

**Wright City Fire Protection District**

*“To serve, educate, and protect our community.”*

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

www.wrightcityfire.com

MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

January 17, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on January 17, 2017 at 1700. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – absent

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

FF Hakenewerth

FF Mosher

FF McCoy

Captain Combs

Captain Holtmeier

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1700 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the January 17, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for January 17, 2017. Secretary Andy Klein made a motion to accept the agenda as presented. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

The amended agenda for January 17, 2017 was adopted.

**Approval of the Open Minutes of December 8 & 19, 2016 Board Meetings**

Secretary Andy Klein moved for approval of the open minutes December 8 & 19, 2016. This was seconded by Director Bob Grah.

“RESOLVED that the Minutes of the December 8 & 19, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Approve Bills for Payment**

Director Bob Grah made a motion to approve the bills for January 17, 2017 for payment. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Treasurer’s Report for January 17, 2017**

*Cash Balance as of end of December 2016 is $513,079.96*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *-11,478.84* |
| *Capital Expense Account 0.30%* | *22,139.58* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
|  |  |
| *TOTAL* | *513,079.69* |

*Financial Reports*

1. *Attached is the report for December 201**6 Profit & Loss as compared to December budget.*
2. *Attached is the report for December YTD 2016 Profit & Loss as compared to December YTD budget.*
3. *Attached is the Balance Sheet for end of December, 2016.*

*Comments on Financial Reports*

* 1. *Income in December was $18,867 vs. budget of $3,567. Grants, Permit fees, and cost recovery*
  2. *Expenditures in December were $91,703 vs a budget of $86,484 which is $5,219 above budget*
     1. *Administrative Expenses in December were $10,872 vs a budget $767 or $10,105 above budget. Due to LOSAP Insurance*
     2. *Capital Expenses were $7,822 vs a budget of $8,164 which was 342 below budget.*
     3. *Maintenance expenses were $3,074 which was $635 below budget.*
     4. *Utility expenses were $1,616 which was $263 below budget.*
     5. *Training expenses were $197 which was $640 below budget.*
     6. *Other expenses were $1,983 which was $380 below budget.*
     7. *Personnel expenses were $66,139 which was $2,626 below budget.*

1. *Income for 2016 December YTD was $897,070 vs. a YTD budget of $843,295*

*which is $53,775 above YTD budget. This is due in part to over budget permit fees $15,675, Warren County taxes $28,286, and Lincoln County taxes $4,297 all above budget.*

1. *Expenses for 2016 December YTD were $884,639 which is $41,344 above budget. Of this above budget amount $27,486 is differed maintenance expense and security installation (see note 6 below). We therefore are $13,858 above budget on budgeted amounts.*

* 1. *Admin expenses YTD were $1,929 above budget*
  2. *Capital expenses YTD were $18,303 above budget*
  3. *Maintenance expenses YTD were $48,240 above budget*
  4. *Utility expenses YTD were $1,619 below budget*
  5. *Training expenses YTD were $2,042 above budget.*
  6. *Other expenses YTD were $7,430 above budget*
  7. *Personnel expenses YTD were $35,973 below budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of December is $502,418.95. This is 56%% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*
2. *In 2016 there was $12,431.59 income over expenses. This money will be moved to the capital expense account. This brings this account to $34,571.17. This money is to be used for unbudgeted long term capital improvements.*
3. *Interest income of $1,749 was made on laddering of CD’s for checking account and the reserve fund.*

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**Senate Bill 656**

Chief MacKnight is still continuing to work on this, but at this time it is a low priority.

**New Business**

**CD Laddering**

The BOD will take the Treasurers recommendation to move money to CD’s as he sees fit.

**Moving Money**

The Treasurer will move $12,431.59 from General Operating to Capital Expense accounts.

**2016 Budget Amendment**

Secretary Andy Klein made a motion to accept the Amended 2016 Budget. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded

A motion was made by Treasurer Dan West to move into closed session at 1741. This motion was seconded by Secretary Andy Klein. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Open Session**

A motion was made by Treasurer Dan West to move into open session at 1818. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Adjourn**

Motion made to adjourn the meeting at 1820. Motion was made by Treasurer Dan West and was seconded by Secretary Andy Klein. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

February 9, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on February 9, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

FF Hakenewerth

FF Mosher

Captain Combs

Captain Holtmeier

FF Sateia

FF Stone

FF Pelton

FF West

FF Clubb

Phil Keim

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1601 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the February 9, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for February 9, 2017. Director Bob Grah suggested that we move Representative Bryan Spencer to the beginning of New Business. It was agreed. Treasurer Dan West made a motion to amend the agenda. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

The amended agenda for February 9, 2017 was adopted.

**Approval of the Open Minutes of January 17, 2017 Board Meetings**

Secretary Andy Klein moved for approval of the open minutes January 17, 2017. This was seconded by Treasurer Dan West.

“RESOLVED that the Minutes of the January 17, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for February 9, 2017 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for January 17, 2017**

*Cash Balance as of end of January 2017 is $1,190,235.22*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *108,238.52* |
| *Capital Expense Account 0.30%* | *34,577.75* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *154,000.00* |
| *CD @ American Bank 9/31/17 (Operating Account) 0.75%* | *160,000.00* |
| *CD @ FSC Bank 5/31/17 (Operating Account) 0.05%* | *175,000.00* |
| *CD @ FSC Bank 4/31/17 (Operating Account) 0.05%* | *56,000.00* |
| *TOTAL* | *1,190,235.22* |

*Financial Reports*

1. *Attached is the report for January 2016 Profit & Loss as compared to January budget.*
2. *Attached is the report for January YTD 2016 Profit & Loss as compared to January YTD budget.*
3. *Attached is the Balance Sheet for end of December, 2016.*

*Comments on Financial Reports*

* 1. *Income in January was $756,735 vs. budget of $852,225. Permit fees were 2,053 above budget. The balance of short fall will be made up during the balance of the year as taxes are paid.*
  2. *Expenditures in January were $88,677 vs a budget of $58,339 ($106,991-$48,652 {under budget in capital expenses} which is $30,338 above budget*
     1. *Administrative Expenses in January were $1,626 vs a budget $1,620.*
     2. *Capital Expenses were $4,049 which is $48,652 below budget*
     3. *Maintenance expenses were $6,983 which was $2,150 above budget.*
     4. *Utility expenses were $3,338 which was $1,265 above budget.*
     5. *Training expenses were $1,565 which was $565 above budget.*
     6. *EMS Supplies expenses were $19,814 which was 18,573 above budget*
     7. *Other expenses were $1,180 which was $1,227 below budget*
     8. *Personnel expenses were $50,121 which was $9,120 above budget due to overtime ($3,416) and health insurance ($7,996) both above budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of January is $502,418.95. This is 56% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**Needs Assessment**

Director Bob Grah asked that the priority list be spread out over time to get a realistic look.

Chairman Rudy Jovanovic requested the priority list be emailed to him so that he could work on this request.

**Director & Officer Insurance**

The information was printed for the BOD review. Director Bob Grah would like to be able to review this document and possibly look into the definition of management vs director title.

**Financial Reporting Obligations with a Budget over 1 Million**

Discussion about the information presented by Monte Olsen. Chairman Rudy Jovanovic discussed this would not be needed until 2018, in the meantime we will reach out to Frank Vatterott about this topic.

