

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).

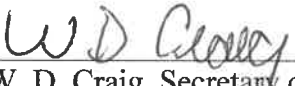
Bud Harbsmeier made a motion to sign the Engagement Letter for MCM to perform the 2017-18 Audit at the cost of \$10,200.00. Motion seconded by Nate Ingersoll. Motion carried.

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