

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

The regular monthly meeting of the Burlington Fire Protection District was called to order at 7:00 p.m., on Monday, July 13, 2009 with the following members present:

Mr. Dave Conrad
Mr. Chris Van Meter
Mrs. Yvonne Manning
Mr. Bill Lipscomb
Mr. Bob Parsons
Mr. Robert Hurst
Mr. Brian Riddell

Also present were:

Chief Jeff Barlow
Mr. Mike McKinney, Attorney

Oath of Office:

Mr. Brian Riddell was given the "Oath of Office" by Attorney McKinney.

Audience of Citizens:

No comments.

Board Elections:

Chairman Conrad introduced Brian Riddell to the District Board Members and to the Audience of Citizens. Mr. Riddell will serve a four (4) year term ending on June 30, 2013 serving as an elected resident property owner.

Pursuant to KRS Chapter 75 Chairman Conrad instructed the Board that an election must be conducted for Chair, Vice Chair, Treasurer and Secretary, at which point nominations were opened for the above listed positions.

Mr. Van Meter made a motion that Mr. Conrad be nominated to the position of Chairman; the motion was seconded by Mr. Parsons. Mrs. Manning motioned to close the nominations, seconded by Mr. Riddell. The motion passed unanimously.

Mrs. Manning made a motion that Mr. Riddell be nominated to the position of Vice-Chairman; the motion was seconded by Mr. Hurst. Mrs. Manning motioned

to close the nominations, seconded by Mr. Parsons. The motion passed unanimously.

Mr. Hurst made a motion that Mr. Parsons be nominated to the position of Treasurer; the motion was seconded by Mr. Lipscomb. Mr. Riddell motioned to close the nominations, seconded by Mr. Hurst. The motion passed unanimously.

Mr. Hurst made a motion that Mrs. Manning be nominated to the position of Secretary; the motion was seconded by Mr. Parsons. Mr. Parsons motioned to close the nominations, seconded by Mr. Hurst. The motion passed unanimously.

Chief's Report:

Chief Barlow advised the Board that construction has been ongoing at the Boone County Fire Training Center on Conrad Lane; Phase II is progressing well with construction of the classroom building, additional paved areas and correction of some uses with the site retention basin. He further advised them that no additional money was needed from the District, as construction of Phase II is being covered under the original bond issue. Several members inquired as to whether there has been any talk about additional departments and/or agencies participating in the center. Discussion followed with Chief Barlow answering several questions regarding participation and other center specific questions.

Chief Barlow updated the Board that several other fire districts have inquired about the Health Insurance Group that the District participates in. A letter has been drafted and will be sent out to the interested Districts regarding the group. Chief Barlow further advised that no decision has been made at this time to expand the group to take on additional agencies.

Chief Barlow reported that the Northern Kentucky Area Development (NKAD) office sent a letter offering to assist the District with setting our tax rate.

A letter was received from the Boone County Fiscal Court confirming that they will be funding the District in the amount of \$13,125 for Fiscal Year 2009/10. This money is provided by the Fiscal Court to offset expenses that the District incurs for providing fire/EMS service to the various county buildings located throughout the District.

Chairman's Report:

Chairman Conrad thanked everyone from the membership that participated in the Chief's annual review process.

Agenda Additions:

Chief Barlow requested that SOG #400.25 (Non-Scheduled Overtime) be added to new business for review and approval.

SOG #400.21 (Member Reimbursement Program) was added to the agenda as an Old Business item, discussion of this policy involves clarification of some IRS questions regarding how reimbursement is reported by the District.

Chief Barlow requested that discussion about Senate Bill 72 be added to new business.

Mr. Parsons motioned and Mr. Hurst seconded that the above listed items be added to the agenda. The motion passed unanimously.

Consent Agenda:

Mrs. Manning moved to approve the Consent Agenda and Mr. Parsons seconded the motion. The motion passed unanimously.

Old Business:

Chairman Conrad informed the Board that once the By-Laws have been converted into an electronic format they will be distributed to each member for review and possible revision.