**New Business**

**Representative Bryan Spencer**

Representative Spencer discussed the following, with conversation with the BOD following:

* Cost Recovery – hard billing vs soft billing
* Tax Increase
* Bond Issue
* Upcoming community events
* NATO meeting in March

**Merger Study**

Director Bob Grah made a motion for Chief MacKnight to begin putting together the RFP for the Merger Study. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Resolution for American Bank**

“RESOLVED that the American Bank Signature Paperwork is hereby adopted and approved in its entirety, as presented with and corrections made and suggested.”

**Fire Chiefs Report**

* No report presented, will be done the next week.
* Discussion

**2665**

* Discussion

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded

A motion was made by Secretary Andy Klein to move into closed session at 1743. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Director Bob Grah to move into open session at 1757. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1758. Motion was made by Treasurer Dan West and was seconded by Secretary Andy Klein. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

March 9, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on March 9, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – absent

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Hakenewerth

FF Mosher

Captain Holtmeier

FF Sateia

FF West

FF Clubb

LT Ellis

Laura Hakenewerth

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1600 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the March 9, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for March 9, 2017. Chief MacKnight asked that we add WCAD to the Old Business. It was agreed. Secretary Andy Klein made a motion to amend the agenda. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

The amended agenda for March 9, 2017 was adopted.

**Approval of the Open Minutes of February 9, 2017 Board Meetings**

Director Bob Grah moved for approval of the open minutes February 9, 2017. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the February 9, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for March 9, 2017 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for March 9, 2017**

Treasurer’s Report was not submitted.

**Public Comments**

None

**Old Business**

**Needs Assessment**

Discussion of spreadsheet created by Chairman Rudy Jovanovic, this will continue to be a working document.

Discussion of bonding & tax increase. Numbers are just an estimate, can look at getting solid numbers as we go.

**Director & Officer Insurance**

Director Bob Grah has concerns with the exclusions of the policy and the liability it still leaves the officers. Chief MacKnight will review the coverage. This will be left on the agenda for April.

**Financial Reporting Obligations with a Budget over 1 Million**

Nothing needs to be done on this until 2018, will remove from the agenda.

**Merger Study**

The RFP is still being worked on.

**Spencer Meeting**

March 24 at 6pm. Chairman Jovanovic will be in attendance with Chief MacKnight.

**New Business**

**WCAD**

The WCAD countered with their own MOU which was unacceptable to both Fire Chiefs. We will rework our original MOU and resubmit, this MOU will not show much change.

**Director Klein’s Address**

Secretary Andy Klein discussed his upcoming resignation.

**2015 Building Codes**

Kim will look for a copy with the highlighted changes and send to BOD. The Fire Marshal will discuss in April the changes that were made.

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded

A motion was made by Secretary Andy Klein to move into closed session at 1735. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Director Mike Schriener to move into open session at 1740. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1741. Motion was made by Director Mike Schriener and was seconded by Secretary Andy Klein. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

April 13, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on April 13, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

A/C Josh Riebe

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Hakenewerth

FF Mosher

Captain Holtmeier

Captain Combs

Captain Gibson

FF Sateia

FF West

FF Clubb

LT Ellis

FF Pelton

FF Stone

FF Davis

FF McCoy

Sherry Schreiter

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1602 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the April 13, 2017 Agenda**

Chairman Rudy Jovanovic asked for an amendment to the Tentative Agenda for April 13, 2017. We moved the pinning of new firefighters, pinning of LT Ellis, and the 10 year anniversary to the item #8 prior to Old Business. It was agreed. Treasurer Dan West made a motion to amend the agenda. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

The amended agenda for April 13, 2017 was adopted.

**Approval of the Open Minutes of March 9, 2017 Board Meetings**

Secretary Andy Klein moved for approval of the open minutes March 9, 2017. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the March 9, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for April 13, 2017 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for April 13, 2017**

*Treasurers Report*

*April 13, 2017*

*Cash Balance as of end of March 2017 is $988,136.49*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *22,120.53* |
| *Capital Expense Account 0.30%* | *34,597.01* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *154,000.00* |
| *CD @ American Bank 9/31/17 (Operating Account) 0.75%* | *160,000.00* |
| *CD @ FSC Bank 5/31/17 (Operating Account) 0.05%* | *115,000.00* |
| *TOTAL* | *988,136.49* |

*Financial Reports*

1. *Attached is the report for March 2017 Profit & Loss as compared to March budget.*
2. *Attached is the report for March YTD 2017 Profit & Loss as compared to March YTD budget.*
3. *Attached is the Balance Sheet for end of March 2017.*

*Comments on Financial Reports*

* 1. *Income in March was $8,416 vs. budget of $3,955. Permit fees were on budget., received a $5,128 grant from the state for light bar. Cost recovery was below budget by $1,270.*
  2. *Expenditures in March were $71,476 vs a budget of $85,741. This is a bit misleading because in the budget is $31,500 workmen compensation which was paid in February. Moving this budget item to February results in a new budget of $54,241 making March expenditures $17,215 over budget.*
     1. *Administrative Expenses were $1,640 which was $250 below budget. This assumes the workmen compensation budget of $31,500 is placed in February where the bill was paid.*
     2. *Capital Expenses were $4,950 which is $3,954 above budget*
     3. *Maintenance expenses were $5,580 which was $747 above budget.*
     4. *Utility expenses were $1,645 which was $428 below budget.*
     5. *Training expenses were $1,936 which was $936 above budget.*
     6. *EMS Supplies expenses were $80 which was $836 below budget. There was a credit of $2,997 refund due to over payment.*
     7. *Other expenses were $1,888 which was $481 above budget*
     8. *Personnel expenses were $56,754 which was $15,628 above budget due to new first responders not being in the budget.*
  3. *Income for 2017 March YTD was $797,077 vs. a YTD budget of $860,135 which is $63,058 below YTD budget. The budget deficit is expected to be made up by year end.*
  4. *Expenses for 2017 March YTD were $323,986 which is $20,881 below budget.*
     1. *Admin expenses YTD were $8,133 below budget.*
     2. *Capital expenses YTD were $45,002 below budget.*
     3. *Maintenance expenses YTD were $135 below budget.*
     4. *Utility expenses YTD were $962 above budget.*
     5. *Training expenses YTD were $1,453 above budget.*
     6. *EMS expenses YTD were $7,614 above budget.*
     7. *Other expenses YTD were $879 above budget*
     8. *Personnel expenses YTD were $21,482 above budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of March is $502,418.95. This is 56% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*

**Public Comments**

None

**Recognition of 10 years of service – Captain Scot Gibson & FF Jesse McCoy**

**Pinning of LT Jewett Ellis by his son, Kurtis Ellis**

**Pinning of FF Jason Clubb by his wife, Deanna Clubb**

**Pinning of FF Jason Pelton by his wife, Jackie Pelton**

**Pinning of FF Brian Stone by his mom, Carol Stone**

**Pinning of FF Cody West by his wife, Amy West**

**Pinning of FF Keith Terry by his wife, Leah Gossett**

**Pinning of FF Scott Sateia by his son, Dustin Sateia**

**Old Business**

**Needs Assessment**

This will be kept on the agenda as a fluid document.

