

**MINUTES OF THE REGULAR WORK SESSION**  
**OF THE O'FALLON FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS**  
**December 12, 2018**

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on Thursday, December 12, 2018, 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, Director Matt Simmons, and Director Matt Gober. The following staff members were present: Chief Vineyard, Assistant Chief Ken Vomund, Fire Marshal Mark Morrison, Battalion Chief Mel Emge, Shop Steward Captain Eric Johnston, and Board Administrative Assistant Karen Lucido. Assistant Chief Brian Moore was excused.

The following guests were present: Attorney Neil Bruntrager

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

**FINANCIAL MATTERS:**

Chief Vineyard reviewed Mr. Rognan's Financial Report for November 2018 that included: The District is currently under budget by 14.72%, mainly due to the fact that the District barely tapped into this year's Construction Budget.

Chief Vineyard reviewed the proposed 2019 Budget. Worker Comp premiums came in lower than projected by \$133,000. The 2019 budget will show a deficit due to the fact that in 2018 the District budgeted \$1.9 million for construction and only spent \$300,000. What wasn't spent in 2018 must go into Reserves and will be taken back out of Reserves in 2019 to complete stations' renovations. The remainder of the Capital Bond Fund will be used to pay for new gear in 2019. The last time new gear was purchased was in 2011; gear has a 10-year life. The plan is to purchase 12 sets of gear in 2019 plus new hires and then 12 sets each year thereafter.

Discussion regarding the overall 2019 budget was held. A motion was made by Director Laughlin to approve the 2019 General Fund Budget as presented, seconded by Director Gober. Upon roll call the vote was:

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

A motion was made by Director Laughlin to approve the 2019 Pension Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

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

A motion was made by Director Laughlin to approve the 2019 Debt Service Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

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

A motion was made by Director Laughlin to approve the 2019 Capital Projects Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

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

The approved 2019 Budget is attached as Exhibit I.

Chief Vineyard stated the move to Cigna Health Insurance is going well and will be completed by January 1, 2019. HSA accounts will be set up at St. Louis Bank.

Station #3 Renovation update: Chief Vineyard stated renovation has begun, the deck is torn down, and the foundation will be dug before moving to the inside.

Station #4 Renovation update: Chief Vineyard stated it is under roof. He attended a construction meeting at the Station today; things are moving along.

#### LABOR MANANGEMENT

Per Chief Vineyard: LMC committee met Monday and are in the process of finalizing a new District logo for Board approval. Engineer Doug Ellis was elected as C-Shift Rep; Engineer Kelly Ennis remains as A-Shift Rep; and Captain Vesely is the current B-Shift Rep.

Approved at 12-27-18 Board Mtg

## OPERATIONS

Per Chief Vineyard: This year's first Santa Ran was held last Saturday and went well. This program is very successful, and a second Santa Run is planned for this Saturday. Heard that the Salvation Army dinner was cancelled this year; he will double check this. Shop Steward Johnston suggested that if the cancellation was due to financial issues, the Shop may be able to assist this year.

Fire Marshal Morrison stated that District members worked the Celebration of Lights venue Monday and Tuesday, and received many positive comments on the District's display.

## OTHER ITEMS FOR CONSIDERATION

Battalion Chief Emge said that our firefighters adopted 3 large families that live within our District this year and will help with toys and food.

A motion was made by Director Laughlin at 7:28 p.m. to go into Closed Session, under Section 610.021 (1) Legal Actions involving a public governmental body and confidential or privileged communications between a public governmental body or its representatives and its attorneys; (2) Sale of real estate by a public government body; and (12) Documents related to a negotiated contract until a contract is executed, and (13) Individually identifiable personnel records. Upon roll call the vote was:

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

A motion was made by Director Laughlin to adjourn the Closed Session and reconvene in Open Session at 7:55 p.m., seconded by Director Simmons. Upon roll call the vote was:

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

The following motion was made during the Closed Session: A motion was made by Director Laughlin to approve raises for the positions of Chief, Assistant Chief, and Fire Marshal, as presented, effective January 1, 2019, seconded by Director Gober. Upon roll call the vote was:

Approved at 12-27-18 Board Mtg

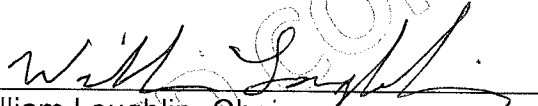
Ayes: (3) Directors Laughlin, Simmons, and Gober  
Nays: (0) None  
Absent: (0) Gober  
Motion declared and carried.

Director Laughlin announced the next regular Board Meeting will be held  
Thursday, December 27, 2018 at 7:00 p.m.

