

**MINUTES OF THE REGULAR BOARD MEETING**  
**OF THE O'FALLON FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS**  
**December 10, 2020**

A Regular Session of the O'Fallon Fire Protection District Board of Directors was held on Thursday, December 10, 2020, via Zoom due to COVID-19. 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 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, Battalion Chiefs Andy Parrish and Matt Braile, Shop Steward Captain Eric Johnston, Captain Darren Daly, Firefighter Brett Tichenor, District members, and Board Adm Assist 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 gave his financial report for month ended November 2020, reviewing line item expenses and income, stating that the District is projected at approximately 1.4% below budget by year end and cash reserves increased over 2019. Calls will be less from last year, mainly due to COVID and certain medical calls being routed to St. Charles County Ambulance only. Board remains very conservative in their spending and the District remains financially healthy.

Mr. Rognan reviewed in detail the 2021 Projected General Fund, Pension Fund, and Debt Service line item expenses and revenues, stating the just passed ten-cent pension tax will be collected in 2021 and available in 2022. Discussion held. After discussion there were no further questions or comments. A motion was made by Director Laughlin to approve the 2021 General Fund Budget as presented, seconded by Director Gober, attached as Exhibit I. Upon roll call the vote was:

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

**Approved at 12-30-20 Board Mtg**

A motion was made by Director Laughlin to approve the 2021 Pension Fund Budget as presented, seconded by Director Gober, attached as Exhibit I. 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 2021 Debt Service Budget as presented, seconded by Director Simmons, attached as Exhibit I. Upon roll call the vote was:

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

Attorney Bruntrager stated no motion was required for the Capital Projects Fund as there were no items remaining in that fund.

Mr. Rognan reviewed his letter of engagement for 2021 and requested Board approval. Discussion held. A motion was made by Director Laughlin to approve the 2021 Letter of Engagement for Mr. Rognan, CPA, services as presented; Director Laughlin authorized to sign agreement, 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.

There was further discussion regarding SCBA purchase. Chief Vineyard stated this purchase is in the 2021 budget, but to keep 2020 pricing, SCBAs need to be ordered in 2020, payable in 2021. Discussion held regarding financing this purchase versus making a full payment of \$368,490.14. Attorney Bruntrager stated that this purchase is under the HGAC Agreement which obviates the necessity to go out to bid, and the cost being significantly cheaper. The quote from Sentinal Emergency Solutions was reviewed. A motion was made by Director Laughlin to approve Sentinal Emergency Solutions proposal for 40 MSA G1 SCBAs, quick connect adaptors, facepieces, harness and battery packs, charging stations bags, and ancillary equipment, including shipping for a total of \$368,490.14, purchased under the HGAC agreement as presented, Chief Vineyard authorized to sign proposal, 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 will obtain financial information from St. Louis Bank and a decision regarding financing the SCBA purchase will be made at a later date.

Assistant Chief Vomund thanked the Board for approval of this needed essential equipment that will help keep our firefighters safe.

### LABOR MANAGEMENT

Chief Vineyard stated Labor Management met this week and discussion was held regarding COVID vaccines.

### OPERATIONS

Chief Vineyard stated the annual Toy & Food drive is being held now with drop off boxes at each station to keep distancing protocols in place for the safety of the firefighters and citizens. He stated that working through COVID remains difficult as St. Charles County has no rules, though employees are encouraged to practice social distancing off duty. All COVID-19 protocols remain in place at the fire stations and the Administration building.

### OTHER ITEMS FOR CONSIDERATION

Captain Johnston stated the Shop adopted 2 families and took a collection from shop members of \$20 each to buy toys. Santa Runs, and pictures are on hold this year due to COVID-19.

Assistant Chief Moore thanked Engineer Darwin Shepherd and Firefighter Jeff Woodson who put in many hours setting up the display and working the gates of O'Fallon Celebration of Lights event, along with District employees. The District is assisting St. Vincent DePaul with their food drive and will bring toys to the Salvation Army for their drive. Any residual toys or food will be donated to a St. Louis inner-City Parish in need. O'Fallon residents were extremely generous again this year.

Director Laughlin wished all a safe and Merry Christmas.

Director Laughlin made a motion to go into closed session at 7:42 p.m. under RSMo 610.021 (1) Legal Actions involving a public governmental body and confidential or privileged communications between a public governmental body or its

Approved at 12-30-20 Board Mtg

representatives and its attorneys, (3) Personnel matters; (9) Preparation, including any discussion or work product on behalf of a public governmental body or its representatives for negotiations with employee groups; and (12) Any documents related to a negotiated contract until a contract is executed or all proposals are rejected, 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.

