

# Board of Directors – Meeting Minutes

The December 10, 2009 meeting of the Wright City Fire Protection District was attended by Board Members Rudy Jovanovic, Bob Mallery, Larry Zuhone, Dan West and Randy Lewis. District Administration attending were Assistant Chief Ron MacKnight, Fire Marshal Todd VanZuyen and Administrative Assistant Melissa Sherman. Others attending were FF Alan Thompson, FF Mike Combs, FF Scot Gibson, Tim Schmidt, Joe Scott and Frank Vatterott.

Meeting called to order by Dan West at 1600

A. Approve Agenda:

- Motion made to approve amended agenda. Motion made by Randy Lewis and 2<sup>nd</sup> by Larry Zuhone. Motion carried 5-0.
- B. Resignation Letter:
  - Motion made by Randy Lewis to accept Keith Thompson's letter of resignation and 2<sup>nd</sup> by Larry Zuhone. Motion carried 5-0.
- C. Nominate a President:
  - Motion made by Larry Zuhone to nominate Randy Lewis for President of the Board and 2<sup>nd</sup> by Dan West.
  - Motion made by Rudy Jovanovic to nominate Larry Zuhone for President of the Board and 2<sup>nd</sup> by Randy Lewis.
  - Roll call to nominate Randy Lewis for President of the Board: Bob Mallery no, Rudy Jovanovic yes, Larry Zuhone yes, Dan West yes, Randy Lewis no. Motion carried 3-2
- D. Consent Agenda Minutes November 12 & November 30 Budget Workshop and November 30 Special Meeting 2009 & Approve Bills for Payment:
  - Motion to consent agenda minutes from November 12 & November 30 Budget Workshop and November 30
    Special Meeting 2009 & Approve Bills for Payment made by Dan West and 2<sup>nd</sup> by Larry Zuhone. Motion carried 5-0.
- E. Public Comments: None

#### **Old Business**

- A. Election:
  - Motion made by Larry Zuhone to appoint Bob Mallery as Secretary of the Board and was 2<sup>nd</sup> by Rudy Jovanovic. Motion carried 4-1.
- B. ING Update: Discussion/Complete
- C. GIS Update: Discussion & No Action Taken
- D. Warrenton Oil Fire: Discussion & No Action Taken

#### **New Business**

- A. Re-instate/Re-appoint Board Member: No Necessary position was still held
- B. Press Release: Discussion & No Action Taken
- C. 3-2 Votes Review & Possibly Rescend: Discussion & No Action Taken
- D. Hire Frank Vatterott:
  - Motion made by Dan West to hire Frank Vatterott as legal officer to serve at the pleasure of the Board at a rate of \$150 hour. Motion 2<sup>nd</sup> by Bob Mallery. Motion carried 3-2.



# Board of Directors Proposed Meeting Agenda

Notice is hereby given that the Wright City Fire Protection District Board of Directors will conduct a regular meeting at 1600 hours in the afternoon of Thursday February 11, 2010, at the Wright City Fire Protection District Station #1, 396 WN 2<sup>nd</sup> Street, Wright City, Missouri.

The tentative agenda of this meeting includes:

- 1.) Call Meeting to Order
- 2.) Approve Agenda
- 3.) Consent Agenda Minutes January 14, 2010 Board Meeting, January 26, 2010 Workshop, January 26, 2010 Special Meeting & Approve Bills for payment
- 4.) Public Comments (Comments to be limited to three minutes)
  - Association
- 5.) Old Business
- 6.) New Business

#### **Old Business**

- 1. GIS Update
- 2. Set up Meeting with Warrenton Fire Protection District about Merging

#### **New Business**

- 1. Advertise Mowing Bids (Station 2, 3, and Lot on Bell Road)
- 2. Distribution of Funds

#### **Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.1 RSMo

- Hiring, Firing, Disciplining or Promoting Employee
  - 1. Next regular Board of Directors Meeting March 11, 2010 Adjournment

Mélissa Sherman, Administrative

Assistant

Posted: February 10, 2010 1200 hours

# **Board of Directors - Meeting Minutes**

The January 14, 2010 meeting of the Wright City Fire Protection District was attended by Board Members Rudy Jovanovic, Bob Mallery, Larry Zuhone, Dan West and Randy Lewis. District Administration attending were Assistant Chief Ron MacKnight, Fire Marshal Todd VanZuyen and Administrative Assistant Melissa Sherman. Others attending were FF Josh Riebe, FF Jesse McCoy and Adam Kindler.

Meeting called to order by Randy Lewis at 1600

- A. Approve Agenda:
  - Motion made to approve amended agenda. Motion made by Rudy Jovanovic and 2<sup>nd</sup> by Larry Zuhone. Motion carried 5-0.
- B. Consent Amended Agenda Minutes December 10, 2010 & Approve Bills for Payment:
  - Motion to approve consent amended agenda minutes from December 10, 2010 & Approve Bills for Payment made by Rudy Jovanovic and 2<sup>nd</sup> by Larry Zuhone. Motion carried 5-0.
- C. Public Comments: None

#### **Old Business**

A. GIS Update: Discussion & No Action Taken

#### **New Business**

- A. ADP Presentation: Discussion
  - Switching to ADP for Payroll
- B. Email From Frank Vatterott:
  - Tentative Workshop January 26<sup>th</sup> or 27<sup>th</sup>, 2010, depending on Frank's schedule
- C. Approve Amended 2009 Budget:
  - Motion to approve the amended, amended 2009 budget. Motion made by Dan West and 2<sup>nd</sup> by Larry Zuhone.
     Motion carried 5-0. Roll Call: Bob Mallery yes, Rudy Jovanovic yes, Larry Zuhone yes, Dan West yes, Randy Lewis yes.

#### **Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3, 610.021.1 RSMo.

Motion made to go into closed session. Motion made by Dan West and 2<sup>nd</sup> by Bob Mallery. Roll call: Bob Mallery – yes, Rudy Jovanovic – yes, Larry Zuhone – yes, Dan West – yes, Randy Lewis – yes.

## **Open Session**

Motion made to go back into open session. Motion made by Bob Mallery and 2<sup>nd</sup> by Rudy Jovanovic. Roll call: Bob Mallery – yes, Rudy Jovanovic – yes, Larry Zuhone – yes, Dan West – yes, Randy Lewis – yes.

#### Adjournment

Adjourn, Larry Zuhone made a motion to adjourn, Bob Mallery 2nd, vote, 5-0

Meeting Adjourned at 17:50 hrs.

Next board meeting February 11, 2010

# Wright City Fire Protection District Special Meeting Tuesday January 26, 2010 1700 hrs at Station #1

# **Minutes**

Board Members Present: Randy Lewis, Larry Zuhone, Rudy Jovanovic, Robert Mallery

Board Members Absent: Dan West

#### **Open Session**

- 1. Agenda: Larry Zuhone motioned to approve the amended agenda and Robert Mallery 2<sup>nd</sup>. Motion carried 4-0.
- 2. Insurance:
  - Tony Girondo discussed LOSAP Program

#### **Closed Session**

Vote to close this part of the meeting pursuant to section 610.021.3 & 610.021.1 RSMO.

Motion made by Rudy Jovanovic to go into closed session and 2<sup>nd</sup> by Larry Zuhone. Roll call: Randy Lewis – yes, Larry Zuhone – yes, Robert Mallery – yes, Rudy Jovanovic – yes.

 Motion made to approve closed session minutes from January 14, 2010. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Motion carried 4-0.

Motion made by Robert Mallery to go back into open session and 2<sup>nd</sup> by Rudy Jovanovic. Roll call: Randy Lewis – yes, Larry Zuhone – yes, Robert Mallery – yes, Rudy Jovanovic – yes.

#### Open Session

Adjourn; made by Larry Zuhone, second by Rudy Jovanovic, vote 4-0, 1810 hrs



# **Board of Directors – Meeting Minutes**

The February 11, 2010 meeting of the Wright City Fire Protection District was attended by Board Members Rudy Jovanovic, Bob Mallery, Dan West and Randy Lewis. Absent Board Members was Larry Zuhone until closed session. District Administration attending were Assistant Chief Ron MacKnight, Fire Marshal Todd VanZuyen and Administrative Assistant Melissa Sherman. Others attending were FF Josh Riebe, FF Jesse McCoy, FF Alan Thompson, Probationary FF Louis Tocco, Probationary FF Seth Winkeljohn, Probationary FF Craig Kneale, Probationary FF Chad Hemmelgarn and Recruit Todd VanZuyen Jr.

Meeting called to order by Randy Lewis at 1600

## A. Approve Agenda:

- Motion made to approve agenda. Motion made by Robert Mallery and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic, Dan West and Randy Lewis – Yea / 0-Nay (1 Absent)
- B. Consent Amended Agenda Minutes January 14, 2010 Board Meeting, January 26, 2010 Workshop, January 26, 2010 Special Meeting & Approve Bills for Payment:
  - Motion to approve consent agenda minutes from January 14, 2010 Board Meeting, January 26, 2010
    Workshop, January 26, 2010 Special Meeting & Approve Bills for Payment made by Rudy Jovanovic and 2<sup>nd</sup> by
    Robert Mallery. Robert Mallery, Rudy Jovanovic, Dan West and Randy Lewis Yea / 0 Nay (1 Absent)

#### C. Public Comments:

- FF Jesse McCoy, FF Josh Riebe, Probationary FF Craig Kneale, Probationary FF Chad Hemmelgarn, FF Alan Thompson, Probationary FF Seth Winkeljohn, Probationary FF Louis Tocco wanted the Board to know that they show full support for Ron MacKnight as becoming the new Fire Chief and for Todd VanZuyen as becoming the new Assistant Chief.
- FF Association Probationary FF Seth Winkeljohn, President of the FF Association, wanted to let the Board of Directors know that there will be a change in the way the FF Association is and was run. The FF Associations goal is to reverse the way the organization was run and be more involved with PR events and with the media. Make the Association what it should be. Probationary FF Seth Winkeljohn President, Probationary FF Louis Tocco Vice President, FF Scot Gibson Treasurer, FF Rev. Davis Secretary.

#### **Old Business**

#### A. GIS Update:

- Software Issues
- Restarted entering address, had some conflict

# B. Set up Meeting with Warrenton Fire Protection District:

- Warrenton Fire Protection District Board Meeting next Tuesday (February 16, 2010)
- Wright City Fire Protection District Board came up with a couple dates to forward on to see if they work out (April 7, 2010 and March 9, 2010).

#### **New Business**

# A. Advertise Mowing Bids ( Station 2, 3 and Lot on Bell Road):

- Talk to Dale Schafer to see if he wants to fertilize and brush hog
- Put specs together for a walk behind lawnmower, and get bids together for next Board Meeting.

## B. <u>Distribution of Funds:</u>

- Leave at least two months in General Operating and bid out the rest into CD's
- Dan will come in and help
- Bids due by next Board Meeting March 11, 2010.

Larry Zuhone showed up at 5:00

#### Closed Session

Vote to close this part of the meeting pursuant to Section 610.021.3 RSMo.

Motion made to go into closed session. Motion made by Rudy Jovanovic and 2<sup>nd</sup> by Dan West. Robert Mallery, Rudy Jovanovic, Dan West, Larry Zuhone and Randy Lewis - Yea / 0 - Nay

## **Open Session**

Motion made to go back into open session. Motion made by Robert Mallery and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic, Dan West, Larry Zuhone and Randy Lewis - Yea / 0 - Nay

- A. Re-visit Bell Road Property:
  - Motion made to bid out cutting of hay on 3.0 acres on Bell Road Property. Motion made by Larry Zuhone and 2<sup>nd</sup> by Dan West. Robert Mallery, Rudy Jovanovic, Dan West, Larry Zuhone and Randy Lewis - Yea / 0 - Nay
- B. Fire Chief Position:
  - Motion made to make Ron MacKnight the new Fire Chief at a salary of \$55,000. Motion made by Larry Zuhone and 2<sup>nd</sup> by Robert Mallery. Robert Mallery, Rudy Jovanovic, Dan West, Larry Zuhone and Randy Lewis - Yea / 0 - Nav
- C. Assistant Chief Position:
  - Motion made to make Todd VanZuyen the new Assistant Chief at a salary of \$43,500. Motion made by Robert Mallery and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic, Dan West, Larry Zuhone and Randy Lewis - Yea / 0 - Nay

# Adjournment

Adjourn, Motion made to adjourn. Motion made by Robert Mallery and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic, Dan West, Larry Zuhone and Randy Lewis - Yea / 0 - Nay

Meeting Adjourned at 18:20 hrs.

Next board meeting March 11, 2010

Randy Lewis (President)

Dan West (Treasurer)

Robert Mallery (Secretary)

Larry Zuhona (Board Member)

Rudy Jovanovic (Board Member)

# **Board of Directors – Meeting Minutes**

The March 15, 2010 meeting of the Wright City Fire Protection District was attended by Board Members Rudy Jovanovic, Robert Mallery and Larry Zuhone. Absent Board Members were Dan West and Randy Lewis. District Administration attending were Fire Chief Ron MacKnight, Assistant Fire Chief / Fire Marshal Todd VanZuyen and Administrative Assistant Melissa Sherman. Others attending were FF Josh Riebe, FF Jesse McCoy, FF Alan Thompson, FF Mike Holtmeier, FF Scot Gibson and Probationary FF Chad Hemmelgarn.

