

**St. Matthews Fire Protection District
Board of Trustees
December 14, 2023**

A meeting of the St. Matthews Fire Protection District Board of Trustees took place on December 14, 2023, at the district's headquarters: 240 Sears Avenue, Louisville KY 40207.

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

Also present were Chief Nicholas Clark, Deputy Chief Stuart Monohan, Assistant Chief Frank Flynn, Assistant Chief Mike Riordan, Human Resource Director Michael Frantz, Sergeant Derek Andriakos, Firefighter John Hatter, Captain David Cole, Sergeant Kevin Baker, Captain Bobby Agnew, Accountant Robin Roberts, Attorney Mark Leach, Architect Chris Cottingim, and Administrative Assistants Terri Livers and Erin Grant.

Chairman Rick Tonini called the meeting to order at 4:01 PM.

The minutes for the November 14, 2023, special board meeting were approved by motion of Secretary Kathy Wrigley. Second by Treasurer Michael Abell. Motion Carried.

Treasurer's Report

Treasurer Michael Abell and Accountant Robin Roberts reviewed the highlights from the comments to financials report. They specifically mentioned EMS billing and unscheduled overtime. Treasurer Abell made mention of receiving the first Real Estate Tax deposit in December and the deposits that can be expected in the coming months. Approval of the November expenditures were motioned by Trustee Brendan Montgomery. Second by Chris Mooser. Motion Carried.

Treasurer Michael Abell reported that moving forward, Chairman Rick Tonini and Chief Nicholas Clark will be the primary check signors for checks issued by the department. Trustee Abell will serve as a backup signor when either Chairman Tonini or Chief Clark are unavailable to sign.

Initial discussion was held regarding Robin Robert's pending retirement and her replacement, former trustee Christine Kesler (CPA), who will come on board in May to work alongside Robin until the 23/24 FY audit is complete. Christine Kesler having previously served as a trustee provides a level of comfort, with her knowledge of fire district operations. This topic was revisited during the New Business discussion.

With discussion of Christine Kesler potentially coming on board, Chief Clark proposed moving the Board of Trustees Meeting to the 3rd Thursday of the month to alleviate the short turnaround time to prepare the month-end financials for presentation to the board at the monthly meeting. Attorney Mark Leach pointed out that a change can be made to the by-laws by majority vote. Chairman Tonini proposed to vote on this change, and all were in favor. Motion Carried.

Attorney Mark Leach noted that the CERS employer contribution rates for FY 24/25 have been released and have decreased compared to the current year's contribution rates.

Old Business

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 of the documents received. The project is complete and was sooner than expected and under the budgeted amount. A punch list of items was provided with the board package showing that everything expected has been completed and signed off on.

Change Order #6: Paul Bickel Co. \$3,769.17

Motion of approval by Trustee Brendan Montgomery. Second by Trustee Jim Seiler.

Motion Carried.

Pay Application # 4: Bornstein General Contracting \$17,740.33

Motion of approval by Trustee Brendan Montgomery. Second by Secretary Kathy Wrigley. Motion Carried.

New Business

Board Meeting Schedule Change – 3rd Thursday of the Month – This topic was brought up during the Treasurer's Report and all board members were in favor of updating the by-laws to change the regular meeting schedule to the 3rd Thursday of the month, beginning January 2024.

CPA Discussion – Chief Clark revisited the topic of Accountant Robin Robert's retirement and will reach out to Christine Kesler to let her know of the change to the Board of Trustees regular meeting schedule.

Dating Policy – HR Director Mike Frantz is working to finalize the updated Dating Policy in response to recent personnel issues that occurred.

Stryker EMS Equipment Proposal – Chief Clark discussed the issues that the department is facing with EMS equipment and the current supply of Ferno stretchers. The department currently has 2 stretchers in need of repair with no available parts to order, deeming these stretchers inoperable. The department has borrowed a Ferno stretcher from Fern Creek Fire & EMS but with all the surrounding departments having switched to Stryker EMS equipment, the fleet of stretchers to borrow from is becoming obsolete. Chief Clark proposed the purchase of 6 new stretchers from Stryker to replace the current supply of Ferno stretchers for a cost of ~\$500k. This cost is a package which includes the accompanying equipment and maintenance program. Chief Clark mentioned that it shows to be less costly to purchase the new equipment outright compared to a lease plan. This equipment purchase was not originally budgeted for FY 23/24, however the department was unaware of the problems that would be faced with repair to the existing stretchers. Discussion amongst the board was held in response to the proposal. Approval for the purchase of 6 new stretchers from Stryker was motioned by Trustee Brendan Montgomery. Second by Treasurer Michael Abell. Motion Carried.

Fire & EMS Operation Report

Fire Report – Chief Clark reported on the following items:

Vacancies and Hiring Status – The current recruit class is set to graduate Feb 1, 2024. The recruits will help to fill the current vacancies and the number of potential retirements occurring in 2024 is projected to be lower than previous years. Chief Clark and Assistant Chief Flynn are comparing options for training academies for a future recruit class in 2024.

EMS Report – Assistant Chief Riordan reported on the current EMS vacancies and interviews that have been conducted to fill these positions.

Fire and EMS statistical reports for November were provided with the board packages. Assistant Chief Riordan led a discussion regarding buffer zones on the outskirts of the City of St. Matthews that could potentially be looked at to reduce the overextension of our resources outside of our district.

Recognition of Administrative Assistant Terri Livers' last meeting and her years of service to St. Matthews FPD and the Jefferson County Fire Service.

Executive Session

A motion was made by Trustee Brendan Montgomery to go into an executive session of the board members for the discussion of personnel matters. Second by Trustee Chris Mooser. The session began at 5:06 PM. Motion by Trustee Brendan Montgomery to adjourn the executive session at 5:16 PM with no action taken. Second by Trustee Jim Seiler. Motion Carried.

Adjournment

There being no further discussion to be brought forth, the meeting was adjourned at 5:17 PM. Motion by Trustee Michael Abell. Second by Trustee Chris Mooser. Motion Carried.

The next meeting of the St. Matthews Fire Protection District Board of Trustees is scheduled for 4:00 PM on Thursday, January 18, 2024.

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.*