

OKOLONA FIRE PROTECTION DISTRICT

REGULAR MONTHLY MEETING MINUTES

THURSDAY, APRIL 13, 2023

Okolona Fire Protection District's regular monthly meeting came to order at 4:06pm on Thursday April 13, 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
Chief Mark Little
Assistant Chief Jeff Carlson
EMS Director Joe Hamilton
EMS Trustee Advisor Stephen Miller
EMS Trustee Advisor Amy Seelye
Attorney Jason McGregor

Theresa Gregory, Jan Howard, Whitney King, Jim Baker, Scott Underwood, Chris Seelye, Frankie Nalley, Ricky Carlson, Jennifer Meinhardt, Skylar Payton, Charlie Keyes, Allie Bentley

1. CALL TO ORDER

The meeting was called to order by Chairman Ed Hogan at 4:06pm.

2. MINUTES

The minutes of the following meetings were presented for approval: March 9, 2023 regular meeting and March 29, 2023 special meeting. Treasurer Mike Portman made motion to accept minutes from both meetings and Trustee Matt Kolter seconded said motion. **The OFPD Board approved said motion with no opposition.**

3. FINANCE AND ACCOUNTING

The financial report for the month of March 2023 has not been received, it will be presented at the next meeting.

4. KEYES ARCHITECTS & ASSOCIATES, PLLC

Charlie Keyes, from Keyes Architects, presented tentative plans for kitchen renovations at Stations 1 and 3. Trustee Jason Tobbe made motion to move forward with plans, Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** Option of hiring construction manager discussed, bid proposal request will need to be posted in the Courier Journal. Trustee Jason Tobbe made motion to hire construction

manager and request bids, Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

5. EMS

A. EMS Director's Report

In March 2023 there were 1,097 EMS runs by Okolona EMS with 596 of those runs being in Okolona. Average response time was 8:25.

B. New Hire/Promotion

Trustee Jason Tobbe made motion to approve promotion of Kevin Washington to EMT-B. His salary will be increased to \$44,002.88 effective 5/5/2023. Trustee Matt Kolter seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Resignations/Retirement

None to report.

D. Surplus Equipment

None to report.

E. Human Resources Mediator

Issue tabled at this time.

F. Ambulance Tax

Forms have been completed and signed.

6. FIRE – OLD BUSINESS

A. Paychex

Both Fire and EMS payroll accounts have been closed with Paychex. The department will have company access for 30 days.

B. Roof Repair – Station 3

The final inspection of the roof repair at Station 3 will be performed April 17 or 18, 2023.

7. FIRE – NEW BUSINESS

A. Fire Recovery USA

March information presented.

B. Fire Recovery Rate Review

Trustee Matt Kolter made motion for rates to remain the same, Trustee Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. New Hire/Promotion

Trustee Jason Tobbe made motion to recommend hiring of Chad McAllister as a part-time fire inspector at a rate of \$23.00 per hour with start date of 5/1/2023 pending background check. Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with**

no opposition.

D. Outside Training Request

Information presented regarding training requests for the following: Alex Key – EMT, Matthew Newman – National Fire Academy and Kyle Anderson & Chris Berry – CFT.

E. Kentucky Fire Commission Audit

Training record audit was conducted 4/11/2023, no deficiencies found.

F. Resignations/Retirements

None to report.

G. Surplus Equipment

The Ford Expedition recently named surplus will be placed back in service.

H. SaunaRay Quote

Trustee Matt Kolter made motion to purchase two four bike decon units from Municipal Emergency Services for a total of \$27,190.00. Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

I. Station 3 Gear Washer

Trustee Jason Tobbe made motion to purchase the UniMac Gear Washer/Extractor with drying cabinet from REM Company, Inc; for \$27,721.00. Trustee Matt Kolter seconded said motion. **The OFPD Board approved said motion with no opposition.**

J. Station 1 Gym Abatement

Revisiting issue as total cost is more than the \$25,000 approved at the last meeting. Actual cost from Paul Davis Restoration to be \$29,168.67. Trustee Jason Tobbe made motion to approve the updated cost and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

K. Raynor Quote

Quote of \$62,732.00 received from Raynor for the replacement of four garage doors at Station 1. An ad will be placed in Courier Journal to accept additional bids as the cost is more than \$30,000.

8. CLOSED SESSION

Motion made by Trustee Jason Tobbe at 5:20pm 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 Matt Kolter seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 5:20pm.** Trustee Jason Tobbe made motion to come out of closed session at 6:08pm and Trustee Matt Kolter seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 6:08pm.**

9. ADJOURNMENT

There being no further matters to come before the OFPD Board, Trustee Jason Tobbe 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 6:08pm.**

Respectfully submitted,

Michael Vincent

Michael Vincent – Secretary

Attested:

m. Kolter ^{Acting} Chairman

Ed Hogan - Chairman