

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

**December 5, 2024**

**BE IT REMEMBERED**, that the Board of Directors of Pacific Fire Protection District of Franklin, Jefferson, and St. Louis Counties, Pacific, Missouri at the Administrative Offices of the District at 910 West Osage Street, Pacific, Missouri 63069 on Thursday, December 5, 2024, at 1700 hours (5:00 p.m.). At the above time and place there were present virtually:

**1. CALL TO ORDER & ROLL**

John C. Davis	-- Director
Chris Wymer	-- Director
Spencer Giles	-- Director

Fire Chief Steve Sagehorn  
Assistant Chief Gary Graf  
Deputy Chief Fire Marshal Dave Phipps  
Patrick Butler, Attorney

Guests:  
Shop Steward Thad Marrs  
District Auditor Greg Spinner

**QUORUM**

A quorum being present, the Chairman called the meeting to order and announced the Board of Directors meeting to be session for the transaction of any and all business to be brought before it at this time.

**2. PLEDGE OF ALLEGIANCE**

The Chairman called for the Pledge of Allegiance.

**3. ACCEPTANCE OF AGENDA**

The Chairman inquired as to whether 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.

Fire Chief Sagehorn stated that he did need a closed meeting.

Subject to the above, the 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 Director 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 Spencer Giles	- Aye

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

The Chairman called for acceptance or rejection of meeting Minutes for the November 21, 2024 Regular Session minutes.

On motion made by Director Davis and seconded by Director Giles, the Board minutes for the November 21, 2024 Regular Session minutes were approved by the Board of Directors.

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 Spencer Giles	- Aye

#### **5. BUDGET AND FINANCIAL MATTERS**

**A and B. 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.

Fire Chief Sagehorn requested that the Board approve the payment of the invoices for the time period November 22, 2024 through December 5, 2024.

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

**MOTION  
ADOPTING THE  
NOVEMBER 22, 2024 THROUGH DECEMBER 5, 2024  
TREASURER'S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**December 5, 2024**

“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, December 5, 2024, 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 Spencer Giles	- 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. **Lexipol – Policy Updates**

Fire Chief Sagehorn stated that he did not have a lot to report, but that the project is getting close to being finished.

The Board did not hold a vote.

B. **Deputy Chief/Training Officer – Update**

Chief Sagehorn requested that this topic be discussed in Executive Session.

The Board did not hold a vote.

C. **House #1 Update**

Chief Sagehorn and Deputy Chief Fire Marshal Phipps reported that the project was getting close to resolving punch list items. It was reported that the bathrooms were finished, that the kitchen was almost completed, and that final painting will be finished soon.

D. **CBA Update**

Chief Sagehorn requested that this topic be discussed in Executive Session

The Board did not hold a vote.

E. **Health Insurance Renewal Update**

He also provided update regarding the negotiations between Anthem and Mercy Medical and he reported Anthem and Mercy Medical have reached an agreement on a new contract.

A brief discussion was held.

7. **NEW BUSINESS**

The Chairman requested the presentation of any New Business.

**A. Annual Audit Report**

District Auditor Greg Spinner attended the meeting and reviewed the results of his audit and presented his annual audit report to the Board. Mr. Spinner advised that his audit report was “unqualified” or the best possible rating.

A general discussion was held.

After discussion, Director Wymer made a motion to acknowledge receipt of the audit report and the motion was duly seconded by Director 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 Spencer Giles	- Aye

**B. Contract Disbursement for House #1**

Chief Sagehorn provided to the Board a copy of the most recent disbursement request from Franklin County Construction for the House #1 renovations in the amount of \$319, 551.75 and he reported that he had submitted the disbursement request to the bank for payment.

The Board did not hold a vote.

**C. Board of Directors Email Addresses**

Chief Sagehorn provided to the Board a copy of the list of new email addresses for the Board of Directors for District communications. He has asked Feathershark to create new email addresses for the Board members to avoid the Board of Directors from having to use personal email addresses for District business.

A brief discussion was held.

The Board did not hold a vote.

**D. Step Raise**

Chief Sagehorn informed the Board that Robert Bechtel had satisfactorily met the conditions for a step-raise under the District Policy Manual section 3.04. Chief Sagehorn

provided a copy to the Board of the performance evaluation completed by Lt. Rainwater. Based upon the foregoing, Chief Sagehorn made the recommendation for the step-raise from \$43,131.00 to the next pay level for their positions at \$ 44,878.00

A general discussion was held.

After discussion, Director Wymer made a motion to approve the step-raise under Section 3.04, and Director Giles seconded the Motion.

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 Spencer Giles	- Aye

#### **E. Shop Steward Report**

Shop Steward Thad Marris attended the meeting and provided an update to the Board on the Shop's participation in the annual Adopt A Family program. He also informed the Board that the Shop sponsored a new kitchen table for House #1 fabricated by Mike Burkner and Dustin Wagner. He reported that the Shop is considering also fabricating a kitchen table for House #2.

#### **8. FIRE PREVENTION REPORT**

Deputy Chief Fire Marshal Phipps presented the Fire Marshal's written report to the Board concerning the Fire Marshal's activities for the month of November 2024 and he also reviewed his activities with the Board.

#### **9. TRAINING OFFICER'S REPORT**

Assistant Chief Graf submitted his Training Officer's report and also a brief written update of the Training Officer's activities for the month of November 2024. He also provided details of repairs to various District vehicles and trucks.

#### **10. FIRE CHIEF'S REPORT**

Chief Sagehorn provided to the Board a written report concerning his activities for the month of November 2024. Chief Sagehorn also briefly reviewed the alarm reports.

**11. ATTORNEY REPORT**

No items presented.

**12. PUBLIC COMMENT**

No items presented.

**13. EXECUTIVE 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; 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 Chris Wymer	- Aye
Director Spencer Giles	- Aye

Based upon the foregoing vote, the public session of the meeting of the Board of Directors adjourned at 5:44 p.m. and a Closed Meeting was held.

**RECONVENMENT OF OPEN SESSION**

The public meeting reconvened at 6:15 p.m., after the completion of the closed session.

**THE CHAIRMAN STATED THAT NO  
OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN  
BY THE BOARD IN CLOSED SESSION AT THE DECEMBER 5, 2024  
MEETING REQUIRING A ROLL CALL VOTE.**

**ANNOUNCEMENT OF NEXT MEETING**

The Chairman announced that the next Regular Meeting of the Board of Directors shall be held as a Special Meeting on Wednesday, December 18, 2024 at 1700 hours (5:00 p.m.) at House #1.

**ADJOURNMENT**

Upon motion duly made by Director Wymer, and seconded by Director Davis, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 1816 hours (6:16 pm.).



Respectfully submitted,



Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director                      1-2-25  
Date  
Chris Wymer, Director                      1-2-25  
Date  
Spencer Giles, Director                      1/2/25  
Date

