



## **Pewee Valley Fire Protection District Board of Trustees Meeting July 17, 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. Also attending: Chief Bob Hamilton, Jerry Nauert, Cole Davis

Chairman Burkhardt reported that Joy Tabler was officially re-appointed by Oldham County Judge Executive Voegelé to a position on the PVFD Board of Trustees. Her term will be for three years beginning July 1, 2017 and ending June 30, 2020.

On June 24, 2017, in an election held at Station #1, Rick Williams was re-elected to another four year term on the PVFD Board of Trustees. His term will begin July 1, 2017 and will end June 30, 2021.

On a motion by Adam Hack and seconded by Joy Tabler the board unanimously approved that the current Board Officers remain the same for the 2017/2018 calendar year. Those officers are:

Joe Burkhardt – Chairman  
Joe McWilliams – Vice Chair  
Rick Williams – Secretary  
Chris Haunz - Treasurer

The minutes of the June 19, 2017, Board of Trustees meeting was approved on a motion from Chris\_Haunz, seconded by Joe McWilliams.

The treasurer reported the checking/savings account totaled \$619,160.82. The financial reports were accepted and authorization was given to pay the submitted bills on a motion from Rick Williams seconded by Joe McWilliams.

In a review of the final Profit & Loss statement for the year it was noted that the actual total income was 99% of the forecasted budget. Also of note was that the final P&L shows an under expenditure of nearly \$30,000. These results will increase our total projected reserve contribution for the current fiscal year from the budget of approximately \$60,000 to \$90,000. This is favorable as in the upcoming months we will be paying for the new radios as well as in the future a possible new fire truck.

In his chiefs report Chief Hamilton reported that currently the District has 42 active firefighters and 3 trainees. Fire truck #8489 is back in service after completed repairs.

### **OLD BUSINESS**

1. Financial Review Committee – The 2017/2018 budget is now final and the Treasure will make distribution to the board members via email.

Adam Hack distributed the Pewee Valley Fire Protection District 10 year Financial Forecast for the boards review and discussion. Each year assumptions for revenue and expenditures will be updated to give us a best estimate on projected expenditures and revenues in years to come.

Chris Haunz is putting together a specifications document to distribute to banking institutions that may want to serve the PVFD. Chris will distribute a draft of this document to the board members for their review and comment before distributing it to the banks.

2. Personnel Committee – Joe McWilliams, Joe Burkhardt and Chief Hamilton have met and will meet again on August 16 to continue discussions on department job descriptions.
3. Communications Committee – Calendars for July, August, and September were distributed via email.

4. Grant Committee – We did not get the Forestry Grant. The Head Trust grant is still pending. We were informed that we will hear the results of this grant request no later than July 30. The Firehouse Subs grant is still open for submission until September 1. If we are unsuccessful with the Head Trust grant we will submit to the Firehouse Sub grant for the same items. If we are successful with the Head Trust Grant a new set of items will be suggested. Joy Tabler will work with Chris Haunz and Chief Hamilton to identify those items prior to our next meeting on August 21.
5. SOP/Guidelines – As a work in progress Chris Haunz is working with our web master to put the SOP guidelines as well as other documents such as the Bylaws and Procurement and Purchasing and Policy on the PVFD website. These documents will be under a members only section and will be password protected. More information to follow at the next meeting.
6. Administrative Committee – No Report
7. Information Technology Committee – Firehouse software still has not been transferred to the web. As this transfer will cause the system to be down for a short period we are sensitive to when the best time for the transfer to take place. It will be done soon.

8. Miscellaneous:

An offer has been received to purchase our for sale fire truck #8432 for \$4,800. On a motion by Chris Haunz and seconded by Joe McWilliams it was voted unanimously to accept the offer. Chris will handle the sale and title transfer.

Tuesday, July 18 Chairman Burkhardt and Chief Hamilton will make their annual presentation to Oldham County Fiscal Court. In addition to reporting on our financials and tax rate they will again briefly mention our Ash Avenue concerns.

### **NEW BUSINESS**

PVFD Procurement & Purchasing Policy – All board members acknowledged receipt and review of the Procurement and Purchasing Policy, including Rex Florence who confirmed via email prior to the Board Meeting. It was also discussed and agreed that the board's preference is to receive supporting documents and quotes via email 24 hours in advance of the board meeting to review purchases subject to the policy, where possible. It is expected that only in emergency situations is information presented directly to the board for consideration without prior written communication.

Chairman Burkhardt, Chris Haunz, and Bill Renninger met with E&H construction on June 28, 2017 at station #2 to once again go through unfinished work and issues. E&H stated that they would be taken care of shortly. To date nothing has been done. Chairman Burkhardt will make another phone call.

Adam Hack made a motion which was seconded by Joe McWilliams and approved unanimously to cut a check in the amount of \$250 to pay our yearly registration fee to the Commonwealth of Kentucky for our SPGE registration.

Chris Haunz continues to get bids from vendors for installing cameras in various locations throughout station one. He will present to the board when he secures all the proposals.

Chris Haunz will be purchasing a TV to replace the one which is non functioning in the meeting room. As the purchase will be under \$500 and is considered in the budget no vote is necessary.

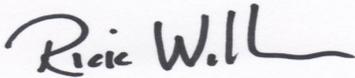
At 8:15pm Chris Haunz as authorized by KRS 61.810 moved to enter into Executive Session to discuss personnel matters. Adam Hack seconded the motion which passed unanimously. At this time Cole Davis was excused from the meeting and Chief Hamilton and Jerry Nauert were invited to participate in the Executive Session.

At 8:40pm Chris Haunz moved to come out of Executive Session. Joe McWilliams seconded the motion which passed unanimously.

The next regular meeting of the Board of Trustees will be held on **MONDAY**, August 21, 2017 at 7:00 p.m. at Station #1. The public is invited to attend.

On a motion from Chris Haunz, seconded by Joe McWilliams, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Rick Williams". The signature is written in a cursive, slightly stylized font. The first name "Rick" is written in a larger, more prominent script, and "Williams" follows in a similar but slightly smaller script. The signature is positioned above the printed name.

Rick Williams, PVFD Secretary