

**St. Matthews Fire Protection District  
Board of Trustees  
October 10, 2023  
Special Meeting**

A special meeting of the St. Matthews Fire Protection District Board of Trustees took place on October 10, 2023, at the district's headquarters: 240 Sears Avenue, Louisville KY 40207. This meeting was considered special, due to rescheduling the established regular meeting date of October 12.

Board members present were Chairman Rick Tonini, Secretary Kathy Wrigley, Treasurer Michael Abell, Trustee Marshall Bradley, Trustee Brendan Montgomery, Trustee Chris Mooser and Trustee Jim Sellar.

Also present were Chief Nicholas Clark, Deputy Chief Stuart Monohan, Assistant Chief Frank Flynn, Assistant Chief Mike Riordan, Human Resource Director Michael Frantz, Battalion Chief Jeremy Leffler, Battalion Chief Joe Prather, Captain David Cole, Captain Gabor Greffer, Sergeant Aaron Nilsson, Sergeant Rickie Tapp, Firefighter Tim Brandon, Firefighter Dominic Holly, Firefighter Miles Hoskins, Firefighter Tommy Wilson, Accountant Robin Roberts, Attorney Mark Leach, Architect Chris Cottingim, Greg Neville of the Grail Company, and Administrative Assistant Terri Livers.

Chairman Rick Tonini called the meeting to order at 4:02 PM.

The minutes for the September 14, 2023, regular board meeting were approved by motion of Trustee Marshall Bradley. Second by Secretary Kathy Wrigley. Motion Carried.

**Treasurer's Report**

Accountant Robin Roberts reviewed the highlights from the comments to financials report. Follow up discussion held regarding preferences of a potential RFP or changing of the managing partner with Dean Dorton for the FYE June 30, 2024, audit. Either choice would be suitable; however, for comparison purposes it may be beneficial to go through the RFP process to obtain cost and service levels every few years to avoid complacency with the audit process. Treasurer Abell offered to work with our accountant and Trustee Sellar to prepare the RFP for posting in February.

Approval of the September expenditures were motioned by Trustee Brendan Montgomery. Second by Trustee Chris Mooser. Motion Carried.

**Old Business**

*Audit* – Hard copies of the final audit document for FYE June 30, 2023, were provided with the board packages.

*Bunk Room Project* – Copies of the Progress Meeting Report, Pay Application and Change Order were provided with the board packages. Chris Cottingim offered a verbal

update as well of the documents received. The project is targeted to be completed by November 1 and ready for any punch list items that are to be submitted.

Change Order / Direct Pay: Eckert Supply \$3,738.49  
Pay Application # 2: Bornstein General Contracting \$55,434.16

Motion of approval by Trustee Jim Sellar. Second by Trustee Brendan Montgomery. Motion Carried.

*Galleri Cancer Screening* – Greg Neville of the Grail Company, with associates that were present via Zoom, provided a detailed report of the testing and data that they have collected on cancer detection through Galleri Cancer Screening. The board and our legal counsel had several questions which were addressed during the session. Chief Clark will bring the matter back to the board for further discussion at the November meeting.

### **New Business**

*Chapter 75 Salary & Benefits Fact Gathering* – Assistant Chief Flynn and HR Director Michael Frantz have been meeting with surrounding fire districts to gather information on their salary and benefits, for comparison purposes as requested by the board. Their report should be completed in time for the December meeting.

### **Fire & EMS Operation Report**

*Fire Report* – Chief Clark reported on the following items:

*Training Officer* – Dwayne Davis has been hired to fill the training officer position. Captain Davis will begin on October 30.

*Recruit Class* – Six of the seven recruits have passed their National Registry to become Emergency Medical Technicians. The final one will be testing soon.

*Retirements & Promotions* – Captain Lee Look retired on September 30, 2023. Sergeant Byron Richardson was promoted to Captain and Firefighter Derrick Clarkson was promoted to Sergeant.

Administrative Assistant Terri Livers will be retiring from the fire district on December 31, 2023. With the sharing of that announcement, Chief Clark added that our long-time accountant, Robin Roberts, will also be retiring. An interview with a possible replacement for the administrative position is scheduled for Thursday, October 10 with someone who comes highly recommended. Chief Clark has also reached out to former trustee Christine Kesler (CPA) to see if she would be interested in adding the department as a client.

*EMS Report* – Assistant Chief Riordan and Chief Clark reported on the need to begin considering replacements for our capital EMS equipment (life packs, stretchers) that will be needed in our next fiscal year. A quote from Stryker was included with the board

package for current pricing details. Additional information to be provided when work on the FY 24/25 budget begins.

Fire and EMS statistical reports for September were provided with the board packages. Discussion held regarding the EMS response statistics, geo-fencing legalities, and the final report of the legislative commission on EMS services in Louisville/Jefferson County.

### **Executive Session**

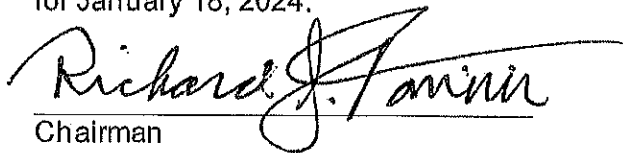
Chairman Rick Tonini requested an executive session of the board members for the discussion of personnel matters. The session began at 5:37 PM. Motion by Trustee Marshall Bradley to adjourn the executive session at 5:52 PM with no action taken. Second by Trustee Chris Mooser. Motion Carried.

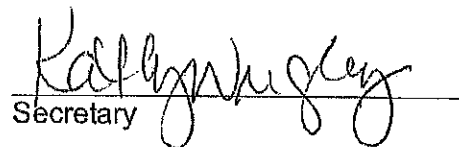
### **Adjournment**

There being no further discussion to be brought forth, the meeting was adjourned at 5:55 PM. Motion by Trustee Brendan Montgomery. Second by Treasurer Mike Abell. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Tuesday, November 14, 2023. This will be considered a special meeting since it will take place on the second Tuesday, rather than the established regular meeting day of the second Thursday. Time and location remain the same.

The next meeting of the Jefferson County Suburban Fire Service is tentatively scheduled for January 18, 2024.

  
Chairman

  
Secretary

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