

**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 14, 2016

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 14, 2016 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

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Josh Riebe

Captain Mike Holtmeier

FF Scot Gibson

**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 January 14, 2016 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for January 14, 2016. 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 January 14, 2016 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 December 10 & 17, 2015 Board Meetings**

Secretary Rudy Jovanovic moved for approval of the open minutes of December 10 & 17, 2015. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the December 10 & 17, 2015 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 January 14, 2016 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 for January 14, 2016**

*Cash Balance as of end of December 2015 is $487,998.83*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *49,623.62* |
| *CD @ American Bank Mature 7/16/16 (Reserve) 0.70%* | *120,585.32* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *TOTAL* | *$497,998.83* |

*Financial Reports*

1. *Attached is the report for December 2015* *Profit & Loss as compared to December budget.*
2. *Attached is the report for December YTD 2015 Profit & Loss as compared to December YTD budget.*
3. *Attached is the Balance Sheet for end of December, 2015.*

*Comments on Financial Reports*

1. *Income in December was $12,353 vs. budget of $1,791.*
2. *Expenditures in December were $99,047 vs a budget of $105,612 which was $6,565 below budget.*
   1. *Administrative Expenses in December were $1,676 vs a budget $874 or $802 above budget. Due to HR services*
   2. *Capital Expenses were $19,887 vs a budget of $39,147 which was $19,280 below budget. This was due to the total reserve fund not being used*
   3. *Maintenance expenses were $7,715 which was $3,944 above budget due to maintenance on the E-one*
   4. *Utility expenses were $1,334 which was $2,348 below budget due in part to Natural gas not being billed*
   5. *Training was $99 which was $2,339 below budget.*
   6. *Other expenses were $3,103 which was $232 below budget.*
   7. *Personnel expenses were $65,252 which was $14,288 above budget due to a third pay period in the month*

*Income for 2015 December YTD was $883,173 vs. a YTD budget of 870,607 which is $12,566 above YTD budget.*

1. *Expenses for 2015 December YTD were $817,551 which is $53,056 below budget. This includes the reserve fund of $20,000 contribution that is on the December books.* 
   1. *Admin expenses YTD were $21,154 below budget due to a lower than budgeted Workers Comp charge.*
   2. *Capital expense YTD were $10,471 below budget due to $20,000 reserve budgeted in December*
   3. *Maintenances expenses YTD were $6,604 above budget due to vehicle maintenance being almost twice budget.*
   4. *Utilities expenses YTD were $2,168 below budget due to propane expense being below budget.*
   5. *Training expenses YTD were $2,642 above budget.*
   6. *Other expenses YTD were $1,798 under budget*
   7. *Personnel expenses YTD were $25,312 under budget.*
2. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *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%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

1. *Balance in the reserve account as of the end of December is $448,375. This is 51.5% of $870,607 annual budget*

The Treasurer’s Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

Discussion was had about possibility of placing a tax increase / bond issue on the April 2016 ballot. The BOD decided we were not ready for April and would place it on the August 2016 ballot.

Chief MacKnight has asked for a .25 tax increase and a $5.5 million dollar bond issue. The BOD asked that he return to the February 11, 2016 meeting with the following information for the bond issue:

* Amount of bond required, the length of the bond, and the % for the bond. Hard numbers on what the bond would be equivalent to.

Look into LJ Hart for further bonding information.

**Security System**

Chief MacKnight was tasked with getting new doors leading into the Admin side from the bay. Continue the discussion of securing the outlying stations to February.

**Volunteer Handbook**

The information is available in the Chiefs Report, possible re-vamp of the points system (multiplier and different tiers of volunteers from drivers to support staff)

**Asphalt Bids**

Put together a spec sheet to send to Warren County Record seeking bids. Director Thompson will look at stations 2 and 3 and give his opinion as to what needs to be done at these locations.

**Roof**

Put together a spec sheet to send to Warren County Record seeking bids.

**Asset Report**

Carry forward to February.

**New Business**

**CD’s**

Continue to after Closed Session

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* No report

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.(2) (3) RSMo

* Chapter 610.021 Revised Statutes of Missouri; (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;
* 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 Keith Thompson to move into closed session at 1733. 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 1800. 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 – 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

February 11, 2016

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 11, 2016 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

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Josh Riebe

FF Kevin Hakenewerth

FF Jewett Ellis

FF Justin Mosher

FF Scot Gibson

Andy Klein

**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 February 11, 2016 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for February 11, 2016. No amendments were requested and the Agenda was approved as presented.

Treasurer Dan West made a motion to approve the agenda. This motion was seconded by Secretary Rudy Jovanovic. The agenda for February 11, 2016 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 January 14, 2016 Board Meetings**

Treasurer Dan West moved for approval of the open minutes of January 14, 2016. This was seconded by Secretary Rudy Jovanovic.

“RESOLVED that the Minutes of the January 14, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Approve Bills for Payment**

Director Keith Thompson made a motion to approve the bills for February 11, 2016 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 – absent

**Treasurer’s Report for February 11, 2016**

*Cash Balance as of end of January 2016 is $1,158,297.04*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *709,921.83* |
| *CD @ American Bank Mature 7/16/16 (Reserve) 0.70%* | *120,585.32* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *TOTAL* | *$1,158,297.04* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in January was $722,338 vs. budget of $843,295. This shortfall should be made up throughout the year.*
2. *Expenditures in January were $67,726 vs a budget of $77,343 which was $9,617 below budget. (note: Expenses were increased since there was an insurance income of $8763.18 without a corresponding invoice. This will be reversed next month when a bill is received)*
   1. *Administrative Expenses in January were $11,461 vs a budget $17,132 or $5,670 below budget. Due mainly to election expense not charged yet.*
   2. *Capital Expenses were $1,354 vs a budget of $10,119 which was $8,765 below budget. Due to Information Technology expanse being below budget*
   3. *Maintenance expenses were $2,380 which was $1,329 below. The QB account shows E-one with a credit of $8,763.18. This is the insurance check for the tip over. Next month the charges will come in. It will then show $500 our deductible*
   4. *Utility expenses were $2,400.96 which was $549 above budget due two months house 1 electric bill being paid and house 1 natural gas was high,*
   5. *Training was $540 which was $293 below budget.*
   6. *Other expenses were $254 which was $313 below budget.*
   7. *Personnel expenses were $49,339 which was $6,206 above budget due to insurance being above budget.*
3. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *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%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of January is $448,375. This is 51.5% of $870,607 for 2015 annual budget or 53.2% of $843,295 for 2016 annual budget.*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. The money that is left over will be moved to reserve.*

The Treasurer’s Report was accepted as presented.

**Public Comments**

Andy Klein addressed the BOD with the information that he has been removed from the WCFPD account with Schuhmacher Fire Equipment due to filing and receiving a BOD seat. He mentioned the work and bidding on 9733.

**Old Business**

**Strategic Planning / Tax Increase**

Discussion of needs / necessities. Dan West presented the information from the January 26, 2016 meeting with Chief MacKnight (needs list). Chief MacKnight presented several documents concerning bonding and etc.

The BOD asked that Chief MacKnight have a proposed plan of action done by the March 10, 2016 BOD Meeting.

