

**Wright City Fire Protection District**

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

396 West North 2nd Street

P.O. Box 522

Wright City, Missouri 63390

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 12, 20112

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 12, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Randy Lewis – Chairman Rudy Jovanovic – Secretary & Director

Larry Zuhone – Director Dan West – Treasurer & Director

Keith Thompson – Director Fire Chief Ron MacKnight

Office Manager Melissa Sullivan Assistant Chief Todd VanZuyen

Captain Mike Holtmeier Captain Alan Thompson

FF Jesse McCoy FF Rev. Davis

**Call to Order**

A quorum being present, Chairman Randy Lewis 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 January 12, 2012 Agenda**

Chairman Randy Lewis asked for any amendments to the Tentative Agenda for January 12, 2012.

Director Keith Thompson made a motion to approve the tentative agenda. This motion was seconded by Director Dan West. The Tentative Agenda for January 12, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

Rudy Jovanovic arrived at 1601.

**Approval of the Open Minutes of December 8, 2011 Board Meeting and December 14, 2011 Special Meeting Minutes**

Director Dan West moved for approval of the December 8, 2011 Board Meeting Minutes and the December 14, 2011 Special Meeting Minutes. This was seconded by Director Larry Zuhone.

“RESOLVED that the Minutes of the December 8, 2011 Open Meeting Minutes and the December 14, 2011 Special Meeting Minutes 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

Randy Lewis – aye

**Approve Bills for Payment**

Director Keith Thompson made a motion to approve the bills for January 12, 2012 for payment. This motion was seconded by Director Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approve & Adopt Treasurer’s Report from December 31, 2011**

Expenditures for 2011 were $125,999 under a budget of $1,162,835. This was done in addition to a complete renovation of Station #1. Ron, the paid staff, the paid firemen and the volunteers did a GREAT job in controlling expenses. **CONGRATULATIONS!!!**

Cash Balance as of end of December 31, 2011

1. Operating Account (Farmers & Merchants) $340,312.84
2. Payroll Account (First State Community Bank) $18,035.53
3. Certificates of Deposit $124,482.96

(Farmers & Merchants)

Reports

1. Attached is the report for December 2011 income and expenditures as compared to December budget.
2. Attached is the report for December 2011 YTD income and expenditures as compared to December YTD budget.
3. Attached is the report comparing December YTD 2011 with same period in 2010
4. Attached is the Balance Sheet for December 31, 2011

Comments on Financial Reports

1. In December the expenditures were $66,499.21 vs. a budget of $89,620.41. We were $23,121.20 below budget.
   1. Major variances were:
      1. Administration Expenses were $25,513 below budget due to no bill received for attorney or litigation ($1,083), LOSAP savings ($4,000), and Workmen’s Comp pd earlier in yr ($20,000)
      2. Capital expenses were $3,958.34 above budget across the board in all categories
      3. Training expenses were $2,145 above budget having been below budget most of the year
      4. Other Expenses were $3,154 above budget due Banquet charge
      5. Personnel expenses were $1834 above budget due to salary increase in December and over time
2. Expenditures YTD for year 2011 were $1,036,645, which was $125,999 below budget. This includes $422,679 spent on Station 1. The major cost control implementation continued to showed positive results.
3. Income for in 2011 YTD was $793,981, which is $32,431 above budget.
4. Estimated cash and CD in the reserve account by EOY

|  |  |
| --- | --- |
|  | December |
| General Operating Account | 340,313 |
| Payroll Account | 18,035 |
| CD’s | 124,483 |
| Future Income from Cty & Prmts | 0 |
| 2012 Cty income   |  |  | | --- | --- | | Lincoln Cty | 7,984 | | Warren Cty | 96,938 | | Total | 104,922 | | -104,922 |
| Budget Expenses not spent YTD | 0 |
| Station 1 Ren & Improvements to bring contract amt to $350,450 |  |
| Total Reserves | 377,909 |

1. Concerns/Comments:
   1. Spending continues to be under control. Ron and his team continue to do a **GREAT** job in controlling expenditures in a **VERY DIFFICULT** market. **THANK YOU!!!**
   2. We must continue our strong cost control measures since in 2012 there will be a re assessment and the county assessed values very will may go down.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors January 12, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any. “

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Public Comments**

* Year went well with Donna and everyone’s effort.
* Thank Todd for handing over Burn Camp to Association and for all the years Todd put into it.

