

**BURLINGTON FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
Monday, April 13, 2009**

Members present: David Conrad, Yvonne Manning, Bill Lipscomb, Bob Parsons, and Robert Hurst

Also present were: Chief Barlow and Attorney Mike McKinney.

Members absent: Chris Van Meter and A.J. Schaeffer.

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

Audience of Citizens

No Comments

Chief's Report

Chief Barlow advised the District Board Members that he received a letter from the State asking for a copy of the District Bi-Laws. Attorney Mike McKinney stated that the District Board Members should ratify the current bi-laws so that the information could be sent to them.

Chairmans Report

During the March 9, 2009 District Board Meeting under Audience of Citizens, Kevin Vogelpohl asked Chairman Conrad what was considered an excused or unexcused absence from the monthly District Board meetings. Chairman Conrad stated that the current bi-laws have 3 or more unexcused absences will result in removal from the District Board. Chairman Conrad asks that the discussion of the excused/unexcused absences be added to the agenda.

Chairman Conrad suggested that the May 11, 2009 District Board Meeting be changed. Item needs to be added to the agenda.

Chairman Conrad said that he had discussion with the other board members about the Budget workshop was very beneficial and hopes to have them every year.

Chairman Conrad advised everyone that he had an open discussion with each of the (3) shifts. There was a statement made during one of the open discussion sessions that cutting back personnel was an option if it was needed. Chairman Conrad wanted to bring this up during the District Board Meeting so that the board members could agree that they have never made any comments about cutting back personnel.

Agenda Additions

Chairman Conrad made a request to add the discussion of an additional signer be added under New Business. Mr. Parsons moved to approve the Agenda Addition. Motion was seconded by Mr. Hurst. Motion passed unanimously.

Chairman Conrad made a request to add the discussion of changing the May 11' 2009 District Board Meeting be added under New Business. Mr. Hurst moved to approve the Agenda Addition. Motion was seconded by Mr. Parsons. Motion passed unanimously.

Chairman Conrad made a request to add the discussion of the excused/unexcused absences and to ratify the current bi-laws be added under New Business. Mrs. Manning moved to approve the Agenda Addition. Motion was seconded by Mr. Parsons. Motion passed unanimously.

Consent Agenda

Mr. Hurst moved to approve the Consent Agenda. Motion was seconded by Mrs. Manning. Motion passed unanimously.

Old Business

Liaison Program: Chairman Conrad mentioned that the Liaison Program has now begun. He hopes for more communication between the board members and the members of the department. He has the following District Board members assigned to there shift. Bill Lipscomb will be assigned to Lt. Vogelpohl-A Shift, Yvonne Manning will be assigned to Lt. Butcher-B Shift, Bob Parsons will be assigned to Lt. Hurst-C Shift, A.J. Schaeffer will be assigned to the volunteer members, and Chris Van Meter will be assigned to the Administrative Staff. Chairman Conrad ask that the board members set some time aside to visit the Firehouse to meet the members if they haven't done so already. Chief Barlow advised the members that there is a form that has been generated for feedback or any comments/concerns that either may have.

New Business

Health Insurance: Chief Barlow advised the District Board Members that there is a meeting on Tuesday the 21st. They will be discussing two items of interest. They will discuss the Dental Insurance and putting a cap on the Lifetime maximum on the Medical Insurance. To have the Dental insurance done through a 3rd party administrator. The discussion will be to have a county combined premium and coverage. It will remain basically the same. There is no cost saving and no change in coverage. The lifetime maximum for the medical insurance was reduced in August of 2007 that reduced it to 2 million. The Health Insurance board wants to reduce it again to 1 million. Chief Barlow's concern is that he doesn't want to reduce any benefit to our employees. Chief Barlow recommends that we do not change from our existing coverage for dental or reducing the lifetime maximum. The consensus of the board is to keep the current dental coverage and to not reduce the lifetime maximum from 2 million. Chief Barlow will take the board's recommendation to the Health Insurance meeting.

Funding Request: Chief Barlow received the annual letter from the Boone County Fiscal Court for the next fiscal year funding. Chairman Conrad advised Chief Barlow to send them a response stating that the Burlington Fire Protection District to receive the original request.

Additional Signer: Mr. Hurst moved to approve the motion to add Yvonne Manning as an additional signer to all bank accounts owned by the Burlington Fire Protection District. Mr. Parsons seconded the motion. Motion passed unanimously.

Chief Barlow received a request from Seth Poston and Buckeye Services to rent a parking space in the rear of the building located by the generator in return for services used on our department vehicles. Chairman Conrad asked Mike McKinney to check on the liability issue on renting out private property. Further discuss will take place during the May 20th District Board Meeting.

Bylaws: Mike McKinney checked on the date of the current bi-laws. It was 4-5 years ago when they were last reviewed. Mr. Parsons made a motion to ratify the existing bylaws that was previously adopted by the sales tax division. Mr. Lipscomb seconded the motion. Motion passed unanimously.

Budget Presentation: Chairman Conrad read aloud the letter that he presented that recommends the 3.5% pay raise for the 09/10 Fiscal Year. The letter is attached to the minutes. Chief Barlow presented to the members the proposed budget changes for the 09/10 Fiscal Year to include a full vision plan, volunteer incentive program, refine certain line items within the budget, to change the salary amounts to hourly amounts, and how the longevity is paid out. Chief Barlow has asked the District Board Members to review the budget packet presented and to make any comments over the next few weeks. Chief Barlow will ask the District Board's approval during the May 20th meeting to approve the proposed budget along with the changes made such as changing the payout for the Volunteer Incentive Program to be paid out quarterly instead of annually, fund the budget accounts, and to change the method of payments from salary based to hourly based.

Executive Session:

At 8:53 p.m. Mrs. Manning moved to enter into Executive Session. Mr. Lipscomb seconded the motion. Motion passed unanimously.

At 9:00 p.m. Mr. Hurst moved to leave Executive Session. Mr. Lipscomb seconded the motion. Motion passed unanimously.

At 9:05 p.m. Mr. Hurst moved to adjourn. Mr. Lipscomb seconded the motion. Motion passed unanimously.

Personnel:

Mr. Hurst made a motion to dismiss the following members Danielle Woltering and Jeff Sisson. Motion was seconded by Mr. Lipscomb. Motion passed unanimously

Secretary: _____
Yvonne Manning

Chairman: _____
David Conrad



Burlington Fire Protection District

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Jeffrey R Barlow, Fire Chief

April 13, 2009

To My Fellow Board Members,

I thought the budget workshop Tuesday evening was very helpful in understanding where the District stands financially as we start the process of approving a budget for the 2009-2010 fiscal year. After further discussion with Chief Barlow we are comfortable to ask for approval of a 3.5% pay raise in addition to the 15%-17% increase in the benefit package cost already included for the personnel for 2009-2010. We are projecting that we can do the 3.5% this year and at least a 3% raise over the following couple of years. This recommendation anticipates no loss of revenue or any serious unforeseen circumstances. This will be my recommendation. I have enjoyed working with you this year. I hope we can promptly approve the New Year's budget.

Sincerely,

David A. Conrad
Burlington Fire District
Board Chairman
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