

**Wright City Fire Protection District**

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

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

www.wrightcityfire.com

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

WARREN COUNTY, STATE OF MISSOURI

January 9, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on January 9, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - absent

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Visitors

Captain Mike Holtmeier

Captain Mike Combs

Acting Fire Marshal Josh Riebe

FF Justin Mosher

FF Scot Gibson

FF Kevin Hakenewerth

**Call to Order**

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

**Amendments to the January 9, 2014 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for January 9, 2014

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for January 9, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of December 12, 2013 Board Meeting and December 16, 2013 Special Meeting**

Director Mike Schriener moved for approval of the open minutes of December 12, 2013 Board Meeting and December 16, 2013 Special Meeting. This was seconded by Director Larry Zuhone.

“RESOLVED that the Minutes of the December 12, 2013 Board Meeting and December 16, 2013 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for January 9, 2014 for payment. This motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from January 9, 2014**

Cash Balance as of end of December 2013 is $519,788.84

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $32,067.80 |
| Payroll Account (First State Community Bank) 0.00% | 27,648.25 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,072.79 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $519,788.84 |

Reports

1. Attached is the report for December 2013 Profit & Loss as compared to December budget.
2. Attached is the report for December 2013 YTD Profit & Loss as compared to December YTD budget.
3. Attached is the Balance Sheet for end of December, 2013. Note the balance sheet shows a balance of $591,907.51 which includes 2014 taxes paid by Warren county $65,920.51 and Lincoln County $6,198.16 for a total of $ 72,118.67. These adjustments bring the EOY balance sheet down to $519,788.84. This the amount of money we have in reserves as of EOY 2013.

Comments on Financial Reports

1. Income in December was $21,241 due to back taxes and a $10,000 check from Warren County. This a check for prior years taxes we never received.
2. Expenditures in December were $70,446.44, which was $6,876 above budget. $1,667 was not placed in the Capital Outlay Account.
   1. Administrative expenses were $8054 below budget. Due to a LOSAP payment budgeted for $7,800 in April and the budget was not corrected to reflect it.
   2. Capital expenses were $831 above budget. Deposit of $1,667 was not made to reserve account. If this transfer would have been made then Capital Expenses would have been $2,498 above budget. The major expenditure was an unbudgeted IT expense of $3,484
   3. Maintenance expenses were $327 below budget.
   4. Utility expenses were $503 below budget.
   5. Training expenses were $569 above budget due to registration expenses
   6. Other expenses were $2,341 above budget due to second banquet in the year not budgeted.
   7. Personnel expenses were $12,345.above budget due to the pay for vacation being made late in the year and not budgeted.
3. Income for 2013 December YTD was $827,547 vs. a YTD budget of $784,130 which is $43,411.44 above budget. Annual income budget is $784,130. As a reference point, income for 2011 was $793,961, 2012 was $800,135, and 2013 was $827,547.
4. Expenses for 2013 December YTD were **$790,960 which is $6,831 above budget or $26,831 above budget if budgeted money of $20,000 is moved to Capital Outlay Reserve account.**  The **above** YTD budget categories were Capital Expenditures $10,565, Training & Education $936, Other $700, and Salary $10,765. The **below** YTD budget categories were Administrative Expenditures $10,273, Maintenance Expenditures $2,417, Utilities Expenditures $6,157.
5. In 2014 there is not a budget for reserves therefore the flexibility on unbudgeted spending is reduced.
6. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
7. Balance in the reserve account EOM December 2013 is $519,789. This is 66% of $784,130 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.
8. In January or February Move $59,717 from either General Operating or a combination of General Operating and Payroll to the Capital Outlay Account. This will bring the total $400,000 CD and Capitol Account to $519,789.

RESOLUTION

ADOPTION OF THE TREAURER’S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors January 9, 2014, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Volunteer Handbook**

A motion was made by Director Larry Zuhone to adopt the volunteer handbook. This motion was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Local 2665**

* Membership voted to go Union 6/6
* Membership is in the 30-day cool off period

**Strategic Planning – Town Hall Meeting**

* February 24, 2014 @ 7:00 p.m.
* Heiliger Building

**Set Workshop Date for 2014 Goals**

* January 30, 2014 @ 6:00 p.m.

**Amend 2014 Budget to reflect changes**

A motion was made by Director Larry Zuhone to amend and adopt the 2014 budget to reflect scrivener error. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**New Business**

**Adopt resolution to amend 2013 budget**

A motion was made by Director Larry Zuhone to adopt the resolution to amend the 2013 budget. This motion was seconded Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Reserve Funds**

* Move to next Board Meeting

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* None

**Closed Session**

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

* Approve Closed Session Minutes December 12, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Mike Schriener to move into closed session at 1640. This motion was seconded by Director Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

A motion was made by Director Larry Zuhone to move out of closed session at 1732. This motion was seconded by Director Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1733 (5:33 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

February 13, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on February 13, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Administrative Assistant Kimberly Arbuthnot

Visitors

Attorney Frank Vatterott

Union Attorney Bob Stewart

Captain Mike Holtmeier

Captain Mike Combs

Captain John Lacaillade

Acting Fire Marshal Josh Riebe

FF Kevin Hakenewerth

**Call to Order**

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

**Amendments to the February 13, 2014 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for February 13, 2014

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for February 13, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Approve Closed Session Minutes January 9, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Larry Zuhone to move into closed session at 1601. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Director Larry Zuhone to move out of closed session at 1650. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of January 9, 2014 Board Meeting, January 30, 2014 Workshop Minutes and February 3, 2014 Special Meeting**

Director Larry Zuhone moved for approval of the open minutes of January 9, 2014 Board Meeting, amended January 30, 2014 Workshop Minutes and February 3, 2014 Special Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the January 9, 2014 Board Meeting, amended January 30, 2014 Workshop Minutes and February 3, 2014 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for February 13, 2014 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from February 13, 2014**

Cash Balance as of end of January 2013 is $1,170,290.69

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $690,652.15 |
| Payroll Account (First State Community Bank) 0.00% | 19,563.20 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,075.34 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $1,170,290.69 |

Reports

1. Attached is the report for January 2013 Profit & Loss as compared to January budget.
2. Attached is the Balance Sheet for end of January, 2013.

Comments on Financial Reports

1. Money in the amount of $59,716.05 needs to be moved from Operating account to Capital Outlay. This brings the balance in that account to $519,788.84 December 31, 2013. The interest in January in the Capital Outlay account was $7.54.
2. Income in January was $59826 vs a budget $710,380 from Warrenton County and from Lincoln .County $48,492 vs a budget of 61,058.
3. Expenditures in January were $70,667. Comparison to budget is not possible since some of the monthly splits have not been made
   1. Maintenance expenses were $1000 above budget. Due to brakes on 9714 and salt purchases
   2. Utility expenses were $584 above budget due to Natural gas and internet charges.
   3. Training expenses were $149 below
   4. Personnel expenses have not been split out on a monthly basis
4. In 2014 there is not a budget for reserves therefore the **flexibility** **on unbudgeted spending is greatly reduced.**
5. After the monthly budget splits have been made I will propose amount of funds that can be invested in short term CD”s.
6. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | ????? | 401,208 |  |
| 2010 | 768,844 | 399,496 | 52.00% |
| 2011 | 761,550 | 395,930 | 52.00% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 791,966 | 444,700 | 56.15% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of year 2013 is $519,789. This is 64.57% of $804,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.
2. I may not be able to submit the monthly budget report for February as I will be in the Antarctica. I am not sure if they will have available internet connections. If I can find connections I will submit the budget report.

