

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

April 3, 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 Wednesday, April 3, 2019, at 1815 hours (6:15 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

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

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 19, 2019 Regular and Executive Session.

The Minutes for the March 19, 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 19, 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
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Director Chris Wymer - Aye
Director Stephen Woodruff -Aye

The above Minutes of the March 19, 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 20, 2019 through April 3, 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 20, 2019 THROUGH APRIL 3, 2019
TREASURER’S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

April 3, 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, April 3, 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. Station 2 Concrete Work

Chief Sagehorn reviewed with the Board the details of the new storage building at Station 2 using a combination of concrete pads and used shipping storage containers.

A general discussion was held.

Chief Sagehorn stated that he needed to go out for bids and seeks requests for proposals for concrete bids for an approximate 40 by 50 feet concrete pad and also bids for used shipping storage containers. He stated that he Assistant Chief Graf had researched storage containers and that the District had prices from 4 vendors, but wanted to know if the Board and the District thought that a bid advertisement should be placed in the paper due to the price for all of the containers exceeding \$13,000. The consensus of the District Counsel and the Board was that the District should run an advertisement for bids.

After discussion, Director Wymer made a motion to approve the Chief Sagehorn's request to go for bid and seek proposals, and the motion was duly seconded by Chairman Davis, 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. Pension Yearly Training

Chief Sagehorn updated the Board that there is a Pension Board member training session on May 14, 2019 by Trustee University at the Sheraton Hotel in Clayton, Missouri.

C. Transition to New Bank - Update

Chief Sagehorn informed the Board that he and Julie Silistria had been meeting with Bank Star employees to facilitate the transition of the District's Bank accounts over to Bank Star. He provided to the Board an account summary of the new accounts and the amounts on deposit. He stated that once he has the confirmation that all checks have cleared and all automatic transactions have been transferred to Bank Star, he will close the accounts at Citizens Bank.

A general discussion was held.

After discussion, Chief Sagehorn requested to transfer \$754,000 to Bank Star and Director Wymer made a motion to approve the transfer request, and the motion was duly seconded by Chairman Davis, 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. Repairs to 6115

Chief Sagehorn reported to the Board that Unit 6115 was returned from being repaired on April 3, 2019 and is back in service. He stated that the estimated invoice to repair will be close to \$6,500.

A brief discussion was held.

B. Updates Station 2

Chief Sagehorn reported that he had conducted a walk-through inspection of Station 2 and in his opinion the building needs several items of maintenance ranging from replacing certain lights and lightbulbs to painting. He reported that it appeared that several items of general maintenance had been ignored in the past, but that he was going to give maintenance items his attention to get all District property up to good condition.

A brief discussion was held.

C. Standard Step Raise for Thad Marrs

Chief Sagehorn informed the Board that District employee Thad Marrs had completed one year of employment and that he had received a satisfactory performance evaluation. Therefore, Chief Sagehorn requested the Board to approve the standard step pay raise for Thad Marrs to increase his pay under Section 3.04 of the District Policy Manual.

A general discussion was held.

After discussion, Director Wymer made a motion to approve and the motion was duly seconded by Director Woodruff, the following 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. ATTORNEY'S REPORT

Attorney Butler stated that he did not have any report.

9. PUBLIC COMMENTS

The Chairman next called for Public Comments.

No comments were made.

10. 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 610.0.021(3), Hiring, Firing, Discipline or Promoting of Particular Employees by a public governmental body when personal information about the employee is discussed or recorded.

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 6:36 p.m. and a Closed Meeting was held.

RECONVENMENT OF OPEN SESSION

The public meeting reconvened at 6:49 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 APRIL 3, 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 18, 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 18:51 hours (18:51 p.m.).

Respectfully submitted,



Chris Wymer, Secretary,
Board of Directors

Approved:



John C. Davis, Director

4-18-19
Date



Chris Wymer, Director

4-18-19
Date



Stephen Woodruff, Director

4-18-19
Date