

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

October 20, 2022

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 20, 2022, 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

Guests:

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 October 6, 2022 Regular Meeting and Closed Session minutes.

On motion made by Director Wymer and seconded by Chairman Davis, the approval of the Board minutes for October 6, 2022 Regular and Closed 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 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 October 7, 2022 through October 20, 2022.

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

**MOTION
ADOPTING THE
October 7, 2022 THROUGH OCTOBER 20, 2022
TREASURER'S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

October 6, 2022

“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 6, 2022, 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 meetings were held with the general contractor and Joe McGowan earlier in the day. He reported that the new foundation footings should be excavated within 6 weeks and that the building construction would start in approximately 12 weeks.

Chief Sagehorn also presented to the Board a new Inspection and Material Testing contract from Cochrane Engineering for review only. Deputy Chief Phipps stated that he had some questions about the fees and he needed further explanation on some of the fees. He stated that he should have his questions answered by the next meeting.

A general discussion was held.

No vote was taken.

B. MEM Update

Chief Sagehorn updated the Board that the new units will be delivered on November 3, 2022. He reported that the units at House #1 will be installed but that the units for House #2 will be stored until the completion of the the construction.

A general discussion was held.

No vote was held.

7. NEW BUSINESS

Chairman Davis requested the presentation of any New Business.

A. Step Raises

Chief Sagehorn informed the Board that Cassandra Williams 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 Captain Graf. As a result of the step raise, her income would increase from \$45,575.00 up to \$48,372.00. 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

Chief Sagehorn also 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 Personnel Evaluation completed by Captain Jett. As a result of the step raise, his income would increase from \$44,353.00 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 Sprinkler Repair – House #1

Chief Sagehorn reviewed with the Board the bid to repair the fire sprinkler system at House #1 from Accurate Fire Protection Systems, LLC in the amount of \$5,825,00.

A general discussion was held.

After discussion, Chairman Davis made a motion to approve the fire sprinkler repair bid in the amount of \$5,825,00, 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

C. Shop Steward's Report

Shop Steward Thad Marrs did not attend the meeting. No report was made.

8. ATTORNEY REPORT

No items presented.

9. PUBLIC COMMENT

No items presented.

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 October 2022 and he also reviewed his activities with the Board.

9. TRAINING OFFICER'S REPORT

Assistant Chief Graf presented the Training Officer's report and also provided a brief update of the Training Officer's activities for the month of October 2022. He also reviewed his activities and updated the Board concerning apparatus maintenance.

10. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of September 2022. Chief Sagehorn also briefly reviewed the alarm reports.

**THE CHAIRMAN STATED THAT NO
OFFICIAL VOTES OR OFFICIAL ACTIONS WERE TAKEN
BY THE BOARD IN CLOSED SESSION AT THE OCTOBER 20, 2021
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, November 3, 2022 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 18:42 hours (6:42 pm.).

Respectfully submitted,


Chris Wymer, Secretary,
Board of Directors

Approved:


John C. Davis, Director 11-3-22
Date


Chris Wymer, Director 11-3-22
Date


Stephen Woodruff, Director 11-3-22
Date