

**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 8, 2015

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 8, 2015 at 1830. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present (arrived at 1831)

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Joshua Riebe

FF Kevin Hakenewerth

Captain Mike Holtmeier

FF Jewett Ellis

Captain John Lacaillade

Kathy Ellis

**Call to Order**

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

**Amendments to the January 8, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for January 8, 2015. No amendments were requested and the Agenda was approved as presented.

Director Keith Thompson made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for January 8, 2015 was adopted. The vote was as follows:

Rudy Jovanovic – not present for vote

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of December 11, 2014 Board Meetings**

Director Keith Thompson moved for approval of the open minutes of December 11, 2014. This was seconded by Director Mike Schriener.

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

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

Rudy Jovanovic – not present for vote

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for January 8, 2015 for payment. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic – not present for vote

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Treasurer’s Report for January 8, 2015**

Cash Balance as of end of December 2014 is $525,735.13

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $40,127.86 |
| CD @ American Bank Mature 8/17/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature July 15(Reserve) 0.65% | 100,000.00 |
| CD @ American Bank Mature 4/01/2016 (Partial Reserve) 0.55% ($66,993.57 Operating & $333,809.22 Reserve) | 365,802.59 |
| TOTAL | $525,735.13  |

Financial Reports

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

Comments on Financial Reports

1. Income in December was $3,275 vs a budget $1,033. There was an additional income of $88,384 that will count toward 2015 income.
2. Expenditures in December were $136,935 vs a budget $66,107 or $70,827 above budget.
	1. Administrative Expenses were $1,427 which was $718 above budget. This was due to Professional dues and Memberships not being budgeted ($610)
	2. Capital Expenses were $72,904 which was $70,754 above budget $2,150. This was due to not all of the staff car charges of $9,468 being budgeted in November and the purchase of a new pumper from Washington Fire District of $60,000.
	3. Maintenance expenses were $3,391 which was $1,000 below budget. This was due to lower fuel charge ($318) and equipment maintenance ($836)
	4. Utility expenses were $2,434 which was $1,085 above budget due to November and December electric bills being paid in December and the annual purchase of propane.
	5. I am not sure what happened to training to have operated training at a profit of $680
	6. Other expenses were $518 which was $2,982 below budget due to annual banquet being $2,200 below budget
	7. Personnel expenses were $55,835 which was $2,786 above budget due retirement matching $644 and employee federal match $1,444. Both budget for 2 pay periods not the actual 3 pay periods.
3. Income for 2014 December YTD was $809,319 vs. a YTD budget of $803,952 which is $4,333 above YTD budget.
4. Expenses for 2014 December YTD was $884,577 which is $79590 above budget.
	1. Administrative expenses YTD were $12,341 above budget due to above budget of Attorney fees $4,724 and Work Comp audit $8,169
	2. Capital Expense was $51,961 above budget due to purchase of pumper from Washington FD.
	3. Maintenances expenses YTD were $340 above budget
	4. Utilities were $5,491 above budget due to propane and internet charges not being budgeted.
	5. Training was $518 below budget.
	6. Other expenses were $8,533 under budget due to public relations under budget $2,591, membership under budget $4,098, and uniforms under budget $2152.
	7. Personnel Expenses were $13,595 over budget due to Health Insurance $3,238, salaries $6,076 and retirement employer match $2,907.
5. Salary budget as a percent of total budget calculation has been changed to reflect all personnel expenses (salaries, health insurance, payroll taxes & retirement):

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

1. Balance in the reserve account end of 2014 December YTD is $393,612. This is 49% of $804,966 annual budget

Respectively submitted, Dan West, Treasurer & Financial Officer

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

No new action was taken since the last meeting. Director Thompson will continue formatting data and hopes to have it done by the end of January. Carry forward to February.

**Checking Account Bids**

Five bids were opened. (Missouri Bank, Reliance Bank, FMB Bank, First Community Credit Union, and First State Community Bank) Missouri Bank declined to bid, the other four will be scanned in and emailed for Dan West to review before the February 12, 2015 BOD Meeting.

**Policy Update**

Continue to February 12, 2015 BOD Meeting. Policy 4.22

**Tax Increase**

Continue to February. Chief MacKnight will return to February’s BOD meeting with a number that we need, and further information as to what that amount will incorporate. What does a penny equate to?

**Surplus Items**

Begin the process of using govbids.com to sell 3 apparatus (1995 Freightliner Heavy Rescue Truck, 2005 Chevy Tahoe, and 1998 Spartan Pumper). Will need to have a resolution drawn up for this process.

**New Business**

**Adopt resolution to amend 2014 budget**

A motion was made by Director Mike Schreiner to adopt the resolution to amend the 2014 budget. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adopt resolution to amend 2015 budget**

A motion was made by Director Mike Schreiner to adopt the resolution to amend the 2015 budget. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Bell Road**

A discussion was had to allow Sun Rise United Methodist Church to utilize the property at Bell Road for recreational activities. The understanding would be that they would maintain the property and carry an insurance policy for any injuries that occur on the property. The BOD requested that the church have their legal counsel draw up an agreement to submit to our attorney for review to keep the liability away from us. Kim Arbuthnot will also check with our insurance agent to make sure we have significant coverage for any liabilities set forward. There would also need to be an annual renewal of the use of the property by both parties.

A motion was made by Director Mike Schriener to allow the Sun Rise United Methodist Church to utilize the Bell Road property after the above stipulations were met. The motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Chief MacKnight requested that by the February BOD Meeting that the BOD have a list of content they would like to see in his report, Deputy Chief’s report, and Fire Inspection report. He would also like to have a specific deadline for when they would like to have this report in their inbox for review.

**Deputy Fire Chief Report**

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

**Fire Inspection Report**

* Attached Report

**Fire Corps**

* The by-laws will hopefully be done by the February BOD Meeting.

**Association Report**

* FF Ellis discussed and asked for suggestions on how to get the “inactive” volunteers more active, and how to get more involved in their meetings. He and FF Davis are working on when a better day to have their meetings and what kind of incentive to get them here.

**2665**

* Josh requested dates to continue contract negotiations.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.(1) (3) (9) RSMo

* Approve Closed Session Minutes December 11, 2014.
* 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.
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* 610.021.09 Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1915. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanovic to move out of closed session at 1930. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1931. 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 – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director



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**Board of Directors Proposed Meeting Amended Agenda**

Notice is hereby given that the Wright City Fire Protection District Board of Directors will conduct a regular meeting at 1600 hours in the evening of Thursday February 12, 2015, at Wright City Fire Protection District, House One 396 NW 2nd Street, Wright City, Missouri.

