

MINUTES OF THE REGULAR WORK SESSION
OF THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
January 11, 2018

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on Thursday, January 11, 2018, at the Administration Building Board Room, 111 Laura K Drive, O'Fallon, MO. Director Laughlin called the meeting to order at 4:00 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. The following Directors were present: Director Bill Laughlin, Director Matt Gober, and Director Matt Simmons. The following staff members were present: Chief Tom Vineyard, Assistant Chief Ken Vomund, Assistant Chief Brian Moore, Fire Marshal Morrison, Assistant Shop Steward Captain Darren Daly, and Board Administrative Assistant Karen Lucido.

The following guest was present: Attorney Bruntrager

The Pledge of Allegiance was led by Chief Vineyard followed by the reading of the Firefighter Prayer.

FINANCIAL MATTERS:

Chief Vineyard stated that Station #1 and Station #5 Renovations are moving along, and projected to be completed by the end of January.

Chief Vineyard stated Gates Design submitted a revised proposal for Station #4 renovation with and without an added basement. The proposal without a basement is \$94,850.00, and add \$14,450.00 if a basement is included. Weis Design had projected \$22,000.00 to add a basement. Director Laughlin stated that since we are doing a tear down of Station #4's living quarters we should be able to make it large enough to house everything that is needed including a sufficient exercise room without adding a basement. Discussion held regarding how Station #4 is currently situated and the cost and possible benefits of adding a partial basement.

Chief Vineyard met with Steve Lane of Layneco Construction at Station #3 to regarding adding a room in the back of the station. Station #3 is centrally located within the District so it is the best positioned station operationally to house the

Battalion Chiefs. A quote will be obtained on the cost of adding a room by closing in the back deck.

Assistant Chief Vomund stated the truck committee continues to work on putting specs together to eventually place an RFP for ladder truck. They are discussing their findings and ideas with Labor Management.

Chief Vineyard stated that our current Auditor's agreement expired in 2017 and requested the Board's wishes regarding retaining Mr. Kummer's firm or going out to bid for these services. Attorney Bruntrager confirmed that since this is a service an RFP is not required, but can be done. Discussion held. Agreed that Mr. Kummer's firm has consistently been the low quote when this service has been placed for bid; Chief Vineyard, the staff and Board are happy with Mr. Kummer's professionalism and thoroughness. Consensus to retain Mr. Kummer's Auditing Services at this time.

LABOR MANAGEMENT

Chief Vineyard stated that the Labor Management Committee has been discussing rebranding and redesigning the District's logo. He has sent an email in-house requesting design suggestions. Labor Management has been discussing this for some time as there is agreement that the current District Logo is "busy" and using *O'Fallon Fire and Rescue* better states our services. This will be brought back to the Board later this year.

Chief Vineyard stated that our Auditors had made several recommendations regarding modifying the District's policy on Equipment Inventory and Capital Expenditures. The updated policy will be brought to the Board for approval when revisions are finalized.

Assistant Chief Moore stated that four EMS policies are currently being posted for employee comments that are required by EMRA as the District is going to ALS in the near future. These policies will be brought to the Board for approval when finalized.

Assistant Chief Moore stated that Engineer Kevin Davis has been acting in an unofficial capacity as the District's *EMS Equipment Manager*, and now that the District is going ALS, this is much more complex. He explained the role of this position. Chief Vineyard stated that he and Labor Management are recommending

an EMS Equipment Manager position that would have a \$75.00 per pay period stipend added to it. Chief Vineyard stated this position would be posted for any in-house personnel to bid on. Chief Vineyard and Assistant Chief Moore stated that Kevin Davis has been doing a phenomenal job of ordering, stocking and keeping inventory and has spent countless hours getting the District ready for ALS. Consensus from the Board to move forward with formalizing this position, including a \$75.00 stipend.

OPERATIONS

Attorney Bruntrager stated he is working on finalizing a Resolution and Ordinance regarding No Weapons/Search signs. He stated that the District has discretion of whom to search and/or what property to search once someone enters District property, and explained that signs are to be posted outside at the front door, and any person entering the building agrees to the terms of these signs.

Chief Vineyard stated that Lake Ozark Fire Department has a need for hose and a very tight budget. The District has approximately 800' of hose worth approximately \$1,000 and is recommending the District donate this hose to Lake Ozark. Discussion held. Attorney Bruntrager stated he will supply a Release to Chief Vineyard. A motion was made by Director Laughlin to approve donating approximately 800 feet of old hose to Lake Ozark Fire Department, 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.

Assistant Chief Moore stated that the District is close to going ALS. The EMRA application has been submitted to the State and he is working on getting an EMRA inspection by January 30, to be able to go full ALS in February.

OTHER ITEMS FOR CONSIDERATION

Fire Marshal Morrison stated that there is a large apartment complex being built off Tom Ginnever close to Homefield and the Bank of Old Monroe.

A motion was made by Director Laughlin at 5:50 p.m. to go into Closed

Session under Section 610.021 (1) Legal Actions, causes of action or litigation involving a public governmental body and any 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; (3) Hiring or promoting of particular employees by a public governmental body; (12) Sealed bids and related documents or any documents related to a negotiated contract; and (13) Individual Personnel Records, 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 adjourn the Closed Session and reconvene in Open Session at 6:10 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.

Director Laughlin announced the next regular Board Meeting will be held, Monday, January 22, 2018 at 7:00 p.m., and a Special Board Meeting is scheduled for Wednesday, January 17, 2018 at 4:00 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, Gober, and Simmons
Nays: (0) None
Absent: (0) None
Motion declared and carried.

There being no further business, the meeting was adjourned at 6:14 p.m.



William Laughlin, Chairman

ATTEST:


Karen Lucido, Recording Secretary
Board Administrative Assistant