

**St. Matthews Fire Protection District  
Board of Trustees  
September 15, 2022**

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A special meeting of the St. Matthews Fire Protection District Board of Trustees took place on September 15, 2022. The meeting was held at the district's headquarters: 240 Sears Avenue, Louisville KY 40207. This meeting was considered a special meeting due to a one-week delay in the normal meeting schedule, to allow for the auditors to complete their work on the FYE June 30, 2022 audit.

Present were Chairman Rick Tonini, Secretary Kathy Wrigley, Trustee Mike Abell, Trustee Christine Kesler, and Trustee Chris Mooser. Also present were Chief Nicholas Clark, Assistant Stuart Monohan, Assistant Chief Mike Riordan, Major Jeremy Leffler, Auditors Jim Tencza and Nick Reynolds, Accountant Robin Roberts, Attorney Mark Leach, Human Resource Manager Michael Frantz, and Administrative Assistant Terri Livers.

Chairman Tonini called the meeting to order at 4:09 PM.

The minutes for the August 11, 2022 meeting minutes were approved by motion of Secretary Kathy Wrigley. Second by Trustee Mike Abell. Motion Carried with abstention noted by Trustee Christine Kesler, since she was unable to attend the August meeting.

**Treasurer's Report**

Auditors Jim Tencza and Nick Reynolds of Dean Dorton, presented the DRAFT FYE June 30, 2022 audit documents in detail to the board. The audit was reported to be "clean" and without any material weaknesses. The board accepted the draft audit report under the condition that any questions which may arise within a week's time (before noon on Thursday, September 22) be sent to Robin Roberts, and addressed before the final reports are generated. Motion of approval by Trustee Christine Kesler. Second by Trustee Mike Abell. Motion Carried.

Approval of the August expenditures were motioned by Trustee Mike Abell. Second by Trustee Christine Kesler. Motion Carried.

**Old Business** – None


**New Business** – None

**Fire Chiefs Report**

Chief Nicholas Clark offered the following report:

- A change in the way that overtime is recorded for fire personnel is needed, so that it matches the 15 minute intervals utilized for EMS. Motion of approval by Trustee Chris Mooser. Second by Trustee Christine Kesler. Motion Carried with abstention noted by Trustee Mike Abell. The employee manual will be updated to reflect the change.
- A change in the employee manual was made to implement the establishment of vacation time for new hires, as has been the practice with our recent new hires. Motion of approval by Trustee Chris Mooser. Second by Secretary Kathy Wrigley.

Trustee Mooser again encouraged a full review of the employee manual and requested that any updates be shared with the board members along with references to the changes that have been made.

- Captain Lee Look has secured a grant to replace the aged exhaust systems at all four stations. Our portion of the grant will amount to approximately \$20,000 to be paid when installation is complete in January or February of 2023.
  - Credit cards with a \$2,000 limit were ordered for the battalion chiefs. The addition of those five cards required a \$5,000 increase in the department's total credit card limit to \$45,000. All receipts are reconciled with the monthly credit card statement.
  - A new logo was presented to the board that more accurately reflects the services provided by our agency. It will be phased in to our uniforms and apparatus as new items and decals are purchased.
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- We had forty-four people to test for the upcoming recruit class. Thirty-two made it through to the physical fitness course and panel interview. Eight candidates, along with two alternates were chosen to continue on with the next steps. A probationary employment agreement was drafted by Attorney Mark Leach. As of this meeting, three offers of employment have been accepted. Orientation is scheduled for September 29. The recruit class with Anchorage Middletown will begin October 3.

Assistant Chief Stuart Monohan offered the following report:

- The new ambulance has arrived and will be ready for state inspection soon. It should be placed into service before the end of September.
- All of the apparatus have either had new AVL/GPS equipment installed or will soon have completed their installation.
- The leased radios that were received are now in service.
- The new treadmills donated by the City of Lyndon were delivered last week.

Assistant Chief Mike Riordan referenced the EMS statistical response data and maps that were included in the board package distribution. Please contact him with any questions.

Chairman Rick Tonini reported that the City of St. Matthews approved the payment of \$240,000 to the St. Matthews Fire Protection District for ARPA premium pay. The money will be held in an account until all of the local small cities have been given the opportunity to contribute and funds from Louisville Metro, set aside for suburban fire, are released in accordance with the ordinance that was passed which mandates the shared contribution for KRS Chapter 75 Fire Protection Districts. Major Flynn and Assistant Chief Howser will be meeting with our local small city officials to request support from the ARPA funds that their municipalities received.

### Executive Session

Chief Clark requested an executive session at 5:23 PM for the discussion of personnel matters. The session ended at 5:34 PM by Motion of Trustee Mike Abell, with no decisions being made by the board. Second by Chris Mooser. Motion Carried.

### Adjournment

There being no further discussion to be brought forth, the meeting adjourned at 5:35 PM. Motion by Trustee Chris Mooser. Second by Secretary Kathy Wrigley. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, October 13, 2022

The next meeting of the Jefferson County Suburban Fire Service is tentatively scheduled in January of 2023. Location to be determined.

  
Chairman

  
Secretary

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