OKOLONA FIRE PROTECTION DISTRICT

REGULAR MONTHLY MEETING MINUTES

Okolona Fire Protection Districts' regular monthly meeting came to order at 4:00 PM on Thursday September 8, 2022 at 8501 Preston Highway, Louisville, KY 40219 with the following persons present:

Chairman Ed Hogan
Treasurer Michael Portman
Trustee Michael Vincent, Secretary
Trustee Matt Kolter
Trustee John Vickers
Trustee Chris Gosnell
Theresa Gregory, Bookkeeper
Attorney Jason McGregor
Chief Mark Little
EMS Director Joe Hamilton
Amy Seelye, EMS BOT Advisor
Stephen Miller EMS BOT Advisor

Troy Sturtzel, William Keifer, Assistant Chief Jeff Carlson, Angie Estes, Eric Jumper, Brandon Allendorf, Ricky Carlson, Taylor Moore, Marty Moore, Craig Mayes, Jake Wood, Jim Baker, Chris Seelye, Chris Wetzel & Rachel Wiedmeyer.

1. CALL TO ORDER

The Meeting was called to order by Chairman Ed Hogan at 4:00 PM.

2. MINUTES

The minutes of the August 11, 2022 meeting were presented for approval. Trustee Matt Colter made a motion to accept the August minutes 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 the minutes of the August 11, 2022 meeting were duly approved and made a part of the permanent records of Okolona Fire Protection District.

3. FINANCE AND ACCOUNTING

No finance and accounting report to approve.

4. OLD BUSINESS

EMS

There being no old business.

5. NEW BUSINESS

EMS

A. Joe Hamilton – EMS Director

There were 1096 EMS runs by Okolona EMS and 534 of those runs were in Okolona. Average response time 7:46.

B. Hiring Process

Joe Hamilton, EMS Director, requested to begin the hiring process for EMS personnel. Trustee John Vickers made a motion for approval and Treasurer Mike Portman seconded the motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to begin the hiring process for EMS personnel. This was duly approved and made part of the permanent records of Okolona Fire Protection District. The OFPD Board approved said motion with no opposition.**

C. Promotions

Trustee Matt Kolter made a motion to promote Samuel Kim and Marc Davich to Captain. Treasurer Mike Portman Seconded the motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to promote Samuel Kim and Marc Davich to Captain. This was duly approved and made part of the permanent records of Okolona Fire Protection District. The OFPD Board approved said motion with no opposition.**

D. Ambulance Tax

The ambulance tax return was signed and approved.

6. OLD BUSINESS

FIRE

There being no old business.

7. NEW BUSINESS

FIRE

A. 2022 Real & Personal Property Tax Rates

At a meeting of the Board of Trustees of the Okolona Fire Protection District held on the 8th day of September, 2022, a motion being made for the following resolutions, the

motion seconded, discussion held and a unanimous vote in favor for the following resolutions IT IS HEREBY RESOLVED THAT:

REAL ESTATE TAX RATE RESOLUTION

Resolved that the Board of Trustees of the Okolona Fire Protection District hereby adopts as its tax rate for real property the sum of 17.000 cents SEVENTEEN CENTS per $100.00 (0.1700 CENTS per $100.00) of valuation as assessed for Jefferson County Kentucky taxes as of January 1, 2022.

PERSONAL PROPERTY TAX RATE RESOLUTION

Resolved that the Board of Trustees of the Okolona Fire Protection District hereby adopts as its tax rate for tangible personal property, inventory, documented water craft, aircraft and inventory in-transit for the tax year 2022, the sum of 17.000 cents SEVENTEEN CENTS per $100.00 (0.1700 CENTS per $100) of valuation as assessed for Jefferson County Kentucky taxes as well as Ten 10.000 cents per $100.00 of valuation as assessed for Jefferson County Kentucky taxes for motor vehicles and water craft for tax years 2022 and 2023.

