

MINUTES OF THE REGULAR WORK SESSION
OF THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
December 12, 2019

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on Thursday, December 12, 2019, 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 via telephone. The following staff members were present: Chief Tom Vineyard, Assistant Chief Ken Vomund, Assistant Chief Brian Moore, Fire Marshal Mark Morrison, Shop Steward Captain Eric Johnston, Firefighters Matt Chapman, Kyle Chadwell, and Kevin Davis, and Board Administrative Assistant Karen Lucido.

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:

Mr. Rognan reviewed his financial report for the month of November, 2019, stating that District remains financially healthy and should end the year at or under Budget, currently being 5.4% under budget. The District continues to build its Reserves, placing more monies in Reserve this year than previous years. The District has responded to 268 more EMS calls than at this time last year; with projected total calls in 2019 of 5,500.

Mr. Rognan reviewed the proposed 2020 General Fund Operating Budget, and the Pension Fund, Debt Service, and Capital Projects budgets. Line items were reviewed and discussion held; Mr. Rognan noted that the Capital Projects Budget zeroed itself out this year, so it shows \$0.00 for 2020. A motion was made by Director Laughlin to approve the 2020 General Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

Approved
12-30-19
Board Mtg

APPROVED COPY

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

A motion was made by Director Laughlin to approve the 2020 Pension Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

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

A motion was made by Director Laughlin to approve the 2020 Debt Service Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

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

A motion was made by Director Laughlin to approve the 2020 Capital Projects Fund Budget as presented, seconded by Director Simmons. Upon roll call the vote was:

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

Chief Vineyard reviewed a Resolution regarding the Amendment to Money Purchase Plan that had been discussed at previous Board Meetings, and recommended by the Pension Board. Discussion held. A motion was made by Director Laughlin to read Resolution 2019-05 by Title only, seconded by Director Simmons. Upon roll call the vote was:

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

Director Simmons read: "*Resolution 2019-05: A Resolution of the Board of Directors of the O'Fallon Fire Protection District authorizing the adoption of an amendment of the O'Fallon Fire Protection District Money Purchase Plan.*"

Approved
12-30-19
Board Mtg

A motion was made by Director Laughlin to approve Resolution 2019-05 as presented and attached as Exhibit I, seconded by Director Simmons. Upon roll call the vote was:

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

Chief Vineyard stated that the Pension Committee is looking into the feasibility of a Defined Benefit Plan and requested approval to retain an Actuary to run the numbers. Discussion held. A motion was made by Director Laughlin to move forward with retaining an Actuarial Valuation Report, seconded by Director Simmons. Upon roll call the vote was:

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

Chief Vineyard reviewed the Medical, Dental and Vision Insurance Renewals for 2020; all coverages remain the same as 2019 coverages, and recommended Board approval. Discussion held. A motion was made by Director Laughlin to approve the 2020 Healthcare Insurance Renewals of: Cigna H.S.A. Open Access Plus plan per quote dated December 2, 2019; United Health Care's quote for Dental Insurance, and Eyemed's quote for Vision Insurance; Chief Vineyard authorized to sign documents, seconded by Director Simmons. Upon roll call the vote was:

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

Chief Vineyard thanked the Board for renewing the health insurance for District members, taking care of the firefighters and staff and their families.

There was further discussion regarding Station #1's roof. Assistant Chief Vomund stated there was no update.

LABOR MANAGEMENT

Chief Vineyard stated Labor Management met this past week and are working on Officer Development programs and several other projects.

Approved 12-30-19 Board Mtg

OPERATIONS

Chief Vineyard stated that the firefighters have been very busy with calls and community outreach events, running many vehicle accidents and EMS calls.

OTHER ITEMS FOR CONSIDERATION

Shop Steward Johnston thanked the Board for keeping the employees' health benefits intact, and stated the Shop's support for Matt Simmons' re-election in 2020. Mr. Johnston stated he was elected to a 2 year term as Shop Steward.

Fire Marshal Mark Morrison stated that the photos with Santa event was very successful again this year.

