

MINUTES OF THE REGULAR WORK SESSION
OF THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
July 13, 2017

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on Wednesday, July 13, 2017, at the Administration Building Board Room, 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, and Director Matt Gober; Director Matt Simmons was excused. The following staff members were present: Chief Tom Vineyard, Assistant Chief Brian Moore, Assistant Chief Ken Vomund, Battalion Chief Mel Emge, Captain Eric Johnston, Engineer Ed Engel, Engineer Vic Sanders, and Board Administrative Assistant Karen Lucido. Fire Marshal Mark Morrison was absent.

The following guests were present: Attorney Neil Bruntrager, and Rick Rognan, CPA.

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

FINANCIAL MATTERS:

Assistant Chief Vomund reviewed a contract for short-term lease of a trailer that would house crews at Station #5 during station renovations. He stated Cottleville Fire has used this company. The trailer would be placed on the back parking area and the station would remain in service during the renovation. The lease price does not include hookups. He will obtain quotes for water/sewer, and electrical hookups. A specific date for the trailer to be delivered and set up will be determined once renovation dates are known. Attorney Bruntrager reviewed the lease and has no issues with it. Discussion held and terms of the lease reviewed. A motion was made by Director Laughlin to approve Industrial Housing Solutions Lease for a 4-bedroom Trailer to house Station #5 crews during station renovations, for \$1,675.00 per month plus one-time set-up/removal fees of \$4,900.00, per the terms of the Lease, as

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presented; Director Laughlin authorized to sign Lease, seconded by Director Gober.

Upon roll call the vote was:

Ayes: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

Assistant Chief Vomund reviewed Fire-Catt's bid for hose testing services. He contacted several other companies, but they did not provide hose testing services, and he could not find any other company in our area that provides this service. The hose testing contract was reviewed. Director Laughlin questioned why we don't continue hose testing ourselves. Per Chief Vineyard: Hose testing is labor intensive, there is no training benefit to the crews, and it's time consuming, taking about a month to complete all testing. It is more of a benefit for the crews to have training over these 30 days. This company tests and certifies hoses. Hose Testing was approved and placed in this year's budget, and it is estimated that hose testing would cost approximately \$6,500 annually. He stated the cost of testing was worth every penny; Assistant Chief Vomund agreed, and reviewed the process for using Fire-Catt, and stated that a Reserve truck could be placed in service while a truck is out of service during its hose testing, if needed. A motion was made by Director Laughlin to approve Fire-Catt's proposal for annual fire hose testing; 3-year contract beginning 2017, Option #1 at \$0.29 per foot; per the terms of their proposal dated July 5, 2017; Chief Vineyard authorized to sign contract, seconded by Director Gober. Upon roll call the vote was:

Ayes: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

Director Laughlin requested Ms. Lucido to open the bids received in response to RFP2017-03 – Rescue Equipment. This RFP was advertised and 2 sealed bids were received, as follows: (1) Banner Fire (Genesis) – Cutter-\$9,067; Spreader \$8,648; RAM-\$6,884; Battery Charger-\$346; Total Price of \$24,945.00. (2) Sentinel Emergency Solutions (Hurst) – Cutter-\$9,058.34; Spreader-\$10,113.68; RAM-\$7,075.58; Battery Charger-\$1,421.88; Total Price of \$27,669.48. Assistant Chief Vomund stated that Truck Committee members as well as crews had tried both the Hurst and Genesis equipment and their preference was the Genesis equipment.

Chief Vineyard requested approval to proceed with purchasing the Genesis equipment so it arrives at the same time as the new truck is delivered. A motion was made by Director Laughlin to approve Banner Fire Equipment's bid for Genesis Rescue Equipment for a total price of \$24,945.00, as the best equipment for the lowest price, per the terms of RFP2017-03; Chief Vineyard authorized to sign purchase order, seconded by Director Gober. Upon roll call the vote was:

Ayes: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

Chief Vineyard reviewed Weis Design's proposal for Station #1's Construction Document Phase and Bid/Award and Construction Phase for a not-to-exceed price of \$11,750.00. Discussion held. Chief Vineyard questioned Weis Design's notation on this proposal that states: *Station #1 will be issued as an Addendum to Station #5's bid Package*. Attorney Bruntrager reviewed the proposal, and stated he preferred the *Addendum to Station #5's bid Package* wording be removed. After discussion, consensus that if the *Addendum* wording is removed from the proposal, the proposal could be signed. A motion was made by Director Laughlin to approve Weis Design Group Proposal for Station #1's Construction Document Phase and Bid/Award & Construction Phase for a not-to-exceed amount of \$11,750.00; Director Laughlin authorized to sign proposal that does not include *Addendum* wording, seconded by Director Gober. Upon roll call the vote was:

Ayes: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

Chief Vineyard will contact Weis Design and request removal of *Addendum* language from this proposal prior to Director Laughlin signing. Chief Vineyard will let Weis Design know that Station #1 is to be treated as a separate project.

