

Fenton Fire Protection District
Meeting of the Board of Directors

June 24, 2020

Page 1 of 6

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, June 24, 2020, via video conferencing originating at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 4:00 p.m.

ROLL CALL:

The following Directors answered Roll Call:

Beth L. Viviano
Jennifer Grimes
Tom Ascherman

Also present was:

Tom Steitz	District Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Chris Thiemann	District Fire Marshal
Chris McCarthy	Deputy Chief of EMS
Rick Rognan	District Accountant
Kimberly Smith	Office Manager

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

APPROVAL OF THE MINUTES

The minutes from the regular and closed meeting held June 3, 2020 were presented and it was

Moved by Director Grimes, and seconded by Director Ascherman to approve the minutes of the regular meeting held June 3, 2020. Motion approved and unanimously carried 3-0.

Fenton Fire Protection District

Meeting of the Board of Directors

June 24, 2020

Page 2 of 6

APPROVAL OF BILLS

Chief Steitz presented the Board with the bills for review and payment, which totaled \$1,614,481.60. 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 Ascherman, 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, Capital Projects 2019, Debt Service, HRA, FSA and COVID-19 Funds. Balances since last meeting are:

Simmons

<u>Fund</u>	<u>Balance as of 6/3/20</u>	<u>Balance as of 6/17/20</u>
General	\$14,041,814.49	\$13,245,551.64
Ambulance	\$4,796,286.36	\$4,888,457.33
Dispatch	\$698,144.81	\$482,126.55
Pension	\$202,642.03	\$203,795.54
Capital Project		
2019	\$16,243,331.41	\$16,236,823.41
Debt Services	\$1,332,459.16	\$1,334,363.53
HRA	\$4,339.26	\$3,565.46
FSA	\$16,486.88	\$18,261.52
Covid-19	\$19,129.57	\$19,129.57

After discussion, it was

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

Fenton Fire Protection District

Meeting of the Board of Directors

June 24, 2020

Page 3 of 6

OLD BUSINESS

Chris Thiemann, Fire Marshal, provided a construction update for House 3, House 2 and House 1. The footings for House 3 are complete, cinder block walls are under construction and plumbing work has started. At the House 2 site grading and fill work continue, excavation has begun on the adjacent property and the new roadway. The front office reception area at House 1 is progressing. The only item left to complete the project is the installation of the new glass at the entry with a door for plans to fit through. The project is expected to be finished within the next couple of weeks.

Chris Thiemann then informed the Board of Directors about other building construction within the District. Construction continues at Friendship Village. Delmar Gardens is preparing to build an additional building with 130 – 160 beds. Further updates included discussions regarding hotels and other potential new buildings.

Dan McClaughlin, District Attorney, spoke to the State Board of Mediation process and necessary documentation to address the Battalion Chief position within the union bargaining unit. No action was required during tonight's Board Meeting. The Letter of Acceptance will be prepared for the next regularly scheduled Board Meeting.

NEW BUSINESS

ACCOUNTANT'S REPORT

Rick Rognan, District Accountant, discussed the proposed 2019 Amended Budget. Mr. Rognan reviewed the actual amount received or expensed, the 2019 budgeted amount, and the proposed adjustment for each of the District Funds. Revenue accounts are revised to match the actual funds received and expense category adjustments are only proposed for those accounts that are spent in excess of the budgeted amount.

Moved by Director Grimes, and seconded by Director Ascherman to approve the Amended 2019 Budget described in the attached report. Motion passed and unanimously carried 3-0. A copy of the Amended 2019 Budget is attached hereto and made a part hereof these minutes.

Rick Rognan then reviewed the District's reserves as of December 31, 2019. General Accounting Standards Board (GASB) allows for a portion of fund balances to be earmarked for future contingencies. The recommendation is to assign from the 2019 general fund balance \$3,000,000

Fenton Fire Protection District

Meeting of the Board of Directors

June 24, 2020

Page 4 of 6

for the purpose of future appropriations, \$3,000,000 for future pension obligations, \$3,000,000 for emergency preparedness and \$2,000,000 for equipment and vehicle replacement.