RESOLUTION

ADOPTION OF THE TREAURER’S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors February 13, 2014, is hereby accepted, with the exception of item 4. “In 2014 there is not a budget for reserves therefore the **flexibility** **on unbudgeted spending is greatly reduced”** subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Strategic Planning - Town Hall Meeting**

* Marketing Postcards
* Target Voters
* Town Hall Meeting – Wednesday April 16, 2014 @ 7:00 pm (Light Snacks) - Heiliger Building
* Discussion Questions to Chairman Keith Thompson by Thursday, February 20, 2014

**Service Fee Guideline**

* Still in Discussion
* Add to Agenda for June Board Meeting

**New Business**

**House Bill 533**

* Fire Chief Conceal and Carry

**Old Business**

**Reserve Funds**

A motion was made by Director Mike Schriener to void check number 12304 for $59,716.05 to be moved to capital outlay account. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**New Business**

**ISO**

* Discussion
* 6 to 4 / 9 to 8B

**Adopt Commerce Bank Resolution**A motion was made to adopt the amended 2014 Commerce Bank Resolution by Director Larry Zuhone. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* None

**Adjourn**

Motion made to adjourn the meeting at 1755 (5:55 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

February 3, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on February 3, 2014 at 1830 hours (6:30 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Office Manager Melissa Sullivan

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

**Call to Order**

A quorum being present, Chairman Keith Thompson called the meeting to order at 1835 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Amendments to the February 3, 2014 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for February 3, 2014.

Director Rudy Jovanovic made the motion to adopt the agenda. This motion was seconded by Director Mike Schriener. The Tentative Agenda for February 3, 2014 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Closed Session**

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

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Mike Schriener to move into closed session. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Discussed applications for Office Managers position:**

1. 22 applicants
2. 21 interviews
3. I applicants stood out from the rest

A motion was made by Director Dan West to hire Kimberly Arbuthnot as the Administrative Assistant. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

Discussed IAFF 2665

**Open Session**

A motion was made to move back into open session at 1919 by Director Mike Schriener. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1920 (7:20 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Mike Schriener, Director



**Wright City Fire Protection District**

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

WARREN COUNTY, STATE OF MISSOURI

March 13, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on March 13, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Mike Combs

Acting Fire Marshal Josh Riebe

Andy Klein

Dave Schmidt

**Call to Order**

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

**Amendments to the March 13, 2014 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for March 13, 2014

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Secretary Rudy Jovanovic. The agenda for March 13, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of February 13, 2014 Board Meeting, and February 27, 2014 Special Meeting**

Secretary Rudy Jovanovic moved for approval of the open minutes of February 13, 2014 Board Meeting, and February 27, 2014 Special Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the February 13, 2014 Board Meeting, and February 27, 2014 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Larry Zuhone made a motion to approve the bills for March 13, 2014 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from March 13, 2014**

No report was available. Postponed to April 10, 2014 meeting.

**Public Comments**

* Dave Schmidt – Discussion of Local 2665, Budget for Legal Fees, Omitted position.

**Old Business**

**Strategic Planning - Town Hall Meeting**

* Marketing Postcards
* Target Voters (list of voters by Chairman Keith Thompson)
* Town Hall Meeting – Wednesday April 16, 2014 @ 7:00 pm (Light Snacks) - Heiliger Building
* Attendees to RSVP to Kim Arbuthnot
* Minimum of 30 in attendance
* Maximum of 49

**Reserve Funds**

* Chief Ron MacKnight to get answers from Auditors concerning Capital Outlay account, % of Reserve Funds is acceptable, and a healthy amount to have on hand.

**New Business**

**Award Mowing Bid**

A motion was made by Director Larry Zuhone to award the mowing bid to Absolute Lawn Perfection pending on them holding Workman’s Compensation on their employees. Just in Time would receive the second award should it be necessary. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* No report submitted

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Approve Closed Session Minutes February 27, 2014
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1628. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanovic to move out of closed session at 1651. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1652. Motion was made by Director Larry Zuhone and was seconded by Mike Schreiner. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

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

WARREN COUNTY, STATE OF MISSOURI

April 10, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on April 10, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Administrative Assistant Kimberly Arbuthnot

Visitors

Acting Fire Marshal Josh Riebe

FF Justin Mosher

FF Matt Sleet

Captain John Lacaillade

**Call to Order**

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

**Amendments to the April 10, 2014 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for April 10, 2014

Secretary Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Treasurer Dan West. The agenda for April 10, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of March 13, 2014 Board Meeting**

Director Larry Zuhone moved for approval of the open minutes of March 13, 2014. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the March 13, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schreiner made a motion to approve the bills for April 10, 2014 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from April 10, 2014**

Cash Balance as of end of March 2014 is $941,036.57

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $455,324.37 |
| Payroll Account (First State Community Bank) 0.00% | 24,831.97 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,077.64 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,802.59 |
|  |  |
| TOTAL | $941,036.57 |

Financial Reports

1. Attached is the report for March 2014 Profit & Loss as compared to March budget.
2. Attached is the Balance Sheet for end of March, 2014.

Comments on Financial Reports

1. Money in the amount of $59,717 needs to be moved from Operating account to Capital Outlay. A $100,000 one year CD will be purchased if approved by the board. This will leave $19,795 cash in the Capital Outlay checking account for emergencies. Also a portion of the CD’s can be cashed with 3 month interest penalty on money cashed out. A 4 month $150,000 CD needs to be purchased out of the General Operating account. The budget for the last three months of the year is $154,000.
2. Income in March was $20,911 vs a budget $65,335 Both Warren and Lincoln counties were below budget. It is expected to be made up later in the year.
3. Expenditures in March were $103,129 vs a budget $79,251
   1. Administrative Expenses were $11,830 above budget due to attorney fees and workers compensation insurance.
   2. Capital Expenses were above budget $2,382 due to hose and appliances purchase.
   3. Maintenance expenses were $3,411 above budget. Due to House 2 maintenance.
   4. Utility expenses were $770 above budget due to LPG purchase.
   5. Training expenses were $2,815 above budget
   6. Personnel expenses were $1,334 above budget due to insurance being above budget
4. Income for 2014 March YTD was $676,233 vs. a YTD budget of 903,110 which is $226,877 below budget.I think there is a problem with this number
5. Expenses for 2014 March YTD was 323,016 which is $207 below budget. All categories were on or near budget.
6. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | ????? | 401,208 |  |
| 2010 | 768,844 | 399,496 | 52.00% |
| 2011 | 761,550 | 395,930 | 52.00% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 791,966 | 444,700 | 56.15% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 March YTD is $520,598. This is 64.67% of $804,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.

**Public Comments**

* Director Larry Zuhone will put together a policy for the BOD to review.

