

**BURLINGTON FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
Monday, July 11, 2016**

Members present: Chairman Conrad, Joe Walter, Bob Parsons, Yvonne Manning, Keith McMain, Todd Gross and Jason Bowling.

Also present were: Chief Barlow and Attorney Mike McKinney.

Chairman Conrad called the meeting to order at 5:00 p.m.

Chairman Conrad asked the district board to either excuse or to unexcuse Bob Parsons and Chairman Conrad from the June 13<sup>th</sup>, 2016 district board meeting. Jason Bowling made a motion to excuse both from the June 13<sup>th</sup> District Board meeting. Motion was seconded by Keith McMain. Motion passed unanimously.

Attorney Michael McKinney conducted the Oath of Office for District Board for new board member Todd Gross.

**Audience of Citizens:**

Yvonne Manning wanted to express how grateful she was for the care that the members of this department have given her mother, on the multiple runs to her residence.

**Election of District Board Officers:**

District Board Chairman – David Conrad  
District Board Vice Chairman – Joe Walter  
District Board Treasurer – Bob Parsons  
District Board Secretary – Yvonne Manning

Bob Parsons made a motion to approve the following officer positions. Motion was seconded by Jason Bowling. Motion passed unanimously

**Chief's Report:**

Reviewed the monthly run statistics  
Provided an update on all of the FEMA and Kentucky Office of Homeland Security Grants.

**Chairmans Report**

District Board Elections took place on June 25<sup>th</sup>, the winner with (8) votes were Todd Gross. Jason Wallace had (3) votes, and Andy Kuchar had (0) votes.

**Committee Reports:**

Nothing to report

**Consent Agenda**

Jason Bowling made a motion to approve the consent agenda. Motion was seconded by Yvonne Manning. Motion passed unanimously.

**Old Business**

No Old Business

**New Business:**

**Resolution #2016-3 Charges and Fees:** This resolution was prepared to show additional charges and fees that the district receives money from, Emergency Medical Services (Squad Billing), CPR and First Aid Classes, and Hazmat Materials Response. This was prepared for Chief Barlow to report to the Boone County Fiscal Court. Jason Bowling made a motion to accept Resolution #2016-3: Charges and Fees. Motion was seconded by Bob Parsons. Motion passed unanimously.

**Policy #10: Travel and Expense:** Policy presented by Chief Barlow. Policy includes travel expenses that the district is fiscally responsible for. This policy is for all members of the department. Jason Bowling made a motion to accept Policy #10: Travel and Expense. Motion was seconded by Todd Gross. Motion passed unanimously.

**Policy #34: Employee Pay and Benefits:** Jason Bowling made a motion to approve Policy #34: Pay and Benefits. Motion was seconded by Todd Gross. Motion passed unanimously.

**Annual Audit Engagement Letter:** Chief Barlow advised that he received the annual audit engagement letter from Anneken, Huey & Moser. Chief Barlow asked the board members to approve the signing of the engagement letter. There has been some turnover and we will be looking at them closely this year. Jason Bowling made a motion to approve the engagement letter to be signed. Motion was seconded by Yvonne Manning. Motion passed unanimously.

**GIS annual contract:** Chief Barlow received the annual contract from GIS. There has been no increase from last. Jason Bowling made a motion to accept the new GIS contract for the 2016/2017 Fiscal year. Motion was seconded by Bob Parsons. Motion passed unanimously.

**Dental insurance renewal:** The renewal from Dental Care Plus was received. Bill Lutz, or broker, was able to receive another year with no increase in premium. Keith McMMain made a motion to accept the dental insurance renewal with Dental Care Plus. Motion was seconded by Jason Bowling. Motion passed unanimously.

**Executive Session:**

At 5:17p.m. Andy Jason Bowling moved to enter into Executive Session. Yvonne Manning seconded the motion. Motion passed unanimously.

At 6:07 p.m. Keith McMMain moved to leave Executive Session. Yvonne Manning seconded the motion. Motion passed unanimously.

At 6:10 p.m. Keith McMMain moved to adjourn. Bob Parsons seconded the motion. Motion passed unanimously.

**Personnel:**

Yvonne Manning made a motion to accept Lindsay Ross and Brian Wilson as a volunteer. Motion was seconded by Keith McMMain. Motion passed unanimously.

Joe Walter made a motion to accept the following individuals as Part Time employees: Mike Bolser, Collin Taylor, Jordan Rabe, Kyle Lawrence, Michael Hoppius, David Kennedy and David Curtis. Motion was seconded by Bob Parsons. Jason Bowling opposed. Motion passed 5 votes yes and 1 vote no.

Todd Gross made a motion to accept the following as members of the department that will be participating in the Scholarship program, pending the approval after interviews that will be conducted on July 12, 2016. The individuals are: Trevor Navarne, Molly Rice, Michael Stanton, Alex King, Colton Lange, Morgan Cook, and Alex Hoffman. Motion was seconded by Bob Parsons. Motion passed unanimously.

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

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