

**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE O'FALLON FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS**  
**March 26, 2020**

A Regular Session of the O'Fallon Fire Protection District Board of Directors was held via video conference due to COVID-19 social distancing practices on Thursday, March 26, 2020, at the Administration Building Board Room, 111 Laura K Drive, O'Fallon, MO. Director Laughlin called the meeting to order at 7:05 p.m. Notice of said meeting had been provided at least 24 hours in advance of the meeting by posting the meeting time and video conference log-in information in the case on the outside wall of the Administrative Offices. The following Directors were present: Director Bill Laughlin, Director Matt Gober, and Director Matt Simmons. 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, Captain Darren Daly, and Board Administrative Assistant Karen Lucido.

The following guest was present: Attorney Neil Bruntrager

The Pledge of Allegiance was led by Chief Vineyard, followed by Assistant Chief Moore's prayer.

A motion was made by Director Laughlin to approve minutes of the prior Regular Board Meeting of February 27, 2020, and Regular Board Work Session of March 12, 2020, as presented, seconded by Director Gober. Upon roll call the vote was:

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

**TREASURER'S REPORT**

Director Gober stated current checking account balance of \$2,102,276.66. There being no questions, a motion was made by Director Laughlin to pay bills as presented, seconded by Director Gober. Upon roll call the vote was:

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

FINANCIAL REPORT

Chief Vineyard reviewed Mr. Rognan's monthly financial report for month ended February 2020, stating that the District is 6% over budget, but that is due to insurance premiums paid up front at the beginning of the year, and the budget will even out as the year progresses. Interest rates are currently very low due to COVID-19, so projections of interest income for 2020 may need to be adjusted. Attorney Bruntrager stated St. Louis Bank has much information and various programs for small businesses that may need assistance at this time.

Chief Vineyard stated that the Board approved refinancing bonds at the last Board meeting, however, due to the current markets, and per Ms. Howard's recommendation, there is no financial incentive to refinance the bonds, so that will be on hold for now. Attorney Bruntrager stated that people are now looking to invest in government bonds which are safe, though that could change in the near future.

CITIZEN COMMENTS: None

COMMUNICATIONS:

Director Laughlin thanked the firefighters and officers for all they're doing to keep our citizens well; asking them to stay safe as well, and that we all continue to look after each other.

Directors Gober and Simmons echoed Director Laughlin's sentiments, stating our firefighters never know what they are walking into when responding to calls.

Chief Vineyard stated his appreciation of the Board Members' input, stating we are working diligently to keep our firefighters and staff safe, and put out as much information as we can. He stated he is impressed with all the employees' cooperation.

Attorney Bruntrager stated he is in contact with Chief Vineyard, and is pleased that O'Fallon Fire has such a group of people who are interested in helping their community, from the top down.

Assistant Chief Moore echoed Chief Vineyard's sentiments.

Fire Marshal Morrison stated his department has stopped doing annual business inspections, but is still going on inspections of new commercial construction

when requested, so new construction is not held up. Inspector Ellison is working from home and plotting hydrant locations on maps.

Shop Steward Captain Johnston thanked Chief Vineyard, and Assistant Chiefs Vomund and Moore for keeping all personal informed and instituting policies to keep all safe; employees have no issues with the policies currently in place. He stated the Shop has allocated its funds to assist local businesses by shopping or ordering food and/or supplies from them whenever needed and safe to do so.

Assistant Shop Steward Captain Daly thanked the Board of Directors and Chief Officers for giving the crews supplies they need to keep responding to calls and remain safe.

Board Administrative Assistant Lucido thanked the Board of Directors, Chief Vineyard, and Assistant Chiefs Vomund and Moore for allowing the clerical staff to work from home the majority of time.

