

Approved, Board Mtg of 11-25-14

MINUTES OF THE REGULAR WORK SESSION OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
November 13, 2014

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on November 13, 2014, at Station #1's Multipurpose Room, 119 East Elm Street, 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 at Station No. 1. 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, Financial Director Bob Cerrano, Battalion Chief Mel Emge, Fire Marshal Mark Morrison, Captain Mary Emge, Captain Gary McCutchen, Shop Steward Eric Johnston, Engineer Dave Koenig, and Board Admin Assistant Karen Lucido.

The following guest was present: Attorney Neil Bruntrager

The Pledge of Allegiance was lead by Chief Vineyard, followed by Battalion Chief Emge's reading of the Firefighter Prayer.

FINANCIAL MATTERS:

Chief Vineyard said Station #1's back bay door is damaged, and reviewed a quote from Martin Door for either replacing 3 panels or the entire door. Discussion held regarding the extent of the damage and age of the door. After discussion, a motion was made by Director Laughlin to approve Martin Door & Window's bid to replace Station #1's Back Bay Overhead Door for the amount of \$2,485.00 per their written quote as part of Station #1's Renovation; Director Laughlin authorized to sign the 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 stated Labor Management is recommending reviewing at the District's current hardware, software, and websites; that currently the District uses two in-house employees as needed and contracts with an outside person for IT services and one for the websites. Discussion held that an IT study would be helpful

to determine what we have and what is needed. Chief Vineyard requested approval to place an IT RFP. A motion was made by Director Laughlin to place an IT RFP for both services and a study of the District's current IT system and Websites, 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.

Assistant Chief Vomund stated that an Oklahoma Fire Department contacted him and is interested in the 1995 Freightliner the District has placed for sale, will travel to O'Fallon and look over the truck before purchasing it. An Arkansas Fire Department has also contacted him and expressed interest in the truck, and requested the District hold the truck for them for up to 3-4 months, as they are waiting on a State Grant. Brindlee had offered to purchase the truck outright, however, when they learned it didn't have a 2,000 gallon tank, they withdrew their offer. Discussion that if we have a buyer, the Freightliner needs to be sold. Chief Vomund requested approval to have a bottom line amount the Board would accept for sale; it is listed for \$45,000. Attorney Bruntrager stated if the Board wanted to hold the truck for the Arkansas Department, he would recommend a substantial deposit of not less than \$5,000. Consensus for Chief Vomund to work with the Oklahoma Department and notify the Board if that department makes an offer prior to the next Board meeting.

Financial Director Cerrano said that Anthem Blue Cross came back with a 5.5% premium increase for 2015; the District had budgeted 10%. Denny & Associates is still negotiating with Anthem, and is waiting on quotes from other carriers, but worst case scenario for 2015 is a 5.5% increase.

Director Laughlin requested Ms. Lucido open the sealed Auditor Bids for 3 years auditing services, RFP 2014-18, and read the results. Three sealed bids were received, as follows: (1) Spinner & Kummer, PC, St. Louis, MO (current provider): audit years 2014 - \$5,950; 2015 - \$6,050; 2016 - \$6,150; (2) Fick, Eggemeyer & Williamson, CPA's, St. Louis, MO: audit years 2014 - \$5,500; 2015 - \$5,600; 2016 - \$5,700; (3) Botz, Deal & Company, P.C., St. Charles, MO: audit years 2014 - \$7,400; 2015 - \$7,625; 2016 - \$7,850. Mr. Cerrano will review the proposals and make a recommendation at the next Board Meeting.

LABOR MANAGEMENT:

Chief Vineyard stated Labor Management is recommending revisions to the District's Junior Firefighter Policy, and requested discussion in Closed Session.