**The tentative agenda of this meeting includes**:

1. Call Meeting to Order

2.)    Approve Agenda

3.)    Consent Agenda Minutes January 8, 2015 Board Meeting

4.)    Approve Bills for Payment

5.)    Treasurers Report

6.)    Public Comments (Comments to be limited to three minutes)

7.)    Old Business

8.)    New Business

9.) Closed Session

 10.) Adjourn

**Old Business**

1. Strategic Planning
2. Bids for checking account
3. Policy Updates
4. Tax Increase
5. Surplus Items Update
6. Warrenton Fire Merger
7. Bell Road

**New Business**

1. Backstoppers Donation
2. CD’s
3. LOSAP
4. Fire Chiefs Report
5. 2665 Report

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.1, 610.021.3, 610.021.9 RSMo

* Approve Closed Session Minutes January 8, 2015

**AGENDA**

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

**Adjourn**

1. Next regular Board of Directors Meeting March 12, 2015 @ 1600 Adjournment

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Posted: January 7, 2015 @ 1200

 Kimberly Arbuthnot, Administrative Asst

 

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

WARREN COUNTY, STATE OF MISSOURI

March 12, 2015

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 12, 2015 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Joshua Riebe

FF Kevin Hakenewerth

Captain Mike Holtmeier

FF Justin Mosher

Captain John Lacaillade

FF Matt Sleet

Adam Desemone

Captain Mike Combs

Andy Klein

Chief Scott (Wentzville Fire Protection District)

Beck Family (Captain Riebe’s in laws)

Riebe Family (Captain Riebe’s parents)

Hayley Riebe

Catherine Riebe

**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 March 12, 2015 Agenda**

Chairman Larry Zuhone amended the Tentative Agenda for March 12, 2015 to move the Pinning Ceremony for Captain Joshua Riebe from the end of the BOD to the beginning.

**Pinning Ceremony**

Chief Ron MacKnight led the Pinning Ceremony for Captain Riebe, with Captain Riebe’s father performing the actual pinning.

A motion was made by Director Keith Thompson to recess until 1630 to enjoy refreshments that we had provided. The 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

**Approval of the Open Minutes of February 12, 2015 Board Meetings**

Secretary Rudy Jovanovic moved for approval of the open minutes of February 12, 2015. This was seconded by Director Keith Thompson.

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“RESOLVED that the Minutes of the February 12, 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**

Treasurer Dan West made a motion to approve the bills for March 12, 2015 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 March 12, 2015**

Cash Balance as of end of January 2014 is $1,104,069.21

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $656,474.64 |
| CD @ American Bank Mature 7/16/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature 7/16/15 (Reserve) 0.65% | 100,000.00 |
| CD @ American Bank Mature 4/18/2016 (Reserve) 0.60% | 327,789.89 |
| TOTAL | $1,104,069.21  |

Financial Reports

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

Comments on Financial Reports

1. Income in January was $734,824 vs an annual budget of $870,607. This is $135,783 below budget. Historically we have received $51,000 from the counties throughout the year ($43K Warrenton and $8K Lincoln). In addition the sale of equipment ($61K), permit fees ($15K), and Cost Recovery ($5K) are not included in January income. This $117,000 potential additional income still will not cover the $135,783 income short fall. We must hope for larger county tax payments than historically have been made; or reduce our reserve funds payment from $20,000 to $1,217; or reduce spending to keep from having deficient spending.

It must be pointed out to balance the budget we had to sell assets ($61K). Selling assets or using reserves is not a viable long term solution to budget deficits.

1. Expenditures in January were $68,823 vs a budget $73,170 or $4,347 below budget.
	1. Administrative Expenses were $2,804 vs a budget $2,445 or $358 above budget. This was due to attorney fees being $439 above budget.
	2. Capital Expenses were $7,487 which was $598 above budget. This was due to the purchase of a new clothes washing machine for $1,250
	3. Maintenance expenses were $2,208 which was $2,154 below budget. This was due to lower fuel charge ($648) and lower vehicle maintenance ($985)
	4. Utility expenses were $2,160 which was $282 above budget due to December January electric bills being paid in January.
	5. Training was $1,147 which was $667 above budget due to budget being assigned later in the year
	6. Other expenses were $31 which was $802 below budget due not much being purchased
	7. Personnel expenses were $52,988 which was $3,278 below budget
2. To better understand the financial picture following:
	1. Rather than spreading one time payment budget over 12 months or possibly budgeting these payments in the wrong month such budgets have been moved to December.

* 1. When a payment is made the budgeted amount will be brought forward to the current month.
1. The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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% |

1. Balance in the reserve account as of the end of 2014 is $447,595. This is 51.4% of $870,607 annual budget

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

Director Keith Thompson provided the BOD with a combined survey from all meetings with the public. We will continue this to April.

**Recovery Costs**

The paperwork has been submitted to Fire Recovery and we are currently being registered for online submitting.

**Tax Increase**

The question of what 1 cent was equal to is $19,121.

**Surplus Items**

The ads for the two surplus items will be placed in the local paper, Daily Dispatch (Division), FFAM, and trade magazines for bids to be opened in the May BOD meeting.

**Warrenton Fire Merger**

A motion was made by Keith Thompson to remove this item from the agenda. The motion was seconded by Mike Schriener. The vote was as follows:

Rudy Jovanovic – nay

Larry Zuhone – aye

Keith Thompson – aye

Dan West – nay

Mike Schriener – aye

**Bell Road & Release of All Claims with Sunrise**

Sunrise Church supplied us with a signed “Holds Harmless Agreement”. A motion was made by Secretary Rudy Jovanovic to accept the “Holds Harmless Agreement” and to accept the insurance rider when it is supplied without the BOD needing to review. The motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**New Business**

**Brush Truck**

Chief MacKnight will use $12,000 to update 9738 with a new slide unit & accessories.

**Checking Account Signature**

A motion was made by Treasurer Dan West for all five (5) Board of Director members to be added to the First State Community Bank as signatures. Secretary Rudy Jovanovic seconded this. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Board of Director Meeting Minutes**

**Fire Chief Report**

* Attached Report
* Discussion no action taken.

**2665**

**Adjourn**

Motion made to adjourn the meeting at 1716. Motion was made by Director Keith Thompson and was seconded by Director Mike Schreiner. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director

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

WARREN COUNTY, STATE OF MISSOURI

March 2, 2015

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on March 2, 2015 at 1730 hours (5:30 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Director - present

Larry Zuhone – Chairman – present

Rudy Javonovic – Secretary – present

Dan West – absent

Mike Schreiner - absent

Administration

Fire Chief Ron MacKnight

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1731 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 2, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for March 2, 2015.

Director Keith Thompson made the motion to adopt the agenda. This motion was seconded by Secretary Rudy Jovanovic. The Tentative Agenda for March 2, 2015 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - absent

**Closed Session**

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

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

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

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - absent

Discussed proposed contract with Local 2665.

**Open Session**

A motion was made to move back into open session at 1929 by Director Keith Thompson. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - absent

**Adjourn**

Motion made to adjourn the meeting at 1932 (7:32 p.m.) 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 – absent

Mike Schreiner - absent

Respectively Submitted,

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Rudy Jovanovic, Secretary

APPROVED:

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Larry Zuhone, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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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

April 9, 2015

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 9, 2015 at 1830. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - absent

Dan West – Treasurer - absent

Mike Schriener – Director - present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain John Lacaillade

Captain Mike Combs

Firefighter Jesse McCoy

**Call to Order**

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

**Amendments to the April 9, 2015 Agenda**

Secretary Rudy Jovanovic asked for any amendments to the Tentative Agenda for April 9, 2015. No amendments were requested and the Agenda was approved as presented.