**Old Business**

**ISO Update**

* Waiting for additional information

**Reserve Funds**

A motion was made by Treasurer Dan West to move $59,717 from General Operating Account to Capital Outlay to purchase a $100,000 one year CD, This motion was seconded by Secretary Rudy Jovanovic. Roll call as follows:

Rudy Jovanovic –nay

Larry Zuhone –nay

Keith Thompson –aye

Dan West – aye

Mike Schriener – nay

**New Business**

**Staff Evaluations**

Postponed to May

**Website Update**

* Ideas by BOD to be emailed to Deputy Chief Cohoon
* Continued to May

**CD’s & CD Investing**

A motion was made by Director Larry Zuhone to take $150,000 out of General Operating and move to CD at best interest rate available. This motion was seconded by Treasurer Dan West. Roll call as follows:

Rudy Jovanovic –aye

Larry Zuhone –aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* No report submitted

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Approve Closed Session Minutes March 13, 2014
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1645. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanovic to move out of closed session at 1651. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1712. Motion was made by Secretary Rudy Jovanovic and was seconded by Director Mike Schreiner. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Keith Thompson, President and Director

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

Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

April 16, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Diekroeger Park, Wil Heiliger Building,13410 Veterans Memorial Parkway , Wright City, Missouri 63390 on April 16, 2014 at 1900 hours (7:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Kimberly Arbuthnot, Administrative Assistant

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Guests

Captain John Lacaillade

FF Scot Gibson

FF Kevin Hakenewerth

FF Jewett Ellis

FF Keith Collier

Randy Lewis

Ron Scwartz

Bob Soderholm

Dave & Michelle Heiliger

Jim & Kathy Gaddy

Angie Craig

Andy Klein

Tom & JoAnn Stevenger

Rich McFall

Gary Barton

Dale Clausen

Cindy Lacaillade

Kathy Ellis

Mary Thompson

Pat Arbuthnot

Len Laws

Don Zuhone

Donna Forgy

**Discussion on Strategic Planning**

Respectively Submitted,

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

Kim Arbuthnot, Administrative Assistant

APPROVED:

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

Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

May 8, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on May 8, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

D/C Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Acting Fire Marshal Josh Riebe

FF Justin Mosher

FF Kevin Hakenewerth

FF Glenn Davis

Captain Mike Combs

Captain Mike Holtmeier

Captain John Lacaillade

Ann Davis

Nancy Hance

Andy Klein

**Call to Order**

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

**Amendments to the May 8, 2014 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for May 8, 2014

Secretary Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Larry Zuhone. The agenda for May 8, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of April 10, 2014 Board Meeting**

Treasure Dan West moved for approval of the open minutes of April 10, 2014. This was seconded by Secretary Rudy Jovanovic

.

“RESOLVED that the Minutes of the April 10, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Minutes of April 16, 2014 Special Meeting**

Treasure Dan West moved for approval of the minutes of April 16, 2014. This was seconded by Secretary Rudy Jovanovic

.

“RESOLVED that the Minutes of the April 16, 2014 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Treasurer Dan West made a motion to approve the bills for May 8, 2014 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from April 10, 2014**

Cash Balance as of end of April 2014 is $905,487.78

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $272472.25 |
| Payroll Account (First State Community Bank) 0.00% | 22,130.28 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,082.66 |
| CD @ American Bank Mature 2/18/15 (Res) 0.55% | 400,802.59 |
| CD @ American Bank 8/2014 (Gen Oper) 0.35% | 150,000.00 |
| TOTAL | $905,487.78 |

Financial Reports

1. Attached is the report for April 2014 Profit & Loss as compared to April budget.
2. Attached is the Balance Sheet for end of April, 2014.

Comments on Financial Reports

1. Money in the amount of $59,717 needs to be moved from Operating account to Capital Outlay. A $100,000 one year CD will be purchased if approved by the board. This will leave $19,800 cash in the Capital Outlay checking account for emergencies.
2. Income in April was $10,017 vs a budget $22,053The below budget performance was mainly because the surplus sale did not happen (Budget $21,000). Both Warren and Lincoln counties were below budget. It is expected to be made up later in the year.
3. Expenditures in April were $48,830 vs a budget $50,300
   1. Administrative Expenses were $673 below budget due to attorney fees.
   2. Capital Expenses were below budget $2,150 due to no monies being spent.
   3. Maintenance expenses were $6,846 below budget. Due lower than budgeted maintenance and fuel cost.
   4. Utility expenses were $1,591 above budget due to LPG purchase and internet charges
   5. Training expenses were $790 below budget due to major charges being made earlier in the year
   6. Personnel expenses were $5,150 above budget due to insurance being above budget as well as overtime
4. Income for 2014 April YTD was $631,780 vs. a YTD budget of 710,328 which is $78,547 below budget, This should be made up as back taxes are collected.
5. Expenses for 2014 April YTD was $368,840 which is $1,316 below budget. All categories were on or near budget.
6. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 April YTD is $520,602. This is 64.67% of $804,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.

RESOLUTION

ADOPTION OF THE TREAURER’S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors February 13, 2014, is hereby accepted, with the exception of item 4. “In 2014 there is not a budget for reserves therefore the **flexibility** **on unbudgeted spending is greatly reduced”** subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* Andy Klein wished to Thank Chief Ron MacKnight, D/C Harry Cohoon, and Acting Fire Marshal Josh Riebe for attending the Board of Trustees meeting at Incline Village on April 14, 2014. Since their visit the back gate has been disassembled.

**Old Business**

**ISO Update**

* Packets were prepared and a discussion was held on the current ratings and what improvements had been made and what we needed to work on.

**Reserve Funds**

A motion was made by Treasurer Dan West to move $59,717 from General Operating Account to Capital Outlay to purchase a $100,000 one year CD This will leave $19,800 cash in the Capital Outlay checking account for emergencies. This motion was seconded by Secretary Rudy Jovanovic. Roll call as follows:

Rudy Jovanovic –aye

Larry Zuhone –aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to use the remaining $19,800 in Capital Outlay account, thus closing Capital Outlay account, to put into a CD. This motion was seconded by Secretary Rudy Jovanovic. Roll call as follows:

Rudy Jovanovic –aye

Larry Zuhone –aye

Keith Thompson –nay

Dan West – nay

Mike Schriener – aye

**Staff Evaluations**

Postponed to July

**Website**

Chief Ron MacKnight explained to the BOD that this project would be completed by July’s BOD meeting.

**Strategic Planning**

Discussion of Town Hall Meeting, and BOD assessment of how it went.

Discussion of Hillbilly Heaven property with Nancy Hance of First State Community Bank and fire codes

Discussion of setting up additional meetings.

**New Business**

**Adjourn Old Board Members**

A motion was made at 1731 by Director Larry Zuhone to adjourn old BOD meeting. This motion was seconded by Treasurer Dan West. Roll call as follows:

Rudy Jovanovic –aye

Larry Zuhone –aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Swear in New Board Members**

Kim Arbuthnot swore in BOD member Dan West.

**Reorganize New Board**

Director Mike Schriener made a motion to appoint Director Larry Zuhone as Chairman of the Board of Directors. The vote was as follows:

Rudy Jovanovic – nay

Larry Zuhone – aye

Keith Thompson – aye

Dan West – nay

Mike Schriener – aye

Director Dan West made the motion to appoint Director Keith Thompson as Chairman of the Board of Directors. No vote was taken or needed.

Director Larry Zuhone is now Chairman of the Board of Directors.

Director Keith Thompson made a motion to appoint Rudy Jovanovic as Secretary of the Board of Directors. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

Director Rudy Jovanovic is now Secretary of the Board of Directors.

Director Mike Schreiner made the motion to appoint Director Dan West Treasurer of the Board. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

Director Dan West is now Treasurer of the Board of the Directors.

**Letter from Auditor**

Letter to BOD with instructions on audit being conducted on June 2 & 3, 2014

**Fire Corp**

Discussion of registration, sanctioning, workman’s comp liability. More information to follow.

**Payroll Checking Account**

A motion was made by Treasurer Dan West to close payroll checking account and combine with general operating. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**New Pumper**

Discussion of purchase of new pumper and the current state of 9714.

**New Command Vehicle**

A motion was made by Director Keith Thompson to purchase new 9700 command vehicle. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments Policy**

Discussion to keep everything as it has been.

