

**St. Matthews Fire Protection District
Board of Trustees
June 11, 2024
Special Meeting**

A special meeting of the St. Matthews Fire Protection District Board of Trustees took place on June 11, 2024, at the district's headquarters: 240 Sears Avenue, Louisville KY 40207. This meeting was considered special, due to rescheduling the established regular meeting date of June 20.

Board members present were Chairman Rick Tonini, Secretary Kathy Wrigley, Treasurer Mike Abell, Trustee Marshall Bradley, Trustee Chris Mooser, 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, Major David Joels, Captain Trevor Straub, Captain Nick Heilmann, Captain David Cole, Sergeant Kevin Baker, Sergeant Matthew Peterman, Sergeant Derek Andriakos, Sergeant Phillip Neuner, Firefighter Clinton Vinup, Firefighter Ray Hayes, Firefighter Tommy Wilson, Firefighter Chris McCune, Firefighter Cameron Marshall, Firefighter John Hatter, Attorney Mark Leach, and Administrative Assistant Erin Grant.

Chairman Rick Tonini called the meeting to order at 1:01 PM.

The minutes for the May 16, 2024, board meeting were approved by motion of Secretary Kathy Wrigley. Second by Treasurer Mike Abell. Motion Carried.

Treasurer's Report

Treasurer Mike Abell referenced the Comments to Financials distributed with the board package. He specifically noted that the interest income in May was less than anticipated due to a drop in the interest rate we are receiving on funds in our operating account at Stock Yards Bank. We are awaiting confirmation from Stock Yards Bank that this is a permanent decrease in rate. Chief Clark will provide an update to the Board once clarification is received. Accountant Robin Roberts has been in contact with Christine Kesler who will be taking over for Robin after she retires. They will be working closely to close out this fiscal year and preparing for Christine to come on board. Approval of the May expenditures were motioned by Trustee Brendan Montgomery. Second by Trustee Marshall Bradley. Motion Carried.

Old Business

Trustee Appointment and Property Owner Election – Secretary Kathy Wrigley provided an update on the property owner election on behalf of the election committee. The election will take place on Saturday, June 22nd, from 11am-2pm and there is one candidate on the ballot.

Station 47 Sidewalk Project – Chief Clark provided an update on the proposed sidewalk along Station 47, connecting Brownsboro Rd and Hubbards Ln. The board members' questions from last meeting pertaining to liability and sidewalk maintenance were all answered. A motion was made to approve allowing Metro Public Works the additional right-of-way at Station 47 to provide sidewalk connectivity along US 42 and Hubbards Lane by Trustee Brendan Montgomery. Second by Jim Seiler. Motion Carried.

Executive Session May 2024 Board of Trustees Meeting – As a result of the discussion in Executive Session at the May 2024 Board of Trustees meeting where the Board discussed Chief Clark's performance in his inaugural year as Chief, Secretary Kathy Wrigley made a motion to raise Chief Nicholas Clark's annual salary to \$145,000, effective immediately. Second by Brendan Montgomery. Motion Carried.

FY 24/25 Proposed Budget and New Policies – The Board was provided copies of proposed new policies, introduced at the May 2024 meeting, to review ahead of the June meeting. A motion was made by Treasurer Mike Abell to approve the adoption of the Paid Parental Leave policy. Second by Secretary Kathy Wrigley. Motion Carried. A motion was made by Trustee Brendan Montgomery to approve the adoption of the Personal Time policy. Second by Secretary Kathy Wrigley. Motion Carried. A motion was made by Treasurer Mike Abell to approve the changes to the Vacation Time policy. Second by Marshall Bradley. Motion Carried. Chief Clark presented the Long-Term Disability policy explaining that the district would like to switch from the district-provided Short-Term Leave policy to a Long-Term Leave policy. Originally the Short-Term Leave policy was purchased to help supplement employees after giving birth but there will no longer be a need for this policy now that the Parental Leave policy has been approved. The Board responded with positive feedback but asked that the employees be educated on the importance of building up sick time as well as the option of purchasing their own Short-Term Leave policy. A motion was made by Mike Abell to switch from a district-provided Short-Term Leave policy to a district-provided Long-Term Leave policy. Second by Brendan Montgomery. Motion Carried.

Chief Clark presented the recommended budget for FY 2024/2025 as originally distributed on May 16, 2024. Discussion held regarding the line items for EMS Billing Claims Paid, Gross Pay, Health Insurance, and EMS Supplies and Equipment. Motion of approval by Trustee Jim Seiler. Second by Treasurer Mike Abell. Motion Carried.

New Business

July BOT Meeting – Civilian Life Saving Recognition – Chief Clark referred to a recent run that was made to Plantation Tennis Center where while waiting for our unit to arrive, civilians performed CPR on an individual, ultimately saving the individual's life. Chief Clark and Major Rick Baker would like to invite these civilians to the July 2024 board meeting for recognition, to which the board agreed. Due to the additional people that may be in attendance, Chief Clark requested to move the location of the July 2024 board meeting to the upstairs classroom at Station 46.

Mark Leach – Employee Deposition – Attorney Mark Leach informed the Board of an employee deposition request that we received as a result of an incident that our paramedic responded to. Attorney Leach would like to assist in this deposition and

wanted to proactively inform the board of the expense which would bring us over budget for this fiscal year in legal fees.

Station 49 Property Purchase Update – Chief Clark has reached out to the state about purchasing the land where Station 49 is located, which the district currently leases. The state has requested a justification letter explaining why we should purchase this. Chief Clark and Chief Monohan will be putting this together.

Recognition of Outgoing Board Members & Accountant Robin Roberts – Outgoing board members, Trustee Marshall Bradley and Trustee Chris Mooser, and accountant Robin Roberts were formally recognized for their service to St. Matthews Fire Protection District.

Fire & EMS Operation Report

Fire Report – The 4 individuals who have been hired for our upcoming recruit class have completed the required physicals and background checks. They will start with us on July 15th, 2024 and will have a 2-day orientation at Station 46. The recruit academy at AMFEMS begins on Wednesday, July 17th.


EMS Report – Assistant Chief Riordan reviewed the statistics that were provided with the board package which show the number of dispatches vs. the number arrived in the area. He also pointed out that we made 78% of the total runs that were made in the St. Matthews district and continue to make over 46% of the total runs that were made in the urban services district.

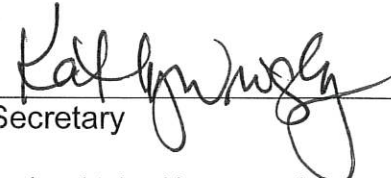
Adjournment

There being no further discussion to be brought forth, the meeting was adjourned at 2:03 PM. Motion by Trustee Marshall Bradley. Second by Trustee Chris Mooser. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, July 18, 2024. This will be considered a special meeting since it will take place at a location other than the established regular meeting location.

The next meeting of the Jefferson County Suburban Fire Service is tentatively scheduled for July 10, 2024.


Chairman


Secretary

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