Director Mike Schriener made a motion to approve the agenda. The agenda for April 9, 2015 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 March 12, 2015 Board Meetings**

Director Keith Thompson moved for approval of the open minutes of March 12, 2015. This was seconded by Director Mike Schreiner.

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“RESOLVED that the Minutes of the March 12, 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 – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for April 9, 2015 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 – aye

**Treasurer’s Report for April 9, 2015**

Cash Balance as of end of March 2015 is $878,692.03

|  |  |
| --- | --- |
| Operating Account (FSCB) 0.20% | 111,097.46 |
| CD @ American Bank Mature 6/13/2015 0.30%  | 160,000.00 |
| CD @ American Bank Mature 9/13/2015 0.50%  | 160,000.00 |
| CD @ American Bank Mature 7/16/15 (Reserve) 0.65% | 19,804.68 |
| CD @ American Bank Mature 7/16/15 (Reserve) 0.65% | 100,000.00 |
| CD @ American Bank Mature 4/18/2016 (Reserve) 0.60% | 327,789.89 |
| TOTAL | $878,692.03  |

Financial Reports

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

Comments on Financial Reports

1. Income in March was $3,614 vs. budget of $1,791.
2. Expenditures in March were $86,322 vs a budget $92,549 or $6,226 below budget.
	1. Administrative Expenses were $37,596 vs a budget $40,976 or $3,389 below budget. This was due to estimated Workers Com being below budget.
	2. Capital Expenses were $2,611 vs a budget of $3,144 which was $532 below budget.
	3. Maintenance expenses were $5,613 which was $1,853 above budget. Due to $3,994 charges on 9714
	4. Utility expenses were $1,311 which was $643 below budget due to no invoices for natural gas and electricity for station 1
	5. Training was $1,377 which was $1.38 below budget
	6. Other expenses were $321 which was $512 below budget
	7. Personnel expenses were $37,501 which was $3,003 below budget
3. Income for 2015 March YTD was $750,230 vs. a YTD budget of $793,501 which is $43,270 below YTD budget. This should be made up by surplus equipment sales and deferred payments from the counties.
4. Expenses for 2015 March YTD were $314,214 which is $16,473 below budget.
	1. Administrative expenses YTD were $7,643 below budget due to Professional dues and memberships not all being paid plus a lower than budgeted Workers Comp charge.
	2. Capital Expense YTD were $596 below budget.

.

* 1. Maintenances expenses YTD were $481 below budget.
	2. Utilities expenses YTD were $318 below budget.
	3. Training expenses YTD were $668 above budget.
	4. Other expenses YTD were $1,269 under budget due to public relations, physicals and uniforms being under budget.
	5. Personnel expenses YTD were $6,833 under budget due to overtime, and employer matched retirement being below budget.
1. To better understand the financial picture following has been instituted:
	1. Rather than spreading one time payment budget over 12 months or possibly budgeting these payments in the wrong month such budgets have been moved to December.

* 1. When a payment is made the budgeted amount will be brought forward to the current month.
1. The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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% |

1. Balance in the reserve account as of the end of 2014 is $447,595. This is 51.4% of $870,607 annual budget

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

Director Keith Thompson and Chief MacKnight will be meeting before the May BOD Meeting to set up 5 short term strategies and 5 long term strategies.

**Tax Increase**

Deadline Election

May 26, 2015 August 4, 2015 2/3 votes

August 25, 2015 November 3, 2015 2/3 votes

January 26, 2016 April 5, 2016 4/7 votes

Chief MacKnight to work on a needs assessment.

**Surplus Items**

Surplus Sale – June 20, 2015

Ads for Tahoe and Pumper have been placed with FFAM, Daily Dispatch, Warren Co Record (4/2/15)

An inventory will be taken on items as well.

**BOD Meeting Times**

A motion was made by Keith Thompson to keep all future BOD Meetings at 1600 hrs. The motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – nay

**New Business**

**Service Bids**

Opened sealed bids from Warrenton Tire & Muffler, Harris Automotive, and Town & County. A motion was made by Director Keith Thompson to accept the Town & County service bid. The motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Lawn Care Bids**

Absolute Lawn Care was the only bid that was returned out of three bids mailed. A motion was made by Director Keith Thompson to accept the Absolute Lawn Care bid. The motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

Absolute Lawn Care must supply workman’s comp and proof of insurance prior to performing work.

**Rescue Repair**

A motion was made by Director Keith Thompson to continue this to the May BOD Meeting for further clarification. The motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* Discussion no action taken.

**2665**

* No report submitted

**Adjourn**

Motion made to adjourn the meeting at 1920. Motion was made by Director Keith Thompson and was seconded by Director Mike Schreiner. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director

 

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www.wrightcityfire.com

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

WARREN COUNTY, STATE OF MISSOURI

May 14, 2015

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 14, 2015 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 – absent

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

FF Joshua 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 May 14, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for May 14, 2015. 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 Secretary Rudy Jovanovic. The agenda for May 14, 2015 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 April 9, 2015 Board Meetings**

Director Mike Schriener moved for approval of the open minutes of April 9, 2015. This was seconded by Secretary Rudy Jovanovic.

.

“RESOLVED that the Minutes of the May 9, 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 – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Treasurer Dan West made a motion to approve the bills for May 14, 2015 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report for May 14, 2015**

*Cash Balance as of end of April 2015 is $845,969.57*

|  |  |
| --- | --- |
| *Operating Account (FSCB) 0.20%* | *78,375.00* |
| *CD @ American Bank Mature 6/13/2015 0.30%*  | *160,000.00* |
| *CD @ American Bank Mature 9/13/2015 0.50%*  | *160,000.00* |
| *CD @ American Bank Mature 7/16/15 (Reserve) 0.65%* | *19,804.68* |
| *CD @ American Bank Mature 7/16/15 (Reserve) 0.65%* | *100,000.00* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *TOTAL* | *$845,969.57*  |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in April was $20,280 vs. budget of $1,792.*
2. *Expenditures in April were $47,563 vs a budget $52,890 or $5,336 below budget.*
	1. *Administrative Expenses were $342 vs a budget $876 or $534 below budget. This was due to attorney fees being below budget*
	2. *Capital Expenses were $4,497 vs a budget of $2,781 which was $1,716 above budget.*
	3. *Maintenance expenses were $3,043 which was $1,719 below budget due to lower fuel costs.*
	4. *Utility expenses were $2,051 which was $96 below budget.*
	5. *Training was $1,178 which was $0.23 below budget*
	6. *Other expenses were $191 which was $642 below budget*
	7. *Personnel expenses were $47,553 which was $5,337 below budget*
3. *Income for 2015 April YTD was $770,510 vs. a YTD budget of $795,293 which is $24,782 below YTD budget. This should be made up by surplus equipment sales and deferred payments from the counties.*
4. *Expenses for 2015 April YTD were $361,767 which is $21,811 below budget.*
	1. *Admin expenses YTD were $8,177 below budget due to Professional dues and memberships not all being paid plus a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $1,120 above budget.*

*.*

* 1. *Maintenances expenses YTD were $2,200 below budget.*
	2. *Utilities expenses YTD were $223 below budget.*
	3. *Training expenses YTD were $668 above budget.*
	4. *Other expenses YTD were $1,912 under budget due to public relations, physicals and uniforms being under budget.*
	5. *Personnel expenses YTD were $11,087 under budget due to overtime, and employer matched retirement being below budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

1. *Balance in the reserve account as of the end of 2014 is $447,595. This is 51.4% of $870,607 annual budget*

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

Continue to June.