Meeting called to order by Robert Mallery at 1605

#### A. Approve Agenda:

- Motion made to approve amended agenda with additions and corrections made. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Larry Zuhone and Rudy Jovanovic – Yea / 0-Nay (2 Absent)
- B. Consent Amended Agenda Minutes February 11, 2010 Board Meeting & Approve Bills for Payment:
  - Motion to approve consent agenda minutes from February 11, 2010 Board Meeting & Approve Bills for Payment made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 - Nay (2 Absent)
- C. Public Comments: None

#### **Old Business**

- A. GIS Update:
  - Josh has not had time to work on it.
- B. Set up Meeting with Warrenton Fire Protection District:
  - Warrenton Fire Protection District Board Meeting was cut short due to an illness of a board member was not able to go over the dates with Warrenton Fire Protection District's Board, but Fire Chief Ron McKnight will follow-up with Fire Chief Mike Owenby.
- C. Hay Bids:
  - No bids as of yet.
  - If no bids come in, Fire Chief Ron McKnight will try and contact whoever baled bell road last year and see if they
    would like to do it again.
- D. Lawnmower Specs:
  - Discussion but tabled till next Board Meeting

#### **New Business**

- A. Compressor Bid:
  - Revisit after Closed Session
- B. Mola Issue:
  - FF Josh Riebe, FF Jesse McCoy, FF Mike Holtmeier, FF Scot Gibson and FF Alan Thompson all voiced there concern and how unhappy they are with the situation that is going on with the mold. Staff and Volunteers worried about there health.
  - Fire Chief Ron McKnight would like the Board to contact the Board President and approve Fire Chief Ron McKnight to go ahead and contact the Media about are situation.
  - Fire Chief Ron McKnight would also like the Board's blessing in whatever living arrangements Fire Chief Ron McKnight may have to come up with for the guys.
- C. Fire Chief Report:

 Board would like the big or important items on report or anything Fire Chief Ron McKnight feels the Board should be informed of.

#### D. Fire Marshal Report:

• Board feels the report that Fire Marshal Todd VanZuyen was giving before will work again.

#### E. Staff Report:

Would like to see the calls for the month.

#### F. Association Report:

Association would like to keep the Board Members informed of what is going on and what there goals and what
the have accomplished in the Association.

#### **Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 RSMo.

Hiring, Firing, Disciplining or Promoting Employees

Motion made to go into closed session. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### **Open Session**

Motion made to go back into open session. Motion made by Rudy Jovanovic and 2<sup>nd</sup> by Larry Zuhone. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### A. Administrative Raise:

 Motion made increase Administrative Assistant Melissa Sherman's to \$27,000 a year. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### B. Compressor Bid:

Motion made to send out sealed bid for Compressor. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic.
 Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### Adjournment

Adjourn, Motion made to adjourn. Motion made by Rudy Jovanovic and 2<sup>nd</sup> by Larry Zuhone. Robert Mallery, Rudy Jovanovic, and Larry Zuhone – Yea / 0 – Nay

Meeting Adjourned at 17:30 hrs.

Next board meeting April 8, 2010

Randy Lewis (President)

Dan West (Treasurer)

Robert Mallery (Secretary)

arry Zuhone Board Member)

Rudy Jovanovic (Board Member)

 Board would like the big or important items on report or anything Fire Chief Ron McKnight feels the Board should be informed of.

#### D. Fire Marshal Report:

• Board feels the report that Fire Marshal Todd VanZuyen was giving before will work again.

#### E. Staff Report:

Would like to see the calls for the month.

#### F. Association Report:

• Association would like to keep the Board Members informed of what is going on and what there goals and what the have accomplished in the Association.

#### **Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 RSMo.

Hiring, Firing, Disciplining or Promoting Employees

Motion made to go into closed session. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### Open Session

Motion made to go back into open session. Motion made by Rudy Jovanovic and 2<sup>nd</sup> by Larry Zuhone. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### A. Administrative Raise:

 Motion made increase Administrative Assistant Melissa Sherman's to \$27,000 a year. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic. Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### B. Compressor Bid:

Motion made to send out sealed bid for Compressor. Motion made by Larry Zuhone and 2<sup>nd</sup> by Rudy Jovanovic.
 Robert Mallery, Rudy Jovanovic and Larry Zuhone – Yea / 0 – Nay (2 Absent)

#### Adjournment

Adjourn, Motion made to adjourn. Motion made by Rudy Jovanovic and 2<sup>nd</sup> by Larry Zuhone. Robert Mallery, Rudy Jovanovic, and Larry Zuhone – Yea / 0 – Nay

Meeting Adjourned at 17:30 hrs.

Next board meeting April 8, 2010

Dan West (Treasurer)

Robert Mallery (Secretary)

arry Zuhone Board Member)

Rudy Jovanovic (Board Member)



# Treasurers Report May 13, 2010

# Cash Balance as of end of April 30, 2010

Operating Account (Farmers & Merchants)	\$514,288.38
2. Payroll Account (First State Community Bank)	\$8,954.31
3. Certificates of Deposit	\$525,000.00
(Farmers & Merchants / American Bank)	

# Reports

- Attached is the report for April 2010 income and expenditures as compared to budget.
- Attached is the report for April YTD income and expenditures as compared to budget.

# Comments on Financial Reports

- 1. Expenditures for April were \$13,323 128% above budget
  - a. Major over budget items for April were
    - i. Litigation \$862 207% above budget
    - ii. Workmen's compensation \$2,352 unbudgeted
    - iii. Building Maintenance \$8,661 866% above budget
    - iv. Fuel \$3,575 238% above budget
    - v. Uniforms \$ 1,832 275% above budget
    - vi. Salaries \$ \$5,802 122% above budget (due to 3 pay periods)
- 2. Expenditures for the first 4 months were \$14,346 above budget
  - a. Major over budget items were the ones listed above.
- 3. Income for the first 4 months was \$106,283 below budget for the year.
  - a. NOTE: For the last three quarters of 2009 income was \$110,000 from Warren County and \$13,000 from Lincoln County for a total of \$123,000.
- 4. Concerns:

• Page 2 May 12, 2010

a. We have an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 per person for each volunteer.

- b. We cannot continue spending over budget as was done in April
- c. We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
- d. It will be difficult to save as there are certain items that we must fund:
  - i. Maintain and fuel our equipment
  - ii. Pay our existing employees
  - iii. Pay our utilities

Respectively submitted

Dan West

Treasurer



**SUBJECT:** GIS Update

TO: Board of Directors

FROM: Josh Riebe, Firefighter

**DATE:** May 13, 2010

Dear Sirs,

The GIS program is moving along very well so far. The following has been accomplished.

- -We have completed GPS of the hydrants.
- -Map has been sent off to ISO.
- -Have been updating flow rate information received from Incline Village to update those hydrants
- -Other hydrant info will be updated as we begin flow testing of hydrants. Flow testing will be completed on Wednesday at the request of the city.
- -1400 has been using Trimble Unit to GPS his hydrants and I have been updating the map with his information.
- -In the works with Warren County EMA in upgrading our software for Arc Map which will renew our maintenance agreement saving us paying the fee. In turn we will be working with them on making one universal map for all of Warren County to work from Per 9700 and 9702.
- -Printed out Hydrant map for Wright City to send in to ISO.

Sincerely,

Joshua Riebe Firefighter.



MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI

MAY 13, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on May 13, 2010 at 1601 hours (4:01 pm). At the above time and place there were the following present:

Randy Lewis – President & Director Rudy Jovanovic – Secretary & Director Assistant Chief Todd VanZuyen FF Mike Combs Candidate FF Seth Winkeljohn Dan West – Treasurer & Director Keith Thompson – Director Office Manager Melissa Sherman FF Scot Gibson Larry Zuhone – Director Chief Ron MacKnight FF Mike Holtmeier FF Alan Thompson

(Rudy Jovanovic arrived at 1605)

#### Call to Order

A quorum being present, President Randy Lewis 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.

#### Amendments to the May 13, 2010 Agenda

President Randy Lewis asked for any amendments to the Tentative Agenda for May13, 2010.

On a motion made by Director Dan West, seconded by Director Larry Zuhone, the Tentative Agenda for May 13, 2010 was adopted. The vote was as follows:

Rudy Jovanovic – absent Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### Approval of the Open Minutes of April 8, 2010

Director Larry Zuhone moved for approval of the April 8, 2010 Board Meeting Minutes. This was seconded by Director Dan West.

"RESOLVED that the Minutes of the April 8, 2010 Open Meeting, are herby 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 Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

## Approve & Adopt Treasurer's Report

Cash Balance as of end of April 30, 2010

Operating Account (Farmers & Merchants) \$514,288.38

2. Payroll Account (First State Community Bank)

 Certificates of Deposit (Farmers & Merchants / American Bank) \$8,954,31

\$525,000.00

● Page 2 June 7, 2010

#### Reports

- Attached is the report for April 2010 income and expenditures as compared to budget.
- 2. Attached is the report for April YTD income and expenditures as compared to budget.

#### Comments on Financial Reports

- 1. Expenditures for April were \$13,323 128% above budget
  - a. Major over budget items for April were
    - i. Litigation \$862 207% above budget
    - ii. Worker's compensation \$2,352 unbudgeted
    - iii. Building Maintenance \$8,661 866% above budget
    - iv. Fuel \$3,575 238% above budget
    - v. Uniforms \$ 1,832 275% above budget
    - vi. Salaries \$ \$5,802 122% above budget (due to 3 pay periods)
- 2. Expenditures for the first 4 months were \$14,346 above budget
  - a. Major over budget items were the ones listed above.
- 3. Income for the first 4 months was \$106,283 below budget for the year.
  - a. NOTE: For the last three quarters of 2009 income was \$110,000 from Warren County and \$13,000 from Lincoln County for a total of \$123,000.
- Concerns:
  - a. We have an unbudgeted expense of \$23,000 for workers compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workers compensation is \$35,000, which includes \$300 per person for each volunteer.
  - b. We cannot continue spending over budget as was done in April
  - c. We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
  - d. It will be difficult to save as there are certain items that we must fund:
    - i. Maintain and fuel our equipment
    - ii. Pay our existing employees
    - iii. Pay our utilities

#### RESOLUTION

#### ADOPTION OF THE TREAURER'S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

"BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer's Report submitted to the Board of Directors, May 13, 2010, is herby accepted, subject to final audit by the District's auditors, with corrections and additions if any"

#### **Public Comments**

 Association is giving the Fire District their full support with any help that may be needed with a bond issue or help with restoring the current Station 1.

#### Suspend Rules & Amend Agenda

Keith Thompson made a motion to suspend all rules and amend the agenda. This was seconded by Dan West. Roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

## Approve Amended Agenda

Larry Zuhone made a motion to approve the amended agenda by separating the Treasurer's Report from the paid bills. This was seconded by Rudy Jovanovic. The roll call vote was as follows:

Rudy Jovanovic - aye

Page 3
 June 7, 2010

Keith Thompson – aye .arry Zuhone – aye Dan West – aye Randy Lewis – aye

#### Approve & Pay May 13, 2010 Bills for Payment

Larry Zuhone made a motion to approve and pay all bills from May 13, 2010 for payment. This was seconded by Rudy Jovanovic. Roll call vote was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **Old Business**

#### **GIS Update**

- FF Josh Riebe attached a report.
- Hydrant testing will be posted.
- Discussion & No Action Taken

#### **Merging with Warrenton Fire Protection District**

- Larry Zuhone will talk to Steve from Warrenton Fire Protection District Board
- Board wants to at least have a discussion with Warrenton's Board

#### **Compressor Bid**

Sell by whatever means necessary

## <u>Mold</u>

Larry Zuhone made a motion to advise legal counsel in contacting insurance. This motion was seconded by Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

Keith Thompson made a motion to direct Chief Macknight on mold mitigation. This motion was seconded by Rudy Jovanovic. Roll call is as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### Construction plans for future house #1 and the agreement with the Methodist Church

- Look through minutes from 2003 to find the "Letter of Understanding"
- If not placed in 2003 Minutes, bring back to June 2010 Board Meeting and enter into minutes.

#### **Warrenton Oil Fire Update**

Discussion & No Action Taken

#### New Business

#### Member Background Checks

Get a policy in place to do random insurance, background & driver's license checks.

#### Strategic Plan/Long Range Plan for the District

- Chief has at least 90 days to formulate a list of strategic planning and long range planning goals for the District.
- Put a committee together involving people from the District. (Keith & Larry would like to be on committee)

#### **Temporary Housing Station 1**

 Putting together a building renovation committee (Seth Winkeljohn, Mike Holtmeier, Mike Combs, Todd VanZuyen, Scot Gibson, Alan Thompson)

#### **Surety Bond**

Larry Zuhone made a motion to establish a two year Surety Bond on Dan West. This motion was seconded by Dan West. Roll call vote was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### NIMS

- Board needs to be certified in NIMS 100, 200, 700 to help with grants.
- Need to look for Larry Zuhone, Keith Thompson & Randy Lewis.

#### **Board Training**

All Board Members need Board Training, some already have.

#### **MAFPD Conference**

Conference is June 25-27, 2010 (Larry Zuhone going for sure)

#### **Policy Committee**

1<sup>st</sup> Thursday of every month starting in June 2010

#### **Expense Account**

Discussion & No Action Taken

#### Conferences

Discussion & No Action Taken

#### **Hiring New Firefighter**

Larry Zuhone made a motion to begin the hiring list. This motion was seconded by Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **Meeting Time Change**

A motion was made to keep the meeting time at 1600 hrs (4:00 pm). This motion was seconded by Larry Zuhone. The roll call was as follows:

Rudy Jovanovic – nay Keith Thompson – nay Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **Board Packets**

Board requested that anything Melissa Sherman has available a week a head of time to email to all Board Members.

