

**MINUTES OF THE
REGULAR BOARD MEETING
OF THE
PACIFIC FIRE PROTECTION DISTRICT
FRANKLIN, JEFFERSON, AND ST. LOUIS COUNTIES
STATE OF MISSOURI**

August 16, 2018

BE IT REMEMBERED, that the Board of Directors of Pacific Fire Protection District of Franklin, Jefferson, and St. Louis Counties, Pacific, Missouri met at the office of said District, Boardroom, Central Engine House, 910 West Osage, Pacific, Missouri 63069, on Thursday, August 16, 2018, at 1900 hours (7:00 p.m.). At the above time and place there were present:

1. CALL TO ORDER & ROLL

John C. Davis	-- Director
Chris Wymer	-- Director
Stephen Woodruff	-- Director

Chief Steve Sagehorn
Assistant Chief Gary Graf
District Counsel Patrick Butler

Guests in attendance –

- 1.
- 2.
- 3.
- 4.
- 5.

QUORUM

A quorum being present, Director Davis called the meeting to order and announced the Board of Directors meeting to be in Session for the transaction of any and all business to be brought before it at this time.

2. AMENDMENTS TO AGENDA

Director Davis inquired as to whether or not there were any amendments to the Tentative Agenda for the meeting.

Item: Financial Report: none.

Item: Unfinished Business: none.

Item: New Business: none.

Item: Fire Prevention Report: none

Item: Fire Chief's Report: none

Item: Attorney's Report: none.

Item: Public Comments: none.

The Chairman requested that an **Executive Session** remain on the agenda. On motion made by Director Woodruff and seconded by Director Wymer, the Tentative Agenda was accepted as the Final Approved Agenda.

3. APPROVAL OF PRIOR MINUTES

The Chairman called for acceptance or rejection of meeting Minutes for the June 21, 2018, July 10, 2018 and July 12, 2018 Regular and Executive Sessions.

The Minutes for the June 21, 2018, July 10, 2018 and July 12, 2018 Regular and Executive Session of the Board of Directors were presented for review, modification, or approval. On motion made by Director Wymer and seconded by Director Woodruff, the following motion was unanimously approved and accepted:

“WHEREBY, that the Minutes of the Board of Directors’ June 21, 2018, July 10, 2018 and July 12, 2018 Regular and Executive Session are hereby adopted and approved in their entirety as presented.”

The Board of Directors being present and voting affirmatively, the Motion was adopted and approved. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

The above Minutes of the June 14, 2018 and June 18, 2018 Regular and Executive Session having been approved, the Chairman directed that the same be filed in the Minute Book for the purpose of recording all proceedings of the Board of Directors for the Pacific Fire Protection District.

4. BUDGET AND FINANCIAL MATTERS

A. Monthly Disbursement Approval and Treasurer's Report

The Chairman next called for a discussion of financial matters. A financial report was presented to the Board of Directors for review of general revenue checking, capital improvement checking fund, health and welfare, communications fund, escrow balances, preliminary check register with attachments, and account payable invoices.

Chief Sagehorn requested that the Board also approve the payment of the end of the month invoices for the end of July 2018 which were already signed and sent out at the end of the month, and also from August 1, 2018 through August 16, 2018.

Following a brief discussion, on motion made by Director Wymer and seconded by Director Woodruff, and the following Motion was unanimously adopted:

**MOTION
ADOPTING THE TREASURER'S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

August 16, 2018

“Upon motion duly made and seconded, the Board of Directors of the Pacific Fire Protection District of Franklin, Jefferson, and St. Louis Counties, Missouri, that the Treasurer's Report submitted to the Board of Directors, August 16, 2018, is hereby approved and accepted, including the payment of bills presented, with corrections if any; Further, that said Report be appended to these Minutes and incorporated herein by reference, and that the disbursements, payment of bills, and transfers of funds therein approved be made by the appropriate District Officers.”