**Tax Increase**

Continue to June.

**Surplus Items Update**

Surplus sale will be June 20, and items will be priced and sold as is.

**Rescue Repair**

D/C Cohoon addressed questions the BOD had about the bid we received.

**New Business**

**PR Events**

FF Gibson addressed the BOD about PR Events and our appearance as requested. Chairman Zuhone will discuss with Chief MacKnight how we should charge for such events.

**Bank Collateral Pledges**

Treasurer Dan West has continued to stay on top of the banking regulations to ensure our money is being covered by FDIC.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to work to finalize the Work Agreement.

**Closed Session**

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

* Approve Closed Session Minutes April 9, 2015.
* 610.021.09 Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Director Mike Schriener to move into closed session at 1631. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to move out of closed session at 1750. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1754. Motion was made by Secretary Rudy Jovanovic and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

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

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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

June 11, 2015

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 11, 2015 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 Joshua Riebe

FF Kevin Hakenewerth

**Call to Order**

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

**Amendments to the June 11, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for June 11, 2015. No amendments were requested and the Agenda was approved as presented.

Director Keith Thompson made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for June 11, 2015 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 May 14, 2015 Board Meetings**

Director Mike Schriener moved for approval of the open minutes of May 14, 2015. This was seconded by Secretary Rudy Jovanovic.

.

“RESOLVED that the Minutes of the May 14, 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**

Treasurer Dan West made a motion to approve the bills for June 11, 2015 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report for June 11, 2015**

*Cash Balance as of end of May 2015 is $802,205.07*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *34,610.50* |
| *CD @ American Bank Mature 6/13/2015 0.30%*  | *160,000.00* |
| *CD @ American Bank Mature 9/13/2015 0.50%*  | *160,000.00* |
| *CD @ American Bank Mature 7/16/15 (Reserve) 0.65%* | *19,804.68* |
| *CD @ American Bank Mature 7/16/15 (Reserve) 0.65%* | *100,000.00* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *TOTAL* | *$802,205.07* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in May was $9,658 vs. budget of $1,792.*
2. *Expenditures in May were $57,007 vs a budget of $58,850 which was $3,156 above budget.*
	1. *Administrative Expenses in May were -$677 vs a budget $876 or $1,553 below budget. This is due to $938 credit from Work Comp.*
	2. *Capital Expenses were $10,605 vs a budget of $2,706 which was $7,899 above budget due to the purchase of a new skid unit $8,900.*
	3. *Maintenance expenses were $4059 which was $299 above budget due to work on 9718*
	4. *Utility expenses were $1,784 which was $154 above budget budget.*
	5. *Training was $3,312 which was $0.79 above budget*
	6. *Other expenses were $1,585 which was $750 above budget*
	7. *Personnel expenses were $36,339 which was $4,394 below budget*
3. *Income for 2015 May YTD was $778,582 vs. a YTD budget of $797,085 which is $18,532 below YTD budget. This should be made up by surplus equipment sales and deferred payments from the counties.*
4. *Expenses for 2015 May YTD were $361,380 which is $1,738 above budget.*
	1. *Admin expenses YTD were $9,730 below budget due to Professional dues and memberships not all being paid plus a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $7,755 above budget.*

*.*

* 1. *Maintenances expenses YTD were $1,981 below budget.*
	2. *Utilities expenses YTD were $180 below budget.*
	3. *Training expenses YTD were $509 above budget.*
	4. *Other expenses YTD were $1,161 under budget due to public relations, physicals and uniforms being under budget.*
	5. *Personnel expenses YTD were $15,480 under budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

1. *Balance in the reserve account as of the end of 2014 is $447,595. This is 51.4% of $870,607 annual budget*

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

Discussion of the 4 main objectives that are being focused on: Staffing, Revenue, Expanding Services, Asset Management.

**Tax Increase**

Chief MacKnight will pull together a Needs Assessment.

**Surplus Items Update**

Update

**PR Events**

Treasurer Dan West made a motion to have an attorney (either Frank Vatterott or MAFPD) research the fee structure for profitable events. The 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

**New Business**

**Universal Galvanizing**

Treasurer Dan West made a motion to approve the fire hydrant variance for Universal Galvanizing. The motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**CD’s**

July will have CD’s ready for renewal. Bids are being taken for the best rates.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to work to finalize the Work Agreement.

**Closed Session**

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

* Approve Closed Session Minutes April 9, 2015.
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* 610.021.09 Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiation with employee groups.

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanovic to move out of closed session at 1735. 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 1736. Motion was made by Director Mike Schriener and was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director

**Wright City Fire Protection District**

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

**396 West North 2nd Street**

**Wright City, Missouri 63390**

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**Fax (636) 745-2259**

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

WARREN COUNTY, STATE OF MISSOURI

June 18, 2015

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 WN 2nd Street, Wright City, Missouri 63390 on June 18, 2015 at 1730 hours (5:30 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Director - present

Larry Zuhone – Chairman – present

Rudy Javonovic – Secretary – present

Dan West – absent

Mike Schreiner - present

Administration

Fire Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1732 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Amendments to the June 18, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for June 18, 2015.

Secretary Rudy Jovanovic made the motion to adopt the agenda with the correction of the day. This motion was seconded by Mike Schriener. The Tentative Agenda for June 18, 2015 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner – aye

**Amending the 2014 Budget**

Chief MacKnight discussed we were not ready to do the amendment yet, we have conflicting numbers and need to get further information.

**Closed Session**

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

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

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

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - aye

Discussed the Benefits and Compensation. Reconvene on Tuesday, June 30, 2015 @1815.

**Open Session**

A motion was made to move back into open session at 1829 by Director Keith Thompson. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - aye

**Adjourn**

Motion made to adjourn the meeting at 1830. Motion was made by Secretary Rudy Jovanovic and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director

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

WARREN COUNTY, STATE OF MISSOURI

June 30, 2015

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 WN 2nd Street, Wright City, Missouri 63390 on June 30, 2015 at 1815 hours. At the above time and place there were the following present:

Board of Directors

Keith Thompson – Director - absent

Larry Zuhone – Chairman – present

Rudy Javonovic – Secretary – present

Dan West – present

Mike Schreiner - present

Administration

Fire Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1815 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Amendments to the June 30, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for June 30, 2015.