#### Commerce Bank Resolution

Motion was made by Keith Thompson to adopt the Commerce Bank Resolution. This motion was seconded by Dan West. The roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **Fire Chief Report**

Discussion & No Action Taken

## Fire Marshal Report

Discussion & No Action Taken

## **Association Report**

· President Seth Winkeljohn gave a brief statement in Public Comments

#### **Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 RSMo

Hiring, Firing, Disciplining or Promoting Employees

Keith Thompson made a motion to go into closed session pursuant to Section 610.021.3 RSMo. This motion was seconded by Larry Zuhone. The roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

Motion was made by Keith Thompson to come out of closed session and was seconded by Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### <u>Adjourn</u>

Motion made to adjourn the meeting at 1810 (7:10 p.m.) Motion was made by Keith Thompson and was seconded by Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

Respectively Submitted,

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone, Director

Keith Thompson, Director



# Treasurers Report June 10, 2010

# Cash Balance as of end of May 31, 2010

1. Operating Account (Farmers & Merchants) \$479,288.38 2. Payroll Account (First State Community Bank) \$12,479.80 \$525,000.00

3. Certificates of Deposit (Farmers & Merchants / American Bank)

# Reports

1. Attached is the report for May 2010 income and expenditures as compared to budget.

2. Attached is the report for May 2010 YTD income and expenditures as compared to budget.

3. Attached is the report comparing May YTD 2010 with same period in 2009

# Comments on Financial Reports

- 1. Expenditures for May were \$41,570, which was \$2,783 below budget or 93.7% of budget.
  - a. Major over/under budget items for May were
    - i. Workmen's compensation \$3,044 unbudgeted
    - ii. Fuel \$4,927 which is \$1,253 above budget or 134% of budget
    - iii. Vehicle Maintenance \$1,427 which is \$698 below budget or 67.1% of budget
    - iv. Salaries \$21,226 which is \$5,604 below budget or 79% of budget. This due to not filling the Fire Marshall position
- 2. Expenditures for the first 5 months were \$11,613 above budget
  - a. Major over budget items were the ones listed above.
  - b. This is an improvement over last month when the 4 month YTD expenditures were \$14,346.
- 3. Income for the first 5 months in 2010 was \$73,038 below the same period in 2009.

• Page 2 June 10, 2010

## 4. Concerns:

- a. We have an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 per person for each volunteer.
- b. The forecasted income short fall of \$73,038 (3 above) and the unbudgeted workman compensation bill of \$23,000 (4.a. above) lead to a short fall of \$96,038. **THIS IS TROUBLING**
- c. We cannot continue spending over budget as was done in May
- d. We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
- e. It will be difficult to save as there are certain items that we must fund:
  - i. Maintain and fuel our equipment
  - ii. Pay our existing employees
  - iii. Pay our utilities

Respectively submitted

Dan West

Treasurer

## Peggy A. Amspacher

From:

Peggy A. Amspacher

Sent:

Tuesday, May 25, 2010 3:41 PM

To:

'TGironda@agent.shelterinsurance.com'

Cc:

David K. Anderson

Subject:

Wright City FPD - C03851

Hi Tony,

I am writing to confirm our conversation regarding the recent water damage/mold claim filed by this insured. Per the correspondence you have received regarding the claim, there are construction defect; faulty design and/or deterioration issues with the structure which lead to water infiltration. Absent correction in several affected areas, leaks will continue and the building condition will become worse. The engineer's report also notes installation of an air conditioner that compromised the integrity of the existing, unreinforced framing members in that area.

In order to continue providing building coverage, building repairs will be necessary. I am asking that the insured have a qualified contractor identify the cost of appropriate repairs to seal this structure and stabilize the wall framing members that were breached.

Please review the repair areas outlined in the Glatfelter Claims Management letter and advise if you or the insured have any questions. I ask that a contractor's detailed estimate of repairs by building area be provided within 30 days and that repairs begin within 90 days. Please keep me updated on progress with documentation for the file.

#### Thank you,

Peggy A. Amspecher, AAL AIM, CPIW, CPCO, CRM

Senior Property & Casualty Underwriter VFIS - A Division of Glatfelter Insurance Group (800) 233-1957 Ext. 7580 (717) 747-7024 Fax

# VATTEROTT, SHAFFAR & DOLAN, P.C.

Attorneys at Law
2458 Old Dorsett Road, Suite 230
(Dorsett Road at I-270)
Maryland Heights, MO 63043
(314) 770-2100
FAX (314) 770-9330

Francis J. Vatterott Paul J. Harris Ronald D. Kwentus, Jr. Paul F. Devine Glennon R. Vatterott (1917-1988)

Charles H. Shaffar (1922-2010)

David M. Dolan (Retired)

Elizabeth H. Lum

May 21, 2010

Board of Directors – Wright City Fire Protection District P.O 522 Wright City, MO

In Re: Claim of Mold-VFIS

#### Dear Directors:

I reviewed the documents sent to me. It may be too early to determine whether there is coverage. If the mold is a result of wear and tear, deterioration or fungus, there is likely no coverage. I would like to see what the engineer says.

There is the issue of "prompt notice" as well.

I'm not certain what the amount of costs for remediation will be, that you will be burdened with, and that will have a lot to do with whether or not we file suit to declare whether there should be insurance coverage.

I think you have a shot at a determination that there should be coverage, depending on what the engineer says.

Please let me know if I should come out to meet with you and talk to you.

Very Truly Yours

rank I Vatterdi

to and the second of the sec



George T. Whitney Pastor

# Union United Methodist Church P.O. Box 187 - 70 Bell Road Wright City, Missouri 63390 636-745-3271 Fax 636-745-8401 unionumc@socket.com

February 25, 2003

# LETTER OF UNDERSTANDING

This letter of understanding is in conjunction with the sale of three acres by Union United Methodist Church to the Wright City Fire Protection District.

The purpose of this letter is to assure the congregation of Union United Methodist Church that any construction on the three acres adjoining their property will be aesthetically pleasing to the surrounding architecture. Said architecture would include the new bank on Wildcat Drive, the existing elementary school and the new middle school to be constructed on Bell Road. These structures, along with Union United Methodist Church, seek to present a quality to the area of which the Wright City Fire Protection District facility will become a part.

The congregation of Union United Methodist Church further wishes to be assured that any drainage issues will be carefully considered during the construction period as both parties want to avoid standing water from improper drainage.

ACCEPTANCE:

Wright City Fire Protection District

Union United Methodist Church



# Wright City Fire Protection District

# Chiefs Report 10 June 2010

- 1. Runs (see attached report)
  - a. 43 Runs for May
  - b. 18 of those have been documented and reviewed.
    - i. Awaiting re-write and/or quality control on the remaining 25.
- 2. Major Incidents
  - a. One Working fire assist to Warrenton
  - b. Exotic bird rescue
- 3. Meetings
  - a. Building Renovation Committee
  - b. Innsbrook Triathlon
- 4. Discipline
  - a. None
- 5. Training (see attached report)
  - a. Two nights joint training with Warrenton
  - b. Sunshine Law seminar
  - c. Haz-Mat Evaluation St. Peter's
- 6. Other Activity
  - a. Memorial Service for Fallen FF's in Kingdom City
    - i. Terry Burnette recognized and added to list.
  - b. Stephanie Smith suit dismissed
  - c. Radio/Tower struck by lightning
    - i. Repaired
  - d. Board meetings added to Chamber calendar
  - e. RFQ's for architect sent out
  - f. Denied USDA Grant
  - g. Five email blogs sent
  - h. WC School Logo added to trucks
  - i. Survived audit
- 7. Upcoming events
  - a. Todd NFA
  - b. Innsbrook Triathlon
  - c. Haz-Mat tabletop

MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI June 15, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on June 15, 2010 at 1605 hours (4:05 pm). At the above time and place there were the following present:

Randy Lewis - President & Director Keith Thompson - Director Office Manager Melissa Sherman FF Jesse McCov Candidate Chad Hemmelgam

Dan West - Treasurer & Director Chief Ron MacKnight FF Scot Gibson Candidate Matt May District Attorney Frank Vatterott

Larry Zuhone - Director FF Mike Holtmeier FF Josh Riebe **Rev Davis** 

Call to Order

A quorum being present, President Randy Lewis 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.

Amendments to the June 15, 2010 Agenda

President Randy Lewis asked for any amendments to the Tentative Agenda for June 15, 2010. Director Keith Thompson had item #9 Closed Session be removed. Director Dan West also requested that item #2 under New Business be written as Letter of Understanding from Methodist Church. Fire Chief Ron MacKnight requested that we add #11 to New Business, Policy Procedure Committee be a standing committee.

On a motion made by Director Larry Zuhone, seconded by Director Keith Thompson, the Tentative Agenda for June 15, 2010 was amended & adopted. The vote was as follows:

Rudy Jovanovic - absent Keith Thompson - aye Larry Zuhone - aye Dan West - aye Randy Lewis - aye

Approval of the Open Minutes of May 13, 2010

Director Larry Zuhone moved for approval of the May 13, 2010 Board Meeting Minutes. This was seconded by Director Keith Thompson.

"RESOLVED that the Minutes of the May 13, 2010 Open Meeting, are herby 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 - Absent Keith Thompson – ave Larry Zuhone - aye Dan West - aye Randy Lewis - aye

## Approve & Adopt Treasurer's Report

Cash Balance as of end of May 31, 2010

Operating Account (Farmers & Merchants)

2. Payroll Account (First State Community Bank)

\$479,288.38

\$12,479.80

 Certificates of Deposit (Farmers & Merchants / American Bank) \$525,000.00

#### Reports

- 1. Attached is the report for May 2010 income and expenditures as compared to budget.
- 2. Attached is the report for May 2010 YTD income and expenditures as compared to budget.
- 3. Attached is the report comparing May YTD 2010 with same period in 2009

#### Comments on Financial Reports

- 1. Expenditures for May were \$41,570, which was \$2,783 below budget or 93.7% of budget.
  - a. Major over/under budget items for May were
    - i. Workmen's compensation \$3,044 unbudgeted
    - ii. Fuel \$4,927 which is \$1,253 above budget or 134% of budget
    - iii. Vehicle Maintenance \$1,427 which is \$698 below budget or 67.1% of budget
    - iv. Salaries \$21,226 which is \$5,604 below budget or 79% of budget. This due to not filling the Fire Marshall position
- 2. Expenditures for the first 5 months were \$11,613 above budget
  - Major over budget items were the ones listed above.
  - b. This is an improvement over last month when the 4 month YTD expenditures were \$14,346.
- 3. Income for the first 5 months in 2010 was \$73,038 below the same period in 2009.
- 4. Concerns:
  - a. We have an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 per person for each volunteer.
  - b. The forecasted income short fall of \$73,038 (3 above) and the unbudgeted workman compensation bill of \$23,000 (4.a. above) lead to a short fall of \$96,038. **THIS IS TROUBLING**
  - c. We cannot continue spending over budget as was done in May
  - We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
  - e. It will be difficult to save as there are certain items that we must fund:
    - i. Maintain and fuel our equipment
    - ii. Pay our existing employees
    - iii. Pay our utilities

#### RESOLUTION

# ADOPTION OF THE TREAURER'S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

"BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer's Report submitted to the Board of Directors, May 31, 2010, is herby accepted, subject to final audit by the District's auditors, with corrections and additions if any"

The Board of Directors present and voting affirmatively after motion by Director Larry Zuhone and seconded by Director Keith Thompson, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic – Absent Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

Approve & Pay June 15, 2010 Bills for Payment

Director Keith Thompson made a motion to approve and pay all bills from June 15, 2010 for payment. This was seconded by Director Larry Zuhone. Roll call vote was as follows:

Page 3
 July 9, 2010

Rudy Jovanovic – Absent Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **Public Comments**

- FF Mike Holtmeier was under the understanding that when Todd VanZuyen and Ron MacKnight took the positions of Fire Chief and Assistant Fire Chief that they would both stay at same pay to hire on a 6<sup>th</sup> guy. Mike feels that if that was the comment made then the Board should stand by there word.
- FF Mike Holtmeier also stated that there was a comment made about the Board doesn't need to hire another person that is why they have Ron and Todd.
- Candidate Chad Hemmelgam brought up the Bond Issue

#### **Old Business**

#### **GIS Update**

- · FF Josh Riebe attached a report.
- EMA suppose to pay for upgrade &support for a year.
- Discussion & No Action Taken

## Merging with Warrenton Fire Protection District

- June 22, 2010 at 6:30 Warrenton Fire Protection District House #2.
- Benefit to the taxpayers
- Exchange of financial information

## Compressor Bid

- No Bids
- Fire Chief Ron MacKnight is in charge to sell how he feels necessary.

#### Warrenton Oil Fire Update

- Received Deposition
- Set for Trial
- Warrenton Oil Company may be ready to settle.

#### Fire House Insurance

- Insurance Company giving us 30 days to show estimate of what repairs will cost and 90 days to show progress.
- Cost estimate and plan of action.

#### **New Firefighter Update**

- Fire Chief Ron MacKnight in the process of writing the Job Description for the new firefighter.
- Once approved will move forward with new hire.

## **New Business**

#### Frank Vatterott (Insurance)

- VFIS is going to jump ship if no repairs begin within 90 days.
- VFIS specializes in rescue service, hate to lose insurance company.
- Get estimate on repairs and Frank Vatterott will send a letter to VFIS.
- Get a couple of contractors to give estimate for mold and water leakage repairs (mold mitigation / prevailing wage)
- Frank suggested EM Harris
- Remediation / Renovation.

# Letter of Understanding from Methodist Church

A motion was made to adopt the Letter of Understanding from the Methodist Church. The motion was made by Director Dan West and seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic - Absent

Keith Thompson – aye ⊃an West – aye ∟arry Zuhone – nay Randy Lewis – aye

## Fire Plug Testing Complaints Innsbrook

- Lot 907 Silver Fox Drive disgusted with the Wright City Fire Protection District.
- · Why no one bothered to clean-up?
- Fire Chief Ron MacKnight has tried to contact the couple.

#### Goal Setting (The Board & Fire Chief)

- Goal Setting Workshop June 29, 2010 at 1600 hours.
- Everyone come prepared.

