

Approved,  
Board Mtg  
of 8-27-15

MINUTES OF THE REGULAR MEETING OF  
THE O'FALLON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
July 23, 2015

A Regular Meeting of the O'Fallon Fire Protection District Board of Directors was held on July 23, 2015, in the Board Room located in the Administration Building, 119 East Elm Street, O'Fallon, MO. Director Laughlin called the meeting to order at 7:03 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, Battalion Chief Mel Emge, Battalion Chief Chuck McCoy, Board Admin Assistant Karen Lucido, and numerous District Members.

The following guests were present: Attorney Neil Bruntrager; Family and Friends of Retirees Erwin Emge and Battalion Chief Mark Stenger.

The Pledge of Allegiance was led by Chief Vineyard followed by Engineer Adam Stenger's reading of the Firefighter Prayer.

Director Laughlin asked for any questions or comments regarding the Board Meeting Minutes of June 25 and July 9, 2015. There being none, Director Laughlin made a motion to approve the minutes of the prior Regular Board Meeting of June 25, 2015, Regular Board Work Session Minutes of July 9, 2015, 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.

Director Gober stated a general checking account balance of \$1,751,097.46. There were no questions or comments. A motion was made by Director Laughlin to approve payment of bills as presented, 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.

**RETIREE PRESENTATIONS:**

Director Laughlin announced that the District was honoring two of its recent Retirees who have put in many years of dedicated service, which the Board, employees and citizens appreciated. Director Laughlin called Retired Volunteer Senior Captain Erwin Emge forward. Chief Vineyard reviewed Erwin Emge's career and his contributions to the District; he was presented with a District Axe and wished the best in his retirement. Shop Steward Johnston thanked Erwin for his services to the District and Volunteer Program. Senior Captain Emge, Retired, thanked his family, friends, and District members.

Director Laughlin called Retired Battalion Chief Mark Stenger forward. Chief Vineyard reviewed Battalion Chief Stenger's career and numerous contributions with the District, thanked him personally for his assistance when Chief Vineyard joined the District; and Chief Stenger was presented with a District Axe. Shop Steward Johnston thanked Chief Stenger on behalf of the IAFF and members of the District for all his contributions. Battalion Chief Stenger thanked his family, friends, and many employees of the District, the Board of Directors and Chief Vineyard.

A motion was made by Director Laughlin at 7:20 p.m. to take a 15 minute break and the Board to reconvene in Open Session in the Board Room, 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.

A motion was made by Director Laughlin to call the Open Session back to order at 7:48 p.m., 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.

**CITIZEN COMMENTS** - None.

**COMMUNICATIONS**

Director Laughlin thanked District members who helped out a family in his subdivision that experienced a fire in their residence.

Director Simmons thanked the District members that participated in the July 4<sup>th</sup> parade and events.

Director Gober thanked Director Laughlin and Chief Vineyard for their kind words for the Retirees.

Chief Vineyard read a thank you note from the Talbott family, thanking the B-1 Crew: Captain Miller, Engineers Blevins, Adam Stenger, and Shepherd for their assistance.

Chief Vineyard read a letter from O'Fallon Policy Chief Joachimstaller thanking the District for the donation of Powerade for his officers.

Administrative Assistant Lucido read a note from Mr. Don Wright, thanking the firefighters for changing his smoke detector batteries.

### OLD BUSINESS

There was further discussion regarding Administration Renovation. Chief Vineyard said he met with the Architect, Mechanical Engineer, and Designer; the air conditioner capacity in the Board Room was reviewed. Things are moving along well. Mr. Jahneke said they will be ready to go out for bids as soon as they receive the final information from the Designer. Possible back-up power to the server was discussed, the cost of a backup generator could run \$20,000-\$30,000, and alternatives could be put in place for the server. Attorney Bruntrager stated the RFP should be published, and advertised, and that 14 days to allow for bids would be sufficient as the Architect will supply detailed plans to bidders. Director Gober stated the Board wanted ultimate approval on all sub-contractors; Attorney Bruntrager stated that should not be an issue.

