

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

December 16, 2021

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, on Thursday, December 16, 2021, 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 Graf
Deputy Chief David Phipps
District Counsel Patrick Butler

Guests:

1. Josh Smith
2. Thad Marrs
3. Greg Spinner

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

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.

The Chairman requested that an **Executive Meeting** remain on the agenda.

Subject to the above, 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 Chairman 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 Stephen Woodruff	-Aye

4. APPROVAL OF PRIOR MINUTES

The Chairman called for acceptance or rejection of meeting Minutes for the November 30, 2021 Regular and Closed Session Meetings.

The Minutes for the November 30, 2021 Regular and Closed Session Meetings of the Board of Directors were presented for review, modification, or approval.

On motion made by Chairman Davis and seconded by Director Wymer, the following motion was unanimously approved and accepted:

“WHEREBY, that the Minutes of the Board of Directors’ November 30, 2021 Regular and Closed Session Meeting are hereby adopted and approved in their entirety as presented.”

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

The above Minutes of the November 30, 2021 Regular and Closed Session Meeting having been approved, the Chairman directed that the same be filed in the Minute Book for the purpose of recording all proceedings of the Board of Directors for the Pacific Fire Protection District.

5. BUDGET AND FINANCIAL MATTERS

A. 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 1, 2021 through December 16, 2021.

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

**MOTION
ADOPTING THE
December 1, 2021 THROUGH December 16, 2021
TREASURER’S REPORT
OF THE
PACIFIC FIRE PROTECTION DISTRICT**

December 16, 2021

“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, December 16, 2021, 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. **Feasibility Study – House 2**

Chief Sagehorn informed the Board that he would like to schedule a working session to review the updated feasibility study in person with Joe McGowan at Cochran Engineering. After a short discussion, the Board approved a working session to review and discuss the Feasibility Study for Engine House #2 with Joe McGowan and related issues on the 4th day of January, 2022 at 6:00 p.m. at Engine House #1.

A brief discussion was held.

Chairman Davis made a motion to approve the time and date of the working session and it was seconded by Director Woodruff.

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. ESCI – Update

Chief Sagehorn stated had nothing new to report.

C. New Employee Update

Chief Sagehorn informed the Board that new employees had passed the District physical and are scheduled for the pre-employment testing at Athletico. With anticipated start dates on January 5th, 7th, and 9th.

D. Annual Audit Report

Mr. Greg Spinner attended the meeting and review in detail his annual audit report with the Board. He state that his audit report was “unqualified” - which is the best audit findings and opinion that he can provide. He stated that the financial accounts and processes of the District are very good.

A general discussion was held.

At the conclusion of Mr. Spinner’s review and presentation of his audit report, Director Wymer made a motion to acknowledge receipt of the annual audit report, and Chairman Davis 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
Director Stephen Woodruff	-Aye

7. NEW BUSINESS

Chairman Davis requested the presentation of any New Business.

A. Part-time Resignation

Chief Sagehorn presented to the Board for approval the resignation letter from part-time employee Luke Naumann.

A brief discussion was held.

After discussion, Director Wymer made a motion to accept the 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 Stephen Woodruff	-Aye

B. CD Renewal

Chief Sagehorn informed that Board that the CD #1000008 matured and that after surveying the local market, he requested permission to establish 5 new interest bearing accounts at Bank Star and each account will earn interest at 1% per month. Chief Sagehorn recommended to transfer the amount that matured from CD #1000008 into interest bearing accounts at Bank Star.

A brief discussion was held.

After discussion, Director Woodruff made a motion to approve the fund transfers and investments 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 Report

Shop Steward Thad Marrs reviewed the activities of the Shop with the Board, including charitable activities. He reported that Dustin Wagner was elected Treasurer and that he was re-elected Shop Steward for the next year.

A brief discussion was held.

8. FIRE PREVENTION REPORT

Deputy Chief Fire Marshal David Phipps reviewed his activities for the month and addressed questions presented by the Board. He also presented his written report to the Board concerning the Fire Marshal's activities for the month of November 2021.

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 November 2021. He also provided a brief written report to the Board on miscellaneous activities.

10. FIRE CHIEF'S REPORT

Chief Sagehorn provided to the Board a written report concerning his activities for the month of November 2021. Chief Sagehorn also briefly reviewed the alarm reports.

11. ATTORNEY'S REPORT

Attorney Butler stated that he did not have anything new to report.

12. PUBLIC COMMENTS

The Chairman next called for Public Comments.

No comments were made.

13. 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 6:55 p.m. and a Closed Meeting was held.

RECONVENMENT OF OPEN SESSION

The public meeting reconvened at 7:05 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 December 16, 2021
CLOSED MEETING REQUIRING A ROLL CALL VOTE.**

ANNOUNCEMENT OF NEXT MEETING

Therefore, the Chairman announced that the next Regular Meeting of the Board of Directors shall be held on Thursday, January 6, 2021 at 1800 hours (6:00 p.m.) in person in the Boardroom, Central Engine House, Pacific Fire Protection District, 910 West Osage, Pacific, Missouri 63069.

ADJOURNMENT

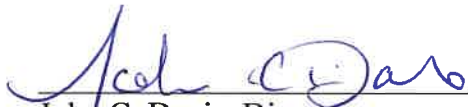
Upon motion duly made by Director Wymer, and seconded by Director Davis, and unanimously approved, the Chairman adjourned the general public meeting of the Board of Directors at 19:06 hours (7:06 p.m.).

Respectfully submitted,



Chris Wymer, Secretary,
Board of Directors

Approved:



John C. Davis, Director

Date



Chris Wymer, Director

Date

Stephen Woodruff, Director

Date