

OKOLONA FIRE PROTECTION DISTRICT

REGULAR MONTHLY MEETING MINUTES

THURSDAY, FEBRUARY 9, 2023

Okolona Fire Protection District's regular monthly meeting came to order at 4:00 PM on Thursday February 9, 2023 at 8501 Preston Highway, Louisville, KY 40219 with the following persons present:

Chairman Ed Hogan
Secretary Michael Vincent
Treasurer Mike Portman
Trustee Matt Kolter
Trustee Jason Tobbe
Trustee John Vickers
Trustee Chris Gosnell
Chief Mark Little
Assistant Chief Jeff Carlson
EMS Director Joe Hamilton
EMS Assistant Director Racheal Wiedmeyer
EMS Trustee Advisor Stephen Miller
Attorney Jason McGregor

Theresa Gregory, Jan Howard, Whitney King, Jim Baker, Nicole Bray, Angie Estes, Marc Davich, Taylor Moore

1. CALL TO ORDER

The meeting was called to order by Chairman Ed Hogan at 4:00pm.

2. MINUTES

The minutes of the January 12, 2023 meeting were not complete at this time. They will be presented for approval at the next meeting.

3. CLOSED SESSION

Motion made by Trustee Jason Tobbe at 4:03pm to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to discuss personnel matters that might lead to the appointment, discipline or dismissal of an individual employee. This exception shall not be interpreted to permit discussion of general personnel matters in secret. Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.** At 4:59pm Trustee Jason Tobbe made motion to come out of closed session and enter back into regular meeting. Trustee Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition at 4:59pm.**

4. EMS

A. EMS Director's Report

In January 2023 there were 1081 EMS runs by Okolona EMS with 654 of those runs being in Okolona. Average response time in Okolona was 8:09.

B. Promotions

Trustee Jason Tobbe made motion to approve promotion of Darylie Mills to Paramedic. Her salary will be increased to \$61,376.73 effective 2/13/2023. Trustee Matt Kolter seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Resignations/Retirements

Trustee Jason Tobbe made motion to accept the resignation of Josh Frye and Anna Foster. Trustee Matt Kolter seconded said motion. **The OFPD Board approved said motion with no opposition.**

D. PRP Student Ride Along Program

Clinical Learning Agreement renewal between Pleasure Ridge Park Fire Protection District and Okolona Fire Protection District will commence on January 30, 2023 and shall conclude on January 30, 2024. Trustee Matt Kolter approved and signed the agreement.

E. EMS Billing Policy

Trustee Mike Portman made motion to approve the billing policy regarding OFPD employees and other outside agencies with the wording to also include "other emergency agencies". Chief Hamilton will make wording changes. Trustee Jason Tobbe seconded said motion. **After discussion, the OFPD Board approved said motion with no opposition.**

5. CLOSED SESSION

Motion made by Trustee Jason Tobbe at 5:06pm to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to discuss personnel matters that might lead to the appointment, discipline or dismissal of an individual employee. This exception shall not be interpreted to permit discussion of general personnel matters in secret. Trustee Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** At 5:12pm Trustee Jason Tobbe made motion to come out of closed session and enter back into regular meeting. Trustee Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition at 5:12pm.**

6. FIRE

A. Life Insurance

IRS law states that the premiums of any life insurance amount above \$50,000 provided by the employer are taxable to each employee and should be included on each W-2. After discussion the board voted to continue employee coverage at \$200,000 with no changes.

B. CERS

Notification information only.

C. Staffing Policy

Trustee Jason Tobbe made motion to accept the Career Staffing Policy changes to be effective 2/9/2023. Trustee Matt Kolter seconded said motion. **After discussion, the OFPD Board approved said motion with no opposition.**

D. Problem Resolution

To be discussed in closed session.

E. Fire Recovery USA

Information only presented.

F. Payroll Solutions, Inc.

Trustee Jason Tobbe made motion to transition away from current payroll company Paychex and begin contract with Payroll Solutions. Trustee Mike Portman seconded said motion. **After discussion, the OFPD Board approved said motion with no opposition.**

G. New Roof – Station Three

Open bids received and read aloud for roof replacement at Station #3. Trustee Mike Portman made motion to approve bid from CentiMark for \$156,250.00. Trustee Michael Vincent seconded said motion. **After discussion, the OFPD Board approved said motion with no opposition.**

H. Surplus Equipment

Northeast Nelson Fire Protection District has requested a donation of seven Honeywell SCBA's with cylinders if declared surplus equipment by the Board. Trustee Jason Tobbe made motion to declare ten SCBA's and cylinders as surplus and to follow up with the requestor to see if they can also use the additional three. Trustee Mike Portman seconded said motion. Letter of release of liability to be included with equipment donation. **After discussion, the OFPD Board approved said motion with no opposition.**

I. Dirt Extractor

Bids received from three vendors for purchase of new dirt extractor. Issue tabled at this time as more details required from those vendors.

J. HVAC Repair

Trustee Jason Tobbe made motion to approve replacement of HVAC at Station Three and purchase Trane unit from bids received. Total cost will be \$9,448.00. Trustee Matt Kolter seconded said motion. **After discussion, the OFPD Board approved said motion with no opposition.**

K. Station Two Property – Old & New

Issue tabled at this time as more information needed.

L. Resignations/Retirements

Trustee Jason Tobbe made motion to accept the resignation of Alec Bosley effective 2/17/2023 and the retirement of Roy Kline effective 3/1/2023. Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

M. ACA 1095-C

Section 6056 of the Internal Revenue Code requires applicable large employers to report information about their health insurance coverage offerings to the IRS (Form 1094-C) as well as

to their full-time employees (Form 1095-C). Motion made by Trustee Mike Portman to hire McGregor & Associates Inc; to complete these forms, transmit to the IRS and make available to employees. Trustee Chris Gosnell seconded said motion. **After discussion, the OFPD Board approved said motion with no opposition.**

7. OFPD HOLDING COMPANY 2

Trustee Jason Tobbe made motion at 6:30pm to come out of regular monthly meeting and enter into Holding Company meeting. With no business with the Holding Company, Trustee Jason Tobbe made motion to come out of Holding Company meeting and enter back into regular meeting at 6:30pm. Trustee Mike Portman approved said motion. **The OFPD Board approved said motion with no opposition at 6:30pm.**

8. CLOSED SESSION

Motion made by Trustee Jason Tobbe at 6:35pm to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to discuss personnel matters that might lead to the appointment, discipline or dismissal of an individual employee. This exception shall not be interpreted to permit discussion of general personnel matters in secret. Trustee Mike portman seconded said motion. Trustee Jason Tobbe then excused himself from closed session. **The OFPD Board approved said motion with no opposition.** At 8:04pm Trustee John Vickers made motion to come out of closed session and enter back into regular meeting. Trustee Matt Kolter. seconded said motion. **The OFPD Board approved said motion with no opposition at 8:04pm.**

9. ADJOURNMENT

There being no further matters to come before the OFPD Board, Trustee John Vickers made motion to adjourn the meeting and Trustee Matt Kolter seconded said motion. **The OFPD Board approved said motion with no opposition and meeting adjourned at 8:04pm.**

Respectfully submitted,



Michael Vincent – Secretary

Attested:



Ed Hogan - Chairman