#### Director Larry Zuhone left at 1701 hours

## **Architect RFQ's Review**

Director Keith Thompson made a motion to move forward and work with Archimages. This motion was seconded by Director Dan West. The roll call vote was as follows:

Rudy Jovanovic – Absent Keith Thompson – aye Dan West – aye Larry Zuhone – Absent Randy Lewis – aye

# Retention & Recruitment Committee Report

- Director Keith Thompson would like this to be a short term Board Committee so this project can become finished.
- Postponed till next Board Meeting (July 8, 2010)

#### **Building Committee Report**

Discussion & No Action Taken

#### **Fire Chief Report**

- Attached Report
- Discussion & No Action Taken

#### **Fire Marshal Report**

- Attached Report
- Discussion & No Action Taken

#### **Association Report**

- Will have a report every month
- Handed in minutes from June's meeting
- Discussion & No Action Taken

#### Policy & Procedure Committee (Standing Committee)

A motion was made by Director Keith Thompson to make the Policy and Procedure Committee a standing Committee. This motion was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic – Absent Keith Thompson – aye Larry Zuhone – Absent Dan West – aye Randy Lewis – aye

# .djourn

Motion made to adjourn the meeting at 1745 (5:45 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic – Absent Keith Thompson – aye Larry Zuhone – Absent Dan West – aye Randy Lewis – aye

Respectively Submitted,

Metssa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone, Director

Keith Thompson, Director



MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI

July 8, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on July 8, 2010 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Randy Lewis – President & Director Keith Thompson – Director Assistant Chief Todd VanZuyen FF Mike Combs Greg Garner (Archimages) Dan West – Treasurer & Director Rudy Jovanovic – Secretary & Director Office Manager Melissa Sherman Candidate Chad Hemmelgarn Larry Zuhone – Director Chief Ron MacKnight FF Mike Holtmeier FF Brad Martell

#### Call to Order

A quorum being present, President Randy Lewis 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.

#### Amendments to the July 8, 2010 Agenda

President Randy Lewis asked for any amendments to the Tentative Agenda for July 8, 2010.

On a motion made by Director Rudy Jovanovic, seconded by Director Dan West, the Tentative Agenda for July 8, 2010 was adopted. The vote was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### Approval of the Open Minutes of June 15, 2010

Amendment was made under <u>Warrenton Oil Fire Update</u> a statement said "Warrenton may be ready to settle" and it should say "Warrenton Oil Company may be ready to settle"

Director Keith Thompson moved for approval of the amended June 15, 2010 Board Meeting Minutes. This was seconded by Director Rudy Jovanovic.

"RESOLVED that the Minutes of the June 15, 2010 Open Meeting, are herby 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 Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### pprove & Adopt Treasurer's Report

Cash Balance as of end of June 30, 2010

1. Operating Account (Farmers & Merchants)

2. Payroll Account (First State Community Bank)

\$444,173.49

\$20,088.49

 Certificates of Deposit (Farmers & Merchants / American Bank) \$525,000.00

#### Reports

- 1. Attached is the report for June 2010 income and expenditures as compared to June budget.
- 2. Attached is the report for June 2010 YTD income and expenditures as compared to June YTD budget.
- 3. Attached is the report comparing June YTD 2010 with same period in 2009

## Comments on Financial Reports

- 1. Expenditures for June were \$35,494, which was \$10,560 below budget or 77.1% of budget.
  - a. Major over/under budget items for June were
    - i. Capital expenses \$48 which is \$2,202 below budget
    - ii. Fuel \$1,510 which is \$510 above budget or 151% of budget
    - iii. Vehicle Maintenance \$646 which is \$1,478 below budget or 30.4% of budget
    - iv. Salaries \$21,732 which is \$5,098 below budget or 81% of budget. This due to not filling the Fire Marshall position
    - v. Many small categories were below budget making a savings of \$2.492
- 2. Expenditures for the first 6 months were \$628 above budget
  - a. Major over budget items were the ones listed above.
  - b. This is an improvement over May YTD when the 4 month YTD expenditures were \$14,346 over budget.
- 3. Income for the first 6 months in 2010 was \$61,531 below the same period in 2009.
- 4. Concerns:
  - a. We have an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - b. The forecasted income short fall of \$61,531 (3 above) and the unbudgeted workman compensation bill of \$23,000 (4.a. above) lead to a short fall of \$84,531. This is an \$11,507 improvement over last month due to expenditures being below budget. The short fall is going in the right direction. **THIS CONTINUES TO BE TROUBLING!**
  - c. The only flexibility we may have is to delay hiring additional fire fighters.
  - d. We have got spending under control as we are \$628 over budget YTD but income continues to be a problem.
  - e. We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
  - f. It will be difficult to save as there are certain items that we must fund:
    - i. Maintain and fuel our equipment
    - ii. Pay our existing employees
    - iii. Pay our utilities

#### RESOLUTION

# ADOPTION OF THE TREAURER'S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

"BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer's Report submitted to the Board of Directors, June 30, 2010, is herby accepted, subject to final audit by the District's auditors, with corrections and additions if any"

The Board of Directors present and voting affirmatively after motion by Director Rudy Jovanovic and seconded by Director Keith Thompson, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### Approve & Pay June 15, 2010 Bills for Payment

Director Keith Thompson made a motion to approve and pay all bills from July 8, 2010 for payment. This was seconded by Director Larry Zuhone. Roll call vote was as follows:

Rudy Jovanovic – Abstained Keith Thompson – aye Larry Zuhone – aye Dan West – Abstained Randy Lewis – aye

# **Public Comments**

NA

#### **Old Business**

#### **Architect**

 Greg Garner came out from Archimages and spoke on behalf of the company to explain the scope of the project and answer any questions from the Board, so that we could move forward.

Director Dan West made a motion to move forward with Archimages and setting a budget of \$300,000 with contingency. This was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **GIS Update**

NA

#### Merging with Warrenton Fire Protection District Update

Director Larry Zuhone will get the minutes from the meeting between the two Boards

#### Fire House Insurance Update

Director Keith Thompson made a motion to table this item until Chief Ron MacKnight gets back from call. This was seconded by Director Rudy Jovanovic. Roll Call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

Director Keith Thompson made a motion to postpone Fire House Insurance Update until the next Board Meeting. This was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

#### **New Business**

## Goal Setting (The Board & Fire Chief) Reschedule Meeting

July 20, 2010 at 1700

#### **Architect Proposal**

Was discussed earlier in the meeting.

#### **Bids for Remodeling**

Director Keith Thompson made a motion to turn bids over to legal counsel and begin negotiating. This was seconded by Director Dan West. Roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye

## **Retention & Recruitment Committee Update**

Information was put together and given to Fire Chief Ron MacKnight and it was to be given to FF Ken Wagner to put an
anonymous survey online asking the membership several questions in regards to the District.

# Policy & Procedure Meeting Reschedule (Time Change)

August 4, 2010 at 1700

#### **Fire Chief Report**

- Attached Report
- Discussion & No Action Taken

#### **Fire Marshal Report**

- Attached Report
- Discussion & No Action Taken

#### **Association Report**

NA

#### Adjourn

Motion made to adjourn the meeting at 1745 (5:45 p.m.) Motion was made by Director Dan West and was seconded by Director Keith Thompson. The roll call was as follows:

Rudy Jovanovic – aye Keith Thompson – aye Larry Zuhone – aye Dan West – aye Randy Lewis – aye Respectively Submitted,

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone, Director

Keith Thompson, Director

Merger Minutes June 22, 2010

Areas that we thought were in need of verification if there was a benefit or disadvantage in merging the two districts include:

## **Overall Financial Benefit**

WFPD current tax rate is .45 WCFPD current tax rate is .46

# Manpower

# ISO Ratings

**Equipment Benefits** 

Possible less duplication......however proximity to geometric location may still require a set # of trucks.

Lawyer/Legal Benefits

Possibility of opening more opportunity for grants? Not likely a lesser cost of representation or less of an overall need for opinion, etc.

**Board Membership/Representation** 

Some discussion of having sub districts with reps from each district. Possible increase in overall board fees.

# **Outstanding Debt of each District**

1 / 5 / 10 / 20 yr plans / goals

# Comparison of ADMIN. Costs

Some possible reduction however overall chain of command would need to stay about the same. 1 Chief, but a "Battalion" Chief with almost same salary would be required.

# Suggested Positives:

1. When a Station is needed near the east/west boundary it would benefit if there were only 1 District.

#### Concerns:

- 1. Name change, costs to redraw boundaries, legalize/complete required paperwork.
- 2. Dispatch concerns. GIS should eliminate confusion for duplicate addresses if/when it is completed.
- 3. Perception, all manpower must be on board and no animosity toward the process.
- 4. We must have the answers and all be on the same page if this is decided to proceed.
- 5. Concern over time frame that WC became District and Warrenton became District. WC is eligible for taxes, Warrenton is not.....problem to merge?? Or because it is a new District would all of it fall under the new rules? Possible loss of income.
- 6. Voters accepting proposal, once again we have to prove or disprove the benefits or lack of benefits to decide if this should proceed.

# Steps Agreed Upon:

- 1. Warrenton and WC Chiefs exchange data on above listed areas.
- 2. Chiefs to get pros/cons from legal representation (We both use Vatterott)
- 3. Chiefs to get approx Costs involved in merging Districts.
- 4. Chiefs to get pros/cons from financial reps. Possible contact with other Districts that have merged.
- 5. WFPD and WCFPD will share the cost of gathering legal / professional opinions and researching the feasibility of merging districts.

Randy Lewis, Chairman

Dan West, Treasurer

Rudy Jovanovie, Secretary

Larry Zuhene Director

Keith Thompson, Director



# Treasurers Report August 12, 2010

# Cash Balance as of end of July 31, 2010

Operating Account (Farmers & Merchants) \$419,149.79
 Payroll Account (First State Community Bank) \$22,237.73
 Certificates of Deposit \$525,000.00
 (Farmers & Merchants / American Bank)

# Reports

1. Attached is the report for July 2010 income and expenditures as compared to July budget.

2. Attached is the report for July 20l0 YTD income and expenditures as compared to July YTD budget.

3. Attached is the report comparing July YTD 2010 with same period in 2009

# Comments on Financial Reports

- Expenditures for July were \$36,911, which was \$9,443 below budget or 79.6% of budget. Several normal July bills did not come in.. Fuel \$2,212 (budget \$1,300), Electric utilities on Station 1 and 3 \$661 (budget \$500). These two bills amounted to \$2,873 which resulted in an adjusted under budget expenditures of \$6,570 or 85.8% of budget
  - a. Major over/under budget items for July were
    - i. Litigation (2203) \$1,126 (Warrenton Oil) above budget
    - ii. Building Maintenance (4100) \$1,633 above budget due to A/C repair
    - iii. Personnel expenses (9000) \$6,109 below budget due to one position being open
  - b. Expenditures for the first 7 months were \$8,810 below budget. This is a major improvement over May YTD when the 4 month YTD expenditures were \$14,346 over budget. Major items are:
    - i. Over budget
      - 1. Administration (2000) \$6,262
      - 2. Capital Expense (3000) \$1,768
      - 3. Maintenance (4000) \$ 21,947

- 4. Utilities (5000) \$974
- ii. Under budget
  - 1. Training (6000) \$2,456
  - 2. Uniforms (8000) \$3,390
  - 3. Personnel (9000) 35,287
- 2. Income for the first 7 months in 2010 was \$27,464 below budget and \$12,238 below the same period in 2009. The forecast for income is to be \$7,000 below budget by EOY. There was a \$55,000 differed income adjustment made by our CPA. This reflects income from taxes paid in 2009 for the 2010 tax year.

## 3. Concerns/Comments:

- a. We have an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
- b. The forecasted income short fall of \$7,000 (3 above), the unbudgeted workman compensation bill of \$23,000 (4.a. above), and the YTD under budget expenditures of \$8,810 (2 above) lead to a short fall of \$21,190. This continues to improve over the last few months due to expenditures being below budget.
- c. We may be able to be on budget by EOY if expenditures continue to be under budget and money comes in from the county. This includes **not** hiring additional firefighters.
- d. We have gotten spending under control as we are \$8,810 under budget YTD but income continues to be a problem.
- e. We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
- f. It will continue to be difficult to save as there are certain items that we must fund:
  - i. Maintain and fuel our equipment
  - ii. Pay our existing employees
  - iii. Pay our utilities
- g. I would not recommend hiring an additional employee since there is a good chance our tax revenue will be reduced next year and expenses are increasing.
- h. I have heard that revenues in 2011 may be below 2010 say 3%. This means a reduction of \$20,000.
- i. The year 2012 will be a re assessment year and I am sure the county assessed values will go down.

• Page 3

August 12, 2010

j. We need to plan now for less money we will have available to spend so we will not have to freeze salaries, cut salaries or lay people off or take other drastic measures.

Respectively submitted

Dan West

Treasurer

- (a) every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any person may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
- (b) each person appointed to an office for which a financial interest statement is required by this Section shall file the statement within thirty (30) days of such appointment or employment.
- (c) Financial interest statements shall be filed with the Secretary of the District and with the Missouri Ethics Commission. All reports shall be available for public inspection and copying during normal business hours of the District offices.

## 8. Notification of Adoption.

The Secretary is authorized and directed to file a certified copy of this Resolution with the Missouri Ethics Commission within ten (10) days of its adoption by the Board of Directors.

