

OKOLONA FIRE PROTECTION DISTRICT

REGULAR MONTHLY MEETING MINUTES

THURSDAY, JUNE 8, 2023

Okolona Fire Protection District's regular monthly meeting came to order at 4:04pm on Thursday June 8, 2023 at 8501 Preston Highway, Louisville, KY 40219 with the following persons present:

Acting Chairperson Matt Kolter
Secretary Michael Vincent
Treasurer Mike Portman
Trustee Jason Tobbe
Trustee John Vickers
Assistant Chief Jeff Carlson
EMS Trustee Advisor Stephen Miller
EMS Trustee Advisor Amy Seelye
Attorney Jason McGregor

Racheal Wiedmeyer, Theresa Gregory, Jan Howard, Whitney King, Chris Seelye, Kyle Iler, Scott Underwood, Brandon Allendorf, Frankie Nalley, Nicholas Pennington, Matthew Allendorf, Jeff Roederer

1. CALL TO ORDER

The meeting was called to order by Acting Chairperson Matt Kolter at 4:04pm.

2. STATION 2 CONSTRUCTION MANAGER CONTRACT

Contract for Construction Manager Jeff Roederer presented and reviewed for renovations at Station 2. Trustee Jason Tobbe made motion to approve contract and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

3. MINUTES

The minutes of the following meetings were presented for approval: May 11, 2023 regular meeting, June 1, 2023 special meeting and June 1, 2023 budget committee meeting. Secretary Michael Vincent made motion to accept minutes from the three meetings and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

4. PERSONAL LEAVE POLICY

New personal leave policy presented and discussed. Corrections to be made, then Assistant Chief Carlson to email copy to all members. Trustee Jason Tobbe made motion to approve policy with corrections and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

5. FINANCE AND ACCOUNTING

The financial report for the month of April 2023 was presented for approval. Secretary Michael Vincent made motion to approve report and Trustee Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

6. 2022-2023 FISCAL YEAR BUDGET AMMENDMENTS

Amendments to 2022-2023 fiscal year budget presented. Treasurer Mike Portman made motion to approve amendments and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

7. 2023-2024 FISCAL YEAR BUDGET

Final version of 2023-2024 fiscal year budget presented for approval. Trustee Jason Tobbe made motion to approve budget and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

8. ELECTION COMMITTEE

At this time, Acting Chairperson Matt Kolter and Treasurer Mike Portman will be present at the Firefighter Trustee election to be held on June 24, 2023 at Station 1 from 11am-2pm.

9. EMS

A. EMS Director's Report

In May 2023 there were 1,029 EMS runs made by Okolona EMS with 561 of those runs being in Okolona.

B. Handtevy Upgrade

The Handtevy application used by EMS is due for an upgrade to the 2.0 version. The cost associated with the upgrade will be \$11,668.50 over the next three years. Secretary Michael Vincent made motion to approve upgrading the application and Trustee Jason Tobbe seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. New Service Vehicles

Open bids received for new service vehicles were presented. Trustee Jason Tobbe made motion to accept bid from Bill Collins Ford to purchase one Ford Explorer for \$40,951.69 and two Ford F250 trucks for \$56,972.34 each. Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

D. EMS Advisors

Information only presented.

10. FIRE

A. Fire Recovery USA

Information only presented.

B. New Hire/Promotion

Okolona Fire Command Staff would like to promote Firefighter Matt Newman to Fire Sergeant with an effective date of June 18, 2023 and salary of \$52,469.60. Trustee Jason Tobbe made motion to approve the promotion of Matt Newman and Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

Captains list presented and to be retained until June 24, 2024:

- 1) Sergeant Brandon Allendorf
- 2) Sergeant Kyle Iler

Trustee Jason Tobbe made motion to approve Captains list and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Resignation/Retirement

Sergeant Michael Alden has provided a resignation letter with his last day being June 12, 2023. Trustee Jason Tobbe made motion to approve the resignation of Michael Alden and Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

D. Bring Your Own Device Policy

Information only presented, to be discussed further on a later date.

E. Fire Staffing Policy update

Updates to Career Staffing policy presented. Trustee Jason Tobbe made motion to approve updates and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

F. Concrete – Station 3

Proposal from Layne Contracting presented for concrete repair at Station 3 with a total cost of \$4,985.00. Trustee Jason Tobbe made motion to accept proposal from Layne Contracting and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

G. Trustee John Vickers

The term for Trustee John Vickers will end in July 2023. He has agreed to stay on as a trustee until a replacement is found.

H. Springhouse – Station 2

Treasurer Mike Portman made motion to have deed to the springhouse property signed at closing (date to be determined) and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

11. ADJOURNMENT

There being no further matters to come before the OFPD Board, Trustee Jason Tobbe made motion to adjourn the meeting at 5:17pm and Secretary Michael Vincent seconded said motion.

The OFPD Board approved said motion with no opposition and meeting adjourned at 5:17pm.

Respectfully submitted,

Michael Vincent
Secretary

Attested:

M. P. [Signature]
Chairperson