**Public Information**

Director Keith Thompson would like to see these done on an annual basis and mailed out.

**Security System**

The Admin doors of House 1 is the focus and bids have been received.

**Asphalt Bids**

Secretary Rudy Jovanovic made a motion to bring in a professional to tell us what our options were concerning the work at all houses. The motion was seconded by Chairman Larry Zuhone. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – nay

Dan West – nay

Mike Schriener – absent

The motion did not carry.

The BOD asked for spec to be written to include concrete vs. asphalt. This item will be continued to the April BOD Meeting.

**Roof**

One bid was received by R & A Contracting. There were two options with this bid, they were as follows:

2 year warranty at $9,000

10 year warranty at $19,975

Secretary Rudy Jovanovic made a motion to accept the 10 year warranty bid at $19,975. This motion was seconded by Chairman Larry Zuhone. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – nay

Dan West – nay

Mike Schriener – absent

Director Keith Thompson made a motion to accept the 2 year warranty bid at $9,000. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – nay

Larry Zuhone – nay

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

Secretary Rudy Jovanovic made a motion to spend $19,975 to fix the roof. This motion was seconded by Chairman Larry Zuhone. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – nay

Keith Thompson – nay

Dan West – nay

Mike Schriener – absent

Treasurer Dan West made a motion to accept the 2 year warranty bid at $9,000. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic – nay

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Asset Report**

Carry forward to March.

**CD’s**

Treasurer Dan West made a motion to accept the .50 Interest Rate from First State Community Bank and the .75 Interest Rate from American Bank. 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 – absent

**New Business**

**BOD Filing Status**

Discussion of the email letter from Frank and the steps he suggests to take to be write in vote.

**Career Staff Carry Over 2015 Hours**

Secretary Rudy Jovanovic made a motion to accept the rollover proposal as presented. This motion was seconded by Chairman Larry Zuhone. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**MAFPD BOD**

Chairman Zuhone will not be running and if anyone is interested he will be happy to get the information to the proper people. Chief MacKnight said he would be interested. Treasurer Dan West also expressed interest

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* No report

**Closed Session**

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

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

A motion was made by Treasurer Keith Thompson to move into closed session at 1737. 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

**Adjourn**

Motion made to adjourn the meeting at 1743. Motion was made by Director Keith Thompson 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 – absent

Respectively Submitted,

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

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

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

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

March 10, 2016

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 10, 2016 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

Administrative Assistant Kimberly Arbuthnot

D/C Harry Cohoon

Visitors

FF Kevin Hakenewerth

FF Jesse McCoy

Captain Mike Holtmeier

Laura Hakenewerth

Steve Dussold

Andy Klein

**Call to Order**

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

**Amendments to the March 10, 2016 Agenda**

Secretary Rudy Jovanovic asked for any amendments to the Tentative Agenda for March 10, 2016. No amendments were requested and the Agenda was approved as presented.

Director Mike Schriener made a motion to approve the agenda. This motion was seconded by Director Keith Thompson. The agenda for March 10, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of February 11, 2016 Board Meetings**

Director Keith Thompson moved for approval of the open minutes of February 11, 2016. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the February 11, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – absent

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for March 10, 2016 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 – absent

Mike Schriener – absent

Treasurer Dan West arrived at 1602.

**Treasurer’s Report for March 10, 2016**

*Cash Balance as of end of February 2015 is $1,023,824.51*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *215,449.30* |
| *CD @ American Bank Mature 7/16/16 (Reserve) 0.70%* | *120,585.32* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *CD @ American Bank Mature 11/12/2016 (Operating) 0.75%* | *190,000.00* |
| *CD @ FSCB Mature 6/12/2016 (Operating) 0.50%* | *170,000.00* |
| *TOTAL* | *1,023,824.51* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in February was $32,964 vs. budget of $3,577. Due to Taxes received from Warren and Lincoln Counties*
2. *Expenditures in February were $178,841 vs a budget of $155,821 which was $23,020 above budget.*
   1. *Administrative Expenses in February were $49,713vs a budget $25,786 or $23,926 above budget. Due to Workers Compensation insurance payment.*
   2. *Capital Expenses were $81,473 vs a budget of $80,891 which was $581 below budget.*
   3. *Maintenance expenses were $11,015 which was $7,306 above budget due to mold clean up on house 2 and rescue unit charging system*
   4. *Utility expenses were $2,582 which was $731 above budget due in part to Natural gas being paid for two months*
   5. *Training was $1,580 which was $747 above budget. Due to FDIC Instructor Conference registration*
   6. *Other expenses were $679which was $112 above budget.*
   7. *Personnel expenses were $31,798 which was $10,385 below budget due to a third pay period in the month*
3. *Income for 2015 February YTD was $755,302 vs. a YTD budget of 807,548 which is $52,246 below YTD budget.*
4. *Expenses for 2015 February YTD were $237,804 which is $4,640 above budget.*

* 1. *Admin expenses YTD were $18,257 above budget*
  2. *Capital expense YTD were $8,183 below budget*
  3. *Maintenances expenses YTD were $2,786 below budget*
  4. *Utilities expenses YTD were $1,280 above budget*
  5. *Training expenses YTD were $454 above budget.*
  6. *Other expenses YTD were $201 under budget*
  7. *Personnel expenses YTD were $4,180 under budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of February is $448,375. This is 51.5% of $870,607 annual budget*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. The money that is left over will be moved to reserve.*

The Treasurer’s Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

The BOD asked that Chief MacKnight have a proposed plan of action done by the March 10, 2016 BOD Meeting. CONTINUED TO APRIL

**Public Information**

Director Keith Thompson is working with someone from Innsbrook to help design something. FF Mosher has also been tasked with coming up with a similar concept. CONTINUED TO APRIL

**Security System**

New doors at House 1 should be installed and operational by the April 14, 2016 BOD meeting. Bids on House 2 and 3 will be taken on Monday, March 14.

**Asphalt Bids**

The BOD asked for spec to be written to include concrete vs. asphalt. This item will be continued to the April BOD Meeting.

**Asset Report**

Carry forward to April.

**CD’s**

Treasurer Dan West discussed the “expert investment” that was made by the BOD on February 12, 2016 we now had the following:

C/D for $190,000 @ .75% due November 12, 2016

C/D for $170,000 @ .50% due June 12, 2016

The two together will profit us an additional income of $995.00

C/D’s will be carried forward to the April BOD meeting as one is due in April, 2016.

**Fire Chief Report**

* Evaluation & Timelines for Goals will be continued to April agenda.

**2665**

* No report

**Closed Session**

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

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

A motion was made by Treasurer Keith Thompson to move into closed session at 1618. 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 1652. 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,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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

Dan West, Treasurer and Director

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

Rudy Jovanovic, Secretary and Director

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

Keith Thompson, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

www.wrightcityfire.com

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

WARREN COUNTY, STATE OF MISSOURI

April 14, 2016

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 14, 2016 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 (arrived at 1610)

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Mike Holtmeier

FF Scot Gibson

Captain Josh Riebe

FF Andrew Fisher

FF Glenn Davis

Attorney Frank Vatterott

Don Zuhone

Phil Keim

Vicki Zuhone

Andy Klein (new BOD member), wife and daughter

Bob Grah (new BOD member)

**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 April 14, 2016 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for April 14, 2016. No amendments were requested and the Agenda was approved as presented.