Assistant Chief Moore stated that the Firefighters Community Outreach is putting together 5 scholarships to be offered to District High School Seniors of \$1,200.00 each, to be awarded to Senior Students who are going into a Trade or Public Service. The Scholarships will be first awarded in Spring 2020.

A motion was made by Director Laughlin at 7:33 p.m. to go into Closed Session after a 10 minute break, 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) Leasing, purchaser or sale of real estate by a public government body; and (13) individually identifiable Personnel Records, seconded by Director Simmons. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Gober, and Simmons
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 8:03 p.m., seconded by Director Simmons. Upon roll call the vote was:

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

During the Closed Session the following motions were made:

Approved
12-30-19
Board Mtg

A motion was made by Director Laughlin to approve a \$2.00 an hour raise for the positions of Fire Chief, Assistant Fire Chiefs, and Fire Marshal effective January 1, 2020, seconded by Director Simmons. Upon roll call the vote was:

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

Director Gober stated that while he cannot vote, he does agree with this motion.

A motion was made by Director Laughlin to approve a conditional offer of employment to Allison Adams for the position of Firefighter EMT-P pending background check and physical/psychological examinations, seconded by Director Simmons. Upon roll call the vote was:

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

Director Gober stated that while he cannot vote, he does agree with this motion.

Director Laughlin announced the next regular Board Meeting will be held Monday, December 30, 2019 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, Gober, and Simmons
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 J Lucido, Administrative Assistant
Recording Secretary

**RESOLUTION #2019-05
OF THE BOARD OF DIRECTORS OF THE
O'FALLON FIRE PROTECTION DISTRICT
AUTHORIZING THE ADOPTION
OF AN AMENDMENT OF THE
O'FALLON FIRE PROTECTION DISTRICT MONEY PURCHASE PLAN**

WHEREAS, the O'Fallon Fire Protection District (the "District") is a political subdivision of the State of Missouri, duly incorporated as such according to the provisions of Chapter 321 of the Missouri Revised Statutes; and

WHEREAS, by the provisions of Chapter 321, the Board of Directors of the District is given authority to provide retirement benefits for employees and death benefits to the surviving spouses and eligible unemancipated children of employees who lose their lives; and

WHEREAS, pursuant to Chapter 321, the Board of Directors of the District adopted the O'Fallon Fire Protection District Money Purchase Plan (the "Plan"), effective January 1, 1995; and

WHEREAS, the Plan was most recently amended and restated effective September 17, 2018 and consists of two documents, a Massachusetts Mutual Insurance Company Adoption Agreement and a Basic Plan Document; and

WHEREAS, Section 14.01(b) of the Plan provides that it may be amended by the District; and

WHEREAS, having received the recommendation of the Board of Trustees in favor of amendment, the Board of Directors has determined that it is in the best interests of the District to amend the Adoption Agreement to allow Worker's Compensation replacement wages to be considered compensation for purposes of contributions; and

WHEREAS, the Board of Directors concludes that adoption of the amendment of the Plan is in the public interest to enhance financial security of long-term, loyal employees of the District, to attract and retain quality employees to serve the community, and to thereby better serve and protect the citizens of the District;

NOW, THEREFORE, UPON MOTION DULY MADE AND SECONDED, THE BOARD OF DIRECTORS OF THE O'FALLON FIRE PROTECTION DISTRICT UNANIMOUSLY DETERMINE AND RESOLVE AS FOLLOWS:

SECTION ONE:

The Board of Directors hereby approves the amendment of the Adoption Agreement to the O'Fallon Fire Protection District Money Purchase Plan, effective as provided therein (attached hereto as Exhibit A and made a part hereof), in substantially the form presented to this meeting, and the Chief of the District is authorized to execute and deliver the Amendment and such other ancillary forms and documents as necessary to implement the intent of this resolution. Further, the Trustees, individually, or Director Laughlin, on behalf of the Board of Trustees are hereby

authorized to sign the amendment (if it requires their signatures), and authorizes the Chief, the Directors and the Trustees to execute such other ancillary forms and documents as necessary to implement the intent of this resolution. The amendment may, if required by MassMutual's procedures be executed electronically in addition to manually.

