

**Fenton Fire Protection District**

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

**January 10, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, January 10, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 6:00 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascherman

Also present was:

Chief Tom Steitz	District Fire Chief
Ramona Kaminski	Assistant Chief
Daniel McLaughlin	District Legal Counsel
Rick Rognan	District Accountant

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

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held December 27, 2017 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascherman* to approve the minutes of the regular meeting held December 27, 2017. Motion approved and unanimously carried 3-0.

The minutes from the closed meeting held December 27, 2017 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascherman* to approve the minutes of the closed meeting held December 27, 2017. Motion approved and unanimously carried 3-0.

**Fenton Fire Protection District**

*Meeting of the Board of Directors*

**January 10, 2018**

Page 2 of 5

---

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$335,383.77. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

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

**TREASURER'S REPORT**

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

<u>Fund</u>	<u>Balance as of 12/27/17</u>	<u>Balance as of 1/10/18</u>
General	\$4,644,843.36	\$6,612,704.43
Ambulance	\$1,627,620.06	\$2,017,795.93
Dispatch	\$257,590.49	\$179,941.90
Pension	\$307,849.21	\$527,145.73
HRA	\$2,788.25	\$1,127.12
FSA	\$1,908.49	\$2,477.57

After discussion, it was

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

**OLD BUSINESS**

Chief Steitz updated the Board on the operations and capital project.

**Fenton Fire Protection District**

*Meeting of the Board of Directors*

**January 10, 2018**

Page 3 of 5

---

**NEW BUSINESS**

**ACCOUNTANT'S REPORT**

Mr. Rognan presented the Financial Report and Statements as of December 31, 2017. He indicated that with timing items the District used 107.53% of the general fund budget, or was 7.53 % over budget year to date, or \$460,838.00; and 91.89% of the ambulance fund budget, or was (8.11%) under budget year to date, or (\$308,260.00). Mr. Rognan noted that all revenue components for 2017 were met and exceeded with \$2,624,596.00 in total revenue, or 129.51% of anticipated revenues.

Mr. Rognan indicated that for the twelve (12) month period year versus last year, the District had \$1,416,257.00, or 17.81% more in tax revenue and miscellaneous and ~~bond refinancing~~ income for a total of \$2,557,742.00 total revenues. The District had revenues over expenditures in the amount of \$1,432,430. The District has a reserve of \$4,134,175.00 or 5 months.

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

*Moved by Director Grimes, and seconded by Director Ascherman* to accept and approve the report and financial statements of the District as of December 31, 2017. Motion approved and unanimously carried 3-0.

Chief Steitz next presented bids for Staff Vehicle 1307. He noted two (2) bids were received: HGAC in the amount of \$39,932.00 and Don Brown Chevrolet in the amount of \$37,232.00. Chief Steitz recommends Don Brown Chevrolet. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to accept the bid of Don Brown Chevrolet in the amount of \$37,232.00. Motion approved and unanimously carried 3-0.

Chief Steitz next discussed the need for the Board and all authorized personnel to complete the MEC Personal Financial Disclosure Statements. The Board signed executed the prepared forms.

Chief Steitz then presented the Reliance Bank Signature Cards. The Board signed the necessary cards to begin the transfer process.

**Fenton Fire Protection District**

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

**January 10, 2018**

Page 4 of 5

---

Chief Steitz also reported on the Quarterly Collateralization. He noted that all banks presently holding District assets over the \$250,000 FDIC limits are 100% collateralized

**CHIEF'S REPORT**

Chief Steitz reported on several structure fires related to the extreme cold weather and one (1) call B Crew ran on December 20, 2018. He noted it was a car accident with a rescue. B Crew had the patient to the hospital within 7.5 minutes.

Fire Marshal Chris Thiemann demonstrated the new Bullex Fire Extinguisher module. He noted the old modules were propane operated and could not be used for training unless it was outside. Bullex uses simulated extinguishers on a video screen so training can take place anywhere. Chief Steitz provided that this module was purchased with the help of Friendship Village and a planned public relations event will take place sometime during March 2018.

Chief Steitz also presented Salary/Longevity for 2018.

**NEXT MEETING DATE**

Special Meeting, Thursday, January 18, 2018 at 1:00 p.m.

Regular Meeting, Wednesday, January 24, 2018 at 6:00 p.m.

The Board then discussed moving all future meetings to 2:00 p.m. beginning February 14, 2018. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to move future meetings to 2:00 p.m. beginning February 14, 2018. Motion approved and unanimously carried 3-0.

**Fenton Fire Protection District**

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

**January 10, 2018**

Page 5 of 5

---


**ADJOURNMENT**

There being no further business before the Board of Directors, at 6:37 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth-L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary

**Fenton Fire Protection District**  
***Special Meeting of the Board of Directors***

**January 18, 2018**

Page 1 of 2

---

A special meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Thursday, January 18, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 1:05 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Ramona Kaminski	Assistant Chief

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

**NEW BUSINESS**

**SIGN BOND ELECTION DOCUMENTS**

The Special Board Meeting was scheduled to sign the required bond election documents prior to the January 23, 2018 filing deadline. Representatives from both Stifel, the bond company, and ArchImages, the architects, were on hand to answer questions from the Board of Directors. A discussion ensued regarding bonds, bond structure, and construction projects. The Fire Chief then recommended setting the requested bond dollar amount at Twenty Five Million Dollars (\$25,000,000).

The certified resolution and election documents are attached hereto and made a part hereof the minutes to this meeting. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascheman* to accept and approve the resolution and election documents for the amount Twenty Five Million Dollars (\$25,000,000). Motion approved and unanimously carried 3-0.

Fenton Fire Protection District  
*Special Meeting of the Board of Directors*

January 18, 2018

Page 2 of 2

---

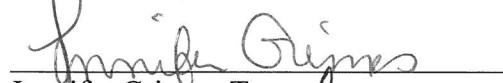
**ADJOURNMENT**

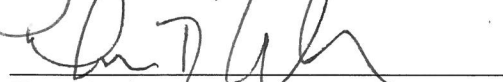
There being no further business before the Board of Directors, at 1:40 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary

**FENTON FIRE PROTECTION DISTRICT**  
**MEETING OF THE BOARD OF DIRECTORS**

**JANUARY 24, 2018**

**Page 1 of 4**

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, January 24, 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 6:00 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 January 10, 2018 were presented for review. Chairwoman Viviano questioned the second paragraph of the Accountant's Report on page 3 of the minutes as to the accuracy of the phrase "bond refinancing" in the second line. After a discussion between Board members it was decided the phrase "bond refinancing" was not accurate and that it should be deleted so the first sentence in that paragraph would read: "Mr. Rognan indicated that for the twelve (12) month period year versus last year, the District had \$1,416,257.00, or 17.81% more in tax revenue and miscellaneous income for a total of \$2,557,742.00 total revenues." After this change was agreed to by the Board members it was

*Moved by Director Grimes and seconded by Director Ascheman* to approve the minutes of the regular meeting held January 10, 2018. The motion was approved and unanimously carried 3-0.

The minutes from the Special meeting held January 18, 2018 were presented and it was

*Moved by Director Grimes and seconded by Director Ascheman* to approve the minutes of the Special meeting held January 18, 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 \$620,063.17. Chief Steitz pointed out the single charge for the new ambulance as a portion of these bills and that bill was \$223,296.00. 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**

Before discussing the substance of the Treasurer’s Report, Chief Steitz advised the Board that the Tax Check had been received which totaled \$2,323,299.42 and this was included in the 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:

<u>Fund</u>	<u>Balance as of 1/10/18</u>	<u>Balance as of 1/24/18</u>
General	\$6,636,440.97	\$7,638,162.21
Ambulance	\$2,139,321.81	\$2,385,496.57
Dispatch	\$363,944.91	\$260,234.00
Pension	\$527,145.73	\$691,389.46
HRA	\$1,127.12	\$9,616.87
FSA	\$2,477.57	\$3,195.15

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 did meet recently on the Bond issue and it was a very productive meeting with a draft of a letter to come from the Committee being reviewed by several outside sources. The full Committee is set to meet again with the architects on February 7, 2018.

The first issue of New Business was the opening of bids in response to the District's Request for Proposal for auditing services. Three firms did respond and provide bids and each was in full compliance with the specifications taking no exceptions. The first was Botz, Deal & Company, P.C. which offered a bid of \$15,250.00. The second bid came from Hochschild, Bloom & Company, LLP which offered a bid of \$12,500. The last bid came from Fick, Eggemeyer and Williamson with a bid of \$8,500.00. The Board decided to allow time to review each bid proposal, to possibly have Mr. Rognan become involved and then proceed to discuss the choices at the next scheduled Board meeting.

The next item was for the Board to sign and issue a Proclamation for Deputy Chief Robert Odenwald who is retiring on March 1, 2018.

Next, Assistant Chief Kaminski discussed the New Hire testing process which took place the prior week. Chief Kaminski told the Board there were initially 67 individuals who responded but only 47 who took the test over a two (2) day period. Of the 47 individuals, 44 passed the test. This will be the last year for this test bank and the District will start looking at a new test bank in August or September of this year. Chief Kaminski, the Deputy Chief and the shop steward will begin resume reviews in a few days and reduce the candidates to between 12 to 13 for the interview process.

The next New Business item was the Job Description and Promotional Process for the Deputy Chief of Training and both items had been reviewed and approved by Attorney McLaughlin. After discussion it was

*Moved by Director Grimes and seconded by Director Ascherman* to approve the Job Description and Promotional Process as presented. The motion was approved and unanimously carried 3-0.

Chief Kaminski then mentioned the Promotional Process for the Deputy Chief of Training would begin in a few weeks after the New Hire process was nearing its end.

**CHIEF'S REPORT**

Chief Steitz first mentioned that the Bond process certification was filed with St. Louis County.

Chief Steitz next discussed revenues which came in from a property rental of \$15,240.50 and CD on the property in the amount of \$2,481.73. Mortgage interest was \$5,494.12 which leads to total income to the District of \$12,228.11.

**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, February 14, 2018 at 2:00 p.m.

At this time, the Board of Directors decided to move to a Closed Session. At 6:18 p.m., it was

**Moved by Director Grimes and seconded by Director Ascherman** to adjourn the regular Board meeting and go into Closed Session. The motion was approved and unanimously carried 3-0.

At 6:32 p.m., it was

**Moved by Director Grimes and seconded by Director Ascherman** to adjourn the Closed Session of the January 24, 2018 regular Board meeting. The motion was approved and unanimously carried 3-0.

**ADJOURNMENT**

There being no further business before the Board of Directors for the regular meeting, at 6:33 p.m., it was

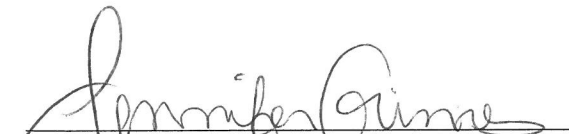
**Moved by Director Grimes and seconded by Director Ascherman** to adjourn the regular Board meeting. The motion was approved and unanimously carried 3-0.

Respectfully submitted and attested to by:




---

Beth L Viviano, Chairwoman



---

Jennifer Grimes, Treasurer



---

Tom Ascherman, Secretary

**Fenton Fire Protection District**

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

**February 14, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, February 14, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 2:00 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	Assistant Chief
Daniel McLaughlin	District Legal Counsel
Doug Ruse	Shop Steward
Lauren McDonnell	Pension Fund Consultant
Tom Meyer	Pension Trustee
Tim Buehne	Pension Trustee

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

**PENSION CONSULTANT REPORT**

Lauren McDonnell, with Lockton Investment Advisors, LLC, presented the investment review for the fourth quarter 2017. Fund balance as of December 31, 2017 was \$31,207,313.00 beginning balance was \$30,369,247.00 with quarterly earnings of \$1,114,668.00 and benefits paid of (\$257,090.00). The Fund outperformed the benchmark 3.67% versus 3.46% for the fourth quarter 2017, and 16.17 versus 13.50% for the year. Ms. McDonnell noted one advisor is on the watchlist – Victory Munder Mid-Cap Core Growth.

Ms. McDonnell was thanked for her time and excused from the meeting.

**Fenton Fire Protection District**  
*Meeting of the Board of Directors*  
**February 14, 2018**

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held January 24, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held January 24, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$201,212.58. The list of bills is attached hereto and made a part hereof 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. Motion approved and unanimously carried 3-0.

**TREASURER'S REPORT**

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

<u>Fund</u>	<u>Balance as of 1/24/18</u>	<u>Balance as of 2/14/18</u>
General	\$8,089,272.13	\$6,852,988.12
Ambulance	\$2,523,119.15	\$2,292,236.95
Amb Reliance	\$2,109.54	\$38,330.40
Dispatch	\$261,874.50	\$264,199.30
HRA	\$9,616.87	\$6,306.79
FSA	\$3,195.15	\$5,205.02

Kim Smith advised the prior target date of March 1, 2018 to move the \$5,000,000.00 to Reliance Bank has been moved immediately as Reliance Bank guaranteed 1.2% return. Director Ascheman asked Ms. Smith to find out for how long the rate would be guaranteed.

After discussion, it was

**Fenton Fire Protection District**  
*Meeting of the Board of Directors*

**February 14, 2018**

Page 3 of 5

---

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

**OLD BUSINESS**

Chief Kaminski updated the Board on the operations and capital project. She indicated they have met with Arch Images and continue to work on a tri-fold handout for a mail piece. She further noted a Town Hall meeting has been scheduled for March 20, 2018 at Station #2, 7 p.m.

**NEW BUSINESS**

Chief Steitz discussed the responses to the RFP for Auditing Services. He indicated after consulting with Rick Rognan it appeared as if all companies that responded were comparable. Fick, Eggelmeyer was the lowest bid. After discussion, it was.

*Moved by Director Ascheman, and seconded by Director Grimes* to engage the auditing services of Fick, Eggelmeyer. Motion approved and unanimously carried 3-0.

**CHIEF'S REPORT**

Chief Steitz reported on several structure fires in Crestwood, Kirkwood and Sunset Hills.

Chief Steitz advised the Board that the ballot language had been approved by the St. Louis County Board of Elections. He indicated Assistant Chief Kaminski had been contacted by the League of Woman's voters inquiring as to the measure.

Chief Steitz discussed the first Captain's meeting held in four (4) years. He advised it went extremely well and the plan was to have two (2) per year.

Chief Steitz presented the Board with a letter from the St. Louis County Fire Academy thanking the District for the recent SCBA donations.

Chief Steitz also discussed the new hire list and the District's plans to hire 5/6 firefighters this year.

**Fenton Fire Protection District**  
*Meeting of the Board of Directors*  
**February 14, 2018**

Page 4 of 5

---

Chief Steitz advised the Board of the protested tax checks totaling \$3,840,940.27.

**SHOP STEWARD'S REPORT**

Doug Ruse advised the Board the Shop voted to donate \$10,000 towards Prop F campaign.

Captain Ruse addressed potential for responsible bidder language if Prop F is passed. Legal Counsel indicated responsible bidder language is the most efficient course of action.

Captain Ruse also advised the Board the Shop was once again donating Ride to School on the Firetruck for local elementary school auctions. Legal Counsel discussed the need for a waiver. He indicated he would get a draft waiver to Chief Steitz.

**NEXT MEETING DATE**

Wednesday, February 28, 2018 at 2:00 p.m.

There being no public comment or further business, at 2:39 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021(3) RSMo. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to go into Closed Session for purposes of real estate, personnel and privileged communication pursuant to Section 610.021(2) and (3) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascherman – yea.