B. Controlled Entry Points

Motion made by Trustee Chris Gosnell to approve Cooks Locksmiths Controlled Entry Points bids for $64,041.66 (Station 1) & $32,109.03 (Station 3). Treasurer Mike Portman seconded said motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to accept Cooks Locksmiths bids. The OFPD Board approved said motion with no opposition.**

C. Hiring Recommendations

Motion made by Trustee Matt Kolter to hire Jennifer Meinhardt with hire date of October 8th and start date of October 10, 2022; Alec Bosley with hire date of October 9th and start date of October 10th, 2022 & Nicholas Pennington with hire date of October 10th and start date of October 10th, 2022.Trustee Chris Gosnell seconded said motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to hire Jennifer Meinhardt with hire date of October 8th and start date of October 10, 2022; Alec Bosley with hire date of October 9th and start date of October 10th, 2022 & Nicholas Pennington with hire date of October 10th and start date of October 10th, 2022 This was duly approved and made part of the permanent records of Okolona Fire Protection District. The OFPD Board approved said motion with no opposition**

D. Motion required for each of the following to keep on website but assign revisions to appropriate people for presentation at the October BOT meeting.

Standard Operating Procedures – Keep but Revise
Fire Department Uniforms
Technical Rescue Team Response/Under Revision
Operation Safe Place
Safe Place Shelter Form/Checklist
Roadway Incidents/Under Revision
Medical Evaluations/Under Revision
Line of Duty Injuries/Under Revision
Infection Control/Under Revision
Industry Outreach Program/Under Revision
Incident Command System/Under Revision
High Visibility Jackets/Under Revision
Hearing Protection/Under Revision
Hazardous Material Incidents/Under Revision
Hazard Communications/Under Revision
Funeral Recommendation for Department Personnel
Fire Investigations/Under Revision
Fire Hydrant Testing/Under Revision
Fire Ground Operations/Under Revision
Exercise Equipment Use/Under Revision
Emergency/Non-Emergency Responses/Under Revision
Elevator Rescue/Under Revision
Emergency Evacuation/Under Revision
Elevator Fire Service Operation/Under Revision
Confined Space Rescue/Under Revision
Electrical and Gas Shutoff/Under Revision
Alcohol and Drug Free Workplace/Under Revision
Predetermined Pump Pressures
General Safety/Under Revision

Motion made by Treasurer Mike Portman for the above stated to stay on website but assign revisions to appropriate people for presentation at the October BOT meeting Trustee John Vickers seconded the motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to stay on website but assign revisions to appropriate people for presentation at the October BOT meeting. The OFPD Board approved said motion with no opposition.**

E. By-Laws Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District by-laws and adopt the revised Okolona Fire Protection District by-laws on September 8, 2022. Motion made by Treasurer Mike Portman. Secretary Mike Vincent seconded the motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District by-laws and adopt the revised Okolona**

Fire Protection District by-laws on September 8, 2022. The OFPD Board approved said motion with no opposition.

F. Emergency Leave Transferred to Sick & Bereavement Leave Policy Motion

Motion Required to Repeal and Revoke All Prior Okolona Fire Protection District Emergency Leave and Shared Emergency Leave Policies and Adopt the Okolona Fire Protection District Emergency Leave Transferred to Sick & Bereavement Leave Policy on September 8, 2022. Motion made by Treasurer Mike Portman and Secretary Mike Vincent seconded the motion **The OFPD Board approved said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District Emergency Leave and Shared Emergency Leave Policies and adopt the Okolona Fire Protection District Emergency Leave Transferred to Sick & Bereavement Leave Policy on September 8, 2022 the OFPD Board approved said motion with no opposition.

G. Employee Handbook Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District employee handbooks and adopt the revised Okolona Fire Protection District employee handbook on September 8, 2022. Motion made by Treasurer Mike Portman and John Vickers seconded the motion. **The OFPD Board approved said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District handbooks and adopt the revised Okolona Fire Protection District handbooks on September 8, 2022. The OFPD Board approved said motion with no opposition.

H. Parental Leave Policy Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District parental leave policies and adopt the revised Okolona Fire Protection District parental leave policy on September 8, 2022. Motion made by Treasurer Mike Portman and John Vickers seconded the motion. **The OFPD Board approved said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District parental leave policies and adopt the revised Okolona Fire Protection District parental leave policy on September 8, 2022. The OFPD Board approved said motion with no opposition.

I. Motion Required To Keep The Following Forms And Documents

Motion made by Treasurer Mike Portman to keep the following forms and documents. Mike Vincent seconded the motion.