Moved by Director Grimes, and seconded by Director Ascherman to accept the assigning of the 2019 general fund balances as listed above. Motion passed and unanimously carried 3-0. A copy of the recommended 2019 general fund appropriations is attached hereto and made a part hereof these minutes.

Rick. Rognan presented the Financial Report and Statements as of May 31, 2020. He indicated that with timing items the District used (34.49%) of the general fund budget, or was (7.21%) under budget year to date, or (\$619,848.00); and 36.87% of the ambulance fund budget, or was (4.83%) under budget year to date, or (\$174,317.00).

Mr. Rognan indicated that for the one (5) month period year versus last year, the District had \$2,596,519.00, or 38.60% more in tax revenue and miscellaneous and bond refinancing income. The District had revenue over expenditures in the amount of \$2,631.616. The District has a reserve of \$12,635,689.00 compared to \$7,538,874.00 last year.

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 Ascherman to accept and approve the report and financial statements of the District as of May 31, 2020. Motion approved and unanimously carried 3-0.

The next item of new business, Chief Steitz addressed the request to RFP for the training tower for the new 2 House. The District has obtained the proper approvals from the City of Fenton to build the training tower. The training tower bid is separate from the other construction as a cost saving measure and there are only a couple of vendors in the country that sell these training structures. Deputy Chief Mueller has prepared the RFP and with the Board's approval ready to begin the process.

Moved by Director Grimes, and seconded by Director Ascherman to approve the RFP process for the training tower for the new 2 House. Motion approved and unanimously carried 3-0.

The last agenda item was a discussion regarding the July Board Meetings. Since Board Meetings are being held every other Wednesday, July was scheduled to have three meetings. After a

Fenton Fire Protection District

Meeting of the Board of Directors

June 24, 2020

Page 5 of 6

discussion, it was decided to hold meetings on July 15 and 29, 2020, skipping the meeting planned for July 1, 2020. It was also determined that meetings would continue to be held via video conference for the foreseeable future.

Moved by Director Grimes, and seconded by Director Ascherman to approve holding only two Board Meetings in July on the 15 and 29. Motion approved and unanimously carried 3-0.

CHIEF'S REPORT

Chief Steitz conveyed personnel ran on three fires over the last couple of weeks. These included a mobile home fire in the Saline Valley Fire Protection District, a detached garage fire with the Eureka Fire Protection District and a commercial fire on Landmark Parkway in Sunset Hills. The building had a considerable amount of water damage due to activation of the fire sprinklers.

Chief Steitz reported about the Labor Management Meeting held earlier in the day to review and negotiate the first 13 articles of the CBA. Director Grimes attended and the meeting went well.

Chairwoman Viviano asked the status regarding the District's participation in the civil unrest protests. Chief Steitz expressed that task forces were dialed down from the previous week, but still could be activated if needed.

SHOP STEWARD'S REPORT

No report was provided.

NEXT MEETING DATE

Wednesday, July 15, 2020 at 4:00 p.m.

ADJOURNMENT

There being no further business before the Board of Directors, at 4:35 p.m., it was

Fenton Fire Protection District

Meeting of the Board of Directors

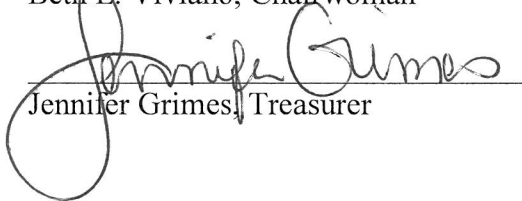
June 24, 2020

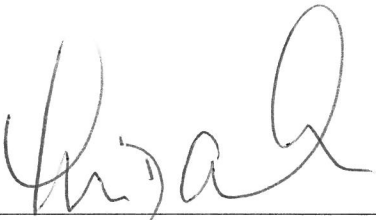
Page 6 of 6

Moved by Director Ascheman, and seconded by Director Viviano 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