**MAFPD**

Discussion: who will be in attendance? Larry Zuhone

**Maximum Payroll as % of Budget**

Discussion

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Approve Closed Session Minutes April 10, 2014
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Keith Thompson to move into closed session at 1825. This motion was seconded by Chairman Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schreiner to move out of closed session at 1857. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1858. Motion was made by Director Keith Thompson and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

June 12, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on June 12, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

D/C Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Acting Fire Marshal Josh Riebe

FF Kevin Hakenewerth

FF Jewett Ellis

Captain Mike Holtmeier

Andy Klein

Ralph Hellebush - Warren County Ambulance

Tim Flake – Warren County Ambulance

Kathy Ellis

**Call to Order**

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

**Amendments to the June 12, 2014 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for June 12, 2014

Directore Mike Schreiner made a motion to approve the agenda. This motion was seconded by Secretary Rudy Jovanovic. The agenda for June 12, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of May 8, 2014 Board Meeting**

Director Mike Schreiner moved for approval of the open minutes of May 8, 2014. This was seconded by Secretary Rudy Jovanovic

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“RESOLVED that the Minutes of the May 8, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schreiner made a motion to approve the bills for May 8, 2014 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –abstain

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from June 12, 2014**

Cash Balance as of end of May 2014 is $867,056.87

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $233,800.83 |
| Payroll Account (First State Community Bank) 0.00% | 22,368.24 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,085.21 |
| CD @ American Bank Mature 2/18/15 (Res) 0.55% | 400,802.59 |
| CD @ American Bank 8/2014 (Gen Oper) 0.35% | 150,000.00 |
| TOTAL | $867,056.87 |

Financial Reports

1. Attached is the report for May 2014 Profit & Loss as compared to May budget.
2. Attached is the report for May 2014 YTD Profit & Loss as compared to May YTD budget.
3. Attached is the Balance Sheet for end of May, 2014.

Comments on Financial Reports

1. Income in May was $7,065 vs a budget $1,053.
2. Expenditures in May were $45,523 vs a budget $51,000.
   1. Administrative Expenses were $4,628 below budget due to election fee not being charged yet.
   2. Capital Expenses were below budget $2,150 due to no monies being spent for the second month in a row.
   3. Maintenance expenses were $591 below budget. Due lower than budgeted maintenance and above budget fuel cost.
   4. Utility expenses were $504 above budget due to LPG purchase and internet charges
   5. Training expenses were $1,686 above budget due to major charges being budgeted earlier in the year
   6. Other expenses were $387 below budget
   7. Personnel expenses were $88 below budget.
3. Income for 2014 May YTD was $702,151 vs. a YTD budget of 797,653 which is $95,501 below budget, This should be made up as back taxes are collected.
4. Expenses for 2014 May YTD was $414,364 which is $4,161 below budget. All categories were on or near budget except training and utilities were above budget.
5. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 May YTD is $520,604. This is 64.67% of $804,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.
2. This report was submitted from the North Atlantic 800 miles south of Greenland and 750 miles east of Newfoundland near where the Titanic sank via satellite link to England and fiber optics to the USA right to Wright City Fire Protection District and Kim’s computer. Isn’t technology great?

Director Keith Thompson made a motion to amend the June 12, 2014 Treasurers Report, striking item 7 which reads**: 7) This report was submitted from the North Atlantic 800 miles south of Greenland and 750 miles east of Newfoundland near where the Titanic sank via satellite link to England and fiber optics to the USA right to Wright City Fire Protection District and Kim’s computer. Isn’t technology great?** This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

RESOLUTION

ADOPTION OF THE TREAURER’S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors June 12, 2014, striking item 7, This report was submitted from the North Atlantic 800 miles south of Greenland and 750 miles east of Newfoundland near where the Titanic sank via satellite link to England and fiber optics to the USA right to Wright City Fire Protection District and Kim’s computer. Isn’t technology great? is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

**Public Comments**

None

**Old Business**

**Strategic Planning**

Chief Ron MacKnight led a discussion of how he had reached out to faith based organizations in the community

**Review By-Laws**

Discussion led by Chairman Larry Zuhone

**New Business**

**MAFPD Training Course**

Discussion and decision to fill out individual applications and send to Kim to take care of registration ASAP.

**Adopt resolution to amend 2013 budget**

The auditor, Bruce Kummer advised of this: “The actual TOTAL CHARGES TO APPROPRIATIONS ($794,210.93) exceeds the Budgeted amount ($784,130.00). This is a violation of State Statute in that the District spent more in 2013 than was budgeted. I recommend that the Board approve an amendment to the 2013 budget in order to bring the District into compliance. I would suggest that the District amend:

Fire Act Grant reimbursement (expense) line-item to $10,000 (this is an increase in expense of $10,000)

Information Technology (expense) line-item to $18,000 (this is an increase in expense of $6,300)

Tax Revenue (income) line-item to $782,730.00 (this is an increase in revenue of $16,300)

This brings the budget in balance and the new TOTAL CHARGES TO APPROPRIATIONS amounts to $800,430.00 (in compliance with the State Statutes).

A motion was made by Director Keith Thompson to adopt the resolution to amend the 2013 budget per the auditors advice. This motion was seconded Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Board of Directors Credit Cards**

Discussion of keeping BOD credit cards in a general location and check in / out as necessary.

**WCFPD & Warren County Ambulance**

Discussion about the WCFPD running calls with the WC Ambulance. Ralph Hellebusch &Tim Flake answered questions concerning this subject. Andy Klein was asked to head up a “citizen’s committee” for the citizens that are concerned.

**Board of Directors Meeting Time**

A motion was made by Secretary Rudy Jovanovic to adopt the resolution to have the first month of each quarters meeting times be moved to 6:30. (January, April, July, October)This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – nay

Dan West – absent

Mike Schriener – aye

**Extending Public Comments Time**

Discussion to change Public Comments to 5 minutes vs 3 minutes. It was decided to leave as 3 minutes, and if needed, place on agenda.

**Fire Corp**

* Attached Report
* Discussion of status of Fire Corp

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* None submitted

**Association Report**

* None submitted

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Approve Closed Session Minutes April 10, 2014
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1645. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Director Keith Thompson to move out of closed session at 1650. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1652. Motion was made by Director Keith Thompson and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director



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www.wrightcityfire.com

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

WARREN COUNTY, STATE OF MISSOURI

July 10, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on July 10, 2014 at 1830. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

D/C Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Acting Fire Marshal Josh Riebe

FF Kevin Hakenewerth

FF Jewett Ellis

FF Scot Gibson

FF Jesse McCoy

Captain Mike Holtmeier

Captain Mike Combs

Captain John Lacaillade

Catherine Riebe

Kathy Ellis

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1830 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Amendments to the July 10, 2014 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for July 10, 2014

Treasurer Dan West made a motion to approve the agenda. This motion was seconded by Secretary Rudy Jovanovic. The agenda for July 10, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of June 12, 2014 Board Meeting**

Secretary Rudy Jovanovic moved for approval of the open minutes of June 12, 2014. This was seconded by Treasurer Dan West.

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“RESOLVED that the Minutes of the June 12, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schreiner made a motion to approve the bills for May 8, 2014 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – abstain

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from July 10, 2014**

Cash Balance as of end of June 2014 is $830,572.98

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $218,872.82 |
| Payroll Account (First State Community Bank) 0.00% | 809.89 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,087.68 |
| CD @ American Bank Mature 2/18/15 (Res) 0.55% | 400,802.59 |
| CD @ American Bank 8/2014 (Gen Oper) 0.35% | 150,000.00 |
| TOTAL | $830,572.98 |

Financial Reports

1. Attached is the report for June 2014 Profit & Loss as compared to June budget.
2. Attached is the report for June 2014 YTD Profit & Loss as compared to June YTD budget.
3. Attached is the Balance Sheet for end of June, 2014.

