

MINUTES OF THE REGULAR WORK SESSION
OF THE O'FALLON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
May 10, 2018

A Work Session of the O'Fallon Fire Protection District Board of Directors was held on Thursday, May 10, 2018, at the Administration Building Board Room, 111 Laura K Drive, 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. 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, Captain Mike Alcorn, and Board Administrative Assistant Karen Lucido. Assistant Chief Brian Moore was excused.

The following guests were present: Attorney Bruntrager, Rick Rogan CPA

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

FINANCIAL MATTERS:

Rick Rogan gave his April Financial Report, that included the following: District is currently \$270,000 under budget; there are 97.72% of taxes collected, and to date have received \$48,000 in interest. He reviewed the itemized budget to-date, stating the District is doing well and staying within budget in most areas; worker comp insurance and truck repairs remain high, but may come in budget by the end of the year. Chief Vineyard moved the District's reserve funds to Stifel Bank from Busey Bank per the Board's approval and has obtained a 26 week CD at 2.2%. The District has run 113 more calls than in 2017 for the same period, mainly EMS calls.

Mr. Rogan stated he is getting ready for the 2017 Audit, and reviewed his recommendations to amend the 2017 Budget; noting only categories that went over budget are amended. After review, Director Laughlin made a motion to amend the 2017 Budget as recommended by Mr. Rogan, 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 to approve assigning \$3,187,961.00 of the 2017 General Fund balance for the purpose of future appropriations, per Mr. Rognan's recommendation, 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.

Per Chief Vineyard: Mr. Jahneke is estimating the cost for Station #4's renovation at \$1.5 million; the District had estimated \$1.3-\$1.5 million. Station #4 renovation ad requesting sealed bids is ready to be placed, with bids due June 19. He recommended holding a special Board Meeting, June 21, 2018 for the purpose of opening bids, and bids would be awarded at the June 28, 2018 Board Meeting. Discussion held. The Board reviewed the proposed ad. After discussion, a motion was made by Director Laughlin to set a Special Board Meeting, 7:00 p.m., June 21, 2018, for the purpose of opening sealed bids for Station #4 renovation, 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 to place the Ad for Station #4 Renovation bids request as presented, 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 reviewed the Trailer Rental agreement for housing the crews at Station #4 during renovation, with the same company used during Station #5's renovation. The \$2,000 refundable deposit from Station #5's contract will be applied against this contract; additional costs will be water, sewer, and electrical hookups, and the trailer will be skirted to ensure no frozen pipes during cold weather. A motion was made by Director Laughlin to approve Industrial Housing Solutions Lease #2 for

a living quarters trailer staged at Station #4 during renovation, as presented; \$2,000.00 refundable security deposit held from HIS-1056 and applied to this contract; Chief Vineyard authorized to sign Lease Agreement, seconded 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.

Per Chief Vineyard: Mr. Jahneke's estimate for Station #3's renovation is \$180,000; he should have preliminary plans soon.

Chief Vineyard reviewed the Resolution for Investment Services Provider. These documents were reviewed by the Pension Board of Trustees who are recommending approval by the Board of Directors. Attorney O'Brien continues to review all documents. Discussion held. A motion was made by Director Laughlin to approve *Resolution 2018-03 related to Selection of Recordkeeping, Administration and Compliance Services Provider and Investment Services Providers for the 401(a) and 457(b) Plans* as presented, 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.

Chief Vineyard stated that a 2018 Budget Request to purchase a rescue boat for \$28,000.00 was approved, but after review of the boat model, and the benefit of also purchasing a 10hp smaller motor, the cost will total \$29,210.00. The inflatable boat will be used for rescue situations, and the smaller motor can be used when crewmembers need to traverse terrain carrying the boat; the 40hp motor that comes with the boat weighs 450 lbs. Discussion held of various scenarios where and how the boat would be utilized. Assistant Chief Vomund said the District will receive the Rescue Boat approximately 45 days after the order is placed. A motion was made by Director Laughlin to approve purchase of one, Wing P4.2 Rescue Model inflatable Boat from MiPRO Marine LLC per the terms of their quote dated April 23, 2018 for a total cost of \$29,210.00; 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.

Assistant Chief Vomund stated the ladder truck has been ordered; he and members of the Truck Committee will visit the manufacturer, June 4, to review the specs to begin building it.

