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 pm, on Thursday, July 12, 2018 at 8501 Preston Hwy., Louisville, Ky. 40219 with the following people present:

Trustee Jeffrey Carlson
Trustee Mike Portman, Treasurer
Trustee Ed Hogan, Acting Chairman
Trustee John Flood
Trustee Tammy Baechle, Secretary
Trustee Jason Tobbe
Jason McGregor, Attorney for the District
Chief Marlin Howard
Brandon Allendorf
Justin Schneider
Kyle Anderson
Assistant Chief Scott Evans
Chris Berry
Mark Little
Chief Darrell Roy of Fairdale Fire Department
William Meza

JEFFERSON COUNTY CLERK
Signed By
2018 AUG 28 PM 2:23

I. CALL TO ORDER

The meeting was called to order by Acting Chairman Ed Hogan at 7:00 p.m.

II. OATH OF OFFICE

Trustee Ed Hogan and Trustee Mike Portman were sworn in as board members. Trustee Hogan as elected property owner and Trustee Portman as Mayor appointed.

III. ELECTION OF OFFICERS

Election of officers for the 2018/2019 fiscal year were held, Trustee John Flood made the motion for the following appointments; Chairman Dorsey Powell, Secretary Tammy Baechle, Treasurer Mike Portman. Trustee Jeff Carlson seconded the said motion. **The OFPD Board approved said motion without opposition.**

IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the officers for the Okolona Fire Protection District Board of Trustees 2018/2019 are Chairman Dorsey Powell, Secretary Tammy Baechle, Treasurer Mike Portman was duly approved and made a part of the permanent records of the Okolona Fire Protection District.

II. ADMINISTRATION

The minutes of the June 14, 2018 meeting were presented for approval. Trustee Mike Portman made a motion to accept the minutes and Trustee Jason Tobbe 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 June 14, 2018 Okolona Fire Protection District Board of Trustees meeting were duly approved and made a part of the permanent records of the Okolona Fire Protection District.

IV. FINANCE AND ACCOUNTING

April Checking Balance	$3,983,744.36
Business Money Market Account	$ 805,970.58
Money Market Account 1657	$ 551,152.18
Petty Cash	$ 100.00
Total	$4,873,520.84

The treasury report from the June 14, 2018 meeting was presented for approval. Trustee Tammy Baechle made a motion to approve the treasury report and Trustee John Flood seconded said motion. **The OFPD approved said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the treasury report of June 14, 2018 was duly approved and made part of the permanent records of the Okolona Fire Protection District.

V. OLD BUSINESS

A. Fairdale Fire Department

A new Mutual Aid & Revenue Sharing Agreement was presented to the board. This agreement is for the properties located at 2200 Outer Loop and 1920 Outer Loop. Fairdale Fire Department will bill the fifty percent tax revenue every December. A motion to approve the new Mutual Aid & Revenue Sharing Agreement was made by Trustee John Flood. Trustee Mike Portman seconded said motion. **The OFPD Board approved said motions with no opposition.**

IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the board approved the Mutual Aid & Revenue Sharing Agreement with Fairdale Fire Department. This was duly approved and made a part of the permanent records of the Okolona Fire Protection District.

VI. NEW BUSINESS

A. Letter of Resignation

Firefighter David Torres submitted his letter of resignation effective July 9, 2018. Firefighter Torres will be joining the Army and he has asked if for any unforeseen reason he is unable to fulfill his dream and is released in good standing that he is allowed to return to OFPD. Trustee John Flood made a motion to accept Firefighter Torres letter of resignation and Trustee Mike Portman seconded said motion. **The OFPD Board approved said motions with no opposition.**

***IT IS HEREBY RESOLVED that after proper motions, a valid second of said motion and discussion the board approved the resignation of Firefighter David Torres. This was duly approved and made a* part of the permanent records of the Okolona Fire Protection District.**

B. Letter of Retirement

Assistant Chief Scott Evans has submitted his letter of resignation effective July 31, 2018 at 16:00 hours. Trustee Jason Tobbe made a motion to accept Assistant Chief Scott Evans letter of resignation Trustee Jeff Carlson 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 Okolona Fire Protection District Board of Trustees approved the resignation of Assistant Chief Scott Evans effective July 31, 2018 at 16:00 hours. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

B. Promotion Process/Restructuring

With the retirement of Assistant Chief Evans, Chief Howard is asking for a restructuring of the Command Staff. Chief Howard presented the board with an organizational chart that lays out the duties of the Deputy Chief position. Trustee Jason Tobbe made a motion to table this discussion until the August meeting. Trustee John Flood 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 Okolona Fire Protection District Board of Trustees it was agreed to table the restructuring of the OFPD Command Staff and Organizational Chart. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

D. Promotion of Major Mark Little

Chief Howard asked the OFPD Board of Trustees to promote Major Mark Little to Deputy Chief, effective July 15, 2018, with a salary of $68,500. Trustee Tammy Baechle made a motion to approve the promotion and Trustee John Flood seconded said motion. Trustee Jeff Carlson abstained from this 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 Okolona Fire Protection District Board of Trustees approved the promotion of Major Little to Deputy Chief. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