A motion was made at 8:00 p.m. by Director Laughlin to adjourn the Closed Session and reconvene in Open Session, seconded by Director Simmons. Upon roll call the vote was: Ayes (3) (Directors Laughlin, Gober, & Simmons); (0 Nays; (0) Absent; Motion declared and carried.

Director Laughlin announced that the Collective Bargaining Agreement between the O'Fallon Fire Protection District and Local 2665 of the International Association of Firefighters for the period January 1, 2021 through December 31, 2022 was unanimously approved as presented during the Closed Session with the vote being (3) Ayes (Directors Laughlin, Gober, and Simmons); no Nays, with all Directors present.

Director Laughlin announced the next Regular Board Meeting is scheduled for Wednesday, December 30, 2020 at 7:00 p.m. via Zoom due to COVID-19.


A motion was made by Director Laughlin to adjourn the meeting, seconded by Director Gober. Unanimous consent to Adjourn:

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 8:01 p.m.

  
\_\_\_\_\_  
Bill Laughlin, Chairman

ATTEST:

  
\_\_\_\_\_  
Karen Lucido, Recording Secretary  
Board Administrative Assistant

**O'FALLON FIRE PROTECTION DISTRICT APPROVED: BOARD MEETING 12-10-2020**

**BUDGET WORKSHEET**

BUDGET - ALL FUNDS	BUDGET				2021
	GENERAL	PENSION	DEBT SERV	CAPITAL PROJECTS	TOTAL
<b>REVENUES</b>					
Tax collections	\$13,593,859	\$652,048	\$718,122		\$14,964,060
Building and other permits	100,000				100,000
Interest	50,000	110	100	0	60,210
Miscellaneous revenue - including bond proceeds	500			0	500
Sales proceeds	0			0	0
Grant revenue	0				0
<b>TOTAL REVENUES</b>	<b>\$13,744,399</b>	<b>\$652,158</b>	<b>\$718,222</b>	<b>\$0</b>	<b>\$15,114,779</b>
<b>EXPENDITURES</b>					
Building repair & maintenance	\$138,800				\$138,800
Debt service - principal & interest			698,863		698,863
Doctors fees - physicals and background checks	41,800				41,800
Dues and subscriptions	25,375				25,375
Equipment repair & maintenance	52,000				52,000
Equipment purchases and replacement	475,000			\$0	475,000
Fire prevention	53,450				53,450
Furniture & fixtures purchased	0				0
Gasoline and oil	50,000				50,000
Information Systems	99,000				99,000
Insurance - employes	1,753,731	170,713			1,924,444
Insurance - general	883,800				883,800
Meeting expenses	3,000				3,000
Miscellaneous	45,300				45,300
Office supplies	22,700	223			22,923
Payroll taxes	582,861				582,861
Pension benefits paid		1,172,200			1,172,200
Professional fees	175,300	7,629	2,700		185,629
Salaries	7,618,970				7,618,970
Supplies - firefighter	253,600				253,600
Telephone & internet	47,000				47,000
Training and education	95,600				95,600
Utilities, including telephone	63,500				63,500
Vehicle maintenance	181,600				181,600
Volunteer Contribution	10,000				10,000
<b>TOTAL EXPENDITURES</b>	<b>\$12,060,177</b>	<b>\$1,350,781</b>	<b>\$701,593</b>	<b>\$0</b>	<b>\$14,702,531</b>
<b>REVENUES OVER EXPENDITURES</b>					
(EXPENDITURES OVER REVENUES)	\$1,094,222	(\$898,603)	\$16,629	\$0	\$412,248
TRANSFER - FROM RETIREE HEALTH RESERVE		\$0			\$0
TRANSFER - FROM GENERAL - PENSION TRUST	(170,000)	170,000			0
TRANSFER - FROM GENERAL - PENSION - 457	(660,000)	660,000			0
<b>TOTAL TRANSFERS BETWEEN FUNDS</b>	<b>(\$730,000)</b>	<b>\$730,000</b>			<b>\$0</b>
<b>USE OF DISTRICT RESERVES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>REVENUES OVER EXPENDITURES</b>					
(EXPENDITURES OVER REVENUES)	<b>\$364,222</b>	<b>\$31,397</b>	<b>\$16,629</b>	<b>\$0</b>	<b>\$412,248</b>