**Director & Officer Insurance**

Kim discussed that the insurance agent had explained that for the budget we have the coverage is sufficient. For true Directors Insurance, the expense would greatly outweigh the need. This will be removed from agenda.

**Merger Study**

The RFP is still being worked on.

**Spencer Meeting**

Chairman Jovanovic discussed the NATO meeting information.

**2015 Building Codes**

This will be continued to May due to FM being on a call and not being able to present.

**New Business**

**New Pumper**

Captain Holtmeier presented the HGAC information to the BOD with the help of Secretary Andy Klein. The BOD asked Captain Holtmeier to proceed with the HGAC information. Captain Holtmeier also asked the BOD for permission to make a decision on a truck and begin the spec process as he would like to be able to order by July. This would keep us from doubling up on payments for a calendar year. The BOD was in agreement of this.

**SSM Contract**

Director Bob Grah made a motion to sign the contract with SSM, Secretary Andy Klein seconded this motion. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Fire Chiefs Report**

* Discussion

**2665**

* Not present

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (1) (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (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.

A motion was made by Secretary Andy Klein to move into closed session at 1823. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Treasurer Dan West to move into open session at 1848. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1851. Motion was made by Secretary Andy Klein and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Andy Klein, Secretary and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



**Wright City Fire Protection District**

*“To serve, educate, and protect our community.”*

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

www.wrightcityfire.com

MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

May 11, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on May 11, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Administration

Chief Ron MacKnight

A/C Josh Riebe

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Hakenewerth

Captain Combs

FF West

FF Clubb

FF Pelton

FF Stone

Sherry Schreiter

Phil Keim

Louise Franks

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1602 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the May 11, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for May 11, 2017. Director Bob Grah made a motion to accept the agenda as presented. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

The agenda for May 11, 2017 was adopted.

**Approval of the Open Minutes of April 13, 2017 Board Meeting Minutes from Special Meetings on: January 17, 2017 & May 1, 2017:**

Director Bob Grah moved for approval of the open minutes April 13, 2017 and the Special Meeting Minutes on January 17, 2017 & May 1, 2017. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the April 13, 2017 Board Meeting and the Special Meeting Minutes on January 17, 2017 & May 1, 2017 are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for May 11, 2017 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for May 11, 2017**

*Cash Balance as of end of April 2017 is $927,680.07*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *649.20* |
| *Capital Expense Account 0.30%* | *1,611.92* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *154,000.00* |
| *CD @ American Bank 9/31/17 (Operating Account) 0.75%* | *160,000.00* |
| *CD @ FSC Bank 5/31/17 (Operating Account) 0.05%* | *109,000.00* |
| *TOTAL* | *927,680.07* |

*Financial Reports*

1. *Attached is the report for April 2017 Profit & Loss as compared to April budget.*
2. *Attached is the report for April YTD 2017 Profit & Loss as compared to April YTD budget.*
3. *Attached is the Balance Sheet for end of April 2017.*

*Comments on Financial Reports*

* 1. *Income in April was $28,165 vs. budget of $3,955. This is due to income from Warren and Lincoln Counties as well as above budget for permit fees.*
  2. *Expenditures in April were $88,540 vs a budget of $56,840 or $31,700 above budget.*

*.*

* + 1. *Administrative Expenses were $5,721 which was $4,176 above budget. This was due to higher than expected legal and HR fees.*
    2. *Capital Expenses were $4,344 which is $3,403 above budget due to security installation.*
    3. *Maintenance expenses were $8,331 which was $498 above budget.*
    4. *Utility expenses were $1,891 which was $182 below budget.*
    5. *Training expenses were $786 which was $213 below budget.*
    6. *EMS Supplies expenses were $0.00 which was $916 below budget*
    7. *Other expenses were $1,485 which was $78 above budget*
    8. *Personnel expenses were $65,982 which was $24,857 above budget due to new first responders not being in the budget.*
  1. *Income for 2017 April YTD was $825,271 vs. a YTD budget of $864,090 which is $38,819 below YTD budget. The budget deficit is expected to be made up by year end.*
  2. *Expenses for 2017 April YTD were $412,525 which is $10,818 above budget.*
     1. *Admin expenses YTD were $3,958 below budget.*
     2. *Capital expenses YTD were $41,599 below budget.*
     3. *Maintenance expenses YTD were $363 above budget.*
     4. *Utility expenses YTD were $779 above budget.*
     5. *Training expenses YTD were $1,239 above budget.*
     6. *EMS expenses YTD were $6,698 above budget.*
     7. *Other expenses YTD were $957 above budget*
     8. *Personnel expenses YTD were $46,339 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of April is $502,418.95. This is 56% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*

*The Capital Expense account was reduced by $33,000. The money was moved to the Operating account and be replaced when FEMA money is received.*

*We have not received the FEMA money as of May 10.*

**Public Comments**

None

**Old Business**

**Needs Assessment**

* Chief MacKnight discussed the research he has done on new firehouses, while he has only scratched the surface, he will continue to do research.
* Discussion of wild land gear and cost.
* Possible newspaper article discussing our needs and a 10 year plan to meet those needs.
* Bringing in a bond expert to discuss bonding vs financing for the June meeting.

Director Bob Grah made a motion to use up to $20,000 from the reserves account to buy needed wild land gear, this would strike #5 from our needs assessment. This motion was seconded by Director Mike Schriener. Vote as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Merger Study**

The RFP is still being worked on. No progress at this time.

**2015 Building Codes**

These will be adopted in June.

**New Pumper**

Discussion

**New Business**

**BOD Vacancy**

Kim will change the posting to reflect a deadline for applications of June 8 at 1500 hrs.

**Public Relations**

Treasurer Dan West made the motion to allow Chief MacKnight the discretion to make any and all public relations needs or events decisions. This motion was seconded by Director Bob Grah. Vote as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Administrative Raises**

The evaluation form will be sent to the BOD to fill out for Chief MacKnight. Chief MacKnight will begin these for the A/C and Admin Asst. We will revisit these at the June BOD meeting.

**Fire Chiefs Report**

* Discussion

**2665**

* Not present

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (1) (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (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.

A motion was made by Treasurer Dan West to move into closed session at 1646. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Treasurer Dan West to move into open session at 1656. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1657. Motion was made by Director Bob Grah and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacant Secretary and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

June 22, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on June 22, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Administration

Chief Ron MacKnight

A/C Josh Riebe

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Hakenewerth

FF West

FF McCoy

FF Pelton

FF Stone

Phil Keim

Mike Gantner

Elizabeth Althoff – LAGERS

Captain Mike Holtmeier

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1605 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the June 22, 2017 Agenda**

Chairman Rudy Jovanovic asked for an amendment to the Tentative Agenda for June 22, 2017. The amendment to move BOD Vacancy to the #1 item on Old Business was motioned by Director Bob Grah. The motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

The amended agenda for June 22, 2017 was adopted.

**Approval of the Open Minutes of May 11, 2017 Board Meeting Minutes:**

Director Bob Grah moved for approval of the open minutes May 11, 2017. This was seconded by Treasurer Dan West.

