

**MINUTES OF THE REGULAR MEETING OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**
June 22, 2017

A Regular Meeting of the O'Fallon Fire Protection District Board of Directors was held on Thursday, June 22, 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, Fire Marshal Mark Morrison, Battalion Chief Rick Miller, Captain Darren Daly, Captain Eric Johnston, and Board Administrative Assistant Karen Lucido. Assistant Chief Brian Moore was excused.

The following guests were present: Bruce Kummer-CPA, Rick Rognan-CPA, and Tom Weis

The Pledge of Allegiance was led by Chief Vineyard followed by the reading of the Firefighter Prayer.

A motion was made by Director Laughlin to amend the Agenda by adding: 9158 Brush Truck Repair, under New Business, as Item f., 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 Laughlin asked for any questions or comments regarding the Board meeting Minutes of May 25 and June 7, 2017. There being none, Director Laughlin made a motion to approve the minutes of the prior Regular Board Meeting of May 25, 2017, and Regular Board Work Session of June 7, 2017, 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 7-27-2017

Director Gober stated a general checking account balance of \$758,155.53.

There were no questions. A motion was made by Director Laughlin to approve payment of bills 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.

Chief Vineyard explained that the \$1,400,000-plus check that was signed is the initial deposit for the OPED Trust Account for the Retiree Health Insurance. RPA will invest the funds per the District's service agreement with RPA, with approximately \$78,000.00 held back to be paid for benefits in 2017. Discussion held about transferring funds. Per Mr. Rognan, future funds to be paid out of the Trust will need to be transferred directly to the General Fund; a journal entry will track that transaction.

CITIZEN COMMENTS - None.

COMMUNICATIONS

Board Administrative Assistant Lucido read the following communications:

1. A card from Rock Creek Elementary thanking Captain Ballmann for sharing his career experience with the students.
2. A card from Rock Creek Elementary thanking the crews for participating in the students' recent Career Day.
3. A card from Volunteer Firefighter Ethan Fowlie, thanking Chief Vineyard for attending his Eagle Scout Court of Honor and presenting a Resolution on behalf of the District.
4. A card from the Sisters at Villa Theresa thanking Fire Marshal Morrison for the recent luncheon and safety talk.

Engineer Tom Vogelgesang thanked the Directors, Chief Vineyard, Honor Guard, and District members for everything that was done for Keira Stout's funeral, and for supporting Keira's family and himself.

AUDITOR'S ANNUAL REPORT

Mr. Kummer conducted the District's annual audit. He thanked Chief Vineyard, Julie Meyer, and Karen Lucido for their assistance during the audit, and Mr. Rognan

and his staff for their responsiveness during the audit. Mr. Kummer noted that his wife worked with Mrs. Stout and said that the funeral ceremony for Keira was so well done, and the District's Honor Guard was wonderful.

Mr. Kummer presented his "O'Fallon Fire Protection District Annual Financial Report for Year Ended December 31, 2016." He reviewed the current and other assets, long term debt outstanding, and total net position. He compared revenue and expenses, noting Permit Revenue was down significantly in 2016, though revenues increased 2% overall. Mr. Kummer gave an in-depth Financial Analysis of the District. Chief Vineyard asked if any of the information factored in next year's tax increase; Mr. Kummer stated no, as the audit only looks at 2016. Director Laughlin asked Mr. Kummer's opinion of the financial health of the District. Mr. Kummer stated the District is in very good financial shape and this Annual Financial Report is a very good report. Chief Vineyard complimented Mr. Kummer and his staff on their professionalism and the way they conducted the audit; Mr. Rognan agreed with Chief Vineyard, stating Mr. Kummer and his staff were very professional to work with. At 7:15 p.m., a motion was made by Director Laughlin to go into Closed Session under SECTION 610.021(17) Confidential or privileged communications between a public governmental body and its auditor, after a five minute break, 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 adjourn the Closed Session and reconvene in Open Session at 7:29 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 called the Open Session back to Order at 7:30 p.m. A motion was made by Director Laughlin to Accept the O'Fallon Fire Protection District Annual Financial Report for Year Ending December 31, 2016 as presented by Bruce Kummer, CPA, 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.

This report will be posted on the District's public website. Directors Laughlin, Gober, and Simmons thanked Mr. Kummer for his work, and he exited the meeting.

OLD BUSINESS

There was further discussion regarding Station #1 Pipe Wrap. Chief Vineyard stated that Insulation Masters completed the job.

NEW BUSINESS

Rick Rognan gave his Financial Report for May 2017. He stated the general fund is over, but trending down; this occurs because many of the District's expenses are front loaded which is historically normal. He stated that while the Audit just pertained to 2016, the District will see an increase in revenue from the recent successful tax initiative. He reviewed several expense categories that were up, i.e., vehicle maintenance, and discussion held. He reviewed the banks' due diligence reports. He stated 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 an adjustment that was recommended by the Auditor, to the Amended 2016 Budget that was approved at the May 25 Board Meeting. The one additional adjustment was adding in the pumper amount of \$684,167.00 to the General Fund under *Equipment purchases and replacement*. 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.