Comments on Financial Reports

1. Income in June was $3,765 vs a budget $1,053.
   1. Permit fees were $2,425 above budget
   2. There was an unbudgeted PR donation of $500 from Nike
2. Expenditures in June were $48,023 vs a budget $45,500.
   1. Administrative Expenses were $1,125 over budget due to Attorney fees ($302) and Work Comp audit ($1,021),
   2. Capital Expenses were above budget $4,715 due to new rugs.
   3. Maintenance expenses were $470 below budget. Due lower than budgeted maintenance and above budget fuel cost.
   4. Utility expenses were $491 below budget due to Ameren billing at the end of May and the beginning of July.
   5. Training expenses were $873 below budget
   6. Other expenses were $500 below budget
   7. Personnel expenses were $981 below budget. There was no overtime for the month.
3. Income for 2014 June YTD was $778,034 ($705,916 YTD in 2014 plus $72,118 in 2013) vs. a YTD budget of 798,706 which is $20,672 below YTD budget or $31,962 below annual budget.
4. Expenses for 2014 June YTD was $462,367 which is $1,649 below budget. All categories were on or near budget except training and utilities were above budget.
5. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 June YTD is $520,606. This is 64.67% of $809,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.

RESOLUTION

ADOPTION OF THE TREAURER’S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors July 10, 2014, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

None

**Old Business**

**Strategic Planning**

Chief Ron MacKnight led a discussion of how he had reached out to faith based organizations in the community. Reverend Joe Purl of Wright City Church of the Nazarene is looking at a time that we can introduce our Town Hall discussion to his congregation.

Workshop was set for July 24, 2014 at 1830 to refocus the mission and vision.

**MAFPD Training Course**

Registration process to be completed.

**WCFPD & Warren County Ambulance**

Continued to August.

**New Business**

**IAFF 2665 WCFPD shop report**

Discussion of the status of contract. Continue to Old Business for August.

**Tax Prop**

Discussion of needs vs wants. Continue to Old Business for August.

**Set Tax Rate Hearing**

Director Mike Schreiner made a motion to approve the resolution to hold the Public Hearing on the tax rate on August 26, 2014 at 1600. This motion was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Residency Requirements**

Treasurer Dan West made a motion to change the residency requirements to within a 5 mile road radius of the WCFPD. This motion was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – nay

Keith Thompson –aye

Dan West – aye

Mike Schriener – nay

**Fire Corp**

* Attached Report
* Discussion of status of Fire Corp

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

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

* Approve Closed Session Minutes June 12, 2014
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Director Mike Schriener to move into closed session at 1905. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Keith Thompson to move out of closed session at 1922. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1923. Motion was made by Secretary Rudy Jovanovic and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

August 14, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on August 14, 2014 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - absent

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

D/C Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Acting Fire Marshal Josh Riebe

FF Kevin Hakenewerth

FF Scot Gibson

FF Jesse McCoy

Captain Mike Holtmeier

Captain Mike Combs

Andy Klein

**Call to Order**

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

**Amendments to the August 14, 2014 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for August 14, 2014

Treasurer Dan West made a motion to approve the agenda. This motion was seconded by Secretary Rudy Jovanovic. The agenda for August 14, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Approval of the Open Minutes of July 10, 2014 Board Meeting**

Treasurer Dan West moved for approval of the open minutes of July 10, 2014. This was seconded by Director Keith Thompson.

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“RESOLVED that the Minutes of the July 10, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Approve Bills for Payment**

Secretary Rudy Jovanovic made a motion to approve the bills for August 14, 2014 for payment. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Approve & Adopt Treasurer’s Report from August 14, 2014**

Cash Balance as of end of July 2014 is $777,100.57

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $106,493.30 |
| CD @ American Bank 8/2014 (Gen Operating) 0.35% | 150,000.00 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 100,000.00 |
| CD @ American Bank Mature 2/18/15 (Reserve) 0.55% | 400,802.59 |
| TOTAL | $777,100.57 |

Financial Reports

1. Attached is the report for July 2014 Profit & Loss as compared to July budget.
2. Attached is the report for July 2014 YTD Profit & Loss as compared to July YTD budget.
3. Attached is the Balance Sheet for end of July, 2014.

Comments on Financial Reports

1. Income in July was $14,217 vs a budget $1,053.
   1. Permit fees were $626 above budget
   2. Tax revenue of $12,758 was received from Warren county
2. Expenditures in July were $53,462 vs a budget $50,104.
   1. Administrative Expenses were $102 over budget
   2. Capital Expenses were below budget $1,013
   3. Maintenance expenses were $4,815 above budget. Due to replacement of the turbo and electrical check maintenance on 9714
   4. Utility expenses were $97 above budget
   5. Training expenses were $43 above budget
   6. Other expenses were $95 below budget
   7. Personnel expenses were $854 below budget. Overtime expenses were $178.
3. Income for 2014 July YTD was $792,251 ($720,133 YTD in 2014 plus $72,118 in 2013) vs. a YTD budget of 799,759 which is $7,508 below YTD budget or $17,735 below annual budget.
4. Expenses for 2014 July YTD was $515,865 which is $6,535 above budget.
   1. Administrative expenses were $8,448 above budget due above budget of Attorney fees $4,408 and Work Comp audit $8,169.
   2. Utilities were $4,080 above budget due to annual propane purchase.
   3. Training was $$2,409 above budget.
   4. All other categories were at or below budget
5. The three banks in town were asked to bid on a one year $119,805 collateralized CD. FMB was contacted twice and they refused to bid, FSB bid 0.2% and American Bank bid 0.65%. The bid was awarded to American Bank
6. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 July YTD is $520,606. This is 64.67% of $809,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.

RESOLUTION

ADOPTION OF THE TREAURER’S REPORT OF THE WRIGHT CITY FIRE PROTECTION DISTRICT

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors August 14, 2014, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – absent

**Public Comments**

None

**Old Business**

**Strategic Planning**

Chief Ron MacKnight led a discussion of how he had reached out to faith based organizations in the community. Reverend Joe Purl of Wright City Church of the Nazarene has allowed Chief MacKnight to come in and do a presentation on August 24, 2014.

**WCFPD & Warren County Ambulance**

Agreed to strike from agenda.

**New Business**

**Medical Director & Procedures**

Will begin conversations with Frank on liability issues in Warren County.

Need to check into coverage with Lincoln County and if we have procedures in place.

**Negotiation Team**

The negotiation team has been set with Director Keith Thompson, President Larry Zuhone, Secretary Rudy Jovanovic, and Chief Ron MacKnight. A tentative date of August 28, 2014 at 1830 at House 1 was set to begin negotiations.

**Amend 2014 Budget**

Discussion of overtime line item 9107 and amending the budget to fund it. The discussion led to a decision of not doing this.

**Sale of 9701, 9734, & 9716**

9701 – Discussion: will be sold in October / November when the new 9700 is completed and in service.

9734 - Discussion: Take it to be bid on a fix, place it out of service

9716 – Discussion: Clear with ISO on how it affected our ratings (Chief)

**Swearing in Positions**

Treasurer Dan West made a motion to appoint Chief Ron MacKnight as the Budget Officer. This motion was seconded by Director Keith Thompson. The vote was as follows:

Administrative Assistant Kimberly Arbuthnot swore in the following people and positions

Rudy Jovanovic –BOD Secretary

Larry Zuhone – BOD President

Dan West – BOD Treasurer & Financial Officer

Chief Ron MacKnight – Fire Chief

**Meeting Procedures**

Discussion was had and it was decided there would be no more seconds or roll calls on what we learned was not needed. The Treasurers Report will no longer be approved or adopted. Discussion on getting board agenda out at least one week ahead and reports being sent to the BOD earlier so that they could be reviewed.

**Response time on 70**

Research will continue on the benefits of this.

**Treasurer Bond**

Continue to September

**Condition of Station 2**

Dan had concerns with the condition of Station 2 (wall repairs, humidity, bugs, etc.) it was left in Chiefs hands to look into repairing the walls.