Passed and Approved this	day of	August	, 2010.
		RIGHT CITY FIRE PI DARD OF DIRECTOR	ROTECTION DISTRICT
	E	BY: ANDY LEWIS,	CHAIDMAN
ATTEST:		NAINDT LEWIS,	CHAIRWAN
XX Januri		APPROVED:	
District Secretary		XX Xa	weres
		Dir	ector
		Samo	Done
		II and Dir	ector
		Ket They	
		Dir	ector Let
		Dir	ector '

BILL NO	ORDINANCE NO	
BILL NO	ORDINANCE NO	_

AN ORDINANCE AMENDING ORDINANCE NO. 2005-3, KNOWN AS THE BUILDING CODE OF THE WRIGHT CITY FIRE PROTECTION DISTRICT, BY AMENDING FEE SCHEDULE KNOWN AS "ALL OTHER PERMITS", FIREWORKS STAND FEE, FROM \$35.00 TO \$350.00,FIREWORKS DISPLAYS FEE FROM \$35.00 TO \$100.00.

WHEREAS, in recent years, there has been an increased amount of District Fire Marshal's time required to properly inspect fireworks stands within the District, and

WHEREAS, the Fire Marshal is required to pre-inspect the property on which the applicant fireworks stand is to be erected, the tent to make certain of its fire-retardant composition, to review requirements with the applicant to keep hay and straw away from the stand, to check electrical outlets and breakers for code compliance, and to periodically inspect the stand during the time of the operation to make sure there are no illegal fireworks being sold and that vehicles and other items are not parked too close to the tent, and

WHEREAS, the District Fire Marshal estimates that the time to be spent will be over two or three days a week on each fireworks stand during its operation, at considerable cost of man hours to the District, and

WHEREAS, after due consideration, the Directors have therefore determined to raise the permit fee for a fireworks stand from the present \$35.00 to \$350.00 and fireworks displays from the present \$35.00 to \$100.00.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT AS FOLLOWS:

1. Ordinance 2005-3, known as the Building Code of the Wright City Fire Protection District, Section 3, the Fee Schedule, "All Other Permits" is hereby amended by deleting the present schedule of \$35.00 fee for fireworks stands displays and replacing it with the following:

Fireworks Stands Fireworks Displays Permit Fee \$350.00 \$100.00

- 2. All other portions of Ordinance 2005-3 not herein amended shall remain in full force and effect.
- 3. This Ordinance shall be in full force and effect from and after its passage according to law.

Secretary of Board of Directors

Board President



# Wright City Fire Protection District

396 West North 2<sup>nd</sup> Street P.O. Box 522 Wright City, Missouri 63390 (636) 745-2262 Administration (636) 745-2259 Fax www.wrightcityfire.com

MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI

August 12, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on August 12, 2010 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Randy Lewis – President & Director Keith Thompson – Director Office Manager Melissa Sherman FF Mike Holtmeier Dan West – Treasurer & Director Rudy Jovanovic – Secretary & Director CPA Bruce Kummer Larry Zuhone – Director Chief Ron MacKnight FF Mike Combs

## Call to Order

A quorum being present, President Randy Lewis 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.

## Amendments to the August 12, 2010 Agenda

President Randy Lewis asked for any amendments to the Tentative Agenda for August 12, 2010.

On a motion made by Director Dan West, it was asked that #1 under <u>New Business</u> Bruce Kummer be moved to right after Public Comments and also under <u>New Business</u> #2 Tax Rate that the time be changed to 1800 hrs not 1700 hrs. This motion was seconded by Director Rudy Jovanovic. The Tentative Agenda for August 12, 2010 was amended and adopted. The vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

Approval of the Open Minutes of July 8, 2010, July 20, 2010 Goal Workshop Minutes and June 22, 2010 Merger Minutes

Amendment was made to the June 22, 2010 Merger Minutes to remove the top paragraph from the minutes.

Director Dan West moved for approval of the July 8, 2010 Board Meeting Minutes, the July 20, 2010 Goal Workshop Minutes and the amended June 22, 2010 Merger Minutes. This was seconded by Director Keith Thompson.

"RESOLVED that the Minutes of the July 8, 2010 Open Meeting, July 20, 2010 Goal Workshop and amended June 22, 2010 Merger Minutes, are herby 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 Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

## pprove & Adopt Treasurer's Report

Cash Balance as of end of July 31, 2010

- 1. Operating Account (Farmers & Merchants)
- 2. Payroll Account (First State Community Bank)

\$419,149.79

\$22,237.73

 Certificates of Deposit (Farmers & Merchants / American Bank) \$525,000.00

#### Reports

- Attached is the report for July 2010 income and expenditures as compared to July budget.
- 2. Attached is the report for July 2010 YTD income and expenditures as compared to July YTD budget.
- 3. Attached is the report comparing July YTD 2010 with same period in 2009

## Comments on Financial Reports

- Expenditures for July were \$36,911, which was \$9,443 below budget or 79.6% of budget. Several normal July bills did not come in.. Fuel \$2,212 (budget \$1,300), Electric utilities on Station 1 and 3 \$661 (budget \$500). These two bills amounted to \$2,873 which resulted in an adjusted under budget expenditures of \$6,570 or 85.8% of budget
  - a. Major over/under budget items for July were
    - i. Litigation (2203) \$1,126 (Warrenton Oil) above budget
    - ii. Building Maintenance (4100) \$1,633 above budget due to A/C repair
    - iii. Personnel expenses (9000) \$6,109 below budget due to one position being open
  - b. Expenditures for the first 7 months were \$8,810 below budget. This is a major improvement over May YTD when the 4 month YTD expenditures were \$14,346 over budget. Major items are:
    - Over budget
      - 1. Administration (2000) \$6,262
      - 2. Capital Expense (3000) \$1,768
      - 3. Maintenance (4000) \$ 21,947
      - 4. Utilities (5000) \$974
    - ii. Under budget
      - 1. Training (6000) \$2,456
      - 2. Uniforms (8000) \$3,390
      - 3. Personnel (9000) 35,287
- Income for the first 7 months in 2010 was \$27,464 below budget and \$12,238 below the same period in 2009. The
  forecast for income is to be \$7,000 below budget by EOY. There was a \$55,000 differed income adjustment made by
  our CPA. This reflects income from taxes paid in 2009 for the 2010 tax year.
- 3. Concerns/Comments:
  - a. We have an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - the forecasted income short fall of \$7,000 (3 above), the unbudgeted workman compensation bill of \$23,000 (4.a. above), and the YTD under budget expenditures of \$8,810 (2 above) lead to a short fall of \$21,190. This continues to improve over the last few months due to expenditures being below budget.
  - c. We may be able to be on budget by EOY if expenditures continue to be under budget and money comes in from the county. This includes **not** hiring additional firefighters.
  - d. We have gotten spending under control as we are \$8,810 under budget YTD but income continues to be a problem.
  - We are not putting any money in reserves as we did in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
  - f. It will continue to be difficult to save as there are certain items that we must fund:
    - i. Maintain and fuel our equipment
    - ii. Pay our existing employees
    - iii. Pay our utilities
  - g. I would not recommend hiring an additional employee since there is a good chance our tax revenue will be reduced next year and expenses are increasing.
  - h. I have heard that revenues in 2011 may be below 2010 say 3%. This means a reduction of \$20,000.
  - i. The year 2012 will be a re assessment year and I am sure the county assessed values will go down.
  - We need to plan now for less money we will have available to spend so we will not have to freeze salaries, cut salaries or lay people off or take other drastic measures.

#### RESOLUTION

## ADOPTION OF THE TREAURER'S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

"BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer's Report submitted to the Board of Directors, July 31, 2010, is herby accepted, subject to final audit by the District's auditors, with corrections and additions if any"

The Board of Directors present and voting affirmatively after motion by Director Rudy Jovanovic and seconded by Director Keith Thompson, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

## Approve & Pay August 12, 2010 Bills for Payment

Director Rudy Jovanovic made a motion to approve and pay all bills from August 12, 2010 for payment. This was seconded by Director Keith Thompson. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

## **Public Comments**

- FF Mike Combs brick wall / sliding backward / not trusting judgment on House 1 (speaking on behalf of membership)
- Director Dan West Boards responsibility of how money is spent

#### **Old Business**

#### Audit Report (2009) Bruce Kummer

- Went over Audit from 2009 with the Board of Directors
- Talked on Merger, Bruce putting together a spreadsheet

## Architect (Scope)

- Went over meeting with Archimages and the minutes. (see attached)
- Went over the Scope, once the contract is signed Archimages can move forward. (see attached)

Director Keith Thompson made a motion to approve the Scope and move forward. The motion was seconded by Dan west. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis - aye

#### **GIS Update**

Discussion & No Action Taken

#### **Merging with Warrenton Fire Protection District**

CPA Bruce Kummer putting a spreadsheet together.

## rire House Insurance Update

No news from Frank Vatterott

## **Goal Setting (Meeting Date)**

- Just follow up on the goals at the Board Meetings.
- In October get together 2011 Goals

## **Retention & Recruitment Committee Update**

Having problems getting survey on the internet / probably just going to mail out

## **Policy and Procedure Update**

 Keep up with Frank on the general policy being put together, try to have some type of answer as to a finish time by next Board Meeting.

## **New Business**

## Tax Rate Hearing August 30, 2010 1800 hrs

Director Larry Zuhone made a motion to set the tax rate hearing on August 30, 2010 at 1800 hrs. This motion was seconded by Director Rudy Jovanovic. Roll call is as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis - aye

#### **Pass Tax Rate Resolution**

Director Keith Thompson made a motion to pass the tax rate resolution and this motion was seconded by Director Larry Zuhone. Roll call is as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis - aye

## Pass WCFPD Board of Directors Resolution on Financial Disclosure

Director Dan West made a motion to pass WCFPD Board of Directors Resolution on Financial Disclosure. This was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

#### Increase Fireworks Permit Fee

Board would like more information on the other Districts and there fees.

#### **Fire Chief Report**

Discussion & No Action Taken

#### Fire Marshal Report

- Attached Report
- Discussion & No Action Taken

#### **Association Report**

- Attached Report
- Discussion & No Action Taken

## Closed Session

/ote to close this part of the meeting pursuant to Section 610.021.3 RSMo

Hiring, Firing, Disciplining or Promoting

Director Rudy Jovanovic made a motion to move into close session pursuant to Section 610.021.3 RSMo at 1705 hrs. This motion was seconded by Director Dan West. Roll call is as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

Director Keith Thompson made a motion to move out of closed session and was seconded by Director Rudy Jovanovic. Roll call is as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

## <u>Adjourn</u>

Motion made to adjourn the meeting at 1818 (6:18 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Dan West. The roll call was as follows:

Ludy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

Respectively Submitted,

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

arry Zuhone Director

Keith Thompson, Director

PUBLIC HEARING MEETING OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI August 30, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on August 30, 2010 at 1800 hours (6:00 pm). At the above time and place there were the following present:

Randy Lewis – President & Director Keith Thompson – Director Assistant Chief Todd VanZuyen FF Mike Holtmeier

Dan West – Treasurer & Director Chief Ron MacKnight FF Jesse McCoy FF Scot Gibson Larry Zuhone – Director FF Josh Riebe FF Chad Hemmelgarn

## **Call to Order**

A quorum being present, President Randy Lewis called the meeting to order at 1800 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.

## **Public Comments**

President Randy Lewis asked for any public comments.

None

## Adjourn

President Randy Lewis adjourned the meeting at 1805 hours.

Respectively Submitted,

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone Director

Keith Thompson, Director

SPECIAL MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI

August 30, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on August 30, 2010 at 1805 hours (6:05 pm). At the above time and place there were the following present:

Randy Lewis – President & Director Keith Thompson – Director Assistant Chief Todd VanZuyen FF Mike Holtmeier FF Kevin Hakenewerth Dan West – Treasurer & Director Chief Ron MacKnight District Attorney Frank Vatterott FF Scot Gibson Larry Zuhone – Director FF Josh Riebe FF Jesse McCoy FF Chad Hemmelgarn

## Call to Order

A quorum being present, President Randy Lewis called the meeting to order at 1805 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.

## Amendments to the August 30, 2010 Agenda

President Randy Lewis asked for any amendments to the Tentative Agenda for August 30, 2010.

Director Keith Thompson made the motion to adopt the agenda. This motion was seconded by Director Larry Zuhone. The Tentative Agenda for August 30, 2010 was adopted. The roll call vote was as follows:

Rudy Jovanovic – Absent Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

#### Approval to Adopt Tax Rate Ordinance

Director Dan West would like tax levy issue on the agenda for Board Meeting next year BEFORE the tax rate hearing.

A motion was made by Director Keith Thompson and seconded by Director Larry Zuhone. The roll call vote was as follows:

Rudy Jovanovic –Absent Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

#### **Building/Renovation Plans House One**

Soil Boring – Fire Chief Ron MacKnight will approve, Director Randy Lewis will call.

#### Frank Vatterott (Insurance Claim & Merger)

Insurance Claim

- District Attorney Frank Vatterott advised they will not respond to him.
- District Attorney Frank Vatterott suggested we should file a suit, Frank will write the suit and send to VFIS, as well as file
  a complaint with Missouri Insurance Services.

#### Merger

Board will review the packet sent by District Attorney Frank Vatterott and discuss.

