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BOBBIE HOLSCRAW

CLERK

BY: EVELYN MAYES

RECORDING CLERK

BK: FM 2027

PG: 749-755

**St. Matthews Fire Protection District Board of Trustees
January 13, 2022**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on January 13, 2022 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 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 Patrick Montague, Captain Nick Clark, Sergeant Joe Bewley, Sergeant Brendan Montgomery, Attorney Mark Leach, Accountant Robin Roberts, Human Resource Manager Michael Frantz, and Administrative Assistant Terri Livers. Stations 1 and 4 were also recorded as being on the call.

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

Minutes

The minutes for the December 9, 2021 meeting were approved. Motion by Trustee Marshall Bradley. Second by Treasurer Nick Heilmann. Motion Carried.

Treasurer Report

Treasurer Nick Heilmann went over the financial comments distributed with the board package for the month of December. One correction was noted on the Deposit Detail involving a "received from" name. The budget account and total did not change. Accountant Robin Roberts reported that unscheduled overtime remains over budget (December totals include reimbursable overtime related to disaster response in Mayfield, KY). The Disbursement Detail report was approved by Motion of Trustee Chris Mooser. Second by Trustee Marshall Bradley. Motion Carried.

Old Business – None

New Business – None

Fire Chief's Report / Fire Department Operations

Chief Seng provided the following update:

- Hero Pay – Louisville Metro employees have received their "Hero Pay" from federal ARPA COVID relief funds. While Louisville Metro does still have funding available for suburban fire first responders, it is unclear exactly how and when a distribution will occur. Chairman Tonini reported that he has been in contact with members of the Louisville Metro Council regarding the distribution and advised that the suburban cities (including the City of St. Matthews), who were also recipients of federal ARPA funds should contribute as well. Assistant Chief Howser reported that legislation will be considered during the 2022 Kentucky General assembly to exempt the payment of ARPA funds from CERS calculations of almost 50% on the employer.
- An increase of COVID positive employees brought about the recommendation to hold the January board meeting virtually. We should be back in person for the February meeting. Human Resource Manager, Michael Frantz will report the COVID statistics in his report to the board, as well as other personnel related matters. The annual holiday dinner was again cancelled, due to COVID, with the crews being allotted \$200 for each station to be spent on preparing their own holiday meal.
- The new ambulance that was ordered is not expected to be delivered until July. The new fire apparatus from E-ONE is not expected until November. Both are delayed due to supply chain issues.

- Expenditure Authorizations – Motion of approval by Trustee Christine Kesler. Second by Trustee Kathy Wrigley. Motion Carried. Both are budgeted items that we are ordering early, due to anticipated delays of at least six months for delivery:

1. FDSAS - # 7 PPE = \$37,500
2. General Rubber – 5" Supply Hose = \$8,000

Legislative - Assistant Chief Howser began his report on pending legislative matters, by announcing that he is the Republican candidate for Kentucky State Representative of District 36, to replace Representative Jerry Miller who is retiring this year at the end of his term. As such, Chief Howser is no longer serving as the legislative representative for the Kentucky Fire Chiefs or the Jefferson County Suburban Fire Service. Chief Adam Jones will be taking his place in that position.

There are currently 9 House Bills and 2 Senate Bills related to the fire service which are being monitored. HB 56, would provide a death benefit for first responders that succumb to COVID related illness and is expected to pass. HB 54, which would provide a worker's compensation benefit for COVID related illness, is not expected to pass this session. There is a push by the hospitals to change the Certificate of Need (CON) process that will be watched as well.

Building & Grounds - Assistant Chief Monohan reported on the current status of ongoing repairs to our ambulances and fire apparatus.

Human Resources – Human Resource Manager, Michael Frantz reported the following:

