

Approved,
Board Mtg
of 10-22-15

MINUTES OF THE REGULAR MEETING AND PUBLIC HEARING OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
September 24, 2015

A Regular Meeting and Public Hearing of the O'Fallon Fire Protection District Board of Directors was held on September 24, 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 7:00 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, Battalion Chief Chuck McCoy, Assistant Shop Steward Captain Chad Vesely, Engineer Dave O'Leary, Volunteer Firefighter Neil Fredrick, and Board Admin Assistant Karen Lucido.

The following guests were present: Attorney Neil Bruntrager; Chuck Jahneke, and Rick Rognan of Rognan & Associates.

The Pledge of Allegiance was led 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 August 27 and September 10, 2015. There being none, Director Laughlin made a motion to approve the minutes of the prior Regular Board Meeting of August 27, 2015, Budget Workshop of August 27, 2015, and Regular Board Work Session Minutes of September 10, 2015, 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.

Director Gober stated a general checking account balance of \$248,686.50. 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.

PUBLIC HEARING

Director Laughlin opened the Public Hearing at 7:06 p.m.; there were no citizen comments. Financial Director Cerrano stated that tax revenue was up due to an increase in assessments; General Revenue increased by \$109,000. Pension Fund tax revenues were also up. He stated that based on principal and interest plus reserves required for bond issues regarding Bond Service Revenue-General Obligation Bonds, he will be requesting approval of \$.0469 on the debt service fund. Discussion held regarding CPI and tax rates for 2016.

As there were no further questions or citizen comments, Director Laughlin closed the Public Hearing.

CITIZEN COMMENTS - None.

COMMUNICATIONS

Director Laughlin thanked everyone who put the Firefighter Picnic together; that a good time was had by all.

Board Administrative Assistant Lucido read a note from Ms. Jeffries, thanking Acting Captain Chapman and Engineers Jon Blevins and Doug Ellis for their assistance on a medical call.

Assistant Shop Steward Vesely stated that Retired Captain Paul Koenig's retirement party will be held October 2, 2015.

Volunteer President/Firefighter Neil Fredrick invited the Directors to the Volunteer Organization's Thanksgiving Dinner that will be held November 10.

OLD BUSINESS

There was further discussion regarding Administration Renovation – RFP 2015-03. Chief Vineyard stated that sealed bids for renovation were opened at the September 10, 2015 Board Meeting, and bids were reviewed with the architects, who did a comparison of services and costs. He reviewed the comparison and differences within the bids and services, including work on the outside retaining wall, which was an approximate \$8,000 difference between vendors, but both bids were within \$1,000

without the retaining wall costs. Based on Pinnacle's comprehensive itemization of all

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work to be performed, including the retaining wall, their time frame of 73 days versus Icon's 90 days and retaining wall work, Labor Management and Chief Vineyard are recommending Pinnacle Construction, while not the lowest bid, it is the best bid. Discussion held regarding the retaining wall issues and that Pinnacle had a comprehensive solution that should take care of any water issues permanently; that 73 days completion would be good, however, quality of work is most important. A motion was made by Director Laughlin to accept Pinnacle Contracting's bid as General Contractor for the Laura K Building Renovation Project, per the terms of AIA Document A101-2007 Standard Form Agreement Between Owner and Contractor with a Contract Sum of \$278,650.00; Chief vineyard authorized to sign AIA Standard Form Agreement, 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.

NEW BUSINESS

Chief Vineyard stated that he has talked with several Website managers, and reviewed a proposal for Website management from Spencer Web Design who has also worked on West County Fire Department's site. Ms. Spencer reviewed our website and stated it was very outdated, and most sites use Word Press. She is proposing a fee of \$3,600 to set up the site and \$21.95 per month to host the site. Labor Management reviewed the proposal and services and is recommending Spencer Web Design to design and host the District's Public Website. The District's previous website manager was charging the District approximately \$6,000 per year for maintenance. A motion was made by Director Laughlin to accept Spencer Web Design, Inc.'s quote for Web Design Services at a base price of \$3,600.00 and a monthly fee of \$21.95 for Hosting Services, per the terms of their quote dated September 21, 2015; Chief Vineyard authorized to sign Agreement, 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 the Honor Guard Policy has been revised, and posted for employee comments. The revisions pertain to adding the Combat Challenge Team

