

**BURLINGTON FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
Monday, December 10, 2007**

Members present: Dave Conrad, AJ Schaeffer, Chris Van Meter, Robert C. Hurst III, Yvonne Manning, Brian Riddell, and Harry Pickett. Also present were: Chief Barlow and Attorney Mike McKinney.

Chairman Conrad called the meeting to order at 7:03 p.m.

Audience of Citizens

No comments.

Chief's Report

No comments.

Agenda Additions

Chief Barlow reported that two requests to review billing for ambulance services should be added to "New Business".

Chief Barlow reported the Firehouse mortgage refinance proposals should be added to "New Business".

Chairman Conrad reported that compensation for the Administrative Assistant position should be added to "Old Business".

Mr. Hurst moved to add these items to the agenda. Mr. Van Meter seconded Mr. Hurst's motion. The motion passed unanimously.

Consent Agenda

Mr. Riddell moved to approve the Consent Agenda. Motion was seconded by Mr. Van Meter. Motion passed without objection. Mr. Schaeffer abstained due to his absence from the November 2007 Board Meeting.

Old Business

Retaining Wall: No report.

Overpayment Regarding the Fire Fighter Training Center: Mr. McKinney sent letter requesting the overpayment be refunded to the District in this fiscal year instead of next fiscal year. The Fire District still has not received the refund. Mr. McKinney reported that he will follow-up.

Health Insurance Update:

Chairman Conrad reported that Union's Board of Trustees voted to withdraw from the Inter-Local Agreement. He also stated that the Inter-Local Insurance Group believes that premiums will come down now that Union is out of the Agreement.

Chairman Conrad again reminded the Board that if Burlington withdraws from the Agreement, 90 days notice must be given, and the District cannot withdraw until August 1, 2008.

Mr. Schaeffer stated that the District should continue to explore what other insurance agencies can offer the District.

Chairman Conrad reported that the Inter-Local Health Insurance Group voted to approve hiring an attorney for the Inter-Local Group, on an as-needed basis, for a fee of \$175 per hour. The attorney is Robert Craig of Taft Stettinius & Hollister LLP, and is only required to attend one Inter-Local Group meeting per year. Chairman Conrad reported that he voiced concern at the Inter-Local Group meeting regarding hiring an attorney, and that he informed the Group that the Burlington Board voted against it. Chairman Conrad also reported that the Inter-Local Insurance Group will meet again on January 9, 2008, and that he will state that Burlington wants to know before May 1, 2008 how much money the Inter-Local Group will need from Burlington so, if Burlington wants out, 90 days notice can be provided prior to August 1, 2008.

Burlington Fire Protection District Website: Chairman Conrad reported that the goal is to have all changes up in January.

Ambulances: Chief Barlow reported that Chief Biddle contacted Kenton County and that Kenton County is interested in both ambulances but is awaiting additional information.

Administrative Assistant Compensation

Chairman Conrad reported that the Administrative Assistant position must be hourly—not salary. A discussion followed as to whether to pay Michelle Williams overtime or to allow for comp time with respect to her attending Board meetings. Mr. Schaeffer moved to: (1) provide notification of Ms. Williams being hired by Chief Barlow as the District's Administrative Assistant, and (2) make the Administrative Assistant position and hourly position, with overtime to be paid for Board meeting attendance. Mr. Hurst seconded the motion. Motion passed unanimously.

New Business

Amended Budget: Chief Barlow reported that a grant has been awarded to the District, but in order to get the grant, amending the budget was required to show that the grant will be spent appropriately. As such, Asst. Chief Klaserner has adjusted certain line items so that the grant will be reflected in the budget. Mr. Van Meter moved to approve the amendments to the budget. Mr. Schaeffer seconded the motion. The motion passed unanimously.

Surplus Equipment: Chief Barlow reported that the District has the following surplus equipment: 8 computer monitors, one copier, one laser jet printer, and one fax machine. Mr. Van Meter moved to dispatch the equipment. Ms. Manning seconded the motion. Motion passed unanimously.

Incentive Points:

It was determined that in March 2007 the Board resolved that incentive point values are to be set by the Board at the beginning of every fiscal year, however, a point value was not set for the 2007/2008 fiscal year. As such, Mr. Van Meter moved to assign incentive point values, for the 2007/2008 fiscal year, by dividing the \$20,000 amount set aside for incentive points by the total amount of accumulated incentive points (3815.25). Mr. Hurst seconded the motion. The motion passed unanimously.

Ambulance Service Billing Assistance Requests: Board agreed to treat these requests as it does all other requests for billing exceptions/exemptions.

Mortgage Refinance: Proposals have come in from five banks. Chief Barlow will prepare a spreadsheet summarizing each bid.

Executive Session:

At 8:04 p.m. Mr. Schaeffer moved to enter into Executive Session. Ms. Manning seconded the motion. Motion passed unanimously.

Board returned to regular session at 8:47 p.m.

Personnel

Mr. Pickett moved to approve the volunteer application of Michael Gripshover. Mr. Schaeffer seconded the motion. Motion passed unanimously.

At 8:50 Mr. Schaeffer moved to adjourn. Mr. Van Meter seconded the motion. Motion passed unanimously.

Secretary: _____
Brian A. Riddell

Chairman: _____
David Conrad