

Approved, Board Mtg OF 1-28-16

MINUTES OF THE REGULAR WORK SESSION OF
THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
December 10, 2015

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on December 10, 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, Captain Mike Alcorn, Assistant Shop Steward Chad Vesely, Engineer Kern Swafford, Firefighter Elliot Thomas, Volunteer President Neil Fredrick, and Board Administrative Assistant Lucido.

The following guests were 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:

Administration Renovation. Per Chief Vineyard: Renovation is going well; installation of second floor cabinets and counters, and doors being completed. First floor carpet and tile being completed. Window tinting should be completed Monday. The security system is in, and move-in is scheduled for December 18, 2015, though the Board countertop needs to be reconfigured to a smooth top.

Central Bank. Financial Director Cerrano recommended removal of his name as signatory as he is retiring, and adding Chief Vineyards. There were no questions. A motion was made by Director Laughlin to approve removing Robert Cerrano's name and adding Tom Vineyard's name as a signer for Central Bank of St. Louis bank accounts; Director Laughlin authorized to sign as Account Representative for Changed Signature Cards and Organizational Certifications and Directives, 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 reviewed the 2016 Operating Budget and recommended Board approval of the General, Pension, Debt Service, and Capital Projects funds budgets. He stated everything is within budget. Director Laughlin asked for clarification on certain line items including insurance, audit expense, vehicle maintenance, legal and election costs. Per Chief Vineyard: (1) Insurance includes worker comp and property and casualty – though worker comp is higher than 2015 it was \$30,000 less than previously thought, and estimating \$350,000; Property and Casualty renews in March, so built in a 7-8% increase. (2) Audit Expense is increased due to the services of ADP and Rognan & Associates. (3) Vehicle Maintenance is set at \$99,700 based on past history. (4) Legal & Election Costs – though there is no election scheduled in 2016, \$27,000 is set for election expenses if the District chooses to run an initiative in 2016; if not, the monies will be to another fund. Chief Vineyard reviewed the budgeted Revenue. Discussion held. Director Simmons asked if the District was going for any Grants in 2016. Per Chief Vineyard: We are looking at Firehouse Subs who will consider a grant every 3 years. Fire Grants have opened earlier this year and applications end in January, and should be awarded in April or May, which is too soon to put anything together. The District's SCBAs are not yet 10 years old in order to be considered for the grant process, and most of our equipment is fairly new. There were no further questions or comments. A motion was made by Director Laughlin to approve the 2016 General Fund Budget as presented, 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 approve the 2016 Pension Fund Budget as presented, 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 approve the 2016 Debt Service Fund Budget as presented, 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 approve the 2016 Capital Projects Fund Budget as presented, 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 recommended purchase of new officer vehicles, as follows: A 2016 Chevrolet 4X4 Crew Cab Pickup for the Assistant Chief, and the Assistant Chief's current pickup will go to the Fire Marshal; and A 2016 Chevrolet Tahoe 4WD Special Service Utility Vehicle for the Fire Chief; the Fire Chief's current SUV will go to the new Assistant Chief. The new vehicles will be painted red and be purchased from Don Brown Chevrolet per the terms of their State Bid, and paid for with Bond Monies. Chief Vineyard reviewed the specs of each vehicle with a quote of \$35,281.00 for the 4X4 Crew Cab Pickup including graphics and lights; and \$44,112.00 for the Tahoe 4WD Special Service Vehicle including graphics and lights. Director Laughlin requested an update on bond monies. Chief Vineyard stated there is \$280,000 left in Bond monies after Administration Building renovation is complete, and that the Board has fulfilled all promises it gave to the citizens regarding bond money expenditures. Financial Director Cerrano stated bond monies will cover these two vehicle purchases. There being no further questions or comments, a motion was made by Director Laughlin to approve the purchase of a 2016 Chevrolet 4X4 Crew Cab Pickup from Don Brown Chevrolet per the terms of their State Bid quote including graphics and lights with chevron at a total cost of \$35,281.00; Chief Vineyard authorized to sign agreement on behalf of the Board, 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.

