

**St. Matthews Fire Protection District
Board of Trustees
July 17, 2025**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on July 17, 2025, at Station 46: 240 Sears Ave, Louisville, KY 40207.

Board members present were Chairman Rick Tonini, Secretary Kathy Wrigley, Treasurer Jim Seiler (via Teams), Trustee Dr. Gwendolyn Blue (via Teams), Trustee Alan Lewis, and Trustee Aaron Nilsson.

Also present were Chief Nicholas Clark, Deputy Chief Stuart Monohan, Assistant Chief Frank Flynn, Assistant Chief Mike Riordan, Human Resource Director Michael Frantz, Fire Marshal Stephen DunLany, Captain Mike Abell, Paramedic Regina Vargo Carrico, Attorney Mark Leach, and Administrative Assistant Erin Grant.

Chairman Rick Tonini called the meeting to order at 4:02 PM.

Mayoral Appointee & Property Owner Swearing In/Oath of Office – Attorney Mark Leach administered the Oath of Office to re-appointed member, Kathy Wrigley and newly elected member, Aaron Nilsson.

The minutes for the June 23, 2025 special board meeting were approved by motion of Trustee Alan Lewis. Second by Secretary Kathy Wrigley. Motion Carried.

Treasurer's Report

Chief Nicholas Clark provided the treasurer's report by referencing the Comments to Financials distributed with the board package. He reported that the balance from the operating account held at Stock Yards Bank had been transferred to the operating account held at Independence Bank. The amount that remains is the minimum daily balance requirement and any deposits that have been received since the transfer.

The \$495,900 receivable from Louisville Metro for EMS billing remains outstanding. It is unlikely this will be collected but the department does expect to start receiving this income starting for the month of July. Secretary Wrigley asked if this should be written off to take it off the books. Chief Clark will be consulting Accountant Christine Kesler for the best course of action.

Chief Clark reviewed the capital expenditures. \$130,000 was spent on renovations to the training building, which include siding, windows, and rear deck replacement. Pending any additional weather delays, this is expected to be completed by the end of next week. The ambulance remount is complete. Deputy Chief Monohan and Assistant Chief Flynn recently returned from Iowa with the ambulance. It is awaiting the state inspection, which is scheduled for Monday, and then will be put into service.

Chairman Tonini raised concerns about potential rising costs of the annual audit performed by Dean Dorton. Discussion was held on the possible need to search for a new auditor after this year. While the department is currently under contract for this year's audit, a review of alternate audit firms will be initiated in early 2026.

Approval of the June expenditures were motioned by Trustee Alan Lewis. Second by Secretary Kathy Wrigley. Motion Carried.

Old Business

N/A

New Business

Annual Election of Officers for the Board of Trustees

Chairman – Nomination of Trustee Rick Tonini as Chairman of the St. Matthews Fire Protection District, by Trustee Jim Seiler. The motion was approved unanimously.

Secretary – Nomination of Trustee Kathy Wrigley as Secretary of the St. Matthews Fire Protection District, by Trustee Alan Lewis. The motion was approved unanimously.

Treasurer – Nomination of Trustee Jim Seiler as Treasurer of the St. Matthews Fire Protection District, by Trustee Kathy Wrigley. The motion was approved unanimously.

Election Committee Report & Certification of Election – Secretary Kathy Wrigley presented the report for the Election Committee from the June 28, 2025 election of fire district member representative. A total of 57 active members voted, consisting of 45 absentee ballots and 12 ballots cast on election day. Additionally, 1 ballot was submitted prior to the designated absentee voting period and election day due to a military commitment. Per guidance from attorney Mark Leach, this ballot was kept in a sealed envelope and not counted, as it would have had no impact on the outcome of the election. Captain Aaron Nilsson received a majority of votes cast by the voting membership for the July 1, 2025 – June 30, 2029 term of office. A motion was made by Alan Lewis to certify the election. Second by Aaron Nilsson. Motion Carried.

Fire & EMS Operation Report

Fire Report – Applications for the new 24/72 suppression shift have closed due to the high volume of submissions and to ensure the deadline is met for enrolling new hires without fire experience into a September EMT class. A total of 219 applicants will need to be processed, including 179 new applications and 40 carried over from the previous hiring window. The applicants will be taking a written test on July 26 at The Arterburn. Interviews will be conducted at the beginning of August and offers anticipated mid-late August. The EMT class for the entry level recruits will start on September 8th. Emphasis is being placed on selecting the 16 best candidates based on qualifications and cultural fit with the organization. The recruits will spend 3 days a week in class and will be training with Majors Davis & Cipolla during the other 2 days of the week. Lateral recruits will have a later start date of late October/early November with full integration targeted by

January/February. The department is managing training independently, allowing for greater flexibility and control over the onboarding schedule.

EMS Report – The 24/72 trial schedule for the EMS division started on Saturday, July 5th. Early feedback has been mostly positive, with the transition described as smooth overall. The staff appears to be adjusting well, and the new schedule is generally well received.

Attorney Mark Leach informed the Board that Louisville Metro has required the fire districts to enter into a Memorandum of Agreement to outline procedures for invoicing KRS 67C transports and responses within the urban services district. This requirement stems from Metro's audit and financial compliance needs. Attorney Leach described the revision process that ultimately led to the version that was approved by the majority of the Jefferson County Suburban Fire Chiefs at their most recent meeting and has been submitted to Louisville Metro. This version includes reasonable documentation requirements, most of which are already compiled internally by the districts. The agreement is expected to be finalized by the end of the month.

Assistant Chief Riordan provided the EMS statistics for June. He provided additional data in the statistics for the 24/72 schedule change to evaluate operational effectiveness and personnel impact. Early data appears positive, but more time is needed for conclusive analysis. Performance indicators will be closely monitored over the next 1-2 months to determine long-term viability.

Executive Session

A motion was made by Trustee Alan Lewis to go into an executive session of the board members for discussion of a legal matter & a personnel matter. Second by Trustee Aaron Nilsson. Motion Carried. The session began at 4:50 PM. Motion by Trustee Alan Lewis to adjourn the executive session at 4:55 PM. Second by Trustee Brendan Montgomery. Motion Carried. There was no decision made during executive session.

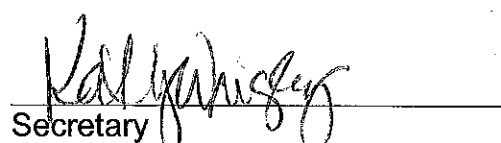
Adjournment

There being no further discussion to be brought forth, the meeting was adjourned at 4:59 PM. Motion by Trustee Alan Lewis. Second by Trustee Aaron Nilsson. Motion Carried.

There will be a Special Called Meeting on Saturday, July 19, 2025 at 9:00 AM. This meeting will be held at St. Matthews City Hall, located at 3940 Grandview Avenue, Louisville, KY 40207.

The next regular meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, August 21, 2025.


Chairman


Secretary

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