**Bids for Checking Account**

Dan to get bids on checking accounts, and we will collateralize the money in the account.

**Washington, MO Apparatus**

Captain Holtmeier will keep us updated on the date of the sealed bidding process. This discussion will be continued to September.

**Annual Audit Report**

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Annual Audit Report submitted to the Board of Directors August 14, 2014, is hereby accepted

The Board of Directors present and voting affirmatively after motion by Treasurer Dan West and seconded by Secretary Rudy Jovanovic, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – absent

**ISO Discussion**

Discussion of Innsbrook Hydrants. FF Riebe and Chief MacKnight will reach out to Innsbrook concerning this.

**2665 Shop Report**

* Discussion & No Action Taken

**Fire Corp**

* No report

**Association**

* Discussion of Voting in New Officers
* No Action Taken

**Fire Chief Report**

* Will be emailed during the week of August 18, 2014

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

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

* Approve Closed Session Minutes July 10, 2014
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Treasurer Dan West to move into closed session at 1739. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – absent

A motion was made by Director Keith Thompson to move out of closed session at 1750. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – absent

**Adjourn**

Motion made to adjourn the meeting at 1752. Motion was made by Director Keith Thompson and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – absent

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



**Wright City Fire Protection District**

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

**396 West North 2nd Street**

**P.O. Box 522**

**Wright City, Missouri 63390**

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**Fax (636) 745-2259**

**www.wrightcityfire.com**

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

WARREN COUNTY, STATE OF MISSOURI

August 26, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on August 26, 2014 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - absent

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – absent

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1607 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Vote on New Tax Rate Amount**

A motion was made by Treasurer Dan West to accept the tax rate at zero point four two five eight cents ($0.4258). This motion was seconded by Director Mike Schreiner. The roll call vote was as follows:

Rudy Jovanovic –absent

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

Director Keith Thompson arrived at 1610.

**Approval to Adopt Tax Rate Ordinance**

Ordinance was read three times by Chairman Larry Zuhone.

A motion was made by Director Keith Thompson to adopt tax rate ordinance and set tax rate at zero point four two five eight cents ($0.4258). This motion was seconded by Treasurer Dan West. The roll call vote was as follows:

Rudy Jovanovic –absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Mike Schreiner to move into closed session at 1612. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic –absent

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

Secretary Rudy Jovanovic arrived at 1617.

A motion was made by Director Keith Thompson to move out of closed session at 1715. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1719 (5:19 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, Chairman and Director

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

Dan West, Treasurer and Director



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

WARREN COUNTY, STATE OF MISSOURI

August 28, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on August 28, 2014 at 1630 hours (4:30 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - absent

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Office Manager Kimberly Arbuthnot

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1633 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Approval to Adopt Tax Rate Ordinance**

Ordinance was read three times by Chairman Larry Zuhone.

A motion was made by Director Keith Thompson to adopt tax rate ordinance and set tax rate at zero point four zero nine eight cents ($0.4098). This motion was seconded by Secretary Rudy Jovanovic. The roll call vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – absent

**Adjourn**

Motion made to adjourn the meeting at 1638 (4:38 p.m.) Motion was made by Secretary Rudy Jovanovic and was seconded by Director Keith Thompson. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – absent

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

September 11, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on September 11, 2014 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

D/C Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Acting Fire Marshal Josh Riebe

Captain Mike Holtmeier

Captain Mike Combs

Captain John Lacaillade

FF Justin Mosher

FF Tyler Smith

**Call to Order**

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

**Amendments to the August 14, 2014 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for September 11, 2014

Secretary Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for September 11, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of August 14, 2014 Board Meeting**

Director Keith Thompson moved for approval of the open minutes of August 14, 2014. This was seconded by Treasurer Dan West.

.

“RESOLVED that the Minutes of the August 14, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for September 11, 2014 for payment. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report from September 11, 2014**

Cash Balance as of end of August 2014 is $729,358.90

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $58,751.63 |
| CD @ American Bank 8/2014 (Gen Operating) 0.35% | 150,000.00 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 100,000.00 |
| CD @ American Bank Mature 2/18/15 (Reserve) 0.55% | 400,802.59 |
| TOTAL | $729,358.90 |

Financial Reports

1. Attached is the report for August 2014 Profit & Loss as compared to August budget.
2. Attached is the report for August 2014 YTD Profit & Loss as compared to August YTD budget.
3. Attached is the Balance Sheet for end of August, 2014.

Comments on Financial Reports

1. Income in August was $1,114 vs a budget $1,053.
   1. No tax revenue was received from Warren county
2. Expenditures in August were $60,260 vs a budget $58,908.
   1. Administrative Expenses were $1801 which was $1,092 over budget. This was caused by an accounting charge of $1,435 due to the incorrect tax handling of the 457.
   2. Capital Expenses were below budget $2,109.
   3. Maintenance expenses were $2,394 above budget. Due to higher fuel charge and the replacement of the turbo and the checking the electrical system on 9714.
   4. Utility expenses were $132 above budget
   5. Training expenses were $315 below budget
   6. Other expenses were $70 below budget
   7. Personnel expenses were $2,041 below budget.
3. Income for 2014 August YTD was $793,365 ($721,247 YTD in 2014 plus $72,118 in 2013) vs. a YTD budget of $800,813 which is $7,448 below YTD budget or $16,621 below annual budget of $809,986. Budget income is $5,000 below budget expense.
4. Expenses for 2014 August YTD was $576,033 which is $17,771 above budget.
   1. Administrative expenses YTD were $9,540 above budget due above budget of Attorney fees $4,408 and Work Comp audit $8,169

.

* 1. Maintenances expenses YTD were $3,598 above budget due to work on 9714.
  2. Utilities were $4,212 above budget due to high cost of propane and natural gas purchase.
  3. Training was $1,958 above budget.
  4. All other categories were at or below budget

1. Concerns
   1. YTD income is $16,621 below budget and YTD expenses are $17,771 above budget. This is a $34,392 gap. Budgeted income over the last 4 months of the year is $4,132.
   2. Paid Time Off is not budgeted or accrued. What is our liability?
2. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 August YTD is $520,606. This is 64.67% of $809,966 annual budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217.

Treasurers Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

A discussion was had that Director Keith Thomas will work with Chief MacKnight to break down what sections we want to address and which ones we do not want to address. They will break down the pieces and set a date for the next meeting that will be had concerning this subject.

**Tax Proposition**

Move to January BOD meeting agenda.

**District Wide Response and Charging for Response Time**

Continue to October and continue research.

**Treasurer Bond**

Dan has sufficient coverage.

**Station 2 Status**

All damages will be taken care of in house.

**Sale of 9701, 9734, 9716**

9701 – waiting for the new 9700

9734 – Brakes need to be 100% functioning 100% of the time. We will get 2 opinions on the fix of this issue

9716 – ISO has not returned with the info on how 9716 affected our ratings.

Continue to October

**Washington Pumper**

Six weeks possible to go to bid, Captain Holtmeier has no further information at this time.

Continue to October

**Medical Director & Procedure Status**

Chief MacKnight to get with Frank Vatterott to get additional information.

Continue to October

**Checking Account Bids**

Dan seeking the state statute to quote when bids are sent out

**Innsbrook Hydrants**

Dan is seeking better communication between Chief MacKnight and FF Josh Riebe with Innsbrook and their hydrants issues.

**New Business**

**MAFPD Report & Tan-Tara Convention**

Larry reported on the activities with each of these.

**Financial Liabilities as Related to PTO, Sick Leave, & Vacation**

The 2015 Budget will reflect separate line items to account for PTO.