There was further discussion regarding the Shift Training Officer position. Chief Vineyard reviewed the concept behind this position and asked if the Board had any questions or concerns. This position would bring more training into the District, and would work with Assistant Chief Vomund –Training Officer who is currently doing a great job. The Shift Training Officers would assist the Training Officer in developing classes, curriculum, and teach these classes in-house. A stipend would be paid for this position as they would be working both on and off duty. Financial Director Cerrano stated the stipend would be doable with the current Budget. There would be a total of 3 Shift Training Officers with the stipends totaling just under \$6,000 annually. After discussion, a motion was made by Director Laughlin to approve the Shift Training Officer position with a \$75.00 per pay period stipend, 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.

**NEW BUSINESS**

Chief Vineyard updated the Board on Labor Management’s activities that include discussions pertaining to Policies #001, #234, and #218. Policy #001 would be revised to ensure that employees sign off that they read all new and revised policies. Chief Vineyard stated he and Financial Director Cerrano are working on the current Purchasing Policies in anticipation of Mr. Cerrano’s upcoming retirement. Labor Management is reviewing the District’s long range plans and needed updates to the fire stations. Finalized recommendations will be brought to the Board in the next few months.

Financial Director Cerrano reviewed his proposed Budget Amendments. He stated the District is receiving legal bills that he will forward to Attorney Bruntrager for review to determine if the District will receive reimbursement. A motion was made by Director Laughlin to approve Request for Amendments to the 2015 Budget as presented in Bob Cerrano’s memo dated July 23, 2015, attached as Exhibit I, 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 reviewed Commerce Bank’s W-9 Resolution regarding purchase cards; the document will remove Financial Director Cerrano as a signor and add Chief Vineyard. There were no questions or comments. A motion was made by Director Laughlin to approve Commerce Bank’s Certificate of Authority and W-9 for a Government Organization Resolution as presented; Chief Vineyard, William Laughlin, and Matt Gober authorized to sign document, 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 8:15 p.m. to go into Closed Session pursuant to Section 610.021 (1) Confidential or privileged communications between a

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public governmental body and its attorneys; (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, and (13) Individually identifiable personnel records, after a 10 minute 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 9:09 p.m. to adjourn the Closed Session and reconvene in Open Session, 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 that during Closed Session, Consensus reached by the Board to not oppose the Battalion Chiefs' joining the IAFF Bargaining Unit.

Director Laughlin announced the next Board Work Session is scheduled for Wednesday, August 13, 2015, at 7:00 p.m.

A motion was made by Director Laughlin to adjourn the meeting, 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.

There being no further business, the meeting was adjourned at 9:10 p.m.

  
William Laughlin, Chairman

ATTEST:   
Karen Lucido, Board Administrative Assistant  
Recording Secretary

# MEMORANDUM

**EXHIBIT I**



**O'FALLON FIRE PROTECTION DISTRICT**

119 E ELM STREET  
O'FALLON, MO 63366  
PHONE: 636-240-5312 EXT 251  
FAX: 636-272-7857  
EMAIL: rcerrano@ofallonfire.org

To: Board of Directors

CC:

From: Robert Cerrano

Date: 7/23/2015

RE: Request for Amendments to the 2015 Budget

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## GENERAL FUND

I am requesting the Board increase Line Item 5431000, Legal and Election, by \$10,000 for current litigation not covered by insurance. I am also requesting the Board increase line items 5440000 Meeting Expense \$600 and 5510000 Equipment Purchased by \$521.47. To offset these increases, I am asking the Board to decrease Line Item 5240000, Firefighter Supplies by \$521.47 and line item 5450000, Dues and Subscriptions by \$600.

## PENSION FUND

I am requesting the Board increase Line Items 5140500, Insurance Expense \$5,000 and decrease Line Item 5140700, Pension Contributions \$5,000 to offset the increase.