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**INST # 2022197144**

**BATCH # 409875**

JEFFERSON CO, KY FEE \$0.00

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BOBBIE HOLSCLAW

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**St. Matthews Fire Protection District  
Board of Trustees  
June 9, 2022**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on June 9, 2022. The meeting was held 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 David Howser, Assistant Chief Mike Riordan, Major Rick Baker, Major Frank Flynn, Sergeant Matt Board, Sergeant Tommy Hedden, Firefighter Cameron Marshall, Firefighter Jared Schlosnagle, Accountant Robin Roberts, Human Resource Manager Michael Frantz, and Administrative Assistant Terri Livers.

Chairman Tonini called the meeting to order at 3:59 PM.

The minutes for the May 19, 2022 special meeting, were approved by motion of Trustee Marshal Bradley. Second by Secretary Mike Abell. Motion Carried. Minutes for the special meeting that took place on June 3, 2022 will be presented for approval at the July meeting.

**Treasurer's Report**

Treasurer Heilmann and Accountant Robin Roberts went over the month end financials, referring to the comments provided in the board package. Authorization of the May expenditures were approved by motion of Treasurer Nick Heilmann. Second by Secretary Mike Abell. Motion Carried.

**Old Business**

*Fire Trustee Appointment and Property Owner Trustee Election* – The reappointment of Trustee Kathy Wrigley was approved on the consent calendar for the Louisville Metro Council meeting that took place this evening, June 9. Formal letter of reappointment will be forthcoming for her July 1, 2022 – June 30, 2025 term. The election committee will be prepared for the property owner trustee election that will take place on Saturday, June 25 from 11:00 a.m. to 2:00 p.m. at station one.

*Fire Chief Search Committee* – Trustee Kathy Wrigley reported that all of the applications received for the fire chief position were reviewed by the board and seven applicants have been selected to be scheduled for in-person interviews (dates to be determined). Letters of acknowledgement will be going out soon, to all that applied.

### New Business & Fire Chiefs Report

*Preliminary FY 23 Budget* – Accountant Robin Roberts went through the line item proposal, explaining the calculations and answering questions as they were presented. The proposal included a 2.5% COLA increase. When compared to the approximate 8% Midwest CPI, the importance of retaining and attracting quality employees, and overall financial condition of the fire protection district, the board, after some debate, moved in favor of increasing the COLA by 2.5% - for a total of 5%. Motion of approval by Trustee Marshal Bradley. Second by Trustee Chris Mooser. Motion Carried.

Discussion also held with regard to the credit hour cap for education assistance. Degrees through accredited colleges such as Eastern Kentucky and the University of Louisville, are substantially higher than the current policy of \$210.00 per hour undergrad or \$275.00 post grad. Motion by Secretary Mike Abell for the district's educational assistance policy to match the current credit hour rate for Eastern Kentucky University. Second by Trustee Christine Kesler. Motion Carried. With that in mind, the board agreed to increase the proposed budget line item for education assistance from \$30,000 to \$40,000. Motion of approval by Trustee Chris Mooser. Second by Trustee Marshal Bradley. Motion Carried. Attorney Mark Leach will be working with HR to revise the educational assistance SOP.

There being no further revisions, the FY 23 budget proposal was approved. Motion by Trustee Christine Kesler. Second by Trustee Marshal Bradley. Motion Carried. Accountant Robin Roberts will update the document for distribution to the board and filing with the Kentucky Department for Local Government before the July 15 due date.

#### *Expenditure Authorizations –*

1. ESO: Annual Fire Incident Reporting = \$7,370 (FY 22/23 Budget)
2. First Due: Annual Records Management System = \$22,100 (FY 22/23 Budget)

The above expenses are software only; no hardware costs. Discussion held regarding the importance of cyber security and the need to contract for IT services (included in FY 23 budget). Motion of approval by Trustee Marshall Bradley for the EAs as presented. Second by Trustee Christine Kesler. Motion Carried.

Chief Seng reported briefly on recent fire responses, including one fatality. The new ambulance is expected to be delivered in August or September. The new apparatus, which has been paid for, is not expected to be delivered until next April – due to ongoing supply chain issues.

#### Personnel – HR Manager, Michael Frantz

- Respectful Workplace Training conducted this week, in conjunction with the Anchorage Middletown Fire Protection District.
- Updates to the Education Assistance policy were drafted for approval, but will need to be revised to reflect the increase related to the credit hour cost.

- Two firefighters have recently resigned their positions; one due to injury, the other due to accepting a position with the Louisville Division of Fire. One position has been filled with a firefighter that will be coming to us from the Georgetown Fire Department. Hiring notices have been posted to fill current and pending vacancies due to upcoming retirements.

The assistance provided by Attorney Karen Paulin with our HR policies has been invaluable – and under budget! Her continued assistance is included in our consulting fees for FY 23.

Equipment & Facilities – No Report

EMS – Response statistics for May were shared with the board package.

### **Executive Session**

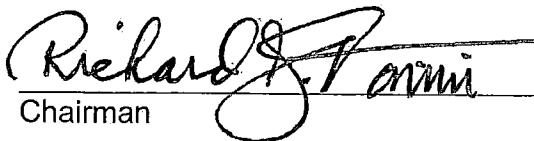
Motion by Secretary Mike Abell to enter into executive session for the discussion of personnel matters. Second by Trustee Marshall Bradley. Motion Carried with the board entering into executive session at 5:41 PM. The executive session ended at 6:15 PM with no votes being taken.

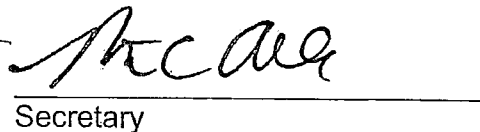
### **Adjournment**

There being no further discussion to be brought forth, the meeting adjourned at 6:16 PM. Motion by Secretary Mike Abell. Second by Treasurer Nick 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 14, 2022.

The next meeting of the Jefferson County Suburban Fire Service is scheduled for July 13, 2022 at what will be the former Buechel Fire Department (merging with Fern Creek FPD July 1.)

  
Chairman

  
Secretary

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