

OKOLONA FIRE PROTECTION DISTRICT

REGULAR MONTHLY MEETING MINUTES

THURSDAY, MAY 11, 2023

Okolona Fire Protection District's regular monthly meeting came to order at 4:03pm on Thursday May 11, 2023 at 8501 Preston Highway, Louisville, KY 40219 with the following persons present:

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 Trustee Advisor Stephen Miller
Attorney Jason McGregor

Theresa Gregory, Jan Howard, Whitney King, Jim Baker, Scott Underwood, Chris Seelye, Troy Sturtzel, Billy Kiefer, Angie Estes, Taylor Moore, Racheal Wiedmeyer, Jeff Roederer

1. CALL TO ORDER

The meeting was called to order by Secretary Michael Vincent at 4:03pm.

2. STATION 3 ROOF PRESENTATION

Information only presented by Jeff Roederer.

3. KITCHEN RENOVATIONS

Contract for Construction Manager Jeff Roederer presented and reviewed for renovations of the kitchens at Stations 1 and 3. Treasurer Mike Portman made motion to approve contract and Trustee Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

4. CLOSED SESSION

Motion made by Secretary Michael Vincent 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. Treasurer Mike Portman seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 4:15pm.** Secretary Michael Vincent made motion to come out of closed session at 4:37pm and Treasurer Mike Portman seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 4:37pm.**

5. TRUSTEE RESIGNATION

Trustee Jason Tobbe made a motion to accept the resignation of Trustee Ed Hogan with Trustee Matt Kolter to be named acting Chairman until an election for Chair can be held. Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.**

6. MINUTES

The minutes of the following meetings were presented for approval: April 13, 2023 regular meeting and April 20, 2023 special meeting. Secretary Michael Vincent made motion to accept minutes from both meetings and Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

7. FINANCE AND ACCOUNTING

The financial report for the month of March 2023 was presented for approval. Treasurer Mike Portman made motion to approve report and Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.** Report for the month of April 2023 has not been received, it will be presented at the next meeting.

8. FY 2023-2024 DLG REGISTRATION, FEES & BOARD REPORTING

Information only presented.

9. FY 2023-2024 BUDGET

Presented by Assistant Chief Jeff Carlson. Budget committee to meet soon to adjust several line items.

10. FY 2022-2023 AMENDED BUDGET

Information only presented.

11. FY 2022-2023 AUDIT

Information only presented.

12. EMS

A. EMS Director's Report

In April 2023 there were 983 EMS runs by Okolona EMS with 553 of those runs being in Okolona. Average response time was 7:54.

B. New Hire/Promotion

Trustee Chris Gosnell made motion to approve the hiring of six PRN employees pending physicals, drug screens and background checks. The potential employees are Amanda Armstrong-Warren, Lauren Jacobson, Ariaahna Aubrey, Daniel Nelson, John Williams and Michael Gargiulo. Trustee Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Resignations/Retirements

None to report.

D. Surplus Equipment

None to report.

E. Dell 5430 Rugged Laptops

Information presented regarding the purchase of eight Dell 5430 Rugged Laptops with mounts. Trustee Jason Tobbe made motion to approve the purchase of eight laptops only at this time for the cost of \$17,144.00. Mounts to be considered at a later date. Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

F. Mental Health First Aid

Information presented by Paramedic Angie Estes about Mental Health First Aid classes that she is certified to teach.

G. CMS Data Collection

Information provided about meeting with Bound Tree next week to see how they can assist with CMS audit beginning 7/1/2023.

H. EMS Community Outreach & Training Lab Equipment

EMS Training Officer Racheal Wiedmeyer presented a list of equipment needed for CPR and Stop the Bleed classes. Trustee Jason Tobbe made motion to approve the purchase of requested equipment for the cost of \$9,169.33. Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.**

13. FIRE

A. Fire Recovery USA

Information only presented.

B. The AME Group

Assistant Chief Jeff Carlson presented information regarding several options for the server, firewall, software and email updates to be completed by The AME Group. Trustee Jason Tobbe made motion to approve option #2 that was presented. Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Training Prop

Information provided about the possible purchase of an Alpha Door for training use from Citizens First Fire Training. Total cost to be \$12,000.00. Paul Davis Restoration has offered to contribute \$6,500.00 towards the purchase over a 12, month period. Trustee Jason Tobbe made motion to approve purchase of the Alpha Door for \$12,000.00 and accept donation from Paul Davis Restoration. Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

D. SOP Policy

New Accountability System information to be added to SOP effective 5/1/2023. Trustee Jason Tobbe made motion to accept information and add to SOP. Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

E. New Hire/Promotion

Pinning ceremony to be held on Sunday, May 21, 2023.

F. Hire Additional Staff

Discussion about hiring additional staff if needed in the future such as Human Resources Administrator, Station 1 Receptionist, Medical/Cleaning/Fire Supply Administrator and Part-time Maintenance.

G. Resignations/Retirements

None to report.

H. Surplus Equipment

None currently.

I. Locksmith Estimate – Station 2

Estimate provided from Cook's Locksmith Services to update locks at Station 2 to match those already installed at Stations 1 and 3. Total cost to be \$21,063.06. Trustee Jason Tobbe made motion to accept estimate from Cook's Locksmith Services and begin installation. Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

14. FIRE – NEW BUSINESS

A. Atwood Accounting

Treasurer Mike Portman made motion to terminate relationship with Atwood Accounting by 6/30/2023. Trustee Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

B. ARPA Correction

Solution to ARPA issues suggested to allow raises for those affected to go in retro to fix. Treasurer Mike Portman made motion to make corrections with raises in retro to solve the issue. Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. EMS Resolution Committee

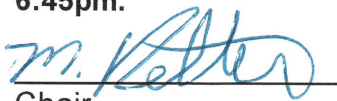
EMS Trustee Advisor Stephen Miller discussed dissolving the formal EMS Resolution Committee as it has become difficult to meet the scheduling guidelines. EMS staff still plan to meet when necessary and can work around employee schedules easier without having to abide by formal guidelines. Treasurer Mike Portman made motion to dissolve the EMS Resolution Committee. Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

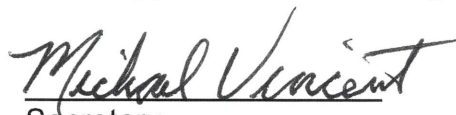
D. Check Signers

Adding additional check signers discussed as it has become difficult to issue checks in a timely manner as there are only two approved to sign at this time with the resignation of Ed Hogan. Treasurer Mike Portman made a motion to add Assistant Chief Jeff Carlson and Major Jason Tobbe as check signers. John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

15. ADJOURNMENT

There being no further matters to come before the OFPD Board, Trustee Jason Tobbe made motion to adjourn the meeting at 6:45pm and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition and meeting adjourned at 6:45pm.**


Chair


Secretary