At 3:57 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors

**Fenton Fire Protection District**

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

**February 14, 2018**

Page 5 of 5

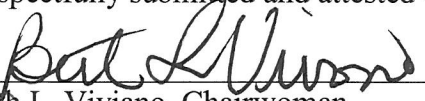
---

**ADJOURNMENT**

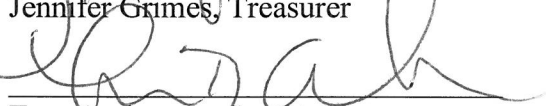
There being no further business before the Board of Directors, at 3:58 p.m., it was

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

Respectfully submitted and attested to by,

  
\_\_\_\_\_  
Beth L. Viviano, Chairwoman

  
\_\_\_\_\_  
Jennifer Grimes, Treasurer

  
\_\_\_\_\_  
Tom Ascheman, Secretary



**FENTON FIRE PROTECTION DISTRICT**  
**MEETING OF THE BOARD OF DIRECTORS**  
**FEBRUARY 28, 2018**

**Page 1 of 4**

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:

<u>Fund</u>	<u>Balance as of 2/14/18</u>	<u>Balance as of 2/28/18</u>
General (Commerce Bank)	\$6,895,422.18	\$1,550,770.59
General (Reliance Bank)	\$0.00	\$5,000,000.00
Ambulance (Commerce Bank)	\$2,446,668.87	\$2,160,386.51
Ambulance (Reliance Bank)	\$38,330.40	\$53,743.24
Dispatch	\$266,453.87	\$260,504.19
Pension	\$1,203,779.75	\$1,000.00
HRA	\$6,306.79	\$6,182.18
FSA	\$5,205.02	\$4,188.99

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.

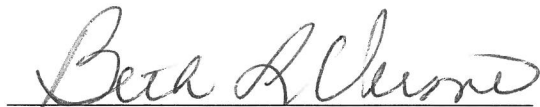
Directors Ascheman reported he would not be present at the next Board meeting but would attend by telephone.

**ADJOURNMENT**

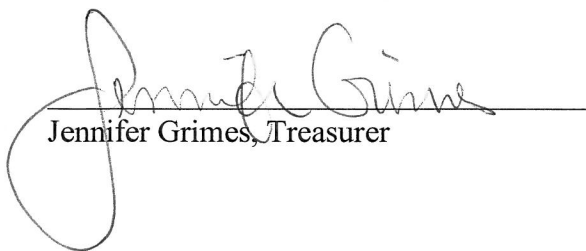
There being no further business before the Board of Directors for the regular meeting, at 2:25 p.m., it was

**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

**FENTON FIRE PROTECTION DISTRICT**  
**MEETING OF THE BOARD OF DIRECTORS**

**March 14, 2018**

**Page 1 of 4**

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, March 14, 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 2:02 p.m.

**ROLL CALL:**

The following directors were present for Roll Call:

Beth L Viviano

Jennifer Grimes

Tom Ascheman (Attended by Phone)

Also present were:

Romona Kaminski

District Assistant Chief

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 28, 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 28, 2018. The motion was approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Assistant Chief Kaminski presented the Board with the bills for review and payment, which totaled \$146,318.59. Assistant Chief Kaminski pointed out one check cut prior to the Board Meeting payable to St. Louis County Board of Elections in the amount of \$21,354.59. This was a time sensitive situation for the upcoming April election. 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**

Assistant Chief Kaminski 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. A brief discussion took place regarding the status of the transition from Commerce Bank to Reliance Bank. Balances since last meeting are:

<u>Commerce Bank Fund</u>	<u>Balance as of 2/14/18</u>	<u>Balance as of 3/14/18</u>
General	\$1,762,315.52	\$1,282,405.16
Ambulance	\$2,299,021.05	\$363,487.84
Dispatch	\$264,200.30	\$46,303.89
Pension	\$1,000.00	\$1,000.00
HRA	\$6,182.18	\$2,085.66
FSA	\$4,188.99	\$6,220.54

<u>Reliance Bank Fund</u>	<u>Balance as of 2/14/18</u>	<u>Balance as of 3/14/18</u>
General	\$5,000,000.00	\$5,135,732.86
Ambulance	\$53,743.24	\$1,810,334.85
Dispatch	\$0.00	\$214,417.14
Pension	\$0.00	\$6,937.62
HRA	\$0.00	\$4,182.18
FSA	\$0.00	\$1,447.74

after discussion, it was

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

**OLD BUSINESS**

Assistant Chief Kaminski provided a copy of the Chief's Fenton Fire District Newsletter to the Board of Directors and audience members. She informed that the printing company was mailing the publications today and delivery to residents was expected late this week. The signs for notification of the Town Hall Meeting were also printed and planned to be placed in key

locations by the end of the week. Further discussion ensued regarding preparation leading up to the April 3, 2018 election day.

#### **NEW BUSINESS**

Nothing at time of agenda.

#### **CHIEF'S REPORT**

Assistant Chief Romona Kaminski reported that Chief Steitz was returning from attending the Accreditation Conference.

Assistant Chief Romona Kaminski next reported on the event held to recognize and present a junior hero award to a 10 year old named Nolan at Uthoff Elementary. His quick action helped save his neighbors home from further fire damage.

Assistant Chief Romona Kaminski and Fire Marshal Chris Thiemann discussed an upcoming fire extinguisher simulator class with the members of Friendship Village.

Assistant Chief Romona Kaminski wrapped up the Chief's report notifying the Board of Directors about the Smoke Detector blitz held on Saturday, March 10, 2018. Members of the district went door to door to resident's homes to check for working smoke detectors. This was an eye opening event. Participants were surprised at how many homes were found without working smoke detectors and at the true need to schedule future events.

#### **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 28, 2018 at 2:00 p.m.

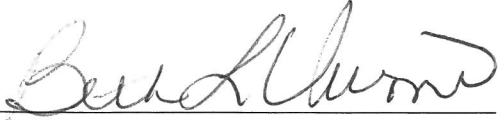
Director Ascherman reported he would be present at the next Board meeting, but would not be in attendance or available for the April 11, 2018. The Board of Directors tabled this discussion until the March 28, 2018 Board Meeting.

#### **ADJOURNMENT**

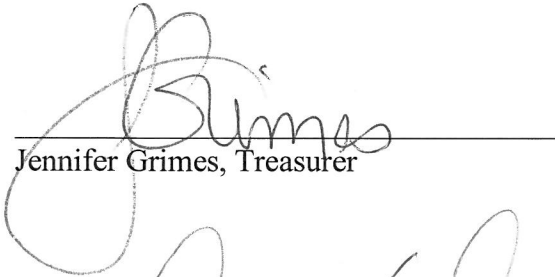
There being no further business before the Board of Directors for the regular meeting, at 2:23 p.m., it was

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

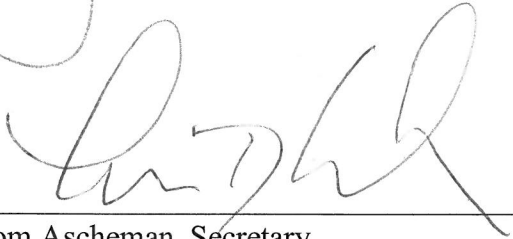
Respectfully submitted and attested to by:



Beth L Viviano, Chairwoman



Jennifer Grimes, Treasurer



Tom Ascheman, Secretary



**Fenton Fire Protection District**

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

**March 28, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, March 28, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 2:01 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	Assistant Chief
Daniel McLaughlin	District Legal Counsel
Doug Ruse	Shop Steward

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 March 14, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held March 14, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$307,352.77. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

Fenton Fire Protection District

Meeting of the Board of Directors

March 28, 2018

---

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

**TREASURER’S REPORT**

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

Commerce

<u>Fund</u>	<u>Balance as of 3/14/18</u>	<u>Balance as of 3/28/18</u>
General	\$1,413,009.85	\$1,420,889.73
Ambulance	\$362,526.34	\$362,612.47
Dispatch	\$46,303.89	\$197,799.78
Pension	\$1,000.00	\$1,000.00
HRA	\$4,096.52	\$4,096.52
FSA	\$6,220.54	\$9,272.34

Reliance

<u>Fund</u>	<u>Balance as of 3/14/18</u>	<u>Balance as of 3/28/18</u>
General	\$5,177,505.61	\$4,807,417.83
Ambulance	\$1,910,105.78	\$1,709,159.54
Dispatch	\$217,896.88	\$209,952.60
Pension	\$6,937.62	\$6,937.62
HRA	\$4,182.18	\$4,182.18
FSA	\$1,447.74	\$2,266.82

After discussion, it was

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

**Fenton Fire Protection District**

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

**March 28, 2018**

Page 3 of 5

---

**OLD BUSINESS**

Chief Kaminski updated the Board on the operations and capital project. She indicated they recently had town hall meetings – one on March 20<sup>th</sup> where approximately fourteen (14) people in attendance and the other at Friendship Village on March 27<sup>th</sup> where approximately nineteen (19) people in attendance.

**NEW BUSINESS**

Chief Steitz presented the Board with a Proclamation for signature memorializing Firefighter Dan Rinehart's retirement. The retirement party will be April 10, 2018 at 9:30 a.m.

The Board discussed moving the regular meeting time from 2 p.m. to 5 p.m. for convenience. After discussion, it was

*Moved by Director Ascheman, and seconded by Director Grimes* to approve moving the regular meeting to 5 p.m. Motion approved and unanimously carried 3-0.

**CHIEF'S REPORT**

Chief Steitz reported on the District's recent trip to Orlando, FL before the Accreditation Committee. He noted the Committee levied harsh criticism of the ventilation systems in the buildings and how it is tied to cancer related issues. Ultimately, the District received the Accreditation for the third consecutive time. Chief Steitz thanked Tim Buehne for his tireless efforts.

Chief Steitz reported on several structure fires and vehicle rescues.

Chief Steitz advised the Board the District received correspondence from the Missouri State Auditor's Office that it was in receipt of the December 31, 2016 audit report.

**ACCOUNTANT'S REPORT**

Mr. Rognan presented the Financial Report and Statements as of February 28, 2018. He indicated that with timing items the District used 15.54% of the general fund budget, or was

**Fenton Fire Protection District**

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

**March 28, 2018**

Page 4 of 5

---

(1.16 %) under budget year to date, or (\$96,56500); and 14.34% of the ambulance fund budget, or was (2.36%) under budget year to date, or (\$74,162.00). Mr. Rognan noted that all revenue components for 2017 were met and exceeded with \$2,624,596.00 in total revenue, or 129.51% of anticipated revenues.

Mr. Rognan indicated that for the first two (2) month period year versus last year, the District had \$1,463,032, or 39.60% more in tax revenue and miscellaneous and bond refinancing income for a total of \$2,557,742.00 total revenues. The District had revenues over expenditures in the amount of \$1,097,556. The District has a reserve of \$3,560,220.

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

*Moved by Director Grimes, and seconded by Director Ascherman* to accept and approve the report and financial statements of the District as of February 28, 2018. Motion approved and unanimously carried 3-0.

**SHOP STEWARD'S REPORT**

Doug Ruse advised the Board the Shop voted to donate \$250.00 to the Corey Rowles Foundation. This is the original MS family the Shop supported and now Corey is a senior at Rockwood-Summit HS.

Mr. Ruse informed the Board that about twenty (20) members of the District attended the St. Clair Auxiliary Trivia Night.

**PUBLIC COMMENT**

Resident by the name of Meleda and Scott Maserang spoke regarding the information the District has circulated relative to Prop F.

Chairwoman Viviano thanked them for their time and explained where the District was and where it has come and the reasons for needing Prop F at this time.

**Fenton Fire Protection District**

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

**March 28, 2018**

Page 5 of 5

---

Director Ascheman addressed the misleading information, emails and sources of revenue that have been the subject of false emails. He indicated to the public that Chief Steitz is always available for information if desired.

**NEXT MEETING DATE**

Friday, April 13, 2018 at 5:00 p.m.

There being no further public comment or further business, at 3:49 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021(3) RSMo. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascheman* to go into Closed Session for purposes of personnel and privileged communication pursuant to Section 610.021(2) and (3) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascheman – yea.

At 4:26 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors. The Board announced in closed session it voted 3-0 to promote Tom Mueller to Deputy Chief of Training, Curtis Aytes to Captain and Colin Patrick to Lieutenant effective April 19, 2018.

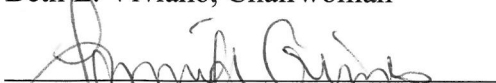
**ADJOURNMENT**

There being no further business before the Board of Directors, at 4:29 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

\_\_\_\_\_  
Tom Ascheman, Secretary

**FENTON FIRE PROTECTION DISTRICT**  
**MEETING OF THE BOARD OF DIRECTORS**

**APRIL 13, 2018**

**Page 1 of 4**

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Friday, April 13, 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 5:01 p.m.

**ROLL CALL:**

The following directors were present for Roll Call:

Beth L Viviano

Jennifer Grimes

Tom Ascherman – Present by telephone

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 March 28, 2018 were presented for review. After discussion, it was

*Moved by Director Grimes and seconded by Director Ascherman* to approve the minutes of the regular meeting held March 28, 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 \$151,994.78. 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 Ascherman* 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. Chief Steitz mentioned the District was in the process of transferring bank balances from Commerce Bank to Reliance Bank for greater return on interest. Balances since last meeting are:

## **NEW BUSINESS**

The first issue of New Business was the necessity for a new staff vehicle after the District hired a new training officer. The request was made by Chief Steitz to have Requests for Proposal (RFP) submitted for the purchase of a new vehicle. The last vehicle purchased cost \$37,232 from Don Brown Chevrolet and the cost for this new staff vehicle is already in the District's budget.

After this discussion, it was

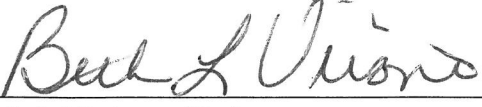
*Moved by Director Grimes and seconded by Director Ascheman* to put out an RFP to purchase a staff vehicle for the training officer. The motion was approved and unanimously carried 3-0.

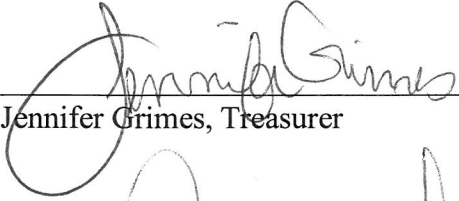
The next item for the Board was the STARR vehicle used by the District. This vehicle is a 2007 Ford F350 pickup. The STARR organization had been contacted by Homeland Security to make certain log books on the use of the vehicle were being kept. Log books had not been kept until late 2017, but are now being kept by the District. The District will be audited by the STARR organization shortly and then STARR will make a determination whether the vehicle is to be returned to STARR. Chief Steitz stated he would have an update for the Board at the next meeting. Next, Chief Steitz discussed that all District bank accounts which exceed the \$250,000 FDIC coverage limits are 100% collateralized as of March 31, 2018. The amount of District funds protected by FDIC insurance was \$1,051,658.