Director Mike Schriener made the motion to adopt the agenda. This motion was seconded by Secretary Rudy Jovanovic. The Tentative Agenda for June 30, 2015 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schreiner – aye

**Closed Session**

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

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

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

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schreiner - aye

Discussed the Benefits and Compensation.

**Open Session**

A motion was made to move back into open session at 1851 by Secretary Rudy Jovanovic. 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 Schreiner - aye

**Adjourn**

Motion made to adjourn the meeting at 1851. Motion was made by Director Mike Schriener and was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schreiner - aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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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

July 9, 2015

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 9, 2015 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 – arrived at 1602

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Joshua Riebe

Captain Mike Combs

Captain Mike Holtmeier

FF Jesse McCoy

FF Glenn Davis

Stefanie Smith

Diane Holtmeier

Dana Faust

Lori Holtmeier

Jonathan Faust

**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 July 9, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for July 9, 2015. Chairman Larry Zuhone recommended the following changes: strike the closed session, and move the 10 Year Anniversary to the end of New Business. The amendments were accepted.

Secretary Rudy Jovanovic made a motion to approve the agenda with the amendments. This motion was seconded by Director Keith Thompson. The agenda for July 9, 2015 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 June 11, 2015 Board Meetings**

Secretary Rudy Jovanovic moved for approval of the open minutes of June 11, 2015. This was seconded by Treasurer Dan West.

.

“RESOLVED that the Minutes of the June 11, 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 – absent

**Approve Bills for Payment**

Secretary Rudy Jovanovic a motion to approve the bills for July 9, 2015 for payment. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

Director Mike Schriener arrived at 1602

**Treasurer’s Report for July 9, 2015**

*Cash Balance as of end of June 2015 is $757,761.91*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *150,167.34* |
| *CD @ American Bank Mature 9/13/2015 0.50%*  | *160,000.00* |
| *CD @ American Bank Mature 7/16/15 (Reserve) 0.65%* | *19,804.68* |
| *CD @ American Bank Mature 7/16/15 (Reserve) 0.65%* | *100,000.00* |
| *CD @ American Bank Mature 4/18/2016 (Reserve) 0.60%* | *327,789.89* |
| *TOTAL* | *$757,761.91* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in June was $13,178 vs. budget of $1,792.*
2. *Expenditures in June were $55,362 vs a budget of $48,551 which was $6,811 above budget.*
	1. *Administrative Expenses in June were -$64 vs a budget $875 or $938 below budget. This is due to $597 credit from Work Comp.*
	2. *Capital Expenses were $72 vs a budget of $821 which was $749 below budget.*
	3. *Maintenance expenses were $7,646 which was $3,867 above budget due to annual maintenance, pump, and ladder test on 9713 and 9714.*
	4. *Utility expenses were $1,566 which was $255 above budget.*
	5. *Training was $446 which was $0.33 below budget.*
	6. *Other expenses were $1,931 which was $1,098 above budget due to above budget charges for award plaques and uniforms.*
	7. *Personnel expenses were $43,764 which was $3,259 above budget due to additional spouse added to health insurance*
3. *Income for 2015 June YTD was $792,955 vs. a YTD budget of $798,877 which is $5,922 below YTD budget. This should be made up by surplus equipment sales and deferred payments from the counties.*
4. *Expenses for 2015 June YTD were $472,538 which is $13,499 below budget.*
	1. *Admin expenses YTD were $10,669 below budget due to Professional dues and memberships not all being paid plus a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $6,963 above budget.*

*.*

* 1. *Maintenances expenses YTD were $1,905 above budget.*
	2. *Utilities expenses YTD were $75 above budget.*
	3. *Training expenses YTD were $508 above budget.*
	4. *Other expenses YTD were $60 under budget due to public relations, physicals and uniforms being under budget.*
	5. *Personnel expenses YTD were $12,221 under budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

1. *Balance in the reserve account as of the end of 2014 is $447,595. This is 51.4% of $870,607 annual budget*

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning**

Carried forward to August BOD Meeting.

**Tax Increase**

Chief MacKnight presented a partial Capital Improvements list. Carry forward to August BOD Meeting.

**PR Events**

Treasurer Dan West made a motion to have attorney Frank Vatterott write an ordinance to contract events that we attend. The 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

**CD Bids**

Director Keith Thompson made a motion to renew the $119, 804.68 (plus interest) CD due on July 16, 2015 with American Bank for one year at .70%. The 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

**Truck Bids**

Two bids were opened By Chairman Larry Zuhone for the 2005 Chevy Tahoe.

* Skip Gauldin bid $2100
* Warren County Emergency Management bid $1006

A motion was made by Treasurer Dan West to decline the bids for the 2005 Chevy Tahoe. The 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

There were no bids on the 1998 Precision (former 9734), the BOD asked that Chief MacKnight pursue other options for both pieces of apparatus.

**Resolution to Amend the 2014 Budget**

A motion was made by Secretary Rudy Jovanovic to adopt the resolution to amend the 2014 Budget. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**New Business**

**MAFPD**

Chairman Zuhone discussed the highlights of the event.

**Tax Rate Hearing**

The Tax Rate Hearing has been set for Monday, August 24th @ 1815.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to work to finalize the Work Agreement.

**10 Year Anniversary Recognition**

Chief MacKnight and the WCFPD BOD recognized Captain Mike Combs and Captain Mike Holtmeier for their 10 years of service to the Wright City Fire Protection District. A reception followed

**Adjourn**

Motion made to adjourn the meeting at 1700. Motion was made by Treasurer Dan West and was seconded by Director Keith Thompson. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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

Mike Schriener, Director

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

WARREN COUNTY, STATE OF MISSOURI

July 16, 2015

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 WN 2nd Street, Wright City, Missouri 63390 on July 16, 2015 at 1830 hours (6:30pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Director - present

Larry Zuhone – Chairman – present

Rudy Javonovic – Secretary – present

Dan West – absent

Mike Schreiner - absent

Administration

Fire Chief Ron MacKnight

**Call to Order**

A quorum being present, Chairman Larry Zuhone called the meeting to order at 1831 and announced the Board of Directors meeting to be in session for the transaction of any and all business to be brought before it at this time.

**Amendments to the July 16, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for July 16, 2015.

Director Keith Thompson made the motion to adopt the agenda as presented. This motion was seconded by Secretary Rudy Jovanavic. The Tentative Agenda for July 16, 2015 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner – absent

**Closed Session**

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

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

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

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - absent

Discussed proposed contract with Local 2665

**Open Session**

A motion was made to move back into open session at 1921 by Secretary Rudy Jovanovic. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schreiner - absent

**Adjourn**

Motion made to adjourn the meeting at 1922. 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 – absent

Mike Schreiner - aye

Respectively Submitted,

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Rudy Jovanovic, Secretary

APPROVED:

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Larry Zuhone, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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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 13, 2015

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 13, 2015 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director – present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Joshua Riebe

Captain Mike Combs

Captain Mike Holtmeier

FF Jesse McCoy

Bruce Kummer – CPA

Bob Holm – Cedar Lakes

**Call to Order**

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

**Amendments to the August 13, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for August 13, 2015. No amendments were requested and the Agenda was approved as presented.

