

Approved, Board Mtg of 11-24-15

MINUTES OF THE REGULAR WORK SESSION OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
November 12, 2015

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on November 12, 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, and Director Matt Simmons. The following staff members were present: Chief Vineyard, Assistant Chief Vomund, Fire Marshal Mark Morrison, Financial Director Cerrano, Battalion Chief Chuck McCoy, Shop Steward Captain Eric Johnston, Assistant Shop Steward Chad Vesely, and Board Administrative Assistant 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.

FINANCIAL MATTERS:

Administration Renovation. Per Chief Vineyard: Everything is framed; second floor has drywall; gas meters combined into one meter and gas turned on; retaining wall up and concrete will be poured next week. Everything is moving along. The District is responsible for refrigerators/appliance; security camera system and installation; and door keypad locks. Electricians will pull wires. The District received a proposal from TSI for the security system for approximately \$9,000. Consensus TSI has a good reputation and good references and a security system is needed. Discussion held. As a security system is part of the scope of work, a motion was made by Director Laughlin to approve TSI to install Administration Building's security system at a not to exceed cost of \$9,999.00, per the terms of their proposal; Chief Vineyard authorized to sign proposal on behalf of the Board, seconded by Director Gober. 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 that there may be a change order for: (1) Retaining Wall – remove back flow preventer for sprinkler system and pour sidewalk an additional foot wide to eliminate a gap at a cost of \$1,400. (2) Remove electrical closet from Board Room and put in 2nd floor. Chief Vineyard said he has received two bids for repair of the sign that was damaged: \$1,200 and \$6,700, which will be turned into the insurance company. Chief Vineyard will research sign options.

Chief Vineyard stated that the Administrative Assistant's computer was failing so a new one was purchased prior to its going out completely. Motion was made by Director Laughlin to ratify purchase of a HP Book G2 Mobile Workstation from CDW-G at a cost of \$1,614.00 including shipping, seconded by Director Gober. Upon roll call the vote was:

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

Financial Director Cerrano recommended streamlining the District's bank accounts by consolidating the two US Bank accounts and Commerce Bank account into the District's CDARS Program. Discussion held. A motion was made by Director Laughlin to approve closing the District's US Bank Savings Account, US Bank CD Account, and Commerce Bank Payroll Account and transferring these funds to the District's CDARS Program with the Central Bank of St. Louis, 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.

LABOR MANANGEMENT

Chief Vineyard stated the Labor Management Meeting has been postponed to November 16; nothing further to report at this time.

OPERATIONS

Chief Vineyard stated he attended the Accreditation Conference with Assistant Chief Vomund, Fire Marshal Morrison, and Captain Alcorn, and the conference was very good. We are moving to the 9th Edition from the 8th Edition. He stated the employees currently on the Accreditation Committee are the right people to get the job done.

OTHER ITEMS FOR CONSIDERATION

Chief Vineyard reviewed a draft of the next edition of the District's newsletter. To save printing costs, the District will go in with the Wentzville Fire Protection District's printing, with the newsletter being released at Thanksgiving. Consensus the newsletter was well done.

Chief Vineyard stated the Awards Banquet was well done and while attendance was down slightly, all had a good time.

Director Laughlin said the Volunteer Organization's dinner was well done and he appreciated the effort and invitation; Director Simmons agreed.

A motion was made at 7:24 p.m. by Director Laughlin to go into Closed Session after a five minute break, pursuant to Section 610.021 (2) Leasing, purchase or sale of real estate by a public government body; and (12) Any documents related to a negotiated contract until a contract is executed, and (13) Individually identifiable Personnel records, seconded by Director Gober. Upon roll call the vote was:

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

At 8:00 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: (3) Directors Laughlin, Gober, and Simmons
Nays: (0) None
Absent: (0) None
Motion declared and carried.

Director Laughlin announced the following motions were made in Closed Session:

A motion was made by Director Laughlin to approve a 5% (\$2,540.71/year) merit increase for Fire Prevention Clerk Payne, per Shop Steward Johnston's recommendation, effective January 1, 2016, seconded by Director Gober. 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 to move forward with the hiring process for the Assistant Chief of Administrative Operation-Community Education position per Chief Vineyard's recommended timeline, seconded by Director Gober. 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 to hold a Special Closed Session Board Meeting, December 17, 2015 for the purpose of candidate interviews, and a Special Board Meeting December 22, 2015 to address year-end business, seconded by Director Gober. Upon roll call the vote was:

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


Director Laughlin announced that the next regular Board Meeting will be held Tuesday, November 24, 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: (3) Directors Laughlin, Gober, and Simmons
Nays: (0) None
Absent: (0) None
Motion declared and carried.

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There being no further business, the meeting was adjourned at 8:03 p.m.



William Laughlin, Chairman

ATTEST:



Karen Lucido, Recording Secretary
Board Administrative Assistant

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