



Bobbie Holsclaw
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BOBBIE HOLSCRAW

CLERK

BY: MERISSA SHELBURNE

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**St. Matthews Fire Protection District
Board of Trustees
April 13, 2023**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on April 13, 2023, at the district's headquarters: 240 Sears Avenue, Louisville KY 40207.

Board members present were Secretary Kathy Wrigley, Treasurer Nick Heilmann, Trustee Mike Abell, Trustee Marshall Bradley, Trustee Christine Kesler, and Trustee Chris Mooser.

Also present were Chief Nicholas Clark, Assistant Chief Frank Flynn, Assistant Chief Mike Riordan, Human Resource Manager Michael Frantz, Accountant Robin Roberts, Attorney Mark Leach, Administrative Assistant Terri Livers, Major Greg Crabb, Major Jeremy Leffler, Fire Marshal Stephen DunLany, Captain Brendan Montgomery, Sergeant Tommy Hedden, Sergeant TJ Southard, Sergeant Charlie Strobel, Sergeant Rickie Tapp, Firefighter Cody Burton, Firefighter Tony Clark, Firefighter Derrick Clarkson, along with our new recruit Firefighters Elijah Hernandez, Chris McCune, Robert Mendelsberg, Isiah Ramirez, Jabin Wright, and Christian Zoeller.

Secretary Kathy Wrigley presided in the absence of Chairman Tonini. The meeting was called to order at 4:02 PM.

The minutes for the March 1, 2023 SPECIAL meeting were approved by motion of Trustee Christ Mooser. Second by Trustee Christine Kesler. Motion Carried.

The minutes for the March 9, 2023 meeting were approved by motion of Treasurer Nick Heilmann. Second by Trustee Mike Abell. Motion Carried.

Treasurer's Report

Accountant Robin Roberts referenced the Comments to Financials distributed with the board package. Discussion held regarding the year-to-date budget performance and preparation of the FY 2023/2024 budget proposal, which will be developed now that the preliminary real estate assessments are in hand. Approval of the March expenditures were motioned by Treasurer Nick Heilmann. Second by Trustee Marshall Bradley. Motion Carried.

Old Business

Update of 2023 Trustee Appointment & Election – A letter requesting the reappointment of Christine Kesler was sent to Mayor Greenberg following the March meeting. The fire districts have since been notified that the mayor's office intends to follow their three-term cap for appointments this year. If so, Christine will not be eligible for reappointment. A notice advising of the upcoming firefighter trustee election was sent out to the employee group list. Nominations will be accepted through April 28. Once the slate is established, a notice of election will go out via first class mail to our voting membership, thirty days prior to the June 24 election.

Long Term Strategic Plan – Chief Clark advised that he and members of his command staff will begin working on a long-term plan, after the FY 23/24 budget process.

By-Law Review – To be discussed in Executive Session.

New Business

Bid Opening for Station 1 Bunk Room Construction - Architect Chris Cottingim with 5253 Design Group presented the bid proposals for the station one bunk project. The board received the hard copy proposals for review, with voting to take place at the May 11 board meeting.

Alumni Reunion – The STMFPD Alumni group has requested funding assistance for the reunion that is scheduled to take place on September 2, 2023. Chief Clark advised that he would include \$5,000 in the FY 2023/2024 budget proposal for the reunion.

Teams for Virtual Board Meetings/ Video Conferencing – Chief Clark explained that we will be using MS Teams for virtual board meetings and video conferencing going forward - when needed, rather than GoToMeeting. The department is using the full MS suite and there is no need to pay for the additional service through GoToMeeting. Major Crabb will be available to provide technical assistance if needed.

Recruit Graduation – The newly graduated class of recruits were welcomed and congratulated by the board of trustees! Their graduation ceremony and swearing in took place on April 10. Their 24/48 shifts will begin on Saturday, April 15.

2023 Preliminary Assessments – Chief Clark shared that he had received the preliminary real estate assessments earlier this day, and the total assessed value is less than expected. In fact, we are under \$18,407 from last year's preliminaries. The July reduction of our CERS employer contribution rate will help, but those savings will likely be offset by rising health insurance costs. A draft of the 23/24 budget proposal will be presented at the May 11 board meeting.

Vehicle Policy Manual – Chief Clark reported that he had pricing of \$1,500 - \$2,000 dollars per command vehicle for striping, if the board would like to see the vehicles have more of a visual presence for St. Matthews Fire & EMS. Unmarked command cars have been the trend for the last several years in Jefferson County. Additional LED light packages have been added for safety. The board agreed that operations should be at the discretion of the fire chief and deferred to Chief Clark for his professional guidance in matters regarding vehicle usage and employee scheduling.

Fire & EMS Operation Report

EMS Statistics – Assistant Chief Mike Riordan provided the statistics that were available for March, but explained that the data is limited, and in some cases, unavailable due to the new CAD implementation on March 13. We will give it some time to hopefully work the bugs out before taking our (JCSFS) concerns to MetroSafe. It was noted that 43% of our EMS responses were out of the district in March.

Executive Session

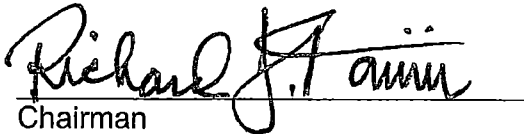
Secretary Kathy Wrigley called the meeting to executive session at 5:09 for the discussion of legal and personnel matters. Regular business resumed at 5:45 with no decisions being made during the executive session.

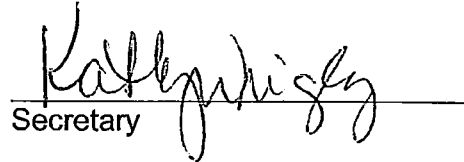
Adjournment

There being no further discussion to be brought forth, the meeting adjourned at 5:46 PM. Motion by Trustee Marshall Bradley. Second by Treasurer Nick Heilmann. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, May 11, 2023.

The next meeting of the Jefferson County Suburban Fire Service is scheduled for 10:00 AM on July 12, 2023, at Fern Creek # 5.


Chairman


Secretary

*Supporting documents as referenced may be obtained by contacting the
St. Matthews Fire Protection District.*