

JEFFERSON COUNTY FIRE TRUSTEES ASSOCIATION

MEETING OF THE MEMBERSHIP

Date: June 19, 2008
Location: Jeffersontown Fire Department, Station # 1
Called to Order: 7:00 PM

ATTENDANCE

Voting Representation – Buechel, Fairdale, Fern Creek, Harrods Creek, Highview, Jeffersontown, Lake Dreamland, Lyndon, McMahan and St. Matthews. Fire chiefs present were: Col. Baker and Col. Barth. Also present were: Asst. Chief Jeff Riddle, Attorney Maurice Byrne, and Terri Livers, EFA.

A quorum was not present. Chairman Bauer advised that all business conducted at this meeting will need to be ratified by the membership at the August meeting of the association.

A moment of silence was observed in memory of past trustees, Rexford Evans (Buechel FD) and Reverend Marvin Marheine (DSFD), both of whom had recently passed away.

CONSIDERATION AND APPROVAL OF MINUTES

Jefferson County Fire Trustees Association – Motion by Buechel to approve the April 2008 minutes. Second by Fairdale. Motion Carried.

JEFFERSON COUNTY FIRE ALLIANCE REPORT

Copies of the fire alliance financial report were provided. Col. Barth inquired of the anticipated funds to remain in the current fiscal year. We will likely have a portion of the \$24,034.24 currently remaining in the budget that could be used to off-set the expected shortage in the 2008 – 2009 fiscal year. *Motion of approval of the financials as presented, by Buechel. Second by Lyndon. Motion Carried.*

GUESTS, ANNOUNCEMENTS & REMINDERS

Cotton & Allen – Representatives from Cotton & Allen provided a brief presentation on the auditing of fire district financials and compliance with Yellow Book standards. Several points were made which stressed that the burden of responsibility rests with the fire district board of trustees to ensure that an adequate system of controls is in place. They also mentioned the importance of board members understanding the financial position of the district, as well as the accountability represented in the management letter that becomes a part of the audit.

Auditing standards will change July 1, requiring auditors to spend more time communicating before and throughout the audit, and will place increased emphasis on internal controls. Auditors are required to keep up with IRS regulations and can review a district's policies on how certain items (taxable benefits) are handled, if they are considered to be significant in the judgment of the accountant.

Timely Reminders from the Jefferson County Fire Trustees Legal Compendium:

JUNE

JUNE 1: BUDGET: Absolute due date to file with Louisville Metro Cabinet for Public Protection (All of the fire district budgets were filed by the due date.)

- (1) TAX RATE: Adopt TAX RATE [or proposed if HB 44 applies].
- (2) HB 44: Schedule HB 44 HEARING in JULY (if necessary).
- (3) HB 44: Schedule two (2) legal advertisement for HB 44 HEARING in Neighborhood Section. (2) HB 44 HEARING on TAX RATE.
- (4) CERTIFY MOTOR VEHICLE TAX RATE (6-8-00).
- (5) AUDIT: Insure records will be available to CPAs on JULY date as agreed.
- (6) AUDIT: Notify CPA.
- (7) BOND: Approve Bond for Treasurer effective JULY 1.
- (8) MINUTES: Approve May minutes and designate any KRS 75.240 material.
- (9) Confirm April minutes filed with County Clerk.

4TH SAT: ELECTION OF FIREFIGHTER AND PROPERTY OWNER TRUSTEES

JULY

JULY TAX RATE HEARING:

- (1) HB 44 HEARING on TAX RATE.
- (2) ADOPT Real Property TAX RATE under HB 44.
- (3) ADOPT Personal Property TAX RATE
- (4) ADVERTISE Rate adopted within seven (7) days.

JULY TRUSTEES MEETING

- (1) TAX RATE: Review Certified Real Estate Assessments to compare with adjustments made to Preliminary Assessments.
- (2) ELECTION: Approve Election Committee report.
- (3) NEW TRUSTEES - OATH OF OFFICE
- (4) ELECTION OF OFFICERS: Elect Chairperson, Secretary, and Treasurer.
- (5) BOND: Confirm Bond for Treasurer was effective July 1.
- (6) DISTRICT CERTIFICATION must be filed with Clerk by August 29.
- (7) AUDIT: CPA work done; Audit by September Trustees Meeting.
- (8) AUDIT required to be filed WITHIN 30 DAYS OF RECEIPT OF COMPLETED AUDIT.
- (9) ADVERTISEMENT OF FINANCIAL INFORMATION required to be published AS SOON AS COMPLETED AUDIT IS RECEIVED.
- (10) MINUTES: Approve June minutes and designate any KRS 75.240 material.
- (11) Confirm May minutes filed with County Clerk.

