

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

**February 28, 2023**

**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, February 28, 2023, at 1800 hours (6:00 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 Stephen Sagehorn  
Assistant Chief Gary Graf  
Deputy Chief Fire Marshal Dave Phipps  
Patrick Butler, Attorney via telephone

Guests:  
Thad Marrs

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

**Item: Public Comments:** none.

Chief Sagehorn stated that he did not need a closed meeting.

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

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

**4. APPROVAL OF PRIOR MINUTES**

The Chairman called for acceptance or rejection of meeting Minutes for the February 2, 2023 Regular Meeting minutes.

On motion made by Director Wymer and seconded by Director Woodruff, the Board minutes for the February 2, 2023 Regular Meeting 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 Stephen Woodruff

- Aye

**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 3, 2023 through February 28, 2023.

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

**MOTION  
ADOPTING THE  
FEBRUARY 3, 2023 THROUGH FEBRUARY 28, 2023  
TREASURER'S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**February 28, 2023**

“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, February 28, 2023, 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

**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 2 Update**

Chief Sagehorn advised the Board that the work on the footings is going well and there be a slight delay while the concrete dries. He also provided a copy of a banner that is going to be put on display at House #2.

A brief discussion was held.

No vote was taken.

**B. April Bond Election**

Chief Sagehorn updated the Board on the activities of the Citizen's Committee.

A short discussion was held.

**C. AFG Grant**

Chief Sagehorn stated that he had completed an AFG grant for a 5% matching AFG grant for a new \$1.4 million dollar ladder truck and that the grant application had been submitted.

A short discussion was held.

**7. NEW BUSINESS**

The Chairman requested the presentation of any New Business.

**A. Firefighter Littrell – Step Raise**

Chief Sagehorn informed the Board that Byran Littrell was qualified for a step raise under Section 3.04 of the policy manual and he shared with the Board the Personnel Evaluation completed by Lt. Rainwater. As a result of the step raise, his income would increase from \$44,878.00 up to \$46,625.00. Chief Sagehorn requested the Board to approve the step raise.

A short discussion was held.

After discussion, Chairman Davis made a motion to approve the step raise and the motion was duly seconded by Director Woodruff, and the motion was unanimously approved and accepted:

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

**B. Fire Ground Incident – Mutual Aid**

Chief Sagehorn provided an update to the Board concerning a mutual aid fire ground incident on 2-16-2023 in which Firefighter Littrell fell through the first floor of a residential fire. Firefighter Littrell fell approximately 8 to 9 feet into the structure's basement and was assisted to the basement step by members of the St. Clair Fire Department. Firefighter Littrell was examined at the scene by members of the Union Ambulance District. His main complaint at the scene was a sore left wrist. After returning to the District, his wrist continued to get worse and Firefighter Littrell was sent to Total Access Urgent Care for evaluation. Firefighter Littrell followed up with Dr. Sanders, the District's physician.

**C. Non-Binding Tax Rate**

Chief Sagehorn reviewed the non-binding tax rate letter that the District has to submit to St. Louis County.

A brief discussion was held.

**D. Resolution 2023-02 for Non-Binding Tax Rate**

Chief Sagehorn provided to the Board for approval Resolution 2023-02 for Non-Binding Tax Rates.

A short discussion was held.

After discussion, Chairman Davis made a motion to approve Resolution 2023-02 and the motion was duly seconded by Director Wymer, and the motion was unanimously approved and accepted:

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

**E. Let For Bid Notification- Supply Hose Replacement (4 inch)**

Chief Sagehorn requested permission to advertise for new 4 inch fire hose with the sealed bids being due on March 8, 2023.

A brief discussion was held.

After discussion, Chairman Davis made a motion to approve the bid advertisement and the motion was duly seconded by Director Woodruff, and the motion was unanimously approved and accepted:

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

**F. Annual Lease Payment – Station #2**

Chief Sagehorn requested permission to make the annual lease payment in the amount of \$227,307.38 to First State Community Bank.

A short discussion was held.

After discussion, Chairman Davis made a motion to approve the lease payment and the motion was duly seconded by Director Wymer, and the motion was unanimously approved and accepted:

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

**G. Clinical Saves, Lt. Rainwater/Scull and Capt. Wagner/Summers**

Chief Sagehorn provided to the Board a copy of the narrative report from Rainwater concerning the crew of 6126 on 1/26/2023 in assisting an unresponsive 40 year old male patient. Once again, District personnel were the first emergency responders on the scene. The crew assisted Unit 8537 with medical care. After the patient was revived, the crew assisted with loading the patient into an ambulance and returned to the engine house. Chief Sagehorn stated that we wanted to commend the staff and let the Board know about the excellent work of the crew of 6126 for assistance in the clinical save.

Chief Sagehorn provided to the Board a copy of the narrative report from Rainwater concerning the crew of 6166 on 2/6/2023 in assisting Units 2424 and 8517 with an unresponsive patient at the Missouri Eastern Correctional Facility. The crew assisted Unit 8517 and 2424 with medical care. After the patient was revived, the crew assisted with loading the patient into an ambulance and returned to the engine house. Chief Sagehorn stated that we wanted to commend the staff and let the Board know about the excellent work of the crew of 6166 for assistance in the clinical save.

A brief discussion was held.

#### **H. Shop Steward's Report**

Shop Steward Thad Marris attended the meeting and updated the Board concerning the Shop's fundraising activities, toy drive, and stated that gun raffle will be drawn by Captain Jett on March 1, 2023.

### **8. FIRE PREVENTION REPORT**

Deputy Chief Phipps presented the Fire Marshal's written report to the Board concerning the Fire Marshal's activities for the month of January 2023 and he also reviewed his activities with the Board. He also updated the Board on the City of Pacific's draft Emergency Operations Plan, updated the Board on his inspection activities, and planning meetings with the City of Pacific and the School District.

### **9. TRAINING OFFICER'S REPORT**

Assistant Chief Graf but submitted his Training Officer's report and also a brief written update of the Training Officer's activities for the month of Janaury 2023.

### **10. FIRE CHIEF'S REPORT**

Chief Sagehorn provided to the Board a written report concerning his activities for the month of January 2023. Chief Sagehorn also briefly reviewed the alarm reports.

**11. ATTORNEY REPORT**

No items presented.

**12. PUBLIC COMMENT**

**EXECUTIVE SESSION**

**THE CHAIRMAN STATED THAT NO  
OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN  
BY THE BOARD IN CLOSED SESSION AT THE FEBRUARY 2, 2023  
CLOSED MEETING REQUIRING A ROLL CALL VOTE  
BECAUSE A CLOSED MEETING WAS NOT HELD.**

**ANNOUNCEMENT OF NEXT MEETING**

The Chairman announced that the next Regular Meeting of the Board of Directors shall be held on Thursday, March 16, 2023 at 1800 hours (6:00 p.m.).

**ADJOURNMENT**

Upon motion duly made by Director Wymer, and seconded by Director Davis, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 18:35 hours (6:35 pm.).



Respectfully submitted,

  
Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director      3-16-23  
Date

  
Chris Wymer, Director      3-16-23  
Date

  
Stephen Woodruff, Director      3-16-23  
Date