Ms. Lucido read the following communications:

1. A card from Betty Knobbe informing the District of the passing of Retired Volunteer Firefighter Al Knobbe, at the age of 92, and sending her best wishes and prayers for our firefighters' safety.
2. A card from Volunteer Firefighter Neil Fredrick and family, thanking District members for their expressions of sympathy in the passing of his father.
3. A card to Assistant Chief Moore and the O'Fallon Firefighters Community Outreach organization for the Outreach Organization's recent donation to St. Baldricks, an organization to help fight pediatric cancer, and a special thank you to Engineer Tom Vogelgesang for his continuing support of their mission to deter childhood cancer.
4. A letter from Chief Gregory Fredrick of the Louisville, Kentucky fire department, thanking Chief Vineyard and firefighters that responded to a vehicle accident that resulted in the loss of one of their firefighters, her daughter, and 2 of her travel companions, and for keeping watch over their loved ones until they could bring them home.
5. A letter the Mayor of Louisville, Kentucky, Greg Fischer, thanking Chief Vineyard and the men and women of the O'Fallon Fire District for going above and beyond in attending to a tragic car accident that took the lives of four members of his community.

OLD BUSINESS

There was further discussion regarding the new Ladder Truck. Chief Vineyard stated that Assistant Chief Vomund and members of the Truck Committee were scheduled to go to Florida next week for final review of the Truck prior to its being brought to O'Fallon and placed in service, however, with the COVID-19 situation, it is not safe for the firefighters to travel. Discussion held as to how much this may delay receiving the new ladder truck. Attorney Bruntrager stated Florida is a current COVID-19 hot spot and should not be visited; and the District does need to do a final inspection prior to taking possession of the truck. He and Chief Vineyard will meet to work out a plan and communication to the company, as the truck has been delayed one year already due to the company's issues, through no fault of the District.

NEW BUSINESS

Chief Vineyard reviewed the current policies and procedures put in place due to COVID-19; which Attorney Bruntrager has reviewed. Discussion held as to how long this pandemic may last, and that the situation is fluid and policies and procedures will be changed to meet the changing environment as needed. Discussion held regarding employee's holding second jobs and how this may impact the safety measures in place for all firefighters. Chief Vineyard will request any member working a second job submit that information to him so each case can be reviewed on an individual basis, and to determine any health risks to crewmembers.

Assistant Chief Moore reviewed new screening procedures for crewmembers coming on duty and going off duty and requested Attorney Bruntrager's recommendations. Discussion held. Attorney Bruntrager recommended using the CDC questions for oncoming and going off duty; he reviewed the particular questions to use. Discussion that any employee who is exposed to COVID would be required to quarantine for 14 days with District pay. Any employee who is sick otherwise should stay home and use their sick, vacation or personal time. All agreed that keeping the firefighters and their families safe is priority. Details of how to handle incidents of illness will be clarified. Assistant Chief Moore thanked Theresa Daly for donating much needed medical safety supplies. Captain Johnston stated the Fire District is doing a fantastic job of taking care of our firefighters in these uncertain times.

Chief Vineyard stated our current IT provider, Don Wantling, is retiring in April due to illness, and he has talked with Matt Rankay of FeatherShark IT regarding the District's IT needs. Mr. Rankay is also in contact with Mr. Wantling to ensure a smooth transition. FeatherShark IT also works with other fire districts and is familiar with the particular software program needs for reporting that fire district's use. Fees include a one-time set-up charge of \$3,400.00, then a \$2,800.00 monthly fee that covers unlimited 24/7 access. We currently pay an hourly fee as needed, which usually costs between \$1,800 and \$3,500 per month. Discussion held. A motion was made by Director Laughlin to approve FeatherShark IT's proposal as presented; Chief Vineyard authorized to sign agreement, 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.

Assistant Chief Moore stated that one of our suppliers, GreenSky, has been outstanding is getting our stations the supplies they need on a timely basis, and it appears their last invoice was not processed. He requested Board approval to issue a check to Greensky for payment of their March invoice in the amount of \$531.78, and authorize one signature, Chief Vineyard, to expedite the check. Discussion held. A motion was made by Director Laughlin to authorize a check to GreenSky in the amount of \$531.78, and that this check will be signed by Chief Vineyard as the sole authorizing signature, 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 Regular Board Meeting is scheduled for Thursday, April 9, 2020 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 8:25 p.m.

  
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William Laughlin, Chairman

ATTEST:

  
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Karen Lucido, Recording Secretary  
Board Administrative Assistant

APPROVED COPY

Approved at 4-23-20 Board Mtg