

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

**March 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, March 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 (attending via telephone)  
Deputy Chief Prichard

**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 noted that the Tentative Agenda did not have the approval of the Closed Minutes from March 7, 2019 on the Tentative Agenda and he made a Motion to add the approval of the Closed Minutes to the Tentative Agenda, and the Motion was seconded by Director Wymer. The Chairman stated that he did need an **Executive Session** and requested that an **Executive Session** remain on the agenda.

Subject to the above, Tentative Agenda was accepted as the Final Approved Agenda.

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

#### **4. APPROVAL OF PRIOR MINUTES**

The Chairman called for acceptance or rejection of meeting Minutes for the March 7, 2019 Regular and Executive Session.

The Minutes for the March 7, 2019 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’ March 7, 2019 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 March 7, 2019 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 March 8, 2019 through March 19, 2019.

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

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

**March 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, March 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. Banking Proposals – Bid Award

Chief Sagehorn stated that the next item on the Agenda was the bid award for the proposals from local banks for the District’s banking services.

Chief Sagehorn stated that he reviewed the proposals from the three (3) bids received from 1) Citizen’s Bank; 2) Bank Star; and 3) First State Community Bank. Chief Sagehorn prepared a spreadsheet detailing his review and recommendation. Chief Sagehorn stated that based upon his review of the proposals that he was recommending that the District use Bank Star at the account interest rate of 2.125% with a guaranteed floor of 1% and a minimum of 85% of the Federal Funds Rate.

A general discussion was held.

After discussion, Director Wymer made a motion to approve the Chief Sagehorn’s recommendation, 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

7. **NEW BUSINESS**

Chairman Davis requested the presentation of any New Business.

A. **Minimal Wage – Call Pay**

Chief Sagehorn stated that he discovered that the District needed to increase the minimum wage for part-time employees responding for call pay from \$7.85 up to \$8.60 an hour to comply with the State and Federal Minimum Wage law. He also requested permission to issue back-pay to any part-time employees who may have been underpaid to make sure that the District is in full compliance with all Wage and Hour regulations.

A brief discussion was held.

After discussion, Chairman Davis made a motion to approve the pay raise in compliance with the minimum wage statutes and also the payment of all applicable back-pay to make sure that the District is in full compliance with all Wage and Hour regulations , 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

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 February 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 including the addition of fire sprinklers at the local glass factory and the purchase of the abandoned movie theater by the Meramec Valley School 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 February 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 reports.

Chief Sagehorn informed the Board that the format of some of the reports have been updated from the report software and also a new report form from the program.

Chief Sagehorn informed the Board that he had purchased vehicle “decals” or “labels” for the staff vehicles for the Fire Chief, Assistant Chief, and Deputy Chief. He stated that it was his opinion that it is important for the public to be able to identify the vehicles and to see them out in the community. Chairman Davis agreed with Chief Sagehorn. Chief Sagehorn provided copies vehicle “labels” he purchased to the Board for their review and comment. The consensus of the Board was that the vehicle “decals” or “labels” was a good idea.

A brief discussion was held. No vote was taken.

**11. ATTORNEY’S REPORT**

Attorney Butler stated that he did not have any report.

**12. PUBLIC COMMENTS**

The Chairman next called for Public Comments.

No comments were made.

**13. EXECUTIVE SESSION**

**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 Section 610.021 (11) Specifications for competitive bidding and discussions related to the specifications for competitive bidding;

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

Chairman David specifically asked District Counsel Butler if the Board was authorized to discuss details related to the construction of a storage building at Station 2, including questions related to prevailing wage regulations for the project; and other specific details of the project while in Closed Session. District Counsel Butler stated that the Motion for Closed Session and Missouri State Statute 610.021(11) expressly allows public bodies to hold closed meetings to develop and discuss specifications for competitive bidding, which may include discussions of various issues pertaining to costs, such as labor expenses, and other issues related to the development of the final bid specifications and final project details.

Based upon the foregoing vote, the public session of the meeting of the Board of Directors adjourned at 6:28 p.m. and a Closed Meeting was held.

**RECONVENMENT OF OPEN SESSION**

The public meeting reconvened at 6:45 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 MARCH 19, 2019 CLOSED

MEETING.

**ANNOUNCEMENT OF NEXT MEETING**

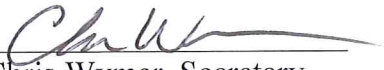
Therefore, there being no other or further business to come before the Board, the Chairman called for discussion of the next regular Board meeting. After a short discussion, the Chairman announced that the next Regular Meeting of the Board of Directors shall be held on Wednesday, April 3, 2019 at 1800 hours (6:00 p.m.) in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage; Pacific, Missouri 63069.

**ADJOURNMENT**

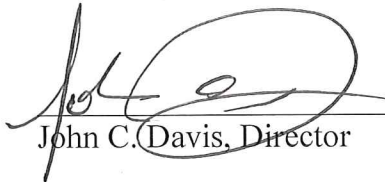
Upon motion duly made by Director Wymer, and seconded by Director Woodruff, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 18:46 hours (18:46 p.m.).

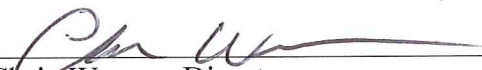


Respectfully submitted,

  
Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director 4-3-19  
Date

  
Chris Wymer, Director 4-3-19  
Date

  
Stephen Woodruff, Director 4-3-19  
Date