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**INST # 2022072283**

**BATCH # 376538**

**JEFFERSON CO, KY FEE \$0.00**

PRESENTED ON: 03-30-2022 2 08:32:03 AM

LODGED BY: FIRE MINUTES

RECORDED: 03-30-2022 08:32:03 AM

BOBBIE HOLSCRAW  
CLERK

BY: EVELYN MAYES  
RECORDING CLERK

**BK: FM 2027**

**PG: 760-762**

**St. Matthews Fire Protection District Board of Trustees**

**September 9, 2021**  
*Meeting Minutes*

A meeting of the St. Matthews Fire Protection District took place on September 9, 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 Marshall Bradley, Trustee Christine Kesler, Trustee Chris Mooser, and Trustee Kathy Wrigley. Also present were Chief William Seng, Assistant Chief David Howser, Assistant Chief Stuart Monohan, Assistant Chief Mike Riordan, Major Patrick Montague, Sergeant Joe Bewley, Sergeant Brendan Montgomery, Paramedic Firefighter Chris Becker, Accountant Robin Roberts, Attorney Mark Leach, Auditors Jim Tencza and Nicholas Reynolds, Human Resource Manager Michael Frantz and Administrative Assistant Terri Livers.

Chairman Tonini called the meeting to order at 4:03 PM.

**Minutes**

The minutes for the August 12, 2021 meeting were approved. Motion by Secretary Mike Abell. Second by Trustee Kathy Wrigley. Motion Carried.

**Treasurer Report**

Auditor Jim Tencza with Dean Dorton reviewed the DRAFT financial statements and required communications that were provided with the board meeting documents, including the month-end financials. In summary, the FYE June 30, 2021 audit process went very well, having no issues, problems, deficiencies or adjustments. Our bookkeeping and records are well kept and our statements were noted as being the "Gold Standard". Mr. Tencza and Chairman Tonini thanked everyone involved for their continued diligence. Should any of the board members have questions or concerns, they were asked to forward them to accountant Robin Roberts before noon on Monday, September 13, when the audit will become final. Chief Seng and Chairman Tonini will sign the representation letter, also shared with the board documents.

The August disbursement detail report was approved by Motion of Trustee Marshall Bradley. Second by Treasurer Nick Heilmann. Motion Carried.

**Old Business – None****New Business – None****Fire Chief's Report / Fire Department Operations**

Chief Seng offered the following updates:

- Congratulations to Major Patrick Montague for achieving the Chief Fire Officer designation from the Center for Public Safety Excellence! Major Montague is one of only 1,554 CFOs worldwide and one of 9 in the state of Kentucky.
- Discussions with PVA Colleen Younger regarding the 2021 assessments resulted in the correction of a few errors discovered by Chief Seng, and revelation that some of the residential areas in our district had their assessments uncharacteristically lowered. The 2022 reassessments will cover the former Lyndon area and all of Shelbyville Road.
- Unit renumbering will be implemented at some point, due to the new Computer Aided Dispatch system at MetroSafe.
- Unit 2658 will be sold, as reported at the August meeting, within the next few days.

- The following budgeted EAs were requested:

1). A Professional Installation = \$3,500.00

Replace 6 Overhead Door Switches; Hookup to Bay Heat; Install Electric Drop for Spare \ Ambulance – Station #

2). Bonnycastle Appliance = \$5,500.00

Replace 1988 Kitchen Stove – St 3

3). Flynn Brothers Paving = \$4,900.00

Seal & Stripe Rear Parking Lot – St 3

Motion of approval by Trustee Christine Kesler. Second by Trustee Kathy Wrigley. Motion Carried.

- Chief Seng sent a message to the board prior to the meeting, advising that additional radio equipment will eventually be needed to replace some the radios that were not included with the AFG grant. No action was taken at this time. Those costs will be included with FY 22/23 budget.
- Discussion held regarding the increasing number of COVID positivity and recent federal guidelines regarding vaccines. Chief Seng, Chief Riordan, and HR Manager Michael Frantz are addressing the issues relative to COVID exposures and sick leave. The board of trustees will continue to meet virtually, at least for the October meeting. Motion of approval by Trustee Mooser. Second by Trustee Wrigley. Motion Carried with opposition noted by Treasurer Heilmann – simply due to the ease of communication and productivity for in-person meetings.

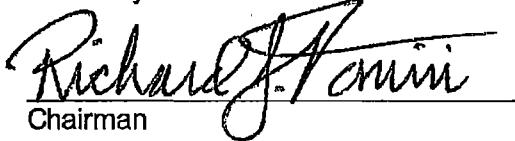
*Response Statistics* – Statistical reports for EMS and Fire were distributed with the board documents.

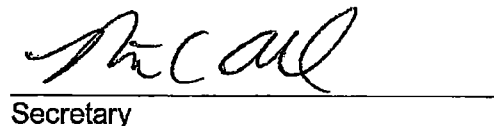
### Adjournment

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 scheduled for October 14, 2021 at 4:00 PM.

There being no further discussion to be brought forth, the meeting was adjourned at 5:23 PM by Motion of Secretary Mike Abell. Second Trustee Kathy Wrigley. Motion Carried.

  
Chairman

  
Secretary

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