Chief Vineyard stated Labor Management is revising the Anti-Nepotism policy and rolling a portion of that policy into SOP 101. He asked for clarification regarding revoking the current Anti-Nepotism policy and repealing the corresponding Anti-Nepotism Ordinance. Discussion held. Attorney Bruntrager recommended not revoking the policy or repealing the Ordinance until the revised SOP 101 has been approved; then move forward with the revocation and ordinance repeal. Chief Vineyard stated revisions include allowing relatives to work on the same shift if they are in a similar job, i.e., engineers could work together, but an engineer and a captain could not. Labor Management will bring the finalized revisions for Board approval after the policy's 30 day posting.

Chief Vineyard stated that currently District members are required to annually review all policies of the District and have sign off sheets placed in their personnel files. His understanding is that this is part of the Accreditation process, and asked for legal opinion as to whether this needs to occur for all policies annually, or for certain policies. Chief Vineyard stated he would also like to go through the policy book beginning in 2015 to review, revise, combine, or discontinue policies no longer relevant. Attorney Bruntrager stated that paring down policies to a manageable level is good, however, it must be a careful process and each policy reviewed very thoroughly, and this is a painstaking process, but he has no issue with beginning the process. Battalion Chief Emge asked if employees reviewing the policies and captains documenting their review in FireHouse is sufficient rather than the current practice of employee's signing off on a policy sheet verifying they reviewed the policy and placing this document in their personnel files; Attorney Bruntrager stated he preferred the latter suggestion.

OPERATIONS

Chief Vineyard stated that Station #1 building construction is going well and is on schedule. Concrete cannot be poured if it is below freezing. Director Laughlin said he was by the site and everything looks good, and he knocked on a few residents' doors that are close to the new station to ensure there were no issues.

There was an issue with the trash truck noise very early in the morning (which has been taken care of), and one neighbor has a large oak tree branch that overhangs their pool from our property; that will be taken care of.

Chief Vineyard stated that the first meeting for current Station #1- Administration Renovation with FGM Architects is set for Wednesday. The last time this was addressed was in 2011 and this will be a new process, beginning with program design to obtain the needs of Administration, prior to a formal layout of Administration offices. There is an aggressive time line for this renovation which is to be ready to place RFPs by February 2015; begin work in March 2015, with renovation completion in August 2015.

Chief Vineyard asked the Directors what in particular they were looking for. Consensus that a much larger Board Room than the current room is needed with a small conference room off the Board Room for Closed Sessions; no dais. Director Laughlin asked that Fire Prevention have a dedicated entrance as most of incoming traffic is for their department. Fire Marshal Morrison said plans would be to have a main entrance into the building with Fire Prevention directly off of that.

OTHER ITEMS FOR CONSIDERATION

Chief Vineyard said he has appointed an employee rep from each shift to help administrate the District's Facebook page. Fire Marshal Morrison stated the page has 1,075 Likes to-date.

A motion was by Director Laughlin at 7:37 p.m. to go into Closed Session, pursuant to RSMo 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, purchase or sale of real estate by a public government body; (12) Any documents related to a negotiated contract until a contract is executed; (13) Individually identifiable personnel records or records pertaining to employees, 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.

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A motion was made at 8:28 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 and Simmons
Nays: (0) None
Absent: (0) None
Motion declared and carried.

A motion was made by Director Laughlin, seconded by Director Simmons to approve SOP 118.01 Junior Firefighter Program as presented; Chief Vineyard authorized to sign the policy. Upon roll call the vote was:

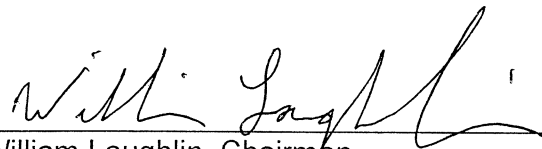
Ayes: (2) Directors Laughlin, and Simmons
Nays: (0) None
Absent: (1) Director Gober (exited @ 7:50pm)
Motion declared and carried

Director Laughlin announced that the next Board Meeting will be held Tuesday, November 25, 2014, beginning at 7:00 p.m., Station #1.

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

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

There being no further business, the meeting was adjourned at 8:30 p.m.


William Laughlin, Chairman

ATTEST:


Karen Lucido, Recording Secretary
Board Administrative Assistant