## **Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.2 RSMo

· Leasing, Purchase or Sale of Real Estate

Director Keith Thompson made a motion to move into close session pursuant to Section 610.021.2 RSMo at 1705 hrs. This motion was seconded by Director Larry Zuhone. Roll call is as follows:

Rudy Jovanovic – Absent Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

Director Dan West made a motion to move out of closed session and was seconded by Director Larry Zuhone. Roll call is as follows:

Rudy Jovanovic – Absent Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

#### Adjourn

Motion made to adjourn the meeting at 1900 (7:00 p.m.) Motion was made by Director Larry Zuhone and was seconded by Director Keith Thompson. The roll call was as follows:

Rudy Jovanovic – Absent Larry Zuhone – aye Keith Thompson – aye Dan West – aye Randy Lewis – aye

Respectively Submitted

Mellssa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone, Qirector

Keith Thompson, Director



# Treasurers Report September 8, 2010

# Cash Balance as of end of August 31, 2010

Operating Account (Farmers & Merchants)	\$384,842.30
2. Payroll Account (First State Community Bank)	\$14,701.48
3. Certificates of Deposit	\$483,091.06
(Farmers & Merchants / American Bank)	

## Reports

- Attached is the report for August 2010 income and expenditures as compared to August budget.
- 2. Attached is the report for August 2010 YTD income and expenditures as compared to August YTD budget.
- 3. Attached is the report comparing August YTD 2010 with same period in 2009

# Comments on Financial Reports

- 1. Expenditures for August were \$29,858, which was \$16,395 below budget or 64.6% of budget.
  - a. Major over/under budget items for August were
    - i. Small Equipment Maintenance (4209) was over budget \$1,200. This is a once a year charge
    - ii. Vehicle Maintenance (4300) was over budget \$1,549
    - iii. Vehicle Fuel (4400) was \$713 over budget but this included two months. The average will be a approximately \$800 below budget
    - iv. Personnel expenses (9000) \$7,323 below budget due to one position being open

- b. Expenditures for the first 8 months were \$15,032 below budget. The major cost control implementation is continuing to show positive results. Major items are:
  - Over budget
    - 1. Administration (2000) \$6,872
    - 2. Maintenance (4000) \$ 25,610
    - 3. Utilities (5000) \$1,356
  - ii. Under budget
    - 1. Training (6000) \$4,152
    - 2. Uniforms (8000) \$3,120
    - 3. Personnel (9000) \$42,610
- 2. Income for the first 8 months in 2010 was \$2,700 above budget and \$12,388 below the same period in 2009.
- 3. Concerns/Comments:
  - a. Spending under control and \$15,032 under budget YTD.
  - b. There is an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - c. The forecasted income surplus \$2,700 (2 above), the unbudgeted workman compensation bill of \$23,000 (3.a. above), and the YTD under budget expenditures of \$15,032 (1.b. above) lead to a short fall of \$5,268. This continues to improve over the last few months.
  - d. WCFPD will be on budget by EOY if expenditures continue to be under budget and money comes in from the counties as well as grants and permit fees and spending continues under control.
  - e. Money is not being put in reserves as in prior years. 2009 \$75K;
     2008 \$75K; 2007 \$0; 2006 \$185K
  - it will continue to be difficult to save as there are certain items that we must funded:
  - g. The year 2012 will be a re assessment year and the county assessed values may very will go down.

Respectively submitted
Dan West
Treasurer



# Treasurers Report September 8, 2010

# Cash Balance as of end of August 31, 2010

<ol> <li>Operating Account (Farmers &amp; Merchants)</li> </ol>	\$384,842.30
2. Payroll Account (First State Community Bank)	\$14,701.48
3. Certificates of Deposit	\$483,091.06
(Farmers & Merchants / American Bank)	

## Reports

- 1. Attached is the report for August 2010 income and expenditures as compared to August budget.
- 2. Attached is the report for August 2010 YTD income and expenditures as compared to August YTD budget.
- 3. Attached is the report comparing August YTD 2010 with same period in 2009

# Comments on Financial Reports

- 1. Expenditures for August were \$29,858, which was \$16,395 below budget or 64.6% of budget.
  - a. Major over/under budget items for August were
    - i. Small Equipment Maintenance (4209) was over budget \$1,200. This is a once a year charge
    - ii. Vehicle Maintenance (4300) was over budget \$1,549
    - iii. Vehicle Fuel (4400) was \$713 over budget but this included two months. The average will be a approximately \$800 below budget
    - iv. Personnel expenses (9000) \$7,323 below budget due to one position being open

- b. Expenditures for the first 8 months were \$15,032 below budget. The major cost control implementation is continuing to show positive results. Major items are:
  - i. Over budget
    - 1. Administration (2000) \$6,872
    - 2. Maintenance (4000) \$ 25,610
    - 3. Utilities (5000) \$1,356
  - ii. Under budget
    - 1. Training (6000) \$4,152
    - 2. Uniforms (8000) \$3,120
    - 3. Personnel (9000) \$42,610
- 2. Income for the first 8 months in 2010 was \$2,700 above budget and \$12,388 below the same period in 2009.
- 3. Concerns/Comments:
  - a. Spending under control and \$15,032 under budget YTD.
  - b. There is an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - c. The forecasted income surplus \$2,700 (2 above), the unbudgeted workman compensation bill of \$23,000 (3.a. above), and the YTD under budget expenditures of \$15,032 (1.b. above) lead to a short fall of \$5,268. This continues to improve over the last few months.
  - d. WCFPD will be on budget by EOY if expenditures continue to be under budget and money comes in from the counties as well as grants and permit fees and spending continues under control.
  - e. Money is not being put in reserves as in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K

Respectively submitted Dan West Treasurer



SPECIAL MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI
October 5, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on October 5, 2010 at 1610 hours (4:10 pm). At the above time and place there were the following present:

Randy Lewis – President & Director Rudy Jovanovic – Secretary & Director Keith Thompson – Director Melissa Sherman – Office Manager

#### Call to Order

A quorum being present, President Randy Lewis called the meeting to order at 1610 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.

## Amendments to the October 5, 2010 Special Meeting Agenda

President Randy Lewis asked for any amendments to the Tentative Agenda for October 5, 2010.

Director Keith Thompson made the motion to adopt the agenda. This motion was seconded by Director Rudy Jovanovic. The Tentative Agenda for October 5, 2010 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – Absent (eith Thompson – aye Dan West – Absent Randy Lewis – aye

## Approval to move forward with Phase 2-4 with Archimages

(Optional M.E.P. – FP Fully Engineered), put on Board Meeting Agenda (?)

A motion was made by Director Keith Thompson and seconded by Director Rudy Jovanovic to approve moving forward with Phases 2-4 with Archimages. The roll call vote was as follows:

Rudy Jovanovic –aye Larry Zuhone – Absent Keith Thompson – aye Dan West – Absent Randy Lewis – aye

## Adjourn

Motion made to adjourn the meeting at 1635 (4:35 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic – aye Larry Zuhone – Absent Keith Thompson – aye Dan West – Absent Randy Lewis – aye Respectively Submitted,

Melissa Sherman Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone Director

Keith Thompson, Director



MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI September 9, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on September 9, 2010 at 1610 hours (4:10 pm). At the above time and place there were the following present:

Larry Zuhone – Director Chief Ron MacKnight FF Josh Riebe Rev. Davis Keith Thompson – Director Assistant Chief Todd VanZuyen FF Jesse McCoy FF Caitlyn Broce Rudy Jovanovic – Secretary & Director Office Manager Melissa Sherman FF Alan Thompson FF Chad Hemmelgarn

## Call to Order

A quorum being present, Secretary Rudy Jovanovic called the meeting to order at 1610 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.

## Amendments to the September 9, 2010 Agenda

Secretary Rudy Jovanovic asked for any amendments to the Tentative Agenda for September 9, 2010.

On a motion made by Director Larry Zuhone, it was asked that Insurance Claims be added as #3 under New Business. This motion was seconded by Director Keith Thompson. The Tentative Agenda for September 9, 2010 was amended and adopted. The vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

# Approval of the Open Minutes of August 12, 2010, August 30, 2010 Public Hearing Minutes and August 30, 2010 Special Meeting Minutes

Director Larry Zuhone moved for approval of the August 12, 2010 Board Meeting Minutes, the August 30, 2010 Public Hearing Minutes and the August 30, 2010 Special Meeting Minutes. This was seconded by Director Keith Thompson.

"RESOLVED that the Minutes of the August 12, 2010 Open Meeting, August 30, 2010 Public Hearing and August 30, 2010 Special Meeting Minutes, are herby 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 Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## 1 Approve & Adopt Treasurer's Report

Jash Balance as of end of August 31, 2010

Operating Account (Farmers & Merchants)
 Payrell Account (First State Community Reports)

Payroll Account (First State Community Bank)
 Certificates of Deposit

\$384,842.30 \$14,701.48

\$483,091.06

## (Farmers & Merchants / American Bank)

## Reports

- 1. Attached is the report for August 2010 income and expenditures as compared to August budget.
- 2. Attached is the report for August 2010 YTD income and expenditures as compared to August YTD budget.
- 3. Attached is the report comparing August YTD 2010 with same period in 2009

## Comments on Financial Reports

- 1. Expenditures for August were \$29,858, which was \$16,395 below budget or 64.6% of budget.
  - a. Major over/under budget items for August were
    - i. Small Equipment Maintenance (4209) was over budget \$1,200. This is a once a year charge
    - ii. Vehicle Maintenance (4300) was over budget \$1,549
    - iii. Vehicle Fuel (4400) was \$713 over budget but this included two months. The average will be a approximately \$800 below budget
    - iv. Personnel expenses (9000) \$7,323 below budget due to one position being open
  - b. Expenditures for the first 8 months were \$15,032 below budget. The major cost control implementation is continuing to show positive results. Major items are:
    - i. Over budget
      - 1. Administration (2000) \$6,872
      - 2. Maintenance (4000) \$ 25,610
      - 3. Utilities (5000) \$1,356
    - ii. Under budget
      - 1. Training (6000) \$4,152
      - 2. Uniforms (8000) \$3,120
      - 3. Personnel (9000) \$42,610
- Income for the first 8 months in 2010 was \$2,700 above budget and \$12,388 below the same period in 2009.
- Concerns/Comments:
  - a. Spending under control and \$15,032 under budget YTD.
  - b. There is an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - c. The forecasted income surplus \$2,700 (2 above), the unbudgeted workman compensation bill of \$23,000 (3.a. above), and the YTD under budget expenditures of \$15,032 (1.b. above) lead to a short fall of \$5,268. This continues to improve over the last few months.
  - d. WCFPD will be on budget by EOY if expenditures continue to be under budget and money comes in from the counties as well as grants and permit fees and spending continues under control.
  - e. Money is not being put in reserves as in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K

## RESOLUTION

#### ADOPTION OF THE TREAURER'S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

"BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer's Report submitted to the Board of Directors, August 31, 2010, is herby accepted, subject to final audit by the District's auditors, with corrections and additions if any"

The Board of Directors present and voting affirmatively after motion by Director Larry Zuhone to remove letters f & g under #3 (Comments and Concerns) and seconded by Director Keith Thompson, the Resolution was amended & adopted and approved. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## Approve & Pay August 12, 2010 Bills for Payment

Director Larry Zuhone made a motion to approve and pay all bills from September 9, 2010 for payment. This was seconded by Director Keith Thompson. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## **Public Comments**

- Rev. Davis Strassenbash (Board Members Dunking Booth
- Alan Thompson Trivia Night

## **Old Business**

## **Architect**

- Kevin Story will be out on September 10, 2010 with 4 contractors
- Contractors 7-10 days to get back a estimate

## **Retention and Recruitment Committee Update**

Survey being sent out to Career and Volunteer Firefighters, plus the last two years resigned Firefighters

## **Insurance Claims**

- Claims is one department (denied claim)
- Underwriter (estimates make sure we are following letter, whether to keep insurance are not)

## **New Business**

#### **Increase Fireworks Permit Fee**

Board would like to see the man hours, more information (make sure we are not cutting ourselves short)

## **Insurance Bids/Other Bids**

- Time to start talking to other Insurance Company's so we can possibly bid out
- Figure out what else we may want to bid out before it come due (Health Insurance, Work Comp, Vehicle Maintenance, Truck Insurance, Building Insurance)

#### 2011 Goal Workshop (October)

Tentatively set for October 20, 2010 at 1600 until Melissa talks to Director Dan West

## **Fire Chief Report**

- Attached Report
- Discussion & No Action Taken

## Fire Marshal Report

- Attached Report
- Discussion & No Action Taken

## Association Report

- Attached Report
- Discussion & No Action Taken

#### **Closed Session**

'ote to close this part of the meeting pursuant to Section 610.021.3 RSMo

Hiring, Firing, Disciplining or Promoting

Director Keith Thompson made a motion to move into close session pursuant to Section 610.021.3 RSMo at 1705 hrs. This motion was seconded by Director Larry Zuhone Roll call is as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

Director Larry Zuhone made a motion to move out of closed session and was seconded by Director Keith Thompson. Roll call is as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## **Adjourn**

Motion made to adjourn the meeting at 1725 (5:25 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

Respectively Submitted,

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

Larry Zuhone, Director

Keith Thompson, Director



Treasurers Report October 11, 2010

# Cash Balance as of end of September 31, 2010

Operating Account (Farmers & Merchants)	\$283,152.39
Payroll Account (First State Community Bank)	\$10,879.56
Certificates of Deposit	\$483,091.06
(Farmers & Merchants / American Bank)	

## Reports

- 1. Attached is the report for September 2010 income and expenditures as compared to September budget.
- 2. Attached is the report for September 2010 YTD income and expenditures as compared to September YTD budget.
- Attached is the report comparing September YTD 2010 with same period in 2009

# Comments on Financial Reports

- 1. Expenditures for September were \$87,150, which was \$23,296 below budget or 78.9% of budget. The budget for September was high due to a truck payment. On a normal month without the truck payment the expenditures were 49% of budget. This was outstanding cost control.
  - a. Major over/under budget items for September were
    - i. Professional Services (2200) was \$4131 over budget due to the audit
    - ii. Capital Expenses (3000) was \$1,660 over budget due to pagers
    - iii. Building Maintenance (4100) was \$552 under budget
    - iv. Vehicle Maintenance (4300) was under budget \$1,566
    - v. Vehicle Fuel (4400) was \$676 over budget
    - vi. Other Expenses (8000) was \$1,495 below budget

Page 2

October 13, 2010

- vii. Personnel expenses (9000) \$7,166 below budget due to one position being open
- b. Expenditures for the first 9 months were \$20,614 below budget. The major cost control implementation is continuing to show positive results. Major items are:
  - Over budget
    - 1. Administration (2000) \$10,879
    - 2. Maintenance (4000) \$ 23,830
  - ii. Under budget
    - 1. Training (6000) \$6,337
    - 2. Uniforms (8000) \$4,615
    - 3. Personnel (9000) \$49,776
- 2. Income for the first 9 months in 2010 was \$21K above budget
- 3. Concerns/Comments:
  - a. Spending is under control and \$20,614 under budget YTD.
  - b. There is an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - c. The forecasted income surplus \$21,000 (2 above), the unbudgeted workman compensation bill of \$23,000 (3.a. above), and the YTD under budget expenditures of \$20,614 (1.b. above) lead to a excess of \$18K. This continues to improve over the last few months.
  - d. WCFPD will be on budget by EOY if expenditures continue to be under budget and money comes in from the counties as well as grants and permit fees and spending continues under control.
  - e. Money is not being put in reserves as in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
  - f. It will continue to be difficult but not impossible to save as there are certain items that we must funded:
  - g. The year 2012 will be a re assessment year and the county assessed values may very will go down.

