

## St. Matthews Fire Protection District Board of Trustees

October 14, 2021

### Meeting Minutes

A meeting of the St. Matthews Fire Protection District took place on October 14, 2021 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 Christine Kesler, and Trustee Chris Mooser. Also present were Chief William Seng, Assistant Chief Mike Riordan, Major Patrick Montague, Sergeant Joe Bewley, Firefighter Luke Donovan, Accountant Robin Roberts, Attorney Mark Leach, Human Resource Manager Michael Frantz and Administrative Assistant Terri Livers. Station 4 was also recorded as being on the call.

Chairman Tonini called the meeting to order at 4:19PM.

### Minutes

The minutes for the September 9, 2021 meeting were approved. Motion by Secretary Mike Abell. Second by Trustee Chris Mooser. Motion Carried.

### Treasurer Report

Treasurer Nick Heilmann referred to the financial comments distributed with the board package. Accountant Robin Roberts mentioned the sale of surplus equipment totaling \$116,600 of unbudgeted income and more than enough to cover the 10% portion of our responsibility for the FEMA mobile radio grant. EMS billing receipts are in excess of budget, and have been so far for this fiscal year. Unscheduled overtime remains a concern.

The September disbursement detail report was approved by Motion of Treasurer Nick Heilmann. Second by Trustee Christine Kesler. Motion Carried.

### Old Business – None

### New Business

Chief Seng reported that Louisville Metro will be offering Hero pay to their first responders, through the American Rescue Plan. Suburban fire will be submitting for a portion of those funds as well. The State of Kentucky is also studying how to approach a distribution to first responders, state-wide.

### Fire Chief's Report / Fire Department Operations

Chief Seng's report began with an update from Human Resource Manager, Michael Frantz.

- HR Consultant and Attorney, Karen Paulin has identified four areas in our employee manual that need to be addressed as soon as possible: Workers Compensation, FMLA, Maternity Leave, and Military Leave. An email will be going out to the board members, with our current policies and draft changes for their consideration. Trustee Chris Mooser mentioned that he has also identified some areas in the employee manual which have been discussed in general with Secretary Mike Abell and others, that he would like to be presented for consideration by the board either all at once or incrementally over the next few months before the updated employee manual is finalized. Further discussion led to a recommendation for scheduling of a special meeting to discuss the items Attorney Karen Paulin has submitted for updating of our worker's compensation, FMLA, maternity leave and military leave policies, as well as the areas that Trustee Chris Mooser has identified as needing review.
- A recent meeting with our worker's compensation carrier revealed that even though we have had several people off on work related injuries, our claims experience is not as bad as others because the equipment that we use helps to prevent back injuries that are common in emergency medical services.

- We currently have two people off on worker's compensation, and three members out on long term injuries that are not work related. A couple of temporary full-time employees have been hired to reduce the costs of unscheduled overtime.

Assistant Chief Mike Riordan reported on the September EMS statistical report distributed with the board package. Our calls for service and transport numbers remain high. Responses into Louisville Metro – west of I-65 were at 12% of our total. Ongoing discussions continue with MetroSafe and we are looking at all options available to us to reduce that number. Delays at certain hospitals for patient off-loading is a concern that is being addressed with hospital administrators.

A statistical report on fire operations was provided as well.

Chief Seng presented the following budgeted requests for expenditure authorizations (EAs):

1. Avante Health Solutions: #10 Refurbished AED's = \$8,900.00  
Motion of approval by Secretary Mike Abell. Second by Trustee Christine Kesler. Motion Carried.
2. Bob's Furniture: # 3 Recliner Chairs (Station 4) = \$4,946.00  
Motion of approval by Trustee Christine Kesler. Second by Secretary Mike Abell. Motion Carried.
3. Ferno: Stretcher for New Ambulance = \$38,400.78  
Motion of approval by Secretary Mike Abell. Second by Trustee Chris Mooser. Motion Carried.
4. Fire Dept. Service & Supply: #7 Sets of Fire Gear = \$19,950.00  
Motion of approval by Secretary Mike Abell. Second by Treasurer Nick Heilmann. Motion Carried.
5. Motorola: Mobile, Portable Radios, Installation & Cables = \$20,264.46  
Motion of approval by Treasurer Nick Heilmann. Second by Trustee Chris Mooser. Motion Carried.

Chairman Tonini asked the board members if they had received information or were aware of the upcoming "mandatory" training provided by Louisville Metro Boards and Commissions. All were aware and had or would be registering. An initial request for CPE credit was denied by the Mayor's Office.

#### Adjournment

The next Jefferson County Suburban Fire Service meeting is scheduled for October 21, 2021.

The next St. Matthews Fire Protection District Board of Trustees meeting is regularly scheduled for November 11, 2021 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 5:03 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.*