

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

**April 20, 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, April 20, 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
Spencer Giles	-- Director

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

Guests:  
Thad Marrs  
Nancy Sagehorn  
Giles Family  
Dustin and Dawn 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 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.

Chairman Davis requested to move Item 10A up to after the approval of the minutes.

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 Davis.

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

**4. 2023 April Elections – Certification Letters**

Chief Sagehorn presented to the Board the certified results from the April 2023 Board election and the certification letters verify that Candidate Spencer Giles received the greatest number of votes and qualifies to be the next member of the Board of Directors.

Chairman Davis made a motion to acknowledge receipt of the Certification Letters from the election officials, and Director Wymer seconded the motion.

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

**5. Oath of Office**

Chairman Davis declared that based upon the acknowledgement of the certified results from the April 2023 election that the next Item on the Agenda will be for Spencer Giles take the Oath of Office and assume his seat on the Board of Directors.

The Oath of Office for becoming a member of the Board of Directors was administered to Spencer Giles. Everyone present at the meeting offered congratulations and support.

**6. Board Officer Election**

Chairman Davis made a motion to nominate Chris Wymer as Secretary for the Board of Directors, Spencer Giles as Treasurer for the Board of Directors, and that he will remain as Chairman of the Board, 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	- Aye

**7. APPROVAL OF PRIOR MINUTES**

The Chairman called for acceptance or rejection of meeting Minutes for the April 5, 2023 Regular Meeting and Executive Session minutes.

On motion made by Director Wymer and seconded by Director Davis, the Board minutes for the April 5, 2023 Regular Meeting and Executive 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	- Abstain

**Item 10 (A) Bond Discussion with Joy Howard**

Joy Howard attended the meeting and updated the Board on the issuance of the new bonds. She discussed with the Board the tentative time table and that it will take about 3 months for the bonds to be issued with a value of around \$3,300,000. She also reviewed the mandatory IRS guidelines for the time-table to spend the bond proceeds.

A general discussion was held.

**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 April 6, 2023 through April 20, 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  
APRIL 6, 2023 THROUGH APRIL 20, 2023  
TREASURER'S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**April 20, 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, April 20, 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 Spencer Giles	- 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 house #2 is going well. He reviewed the progress of the work. He advised that there was an issue with the existing water well at House #2 that will need to be discussed under New Business Item B.

A brief discussion was held.

**B. House #2 Disbursement**

Chief Sagehorn advised the Board that he had received an AIA progress payment request form on the amount of \$265,403.40 and that Franklin County Construction will show a credit on the next billing statement for the District's payment to Butler Supply. Chief Sagehorn provided a copy of the payment request submitted to the bank with the AIA progress payment form attached.

A brief discussion was held.

After discussion, Director Giles made a motion to approve the progress payment and submittal to the bank, 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 Spencer Giles	- Aye

**C. Grant Updates**

Chief Sagehorn advised the Board that he had not heard anything new in regard to the AFG grant application and that the time deadline for the Firehouse Subs grant had been closed. He stated that the Firehouse grant will re-open for applications in July 2023.

A brief discussion was held. A vote was not held.

7. **NEW BUSINESS**

The Chairman requested the presentation of any New Business.

**A. Bond Discussion – moved to after the approval of the minutes above.**

**B. House #2 – water well**

Chief Sagehorn informed the Board that Franklin County Constructed had recommended that instead of tapping into the Water District's water line at the cost of \$12,500 that the District put in a brand water well. The contractor received a bid for \$8,888 for a whole new water well. Chief Sagehorn made a recommendation to the Board that they authorize a contract modification to include the additional \$8,888.00 for a new water well.

A brief discussion was held.

On motion made by Director Wymer and seconded by Director Davis, the new water well for House #2 was 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	- Aye

**C. House #2 – Furniture**

Chief Sagehorn provided a brochure to the Board for new furniture for the renovated House #2. Chief Sagehorn made a recommendation to the Board that they allow the employees select the style and color of the new furniture within the categories highlighted in the brochure.

A brief discussion was held.

On motion made by Director Wymer and seconded by Director Davis, the Board approved the authorization to purchase new furniture for House #2.

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

- Aye

**D. Firefighter Benz – Step Raise**

Chief Sagehorn informed the Board that Trevor Benz was qualified for a step raise under Section 3.04 of the policy manual and he shared with the Board the completed Personnel Evaluation. As a result of the step raise, her income would increase from \$46,625 up to \$48,372. Chief Sagehorn requested the Board to approve the step raise.

A short discussion was held.

After discussion, Director Wymer made a motion to approve the step raise and the motion was duly seconded by Director Giles, 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 Spencer Giles	- Aye

**E. Taylor Humes Update**

Chief Sagehorn provided an update to the Board that Taylor Humes will return to duty on April 24, 2023.

A brief conversation was held.

**F. Signature Cards for Bank**

Chief Sagehorn stated that due to the election of Spencer Giles to the Board of Directors that new signature cards must be executed by the Board for the District's bank accounts.

Director Wymer made a motion to approve the execution of new banking signature cards and the motion was duly seconded by Director Giles, 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 Spencer Giles	- Aye

**G. Annual Lease Payment - Overpayment**

Chief Sagehorn stated that after the District made its first annual lease payment, that he was contacted by the bank and informed that the District had overpaid the lease payment. The bank stated that it provided an incorrect payment amount due. Chief Sagehorn informed the Board that the bank had offered to return the overpayment or to apply the overpayment to the principal balance.

A general discussion was held.

After discussion, Director Davis made a motion to authorize the bank to apply the lease overpayment amount to the principal due on the lease, and the motion was duly seconded by Director Giles, 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 Spencer Giles	- Aye

**H. Pension Research**

Chief Sagehorn requested permission from the Board to authorize a review of the pension plan and an actuarial study to determine how the District could improve the pension plan. He requested general permission to contact pension attorney Stan Schroeder and get some idea of the costs and report back to the Board.

A general discussion was held.

The general consensus of the Board was that it was a good idea and that Chief Sagehorn will contact Stan Schroeder and report back to the Board at the next meeting.

**I. Shop Steward's Report**

Shop Steward Thad Marrs attended the meeting and updated the Board concerning the Shop's activities.



11. **ATTORNEY REPORT**

No items presented.

12. **PUBLIC COMMENT**

No items presented.

13. **EXECUTIVE SESSION**

A motion for closed session was not made. A closed meeting was not held.

**THE CHAIRMAN STATED THAT NO  
OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN  
BY THE BOARD IN CLOSED SESSION AT THE APRIL 20TH, 2023  
CLOSED MEETING REQUIRING A ROLL CALL VOTE  
SINCE 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, May 4, 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 19:10 hours (7:10 pm.).


Respectfully submitted,



Chris Wymer, Secretary,  
Board of Directors

Approved:

 5-4-23  
John C. Davis, Director Date

 5-4-23  
Chris Wymer, Director Date

 5-4-23  
Spencer Giles, Director Date