

HIGHVIEW FIRE DISTRICT
BOARD OF TRUSTEES MEETING
April 9, 2018

The meeting was called to order at 19:00 p.m. with the following members present: Paul Weber, Bud Harbsmeier, Nate Ingersoll, Kenny Craigmyle, and Junior Craig. Guests were Chief Dave Goldsmith, Deputy Chief Rob Dwyer, Joyce Shelton, and Attorney Richard Head.

Kenny Craigmyle made a motion to approve the March minutes. Motion seconded by Nate Ingersoll. Motion carried. (See attached).

Nate Ingersoll made a motion to accept the March Financial Reports. Motion seconded by Kenny Craigmyle. Motion carried. (See attached).

OLD BUSINESS:

Nothing to report regarding IGA Crossroads and MSD.

Kenny Craigmyle gave a report from the Committee formed to review career benefits related to Vacation, Personal, and Sick time off.

Kenny Craigmyle made a motion to add additional 40 hours of Vacation time for full-time Salary and Administrative Employees after twenty (20) years of service and to add additional 60 hours of Vacation time for full-time Firefighter/EMT Employees (24-48 work week). The Employee Handbook will reflect this addition. Motion seconded by Nate Ingersoll. Motion carried.

Election Committee was formed and consists of: Denise Drexler, Nate Ingersoll, and Paul Weber.

Nothing to report regarding Record Retention/Destruction.

Audit Engagement Letter has been signed and sent to Mountjoy Chilton & Medley for the 2017/18 Audit.

A replacement computer was purchased and in service for the Administrative Assistant. Conversion of QuickBooks Desktop to QuickBooks Online was seamless the online version has been fully implemented.

Budget Committee (Junior Craig, Kenny Craigmyle, Denise Drexler) is scheduled to meet the week of April 23.

Chief's Report was given.

NEW BUSINESS:

Bud Harbsmeier made a motion to purchase a new fit testing machine for \$8,765.00. Motion seconded by Junior Craig. Motion carried.

Bud Harbsmeier made a motion to purchase a new riding lawn mower and a new push mower, not to exceed \$10,000 (currently have quote for \$5,820 for riding mower). Motion seconded by Nate Ingersoll. Motion carried.

Nate Ingersoll made a motion to: surplus #1191 and #1196: accept sealed bid with minimum of \$2,000 for #1191 and minimum of \$9,000 for #1196; and obtain quotes for a new F150. Bids are to be received by Monday May 12 at 16:00 to be opened at Board meeting on same day at 19:00. Motion seconded by Bud Harbsmeier. All in favor: Junior Craig; Bud Harbsmeier; and Nate Ingersoll. Opposed: Kenny Craigmyle. No vote: Chairman Weber. Motion carried.

Nate Ingersoll made a motion to apply for SAFER Grant and for KFS Wildland Grant (50/50 Grant) for 12 sets of Wildland Gear. The Wildland match would be approximately \$4,000. Motion seconded by Bud Harbsmeier. Motion carried.

Junior Craig made a motion to accept the resignations of Ashby Anderson, Gabe Camberos, Mike Clan and Derrick Colberg. Motion seconded by Nate Ingersoll. Motion carried.

Chief Goldsmith presented proposal to establish partnership with Zoneton Fire Protection District to provide crew at HFPPD St. #3 Monday through Friday from 08:00-16:00 with 1 full time position employed by ZFPD, and part time positions employed by HFPPD.

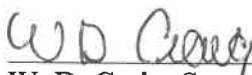
Junior Craig made a motion to hire one full time position to fill vacancy at HFPPD and part time employees for St. #3. Motion seconded by Bud Harbsmeier. Motion carried.

Kenny Craigmyle made a motion to approve the Chief to begin process for Captain Promotion. Motion seconded by Bud Harbsmeier. Motion carried.

Nate Ingersoll made a motion to pay bills. Motion seconded by Junior Craig. Motion carried.