AUGUST

AUGUST TRUSTEES MEETING: Insure that:

- (1) TAX RATE: Approve certifications of TAX RATES.
- (2) CERTIFY REAL ESTATE TAX RATE.
- (3) CERTIFY PERSONAL PROPERTY TAX RATE.
- (4) ELECTION: Election Committee report approved.
- (5) NEW TRUSTEES - OATH OF OFFICE.
- (6) ELECTION OFFICERS: Chairperson, Secretary, and Treasurer elected.
- (7) BOND: Bond obtained for Treasurer.
- (8) **DISTRICT CERTIFICATION - FILE WITH CLERK BY AUG. 29.**
- (9) AUDIT: CPA work completed; AUDIT by SEPTEMBER Trustees meeting.
- (10) ADVERTISEMENT FINANCIAL INFORMATION as soon as audit received.

OLD BUSINESS

Committee Reports

Public Information, Education and Recruitment – Col. Barth reported the summer edition of the “Line of Fire Show” features Chief Jim Baker (retiring) Lyndon FD, groundbreaking for Highview’s new fire station, Louisville Fire & Rescue’s 150 year anniversary, Big 4 Bridge fire and the Harrods Creek’s fire boat, memorial dance for Cory Adkins, and a volunteer profile from Worthington FD.

Governmental Affairs – Chief Jack Reckner reported on the pension reform proposal to be discussed in a special session beginning June 23. Copies of the comparison document were previously distributed to the chiefs and trustees, via email. Discussion held regarding the employer’s contribution rate (both current and future), retire / rehire participants and the changes that are being proposed to reduce the advantages of that practice, and the state’s health insurance plan.

Col. Reckner also reported on a meeting to take place on the same day with Housing, Building and Construction on the fire code. Efforts are being made to mirror the fire code to the building code, which is a mini-maxi code and would eliminate the local option of enacting ordinances such as for residential sprinklers. The chapter 75 chiefs had recommended the hiring of legislative representative Bob Benson to assist with the matter, should it become a legislative issue.

FY 08 / 09 Jefferson County Fire Alliance Budget – Col. Barth reported that we can expect to receive \$178,000 this year from Louisville Metro, if the mayor’s budget is approved. This amount represents a reduction of \$500 from the current year’s funding, and is \$22,000 less than the proposal approved by the membership in January. The districts have been asked to consider providing \$1,000 in funding assistance toward the HazMat team. Chairman Bauer has requested a detailed report of the anticipated expenses, in response to questions from the districts. That information will be shared upon receipt. Invoices will be forwarded in July.

LOUISVILLE METRO & JEFFERSON COUNTY FIRE CHIEFS ASSOCIATION

Col. Barth provided the following updates on behalf of Louisville Metro and the JCFCFA:

Fire Hydrant Program – In lieu of free water (regulated by statute) a pilot program has been negotiated between four of our fire districts and the Louisville Water Company for the servicing of public fire hydrants, in exchange for a fee. The program, which will pay \$7 per hydrant for testing and \$10 for testing and painting (every four years), will be extended for additional participation in the next fiscal year. Participating districts will be asked to sign an agreement with the Louisville Water Company. The data that the fire departments collect in FireHouse should interface with Louisville Water Company data. The districts will also have direct access to hydrant data maintained by the LWC. Discussion of hydrant testing and the effects that it could have on residential water flow brought a recommendation for public notice prior to testing if possible.

MetroSafe –

* Work on completing the towers continues. A press conference was held at the new tower located at Fern Creek FD. Efforts are underway to gain access to the tower located on Hubbards Lane and an offer has been made to place a new generator at the Blue Cross Blue Shield facility.

* The new radios purchased by Louisville Metro will arrive at the end of the year (distribution to occur sometime next spring).

* Reconstruction of the MetroSafe building at 410 S. Fifth Street has begun.

* The Best Practices Committee has determined that commonality is needed for urban and suburban fire with regard to MetroSafe Communications. The chapter 75 fire chiefs have voted to support the recommendations of the committee as they are made.

False Alarm Ordinance – Information gathered from most of the fire districts with regard to false alarm responses will be used to support the drafting of an ordinance.

Rehab Policy – The districts have received the proposed rehab policy and are in the process of reviewing it. A vote by the membership of the Jefferson County Fire Chiefs Association is expected to take place at the July meeting.

EMS – A meeting was held with the mayor to discuss fire district responses to emergency medical calls and the additional costs for providing the service.

Volunteer Firefighters – MetroStat statistics report that our volunteer numbers are at the lowest point that they have been since we began collecting the data.