Director Keith Thompson made a motion to approve the agenda with the amendments. This motion was seconded by Secretary Rudy Jovanovic. The agenda for August 13, 2015 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of July 9, 2015 Board Meetings**

Director Keith Thompson moved for approval of the open minutes of July 9, 2015. This was seconded by Director Mike Schriener.

.

“RESOLVED that the Minutes of the July 9, 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 – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for August 13, 2015 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Treasurer’s Report for August 13, 2015**

*Cash Balance as of end of July 2015 is $708,545.75*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *100,170.54* |
| *CD @ American Bank Mature 9/13/2015 0.50%*  | *160,000.00* |
| *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* | *$708,545.75* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in July was $7,538 vs. budget of $62,792.*
2. *Expenditures in July were $62,292 vs a budget of $69,038 which was $6,746 below budget.*
	1. *Administrative Expenses in July were$171 vs a budget $6,075 or $5,904 below budget. This is due to $5,200 audit not being billed.*
	2. *Capital Expenses were $466 vs a budget of $791 which was $325 below budget.*
	3. *Maintenance expenses were $6,813 which was $3,054 above budget due to annual maintenance, pump, and ladder test on 9734.*
	4. *Utility expenses were $1,059 which was $251below budget.*
	5. *Training was $638 which was $638 above budget.*
	6. *Other expenses were $461 which was $371 below budget.*
	7. *Personnel expenses were $52,683 which was $3,587 below budget*
3. *Income for 2015 July YTD was $800,494 vs. a YTD budget of $861,689 which is $61,175 below YTD budget. This should be made up by surplus equipment sales and deferred payments from the counties.*
4. *Expenses for 2015 July YTD were $521,778 which is $33,297 below budget.*
	1. *Admin expenses YTD were $15,573 below budget due to Professional dues and memberships not all being paid plus a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $6,638 above budget.*

*.*

* 1. *Maintenances expenses YTD were $5,116 above budget.*
	2. *Utilities expenses YTD were $64 above budget.*
	3. *Training expenses YTD were $1,158 above budget.*
	4. *Other expenses YTD were $431 under budget due to public relations, physicals and uniforms being under budget.*
	5. *Personnel expenses YTD were $29,289 under budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

1. *Balance in the reserve account as of the end of July, 21 is $448,375. This is 51.5% of $870,607 annual budget*

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**PR Events**

Chief MacKnight discussed that Frank Vatterott (attorney) had pointed out the following items:

* 100 % charitable event - allowed
* Civic Events – allowed
* No ordinance should be drawn up to charge for any event we participate in
* A donation is acceptable

**Tax Increase**

Chief MacKnight discussed Capital Improvements list. Carry forward to September BOD Meeting. Continue to September.

**Strategic Planning**

Chief MacKnight discussed the work being done in regards to the employee’s timeline. Will begin gathering information from House 2 in the fall to help piece together a history of the WCFPD. Continue to September.

**Apparatus Sale Update**

1989 Precision is being sold to Winfield / Foley waiting for the final paperwork from them. 1995 Tahoe is going to be listed on Gov Deals.

**Resolution to Hold Tax Rate Hearing**

A motion was made by Secretary Rudy Jovanovic to adopt the resolution to hold a Tax Rate Hearing on August 24, 2015 at 1815. This motion was seconded by Director Mike Schreiner. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**New Business**

**Annual Audit Report**

CPA Bruce Kummer went over the findings of the 2014 audit. A resolution to accept the report will continue to September after the BOD are allowed the opportunity to review.

**Wave Permit Fees for Other Public Entities**

Continue to September after more information is gathered.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to work to finalize the Work Agreement.

**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 1652. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Secretary Rudy Jovanovic to move out of closed session at 1707. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1708. Motion was made by Secretary Rudy Jovanovic and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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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

September 10, 2015

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 10, 2015 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director – present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Deputy Chief Harry Cohoon

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Joshua Riebe

Captain Mike Holtmeier

FF Scot Gibson

FF Matt Sleet

FF Kevin Hakenewerth

**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 September 10, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for September 10, 2015. No amendments were requested and the Agenda was approved as presented.

Director Mike Schriener made a motion to approve the agenda with the amendments. This motion was seconded by Secretary Rudy Jovanovic. The agenda for August 13, 2015 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of August 13 & 24, 2015 Board Meetings**

Director Keith Thompson moved for approval of the open minutes of August 13 & 24, 2015. This was seconded by Director Mike Schriener.

.

“RESOLVED that the Minutes of the August 13 & 24, 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**

Treasurer Dan West made a motion to approve the bills for September 10, 2015 for payment. This motion was seconded by Director Keith Thompson. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report for September 10, 2015**

*Cash Balance as of end of July 2015 is $708,545.75*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *100,170.54* |
| *CD @ American Bank Mature 9/13/2015 0.50%*  | *160,000.00* |
| *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* | *$708,545.75* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in July was $7,538 vs. budget of $62,792.*
2. *Expenditures in July were $62,292 vs a budget of $69,038 which was $6,746 below budget.*
	1. *Administrative Expenses in July were$171 vs a budget $6,075 or $5,904 below budget. This is due to $5,200 audit not being billed.*
	2. *Capital Expenses were $466 vs a budget of $791 which was $325 below budget.*
	3. *Maintenance expenses were $6,813 which was $3,054 above budget due to annual maintenance, pump, and ladder test on 9734.*
	4. *Utility expenses were $1,059 which was $251below budget.*
	5. *Training was $638 which was $638 above budget.*
	6. *Other expenses were $461 which was $371 below budget.*
	7. *Personnel expenses were $52,683 which was $3,587 below budget*
3. *Income for 2015 July YTD was $800,494 vs. a YTD budget of $861,689 which is $61,175 below YTD budget. This should be made up by surplus equipment sales and deferred payments from the counties.*
4. *Expenses for 2015 July YTD were $521,778 which is $33,297 below budget.*
	1. *Admin expenses YTD were $15,573 below budget due to Professional dues and memberships not all being paid plus a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $6,638 above budget.*

*.*

* 1. *Maintenances expenses YTD were $5,116 above budget.*
	2. *Utilities expenses YTD were $64 above budget.*
	3. *Training expenses YTD were $1,158 above budget.*
	4. *Other expenses YTD were $431 under budget due to public relations, physicals and uniforms being under budget.*
	5. *Personnel expenses YTD were $29,289 under budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

1. *Balance in the reserve account as of the end of July, 21 is $448,375. This is 51.5% of $870,607 annual budget*

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

Chief MacKnight discussed the continuing history that is being slowly researched and documented. Kim, with the help of some of the crews have begun to piece together a timeline of former volunteers, historic facts of each of the houses we have and etc. Continue to October.

