

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

August 21, 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, August 21, 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
Jeff Horton
Josh Smith

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.

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 August 1, 2019 Regular Session.

The Minutes for the August 1, 2019 Regular 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’ August 1, 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 August 1, 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 August 2, 2019 through August 21, 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
August 2, 2019 THROUGH August 21, 2019
TREASURER'S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

August 21, 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, August 21, 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. Thad Marris – Step Raise

Chief Sagehorn informed the Board that Thad Marris had completed 3 years of employment and qualified for the standard level 4 salary increase to \$43,363.00 a year.

A general discussion was held.

After discussion, Director Wymer made a motion to approve the standard level 4 raise, 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. 2020 Tax Increase discussion

Chief Sagehorn provided an update on his research concerning a possible tax rate increase election in 2020 and he reviewed some of his calculations on the potential increased revenue of a tax rate increase is approved by the voters. He provided a detail memo addressing some the future needs of the District and the associated costs.

A general discussion was held.

No vote was held by the Board.

C. Employee Picnic

Chief Sagehorn provided to the Board an update on District sponsored employee picnic on August 25, 2019.

A general discussion was held.

No vote was held by the Board.

D. FEMA Close-out letter for 2017 flood

Chief Sagehorn and Assistant Chief Graf provided copy of the FEMA close out letter for the 2017 flood response that required a signature by the Chairman to close-out the FEMA file. Chairman Davis signed the FEMA letter.

A brief discussion was held.

No vote was taken.

7. NEW BUSINESS

Chairman Davis requested the presentation of any New Business.

A. Future Capital and Apparatus Expenditure Funds

Chief Sagehorn provided to the Board his recommendations concerning the transfer of excess revenue funds from 2018 into the Future Capital and Apparatus Expenditure Funds. He reviewed the details with the Board. He confirmed to the Board that District Auditor Greg Spinner also recommended the transfers and allocations.

A general discussion was held.

After discussion, Director Wymer made a motion to approve the transfers, 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. 6101 Replacement

Chief Sagehorn provided an update on his research concerning the replacement of unit 6101 under the State Bid program. Assistant Chief Graf provided a memo to the Board on the 4 vehicles available and all three Chief officers made a recommendation that the District change to a Chevy pick-up type vehicle as opposed to a Chevy Tahoe type of vehicle. The proposed future use of the vehicle and the proposed list of features were discussed.

Cheif Sagehorn also requested that up to \$50,000.00 be approved for the purchase from the Future Capital Capital and Apparatus Expenditure Fund to be purchased through the State Bid Process.

A general discussion was held.

After discussion, Director Woodruff made a motion to approve the purchase and expenditure of up to \$50,000 to purchase a new Unit 6101 through , 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. Recliner Chair replacement – Station 1 and 2

Chief Sagehorn provided to the Board his memo and recommendation concerning the purchase of new leather recliners for Station 1 and Station 2 in the amount not to exceed \$7,500.00.

A general discussion was held.

After discussion, Chairman David made a motion to approve the purchase of the new leather recliners (total cost not to exceed \$7,500.00), 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 presented his written report to the Board concerning the Fire Marshal's activities for the month of July 2019 and also reviewed some recent inspections and updated the Board concerning proposed developments and remodels with the District.

9. TRAINING OFFICER'S REPORT

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

He also informed the Board the Unit 6112 passed the annual UL testing.

10. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of July 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 AUGUST 21, 2019 BOARD MEETING SINCE THE BOARD OF DIRECTORS DID NOT HAVE A 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 Thursday, September 5, 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

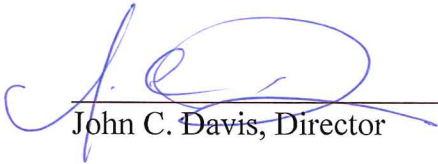
Board of Directors at 19:17 hours (7:17 p.m.).

Respectfully submitted,



Chris Wymer, Secretary,
Board of Directors

Approved:



John C. Davis, Director

9-5-19

Date



Chris Wymer, Director

9-5-19

Date

Stephen Woodruff, Director

Date