

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

May 16, 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, May 16, 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
Assistant Chief Gary Graf
Deputy Chief Ken Prichard
Captain Bobbi Drosselmeyer
David Lange, Mission Community Church

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.

Chief Sagehorn stated that the updated Security Policy needed to be added under Item D. of Unfinished Business.

Item: Financial Report: none.

Item: Unfinished Business: none, other than adding the “District Security Policy” as Item D..

Item: New Business:

Chief Sagehorn stated that he had received an easement request from MoDOT for review and requested that the topic be added as an Item C under New Business.

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 May 2, 2019 Regular and Executive Session.

The Minutes for the May 2, 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’ May 2, 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 May 2, 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 May 3, 2019 through May 16, 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
May 3, 2019 THROUGH MAY 16, 2019
TREASURER’S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

May 16, 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, May 16, 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. Annual Bond Audit Disclosure Report

Chief Sagehorn presented to the Board a copy of the annual Disclosure Report for the Fiscal Year ended December 31, 2018 for the General Obligation Bonds, Series 2014 prepared by Joy Howard for review and acknowledgement. The Board took a moment and reviewed the disclosure report.

A general discussion was held.

After discussion, Director Wymer made a motion to acknowledge receipt of the Report for the Fiscal Year ended December 31, 2018 for the General Obligation Bonds, Series 2014 prepared by Joy Howard , 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 – Minority and Affirmative Action Plan

Chief Sagehorn provided to the Board District Resolution 2019-07 to inact a new Procurement Action for Money Management, Brokergae & Investment for financial services to comply with Missouri State statute 105.702. He informed the Board that the resolution was approved by Retirement Plan Advisors and District Counsel Butler.

A brief discussion was held.

After discussion, Chairman Davis made a motion to approve the resolution, 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. Banking Update

Chief Sagehorn provided a written and oral update on the accounts on deposit for District funds and detailed the account numbers and balances for the funds transferred from Citizens Bank over to BankStar.

A brief discussion was held.

D. District Security Policy

Chief Sagehorn presented to the Board the final draft of the new District Security policy for review and approval. The Board took a moment and reviewed the recommended policies.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the new 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

7. NEW BUSINESS

Chairman Davis requested the presentation of any New Business.

A. Insurance Renewal

Chief Sagehorn provided to the Board the details of the insurance renewal for the property and casualty insurance for the time period June 1, 2019 to June 1, 2020. Chief Sagehorn provided the insurance premium renewal totals for 1) property and casualty with Fire/EMS Pak in the amount of \$23,289.00; 2) disability insurance with Provident in the amount of \$4,150.00; and 3) accidental death and dismemberment insurance in the amount of \$1,216 with Provident.

A brief discussion was held. Chief Sagehorn stated that he would place the insurance coverage out for bid in 2020.

After discussion, Chairman Davis made a motion to approve the new policy, 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

B. Mission Community Church variance request

Chief Sagehorn reported that Mission Community Church had submitted a letter seeking a variance from the fire code to increase the square footage requirements from 7 to 9.5 square feet per person to eliminate the necessity of fire suppression sprinklers. Deputy Chief Fire Marshal Prichard reviewed the code requirements and the details of the variance request and submitted the letter from the church. Pastor David Lange also attended the meeting to answer questions concerning the variance request,

Deputy Chief Prichard submitted a written memo to Board in regard to the variance request.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the variance request, 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. MoDOT Easement

Chief Sagehorn presented to the Board the easement request from MoDOT concerning an ADA improvement project by MoDOT to improve the sidewalks along West Osage in the Spring of 2020. He reported that he and Deputy Prichard met with Mindy Lawrence with MoDOT to discuss the project. He reported that it was his understanding that the current sidewalk in front of House #1 is not ADA compliant, but that after the completion of the MoDOT project that the new sidewalk will be ADA compliant and that MoDOT will maintain the sidewalk going forward in the future. In

order to make the improvements, MoDOT needs the Board to approve a 10 ft. easement. Chief Sagehorn provided a written memo and diagram concerning the proposed easement.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the easement request and the motion was duly seconded by Director Wymer, 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. 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 April 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.

He reported that the switch to Emergency Reporting from the Firehouse software was almost complete.

9. TRAINING OFFICER'S REPORT

Assistant Chief Graf attended the meeting and presented the Training Officer's report and also provided a brief update of the Training Officer's activities for the month of April 2019.

A brief discussion was held.

He updated the Board that the shipping containers for the new storage facility at House 2 were ready for delivery.

10. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of April 2019. Chief Sagehorn also briefly reviewed the alarm reports.

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

Thereafter, Chairman Davis inquired if the Board needed a closed session. Directors Wymer and Woodruff stated that they did not have any issues for a closed session. Chief Sagehorn stated that he also did not have any issues for a closed session.

No closed meeting was held.

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 MAY 16, 2019 CLOSED MEETING SINCE THE BOARD OF DIRECTORS DID NOT HAVE A CLOSED MEETING.

Additional Discussion

After going back into open session, the Board held a general discussion on the topic of the age of various District equipment and that an assessment may be in order to determine which items of District equipment may need to be replaced or “phased out” from District service.

No votes were 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, June 6, 2019 at 1800 hours (6:00 p.m.) in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage, Pacific, Missouri 63069.

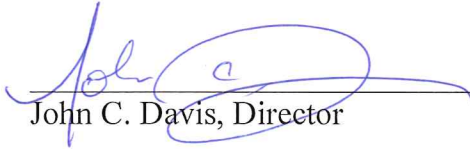
ADJOURNMENT


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 19:00 hours (7:00 p.m.).

Respectfully submitted,


Chris Wymer, Secretary,
Board of Directors

Approved:


John C. Davis, Director 6-5-19
Date


Chris Wymer, Director 6-5-19
Date


Stephen Woodruff, Director 6-5-19
Date