“RESOLVED that the Minutes of the May 11, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for May 11, 2017 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for June 22, 2017**

*Cash Balance as of end of May 2017 is $902,531.88*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *84,243.22* |
| *Capital Expense Account 0.30%* | *1,615.18* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *331537.66* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *171,135.82* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *154,000.00* |
| *CD @ American Bank 9/31/17 (Operating Account) 0.75%* | *160,000.00* |
|  |  |
| *TOTAL* | *902,531.88* |

*Financial Reports*

1. *Attached is the report for May 2017 Profit & Loss as compared to May budget.*
2. *Attached is the report for May YTD 2017 Profit & Loss as compared to May YTD budget.*
3. *Attached is the Balance Sheet for end of May 2017.*

*Comments on Financial Reports*

* 1. *Income in May was $54,762 vs. budget of $3,955. This is due to income from Warren and Lincoln Counties as well as above budget for permit fees and the SAFER grant.*
  2. *Expenditures in May were $74,877 vs a budget of $54,841 or $30,772 above budget.*

*.*

* + 1. *Administrative Expenses were $283 which was $1,262 below budget.*
    2. *Capital Expenses were $10,101 which is $9,160 above budget due to bunker coat purchase*
    3. *Maintenance expenses were $2,792 which was $3,040 below budget.*
    4. *Utility expenses were $1,575 which was $498 below budget.*
    5. *Training expenses were $3,422 which was $2422 above budget.*
    6. *EMS Supplies expenses were $121 which was $794 below budget*
    7. *Other expenses were $-705 which was $2,113 below budget*
    8. *Personnel expenses were $57,288 which was $16,162 above budget due to new first responders not being in the budget.*
  1. *Income for 2017 May YTD was $884,689 vs. a YTD budget of $868,045 which is $16,644 above YTD budget.*
  2. *Expenses for 2017 May YTD were $484,166 which is $27,618 above budget.*
     1. *Admin expenses YTD were $5,220 below budget.*
     2. *Capital expenses YTD were $32,639 below budget.*
     3. *Maintenance expenses YTD were $3,714 below budget.*
     4. *Utility expenses YTD were $695 below budget.*
     5. *Training expenses YTD were $3,661 above budget.*
     6. *EMS expenses YTD were $4,932 above budget.*
     7. *Other expenses YTD were $1,207 below budget*
     8. *Personnel expenses YTD were $62,501 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of May is $502,418.95. This is 56% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*

*The Capital Expense account was reduced by $33,000. The money was moved to the Operating account and be replaced when FEMA money is received. FEMA money has now been received so $33,000 must be moved back to Capital Expense Account.*

**Public Comments**

None

**Old Business**

**BOD Vacancy**

Phil Keim and Michael Gantner introduced themselves to the BOD and gave statements indicating their interest in the open Board seat and summarizing their experience for same. Both presented their resumes to the BOD for the vacant seat. They were offered the opportunity to ask any questions of the BOD. The BOD was given an opportunity to ask questions of the candidates.

**Needs Assessment**

Elizabeth Althoff presented on LAGERS for WCFPD. She presented the actuarial report for WCFPD, this report will be available for public view for 45 days by contacting the Administrative Office and making an appointment during normal business hours.

The **Board of Directors** of **Wright City Fire Protection District** has received cost information for possible membership in the Missouri Local Government Employees Retirement System. In accordance with Section 105.675 Revised Statutes of Missouri, said cost information shall be made available for public inspection for at least 45 calendar days from today prior adoption of membership. Interested parties may view a copy of this cost information at Wright City Fire Protection District Administration Building (396 W 2nd Street N) and or/by contacting Administrative Assistant Kimberly Arbuthnot.

**Merger Study**

Chief MacKnight presented the RFP to the BOD and asked for their approval of the wording of the document. Treasurer Dan West made a motion to accept the RFP as it was written and permission to approach the Warrenton Fire Protection District BOD with the RFP. Director Bob Grah seconded the motion. Vote as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**2015 Building Codes**

These will be recorded and available for public view for 90 days prior to being adopted. The estimated date for adoption is December 1, 2017.

**New Pumper**

Discussion

**Admin Raises**

Director Bob Grah made a motion to give the Administrative Assistant and the Assistant Chief a 3% raise retro back to January 1, 2017. Director Mike Schriener seconded the motion. Vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**New Business**

**Adopt resolution to amend 2016 budget**

A motion was made by Director Mike Schreiner to adopt the resolution to amend the 2016 budget as suggested by the district accounting firm. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**August BOD Meeting**

The August BOD Meeting will be moved to August 17, 2017.

**City Hall Building Permits**

Treasurer Dan West made a motion to grant a variance to Wright City Hall new construction on Westwoods Road at no cost to them. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – abstain

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (1) (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (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.

A motion was made by Treasurer Dan West to move into closed session at 1845. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Director Mike Schriener to move into open session at 1920. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1920. Motion was made by Director Mike Schriener and was seconded by Director Bob Grah. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vacant Secretary and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



**Wright City Fire Protection District**

*“To serve, educate, and protect our community.”*

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

www.wrightcityfire.com

MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

July 13, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on July 13, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – absent

Bob Grah – Director – present

Mike Gantner – Director - present

Administration

Chief Ron MacKnight

A/C Josh Riebe

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Mosher

FF West

FF Clubb

Captain Mike Holtmeier

Brian Franze – Sentinel

Keith McDonald – Sentinel

Jason Terry - Gilmore & Bell, P.C.

Jennifer Brooks - Gilmore & Bell, P.C.

Stephanie Meyer - Gilmore & Bell, P.C.

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1602 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the July 13, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for July 13, 2017. The amendment to add “Appoint a BOD Secretary” to item #1 of New Business was motioned by Treasurer Dan West. The motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

The amended agenda for July 13, 2017 was adopted.

**Approval of the Open Minutes of June 22, 2017 Board Meeting Minutes:**

Director Bob Grah moved for approval of the open minutes June 22, 2017. This was seconded by Director Mike Gantner.

“RESOLVED that the Minutes of the June 22, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**Approve Bills for Payment**

Director Bob Grah made a motion to approve the bills for July 13, 2017 for payment. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**Treasurer’s Report for July 13, 2017**

*Cash Balance as of end of June 2017 is $822,893.22*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *4,604.56* |
| *Capital Expense Account 0.30%* | *1,615.18* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *331537.66* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *171,135.82* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *154,000.00* |
| *CD @ American Bank 9/31/17 (Operating Account) 0.75%* | *160,000.00* |
|  |  |
| *TOTAL* | *822,893.22* |

*Financial Reports*

1. *Attached is the report for June 2017 Profit & Loss as compared to June budget.*
2. *Attached is the report for June YTD 2017 Profit & Loss as compared to June YTD budget.*
3. *Attached is the Balance Sheet for end of June 2017.*

*Comments on Financial Reports*

* 1. *Income in June was $8,732 vs. budget of $3,955. This is due to income from Warren and Lincoln Counties as well as above budget for permit fees.*
  2. *Expenditures in June were $95,038 vs a budget of $68,129 or $26,909 above budget.*