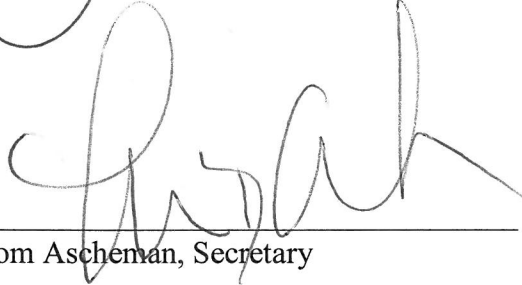
## **CHIEF'S REPORT**

Initially, Chief Steitz reported the Steering Committee met. There were several working fires to report. One was a house fire, another a garage fire and the District provided support to Metro West for an apartment fire which included a fatality. The District produced a "Docu Drama" intended for high school age individuals regarding dangers of Prom Night which is on Facebook. The Chief reported the new 1307 vehicle is in service and there was a Heroes Day at Stanton Elementary with a District fire crew attending. The District attended Chamber Business Day with the Fenton Chamber of Commerce at Summit High School. Also, 4 persons from the District will be sent to the Fire Department Instructors Conference at the end of the month for various training classes. Chief Steitz reported there was a promotional ceremony for Tom Mueller as he is the new Deputy Chief of Training taking office on April 19, 2018 and he will be the District liason to the Special Operations Team. The National Incident Management System (NIMS) Resolution which Attorney McLaughlin recommended will be on the agenda at the next Board meeting. This resolution will help solidify federal funding for the District. Finally, K & P Logistics agreed to wait on the property proposal for the parcel located on the other side of the highway.

Respectfully submitted and attested to by:

  
Beth L Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascherman, Secretary



**Fenton Fire Protection District**

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

**April 25, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, April 25, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascherman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	Assistant Chief
Daniel McLaughlin	District Legal Counsel
Doug Ruse	Shop Steward

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 April 13, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascherman* to approve the minutes of the regular meeting held April 13, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$298,279.44. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

Fenton Fire Protection District

Meeting of the Board of Directors

April 25, 2018

Page 2 of 5

---

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

**TREASURER'S REPORT**

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

Commerce

<u>Fund</u>	<u>Balance as of 4/13/18</u>	<u>Balance as of 4/25/18</u>
General	\$1,784,339.30	\$1,784,285.55
Ambulance	\$362,612.47	\$362,612.47
Dispatch	\$197,799.78	\$197,799.78
Pension	\$1,000.00	\$1,000.00
HRA	\$3,332.37	\$2,627.42
FSA	\$9,270.84	\$9,270.84

Reliance

<u>Fund</u>	<u>Balance as of 4/13/18</u>	<u>Balance as of 4/25/18</u>
General	\$4,769,592.99	\$4,376,802.63
Ambulance	\$1,757,952.24	\$1,573,170.73
Dispatch	\$212,140.22	\$208,607.49
Pension	\$10,883.19	\$10,883.19
HRA	\$4,186.82	\$859.03
FSA	\$3,924.72	\$6,296.20

After discussion, it was

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

**Fenton Fire Protection District**

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

**April 25, 2018**

Page 3 of 5

---

**OLD BUSINESS**

Chief Kaminski updated the Board on the operations and capital project. She mentioned a meeting on April 30<sup>th</sup>. Chairwoman Viviano said she may not be able to attend. Director Grimes indicated she will attend if Chairwoman Viviano cannot.

**NEW BUSINESS**

Paul Wirth updated the Board on the anticipated medical renewal. He indicated that based upon discussions the renewal should be at an increase of six percent (6%) which was a eight percent (8%) reduction from the original renewal presented. No Board action is required at this time.

The Board discussed the potential of an HAS. Mr. Wirth said he does not believe one is needed with this proposed renewal and would like to get information from other District's that have an HSA to investigate the impact on long-term premiums. Director Aschemann asked if that information could be received sooner rather than later if the HSA is something the District is going to consider.

Chief Steitz discussed the NIMS Resolutions presented at the last Board meeting. Legal Counsel indicated that with the 2003 presidential order requiring the adoption of a NIMS resolution and signature authorization these are simply a matter of housekeeping to continue to receive federal grant funds and reimbursements.

Resolution 2018-01, a resolution providing for the adoption of the National Incident Management Systems (NIMS) and Implementation Plan was read into the record, first time and second time by Director Grimes. After discussion, it was

***Moved by Director Aschewan, and seconded by Director Grimes*** to resolve to adopt Resolution 2018-01, a resolution providing for the adoption of the National Incident Management Systems (NIMS) and Implementation Plan. Resolution approved and unanimously carried 3-0.

Resolution 2018-02, a resolution providing for the adoption of the National Incident Management Systems (NIMS) Signature Authority was read into the record, first time and second time by Director Grimes. After discussion, it was

**Fenton Fire Protection District**

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

**April 25, 2018**

Page 4 of 5

---

*Moved by Director Ascheman, and seconded by Director Grimes* to resolve to adopt Resolution 2018-02, a resolution providing for the adoption of the National Incident Management Systems (NIMS) Signature Authority. Resolution approved and unanimously carried 3-0.

**CHIEF'S REPORT**

Chief Steitz reported on two (2) structure fires, one has been ruled an arson by a minor.

Chief Steitz next discussed their meeting with the Chamber of Commerce President Mr. Joe Mueller and Jeannie Braun. He indicated it went well and the District is looking at doing a mass CPR training at the next Chamber meeting.

Chief Steitz then reported the Citizens Advisory Committee for Prop P is coming along. Currently have interest from Jeannie Braun, Ginny Goede, Mr. Funke and Mr. Gail.

Chief Steitz presented the Board with the Fick, Eggemeyer Fraud Inquiry as required for the 2017 Annual Audit. He asked the Board to complete and return to his attention.

Chief Kaminski reported on her recent meeting with Rockwood Middle School over the implementation of an intruder training program to help train on severe artery wounds as well as Stephanie Brown's recent appearance at the 8<sup>th</sup> Grade Career Day.

Chief Steitz next welcomed Colin Patrick and his family into the meeting to perform the Badge Pinning Ceremony in commemoration of Firefighter Patrick being promoted to the rank of Lieutenant. Lt. Patrick's wife performed the pinning ceremony. Lt. Patrick was welcomed and congratulated by the Board and those present in the meeting.

**NEXT MEETING DATE**

Wednesday, May 9, 2018 at 4:00 p.m.

**Fenton Fire Protection District**

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

**April 25, 2018**

Page 5 of 5

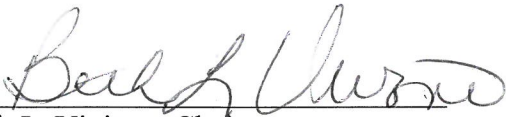
---

**ADJOURNMENT**

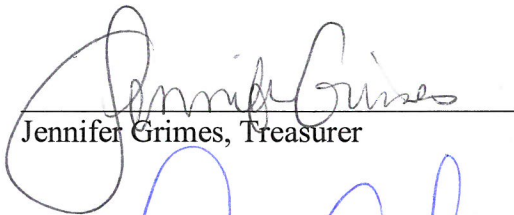
There being no further business before the Board of Directors, at 4:26 p.m., it was

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

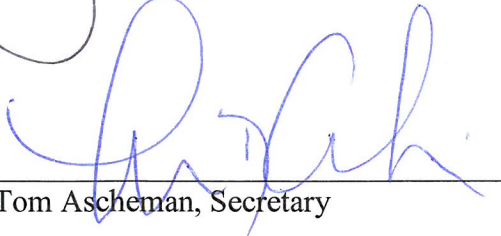
Respectfully submitted and attested to by,



Beth L. Viviano, Chairwoman



Jennifer Grimes, Treasurer



Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**May 9, 2018**

Page 1 of 6

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, May 9, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Rick Rognan	District Accountant
Joe Boushard	District Assistant Shop Steward
Paul Wirth	JW Terrill - Insurance Broker

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 April 25, 2018 were presented. Chairwoman Viviano made note that on page 3; the second paragraph under new business, "HSA" was misspelled as "HAS" it was then

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held April 25, 2018. Motion approved and unanimously carried 3-0.

Fenton Fire Protection District

Meeting of the Board of Directors

May 9, 2018

Page 2 of 6

---

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$101,352.15. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

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

**TREASURER'S REPORT**

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

Commerce

<u>Fund</u>	<u>Balance as of 4/25/18</u>	<u>Balance as of 5/9/18</u>
General	\$1,784,285.55	\$1,784,285.55
Ambulance	\$362,612.47	\$362,612.47
Dispatch	\$197,799.78	\$197,799.78
Pension	\$1,000.00	\$1,000.00
HRA	\$2,627.42	\$2,627.42
FSA	\$9,270.84	\$9,269.34

Reliance

<u>Fund</u>	<u>Balance as of 4/25/18</u>	<u>Balance as of 5/9/18</u>
General	\$4,581,555.29	\$4,293,084.96
Ambulance	\$1,704,017.73	\$1,601,999.96
Dispatch	\$210,044.16	\$210,087.94
Pension	\$10,883.19	\$10,894.79
HRA	\$859.03	\$4,362.50
FSA	\$6,296.20	\$7,252.33

After discussion, it was

**Fenton Fire Protection District**

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

**May 9, 2018**

Page 3 of 6

---

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

**OLD BUSINESS**

Chief Kaminski updated the Board on the operations and capital project. She mentioned the goal was to have three (3) or so open houses/town hall style meetings and rotate the meetings through each engine house so the public can see the condition of the buildings. Chief Kaminski further stated the Citizens Advisory Committee has been established. The plan is to have them tour all the buildings as a first meeting.

**NEW BUSINESS**

Paul Wirth presented the Board on the medical and dental renewals. He provided the medical renewal was an increase of six percent (6%) while dental is eight percent (8%). After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to accept the medical renewal of six percent (6%) or \$1,617,000.00 and dental renewal of eight percent (8%). Motion approved and unanimously carried 3-0.

The Board then discussed continuing the spousal removal incentive program. Chief Steitz indicated there are currently seven (7) participating employees, which are receiving \$241.00 per month for voluntarily removing their spouses from the medical insurance plan. The new proposed amount is \$286.00 per employee per month. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to continue the spousal incentive program at the new rate of \$286.00 per employee per month. Motion approved and unanimously carried 3-0.

**ACCOUNTANT'S REPORT**

Mr. Rognan presented the Financial Report and Statements as of March 31, 2018. He indicated that with timing items the District used 27.77% of the general fund budget, or was 2.77 % over



**Fenton Fire Protection District**

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

**May 9, 2018**

Page 4 of 6

---

budget year to date, or \$230,591.00; and 21.73% of the ambulance fund budget, or was (3.27%) under budget year to date, or (\$102,759.00). Mr. Rognan noted that all revenue components for 2017 were met and exceeded with \$2,624,596.00 in total revenue, or 129.51% of anticipated revenues.

Mr. Rognan indicated that for the three (3) month period year versus last year, the District had \$1,523,980.00, or 40.91% more in tax revenue and miscellaneous income for a total of \$1,171,364.00 total revenues. The District had revenues over expenditures in the amount of \$565,395.00. The District has a reserve of \$2,826,713.00.

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

***Moved by Director Grimes, and seconded by Director Ascheman*** to accept and approve the report and financial statements of the District as of March 31, 2018. Motion approved and unanimously carried 3-0.

Mr. Rognan next presented the Amended Budget for 2017. He noted this is necessary to ensure the revenue equals the dollars coming in. Several areas must have an amended budget item presented, such as: depreciated assets, equipment purchases and replacement, miscellaneous expenses, salaries, supplies – cleaning and laundry, training and education. After discussion, it was

***Moved by Director Ascheman and seconded by Director Grimes*** to accept and approve the 2017 Amended Budget as presented. Motion approved and unanimously carried 3-0. A copy of the amended budget is attached hereto and made a part hereof.

After further budgetary discussion surrounding the assignment of 2017 budget items to the 2018 budget, it was

***Moved by Director Ascheman and seconded by Director Grimes*** to assign \$4,134,175.00 of the 2017 general fund balance for purpose of future appropriations. Motion approved and unanimously carried 3-0.

Chief Steitz next presented bids for new Staff Vehicle. He noted two (2) bids were received: HGAC in the amount of \$39,982.00 and Don Brown Chevrolet in the amount of \$37,232.00. Chief Steitz recommends Don Brown Chevrolet. After discussion, it was

**Fenton Fire Protection District**

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

**May 9, 2018**

Page 5 of 6

---

*Moved by Director Ascherman and seconded by Director Grimes* to accept the bid of Don Brown Chevrolet in the amount of \$37,232.00. Motion approved and unanimously carried 3-0.

**CHIEF'S REPORT**

Chief Steitz reported on a structure fire in Saline Fire Protection District.

Chief Steitz updated the Board on the status of Ford F350 with HMS-13. He noted the District will maintain the vehicle for now but will be required to keep certain logs relative to transport, driver training, fuel fill up and general exercise of the vehicle.

Chief Steitz also advised the Board of an incident involving an irate citizen and Captain Rausch. He noted the citizen came to station #2 and began rambling. When asked to leave she grabbed Captain Rausch's finger and bent it back. While he was not injured a police report was filed. The police indicated she would be charged with felony assault.

**SHOP STEWARD'S REPORT**

Joe Boushard reported the Shop will be presenting a \$500 scholarship to a Rockwood Summit High School senior.

**NEXT MEETING DATE**

Wednesday, May 23, 2018 at 4:00 p.m.

**ADJOURNMENT**

There being no further business before the Board of Directors, at 4:26 p.m., it was

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

**Fenton Fire Protection District**  
***Meeting of the Board of Directors***

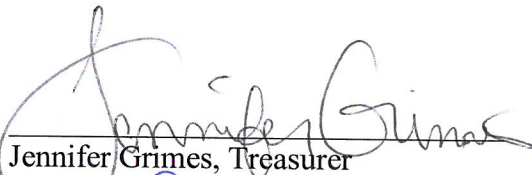
**May 9, 2018**

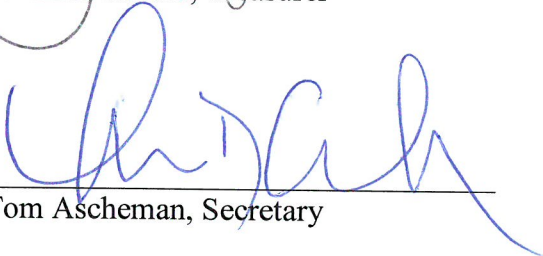
Page 6 of 6

---

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**May 23, 2018**

Page 1 of 4

---

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

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascherman

Also present was:

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

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

**APPROVAL OF THE MINUTES**

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

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

**APPROVAL OF BILLS**

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

Fenton Fire Protection District

Meeting of the Board of Directors

May 23, 2018

Page 2 of 4

---

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

**TREASURER’S REPORT**

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

Commerce

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

Reliance

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

After discussion, it was

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

**Fenton Fire Protection District**

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

**May 23, 2018**

Page 3 of 4

---

**OLD BUSINESS**

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

**NEW BUSINESS**

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

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

**ACCOUNTANT'S REPORT**

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

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

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

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

**Fenton Fire Protection District**

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

**May 23, 2018**

Page 4 of 4

---

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

**CHIEF'S REPORT**

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

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

**NEXT MEETING DATE**

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

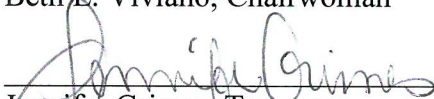
**ADJOURNMENT**

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

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

Respectfully submitted and attested to by,

  
\_\_\_\_\_  
Beth L. Viviano, Chairwoman

  
\_\_\_\_\_  
Jennifer Grimes, Treasurer

\_\_\_\_\_  
Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**June 13, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, June 13, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascherman (via teleconference)

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	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 May 23, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascherman* to approve the minutes of the regular meeting held May 23, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$597,239.70. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was



**Fenton Fire Protection District**

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

**June 13, 2018**

Page 2 of 5

---

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

**TREASURER'S REPORT**

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

Commerce

<u>Fund</u>	<u>Balance as of 5/23/18</u>	<u>Balance as of 6/13/18</u>
General	\$1,784,285.55	\$460.00

Reliance

<u>Fund</u>	<u>Balance as of 5/23/18</u>	<u>Balance as of 6/13/18</u>
General	\$8,216,587.38	\$7,534,409.87
Ambulance	\$2,600,305.57	\$2,336,367.67
Dispatch	\$519,094.34	\$515,541.17
Pension	\$2,000.00	\$2,801.82
HRA	\$4,999.97	\$4,575.79
FSA	\$18,047.93	\$8,000.00

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski updated the Board on the operations and capital project. She mentioned the Citizens Advisory Committee met on June 5, 2018 at Station #3 and the meeting was positive. The next meeting is scheduled for June 19, 2018 at Station #2. Rick Rognan will be present to discuss the proposed increases and present reserves. She further noted the Steering Committee

**Fenton Fire Protection District**

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

**June 13, 2018**

Page 3 of 5

---

continues to meet to address the social media aspect of the campaign.

