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2022 APR 14 11:59 AM

**St. Matthews Fire Protection District
Board of Trustees
April 14, 2022**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on April 14, 2022 at the district's headquarters: 240 Sears Avenue, Louisville KY 40207.

Present were Chairman Rick Tonini, Secretary Mike Abell, Treasurer Nick Heilmann, Director Marshall Bradley, Trustee Christine Kesler, Trustee Chris Mooser, and Trustee Kathy Wrigley. Also present were Chief William Seng, Assistant Chief David Howser, Assistant Chief Stuart Monohan, Assistant Chief Mike Riordan, Major Rick Baker, Major Frank Flynn, Major David Joels, Major Patrick Montague, Major Mike Richardson, Captain Mo Tischendorf, Captain Dan Doyle, Sergeant Kevin Baker, Sergeant Joe Bewley, Sergeant Brendan Montgomery, Firefighter Derek Andriakos, Firefighter/Paramedic Chris Becker, Firefighter Moss Clore, Firefighter Cameron Marshal, Firefighter Matthew Peterman, Firefighter Jared Schlosnagle, Attorney Mark Leach, Accountant Robin Roberts, Human Resource Manager Michael Frantz, and Administrative Assistant Terri Livers.

Chairman Tonini called the meeting to order at 4:01 PM.

Minutes

The minutes for the March 10, 2022 meeting were approved. Motion by Trustee Marshall Bradley. Second by Trustee Chris Mooser. Motion Carried.

Treasurer Report

Treasurer Nick Heilmann and Accountant Robin Roberts referred to the financial comments distributed with the board package for the month of March. Of note, was the recent banking acquisition by Stock Yards Bank of Commonwealth Bank. The ICS account is no longer available, which will result in a reduction of earned interest income. The district was also charged a wire transfer fee by Stock Yards that we did not have previously and are seeking a waiver, if possible.

The Jefferson County Property Valuation Administrator provided 2022 preliminary real estate assessments to the Jefferson County Fire Chiefs on April 13. The total for the St. Matthews Fire Protection District indicates an approximate 13% increase over the 2021 assessments. Work on the FY 22/23 budget is underway. Board members were welcomed to take part in the process. Human Resource Manager Michael Frantz provided a Power Point presentation of FY 21/22 personnel costs in comparison to the FY 22/23 anticipated costs, given the significant number of retirements that have occurred this year and are announced for the near future.

The Disbursement Detail report was approved by Motion Trustee Christine Kesler. Second by Trustee Kathy Wrigley. Motion Carried.

Executive Session

Chairman Rick Tonini advised that the board needed to go into executive session for the discussion of personnel matters. The board entered executive session at 4:10 PM. Motion by Treasurer Nick Hellmann. Second by Trustee Marshall Bradley. Motion Carried. The board resumed their regular meeting at 5:40 PM.

Trustee Christine Kesler reported on discussions that took place during the executive meeting regarding the hiring of a new fire chief. Committee members Trustee Marshall Bradley, Trustee Christine Kesler, and Trustee Kathy Wrigley will work to finalize a job description by April 30. The position will be posted at the beginning of May, both internally and externally. Interviews are expected to begin the week of June 6. Chief Seng has graciously offered to stay on if needed, beyond his August 1 intended date of retirement. An email to the membership will be distributed to inform of the timeline as noted.

Old Business – Trustee Appointment & Election

A letter of recommendation to support the reappointment of Kathy Wrigley, was submitted to the office of Mayor Greg Fischer.

Property Owner Trustee, Chairman Rick Tonini completed the nomination form for the election that will take place on Saturday, June 25, and used for the group legal notice to be published by the Jefferson County Suburban Fire Service in the Courier Journal before May 27.

New Business – None

Fire Chief's Report / Fire Department Operations

Expenditure Authorization

1. David Metry Painting = \$8,000 (Training Building & Rear Bay Doors – ST 1)
Motion of approval by Trustee Christine Kesler. Second by Trustee Chris Mooser. Motion Carried.

Human Resources

In response to the Power Point shared earlier regarding personnel costs and upcoming vacancies (7-10) from impending retirements, and to assist our efforts of attracting the best candidates, Chief Seng requested permission to place a hiring notice allowing the recruitment of lateral transfers that would match current vacation benefits of prospective employees. Major Mike Richardson addressed the need to hire not only a training officer in preparation for his retirement next month, but a compliance officer as well, to meet the needs of our department which has doubled in size over the last several years. Chief Seng stated his support for the additional position. Hiring recommendations would be presented to the board at the May meeting. Filling of the fire marshal position that will open in August, to be overseen by the next fire chief.

Human Resource Manager, Michael Frantz reported that we have another employee, off on medical leave that has submitted a written request for permission to work his secondary (non-physical) job during the period that he is expected to be off (six-week potential). Approval for a previous request authorized an exception to the sick time policy with parameters as discussed during the executive session that took place at the November 18, 2021 meeting.

Attorney Karen Paulin will be conducting a mandatory Respectful Workplace training for all employees June 01 – June 03.

EMS Update

Assistant Chief Mike Riordan reported that we continue to respond on a high number of incidents west of the Interstate 65 within Louisville Metro.

A proposed rate increase for the provision of EMS services was sent to the board on March 28 with supporting documentation. It will be considered for approval at the May meeting of the St. Matthews Board of Trustees.

Legislative – No Report

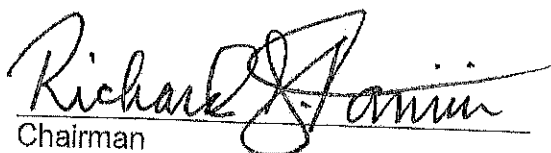
Building & Grounds – No Report

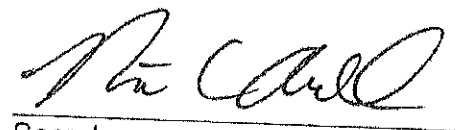
Adjournment

The next Jefferson County Suburban Fire Service meeting is scheduled for 6:30 PM on July 13, 2022 at Fern Creek FPD # 5.

The next St. Matthews Fire Protection District Board of Trustees meeting is regularly scheduled for May 12, 2022 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 5:55 PM by Motion of Secretary Mike Abell. Second by Trustee Chris Mooser. Motion Carried.


Chairman


Secretary

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