*.*

* + 1. *Administrative Expenses were $-173 (due to workers compensation refund of $379) which was $1,545 below budget.*
    2. *Capital Expenses were $1,122 which is $181 above budget due to computer support*
    3. *Maintenance expenses were $13,348 which was $8,515 above budget due to 9714 repairs*
    4. *Utility expenses were $1,634 which was $438 below budget.*
    5. *Training expenses were $646 which was $354 below budget.*
    6. *EMS Supplies expenses were $0.0 which was $916 below budget*
    7. *Other expenses were $1,177 which was $230 below budget*
    8. *Personnel expenses were $77,282 which was $21,868 above budget due to new first responders not being in the budget and raises being made retroactive to January 1.*
  1. *Income for 2017 June YTD was $893,421 vs. a YTD budget of $872,000 which is $21,421 above YTD budget.*
  2. *Expenses for 2017 June YTD were $579,205 which is $54,528 above budget.*
     1. *Admin expenses YTD were $6,938 below budget.*
     2. *Capital expenses YTD were $32,457 below budget.*
     3. *Maintenance expenses YTD were $4,801 above budget.*
     4. *Utility expenses YTD were $1,133 below budget.*
     5. *Training expenses YTD were $3,307 above budget.*
     6. *EMS expenses YTD were $4,016 above budget.*
     7. *Other expenses YTD were $1,437 below budget*
     8. *Personnel expenses YTD were $84,369 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of June is $502,418.95. This is 56% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*

*The Capital Expense account was reduced by $33,000. The money was moved to the Operating account and be replaced when FEMA money is received.*

A cash analysis will need to be done for the last half of the fiscal year.

**Public Comments**

None

**Old Business**

**Needs Assessment**

Jason Terry with Gilmore & Bell presented bonding information.

**Merger Study**

Chief MacKnight will be meeting with WFPD BOD on Tuesday, July 18 to present the Merger Study RFP.

**New Pumper**

Director Bob Grah made a motion to go forward with signing the contract with Rosenbauer for $845,003.00. Treasurer Dan West seconded the motion. Vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**New Business**

**Secretary of the BOD**

Treasurer Dan West made a motion to place Kim Arbuthnot as the Secretary of the Board of Directors. Director Bob Grah seconded the motion. Vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**July 31, 2017 CD**

Treasurer Dan West will be unavailable when this matures and Director Mike Schriener will need to cash this CD in and deposit the money into general operating. Kim will make sure he is aware.

**Fire Chiefs Report**

* Discussion

**2665**

* No one present.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Treasurer Dan West to move into closed session at 1805. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**Open Session**

A motion was made by Treasurer Dan West to move into open session at 1807. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**Adjourn**

Motion made to adjourn the meeting at 1808. Motion was made by Director Bob Grah and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant and Secretary of the Board of Directors

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Gantner, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

August 17, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on August 17, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – absent

Bob Grah – Director – present

Mike Gantner – Director - present

Administration

Chief Ron MacKnight

A/C Josh Riebe

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Mosher

FF West

FF Heppermann

FF Jason Pelton

Recruit Dwayne LeNoir

Captain Mike Combs

Captain Scot Gibson

FF Hakenewerth

FF Terry

FF Sateia

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1602 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the August 17, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for July 13, 2017. Director Bob Grah made a motion to accept the agenda as presented. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

The agenda for August 17, 2017 was adopted.

**Approval of the Open Minutes of July 13, 2017 Board Meeting Minutes:**

Director Bob Grah moved for approval of the open minutes July 13, 2017. This was seconded by Director Mike Gantner.

“RESOLVED that the Minutes of the July 13, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Approve Bills for Payment**

Director Bob Grah made a motion to approve the bills for August 17, 2017 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Treasurer’s Report for July 13, 2017**

None given.

**Public Comments**

None

**Old Business**

**Needs Assessment**

Chairman Rudy Jovanovic presented the new 10 year plan which he had divided into a tax increase and a bond issue spreadsheet. Discussion followed.

**Merger Study**

We have had two companies that have declined the RFP at this time.

**Truck Financing Update**

Treasurer Dan West discussed the financing options. He spoke with the leasing company and First State Community Bank. We will look further when the time is right.

**New Business**

**Postcard**

Chief MacKnight discussed the postcard that went out and the fact that it was mailed with proper authorization. It was sent to addresses outside of our district.

**Fire Chiefs Report**

* Discussion

**2665**

* FF Hakenewerth discussed his stepping down and the fact that Captain Mike Combs has taken over.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Director Bob Grah to move into closed session at 1708. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Open Session**

A motion was made by Director Bob Grah to move into open session at 1741. This motion was seconded by Director Mike Gantner. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Adjourn**

Motion made to adjourn the meeting at 1742. Motion was made by Director Mike Gantner and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant and Secretary of the Board of Directors

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Gantner, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

September 21, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on September 21, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – absent

Bob Grah – Director – present

Mike Gantner – Director - present

Administration

Chief Ron MacKnight

A/C Josh Riebe

Administrative Assistant Kimberly Arbuthnot

Visitors

FF West

FF Brian Stone

FF Jason Pelton

FF Jesse McCoy

Captain Mike Combs

Captain Scot Gibson

Captain Mike Holtmeier

FF Hakenewerth

FF Terry

FF Sateia

Leah Terry

Pam Terry

Phil Keim

Stephanie Combs

Michelle Bock (Financial Advisor)

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1600 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the September 21, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for September 21, 2017. Director Bob Grah made a motion to accept the agenda as presented. This motion was seconded by Director Mike Gantner. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

The agenda for September 21, 2017 was adopted.

**Approval of the Open Minutes of August 17, 2017 Board Meeting Minutes:**

Director Mike Schriener moved for approval of the open minutes August 17, 2017. This was seconded by Director Bob Grah.

“RESOLVED that the Minutes of the August 17, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Approve Bills for Payment**

The Board of Directors voted unanimously to approve the bills for payment. No motions were made.

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Treasurer’s Report for August 17, 2017**

*Cash Balance as of end of August 2017 is $711,139.08*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *19,834.37* |
| *Capital Expense Account 0.30%* | *34,631.23* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *331,537.66* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *171,135.82* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *154,000.00* |
|  |  |
|  |  |
| *TOTAL* | *711,139.08* |

*Financial Reports*

1. *Attached is the report for August 2017 Profit & Loss as compared to August budget.*
2. *Attached is the report for August YTD 2017 Profit & Loss as compared to August YTD budget.*
3. *Attached is the Balance Sheet for end of August 2017.*

*Comments on Financial Reports*

* 1. *Income in August was $16,460 vs. budget of $3,955. This is due to income from Warren County as well as above budget for permit fees. This does not include SAFER Grant of $32,937*
  2. *Expenditures in August were $110,630 vs a budget of $54,940 or $55,690 above budget. The above budget amounts were made up of $33,000 repayment to capital expense account, $14,815 SAFER Grant salaries, and $7,875 over budget in budgeted accounts*