The Board of Directors being present and voting affirmatively, the Motion was adopted and approved. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

5. **UNFINISHED BUSINESS**

The minutes of the Board's prior meeting being approved, the Chairman then requested the presentation of any Unfinished Business.

A. **Bid Openings of Surplus Vehicles**

Chief Sagehorn presented to the Board the sealed bids for the purchase of the 2005 Ford Explorer:

One bid was submitted:

\$800.00 - Craig Kelemen

Chief Sagehorn presented to the Board the sealed bids for the purchase of the 2005 Ford Explorer:

Twelve (12) bids were submitted:

#1:	\$1,810.00	- John Mulford
#2:	\$1,618.00	- Burt Discount Auto
#3:	\$2,800.00	- Michael McCabe
#4:	\$1,609.00	- Larry Mueller
#5:	\$1,750.00	- Edward Fingers
#6:	\$1,828.00	- Donald Caldwell
#7:	\$2,050.00	-Shawn Moore
#8:	\$2,850.00	- Steve LaFrance
#9:	\$1,576.00	- Jason Hoevelmann
#10:	\$2,250.00	-Stephane Franek
#11:	\$2,099.00	- Danna Riegel
#12:	\$2,107.00	- Dan E. Statton

A brief discussion was held.

Director Woodruff made a motion to award the bid for the 2005 Ford Explorer to Craig Kelemen in the amount of \$800.00, and made special approval to lower the minimum bid to \$800.00, and to award the 2006 Ford Explorer to Steve LaFrance in the amount of \$2,850.00 and the motion was duly seconded by Director Wymer.

The Board of Directors being present and voting affirmatively, the Motion was approved and accepted. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff.	- Aye
Director Chris Wymer	- Aye

6. NEW BUSINESS

Director Davis requested the presentation of any New Business.

A. Banking Account Resolutions 2018-06, 2018-07, 2018-08

Chief Sagehorn presented to the Board the updated bank account signature cards and Board resolutions to switch the signature privileges from Retired Chief Friedmann over to him.

A general discussion was held.

Director Davis made a motion to approve Resolution 2018-06, 2018-06, and 2018-07 and the motion was duly seconded by Director Woodruff.

The Board of Directors being present and voting affirmatively, the Motion was approved and accepted. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff.	- Aye
Director Chris Wymer	- Aye

7. FIRE PREVENTION REPORT

Deputy Chief Prichard did not attend the meeting due to his vacation, but his written report was presented to the Board concerning the Fire Marshal's activities for the month of July 2018. A copy of the report shall be attached hereto and incorporated herein by reference.

8. TRAINING OFFICER'S REPORT

Assistant Chief Graf provided a copy of his written report of the Training Officer's activities for the month of July 2018 and the Training Officers report for July 2018 to the Board. A copy of the report shall be attached hereto and incorporated herein by reference.

Assistant Chief Graf presented to the Board his written proposal to purchase new workout equipment and noted that the entire purchase was already covered in the budget under the Fit For Duty Account.

A general discussion was held.

Director Davis made a motion to approve the purchase and the motion was duly seconded by Director Woodruff.

The Board of Directors being present and voting affirmatively, the Motion was approved and accepted. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff.	- Aye
Director Chris Wymer	- Aye

9. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of July 2018. Chief Sagehorn briefly reviewed the material in his report, but stated that several items were previously covered under Old Business and New Business.

-Chief Sagehorn reviewed his activities and stated that Retired Chief Friedmann had been very supportive and helpful in him assuming the role of Fire Chief;

-Chief Sagehorn referred the Board to the consultant's monthly report;

-A discussion was held concerning scheduling an open house in October during fire safety month for the public to come meet the new fire chief;

10. ATTORNEY'S REPORT

No comments were made.

11. PUBLIC COMMENTS

The Chairman next called for Public Comments.

Chief Sagehorn presented to the Board a thank you letter from Rachel George with Zitzman Elementary School.

