

**BURLINGTON FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
Monday, May 20, 2009**

Members present: David Conrad, Yvonne Manning, Bill Lipscomb, Bob Parsons, and A.J. Schaeffer

Also present were: Chief Barlow and Attorney Mike McKinney.

Members absent: Chris Van Meter and Robert Hurst.

Chairman Conrad called the meeting to order at 7:04 p.m.

**Audience of Citizens**

No Comments

**Chief's Report**

Chief Barlow acknowledged Matt Bryant in front of the audience of citizens and District Board Members. Chief Barlow presented him with a stethoscope from the Burlington Fire Department for completing his Paramedic course.

Chief Barlow updated the Board Members with the information from the last Health Insurance Board Meeting. It was decided with a roll call vote that the current Vision Plan will stay in place. They agreed to make no changes. There was also the discussion of changing the lifetime maximum amount and with a roll call vote they decided to change it. Currently it is at a \$2 million lifetime maximum, the amount was decreased to a \$1 million lifetime maximum.

Chief Barlow advised everyone with the success of the Open House that was held on May 17, 2009. It was estimated to have about 700 people attend.

Chief Barlow mentioned that Firefighter/Paramedic Tony Lauman has been named the Chairman of the Northern Kentucky Emergency Services School. He will take this position for the next 3 years.

**Chairmans Report**

Chairman Conrad gave congratulations to the members of the Burlington Fire Protection District for a job well done with the EMS Week Open House.

Chairman Conrad advised the audience of citizens and the fellow board members that Vice President A.J. Schaeffer term expires July 2009. The election had taken place and Brian Riddell will be returning as the new board member starting his term in July 2009 for the next 4 years.

## Agenda Additions

Chairman Conrad made a request to add the discussion current bi-laws be added under Old Business. Mr. Lipscomb moved to approve the Agenda Addition. Motion was seconded by Mr. Parsons. Motion passed unanimously.

## Consent Agenda

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

## Old Business

Liaison Program: Chairman Conrad mentioned that the Liaison Program has started. He mentioned that he came up and had dinner with the shift on duty. He encourages everyone to do so with the shift that they are assigned to.

Fiscal Year 2009-2010 Budget: Chief Barlow presented the modifications to and reviews the budget for the upcoming fiscal year. Chief Barlow discussed all changes made to the 2009-2010 Fiscal Year Budget. Upon discussion with the board members Chief Barlow asks the approval for the following items: 1) Incentive Program to be funded to be paid on a quarterly basis starting December 2008. 2) Budget approval for the four individual bank accounts including the Capital Vehicle Account, Capital Building Account, Reserve Fund, and the Operating Account. 3) Change of method of payment for employees-hourly instead of salary and associated pay for hours worked. 4) Longevity Payments. 5) Pay increase of 3.5% for all employees. Chief Barlow asked that there be a separate approval for each for the four bank accounts listed above. Chairman Conrad asked the fellow board members if they have any questions in regards to the items mentioned above. There was no discussion needed after the presentation. Mr. Schaeffer moved to approve the change in the Incentive Program, the budget for the individual bank accounts, change of payment to employees from salary to hourly, the longevity payments and the 3.5% pay increase to the employees. Motion was seconded by Mr. Parsons. Motion passed unanimously. The individual Standard Operating Guidelines that go along with the proposed changes were presented to the members to review and will be tabled to the June 2009 District Board Meeting.

Parking Spot Lease: Attorney Mike McKinney discussed that according to Statue 75.0402(i) it doesn't allow surplus of a parking space to a private owner for use. Chairman Conrad instructed Chief Barlow to send notification to Seth Poston with Buckeye Emergency & Specialty stating that they will not be able to lease the parking spot in the rear of the building.

Bylaws: Discussion to review and change current bylaws were tabled to the June 2009 District Board Meeting.

**New Business**

**Change Credit Card Institutions:** Chief Barlow discussed with the board members the difficulties the district has been having with the current credit card that is with National City. The District would like to receive three credit cards through First Financial instead of National City. Mrs. Manning moved to approve the changing of credit card institutions from National City to First Financial along with having three credit cards. Mr. Lipscomb seconded the motion. Motion passed unanimously.

**Preventative Maintenance Contracts:** Chief Barlow advised the members that the preventative maintenance contracts for both Buckeye Power Sales and Vehicle Systems have been received. Both are 1 year renewals for existing contracts. Mrs. Manning moved to approve the 1 year contracts for both Buckeye Power Sales and Vehicle Systems. Mr. Parson seconded the motion. Motion passed unanimously.

**Line Item Changes:** Chief Barlow asked that the discussion for the proposed Line Item changes are tabled until the June 2009 District Board Meeting.

**Vacant Lot:** Chief Barlow requested that the vacant lot be taken off the market for the purpose of future development internally for a fire safety education center. Discussion took place with the board members and it was a consensus to keep the vacant lot on the market.

**SOG Revision:** The proposed SOG revisions are tabled until the June 2009 District Board Meeting.

**Executive Session:**

At 8:50 p.m. Mrs. Manning moved to enter into Executive Session. Mr. Lipscomb seconded the motion. Motion passed unanimously.

At 9:37 p.m. Mr. Lipscomb moved to leave Executive Session. Mr. Schaeffer seconded the motion. Motion passed unanimously.

At 9:38 p.m. Mr. Lipscomb moved to adjourn. Mr. Schaeffer seconded the motion. Motion passed unanimously.

**Personnel:**

Mr. Lipscomb made a motion to dismiss Raymond Embry from the membership. Motion was seconded by Mr. Schaeffer. Motion passed unanimously

Secretary: \_\_\_\_\_  
Yvonne Manning

Chairman: \_\_\_\_\_  
David Conrad