

**MINUTES OF THE  
REGULAR BOARD MEETING  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT  
FRANKLIN, JEFFERSON, AND ST. LOUIS COUNTIES  
STATE OF MISSOURI**

**October 4, 2018**

**BE IT REMEMBERED**, that the Board of Directors of Pacific Fire Protection District of Franklin, Jefferson, and St. Louis Counties, Pacific, Missouri met at the office of said District, Boardroom, Central Engine House, 910 West Osage, Pacific, Missouri 63069, on Thursday, October 4, 2018, at 1900 hours (7:00 p.m.). At the above time and place there were present:

**1. CALL TO ORDER & ROLL**

John C. Davis	-- Director
Chris Wymer	-- Director
Stephen Woodruff	-- Director

Chief Stephen Sagehorn  
Assistant Chief Gary Graf  
Deputy Chief Ken Prichard  
District Counsel Patrick Butler

**QUORUM**

A quorum being present, Chairman Davis called the meeting to order and announced the Board of Directors meeting to be in Session for the transaction of any and all business to be brought before it at this time.

**2. PLEDGE OF ALLEGIANCE**

**3. ACCEPTANCE OF AGENDA**

Chairman Davis inquired as to whether or not there were any amendments to the Tentative Agenda for the meeting.

**Item: Financial Report:** none.

**Item: Unfinished Business:** none.

**Item: New Business:** none.

**Item: Fire Prevention Report:** none

**Item: Fire Chief's Report:** none

**Item: Attorney's Report:** none.

**Item: Public Comments:** none.

The Chairman requested that an **Executive Session** remain on the agenda. On motion made by Director Woodruff and seconded by Chairman Davis, the Tentative Agenda was accepted as the Final Approved Agenda.

#### 4. APPROVAL OF PRIOR MINUTES

The Chairman called for acceptance or rejection of meeting Minutes for the September 13, 2018 Regular Session.

The Minutes for the September 13, 2018 Regular Session of the Board of Directors were presented for review, modification, or approval. On motion made by Chairman Davis and seconded by Director Wymer, the following motion was unanimously approved and accepted:

“WHEREBY, that the Minutes of the Board of Directors’ September 13, 2018 Regular Session are hereby adopted and approved in their entirety as presented.”

The Board of Directors being present and voting affirmatively, the Motion was adopted and approved. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

The above Minutes of the September 13, 2018 Regular Session having been approved, the Chairman directed that the same be filed in the Minute Book for the purpose of recording all proceedings of the Board of Directors for the Pacific Fire Protection District.

5. **BUDGET AND FINANCIAL MATTERS**

**A. Monthly Disbursement Approval (Partial)**

The Chairman next called for a discussion of financial matters. A financial report was presented to the Board of Directors for review of general revenue checking, capital improvement checking fund, health and welfare, communications fund, escrow balances, preliminary check register with attachments, and account payable invoices. Chief Sagehorn stated that the full Treasurer's Report will be provided at the second meeting of the month and that this financial report was only for the period between the last Board meeting and this Board meeting.

Chief Sagehorn requested that the Board also approve the payment of the end of the month invoices for the end of September 2018 which were already signed and sent out at the end of the month, and also from October 1, 2018 through October 4, 2018.

Following a brief discussion, on motion made by Chairman Davis and seconded by Director Woodruff, and the following Motion was unanimously adopted:

**MOTION  
APPROVING THE FINANCIAL REPORTS  
AND ACCOUNT'S PAYABLE  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**October 4, 2018**

“Upon motion duly made and seconded, the Board of Directors of the Pacific Fire Protection District of Franklin, Jefferson, and St. Louis Counties, Missouri, that the First Meeting of the Month Treasurer's Report submitted to the Board of Directors, October 4, 2018, is hereby approved and accepted, including the payment of bills presented, with corrections if any; Further, that said Report be appended to these Minutes and incorporated herein by reference, and that the disbursements, payment of bills, and transfers of funds therein approved be made by the appropriate District Officers.”

The Board of Directors being present and voting affirmatively, the Motion was adopted and approved. The roll call vote was as follows:

Director John C. Davis

- Aye

Director Chris Wymer - Aye  
Director Stephen Woodruff -Aye

**6. UNFINISHED BUSINESS**

The minutes of the Board’s prior meeting being approved, the Chairman then requested the presentation of any Unfinished Business.

**A. Medical Loss Rebates**

Chief Sagehorn presented the annual letter from the District’s Health Insurance carrier (Anthem) which detailed the amount of health insurance premium rebate was going to be refunded to the District and provided a copy of the rebate check.

A brief discussion was held.

Chairman Davis made a motion to acknowledge receipt of the health insurance premium letter and to authorize the District Auditor to calculate pro rate refunds to employees that also paid premiums, and the motion was duly seconded by Director Wymer.

The Board of Directors being present and voting affirmatively, the Motion was approved and accepted. The roll call vote was as follows:

Director John C. Davis - Aye  
Director Stephen Woodruff. - Aye  
Director Chris Wymer - Aye

**B. Solar Panel Evaluation – House #1**

Chief Sagehorn informed the Board that he had contacted Luke Meyer with Schneider Electric to conduct a performance assessment on the solar system at Station #1 and that the estimated cost was going to be \$100.00 or less.