Treasurer Dan West made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for April 14, 2016 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 March 10, 2016 Board Meetings**

Treasurer Dan West moved for approval of the open minutes of March 10, 2016. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the March 10, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

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 March 10, 2016 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

Treasurer Dan West arrived at 1602.

**Treasurer’s Report for April 14, 2016**

*Cash Balance as of end of March 2016 is $965,137.48*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *156,762.27* |
| *CD @ American Bank Mature 7/16/16 (Reserve) 0.70%* | *120,585.32* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *CD @ American Bank Mature 11/12/2016 (Operating) 0.75%* | *190,000.00* |
| *CD @ FSCB Mature 6/12/2016 (Operating) 0.50%* | *170,000.00* |
| *TOTAL* | *965,137.48* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in March was $30,240 vs. budget of $3,577. Due to additional Taxes received from Warren and Lincoln Counties plus permit fees.*
2. *Expenditures in March were $80,826 vs a budget of $113,002 which was $32,368 below budget.*
   1. *Administrative Expenses in March were $7,298 vs a budget $60,967 or $53,669 below budget. Due to Workers Compensation insurance payment being paid the month before.*
   2. *Capital Expenses were $722 vs a budget of $292 which was $430 above budget.*
   3. *Maintenance expenses were $29,741 which was $23,432 above budget due to roof coating, new heaters in bay, and E! accident repair*
   4. *Utility expenses were $1,618 which was $233 below budget*
   5. *Training was $598 which was $234 below budget.*
   6. *Other expenses were $-40 which was $607 below budget.*
   7. *Personnel expenses were $40,579 which was $1,05 below budget*
3. *Income for 2015 March YTD was $785,541 vs. a YTD budget of $811,125 which is $25,582 below YTD budget. This should be made p by EOY by back taxes being paid.*
4. *Expenses for 2015 March YTD were $318,248 which is $5,619 below budget.*

* 1. *Admin expenses YTD were $13,112 below budget*
  2. *Capital expense YTD were $7,753 below budget*
  3. *Maintenances expenses YTD were $20,646 above budget*
  4. *Utilities expenses YTD were $856 below budget*
  5. *Training expenses YTD were $219 above budget.*
  6. *Other expenses YTD were $808 below budget*
  7. *Personnel expenses YTD were $5,784 below budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of March is $448,375. This is 51.5% of $870,607 annual budget*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2 and $9,000 roof repair house 1. We still need to spend money on asphalt at all stations. The money that is left over will be moved to reserve.*

The Treasurer’s Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

CONTINUED TO MAY under direction of new BOD

**Public Information**

CONTINUED TO MAY under direction of new BOD

**Security System**

New doors at House 1 should be installed and operational by April 19, 2016 BOD meeting. Bids on House 2 and 3 have been received.

**Asphalt Bids**

CONTINUED TO MAY under direction of new BOD

**Asset Report**

CONTINUED TO MAY under direction of new BOD

**CD’s**

Secretary Rudy Jovanovic made a motion to accept the 0.65% at 18 months that American Bank offered. This will be for the April 18 CD in the amount of $327,789.89. 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

**Certify Election Results**

“RESOLVED that the election results submitted by Warren and Lincoln County 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

**Retirement of Past Board Members**

Larry Zuhone was present an ax as a retirement present by the WCFPD. Keith Thompson was retired as a Director.

**Swear in New BOD**

Kim Arbuthnot swore in new BOD Members Andrew Klein and Robert Grah.

**Re-Organization of the BOD**

Dan West made a motion to nominate Rudy Jovanovic as the Chairman of the BOD. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Bob Grah – aye

Andy Klein –aye

Dan West – aye

Mike Schriener – aye

Andy Klein made a motion to nominate Dan West as the Treasurer of the BOD. This motion was seconded by Chairman Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Bob Grah – aye

Andy Klein –aye

Dan West – aye

Mike Schriener – aye

Chairman Rudy Jovanovic made a motion to nominate Andy Klein as the Secretary of the BOD. The motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Bob Grah – aye

Andy Klein –aye

Dan West – aye

Mike Schriener – aye

A recess was taken from 1625-1647 for a small retirement celebration.

**Settlement Offer**

Move to Closed Session

**Bell Road Easement**

Chairman Rudy Jovanovic made a motion to approve the contract with the City of Wright City with the exception of the modification for a possible new firehouse and the requirements of an apron. This motion was seconded by Secretary Andy Klein. Roll call was as follows:

Rudy Jovanovic –aye

Bob Grah – aye

Andy Klein –aye

Dan West – aye

Mike Schriener – aye

**MAFPD**

Frank Vatterott covered the class needed by BOD members.

**NIMS**

Chief MacKnight discussed new BOD members needing NIMS 100, 200, 700, 800.

**Fire Chief Report**

* No report. A workshop will be planned via email to get the new members up to speed on where we as a district are.

**2665**

* No report

**Closed Session**

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

* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded
* Chapter 610.021 Revised Statutes of Missouri; (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorney.

A motion was made by Secretary Andy Klein to move into closed session at 1702. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Bob Grah – aye

Andy Klein –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1742. Motion was made by Treasurer Dan West and was seconded by Secretary Andy Klein. The roll call was as follows:

Rudy Jovanovic –aye

Bob Grah – aye

Andy Klein –aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Rudy Jovanovic, President and Director

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

Dan West, Treasurer and Director

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

Andy Klein, Secretary and Director

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

Bob Grah, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

WARREN COUNTY, STATE OF MISSOURI

May 12, 2016

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 12, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director – absent

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Mike Holtmeier

Captain Josh Riebe

FF Kevin Hakenewerth

FF Glenn Davis

Phil Keim

David Williams (Fire Corps)

Laura Hakenewerth (Fire Corps)

**Call to Order**

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

**Amendments to the May 12, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for May 12, 2016. Secretary Andy Klein wanted to add The Pledge of Allegiance to New Business.

Secretary Andy Klein made a motion to approve the amended agenda. This motion was seconded by Director Bob Grah. The agenda for May 12, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Approval of the Open Minutes of April 14, 2016 Board Meetings**

Director Bob Grah moved for approval of the open minutes of April 14, 2016. This was seconded by Secretary Andy Klein.