- Twenty-four employees have tested COVID positive; seven within the last few weeks (63% of the 24 were vaccinated); resulting in the use of 84 sick days off from work. A question was posed regarding the tracking of COVID exposures and our policy for COVID related illness. Assistant Chief Riordan responded that we have the capability to administer COVID testing and are following the CDC guidelines for health care providers. He will work with Michael Frantz to prepare a statistical summary for the board to compare our positivity rate and overall vaccination status.
- Four employees have returned from long-term injuries. Two are still off, with one due back at the end of the month.
- Eighteen of our employees responded for a period of eight days to assist with the disaster response following the tornado in Mayfield, Kentucky; resulting in approximately \$36,000 in unscheduled overtime. Assistant Chief Howser and Major Rick Baker will work with the state for recovery of our expenses through FEMA.
- Captain Larry Heaphy and Firefighter Sam McCune are retiring at the end of January. Firefighter Jared Schlossnagle, who has been working on a temporary full-time basis to fill the vacancy created with one of the long-term injuries, will be hired as a full-time employee to fill Firefighter McCune's spot. Sgt. Mike Abell will move up to Captain and Firefighter Aaron Nilsson will move up to Sergeant. Chief Seng will make a decision soon on who will fill the remaining firefighter vacancy.
- Interviews for a vacancy within our EMS division will take place the week of January 17.
- The board still needs to consider adopting policies for military leave, short term disability, and non FMLA maternity leave. Each of those policy proposals will be sent to the board for review before the February meeting. Trustee Chris Mooser reminded that review is also needed for policies relating to the use of paid leave (sick/vacation) and physical fitness. A meeting to discuss those items will be scheduled.

EMS Update – Assistant Chief Riordan reported on the statistical detail provided with the board package. Of note for December, is the fact that 39% percent of our responses were within the urban service district; 13% of which were west of Interstate I-65. Louisville Metro continues to decrease the number of available ambulances, causing the suburban units to pick up the runs that they (Louisville Metro) should be covering and creating a need for back-filling within the suburban area. It is unsustainable and will be addressed by the suburban chiefs.

Assistant Chief Riordan also shared a need to consider increasing our EMS billing rate, which has not changed since we began providing emergency medical transport services in 2016. A document that outlines the current rates for our area will be provided for the board's consideration at the February meeting.

Legal – Attorney Mark Leach provided follow up to a question that was posed to the Holding Company, regarding the collection of revenue for equipment co-located on the cell tower at station 2. The contract appears to provide an allowance for the collection of 50% of that revenue. Chief Seng requested that Attorney Leach contact legal representation for Crown Castle, as designated on the letters received by the department.

Adjournment

The next Jefferson County Suburban Fire Service meeting is scheduled for 6:30 PM on January 20, 2022 at Kaden Towers.

The next St. Matthews Fire Protection District Board of Trustees meeting is regularly scheduled for February 10, 2022 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 4:58 PM by Motion of Treasurer Nick Heilmann. Second by Trustee Marshall Bradley. Motion Carried.


Chairman


Secretary

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

**St. Matthews Fire Protection District Board of Trustees
February 10, 2022**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on February 10, 2022 at the district's headquarters: 240 Sears Avenue, Louisville KY 40207.

Present were Chairman Rick Tonini, Secretary Mike Abell, Treasurer Nick Heilmann, Trustee Marshall Bradley, Trustee Christine Kesler, Trustee Chris Mooser, and Trustee Kathy Wrigley. Also present were Chief William Seng, Assistant Chief Stuart Monohan, Assistant Chief Mike Riordan, Major David Joels, Major Mike Richardson, Major Patrick Montague, Captain Ryan Helton, Sergeant Bobby Agnew, Sergeant Joe Bewley, Sergeant Gabor Greffer, Firefighter Brandon Clark, Firefighter Phillip Neuner, Firefighter Jared Schlossnagle, Firefighter Paramedic Chris Early, Attorney Mark Leach, Accountant Robin Roberts, Human Resource Manager Michael Frantz, and Administrative Assistant Terri Livers.

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

Minutes

The minutes for the January 13, 2022 meeting were approved. Motion by Secretary Mike Abell. Second by Treasurer Nick Heilmann. Motion Carried.

Treasurer Report

Treasurer Nick Heilmann and Accountant Robin Roberts went over the financial comments distributed with the board package for the month of January. Accountant Robin Roberts mentioned that now would be the time to consider a review of the district's investments, given that we are at our peak of tax revenue for this fiscal year. Discussion held regarding interest rates and the negligible benefits of short term investments at this time. Accountant Roberts also reported that the final lease payment was made on the phone system purchased three years ago, and the EMS startup loan will be paid off in May. Trustee Marshall Bradley asked for a general analysis of our 6 month projected cash flow.

The Disbursement Detail report was approved by Motion of Secretary Mike Abell. Second by Trustee Christine Kesler. Motion Carried.