Respectively submitted Dan West Treasurer

# Wright City Fire Protection District

396 WN 2<sup>nd</sup> Street

Wright City, MO 63390

Phone: (636) 745-2262

Fax: (636) 745-2259

office@wrightcityfire.com

## Board of Directors Meeting Agenda

Notice is herby given that the Wright City Fire Protection District Board of Directors will conduct a regular meeting at 1600 hours in the afternoon of Thursday November 11, 2010, at Wright City Fire Protection District, Station 1 396 WN 2<sup>nd</sup> Street, Wright City, Missouri.

The tentative agenda of this meeting includes:

- 1) Call Meeting to Order
- 2) Approve Agenda
- 3) Consent Agenda Minutes October 20, 2010 Goal Workshop
- 4) Approve and Adopt Treasurers Report
- 5) Approve Bills for November 11, 2010 for Payment
- 6) Public Comments (Comments to be limited to three minutes)
- 7) Old Business
- 8) New Business
- 9) Adjourn

## **Old Business**

- 1. Fireworks Ordinance
- 2. Architect (Building)

#### **New Business**

- 1. American Water Grant
- 2. Cell Phone Booster Station Three
- 3. Assistant Chief Report
- 4. Association Report

## Adjourn

1. Next regular Board of Directors Meeting December 9, 2010 Adjournment

Melissa Sullivan, Office Manager

Posted November 10, 2010 1400 hours

# Wright City Fire Protection District

396 WN 2<sup>nd</sup> Street

Wright City, MO 63390

Phone: (636) 745-2262

Fax: (636) 745-2259

office@wrightcityfire.com

Goal Workshop Minutes of the Board of Directors of the Wright City Fire Protection District
Warren County, State of Missouri
October 20, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on October 20, 2010 at 1615 hours. At the above time and place there were the following present:

Randy Lewis – Chairman & Director Rudy Jovanovic – Secretary & Director Keith Thompson – Director Office Manager Melissa Sullivan Dan West – Treasurer & Director Larry Zuhone – Director Chief Ron MacKnight

Chairman Randy Lewis called the meeting to order at 1615

- 1. Board Members need to bring notes from previous meetings.
- 2. Talked about budget for 2011 (\$761,550), budget due by November 2010 Board Meeting.
- 3. House One Still work in progress.
- 4. Policy and Procedures separate out Guidelines from current SOG manual.
- 5. Merger Moving forward, not moving forward (working closely with Warrenton).

#### **Goals 2011**

- Budget Fiscal responsibility
- 2. The Wright City Fire Protection District Organization, including the Board, Fire Chief, Staff, Volunteers and Membership will continue to maintain fiscal responsibility and be accountable to all stake holders, both internal and external.
- 3. House Two Plans
- 4. Website
- 5. Retain and Recruit Volunteers.
- 6. Improve ISO Rating
- 7. Long Range Plan
- 8. Review all Goals quarterly

Next Budget/Goal Workshop December 1<sup>st</sup> 2010 at 1600 hours.

Director Dan West made a motion to adjourn at 1824 hours and was seconded by Director Keith Thompson.

Dan West – aye Leith Thompson –aye Larry Zuhone – aye Rudy Jovanovic – aye Randy Lewis - aye Melissa Sullivan, Office Manager

APPROVED:

Randy Lewis, Chairman & Director

Dan West, Treasurer & Director

Rudy Jovanovic, Secretary & Director

Larry Zuhone, Director

Keith Thompson, Director

Respectively Submitted,



MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI
October 14, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on October 14, 2010 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Larry Zuhone – Director Chief Ron MacKnight FF Mike Combs Keith Thompson – Director Assistant Chief Todd VanZuyen FF Mike Holtmeier Rudy Jovanovic – Secretary & Director Office Manager Melissa Sherman FF Chad Hemmelgarn

## Call to Order

A quorum being present, Secretary 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.

## Amendments to the October 14, 2010 Agenda

Secretary Rudy Jovanovic asked for any amendments to the Tentative Agenda for October 14, 2010.

Chief Ron MacKnight added #1 under New Business, Board Packets, Director Keith Thompson added #5 under Old Business, Insurance Claims & Office Manager Melissa Sherman added under Consent Agenda Minutes for October 5, 2010 Special Meeting Minutes.

Director Larry Zuhone made a motion to approve the amended agenda and was seconded by Director Keith Thompson. The Tentative Agenda for October 14, 2010 was amended and adopted. The vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## Approval of the Open Minutes of September 9, 2010 and October 5, 2010 Special Meeting Minutes

Director Keith Thompson moved for approval of the September 9, 2010 Board Meeting Minutes and the October 5, 2010 Special Meeting Minutes. This was seconded by Director Larry Zuhone.

"RESOLVED that the Minutes of the September 9, 2010 Open Meeting and October 5, 2010 Special Meeting Minutes, 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 Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## Approve & Adopt Treasurer's Report

ash Balance as of end of September 31, 2010

- Operating Account (Farmers & Merchants)
- 2. Payroll Account (First State Community Bank)
- 3. Certificates of Deposit

\$283,152.39

\$10,879.56

\$483,091.06

## (Farmers & Merchants / American Bank)

## Reports

- 1. Attached is the report for September 2010 income and expenditures as compared to September budget.
- 2. Attached is the report for September 2010 YTD income and expenditures as compared to September YTD budget.
- 3. Attached is the report comparing September YTD 2010 with same period in 2009

## Comments on Financial Reports

- Expenditures for September were \$87,150, which was \$23,296 below budget or 78.9% of budget. The budget for September was high due to a truck payment. On a normal month without the truck payment the expenditures were 49% of budget. This was outstanding cost control.
  - a. Major over/under budget items for September were
    - i. Professional Services (2200) was \$4131 over budget due to the audit
    - ii. Capital Expenses (3000) was \$1,660 over budget due to pagers
    - iii. Building Maintenance (4100) was \$552 under budget
    - iv. Vehicle Maintenance (4300) was under budget \$1,566
    - v. Vehicle Fuel (4400) was \$676 over budget
    - vi. Other Expenses (8000) was \$1,495 below budget
    - vii. Personnel expenses (9000) \$7,166 below budget due to one position being open
  - b. Expenditures for the first 9 months were \$20,614 below budget. The major cost control implementation is continuing to show positive results. Major items are:
    - i. Over budget
      - 1. Administration (2000) \$10,879
      - 2. Maintenance (4000) \$ 23,830
    - ii. Under budget
      - 1. Training (6000) \$6,337
      - 2. Uniforms (8000) \$4,615
      - 3. Personnel (9000) \$49,776
- 2. Income for the first 9 months in 2010 was \$21K above budget
- Concerns/Comments:
  - a. Spending is under control and \$20,614 under budget YTD.
  - b. There is an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$35,000 expense for November was entered in the budget process. The total expenditure for workman compensation is \$35,000, which includes \$300 for each volunteer.
  - c. The forecasted income surplus \$21,000 (2 above), the unbudgeted workman compensation bill of \$23,000 (3.a. above), and the YTD under budget expenditures of \$20,614 (1.b. above) lead to a excess of \$18K. This continues to improve over the last few months.
  - d. WCFPD will be on budget by EOY if expenditures continue to be under budget and money comes in from the counties as well as grants and permit fees and spending continues under control.
  - e. Money is not being put in reserves as in prior years. 2009 \$75K; 2008 \$75K; 2007 \$0; 2006 \$185K
  - f. It will continue to be difficult but not impossible to save as there are certain items that we must fund.
  - g. The year 2012 will be a re assessment year and the county assessed values may very well go down.

#### RESOLUTION

# ADOPTION OF THE TREAURER'S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

"BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer's Report submitted to the Board of Directors, September 31, 2010, is hereby accepted, subject to final audit by the District's auditors, with corrections and additions if any"

The Board of Directors present and voting affirmatively after motion by Director Larry Zuhone and seconded by Director Keith Thompson, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

Approve & Pay October 14, 2010 Bills for Payment

Director Keith Thompson made a motion to approve and pay all bills from October 14, 2010 for payment, excluding the SERVPRO bill. This was seconded by Director Larry Zuhone. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## **Public Comments**

None

## **Old Business**

## **SERVPRO Bill**

 Director Larry Zuhone made a motion to go ahead and pay the SERVPRO bill, this was seconded by Director Keith Thompson. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

Architect (M.E.P. FP Fully Engineered)

 Director Keith Thompson made a motion to go ahead and have the Archiamges fully engineer the building. This was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

#### **Retention and Recruitment Committee Update**

Received 17 Surveys back up to this point.

#### Fireworks Update

Director Larry Zuhone made a motion to re-writing the Ordinance for Firework to also include fines for violations. This
was seconded by Director Keith Thompson. Roll call vote was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

## **Insurance Claims**

Board will contact Frank Vatterott via US Mail

#### **New Business**

#### **Board Packets**

Board will be able to pick up Board Packets the Monday before the Board Meeting if not picked up they will be available
the day of the meeting. Board Members will be responsible for their own packet once they pick it up.

## **Fire Chief Report**

- Attached Report
- Discussion & No Action Taken

## Fire Marshal Report

- Attached Report
- Discussion & No Action Taken

## **Association Report**

- Attached Report
- Discussion & No Action Taken

## <u>Adjourn</u>

Motion made to adjourn the meeting at 1700 (5:00 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic – aye Larry Zuhone – aye Keith Thompson – aye Dan West – Absent Randy Lewis – Absent

Respectively Submitted,

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, President and Director

Dan West, Treasurer and Director

Rudy Jovanovic, Secretary and Director

auren

Larry Zuhone, Director

Keith Thompson, Director

# Wright City Fire Protection District

396 WN 2<sup>nd</sup> Street

Wright City, MO 63390

Phone: (636) 745-2262

Fax: (636) 745-2259

office@wrightcityfire.com

# MINUTES OF THE BOARD OF DIRECTORS OF THE WRIGHT CITY FIRE PROTECTION DISTRICT WARREN COUNTY, STATE OF MISSOURI November 11, 2010

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 (Station 1) 396 WN 2<sup>nd</sup> Street, Wright City, Missouri 63390 on November 11, 2010 at 1600 hours. At the above time and place there were the following present:

Randy Lewis - Chairman & Director

Keith Thompson – Director Assistant Chief Todd VanZuyen

FF Mike Holtmeier

Rudy Jovanovic – Secretary & Director

Chief Ron MacKnight

Office Manager Melissa Sherman

Larry Zuhone - Director

FF Mike Combs

Rev. Davis

## Call to Order

A quorum being present, Chairman Randy Lewis called the meeting to order at 1600 hours 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.

## **Imendments to the November 11, 2010 Agenda**

Chairman Randy Lewis asked for any amendments to the Tentative Agenda for November 11, 2010. Chief Ron MacKnight asked that Server Issue be added under New Business #5, Frank Vatterott be added under Old Business #3, Budget be added under Old Business #4, Temporary Office Space be added under New Business # 6. Director Larry Zuhone made a motion to approve the amended agenda for November 11, 2010 and was seconded by Director Keith Thompson. The roll call vote was as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

## Approval of the October 20, 2010 Goal Workshop

Director Larry Zuhone moved for approval of the October 20, 2010 Goal Workshop and was seconded by Director Keith Thompson.

"RESOLVED that the minutes of the October 20, 2010 Goal Workshop, are herby adopted and approved to 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 all vote on this resolution is as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

## **Approve and Adopt Treasurers Report**

Director Keith Thompson made a motion to approve October 31, 2010 Treasurers Report at the next Board Meeting, December 9, 2010. Director Larry Zuhone seconded the motion. The roll call vote was as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

## Approve & Pay November 11, 2010 Bills for Payment

Director Rudy Jovanovic made a motion to approve and pay all bills from November 11, 2010 for payment. This was seconded by Director Larry Zuhone. Roll call vote was as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

## **Public Comments**

None

## **Old Business**

## **Fireworks Ordinance**

- Language on Fireworks Display set parameters and definitions
- Who qualifies
- Who is exempt from fees
- Fines Explain in black & white (Shut Down)

## Architect (Building)

- Started demolition
- John Beal, Inc. coming out Friday or Saturday to look at roof
- Something in writing that the roof will be fixed, already have put half down
- Back Structure may need to be fixed before roof is replaced, don't wont to have to pay for roof to be fixed twice.
- Drywall ceilings drop ceilings
- Step out back door (Fix)
- Vanity Sink
- New furnace

#### Frank Vatterott

• Came out Monday, apologized for communication errors

Frank Vatterott (File Suit)

Director Keith Thompson made a motion to file suit against VFIS to recoup our losses from water damage, nold remediation and all associated costs, including attorney fees. Director Larry Zuhone seconded. The roll call vote was as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

## **Budget**

• Very little done because of Server & Computer Issue (Nightmare)

## **New Business**

## **Water Grant**

Thanks to Capt. John L. and Chad H., purchasing Forestry Hose

## **Cell Phone Booster**

• Purchase amount \$341.11

Director Larry Zuhone made a motion to pay for the Cell Booster out at Station three. Director Rudy Jovanovic seconded that motion. Roll call vote was as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

## **Assistant Chief Report**

Can drive went well, did not affect Boy Scouts collection

#### **Association Report**

- Ongoing investigation money missing from last association.
- Attendance of the membership very well, 17 last meeting.