MOTION FOR CLOSED SESSION

Thereafter, on motion duly made by Director Davis, seconded by Director Wymer, and unanimously adopted, it was decided that there shall be a closed meeting of the board of directors, with closed records and closed vote, to be held for the discussion pursuant to RSMo. 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; RSMo. Section 610.021(3), Hiring, Firing, Discipline or Promoting of Particular Employees by a public governmental body when personal information about the employee is discussed or recorded; and RSMo. Section 610.021(23), Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups, to occur immediately after "new business" or at such time during the meeting as convenient to the meeting.

The Board of Directors being present and voting affirmatively, the Motion was adopted and approved. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff	- Aye
Director Chris Wymer	- Aye

Based upon the foregoing vote, the public session of the meeting of the Board of Directors adjourned at 7:45 p.m. and a Closed Meeting was held.

RECONVENMENT OF OPEN SESSION

The public meeting reconvened at 9:12 p.m., after the completion of the closed session.

THE CHAIRMAN ANNOUNCED THAT THE FOLLOWING VOTES WERE TAKEN DURING CLOSED SESSION:

THE CHAIRMAN ANNOUNCED THAT THE BOARD VOTED IN THE AFFIRMATIVE TO INCREASE THE WAGES OF A NEW EMPLOYEE UNDER POLICY MANUAL SECTION 3.04 DUE TO THE SUCCESSFUL COMPLETION OF 3 MONTHS OF SERVICE TO THE DISTRICT BY THE EMPLOYEE.

The Board of Directors being present and voting affirmatively, the roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

THE CHAIRMAN ANNOUNCED THAT THE BOARD VOTED IN THE AFFIRMATIVE TO PROHIBIT THE DAILY USE OF DISTRICT STAFF VEHICLES ON A DAILY BASIS TO OUTSIDE CONSULTANTS TO COMMUTE TO AND FROM DISTRICT HEADQUARTERS.

The Board of Directors being present and voting affirmatively, the roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

THE CHAIRMAN ANNOUNCED THAT THE BOARD VOTED IN THE AFFIRMATIVE TO ACCEPT THE RESIGNATION LETTERS FROM THREE (3) PART-TIME AND/OR VOLUNTEER EMPLOYEES.

The Board of Directors being present and voting affirmatively, the roll call vote was as follows:

Director John C. Davis	- Aye
Director Chris Wymer	- Aye
Director Stephen Woodruff	-Aye

THE CHAIRMAN ANNOUNCED THAT NO OTHER OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN BY THE BOARD IN CLOSED SESSION AT THE AUGUST 16, 2018 CLOSED MEETING

SPECIAL MEETING REQUEST

Chief Sagehorn and Director Davis stated that the District needed to have a special meeting on August 29, 2018 at 6:00 to set the annual tax rates.

Director Wymer made a motion to hold the a special meeting on August 29, 2018 at 6:00 pm, and the motion was duly seconded by Director Woodruff.

The Board of Directors being present and voting affirmatively, the Motion was approved and accepted. The roll call vote was as follows:

Director John C. Davis	- Aye
Director Stephen Woodruff.	- Aye
Director Chris Wymer	- Aye

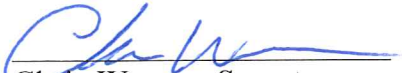
ANNOUNCEMENT OF NEXT MEETING

Therefore, there being no other or further business to come before the Board, the Chairman stated that the next Regular Meeting of the Board of Directors shall be held Thursday, September 13, 2018 at 1900 hours (7:00 p.m.) in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage, Pacific, Missouri 63069 and that a Special Meeting of the Board of Directors shall be held Wednesday, August 29, 2018 at 1800 hours (6:00 p.m.) in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage, Pacific, Missouri 63069

ADJOURNMENT


Upon motion duly made by Director Wyner, and seconded by Director Woodruff, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 21:15 hours (9:15 p.m.).

Respectfully submitted,


Chris Wymer, Secretary,
Board of Directors

Approved:


John C. Davis, Director 9/13/2018
Date


Chris Wymer, Director 9-13-18
Date


Stephen Woodruff, Director 9-13-2018
Date