

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

**March 6, 2024**

**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 Wednesday, March 6, 2024, at 1805 hours (6:05 p.m.). At the above time and place there were present:

**1. CALL TO ORDER & ROLL**

John C. Davis	-- Director
Chris Wymer	-- Director
Spencer Giles	-- Director - absent

Chief Stephen Sagehorn  
Deputy Chief Fire Marshal Dave Phipps  
Patrick Butler, Attorney

Guests:  
Captain Dustin Wagner

**QUORUM**

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

**2. PLEDGE OF ALLEGIANCE**

The Chairman called for the Pledge of Allegiance.

**3. ACCEPTANCE OF AGENDA**

The Chairman inquired as to whether there were any amendments to the Tentative Agenda for the meeting.

**Item: Financial Report:** none.

**Item: Unfinished Business:** none.

**Item: New Business:** None.

**Item: Attorney's Report:** none.

**Item: Public Comments:** none.

Chief Sagehorn stated that he needed a short closed meeting.

Subject to the above, the Tentative Agenda was accepted as the Final Approved Agenda. Chairman Davis made a motion to approve the Agenda and the motion was duly seconded by Director Wymer.

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 Spencer Giles	- Absent

#### **4. APPROVAL OF PRIOR MINUTES**

The Chairman called for acceptance or rejection of meeting Minutes for the February 15, 2024 Regular Session minutes.

On motion made by Director Davis and seconded by Director Wymer, the Board minutes for the February 15, 2024 Regular Session minutes were approved by the Board of Directors.

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 Spencer Giles	- Absent

#### **5. BUDGET AND FINANCIAL MATTERS**

**A and B. 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 approve the payment of the invoices for the time period February 16, 2024 through March 6, 2024.

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

**MOTION  
ADOPTING THE  
FEBRUARY 16, 2024 THROUGH MARCH 6, 2024  
TREASURER'S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**March 6, 2024**

“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, March 6, 2024, 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 Spencer Giles	- Absent

**6. UNFINISHED BUSINESS**

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

**A. House #1 - Update**

Deputy Chief Fire Marshal Phipps informed the Board that he was working with the architects and that he expects to have the initial drawings available by the next Board

meeting.

A brief discussion was held.

**B. Employee Update**

Fire Chief Sagehorn requested that this topic be moved to the Executive Session.

**C. Policy Manual Update**

Chief Sagehorn advised the Board the process is going well. Chief Sagehorn advised the Board that the committee is holding a weekly zoom meeting with Lexipol and that there is another meeting scheduled on March 11, 2024. He reported that the committee is trying to go through 5-6 policies per week by dividing policies among the committee members. Chief Sagehorn stated that committee members Dustin Duncan and Clay Snodgrass have been doing excellent reviewing the policies.

A brief discussion was held.

The Board did not hold a vote.

**D. Hiring Update**

Chief Sagehorn informed the Board that the District had received 12 applications to date.

Chief Sagehorn said that the District will set a testing date after Assistant Chief Graf returns tomorrow. He informed the Board that he plans to present only one (1) hiring recommendations to the Board. He reported that a hiring list will be generated by the testing and hiring process. In addition, offers of part-time employment will be extended to the individuals on the hiring list.

The Board did not hold a vote.

**E. New Staff Vehicles**

Chief Sagehorn informed the Board that the two (2) new trucks had arrived. He reported that the camper shells had been installed and that the light packages are scheduled. He estimated that the trucks will likely be in service in 3-4 weeks.

**F. New Cardiac Monitors**

Chief Sagehorn reported that the new cardiac monitors had been ordered and that the vendor will be providing loaner monitors until the new ones are delivered.

7. **NEW BUSINESS**

The Chairman requested the presentation of any New Business.

A. **Yearly Lease Payment – Two House**

Chief Sagehorn reported that lease payment #2 out of 10 in the amount of \$221,829.01 is due April 1, 2024. He stated that he will go to the bank and have it delivered tomorrow.

B. **Preconstruction – Pierce Pumper**

Chief Sagehorn informed the Board that a 4 staff members including Assistant Chief Graf are at Pierce doing the preconstruction inspection and that they have spent the past 2 days reviewing the truck and the plans for the truck. He reported an anticipated delivery in October 2024.

C. **Workers Compensation Renewal**

Chief Sagehorn reported to the Board that the premium for the workers' compensation renewal was on the list of account's payable as part of the Treasurer's Report and that the renewal was actually \$365 cheaper than last year. He reported that the premium totaled \$56,237. He also reported a slight MOD increase to 106 from 104.

A brief discussion was held.

D. **Salary Survey**

Chief Sagehorn reviewed results of a detailed salary survey of surrounding fire districts/departments.

A general discussion was held by the Board concerning the survey, and the salaries offered versus each district's/department's total revenue.

The Board thanked Chief Sagehorn for the information and indicated that it would further review the information.

E. **Yearly Benefit Analysis – Full Time Employees**

Chief Sagehorn compared the District's employee salary and benefits as compared to the budget for the past few years

Chairman Davis requested a 5 to 10 year projection for new hiring and also major expenditures in order to assist making new hiring decisions.

A brief discussion was held.

**F. Shop Steward Report**

Shop Steward Thad Marrs did not attend the meeting. Dustin Wagner filled in for Thad Marrs. He stated that the that the Shop had conducted its own salary/benefit survey. A brief discussion was held concerning the compensation of other departments.

**8. ATTORNEY REPORT**

No items presented.

**9. PUBLIC COMMENT**

No items presented.

**10. EXECUTIVE SESSION**

Thereafter, on motion duly made by Chairman 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 610.0.021(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 Section 610.021 (11) Specifications for competitive bidding and discussions related to the specifications for competitive bidding;

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 Spencer Giles - Absent

Based upon the foregoing vote, the public session of the meeting of the Board of Directors adjourned at 6:33 p.m. and a Closed Meeting was held.

**RECONVENMENT OF OPEN SESSION**

The public meeting reconvened at 6:53 p.m., after the completion of the closed session

**THE CHAIRMAN STATED THAT NO  
OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN  
BY THE BOARD IN CLOSED SESSION AT THE MARCH 6, 2024  
CLOSED MEETING REQUIRING A ROLL CALL VOTE.**

**ANNOUNCEMENT OF NEXT MEETING**

The Chairman announced that the next Regular Meeting of the Board of Directors shall be held on Thursday, March 21, 2024 at 1800 hours (6:00 p.m.).

**ADJOURNMENT**

Upon motion duly made by Director Wymer, and seconded by Chairman Davis, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 1654 hours (6:54 pm.).