“RESOLVED that the Minutes of the April 14, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for May 12, 2016 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Treasurer’s Report for April 14, 2016**

*Cash Balance as of end of April 2015 is $909,209.46*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *98,164.30* |
| *CD @ American Bank Mature 7/16/16 (Reserve) 0.70%* | *120,585.32* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *330,459.84* |
| *CD @ American Bank Mature 11/12/2016 (Operating) 0.75%* | *190,000.00* |
| *CD @ FSCB Mature 6/12/2016 (Operating) 0.50%* | *170,000.00* |
| *TOTAL* | *909,209.46* |

*Financial Reports*

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

*Comments on Financial Reports*

* 1. *Income in April was $19,889 vs. budget of $3,577. Due to additional Taxes received from Warren and Lincoln Counties, permit fees, earned interest, and cost recovery.*
  2. *Expenditures in April were $60,466 vs a budget of $53,402* 
     1. *Administrative Expenses in April were $3,628 vs a budget $766 or $2,861 above budget due to attorney fees.*
     2. *Capital Expenses were $1,162 vs a budget of $292 which was $870 above budget. Due to the purchase of a training dummy.*
     3. *Maintenance expenses were $5,520 which was $1,388 below budget*
     4. *Utility expenses were $2,017 which was $165 above budget*
     5. *Training expenses were $1,998 which was $1,165 above budget.*
     6. *Other expenses were $419 which was $147 below budget.*
     7. *Personnel expenses were $45,721 which was $3,537 above budget*

1. *Income for 2015 April YTD was $805,462 vs. a YTD budget of $814,702 which is $9,239 below YTD budget. This should be made by EOY by back taxes being paid.*
2. *Expenses for 2015 April YTD were $381,031 which is $3,752 above budget.*

* 1. *Admin expenses YTD were $10,250 below budget*
  2. *Capital expenses YTD were $6,883 below budget*
  3. *Maintenance expenses YTD were $19,258 above budget*
  4. *Utility expenses YTD were $1,021 above budget*
  5. *Training expenses YTD were $1,384 above budget.*
  6. *Other expenses YTD were $955 below budget*
  7. *Personnel expenses YTD were $69 above budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of April is $451,045. This is 51.8% of $870,607 annual budget*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2 and $9,000 roof repair house 1. We still need to spend money on asphalt at all stations. The money that is left over will be moved to reserve.*

The Treasurer’s Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

Tax Increase: Discussion of August ballot with a May 24 deadline – not enough time.

Strategic Planning: Stalled progress – Workshops will continue

**Public Information**

Continued to June still gathering information that we feel needs to be shared. Working with FF Mosher on this.

**Security System**

New doors at House 1 installed and operational. House 2 & 3 have been ordered and anticipating a 4-5 week arrival time. After this is completed we will begin security cameras.

**Asphalt Bids**

RFQ for bid will be drafted and sent to the BOD for review. After it has been accepted by the BOD it will be placed in the paper with a determined deadline.

**Asset Report**

Chief will continue working on the inventory of the rolling stock.

**CD’s**

The CD that is due in June will go out for bid looking at a 12 and an 18 month term. The July CD will be cashed in and deposited into the general operating account.

**Bell Road Easement**

A motion was made by Secretary Andy Klein to adopt the ordinance authorizing the execution of a sidewalk, sewer and utility easement and temporary construction easement to the City of Wright City, Missouri. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**MAFPD**

Secretary Andy Klein has expressed an interest in attending and will get with Kim if this will work with his schedule.

**Deputy / Assistant Chief Position**

The BOD has asked Chief MacKnight to come back with more information on the direction he feels that we need to go for the open position.

**Security Door Policy**

Treasurer Dan West made a motion to accept the Security Door Policy. The motion was seconded by Secretary Andy Klein. The wording for item 10 will read: Failure to comply with this will lead to disciplinary action per the SOG.

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Commerce Paperwork**

Signatures required due to the changes made in the organization.

**399 West 2nd Street N**

Ned Stanley has approached Chief MacKnight with the possibility of selling us this property for $400,000 or he is willing to come down from that price possibly. The BOD are not interested in the present state. Dan West suggested that Chief MacKnight tell Ned if the property is cleaned up and successfully passes an environmental hazards test, we may be interested then.

**First State Community & American Bank**

Kim will be reaching out to these two banks with the names of the two new BOD members. After they have been notified we would ask that Directors Bob Grah and Andy Klein go into each branch to sign the signature card.

**Pledge of Allegiance**

Secretary Andy Klein made a motion that after the BOD meeting is called to order we stand and say the Pledge of Allegiance. The motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Fire Chief Report**

* Discussion

**2665**

* Discussion

**Closed Session**

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

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

A motion was made by Treasurer Dan West to move into closed session at 1750. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Open Session**

A motion was made by Treasurer Dan West to move into open session at 1810. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**10 Year Anniversary Celebration – Captain Josh Riebe**

**Adjourn**

Motion made to adjourn the meeting at 1819. Motion was made by Secretary Andy Klein and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

Respectively Submitted,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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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

June 9, 2016

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 9, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Josh Riebe

Captain Mike Combs

FF Kevin Hakenewerth

FF Justin Mosher

Phil Keim

David Williams (Fire Corps)

Laura Hakenewerth (Fire Corps)

Ann Davis (Fire Corps)

Cindy Lacaillade (Fire Corps)

Sherry Schrieter (Fire Corps)

Stefanie Smith

**Call to Order**

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

**Pledge of Allegiance**

**Amendments to the June 9, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for June 9, 2016. No amendments were requested and the Agenda was approved as presented.

Director Mike Schriener made a motion to approve the agenda. This motion was seconded by Director Bob Grah. The agenda for June 9, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approval of the Open Minutes of May 12, 2016 Board Meetings**

Director Bob Grah moved for approval of the open minutes of May 12, 2016. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the May 12, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for June 9, 2016 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for June 9, 2016**

*Cash Balance as of end of May 2015 is $880,898.19*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *67,962.17* |
| *CD @ American Bank Mature 7/16/16 (Reserve) 0.70%* | *120,798.08* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank Mature 11/12/2016 (Operating) 0.75%* | *190,000.00* |
| *CD @ FSCB Mature 6/12/2016 (Operating) 0.50%* | *170,000.00* |
| *TOTAL* | *880,898.19* |

*Financial Reports*

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

*Comments on Financial Reports*

* 1. *Income in May was $14,786 vs. budget of $3,577. Due to additional Taxes received from Warren and Lincoln Counties, permit fees, and cost recovery.*
  2. *Expenditures in May were $60,481 vs a budget of $51.562* 
     1. *Administrative Expenses in May were $3,906 vs a budget $766 or $3,139 above budget due to attorney fees and work comp.*
     2. *Capital Expenses were $9,181 vs a budget of $292 which was $8,890 above budget. Due to the new safety doors.*
     3. *Maintenance expenses were $2,146 which was $2,062 below budget.*
     4. *Utility expenses were $1,481 which was $369 below budget.*
     5. *Training expenses were $1,555 which was $722 above budget.*
     6. *Other expenses were $695 which was $128 above budget.*
     7. *Personnel expenses were $40,783 which was $2,371 below budget.*

1. *Income for 2015 May YTD was $827,091 vs. a YTD budget of $818,278 which is $8,771 below YTD budget. This should be made by EOY by back taxes being paid.*
2. *Expenses for 2015 May YTD were $441,151 which is $12,230 above budget.*

* 1. *Admin expenses YTD were $7,111 below budget*
  2. *Capital expenses YTD were $2,007 above budget*
  3. *Maintenance expenses YTD were $17,196 above budget*
  4. *Utility expenses YTD were $654 above budget*
  5. *Training expenses YTD were $2,107 above budget.*
  6. *Other expenses YTD were $827 below budget*
  7. *Personnel expenses YTD were $2,665 below budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of May is $452,933. This is 52% of $870,607 annual budget*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2 and $9,000 roof repair house 1. We still need to spend money on asphalt at all stations. The money that is left over will be moved to reserve.*

The Treasurer’s Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

Discussion along with the Asset Report Spreadsheet.

