

**MINUTES OF THE REGULAR MEETING OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
May 25, 2017**

A Regular Meeting of the O'Fallon Fire Protection District Board of Directors was held on Thursday, May 25, 2017, in the Board Room located in the Administration Building, 111 Laura K Drive, O'Fallon, MO. Director Laughlin called the meeting to order at 7:00 p.m. Notice of said meeting had been provided at least 24 hours in advance of the meeting by posting the meeting time in the case on the outside wall of the Administrative Offices. The following Directors were present: Director Bill Laughlin, Director Matt Simmons, and Director Matt Gober. The following staff members were present: Chief Tom Vineyard, Assistant Chief Ken Vomund, Assistant Chief Brian Moore, Captain Darren Daly, Captain Eric Johnston, Captain Matt Braile, Volunteer Firefighter Neil Fredrick, and Board Administrative Assistant Karen Lucido. Fire Marshal Morrison was absent.

The following guest was present: Rick Rognan, CPA

The Pledge of Allegiance was led by Chief Vineyard followed by Assistant Chief Moore's reading of the Firefighter Prayer.

Director Laughlin asked for any questions or comments regarding the Board meeting Minutes of April 27, May 11, 2017, and Pension Board meeting minutes of February 28, 2017. There being none, Director Laughlin made a motion to approve the minutes of the prior Regular Board Meeting of April 27, 2017, Regular Board Work Session of May 11, 2017, and Pension Board Meeting Minutes of February 28, 2017, as presented, seconded by Director Simmons. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

Director Gober stated a general checking account balance of \$1,493,614.66. There were no questions. A motion was made by Director Laughlin to approve payment of bills as presented, seconded by Director Gober. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

Approved, Board Mtg of 06-22-17

CITIZEN COMMENTS - None.

COMMUNICATIONS

Assistant Chief Moore announced that Engineer Kern Swafford passed his EMT licensing today; congratulations were extended to Kern.

Engineer Toelke is back to full duty; Captain McCutchen should be back to full duty next week. There will be 3 firefighters out on worker comp for the next 4-6 weeks.

Board Administrative Assistant Lucido read the following communications:

1. A card from Mr. and Mrs. Dunn, thanking Captain Ballmann for installing smoke detectors at their home.

2. A card from Assistant Chief Vomund and his wife, Fay, thanking District members and the Board for flowers and condolences on the loss of Fay's father.

3. Ms. Lucido thanked the Board members, Chief Vineyard, Assistant Chiefs Moore and Vomund, and Administrative Staff for the Rose of Sharon bush to be planted in memory of her granddaughter, Alma.

OLD BUSINESS

There was further discussion regarding Station Renovations. Per Chief Vineyard: Weis Design should have Station #5's bid packet ready in approximately 2-3 weeks. Station #4's renovations are under design; Station #5 is the priority. Director Gober asked about bicycle/sauna equipment that is installed in fire station bays, allowing firefighters returning from a fire call to strenuously work out to help rid their systems of toxins. Discussion held. Chief Vineyard stated this could become part of the District's Cancer Prevention Policy and will be discussed in Labor Management prior to making any recommendations.

There was further discussion regarding the Captain's Promotional Process. Per Chief Vineyard: The Assessment Center testing is scheduled for June 1, and he should have a list for approval at the June 7 Board meeting.

NEW BUSINESS

Rick Rognan gave his Financial Report for April 2017. He stated the budget is currently over by 33.3% but that will trend downward as the year progresses due to several large expenses occurring at the beginning of the year; he projects the District will remain on target with the budget by year end. Mr. Rognan reviewed areas such as

vehicle maintenance and insurance that were high, but should level off. Chief Vineyard stated that Vehicle Maintenance will probably balloon again in May due to unforeseen needed repairs on several trucks, with 9142 remaining the biggest issue. Mr. Rognan reviewed his 4-month revenue comparison, stating the Board is doing a good job keeping costs down, and to remain conservative.

Mr. Rognan handed out the 2016 Amended Operating Budget and reviewed the adjustments. Mr. Rognan recommends only adjusting the operating budget one time instead of ongoing so the Board can readily see which accounts were over or under. The Amended budget and adjustments were reviewed. The General, Pension, Debt Service and Capital Projects budgets were all reviewed. Discussion held. A motion was made by Director Laughlin to adopt the 2016 Amended Budget: General, Pension, Debt Service, and Capital Projects Funds, as presented, seconded by Director Gober. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

Chief Vineyard stated that Auditors were in this week conducting the District's annual Audit, and he should have a preliminary draft prior to the June 22 Board meeting. Mr. Kummer, CPA, complimented Mr. Rognan and his staff for their timely response for requests for information during the audit, and indicated to Chief Vineyard there appear to be no issues.

Chief Vineyard reviewed Insulation Masters, Inc.'s pipe wrap quote for Station #1. Assistant Chief Vomund stated a more complete bid is needed, as they have not been out to the station to look at the project. Discussion held. A motion was made by Director Laughlin to approve Insulation Masters, Inc. to insulate Station #1's exhaust piping on a Time & Material basis; Chief Vineyard authorized to sign quote, seconded by Director Simmons. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

Chief Vineyard reviewed the RFP for Recordkeeper Services from RPA; the Pension Board is recommending approval. The contract for services has been reviewed by Attorney O'Brien, and also sent to Attorney Bruntrager. Discussion held

that the Board has a fiduciary responsibility to bid out these services on occasion to ensure District members are receiving the best available services, and RPA will greatly assist in the interpretation of RFP responses. The process should take approximately 6 months to complete. A motion was made by Director Laughlin to approve moving forward to place an RFP for Pension Recordkeeper Services, per the Pension Board's recommendation, seconded by Director Simmons. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

A motion was made by Director Laughlin to approve *RPA Consulting Agreement for RFP Services* per the Pension Board's recommendation, for a total fee of \$21,376.00, per the terms of the Agreement as presented; Director Laughlin authorized to sign Agreement, seconded by Director Gober. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

A motion was made by Director Laughlin at 7:26 p.m. to go into Closed Session under Section 61.021 (13) Individual Personnel Records, seconded by Director Gober. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

A motion was made by Director Laughlin to adjourn the Closed Session and reconvene in Open Session at 7:28 p.m., seconded by Director Gober. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

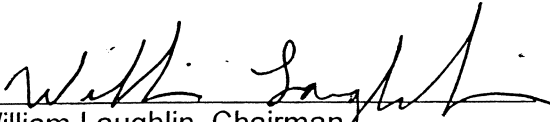
Director Laughlin announced the next Board Work Session is scheduled for Wednesday, June 7, 2017, at 7:00 p.m.


A motion was made by Director Laughlin to adjourn the meeting, seconded by Director Gober. Upon roll call the vote was:

Approved, Board Mtg of 06-22-17

Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

There being no further business, the meeting was adjourned at 7:29 p.m.


William Laughlin, Chairman

ATTEST: 
Karen Lucido, Board Administrative Assistant
Recording Secretary