SECTION TWO:

All resolutions in conflict with this Resolution are hereby repealed.

SECTION THREE:

This Resolution shall be in full force and effect from and after its passage and approval.

Adopted and approved by the Board of Directors of the O'Fallon Fire Protection District
this _____ day of December, 2019.

William Laughlin, Board Chairman

Matthew Gober, Board Treasurer

Matthew Simmons, Board Secretary

ATTEST:

Karen J. Lucido, Board Administrative Assistant

DRAFT

BUDGET WORKSHEET

APPROVED 12-12-2019

BUDGET - ALL FUNDS					BUDGET	2020
	GENERAL	PENSION	DEBT SERV	CAPITAL PROJECTS	TOTAL	
REVENUES						
Tax collections	\$13,407,024	\$643,084	\$708,250			\$14,758,358
Building and other permits	100,000					100,000
Interest	125,000	1,910	2,500	0		129,410
Miscellaneous revenue - including bond proceeds	500			0		500
Sales proceeds	0					0
Grant revenue	0					0
TOTAL REVENUES	\$13,632,524	\$644,994	\$710,750	\$0		\$14,988,268
EXPENDITURES						
Building repair & maintenance	\$104,700					\$104,700
Debt service - principal & interest			699,642			699,642
Doctors fees - physicals and background checks	41,800					41,800
Dues and subscriptions	23,775					23,775
Equipment repair & maintenance	50,400					50,400
Equipment purchases and replacement	850,000			\$0		850,000
Fire prevention	58,450					58,450
Furniture & fixtures purchased	0					0
Gasoline and oil	55,000					55,000
Information Systems	64,000					64,000
Insurance - employee	1,627,000	168,713				1,795,713
Insurance - general	734,800					734,800
Meeting expenses	3,000					3,000
Miscellaneous	44,600					44,600
Office supplies	22,700	223				22,923
Payroll taxes	550,800					550,800
Pension benefits paid		1,149,200				1,149,200
Professional fees	175,800	7,625	2,700			186,125
Salaries	7,200,000					7,200,000
Supplies - firefighter	230,400					230,400
Telephone & internet	47,000					47,000
Training and education	103,400					103,400
Utilities, including telephone	63,500					63,500
Vehicle maintenance	181,600					181,600
Volunteer Contribution	10,000					10,000
TOTAL EXPENDITURES	\$12,242,725	\$1,325,761	\$702,342	\$0		\$14,270,828
REVENUES OVER EXPENDITURES						
(EXPENDITURES OVER REVENUES)	\$1,389,799	(\$680,767)	\$8,408	\$0		\$717,440
TRANSFER - FROM RETIREE HEALTH RESERVE						
TRANSFER - FROM GENERAL - PENSION TRUST	(170,000)	170,000				\$0
TRANSFER - FROM GENERAL - PENSION - 457	(520,000)	520,000				0
TOTAL TRANSFERS BETWEEN FUNDS	(\$690,000)	\$690,000				\$0
USE OF DISTRICT RESERVES						
		\$0	\$0			\$0
REVENUES OVER EXPENDITURES						
(EXPENDITURES OVER REVENUES)	\$699,799	\$9,233	\$8,408	\$0		\$717,440