**Public Information**

Kim is working with FF Mosher on this.

**Security System**

Phases of this project were discussed, and the satisfaction with the system.

**Asphalt Bids**

RFP still being worked on.

**Asset Report**

BOD would like to see the engine type and any issues with each truck.

**CD’s**

The Treasurer’s Report was amended to reflect the Operating & Reserve CD’s.

A motion was made by Secretary Andy Klein to cash in the First State CD in the approximate amount of $170,000. These funds will be used for a new CD at American Bank at an 18 month term at a 1.00% interest rate. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**First State Community & American Bank**

Discussion with Director Bob Grah about First State and signature required for checking account.

**New Business**

**Fire Chief Report**

* Discussion

**2665**

* Discussion

**Closed Session**

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

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

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

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Director Mike Schriener to move into open session at 1730. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1732. Motion was made by Secretary Andy Klein and was seconded by Director Bob Grah. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – absent

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

July 14, 2016

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 14, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director – present

Bob Grah – Director – absent

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

FF Kevin Hakenewerth (Shop Steward)

David Williams (Fire Corps)

Captain Mike Holtmeier

FF Jesse McCoy

**Call to Order**

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

**Pledge of Allegiance**

**Amendments to the July 14, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for July 14, 2016. No amendments were requested and the Agenda was approved as presented.

Secretary Andy Klein made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for July 14, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Approval of the Open Minutes of June 9, 2016 Board Meetings**

Director Mike Schriener moved for approval of the open minutes of June 9, 2016. This was seconded by Secretary Andy Klein.

“RESOLVED that the Minutes of the June 9, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for July 14, 2016 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Treasurer’s Report for June 9, 2016**

No Treasurer’s Report was submitted.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

August 23rd is the last day to file for a November election.

Rudy will send an email to other BOD members requesting any additional information they want prior to the August 11 BOD Meeting.

The BOD should come to the August BOD Meeting ready to make a decision about asking for a tax increase.

**Security System**

The locks for Phase 2 have been held up in Customs in Mexico. They are due to be delivered By July 19 and they will call to set up an installation date after.

Discussion of BOD Members access to House 1 and the limitations on it.

**Asphalt Bids**

House 1 Admin side work will be completed. An email was sent to the contractor to begin work, awaiting additional information. Mid River Asphalt.

**Asset Report**

BOD would like to see the engine type and any issues with each truck. – Continued to August -

**Tax Rate Hearing**

August 11th @ 330 pm

**New Business**

**Tax Rate Hearing**

August 11th @ 330 pm

**Fire Chief Report**

* Discussion

**2665**

* Discussion

**Closed Session**

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

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

A motion was made by Secretary Andy Klein to move into closed session at 1625. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Open Session**

A motion was made by Director Mike Schriener to move into open session at 1717. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - absent

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1717. Motion was made by Director Mike Schriener and was seconded by Secretary Andy Klein. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – absent

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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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

August 11, 2016

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 11, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

Captain Mike Holtmeier

FF Justin Mosher

FF Jewett Ellis

Captain Scot Gibson

Catherine Riebe

Larry Zuhone

John Bougmaun

Phil Keim

Jessica Gibson

Andrew Gibson

Ron Gibson

Michael Scott

**Call to Order**

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

**Pledge of Allegiance**

**Amendments to the August 11, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for August 11, 2016. No amendments were requested and the Agenda was approved as presented.

Secretary Andy Klein made a motion to approve the agenda. The agenda for August 11, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approval of the Open Minutes of July 14, 2016 Board Meetings**

Treasurer Dan West moved for approval of the open minutes of July 14, 2016. This was seconded by Secretary Andy Klein.

“RESOLVED that the Minutes of the July 14, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for August 11, 2016 for payment. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for August 11, 2016**

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**Pinning Ceremony**

Captain Scot Gibson pinned by his daughter, Jessica Gibson.

A/C Joshua Riebe pinned by his wife, Catherine Riebe.

FF Justin Mosher will be pinned at a later date due to a conflict in scheduling.

**Strategic Planning / Tax Increase / Asset Report**

This discussion will be tabled until the November BOD meeting. Strike from agenda until November, 2016.

**Security System**

Phase 2 is complete. Phase 3 has been ordered (back training room door and door leading to crew quarters). Security camera bids for House 2 & 3 will be sought.

**Asphalt Bids**

House 1 asphalt will be completed by mid - September. A small patch was done by parking spot #1.

**Truck Committee**

Secretary Andy Klein made a motion to allow the Truck Committee to seek bids for a new Tender (9713), these bids will be out for 30 days, and the companies must stay firm with their bid for 60 days. No second was made. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**New Business**

**General Operating**

A portion of the November CD will be used to fund the General Operating Account. This amount will be determined within the next few weeks.

**Email from Larry Zuhone**

The email was discussed on the residency requirements and the personal use of district vehicles. The minutes from July of 2014 were printed for the BOD to review (this has the residency requirements). The District Vehicle policy was also printed for the BOD review. Larry Zuhone was allowed to address the BOD with his concerns. The BOD after reviewing the information stand behind the fact that they are following district policies, and no changes will be made at this time.

**Resolution to Hold Tax Rate Hearing**

A motion was made by Director Mike Schriener to adopt the resolution to hold a Tax Rate Hearing on August 29, 2016 at 1600. This motion was seconded by Secretary Andy Klein. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Fire Chiefs Report**

* Will be submitted via email in the coming week.

**2665**

* Nothing submitted.

**Closed Session**

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

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

A motion was made by Director Mike Schriener to move into closed session at 1802. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Secretary Andy Klein to move into open session at 1826. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1827. Motion was made by Secretary Andy Klein and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

September 8, 2016

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 8, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – absent

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

Captain Mike Holtmeier

FF Jewett Ellis

Captain Scot Gibson

John Bougmaun

Lloyd DeWald

Laura Hakenewerth

**Call to Order**

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

**Pledge of Allegiance**

**Amendments to the September 8, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for September 8, 2016. No amendments were requested and the Agenda was approved as presented.

