**Fenton Fire Protection District**

***Meeting of the Board of Directors***

**May 23, 2018**



A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, May 23, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 4:01 p.m.

## ROLL CALL:

The following Directors answered Roll Call:

Beth L. Viviano
Jennifer Grimes
Tom Ascheman

Also present was:

| | |
|---|---|
| Chief Tom Steitz | District Fire Chief |
| R0mona Kaminski | District Assistant Chief |
| Daniel McLaughlin | District Legal Counsel |
| Rick Rognan | District Accountant |

Chairwoman Viviano ruled that a quorum was present and called the meeting to order.

## APPROVAL OF THE MINUTES

The minutes from the regular meeting held May 9, 2018 were presented and it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to approve the minutes of the regular meeting held May 9, 2018. Motion approved and unanimously carried 3-0.

## APPROVAL OF BILLS

Chief Steitz presented the Board with the bills for review and payment, which totaled $316,165.63. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

***Moved by Director Grimes and seconded by Director Ascheman,*** to approve the bills for payment and ratification. Motion approved and unanimously carried 3-0.

## TREASURER'S REPORT

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. He indicated that the transfer to Reliance from Commerce is still in the process. Balances since last meeting are:

Commerce

| Fund | Balance as of 5/9/18 | Balance as of 5/23/18 |
|---|---|---|
| General | $1,784,285.55 | $460.00 |
| Ambulance | $362,612.47 | $0.00 |
| Dispatch | $197,799.78 | $0.00 |
| Pension | $1,000.00 | $0.00 |
| HRA | $2,627.42 | $0.00 |
| FSA | $9,269.34 | $0.00 |

Reliance

| Fund | Balance as of 5/9/18 | Balance as of 5/23/18 |
|---|---|---|
| General | $4,262,063.25 | $8,044,901.42 |
| Ambulance | $1,601,767.35 | $2,464,306.22 |
| Dispatch | $208,723.27 | $517,135.22 |
| Pension | $10,894.79 | $2,000.00 |
| HRA | $4,362.50 | $4,999.97 |
| FSA | $7,252.33 | $18,047.93 |

After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to receive the Treasurer's Report as presented. Motion approved and unanimously carried 3-0.

## OLD BUSINESS

Chief Kaminski updated the Board on the operations and capital project. She mentioned a meeting tomorrow with the graphics team to begin to develop a strategy for social media. The Citizens Advisory Committee meeting is scheduled for June 5, 2018 at Station #3. Chairwoman Viviano plans to attend.

## NEW BUSINESS

Greg Lottes presented the Board with the Property and Casualty and Worker's Comp renewals. P&C was flat to little increase while WC (which went out to bid with MEM and 7700) had an increase. Mr. Lottes recommends MEM whose increase would be $31,947.00 or $23,385.00 if the District made a lump sum payment. After discussion, it was

***Moved by Director Grimes, and seconded by Director*** Ascheman to renew with MEM and make a lump sum payment of $228,624.00. Motion approved and unanimously carried 3-0.

## ACCOUNTANT'S REPORT

Mr. Rognan presented the Financial Report and Statements as of April 30, 2018. He indicated that with timing items the District used 34.02% of the general fund budget, or was 0.72% over budget year to date, or $59,937; and 28.56% of the ambulance fund budget, or was (4.74%) under budget year to date, or ($148,953.00).

Mr. Rognan indicated that for the three (3) month period year versus last year, the District had $1,576,180.00, or 42.31% more in tax revenue and miscellaneous income for a total of $1,301,689.00 total revenues. The District had revenues over expenditures in the amount of $603,574.00. The District has a total operating fund balance of $10,335,202.88.

The report is attached hereto and made a part hereof the minutes to this meeting. After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to accept and approve the report and financial statements of the District as of April 30, 2018. Motion approved and unanimously carried 3-0.

Chief Steitz advised the Board that Fick & Eggemeyer & Williamson completed the field work for the 2017 Annual Audit on May 15, 2018. He indicated they did not find any substantial changes or recommendations and hoped to have a final report to present at the June 13, 2018 meeting.

## CHIEF'S REPORT

Chief Steitz reported on a structure fire assist with the City of Kirkwood Fire Department as well as one first alarm fire within the District.

Chief Steitz next advised the Board the District Open House was a success with approximately 500 people in attendance. It was reported the bubble bus was a huge attraction for the kids.

## NEXT MEETING DATE

Wednesday, June 13, 2018 at 4:00 p.m.

## ADJOURNMENT

There being no further business before the Board of Directors, at 4:28 p.m., it was

***Moved by Director Ascheman, and seconded by Director Grimes*** to adjourn the meeting. Motion approved and unanimously carried 3-0.

Respectfully submitted and attested to by,

Beth L. Viviano, Chairwoman

Jennifer Grimes, Treasurer

Tom Ascheman, Secretary