**NEW BUSINESS**

Chief Steitz presented the Proclamation for signature for Firefighter Tony Watson who will be retiring July 1, 2018.

Keith Slusser, with Fick, Eggemeyer and Williamson presented the 2017 Annual Audit Report and Findings for the year end December 31, 2017. He noted the opinion was an unqualified opinion. The District has approximately \$1,200,000.00 more in cash and CD's from the prior year and the pension plan experienced an increase of \$3,239,752.00 leaving it 88% funded. Mr. Slusser noted there were no recommended internal control issues and discussed a few suggested management controls such as the uniform reimbursement (requiring receipts), invoice and credit card review as well as the current asset threshold of \$250.00. Chief Steitz noted all the control issues have been addressed. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to accept the 2017 Annual Audit Report and Findings for the year end December 31, 2017 as presented. Motion approved and unanimously carried 3-0. A copy of the report is attached hereto and made a part hereof these minutes.

Deputy Chief Tim Buehne next presented the Quarterly Deputy Chief report for January through June 2018. He reported on the activities of A Shift as it relates to training, notable incidents and responses, accreditation activities and incident response times. A copy of the report is attached hereto and made a part hereof these minutes.

**CHIEF'S REPORT**

Chief Steitz reported that there will be a Mass Casualty Training this week and next at Tri-County. He also thanked Fire Marshal Thiemann for his efforts in saving the District money on replacing lights.

**Fenton Fire Protection District**

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

**June 13, 2018**

Page 4 of 5

---

Chief Steitz also reported he received the Central County Audit and will review it at the next meeting.

Chief Steitz presented the letter in response to the City of Fenton's request for assistance with grants on road improvements to Larkin Williams Rd. and Rudder Rd.

Chief Steitz advised the Board that all purchases of body armor had been completed and they will begin to work on ballistic helmets.

Fire Marshal Thiemann reported on the \$2,500 grant for Smoke Detectors received from Wal-Mart as well as permits in the Fire Marshall's Office. He reported on three (3) new projects at Friendship Village totaling \$50 to 60 million as well as a new Library project and Hubbel Electric in the Fenton Logistics Park. Fire Marshal Thiemann also reported on several fire drills performed for area businesses as well as a new partnership with Solstice Retirement Home, formerly Lakeview Park.

**NEXT MEETING DATE**

Wednesday, June 27, 2018 at 4:00 p.m.

There being no further public comment or further business, at 4:54 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (2) and (3) RSMo. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to go into Closed Session for purposes of personnel and privileged communication pursuant to Section 610.021(2) and (3) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascherman – yea.

At 5:11 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

**ADJOURNMENT**

There being no further business before the Board of Directors, at 5:12 p.m., it was

**Fenton Fire Protection District**

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

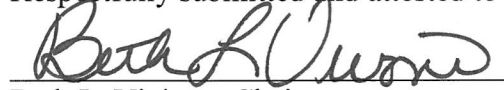
**June 13, 2018**

Page 5 of 5

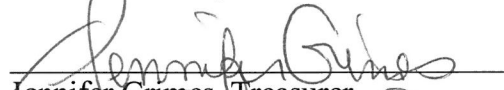
---

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

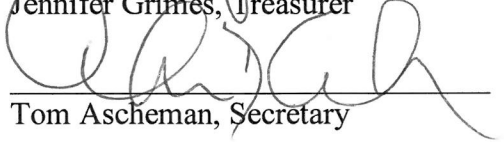
Respectfully submitted and attested to by,



Beth L. Viviano, Chairwoman



Jennifer Grimes, Treasurer



Tom Ascherman, Secretary

**Fenton Fire Protection District**

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

**June 27, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, June 27, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Joe Boushard	Assistant Shop Steward
Daniel McLaughlin	District Legal Counsel
Harry James	Pension Fund Consultant
Aaron Schlipman	Pension Fund Consultant
Tom Meyer	Pension Trustee

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 June 13, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held June 13, 2018. Motion approved and unanimously carried 3-0.

**Fenton Fire Protection District**

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

**June 27, 2018**

Page 2 of 5

---

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$538,705.15. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

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

**TREASURER'S REPORT**

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

Commerce

<u>Fund</u>	<u>Balance as of 6/13/18</u>	<u>Balance as of 6/21/18</u>
General	\$460.00	\$409.80

Reliance

<u>Fund</u>	<u>Balance as of 6/13/18</u>	<u>Balance as of 6/21/18</u>
General	\$7,950,602.87	\$7,265,353.73
Ambulance	\$2,515,373.79	\$2,226,420.39
Dispatch	\$517,909.20	\$317,351.91
Pension	\$2,801.82	\$2,801.82
HRA	\$4,575.79	\$2,510.61
FSA	\$8,000.00	\$10,094.12

After discussion, it was

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

**Fenton Fire Protection District**

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

**June 27, 2018**

Page 3 of 5

---

**NEW BUSINESS**

**PENSION CONSULTANT REPORT**

Harry James and Aaron Schlipman, with Lockton Investment Advisors, LLC, were present at the meeting. Mr. James reported the JCPARS reporting was completed April 28, 2018. Mr. Schlipman then presented the investment review for the first quarter 2018. Fund balance as of March 31, 2018 was \$32,106,007.00 beginning balance was \$31,207,313.00 with employer contributions of \$1,202,780.00, quarterly earnings of \$1,961.00 and benefits paid of (\$282,120.00). The Fund outperformed the benchmark 0.04% versus (-0.78%) for the first quarter 2018, and 13.85% versus 8.55% for the year. Mr. Schlipman noted one advisor remained on the watchlist – Victory Munder Mid-Cap Core Growth.

Mr. James and Schlipman were thanked for their time and excused from the meeting.

**ACCOUNTANT'S REPORT**

Mr. Rognan presented the Financial Report and Statements as of May 31, 2018. He indicated that with timing items the District used 42.16% of the general fund budget, or was 0.46% over budget year to date, or \$38,293.00; and 37.73% of the ambulance fund budget, or was (3.97%) under budget year to date, or (\$124,756.00). Mr. Rognan noted that total revenue components for first five months was \$2,838,268.00 with revenue over expenditures of \$1,901,865.00. The District's total reserve as of May 31, 2018 is 6.46 months.

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

*Moved by Director Grimes, and seconded by Director Ascherman* to accept and approve the report and financial statements of the District as of May 31, 2018. Motion approved and unanimously carried 3-0.

**OLD BUSINESS**

Chief Kaminski updated the Board on the operations and capital project. She advised the Board the Steering Committee met last week and addressed the website and domain name as well as Facebook messaging. Chief Kaminski noted they will meet again on July 3, 2018. Thereafter, the Administrative Officers of the District will meet with the crews on July 10, 11 and 13, 2018

**Fenton Fire Protection District**  
***Meeting of the Board of Directors***

**June 27, 2018**

Page 4 of 5

---

to discuss the status of the initiatives and direction of the District. Rank and file members will follow up with each crew. Chief Kaminski updated the Board on the Citizen's Advisory Committee House #2 visit. She noted it went well and the Committee members are eager to begin spreading the District's message. Next meeting is set for July 10, 2018. Rick Rognan will be present.

**CHIEF'S REPORT**

Chief Steitz advised the District underwent its annual WC review. He noted the report found 70% of occurrences are repeat injuries. It was suggested to begin a claimant interview process to help claimants eliminate claims.

Chief Steitz reported House #2's air conditioning unit on the kitchen side went out and a new unit is \$6,000.00. He also reported on a roof leak that Fire Marshal Thiemann fixed for \$100.00.

Chief Steitz advised they are working on an RFP for rescue tools which is in the budget.

Chief Steitz then presented the Board and Legal Counsel with Challenge Coins and noted the District is re-initiating the program.

Fire Marshal Thiemann noted the first building at Friendship Village updated construction cost has come in at \$20,000,000.00 with permitting fees of \$80,000.00.

**NEXT MEETING DATE**

Wednesday, July 11, 2018 at 4:00 p.m.

There being no further public comment or further business, at 4:54 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (2) and (3) RSMo. After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascherman*** to go into Closed Session for purposes of personnel and privileged communication pursuant to Section 610.021(2) and (3) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascherman – yea.



**Fenton Fire Protection District**

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

**June 27, 2018**

Page 5 of 5

---

At 5:46 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

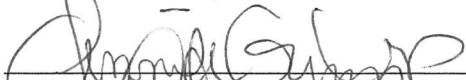
**ADJOURNMENT**

There being no further business before the Board of Directors, at 5:47 p.m., it was

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

Respectfully submitted and attested to by,

  
\_\_\_\_\_  
Beth L. Viviano, Chairwoman

  
\_\_\_\_\_  
Jennifer Grimes, Treasurer

  
\_\_\_\_\_  
Tom Ascheman, Secretary

**Fenton Fire Protection District**  
***Meeting of the Board of Directors***

**July 11, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, July 11, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 4:04 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Joe Boushard	Assistant Shop Steward
Daniel McLaughlin	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 June 27, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held June 27, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$122,862.34. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

**Fenton Fire Protection District**

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

**July 11, 2018**

Page 2 of 5

---

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

**TREASURER’S REPORT**

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

Commerce

<u>Fund</u>	<u>Balance as of 6/27/18</u>	<u>Balance as of 7/11/18</u>
General	\$409.80	\$0.00

Reliance

<u>Fund</u>	<u>Balance as of 6/27/18</u>	<u>Balance as of 7/11/18</u>
General	\$7,465,665.33	\$7,122,798.73
Ambulance	\$2,368,858.27	\$2,164,211.88
Dispatch	\$515,718.17	\$315,261.24
Pension	\$2,801.82	\$2,804.33
HRA	\$2,510.61	\$6,552.38
FSA	\$10,094.12	\$7,788.14

After discussion, it was

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

**OLD BUSINESS**

Chief Steitz discussed the Citizens Advisory Committee Meeting and acknowledged Kevin Funke, who is part of the committee and the committee spokesperson, was in attendance. Both indicated the meeting went well. Their next meeting is at Station #1 on July 24, 2018.

Chief Steitz also indicated the Steering Committee is working on a list of frequently asked

**Fenton Fire Protection District**

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

**July 11, 2018**

Page 3 of 5

---

questions (FAQ) that have been directed to Legal Counsel for review.

**NEW BUSINESS**

Chief Steitz opened the Ambulance RFP responses. There were three (3) responses for a 2019 Ford F-450s; that will be presented to the committee for review and recommendation:

- Emergency Service Supply (Osage Ambulance) - \$233,650.00
- Sentinal Emergency Products - \$228,516.00
- American Response Vehicles - \$217,696.00

Chief Steitz next presented the bank account collateralization report. He indicated that as of June 30, 2018 all funds were deposited in FDIC protected accounts with FDIC insurance on \$803,658.00 in funds.

Deputy Chief Dan Sutton presented the Board with his Quarterly Deputy Chief's Report. He indicated the crews were doing great with one promotion to lieutenant and another employee completing their probationary period. He noted that he served between January and April as the Interim Training Officer until such time as Tom Mueller was promoted into the position. He then helped with the transition through May 2018. Deputy Chief Sutton advised that he was instrumental in the development of the Acting Deputy Chief's position and noted there were five (5) qualified applicants currently holding the position. He indicated the committees continue to work on projects such as Standard Operating Guideline (SOG) review; Safety Committee is working on the purchase and replacement of turnout gear, completed the ballistic vest program and is currently working on ballistic helmets.

**CHIEF'S REPORT**

Chief Steitz advised the Board on various crew responses and meetings.

Chief Steitz asked Fire Marshal Thiemann to present information relative to a new Inspector's Vehicle. Fire Marshal Thiemann presented information on the Inspection Bureau and the increased inspection fees this year compared to last year. With all monies in hand the 2018 total is projected at \$203,000.00. He noted a new vehicle is not in the 2018 budget. Fire Marshal Thiemann indicated they would like to consider a ¾ ton full-size pickup that could be a multi-purpose vehicle for more than just his department. He is thinking the vehicle would

**Fenton Fire Protection District**

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

**July 11, 2018**

Page 4 of 5

---

cost approximately \$40,000.00. After discussion, it was

*Moved by Director Grimes, and seconded by Director Asheman* to authorize Fire Marshal Thiemann to put a new vehicle for the Fire Marshal's office out to bid per the desired specifications. Motion approved and unanimously carried 3-0.

**NEXT MEETING DATE**

Wednesday, July 25, 2018 at 4:00 p.m.

There being no further public comment or further business, at 4:41 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (2) and (3) RSMo. After discussion, it was

*Moved by Director Grimes, and seconded by Director Ascherman* to go into Closed Session for purposes of personnel and privileged communication pursuant to Section 610.021(2) and (3) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascherman – yea.

At 5:20 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

**ADJOURNMENT**

There being no further business before the Board of Directors, at 5:21 p.m., it was

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

**Fenton Fire Protection District**

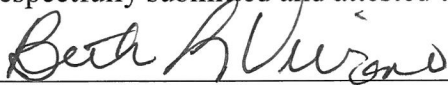
***Meeting of the Board of Directors***

**July 11, 2018**

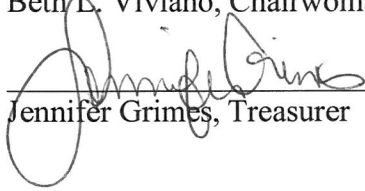
Page 5 of 5

---

Respectfully submitted and attested to by,



Beth L. Viviano, Chairwoman



Jennifer Grimes, Treasurer

---

Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**July 25, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, July 25, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman (via teleconference)

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Rick Rognan	District Accountant

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

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held July 11, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held July 11, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$327,680.13. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

**Fenton Fire Protection District**

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

**July 25, 2018**

Page 2 of 5

---

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

**TREASURER'S REPORT**

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

Reliance

<u>Fund</u>	<u>Balance as of 7/11/18</u>	<u>Balance as of 7/25/18</u>
General	\$7,156,776.32	\$6,786,926.17
Ambulance	\$2,258,953.10	\$2,054,659.21
Dispatch	\$317,832.10	\$313,741.88
Pension	\$2,804.33	\$2,806.95
HRA	\$6,552.38	\$2,878.74
FSA	\$7,788.14	\$10,149.85

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski discussed the Citizens Advisory Committee Meeting and the status of Prop F developments. Kevin Funke was at the meeting as spokesperson for the Committee. Chief Kaminski indicated the Committee has now toured all four (4) stations, met with Rick Rognan and representative of Stiefel. Deputy Chief McCarthy is in the process of meeting with the crews to show how movement of the houses will help with calls. The next step for the Committee is to tour Mehlville Station #3. Chief Kaminski said mailers have been sent to the printers with the plan to hit houses around August 10<sup>th</sup> or 13<sup>th</sup>. Signs for Town Hall meetings will also go up on August 13<sup>th</sup>.