E. Promotion of Captain Frankie Nalley

A motion was made for Captain Frankie Nalley to be promoted to Major. This is from the current board approved promotional list. Trustee Mike Portman made the motion to promote Captain Nalley to Major, effective July 22, 2018, with a salary of $53,500. Trustee Jeff Carlson 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 Okolona Fire Protection District Board of Trustees approved the promotion of Captain Frankie Nalley to Major effective July 22, 2018 with a salary of $53,500. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

F. Captain Promotion List

The last promotional process as depleted the promotional list. Chief Howard brought to the boards attention that the Standard Operating Procedures for the promotional list needs to be updated. It was agreed that we will leave the Captain position vacant until next month and the SOP has been updated.

G. Career Firefighter Promotion Recommendation Lists.

The Career Firefighter Promotion Recommendation Lists has been updated. Trustee Jeff Carlson made a motion to accept the updated policy with spelling corrections (Page 1 LETTER OF RECOMMENDATIONS REVIEW PHASE, recommendations is spelled incorrectly and the last page last line Associate needs to be spelled out completely) Trustee Jeff Carlson made a motion to accept The Career Firefighter Promotion Recommendation Lists. Trustee Tammy Baechle 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 Okolona Fire Protection District Board of Trustees approved The Career Firefighter Promotion Recommendations List with changes. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

H. Infection Control Policy

OSHA requires that The Infection Control Policy be reviewed and updated yearly. There are no recommendations for updates or changes to this policy. Trustee Jason Tobbe made a motion to approve the Infection Control Policy without changes or updates. Trustee Jeff Carlson 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 Okolona Fire Protection District Board of Trustees approved The Infection Control Policy. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

I. Employee Handbook

Our current handbook policy does not allow for non EMT firefighters to get overtime. This could lead to a situation that someone will be forced to work overtime when a non EMT firefighter could cover overtime. Chief Howard has asked to change the wording in the handbook to allow non EMT firefighters to cover overtime only if the overtime rotation list is exhausted. Trustee Mike Portman made the motion to accept the changes to the Employee Handbook. Trustee John Flood 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 Okolona Fire Protection District Board of Trustees approved to accept the changes in the Employee Handbook

allowing non EMT firefighters to cover overtime if the rotation list has been exhausted. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

J. Firefighter William Meza

Firefighter William Meza has obtained his EMT Certification and is eligible for his grade raise of $728. His salary will change from $32,272 to $33,000. Trustee Jason Tobbe mad the motion to approve the grade raise and Trustee Jeff Carlson seconded the said motion. **The OFPD Board approved the said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motion, a valid second of said motion and discussion Okolona Fire Protection District Board of Trustees approved the grade raise for Firefighter William Meza. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

K. Surplus Fire Hose

Six sections of fire hose failed testing. There is no need to replace at this time. The failed hose is of no use at this time and needs to be disposed of or given to someone whoever wants it. Trustee John Flood made a motion to approve the surplus of the fire house and Trustee Mike Portman seconded said motion. **The OFPD Board approved the said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motion, a valid second of said motion and discussion Okolona Fire Protection District Board of Trustees approved to surplus fire hose that has failed testing. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

L. Safety Awards

It is time to begin ordering Safety Awards, Assistant Chief Allendorf has asked the board to approve $100.00 per member, and the total number of eligible members is 54 for an approximate total of $5,400. Assistant Chief Allendorf is asking for approval of $5,400 up to $6,000 to cover the cost. Trustee Jason Tobbe made a motion to approve the allocation of approximately $100.00 per member for a total of $5,400 not to exceed $6,000. **The OFPD Board approved the said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motion, a valid second of said motion and discussion Okolona Fire Protection District Board of Trustees approved the purchase of Safety Awards at approximately $100.00 per eligible member not to exceed $6,000. This was duly approved and made part of the permanent records of the Okolona Fire Protection District.

M. KFA in Louisville

KFA is in Louisville and OFPD would like to take out an ad in their paper introducing Chief Howard. A ½ page add is $150 a full page is $350. Trustee John Flood made a motion to take out a ½ page ad introducing Chief Howard and advertising our open positions. Trustee Jason Tobbe seconded said motion. **The OFPD Board approved the said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motion, a valid second of said motion and discussion Okolona Fire Protection District Board of Trustees approved the purchase of a ½ page ad in the KFA paper introducing Chief Howard and advertising our open positions. This was duly approved and 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 Jeff Carlson seconded said motion.

Trustee Tammy Baechle made a motion to come out of Executive Session. Trustee Mike Portman seconded said motion.

VIII. Adjournment

There being no further business matters to come before the board of trustees of the Okolona Fire Protection District Board of Trustees, a motion to adjourn the meeting was made by Trustee John Flood , Trustee Jason Tobbe seconded said motion. The motion was approved by the board. The meeting was adjourned at 8:41 p.m.

Respectfully submitted,

~~Tammy Baechle~~, Secretary
Acting Jason Tobbe

Attested:

Dorsey Powell, Chairman