



Pewee Valley Fire Protection District Board of Trustees Meeting October 21, 2019

Chairman Joe Burkhardt called the meeting to order at 7:00 p.m. The following members were present: Joy Tabler, Chris Haunz, Rick Williams, Otis Florence, Todd Jones, Adam Hack. Also present Chief Bob Hamilton, Jerry Nauert, Capt. Mark Angermeier, and Daniel York.

Chairman Burkhardt introduced our new board member Todd Jones. Todd was appointed to the open position left vacant by the resignation of Joe McWilliams. Todd's term on the board will expire in 2021.

The minutes from the September 16, 2019 meeting were approved on a motion from Adam Hack, seconded by Joy Tabler and approved unanimously by the board.

The treasurer reported the checking/savings account totaled \$ 399,199.68. The financial reports were accepted and authorization was given to pay the submitted bills on a motion from Rick Williams and seconded by Joy Tabler.

Chiefs Report – There are 41 active firefighter and 5 trainees.

Chief Hamilton reported that twenty-five firefighters attended a mid year discussion with the Chief regarding training and fire run attendance. There was good discussion and the Chief was encouraged by the excellent turnout.

Firefighter Amanda Moore is participating in a Firefighters World Combat Challenge in Atlanta. She attained the coveted Lions Den Award during her final race. Amanda is the 6th fastest female firefighter in the nation and 12th in the world.

Chief Hamilton distributed the revised job description for the Lieutenant position. After discussion and a few changes, a motion was made by Otis Florence, seconded by Rick Williams, to accept the new job description. The board unanimously approved.

At our last meeting Chief Hamilton discussed the possibility of going in with two other fire departments to purchase a fit test machine for SCBA masks. Chief Hamilton has reported that all three departments have now agreed to participate. A motion was made by Chris Haunz and seconded by Rick Williams to authorize an expenditure not to exceed \$3,325.00 (a third of the cost) to proceed with the purchase of a Quantitative Mask Testing Device. A vote by the board unanimously agreed.

1. **Financial Review** – Adam Hack reported that within the next several weeks he will be supply our audit firm Troy King and Associates all the necessary documentation to begin the 2018-2019 audit
2. **Personnel Committee** – No report
3. **Communications Committee** – No Report
4. **Grant Committee** – No Report
5. **SOP Committee** – Three SOP's were presented for discussion and approval.
 1. **Sexual Harassment Policy:** Approved by the board unanimously after several minor changes.
 2. **Personal Cell Phone Use /Social Media:** Approved by the board unanimously.
 3. **Residency Policy:** After much discussion and modifications the Residency Policy was unanimously approved by the board. There still may be further modifications that will be brought to the board in upcoming meetings.

6. Information Technology Committee – No Report

- 7. Miscellaneous** – Air conditioning repairs have been completed at station #1 and station # 2. Signage issues at station #2 is still outstanding. Jerry Nauert is handling.

NEW BUSINESS

Adam Hack reported that he is concerned about non compliance with regard to credit card usage. Major issue is insuring that vendor invoices for credit charges are properly submitted and are properly coded for recoding the transactions / expenses in QuickBooks. Chief Hamilton and Chris Haunz agreed to schedule a meeting whereby they will develop a system to fix any issues.

Deputy Chief Carey Hirtzel asked Adam Hack to bring to the board a request to raise limits on purchases by the Deputy Chief without board approval from \$500 to \$1,000. Further discussion of this request will held at a officers meeting on October 27. Chief Hamilton will report back to the board.

Chris Haunz reported that the Chiefs 2007 command vehicle is in need of major repairs which would exceed the fair value of the vehicle.. The Chief currently has that vehicle parked and is using his own SUV. On a motion by Adam Hack and seconded by Chris Haunz a vote was passed unanimously to declare the Chiefs command vehicle surplus. We will proceed with a plan to purchase a new vehicle as part of a current package being put together by various agencies. It is estimated that the cost will be in the range of \$34,000. An update will be communicated at our next meeting.

The next scheduled PVFD Board meeting will be held at Station #1, Monday, November 18, 2019 at 7:00pm. The public as always is invited to attend.

On a motion by Rick Williams, seconded by Adam Hack and passed unanimously by the board the meeting was adjourned.

Respectfully submitted,

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

Rick Williams, PVFD Secretary