**Fenton Fire Protection District**

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

**July 25, 2018**

Page 3 of 5

---

**NEW BUSINESS**

Rick Rognan presented the 2018 Preliminary Tax Assessments. He noted the figures are positive and while subject to change he noted since it is a non-reassessment year and close to CPI the preliminary tax rate is unlikely to change. Mr. Rognan stated that we will present the anticipated 2018 tax rates at the next meeting. Post BOE, for July 1, 2017, Real Estate had an increase of \$883,662.00 or 0.10%; and Personal Property experienced an increase in the amount of \$14,349,021.00 or 9.73%. Overall, there is a preliminary increase in total assessments of \$15,232,683.00 or 1.49%. State CPI is 2.1%.

Mr. Rognan next discussed the new TIF legislation wherein any changes or modifications by an entity requires notification to the affected political subdivision and said political subdivision will then be entitled to fifty percent (50%) of the proceeds. Mr. Rognan indicated he will work with Legal Counsel to draft correspondence notifying all entities.

Mr. Rognan presented the Financial Report and Statements as of June 30, 2018. He indicated that with timing items the District used 51.08% of the general fund budget, or was 1.08 % over budget year to date, or \$89,905.00; and 46.53% of the ambulance fund budget, or was (3.47%) under budget year to date, or (\$109,044.00). Mr. Rognan noted that revenue components for 2018 have not been met for the first six (6) months compared what has been budgeted but he believes the District will be on budget by year end.

Mr. Rognan indicated that for the six (6) month period year versus last year, the District had \$3,200,912.00, or 61.94% more in tax revenue and miscellaneous income for a total of \$2,865,322.00 total revenues. The District had revenues over expenditures in the amount of \$2,019,902.00. The District has a reserve of 6.42 months.

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

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

Mr. Rognan then addressed potential recoupment of challenged taxes from the preceding year from the ambulance, pension and dispatch funds as the general is at the ceiling. He believes the amount is approximately \$270,000.00. After discussion, the Board does not believe it makes sense to attempt recoupment with the pending ballot measure.

**Fenton Fire Protection District**

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

**July 25, 2018**

Page 4 of 5

---

**CHIEF'S REPORT**

Chief Steitz requested a moment of silence in recognition of the ten (10) year anniversary of Ryan Hummert's death.

Chief Steitz advised the Board on various crew responses. He noted A Crew had a clinical save on a cardiac arrest.

Chief Steitz also advised the Board that the labor-management meetings have been extremely productive with several issues being addressed relative to worker's compensation.

Chief Steitz discussed with the Board an initiative with Gold's Gym who will be offering cooperate memberships to District employees and their families. The program is set to launch in January 2019.

Chief Steitz next presented the Board with his 2017 Annual Report. He asked that they receive it prior to next meeting.

Chief Steitz advised the Board that they will be swearing in a new employee, Dan Madigan, tonight at 6 p.m.

**SHOP STEWARD'S REPORT**

Tom Meyer, advised the Board that Brett Mueller was in the process of putting together a fundraiser for the purpose of purchasing coats for children and families in need. He indicated they were contemplating a Mouse Race sometime this Fall.

**PUBLIC COMMENT**

Kevin Funke, spokesperson for the Citizens Advisory Committee, thanked Chief Steitz and Assistant Chief Kaminski for helping organize the committee and for their hard work. He further thanked the Board for their obvious fiscal responsibility over these past years and indicated the Committee is fully on Board with helping get this proposition passed.

Fenton Fire Protection District  
*Meeting of the Board of Directors*

July 25, 2018

Page 5 of 5

---

**NEXT MEETING DATE**

Wednesday, August 8, 2018 at 4:00 p.m.

**ADJOURNMENT**

There being no further business before the Board of Directors, at 4:42 p.m., it was

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

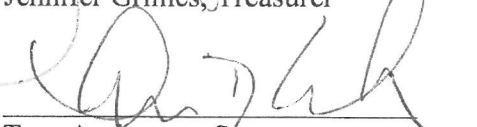
Respectfully submitted and attested to by,



Beth L. Viviano, Chairwoman



Jennifer Grimes, Treasurer



Tom Ascheman, Secretary

**FENTON FIRE PROTECTION DISTRICT**  
**MEETING OF THE BOARD OF DIRECTORS**

**AUGUST 8, 2018**

**Page 1 of 4**

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, April 8, 2018, at the Fenton Fire Protection District, Firehouse # 1, 845 Gregory Lane, Fenton, Missouri 63026.

Treasurer Jennifer Grimes called the meeting to order at 4:00 p.m.

**ROLL CALL:**

The following directors were present for Roll Call:

Beth L Viviano (by teleconference)

Jennifer Grimes

Tom Ascheman

Also present were:

Chief Tom Steitz                      District Fire Chief

Gary Wolfe                              District Legal Counsel

Treasurer Grimes ruled that a quorum was present and called the meeting to order.

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held July 25, 2018 were presented for review. After discussion, it was

*Moved by Director Ascheman and seconded by Director Grimes* to approve the minutes of the regular meeting held July 25, 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 \$125,287.72. This list of bills is attached hereto and made a part of the minutes to the meeting. After discussion, it was

*moved by Director Ascheman and seconded by Director Grimes* 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:

	<u>Balance as of 7/25/18</u>	<u>Balance as of 8/8/18</u>
<u>Reliance Bank</u>		
General	\$6,969,646.21	\$6,631,242.13
Ambulance	\$2,189,584.06	\$2,068,717.20
Dispatch	\$316,363.24	\$232,261.46
Pension	\$2,806.95	\$2,811.38
HRA	\$2,878.74	\$1,886.22
FSA	\$10,149.85	\$8,327.19

after discussion, it was

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

**OLD BUSINESS** – Chief Steitz asked Chief Kaminski to report on the upcoming bond issue election in November, 2018. Chief Kaminski reported the Citizens Advisory Committee had its last meeting before the scheduled town hall meetings and the Committee was able to view the Mehlville Fire House #3 so they could see the difference in operations of the facility. The mayor and alderpersons of the City of Fenton have been invited to attend the town hall meetings for information purposes according to Chief Kaminski and the same will be done for Sunset Hills. The first town hall meeting is August 28 at Firehouse #2 with the other meetings near the end of September and October. There will be signs at each engine house with town hall meeting dates and times. Chief Kaminski will meet with Arch Images and Chief Steitz to prepare for the town hall meetings. The first mailer to be sent to about 8,000 people is at the printer and should be mailed within one week. The website [www.voteffentonfire.com](http://www.voteffentonfire.com) will be active as of August 9, 2018. The website will provide information, frequently asked questions and eventually some videos. Representatives of the District will appear at Fenton and Sunset Hills town meetings to discuss the bond issue. The next steering committee meeting will be August 22, 2018 to review the bond issue activities and decide what needs to be done. Election day is 13 weeks away.

### **NEW BUSINESS**

Next Chief Steitz advised the Board it is time to file the bond election documents with St. Louis County so he had copies for the Board to review and sign so they would be filed before the August 28, 2018 filing date.

The 2017 Annual Chief's Report on the District has been completed and if the Board has no questions will be finalized and uploaded to the District website.

The Battalion Chief job description has been emailed to the Board members and reviewed by legal. Testing will be done in September of 2018 and the job description has been reviewed and

approved by labor/management. Now that the document has been reviewed and after discussion, it was

*Moved by Director Grimes and seconded by Director Ascherman* to accept the Battalion Chief's job description and process as presented by Chief Steitz. The motion was approved and unanimously carried 3-0.

#### **CHIEF'S REPORT**

Chief Steitz reported there was a house fire on Opps Lane at 4 am on Tuesday, August 7, 2018. The house was fully involved when the firefighters arrived and they did a great job in handling the fire. The occupant was already out of the house when the fire department arrived.

Rott Road which has been closed for about two (2) months should be open soon as the road has been fully paved. There may still be some issues with the St. Louis Metropolitan Sewer District.

#### **SHOP STEWARD REPORT**

The only item in the Shop Steward Report was announcing that mouse races will be held at Andres West on September 7 as a fundraiser to provide coats for school children who are in the Fire District. There may be as many as 150 children who might benefit from this fundraiser. Doors open at 6:30 pm and the races begin at 7:30 pm.

#### **PUBLIC COMMENT**

Treasurer Grimes next called for any public comment and there was none. Mr. Kevin Funke was at the meeting and was thanked for his time and effort in support of the Fire District.

#### **MISCELLANEOUS ANNOUNCEMENTS**

There were none.

#### **NEXT BOARD MEETING DATE**

Wednesday, August 22, 2018 at 4:00 p.m.

There being no further discussion in the meeting, it was

*Moved by Director Ascherman and seconded by Director Grimes* to adjourn the regular District meeting and move to a closed session at 4:25 p.m. The motion was approved and unanimously carried 3-0.

#### **ADJOURNMENT**

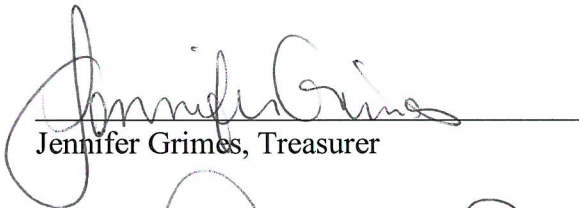
Following the adjournment of the Closed Session of the August 8, 2018 Board meeting at 4:29 p.m., Chief Steitz mentioned the Board discussed the Battalion Chief position in closed session and mentioned the Battalion Chief would not be a bargaining unit member. There being no further business before the Board of Directors for the regular meeting, it was

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

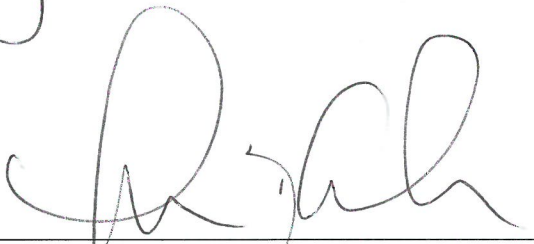
Respectfully submitted and attested to by:



Beth L Viviano, Chairwoman



Jennifer Grimes, Treasurer



Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**August 22, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, August 22, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Doug Ruse	Shop Steward
Rick Rognan	District Accountant

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

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held August 8, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held August 8, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$310,234.16. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was



**Fenton Fire Protection District**

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

**August 22, 2018**

Page 2 of 5

---

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

**TREASURER’S REPORT**

Chief Steitz presented the Board with the Treasurer’s Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 8/8/18</u>	<u>Balance as of 8/22/18</u>
General	\$6,667,892.91	\$6,303,050.98
Ambulance	\$2,074,994.47	\$1,896,793.79
Dispatch	\$314,466.75	\$303,883.44
Pension	\$2,811.38	\$2,811.38
HRA	\$1,886.22	\$1,886.22
FSA	\$8,327.19	\$6,911.51

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski reported that mailers went out on Thursday, August 16<sup>th</sup> as well as signs going up and the website going live. She noted there were several views of the video and the District has received four (4) calls in response. The first Townhall meeting is scheduled for August 28, 7 p.m. at Station #2. The Board plans on attending the Fenton City Council meeting prior to the Townhall to invite the elected officials to attend.

**NEW BUSINESS**

Rick Rognan presented the 2018 Public Hearing Notice and reviewed the proposed tax rates.

**Fenton Fire Protection District**

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

**August 22, 2018**

Page 3 of 5

---

The Board agreed to hold the Public meeting to set the tax rates on September 20, 2018 at 4 p.m. Chief Steitz will publicize the meeting. Mr. Rognan again reviewed the 2018 preliminary numbers compared to Post BOE, for July 1, 2017; overall, there is a preliminary increase in total assessments of \$12,517,893.00 or 1.23%. State CPI is 2.1%.

Mr. Rognan noted the tax rates for 2018 as follows: Residential – 1.3670 (decrease of 0.0020); Agriculture – 1.2040 (decrease of 0.0090); Commercial – 1.3600 (increase of 0.0040) and Personal Property – 1.3610 (decrease of 0.0050). After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to set the Public meeting to set the tax rates on September 20, 2018 at 4 p.m. Motion approved and unanimously carried 3-0.

Mr. Rognan presented the Financial Report and Statements as of July 31, 2018. He indicated that with timing items the District used 57.43% of the general fund budget, or was (0.87%) under budget year to date, or (\$72,424.00); and 53.92% of the ambulance fund budget, or was (4.38%) under budget year to date, or (\$137,640.00). Mr. Rognan noted that revenue components for 2018 have not been met for the first seven (7) months compared what has been budgeted but he believes the District will be on budget by year end as currently there is revenue over expenditures of \$231,726.00.

Mr. Rognan indicated that for the seven (7) month period year versus last year, the District had \$3,190,560.00, or 61.61% more in tax revenue and miscellaneous and bond refinancing income for a total of \$2,864,349.00 total revenues. The District had revenues over expenditures in the amount of \$1,975,754.00. The District has a reserve of 6.46 months.

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

***Moved by Director Grimes, and seconded by Director Ascheman*** to accept and approve the report and financial statements of the District as of July 31, 2018. Motion approved and unanimously carried 3-0.

Chief Steitz next discussed the bid proposals opened on July 11, 2018 for a new ambulance. Deputy Chief McCarthy and the EMS Committee recommends the 2019 Ford AEV from American Response Vehicles. After discussion, it was

**Fenton Fire Protection District**  
***Meeting of the Board of Directors***

**August 22, 2018**

Page 4 of 5

---

***Moved by Director Grimes, and seconded by Director Ascheman*** to accept the bid of American Response Vehicles for \$217,696.00. Motion approved and unanimously carried 3-0.

Chief Steitz then presented the bids for opening for the new 1302 Command Vehicle. He noted there were only two (2) bids received. One from HGAC Buy for \$46,221.00; and another from Don Brown Chevrolet for \$42,677.60. The proposals will be sent to the committee for review.

Chief Steitz next discussed the need to put the hydraulic rescue tools out for bid. He noted this is a budgeted item for \$75,000.00. After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to put the hydraulic tools out to bid. Motion approved and unanimously carried 3-0.

Chief Steitz then updated the Board on his search for a 100' platform truck. He noted he was able to locate a used 2011 Spartan Crimson 100' platform truck from the Voorhees Village Volunteer Fire Department in New Jersey, with 10,000 miles on it. The original listing price was \$625,000.00 and he was able to negotiate a purchase price of \$575,000.00. New apparatus such as this typically cost \$1,300,000.00. After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to authorize the purchase of the 2011 Spartan Crimson 100' platform truck from the Voorhees Village Volunteer Fire Department in the amount of \$575,000.00 subject to inspection. Motion approved and unanimously carried 3-0.

Chief Steitz indicated Captain Watkins and Martin will be flying down to inspect the truck next week. The District will present a \$50,000.00 down payment to secure the apparatus and if approved through inspection the District will wire the remaining balance.

Deputy Chiefs Mueller and McCarthy presented their Quarterly Deputy Chiefs reports. DC Mueller advised there has been a total of 6,700 training hours towards ISO, or 117 per person. DC Muller discussed the various trainings the crews have been engaged in as well as upcoming training on the new platform truck. DC McCarthy discussed training hours as well noting there has been 1,700 hours qualified for CEU training for re-licensure. He discussed the new and refurbished airway mannequins purchased and advised the crews had sixteen (16) cardiac saves in the field. DC McCarthy then discussed the continued epidemic with opioid (heroin) overdoses and the use of Narcan. He advised the Board the District is working with a group called "Mo Hope" for distribution of Narcan to homes with individuals who have offenders that leave treatment centers.