*.*

* + 1. *Administrative Expenses were $2,199 which is $654 above budget*
    2. *Capital Expenses were $1,841 which is $900 above budget*
    3. *Maintenance expenses were $12,993 which was $8,160 above budget due to New rear tires on 9714 ($2,457) and repair lift cab, rear brakes and A/C charge on 9724 ($3,814) plus return of over payment of grant money ($5,129)*
    4. *Utility expenses were $1,481 which was $591 below budget.*
    5. *Training expenses were $935 which was $65 below budget.*
    6. *EMS Supplies expenses were $0.0 which was $916 below budget*
    7. *Other expenses were $2,220 which was $287 below budget*
    8. *Personnel expenses were $55,940 which was $14,815 above budget due to new first responders not being in the budget*
  1. *Income for 2017 August YTD was $872,192 vs. a YTD budget of $879,910 which is $7.718 below YTD budget. This is does not take into account the SAFER Grant money which is $104,029.*
  2. *Expenses for 2017 August YTD were $579,205 which is $54,528 above budget.*
     1. *Admin expenses YTD were $671 below budget.*
     2. *Capital expenses YTD were $22,435 below budget.*
     3. *Maintenance expenses YTD were $16,966 above budget.*
     4. *Utility expenses YTD were $2,125 below budget.*
     5. *Training expenses YTD were $2,390 above budget.*
     6. *EMS expenses YTD were $2,184 above budget.*
     7. *Other expenses YTD were $1,022 below budget*
     8. *Personnel expenses YTD were $116,603 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of August is $502,418.95. This is 56% of $843,295 2017 annual budget. This down from 60% of 2016 budget.*

*The Capital Expense account was increased by $33,031. The money was moved to from the Operating account. The FEMA money was received.*

**Public Comments**

None

**Old Business**

**Special Business**

Commendation awards were presented to: Captain Mike Combs, FF Brian Stone, FF Jason Pelton, FF Keith Terry for their above and beyond work during Mayor Dave Heiliger’s funeral.

**Needs Assessment**

Michelle Bock from PiperJaffray came in and discussed the financial aspect of General Obligation Bonds and Certificates of Appreciation. There was a discussion and question / answer session. The BOD decided they would like to look at the agreement that PiperJaffray has before any final decisions or actions are taken. Chief MacKnight was to email Michelle asking for this information.

**Merger Study**

The first response to merger study was given to the BOD for review. There are other bids that have come in, but we are awaiting Booneslick Regionals bid before presenting all to the BOD.

**Truck Committee Update**

Director Bob Grah made a motion to sign the amended work order for the new 9714, this motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**New Business**

**Fire Chiefs Report**

* Discussion

**2665**

* Captain Mike Combs discussed their participation in Strassenbash and the bicycle raffle that was held for a new boys and girls bicycle.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021. (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Treasurer Dan West to move into closed session at 1734. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Open Session**

A motion was made by Director Mike Schriener to move into open session at 1737. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner - aye

**Adjourn**

Motion made to adjourn the meeting at 1738. Motion was made by Treasurer Dan West and was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – aye

Mike Gantner – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant and Secretary of the Board of Directors

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Mike Gantner, Director

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Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



**Wright City Fire Protection District**

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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

October 12, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on October 12, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – absent

Bob Grah – Director – present

Mike Gantner – Director - present

Administration

Chief Ron MacKnight

A/C Josh Riebe - absent

Administrative Assistant Kimberly Arbuthnot

Visitors

FF West

FF Allison

FF Clubb

FF Easton House

Captain Mike Combs

Captain Mike Holtmeier

FF Hakenewerth

Rev Davis

Ann Davis

Keith Collier

Valerie Collier

Laura Hakenewerth

Phil Keim

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1600 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the October 12, 2017 Agenda**

Chairman Rudy Jovanovic asked to strike Closed Session to the Tentative Agenda for October 12, 2017. Director Bob Grah made a motion to accept the agenda, striking Closed Session. This motion was seconded by Director Mike Gantner. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

The agenda for October 12, 2017 was adopted.

**Approval of the Open Minutes of September 21, 2017 Board Meeting Minutes:**

Director Bob Grah moved for approval of the open minutes September 21, 2017. This was seconded by Director Mike Gantner.

“RESOLVED that the Minutes of the September 21, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**Approve Bills for Payment**

Director Mike Gantner made a motion to approve the bills presented for payment. This was seconded by Director Bob Grah. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner - aye

**Treasurer’s Report for August 17, 2017**

*Cash Balance as of end of September 2017 is $675,547.42*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *34,242.71* |
| *Capital Expense Account 0.30%* | *34,631.23* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *331,537.66* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *171,135.82* |
| *CD @ American Bank 10/31/17 (Operating Account) 1.00%* | *104,000.00* |
|  |  |
|  |  |
| *TOTAL* | *675,547.42* |

*Financial Reports*

1. *Attached is the report for September 2017 Profit & Loss as compared to September budget.*
2. *Attached is the report for September YTD 2017 Profit & Loss as compared to September YTD budget.*
3. *Attached is the Balance Sheet for end of September 2017.*

*Comments on Financial Reports*

* 1. *Income in September was $4,158 vs. budget of $3,955. This is due to income from Lincoln County as well as above budget for permit fees. This does not include SAFER Grant of $24,760*
  2. *Expenditures in September were $70,348 vs a budget of $53,841 or $16,705 above budget. The above budget amounts were made up of $13,262 SAFER Grant salaries, and $3,244 over budget in budgeted accounts*

*.*

* + 1. *Administrative Expenses were $962 which is $583 below budget*
    2. *Capital Expenses were $1,692 which is $752 above budget*
    3. *Maintenance expenses were $9,830 which was $4,997 above budget due to repairs on 9714.*
    4. *Utility expenses were $2,818 which was $745 above budget.*
    5. *Training expenses were $426 which was $574 below budget.*
    6. *EMS Supplies expenses were $112 which was $804 below budget*
    7. *Other expenses were $118 which was $1,289 below budget*
    8. *Personnel expenses were $54,388 which was $13,262 above budget due to new first responders not being in the budget*
  1. *Income for 2017 September YTD was $876,350 vs. a YTD budget of $883,865 which is $7,515 below YTD budget. This is does not take into account the SAFER Grant money which is $128,789.*
  2. *Expenses for 2017 September YTD were $844,074 which is $156,300 above budget. The above budget amounts were made up of $128,789 SAFER Grant salaries, and $27,511 over budget in budgeted accounts.*
     1. *Admin expenses YTD were $1,252 below budget.*
     2. *Capital expenses YTD were $26,812 below budget.*
     3. *Maintenance expenses YTD were $21,964 above budget.*
     4. *Utility expenses YTD were $1,380 below budget.*
     5. *Training expenses YTD were $1,816 above budget.*
     6. *EMS expenses YTD were $1,380 above budget.*
     7. *Other expenses YTD were $2,311 below budget*
     8. *Personnel expenses YTD were $129,866 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of September is $537,304.71. This is 60% of $895,790 of the 2017 annual budget.*

*As of the end of September SAFER amount billed and received is $128,788.96.*

**Public Comments**

None

**Special Business**

Keith Collier presented Laura Hakenewerth and Ann Davis with a check for $4500 for the restoration of Engine 3. The proceeds came from a raffle that Keith and Valerie Collier had organized.

**Old Business**

**Needs Assessment**

1. Financial Adviser Agreement

A motion was made by Treasurer Dan West to go into an agreement with Piper Jaffray as a Financial Adviser. The motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner – aye

1. Firehouse Symposium Briefing

Chief MacKnight spoke about the North Carolina conference and where he would like to see the district and Board of Directors to proceed. The Board decided a special meeting would need to take place to discuss this subject in depth. Kim will set up a doodle invitation to decide on when we should be able to accomplish this.