Old Business – None

New Business – None

Fire Chief's Report / Fire Department Operations

Chief Seng provided the following update:

- Hero Pay – Nothing new to report on the distribution of ARPA funds to the suburban fire service.
- ETAs on the new ambulance and fire apparatus are unknown, due to continued backlogs in the supply chain.
- Expenditure Authorizations – Chief Seng presented each of the following expenditure authorizations, noting their budgeted status (all) and whether they were to fall under operations or capital. Discussion held with questions answered for each of the proposed purchases. A suggestion was made to begin moving more of our hard copy documents to image based. A component of that task will be taken into consideration for digital onboarding/off-boarding of personnel in the next fiscal year budget, along with additional IT infrastructure.

1. Americas Bravest Equip. Co – Thermal Imaging Camera = \$3,798
2. Anchor Remodeling / H2O Plumbing – ST 1 Shower Remodel for Decon = \$8,000
3. Eagle Paper – New Chairs for Downstairs Classroom ST 1 = \$6,000
4. Fire Department Service & Supply – #5 Battery Operated 9” Cut Off Saws = \$6,500
5. Willis Klein – #2 Fire King Fire Proof File Cabinets for ST 1 EMS Records = \$4,900

Motion of approval by Trustee Marshall Bradley. Second by Trustee Kathy Wrigley. Motion Carried.

Legislative - Assistant Chief Riordan reported on a bill that has been withdrawn but may be rewritten this session as an add-on or through future legislation, to eliminate the Certificate of Need process for ambulance services. He, Chief Howser and Chief Adam Jones have met with the Representative Ken Flemming and the Kentucky Hospital Association to dialogue on the pros and cons of their push to eliminate the Kentucky Board of EMS and place ambulance providers under the auspices of the Kentucky Cabinet for Health and Family Services.

Building & Grounds - Assistant Chief Monohan reported that all apparatus, with the exception of 2636 which has been down for months waiting for parts, are currently on line. All of the grant funded radios have arrived and are in the process of being programmed. We have received two state grants; one for fire gear (three sets to be purchased) and one for a thermal imaging camera (see above EA for TIC to be purchased from Americas Bravest Equipment Company).

Human Resources – Human Resource Manager, Michael Frantz reported the following:

- Newly transferred from EMS to Fire, Firefighter Paramedic Christopher Early, and Firefighter Jared Schlossnagle, who became a full-time employee with the January 31 retirement of Firefighter Sam McCune, were both officially sworn-in. Secretary Mike Abell administered the Oath of Office.
- Major Mike Richardson recently announced his retirement that will take place before the end of the current fiscal year. Major Richardson, who has led the training division for twenty years was recognized for his outstanding leadership and service. Current members of the department have been given the opportunity to apply for this position.
- Firefighter Luke Donovan has accepted a Firefighter position in Pittsburgh where his family is located, and will be leaving St. Matthews on March 14. A replacement for his spot is currently being sought.
- Two new EMS employees were recently hired: Paramedic Amelia Herndon and (soon to be) paramedic Phillip Roach will begin on February 19.
- Board members were provided with hard copy policy proposals for Non-FMLA Maternity/Paternity and Military Leave, for review and consideration of approval at the March meeting.
- Policy review of current PTO (sick/vacation), and development of a fitness testing program were discussed. Trustee Mooser will meet with Secretary Abell and HR Manager Frantz prior to the March meeting to discuss in further detail. Secretary Abell and HR Manger Frantz are registered to attend a conference on public safety fitness in April.

EMS Update – Assistant Chief Riordan reported on the EMS response statistics provided with the board package. Of note for January, are the continuing issues of responding west of I-65 (12% of volume) and hospital holdover, which is especially troublesome at two of the hospitals. Data collection is underway that will be used to support an approach for hopeful resolution with Louisville Metro on their lack of providing adequate coverage throughout the urban area, and hospitals that are responsible to assume patient control once transport is complete.

A proposal to increase our (2016) EMS billing rate is still being reviewed and may be ready for board approval at the March meeting.

Adjournment

The next Jefferson County Suburban Fire Service meeting is scheduled for 6:30 PM on July 13, 2022 at Fern Creek FPD # 1.

The next St. Matthews Fire Protection District Board of Trustees meeting is regularly scheduled for March 10, 2022 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 4:59 PM by Motion of Secretary Mike Abell. Second by Treasurer Nick Heilmann. Motion Carried.


Chairman


Secretary

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