**Fenton Fire Protection District**  
*Meeting of the Board of Directors*

**August 22, 2018**

Page 5 of 5

---

**CHIEF'S REPORT**

Chief Steitz advised the Board on various crew responses. One in Twin Oaks assisting the Valley Park Fire Protection District and another in High Ridge that was a residential fire with vehicles engulfed in flames.

Chief Steitz also advised the Board that he, Assistant Chief Kaminski and DC McCarthy attended the DePaul East-Central Regional meeting. He indicated it was a productive meeting.

Chief Steitz next reported on the current bat and brown recluse issue at Station #1. He noted exterminators would be coming tomorrow to address.

**SHOP STEWARD'S REPORT**

Doug Ruse advised the Shop was having a Mouse Race on September 7, 2018 for Operation Warm as well as a golf tournament on September 24, 2018, at Paradise Valley to benefit the Community Outreach.

**NEXT MEETING DATE**

Wednesday, September 12, 2018 at 4:00 p.m.

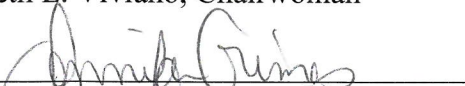
**ADJOURNMENT**

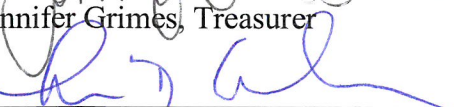
There being no further business before the Board of Directors, at 4:42 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**September 12, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, September 12, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 4:13 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Aaron Schlipman	Fund Pension Consultant
Doug Ruse	Shop Steward
Joe Boushard	Assistant Shop Steward

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 August 22, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held August 22, 2018 subject to the removal of language in Rick Rognan's report regarding bond refinancing income. Motion approved and unanimously carried 3-0.

Fenton Fire Protection District

*Meeting of the Board of Directors*

September 12, 2018

Page 2 of 5

---

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$762,943.12. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

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

**TREASURER'S REPORT**

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 8/22/18</u>	<u>Balance as of 9/12/18</u>
General	\$6,435,151.37	\$5,355,117.74
Ambulance	\$2,020,868.88	\$1,782,612.53
Dispatch	\$312,346.62	\$300,978.91
Pension	\$2,811.38	\$2,815.68
HRA	\$1,886.22	\$650.65
FSA	\$6,911.51	\$6,891.82

After discussion, it was

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

**NEW BUSINESS**

**PENSION CONSULTANT REPORT**

Aaron Schlipman, with Lockton Investment Advisors, LLC, was present at the meeting. Mr. Schlipman gave the Board an in-depth overview on the state of the economy and then presented

**Fenton Fire Protection District**

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

**September 12, 2018**

Page 3 of 5

---

the investment review for the second quarter 2018. Fund balance as of June 30, 2018 was \$31,793,333.00 beginning balance was \$32,106,007.00 with employer contributions of \$240,597.00, quarterly earnings of \$1,980.00 and benefits paid of (\$991,500.00). The Fund outperformed the benchmark 1.36% versus 1.29% for the second quarter, and 8.77% versus 7.16% for the year. Mr. Schlipman noted Victory Munder Mid-Cap Core Growth remained on the watchlist and will continue for another few quarters as the Firm's policy is to allow managers to remain on the watchlist for six (6) quarters.

Mr. Schlipman was thanked for his time and excused from the meeting.

**OLD BUSINESS**

Chief Kaminski reported the first townhall meeting was a success. She indicated the presentation was a little long and that the administration was attempting to shorten by approximately ten (10) minutes. Chief Kaminski advised the next meeting is scheduled for September 26, 2018 at Station #3. The Fenton City Council will again be invited via email. The Board discussed inviting the Sunset Hills City Council and when the Board will go to its Council meeting. Chief Kaminski further discussed Fenton Days on October 5-6, 2018 as well as a potential townhall at Friendship Village.

Chief Steitz next discussed the status of the platform truck. It was presently 150 miles outside of St. Louis. There were no major issues other than a flat tire. Chief Steitz indicated the seller fixed an air conditioning problem as well as obtained aerial certification of the ladder.

**CHIEF'S REPORT**

Chief Steitz advised the Board on various crew responses and structure fires. Three (3) in High Ridge, one (1) being an explosion with a fatality.

Chief Steitz reported on various crew trainings as well as the District's recent crisis workshop with the Rockwood School District and St. Louis County police.

Chief Steitz next discussed recent damage and repairs to the Opticom System. He advised that although he wasn't sure of the exact cost of repair \$20,000.00 had been set aside. Chief Steitz did advise, however, that an insurance claim was being made as there is evidence the system may have been struck by lightning. He further advised that in future budgets there will begin to

**Fenton Fire Protection District**

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

**September 12, 2018**

Page 4 of 5

---

be a line item for maintenance of the system and that North Jefferson Ambulance has also discussed sharing some of the maintenance costs moving forward.

Chief Steitz then reported that the Central County Emergency 911 contract is coming due. The proposal is a five (5) year agreement with slight increases. The District, however, is working with CCE 911 on language relative to the accreditation board recommendations.

Chief Steitz further advised the Board that air testing had been completed on all engine houses and the results came back negative. He advised the District is waiting on the results of the ice machine testing.

**SHOP STEWARD'S REPORT**

Doug Ruse advised the Shop's Mouse Race on September 7, 2018 for Operation Warm was a success raising just over \$1,800.00. Special thanks was given to Brett Mueller for his work on the event. He reminded the Board of the golf tournament on September 24, 2018, at Paradise Valley to benefit the Community Outreach as well as the St. Clair Auxiliary Trivia Night on October 26, 2018.

**NEXT MEETING DATE**

Wednesday, September 26, 2018 at 4:00 p.m.

Special Meeting, Thursday, September 20, 2018 at 4:00 p.m.



Fenton Fire Protection District  
*Meeting of the Board of Directors*

September 12, 2018

Page 5 of 5

---

**ADJOURNMENT**

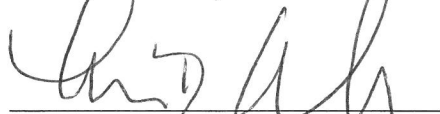
There being no further business before the Board of Directors, at 5:13 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

\_\_\_\_\_  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**September 20, 2018**

Page 1 of 3

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Thursday, September 20, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Tom Ascheman

Also present was:

Thomas Steitz	District Fire Chief
Rick Rognan	Rognan & Associates

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

**NEW BUSINESS**

The first item of new business, Mr. Rognan informed the Board of Directors regarding Senate Bill 870. Beginning August 28, 2018, the District shall be entitled to reimbursement from the special allocation funds as defined in Chapter 99 RSMo in the amount of 100% of the District's taxes. This applies to all tax increment financing (TIF) projects approved after August 28, 2004. The District shall be reimbursed an amount of 100% of the ad valorem real, personal and other tangible property taxes that the District would have received in the absence of a tax abatement under Chapter 100 RSMo and Chapter 353 RSMo. These reimbursements are applicable to all tax increment financing, tax abatements and special allocation funds financing or amendments filed after August 28, 2018. Mr. Rognan recommended to the Board of Directors to mail letters notifying the Mayor of Fenton, Mayors of neighboring Districts and County Executives about Senate Bill 870.

The next item of new business was to hold the tax rate hearing. Mr. Rognan reviewed the tax rate resolution and the proforma worksheets from the State Auditor's Office with the Board of Directors. The Board of Directors recognized that the District needs the maximum tax levies in order to meet budgetary needs and build for the future. A request for public comments was made with no responses.

**Fenton Fire Protection District**

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

**September 20, 2018**

Page 2 of 3

---

The resolution and proforma worksheets are attached hereto and made a part hereof the minutes to this meeting. After discussion, it was

*Moved by Director Ascheman, and seconded by Director Viviano* approved the Tax Rate Resolution of the Fenton Fire Protection District, St. Louis County, Missouri, September 20, 2018 setting the tax rates at the maximum rates permitted. Motion approved and unanimously carried 2-0.

**ACCOUNTANT'S REPORT**

Mr. Rognan presented the Financial Report and Statements as of August 31, 2018. He indicated that with timing items the District used 63.17% of the general fund budget, or was (3.43%) under budget year to date, or (\$285,533) and 60.85% of the ambulance fund budget, or was (5.75%) under budget year to date, or (\$180,692). Mr. Rognan noted that revenue components for 2018 have not been met for the first eight (8) months compared what has been budgeted but he believes the District will be on budget by year end as currently there is revenue over expenditures of \$373,797.

Mr. Rognan indicated that for the eight (8) month period year versus last year, the District had \$3,190,560.00, or 61.61% more in tax revenue and the addition of miscellaneous income brings a total of \$2,880,504.00 in total revenues. The District had revenues over expenditures in the amount of \$1,979,640.00. The District has a reserve of 6.48 months.

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

*Moved by Director Ascheman, and seconded by Director Viviano* to accept and approve the report and financial statements of the District as of August 31, 2018. Motion approved and unanimously carried 2-0.

Fenton Fire Protection District  
*Meeting of the Board of Directors*  
September 20, 2018

Page 3 of 3

---

**ADJOURNMENT**

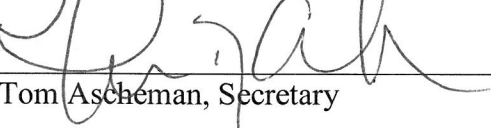
There being no further business before the Board of Directors, at 4:23p.m., it was

*Moved by Director Ascheman, and seconded by Director Viviano* to adjourn the meeting.  
Motion approved and unanimously carried 2-0.

Respectfully submitted and attested to by,

  
\_\_\_\_\_  
Beth L. Viviano, Chairwoman

  
\_\_\_\_\_  
Jennifer Grimes, Treasurer

  
\_\_\_\_\_  
Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**September 26, 2018**

Page 1 of 4

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, September 26, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Chairwoman Beth L. Viviano called the meeting to order at 4:02 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	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 September 12, 2018 were presented and it was

*Moved by Director Ascheman, and seconded by Director Viviano* to approve the minutes of the regular meeting held September 12, 2018. Motion approved and carried 2-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$310,411.22. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

**Fenton Fire Protection District**

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

**September 26, 2018**

Page 2 of 4

---

*Moved by Director Ascheman and seconded by Director Viviano*, to approve the bills for payment and ratification. Motion approved and carried 2-0.

**TREASURER’S REPORT**

Chief Steitz presented the Board with the Treasurer’s Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 9/12/18</u>	<u>Balance as of 9/26/18</u>
General	\$5,394,983.03	\$5,105,959.52
Ambulance	\$1,943,256.62	\$1,690,172.31
Dispatch	\$304,476.01	\$296,114.65
Pension	\$2,815.68	\$2,815.68
HRA	\$650.65	\$5,190.38
FSA	\$6,891.82	\$6,253.94

Chief Steitz discussed receiving a negative tax check in the amount of \$141,953.32.

After discussion, it was

*Moved by Director Ascheman, and seconded by Director Viviano* to receive the Treasurer’s Report as presented. Motion approved and unanimously carried 2-0.

**OLD BUSINESS**

Chief Kaminski reported on the Townhall meeting for this evening at Station #3.

**NEW BUSINESS**

Chief Steitz presented the bids for pension legal counsel services. Two (2) bids were received: One (1) from Lashly & Baer at the rate of \$230 per hour for member attorney and \$180 per hour for associate attorney; and another from Spector, Wolfe, McLaughlin, & O’Mara, LLC at

**Fenton Fire Protection District**

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

**September 26, 2018**

Page 3 of 4

---

the rate of \$155 per hour. Chief Steitz advised he will present to the pension committee for review.

Chief Steitz next presented the bids for hydraulic rescue tools. One (1) bid was received from McQueen Equipment Company in the amount of \$71,268.00 plus service costs for three (3) years in the amount of \$600.00, \$800.00 and \$1,000.00 respectively for a Hulmatro battery tool sets and two (2) struts. Chief Steitz advised he will present to the committee for review.

Chief Steitz also discussed the recent developments on the Inspector's vehicle RFP. He indicated the plant for the State bid is currently being retooled and is on shutdown until 2019. They were, however, able to find one (1) vehicle similar to the bid through Don Brown in the amount of \$34,000.00. Chief Steitz indicated it also comes with a snow plow. Legal Counsel advised this matter would fit within the emergency clause of Chapter 321. After discussion, it was

*Moved by Director Ascheman, and seconded by Director Grimes* to approve the purchase of the vehicle through Don Brown Chevrolet. Motion approved and unanimously carried 2-0.

**CHIEF'S REPORT**

Chief Steitz advised the Board on a River Hill structure fire.

Chief Steitz advised the tax rate certifications had been sent to St. Louis County.

**NEXT MEETING DATE**

Wednesday, October 10, 2018 at 4:00 p.m.

There being no further public comment or further business, at 4:13 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (3) RSMo. After discussion, it was

*Moved by Director Ascheman and seconded by Director Grimes* to go into Closed Session for purposes of personnel and privileged communication pursuant to Section 610.021(3)

**Fenton Fire Protection District**  
***Meeting of the Board of Directors***

**September 26, 2018**

Page 4 of 4

---

RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascheman – yea.


At 5:07 p.m., Director Ascheman moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors. The Board had two (2) announcements, the promotions of Captain Jim Watkins to Battalion Chief and Lieutenant Ben Schwable to Captain.

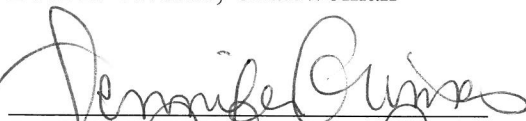
**ADJOURNMENT**

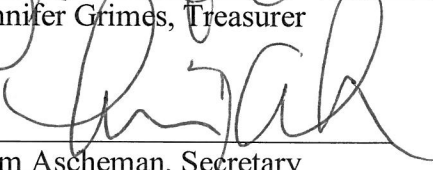
There being no further business before the Board of Directors, at 5:08 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary



**Fenton Fire Protection District**

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

**October 10 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, October 10, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Joe Boushard	

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 September 20 and 26, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular meeting held September 20 and 26, 2018. Motion approved and unanimously carried 2-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$174,717.15. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

**Fenton Fire Protection District**

*Meeting of the Board of Directors*

**October 10, 2018**

Page 2 of 5

---

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

**TREASURER’S REPORT**

Chief Steitz presented the Board with the Treasurer’s Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 9/26/18</u>	<u>Balance as of 10/10/18</u>
General	\$5,282,542.47	\$4,896,394.24
Ambulance	\$1,810,420.65	\$1,631,705.80
Dispatch	\$302,465.56	\$294,354.87
Pension	\$2,815.68	\$2,819.57
HRA	\$5,190.38	\$4,086.86
FSA	\$6,253.94	\$5,209.01

Chief Steitz further stated the rental house balance was \$6,359.25.

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski acknowledged the hard work of Tom and Lisa Mueller and DC McCarthy on the posters in support of the ballot initiatives that were on display at Fenton Days. She further reported that a mini townhall of approximately 15 minutes will be held at Friendship Village at their All Citizens Meeting on October 17, 2018.

Chief Kaminski also indicated that signs were available at Station #3 for anyone interested.

**Fenton Fire Protection District**

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

**October 10, 2018**

Page 3 of 5

---

Chief Kaminski noted there is another Steering/Advisory Committee meeting scheduled for October 16, 2018 at 4 p.m. and the last townhall meeting will be held on October 25, 2018 at 7 p.m. at Station #2.

**NEW BUSINESS**

Chief Steitz advised the certified tax rate letters had been received by the Missouri State Auditor's Office.