A brief discussion was held.

No vote taken.

**C. Annual Board of Directors CEU**

Chief Sagehorn informed the Board that a Board of Director training class was going to be held on November 13, 2018 through Trustee University and stated that he just

wanted to inform the Board of the opportunity to obtain CEU credits.

A brief discussion was held.

Chairman Davis stated that he was interested in attending the CEU session.

No vote taken.

7. **NEW BUSINESS**

Chairman Davis requested the presentation of any New Business.

A. **Records – Mail addressed to Board members**

Chief Sagehorn asked for direction from the Board as to what the District office staff should do when letters addressed to the Board or Board members are delivered to the District's office.

A general discussion was held.

The consensus of the Board of Directors was to telephone the Board member and that the member would stop by the office and open the correspondence.

No formal vote was taken by the Board.

B. **FEMA Grant**

Chief Sagehorn and Assistant Chief Graf informed the Board that they District will be submitting a FEMA grant application for turnout gear and that the grant is due October 26, 2018. It was further reported that the grant will require a 5% matching amount if the grant is awarded.

A general discussion was held.

No vote was taken by the Board.

C. **“Meet Our Emergency Services Day” – October 21, 2018**

Chief Sagehorn informed the Board that the District would host an open house “Meet Our Emergency Services Day) on October 21, 2018 and that he had extended invitations to other emergency services agencies to participate.

A general discussion was held.

No vote was taken by the Board.

**D. Public Information Officer**

Chief Sagehorn informed the Board that he had been working on selecting a Public Information Officer and that three (3) district employees have expressed interest in the position. Assistant Chief Graf stated that under ISO evaluation standards that community and public risk reduction is becoming more important. They stated that they will continue to develop a community and public risk reduction plan.

A general discussion was held.

No vote was taken by the Board.

**E. Tablets for Station 1 and 2**

Chief Sagehorn and Assistant Chief Graf presented to the Board a request for authority to purchase two (2) new computer tablets for the District. Assistant Chief Graf provided a copy of the specifications and estimated cost to the Board for review.

A general discussion was held.

Chairman Davis made a motion to approve the tablets purchase and the motion was duly seconded by Director Wymer.

The Board of Directors being present and voting affirmatively, the Motion was approved and accepted. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff.	- Aye
Director Chris Wymer	- Aye

**8. ATTORNEY'S REPORT**

District Counsel Butler provided correspondence to the Board from the St. Louis County Election Board in which the Board offered to serve as the delegated Election Official for the District.

A general discussion was held.

Chief Sagehorn stated that he would review further.

No vote was taken by the Board.

**9. PUBLIC COMMENTS**

The Chairman next called for Public Comments.

No comments were presented.

**MOTION FOR CLOSED SESSION**

Thereafter, on motion duly made by Director Davis, seconded by Director Wymer, and unanimously adopted, it was decided that there shall be a closed meeting of the board of directors, with closed records and closed vote, to be held for the discussion pursuant to RSMo. Section 610.021 (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys; RSMo. Section 610.0.021(3), Hiring, Firing, Discipline or Promoting of Particular Employees by a public governmental body when personal information about the employee is discussed or recorded; and RSMo. Section 610.021(23), Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups, to occur immediately after "new business" or at such time during the meeting as convenient to the meeting.

The Board of Directors being present and voting affirmatively, the Motion was adopted and approved. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff	- Aye
Director Chris Wymer	- Aye

Based upon the foregoing vote, the public session of the meeting of the Board of Directors adjourned at 7:35 p.m. and a Closed Meeting was held.

**RECONVENMENT OF OPEN SESSION**

The public meeting reconvened at 7:59 p.m., after the completion of the closed session.

THE CHAIRMAN ANNOUNCED THAT THE FOLLOWING VOTES WERE TAKEN DURING CLOSED SESSION:

THE CHAIRMAN ANNOUNCED THAT THE BOARD VOTED IN THE AFFIRMATIVE TO ACCEPT THE RESIGNATION OF AN EMPLOYEE WHILE IN EXECUTIVE SESSION.

The Board of Directors being present and voting affirmatively, the roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

THE CHAIRMAN ANNOUNCED THAT NO OTHER OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN BY THE BOARD IN CLOSED SESSION AT THE OCTOBER 4, 2018 CLOSED MEETING

### **ANNOUNCEMENT OF NEXT MEETING**

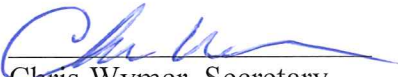
Therefore, there being no other or further business to come before the Board, the Chairman stated that the next Regular Meeting of the Board of Directors shall be held Thursday, October 18, 2018 at 1900 hours (7:00 p.m.) in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage, Pacific, Missouri 63069.

### **ADJOURNMENT**


Upon motion duly made by Director Wyner, and seconded by Director Woodruff, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 20:01 hours (8:01 p.m.).




Respectfully submitted,

  
Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director                      10/17/18  
Date

  
Chris Wymer, Director                      10/17/18  
Date

  
Stephen Woodruff, Director                      10-17-18  
Date