



## **Pewee Valley Fire Protection District Board of Trustees Meeting August 21, 2017**

Chairman Joe Burkhardt called the meeting to order at 7:00 p.m. The following members were present: Chris Haunz, Adam Hack, Rick Williams, Joe McWilliams, Joy Tabler, Otis Florence.

The minutes of the July 17, 2017, Board of Trustees meeting was approved on a motion from Chris\_Haunz, seconded by Otis Florence.

The treasurer reported the checking/savings account totaled \$604,855.29. The financial reports were accepted and authorization was given to pay the submitted bills on a motion from Joe McWilliams and seconded by Otis Florence.

In his chiefs report Chief Hamilton reported that currently the District has 40 active firefighters and 3 trainees.

A discussion followed pertaining to the report emailed by the chief that truck 8498 was involved in a mishap which caused unknown damage to the trucks differential. The truck is no longer operable. A preliminary estimate is that repairs may cost \$1,400. Chris Haunz reported that the trucks value according to Edmunds is \$2,000. Scrap value is \$450. After further discussion it was recommended that we look at three possible options: Repair the truck, purchase a used truck, purchase a new Ford F250 truck. Chris will begin looking at the options and give the Chief Hamilton an opportunity to give his thoughts upon his return. A report will be given at the September Trustees meeting

### **OLD BUSINESS**

1. Financial Review Committee – We have completed our reporting to the State of all required documents pertaining to the 2016-2017 actual v. budgeted expenditures (SPGE101).

Adam Hack and Chris Haunz have met with our Auditing firm to begin preliminary work on the 2016- 2017 Audit. A draft audit will be presented to the Board at our September meeting.

2. Personnel Committee – Joe McWilliams met with Chief Hamilton to begin work on reviewing the job description for the Deputy Chief. The deputy chief will be allowed to review this document prior to it going to the Board of Trustees for their review. Another meeting will be held shortly to begin a review of the job descriptions for the captain level.

As part of the Personnel Committees next meeting with the Chief, they will review the current system of invoice processing to make sure all approvals and documentation is being handled in a timely manner as to not delay any reimbursements.

3. Communications Committee –Calendars for August, September, and October were distributed via email. Before the September meeting Rick Williams will email each board member a copy of the “Disclosure of Potential Conflict Form,” which board members should review, and complete. At the September meeting board members will be asked to disclose any potential areas of conflict.
4. Grant Committee – The Firehouse Sub grant will be submitted prior to September 1. Joy Tabler reported that since the results of the Head Grant will not be know prior to this date she will use AED’s as the requested grant item.
5. SOP/Guidelines – No report
6. Administrative Committee – No Report
7. Information Technology Committee – Chris Haunz reported that the possible server crash was not as

catastrophic as first thought. Therefore we will go forward with moving the Firehouse software and emails from the server to the cloud, before purchasing a new server. The current estimate for a new server is \$8,022.92.

8. Miscellaneous:

The sale of surplus truck 8432 which was reported in the July minutes did not materialize. Possible other purchasers will be contacted.

The Fiscal Court presentation by Joe Burkhardt and Chief Hamilton went well and there were no reported issues.

E&H still has not completed the punch list for work on station #2. Joe Burkhardt will monitor the situation.

Chris Haunz is still receiving quotes for the installation of security cameras at station #1.

**NEW BUSINESS**

The task of developing specifications for a new truck which is in the capital budget seems to have stalled. The board chairman will ask that this committee give the Board of Trustees an update on where they stand in the process.

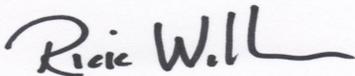
At 8:50 Chris Haunz as authorized by KRS 61.810 moved to enter into Executive Session. The motion was seconded and passed unanimously.

At 9:01 Rick Williams requested the board move out of Executive Session. The motion was seconded and passed unanimously.

The next regular meeting of the Board of Trustees will be held Monday, September 18, 2017 at 7:00pm at Station #1. The public is invited to attend.

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

Respectfully submitted,

A handwritten signature in black ink that reads "Rick Williams". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Rick Williams, PVFD Secretary