Assistant Chief Moore reviewed the Zoll equipment interface required when our trucks run as ALS instead of BLS. Central County Fire & Rescue also requires this needed interface to allow communications between our trucks and Dispatch. Zoll will handle the software installation through St. Charles County Ambulance District, and our District and Central County Fire & Rescue will split that cost and reimburse the Ambulance District. Discussion held. A motion was made by Director Laughlin to

approve reimbursing St. Charles County Ambulance District 50% of the cost of Zoll Data Systems, Inc. changing existing Tritech CAD to ePCR interface for a not-to exceed amount of \$3,100.00, seconded by Director Gober. Upon roll call the vote was:

Ayes: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

Rick Rognan, CPA, gave his monthly Financial Review as he is unavailable for the July 27 Board Meeting. Mr. Rognan reviewed the Preliminary 2017 Tax numbers compared to 2016. Tax Rates will be set at the September 14, 2017 Board Meeting. Real Estate is up \$93,483,830 (7.79%), and personal property is down by 1.74% giving a net growth of \$90 million. The Pension Tax should remain the same, and the change in the District's tax rate will only be the \$0.25 tax increase the voters approved. The 2018 General Fund is projected to show a potential \$4.3 million increase.

Mr. Rognan reviewed the District's Financial Statements for June 2017. As expected, expenses are trending down as the year progresses. Year-to-date expenses were reviewed, with Vehicle Maintenance remaining over budget due to the District's aging fleet. Mr. Rognan estimates that the District will finish under-budget at the end of this year. District revenues are up by \$79,802.00 through June, and District Cash Reserves are currently at \$2.8 million. The District is very healthy, and Mr. Rognan recommended the Board remain on their conservative fiscal path.

LABOR MANANGEMENT

Per Chief Vineyard: Station #4 proposal for engineering services was signed and survey almost complete. Station #5 Renovation went out to bid; Weis Design is handling the RFP, which is being advertised and also placed on the District's website. Sealed bids are due back August 9, and opened at the August 10 Board Meeting. He requested the Directors consider holding a special board meeting the following week to award bids so renovations can begin as soon as possible.

Per Chief Vineyard: Labor Management has been reviewing Detox Units (Sauna-Bicycle) that greatly assist in removing toxins from firefighters after a fire call. As these units must be utilized immediately after returning from a call, LMC is looking

at 2-person units which would cost approximately \$2,500 more than 1-person units. Grant opportunities are being investigated to assist with this purchase. The goal is to have one unit at each station; use of the units would be mandatory.

OPERATIONS

Per Chief Vineyard: The crews have been busy with calls, training, and PR assignments, and have had fought several structure fires; everyone did a great job.

OTHER ITEMS FOR CONSIDERATION

Chief Vineyard stated he received a request from former Citizen Planning Committee (CPC) member, Jim Worman, to rejoin this committee. Mr. Worman had moved out of the District, but now resides within the District. Discussion held. A motion was made by Director Laughlin to appoint Jim Worman to the Citizen Planning Committee effective immediately, seconded by Director Gober. Upon roll call the vote was:

- Ayes: (2) Directors Laughlin, and Gober
 - Nays: (0) None
 - Absent: (1) Director Simmons
- Motion declared and carried.

Assistant Chief Moore reviewed the 2016 District Annual Report that Captain Alcorn compiled, giving a snapshot of the District in 2016. This report will be given to area Libraries and handed out to CPC members.

Assistant Chief Moore stated that the District's Firefighter Outreach organization is holding an Ice Cream Social again, August 30, 2017 at Station #5. This was a great success last year, and hot dogs and ice cream will be served. This event is free to the public.

A motion was made by Director Laughlin at 7:50 p.m. to go into Closed Session under 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, seconded by Director Gober. Upon roll call the vote was:

- Ayes: (2) Directors Laughlin, and Gober
 - Nays: (0) None
 - Absent: (1) Director Simmons
- Motion declared and carried.

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A motion was made by Director Laughlin at 8:00 p.m. to adjourn the Closed Session and reconvene in Open Session, seconded by Director Gober. Upon roll call the vote was:

Ayes: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

Director Laughlin announced the next regular Board Meeting will be held, Thursday, July 27, 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: (2) Directors Laughlin, and Gober
Nays: (0) None
Absent: (1) Director Simmons
Motion declared and carried.

There being no further business, the meeting was adjourned at 8:02 p.m.


William Laughlin, Chairman

ATTEST:


Karen Lucido, Recording Secretary
Board Administrative Assistant