

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

**October 19, 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, October 19, 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  
Patrick Butler, Attorney

Guests:  
Brian Jett  
Thad Marrs  
Clay Snodgrass

**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 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	- Aye

**4. APPROVAL OF PRIOR MINUTES**

The Chairman called for acceptance or rejection of meeting Minutes for the September 14, 2023 and September 26, 2023 Regular Session minutes.

On motion made by Director Wymer and seconded by Chairman Davis, the Board minutes for the September 14, 2023 and September 26, 2023 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	- 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 October 1, 2023 through October 19, 2023.

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

**MOTION  
ADOPTING THE  
OCTOBER 1, 2023 THROUGH OCTOBER 19, 2023  
TREASURER’S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**October 19, 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, October 19, 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 Phase 2 work on House #2 is going

well and that ½ of the new concrete pad was poured, that the drywall should be installed in the Captain's Office and Front Office next week, and hopefully the fiber optics will be installed next week.

A brief discussion was held.

**B. House #2 Disbursement**

Chief Sagehorn advised the Board that he submitted to the bank a payment request in the amount of \$238,886.67.

A vote was not held.

**C. Pension Update**

Chief Sagehorn advised the Board that a meeting is scheduled for October 24, 2023 for Stan Schroeder to meet with the District's pension group and review the updated information.

A brief discussion was held.

The Board did not hold a vote.

**D. Grant Update**

Chief Sagehorn advised the Board that the District was not awarded the Firehouse Subs Grant, but that he had contacted Assistant Chief Barthelmass at Eureka Fire Protection District for assistance in applying for a new Firehouse Subs Grant.

A brief discussion was held.

The Board did not hold a vote.

**E. Tax Rate – Certification letters**

Chief Sagehorn provided a copy of the tax rate certification letter from the Missouri State Auditor's office for review. The District's tax rates were approved by the State Auditor's Office.

A brief discussion was held.

The Board did not hold a vote.

7. **NEW BUSINESS**

The Chairman requested the presentation of any New Business.

**A. Health Insurance Reimbursement – Refund**

Chief Sagehorn provided the Board a copy of the \$20,901.22 health insurance refund check under the Affordable Care Act with a copy of the memo prepared by District Auditor Spinner on how to reimburse the portion of employee paid premiums.

A general discussion was held.

After discussion, Director Wymer made a motion to approve the reimbursements amounts detailed in District Auditor Spinner’s memo and the motion was duly seconded by Chairman Davis, 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 Davis	- Aye

**B. Employee Resignation – Taylor Humes**

Chief Sagehorn provided the Board a copy of the resignation letter from Taylor Humes. It was reported that she was moving out of state.

A general discussion was held.

After discussion, Director Wymer made a motion to accept the letter of resignation, and the motion was duly seconded by Chairman Davis, 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 Davis	- Aye

**C. Employee Hiring Update**

Chief Sagehorn advised the Board that the District advertised an open full-time position, but that only one (1) application has been received in the past 10 days. He informed that Board that a second advertisement will be placed and that testing will start on October 28, 2023.

A brief discussion was held.

The Board did not hold a vote.

**D. Bond Services of 2024 – Joy Howard**

Chief Sagehorn provided the Board a copy of the Bond Services Agreement to hire Joy Howard again for \$500.00 to prepare the bond services IRS compliance report for 2024.

A general discussion was held.

After discussion, Director Giles made a motion to approve the Bond Services Agreement, 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 Davis	- Aye

**E. Speed Bumps – Watts Acres Road**

Chief Sagehorn provided a copy of Deputy Chief Fire Marshal Phipps 21-day letter issued to Louis and Elizabeth Hanson regarding a speed bump installed at 746 Watts Acre Road. It was reported to the Board that the speed bump violated the fire code.

A brief discussion was held.

The Board did not hold a vote.

**F. District Annual Audit – November 7 and 8, 2023**

Chief Sagehorn advised the Board that District Auditor Greg Spinner will conduct the annual audit on November 7th and 8th , and that Julie will have all the records ready

for the annual audit.

A brief discussion was held.

The Board did not hold a vote.

**G. CD Investment recommendation.**

Chief Sagehorn provided the Board a memo detailing his review of local CD rates at area banks. He reported that the District has \$2,824,750.50 in a money market at Bank Star earning 3.74%.

He reported that he contacted Bank Star, Citizens Bank, and First State Community for current CD rates. After reviewing the information provided, Chief Sagehorn made a recommendation to the Board that the District invest \$1,000,000.00 in a 8- month CD earning 5.5% at Citizen's Bank.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve CD investment 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 Davis	- Aye

**H. District Hosting Chamber Luncheon**

Chief Sagehorn advised the Board that the District will be hosting the Chamber Luncheon on October 26, 2023.

A brief discussion was held.

The Board did not hold a vote.

**I. Proposed Board Meeting Dates 2024**

Chief Sagehorn provided the Board a memo detailing the proposed Board meeting dates for 2024.

A brief discussion was held.

After discussion, Director Giles made a motion to approve meeting dates and the motion was duly seconded by Chairman Davis, 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 Davis	- Aye

**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 610.021(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	- Aye

Based upon the foregoing vote, the public session of the meeting of the Board of Directors adjourned at 6:24 p.m. and a Closed Meeting was held.

**RECONVENMENT OF OPEN SESSION**



The public meeting reconvened at 6:44 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 OCTOBER 19TH, 2023  
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 Wednesday, November 1, 2023 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 1646 hours (6:46 pm.).

Respectfully submitted,

  
Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director                      11-1-23  
Date

  
Chris Wymer, Director                      11-1-23  
Date

  
Spencer Giles, Director                      11-1-23  
Date