

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

December 19, 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, December 19, 2018, at 1800 hours (6:00 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
District Counsel Patrick Butler
Assistant Chief Graf
Deputy Chief Prichard
Capt. Brian Jett
Eng. Josh Smith
Firefighter Thad Marrs

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.

Chairman Davis stated that the Board planned to hold a working session starting at 6:00pm to discuss the various policy changes to the District Policy Manual, but that stated that due to the large amount of documents, he would prefer to post-pone the working session until after he had the chance to review the final draft documents. Director Wymer stated that he agreed. Chairman Davis requested authority to proceed into the regular meeting but requested clarification from District Counsel whether the

Board can proceed into the Regular Meeting an hour ahead of schedule. The regular meeting was posted to start at 7:00 pm.

District Counsel Butler stated that under Section 621.021 that 24 hours advance notice of any public meeting is required to be provided to the public, but that the statute allows for less notice in “emergency” situations. He further stated that the statute does not define the term “emergency” and allows the public entity to hold meetings with less than 24 hours notice as long as the reason for the shorter notice and/or the explanation of the “emergency” is explained prior to starting the meeting. He added that in this situation that the Chairman has explained the reason for starting the regular Board meeting an hour early, that a delay would waste the time of all three (3) Board members, and unnecessarily burden the command staff to wait an additional hour for the regular meeting to start, and that starting the meeting early can be supported in that the decision to start early is being made in good faith and there is no intent to avoid the public to attend the meeting as the work session was posted for 6:00pm to be followed by the regular meeting at 7:00pm. He further added that there is not a past pattern or practice by the District from deviating from the posted meeting start times and that this will be a one-time “emergency” deviation from a public posting.

Based upon foregoing, the Chairman once again called the meeting to Order and stated that the meeting will proceed.

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: Attorney’s Report: none.

Item: Public Comments: none.

The Chairman requested that an **Executive Session** remain on the agenda. On motion made by Director Davis and seconded by Director Wymer, 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 December 5, 2018 Regular and Executive Sessions.

On motion made by Chairman Davis and seconded by Director Woodruff, The Minutes for the December 5, 2018 Regular and Executive Session of the Board of Directors were presented for review, modification, or approval. On motion made by Director Wymer and seconded by Director Woodruff, the following motion was unanimously approved and accepted:

“WHEREBY, that the Minutes of the Board of Directors’ December 5, 2018 Regular and Executive 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 December 5, 2018 Regular and Executive 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 and Treasurer’s Report

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 requested that the Board approve the payment of the invoices for the time period December 5, 2018 through December 19, 2018.

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

**MOTION
ADOPTING THE
DECEMBER 5 THROUGH DECEMBER 19, 2018
TREASURER’S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

December 19, 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 Treasurer’s Report submitted to the Board of Directors, December 19, 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. Revised Central County Contract

Chief Sagehorn informed the Board that several other jurisdictions had requested some minor changes to the revised Central County Contract that had already been approved and signed by the Board. He stated that the minor changes did not effect the contract as related to the District, but that he thought it was best that every District had the same copy of the contract. District Counsel Butler concurred with Chief Sagehorn’s comments.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the revised Central County Emergency 911 contract, and the motion was duly seconded by Director Wymer, and the motion was unanimously approved and accepted:

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

B. Policy Amendments

District Counsel Butler presented copies to the Board of the existing policy sections and the proposed changes to the policy for review. He briefly reviewed some of the major changes to the policies and some of the questions that he had with the proposed changes. Chairman Davis stated that he planned to review all of the documents and then the Board can meet and approve at the meeting on January 3, 2019. He stated that the Board can hold a short work session prior to the regular meeting on January 3, 2019 – if necessary. District Counsel Butler and Chief Sagehorn stated that they will talk and clean-up the draft documents ahead of the next meeting.

A brief discussion was held.

Chairman Davis made a motion to table the policies approval to the meeting on January 3, 2019 at 6:00 pm, and the motion was duly seconded by Director Woodruff, and the motion was unanimously approved and accepted:

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

C. Election Update

Chief Sagehorn informed the Board that two candidates filed to run for the Board seat at the April 2019 election. He also stated that the District did not have any problems with the filings of either candidate.

7. **NEW BUSINESS**

Chairman Davis requested the presentation of any New Business.

A. **Annual Audit Notification**

Chief Sagehorn informed the Board that he received notice from Greg Spinner that the annual audit of the District finances will take place on February 4 and February 5, 2019.

A short discussion was held.

After discussion, Chairman Davis made a motion to acknowledge receipt of notice of the annual audit the motion was duly seconded by Director Wymer, the motion was unanimously approved and accepted:

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

B. **New Gym Equipment Purchase**

Chief Sagehorn updated the Board on the purchase of two rowing machines that the Board previously approved as part of new gym equipment.

8. **FIRE PREVENTION REPORT**

Deputy Chief Prichard attended the meeting presented the Deputy Chief's written report to the Board concerning the Fire Marshal's activities for the month of December 2018. A copy of the report shall be attached hereto and incorporated herein by reference. Deputy Chief Prichard also briefly discussed the status of various development and building projects around the District.

9. **TRAINING OFFICER'S REPORT**

Assistant Chief Graf reviewed his activities with the Board and provided a brief update of the Training Officer's activities for the month of December 2018, but also

noted that he was on vacation for a period of time and had a copy of sick days during the report period.

A brief discussion was held.

10. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of December 2018. Chief Sagehorn briefly reviewed the material in his report, but stated that several items were previously covered under Old Business and New Business.

He also provided a copy of the schedule for the Board meetings for 2019. Chairman Davis inquired as to whether the Board wanted to keep the meeting time at 6:00pm instead of 7:00pm and the consensus was to start the meetings at 6:00pm. Chief Sagehorn stated that he would update the list.

11. ATTORNEY'S REPORT

No comments were made.

12. PUBLIC COMMENTS

The Chairman next called for Public Comments.

No comments were made.

MOTION FOR CLOSED SESSION

Thereafter, on motion duly made by Chairman 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 610.021(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 6:45 p.m. and a Closed Meeting was held.

RECONVENMENT OF OPEN SESSION

The public meeting reconvened at 6:53 p.m., after the completion of the closed session.

THE CHAIRMAN ANNOUNCED THAT NO OFFICIAL VOTES OR OFFICIAL ACTIONS REQUIRING A ROLL CALL VOTE WERE TAKEN BY THE BOARD IN CLOSED SESSION AT THE DECEMBER 19, 2018 CLOSED MEETING.

ANNOUNCEMENT OF NEXT MEETING

Therefore, there being no other or further business to come before the Board, the Chairman called for discussion of the next regular Board meeting. After a short discussion, the Chairman announced that the next Regular Meeting of the Board of Directors shall be held Thursday, January 3, 2018 at 1800 hours (6:00 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 Wymer, and seconded by Director Woodruff, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 18:55 hours (6:55 p.m.).

Respectfully submitted,



Chris Wymer, Secretary,
Board of Directors

Approved:



John C. Davis, Director

1-3-19

Date



Chris Wymer, Director

1-3-19

Date



Stephen Woodruff, Director

1-3-19

Date