style.

Rick Williams, PVFD Secretary