1. Tax Increase / Bond Issue Spread Sheets

Chief MacKnight discussed that during the Tax Increase Initiative Workshop we had firmed up some numbers on both sides of the spread sheet. He will be updating and sending out the spread sheet for further review.

Chairman Rudy Jovanovic spoke about his lunch meeting with former BOD members Larry Zuhone and Randy Lewis.

**Merger Study**

Chief MacKnight explained he has not been able to firm up a date to meet with Chief Owenby. He has asked

Chairman Jovanovic to reach out to the Chairman of Warrenton Fire Protection District BOD to discuss the merger study documents.

**Truck Committee Update**

Nothing pertinent to report at this time.

**New Business**

**Resolutions**

RESOLVED that the agreements to do business with Houston – Galveston Area Council (H-GAC), Rosenbauer and Target Solutions are hereby adopted and approved in their entirety.

**CD’s**

Director Bob Grah made a motion to go with the 18 month bid from American Bank for a $330,000 CD at a 1.50% APR. This CD will mature on October 18th. This motion was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner – aye

The CD that will mature on October 31, 2017 will roll into General Operating for funding the remainder of the year.

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Adjourn**

Motion made to adjourn the meeting at 1748. Motion was made by Treasurer Dan West and was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – aye

Mike Schriener – absent

Mike Gantner – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant and Secretary of the Board of Directors

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Gantner, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

November 9, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on November 9, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – absent

Mike Gantner – Director - present

Administration

Chief Ron MacKnight

A/C Josh Riebe - present

Administrative Assistant Kimberly Arbuthnot

Visitors

FF West

FF Pelton

FF Terry

FF Sateia

Captain Mike Combs

Captain Scot Gibson

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1600 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the November 9, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for November 9, 2017. Treasurer Dan West made a motion to accept the agenda as presented. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – absent

Mike Schriener – aye

Mike Gantner - aye

The agenda for November 9, 2017 was adopted.

**Approval of the Open Minutes of October 12, 2017 Board Meeting Minutes:**

Treasurer Dan West moved for approval of the open minutes October 12, 2017. This was seconded by Director Mike Gantner.

“RESOLVED that the Minutes of the October 12, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – absent

Mike Schriener – aye

Mike Gantner - aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills presented for payment. This was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – absent

Mike Schriener – aye

Mike Gantner - aye

**Treasurer’s Report for November 9, 2017**

*Cash Balance as of end of October 2017 is $662,002.78*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *124,677.05* |
| *Capital Expense Account 0.30%* | *34,652.25* |
| *CD @ American Bank Mature 4/19/2019 (Reserve) 1.5%* | *331,537.66* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *171,135.82* |
|  |  |
|  |  |
|  |  |
| *TOTAL* | *662,002.78* |

*Financial Reports*

1. *Attached is the report for October 2017 Profit & Loss as compared to October budget.*
2. *Attached is the report for October YTD 2017 Profit & Loss as compared to October YTD budget.*
3. *Attached is the Balance Sheet for end of October 2017.*

*Comments on Financial Reports*

* 1. *Income in October was $11,500 vs. budget of $3,955. This is due to income from Warren County as well as above budget for permit fees and Cost Recovery. This does not include SAFER Grant of $24,687.*
  2. *Expenditures in October were $85,125 vs a budget of $53,940 or $31,185 above budget. The above budget amounts were made up of $16,216 SAFER Grant salaries, and $14,969 over budget in budgeted accounts*

*.*

* + 1. *Administrative Expenses were $565 which is $1,080 below budget*
    2. *Capital Expenses were $15,551 which is $14,610 above budget*
    3. *Maintenance expenses were $14,340 which was $9,057 above budget due to repairs on 9717 & 4324*
    4. *Utility expenses were $807 which was $1,066 below budget.*
    5. *Training expenses were $360 which was $640 below budget.*
    6. *EMS Supplies expenses were $157 which was $759 below budget*
    7. *Other expenses were $920 which was $487 below budget*
    8. *Personnel expenses were $52,424 which was $11,299 above budget due to new first responders not being in the budget. Taking First responders into account ($16,216) Personal Expenses were $4,917 Below budget.*
  1. *Income for 2017 October YTD was $889,051 vs. a YTD budget of $887,820 which is $1,231 above YTD budget. This is does not take into account the SAFER Grant money which is $153,477.*
  2. *Expenses for 2017 October YTD were $896,347 which is $154,633 above budget. The above budget amounts were made up of $153,476 SAFER Grant salaries, and $1,157 over budget in budgeted accounts.*
     1. *Admin expenses YTD were $2,302 below budget.*
     2. *Capital expenses YTD were $12,202 below budget.*
     3. *Maintenance expenses YTD were $31,471 above budget.*
     4. *Utility expenses YTD were $2,646 below budget.*
     5. *Training expenses YTD were $1,176 above budget.*
     6. *EMS expenses YTD were $621 above budget.*
     7. *Other expenses YTD were $2,798 below budget*
     8. *Personnel expenses YTD were $141,313 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of October is $537,325.73. This is 60% of $895,790 of the 2017 annual budget.*

*As of the end of October SAFER amount billed and received is $153,426.*

*Special note expenses are $ 1,157 over budget and Income YTD is $1,231.*

**Public Comments**

None

**Old Business**

**Needs Assessment**

Treasurer Dan West made a motion to allow Chief MacKnight to spend up to $25,000 to hire an architectural firm to begin the programming process. This motion was seconded by Director Mike Gantner. The following must be met with this firm: progress reports on work being done, payments to be made installations and a statement of work to be done. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – absent

Mike Schriener – aye

Mike Gantner - aye

**Merger Study**

Chairman Jovanovic to reach out to the Chairman of Warrenton Fire Protection District BOD to discuss the merger study documents. As of this date this has not happened. Nothing new to report.

**Truck Committee Update**

It was brought to our attention that an additional warranty should be purchased on the new 9714. This in the form of a 3 or 5 year warranty. An electronic knox box will also be added.

**New Business**

**Fire Chiefs Report**

* No formal report was available. Chief MacKnight did discuss the activities and incidents the district has been involved in.

**2665**

* Shop Steward Mike Combs did address the BOD and stated that if Director Mike Schriener did decide to not run, they had someone in mind to run in his place. When he was asked who that may be, Shop Steward Mike Combs replied Nathan Rohr.

**Adjourn**

Motion made to adjourn the meeting at 1715. Motion was made by Director Mike Schriener and was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Bob Grah – absent

Mike Schriener – aye

Mike Gantner – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant and Secretary of the Board of Directors

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Gantner, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bob Grah, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director



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MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

WARREN COUNTY, STATE OF MISSOURI

December 14, 2017

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on December 14, 2017 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Mike Gantner – Director - present

Administration

Chief Ron MacKnight

A/C Josh Riebe - present

Administrative Assistant Kimberly Arbuthnot

Visitors

FF West Jason Terry – Gilmore & Bell

FF Pelton Jenni Brooks – Gilmore & Bell

FF Terry Michelle Bock – Piper Jaffray

FF Sateia Frank Vatterott - Attorney

Captain Mike Combs Brennan Hartin – FGM Architects

Captain Scot Gibson Michelle Heiliger

LT Ellis Rev. Joseph Purl - WCPD

Captain Mike Holtmeier Laura Hakenewerth WCFPD Fire Corps

FF Hakenewerth FF McCoy

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1603 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the December 14, 2017 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for December 14, 2017. Treasurer Dan West made a motion to accept the agenda as presented. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner - aye

The agenda for December 14, 2017 was adopted.