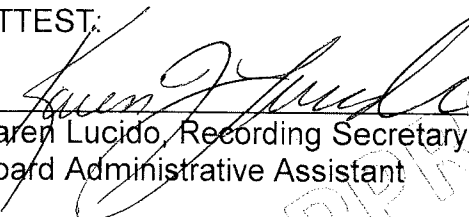
A motion was made by Director Laughlin to adjourn the meeting, seconded by  
Director Simmons. Upon roll call the vote was:

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

There being no further business, the meeting was adjourned at 7:58 p.m.

  
William Laughlin, Chairman

ATTEST:

  
Karen Lucido, Recording Secretary  
Board Administrative Assistant

## FINANCIAL STATEMENT ANALYSIS - MONTHLY

BUDGET - ALL FUNDS	GENERAL	PENSION	DEBT SERV	BUDGET	
				CAPITAL PROJECTS	2019 TOTAL
<b>REVENUES</b>					
Tax collections	\$12,991,739	\$622,988	\$734,404		\$14,349,131
Building and other permits	75,000				75,000
Interest	100,000	110	2,500	5,000	107,610
Miscellaneous revenue - including bond proceeds	500			1,900,000	1,900,500
Sales proceeds	200,000				200,000
Grant revenue	0				0
<b>TOTAL REVENUES</b>	<b>\$13,367,239</b>	<b>\$623,098</b>	<b>\$736,904</b>	<b>\$1,905,000</b>	<b>\$16,632,241</b>
<b>EXPENDITURES</b>					
Building repair & maintenance	\$77,400				\$77,400
Debt service - principal & interest			700,168		700,168
Doctors fees - physicals and background checks	41,800				41,800
Dues and subscriptions	18,275				18,275
Equipment repair & maintenance	46,200				46,200
Equipment purchase and replacement	2,500,000				2,500,000
Fire prevention	55,700				55,700
Furniture & fixtures purchased	100,000				100,000
Gasoline and oil	55,000				55,000
Information Systems	39,900				39,900
Insurance - employee	1,506,800	713			1,507,513
Insurance - general	704,800				704,800
Meeting expenses	3,000				3,000
Miscellaneous	39,400				39,400
Office supplies	18,450	223			18,673
Payroll taxes	511,888				511,888
Pension benefits paid		1,082,000			1,082,000
Professional fees	126,800	7,625	2,700		137,125
Salaries	6,691,345				6,691,345
Supplies - firefighter	174,800				174,800
Telephone & internet	40,000				40,000
Training and education	103,400				103,400
Utilities, including telephone	63,500				63,500
Vehicle maintenance	173,400				173,400
Volunteer Contribution	10,000				10,000
<b>TOTAL EXPENDITURES</b>	<b>\$13,101,858</b>	<b>\$1,090,561</b>	<b>\$702,868</b>	<b>\$0</b>	<b>\$14,895,287</b>
<b>REVENUES OVER EXPENDITURES</b> (EXPENDITURES OVER REVENUES)	<b>\$265,381</b>	<b>(\$467,463)</b>	<b>\$34,036</b>	<b>\$1,905,000</b>	<b>\$1,736,954</b>
<b>TRANSFER - FROM RETIREE HEALTH RESERVE</b>	<b>\$48,000</b>	<b>(\$48,000)</b>			<b>\$0</b>
<b>TRANSFER - FROM GENERAL - PENSION TRUST</b>	<b>(130,000)</b>	<b>130,000</b>			<b>0</b>
<b>TRANSFER - FROM GENERAL - PENSION - 457</b>	<b>(500,000)</b>	<b>500,000</b>			<b>0</b>
<b>TOTAL TRANSFERS BETWEEN FUNDS</b>	<b>(\$582,000)</b>	<b>\$582,000</b>			<b>\$0</b>
<b>USE OF DISTRICT RESERVES</b>	<b>\$316,619</b>	<b>\$0</b>	<b>\$0</b>		<b>\$316,619</b>
<b>REVENUES OVER EXPENDITURES</b> (EXPENDITURES OVER REVENUES)	<b>\$0</b>	<b>\$114,537</b>	<b>\$34,036</b>	<b>\$1,905,000</b>	<b>\$2,053,573</b>

