Anchorage Middletown Fire & EMS
BOARD OF TRUSTEES/ 108 Urton Lane
December 16, 2025
Minutes

I. **Opening**
   a. Chairperson Jim Yates called the meeting of the Board to order at 1:00pm. at AMFEMS Station #1. Trustees present were Linda Oliver, Grant Hart, Jason Karrer, Andy Downes Jason Smith and Andrea Oser. Also present were Chief Pat Walsh, Joe Wolfe, , Kevin Fletcher, Brad Michel, Pam Henehan, Frank Apanenwicz, Kent Kruer, Adam Justice, Jared Durtche, 10 others online, guest David Byer, Alisa Micu, from Sites & Harrison, Joseph and Nick from Dean Dorton, Shannon Ran as recorder, and Bryan Dillon, general legal counsel to the Board.

II. **Approval of Minutes**
   a. Regular Meeting November 18, 2025
   b. Special Meeting November 21, 2025
   Motion by Andy Downes to approve the Regular and Special Meeting Minutes from November 18th & 21st, seconded by Jason Karrer. Motion passed unanimously.

III. **Dean Dorton FY' 25 Audit Draft Review**

IV. **Financial Reports**
   a. Financial Statement: Period Ending November 31, 2025
      Chief Walsh reviewed and entertained questions.

V. **Expenditure Request**

VI. **Surplus Equipment**

VII.   **Chief's Reports- Chief Walsh**
   All Division reports will be included in the packet. Chief Reviewed and entertained questions.

VIII. **Old Business**
a. Approval of the listed job descriptions provided in packet.
   Motion by Grant Hart to approve all updated job descriptions listed and reviewed, seconded by Jason Smith. Motion passed unanimously.
b. Approval to open Applications to fill the Facilities Technician I or II positions.
   Motion by Jason Smith to approve the application to fill Facilities technician I and II positions with the approved salary range, seconded by Andy Downes. Motion passed unanimously.
c. Approval to fill the Fleet Service Supervisor position.
   Motion by Andy Downes to fill the Fleet service supervisor positions with the approved salary range, seconded by Linda Oliver. Motion passed unanimously.
d. Approval of opening Applications to fill Fleet Service Technician I.
   Motion by Andy Downes to open applications to fill the fleet services technician I position with the approved salary range, seconded by Linda Oliver Motion passed unanimously.

IX. **New Business**
a. Approval of Job Description for CRR Administrative Assistant.
   Motion by Jason Karrer to approve the job description for CRR Administrative Assistant, seconded by Andy Downes, Motion passed unanimously.
b. Approval of updated promotional Policy.
   Motion by Andy Downes to approve the update promotion policy, and for the EMS Captain list to be exempted from the timeline while process is being developed, or until July 1st, 2026, seconded by Jason Smith. Motion passed unanimously.
c. Informational only- Promotional progress SOG.

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X. **Executive Session**
   a. Personnel Matters - KRS 61.810(1)(f)
   b. Real Estate Matters- KRS 61.810(1)(b)
   c. Pending Litigation- KRS 61.810 (1)(c)

   Motion my Andy Downes to enter executive session to discuss
   Personnel Matter KRS61.810(1)(f), Real Estate Matters- KRS
   61.810(1)(b), and Pending Litigation- KRS 61.810 (1)(c) seconded by
   Jason Smith. Motion passed unanimously. The Board went into
   Executive Session at 1:42 pm

   Board returned from Executive Session at 4:03pm, with no action taken.

   Motion by Jason Smith to approve the Purchase and Sale Agreements
   with Aiken LLC and Avoca LLC for purchase of the Aiken Road
   properties seconded by Andy Downes. Motion passed unanimously.

XI. **Open Forum**

XII.   **Motion to Adjourn**
           i. Motion to adjourn at 4:02 pm. by Andy Downes, second by
              Jason Smith. The motion passed unanimously.

Shannon F. Ran
Executive Administrative Assistant
Recording Secretary for the Board

*Supporting documents are available by request through the Fire Protection
District.