**Old Business**

**Policy Committee**

A motion was made by Director Larry Zuhone to approve the new section added to the accrued time for how many years served. This motion was seconded by Keith Thompson. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Hiring**

* Have not started
* Would like to promote
* Things still need to be sorted out

**Goals**

* Slowly working on them, need to keep revisiting them.
* Back to Workshops (1st Tuesday of every month 1700)

**Retention and Recruitment Committee**

* Need to work on Academy Questions

**Mold Station One**

* Director Randy Lewis has not made the call to Frank Vatterott
* Discuss at Workshop

**Website**

* 12 Companies / Only one response

**Refinance 9714**

* Has not been touched

**Station Two**

* Discuss at Goals Workshop
* Knock on doors, promote Station Two to stay

**2009 Codes**

* Must have three hearings
* Discuss at Goal’s Workshop

**New Business**

**Backups**

* Online backup move forward

**Fencing**

Director Larry Zuhone made a motion to move with the company ARC for fencing the training area in. This motion was seconded by Director Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Headsets**

A motion was made by Larry Zuhone to accept the low bid for the headsets. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Minutes Attached

**Adjourn**

Motion made to adjourn the meeting at 1728 (5:28 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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Randy Lewis, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Keith Thompson, Director



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

WARREN COUNTY, STATE OF MISSOURI

February 9, 2012

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One 396 NW 2nd Street, Wright City, Missouri 63390 on February 9, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Randy Lewis – Chairman Rudy Jovanovic – Secretary & Director

Dan West – Treasurer & Director Keith Thompson – Director

Fire Chief Ron MacKnight Assistant Chief Todd VanZuyen

Office Manager Melissa Sullivan Captain Mike Holtmeier

Captain Alan Thompson FF Jesse McCoy

FF Rev. Davis FF Mike Schriener

Attorney Frank Vatterott Attorney Paul Devine

**Call to Order**

A quorum being present, Chairman Randy Lewis 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 February 9, 2012 Agenda**

Chairman Randy Lewis asked for any amendments to the Tentative Agenda for February 9, 2012.

Director Keith Thompson made a motion to approve the tentative agenda. This motion was seconded by Director Dan West. The Tentative Agenda for February 9, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Frank Vatterott**

* Investment Policy (Financial Officer – Appointed by Board)
* Fire Codes
* Mold Case (Not worth Pursuing)
* Willing to do a Legal Audit for District free of charge

**Approval of the Open Minutes of January 12, 2012 Board Meeting and February 7, 2012 Workshop Minutes**

Director Keith Thompson moved for approval of the January 12, 2012 Board Meeting Minutes and the February 7, 2012 Workshop Minutes. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the January 12, 2012 Open Meeting Minutes and the February 7, 2012 Wrokshop Minutes are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approve Bills for Payment**

Director Rudy Jovanovic made a motion to approve the bills for February 9, 2012 for payment. This motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approve & Adopt Treasurer’s Report from January 31, 2012**

Cash Balance as of end of January 31, 2012

1. Operating Account (Farmers & Merchants) $338,196.78
2. Payroll Account (First State Community Bank) $19,863.70
3. Certificates of Deposit FMB 2.25% 8/18/12 $124,482.96

Reports

1. Attached is the report for January 2012 income and expenditures as compared to January budget.
2. Attached is the Balance Sheet for January 31, 2012

Comments on Financial Reports

1. In January the expenditures were $48,319.16 vs. a budget of $62,740.53. We were $14,421.37 below budget.
   1. Major variances were:
      1. Administration Expenses were $9,453 below budget due to no bill received for attorney or litigation ($2,350) and no election costs ($5,400)
      2. Capital expenses were $3,984 below budget due to information technology and reserve fund not charged
      3. Maintenance was $382 below budget.
      4. Utilities were $302 below budget
      5. Training expenses were right on budget
      6. Other Expenses were $2,935 above budget due to Banquet charge
      7. Personnel expenses were $2,760 below budget.
2. Concerns/Comments:
   1. Spending in 2012 continues to be under control and on the same track as 2011.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors February 9, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any. “

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

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**CD’s**

A motion was made by Director Dan West to invest $669,411 in CD’s in American Bank as the Treasurer has laid out in attached document. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Public Comments**

* None

**Old Business**

**Policy Committee**

* Working on setting up a meeting

**Retention and Recruitment Committee**

* Safer Grant now available (Funds to pay firefighter or money to go towards promoting retention and recruitment).

**Goals**

* Need to quantify
* Check on them quarterly

**Mold Station One**

* Dead Issue

**Website**

* Three bids received
* Website will be complete July 1, 2012

**Refinance 9714**

* Director Dan West has been doing research
* Talked with First Bankers
* Should have some results by next Board Meeting

**Station Two**

* No Discussion

**2009 Codes**

* Meeting with Warrenton Fire Protection District February 13, 2012

**New Business**

**Investment Policy**

A motion was made by Director Keith Thompson to adopt Investment Policy and appoint Director Dan West the Financial Officer. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Approve Amended 2011 Budget**

A motion was made by Director Dan West to approve the amended 2011 budget. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Sealed Bids for Surplus**

A motion was made by Director Keith Thompson to place the bids for the 1986 Chevy 5/4 ton 4x4 and the 1989 GMC 3500 dually 4x4 in the paper for bid and to be awarded at the March 8, 2012 Board Meeting. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Minutes Attached

**Adjourn**

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

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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Randy Lewis, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Keith Thompson, Director



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

WARREN COUNTY, STATE OF MISSOURI

April 12, 2012

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 12, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Randy Lewis – Chairman Rudy Jovanovic – Secretary & Director

Dan West – Treasurer & Director Keith Thompson – Director

Larry Zuhone – Director Fire Chief Ron MacKnight

Assistant Chief Todd VanZuyen Office Manager Melissa Sullivan

Captain Mike Holtmeier Captain Alan Thompson

Mike Schriener

**Call to Order**

A quorum being present, Chairman Randy Lewis 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 8, 2012 Agenda**

Chairman Randy Lewis asked for any amendments to the Tentative Agenda for April 12, 2012.