O'FALLON FIRE PROTECTION DISTRICT

BUDGET WORKSHEET

GENERAL FUND	ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	ACTUAL 10/31/2019	ACTUAL 2019 ANNUALIZED	BUDGET 2019	BUDGET 2020
REVENUES							
Tax collections	\$8,111,457	\$8,481,393	\$12,971,360	\$12,984,172	\$12,991,739	\$12,991,739	\$13,407,024
Building and other permits	42,192	69,925	91,566	138,314	165,977	75,000	100,000
Interest	36,340	47,311	107,816	187,879	225,455	100,000	125,000
Miscellaneous revenue	1,322	25,375	613	8,690	10,428	500	500
Sales proceeds	272,710	40,000	0	253,555	253,555	200,000	0
Grant revenue	0	0	0	0	0	0	0
TOTAL REVENUES	\$8,464,021	\$8,664,004	\$13,171,355	\$13,572,610	\$13,647,154	\$13,367,239	\$13,632,524
EXPENDITURES							
Building repair & maintenance	\$71,407	\$70,084	\$89,253	\$80,835	\$97,002	\$77,400	\$104,700
Doctors fees - physicals and background checks	25,522	29,647	34,955	28,811	34,573	41,800	41,800
Dues and subscriptions	9,333	24,204	21,980	17,955	21,546	18,275	23,775
Equipment repair & maintenance	31,361	43,718	28,907	30,490	36,588	46,200	50,400
Equipment purchases and replacement	0	0	356,779	1,519,732	1,823,678	2,500,000	850,000
Fire prevention	32,781	35,394	41,194	40,498	48,598	55,700	58,450
Furniture & fixtures purchased	0	0	2,577	2,104	2,525	100,000	0
Gasoline and oil	30,236	35,849	51,445	37,989	45,587	55,000	55,000
Information Systems	29,810	24,265	35,783	31,175	37,410	39,900	64,000
Insurance - employee	963,329	983,142	1,118,050	1,171,701	1,406,041	1,506,800	1,627,000
Insurance - general	413,189	440,477	610,694	684,034	684,034	704,800	734,800
Meeting expenses	3,359	4,572	2,577	5,068	6,082	3,000	3,000
Miscellaneous	37,063	38,887	25,081	40,925	49,110	39,400	44,600
Office supplies	15,883	15,625	14,215	15,698	18,838	18,450	22,700
Payroll taxes	410,266	426,369	469,985	424,753	509,704	511,888	550,800
Professional fees	117,874	77,872	149,595	121,891	146,269	126,800	175,800
Salaries	5,439,638	5,658,323	6,215,121	5,548,842	6,658,610	6,691,345	7,200,000
Supplies - firefighter	98,306	114,628	179,188	256,821	308,185	174,800	230,400
Telephone & internet	43,007	41,435	45,301	43,474	52,169	40,000	47,000
Training and education	46,408	69,993	93,298	60,849	73,019	103,400	103,400
Utilities	53,379	52,393	60,726	47,375	56,850	63,500	63,500
Vehicle maintenance	118,501	162,393	177,285	133,879	160,655	173,400	181,600
Volunteer Contribution	5,000	8,000	5,000	5,104	6,125	10,000	10,000
TOTAL EXPENDITURES	\$7,985,652	\$8,357,270	\$9,826,412	\$10,350,003	\$12,283,197	\$13,101,858	\$12,242,725
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	\$478,369	\$306,734	\$3,344,943	\$3,222,607	\$1,363,957	\$265,381	\$1,389,799
TRANSFER - FROM RETIREE HEALTH RESERVE						\$48,000	
TRANSFER - FROM GENERAL - PENSION TRUST		(\$1,528,000)				(130,000)	(170,000)
TRANSFER - FROM GENERAL - PENSION - 457			(100,000)	0		(500,000)	(520,000)
TOTAL TRANSFERS BETWEEN FUNDS		(\$1,528,000)	(\$100,000)	\$0		(\$582,000)	(\$690,000)
USE OF DISTRICT RESERVES	\$0	\$1,221,266		\$0		\$316,619	
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	\$478,369	\$0	\$3,244,943	\$3,222,607	\$1,363,957	\$0	\$699,799

