



Bobbie Holsclaw

Jefferson County Clerk's Office

As evidenced by the instrument number shown below, this document
has been recorded as a permanent record in the archives of the
Jefferson County Clerk's Office.



INST # 2023153047

BATCH # 475378

JEFFERSON CO, KY FEE \$0.00

PRESENTED ON: 08-04-2023 3 10:14:46 AM

LODGED BY: NONE

RECORDED: 08-04-2023 10:14:46 AM

BOBBIE HOLSCRAW

CLERK

BY: MERISSA SHELBURNE

INDEXING CLERK

BK: FM 2028

PG: 783-786

**St. Matthews Fire Protection District
Board of Trustees
June 8, 2023**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on June 8, 2023, at the district's headquarters: 240 Sears Avenue, Louisville KY 40207.

Board members present were Chairman Rick Tonini, Secretary Kathy Wrigley, Treasurer Nick Heilmann, Trustee Mike Abell, Trustee Marshall Bradley via remote access, and Trustee Chris Mooser. Trustee Christine Kesler was unable to attend.

Also present were Chief Nicholas Clark, Assistant Chief Frank Flynn, Human Resource Manager Michael Frantz, Accountant Robin Roberts, Attorney Mark Leach, Major Greg Crabb, Major David Joels, Major Jeremy Leffler, Fire Marshal Stephen DunLany, Captain Brendan Montgomery, Captain Ryan Helton, Sergeant Gabor Greffer, Firefighter John Hatter, Firefighter Cameron Marshall, Firefighter Isiah Ramirez, and Administrative Assistant Terri Livers.

Chairman Rick Tonini called the meeting to order at 4:00 PM.

The minutes for the May 11, 2023, meeting were approved by motion of Secretary Kathy Wrigley. Second by Trustee Chris Mooser. Motion Carried.

Treasurer's Report

Accountant Robin Roberts referenced the Comments to Financials distributed with the board package. Both the profit and loss budget performance for the month and year to date were favorable. Rising costs of vehicle maintenance are being closely monitored, with increases attributed mostly to parts and labor. Approval of the May expenditures were motioned by Trustee Mike Abell. Second by Secretary Kathy Wrigley. Motion Carried.

Old Business

Update of 2023 Trustee Appointment & Election – Treasurer Heilmann reported on the upcoming election and the established dates for absentee ballots. Several members are scheduled to be on vacation during the week of the election on June 24, and have requested that additional opportunities for absentee ballots be expanded if possible. Attorney Mark Leach advised that the board could amend the bylaws for this upcoming election to allow for the addition. Motion by Trustee Abell, per discussion held by the board, to approve a variation in the schedule for absentee voting, for the 2023 election, only. Second by Secretary Kathy Wrigley. Motion Carried. The election committee will convene to decide on an updated schedule so that the information can be distributed to all our voting members.

It was also shared that Trustee Christine Kesler would not be reappointed to the board for another term. Her financial expertise and dedication as a long-standing board member will be missed. Both Trustee Heilmann and Trustee Kesler were formally recognized for their service!

Station 1 Bunk Room Construction – Chief Clark reported that work will begin mid-July on the bunk room project. Plans are in place to move the dorm area out into the upstairs classroom space until construction is complete in 90 – 120 days.

New Business

Preliminary Budget FY 2023-2024 – Chief Clark presented the recommended budget for FY 2023 – 2024 as re-distributed on May 17. Discussion held regarding reserve forecasting and the importance of maintaining pay scales comparable to the surrounding districts. The board approved a \$3,500 increase across the board for all employees, which amounts to at least a 7.9% increase for the lower pay scales. Motion of approval by Secretary Kathy Wrigley. Second by Trustee Mike Abell. Motion Carried. HR Director Mike Frantz and Assistant Chief Frank Flynn will be meeting with the fire districts after the new fiscal year to prepare a complete comparison of pay and benefits. That information will be shared with the board.

FY 2022 / 2023 Audit – Chief Clark reported that the district will be required to have an additional special audit of federal grant funds received in excess of \$750,000 – at a cost of \$15,000. The special audit will be performed at the same time as our regular year-end audit which will begin in August. A suggestion was made to pursue Request for Proposals for the FY 23/24 audit since we have used the same auditor for several years, although we have been very pleased with their thoroughness and work product. RFP's will be requested in January or February of 2024.

Updated By Laws – Motion of approval by Trustee Heilmann to approve the updated bylaws for the St. Matthews Fire Protection District, as prepared by Attorney Mark Leach. Second by Secretary Kathy Wrigley. Motion Carried.

Fire & EMS Operation Report

Fire Report – Chief Clark updated the board on pending retirements, new hires, and the upcoming recruit class which is scheduled to begin on July 17.

EMS Statistics – Assistant Chief Mike Riordan provided the statistics that were available for May and reported that MetroSafe Techs will soon be producing monthly data reports for the suburban fire districts.

Discussion also held regarding the future of non-emergency transports for the local area. Chief Clark will be meeting with our legislative representatives to discuss a recently formed Certificate of Need Task Force.

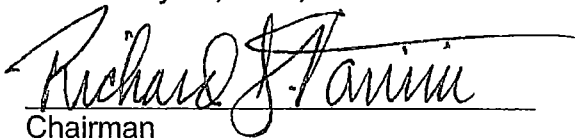
Executive Session – The board went into executive session at 5:07 for the discussion of legal matters. Motion by Trustee Chris Mooser. Second by Secretary Kathy Wrigley. Motion Carried. The executive meeting concluded at 5:24 with no action taken.

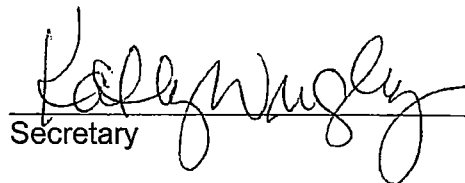
Adjournment

There being no further discussion to be brought forth, the meeting adjourned at 5:25 PM. Motion by Trustee Marshall Bradley. Second by Treasurer Heilmann. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, July 13, 2023.

The next meeting of the Jefferson County Suburban Fire Service is scheduled for 10:00 AM on July 12, 2023, at Fern Creek # 5.


Chairman


Secretary

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