

REGULAR MONTHLY MEETING MINUTES OF THE OKOLONA FIRE PROTECTION DISTRICT

The regular monthly meeting of the Okolona Fire Protection District came to order at 7:00 p.m. on Thursday, August 13, 2020 at 8501 Preston Highway, Louisville, KY 40219 with the following people present:

Trustee Dorsey Powell, Chairman
Trustee Michael Portman, Treasurer
Trustee Michael Vincent, Secretary
Jason McGregor, Attorney for the District
Chief Marlin Howard
Deputy Chief Mark Little
Tom Puckett, Assistant Chief
Trustee John Vickers
Trustee Jason Tobbe

Michael Alden, Kyle Anderson, Rob Lopp, Jeffrey Carlson, Scott Adkins and Tommy Ogle.

I. CALL TO ORDER

The Meeting was called to order by Chairman Dorsey Powell at 7:00 p.m.

II. TRUSTEE FIREFIGHTER ELECTION

The Board of Trustee Firefighter Representative Election results were presented to the board. Captain Scott Adkins was elected by the members to be appointed by Mayor Fischer. Trustee Ed Hogan made a motion to recommend Scott Adkins be appointed to the Board of Trustees and Trustee John Vickers seconded said motion.

II. MINUTES

The minutes of the July 9, 2020 regular meeting were presented for approval. Trustee Jason Tobbe made a motion to accept the minutes and Trustee Ed Hogan seconded said motion. The OFPD Board approved said motion with no opposition.

IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the Regular Meeting Minutes of the July 9, 2020 Board of Trustees meeting were duly approved and made a part of the permanent records of the Okolona Fire Protection District.

III. SPECIAL MEETING MINUTES

The minutes of the July 30, 2020 special meeting were presented for approval. Trustee Ed Hogan made a motion to accept the minutes and Trustee John Vickers seconded said motion.

IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the Special Meeting Minutes of July 30, 2020 were duly approved and made a part of the permanent records of the Okolona Fire Protection District.

VI. FINANCE AND ACCOUNTING

Beginning Cash Balance EMS	\$129,144.46	
Beginning Cash Balance FD		\$ 2,803,703.26
PNC Sweep		\$ 3,892,945.46
Petty Cash		\$ 100.00
From line of credit	\$47,356.83	
Money Market		\$ 14.08
Total	\$165,439.89	\$6,383,006.20

The treasury report for July 2020 was presented for approval. Trustee Ed Hogan made a motion to approve the treasury report and Trustee Jason Tobbe seconded said motion. The OFPD Board approved said motion with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion the treasury report presented was duly approved and made part of the permanent records of the Okolona Fire Protection District.

V. OLD BUSINESS

A. Camp Taylor Update

Merger discussions have ceased with Camp Taylor.

VI. NEW BUSINESS

A. EMS Update

Assistant Chief Tom Puckett updated the board regarding July EMS run data. Additionally, the 911 invoice for July was \$6,602.01.

B. Audit Proposal Letters

Four CPA firms were interviewed and the firm that was recommended to the board was Dean Dorton CPA and Advisors. Their audit fee is \$13,500-\$18,500.00 for the 2019-2020 fiscal year. Trustee Ed Hogan made a motion to use Dean Dorton with a maximum cost of \$18,500.00 for one year and to execute an engagement letter. Trustee Jason Tobbe seconded said motion. The OFPD Board approved said motion with no opposition.

IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to use Dean Dorton CPA firm to do the 201-2020 audit. This was made part of the permanent records of the Okolona Fire Protection District.

C. Jefferson County Suburban Fire Service Voting Representation

A representative and an alternate from the Okolona Fire Protection District must be registered with the Jefferson County Suburban Fire Service. Trustee Jason Tobbe recommended that any member of the Board of Trustee be listed as the representative and the Chief as the alternate. Trustee Ed Hogan seconded said motion. The OFPD Board approved said motion with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion it was approved that any member of the Board of Trustees be registered as the Okolona representative for the Jefferson County Suburban Fire Service and the Chief as the alternate. This was made part of the permanent records of the Okolona Fire Protection District.

D. Sweep Account

There was a discussion to reduce the base amounts held in the 2 CB&T amounts to stay within FDIC limits as sometimes the base amount totals over \$250,000.00. It is currently at \$125,000.00 per account. The board decided to leave the account balances as they are and speak to Dean Dorton about our best option.

E. Spectrum Enterprise account renewal

The current cost is 25 megabytes for \$449.00 per month or 50 megabytes for \$649.00. A committee was formed to negotiate terms and cost. Trustee Mike Portman will check rates for better options. The OFPD Board approved with no opposition.

