RETURN TO OFPD

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# 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, January 14, 2021 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 Mark Little
Trustee John Vickers
Trustee Jason Tobbe
Trustee Scott Adkins
Trustee Ed Hogan
Tom Puckett, Assistant Chief
Kenny Amback, Deputy Chief
Battalion Chief Troy Sturtzel

## I. CALL TO ORDER

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

## II. MINUTES

The minutes of the December 10, 2020 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.

The revised minutes of November 23, 2020 were presented for approval. Trustee Jason Tobbe made a motion to accept the revised 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 minutes of the December 10, 2020 and the revised minutes of November 23 were duly approved and made a part of the permanent records of the Okolona Fire Protection District.***

## III. FINANCE AND ACCOUNTING

| | | | |
|---|---|---|---|
| Beginning Cash Balance EMS | $121,379.97 | | |
| Sweep Account EMS | $134,337.83 | | |
| Beginning Cash Balance FD | | $ 84,264.39 | |
| Sweep Account FD | | $ 3,060,318.59 | |
| PNC Sweep | | $ 253,676.90 | |
| Petty Cash | | $ 100.00 | |
| Total | $255,097.42 | $8,056,378.56 | |
| $8,311,475.98 | | | |

The treasury report for December 2020 was presented for approval. Trustee Ed Hogan made a motion to approve the treasury report and Trustee John Vickers 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.***

## IV. OLD BUSINESS

### A. Bound Tree Operative IQ Licensing Agreement

After reviewing the Licensing Agreement and the Rebate Agreement Trustee Jason Tobbe made a motion to enter in to an agreement with Bound Tree, see attached. Trustee Ed Hogan seconded said motion.

## V. NEW BUSINESS

### A. 2020 Year End Fire Stats

Chief Little informed the board that fire runs were up 8.7% compared to last year.

### B. New Development within Okolona Community

Fire Marshall Nalley brought the board up to date on on-going construction, proposals, approved plans, current building and renovations in our district.

### C. Firehouse Subs Public Safety Grant

Firehouse Subs awarded a grant to the Okolona Fire Department in the amount of $14,860.00 for the purchase of ten sets of water gear.

### D. FM Global Fire Prevention Grant

FM Global awarded a grant to the Okolona Fire Department in the amount of $3,120.00 for the purchase of three I Pads.

### E. Josh Alexander Resignation

Firefighter Josh Alexander turned in his letter of resignation effective 12/16/2020. Trustee Mike Portman made a motion to accept Josh Alexander's resignation and Trustee Ed Hogan seconded said motion. 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 Josh Alexander's resignation was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

### F. 24/120 to 24/48 Position

With a vacancy in the 24/120 staff a recommendation was made to hire and assign a 24/48 firefighter to Station 2 in lieu of hiring additional part time personnel. Trustee Mike Portman made a motion to hire a 24/48 employee and Trustee Ed Hogan seconded said motion. For future staffing needs Chairman Dorsey Powell recommended assigning a personnel committee to report to Chief Little. 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 fill the 24/120 position with***

***a 24/48 firefighter. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**G. Job Position change**

The OFPD made changes to the SOP allowing employees to change from one job to another when requirements have been met. Trustee Jason Tobbe made a motion to accept the job position change to the SOP and Trustee Ed Hogan seconded said motion. 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 the Standard Operating Procedure change on job position was approved allowing employees to change from one job position to another once conditions are met. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**H. Pro Air Service Contract**

The annual agreement for the compressed air filling station is $3,630.00. Trustee Jason Tobbe made a motion to approve the annual contract and Trustee Scott Adkins seconded said motion. 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 enter in to an agreement with Pro Air at a cost of $3,630.00. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**I. EMS Update Data**

**a.** There were 847 runs for EMS in December and 623 runs for Okolona EMS and 425 runs by Okolona EMS in Okolona. The 911Billing invoice was $8,378.12.

**b.** 2020 year-end data shows there were 10075 responses in sector 80, calls made by OFPD/EMS were 5432 and calls made by OFPD/EMS in sector 80 were 3935. Trustee Mike Portman made a motion to accept the updated EMS data and Trustee Ed Hogan seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to accept the EMS updates. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**c.** Revised Standard Operating Guidelines were presented to the board. Trustee Mike Portman made a motion to accept the revisions and Trustee Ed Hogan seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to accept the revised Standard Operating Guideline. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**d. ESSC, Inc/MedixSafe**
Two narcotic safes are needed for the ambulances at a cost of $3,300.00. Trustee Scott Adkins made a motion to purchase two narcotic safes and Trustee Jason Tobbe seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to purchase two narcotic safes at a cost of $3,300.00. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**e. Stryker**
The Stryker contract that was approved at the November 23, 2020 special meeting was signed.

**f. Motorola APX Radio Quote**
Motorola has quoted two Dual Bar Radio's for ambulances at a cost of $13,759.98. Trustee Mike Portman made a motion to purchase the Dual Radios and Trustee Ed Hogan seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to purchase two Dual Radios at a cost of $13,759.98. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**J. PRN Resignation Letters**
Resignation letters were received from Steven Timmons, Brandon Irvin, Nathan Webster and Christopher Early. Trustee Ed Hogan made a motion to accept the letters of resignation and Trustee Jason Tobbe seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to accept the resignation letters from Steven Timmons, Brandon Irvin, Nathan Webster and Christopher Early. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**K. Outside Training Request**
Kyle Iler, Troy Sturtzel, Scott Underwood and Taylor Moore have requested to attend "Officer Development Program" training in Florida. The cost for Per Diem, Travel, Lodging and Registration will be $5,763.12. Trustee Ed Hogan made a motion to approve the training request and Trustee John Vincent seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to send Kyle Iler, Troy Sturtzel, Scott Underwood and Taylor Moore to Officer training at a cost of $5,763.12. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**L. Fire Gear Purchase**
FDSAS has quoted $16,590.00 for six sets of fire gear. Trustee Ed Hogan made a motion to purchase the six sets of fire gear and Trustee Mike Portman seconded said motion. The OFPD Board approved with no opposition.

***IT IS HEREBY RESOLVED that after proper motion and a valid second of said motion and discussion it was approved to purchase six sets of fire gear from FDSAS for $16,590.00. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.***

**M. Adjourn to Holding Co.**
Trustee Jason Tobbe made a motion to adjourn to the Holding Company meeting at 7:45 p.m. Trustee Mike Portman seconded said motion. The OFPD Board approved with no opposition.

**N. Executive Session**
Pursuant to KRS 61.815, a motion was made by Trustee Ed Hogan for a closed session of the OFPD Board of Trustees to discuss personnel matters that may lead to the discipline, or dismissal of an individual employee as allowed in the KRS 61.810(1) (f) exception to open meetings as well as KRS 61.810 (1) (k) discussions specifically required by federal law to be conducted in privacy. Motion seconded by Trustee John Vickers.

**O. Nicole Bray/ Emergency Pool**
It was approved to let Nicole Bray draw from the emergency pool on a month-to-month basis to make up for lost pay due to illness.

**VI. 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 Ed Hogan seconded said motion. The OFPD Board approved said motion with no opposition. The OFPD Board meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Michael Vincent - Secretary

Attested:

Dorsey Powell, Chairman