

MINUTES OF THE REGULAR MONTHLY MEETING OF THE OKOLONA FIRE PROTECTION DISTRICT

The regular monthly meeting of the Okolona Fire Protection District came to order at 7:00 P.M., on Thursday, November 7, 2002, at 8501 Preston Highway, Louisville, Kentucky with the following people present:

Mr. Dorsey Powell, Chairman
Mr. Ed Hogan, Treasurer
Mr. Jack Ragan
Mr. Bob Hughes
Mr. Michael Portman
Mr. Kyle Brown
Col. Richard Carlson, Chief of the District
Mr. Jason McGregor, Attorney for the District
Mrs. Judy Johnson, Fire Department Secretary

Visitors: Mr. William Hollister, Auditor
Batt. Chief Cary Luker
Mrs. Laura Lindsey
Capt. Billy Mattingly
Sgt. Jim Baker

I. ADMINISTRATION

Audit

Mr. William Hollister presented the district audit for the fiscal year July 1, 2001 to June 30, 2002. After discussion of the audit, Kyle Brown made the motion to accept the audit as presented. Bob Hughes seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to accept the audit for the fiscal year ending June 30, 2002 as presented.

Rich Carlson asked Mr. Hollister if the department had some extra funds, how should they invest. Mr. Hollister that we were limited by statutes to very conservative savings such as passbook savings and certificates of deposit.

Minutes

The minutes of the October 3, 2002 meeting were presented for approval. Jack Ragan made the motion to accept the minutes as presented. Bob Hughes seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED that after proper motions the minutes of the October 3,

2002 meeting were duly approved and made a part of the permanent records of the Okolona Fire Protection District.

II. FINANCE AND ACCOUNTING

The treasurer submitted his report for the month of October, 2002 which is summarized as follows:

Beginning Balance as of October 1, 2002.....	\$162,991.13
Deposits as of October 31, 2002.....	\$216,580.45
Withdrawals as of October 31, 2002.....	\$192,081.21
Balance as of October 31, 2002.....	\$187,490.37

Jack Ragan made the motion to accept the treasurer's report as submitted. Bob Hughes seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED that after proper motions the treasurer's report for the month of October, 2002 was duly approved and made a part of the permanent records of the Okolona Fire Protection District.

III. OLD BUSINESS

A. Budget

We have received a report from the sheriff's office on what has been billed for the current tax billing for real estate and tangible taxes. For the current year, the sheriff's office has billed \$1,995,823.21. The real estate part is \$1,617,312.61 and the tangible part is \$378,510.60. When the budget was prepared the amount projected for real estate and tangible taxes was \$1,887,136. This means we should be receiving some \$108,687 more revenue than originally projected. It is believed that Commerce Crossings and UPS Worldwide Logistics are the sources for this increase. We probably will not receive the entire \$108,687 due to some of the UPS Worldwide Logistics Center is believed to be in Fairdale fire district. We have an agreement with Fairdale that Okolona will collect the fire taxes, and then equally split this with Fairdale. The chief suggests that the board consider placing at least \$80,000 in a long term investment (1 to 2 years) for the purposes of purchasing a new fire apparatus in about 2 years. Attorney McGregor advised that the board will need to amend the budget to reflect this increase. Bob Hughes made the motion to accept the chiefs proposal. Mike Portman seconded. Board approved with no opposition.

B. Computer Networking

Most of the work discussed at the October meeting has been accomplished with respect to the computer networking. Sergeant Jim Baker advised the board that he does not feel he is qualified to install the windows 2000 server. He has a price quote, from the man who installed the networking, of \$75 per hour to install. Estimates about 40 hours work. It is believed that the maximum would be \$3,000. Jack Ragan made the motion to set aside \$3000 to be used, if necessary for installing the server. Ed Hogan seconded. Mike Portman asked about follow-up help. Jim advised that if the man had to come in he would charge but he was getting telephone help from him. Jim to confirm this. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to allocate up to \$3,000 for the computer server installation work.

C. Station Two Bay Floors

We were not satisfied with the work that was done on the bay floors at station two. The contractor will be repairing and re-coating the floor at their expense in the near future. There are concerns that despite the finished that was used, the floor in the original bay, hallway & gear room is slick when wet. The contractor can go back over those areas and add a grit finish to the floors. They have proposed to do this for \$5,500. Ed Hogan advised that these floors are extremely slick when wet. Kyle Brown made the motion to spend the \$5,500 to have the grit added to these floors. Jack Ragan seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to have grit put on the floors at station two at a cost of \$5,500.

D. Copier - Sta. 2

Last month the board requested that we look into leasing versus purchasing of a copy machine for station two. We have the following price quotes:

Ikon - Leasing \$71.50 per month plus .0145 per copy
Purchase price \$3,045

IBS - Leasing \$82.50 per month plus .0165 per copy
Purchase price \$3,117

Business Machine Co. - Leasing \$80.45 per month plus .0162 per copy
Purchase price \$4,020

The leasing will cover maintenance and toner. All we would have to buy is paper. Ed Hogan

made the motion to lease, on a 60 month lease, the copier from Ikon for \$71.50 per month and .0145 copy charge. Bob Hughes seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to lease a copier from Ikon for \$71.50 per month and .0145 per copy.

E. Merger Update

Jack Ragan advised that he has not been able to talk with Kusak about the public meeting regarding the merging of the 5 east end departments. He has done some research on equipment comparisons, etc. and he will be meeting with the committee as soon as he has been to talk with the east end departments.