F. ESO Software Update

ESO service owns the Firehouse Software program that the fire department currently uses. The Okolona EMS service uses the ESO Software and it was recommended that the fire department also move to ESO. Trustee Mike Portman made a motion to add the fire side to the ESO software and Trustee Ed Hogan seconded said motion. The OFPD Board approved said motions with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approved the fire side of the Okolona Fire Protection District move to the ESO Software. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

G. Kentucky Regional Fire Training Academy

Trustee Jason Tobbe made a motion to make Assistant Chief Jeffrey Carlson and Deputy Chief Kenny Amback voting members of the Kentucky Regional Fire Training Academy. Trustee Ed Hogan seconded said motion. The OFPD Board approved said motions with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approved to make Jeffrey Carlson and Kenny Amback voting members of the Kentucky Regional Fire Training Academy. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

H. Hiring Firefighters to fill Vacancies

Candidates have been interviewed and the hiring committee recommends Josh Exton and Matthew Kolter to fill the vacant positions of fire fighter. Also Firefighter Kyle Iler submitted a letter to move from 24/120 to full time employment. Trustee Mike Portman made a motion to hire Kyle Iler with a starting pay of \$38,000.00 and a 10/1/20 hire date and Josh Exton at \$38,000.00 starting 8/26/20 and Matthew Kolter at \$38,000.00 starting 8/27/20. Trustee Ed Hogan seconded said motion. The OFPD Board approved said motions with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approved to hire Kyle Iler on 10/1/20 at \$38,000.00, Josh Exton on 8/26/20 at \$38,000.00 and Matthew Kolter on 8/27/20 at \$38,000.00. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

I. Part Time EMS employee to 24/120

Josh Johnson has submitted a letter to move from EMS PRN to part time 24/120 fire fighter. Trustee Jason Tobbe made a motion to accept and hire Josh Johnson as a 24/120 fire fighter at \$12.50 an hour starting 8/30/20. Trustee Ed Hogan seconded said motion. The OFPD Board approved said motions with no opposition

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approved to hire Josh Johnson as a 24/120 fire fighter at \$12.50 an hour starting 8/30/20. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

J. Roederer Construction Draw

A draw amount of \$21,636.07 was requested by Roederer Construction. Trustee Jason Tobbe made a motion to pay \$21,636.07 to Roederer Construction and Trustee Ed Hogan seconded said motion. The OFPD Board approved with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion to approved to pay Roederer Construction \$21,636.07. This was

duly approved and made part of the permanent records of the Okolona Fire Protection District.

K. Station 1 Rear Lot Concrete

Roederer Construction presented the bid to the Station 1 rear parking lot removal and replacement of project. The cost includes removing 3,645 sq. ft. of asphalt and replacing with 6" thick concrete at a cost of \$27,843.00. Trustee Ed Hogan made a motion to hire Roederer Construction to complete the project at \$27,843.00 and Trustee Mike Portman seconded said motion. The OFPD Board approved said motion with no opposition

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion it was approved to pay Roederer Construction \$27,843.00 to replace asphalt with concrete at station 1. This was made part of the permanent records of the Okolona Fire Protection District.

L. SPGE Publication

We will once again do a combined legal notice to meet the KRS 65A.080 requirements for the SPGE publication of financial information with cost shared by the districts. The cost for OFPD is \$257.97. Trustee Mike Portman made a motion to participate and Trust Ed Hogan seconded said motion. The OFPD Board approved said motion with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion it was approved to pay \$257.97 for the SPAG publication. This was made part of the permanent records of the Okolona Fire Protection District.

M. Surplus Refrigerator

We have an old refrigerator at station 1 that should be declared surplus. Trustee Jason Tobbe made a motion to surplus the refrigerator and Trustee Ed Hogan seconded said motion. The OFPD Board approved said motion with no opposition.

IT IS HEREBY RESOLVED that after proper motion a valid second of said motion and discussion it was approved to surplus a refrigerator at station 1. This was made part of the permanent records of the Okolona Fire Protection District.

VII. Executive Session

Trustee Ed Hogan made a motion to enter into Executive Session to discuss possible legal and personnel issues. Trustee Mike Portman seconded said motion. Trustee Hogan made a motion to come out of Executive Session. Trustee Portman seconded said motion.

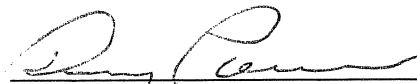
VIII. Adjournment

There being no further matters to come before the OFPD Board a motion to adjourn the meeting was made by Trustee Jason Tobbe and Trustee Mike Portman seconded said motion. The OFPD Board approved said motion with no opposition. The OFPD Board meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Attested:


Michael Vincent, Secretary


Dorsey Powell, Chairman