

Approved, Board Mtg of 8-27-15

MINUTES OF THE REGULAR WORK SESSION OF  
THE O'FALLON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
August 13, 2015

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on August 13, 2015, at the Administration Building Board 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 (attended Closed Session only by voice conference), and Director Matt Simmons. The following staff members were present: Chief Vineyard, Assistant Chief Ken Vomund, Fire Marshal Mark Morrison, Financial Director Cerrano, Battalion Chief Mel Emge, Battalion Chief Chuck McCoy, Assistant Shop Steward Captain Vesely, and Board Administrative Assistant Lucido.

The following guest was present: Attorney Neil Bruntrager

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

FINANCIAL MATTERS:

Chief Vineyard stated Labor Management has been reviewing station maintenance issues including painting the interior of Station #3 and Station #4 drain issues; with Station #3 painting being the priority. A preliminary quote for a complete interior painting of Station #3 is \$16,000 plus approximately \$3,000 for painting the bay ceiling and pipes. Discussion held regarding the shape of Station #3's interior walls. Per Attorney Bruntrager, placing a RFP is not necessary as painting is a service. The Board requested 3 quotes be obtained for these services to ensure due diligence. A motion was made by Director Laughlin to approve moving forward on obtaining a minimum of 3 quotes for Station #3 interior painting, 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.

Per Chief Vineyard: Administration met with the architect and interior designer for the Administration Renovation project, and they are ready to go out for bid. The timelines are: Bids due September 9; bids opened at September 10 Board Meeting; Pre-Bid Conference, August 27; RFP will be advertised in the legal publication and on the District's website, and will be sent out to specific contractors. Director Laughlin stated he checked on the building's window tinting and that falls under Glazier's work, and requested that the appropriate trade be selected to do the proper jobs. A motion was made by Director Laughlin to proceed placing a RFP for Administration Renovation Construction Bids, 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.

LABOR MANANGEMENT

Chief Vineyard stated that Labor Management reviewed the Overtime policy and recommended revisions to the policy. The proposed revisions were posted for employee comments which were reviewed by Labor Management. Chief Vineyard reviewed the recommended changes to this policy. After discussion, a motion was made by Director Laughlin to approve SOP #218-Overtime as revised, per Labor Management Committee's recommendation, seconded by Director Simmons; 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  
Motion declared and carried.

Chief Vineyard stated that Labor Management posted new policy titled: Shift Training Officer; that he had discussed with the Directors at a prior Board Meeting. The policy was posted, employee comments reviewed and additional revisions made to the policy. Director Laughlin questioned if overtime would have to be used extensively to accommodate this position's responsibilities; Chief Vineyard stated overtime would be minimal. After review of the policy, Director Laughlin made a motion to approve SOP 108.01-Shift Training Officer as presented, per Labor Management's recommendation, seconded by Director Simmons; Chief Vineyard authorized to sign policy. Upon roll call the vote was:

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

Chief Vineyard stated Labor Management reviewed the Policy Development policy and recommended revisions that include employees signing that they have read all new and revised policies. The revisions were posted for employee comment. After discussion, a motion was made by Director Laughlin to approve amended policy SOP 001-Procedures for Policy Development and Revisions as presented, seconded by Director Simmons; Chief Vineyard authorized to sign policy. Upon roll call the vote was:

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

OPERATIONS

Director Laughlin stated that he understood there has been much work done on the trucks. Assistant Chief Vomund reviewed some of the truck issues that occurred. Financial Director Cerrano stated that Budget Adjustments would be required in the near future to accommodate the unexpected work, and that Budget & Planning would meet to evaluate the overall budget.

OTHER ITEMS FOR CONSIDERATION

None.

A motion was made at 7:22 p.m. by Director Laughlin to go into Closed Session after a ten minute break, pursuant to Section 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, seconded by Director Simmons. Upon roll call the vote was:

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

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At 8:15 p.m. a motion was made by Director Laughlin to adjourn the Closed Session and reconvene in Open Session, seconded by Director Simmons. Upon roll call the vote was:

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

Director Laughlin announced that the next regular Board Meeting will be held August 27, 2015, beginning at 7:00 p.m., Administration Building.

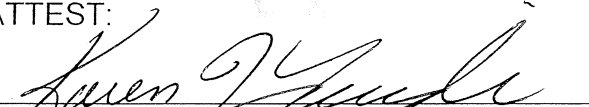
A motion was made by Director Laughlin to adjourn the meeting, seconded by Director Simmons. Upon roll call the vote was:

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

There being no further business, the meeting was adjourned at 8:17 p.m.

  
William Laughlin, Chairman

ATTEST:

  
Karen Lucido, Recording Secretary  
Board Administrative Assistant