Treasurer Dan West made a motion to approve the agenda. The agenda for September 8, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

**Approval of the Open Minutes of August 11, 2016 Board Meetings**

Director Bob Grah moved for approval of the open minutes of August 11, 2016. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the August 11, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Treasurer Dan West made a motion to approve the bills for September 8, 2016 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for September 8, 2016**

Cash Balance as of end of August 2015 is $708,099.58

|  |  |
| --- | --- |
| Operating Account (FSCB) 0.20% | 15,680.63 |
| CD @ American Bank Mature 10/18/17(Reserve) 0.65% | 332,137.94 |
| CD @ American Bank Mature 11/12/2016 (Operating) 0.75% | 190,000.00 |
| CD @ American Bank 12/15/17 (Reserve) 1.00% | 170,281.01 |
| TOTAL | 708,099.58 |

Financial Reports

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

Comments on Financial Reports

* 1. Income in August was $8,293 vs. budget of $3,577. Due to additional Taxes received from Warren County, permit fees, and cost recovery.
  2. Expenditures in August were $58,538 vs a budget of $50,702 which is $7,836 above budget.
     1. Administrative Expenses in August were $739 vs a budget $766 or $28 below budget
     2. Capital Expenses were $10,392 vs a budget of $292 which was $10,101 above budget due to security installations at all three stations.
     3. Maintenance expenses were $8,579 which was $4,371 above budget due to new tires and exhaust leak on 9714 and SCBA hydrostatic tests.
     4. Utility expenses were $2,016 which was $164 above budget
     5. Training expenses were $2,568 which was $1,735 above budget.
     6. Other expenses were $284 which was $283 below budget.
     7. Personnel expenses were $33,956 which was $8,228 below budget.

1. Income for 2016 August YTD was $851,931 vs. a YTD budget of $829,008 which is $22,923 above YTD budget.
2. Expenses for 2016 August YTD were $642,035 which is $39,900 above budget.

* 1. Admin expenses YTD were $8,861 below budget
  2. Capital expenses YTD were $13,759 above budget
  3. Maintenance expenses YTD were $47,291 above budget
  4. Utility expenses YTD were $364 below budget
  5. Training expenses YTD were $4,802 above budget.
  6. Other expenses YTD were $1,320 below budget
  7. Personnel expenses YTD were $16,399 below budget.

1. The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Budget | Total Personnel Expense (9000) | Total Personnel Expense (9000) as % of Budget |
| 2006 | 734,940 | 253,240 | 34.45% |
| 2007 | 739,916 | 291,500 | 39.40% |
| 2008 | 734,600 | 364,200 | 49.58% |
| 2009 | 827,458 | 401,208 | 48.49% |
| 2010 | 762,530 | 353,314 | 46.20% |
| 2011 | 761,540 | 396,430 | 52.05% |
| 2012 | 759,163 | 407,500 | 53.68% |
| 2013 | 784,130 | 444,700 | 56.71% |
| 2014 | 804,966 | 463,830 | 57.62% |
| 2015 | 870,607 | 528,725 | 60.73% |
| 2015 | 820,984\* | 503,413 | 61.32% |
| 2016 | 843,295 | 553,145 | 65.59% |

* \* Actual expense

1. Balance in the reserve account as of the end of August is $502,418.95. This is 57.7% of $870,607 annual budget. In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2 and $9,000 roof repair house 1. We still need to spend money on asphalt at all stations. The money that is left over will be moved to reserve.

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**Security System Update**

Phase 3 has been ordered (back training room door and door leading to crew quarters). Security cameras for House 2 & 3 have been installed. Security cameras at 1 will be put into the 2017 budget.

**Asphalt Bids**

RFP was sent to Rudy. He did not get it sent out, it will be sent out on Friday, September 09, 2016.

**New Business**

**Truck Bids**

The financials were given to the BOD for the three bids received. Director Bob Grah requested that the truck bids be put into a spreadsheet format along with comments regarding pros and cons for each bid. The sheet should include highlighted details for each bid and if they meet the specification or not.

**November CD**

Treasurer Dan West made a motion to remove $70,000 in September to fund General Operating. In October $70,000 will be removed to fund General Operating. In November the remainder will mature, this should be a balance of $50,000 without the accrued interest. The motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

**SAFER Grant**

Chief MacKnight updated the BOD on the timelines we have established. We are still working on the fine details and are not ready to discuss financials at this point.

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Closed Session**

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

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

A motion was made by Director Bob Grah to move into closed session at 1714. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Director Bob Grah to move into open session at 1731. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1732. Motion was made by Mike Schriener and was seconded by Treasurer Dan West. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – absent

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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

Mike Schriener, Director



**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

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

WARREN COUNTY, STATE OF MISSOURI

October 27, 2016

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 27, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – absent

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

Captain Mike Holtmeier

Chief Mike Owenby

FF Mosher

FF Hakenewerth

FF Pelton

**Call to Order**

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

**Pledge of Allegiance**

**Amendments to the October 27, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for October 27, 2016. No amendments were requested and the Agenda was approved as presented.

Treasurer Dan West made a motion to approve the agenda. The agenda for October 27, 2016 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Approval of the Open Minutes of September 8, 2016 Board Meetings**

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

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

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

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for October 27, 2016 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Treasurer’s Report for October 27, 2016**

*Cash Balance as of end of September 2016 is $663,248.11*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *40,829.16* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank Mature 11/12/2016 (Operating) 0.75%* | *120,000.00* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
| *TOTAL* | *663,248.11* |

*Financial Reports*

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

*Comments on Financial Reports*

* 1. *Income in September was $6,312 vs. budget of $3,577. Due to additional Taxes received from Warren County, and permit fees,.*
  2. *Expenditures in September were $49,164 vs a budget of $51,652 which is $2,488 below budget*
     1. *Administrative Expenses in September were $1,368 vs a budget $766 or $601 above budget due to attorney fees and professional dues.*
     2. *Capital Expenses were $1,183 vs a budget of $292 which was $891 above budget due to hose purchase and house alarm installation.*
     3. *Maintenance expenses were $4,354 which was $145 above budget*
     4. *Utility expenses were $1,721 which was $131 below budget*
     5. *Training expenses were $25 which was $808 below budget.*
     6. *Other expenses were $1,118 which was $551 above due to bid advertising and uniforms budget.*
     7. *Personnel expenses were $39,395 which was $3,739 below budget.*

1. *Income for 2016 September YTD was $858,251 vs. a YTD budget of $832,585+ which is $25,667 above YTD budget.*
2. *Expenses for 2016 September YTD were $691,536 which is $37,749 above budget.*

* 1. *Admin expenses YTD were $8,260 below budget*
  2. *Capital expenses YTD were $14,813 above budget*
  3. *Maintenance expenses YTD were $47,526 above budget*
  4. *Utility expenses YTD were $495 below budget*
  5. *Training expenses YTD were $3,993 above budget.*
  6. *Other expenses YTD were $769 below budget*
  7. *Personnel expenses YTD were $20,052 below budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of September is $502,418.95. This is 57.7% of $870,607 annual budget.*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2 and $9,000 roof repair house 1. We still need to spend money on asphalt at house 1 bid is $3,829. The security installation at Station 1 is estimated to be $20,000 and the cameras at Station 2 & 3 is estimated to be $1,665. This brings the grand total to $38,604. The money that is left over will be moved to reserve.*

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**Security System Update**

All phases of new security doors have been completed. The security cameras are up at House 2 & 3, and House 1 has been bid. If there is money in the 2016 budget we will pay for House 1 in this budget cycle.

**Asphalt Bids**

Treasurer Dan West made a motion to postpone until January 2017 BOD Meeting and then make a decision based on budget overage of 2016. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**SAFER Grant Update**

Chief MacKnight explained we will have names to the BOD by the January BOD meeting on who we will be looking to hire.

