

RETURN TO OFD

*1/10/20*

## REGULAR MONTHLY MEETING MINUTES 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, March 12, 2020 at 8501 Preston Highway, Louisville, KY 40219 with the following people present:

- Trustee Dorsey Powell, Chairman
- Trustee Michael Portman, Treasurer
- Trustee Ed Hogan
- Trustee Jeffrey Carlson
- Jason McGregor, Attorney for the District
- Chief Marlin Howard
- Deputy Chief Mark Little
- Tom Puckett, Assistant Chief
- Captain Tom Ogle
- John Vickers

### I. CALL TO ORDER

The Meeting was called to order by Chairman Dorsey Powell at 7:00 p.m.

In the absence of Secretary Tammy Baechle Chairman Powell appointed Trustee Jeff Carlson as acting Secretary.

### II. MINUTES

The minutes of the February 13, 2020 was presented for approval. Trustee Mike Portman made a motion to accept the minutes as written and Trustee Ed Hogan seconded said motion. The OFPD Board approved said motion with no opposition.

**IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the minutes of the February 13, 2020 Okolona Fire Protection District Board of Trustees were duly approved and made a part of the permanent records of the Okolona Fire Protection District.**

### III. FINANCE AND ACCOUNTING

Beginning Balance	\$7,815,625.34
Business Money Market	\$ 448,036.31
Money Market Account 1657	\$ 560,777.72
Petty Cash	\$ 100.00
From line of credit	\$ (3,510.00)
Total	\$8,641,469.17

The treasury report for February 2020 was presented for approval. Trustee Ed Hogan made a motion to approve the treasury report and Trustee Jeff Carlson seconded said motion. The OFPD Board approved said motion with no opposition.

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the treasury report presented was duly approved**

**and made part of the permanent records of the Okolona Fire Protection District.**

#### **IV. OLD BUSINESS**

*There being no old business to discuss*

#### **V. NEW BUSINESS**

##### **A. Liability Insurance Quotes**

*Sterling Thompson has provided us with a quote for VFIS Insurance at a cost of \$91,935.55 and Providence Insurance for \$7,660.00. Trustee Ed Hogan made a motion to renew the coverage and Trustee Mike Portman seconded said motion. The OFPD Board approved said motion with no opposition.*

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion it was approved to renew the coverage with VFIS at a cost of \$91,935.55 and Provident Insurance for \$7,660.00. This was made part of the permanent records of the Okolona Fire Protection District.**

##### **B. Chief Position Update**

*Members of the Board met with Deputy Chief Mark Little to discuss his upcoming position as Fire Chief.*

##### **C. Holding Company transfer to District**

*Tom Puckett recommended that we transfer the Holding Company to the District as soon as possible to save on time and fees. Trustee Ed Hogan made a motion to transfer the CON and/or license from the Holding Company to the District when legally acceptable. Trustee Mike Portman seconded said motion. The OFPD Board approved said motion with no opposition.*

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approve to transfer the CON and/or License from the Holding Company to the District when legally acceptable. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.**

##### **D. Purchase Order approval for EMS**

*Specialty Truck (Horton Ambulances for March 25-27 delivery) \$664,449.00*

*EFX Graphics for ambulance striping. \$3,400.00 each totaling \$10,200.00*

*Teleflex EZ 10 System (alternative of an IV) \$3,105.00*

*Trustee Ed Hogan made a motion to approve the funds for each of the purchase orders and Trustee Jeff Carlson seconded said motion. The OFPD Board approved said motion with no opposition.*

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approve the payments for Specialty Truck \$664,449.00, EFX Graphics \$10,200.00 and Teleflex EZ 10 system for \$3,105.00. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.**

#### **E. SOP Changes**

*Changes were made to the Standard Operating Guidelines to accommodate EMS. Trustee Ed Hogan made a motion to approve the SOP changes and Trustee Mike Portman seconded said motion. The OFPD Board approved said motion with no opposition.*

***IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approve the changes made to the SOP to accommodate EMS. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

#### **F. Handbook Revisions**

*Revisions were made to the handbook to accommodate the 12 hour shift employees. Trustee Ed Hogan made a motion to accept the revisions and Trustee Mike Portman seconded said motion. The OFPD Board approved said motions with no opposition.*

***IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved the revisions made to the handbook to accommodate the 12 hour employees. This was approved and made part of the permanent records of the Okolona Fire Protection District.***

#### **G. Billing Manager and Provider Letter**

*A letter has been drafted by the 911 Billing Services to act as Billing Manger for EMS. Trustee Ed Hogan made a motion to accept 911 Billing Service as Billing Manager and for Chairman Dorsey Powell to sign the letter. Trustee Mike Portman seconded said motion. The OFPD Board approved said motions with no opposition.*

***IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approve the signature of Chairman Dorsey Powell to 911 Billing Service to be the Billing Manager for EMS. This was duly approved and made part of the permanent records of the Okolona Fire Protection District***

#### **H. Payment Data System Inc. Agreement**

*This company will handle electronic payments with third party for credit card payments at no cost to the fire department. Trustee Ed Hogan made a motion for Chairman Dorsey Powell to sign the agreement and Trustee Mike Portman seconded said motion. The OFPD Board approved said motions with no opposition.*

***IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved to sign the agreement for third party billing with Data System Inc. This was approved and made part of the permanent records of the Okolona Fire Protection District.***

#### **I. Andee Valentine**

*Andee Valentine was somehow over looked during the hiring process. She will have a hire date with EMS as a Paramedic on March 10, 2020 and a start date of March 23, 2020 with an annual salary of \$57,000.00. Trustee Ed Hogan made a motion to hire Andee Valentine with a starting date of March 23<sup>rd</sup> at \$57,000.00 a year and Trustee*

Jeff Carlson seconded said motion. The OFPD Board approved said motions with no opposition.

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved to hire Andee Valentine with a hire date of March 10, a start date of March 23 and a annual salary of \$57,000.00. This was approved and made part of the permanent records of the Okolona Fire Protection District.**

#### **J Outside Training Request**

A request was made for Mark Little and Jody Craig to attend a Hazmat Seminar at a cost of \$1,118.80 each. Trustee Ed Hogan made a motion to pay the \$1,118.80 each to attend the seminar and Trustee Jeff Carlson seconded said motion. The OFPD Board approved said motions with no opposition.

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved to pay \$1,118.80 each for Mark Little and Jody Craig to attend a Hazmat Seminar. This was approved and made part of the permanent records of the Okolona Fire Protection District.**

#### **K. Roederer Construction Draw**

Roederer Construction has submitted a monthly draw on the dorm room expansion in the amount \$63,956.78. Trustee Ed Hogan made a motion to approve the payment to Roederer Construction for \$63,956.78 and Trustee Mike Portman seconded said motion. The OFPD Board approved said motions with no opposition

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved to pay Roederer Construction a monthly draw of \$63,956.78. This was approved and made part of the permanent records of the Okolona Fire Protection District.**

#### **L. UVC Light Sanitizer**

A request was made to purchase a UVC light sanitizer for the vehicles and apparatus. Trustee Ed Hogan made a motion to purchase a UVC light sanitizer for \$4,100.00 or less. Trustee Mike Portman seconded said motion. The OFPD Board approved said motions with no opposition

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved the purchase of a UVC light sanitizer for up to \$4,100.00. This was approved and made part of the permanent records of the Okolona Fire Protection District.**

#### **VI. Executive Session**

Pursuant to KRS 61.810, (f) and (g) Trustee Ed Hogan made a motion to enter into executive session at 8:17 PM to discuss pending litigation, personnel matters and discussions concerning a specific business matters. Trustee Mike Portman seconded said motion. The OFPD Board approved said motion with no opposition. At 8:47 the Board came out of Executive Session.

#### **M. Appointment of John Vickers**

Mayor Greg Fischer appointed John Vickers as Trustee of the OFPD Board of

Trustees. Attorney Jason McGregor swore in John Vickers to replace John Flood. The OFPD Board approved with no opposition.

**N. Station 2 Property Update**

Members of the Board met and viewed the property for sale next to station two. After a discussion Trustee Ed Hogan made a motion to offer \$180,000.00 for the property and Trustee John Vickers seconded said motion. The OFPD Board approved said motions with no opposition.

**IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the Board approved to offer \$180,000.00 for the property joining station 2. This was approved and made part of the permanent records of the Okolona Fire Protection District.**

**O. Camp Taylor Acquisition**

The Board discussed the possibilities of merging with Camp Taylor. Chief Marlin Howard and Chairman Dorsey Powell will meet the Chairman of Camp Taylor to discuss a list of questions created by the board.

**VII. Adjournment**

There being no further matters to come before the OFPD Board a motion to adjourn the meeting was made by Trustee Ed Hogan and Trustee Jeff Carlson seconded said motion. The OFPD Board approved said motion with no opposition. The OFPD Board meeting adjourned at 9:00 p.m.

Respectfully Submitted,

  
Jeffrey Carlson, Acting Secretary

Attested

  
Dorsey Powell, Chairman