IV. NEW BUSINESS

A. Special Firefighter Appointment

Stan Ferguson, a long time volunteer member of the fire department, suffered major injuries several years ago at his regular place of employment. He had to seek disability retirement as he is no longer able to function as a regular firefighter. It is requested that the board appoint Stan Ferguson as a special firefighter for service in the area of public relations and fire safety education matters. Mr. McGregor advised that the chairman can appoint a special firefighter and the board limits the duties. Dorsey Powell appointed Stan Ferguson as special firefighter and requested the board to limit his duties to public relations and fire safety education. Ed Hogan made the motion to accept Stan Ferguson as special firefighter and limit his duties to public relations and fire safety education matters. Jack Ragan seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to appoint Stan Ferguson as special firefighter with duties limited to public relations and fire safety education.

B. Education Opportunity

It is requested that the board send Lieutenant John Vickers and Sergeant Dave Lindsey to an apparatus maintenance and specification symposium sponsored by the Fire Department Safety Officers Association in Ft. Lauderdale, Florida, in January. These two persons are in charge of our apparatus maintenance program. The cost of one registration is \$360. Lodging is \$121 per night for 4 nights. Meal allowance would be \$125 per person. Total cost would be \$606 per person. Ed Hogan made the motion to send both people to the symposium and to check into flying as it may be cheaper to fly than to drive. Jack Ragan seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to send 2 members to the Apparatus

Maintenance & Specification Symposium at a cost of \$1212.

C. Surplus Equipment

Attached is a list of equipment that is recommended to be declared as surplus to the fire district. Kyle Brown made the motion to declare the items surplus and sell or give away. Ed Hogan seconded. Board approved with no opposition.

D. Personal Equipment

It is requested to purchase a long sleeve class A uniform shirt for each member to be worn during the many events that we attend during cool weather. It is also requested to purchase safety glasses, one flashlight and one rescue knife for each firefighter. The safety glasses are to provide better eye protection while at scenes of auto accidents with rescue. The costs of the shirts is approximately \$50 each. The cost of the safety glasses is \$7.50, flashlight \$19.10 and knife \$27.50. Kyle Brown made the motion to purchase the shirts, flashlights, knives & safety glass with the items being placed on the inventory sheets and checked yearly with members being responsible for replacing missing items. Ed Hogan seconded. Dorsey Powell advised that he wanted to be sure members used the safety glasses as required. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to purchase class A long sleeved shirts, safety glasses, flashlights and rescue knives for each member.

E. Payroll

Payroll is done in house. We would like to have direct payroll deposit for our employees rather than writing checks. The cost would be an initial \$200 set up fee, \$35 per month maintenance fee and \$.35 per transaction. Cost will be about \$54 per month. Ed Hogan has talked with all but one of the employees and everyone would like to have the direct deposit. Kyle Brown made the motion that if 75% of the employees wanted to have the direct deposit we offer it to them. Ed Hogan seconded. Mike Portman advised that the motion should include that all new hires automatically have the direct deposit. After discussion, Kyle Brown withdrew his motion. Ed Hogan withdrew his second. Mike Portman made the motion to have direct payroll deposit for all employees and for all new hires within 30 days of hire. Ed Hogan seconded. Board approved with no opposition.

F. Hydraulic Reel

Ed Hogan requested to purchase a hydraulic hose reel and 100 feet of hose for the jaws unit on 8035. It is a single source item and cost between \$1650 and \$1700. Ed Hogan made the motion

to purchase the reel and hose. Kyle Brown seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to purchase a hydraulic hose reel & hose for unit 8035 at a cost of approximately \$1700.

G. Generators

It appears that we will have enough money left from our loan to purchase emergency generators for sta. 1 & sta. 2. Board approval is requested to prepare specifications and advertise for bids. Ed Hogan made the motion to approved seeking bids for the generators. Jack Ragan seconded. Board approved with no opposition. Jason McGregor to prepare advertisement for bids.

H. Heating & Air

F.S. Schardein did their semi-annual maintenance and inspection of the units. Unit 8 is down and not repairable. They gave an estimate of \$6100 to replace the unit. There are two other units with cracked heating exchangers that are repairable at a cost of \$2400 each. Kyle Brown made the motion to have the repairs done. Ed Hogan seconded. Board approved with no opposition.

IT IS HEREBY RESOLVED after proper motions to have unit 8 replaced and the other two units repaired at a cost of \$10,900.

I. Miscellaneous

Bob Hughes advised that the board should be very proud that one of our members, Madonna Flood, who has been elected to the city/county council position. He would like for the board to send her a congratulatory bouquet of flowers. He will order the flowers. There will be no cost to the district.

Mike Portman asked if Madonna Flood would be able to stay on the board of trustees since she has the new position. Jason McGregor will get a definite ruling from Attorney Maze on this. Ed Hogan asked that if Madonna can not stay on the board, would the board want to send in a name for consideration since someone will have to be appointed to complete her term on our board. The board agreed that they would want to submit a name.

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J. NFPA Technical Committee

Chief Carlson has been appointed to be chairman of the National Fire Protection Association Technical Committee on Fire Prevention Inspector and Plan Review Professional Qualifications. Along with this he will be on the Correlating Committee which oversees the development of all the NFPA professional qualifications standards which impacts on how we train our members for their various tasks and function. Jack Ragan made the motion to approve Chief Carlson accepting this position. Ed Hogan seconded. Board approved with no opposition.

There being no further matters to come before the board of trustees of the Okolona Fire Protection District, Bob Hughes made the motion to adjourn. Ed Hogan seconded the motion. Board approved and meeting adjourned at 8:00 P.M.

Respectfully submitted,

Acting Secretary

Attested:

Dorsey Powell, Chairman