**O'FALLON FIRE PROTECTION DISTRICT APPROVED: BOARD MEETING 12-10-2020**

**BUDGET WORKSHEET**

GENERAL FUND	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ACTUAL 10/31/2020	ACTUAL 2020 ANNUALIZED	BUDGET 2020	BUDGET 2021
<b>REVENUES</b>							
Tax collections	\$8,481,393	\$12,971,360	\$13,179,018	\$13,380,268	\$13,407,024	\$13,407,024	\$13,593,899
Building and other permits	69,825	91,586	147,144	178,342	214,010	100,000	100,000
Interest	47,311	107,816	230,515	148,217	177,860	128,000	60,000
Miscellaneous revenue	25,375	613	9,890	100	120	500	500
Sales proceeds	40,000	0	253,555		0	0	0
Grant revenue	0	0			0	0	0
<b>TOTAL REVENUES</b>	<b>\$8,664,004</b>	<b>\$13,171,355</b>	<b>\$13,820,122</b>	<b>\$13,706,925</b>	<b>\$13,799,015</b>	<b>\$13,632,524</b>	<b>\$13,744,399</b>
<b>EXPENDITURES</b>							
Building repair & maintenance	\$70,084	\$89,253	\$101,949	\$112,208	\$134,850	\$104,700	\$138,600
Doctors fees - physicals and background checks	29,647	34,959	33,100	3,355	4,027	41,800	41,800
Dues and subscriptions	24,204	21,980	25,957	20,437	24,524	23,775	25,375
Equipment repair & maintenance	43,718	28,907	35,248	44,189	53,027	50,400	52,000
Equipment purchases and replacement	0	356,779	1,537,997	567,425	809,910	850,000	475,000
Fire prevention	35,394	41,194	42,733	13,019	15,623	58,450	53,460
Furniture & fixtures purchased	0	0	2104	0	0	0	0
Gasoline and oil	35,849	51,445	47,630	23,446	28,135	55,000	50,000
Information Systems	24,265	35,783	42,882	64,064	76,877	64,000	69,000
Insurance - employee	983,142	1,118,050	1,328,372	1,321,296	1,585,507	1,627,000	1,753,731
Insurance - general	440,477	610,694	684,034	728,476	728,476	734,800	863,800
Meeting expenses	4,572	2,577	8,109	4,356	5,227	3,000	3,000
Miscellaneous	38,887	25,081	58,420	20,270	24,324	44,600	45,300
Office supplies	15,625	14,215	21,288	18,467	22,160	22,700	22,700
Payroll taxes	426,389	469,985	517,581	459,282	551,138	550,800	582,851
Professional fees	77,872	149,586	132,448	179,122	214,946	175,800	175,300
Salaries	5,658,323	6,215,121	6,787,431	6,107,910	7,329,492	7,200,000	7,618,970
Supplies - firefighter	114,628	179,188	260,501	235,993	283,192	230,400	253,600
Telephones & internet	41,435	45,301	55,668	47,944	57,533	47,000	47,000
Training and education	69,993	93,298	99,128	22,632	27,168	103,400	95,600
Utilities	62,393	60,726	56,570	46,654	55,025	63,500	63,500
Vehicle maintenance	162,393	177,285	164,805	(17,245)	140,694	181,600	181,600
Volunteer Contribution	8,000	5,000	5,104		6,000	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>\$8,367,270</b>	<b>\$9,826,412</b>	<b>\$12,046,019</b>	<b>\$10,261,951</b>	<b>\$12,188,046</b>	<b>\$12,242,725</b>	<b>\$12,650,177</b>
<b>REVENUES OVER EXPENDITURES</b>							
<b>(EXPENDITURES OVER REVENUES)</b>	<b>\$306,734</b>	<b>\$3,344,943</b>	<b>\$1,775,103</b>	<b>\$3,444,974</b>	<b>\$1,630,389</b>	<b>\$1,389,799</b>	<b>\$1,094,222</b>
TRANSFER - FROM RETIREE HEALTH RESERVE							
TRANSFER - FROM GENERAL - PENSION TRUST	(\$1,528,000)		(\$180,000)	(206,816)	(205,816)	(170,000)	(170,000)
TRANSFER - FROM GENERAL - PENSION - 457		(100,000)	(500,000)	(520,000)	(520,000)	(520,000)	(560,000)
<b>TOTAL TRANSFERS BETWEEN FUNDS</b>	<b>(\$1,528,000)</b>	<b>(\$100,000)</b>	<b>(\$680,000)</b>	<b>(\$726,816)</b>	<b>(\$726,816)</b>	<b>(\$690,000)</b>	<b>(\$730,000)</b>
<b>USE OF DISTRICT RESERVES</b>	<b>\$1,221,266</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES OVER EXPENDITURES</b>							
<b>(EXPENDITURES OVER REVENUES)</b>	<b>\$0</b>	<b>\$3,244,943</b>	<b>\$1,145,103</b>	<b>\$2,718,168</b>	<b>\$903,553</b>	<b>\$699,799</b>	<b>\$384,222</b>