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Fire Corps**

* No report

**Association Report**

* Attached Report
* Discussion & No Action Taken

**2665**

* September 25, 2014 @ 1830 for contract negotiations.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.3 & 610.021.9 RSMo

* Approve Closed Session Minutes August 14, 2014
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1721. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to move out of closed session at 1756. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1757. Motion was made by Director Mike Schriener and was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

October 22, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on October 22, 2014 at 1800. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Keith Thompson – Director – absent

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1806 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Approve October 22, 2014 Agenda**

Director Mike Schriener made a motion to approve the agenda as presented. This was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**New Business**

**Policy Updates**

* Chief MacKnight did not have any new updates to present.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.9 RSMo

* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Mike Schriener to move into closed session at 1612. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

Treasurer Dan West arrived at 1850.

A motion was made by Director Mike Schriener to move out of closed session at 1934. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1935. Motion was made by Secretary Rudy Jovanovic and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

October 9, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on October 9, 2014 at 1830. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Mike Holtmeier

Captain John Lacaillade

FF Kevin Hakenewert

FF Jewett Ellis

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1835 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Amendments to the October 9, 2014 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for September 11, 2014. No amendments were requested and the Agenda was approved as presented.

**Approval of the Open Minutes of September 11, 2014 Board Meeting**

Director Mike Schriener moved for approval of the open minutes of September 11, 2014. This was seconded by Secretary Rudy Jovanovic.

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“RESOLVED that the Minutes of the September 11, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for October 9, 2014 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report from October 9, 2014**

Cash Balance as of end of September 2014 is $729,358.90

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $166386.23 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 100,000.00 |
| CD@ American Bank Mature 10/18/14 (Partial Reserve) 0.55% ($66,993.57 Operating & $333,809.22 Reserve) | 400,802.59 |
| TOTAL | $686,993.50 |

Financial Reports

1. Attached is the report for September 2014 Profit & Loss as compared to September budget.
2. Attached is the report for September 2014 YTD Profit & Loss as compared to September YTD budget.
3. Attached is the Balance Sheet for end of September, 2014.

Comments on Financial Reports

1. Income in September was $1,352 vs a budget $1,053.
   1. Permit fees were above budget
2. Expenditures in September were $41,680 vs a budget $49,260 or $7,580 below budget.
   1. Administrative Expenses were $583 which was $144 below budget.
   2. Capital Expenses were below budget $2053.
   3. Maintenance expenses were $1,807 below budget. Due to lower fuel charge lower than budgeted maintenance costs
   4. Utility expenses were $150 above budget due to internet charges not budgeted
   5. Training expenses were $41 below budget
   6. Other expenses were $3,709 below budget due to Public Relations being $3,898 below budget
   7. Personnel expenses were $146 below budget.
3. Income for 2014 September YTD was $795,578 vs. a YTD budget of $801,666 which is $6,318 below YTD budget. NOTE: prior income was incorrectly stated and did not take into effect income received in prior years and booked to 2014. According to Bruce Kummer, the Fire District’s CPA, the board adopted a deferred income policy some years ago thus counting the December check as income for the following year. When in fact the check reflects prior tax payments and penalties and includes little or no early tax payments

1. Expenses for 2014 September YTD was $617,714 which is $10,191 above budget.
   1. Administrative expenses YTD were $9,395 above budget due to above budget of Attorney fees $4,408 and Work Comp audit $8,169

.

* 1. Maintenances expenses YTD were $1,790 above budget due to work on 9714.
  2. Utilities were $4,362 above budget due to high cost of propane and natural gas purchase.
  3. Training was $1,917 above budget.
  4. All other categories were at or below budget

1. Concerns
   1. Be sure you read the note in paragraph 3 above and paragraph 7 below.
   2. Paid Time Off is not budgeted or accrued. What is our liability?
2. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 September YTD is $453,612. This is 56% of $804,966 annual budget. Reserves September YTD previous numbers were reduced by $65,920 (Warrenton County) and $1,073 (Lincoln County) for a total of $66,993.

Treasurers Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

Director Keith Thompson & Chief MacKnight met on Monday, October 6, 2014 and began working on action items. They will meet again in the month of October and will begin moving forward on these items. Continue to November.

**District Wide Response and Charging for Response Time**

Chief MacKnight sent questions to Frank Vatterott asking about the legalities and his input. Frank will be getting back to Chief MacKnight with answers on 10-10-14. Chief MacKnight will also find out if anyone else in the area is charging for this. Continue to November.

**Washington Pumper**

9734 – Captain Holtmeier reported that $10,000 to upgrade this pumper and no guarantee from Kohrs after it has been done.

Washington Pumper – Captain Holtmeier believes the minimum bid will be around $30,000.

Before October 16, 2014 Closed Session: Price for 9734, minimum bid for Washington pumper, what is going with Washington pumper, gross weight of truck.

**Medical Director & Procedure Status**

Chief MacKnight had Kim scan LCAD mutual aid agreement to Frank Vatterott to review and see if this does cover us for the Lincoln County responses.

Continue to November

**Checking Account Bids**

Dan is wanting Frank Vatterott to draw up the proper bid for checking accounts.

Larry will contact school district to get a copy of their language to see if we could just use that and save the attorney fees.

Continue to November

**New Business**

**Budget Items**

The 2015 budget will reflect a more accurate account of specific line items that may have been missed for 2014.

**October C/D**

A motion was made by Dan West to renew the October 18, 2014 C/D in the amount of $400,000 at American Bank at the interest rate of .60%. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Keith would like YTD response chart on the report.

**Deputy Fire Chief Report**

* Attached Report
* Keith feels the report is lacking data, and would like it in the same format that the Fire Chief Report is in.

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Fire Corps**

* FF Ellis spoke on his wife’s behalf that the Pancake Breakfast was a success and they earned approximately $400.

**Association Report**

* No report submitted

**2665**

* Larry will get back to Josh about a date for negotiations to continue.

**Closed Session**

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

* Approve Closed Session Minutes September 11, 25 & October 2, 2014.
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1936. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Keith Thompson to move out of closed session at 1943. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1944. Motion was made by Director Keith Thompson and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

Wright City, Missouri 63390

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Fax (636) 745-2259

www.wrightcityfire.com

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

WARREN COUNTY, STATE OF MISSOURI

October 16, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on October 16, 2014 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Mike Holtmeier

FF Kevin Hakenewerth

**Call to Order**

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

**Approve October 16, 2014 Agenda**

Director Mike Schriener made a motion to approve the agenda as presented. This was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**New Business**

**Policy Updates**

* Electronic Technology Policy
* Tobacco Free Workplace Policy
* Volunteer Fire Captain Job Description
* Career Fire Captain Job Description

A motion was made by Secretary Rudy Jovanovic to approve the newly written Electronic Technology Policy, Tobacco Free Workplace Policy, Volunteer Fire Captain Job Description, & Career Fire Captain Job Description. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –nay

Dan West – aye

Mike Schriener – aye

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.9 & 610.021.12 RSMo

* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.
* Chapter 610.021 Revised Statutes of Missouri;(12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;

A motion was made by Director Mike Schriener to move into closed session at 1612. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to move out of closed session at 1755. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1755. Motion was made by Director Director Mike Schriener and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

November 13, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on November 13, 2014 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Keith Thompson – Director – absent

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Joshua Riebe

FF Justin Mosher

**Call to Order**

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

**Amendments to the November 13, 2014 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for November 13, 2014. No amendments were requested and the Agenda was approved as presented.

Secretary Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for November 13, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of October 9 & 16, 2014 Board Meetings**

Secretary Rudy Jovanovic moved for approval of the open minutes of October 9 & 16, 2014. This was seconded by Director Mike Schriener.

.