A motion was made by Director Laughlin to approve the purchase of a 2016 Chevrolet Tahoe 4WD Special Service Utility Vehicle from Don Brown Chevrolet per the terms of their State Bid quote including graphics and lights with chevron at a total cost of \$44,112.00; Chief Vineyard authorized to sign agreement 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 the District's Honor Guard Trailer is plain and is showing wear. Honor Guard members are requesting approval to obtain a wrap for the trailer; Honor Guard member Kern Swafford described the wrap. Discussion held. A motion was made by Director Laughlin to approve purchase of a wrap for the Honor Guard Trailer from Sign Ink Extreme, for a not to exceed price of \$1,500.00; 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 the outside sign for the Laura K Drive Building was damaged by a vehicle driving into it. He reviewed a handout of the proposed sign repair, stating insurance should cover up to \$7,100 for the sign. Consensus from the Directors that the proposed sign repairs from Warren Sign are good. Chief Vineyard stated that a guard rail should be installed at this site, and would cost approximately \$3,500.00. A motion was made by Director Laughlin to approve repair of the 111 Laura K Outdoor Sign by Warren Sign, at a total cost of \$5,944.00 plus any permit fees, per the terms of their Proposal dated December 9, 2015; Director Laughlin authorized to sign proposal, 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.

Chief Vineyard stated that Assistant Chief Vomund is obtaining bids to add gutters to the Laura K Drive Building. He stated the original building bid included an alternate for a fenced placed by the retaining wall at an additional \$5-6,000 expense. Chief Vineyard recommended live plants in front of the property be planted in the Spring at an approximate cost of \$500-600.00 instead of the fence; the Board concurred.

Chief Vineyard requested Board approval of recommended Budget Amendments to the 2015 Budget. He reviewed his recommendations. A motion was made by Director Laughlin to approve Request for Amendments to the 2015 Budget as presented in Chief Vineyard's memo dated December 10, 2015, and attached as Exhibit I, 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.

LABOR MANANGEMENT

Chief Vineyard stated the Labor Management Committee is recommending approval of revised Bidding and Purchasing Policy as presented. Chief Vineyard reviewed the revisions which included Purchase Orders required for purchases \$200.00 and above, from \$25.00 and above, and changes made due to Financial Director Cerrano's retirement. Discussion held. A motion was made by Director Laughlin to approve revised SOP 255.01-Bidding & Purchasing Policy as presented; Chief Vineyard authorized to sign policy, 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.

OPERATIONS

Chief Vineyard stated there is nothing new to report regarding Accreditation; work will commence on re-Accreditation after the first of the year.

Chief Vineyard stated that the Retirement Committee will be meeting Wednesday, with the goal of having something in place by the end of 2016.

OTHER ITEMS FOR CONSIDERATION

Discussion held that the Administration Pension Board Member two-year term was up for renewal. Administration personnel voted on Mark Morrison continuing in this position. A motion was made by Director Laughlin to appoint Fire Marshal Mark Morrison to the Pension Board as the Administrative Representative for a 2 year term beginning 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.

Chief Vineyard stated that crews will stage at the K&N Schnucks to Ring the Bell on behalf of the Salvation Army from 10am to 6pm; anyone wanting to assist should contact Chief Vineyard.

Chief Vineyard stated that Pictures with Santa on the Fire Truck event was held at Station #4 and almost 1,000 citizens came though. Congratulations were given to Fire Prevention, Neil Fredrick, and all who made this event successful.

Chief Vineyard stated that Santa Runs are scheduled this weekend for Hutchings Farms and Calumet, and next weekend at Homefield.

Chief Vineyard reviewed the latest District Newsletter that was sent to the public and will be placed throughout the District.

A motion was made at 7:40 p.m. by Director Laughlin to go into Closed Session after a five minute break, pursuant to Section 610.021 (1) Legal Actions involving a public governmental body 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; 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 8:20 p.m. a motion was made by Director Laughlin 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, 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 December 30, 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.

There being no further business, the meeting was adjourned at 8:21 p.m.


William Laughlin, Chairman

ATTEST:


Karen Lucido, Recording Secretary
Board Administrative Assistant