Attorney McKinney reported that after conducting a review of the IRS code and investigating what other area fire departments do with regards to volunteer membership reimbursement pay he recommended that the District disperse W-2 forms annually to each volunteer. SOG #400.21 (Member Reimbursement Program) will be changed to reflect this recommendation.

New Business:

Chief Barlow reported to the Board that several months back a suggestion was made through the Chief's Association to solicit competitive pricing with regards to our annual audits. The process was completed and the proposals were reviewed. At this time Chief Barlow is recommending that the Board select Anneken, Huey and Moser to complete the District's audit for Fiscal Year 2009/10 at a cost of \$5,850.00. An additional cost of \$500.00 will be charged to complete the uniform reporting paperwork that must be filed with the Boone County Fiscal Court. Chief Barlow further reported that our current auditing firm did submit a proposal but was not the most cost. At motion was made by Mrs. Manning and seconded by Mr. Parsons to go with Chief Barlow's recommendation and enter into an agreement with Anneken, Huey and Moser to complete the District's annual audit and uniform reporting paperwork. The motion passed unanimously.

Chief Barlow reported that it was time to renew the District's dental insurance coverage plan for the career employees. He reported that 2 options were provided; Option A being the same coverage that we currently have and Option B including a co-pay for individuals using the insurance. Chief Barlow recommended Option A with Dental Care Plus to the Board for their approval; the expenses related to the recommendation fall within the amount budgeted within the Fiscal Year 2009/10 budget. Mr. Hurst motioned to go with Chief Barlow's recommendation; the motion was seconded by Mr. Riddell. The motion passed unanimously.

SOG #400.25 (Non-Scheduled Overtime) was presented by Chief Barlow for review by the Board. Changes that were made to the policy were mostly administrative; however the policy must be approved by the Board because move-up pay for acting officers is involved. After some discussion Mr. Parsons motioned to approve the policy as presented and Mr. Hurst seconded. The motion passed 7-0. The motion was amended to make the policy retroactive to July 1st by Mr. Parsons and seconded by Mr. Hurst. The amended motion passed unanimously.

Chief Barlow asked that the Board support a position statement regarding Senate Bill 72. The proposed bill would require the District to get approval from the Fiscal Court anytime the tax rate would need to be adjusted. The position statement would be sent to Senator John Schickel and state that the District Board of Trustees is opposed to the proposed legislation as it is written. Discussion followed and Chief Barlow reported that there was hope that each District in the County would send the same letter. A motion was made to send the letter by Mr. Hurst and seconded by Mr. Parsons, allowing Attorney McKinney to review it before it was mailed. The motion passed unanimously.

Mr. Van Meter questioned Chief Barlow about staffing at the IHM festival over the previous weekend. Chief Barlow reported that personnel either volunteered or were paid overtime to staff a First Aid Booth at the IHM festival on Friday, Saturday and Sunday. Personnel also provided fire protection coverage on Sunday evening for the fireworks display. Chief Barlow further reported that plans are being finalized for the Boone County Fair that takes place each year during the first week of August. The plan is for Burlington to cover the events of the fair on the first Saturday night and last Saturday with other county departments providing coverage in between.

Executive Session:

Mr. Riddell motioned and Mr. Hurst seconded to enter Executive Session at 7:50 pursuant to KRS 61.810(1) to discuss personnel. The motion passed unanimously.

Mr. Riddell motioned and Mr. Hurst seconded to leave Executive Session at 8:02. The motion passed unanimously.

Closing Business:

Mr. Parsons motioned to approve 2 EMS only volunteer and 4 volunteer applicants, this motion was seconded by Mr. Lipscomb. The motion passed unanimously.

Mr. Lipscomb motioned to revoke membership to Chris Lovas, this motion was seconded by Mrs. Manning. The motion passed unanimously.

Adjournment:

A motion was made at 8:10 by Mrs Manning and seconded by Mr. Lipscomb to adjourn. The motion passed unanimously.

Secretary: _____
Mrs. Yvonne Manning

Chairman: _____
Mr. Dave Conrad