“RESOLVED that the Minutes of the September 11, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Secretary Rudy Jovanovic made a motion to approve the bills for November 13, 2014 for payment. This motion was seconded by Director Mike Schreiner. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Treasurer’s Report**

None submitted

**Public Comments**

None

**Old Business**

**Strategic Planning**

Director Keith Thompson & Chief MacKnight are compiling the results of all surveys and continue to work on this.

**District Wide Response and Charging for Response Time**

A motion was made by Director Mike Schriener to adopt the ordinance authorizing The Wright City Fire Protection District to charge individuals who reside outside the district for emergency services within the district. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

**Medical Director & Procedure Status**

Discussion of LCAD & the legality of coverage with them. Frank Vatterott felt that we were covered under the mutual aid agreement he had reviewed.

**Checking Account Bids**

Bid form was reviewed and will be emailed to Dan for his review and to continue with the process.

**New Business**

**Policy Updates**

Revise new update of 3.14 to reflect “5 days to take action.” Continue to December.

**Missouri Ethics Commission**

Sign items to be filed in personnel file.

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Fire Corps**

* No report submitted.

**Association Report**

* No report submitted

**2665**

* Discussion on continued negotiations.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.(3) (9) (12) RSMo

* Approve Closed Session Minutes September 11, 25 & October 2, 2014.
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* 610.021.09 Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.
* Chapter 610.021 Revised Statutes of Missouri;(12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1630. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanovic to move out of closed session at 1643. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

**Hiring**

A motion was made by Director Mike Schreiner to hire Caitlyn Struckhoff, Tyler Lexa, and Daniel Vehlewald. The motion was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – absent

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanvic to terminate Daniel Krone and Jake Whisler. The motion was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – absent

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanvic to promote Matt Sleet and Scott Sateia from Probationary to Firefighter. The motion was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1644. Motion was made by Secretary Rudy Jovanovic and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

December 11, 2014

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on December 11, 2014 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - absent

Dan West – Treasurer - present

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Joshua Riebe

FF Justin Mosher

Captain Mike Holtmeier

Andy Klein

**Call to Order**

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

**Amendments to the December 11, 2014 Agenda**

Secretary Rudy Jovanovic asked for any amendments to the Tentative Agenda for December 11, 2014. No amendments were requested and the Agenda was approved as presented.

Director Keith Thompson made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for December 11, 2014 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – Absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of November 13, 2014 Board Meetings**

Director Keith Thompson moved for approval of the open minutes of November 13, 2014. This was seconded by Director Mike Schriener.

.

“RESOLVED that the Minutes of the November 13, 2014 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for December 11, 2014 for payment. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report for December 11, 2014**

Cash Balance as of end of November 2014 is $573,296.28

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20% | $52,689.01 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 100,000.00 |
| CD@ American Bank Mature 4/01/2016 (Partial Reserve) 0.55% ($66,993.57 Operating & $333,809.22 Reserve) | 400,802.59 |
| TOTAL | $573,296.28 |

Financial Reports

1. Attached is the report for November 2014 Profit & Loss as compared to November budget.
2. Attached is the report for November 2014 YTD Profit & Loss as compared to November YTD budget.
3. Attached is the Balance Sheet for end of November, 2014.

Comments on Financial Reports

1. Income in November was $1,833 vs a budget $1,043.
2. Expenditures in November were $80681 vs a budget $92,178 or $11,497 below budget.
   1. Administrative Expenses were $2,223 which was $1,514 above budget. This was due to Attorney fees $1,170 and Brennan HR Group $495
   2. Capital Expenses were below budget $13,546. Due to not all of the staff car charges not coming in
   3. Maintenance expenses were $603 above budget. Due to higher fuel charge
   4. Utility expenses were $362 below budget due to electric bill not being paid
   5. Training expenses were $822 below budget
   6. Other expenses were $1,036 above budget due to Public Relations being $585 above budget
   7. Personnel expenses were $1,213 above budget due retirement matching.
3. Income for 2014 November YTD was $806,043 vs. a YTD budget of $803,952 which is $2,091 above YTD budget.
4. Expenses for 2014 November YTD was $747,152 which is $3,274 above budget.
   1. Administrative expenses YTD were $11,622 above budget due to above budget of Attorney fees $7,167 and Work Comp audit $8,169
   2. Capital Expense was $18,792 below budget due to staff car not fully paid for $9.259, House improvements $5788 below budget and Information Technology $3,318 below budget

.

* 1. Maintenances expenses YTD were $1,340 above budget due to building maintenance above budget $1648.
  2. Utilities were $4,406 above budget due to propane and internet charges not being budgeted.
  3. Training was $834 above budget.
  4. Other expenses were $5,551 under budget due to public relations under budget $2,654 and physical fitness under budget $3,500
  5. Personnel Expenses were $5,320 over budget due to Health Insurance $3,133 and retirement employer match $1.774

1. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Salary  Budget | Salary as  % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |

1. Balance in the reserve account end of 2014 November YTD is $453,612. This is 56% of $804,966 annual budget

Respectively submitted, Dan West, Treasurer & Financial Officer

Treasurer Report was accepted with the corrections to the two CDS that have incorrect maturity dates. (8/17/15) The corrected dates are 7/16/15.

**Public Comments**

Andy Klein raised the question of the medical procedures with WCAD & LCAD. Chief MacKnight answered his questions, and discussed that the WCAD is at a stand still pending further review.

**Old Business**

**Strategic Planning**

No new action was taken since the last meeting. Chief MacKnight and Director Thompson will continue work on this in the near future.

**Checking Account Bids**

A copy of the bid letter that was sent to the banks in Wentzville, Wright City, and Warrenton. These banks have until December 29 to complete the requested paperwork and return to us. These will be opened in the January BOD Meeting.

**Website**

The Circle of Marketing website was discussed and it was decided that we would not go forward with a relationship with this company.

FF Justin Mosher’s website will be the one we will launch by January 1, 2015.

**Policy Update**

Director Keith Thompson made a motion to accept policy updates 3.13, 3.14, and 3.5. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

Policy Update 4.22 will be re-written and will be presented at the January BOD Meeting.

**Tax Increase**

The discussion of when the last tax increase took place resulted with no answer. Chief MacKnight will return to January’s BOD meeting with a number that we need, and further information as to what that amount will incorporate.

**Cost Recovery**

Chief MacKnight made the decision that Fire Recovery USA will be used for recovering any amounts for charged individuals who reside outside the district for emergency services within the district.

**New Business**

**Amend the 2014 Budget**

Continue to future Special Meeting that will be needed.

**2015 Budget**

Continue to future Special Meeting that will be needed.

**Surplus Items**

Discussion of the 2005 Chevy Tahoe, 9734, 9716, and additional surplus. No action taken.

**Fees for Service**

A motion was made by Director Mike Schriener to adopt the ordinance authorizing The Wright City Fire Protection District to charge individuals who reside outside the district for emergency services within the district. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Director Keith Thompson asked again for more details to be added to this report. More statistics, more details, and more of a feel like The FC Report is.

**Fire Inspection Report**

* Attached Report
* Director Keith Thompson asked for more details to be added to this report. More statistics, more details, and more of a feel like The FC Report is.

**Fire Corps**

* No report submitted.

**Association Report**

* No report submitted

**2665**

* Josh requested dates to continue contract negotiations.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.(3) (9) (12) RSMo

* Approve Closed Session Minutes November 13, 2014.
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* 610.021.09 Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.
* Chapter 610.021 Revised Statutes of Missouri;(12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;

A motion was made by Director Keith Thompson to move into closed session at 1750. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –ate

Dan West – absent

Mike Schriener – aye

A motion was made by Director Keith Thompson to move out of closed session at 1833. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1834. Motion was made by Director Keith Thompson and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director