Chief Steitz next advised the Board the December 31, 2017 year-end audit had been received and accepted by the Missouri State Auditor's Office. He noted the delay was the result of the need for a supplemental report due to ambulance budgeting for 2017.

Chief Steitz then presented the Board with an offer from the St. Louis County Election Board to participate in the Election Cooperation Agreement wherein the County would run the election procedures for the District. Legal Counsel recommended not participating in the program. The Board agreed.

Chief Steitz advised that Board of Director Candidate filing opens on December 11, 2018 at 8 a.m. It was noted that Chairwoman Viviano's seat will be up for election.

**CHIEF'S REPORT**

Chief Steitz advised the responses to the RFP for Pension Legal Counsel Services had been given to the Pension Committee for review and he would like to go into closed session on October 24, 2018 to discuss.

Chief Steitz reported that Fire Prevention Week was under way and the Crews were engaged in several activities, including lunch with kids at their schools. He reported they had also participated in an intruder exercise at Rockwood-Summit that went extremely well.

Chief Steitz advised the Board the Inspector's pick-up was in, but is not yet in service as it is having lights installed and decals applied. He noted the platform truck was also out having decals applied.

**Fenton Fire Protection District**

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

**October 10, 2018**

Page 4 of 5

---

Chief Steitz advised the Board that all the new hires passed their physicals and were set to start their first shifts on November 2 and 4, 2018.

Chief Steitz next advised the Board the Branson Combat Challenge was a success. Chief Kaminski indicated a team would be attending FDIC in Indianapolis.

**SHOP STEWARD'S REPORT**

Assistant Shop Steward Boushard reported the Pink Shirt sale is still on-going and that the St. Clair Hospital Nurses BBQ was today and was well attended.

**NEXT MEETING DATE**

Wednesday, October 24, 2018 at 4:00 p.m.

There being no further public comment or further business, at 4:29 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (1) and (2) RSMo. After discussion, it was

*Moved by Director Grimes and seconded by Director Ascherman to go into Closed Session for purposes of privileged communication and real estate pursuant to Section 610.021(1) and (2) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascherman – yea.*

At 4:54 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

Fenton Fire Protection District  
*Meeting of the Board of Directors*

October 10, 2018

Page 5 of 5

---

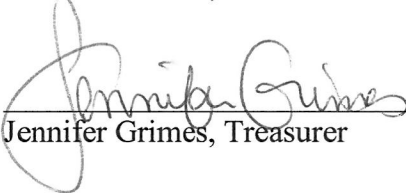
**ADJOURNMENT**

There being no further business before the Board of Directors, at 4:55 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

---

Tom Ascheman, Secretary

**Fenton Fire Protection District**  
***Meeting of the Board of Directors***

**October 24, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, October 24, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano – Attended by Telephone  
Jennifer Grimes  
Tom Ascheman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Joe Boushard	Assistant Shop Steward
Tim Buehne	Deputy Chief
Tom Meyer	Private

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

**ACCOUNTANT'S REPORT**

The normal meeting order was waved for Mr. Rognan's presentation of the Financial Report and Statements as of September 30, 2018. Mr. Rognan first reviewed that the Certification Letters from the State Auditors were received indicating acceptance of the 2019 tax rate. To begin the financial report Mr. Rognan stated that September is the 75% benchmark for the 2018 Budget. He then indicated that with timing items the District used 75.84% of the general fund budget, or was .84% over budget year to date, or \$83,246 and 67.58% of the ambulance fund budget, or was (7.42%) under budget year to date, or (\$233,171). Mr. Rognan noted that revenue components for 2018 have not been met for the first eight (9) months compared what has been budgeted but he believes the District will need to continue to monitor the budget at year end as currently there are expenditures over revenue of \$1,398,850.

**Fenton Fire Protection District**

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

**October 24, 2018**

Page 2 of 5

---

Mr. Rognan indicated that for the nine (9) month period year versus last year, the District had \$3,190,560.00, or 61.61% more in tax revenue and the addition of miscellaneous income brings a total of \$2,877,232.00 in total revenues. The District had revenues over expenditures in the amount of \$1,398,850.00. The District has a reserve of 6.74 months.

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

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

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held October 10, 2018 were presented and it was

*Moved by Director Ascheman and seconded by Director Vivivano, to approve the minutes of the regular meeting held October 10, 2018. Motion approved and unanimously carried 3-0.*

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$327,811.19. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

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

**TREASURER'S REPORT**

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. . Balances since last meeting are:

**Fenton Fire Protection District**

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

**October 24, 2018**

Page 3 of 5

---

<u>Fund</u>	<u>Balance as of 10/10/18</u>	<u>Balance as of 10/24/18</u>
General	\$4,982,954.12	\$4,352,314.37
Ambulance	\$1,723,140.79	\$1,530,624.24
Dispatch	\$296,534.41	\$289,545.96
Pension	\$2,819.57	\$2,819.57
HRA	\$4,086.86	\$2,754.68
FSA	\$5,209.01	\$3,607.41

Chief Steitz further stated the rental house balance was \$7,693.25.

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski advised the last town hall meeting is scheduled for tomorrow evening at 7:00PM at engine house 2. A discussion ensued about the length of the St. Louis County ballot and the amount of time people will need to place their votes. Chief Kaminski further discussed the positive feedback employees have received while walking door to door to provide residents with informational materials about Proposition F.

**NEW BUSINESS**

Chief Steitz asked the Board of Directors about the Board Meeting scheduled for December 26, 2018, since it is the day following Christmas. There was interest in moving the date, but the item was tabled for reconsideration at the next Board Meeting.

**CHIEF'S REPORT**

Chief Steitz announced Firefighter/Paramedics Joe Boushard and Tony Roylance were recently recognized with Lifesaver Awards by the Kirkwood City Council for their extraordinary service responding to a traumatic injury on Interstate 44 in August.



**Fenton Fire Protection District**

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

**October 24, 2018**

Page 4 of 5

---

Chief Steitz advised that he is working on the 2019 Preliminary Budget and discussion ensued about the impact of the bond issue on next year's budget. He is expecting to provide the Board budget numbers in November.

Chief Steitz reported to the Board about two costly repairs to an ambulance and to fire apparatus 1325. The ambulance repair to fix a glow plug break is approximately \$5,000. The DOT inspection was completed on unit 1325, which needed new brakes at a cost of approximately \$3,000.

**SHOP STEWARD'S REPORT**

Assistant Shop Steward Boushard reported the Pink Shirt sale is still on-going and there were quite a few shirts remaining to sell.

Assistant Shop Steward Boushard commented that during the door to door campaign for Proposition F had heard about some people in opposition, but they seemed to be the same people who voted against the Proposition in April. Also, to this point, there were not the negative social media postings that were experienced in the April election.

Assistant Shop Steward Boushard spoke about the upcoming delivery of coats to Rockwood School District that were purchased from funds raised by mouse races.

**FIRE MARSHAL REPORT**

Fire Marshal Thiemann shared with the Board pictures of the new inspector vehicle, which is currently being equipped. The vehicle should be placed in service by the end of the year.

Fire Marshal Thiemann then shared pictures of the new wrap that will cover the Safehouse. The cost of for the wrap totals \$3,500.00. Vinyl Images is donating \$2,800 and Woodard Restorations is donating the balance of \$700.00.

**NEXT MEETING DATE**

Wednesday, November 14, 2018 at 4:00 p.m.

**Fenton Fire Protection District**

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

**October 24, 2018**

Page 5 of 5

---

There being no further public comment or further business, at 4:25 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (12) RSMo. After discussion, it was

*Moved by Director Grimes and seconded by Director Ascheman* to go into Closed Session for a meeting of the Pension Trustees to review RFP's for pension consulting services pursuant to Section 610.021(12) RSMo. Motion approved and unanimously carried 3-0, Viviano – yea, Grimes – yea, Ascheman – yea.

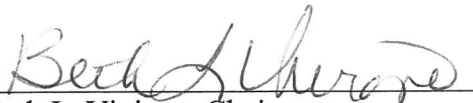
At 4:55 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors. The Board announced, awarding the bid for pension counsel services to Spector, Wolfe, McLaughlin & O'Mara, LLC.

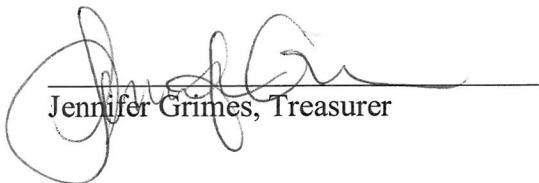
**ADJOURNMENT**

There being no further business before the Board of Directors, at 4:57 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

\_\_\_\_\_  
Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**November 14, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, November 14, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

Acting Chairwoman Jennifer Grimes called the meeting to order at 4:24 p.m.

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano (via telephone)  
Jennifer Grimes

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Martin Ghafoori	Stifel

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

Martin Ghafoori, with Stifel, presented the Board with a schedule for sale of the General Obligation Bonds, Series 2019. Mr. Ghafoori recommends an initial distribution timetable and distribution list of November 30, 2018 with the ultimate closing March 5, 2019 for the first issuance. The Board then discussed the advantages of a negotiated bond sale versus a competitive sale. A negotiated sale is a marketed sale, pre-sale; while a competitive sale is marketed day of sale. Legal Counsel advised the State of Missouri does not require one over the other. Mr. Ghafoori indicated both have their downside. Legal Counsel inquired about costs; Mr. Ghafoori said there is no clear cut answer but a negotiated sale allows access to Steifel's local distribution network which typically brings the lowest interest rates. Mr. Ghafoori was thanked for his time and excused from the meeting.

Chairwoman Viviano arrived at the meeting and resumed the role of Chairwoman.

After discussion on Mr. Ghafoori's schedule and discussion on negotiated sales, it was

Fenton Fire Protection District

Meeting of the Board of Directors

November 14, 2018

Page 2 of 5

---

*Moved by Director Viviano, and seconded by Director Grimes* to accept the Series 2019 General Obligation Bond Sale schedule as presented on a negotiated sales basis. Motion passed and carried 2-0. A copy of the schedule is attached hereto and made a part hereof these minutes.

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held October 24, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Viviano* to approve the minutes of the regular meeting held October 24, 2018. Motion approved and carried 2-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$143,156.03. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

*Moved by Director Grimes and seconded by Director Viviano,* to approve the bills for payment and ratification. Motion approved and carried 2-0.

**TREASURER'S REPORT**

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 10/24/18</u>	<u>Balance as of 11/14/18</u>
General	\$4,539,943.94	\$4,267,193.64
Ambulance	\$1,660,313.30	\$1,476,565.44
Dispatch	\$294,468.87	\$282,604.89
Pension	\$2,819.57	\$2,824.73
HRA	\$2,754.68	\$5,581.77
FSA	\$3,607.41	\$3,469.18

**Fenton Fire Protection District**

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

**November 14, 2018**

Page 3 of 5

---

Chief Steitz further stated the residents of the rental house were given a three (3) month extension on their lease.

After discussion, it was

***Moved by Director Grimes and seconded by Director Viviano*** to receive the Treasurer's Report as presented. Motion approved and carried 2-0.

**OLD BUSINESS**

Chief Kaminski reported the Steering Committee met with Arch Images, Rick Rognan and Martin Ghafoori and will begin brainstorming meetings with the each shift after Thanksgiving. Their thoughts will then be taken back to the Steering Committee and Arch Images to begin working on costs analysis.

Chief Steitz discussed moving the December 26, 2018 meeting to December 28, 2018 at 4 p.m. The Board agreed.

Fire Marshal Thiemann updated the Board on the status of the Stratford Inn. He noted they were down to four (4) rooms which are all employees.

**NEW BUSINESS**

Chief Steitz presented the Directors with a breakdown of Director's fees for 2018. A copy of which is attached hereto and made a part hereof these minutes.

**CHIEF'S REPORT**

Deputy Chief McCarthy updated the Board on the upcoming roll out of Pulse Point and the media push. He indicated most agencies have helped with the cost and will participate. DC McCarthy thanked Doug Ruse for his assistance in getting this off the ground. He noted Central County has been great to work with and the program will cover most of St. Louis County.

Chief Steitz presented the Central County 911 contract for signature. He noted there is minimal increases on years three (3) and five (5) with the District having to cover the costs of any radios.

**Fenton Fire Protection District**

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

**November 14, 2018**

Page 4 of 5

---

Chief Steitz advised the Board that C Crew participated in the birth of a child.

Chief Steitz further advised the Board that Ben Schwable's swearing in ceremony for Captain would be following the meeting. He further advised the Board that Tim Buehne and Dan Sutton had requested short extensions to get them to retirement. Buehne would be March 1, 2019 and Sutton would be September 1, 2019. The Board approved the extensions.

Chief Steitz advised that he and Fire Marshal Thiemann met with a prospective construction manager for the upcoming projects and the cost would be \$700,000. He advised that Fire Marshal Thiemann has considerable construction experience and is capable of managing the projects. Legal Counsel advised Fire Marshal Cuddihee in Wentzville managed their projects and he could set up a meeting. Chief Steitz noted this would ultimately require the hiring of a part-time construction inspector and the position is in the budget.

**SHOP STEWARD'S REPORT**

Shop Steward Doug Ruse thanked the Board for all their support on Prop F. He noted the Shop knocked on over 9,000 doors.

Shop Steward Ruse further updated the Board that they will donate the proceeds from the Pink Shirt sale on December 10, 2019, 3:30 p.m. at the Lights of Love ceremony. He noted the proceeds were down this year but the Golf Tournament will help with the donation.

**NEXT MEETING DATE**

Wednesday, November 28, 2018 at 4:00 p.m.

There being no further public comment or further business, at 5:02 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021 (1), (2) and (3) RSMo. After discussion, it was

*Moved by Director Grimes and seconded by Director Viviano* to go into Closed Session for purposes of privileged communication, litigation and real estate pursuant to Section 610.021(1), (2) and (3) RSMo. Motion approved and carried 2-0, Viviano – yea, Grimes – yeA.

At 5:06 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

**Fenton Fire Protection District**

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

**October 10, 2018**

Page 5 of 5

---

**ADJOURNMENT**

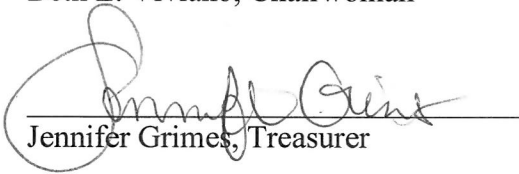
There being no further business before the Board of Directors, at 5:07 p.m., it was

*Moved by Director Grimes, and seconded by Director Viviano* to adjourn the meeting.  
Motion approved and carried 2-0.

Respectfully submitted and attested to by,



Beth L. Viviano, Chairwoman



Jennifer Grimes, Treasurer

---

Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**November 28, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, November 28, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascheman (via telephone)

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Rick Rognan	District Accountant

**APPROVAL OF THE MINUTES**

The minutes from the regular and closed meetings held November 14, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascheman* to approve the minutes of the regular and closed meetings held November 14, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$321,887.18. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was



**Fenton Fire Protection District**

*Meeting of the Board of Directors*

**November 28, 2018**

Page 2 of 5

---

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

**TREASURER'S REPORT**

Chief Steitz presented the Board with the Treasurer's Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 11/14/18</u>	<u>Balance as of 11/28/18</u>
General	\$4,301,701.15	\$3,944,734.88
Ambulance	\$1,575,301.36	\$1,378,486.83
Dispatch	\$290,136.39	\$279,766.71
Pension	\$2,824.73	\$2,824.73
HRA	\$5,581.77	\$2,994.90
FSA	\$3,469.18	\$5,103.11

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski updated the Board on the various committee meetings. She indicated the plan is to keep all current committees in tact and work with the Steering Committee on total plan designs. In other words, if the issue is fitness the Fitness Committee will consider the issue and report their findings to the Steering Committee.