**Tanker Bids & RFP**

Secretary Andy Klein made a motion to recommend taking 9733 out of service and using mutual aid going forward. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

Chief MacKnight asked for the BOD to use reserves for the purchase of a new tanker.

Chairman Rudy Jovanovic made a motion to use reserves to fund a new tanker (Pierce bid) and spend up to $312,000 on it with the pre-payment option. No second.

By state statute Secretary Andy Klein must abstain from this vote. The vote was as follows:

Rudy Jovanovic – nay

Dan West - nay

Andy Klein – abstain

Bob Grah – nay

Mike Schriener – absent

**New Business**

**RESOLUTION OF THE BOARD OF DIRECTORS OF WRIGHT CITY**

**FIRE PROTECTION DISTRICT OF WARREN AND LINCOLN COUNTIES, MISSOURI ACCEPTING THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT NO. EMW-2015-FH-00782.**

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that theFEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT NO. EMW-2015-FH-00782

submitted to the Board of Directors October 27, 2016 is hereby accepted.

**Firefighter Job Descriptions**

A motion was made by Director Bob Grah to accept the FF Job Description as presented contingent on the approval of the shop. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**WCAD**

The discussion was had that we are beginning the proper channels to begin running life threatening EMS calls beginning January 1, 2017. (BLS)

**9733 Safety**

Due to the recommendation of the BOD to put 9733 out of service, Chief MacKnight asked the BOD if they would like him to sell it.

Secretary Andy Klein made a motion to sell 9733 if the Chief decides to take it out of service. There was no second. The vote was as follows:

Rudy Jovanovic – aye

Dan West - nay

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Senate Bill 656**

BOD asked Chief MacKnight to rewrite the weapons policy to present at a later time.

**Chief MacKnight Research**

Discussion of Chief MacKnight going to the WFPD BOD Meeting and presenting them with the research paper idea. The WFPD BOD did not have an issue with this.

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Closed Session**

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

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

A motion was made by Secretary Andy Klein to move into closed session at 1810. This motion was seconded by Director Bob Grah. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Open Session**

A motion was made by Director Bob Grah to move into open session at 1829. This motion was seconded by Treasurer Dan West. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

**Adjourn**

Motion made to adjourn the meeting at 1830. Motion was made by Treasurer Dan West and was seconded by Director Bob Grah. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – absent

Respectively Submitted,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

November 10, 2016

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 10, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – absent

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

Captain John Lacaillade

FF McCoy

FF Mosher

FF Hakenewerth

FF Ellis

**Call to Order**

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

**Pledge of Allegiance**

**Amendments to the November 10, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for November 10, 2016. Treasurer Dan West made a motion to add Budget Discussion to New Business as item 7. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

The amended agenda for November 10, 2016 was adopted.

**Approval of the Open Minutes of October 27, 2016 Board Meetings**

Secretary Andy Klein moved for approval of the open minutes October 27, 2016. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the October 27, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for November 10, 2016 for payment. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Treasurer’s Report for November 10, 2016**

*Cash Balance as of end of October 2015 is $619,227.80*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *66,808.85* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank Mature 11/12/2016 (Operating) 0.75%* | *50,000.00* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
| *TOTAL* | *619,227.80* |

*Financial Reports*

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

*Comments on Financial Reports*

* 1. *Income in October was $10,981 vs. budget of $3,577. Due to additional Taxes received from Warren County, and permit fees,*
  2. *Expenditures in October were $55,623 vs a budget of $46,625 which is $5,421 above budget*
     1. *Administrative Expenses in October were $650 vs a budget $766 or $116 below budget due to attorney fees and professional dues.*
     2. *Capital Expenses were $607 vs a budget of $292 which was $315 above budget due to Reporting Software and house one alarm installation.*
     3. *Maintenance expenses were $6,542 which was $2,834 above budget due to asphalt overlay.*
     4. *Utility expenses were $1,352 which was $499 below budget*
     5. *Training expenses were $0.00 which was $833 below budget.*
     6. *Other expenses were $7,944 which was $7,367 above due to physicals.*
     7. *Personnel expenses were $38,528 which was $3,656 below budget.*

1. *Income for 2016 October YTD was $869,233 vs. a YTD budget of $836,161 which is $33,071 above YTD budget. On an annual basis this is $25,938*
2. *Expenses for 2016 October YTD were $747,159 which is $43,170 above budget. Of this above budget amount $29,640 is differed maintenance expense and security installation. We therefore are $13,530 above budget on budgeted amounts.*

* 1. *Admin expenses YTD were $8,376 below budget*
  2. *Capital expenses YTD were $15,128 above budget*
  3. *Maintenance expenses YTD were $50,359 above budget*
  4. *Utility expenses YTD were $994 below budget*
  5. *Training expenses YTD were $3,160 above budget.*
  6. *Other expenses YTD were $6,608 above budget*
  7. *Personnel expenses YTD were $23,708 below budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of October is $502,418.95. This is 57.7% of $870,607 annual budget.*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2, $9,000 roof repair house 1, $3,829 on asphalt at house 1, $11,046 on security doors for station 1 & 2, $1,655 security cameras at station 2 & 3. We still need to spend money on security cameras installation at Station 1 The bid is $3,126. This brings the grand total to $32,766. The money that is left over will be moved to reserve.In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2 and $9,000 roof repair house 1. We still need to spend money on asphalt at house 1 bid is $3,829. The security installation at Station 1 is estimated to be $20,000 and the cameras at Station 2 & 3 is estimated to be $1,665. This brings the grand total to $38,604. The money that is left over will be moved to reserve.*

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**SAFER Grant Update**

Chief MacKnight discussed that we have set application dates, testing dates, and secured a location for the testing. SAFER money will put us above the 1 million dollar threshold and the BOD will be required to file a financial statement with the Ethics Commission.

**WCAD**

Chief MacKnight will be meeting with SSM on Wednesday (11-16-16) afternoon to discuss contract and protocols. Chief MacKnight and Chief Owenby will be meeting with Ralph Hellebusch on that same afternoon, following the SSM meeting.

**Senate Bill 656**

Continue to December.

**New Business**

**Public Comments Discussion**

A motion was made by Secretary Andy Klein to move the Public Comments section of the meeting to the last item before Closed Session. Director Mike Schriener seconded the motion. The vote was as follows:

Rudy Jovanovic – nay

Dan West - nay

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Cost Recovery Dispute**

A motion was made by Secretary Andy Klein to refund the $250.00 debris clean up portion of the bill to Kendra Weber. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**New Checking Account**

Treasurer Dan West made a motion to open a new money market account at First State Community Bank assigned to capital improvements. The account will be funded by the net of the 2015 under budget amount and what has been spent thus far this year. Secretary Andy Klein seconded the motion. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Workshops for increased income generation discussion**

A meeting was set for January 17th at 1830.