Bud Harbsmeier made a motion to adjourn. Motion seconded by Kenny Craigmyle. Motion carried.

The meeting adjourned at 20:38 p.m.



W. D. Craig, Secretary of the Board of Trustees
Highview Fire Protection District

Respectfully prepared and submitted by Joyce Shelton, Recording Secretary

HIGHVIEW FIRE DISTRICT
BOARD OF TRUSTEES MEETING
March 12, 2018

The meeting was called to order at 19:00 p.m. with the following members present: Paul Weber, Bud Harbsmeier, Nate Ingersoll, Denise Drexler, Kenny Craigmyle, and Junior Craig. Guests were Chief Dave Goldsmith, Joyce Shelton, and Attorney Richard Head.

Nate Ingersoll made a motion to approve the February minutes. Motion seconded by Junior Craig. Motion carried. (See attached).

Bud Harbsmeier made a motion to accept the February Financial Reports. Motion seconded by Kenny Craigmyle. Motion carried. (See attached).

OLD BUSINESS:

Nothing to report regarding IGA Crossroads and MSD.

Nothing to report from the Committee formed in January to review the Vacation-Personal-Sick Policies of the Employee Handbook. A meeting is scheduled for March.

Nothing to report on the status of hiring a temporary firefighter.

Thermal Imaging camera has been received.

Chief's Report was given.

NEW BUSINESS:

Bud Harbsmeier made a motion to surplus and approve sale of Arc Machine and Universal Weight Machine. Motion seconded by Denise. Motion seconded.

Nate Ingersoll made a motion to purchase new computer for Administrative Assistant at the cost of \$800 with budgeted PC Hardware/Software funds. The current computer is 5 years old, the hard drive is not functioning properly, and cannot be updated. (See email from RFX in Chief's Report). Motion seconded by Denise Drexler.

It is noted that the QuickBooks Accounting Program has been moved to the 'cloud'. The monthly fee will be an automatic charge to Chief Goldsmith's credit card. (Details in Chief's Report).

Denise Drexler made a motion to approve Annual Physicals for firefighters with budgeted funds. Motion seconded by Junior Craig. Motion carried.

Discussion held regarding Ky State Agency Records Retention Schedule. (See Chief's Report for details).

Kenny Craigmyle made a motion to properly destroy Accounts Payable Records and Fire Run Incident Records in accordance with the State Archives and records Commission. Specifically the following records will be destroyed:

Accounts Payable – approximately 15 plastic bins of records dated from 1988 to 2010

Fire Run Incident Records – approximately 16 plastic bins of records dated 1999-2012

The cost of the certified destruction is \$5.00 per bin.

Motion seconded by Nate Ingersoll. Motion carried.

It is noted that the fire run records that will be destroyed are supporting documents and that these incidents are digitally stored in Firehouse Software and are secure on the server. It is also noted that, at this time, the fire run incidents stored in plastic bins dated 1964-1998 (approximately 16) will be kept as historical records though their life span ("Retain for five years") has passed.

Discussion held regarding the upcoming 2017-18 Audit. An Engagement Letter was received from Mountjoy Chilton and Medley (MCM).


Bud Harbsmeier made a motion to sign the Engagement Letter for MCM to perform the 2017-18 Audit at the cost of \$10,200.00. Motion seconded by Nate Ingersoll. Motion carried.

Discussion held regarding the term expiring for Appointed Trustee Junior Craig and for Elected Property Owner Kenny Craigmyle. An Election Committee will be appointed in the April Meeting.

Bud Harbsmeier made a motion to pay bills. Motion seconded by Nate Ingersoll. Motion carried.

Junior Craig made a motion to adjourn. Motion seconded by Nate Ingersoll. Motion carried.

The meeting adjourned at 20:00 p.m.



W. D. Craig, Secretary of the Board of Trustees
Highview Fire Protection District

Respectfully prepared and submitted by Joyce Shelton, Recording Secretary