LABOR MANANGEMENT

Chief Vineyard stated Labor Management is looking at the PSIN (Public Safety Information Network) program, which is a system that networks all stations together via monitors, that will have all calls, daily manpower, weather updates, etc. Cpt. Vesely is researching this program and setting up a demo for committee members, before any purchase recommendation. Annual license fee is \$270.00 per device plus an annual overall cost of \$3,000.00, and one-time set-up fee of \$800.00. The District needs to provide the monitors. The initial outlay will be approximately \$10,000.00. Chief Vineyard will keep the Board informed.

Chief Vineyard stated Labor Management is looking at the ER System as a possible replacement to the Firehouse System. The District currently spends \$5,000.00 per year licensing Firehouse for a limited number of users, and Firehouse does not interface with any other program or CAD. The ER System interfaces with Target Solutions and the CAD system, and will be considerably cheaper. Cpt. Alcorn stated the initial year rent that includes set up and interface with Dispatch will be \$10,000.00, then \$7,000.00 per year thereafter, and allows for unlimited users, and the District would no longer need a dedicated server for Firehouse. Cpt Alcorn stated Firehouse will probably not be available in the future, and is not up-to-date with current computer systems. Chief Vineyard will keep the Board updated on this.

Chief Vineyard stated that Firefighter Doug Ellis attended an O2X Training Seminar and went through their program. This is a physical fitness program tailored to firefighters' physical job requirements. Several programs have been tried over the years, and the District is continuously looking for the right fit. Chief Vineyard explained the program, and stated this O2X team would meet with each crew individually twice a month, and tailor their program to each individual crew's capabilities. Chief Vineyard stated that it will be mandatory that all crews participate

in this program. Assistant Chief Vomund said over 25 employees are currently using Club Fitness, and all crews have access to the in-house fitness rooms. Chief Vineyard stated there would be no contract to sign, we could evaluate it for 3 months to track its effectiveness by tracking individual progress, and it is another tool to keep fitness levels where they should be to assist with alleviating injuries on the job and reducing worker comp claims. Discussion held. A motion was made by Director Laughlin to approve O2X Fitness Training per the Finley's proposal at \$100.00 per crew per session, twice per month per crew, 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 Simmons requested a printout of the O2X program and goals. Directors Simmons and Gober requested an end-date for the initial period to assess the program's effectiveness.

Chief Vineyard stated he received 40 submissions of possible District Logos; Labor Management narrowed it down to 5, and he will send the 5 Logos to all employees for a vote. The Board indicated their preference.

OPERATIONS

Chief Vineyard stated that the Adjustor estimated approximately \$10,300.00 to fix Station #1's basement flood damage; the District has a \$5,000 deductible. Two bids are being obtained for remediation.

Chief Vineyard reviewed the letter from ISO containing the results of ISO's recent Public Protection Classification survey. He stated his disappointment at ISO keeping the District at a Class 4, and that the manager who conducted the survey did not give the District any feedback or request clarification or additional items after his initial visit. ISO no longer does split ratings; the District had a 4/9 rating (9 for areas without water). Currently ISO gave the District a 4/4X rating. Discussion held about what ISO considers to assign a rating, and that there is no consistency in how ISO works and conducts its surveys. Fire Marshal Morrison stated that the insurance industry rarely looks at ISO ratings anymore, so ISO ratings have minimal impact on citizen's insurance rates.

Chief Vineyard stated the District received an Accreditations Statement of Findings that was favorable to the District. Captain Alcorn put a great deal of work into this and he congratulated him on an excellent job. Directors Laughlin, Simmons, and Gober also congratulated Captain Alcorn on a job well done.

OTHER ITEMS FOR CONSIDERATION

Chief Vineyard stated Station #5's Open House is set for May 19, 2018 from 10:00 a.m. to 2:00 p.m. There will be a bounce house, face painting/balloons, tours of the station, and food/refreshments will be served. This is for the public to see the results of the station renovations, and a thank you for their support.

A motion was made by Director Laughlin at 8:05 p.m. to go into Closed Session after a 5 minute break, 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, and (13) Individually identifiable personnel records, 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 to adjourn the Closed Session and reconvene in Open Session at 8:28 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.

The following motion was made in Closed Session:

A motion was made by Director Laughlin to approve SOP 124.00-Part-time Office Assistant, as presented, 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.

Director Laughlin announced the next regular Board Meeting will be held, Thursday, May 24, 2018 at 7:00 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 8:30 p.m.