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Budget for 2017**

* Discussion

**Closed Session**

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

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

A motion was made by Secretary Andy Klein to move into closed session at 1719. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Open Session**

A motion was made by Director Mike Schriener to move into open session at 1725. This motion was seconded by Secretary Andy Klein. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1726. Motion was made by Director Mike Schriener and was seconded by Secretary Andy Klein. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – absent

Mike Schriener – aye

Respectively Submitted,

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

Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Rudy Jovanovic, President and Director

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

Dan West, Treasurer and Director

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

Andy Klein, Secretary and Director

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Bob Grah, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

Wright City, Missouri 63390

Phone (636) 745-2262

Fax (636) 745-2259

www.wrightcityfire.com

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

WARREN COUNTY, STATE OF MISSOURI

December 8, 2016

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 8, 2016 at 1600. At the above time and place there were the following present:

Board of Directors

Rudy Jovanovic – Chairman - present

Dan West – Treasurer – present

Mike Schriener – Director – present

Bob Grah – Director – present

Andy Klein – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

A/C Josh Riebe

Visitors

Captain John Lacaillade

FF Hakenewerth

Captain Scot Gibson

**Call to Order**

A quorum being present, Chairman Rudy Jovanovic called the meeting to order at 1604 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Pledge of Allegiance**

**Amendments to the December 8, 2016 Agenda**

Chairman Rudy Jovanovic asked for any amendments to the Tentative Agenda for December 8, 2016. Secretary Andy Klein made a motion to accept the agenda as presented. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

The amended agenda for December 8, 2016 was adopted.

**Approval of the Open Minutes of November 10, 2016 Board Meetings**

Director Mike Schriener moved for approval of the open minutes November 10, 2016. This was seconded by Secretary Andy Klein.

“RESOLVED that the Minutes of the November 10, 2016 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Approve Bills for Payment**

Secretary Andy Klein made a motion to approve the bills for December 8, 2016 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Treasurer’s Report for December 8, 2016**

*Cash Balance as of end of November 2015 is $581,399.42*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *56,843.47* |
| *Capital Expense Account 0.30%* | *22,137.00* |
| *CD @ American Bank Mature 10/18/17(Reserve) 0.65%* | *332,137.94* |
| *CD @ American Bank 12/15/17 (Reserve) 1.00%* | *170,281.01* |
|  |  |
| *TOTAL* | *581,399.42* |

*Financial Reports*

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

*Comments on Financial Reports*

* 1. *Income in November was $8,968 vs. budget of $3,567. Due to PR Donation, Permit fees, Interest $945 and cost recovery*
  2. *Expenditures in November were $45,607 vs a budget of $52,822 which is $7,215 below budget*
     1. *Administrative Expenses in November were $1,067 vs a budget $767 or $300 above budget.*
     2. *Capital Expenses were $3492 vs a budget of $292 which was $3,500 above budget due to house one alarm installation.*
     3. *Maintenance expenses were $2,938 which was $1,485 below budget.*
     4. *Utility expenses were $1,494 which was $362 below budget*
     5. *Training expenses were $354 which was $479 below budget.*
     6. *Other expenses were $1,592 which was $1,025 above due to physicals.*
     7. *Personnel expenses were $34,370 which was $9,714 below budget.*

1. *Income for 2016 November YTD was $878,201 vs. a YTD budget of $839,728*

*which is $38,472 above YTD budget.*

1. *Expenses for 2016 November YTD were $792,786 which is $35,974 above budget. Of this above budget amount $27,486 is differed maintenance expense and security installation (see note 6 below). We therefore are $8,488 above budget on budgeted amounts.*

* 1. *Admin expenses YTD were $8,176 below budget*
  2. *Capital expenses YTD were $18,645 above budget*
  3. *Maintenance expenses YTD were $48,875 above budget*
  4. *Utility expenses YTD were $1,356 below budget*
  5. *Training expenses YTD were $2,682 above budget.*
  6. *Other expenses YTD were $7,660 above budget*
  7. *Personnel expenses YTD were $33,347 below budget.*

1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 34.45% in 2006 to 65.59% in 2016. This is significantly above 2006 when the percentage was 34.45%*

|  |  |  |  |
| --- | --- | --- | --- |
| *Year* | *Budget* | *Total Personnel Expense (9000)* | *Total Personnel Expense (9000) as % of Budget* |
| *2006* | *734,940* | *253,240* | *34.45%* |
| *2007* | *739,916* | *291,500* | *39.40%* |
| *2008* | *734,600* | *364,200* | *49.58%* |
| *2009* | *827,458* | *401,208* | *48.49%* |
| *2010* | *762,530* | *353,314* | *46.20%* |
| *2011* | *761,540* | *396,430* | *52.05%* |
| *2012* | *759,163* | *407,500* | *53.68%* |
| *2013* | *784,130* | *444,700* | *56.71%* |
| *2014* | *804,966* | *463,830* | *57.62%* |
| *2015* | *870,607* | *528,725* | *60.73%* |
| *2015* | *820,984\** | *503,413* | *61.32%* |
| *2016* | *843,295* | *553,145* | *65.59%* |

* *\* Actual expense*

1. *Balance in the reserve account as of the end of November is $502,418.95. This is 59.6% of $843,295 annual budget*
2. *In 2015 the year ended with $49,623.62 below budget. Normally these funds would be moved to reserve account and a CD would be purchased. However, there is some deferred maintenance that needs to be done on our facilities that will be funded by this money. So far we have spent $4,110 mold removal house 2, $9,000 roof repair house 1, $3,829 on asphalt at house 1, $5,766 on security doors for station 1 & 2, $1,655 security cameras at station 2 & 3. We still need to spend money on security cameras installation at Station 1 The bid is $3,126. This brings the grand total to $27,486. The money that is left over, $22,137, was moved to a reserve checking account.*

Treasurer’s Report was accepted as submitted.

**Public Comments**

None

**Old Business**

**SAFER Grant Update**

Chief MacKnight updated the BOD on the application process (19 applicants), testing process (12 candidates), test results received, will be reviewed and interviews will begin. The BOD will have a list of 6 FF being recommended for hire in the January BOD meeting.

**Senate Bill 656**

Chief MacKnight is still continuing to work on this. The BOD would like to see what the city and county states concerning this as well. A survey of the BOD was taken to get a feel for their opinions.

**Special Meeting**

The meeting is scheduled for January 17th @ 1830. The BOD has asked for a list of needs and wants by the first of the year to make this a productive meeting. This meeting will help us get a feel for the direction we need to go.

**New Business**

**Budget**

Check on D & O insurance.

9301 (457 employer match) was not funded. Back to the drawing board.

**Budget Resolution for 2017**

Kim will send out a doodle invitation to set a date for the Budget Resolution Meeting.

**Fire Chiefs Report**

* Discussion

**2665**

* Discussion

**Closed Session**

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

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

A motion was made by Director Mike Schriener to move into closed session at 1710. This motion was seconded by Secretary Andy Klein. Roll call was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Open Session**

A motion was made by Secretary Andy Klein to move into open session at 1716. This motion was seconded by Director Bob Grah. The vote was as follows:

Rudy Jovanovic – aye

Dan West - aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1717. Motion was made by Secretary Andy Klein and was seconded by Director Bob Grah. The roll call was as follows:

Rudy Jovanovic – aye

Dan West – aye

Andy Klein – aye

Bob Grah – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Rudy Jovanovic, President and Director

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Dan West, Treasurer and Director

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Andy Klein, Secretary and Director

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Bob Grah, Director

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Mike Schriener, Director