

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

February 19, 2019

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 Tuesday, February 19, 2019, 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
Deputy Chief Prichard
Capt. Brian Jett
Firefighter Thad Marrs
ENG/EMT Ronald Goben

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: Attorney's Report: none.

Item: Public Comments: none.

The Chairman stated that he did not need an **Executive Session** but requested that an **Executive Session** remain on the agenda. On motion made by Director Woodruff 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 February 7, 2019 Regular Session.

On motion made by Chairman Davis and seconded by Director Woodruff, The Minutes for the February 7, 2019 Regular Session of the Board of Directors were presented for review, modification, or approval.

On motion made by Chairman Davis and seconded by Director Woodruff, the following motion was unanimously approved and accepted:

“WHEREBY, that the Minutes of the Board of Directors’ February 7, 2019 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 February 7, 2019 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 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 February 8, 2019 through February 19, 2019.

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

**MOTION
ADOPTING THE
FEBRUARY 8, 2019 THROUGH FEBRUARY 19, 2019
TREASURER’S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

February 19, 2019

“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, February 19, 2019, 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. Election Update

Chief Sagehorn updated the Board concerning the 2019 April Board election. He reminded the Board that the filing period had officially closed and that two individuals had filed to run for the Board seat. He further stated that he had completed the election certification paperwork to send to all 3 counties for the election.

He provided to the Board the invoices from Franklin and St. Louis Counties for the anticipated election costs.

B. Fraud Policy

Chief Sagehorn stated that the next item on the Agenda was to discuss his recommendation to add a new District Fraud Policy. He reminded the Board that he has released a draft of the proposed new policy at the last Board meeting for review.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the amendments to District’s Policy manual by adopting the new Fraud Policy, 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 |

C. District Logo Revision

Chief Sagehorn stated that he wanted to take his time in regard to the review of changing the District logo and to add it as part of the new proposed Long Range Plan for the District. As a result, the matter was not discussed by the Board.

D. Letter from Retirement Plan Advisors

Chief Sagehorn presented to the Board the letter from Jim Ladlie dated February 15, 2019 in which Mr. Ladlie indicated in writing that under the terms of the District Pension Plan that each part-time emergency fire and medical employees of the District must work a minimum of 1,500 hours each year to qualify for pension contributions.

A general discussion was held.

After discussion, the Board agreed to adopt and apply the terms of the District Pension Plan as explained by the February 15, 2019 letter from Jim Ladlie to all part-time emergency fire and medical employees of the District and to follow the plan language to require a minimum of 1,500 hours each year for such part-time employees to qualify for pension contributions, and Chairman Davis made a motion to approve the clarification, 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 | - Abstained |
| Director Stephen Woodruff | -Aye |

7. NEW BUSINESS

Chairman Davis requested the presentation of any New Business.

A. Capital Expenditure Policy Update

Chief Sagehorn stated that the next item on the Agenda was to discuss his recommendation to update District Capital Expenditure Policy up to \$10,000. He informed the Board that the change was suggested and requested by the District's Auditor Greg Spinner.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the amendments to District's Capital Expenditure Policy, 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. Request for Proposals – Banking Services

Chief Sagehorn requested authorization to go ahead and issue a Request for Proposals from local banks for bank services. He provided a copy to the Board of the proposed Request for Proposals to be returned by March 6, 2019 at 1500 hours (3:00 pm) by sealed bid.

A brief discussion was held.

Chairman Davis made a motion to approve the issuance of the Request for Proposal, 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 |

C. Speed Limit Change – Old Highway 66

Chief Sagehorn presented the memo from Fire Chief Greg Brown at Eureka Fire Protection District concerning his request to the State of Missouri to reduce the speed limit on Old Highway 66. Chief Sagehorn requested authorization to go ahead and issue a letter in support of reducing the speed limit.

A brief discussion was held.

Director Wymer made a motion to approve the letter in support of the request to the State to reduce the speed limit, 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 |

D. Letter from Joint Committee on Public Employee Retirement

Chief Sagehorn provided to the Board a letter from the Joint Committee on Public Employee Retirement concerning the requirement of an annual Procurement Action Plan. He stated that he was providing a copy of the letter to the Board for its review only and not asking for any specific action at this time. He stated that he sent a copy over to Jim Ladlie at Retirement Plan Advisors, requesting guidance and suggestions for District compliance with the requirements of the Joint Committee on Public Employee Retirement.

A general discussion was held.

No Board action was taken.

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 January 2019. 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 did not attend the meeting, but Chief Sagehorn presented the Training Officer's report and also provided a brief update of the Training Officer's activities for the month of January 2019.

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 February 2019. Chief Sagehorn briefly reviewed the material in his report, but stated that several items were previously covered under Old Business and New Business.

A brief discussion was held.

8. **ATTORNEY'S REPORT**

No comments were made.

9. **PUBLIC COMMENTS**

The Chairman next called for Public Comments.

No comments were made.

MOTION FOR CLOSED SESSION

NO CLOSED MEETING WAS HELD.

NO MOTION FOR CLOSED MEETING WAS MADE.

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 FEBRUARY 19, 2019 BOARD MEETING SINCE A CLOSED MEETING **WAS NOT HELD.**

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 on Thursday, March 7, 2019 at 1800 hours (6:00 p.m.) in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage, Pacific, Missouri 63069.

ADJOURNMENT

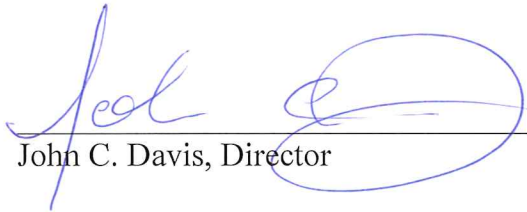
Upon motion duly made by Director Wymer, and seconded by Director Woodruff, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 18:56 hours (18:56 p.m.).

Respectfully submitted,




Chris Wymer, Secretary,
Board of Directors

Approved:




John C. Davis, Director

3-7-19
Date



Chris Wymer, Director

3-7-19
Date



Stephen Woodruff, Director

3-7-19
Date