

# 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 pm, on Thursday, October 1, 2009, at 8501 Preston Hwy., Louisville, Ky. 40219 with the following people present:

Mr. Dorsey Powell, Chairman  
Mr. Jack Ragan, Treasurer  
Mr. Cary Luker, Secretary  
Mr. Ed Hogan  
Mr. Lonnie Thurman  
Mr. Kyle Brown  
Deputy Chief Chris Gosnell  
Mr. Jason McGregor, Attorney for the District  
Mrs. Judy Johnson, Fire Department Secretary

Visitor: Sgt. Brad Nalley  
Captain Bill Schmidt  
Firefighter Billy Kiefer

## I. ADMINISTRATION

The minutes of the September 3, 2009 meeting were presented for approval. Cary Luker advised that Deputy Chief Chris Gosnell was in attendance at the meeting but was left off the minutes. Jack Ragan made the motion to accept the minutes as presented with the above correction. Cary Luker seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motion to accept the minutes of the September 3, 2009 meeting with correction and make it a part of the permanent records of the Okolona Fire Protection District.***

Secretary Cary Luker advised the board that there needed to be a correction made to the August 6, minutes under new business, item B. Motion should have read to spread the \$56,000 among the full-time employees, all costs incurred such as retirement, insurance, etc. to be included in the \$56,000 to equal approximately \$746.07 per employee. The 2% included in the budget for salary increases to be set aside, outside the general fund for future unknown expenditures. The resolution should also read as above. Ed Hogan made the following motion, that the 2% raise amount noted in the annual budget, be earmarked and set outside the general fund for unknown future expenditures. Cary Luker seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motions the board declared that the 2% salary raise amount noted in the annual budget be earmarked and set outside the general fund for unknown expenditures at this time.***

## **II. FINANCE AND ACCOUNTING**

The treasurer submitted his report for the month of September, 2009 which is summarized as follows:

<b>Beginning Balance</b> as of September 1, 2009.....	\$1,370,568.35
<b>Deposits</b> as of September 30, 2009.....	\$ 198,141.94
<b>Withdrawals</b> as of September 30, 2009.....	\$ 283,866.59
<b>Ending Balance</b> as of September 30, 2009.....	\$1,284,843.70

Lonnie Thurman made the motion to accept the treasurer's report as presented. Ed Hogan seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motions the treasurer's report for the month of September, 2009 was duly approved and made a part of the permanent records of the Okolona Fire Protection District.***

## **III. OLD BUSINESS**

### **1. Completed Back Lot**

Attorney McGregor advised that the back lot has been paved and marked and we need to make the resolution and sign over the deed to the property to Gary Owen. Jack Ragan made the motion to sign the deed to the property, that we purchased from Knights of Columbus, over to Gary Owen. Cary Luker seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions to sign over the deed to the lot behind station 1, to Gary Owen.***

### **2. Training Academy**

Attorney McGregor advised the board that refinancing the training academy is being proposed. Each departments name would be on the deed at that time. The academy would be used for collateral for the loan. All 9 departments involved with the academy must approve the refinancing. It is to the departments advantage to do this and will cost Okolona approximately \$50,000. Attorney McGregor advised the board that he will be sure that everything is Ok with the

refinancing, etc. before it is finalized. This will be discussed more later in the meeting.

Attorney McGregor had to leave the meeting due to the death of his other. The board expressed their sympathies to Mr. McGregor.

### **3. Supervisor Training**

We have completed a training program proposal for supervisor training. A copy of the proposal is attached to these minutes. Cary Luker advised that this proposal was presented to the officers at their last meeting and they agreed with the proposal. Ed Hogan made the motion to approve the proposed supervisor training program. Cary Luker seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions to approve the supervisor training program.***

### **4. Physical Fitness Proposal**

We have completed a physical fitness standard proposal for members of the fire department. The standard shall be applicable to all career firefighting personnel and strongly recommended to all volunteer firefighting personnel. A copy is attached to these minutes. Chris Gosnell advised that if you do not complete this program by passing the fitness testing, you will not be eligible for promotion and you will not be eligible to go to any outside fire schools. Mark Little and/or Jody Craig will personally work with members who do not pass the testing to help them to meet the requirements. Jody Craig would like to get a medical professional to come to the department and meet with each person to help them know what they need to do to meet the requirements.

Trustee Luker feels that the volunteer firefighters should be required to meet the same standards as the career people. Trustee Brown asked if a person meets the fitness requirements do they have to do the work out program. Chief Gosnell advised that the program states a full-time firefighter will work out a minimum of 60 minutes per shift.

Cary Luker made the motion to adopt the Okolona Fire Protection District physical fitness program to be for all members of the department both career and volunteer and part-timers and everyone has to pass the recommended physical fitness standards test annually. If the volunteers don't pass their yearly fitness testing, they will have to do additional fitness training until they do. Ed Hogan seconded the motion. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions to approve the physical fitness standards program for all Okolona firefighters.***

## **5. FMLA Training Date**

We have established a date with Louisville Metro Government, for the Family Medical Leave Act Training, that was discussed at the September trustee meeting. Jennifer Maupin has given us a date of October 22, 2009, at 8:30 am, at station 1.

## **6. Outside Hiring Process**

The outside hiring process is proceeding. We began distributing applications on September 21, and they are due back by October 9. There will be 3 final candidates recommended to the board at the December 3 meeting.