**Apparatus Sale Update**

1989 Precision has been delivered to Winfield / Foley, assets were wired from their leasing company. 1995 Tahoe has been listed on Gov Deals, currently has a $2500 bid with 12 days remaining.

**Wave Permit Fees for Other Public Entities**

No interest by the BOD to continue this discussion. Remove from agenda.

**New Business**

**CD Due September 13, 2015**

Chairman Larry Zuhone will go Monday, September 14, 2015 to cash in CD and bring funds to Kim to be deposited in the General Operating Fund

**Station 2 – hole in building, grass in drive, flag for station**

The items for discussion will be addressed.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to work to finalize the Work Agreement.

**Closed Session**

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

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

A motion was made by Director Mike Schriener to move into closed session at 1625. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to move out of closed session at 1638. This motion was seconded by Secretary Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1640. Motion was made by Director Keith Thompson and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

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

October 8, 2015

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 8, 2015 at 1600. At the above time and place there were the following present:

Board of Directors

Larry Zuhone – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director – present

Keith Thompson – Director – present

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

**Call to Order**

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

**Amendments to the October 8, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for October 8, 2015. No amendments were requested and the Agenda was approved as presented.

Secretary Rudy Jovanovic made a motion to approve the agenda with the amendments. This motion was seconded by Director Mike Schriener. The agenda for October 8, 2015 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of September 10, 2015 Board Meetings**

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

“RESOLVED that the Minutes of the September 10, 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 – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for October 8, 2015 for payment. This motion was seconded by Secretary Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Treasurer’s Report for October 8, 2015**

*Cash Balance as of end of September 2015 is $664,428.53*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *216,053.32* |
| *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* | *$664,428.53* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in September was $46,358 vs. budget of $1,782. Variation was due to equipment sale*
2. *Expenditures in September were $50,223 vs a budget of $48,607 which was $1,616 above budget.*
	1. *Administrative Expenses in September were $7,966 vs a budget $873 or $7,093 above budget.*
	2. *Capital Expenses were $3,557 vs a budget of $791 which was $2,766 above budget due to staff vehicle purchases.*
	3. *Maintenance expenses were $1,984 which was $1,774 below budget*
	4. *Utility expenses were $1,491 which was $130 below budget*
	5. *Training was $655 which was $655 above budget.*
	6. *Other expenses were $201 which was $632 below budget.*
	7. *Personnel expenses were $34,369 which was $6,361 below budget*
3. *Income for 2015 September YTD was $851,576 vs. a YTD budget of $865,253 which is $13,676 below YTD budget. Hopefully this will be made up by surplus equipment sales and deferred payments from the counties.*
4. *Expenses for 2015 September YTD were $623,097 which is $28,657 below budget.*
	1. *Admin expenses YTD were $9,861 below budget due to a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $9,983 above budget.*

*.*

* 1. *Maintenances expenses YTD were $4,086 above budget.*
	2. *Utilities expenses YTD were $794 above budget.*
	3. *Training expenses YTD were $1,986 above budget.*
	4. *Other expenses YTD were $1,614 under budget*
	5. *Personnel expenses YTD were $34,023 under budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

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

Treasurer Report was accepted as presented.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

Chief MacKnight discussed the continuing history that is being slowly researched and documented. Kim, with the help of some of the crews have begun to piece together a timeline of former volunteers, historic facts of each of the houses we have and etc. Chief MacKnight also discussed the Apparatus Details and Needs Sheets he will be compiling for each apparatus. Director Keith Thompson has a formula he will share that will tell us how much each apparatus costs us per hour. Continue to November.

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

**FIRE PROTECTION DISTRICT OF WARREN AND LINCOLN COUNTIES, MISSOURI AUTHORIZING THE CHAIRMAN OF THE BOARD OF DIRECTORS TO EXECUTE A BILL OF SALE FOR A CERTAIN TAHOE TRUCK OWNED BY THE DISTRICT IN FAVOR OF BEST WHOLESALE LOT OF ROLLA, MISSOURI**

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the execution of a Bill of Sale submitted to the Board of Directors October 8, 2015 is hereby accepted.

**Station 2 – hole in building, grass in drive, flag for station – UPDATE**

A flag has been ordered, the grass has been sprayed and will be removed, the hole will be patched prior to winter. Remove from agenda.

**New Business**

**Security System**

Secretary Rudy Jovanovic will get numbers together and to Chief MacKnight to scale down the project to a more reasonable dollar amount. The work should be contracted out.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Nothing available.

**Closed Session**

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

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

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Director Keith Thompson to move out of closed session at 1704. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1705. Motion was made by Director Mike Schriener and was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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

Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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

Keith Thompson, Director

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Mike Schriener, Director

 

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

WARREN COUNTY, STATE OF MISSOURI

November 12, 2015

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 12, 2015 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 – absent

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Visitors

Captain Josh Riebe

Captain Mike Holtmeier

Captain John Lacaillade

Captain Mike Combs

FF Jesse McCoy

**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 November 12, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for November 12, 2015. 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 Secretary Rudy Jovanovic. The agenda for November 12, 2015 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 October 8, 2015 Board Meetings**

Treasurer Dan West moved for approval of the open minutes of October 8, 2015. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the October 8, 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 – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Treasurer Dan West made a motion to approve the bills for November 12, 2015 for payment. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Treasurer’s Report for November 12, 2015**

*Cash Balance as of end of October 2015 is $631,320.43*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *182,945.22* |
| *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* | *$631,320.43* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in October was $10,603 vs. budget of $1,782.*
2. *Expenditures in October were $47,976 vs a budget of $52,296 which was $4,320 below budget.*
	1. *Administrative Expenses in October were $585 vs a budget $875 or $290 below budget.*
	2. *Capital Expenses were $2,610 vs a budget of $4,642 which was $2,032 below budget.*
	3. *Maintenance expenses were $1,934 which was $1,824 below budget*
	4. *Utility expenses were $1,935 which was $150 below budget*
	5. *Training was $1,540 which was $1,540 above budget.*
	6. *Other expenses were $155 which was $678 below budget.*
	7. *Personnel expenses were $39,318 which was $1,186 below budget*
3. *Income for 2015 October YTD was $861,742 vs. a YTD budget of $867,035 which is $5,293 below YTD budget. Hopefully this will be made up by permits and deferred payments from the counties.*
4. *Expenses for 2015 October YTD were $670,661 which is $33,652 below budget.*
	1. *Admin expenses YTD were $10,151 below budget due to a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $7,361 above budget.*

*.*

* 1. *Maintenances expenses YTD were $2,842 above budget.*
	2. *Utilities expenses YTD were $947 above budget.*
	3. *Training expenses YTD were $3,555 above budget.*
	4. *Other expenses YTD were $2,291 under budget*
	5. *Personnel expenses YTD were $33,652 under budget.*
1. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

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

The Treasurer’s Report was accepted as corrected. Expenses 4) $33,652 and 4) g) $33,652 vs $35,652 which is incorrect.

