

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

March 6, 2025

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, March 6, 2025, at 1700 hours (5:00 p.m.). At the above time and place there were present:

1. CALL TO ORDER & ROLL

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

Fire Chief Steve Sagehorn
Deputy Chief Fire Marshal Dave Phipps
Deputy Chief/Training Officer Parker Spencer
Patrick Butler, Attorney (via telephone)

Guests:
Mike Burke
Dustin Wagner
Clay Snodgrass
Cassandra Williams

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 needed a short closed meeting and that he was going to post-pone the culture discussion.

Subject to the above, the Tentative Agenda was accepted as the Final Approved Agenda. Director Davis a motion to approve the Agenda and the motion was duly seconded by Director Wymer.

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. **Oath of Office – Ceremony**

Chief Sagehorn made remarks to the Board prior to the Oath of Office Ceremony concerning each staff member. Chief Sagehorn first administered the Oath of Office and Badge pinning ceremony to Deputy Chief Training Officer Parker Spencer. Chief Sagehorn next administered the Oath of Office and Badge pinning ceremony to Engineer Cassandra Williams. Congratulations were extended by the Board of Directors and all guests in attendance.

4. APPROVAL OF PRIOR MINUTES

The Chairman called for acceptance or rejection of meeting Minutes for the March 6, 2025 Regular Session minutes.

On motion made by Director Wymer and seconded by Director Davis, the Board minutes for the March 6, 2025 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 February 19, 2025 through March 6, 2025.

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

**MOTION
ADOPTING THE
FEBRUARY 19, 2025 THROUGH MARCH 6, 2025
TREASURER'S REPORT
OF THE**

PACIFIC FIRE PROTECTION DISTRICT

MARCH 6, 2025

“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 6, 2025, 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 provided a brief update to the Board and stated that the project is getting close to being finished. He stated that the meeting with the Shop had to be postponed and that he will set up a new meeting time soon.

A brief discussion was held.

The Board did not hold a vote.

B. Pension Update

Chief Sagehorn updated the Board on the pension. He reported that things were moving along and that meetings of the pension group have been scheduled for March 12 and March 19.

A brief discussion was held.

The Board did not hold a vote.

7. **NEW BUSINESS**

The Chairman requested the presentation of any New Business.

A. Lease Payment — Station #2

Chief Sagehorn informed the Board that the District had made the annual lease payment in the amount of \$221,829.01 for the financing for the Station #2 remodel and the amount was included in bills in tonight's Treasurer Report.

A brief discussion was held.

The Board did not hold a vote.

B. Disbursement Station #1 – Final

Chief Sagehorn informed the Board that the District had received and he had approved the final disbursement payment for the Station #1 remodel in the amount of \$50,350.00 for improvements for the Station #1 remodel and the amount was included in bills in tonight's Treasurer Report.

A brief discussion was held.

The Board did not hold a vote.

C. Workers Compensation – Renewal

Chief Sagehorn informed the Board that the payment of the premium of the District's Workers Compensation renewal for the upcoming policy year in the amount of \$59,887.00 was included in bills in tonight's Treasurer Report

A brief discussion was held.

The Board did not hold a vote.

D. District Culture

This item was moved to the March 20, 2025 Regular Meeting.

A brief discussion was held.

E. Shop Steward Report

Shop Steward Thad Marrs did not attend the meeting and did not submit a report to the Board.

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 February 2025. He also reviewed new development proposals/construction/remodeling around the District. He also provided a short briefing to the Board regarding new pending legislation that had been submitted in Jefferson City that may impact fire districts if the legislation is actually enacted into state law.

9. TRAINING OFFICER'S REPORT

Deputy Chief/Training Officer Parker Spencer presented the Training Officer's report and also provided a brief update of the Training Officer's activities for the month of February 2025.

10. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of February 2025. Chief Sagehorn also briefly reviewed the alarm reports.

11. ATTORNEY'S REPORT

Attorney Butler stated that he did not have anything to report.

12. PUBLIC COMMENTS

The Chairman next called for Public Comments.

Chief Sagehorn presented to the Board a copy of a Thank You letter to the District from Pat Yount for the installation of four (4) new smoke detectors by B Shift.

13. EXECUTIVE SESSION

Thereafter, on motion duly made by Chairman Davis, seconded by Director Giles, 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 5:30 p.m. and a Closed Meeting was held.

RECONVENMENT OF OPEN SESSION

The public meeting reconvened at 5:45 p.m., after the completion of the closed session.

THE CHAIRMAN ANNOUNCED THAT NO VOTES WERE HELD WHILE IN CLOSED SESSION.

ANNOUNCEMENT OF NEXT MEETING

The Chairman announced that the next Regular Meeting of the Board of Directors shall be held on Thursday, March 20, 2025 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 1746 hours (5:46pm.).

Respectfully submitted,


Chris Wymer, Secretary,
Board of Directors

Approved:


John C. Davis, Director 3-20-25
Date


Chris Wymer, Director 3-20-25
Date

Spencer Giles, Director Date

