

OKOLONA FIRE PROTECTION DISTRICT

REGULAR MONTHLY MEETING MINUTES THURSDAY, JULY 13, 2023

Okolona Fire Protection District's regular monthly meeting came to order at 4:04pm on Thursday July 13, 2023 at 8501 Preston Highway, Louisville, KY 40219 with the following persons present:

Trustee Matt Kolter
Trustee Michael Vincent
Trustee Mike Portman
Trustee John Vickers
Trustee Chris Gosnell
Trustee Elect Brandon Allendorf
Chief Mark Little
Deputy Chief Kenny Amback
Assistant Chief Jeff Carlson
EMS Director Joe Hamilton
Attorney Jason McGregor

Theresa Gregory, Jan Howard, Whitney King, Chris Seelye, Chris Berry, Travis Mattingly, Tierney Bradley, Chris Lear, Nicole Bray, Sam Kim, Bill Moore, Jim Baker, Ed Hogan & Adrian Doleman.

1. CALL TO ORDER

The meeting was called to order by Trustee Michael Vincent at 4:04pm.

2. CERTIFY 2023 FIREFIGHTER TRUSTEE ELECTION

Trustee Chris Gosnell made motion to certify the election of Brandon Allendorf as a Firefighter Trustee for a term lasting until June 2027. Trustee Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

3. OATH OF OFFICE

Brandon Allendorf was sworn in as newly elected Firefighter Trustee. Oath signed and notarized.

4. CLOSED SESSION

Motion made by Trustee Mike Portman to enter into closed session under the following motion: KRS 61.810 (1) (c) – closed session to discuss proposed or pending litigation

against or on behalf of the public agency. Trustee Brandon Allendorf seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 4:07pm.** Trustee Mike Portman made motion to come out of closed session at 4:19pm and Trustee Michael Vincent seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 4:19pm.**

5. BOARD OF TRUSTEES ANNUAL POSITION ELECTION

Chairperson – Michael Vincent made motion to nominate Matt Kolter as Chairperson and Brandon Allendorf seconded said motion. Discussion followed. Vote taken with the following results: Mike Portman – no, Michael Vincent – yes, John Vickers – yes, Brandon Allendorf – yes, Chris Gosnell – no, Matt Kolter – abstained. Matt Kolter elected Chairperson.

Treasurer – Michael Vincent made motion to nominate Mike Portman as Treasurer and John Vickers seconded said motion. Vote taken and Mike Portman unanimously elected Treasurer.

Secretary – Chris Gosnell made motion to nominate Michael Vincent as Secretary and Mike Portman seconded said motion. Vote taken and Michael Vincent unanimously elected Secretary.

6. ETHICS AND BUDGET COMMITTEE VOLUNTEERS – THRU JULY 2024

Trustees Mike Portman and Matt Kolter volunteered for the Ethics Committee. Trustees Mike Portman, Brandon Allendorf and Chris Gosnell volunteered for the Budget Committee.

7. NEW ENGINE: OPEN BIDS

One bid received to replace Engine 78/33 from Atlantic Emergency Solutions. Representative Adrian Doleman present to answer questions and provide more information regarding their bid, such as prepay discount and estimated build time of 40-47 months. Treasurer Mike Portman made motion to accept bid for the 2027 Pierce from Atlantic Emergency Solutions for the price of \$1,358,345.00 with no pre-payment. Trustee Brandon Allendorf seconded said motion. **The OFPD Board approved said motion with no opposition.**

8. TRUSTEE APPOINTMENT

Bill Moore recommended by Treasurer Mike Portman for vacant Trustee position. Resume' to be reviewed and discussed at a later date. McGregor to contact the Mayor's Office regarding the prohibition of former OFPD firefighters being appointed the OFPD's BOT.

9. MINUTES

The minutes of the June 8, 2023 regular monthly meeting were presented for approval. Treasurer Mike Portman made motion to accept minutes and Trustee John Vickers seconded said motion. **The OFPD Board approved said motion with no opposition.**

10. FINANCE AND ACCOUNTING

May and June financial reports not available at this time, to be presented next month.

11. RESOLUTION R129 – M119

Resolution presented authorizing Treasurer Mike Portman to close both Fire and EMS accounts at Stock Yards Bank. Secretary Michael Vincent made motion to approve the resolution and Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.** Resolution signed by Treasurer Mike Portman.

12. MERGER AND GENERAL ELECTRIC ACKNOWLEDGMENTS

Acknowledgment of merger between Fern Creek Fire Protection District and Highview Fire Protection District along with Acknowledgment of prior General Electric court orders presented for approval. Trustee Chris Gosnell made motion to approve the acknowledgements and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.** Acknowledgments signed by Chairperson Matt Kolter.

13. PERSONAL LEAVE POLICY UPDATE

Because of limitations in the Crew Sense system the policy was revised to load 24 hours of PL on 7/1/23 and then on yearly anniversary dates for each employee. If any carryover then the hours shall be transferred to each individual employees PTO balance.

14. FUTURE STATION 4 PROPERTY

Information presented regarding property available for purchase on South Park Road. Discussion to continue at a later date.

15. EMS

A. EMS Director's Report

In June 2023 there were 1049 EMS runs by Okolona EMS with 561 of those runs being in Okolona. Average response time was 8:05.

