

8501 PRESTON HWY  
LOUISVILLE, KY 40219

# OKOLONA FIRE PROTECTION DISTRICT BOARD OF TRUSTEES

## SPECIAL MEETING MINUTES WEDNESDAY, SEPTEMBER 10, 2025

Okolona Fire Protection District's regular monthly meeting came to order at 4:22pm on Wednesday, September 10, 2025, at 8501 Preston Highway, Louisville, KY 40219 with the following people present:

Secretary Brandon Allendorf  
Trustee Melody Lafollette  
Trustee Yolanda Moore  
Trustee Sharon Jeter  
Deputy Chief Kenny Amback  
EMS Director Joe Hamilton  
Attorney Jason McGregor

Racheal Wiedmeyer, Whitney King, Scott Holston

### CALL TO ORDER

Brandon Allendorf called the meeting to order at 4:22pm.

### MINUTES AND FINANCIAL REPORT

Melody Lafollette made a motion to approve the 8/27/25 special meeting minutes and the August financial report. Yolanda Moore seconded said motion. The Board approved both motions with no opposition.

### CONSTRUCTION UPDATE

Information provided by Construction Manager Scott Holston. Additional costs may arise with the Station 78 projects, such as masonry, plywood, soffits and landscaping. Melody Lafollette made a motion to add a miscellaneous fund in the amount of \$20,000.00 to the Training Tower project and \$10,000.00 to the Renovation project. Sharon Jeter seconded said motion. The Board approved with no opposition.

### ELECTRONICS PURCHASING REQUEST

A small, under-the-counter refrigerator with an estimated cost of \$1200.00 has been requested for the training room. Sharon Jeter made a motion to approve this purchase, and Melody Lafollette seconded the motion. The Board approved with no opposition.

## **KBEMS OPERATIONAL UPDATES**

Information presented regarding the new requirement for annual nationwide background checks to be conducted by Castlebranch.

### **EMS DIVISION**

#### **A. Director's Report**

In August, there were 1,698 runs with 663 of those being in Okolona's district. Average response time was 7:30. Data collected from ESO Analytics.

#### **B. Promotion**

Breanna Craig has been recommended for promotion to AEMT contingent upon completing preception. Effective date to be 9/10/25 with an annual salary of \$73,663.20. Melody Lafollette made a motion to approve the promotion of Breanna Craig and Yolanda Moore seconded said motion. The Board approved with no opposition.

#### **C. New Policies**

1) Ambulance Ride Time Policy for Fire Paramedics and Fire Advanced EMT's SOP presented for approval. Melody Lafollette made a motion to approve this SOP and Sharon Jeter seconded said motion. The Board approved with no opposition.

2) PRN Minimum Shift Requirement SOP presented for approval. This policy will require PRN employees to work at least 24 hours per month. Yolanda Moore made a motion to approve this SOP and Melody Lafollette seconded said motion. The Board approved with no opposition.

#### **D. New Equipment**

Ballistic vests have been requested for four newly hired personnel and three to have on hand as spares. The estimated cost for the seven total vests is between \$15,820.00 and \$17,000.00. Melody Lafollette made a motion to approve the purchase with a cost up to \$17,000.00 and Yolanda Moore seconded said motion. The Board approved with no opposition.

### **FIRE DIVISION**

#### **A. Chief's Report**

In August, there were 562 runs.

#### **B. Promotions**

1) Captain Scott Underwood has completed all requirements for his AEMT certification and is now eligible for an annual salary of \$107,060.61 and hourly rate of \$32.17. Sharon Jeter made a motion to approve the salary increase and Melody Lafollette seconded said motion. The Board approved with no opposition.

2) Firefighter Tyler Gibson has completed all requirements for his IFSAC certification and is now eligible for an annual salary of \$70,329.00 and hourly rate of \$21.13. Melody Lafollette made a motion to approve the salary increase and Yolanda Moore seconded said motion. The Board approved with no opposition.

#### **C. New Business**

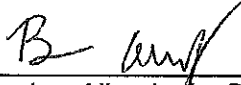
An additional fire apparatus will be needed to replace one of the aging ones soon. Staff will begin this search in the near future.

**ADJOURNMENT**

Melody Lafollette made a motion to adjourn the meeting at 5:10pm and Sharon Jeter seconded said motion. The Board approved with no opposition.

Respectfully submitted,

Attested:

  
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Brandon Allendorf – Secretary

  
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Matt Koiter – Chairperson