LEGAL COUNSEL

Attorney Byrne mentioned the fire trustee's workshop, scheduled for September 27 at McMahan, will include presentations by the Governor's Office for Local Development and state archives.

With regard to fire district audits, Attorney Byrne reminded the districts the auditor must be independent.

In closing, Attorney Byrne referenced the "Legal Briefings for Fire Chiefs" publication and the email information that is available through "The Secret List" at <http://www.firefighterclosecalls.com/> (please check this out if you are not familiar with it).

Attorney Byrne also provided a hand-out re: Should a Fire Protection District Pass a Resolution or an Ordinance, which is included with the distribution of these minutes.

NEW BUSINESS

Discussion of JCFS Health Insurance Committee - Committee member, Asst. Chief Riddle reported on behalf of the health insurance committee. On the health insurance side, things are going well. The dental, not so good: As reported in various emails and updates, the fully-self funded plan did not succeed, due to a miscalculation of premiums verses claims on the part of Humana. Humana has accepted responsibility for the plan that is currently being transferred to fully insured, at no additional cost or change in benefits. However, our rates will likely increase upon renewal in September so the committee will begin looking at other dental insurance options. The committee will also focus on implementing July renewals for the health and dental, to coincide with the fire district fiscal year.

The committee has received a copy of the bylaws and inter-local agreement that the Boone County Fire Districts have adopted. The documents, which provide some much needed guidelines and operational procedures, were presented to the trustee's executive board last week with a request that similar guidelines be established for the Jefferson County Health Insurance Committee. The board agreed and directed the committee to work with Attorney Maurice Byrne on a proposal to be drafted for membership review at the August meeting.

Another item that was brought forth has to do with the monthly reporting of our insurance accounts. At the recommendation of our broker, the income and expenses of the JCFS group insurance plans should be considered as a whole, rather than by individual district. Premiums are charged based on the number of participants; therefore the month-end total should be divided by the number of employees/shares. Accounting by shares eliminates a comparison of income and expenses, and the risk that could befall a single department in the event of excessive claims. It is also much less time consuming than the current method. A copy of the by-share report was provided to the members in attendance and will accompany the mailing of these minutes. If a department decides that they no longer wish to participate in the plan, they would leave the group with their share / percentage of the total available funds in the account. As this approach would be different than what was originally submitted to the districts, a vote of the membership is required. *Motion by Buechel to accept the by-share reporting system as recommended by the committee. Second by Lake Dreamland. Motion Carried.*

Discussion held as to whether the insurance committee should separate from the Jefferson County Fire Trustees Association and become a legal entity (through the establishment of bylaws and inter-local agreement)? Either way, Trustee Clark stressed the importance of financial accountability over the funds that are maintained on behalf of the participating fire districts.

October Election of the JCFTA Executive Board – Vice Chairman Simon will present the slate of nominations in August for consideration by the trustees membership. All of the current members are willing to serve another two-year term. If you would like to add your name to slate, please contact Vice Chairman Fred Simon at fredrun3@gmail.com.

Current members:

Chairman, Chuck Bauer (Fern Creek)
Vice Chairman, Fred Simon (Harrods Creek)
Secretary / Treasurer, Lynn Meiman (Lake Dreamland)
Trustee, Melissa Ames (Worthington)
Trustee, Jack Clark (Buechel)
Trustee, Howard Goldman (Fairdale)
Trustee, Jack Monohan (St. Matthews)

Tax Rates (real, personal, optional, & municipality) – Due before September 5 to the EFA for filing with the Jefferson County Clerk. Copies of the necessary forms were provided at the meeting and also by email to the districts with the distribution of this evening's agenda.

Additional Discussion

Chairman Bauer reported that Attorney Maurice Byrne had submitted his invoice for services since his last statement in February of this year. The invoice detailed charges totaling 52 hours and \$3,546. His cover letter (attached), which was read to the membership, included a concern with budget shortfalls and an extremely generous adjustment to his statement, bringing the total due to \$363.61. As our legal expenses are budgeted items, Chairman Bauer polled the executive board members present for their approval on the payment of the invoice. Motion of approval by Trustee Clark. Second by Trustee Goldman. Motion Carried.

Chairman Bauer thanked Attorney Byrne for his service to our organization, spanning a period of twenty-five years. He is an expert in the field of special taxing districts and we are fortunate to have him on our team!

NEXT MEETING

Jefferson County Fire Trustees Association – August 21, 2008 7:00 p.m. @ Fern Creek # 1

ADJOURNMENT

The meeting was adjourned at 8:50 p.m. by motion of Beuchel. Second by Fairdale. Motion Carried.

Respectfully Submitted,

Terri Livers, EFA