Standard Operating Procedures – Keep
Hose Change Form
Accidents/Property Loss Only
Certification of Current Service or Retired
as a Volunteer or Career Firefighter
Personal Equipment Inventory Sheet
Hose Repair Request Form
Kentucky Board of Emergency Medical Services
Continuing Education Course Student Roster
Form: KBEMS-E16 (9/2012)
Purchase Exemption Certificate
Department of Revenue
51A126 (12-09)
Commonwealth of Kentucky
Department of Revenue
Frankfort 40601
51B129 7-75
Permit Number: SD-56-103
Tax Free Purchases

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to keep the above forms and documents. The OFPD Board approved said motion with no opposition.

J. EMS SOGS Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District EMS standard operating guidelines and adopt the revised Okolona Fire Protection District EMS standard operating guidelines on September 8, 2022 with the exception of SOG 229.01 which shall not be enforced regarding sleeping. Motion made by Treasurer Mike Portman and Secretary Mike Vincent seconded the motion. **The OFPD Board approved said motion with no opposition.**

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District EMS standard operating guidelines and adopt the revised Okolona Fire Protection District EMS standard operating guidelines on September 8, 2022 with the exception of SOG 229.01 which shall not be enforced regarding sleeping. The OFPD Board approved said motion with no opposition.

K. Family and Medical Leave Act Policy Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District family and medical leave act policies and adopt the revised Okolona Fire Protection District family and medical leave act policy on September 8, 2022. Motion made by Treasurer Mike

Portman and Trustee Matt Kolter seconded the motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District family and medical leave act policies and adopt the revised Okolona Fire Protection District family and medical leave policy on September 8, 2022. The OFPD Board approved said motion with no opposition.**

L. Motion required for each of the following to archive, delete from website and from OFPD use.

Motion made by Treasurer Mike Portman to archive, delete from website and from OFPD use the following forms and documents and Trustee Matt Kolter seconded the motion.

Forms and Documents

Acting Shift Chief Requirements - DELETE
Evaluations Record
Demonstrate the Ability to: - DELETE
Evaluation Record - DELETE
Member Request to use Assembly Hall - DELETE
Administrative Office of the Courts
AOC-RU-004 - DELETE
Compensatory Time Request Form - DELETE
Emergency Leave Time Donation Form - DELETE
Annual Employee Performance Evaluation - DELETE
Financial Disclosure Statement - DELETE
Okolona Fire Department Rehabilitation Report - DELETE
Independent Study Report - DELETE
Inter-Station Mail Distribution Form - DELETE
Inventory Control Form - DELETE
Inventory Item Record - DELETE
Annual Employee Performance Evaluation - DELETE
Secondary Employment Report - DELETE
Summary of Forms to Use for Paid Time Off - DELETE
Performance Observation Memo - DELETE
Request for Personal Equipment Issue - DELETE
Probationary Career Firefighter Evaluation Form - DELETE
Probationary Sergeant/Lieutenant/Battalion Chief Evaluation Form - DELETE
Purchase Request Form - DELETE
Social Media Information Release - DELETE
Work Request Form – DELETE

The OFPD Board approved said motion with no opposition.

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to archive, delete from website and from OFPD use the above forms and documents. The OFPD Board approved said motion with no opposition.**

M. PTO Policy Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District PTO policies and adopt the revised Okolona Fire Protection District PTO policy on September 8, 2022. Motion made by Treasurer Mike Portman and John Vickers seconded the motion. **The OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District PTO policies and adopt the revised Okolona Fire Protection District PTO policy on September 8, 2022. The OFPD Board approved said motion with no opposition.**

N. Sick & Bereavement Leave Policy Motion

Motion required to repeal and revoke all prior Okolona Fire Protection District Sick & Bereavement Leave Policies and adopt the revised Okolona Fire Protection District Emergency Sick & Bereavement Leave Policy on September 8, 2022. Motion made by Treasurer Mike Portman and Secretary Mike Vincent seconded the motion The **OFPD Board approved said motion with no opposition.**

> **IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to repeal and revoke all prior Okolona Fire Protection District Sick and Bereavement Leave policies and adopt the revised Okolona Fire Protection District Sick and Bereavement policy on September 8, 2022. The OFPD Board approved said motion with no opposition.**

O. Motion required for each of the following to archive, delete from website immediately, immediately pull from OFPD use and assign to the appropriate person to revise and present to BOT at the October BOT meeting.

