

MINUTES OF THE REGULAR MEETING OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
MARCH 26, 2015

A Regular Meeting of the O'Fallon Fire Protection District Board of Directors was held on March 26, 2015, 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 #1. The following Directors were present: Director Bill Laughlin, Director Matt Simmons, and Director Matt Gober. The following staff members were present: Chief Tom Vineyard, Assistant Chief Ken Vomund, Financial Director Bob Cerrano, Fire Marshal Mark Morrison, Shop Steward Eric Johnston, Engineer Ed Engel, and Board Admin Assistant Karen Lucido.

The following guests were present: None.

The Pledge of Allegiance was lead by Chief Vineyard followed by Assistant Chief Vomund's reading of the Firefighter Prayer.

Director Laughlin asked for any questions or comments regarding the Board Meeting Minutes of February 26 and March 12, 2015. There being none, Director Laughlin made a motion to approve the minutes of the prior Regular Board Meeting of February 26, 2015, and Regular Board Work Session Minutes of March 12, 2015, as presented, seconded by Director Gober. Upon roll call the vote was:

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

Director Gober stated a general checking account balance of \$192,251.68. There were no questions or comments. A motion was made by Director Laughlin to approve payment of bills as presented, seconded by Director Gober. Upon roll call the vote was:

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

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CITIZEN COMMENTS - None.

COMMUNICATIONS

Board Admin Assistant Lucido read the following communications:

1. A note from Director Matt Simmons' family thanking the District members for their support and condolences on the loss of his grandmother.
2. A note from Ms. Almazar to the Board, Chief Officers, and Station #1 crews, welcoming them to her neighborhood.
3. A letter from Andy Klein, Missouri Fire Service Funeral Assistance Team, thanking the District's Honor Guard members for their participation at Captain (Retired) Jack Stewart's funeral service; stating the family was very thankful and impressed, and they received compliments from all attendees.

OLD BUSINESS

There was further discussion regarding the Firefighter-EMT Hiring Process. Chief Vineyard stated the written test was offered to 76 applicants; 66 applicants took the test and the top 30 scores will go through Assessment testing, March 30 and 31. Chief Vineyard plans to have a recommendation to the Board by the April 9, 2015 Board Meeting. Director Laughlin requested information on the assessment testing portion. Assessment consists of an Interview Panel composed of 2 shop members, 2 chief officers, and one citizen; SCCAD is assisting with the EMS Station, and there will be skills testing.

There was further discussion regarding Station #1 Open House. Chief Vineyard said Open House is scheduled for March 28, everything is on target; O'Fallon City is providing the shuttle with driver since parking is limited at Station #1. Dedication of the station will be to Retired Volunteer Deputy Chief Dave Penrod; FGM and Paric representatives have been invited, as well as City Council Members, the Mayor, area chiefs, and notices have been placed on the District's website and newsletter inviting our citizens.

There was further discussion regarding the Public CPR Class. Chief Vineyard said the first class was held March 18 with 7 citizens participating. Captain Parrish and Engineer Davis taught the class; the participants were appreciative that this class was offered free of charge to District citizens.

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There was further discussion regarding the Free Pictures with the Easter Bunny on a Fire Truck event. Fire Marshal Morrison said they had approximately 420 attendees; this event was very successful.

NEW BUSINESS

Chief Vineyard stated the Hiring and Labor Management Committees are reviewing the Battalion Chief Promotional Process that will be needed in the near future. The Hiring Committee is working on the process which was posted yesterday for employee comments, and the goal is to have a finalized policy to the Board, April 9. Chief Vineyard requested approval to move forward with this process. A motion was made by Director Laughlin to move forward with the Battalion Chief Promotional Process, 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.

Chief Vineyard said the Hiring and Labor Management committees are working on the Captain's Promotional Process as we have one open captain position now, and will have a second opening after the Battalion Chief promotional process is completed. The goal is to post the open Captain position April 3; and Chief Vineyard requested approval to move forward with this process. A motion was made by Director Laughlin to move forward with the Captain's Promotional Process, 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.