B. Resignations/Retirements

Secretary Michael Vincent made motion to accept the resignation of Wes England and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Sergeant Paramedic-Sergeant EMT Positions

Job descriptions for EMS Sergeant-Paramedic and EMS Sergeant-EMT presented for approval and submission to CERS. Secretary Michael Vincent made motion to approve job descriptions and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** Pay scale adjustments for these positions also presented for approval. Treasurer Mike Portman made motion to approve the adjustments and Trustee Brandon Allendorf seconded said motion. **The OFPD Board approved said motion with no opposition.**

16. FIRE

A. Rapid Intervention SOP

Updated Rapid Intervention SOP presented for approval. Trustee Chris Gosnell made motion to approve updated Rapid Intervention SOP and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

B. Apparatus Operator Training SOP

Updated Apparatus Operator Training SOP presented for approval. Secretary Michael Vincent made motion to approve updated Apparatus Operator Training SOP and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

C. Radio Communications SOP

Updated Radio Communications SOP presented for approval. Treasurer Mike Portman made motion to approve updated Radio Communications SOP and Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.**

17. CLOSED SESSION TO CONDUCT KRS 75.130 DISCIPLINARY HEARING (1)

Motion made by Treasurer Mike Portman to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to conduct KRS 75.130 disciplinary hearing which might lead to the appointment, discipline, or dismissal of an individual employee. Trustee Brandon Allendorf seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 5:29pm.** Treasurer Mike Portman made motion to come out of closed session at 5:53pm and Trustee Brandon Allendorf seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 5:53pm.**

Secretary Michael Vincent made motion to accept the guilty plea entered by EMT Travis Mattingly and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** Trustee Brandon Allendorf made motion to impose discipline of a written reprimand placed in EMT Travis Mattingly's personnel file. Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

18. CLOSED SESSION TO CONDUCT KRS 75.130 DISCIPLINARY HEARING (2)

Motion made by Treasurer Mike Portman to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to conduct KRS 75.130 disciplinary hearing which might lead to the appointment, discipline, or dismissal of an individual employee. Trustee Chris Gosnell seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 5:54pm.** Treasurer Mike Portman made motion to come out of closed session at 6:08pm and Trustee Chris Gosnell seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 6:08pm.**

Secretary Michael Vincent made motion to accept the guilty plea entered by Paramedic Chris Lear and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** Trustee Brandon Allendorf made motion to impose discipline of a written reprimand placed in Paramedic Chris Lear's personnel file. Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.**

motion with no opposition.

19. CLOSED SESSION TO CONDUCT KRS 75.130 DISCIPLINARY HEARING (3)

Motion made by Treasurer Mike Portman to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to conduct KRS 75.130 disciplinary hearing which might lead to the appointment, discipline, or dismissal of an individual employee. Secretary Michael Vincent seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 6:09pm.** Treasurer Mike Portman made motion to come out of closed session at 6:53pm and Secretary Michael Vincent seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 6:53pm.**

Secretary Michael Vincent made motion to accept the guilty plea entered by EMT Nicole Bray for the first set of charges against her and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** Trustee Brandon Allendorf made motion to impose discipline of a one-day suspension and written reprimand placed in EMT Nicole Bray's personnel file. Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** The second set of charges against EMT Nicole Bray were dropped.

20. CLOSED SESSION TO CONDUCT KRS 75.130 DISCIPLINARY HEARING (4)

Motion made by Treasurer Mike Portman to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to conduct KRS 75.130 disciplinary hearing which might lead to the appointment, discipline, or dismissal of an individual employee. Trustee Chris Gosnell seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 6:58pm.** Treasurer Mike Portman made motion to come out of closed session at 7:10pm and Secretary Michael Vincent seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 7:10pm.**

Secretary Michael Vincent made motion to accept the guilty plea entered by EMT Tierney Bradley and Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.** Trustee Brandon Allendorf made motion to impose discipline of a written reprimand placed in EMT Tierney Bradley's personnel file. Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

21. CLOSED SESSION TO CONDUCT KRS 75.130 DISCIPLINARY HEARING (5)

Motion made by Treasurer Mike Portman to enter into closed session under the following motion: KRS 61.810 (1) (f) – closed session to conduct KRS 75.130

disciplinary hearing which might lead to the appointment, discipline, or dismissal of an individual employee. Trustee Brandon Allendorf seconded said motion. **With no opposition the OFPD Board approved said motion and entered into closed session at 7:12pm.** Secretary Michael Vincent made motion to come out of closed session at 7:51pm and Treasurer Mike Portman seconded said motion. **With no opposition the OFPD Board approved said motion and came out of closed session at 7:51pm.**

Trustee Brandon Allendorf made motion to find Paramedic Adam Butler guilty due to evidence presented and his failure to appear at his scheduled KRS 75.130 disciplinary hearing. Secretary Michael Vincent seconded said motion. **The OFPD Board approved said motion with no opposition.** Treasurer Mike Portman made motion to impose discipline of a ten consecutive shift day suspension and written reprimand placed in Paramedic Adam Butler's personnel file. Trustee Chris Gosnell approved said motion. **The OFPD Board approved said motion with no opposition.**

22. ADJOURNMENT

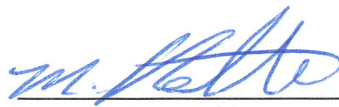
There being no further matters to come before the OFPD Board, Treasurer Mike Portman made motion to adjourn the meeting at 8:17pm and Trustee Brandon Allendorf seconded said motion. **The OFPD Board approved said motion with no opposition and meeting adjourned at 8:17pm.**

Respectfully submitted,

Attested:



Michael Vincent – Secretary



Matt Kolter – Chairperson