

**BURLINGTON FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
Monday, November 9, 2009**

Members present: David Conrad, Bob Parson, Bill Lipscomb, Yvonne Manning, Robert Hurst, Chris Van Meter and Brian Riddell.

Also present were: Chief Barlow and Attorney Mike McKinney.

Chairman Conrad called the meeting to order at 7:00 p.m.

**Audience of Citizens**

No Comments

**Chief's Report**

Chief Barlow advised the board members that due to House Bill 1 he will have to petition thru the state to get approval again for the position we are hiring for.

Chief Barlow stated that there really is no update on the H1N1. The shot clinic that was scheduled to be in Burlington was cancelled. All care providers can go to another location to receive them if they wish.

The youth dance that is scheduled for November 13<sup>th</sup> will go on as planned.

**Chairmans Report**

Chairman Conrad advised the board members along with the audience of citizens that he received a letter from the Florence Fire Department. Chairman Conrad read the letter aloud so that everyone could be aware of what the letter was about. The Florence Fire Department sent a letter of appreciation to the members of the Burlington Fire Protection District for there assistance in many large events over the past month.

**Agenda Additions**

No Agenda Additions

**Consent Agenda**

Mrs. Manning made a motion to correct the Executive Session minutes from the October 2009 board meeting. Mr. Van Meter did not leave the executive session. That sentence needs to be removed. Motion was seconded by Mr. Riddell. Motion passed unanimously.

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

## **Old Business**

**District By-laws:** Upon review attorney Mike McKinney advised Chairman Conrad and the fellow board members that under Article 3, Section 13 should only reference KRS 75. Therefore any changes that are made will always be reflected. No updates will be necessary to the District Board By-Laws if we only reference which KRS.

Discussion took place as to whether or not the Burlington Fire Protection District needs to have SOG #500.6 if KRS 75 is referenced in the District By-Laws. Chairman Conrad asked that a print out of SOG #500.6 be given to the board members for the December District Board Meeting to review.

**Light Duty:** Chief Barlow advised that there was no new information.

**Addendum to Kitchen Hood:** Chief Barlow advised the board members that an addition to the Kitchen Hood project was needed. A wall needed to be built in order for the new kitchen hood to be built. An additional cost of \$1,150.00 will be added so that the Osterwisch Company can have someone build the wall for us. This payment will come from the Building Fund also. Chief Barlow asked the board members for there approval. Mr. Riddell made a motion for the additional payment to be made for the wall construction. Motion was seconded by Mr. Parsons. Motion passes unanimously.

**Board Memorandum:** Mr. Riddell advised that there were no major changes made since the last board meeting. The memorandum was started before Assistant Chief Klaserner spoke with the Lieutenants and each shift. The reason this was started was to address some of the concerns from the members of the department. This is a work in progress. Mr. Riddell emphasized that each member of this department needs to utilize the chain in command as it states in the memorandum. Mr. Parsons moved to approve the memorandum that was written by the board members. Motion was seconded by Mr. Manning. Motion passed unanimously.

## **New Business**

No New Business this month

## **Executive Session:**

At 7:25 p.m. Mr. Riddell moved to enter into Executive Session. Mr. Parsons seconded the motion. Motion passed unanimously.

At 8:04 p.m. Mr. Riddell moved to leave Executive Session. Parsons seconded the motion. Motion passed unanimously.

At 8:05 p.m. Mr. Lipscomb moved to adjourn. Mrs. Manning seconded the motion. Motion passed unanimously.

## **Personnel:**

Mr. Riddell made a motion to accept the volunteer resignation from Larry Cahill. Motion was seconded by Mr. Lipscomb. Motion passed unanimously.

Mr. Riddell made a motion to accept 1 resignation from career employee Jeff Hatter. Motion was seconded by Mr. Lipscomb. Motion passed unanimously

Mr. Riddell made a motion to accept (4) volunteer firefighter applications: Craig Carlson, Aaron Talbert, Andrew Coulter, and Steven Linville. Motion was seconded by Mr. Lipscomb. Motion passes unanimously.

Mr. Hurst made a motion to offer Jeremiah Meister reemployment for an upcoming vacancy with the offer to be extended for 7 days and terms to include Grade 3 pay scale with Grade 1 benefits. If the position is not accepted within 7 days the chief is authorized to advertise for a FF/Medic position. Motion was seconded by Mr. Lipscomb. Motion passed unanimously.

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

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