## Server Issue

- Outside Help?
- 95% chance recovery
- Install reboot hardware on server
- Buying new server

## Temporary Office Space

Director Larry Zuhone made a motion to lease temporary office space for four months, with a two month extra option. This motion was seconded by Director Rudy Jovanovic. The roll call vote was as follows:

Randy Lewis – Aye
Larry Zuhone – Aye
Keith Thompson – Aye
Dan West – Absent
Rudy Jovanovic – Aye

## **Adjourn**

Motion made to adjourn the meeting at 1711 hours. Motion was made by Director Keith Thompson and was seconded by Director Rudy Jovanovic. The roll call vote was as follows:

Randy Lewis – Aye Larry Zuhone – Aye Keith Thompson – Aye Dan West – Absent Rudy Jovanovic – Aye

Respectively Submitted

Melissa Sherman, Office Manager

APPROVED:

Randy Lewis, Chairman & Director

Dan West, Treasurer & Director

Rudy Jovanovic, Secretary & Director

anne

Larry Zuhone, Director

Keith Thompson, Director

# Wright City Fire Protection District

396 WN 2<sup>nd</sup> Street

Wright City, MO 63390

Phone: (636) 745-2262

Fax: (636) 745-2259

office@wrightcityfire.com

Special Meeting Minutes of the Board of Directors of the Wright City Fire Protection District
Warren County, State of Missouri
November 22, 2010

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 Headquarters 275 North Outer Service Road West, Suite L, Wright City, Missouri 63390 on November 22, 2010 at 1615 hours. At the above time and place there were the following present:

Randy Lewis – Chairman & Director Larry Zuhone – Director Chief Ron MacKnight FF Chad Hemmelgarn FF Scot Gibson Rudy Jovanovic – Secretary & Director
Keith Thompson – Director
Office Manager Melissa Sullivan
FF Mike Holtmeier

Chairman Randy Lewis called the meeting to order at 1625

## **Amended Agenda**

• It was asked by Office Manager Melissa Sullivan, that the agenda be amended to approve and pay the following bills: Corporate Group, City of Wright City & American Fire Safety.

Director Keith Thompson made a motion to approve the amended agenda. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Randy Lewis – Aye Dan West – Absent Larry Zuhone – Aye Rudy Jovanovic – Aye Keith Thompson – Aye

## Plan Approval

 Bids back in Archimages Office on December 14<sup>th</sup>, 2010 by 2:00pm / Archimages will bring out bids to be opened during a Special Meeting on December 14<sup>th</sup>, 2010 at 4:00pm.

Director Larry Zuhone made a motion to approve the final plans and opening of the bid process. The motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Randy Lewis – Aye
Dan West – Absent
arry Zuhone – Aye
Rudy Jovanovic – Aye
Keith Thompson – Aye

## **Approve & Pay Bills**

A motion was made by Director Rudy Jovanovic to approve and pay Corporate Group, City of Wright City and American Fire Safety. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Randy Lewis – Aye
Dan West – Absent
Larry Zuhone – Aye
Rudy Jovanovic – Aye
Keith Thompson – Aye

## Adjourn

A motion was made by Director Keith Thompson to adjourn the meeting at 1645. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Randy Lewis – Aye
Dan West – Absent
Larry Zuhone – Aye
Rudy Jovanovic – Aye
Keith Thompson – Aye

Respectively Submitted,

Melissa Sullivan, Office Manager

APPROVED:

Randy Lewis, Chairman & Director

Dan West, Treasurer & Director

Rudy Jovanovic, Secretary & Director

Larry Zuhone, Director

Keith Thompson/Director

# Wright City Fire Protection District

396 WN 2<sup>nd</sup> Street

Wright City, MO 63390

Phone: (636) 745-2262

Fax: (636) 745-2259

office@wrightcityfire.com

Budget Workshop Minutes of the Board of Directors of the Wright City Fire Protection District
Warren County, State of Missouri
December 1, 2010

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 Headquarters 275 North Outer Service Road West, Suite L, Wright City, Missouri 63390 on December 1, 2010 at 1600 hours. At the above time and place there were the following present:

Randy Lewis – Chairman & Director Keith Thompson – Director Chief Ron MacKnight Assistant Chief Todd VanZuyen FF Mike Combs Larry Zuhone – Director Dan West - Director Office Manager Melissa Sullivan FF Mike Holtmeier

Chairman Randy Lewis called the meeting to order at 1600

## **Amended Agenda**

Nirector Keith Thompson made a motion to approve the amended agenda. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Randy Lewis – Aye
Dan West – Absent
Larry Zuhone – Aye
Rudy Jovanovic – Absent
Keith Thompson – Aye

Director Dan West arrived at 1605

## **Budget**

- 2201 (Accounting Expense) Factor in maybe consolidation with Warrenton
- 2203 (Litigation Expenses) Revisit Litigation Expense
- 2204 (Attorney Retainer) Change name to Attorney Fees
- 2351 (Commercial Fire) Commercial Fire get estimate with new addition and sprinklers
- 2354 (Work Comp) Work Comp \$55,000
- 3302 (Apparatus Purchase) \$5,000 Possible Cut
- 3350 (Information Tech Other) \$3,000 Possible Cut
- 3500 (Station Rehab) Change name to Station Rehab & Addition Construction \$300,000 be placed in this category
  - ✓ Rent Temporary Office Space
  - ✓ Electric for Temporary Office Space
  - ✓ Water for Temporary Office Space

# ✓ PLACE TEMPORARY OFFICE SPACE ON AGENDA FOR DECEMBER BOARD MEETING

- 4101 (Station 1 Maintenance) -\$5,000 to \$8,000
- 4109 (Temporary Office Space) Remove
- 4301 (9700) 4301A Equipment
- 4300 (Vehicle Maintenance) Add truck, make & year
- 5201 (Station 1/Water) \$500
- 6250 (Professional Development) Who is this?
- 8203 (Member Appreciation) Gifts?
- Total Expense \$710,699 + \$300,000

## Adjourn

A motion was made by Director Larry Zuhone to adjourn the meeting at 1739. This motion was seconded by Director Dan West. Roll call was as follows:

Randy Lewis – Aye
Dan West – Aye
Larry Zuhone – Aye
Rudy Jovanovic – Absent
Keith Thompson – Aye

Respectively Submitted,

Melissa Sullivan, Office Manager

APPROVED:

Randy Lewis, Chairman & Director

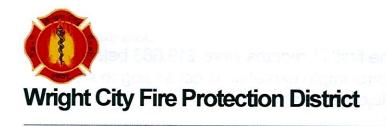
Dan West, Treasurer & Director

Rudy Jovanovic, Secretary & Director

ounce

Larry Zuhone Director

Keith Thompson, Director



Treasurers Report December 9, 2010

# Cash Balance as of end of November 30, 2010

Operating Account (Farmers & Merchants) \$248,500.99
 Payroll Account (First State Community Bank) \$32,870.75
 Certificates of Deposit

(Farmers & Merchants / American Bank)

\$437,165.00

# Reports

- 1. Attached is the report for November 2010 income and expenditures as compared to November budget.
- 2. Attached is the report for November 2010 YTD income and expenditures as compared to November YTD budget.
- 3. Attached is the report comparing November YTD 2010 with same period in 2009

# Comments on Financial Reports

- 1. Expenditures for November were \$45,441, which was \$3,357 below budget or 93.1% of budget.
  - a. Major over/under budget items for November were
    - i. Capital Expense (3000) Was over budget \$8,439 due to pagers and radios, IT, and rehab of station #1
    - ii. Maintenance Expense (4000) was under budget \$2,101 due to fuel bills not received
    - iii. Training and Education (6000) was \$1.457 below budget
    - iv. Other Expenses (8000) was \$2,324 below budget due to continued belt tightening
    - v. Personnel expenses (9000) \$6,870 under budget due to one position being open.

Page 2
 December 9, 2010

- b. Expenditures for the first 11 months were \$19,666 below budget. The major cost control implementation is continuing to show positive results. Major items are:
  - i. Over budget
    - 1. Administration (2000) \$7,569
    - 2. Maintenance (4000) \$ 23,473
  - ii. Under budget
    - 1. Training (6000) \$9,077
    - 2. Other (8000) \$8,029
    - 3. Personnel (9000) \$51,732
- 2. Income for the first 11 months in 2010 was \$36K above budget
- 3. Concerns/Comments:
  - a. Spending continues to be under control
  - b. There is an unbudgeted expense of \$23,000 for workman compensation insurance in the fourth quarter. In making the budget for 2010 for some reason only \$12,000 of a \$45,500 expense for November was not entered in the budget process. The total expenditure for workman compensation is \$45.5K which includes \$300 for each volunteer.
  - c. WCFPD will be on budget by EOY if expenditures continue to be under budget and money comes in from the counties as well as grants and permit fees and spending continues under control.
  - d. Money is not being put in reserves as in prior years. 2009 \$75K;
     2008 \$75K; 2007 \$0; 2006 \$185K
  - e. It will continue to be difficult but not impossible to save as there are certain items that we must funded:
  - f. The year 2012 will be a re assessment year and the county assessed values may very will go down.

Respectively submitted Dan West Treasurer

606 Fairgrounds Rd. Warrenton, MO 63383 (636) 456-8935 Administration (636) 456-7764 Fax www.warrenton-fire.org

# Warrenton Fire Protection District

November 16, 2010

Mr. Randy Lewis, President Wright City Fire Protection District 396 West North 2<sup>nd</sup> Street Wright City, MO 63390

In Re: Warrenton Fire Protection District, request for partial reimbursement

Dear Mr. Lewis,

You may recall on September 13, 2007, a fire broke out at Warrenton Oil Company warehouse, located in our district. The contents of the structure included numerous hazardous materials resulting in three alarms requesting mutual aid by you and other departments.

Our mutual aid worked seamlessly that day and provided the much needed knowledge, manpower and resources to turn a potentially very damaging incident into a well-controlled scene. We are very appreciative for the efforts of all involved.

Because the fire involved hazardous materials, we prepared a claim under the appropriate Missouri Statute, applying the "Spiller Pays" law. As part of that claim we asked the other responding districts to summarize their costs to fight the fire. Using the data we compiled a final invoice and submitted it to the insurance company of the responsible party.

The Insurance Company refused to pay the claim, citing a clause in the policy that limited payments to responding fire departments to an insignificant amount. We then submitted the invoice to Warrenton Oil (the responsible party) who also refused. The Warrenton Oil Company appealed the invoice through the Missouri Department of Natural Resources (DNR). The DNR eventually allowed some of the claim, but not all. (Some labor and some indirect costs are not permitted by the "Spiller Pays" law.) After a thorough review of all documentation DNR eventually allowed approximately \$40,614.90 in other district's claims. We then requested Warrenton Oil Company to pay based on DNR's ruling and it refused again. Warrenton Oil eventually appealed the DNR decision to the Circuit Court in Warren County.

The Board of Directors of Warrenton Fire Protection District felt a duty to reimburse our fellow districts for their costs and did so almost immediately. You will see on the enclosed spreadsheets how much our District reimbursed your District and others. We have highlighted the amount paid back to your district.

We have spent the last two years in a court battle with Warrenton Oil in an effort to recover our costs. As it turned out, Warrenton Oil used our case as a test of the Missouri statute requiring spillers to pay. In fact, the Warrenton Oil principals have sponsored legislation, with others, to change the Missouri "Spillers Pays" law. In 2008, they were successful in getting legislation passed that made changes to the Statute. Attempts to further change the law, to relieve some of the responsibility of spillers, failed in the 2009 and 2010 Missouri legislative sessions.

Our lawsuit ended up being the test case for the Spiller Pays law. We believe that the Spiller Pays law is intact because we fought the effort by the plaintiff to have it destroyed. The claim we filed may have been the largest ever filed and challenged in our State. We believe that the Haz-Mat teams and other public entities that battle hazardous waste type incidents have benefited as a result of the lessons learned in the Warrenton Oil case.

As you can imagine our costs were substantial. (We are a small district covering 123 sq. miles and operating on a budget of just over 1 million dollars) Because the fire occurred in our district, we

became the primary defendant in the case thus bearing the brunt of the costs related to keeping "Spiller Pays" intact.

We have recently settled the case, for about half of what we believe our expenses to be. This decision was not made lightly, but due to the high cost of litigation and the somewhat vague language in the Spiller Pays law, we believe this settlement was the best decision to make for all parties involved.

We respectfully ask each district consider reimbursing us 25% of what we reimbursed you for your costs. Each of you is receiving this same letter. The amount that we are requesting is on the enclosed spreadsheet. As you know, we were not required to reimburse you, but did so because it seemed like the right thing to do.

We recognize that you have no legal duty to reimburse us, however it would be a small part to pay compared to the costs your department could incur if "Spiller Pays" had been allowed to be dismantled.

We have seen firsthand the effects of litigation on a budget... however I hope that you will seriously consider this request from a fellow fire district and contribute toward the legal fees we provided in defending the "Spiller Pays" statute. All of our departments will continue to benefit as a result of our (unfortunate) participation in this lawsuit.

Should you have any questions, please call Chief Mike Owenby, of the Warrenton Fire Protection District at 636-456-8935.

We recognize there are budget concerns everywhere. Nonetheless, we hope that you will consider this earnest plea to assist our district.

Very Truly Yours,

Steven Reese

Chairman of the Board

Warrenton Fire Protection District