O'FALLON FIRE PROTECTION DISTRICT

BUDGET WORKSHEET

PENSION FUND	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
	2016	2017	2018	10/31/2019	ACTUAL 2019 ANNUALIZED	2019	2020		
REVENUES									
Tax collections	\$585,348	\$612,043	\$624,382	\$622,968	\$622,968	\$622,988	\$643,084		
Interest	851	834	557	621	745	110	1,910		
Miscellaneous									
TOTAL REVENUES	\$586,199	\$612,877	\$624,939	\$623,589	\$623,713	\$623,098	\$644,994		
EXPENDITURES									
Insurance	\$0	\$33,799	\$69,075	\$46,119	\$55,343	\$713	\$168,713		
Office supplies - print, postage	0	0	0	0	0	223	223		
Pension benefits paid	514,554	649,123	1,021,744	1,108,321	1,108,321	1,082,000	1,149,200		
Professional fees	10,372	44,305	21,162	9,946	9,946	7,625	7,625		
TOTAL EXPENDITURES	\$524,926	\$727,227	\$1,111,981	\$1,164,386	\$1,173,610	\$1,090,561	\$1,325,761		
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	\$61,273	(\$114,350)	(\$487,042)	(\$540,797)	(\$549,897)	(\$467,463)	(\$680,767)		
TRANSFER - FROM RETIREE HEALTH RESERVE	\$0	\$0	\$0	\$0	\$0	(\$48,000)	\$-0		
TRANSFER - FROM GENERAL - PENSION TRUST		\$1,528,000	\$-0	\$-0		130,000	170,000		
TRANSFER - FROM GENERAL - PENSION - 457			100,000	0		500,000	520,000		
TOTAL TRANSFERS BETWEEN FUNDS	0	\$1,528,000	\$100,000	\$0	0	\$582,000	\$690,000		
USE OF DISTRICT RESERVES			\$387,042	\$540,797	\$549,897	\$0	\$0		
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	\$61,273	\$1,413,650	\$0	\$0	\$0	\$114,537	\$9,735		

O'FALLON FIRE PROTECTION DISTRICT
BUDGET WORKSHEET

DEBT SERVICE FUND	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
	2016	2017	2018	10/31/2019	ANNUALIZED	2019	2020	2020
REVENUES								
Tax collections	\$658,322	\$686,721	\$735,680	\$734,378	\$734,378	\$734,404	\$708,250	
Interest	2,188	3,378	3,581	3,810	4,572	2,500	2,500	
TOTAL REVENUES	\$660,510	\$690,099	\$739,261	\$738,188	\$738,950	\$736,904	\$710,750	
EXPENDITURES								
Debt Service - Principal	\$360,000	\$208,020	\$235,418	\$225,082	\$360,000	\$475,000	\$485,000	
Debt Service - Interest	192,330	375,000	465,000	475,000	189,630	225,168	214,642	
Professional fees	10	0	30	0	2,700	2,700	2,700	
TOTAL EXPENDITURES	\$552,340	\$583,020	\$700,448	\$700,082	\$552,330	\$702,868	\$702,342	
REVENUES OVER EXPENDITURES								
EXPENDITURES OVER REVENUES)	\$108,170	\$107,079	\$38,813	\$38,106	\$186,620	\$34,036	\$8,408	
USE OF DISTRICT RESERVES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
REVENUES OVER EXPENDITURES								
EXPENDITURES OVER REVENUES)	\$108,170	\$107,079	\$38,813	\$38,106	\$186,620	\$34,036	\$8,408	

O'FALLON FIRE PROTECTION DISTRICT

BUDGET WORKSHEET

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
	2016	2017	2018	10/31/2019	ANNUALIZED	2019	2020			
CAPITAL PROJECTS FUND										
REVENUES										
Bond Sales Proceeds	\$0	\$2,284,507	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest										
Miscellaneous - other								0	5,000	0
TOTAL REVENUES	\$0	\$2,284,507	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0
EXPENDITURES										
Capital Projects - buidlings, vehicles, etc..	\$1,102,371	\$845,604	\$1,318,668	\$190,740	\$190,740	\$190,740	\$190,740	\$190,740	\$0	\$0
Professional fees										
TOTAL EXPENDITURES	\$1,102,371	\$845,604	\$1,318,668	\$190,740	\$190,740	\$190,740	\$190,740	\$190,740	\$0	\$0
REVENUES OVER EXPENDITURES										
EXPENDITURES OVER REVENUES)	(\$1,102,371)	\$1,438,903	(\$1,318,668)	(\$190,740)	(\$190,740)	(\$190,740)	(\$190,740)	(\$190,740)	\$5,000	\$0
USE OF DISTRICT RESERVES										
REVENUES OVER EXPENDITURES										
EXPENDITURES OVER REVENUES)	\$0	\$1,438,903	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0