**Fenton Fire Protection District**  
*Meeting of the Board of Directors*

**November 28, 2018**

Page 3 of 5

---

**NEW BUSINESS**

Mr. Rognan presented the Financial Report and Statements as of October 31, 2018. He indicated that with timing items the District used 83.36% of the general fund budget, or was 0.06% over budget year to date, or \$4,927.00; and 75.45% of the ambulance fund budget, or was (7.85%) under budget year to date, or (\$242,883.00). Mr. Rognan noted that revenue components for 2018 have not been met for the first ten (10) months compared to budget.

Mr. Rognan indicated that for the ten (10) month period year versus last year, the District had \$2,508,888.00, or 37.30% more in tax revenue and miscellaneous and bond refinancing income. The District had revenues over expenditures in the amount of \$989,335.00. The District has a reserve of 6.76 months compared to 4.85 last year.

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

*Moved by Director Grimes, and seconded by Director Ascherman* to accept and approve the report and financial statements of the District as of October 31, 2018. Motion approved and unanimously carried 3-0.

Chief Steitz presented the preliminary budget for 2019. Utilizing the 70/30 split there are projected revenues of \$14,543,478.00. The projected total income is \$15,503,678 with projected operating expenses of \$15,072,594.00. The projected surplus for 2019 is \$431,084.00. A copy of the budget reports is attached hereto and made a part hereof.

Chief Steitz next presented the St. Louis County Board of Elections 2019 calendar. He noted that Director Viviano's seat is up for election in 2019. As a result, the Board presented Resolution 18-03 calling for an election of a board of director on April 2, 2019. After discussion, it was

*Resolved by Director Grimes, and seconded by Director Ascherman* to approve Resolution 18-03 calling for an election of a Board of Director on April 2, 2019. Resolution approved and unanimously carried 3-0.

The Board next discussed the potential of renaming the District to better represent the community it serves versus just the city of Fenton. The Board believes the name should better

**Fenton Fire Protection District**

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

**November 28, 2018**

Page 4 of 5

---

reflect the nineteen (19) square miles it serves. Shop Steward Ruse said the Shop is officially meeting next week to discuss. The Board would like a decision by May 2019.

**CHIEF'S REPORT**

Chief Steitz reported on his meeting with Legal Counsel, Director Ascheman and representatives of US Capital Partners (formerly KP Development) regarding the potential land acquisition in Fenton Logistics Park. He indicated the meeting went well and the parties are planning to meet again in a few weeks.

Chief Steitz reminded the Board of the District's Christmas Party with Santa is Saturday, December 8, 2018, 11:30 a.m. -2:30 p.m. at Maritz.

Chief Steitz next reported on a structure fire on the Friday after Thanksgiving. He noted it was related to fireplace ashes and the District planned to run a public service announcement on its Facebook page.

**SHOP STEWARD'S REPORT**

Shop Steward Doug Ruse reminded the Board that they will donate the proceeds from the Pink Shirt sale on December 10, 2018, 3:30 p.m. at the Lights of Love ceremony. He also invited the Board to the Cookies with Santa on December 1, 2018, 9-11 a.m. at Station #1.

**NEXT MEETING DATE**

Wednesday, December 12, 2018 at 4:00 p.m.

There being no further public comment or further business, at 4:47 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021(9) RSMo. After discussion, it was

***Moved by Director Grimes and seconded by Director Viviano*** to go into Closed Session for purposes of contract negotiations to Section 610.021(9) RSMo. Motion approved and carried 3-0, Viviano – yea, Grimes – yea, Ascheman - yea.

**Fenton Fire Protection District**

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

**November 28, 2018**

Page 5 of 5

---

At 5:01 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

The Board announced the parties agreed to amend Article 20 of the Shop's labor agreement relating to the light duty policy.

**ADJOURNMENT**

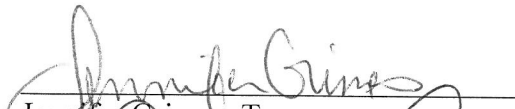
There being no further business before the Board of Directors, at 5:02 p.m., it was

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

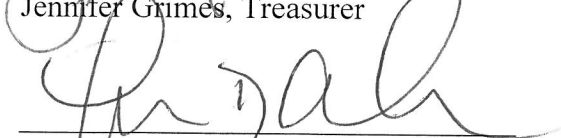
Respectfully submitted and attested to by,



Beth L. Viviano, Chairwoman



Jennifer Grimes, Treasurer



Tom Ascheman, Secretary

**Fenton Fire Protection District**

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

**December 12, 2018**

Page 1 of 5

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Wednesday, December 12, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascherman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Aaron Schlipman	Fund Pension Consultant
Tom Meyer	Pension Trustee
Joe Boushard	Assistant Shop Steward
Rick Rognan	District Accountant

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

**APPROVAL OF THE MINUTES**

The minutes from the regular meeting held November 28, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascherman* to approve the minutes of the regular meeting held November 28, 2018. Motion approved and unanimously carried 3-0.

Fenton Fire Protection District

Meeting of the Board of Directors

December 12, 2018

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$208,824.67. The list of bills is attached hereto and made a part hereof the minutes to the meeting. After discussion, it was

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

**TREASURER’S REPORT**

Chief Steitz presented the Board with the Treasurer’s Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 11/28/18</u>	<u>Balance as of 12/12/18</u>
General	\$4,137,241.72	\$4,931,344.86
Ambulance	\$1,507,006.89	\$1,662,822.99
Dispatch	\$282,767.26	\$339,691.25
Pension	\$2,824.73	\$125,402.99
HRA	\$2,994.90	\$8,417.42
FSA	\$5,103.11	\$5,850.70

After discussion, it was

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

**NEW BUSINESS**

**PENSION CONSULTANT REPORT**

Aaron Schlipman, with Lockton Investment Advisors, LLC, was present at the meeting. Mr. Schlipman gave the Board an in-depth overview on the state of the economy and then presented the investment review for the third quarter 2018. Fund balance as of September 30,

**Fenton Fire Protection District**

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

**December 12, 2018**

Page 3 of 5

---

2018 was \$31,849,801.00 beginning balance was \$31,793,333.00 with employer contributions of \$0.00, quarterly earnings of \$1,914.00 and benefits paid of (\$932,282.00). The Fund outperformed the benchmark 3.11% versus 2.99% for the second quarter. Mr. Schlipman noted Victory Munder remained on the watch list and will continue for another few quarters, as the Firm's policy is to allow managers to remain on the watch list for six (6) quarters. He stated they might be following the wrong benchmark. Mr. Schlipman also stated that American Beacon is also on the watch list because it is a Fund that is over weighted in energy and they do not think it will rebound quickly.

Mr. Schlipman was thanked for his time and excused from the meeting.

**ACCOUNTANT'S REPORT**

Mr. Rognan presented the Financial Report and Statements as of November 30, 2018. He indicated that with timing items the District used 83.33% of the general fund budget, or was (8.27 %) under budget year to date, or (\$679,098.00); and 84.48% of the ambulance fund budget, or was (7.12%) under budget year to date, or (\$220,296.00).

Mr. Rognan indicated that for the eleven (11) month period year versus last year, the District had \$3,190,560.00, or 61.61% more in tax revenue, miscellaneous income and financing of loan proceeds in the negative for a total of \$2,177,458.00 total revenues. The District had revenues over expenditures in the amount of \$2,065,446.00. The District has a reserve of 6.23 months versus 5.42 last year.

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

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

Chief Steitz next presented the Board with a proclamation for Deputy Chief Tim Buehne who will be retiring January 11, 2019.

**Fenton Fire Protection District**

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

**December 12, 2018**

Page 4 of 5

---

**OLD BUSINESS**

Chief Kaminski reported the brainstorming meetings with the crews are completed and the ideas will now be sent back to the Steering Committee, which will be meeting with Arch Images on Friday. Chief Kaminski further stated the plan is to bring the Citizens Advisory Committee back in early January 2019 to review the status of the District's plans

Chief Steitz next discussed the Budget process and presented the revised budget. He noted the capitol expenditures that could now be paid with bond proceeds had been removed. Chief Steitz noted that was just below \$1,000,000.00. He advised there were no other significant changes.

Chairwoman Viviano indicated she would like to hold approving the budget until the December 28, 2018 meeting.

**CHIEF'S REPORT**

Chief Steitz advised the Board on various crew responses and four (4) structure fires. Two (2) were in District and two (2) were mutual aide.

Chief Steitz also reported on a water rescue in District last night on Highway 44 and Lindbergh. He noted the driver of the vehicle went into cardiac arrest and went off the highway into a pond. The driver and passenger were rescued. Chief Steitz is going to recommend a Unit Citation to the Fire Chief's Association and he plans to award accommodations from his office as well.

Chief Steitz next reported the Pulse Point Media event goes live tomorrow at Central County.

Chief Steitz also reported the District's Christmas Party was a huge success with over 115 people in attendance.

**SHOP STEWARD'S REPORT**

Joe Boushard reported the Community Outreach now has the information of the third family they will be adopting. He noted they will begin shopping for these families soon.



**Fenton Fire Protection District**

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

**December 12, 2018**

Page 5 of 5

---

**NEXT MEETING DATE**

Friday, December 28, 2018 at 4:00 p.m.


**ADJOURNMENT**

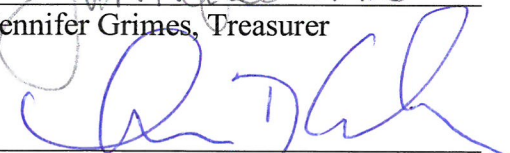
There being no further business before the Board of Directors, at 5:15 p.m., it was

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

Respectfully submitted and attested to by,

  
\_\_\_\_\_  
Beth L. Viviano, Chairwoman

  
\_\_\_\_\_  
Jennifer Grimes, Treasurer

  
\_\_\_\_\_  
Tom Ascherman, Secretary

**Fenton Fire Protection District**

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

**December 28, 2018**

Page 1 of 4

---

A meeting of the Board of Directors of the Fenton Fire Protection District (hereinafter called the "District") was held on Friday, December 28, 2018, at the Fenton Fire Protection District, 845 Gregory Lane, Fenton, Missouri 63026.

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

**ROLL CALL:**

The following Directors answered Roll Call:

Beth L. Viviano  
Jennifer Grimes  
Tom Ascherman

Also present was:

Chief Tom Steitz	District Fire Chief
Romona Kaminski	District Assistant Chief
Daniel McLaughlin	District Legal Counsel
Joe Boushard	Assistant Shop Steward

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 December 12, 2018 were presented and it was

*Moved by Director Grimes, and seconded by Director Ascherman* to approve the minutes of the regular meeting held December 12, 2018. Motion approved and unanimously carried 3-0.

**APPROVAL OF BILLS**

Chief Steitz presented the Board with the bills for review and payment, which totaled \$428,058.11. The list of bills is attached hereto and made a part hereof of the minutes to the meeting. After discussion, it was

**Fenton Fire Protection District**

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

**December 28, 2018**

Page 2 of 4

---

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

**TREASURER’S REPORT**

Chief Steitz presented the Board with the Treasurer’s Report on balances of account, deposits, payments and transfers for the General, Ambulance, Dispatch, Pension, HRA and FSA Funds. Balances since last meeting are:

Reliance

<u>Fund</u>	<u>Balance as of 12/12/18</u>	<u>Balance as of 12/28/18</u>
General	\$5,019,936.12	\$5,503,006.86
Ambulance	\$1,773,536.56	\$1,841,506.96
Dispatch	\$343,574.10	\$401,109.63
Pension	\$125,402.99	\$249,770.94
HRA	\$8,417.42	\$5,417.42
FSA	\$5,850.70	\$9,674.05

After discussion, it was

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

**OLD BUSINESS**

Chief Kaminski reported there will begin to be bi-weekly planning meetings as well as a meeting with Arch Images beginning January 4, 2019 looking at needs versus wants.

Chief Steitz reported he continues to work with KD Development on the Fenton Logistics property.

**NEW BUSINESS**

Chief Steitz presented the 2019 Post-BOE Operating Budget based upon a 70/30 allocation.

**Fenton Fire Protection District**

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

**December 28, 2018**

Page 3 of 4

---

He noted total projected tax levy, based upon a 95% collection rate, would be \$13,152,478.00. With additional tax revenue and miscellaneous income the total projected income is \$15,503,678.00. Projected expenses are estimated to be \$15,356,594.00 for a projected surplus of \$147,084.00. After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to approve the 2019 Post-BOE Operating Budget. Motion approved and unanimously carried 3-0.

Chief Steitz next presented Financial Management Polices drafted by Stifel and approved by Legal Counsel was presented for review. Said polices will be effective in the bond rating call. After discussion, it was

***Moved by Director Grimes, and seconded by Director Ascheman*** to adopt the Fenton Protection District Financial Management Polices. Motion approved and unanimously carried 3-0.

Chief Steitz next presented the proposed 2019 Capital Budget for review. A copy of said proposed budget is attached hereto and made a part hereof these minutes.

**CHIEF'S REPORT**

Chief Steitz advised the Board on various crew vehicle rescues and two (2) structure fires.

Chief Steitz next discussed the need for two (2) new staff vehicles that were budgeted for in the 2019 operating budget. He noted they would be considered capital expenses so they would be reimbursable expenses to the general fund. Director Ascheman indicated before the RFP process is started he would like to see a listing of all vehicles owned by the District.

**SHOP STEWARD'S REPORT**

Joe Boushard reported on the presentation of gifts to the four (4) families adopted by Community Outreach. Discussion ensued over the Shop's continued communication with these adopted families to gauge whether any continued support is needed.

**Fenton Fire Protection District**

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

**December 28, 2018**

Page 4 of 4

---

**NEXT MEETING DATE**

Wednesday, January 9, 2019 at 4:00 p.m.

There being no further public comment or further business, at 4:51 p.m. a motion was made to suspend the regular meeting for purposes of going into Closed Session pursuant to Section 610.021(3) RSMo. After discussion, it was

***Moved by Director Grimes and seconded by Director Viviano*** to go into Closed Session for purposes of hiring and personnel to Section 610.021(3) RSMo. Motion approved and carried 3-0, Viviano – yea, Grimes – yea, Ascheman - yea.

At 5:00 p.m., Director Grimes moved to reopen the regular meeting of the Fenton Fire Protection District Board of Directors.

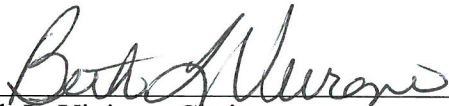
The Board announced the hiring of Keith Menning as part-time construction inspector.

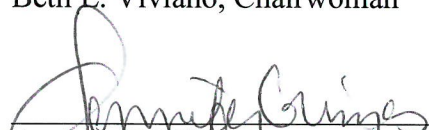
**ADJOURNMENT**

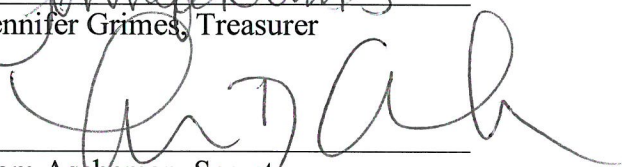
There being no further business before the Board of Directors, at 5:01 p.m., it was

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

Respectfully submitted and attested to by,

  
Beth L. Viviano, Chairwoman

  
Jennifer Grimes, Treasurer

  
Tom Ascheman, Secretary