William Laughlin, Chairman

ATTEST:



Karen Lucido, Recording Secretary
Board Administrative Assistant

APPROVED COPY

**RESOLUTION #2018-03 BY BOARD OF DIRECTORS OF THE O'FALLON FIRE
PROTECTION DISTRICT
RELATED TO SELECTION OF RECORDKEEPING, ADMINISTRATION AND
COMPLIANCE SERVICES PROVIDER AND INVESTMENT SERVICES PROVIDERS
FOR THE
401(A) AND 457(B) PLANS**

WHEREAS, the District issued a Request for Proposals for recordkeeping, administration and compliance services and for an investment platform for both its 401(a) and 457(b) Plans and on November 16th, the District's committee (Chief Vineyard, Mike Alcorn, Mark Morrison, Elliot Thomas and Jeff Smith) and the staff of Retirement Plan Advisors, LLC ("RPA") held interviews with the top 3 bidders for the services; and

WHEREAS, the Committee advised the Board of Trustees that it unanimously voted that MassMutual was the first choice and favored offering customized risk based funds put together and monitored by RPA, for an additional fee to RPA; and

WHEREAS, on November 21, 2017, the Board of Trustees recommended to the Board of Directors and on the same date the Board of Directors authorized its Pension Attorney, Rhonda A. O'Brien to negotiate the contracts, services agreements and other ancillary documents related to the engagements and to determine and resolve any transitional issues that might arise; and

WHEREAS, the District's Pension Attorney advised that the material agreements for the described transactions had been negotiated and were ready for consideration and the Board of Trustees met on April 17, 2018 and unanimously approved and recommended to the Board of Directors the adoption of the agreements described in Board of Trustees Resolution #2018-01.

NOW THEREFORE, the Board of Directors moves as follows:

1. The Board of Directors approves the following agreements in connection with the engagement of MassMutual as recordkeeping, administration and compliance services provider and investment platform provider for the 401(a) and 457(b) Plans:
 - a. MassMutual Administrative Services Agreement (457 Plan and Money Purchase Plan), a copy of which is attached hereto, subject to such further changes as are approved by the District's Pension Attorney; and
 - b. Envestnet Retirement Solutions LLC Plan Services Agreement for the 457 Plan, which will allow participants the option to select a discretionary advisor, a copy of which is attached hereto, subject to such further changes as are approved by the District's Pension Attorney; and
 - c. Envestnet Retirement Solutions LLC Plan Services Agreement for the Money Purchase Plan, which will allow participants the option to select a discretionary

advisor, a copy of which is attached hereto, subject to such further changes as are approved by the District's Pension Attorney;

- d. An Investment Agreement between MassMutual and the District, which is a group annuity contract, allowing for fixed rate investments as provided therein, a copy of which is attached, subject to such further changes as are approved by the District's Pension Attorney.
2. The Board of Directors acknowledges receipt of the attached side letter from MassMutual to be paired to the foregoing Investment Agreement.
 3. The Board of Directors approves the following agreements:
 - a. a Trust Agreement by and between the District, the Pension Board of Trustees and Reliance Trust Company for the Money Purchase Plan, a copy of which is attached hereto; subject to such further changes as are approved by the District's Pension Attorney; and
 - b. a Trust Agreement by and between the District, the Pension Board of Trustees and Reliance Trust Company for the 457 Plan, a copy of which is attached hereto; subject to such further changes as are approved by the District's Pension Attorney.
 4. The Board of Directors acknowledges receipt of the attached letter from Retirement Plan Advisors, LLC opining that the fees for the providers described in the agreements approved in this resolution are reasonable.
 5. The Board of Directors approves the Amended and Restated Plan Services Agreement between the O'Fallon Fire Protection District as Plan Sponsor and Retirement Plan Advisors, LLC, adding services providing for the creation of and monitoring of risk based funds at a cost of \$10,000 annually, a copy of which is attached hereto.
 6. Chief Vineyard is authorized to execute the foregoing agreements on behalf of the District and such other ancillary forms and documents necessary to implement the foregoing. The Trustees individually, or Director Laughlin, on behalf of the Board of Trustees are hereby authorized to sign such of the foregoing documents as provided for their signatures and such other ancillary forms and documents necessary to implement the foregoing.

7. Chief Vineyard and the District's Pension Attorney are authorized to work with MassMutual to draft new Money Purchase Plan and 457(b) Plan documents using MassMutual prototypes.

Dated this 10 day of May, 2018

APPROVED:

WILLIAM LAUGHLIN
Board Chairman

MATTHEW GOBER
Board Treasurer

MATTHEW SIMMONS
Board Secretary

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