

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

**January 3, 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, January 3, 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  
Deputy Chief Fire Marshal Dave Phipps  
Patrick Butler, Attorney - via telephone

Guests:  
Justin Smith

**QUORUM**

A quorum being present, Chairman Davis 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**

Chairman 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: Attorney's Report:** none.

**Item: Public Comments:** none.

Subject to the above, the Tentative Agenda was accepted as the Final Approved Agenda. Director 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 Stephen Woodruff	-Aye

**4. APPROVAL OF PRIOR MINUTES**

The Chairman called for acceptance or rejection of meeting Minutes for the December 15, 2022 Regular Meeting minutes.

The Minutes for December 15, 2022 were not presented for review.

On motion made by Director Wymer and seconded by Director Woodruff, the approval of the Board minutes for December 15, 2022 Regular Meeting minutes was tabled until the January 19, 2023 meeting 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 December 16, 2022 through January 3, 2023.

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

**MOTION  
ADOPTING THE  
DECEMBER 16, 2022 THROUGH JANUARY 3, 2023  
TREASURER'S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**JANUARY 3, 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, January 3, 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 he had been in contact with Joe McGowen and that the revised plans for the footings had been completed and sent back for review of the rebar calculations. He stated that they have scheduled a telephone conference to discuss the ground-breaking and building schedule as soon as the rebar plans are completed.

A general discussion was held.

No vote was taken.

B. **Board Election Update**

Chief Sagehorn informed the Board that two candidate had filed to run for election for the open Board seat: Stephen Woodruff and Spencer Giles.

He confirmed with the Board that he had filed all the necessary paperwork with the election officials for the election

A brief discussion was held.

C. **Gilmore and Bell**

Chief Sagehorn provided to the Board the paperwork prepared by Gilmore and Bell concerning the proposed April 2023 bond issue.

A short discussion was held.

7. **NEW BUSINESS**

Chairman Davis requested the presentation of any New Business.

**A. Bond Resolution 2023-01**

Chief Sagehorn provided to the Board Bond Resolution 2023-01 prepared by Gilmore and Bell concerning the proposed April 2023 bond issue.

A short discussion was held.

After discussion, Chairman Davis made a motion to approve Resolution 2023-01, 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 Stephen Woodruff	-Aye

**B. Propane Company Change**

Chief Sagehorn informed the Board that Deputy Chief saw a news article that indicated that the District's propane supplier had went out of business. Deputy Phipps checked further and discovered that the propane tank at House #2 was running low. As a result, after consulting with Chief Sagehorn, Deputy Chief Phipps contacted Boland Propane and signed a new contract for \$1.88 a gallon and Boland Propane was able to fill up the propane tank at House #2 before the recent severe cold weather arrived.

A brief discussion was held.

After discussion, Chairman Davis made a motion to ratify the new propane contract with Boland Propane, 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 Stephen Woodruff	-Aye

**C. Annual Bond Payment**

Chief Sagehorn informed the Board that the District had a bond payment due to UMB Bank in the amount of \$115,717.50 and requested permission to make the payment before the due date.

A brief discussion was held.

After discussion, Director Woodruff made a motion to approve the bond payment, 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 Stephen Woodruff	-Aye

**D. Clinical Save - Recognition**

Chief Sagehorn provided to the Board a copy of the narrative report for Captain Jett and Firefighter Benz concerning the crew of 6116 on 12/19/2022 in assisting an unresponsive 60 year old male patient who was not breathing and that did not have a pulse. Once again, District personnel were the first emergency responders on the scene. The crew assisted Unit 8517 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 6116 for assistance in the clinical save.

A brief discussion was held.

**E. Shop Steward's Report**

Shop Steward Thad Marrs attended the meeting and updated the Board concerning the Shop's fundraising activities, toy drive, and gun raffle.

**8. ATTORNEY REPORT**

No items presented.

**9. PUBLIC COMMENT**

No items presented.

**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 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 6:27 p.m. and a Closed Meeting was held.

**RECONVENMENT OF OPEN SESSION**

The public meeting reconvened at 6:31 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 JANUARY 3, 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 Thursday, January 19, 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 18:32 hours (6:32 pm.).




Respectfully submitted,

  
Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director      1-19-23  
Date

  
Chris Wymer, Director      1-19-23  
Date

  
Stephen Woodruff, Director      1-19-23  
Date