Motion made by Treasurer Mike Portman and Secretary Mike Vincent seconded the motion.

Standard Operating Procedures – Delete but Revise
Career Staffing
Social Media Policy
Snow Emergencies/Under Revision
Response to Medical Calls at Medical Facilities/Under Revision
General Rehabilitation/Under Revision
External Training and Education
Compressed Air Foam Systems/Under Revision
Career Staffing/Under Revision
Career Firefighter Overtime/Under Revision
Accident and Injury Review/Under Revision
Emergency Incident Scene Accountability/Under Revision
Electronic Communications & Internet Usage/Under Revision

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to archive, delete from website and from

OFPD use and immediately pull from OFPD use and assign to appropriate person to revise and present to BOT at the October BOT meeting the above forms and documents. The OFPD Board approved said motion with no opposition.

P. Motion Required For Each Of The Following To Archive, Delete From Website And From OFPD Use - Motion made by Treasurer Mike Portman and Secretary Mike Vincent seconded the motion.

Standard Operating Procedures – Delete
Volunteer Duty Staffing with On-Duty Crews/Under Revision
Supply Lines to Aerial Devices/Under Revision
Summer Uniform Shoes/Under Revision
Standard Operating Procedures and Policies
Service Vehicle Use/Under Revision
Service Vehicle Preventive Maintenance/Under Revision
Sergeants – Volunteer/Under Revision
Retirement Luncheon/Pinning Ceremony
Make-Up Trainings/Under Revision
Lateral Recruit Outline
Leave Sharing/Donation Policy
Junior Firefighter Ride-Along Program/Under Revision
Inter-Departmental Mail/Under Revision
General Rules/Under Revision
General Safety/Under Revision
Physical Fitness
Engineer Candidate Outline/Proposed
Emergency Medical Incidents/Under Revision
County Employee Retirement System/Under Revision
Computer Aided Dispatching/Under Revision
Bombs and Bomb Threats/Under Revision
Body Art and Jewelry/Under Revision
Assembly Hall Use
Attendance Credit/Under Revision
Automotive Fluid Spill Mitigation/Under Revision
Auxiliary By-Laws
Auxiliary Response to Incidents
Apparatus and Tool Cleaning Responsibilities/Under Revision
Apparatus Crew Assignments/Under Revision
Apparatus Inspection/Under Revision
Ad Hock Officer/Under Revision

IT IS HEREBY RESOLVED that after proper motions and a valid second of said motions and discussion it was approved to archive, delete from website and from OFPD use the above forms and documents. The OFPD Board approved said motion with no opposition.

8. OFPD HOLDING COMPANY 2, Inc.

A. Holding Company 2
At 5:50 Trustee Mike Portman made a motion to adjourn the OFPD meeting and enter into the Holding Company 2 meeting. Trustee Matt Kolter seconded said motion. At

5:51 Trustee Mike Portman made a motion to resume the OFPD meeting and Trustee Matt Kolter seconded said motion. **The OFPD Board approved with no opposition.**

B. Closed Session

Motion made by Trustee Vickers to enter into Closed Session under the following motion: KRS 61.810 (1) (f) – closed session to discuss personnel matters that might lead to appointment, discipline or dismissal of an individual employee. This exception shall not be interpreted to permit discussion of general personnel matters in secret. Trustee Matt Kolter seconded said motion. OFPD entered into Closed Session at 6:00 PM. **The OFPD Board approved said motion with no opposition.** Trustee Portman made motion to come out of Closed Session and Trustee Vincent seconded said motion. **The OFPD Board approved said motion with no opposition at 6:27 PM.**

9.. ADJOURNMENT

There being no further matters to come before the OFPD Board a motion to adjourn the meeting was made by Trustee Portman and Trustee Vincent seconded said motion. The OFPD Board approved said motion with no opposition. The OFPD Board meeting adjourned at 6:27 PM.

Respectfully Submitted,

Michael Vincent - Secretary

Attested:

Ed Hogan, Chairman