

**St. Matthews Fire Protection District
Board of Trustees
November 21, 2024**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on November 21, 2024, at Station 46: 240 Sears Ave, Louisville, KY 40207.

Board members present were Chairman Rick Tonini, Secretary Kathy Wrigley, Treasurer Mike Abell, Director Gwendolyn Blue (remote), Trustee Alan Lewis, Trustee Brendan Montgomery, and Trustee Jim Seiler.

Also present were Chief Nicholas Clark, Deputy Chief Stuart Monohan, Assistant Chief Frank Flynn, Assistant Chief Mike Riordan, Human Resource Director Michael Frantz, Chaplain Mike Ciraulo, Attorney Mark Leach, Accountant Christine Kesler, and Administrative Assistant Erin Grant.

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

The minutes for the October 17, 2024, board meeting were approved by motion of Trustee Alan Lewis. Second by Trustee Jim Seiler. Motion Carried.

Treasurer's Report

Treasurer Mike Abell provided the treasurer's report and referenced the Comments to Financials distributed with the board package. He provided further context to interest income being lower than budgeted due to falling interest rates and lower account balances before the property tax deposits, which will begin next month. Secretary Wrigley asked if unscheduled overtime is anticipated to run over budget in the coming months. Chief Clark informed that this will continue to run high due to 6 vacancies and 2 long-term illnesses, however the 4 recruits in the academy are set to graduate in January, filling some of the vacancies.

Approval of the September expenditures were motioned by Treasurer Mike Abell. Second by Trustee Alan Lewis. Motion Carried.

Old Business

N/A

New Business

New Chaplain – An introduction was given on the new chaplain for the district, Mike Ciraulo. Mike has an extensive background of 38 years in the fire industry and is looking forward to serving the St. Matthews district and working with all of the employees.

Stock Yards Bank – Chief Clark reviewed the current account balances and proposed a transfer of \$2.2 million into the operating account to cover operating expenses for the remainder of November and through December. Trustee Alan Lewis made a motion to transfer \$2.2 million from the money market wealth management account into the current operating account. Second by Secretary Kathy Wrigley. Motion Carried.

Banking Change Update – Independence Bank

Corporate Resolution for Authorized Bank Signatures – Motion by Trustee Alan Lewis to approve the following authorized signatures with Independence Bank: Chairman Richard Tonini, Treasurer Michael Abell, and Fire Chief Nicholas Clark. Second by Trustee Jim Seiler. Motion Carried.

Corporate Resolution for Credit Card Application – Motion by Secretary Kathy Wrigley to approve the application for a credit line with Independence Bank in the amount of \$45,000 with the following cardholders and their respective limits:

Fire Chief Nicholas Clark – Credit Limit \$10,000
Deputy Chief Stuart Monohan – Credit Limit \$5,000
Assistant Chief Michael Riordan – Credit Limit \$5,000
Assistant Chief Frank Flynn – Credit Limit \$2,000
Major David Joels – Credit Limit \$2,000
Major Richard Baker – Credit Limit \$2,000
Major Jeremy Leffler – Credit Limit \$2,000
Major Greg Crabb – Credit Limit \$2,000
Major Tony Cipolla – Credit Limit \$5,000
Major Dwayne Davis – Credit Limit \$2,000
Credit for Future Allocation - \$8,000.00

Second by Trustee Alan Lewis. Motion Carried.

During the process of the new account opening, a clerical error was discovered in the title of the account currently held with Stock Yards Bank. Due diligence was performed to ensure the correct tax identification number associated with the account. The new account held with Independence Bank will appropriately be titled St. Matthews Fire Protection District.

Fire & EMS Operation Report

Fire & EMS Report –

EMS Service Meeting - Chief Clark provided an update on the monthly EMS Service Meeting. He reported that Out of Service rules are being established and will be brought back to the committee for trial. Additionally, Code 1 Runs are continuing to be held during system strain.

EMT Hiring – The department will model what has been done with the recent recruit classes on the suppression side to fill vacant positions in the EMS division. Applications have been opened for 3 EMS vacancies and we currently have 15 applicants. Applicants will complete a testing process and background check. The

written test is tentatively set for December 3rd. Chief Clark and other executive command staff believe this approach fosters a strong sense of pride within the department and helps build long-term, dedicated employees. The recruits will take part in the 16-week EMT class held by PRP beginning in January. HR Director Michael Frantz shared HR Data Analytics on the screen to give an overview of staffing and how it can help us be forward thinking for the department in terms of personnel and succession planning.

Assistant Chief Riordan informed the board of a change in direction that JCTCS has recently made which prohibits us from taking part in their paramedic course. Alternatively, we have agreed to be one of the affiliate sites for Hopkinsville Fire Department who offers remote learning paramedic classes. We have 3 individuals starting in January who will finish and be ready for state boards in November 2025. This program offers a much more accelerated timetable which better fits our needs.

With deep sadness, Chief Clark informed attendees of the meeting of the passing of Major Tracy Jevning after her hard-fought battle with cancer over the last year. She was a valuable member of the district, and the employees of the department are experiencing an insurmountable loss. The arrangements were shared and will be distributed by e-mail to all employees and board members. A moment of silence was given in her honor.

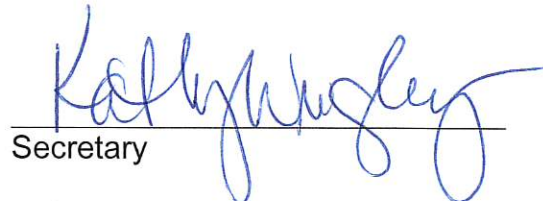
Adjournment

There being no further discussion to be brought forth, the meeting was adjourned at 5:13 PM. Motion by Treasurer Mike Abell. Second by Trustee Alan Lewis. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, December 19, 2024.

The next meeting of the Jefferson County Suburban Fire Service is tentatively scheduled for January 16, 2025.


Chairman


Secretary

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