to this policy's guidelines, and he explained the changes. He stated Combat Challenge Team represents the District at events as does the Honor Guard Team. There were no questions or comments. A motion was made by Director Laughlin to approve revised Policy #358-Honor Guard and Combat Challenge Team Guidelines as presented; Chief Vineyard authorized to sign policy, 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 Denny & Associates obtained VBA renewal quotes for vision insurance of an approximate 7% increase. VBA's quote is still lower than the other carrier's quotes, and employees are satisfied with VBA. A motion was made by Director Laughlin to accept Vision Benefits of America's 2-year renewal quote at \$5.00 per single member/\$15.50 per family unit, as presented; Director Laughlin authorized to sign renewal notification, 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 requested approval of budget amendments and reviewed the amendments that include increases in legal and election costs of \$10,000, Meeting Expenses of \$1,000, and Vehicle Expenses of \$25,000. Financial Director Cerrano stated the District just received a check for \$10,000.00 from St. Charles County for protested taxes, so the District should be good or under budget. A motion was made by Director Laughlin to approve Request for Amendments to the 2015 Budget as presented in Chief vineyard's memo dated September 24, 2015 and 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 the 2016 Preliminary Operating Budget; stating revenue went up a bit from the last time it was reviewed. He stated the budget is still being worked on and a final 2016 Budget will be presented in December for the

Board's approval. The 2016 preliminary budget shows a deficit, but this will be resolved prior to the final budget's request for approval.

Financial Director Cerrano requested the Board set the 2016 General Fund, Debt Service, and Pension Tax Rates, and the 2016 Preliminary Budgets.

A motion was made by Director Laughlin to approve the 2016 Preliminary General Revenue Budget of \$ 8,210,380.73 as presented, pending any adjustments made before December 31, 2015, 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 levy a General Revenue Tax Rate of \$0.5779 per One Hundred Dollars (\$100) assessed valuation of all taxable tangible property within the District in addition to such other taxes as may be levied by the County Court for the tax year 2015, 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 approve the 2016 preliminary Debt Service Budget of \$ 552,480 as presented, pending any adjustments made before December 31, 2015, 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 levy a Debt Service Tax of \$0.0469 per One Hundred Dollars (\$100) assessed valuation of all taxable tangible property within the District in addition to such other taxes as may be levied by the County Court for the tax year 2015, 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 approve the 2016 preliminary Pension Revenue Budget of \$ 548,084 as presented, pending any adjustments made before December 31, 2015, seconded by Director Gober. Upon roll call the vote was:

Ayes: (3) Directors Laughlin, Simmons, and Gober

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Nays: (0) None
Absent: (0) None
Motion declared and carried

A motion was made by Director Laughlin to levy a Pension Revenue Tax of \$0.0417 per One Hundred Dollars (\$100) assessed valuation of all taxable tangible property within the District in addition to such other taxes as may be levied by the County Court for the tax year 2015, 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 7:39 p.m. to go into Closed Session pursuant to Section 610.021 (1) Confidential or privileged communications between a 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 8:36 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.

Mr. Jahneke stated that the Administration Renovation finish products will be provided through Tamison Design and the products will be at their cost; no mark-ups to the District, and will include flooring, carpeting, cabinets and countertops, including the Board Desk. These are items purchased outside of Pinnacle Contracting. Director Laughlin stated that the tinting of the building's windows should be done by Glaziers; Mr. Jahneke will double-check Pinnacle has Glaziers slated to do that part of the job.

Director Laughlin announced the next Board Work Session is scheduled for


Thursday, October 8, 2015, at 7:00 p.m.

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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 8:40 p.m.


William Laughlin, Chairman

ATTEST:


Karen Lucido, Board Administrative Assistant
Recording Secretary

Approved Copy

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: Thomas Vineyard

Date: 9/24/2015

RE: Request for Amendments to the 2015 Budget

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 \$1000 and 5211000, Vehicle Maintenance by \$25,000. To offset these increases, I am asking the Board to decrease Line Item 5240000, Firefighter Supplies by \$10,000, 5310000, Building Repair and Maintenance by \$10,000, 5220000, Fuel and Oil by \$15,000 and line item 5260000, Physicals and Background Checks by \$1000.

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