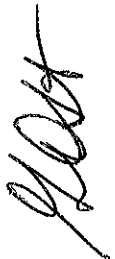


St. Matthews Fire Protection District Board of Trustees

August 12, 2021
Meeting Minutes



2021
AUG
12
PM

A meeting of the St. Matthews Fire Protection District took place on August 12, 2021 via video teleconference due to precautionary measures utilized in response to COVID-19.

Present were Chairman Rick Tonini, Secretary Mike Abell, Treasurer Nick Heilmann, Trustee Marshall Bradley, Trustee Christin 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 Patrick Montague, Sergeant Bobby Agnew, Sergeant Joe Bewley, Sergeant Brendan Montgomery, Accountant Robin Roberts, Attorney Mark Leach, Attorney Karen Paulin, Human Resource Manager Michael Frantz and Administrative Assistant Terri Livers. Station 1 was also recorded as being on the call.

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

An executive session was requested for the discussion of personnel issues and policies. Motion by Trustee Kathy Wrigley. Second by Secretary Mike Abell. Motion Carried. The executive session concluded at 4:51 PM. Motion by Secretary Mike Abell. Second by Kathy Wrigley. Motion Carried.

Upon return to the open meeting: Motion by Secretary Mike Abell for the board to approve our current military leave practice, in order for it to become established policy. Second by Trustee Christine Kessler. Motion Carried. Chairman Tonini reported that the employee manual is under review for possible revisions before the end of the calendar year.

Human Resource Manager (Notary) Michael Frantz administered the Oath of Office to Trustee Marshall Bradley.

Treasurer Heilmann mentioned the Docu-Sign email that he received from Louisville Metro, and which all of our trustees should be receiving to confirm receipt of the updated Kentucky Open Records & Opens Meetings Acts.

Minutes

The minutes for the July 8, 2021 meeting were approved. Motion by Trustee Kathy Wrigley. Second by Treasurer Nick Heilmann. Motion Carried.

Treasurer Report

Treasurer Nick Heilmann and Accountant Robin Roberts referred the board to the written notes that were included with the financials. Trustee Christine Kesler asked about the health insurance expense for July and monthly budgeted expenses for the awards dinner. Accountant Robin Roberts advised that she will adjust the monthly budget categories to bring them more into line with their anticipated expenses. The draft audit for FYE June 30, 2021 is expected to be presented at the September meeting of the board.

Chief Seng reported on a recent AFG Grant awarded for \$383,830.77 for portable radios, software/installation/antennas, mobile radios, and funding for NFPA 1500 behavioral health services. Special thanks to Captain Lee Look for his work on the successful grant application.

The July disbursement detail report was approved by Motion of Treasurer Heilmann. Second by Trustee Kathy Wrigley. Motion Carried.

Old Business – None

New Business

Adoption of Real and Personal Property Tax Rates

RESOLVED: That the Board of Trustees of the St. Matthews Fire Protection District hereby adopts as its tax rate for real property for the 2021 to 2022 fiscal year fifteen cents (\$0.15) per one hundred dollars (\$100.00) of valuation as assessed for county taxes.

RESOLVED: That the Board of Trustees of the St. Matthews Fire Protection District hereby adopts as its tax rate for personal property for the 2021 to 2022 fiscal year fifteen cents (\$0.15) per one hundred dollars (\$100.00) of valuation as assessed for county taxes.

Motion by Treasurer Nick Hellmann to apply the above Resolutions for any and all taxable property within the St. Matthews Fire Protection District. Second by Mike Abell. Motion Carried.

Fire Chief's Report / Fire Department Operations

Chief Seng offered the following updates:

- The fire district has received an offer for the donation of a Safe Haven Baby Box, to be installed at Station 1.
- The Nicholas County Fire Department in Carlisle, Kentucky suffered a flash flooding disaster on July 30. The two fire trucks that they had previously purchased from STMFPD were damaged along with the rest of their fleet. We have loaned them 2658 for rental during their recovery. The department is in dire need of apparatus and are still interested in buying 2658 at a cost of \$60,000. Motion of approval by Trustee Marshall Bradley to declare 2658 surplus and sell to Nicholas County for \$60,000 after 40 days, with the assurance that our neighboring departments can provide a reserve unit should we need one before our new truck arrives next spring. Second by Trustee Kathy Wrigley. Motion Carried. It was noted that Governor Beshear personally contacted Chief Seng and Chairman Tonini to thank the St. Matthews Fire Protection District for our support of the Nicholas County Fire Department.
- EA – Replace SCBA fill station at station 1. (Budgeted \$18,000) Bid: \$13,800.
EA – Purchase of #30 additional SCBA Regulators. (Budgeted \$43,000) No change in bid price of \$1,425 per item. Motion of approval by Trustee Christine Kesler to approve both EAs. Second by Trustee Kathy Wrigley. Motion Carried.
- Chief Seng requested permission to proceed with ordering another ambulance. The budgeted price has increased from \$240,000 to \$249,000 and will not be ready until next April or May. The board can decide later if there is a preference to purchase a refurbished ambulance for a cost savings of \$50,000 - \$60,000. The purchase will bring us to 6 ambulances, each having a 6-year life expectancy, so we will need to replace one ambulance every year. Assistant Chief Monohan explained that usage is based on running hours as opposed to traveled miles. As further delays will likely result in additional price increases, the order for the chassis was approved. Motion by Treasurer Nick Hellmann. Second by Secretary Mike Abell. Motion Carried.
- Motion by Trustee Kathy Wrigley to accept the FEMA grant mentioned with the treasurer's report. Second by Secretary Mike Abell. Motion carried with opposition noted on behalf of Trustee Christine Kesler.
- Surplus Equipment – Chief Seng reported that the following are no longer needed by the department: 2013 Ford Expedition; 2016 Ford F150; Halmatro Rescue Equipment. The two vehicles will be declared surplus and advertised for sale on EBay. Motion of approval by Trustee Christine Kesler. Second by Trustee Kathy Wrigley. Motion Carried. The rescue equipment is not a complete set and will be offered as a donation to the Nicholas Fire Department with 2658. Motion of approval by Secretary Mike Abell. Second by Trustee Chris Mooser. Motion Carried.

Human Resources – Human Resource Manager, Michael Frantz provided the following report:

- The district has re-enacted our former COVID policies. We currently have two employees that are COVID positive.
- Workers Compensation - One employee has returned from WC leave. Two have recently had surgery and are still off from work.
- Paramedic Terry Guggisberg will be retiring at the end of August. We are currently interviewing for his replacement.
- Captain Greg Crabb retired at the end of July.

Response Statistics – Asst. Chief Riordan reported on the July statistics. We continue to make a large percentage of responses outside of our district, into Louisville Metro and throughout Jefferson County. Data is being collected on the number of ambulance responses that suburban fire is providing to Louisville Metro.

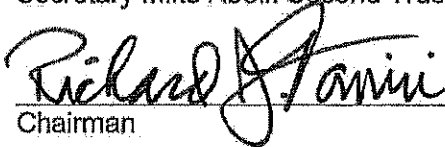
Treasurer Nick Heilmann asked about the status of requesting a portion of the federal CARES ACT funding received by local municipalities. While efforts continue, it is unclear whether or not funding will be shared with the suburban fire districts.

Adjournment

The next Jefferson County Suburban Fire Service meeting is scheduled for 6:30 p.m. on August 19, 2021.

The next St. Matthews Fire Protection District Board of Trustees meeting is scheduled for September 9, 2021 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 5:39 PM by Motion of Secretary Mike Abell. Second Trustee Kathy Wrigley. Motion Carried.


Chairman


Secretary

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