**Approval of the Open Minutes of November 9, 2017 Board Meeting Minutes:**

Director Mike Gantner moved for approval of the open minutes November 9, 2017. This was seconded by Treasurer Dan West.

“RESOLVED that the Minutes of the November 9, 2017 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

The Board of Directors present and voting affirmatively, the resolution was adopted and approved. The roll call vote on this resolution is as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner - aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills presented for payment. This was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner - aye

**Treasurer’s Report for December 14, 2017**

*Cash Balance as of end of November 2017 is $623,814.57*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *84,160.84* |
| *Capital Expense Account 0.30%* | *34,819.99* |
| *CD @ American Bank Mature 4/19/2019 (Reserve) 1.5%* | *333,697.92* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *171,135.82* |
|  |  |
|  |  |
|  |  |
| *TOTAL* | *623,814.57* |

*Financial Reports*

1. *Attached is the report for November 2017 Profit & Loss as compared to November budget.*
2. *Attached is the report for November YTD 2017 Profit & Loss as compared to November YTD budget.*
3. *Attached is the Balance Sheet for end of November 2017.*

*Comments on Financial Reports*

* 1. *Income in November was $6,437 vs. budget of $3,955. This is due to income from grant from AmerenUE of $1,176 for LED light up grade. This does not include SAFER Grant of $24,760*
  2. *Expenditures in November were $74,694 vs a budget of $53,841 or $20,843 above budget. The above budget amounts were made up of $13,262 SAFER Grant salaries, and $7,581 over budget in budgeted accounts*

*.*

* + 1. *Administrative Expenses were $718 which is $627 below budget*
    2. *Capital Expenses were $560 which is $380 below budget*
    3. *Maintenance expenses were $18,941 which was $13,658 above budget due to repairs on 9714.*
    4. *Utility expenses were $1,857 which was $216 below budget.*
    5. *Training expenses were $0 which was $1,000 below budget.*
    6. *EMS Supplies expenses were $0 which was $916 below budget*
    7. *Other expenses were $304 which was $1,103 below budget*
    8. *Personnel expenses were $52,563 which was $11,437 above budget due to new first responders not being in the budget*
  1. *Income for 2017 November YTD was $897,698 vs. a YTD budget of $891,775 which is $5,923 above YTD budget or $1,899 above year end budgeted income This is does not take into account the SAFER Grant money which is $177.938.*
  2. *Expenses for 2017 November YTD were $844,074 which is $175,093 above budget. The above budget amounts were made up of $177,938 SAFER Grant salaries, and $2,845 under budget in budgeted accounts.*
     1. *Admin expenses YTD were $2,929 below budget.*
     2. *Capital expenses YTD were $12,582 below budget.*
     3. *Maintenance expenses YTD were $45,129 above budget.*
     4. *Utility expenses YTD were $2,872 below budget.*
     5. *Training expenses YTD were $208 below budget.*
     6. *EMS expenses YTD were $295 below budget.*
     7. *Other expenses YTD were $3,901 below budget*
     8. *Personnel expenses YTD were $152,750 above budget.*

*The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. The percentage is down somewhat due to the fact that income grew faster than personnel expenses.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *884,638\** | *517,172\** | *58.46%* |
| *2017* | *895,790* | *530,600* | *59.23%* |

* *\* Actual expense*

*Balance in the reserve account as of the end of November is $539,653.73 This is 60% of $895,790 of the 2017 annual budget.*

*As of the end of November SAFER amount billed and received is $177,938.*

**Public Comments**

None

**Old Business**

**Ballot Initiative**

Brennan Hartin with FGM Architects, Inc. lead a discussion about the scope of work they had done. The building came in at approximately $5,000,000. The proposal was discussed.

Jason Terry with Gilmore & Bell discussed the bond initiative along with questions being answered by Michelle Bock with Piper Jaffray. The spreadsheet for the bond amount was introduced and the dollar amount of $7,000,000 was firmed up.

Treasurer Dan West made a motion to sign and pass the bond resolution. The motion was seconded by Director Mike Gantner. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner - aye

This Resolution will be signed on the January 11, 2018 BOD meeting. This Resolution will be drafted by Gilmore & Bell.

**Merger Study**

Chairman Jovanovic to reach out to the Chairman of Warrenton Fire Protection District BOD to discuss the merger study documents. As of this date this has not happened. Nothing new to report.

**Truck Committee Update**

Nothing new to report at this time.

**New Business**

**Accept BOD Resignation Letter**

Director Mike Schriener made a motion to accept the resignation of Director Bob Grah from the WCFPD Board of Directors. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner – nay

**Bond & Tax Resolution**

Discussion was had with Attorney Frank Vatterott about the tax increase.

Treasurer Dan West made a motion to sign a resolution to place a tax increase and bond initiative on the April 3, 2018 ballot. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner - aye

The Resolution will be signed during the January 11, 2018 BOD meeting. This Resolution will be drafted by District Counsel, Frank Vatterott.

District Counsel, Frank Vatterott discussed the upcoming election of the vacant Board of Directors spot and the three that were already to be on the ballot. At this time we have no candidates who have filed for Bob Grah’s vacant seat 1, which is a 4 year term. Seat 2, a 6 year term currently has Mike Gantner and Phil Keim who have filed. Seat 4, a 6 year term, Rudy Jovanovic has filed for. Seat 5, a 4 year term, Justin Fears has filed for.

**Ordinance for Financial Disclosure**

Director Mike Schriener made a motion to sign the ordinance for the BOD conflict of interest towards the financial disclosure. This motion was seconded by Director Mike Gantner. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner - aye

**BOD Bio’s for Website**

The Chief has asked for the BOD to write a paragraph about themselves to be placed on the website. This will appear on the “About Us” area. A deadline of the January 11, 2018 BOD meeting was set. A reminder will be placed on the Outlook calendar and sent to Director Rudy Jovanovic.

**Resolution to Approve 2018 Budget**

A motion was made by Director Mike Schriener to adopt the resolution to approve the 2018 Budget. This motion was seconded by Director Mike Gantner. Roll call was as follows:

Rudy Jovanovic –aye

Mike Gantner – aye

Dan West – aye

Mike Schriener – aye

**Fire Chiefs Report**

* Discussion

**2665**

* Captain Mike Holtmeier discussed that the shop had voted to give $3000.00 to the campaign for the tax and bond initiative.

**Adjourn**

Motion made to adjourn the meeting at 1833. Motion was made by Treasurer Dan West and was seconded by Director Mike Gantner. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Mike Schriener – aye

Mike Gantner – aye

Respectively Submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kimberly Arbuthnot, Administrative Assistant and Secretary of the Board of Directors

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rudy Jovanovic, President and Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dan West, Treasurer and Director

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Mike Gantner, Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mike Schriener, Director