

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

**November 7, 2024**

**BE IT REMEMBERED**, that the Board of Directors of Pacific Fire Protection District of Franklin, Jefferson, and St. Louis Counties, Pacific, Missouri met virtually via the zoom videoconferencing platform due to emergency flooding conditions on Thursday, November 7, 2024, at 1700 hours (5:00 p.m.). At the above time and place there were present virtually:

**1. CALL TO ORDER & ROLL**

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

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

Guests:  
Shop Steward Thad Marrs – via House #2 zoom

**QUORUM**

A quorum being present, the Chairman called the meeting to order and announced the Board of Directors meeting to be session 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.

Fire Chief Sagehorn stated that he did not 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 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
Director Spencer Giles	- Absent

#### 4. APPROVAL OF PRIOR MINUTES

The Chairman called for acceptance or rejection of meeting Minutes for the October 17, 2024 Regular Session minutes.

On motion made by Director Davis and seconded by Director Wymer, the Board minutes for the October 17, 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.

Fire Chief Sagehorn requested that the Board approve the payment of the invoices for the time period October 18, 2024 through November 7, 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  
OCTOBER 18, 2024 THROUGH NOVEMBER 7, 2024  
TREASURER'S REPORT  
OF THE  
PACIFIC FIRE PROTECTION DISTRICT**

**November 7, 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, November 7, 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. **Lexipol – Policy Updates**

Fire Chief Sagehorn advised the Board that the meeting scheduled with Ryan Roberts for October 24, 2024 was not held, but that he will be sending out about 90 pages policy updates for review. Chief Sagehorn requested that the Board review the documents and consider adopting the policies at the next meeting or at the first December meeting.

The Board did not hold a vote.

B. **Station #1 Update**

Deputy Chief Fire Marshal Phipps and Chief Sagehorn provided a brief construction update to the Board. It was reported that the kitchen was close to being completed, that all tiles were installed, and that the HVAC is finished.

The Board did not hold a vote.

C. **Deputy Chief/Training Officer – Update**

Chief Sagehorn provided a brief update to the Board concerning the search for a new Deputy Chief/Training Officer. He stated that District had placed advertisements in publications/newspaper and also on-line. He reported that the District had received four (4) applications – two from outside of the District and two from current District staff. He reported that Brian Graf and Josh Smith had submitted applications, but that Brian Graf ended up withdrawing his application. He reported that interviews will be conducted on November 19, 2024 and he will present the hiring recommendation at the December 5, 2024 meeting.

The Board did not hold a vote.

7. **NEW BUSINESS**

The Chairman requested the presentation of any New Business.

**A. Board Election**

Chief Sagehorn provided a copy of the advertisement of the notice for the April 2025 election for the Board of Director seat that is up for election.

A brief discussion was held.

The Board did not hold a vote.

**B. Health Insurance Discussion**

Chief Sagehorn reminded the Board the District's Health Insurance is up for renewal. He stated that there is currently an issue between Anthem Insurance and Mercy Medical in which Mercy Medical states that it does not want to renew its contract with Anthem Insurance. The District's insurance broker believes that the parties will reach an agreement. It is a major issue in that it will create a very large premium increase if the District is forced to change its current health insurance carrier/health plan. Chief Sagehorn stated that he should have an update at the next meeting.

A brief discussion was held.

The Board did not hold a vote.

**C. Disbursements – House #1 Remodel**

Chief Sagehorn provided a copy of the #2 and #3 payment requests from the general contractor for the House #1 remodel. Payment request #2 totaled \$181,158.30 and covered expenses through September 24, 2024. Payment request #3 totaled \$292,549.95 and covered expenses through October 24, 2024. Chief Sagehorn informed the Board that the payments were on the Treasurer's Report and part of the approved accounts payable.

A brief discussion was held.

The Board did not hold a vote.

**D. Driveway Repair Bid**

Chief Sagehorn provided to the Board bid from Mid Missouri Concrete Contractors in the amount of \$14,900.00 for the concrete repair work at House #1. The

bid provided for the tear out and replace a 24' by 20' section of concrete and a second tear out and replace a 17' by 26' section of concrete to a depth of 8" thick.

A brief discussion was held.

After discussion, Director Davis made a motion to approve the bid and the motion was seconded by Director Wymer, and 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

**E. Sealed Bids – Box Truck and Camper**

Chief Sagehorn reported to the Board that highest bid for the 1991 Ford CF7000 was \$1,200.00.

Chief Sagehorn reported to the Board that highest bid for the 2006 27ft Dutchman Trailer was \$5,549.00

A brief discussion was held.

After discussion, Director Davis made a motion to approve the bids to sell the box truck and trailer, and the motion was seconded by Director Wymer, and 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

**E. Shop Steward Report**

Shop Steward Thad Marrs attended the meeting, but did not make a report to the Board.

**G. Flood Update**

Chief Sagehorn and Assistant Chief Graf updated the Board regarding the recent river flooding and the District's activity to prepare for the flooding and to assist the public. Deputy Chief Phipps also briefed the Board concerning their meetings with the City of Pacific.

A brief discussion was held.

8. **FIRE PREVENTION REPORT**

Deputy Chief Fire Marshal Phipps presented the Fire Marshal's written report to the Board concerning the Fire Marshal's activities for the month of October 2024 and he also reviewed his activities with the Board.

9. **TRAINING OFFICER'S REPORT**

Assistant Chief Graf submitted his Training Officer's report and also a brief written update of the Training Officer's activities for the month of October 2024. He also provided details of repairs to various District vehicles and trucks.

10. **FIRE CHIEF'S REPORT**

Chief Sagehorn provided to the Board a written report concerning his activities for the month of October 2024. Chief Sagehorn also briefly reviewed the alarm reports.

11. **ATTORNEY REPORT**

No items presented.

12. **PUBLIC COMMENT**

No items presented.

13. **EXECUTIVE SESSION**

The Board did not hold a closed meeting.

**THE CHAIRMAN STATED THAT NO  
OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN  
BY THE BOARD IN CLOSED SESSION AT THE NOVEMBER 7, 2024  
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, November 21, 2024 at 1700 hours (5:00 p.m.) at House #1.

## **ADJOURNMENT**

Upon motion duly made by Director Giles, and seconded by Director Davis, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 1744 hours (5:44 pm.).



Respectfully submitted,

  
Chris Wymer, Secretary,  
Board of Directors

Approved:

  
John C. Davis, Director                      11-21-24  
Date

  
Chris Wymer, Director                      11-21-24  
Date

  
Spencer Giles, Director                      ~~11-21-24~~  
Date