## **7. EMT Run Volume Tracking**

We have been tracking the amount of EMS runs that were added to our responses a couple of months ago. Capt. Schmidt advises that we have made 61 more runs. Seizures seems to be the biggest cause of the additional runs. We made several runs on the same day to the same patient due to seizures. We made 182 medical runs in 2 months. Board to re-evaluate next month.

# **IV. NEW BUSINESS**

## **A. Surplus Equipment**

There is a list of out of service fire equipment and uniforms provided by Sgt. Keith Durbin, equipment officer. He suggests declaring these items surplus. He wants to give the fire gear to our Explorer program (non firefighting purposes) and dispose of the clothing items after patches are removed. Ed Hogan made the motion to declare the items surplus and to donate as requested. Lonnie Thurman seconded and board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motions the attached list of equipment was declared surplus.***

## **B. FEMA Ice Storm Reimbursement**

Back in January, 2009, we dealt with the ice storm and responded to numerous calls for assistance. By the Presidential Declaration of February 5, 2009, we have submitted a request for reimbursement from FEMA through State EMA, for \$56,964.40. It is requested to put the approved amount of funds (\$49,559.03) into the contingency fund. It will be about 2 months before we receive the check. Ed Hogan made the motion to sign the necessary paperwork and put the funds into the contingency fund. Jack Ragan seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions to sign the necessary paperwork for the FEMA reimbursement and put the funds into the contingency account when received.***

### **C. Accountability System Grant**

The Louisville Fire Department has received a grant to purchase a suburban wide accountability system. The grant covers 80% of the cost of the equipment for the system. The total cost for the OFD components of the accountability systems is \$98,695.50. The 20% match portion of this grant that applies to Okolona is \$21,414.10. There is currently \$12,000 in the Firefighting supplies account and \$7,000 in the new equipment account. The board did not want to deplete the funds in these 2 accounts. Kyle Brown made the motion to join into the accountability system and to pay the \$21,414.10 from the contingency fund account. Ed Hogan seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motions the board approved joining into the suburban accountability system at a cost of \$21,414.10 and to charge the costs to the contingency account.***

### **D. Salary Increases**

Trustee Brown advised the board that when we gave salary increases a couple of months ago, we did not include the part-time personnel. Kyle Brown made the motion to give the part-time personnel a \$.50 cents per hour salary increase. Ed Hogan seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motion to raise the part-time firefighters salaries by \$.50 cents per hour.***

### **E. Sign for Station 1**

Trustee Hogan asked for someone to follow up on the sign for station 1. He advised that if we were not going to get the permanent sign, he would like for us to purchase another portable sign. The one we have is in terrible condition.

### **F. Information to the Board**

Trustee Ragan advised the board that he would no longer own property in the Okolona Fire Protection District in a couple of days, however the KRS state that an appointed person does not have to live with in the district. He also advised the board that he does not feel that he is as efficient as he once was as treasurer and he would like to step down from that position, although he will happy to continue to do whatever he can for the new treasurer. Chairman Powell asked

for nominations for the treasurer position. Cary Luker nominated Ed Hogan. Lonnie Thurman seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions that Ed Hogan will be the treasurer for the Okolona Fire Protection District.***

Cary Luker made the motion to go into executive session to discuss matters of personnel. Ed Hogan seconded. Meeting went into executive session at 8:00 PM.

By proper motions the board returned to open session at 8:35 pm.

#### **A. Training Academy Refinancing**

Chief Gosnell advised the board that the training academy is trying to refinance \$463,000 on the property. Each of the 9 departments would be responsible for paying 1/9<sup>th</sup> of the debt. The interest rate will be 5.19%. We will still be paying the \$10,000 annual fee as well. Ed Hogan made the motion that upon the approval of Attorney Jason McGregor, Okolona take responsibility for up to \$55,000 on the mutual loan on the training academy property in Fern Creek not to exceed the \$55,000 and provided our name is listed on the property deed. Chairman Powell called for a roll call vote. Kyle Brown – yes; Cary Luker – yes; Lonnie Thurman – yes; Ed Hogan – yes; Jack Ragan – yes; Dorsey Powell – yes.

***IT IS HEREBY RESOLVED after proper motions to join into the training academy refinancing not to exceed \$55,000, with Okolona Fire Protection District being listed as one of the 9 property owners on the deed.***

#### **B. Salary Increase**

Cary Luker advised the board that Judy Johnson has been filling Rochelle Evans position since she has been on sick leave. He made the motion to increase Judy's salary to \$14.00 per hour, retroactive to the date she started after Rochelle went on leave and to continue until such time as Rochelle returns to work. She will return to her regular hourly rate at that time. Kyle Brown seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions to temporarily increase Judy Johnson's salary to \$14.00 per hour retroactive to the date Rochelle Evans went out on medical leave.***

#### **C. Brian Evans**

Kyle Brown advised the board that former Brian Evans had \$692 withheld from his paycheck by the department. He has a balance of \$662.73 of the money remaining. Trustee Brown made the motion to refund that money to Brian Evans to be issued through the next payroll. Ed Hogan seconded. Board approved with no opposition.

***IT IS HEREBY RESOLVED after proper motions to return \$662.73 to Brian Evans at the next payroll.***

There being no further matters to come before the board of trustees, of the Okolona Fire Protection District, Kyle Brown made the motion to adjourn. Seconded by Ed Hogan and approved with no opposition. Meeting adjourned at 8:45 pm.

Respectfully submitted,

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Cary Luker, Secretary

Attested to:

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Dorsey Powell, Chairman