FENTON FIRE PROTECTION DISTRICT

MEETING OF THE BOARD OF DIRECTORS

FEBRUARY 28, 2018

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the “District”) was held on Wednesday, February 28, 2018, at the Fenton Fire Protection District, Firehouse #1, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L Viviano called the meeting to order at 2:04 p.m.

ROLL CALL:

The following directors were present for Roll Call:
Beth L Viviano
Jennifer Grimes
Tom Ascheman

Also present were:
Chief Tom Steitz District Fire Chief
Gary Wolfe District Legal Counsel

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

APPROVAL OF THE MINUTES

The minutes from the regular meeting held February 14, 2018 were presented for review. After discussion, it was

Moved by Director Grimes and seconded by Director Ascheman to approve the minutes of the regular meeting held February 14, 2018. The motion was approved and unanimously carried 3-0.

APPROVAL OF BILLS

Chief Steitz presented the Board with the bills for review and payment, which totaled $352,020.23. Chief Steitz pointed out the single charge for plumbing due to a sewage problem at House #3 for $2,253.50. This list of bills is attached hereto and made a part of the minutes to the meeting. After discussion, it was

moved by Director Grimes and seconded by Director Ascheman to approve the bills for payment and ratification. The motion was approved and unanimously carried 3-0.

TREASURER’S REPORT

Chief Steitz next presented the Board with the Treasurer’s Report on balances of accounts, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA funds. Balances since last meeting are:
<table>
<thead>
<tr>
<th>Fund</th>
<th>Balance as of 2/14/18</th>
<th>Balance as of 2/28/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (Commerce Bank)</td>
<td>$6,895,422.18</td>
<td>$1,550,770.59</td>
</tr>
<tr>
<td>General (Reliance Bank)</td>
<td>$0.00</td>
<td>$5,000,000.00</td>
</tr>
<tr>
<td>Ambulance (Commerce Bank)</td>
<td>$2,446,668.87</td>
<td>$2,160,386.51</td>
</tr>
<tr>
<td>Ambulance (Reliance Bank)</td>
<td>$38,330.40</td>
<td>$53,743.24</td>
</tr>
<tr>
<td>Dispatch</td>
<td>$266,453.87</td>
<td>$260,504.19</td>
</tr>
<tr>
<td>Pension</td>
<td>$1,203,779.75</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>HRA</td>
<td>$6,306.79</td>
<td>$6,182.18</td>
</tr>
<tr>
<td>FSA</td>
<td>$5,205.02</td>
<td>$4,188.99</td>
</tr>
</tbody>
</table>

after discussion, it was

Moved by Director Grimes and seconded by Director Ascheman to receive the Treasurer’s Report as presented. The motion was approved and unanimously carried 3-0.

OLD BUSINESS – Chief Steitz reported on the Operations and Capital Update and that the Steering Committee for the District was set to meet on March 2, 2018 and that all issues were going well. He noted he received a telephone call from a District citizen asking for an explanation as to the Bond issue. Based on this call, it appears the absentee ballots had been already mailed out. He further noted Assistant Chief Kaminski was conducting interviews in Lemay, Missouri at the time of the meeting. Shortly after this report, Assistant Chief Kaminski entered the meeting room.

NEW BUSINESS

The first issue of New Business was the financial report of District accountant, Rick Rognan, for January, 2018. Mr. Rognan began with the monthly financial statement analysis and compared figures from January 2018 to the figures of January 2017. For January of 2018, the General Fund was approximately $77,000 over budget but Mr. Rognan reminded the Board this was only one month of the year and that some expenditures occur in January only. Mr. Rognan continued to analyze the financial figures in more detail and advised the Board that some figures showing an increase in spending was due to timing more than any other reason. Next, Mr. Rognan reviewed the cash reserves as of January 31, 2018, which showed the District was up $2,310,884.00 compared to January of 2017. Mr. Rognan ended his financial review with a discussion of emergency calls for 2017 compared to 2018. These figures showed an increase in calls for 2018 which should result in more billing by the District.
The next item for the Board was the District Record Retention Policy which had been draft by legal counsel and presented to the Board for review and discussion. Director Viviano questioned whether the line item for Employee Medical Records which allowed for seven (7) years of record retention for all medical records except for records relating to Hazardous Exposure which were to be kept for thirty (30) years was sufficiently long. Director Viviano thought keeping those records for a greater length of time made more sense and legal counsel advised the Board these record retention standards were the minimum amount of time for retention and the Board could increase the time as needed.

after discussion, it was

_Moved by Director Grimes and seconded by Director Ascheman_ for the Board to adopt the Record Retention Policy as presented. The motion was approved and unanimously carried 3-0.

CHIEF’S REPORT

Initially, Assistant Chief Kaminski reported on two (2) upcoming public relation events for the District. The first was a demonstration of the new District fire extinguisher simulator at Friendship Village and the second was the District providing about 250 smoke detectors to citizens and to respond to requests for the firefighters to also check existing smoke detectors in some homes.

Next, Chief Steitz mentioned three (3) vehicle rescues (one on Highway 30 and two on Interstate 44) and one (1) structure fire which recently occurred. The structure fire involved a garage and its roof.

Chief Steitz then advised the Board that Fire Marshal, Chris Thiemann, along with three (3) other fire districts drafted and sent a letter to the Rockwood School District regarding the ability of the school district to remove some of the pulse stations to avoid any person activating a pulse station to force students into the hallway. As long as the buildings were fully and properly set up for sprinklers and alarms and fully protected it was acceptable for the school district to remove the pulse stations. This process involves multiple fire code issues and will take some time to complete.

Finally, Chief Steitz advised the Board that he wanted to stay current in hiring firefighters and asked for approval to hire three (3) persons off the current employment list so they could be processed and hired for an April start date.

after discussion, it was

_Moved by Director Grimes and seconded by Director Ascheman_ to approve the hiring of three (3) new firefighters. The motion was approved and unanimously carried 3-0.
SHOP STEWARD REPORT

There was no Shop Steward Report for this meeting.

PUBLIC COMMENT

Chairwoman Viviano next called for any public comment and there was none.

NEXT BOARD MEETING DATE

Wednesday, March 14, 2018 at 2:00 p.m.

Directors Ascheman reported he would not be present at the next Board meeting but would attend by telephone.

ADJOURNMENT

There being no further business before the Board of Directors for the regular meeting, at 2:25 p.m., it was

Moved by Director Grimes and seconded by Director Ascheman to adjourn the regular Board meeting. The motion was approved and unanimously carried 3-0.

Respectfully submitted and attested to by:

Beth L. Viviano, Chairwoman

Jennifer Grimes, Treasurer

Tom Ascheman, Secretary