12/12/2018

O'FALLON FIRE PROTECTION DISTRICT

FINANCIAL STATEMENT ANALYSIS - MONTHLY

GENERAL FUND	ACTUAL 2015	ACTUAL 2016	ACTUAL 2017	ACTUAL 10/31/2018	ACTUAL 2018 ANNUALIZED	BUDGET 2018	BUDGET 2019
<b>REVENUES</b>							
Tax collections	\$7,948,055	\$8,111,457	\$8,481,383	\$12,815,736	\$12,848,057	\$12,848,057	\$12,991,739
Building and other permits	48,027	42,192	69,925	69,221	83,065	65,000	75,000
Interest	12,250	36,340	47,311	85,685	102,822	60,000	100,000
Miscellaneous revenue	173	1,322	25,375	613	736	500	500
Sales proceeds	72,941	272,710	40,000	0	0	100,000	200,000
Grant revenue	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>\$8,081,446</b>	<b>\$8,464,021</b>	<b>\$8,564,004</b>	<b>\$12,971,264</b>	<b>\$13,034,680</b>	<b>\$13,073,557</b>	<b>\$13,367,239</b>
<b>EXPENDITURES</b>							
Building repair & maintenance	\$61,723	\$71,407	\$70,084	\$70,077	\$84,092	\$76,200	\$77,400
Doctors fees - physicals and background checks	32,456	25,522	29,647	34,419	41,303	38,000	41,800
Dues and subscriptions	20,745	9,333	24,204	18,260	21,912	18,275	18,275
Equipment repair & maintenance	25,958	31,361	43,718	23,591	28,429	43,300	46,200
Equipment purchases and replacement	9,211	0		143,603	172,324	1,900,000	2,500,000
Fire prevention	18,781	32,781	35,394	40,430	48,570	42,000	55,700
Furniture & fixtures purchased	0	0	0	0	0	100,000	100,000
Gasoline and oil	55,627	30,238	35,849	38,304	45,965	51,000	55,000
Information Systems	24,424	29,810	24,265	27,280	32,736	32,700	38,900
Insurance - employee	987,693	953,329	983,142	949,635	1,139,582	1,294,000	1,506,800
Insurance - general	200,541	413,189	440,477	613,943	736,732	661,700	704,800
Meeting expenses	1,410	3,359	4,572	2,670	3,204	3,000	3,000
Miscellaneous	22,853	37,063	38,887	15,188	18,238	38,600	39,400
Office supplies	16,623	15,883	15,625	12,852	15,182	18,800	18,450
Payroll taxes	401,093	410,266	426,369	388,700	466,440	485,099	511,888
Professional fees	62,002	117,874	77,872	133,796	160,555	148,300	126,800
Salaries	5,267,873	5,439,638	5,656,323	5,126,811	6,152,173	6,341,159	6,891,345
Supplies - firefighter	121,266	98,306	114,628	144,179	173,015	128,800	174,800
Telephone & Internet	38,105	43,007	41,435	38,498	47,398	48,000	40,000
Training and education	52,576	46,408	69,983	81,451	97,741	98,200	103,400
Utilities	54,200	53,379	52,393	51,917	62,300	63,500	63,500
Vehicle maintenance	106,481	118,501	162,393	167,096	200,515	148,400	173,400
Volunteer Contribution	10,000	5,000	8,000	5,000	6,000	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$7,591,431</b>	<b>\$7,986,662</b>	<b>\$8,367,270</b>	<b>\$8,128,610</b>	<b>\$9,764,332</b>	<b>\$11,789,833</b>	<b>\$13,101,868</b>
<b>REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)</b>	<b>\$490,015</b>	<b>\$478,368</b>	<b>\$306,734</b>	<b>\$4,842,644</b>	<b>\$3,280,348</b>	<b>\$1,283,724</b>	<b>\$265,381</b>
TRANSFER - FROM RETIREE HEALTH RESERVE						\$72,000	\$48,000
TRANSFER - FROM GENERAL - PENSION TRUST						(130,000)	(130,000)
TRANSFER - FROM GENERAL - PENSION - 457						(160,000)	(500,000)
<b>TOTAL TRANSFERS BETWEEN FUNDS</b>						<b>(\$218,000)</b>	<b>(\$582,000)</b>
<b>USE OF DISTRICT RESERVES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,221,266</b>	<b>\$0</b>		<b>\$0</b>	<b>\$316,619</b>
<b>REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)</b>	<b>\$490,015</b>	<b>\$478,369</b>	<b>\$0</b>	<b>\$4,742,644</b>	<b>\$3,280,348</b>	<b>\$1,066,724</b>	<b>\$0</b>