**Public Comments**

None

**Old Business**

**Strategic Planning / Tax Increase**

Chief MacKnight presented the beginning of the Strategic Plan he has been working on. Secretary Rudy Jovanovic asked about any certain trigger points for objectives outlines in the plan. No specific trigger points have been identified.

**Security System**

Secretary Rudy Jovanovic has contacted a security company that will be contacting Chief Cohoon to discuss options.

 **New Business**

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

**FIRE PROTECTION DISTRICT OF WARREN AND LINCOLN COUNTIES, MISSOURI PROVIDING FOR THE BIENNIAL ELECTION FOR DIRECTOR OF THE**

**WRIGHT CITY FIRE PROTECTION DISTRICT ON APRIL 5, 2016**

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the RESOLUTION OF THE BOARD OF DIRECTORS OF WRIGHT CITY

FIRE PROTECTION DISTRICT OF WARREN AND LINCOLN COUNTIES, MISSOURI PROVIDING FOR THE BIENNIAL ELECTION FOR DIRECTOR OF THE WRIGHT CITY FIRE PROTECTION DISTRICT ON APRIL 5, 2016 submitted to the Board of Directors November 12, 2015 is hereby accepted.”

Treasurer Dan West made a motion to accept the Resolution. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**2016 Budget**

Discussion of the draft of the 2016 Budget. Coming in projected over, but will begin shaving areas to get it within projected income.

**Asset Report**

Continue to December.

**Volunteer Handbook**

Continue to December.

**Make a Wish Foundation**

Treasurer Dan West made a motion to honor the Make a Wish Foundation request for the resident of our district. 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

**Asphalt Bids**

Continue to December, with additional bids to follow.

**Roof**

Will be placed on the Asset Review List.

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to wait to finalize contract.

**Closed Session**

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

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

A motion was made by Secretary Rudy Jovanovic to move into closed session at 1659. 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

A motion was made by Treasurer Dan West to move out of closed session at 1732. 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

**Adjourn**

Motion made to adjourn the meeting at 1732. Motion was made by Director Mike Schriener and was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director

 

**Wright City Fire Protection District**

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

396 West North 2nd Street

Wright City, Missouri 63390

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 10, 2015

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 10, 2015 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 – absent

Rudy Jovanovic – Secretary – present

Administration

Chief Ron MacKnight

Administrative Assistant Kimberly Arbuthnot

Deputy Chief Harry Cohoon

Visitors

Captain Josh Riebe

Captain Mike Holtmeier

FF Scot Gibson

FF Kevin Hakenewerth

Attorney Bob Stewart arrived @1630

**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 December 10, 2015 Agenda**

Chairman Larry Zuhone asked for any amendments to the Tentative Agenda for December 10, 2015. 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 December 10, 2015 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 November 12, 2015 Board Meetings**

Director Mike Schriener moved for approval of the open minutes of November 12, 2015. This was seconded by Secretary Rudy Jovanovic.

“RESOLVED that the Minutes of the November 12, 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 – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Treasurer Dan West made a motion to approve the bills for November 12, 2015 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’s Report for December 10, 2015**

*Cash Balance as of end of November 2015 is $586,667.19*

|  |  |
| --- | --- |
| *General Operating* |  |
| *Operating Account (FSCB) 0.20%* | *138,291.98* |
| *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* | *$586,667.19* |

*Financial Reports*

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

*Comments on Financial Reports*

1. *Income in November was $8,481 vs. budget of $1,781.*
2. *Expenditures in November were $50,380 vs a budget of $60,945 which was $10,565 below budget.*
	1. *Administrative Expenses in November were $2,265 vs a budget $12,874 or $10,609 below budget. Due to election expense not incurred*
	2. *Capital Expenses were $1,741 vs a budget of $791 which was $949 over budget.*
	3. *Maintenance expenses were $3,576 which was $182 below budget*
	4. *Utility expenses were $1,295 which was $660 below budget*
	5. *Training was $1,026 which was $1,026 above budget.*
	6. *Other expenses were $886 which was $52 above budget.*
	7. *Personnel expenses were $39,592 which was $1,141 below budget*

*Income for 2015 November YTD was $870,257 vs. a YTD budget of $868,816 which is $1,441 above YTD budget.*

1. *Expenses for 2015 November YTD were $717,967 which is $47,028 below budget. The reserve fund of $20,000 contribution will be on the December books. So we are roughly $27,000 under budget YTD*
	1. *Admin expenses YTD were $20,845 below budget due to a lower than budgeted Workers Comp charge.*
	2. *Capital expense YTD were $8,310 above budget*
	3. *Maintenances expenses YTD were $2,660 above budget.*
	4. *Utilities expenses YTD were $179 above budget.*
	5. *Training expenses YTD were $4,573 above budget.*
	6. *Other expenses YTD were $2,239 under budget*
	7. *Personnel expenses YTD were $47,028 under budget.*
2. *There are $22,000 of expenses that are in the “other” category with in the broad categories. I will work with Kim to get the charges in the correct categories. In the total accounting in the end all of the expenditures are accounted for just they may be in the wrong category or we may need to create a new category. When a check is written in QuickBooks if an account category is not specified it automatically assigns the charge to “other”.*
3. *The following table shows the Personnel Expense as a percentage of budget. The percentage of budget has grown each year from 46.20% in 2010 to 60.73% in 2015. 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%* |

1. *Balance in the reserve account as of the end of November 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**

Chief MacKnight discussed that if we wanted to be on the April, 2016 ballot, we would need to submit by January 19, 2016.

Chairman Zuhone discussed a possible phone poll along with the school district.

**Security System**

Possible budget item for 2016. AFC will be submitting a bid by Monday, December 14, 2015.

**2016 Budget**

Secretary Rudy Jovanovic made a motion to approve the 2016 Budget. This motion was seconded by Director Mike Schriener. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

The Resolution will be signed at the Special Meeting on December 17, 2015.

**Volunteer Handbook**

This is still in the works to revamp the volunteer minimums due to the fact that the present is not effective. Continue to January.

**Asphalt Bids**

Bids have been received, will need to advertise for bids after the first of the year. This may need to be done in stages. Carry forward to January.

**Roof**

Carry forward to January.

**Asset Report**

Carry forward to January.

 **New Business**

**AFG Paperwork**

A motion was made by Secretary Rudy Jovanovic to approve the Regional AFG Paperwork. This motion was seconded by Treasurer Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Fire Chief Report**

* Attached Report
* No action taken

**2665**

* Continue to wait to finalize contract.

**Closed Session**

Vote to close this part of the meeting pursuant to Section 610.021.(2) (3) (9) 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
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups.

A motion was made by Treasurer Dan West to move into closed session at 1845. 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

**Adjourn**

Motion made to adjourn the meeting at 1846. Motion was made by Director Mike Schriener and was seconded by Secretary Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Kimberly Arbuthnot, Administrative Assistant

APPROVED:

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Larry Zuhone, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Keith Thompson, Director

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Mike Schriener, Director