

HIGHVIEW FIRE PROTECTION DISTRICT

7308 Fegenbush Lane

Louisville, KY 40228

September 12, 2022

The meeting was called to order at 19:00 p.m. with the following members present: Kenny Craigmyle, Dale Nason, Denise Drexler, Paul Weber, Doug Kelly, Cheryl Hogan, and Nate Ingersoll. Guests were Deputy Chief Shaun Carta, Major Sam Fife, Attorney Richard Head, and Joyce Shelton.

Nate Ingersoll made a motion to approve the August Minutes and the September 1, 2022 Special Meeting Minutes. Motion seconded by Doug Kelly. Motion carried.

Nate Ingersoll made a motion to accept the August Financial Reports. Motion seconded by Dale Nason. Motion carried.

OLD BUSINESS:

Discussion held regarding changes to the Attendance Policy in the Member Handbook and statement regarding trade and overtime shifts.

Nate Ingersoll made a motion to make the following changes to the Member Handbook:

In Attendance Policy 3.1:

- Unscheduled Early departure with notification to supervisor: 2 points. (If without leave time (without pay), additional 2 points.
- Absent Without Leave (Time off without pay): 2 points per occurrence.

In Shift Coverage 3.5 – changed the third paragraph to:

- 24/48 Employees may trade shifts with the approval of their immediate Supervisor. Note that trading shifts are the responsibility of Employees and are not overseen or supervised by the district. However, when an Employee accepts and/or arranges a trade and the supervisor has approved, that shift becomes their work shift and their responsibility to work as a shift day. When accepting an overtime shift, like accepting a trade shift, the shift becomes the Employee's shift to work.

In Overtime 7.2 – added the following sentence:

- When an Employee accepts an overtime shift and the supervisor has approved the shift, that shift becomes their work shift and their responsibility to work as a shift day.

Discussion held regarding forms to use for Attendance Issues and Coaching/Mentoring.

Nate Ingersoll made a motion to approve the forms as presented (with changes made to the Attendance Policy). Motion seconded by Cheryl Hogan. Motion carried.

Update was given on the Kentucky Fire Commission Loan.

Update was given on ESO migration.

Update was given on Line of Credit.

Update was given on PNC Crusade Account. Board of Trustee Kelly was added to the account as a signature holder.

Chief's Report was given by Deputy Chief Shaun Carta (Chief Dwyer was absent due to attending a meeting at Heritage Creek regarding COVID Premium Pay for fire department personnel).

Doug Kelly made a motion to approve Billy Keltner being hired as Temporary Firefighter (position approved previously) and to offer him a Full Time Firefighter position after completion of 150 hours of training. Motion seconded by Nate Ingersoll. Motion carried.

EMS Report was given by Major Fife.

NEW BUSINESS:

As previously approved, Greenway Shredding Company is scheduled to shred documents in accordance with the Archives and Record Division of the Kentucky State Libraries, Archives, and Records Commission. Discussion held regarding additional destruction of files according to the Record Retention Schedule of the Commission.

Nate Ingersoll made a motion to destroy expired insurance policies, expired checklists for apparatus, building, SCBA, and hydrants. Motion seconded by Paul Weber. Motion carried.

Nate Ingersoll made a motion to accept and approve the Final Settlement and for the Secretary Hogan to sign the document stating our records match and approve the statements from the Jefferson County Sheriff's Office. Motion seconded by Doug Kelly. Motion carried.

Report was given regarding a grant application that was submitted to the KY Fire Commission for a Thermal Imaging Camera.

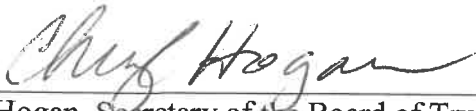
Trustee Cheryl Hogan informed the Board that she has taken new employment with a schedule that will require that she be on shift every other Monday. This will interfere on occasion with Board Meetings. The Board determined that this is acceptable. Trustee Hogan will attend the meetings virtually though, as per KRS law, she will be unable to vote.

It is noted that invoices have been reviewed and there have been no unauthorized payments.

Nate Ingersoll made a motion to approve and pay bills. Motion seconded by Denise Drexler. Motion carried.

Denise Drexler made a motion to adjourn. Motion seconded by Nate Ingersoll. Motion carried.

The meeting adjourned at 20:00.



Cheryl Hogan, Secretary of the Board of Trustees
Highview Fire Protection District

Respectfully prepared and submitted by Joyce Shelton, Recording Secretary
Documents referenced in these minutes are kept at District Headquarters and are available for viewing and copying during regular business hours in accordance with Kentucky laws regarding Open Records and Record Retention.