Station #4 Renovation: Chief Vineyard reviewed Weis Design Group Proposal for Civil Engineering services, survey and expenses regarding the Station #4 renovation, at a total cost of \$12,800.00. Station #4 was not in Weis' original quote as initially the renovation was going to be a gut and rebuild, however, Mr. Weis stated since Station #4 will be a tear down and possibly a basement poured, a site survey and soil samples are required, and they will need to scope out existing utilities and site water flow. Discussion held. A motion was made by Director Laughlin to approve Weis Design Group Civil Engineering Proposal dated June 12, 2017 for the amount of

\$12,800.00 as presented, Director Laughlin authorized to sign proposal, 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.

Station #5 Renovation: Chief Vineyard reviewed the Advertisement for RFP that was prepared by Weis Design for Station #5's renovation for publishing next week. Mr. Weis stated he brought finalized plans for Station #5; and final documents should be ready next week. Discussion held regarding trucks remaining in Station #5's bays during construction; and crew housing options were discussed; Station #5 will remain operationally throughout the renovation. Weis Design is handling the RFP. A motion was made by Director Laughlin to approve placing RFP #2017-01-Station #5 Construction Bid and its Advertisement 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.

The Advertisement for RFP will be run next week and also placed on the District's public website.

Station #1 Renovation: Chief Vineyard stated that he received a cost estimate and conceptual drawings for Station #1's renovation from Weis Design. The renovation work with no exterior work came in at \$65,000.00, while the renovation work with expansion of the building came in at only \$100,000.00. He stated that the renovation work with no building expansion seemed high, especially compared to the \$100,000.00 estimate for a building expansion; that normally there would be a greater difference between the two quotes. Mr. Weis stated that if additional restroom work for the interior renovation is not required the \$65,000 quote could be lower, and Weis Design usually estimates work 10-15% higher. Chief Vineyard will forward Station #1's renovation information to the Board.

Chief Vineyard stated that the new 9154 Pumper needs rescue equipment. Usually Hurst tools were purchased, but this time a different manufacturer is being considered that provides battery-operated rescue tools which are less limiting than the hydraulic lines and lighter weight; and they also out-perform the hydraulic tools. The RFP for Rescue Equipment was reviewed; Attorney Bruntrager was sent a copy of the

RFP and advertisement. Discussion held. A motion was made by Director Laughlin to approve placing RFP2017-03 Specifications for Rescue Equipment and the Advertisement 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.

RFP 2017-03 and advertisement will also be placed on the District's website.

Chief Vineyard stated that Wentzville Fire District contacted us to possibly join in a group purchase for a Detox System for each station that may lower the cost. Detox/ Sauna units were priced, and non-commercial small sauna units cost between \$1,800 and \$2,000 each. Commercial units that include the bicycle cost approximately \$5,000 each. Discussion held on how the units work, their size and fitting them in each station's bay. Directors Simmons and Laughlin questioned whether using this will be mandatory, not elective. Captain Johnston stated, yes it would be mandatory and made part of the current Cancer Policy. Chief Vineyard stated while that the data of the sauna-bike's effectiveness is limited, from a personal perspective, he knows of 15 people in our area in the firefighting industry that have been diagnosed with cancer over the past 10 years. That the industry is much more aware of contamination from fires now and we are doing a better job at addressing it, but usually you don't see the effects of carcinogens on firefighters immediately. Agreement that it's imperative to keep our firefighters safe, and this detox system should be looked into, including possible cost savings with quantity purchase. Assistant Chief Vomund has set up Cancer-Awareness Classes for County-wide attendance next week with an Instructor from Columbia who has researched this topic. He will also ask him about this detox method.

Assistant Chief Vomund stated the District's Brush Truck needs body-repair from damage it received, and reviewed Button Auto Body's quote. As this is a 2000 truck, but only has 26,000 miles on it, matching the red paint will not be possible, so Button is proposing to paint it down the side where it will be blended in. A second lesser quote was received from Abra Auto Body (fka White Auto) for a lesser amount, but they would only repaint the cab portion. Chief Vineyard and Assistant Chief Vomund recommend going with Button Auto Body. Discussion held. A motion was made by Director Laughlin to approve Button Auto Body quote dated May 30, 2017 for repair of the 9158

Approved, Board Mtg of 7-27-2017

Brush Truck for a not to exceed amount of \$2,656.58, as presented; Chief Vineyard authorized to sign proposal, 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 at 8:00 p.m. to go into Closed Session under Section 610.021 (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 8:04 p.m., seconded by Director Gober. Upon roll call the vote was:

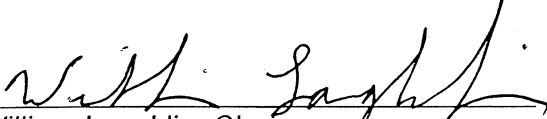
Ayes: (3) Directors Laughlin, Simmons, and Gober
Nays: (0) None
Absent: (0) None
Motion declared and carried.

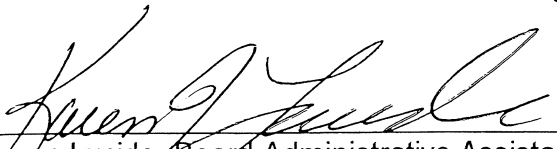
Director Laughlin announced the next Board Work Session is scheduled for Thursday, July 13, 2017, at 7:00 p.m.

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

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 8:05 p.m.


William Laughlin, Chairman

ATTEST: 
Karen Lucido, Board Administrative Assistant
Recording Secretary