Financial Director Cerrano stated that an invoice has been received from FGM Architects regarding their Administration Renovation work in the amount of \$27,341.76, and Mr. Cerrano requested an itemized bill showing a breakdown. Per Mr. Mason, \$90,000 was contracted for the East Elm Street building renovation, and usually the evaluation and initial design and programming runs 30% of the total cost, and that is how he arrived at that figure. Discussion held that the invoice seems high for the work completed. Mr. Morrison stated the District did programming twice; Mr. Cerrano stated the first programming was invoiced at \$6,000 and has been paid. Chief Vineyard asked what the going hourly rate is for architects; Mr. Morrison stated many do not charge

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hourly because there so many people working on a project. Chief Vineyard noted that Paric put together the cost estimate of the proposed renovation. Financial Director Cerrano stated the District is only obligated to pay for the services FGM provided. Consensus from the Directors that the bill is high and to table this item until Mr. Cerrano can obtain an itemized breakdown of costs from FGM.

Assistant Chief Vomund stated the District has a Fire Trailer that was purchased in 2007 with Grant monies that is in need of repair. Herbig Electric also looked at the trailer to determine what repairs were needed. Assistant Chief Vomund reviewed ProSafe's quote for Fire Trailer maintenance and repair of three MSA propane LEL sensors. Chief Vomund stated this trailer is used for training purposes and if it is not fixed, it cannot be used. Director Laughlin asked how often the crews trained on this equipment; not as often as they should, however, this issue has been discussed in Labor Management and agreement reached that regular training sessions will be scheduled for each crew several times per year. Consensus from the Directors that it is worth repairing if the crews train with it. A motion was made by Director Laughlin to approve Pro-Safe Fire Training Systems, Inc. quote for Inspection, Maintenance and repair service of the Mobile Live Fire Training Unit in the amount of \$5,750.00, as presented, 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.

A motion was made by Director Laughlin to approve Pro-Safe Fire Training Systems, Inc. quote for replacement of three, MSA propane LEL sensors in the Mobile Live Fire Training Unit for a total amount of \$7,680.00, as presented, 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.

Chief Vineyard stated that three quotes were received for Lawn Mowing estimates for 6 of the District's properties. Quotes were received from RSQ Lawn Service (\$335 per occurrence); Lawn Authority (\$260 per occurrence), and Rehmann Lawn Service (\$200.00 per occurrence). Rehmann gave the low quote and they are currently mowing our Pieper Road property and are performing as expected.

Discussion that a total of \$200.00 for 6 properties per occurrence was very reasonable. A motion was made by Director Laughlin to accept Rehmann Lawn Service's bid of \$200.00 per occurrence to mow Headquarters, Stations 1, 3, 4, 5, and Pieper Road properties, 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.

A motion was made by Director Laughlin at 7:22 p.m. to go into Closed Session pursuant to Section 610.021 (2) Leasing, purchase or sale of real estate by a public governmental body; (12) Any documents related to a negotiated contract until a contract is executed; (13) Individually identifiable personnel records, after a five minutes break, 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.

A motion was made by Director Laughlin at 8:05 p.m. to adjourn the Closed Session and reconvene in Open Session, seconded by Director Gober. Upon roll call the vote was:

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

Financial Director Cerrano requested approval for the District to pay life insurance premiums of approximately \$26.00 per month for any employee on long term disability. Director Laughlin made a motion to approve the District paying life insurance premium continuance for employees on long term disability for up to 12 months, 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 Board Work Session is scheduled for Thursday, April 9, 2015, 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) None
Motion declared and carried.

There being no further business, the meeting was adjourned at 8:07 p.m.



William Laughlin, Chairman

ATTEST: 

Karen Lucido, Board Administrative Assistant

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