**O'FALLON FIRE PROTECTION DISTRICT APPROVED: BOARD MEETING 12-10-2020  
BUDGET WORKSHEET**

PENSION FUND	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ACTUAL 10/31/2020	ACTUAL 2020 ANNUALIZED	BUDGET 2020	BUDGET 2021
<b>REVENUES</b>							
Tax collections	\$612,043	\$624,382	\$632,339	\$641,904	\$643,084	\$643,084	\$652,048
Interest	834	597	703	112	134	1,910	110
Miscellaneous							
<b>TOTAL REVENUES</b>	<b>\$612,877</b>	<b>\$624,939</b>	<b>\$633,042</b>	<b>\$642,016</b>	<b>\$643,218</b>	<b>\$644,994</b>	<b>\$652,158</b>
<b>EXPENDITURES</b>							
Insurance	\$33,799	\$69,075	\$49,869	\$168,906	\$202,887	\$168,713	\$170,713
Office supplies - print, postage				\$0		223	223
Pension benefits paid	649,123	1,021,744	1,142,343	1,173,763	1,173,763	1,149,200	1,172,200
Professional fees	44,305	21,162	17,924	9,183	8,183	7,625	7,625
<b>TOTAL EXPENDITURES</b>	<b>\$727,227</b>	<b>\$1,111,981</b>	<b>\$1,210,136</b>	<b>\$1,351,852</b>	<b>\$1,385,633</b>	<b>\$1,325,761</b>	<b>\$1,350,761</b>
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	(\$114,350)	(\$487,042)	(\$577,094)	(\$709,836)	(\$742,415)	(\$680,767)	(\$698,603)
TRANSFER - FROM RETIREE HEALTH RESERVE	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSFER - FROM GENERAL - PENSION TRUST	\$1,528,000	\$0	\$130,000	208,818	208,818	170,000	170,000
TRANSFER - FROM GENERAL - PENSION - 457		100,000	500,000	520,000	520,000	520,000	560,000
<b>TOTAL TRANSFERS BETWEEN FUNDS</b>	<b>\$1,528,000</b>	<b>\$100,000</b>	<b>\$630,000</b>	<b>\$728,818</b>	<b>728,818</b>	<b>\$690,000</b>	<b>\$730,000</b>
USE OF DISTRICT RESERVES		\$387,042		\$0	\$15,589	\$0	\$0
REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)	\$1,413,650	\$0	\$52,906	\$16,980	\$0	\$9,233	\$31,397

**O'FALLON FIRE PROTECTION DISTRICT APPROVED: BOARD MEETING 12-10-2020  
BUDGET WORKSHEET**

DEBT SERVICE FUND	ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	ACTUAL 10/31/2020	ACTUAL ANNUALIZED	BUDGET 2020	BUDGET 2021
<b>REVENUES</b>							
Tax collections	\$686,721	\$735,680	\$745,428	\$707,530	\$708,250	\$708,250	\$718,122
Interest	3,378	3,581	4,766	1,553	1,864	2,500	100
<b>TOTAL REVENUES</b>	<b>\$690,099</b>	<b>\$739,261</b>	<b>\$750,194</b>	<b>\$709,083</b>	<b>\$710,114</b>	<b>\$710,750</b>	<b>\$718,222</b>
<b>EXPENDITURES</b>							
Debt Service - Principal	\$208,020	\$235,418	\$228,082	\$490,000	\$490,000	\$485,000	\$495,000
Debt Service - Interest	375,000	485,000	475,000	214,643	214,643	214,642	203,883
Professional fees	0	30	0	0	2,700	2,700	2,700
<b>TOTAL EXPENDITURES</b>	<b>\$583,020</b>	<b>\$700,448</b>	<b>\$700,082</b>	<b>\$704,643</b>	<b>\$707,343</b>	<b>\$702,342</b>	<b>\$701,593</b>
<b>REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)</b>	<b>\$107,079</b>	<b>\$38,813</b>	<b>\$50,112</b>	<b>\$4,440</b>	<b>\$2,771</b>	<b>\$8,408</b>	<b>\$16,629</b>
<b>USE OF DISTRICT RESERVES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES)</b>	<b>\$107,079</b>	<b>\$38,813</b>	<b>\$50,112</b>	<b>\$4,440</b>	<b>\$2,771</b>	<b>\$8,408</b>	<b>\$16,629</b>