**O'FALLON FIRE PROTECTION DISTRICT**  
**FINANCIAL STATEMENT ANALYSIS - MONTHLY**

PENSION FUND	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL 2018	BUDGET	BUDGET
	2015	2016	2017	10/31/2018	ANNUALIZED	2018	2019	
<b>REVENUES</b>								
Tax collections	\$591,858	\$585,348	\$612,043	\$616,805	\$616,805	\$616,098	\$622,988	
Interest	414	851	834	494	593	110	110	
Miscellaneous								
<b>TOTAL REVENUES</b>	<b>\$592,272</b>	<b>\$586,199</b>	<b>\$612,877</b>	<b>\$617,299</b>	<b>\$617,398</b>	<b>\$616,208</b>	<b>\$623,098</b>	
<b>EXPENDITURES</b>								
Insurance	\$8,166	\$0	\$33,799	\$9,992	\$11,990	\$713	\$713	
Office supplies - print, postage	0	0				223	223	
Pension benefits paid	502,739	514,554	649,123	998,054	998,054	711,581	1,082,000	
Professional fees	2,373	10,372	44,305	18,815	18,815	7,625	7,625	
<b>TOTAL EXPENDITURES</b>	<b>\$513,278</b>	<b>\$524,926</b>	<b>\$727,227</b>	<b>\$1,026,861</b>	<b>\$1,028,859</b>	<b>\$720,142</b>	<b>\$1,090,561</b>	
<b>REVENUES OVER EXPENDITURES</b>								
(EXPENDITURES OVER REVENUES)	\$78,994	\$61,273	(\$114,350)	(\$409,562)	(\$411,462)	(\$103,934)	(\$467,463)	
TRANSFER - FROM RETIREE HEALTH RESERVE	\$0	\$0	\$0	(\$52,344)	\$0	(\$72,000)	(\$48,000)	
TRANSFER - FROM GENERAL - PENSION TRUST			\$1,528,000	100,000		130,000	130,000	
TRANSFER - FROM GENERAL - PENSION - 457						150,000	500,000	
<b>TOTAL TRANSFERS BETWEEN FUNDS</b>	<b>0</b>	<b>0</b>	<b>\$1,528,000</b>	<b>\$47,656</b>	<b>0</b>	<b>\$218,000</b>	<b>\$582,000</b>	
<b>USE OF DISTRICT RESERVES</b>				\$361,906		\$0	\$0	
<b>REVENUES OVER EXPENDITURES</b>								
(EXPENDITURES OVER REVENUES)	\$78,994	\$61,273	\$1,413,650	\$0	(\$411,462)	\$114,066	\$114,537	

**O'FALLON FIRE PROTECTION DISTRICT**  
**FINANCIAL STATEMENT ANALYSIS - MONTHLY**

APPROVED AT 12-12-18 BOARD MEETING

DEBT SERVICE/BOND RETIREMENT FUND							
	ACTUAL 2015	ACTUAL 2016	ACTUAL 2017	ACTUAL 10/31/2018	ACTUAL ANNUALIZED	BUDGET 2018	BUDGET 2019
REVENUES							
Tax collections	\$838,913	\$658,322	\$686,721	\$726,768	\$726,768	\$726,282	\$734,404
Interest	495	2,188	3,378	2,848	3,418	2,500	2,500
TOTAL REVENUES	\$839,408	\$660,510	\$690,099	\$729,616	\$730,186	\$728,782	\$736,904
EXPENDITURES							
Debt Service - Principal	\$360,000	\$360,000	\$208,020	\$465,000	\$360,000	\$410,000	\$475,000
Debt Service - Interest	189,630	192,330	375,000	235,418	189,630	250,330	225,188
Professional fees	30	10	0	30	2,700	2,700	2,700
TOTAL EXPENDITURES	\$549,660	\$552,340	\$583,020	\$700,448	\$552,330	\$663,030	\$702,868
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)							
	\$289,748	\$108,170	\$107,079	\$29,168	\$177,856	\$65,752	\$34,036
USE OF DISTRICT RESERVES							
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)							
	\$289,748	\$108,170	\$107,079	\$29,168	\$177,856	\$65,752	\$34,036



**O'FALLON FIRE PROTECTION DISTRICT**  
**FINANCIAL STATEMENT ANALYSIS - MONTHLY**

CAPITAL PROJECTS/BOND PROCEEDS FUND		ACTUAL 2015	ACTUAL 2016	ACTUAL 2017	ACTUAL 10/31/2018	ACTUAL ANNUALIZED	BUDGET 2018	BUDGET 2019
REVENUES								
Bond Sales Proceeds		\$0	\$0	\$2,284,507	\$0	\$0	\$0	\$1,900,000
Interest		2,099			0	0	5,000	5,000
Miscellaneous - other								
TOTAL REVENUES		\$2,099	\$0	\$2,284,507	\$0	\$0	\$5,000	\$1,905,000
EXPENDITURES								
Capital Projects - buildings, vehicles, etc...		\$2,417,024	\$1,102,371	\$845,604	\$1,316,843	\$1,580,212	\$1,900,000	
Professional fees								
TOTAL EXPENDITURES		\$2,417,024	\$1,102,371	\$845,604	\$1,316,843	\$1,580,212	\$1,900,000	\$0
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)		(2,414,925)	(\$1,102,371)	\$1,438,903	(\$1,316,843)	(\$1,580,212)	(\$1,895,000)	\$1,905,000
USE OF DISTRICT RESERVES		\$2,414,925	\$1,102,371		\$1,316,843	\$1,580,212	\$1,895,000	
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)		\$0	\$0	\$1,438,903	\$0	\$0	\$0	\$1,905,000