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BOBBIE HOLSCRAW

CLERK

BY: MERISSA SHELBURNE

INDEXING CLERK

BK: FM 2028

PG: 23-25

St. Matthews Fire Protection District Board of Trustees**November 18, 2021***Special Meeting Minutes*

A special meeting of the St. Matthews Fire Protection District took place on November 18, 2021 via video teleconference, due to precautionary measures utilized in response to COVID-19. The regularly scheduled meeting (second Thursday) was postponed to accommodate for conference travel by several of the department's chief officer staff.

Present were Chairman Rick Tonini, Secretary Mike Abell, 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 Patrick Montague, Major Tracy Jevning, Captain George Wiggins, Sergeant Bobby Agnew, Sergeant Joe Bewley, Sergeant Brendan Montgomery, Accountant Robin Roberts, Attorney Mark Leach, Attorney Karen Paulin, Human Resource Manager Michael Frantz, and Administrative Assistant Terri Livers. Station 1 was also recorded as being on the call.

Chairman Tonini called the meeting to order at 4:05PM.

Minutes

The minutes for the October 14, 2021 meeting were approved. Motion by Trustee Marshall Bradley. Second by Trustee Kathy Wrigley. Motion Carried.

Treasurer Report

Accountant Robin Roberts went over the financial comments distributed with the board package for the month of October. EMS billing receipts remain in excess of budget, and unscheduled overtime is still an issue of concern. Human Resource Manager Michael Frantz reported that COVID (14), workers comp (2) and long term injuries (4), are the majority of contributing factors. It is hoped that some relief to the expense will be recognized by February when those off on long term injuries should be back to work. Robin also reported on the need to identify all leases and leased equipment in preparation for the FY 21/22 audit. Trustee Kesler inquired of the offset to total wages on the P & L statement. Robin advised that the line item represents the return of worker's compensation payments by employees that have continued to receive their regular pay while off from work so that they are made whole, in accordance with current policy.

The disbursement detail report was approved by Motion of Secretary Mike Abell. Second by Trustee Kathy Wrigley. Motion Carried.

Old Business

Discussion of Employee Benefits & Policy Review. A special meeting that had been scheduled for November 8 for the discussion employee benefits and policy review, was cancelled (due to COVID). One of the items to be discussed at that meeting was the requirement to adopt an FMLA policy that is compliant with Department of Labor law for employers having more than 50 employees. Board members received the proposed language for review, with detailed explanation provided by Attorney Karen Paulin. Motion to adopt the language as presented into the employee handbook, by Trustee Chris Mooser. Second by Trustee Christine Kesler. Motion Carried. ** This discussion actually took place following approval of the minutes, in order to save time with attendance of Attorney Karen Paulin.*

The board continued to discuss the need to complete a review of employee benefits and policies, and how best to complete that task. It was decided that the presentation, which had been prepared for the November 8 meeting, would be shared with the board along with a summary and invitation for board members to provide input via committees that would address separate items and submit recommendations to the board at the December meeting.

New Business – None

2021 NOV 18 4:03 PM

Fire Chief's Report / Fire Department Operations

Chief William Seng and Assistant Chief David Howser reported on the ordinance recently adopted by Louisville Metro for use of federal ARP (American Rescue Plan) funds for first responders, including suburban fire. Issues involving CERS and payroll taxes still need to be addressed, possibly through legislation, before distribution.

Human Resource Manager Michael Frantz reported that one of the district's paramedics will be deployed for at least a year, beginning in December. His job will be held, but his benefits will be suspended while serving on deployment. A request was made to hire a temporary full time paramedic, with benefits, to fill the position, as budgeted. Motion of approval by Secretary Mike Abell. Second by Trustee Kathy Wrigley. Motion Carried.

Secretary Abell requested an Executive Session for discussion of personnel matters. Motion by Secretary Abell. Second by Trustee Christine Kesler to enter into executive session at 5:28. Motion Carried. Motion by Trustee Marshall Bradley to exit the executive session at 5:41. Second by Secretary Mike Abell. Motion Carried.

Secretary Abell made a motion for the board to authorize an exception to the sick time policy with parameters as discussed during the executive session. Second by Trustee Kathy Wrigley. Motion Carried.

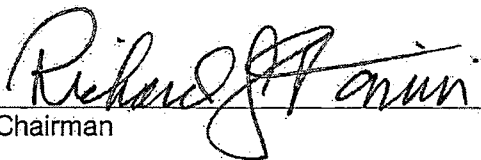
Statistical reports were provided on EMS and fire activity for the month of October.

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 December 9, 2021 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 5:43 PM by Motion of Secretary Mike Abell. Second Trustee Christine Kesler. Motion Carried.


Chairman


Secretary

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