* Director Keith Thompson asked that items #9 (Swear In New Board Members), #10 (Call meeting to order – New Board), #11 (Reorganize new board), #12 (Remove Randy’s name from all associated accounts with the WCFPD) & #13 (Add new names to accounts associated with the WCFPD) under Old Business be taken and moved to numbers 1-5 under New Business.

Director Larry Zuhone made a motion to approve the amended agenda. This motion was seconded by Director Keith Thompson. The Amended Agenda for April 12, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approval of the Open Minutes of March 8, 2012 Board Meeting and April 3, 2012 Workshop Minutes**

Director Keith Thompson moved for approval of the March 8, 2012 Board Meeting Minutes and the April 3, 2012 Workshop Minutes. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the March 8, 2012 Open Meeting Minutes and the April 3, 2012 Workshop Minutes 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

Randy Lewis – aye

**Approve Bills for Payment**

Director Rudy Jovanovic made a motion to approve the bills for April 12, 2012 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approve & Adopt Treasurer’s Report from March 31, 2012**

Cash Balance as of end of March 31, 2012 is $905,059.23

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $196198.56 |
| Payroll Account (First State Community Bank) | 12,966.71 |
| CD FMB 2.25% 8/18/12 | 124,482.96 |
| CD American Bank 4/10/12 0.15% | 50,000.00 |
| CD American Bank 5/10/12 0.25% | 43,000.00 |
| CD American Bank 6/10/12 0.35% | 46,000.00 |
| CD American Bank 7/10/12 0.45% | 74,000.00 |
| CD American Bank 8/10/12 0.55% | 61,000.00 |
| CD American Bank 9/10/12 0.65% | 41,411.00 |
| CD American Bank 10/10/12 1.49% | 9,000.00 |
| CD American Bank 10/10/12 1.19% | 247,000.00 |
| TOTAL | $905,059.23 |

Reports

1. Attached is the report for March 2012 Profit & Loss as compared to March budget.
2. Attached is the report for March 2012 YTD Profit & Loss as compared to March YTD budget.
3. Attached is the Balance Sheet for March 31, 2012

Comments on Financial Reports

1. Income in March was $26,453 due to county taxes being paid and surplus sales.
2. In March the expenditures were $78,429 vs. a budget of $101,697. We were $23,267 below budget.
   1. Administrative expenses were $22,891 below budget due to reduced work comp.
   2. Capital expenses were $7,117 above budget due to purchase portable and mobile radios.
   3. Maintenance expenses were $2418 below budget due to across the board lower maintenance costs.
   4. Utility expenses were $305 over budget due to winter and natural gas at station 1. CONTINUE TO KEEP THE DOORS CLOSED.
   5. Training expenses were $2,028 below budget.
   6. Personnel expenses were $3,182 below budget. This reflects the vacant position.
3. Expenditures March YTD for year 2012 were $212,941, which was $28,833 below budget. Capital Expenses, and Utilities, were above YTD budgets. Maintenance expenses were right on budget. Good work Todd. All other items were at or under YTD budgets. **The** **major cost control implementation must be continued as we are now seeing the effect.**.
4. Income for in 2012 YTD was $729,406 vs. a budget of $756,700, which is $27,294 below budget. This should be made up by the payment of late taxes and various fees by the end of the year. Income for 2011 was $793,961.
5. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012
6. Estimated balance in the reserve account EOM March is $389,271.

|  |  |
| --- | --- |
|  | February |
| General Operating Account | 196,198 |
| Payroll Account | 12,967 |
| CD’s | 695,894 |
| Est. Future Income from County & Misc. Payments to budget | 27,294 |
| Budget Expenses for balance of year  (-) | -517,337 |
| March YTD Over Budget (+) Over Budget (-) Budget money still available | -28,833 |
| Total Reserves | 386,183 |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive we need to be ever diligent on our total spending of which we have 100% control.
   2. We must continue our strong cost control measures since 2013 is the year of a re assessment and the county assessed values very will may go down. I heard the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors April 12, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Public Comments**

* None

**Old Business**

**Policy Committee**

* Set up Meeting

**Retention and Recruitment Committee**

* Meeting April 26, 2012

**2009 Codes**

* Sent to Frank Vatterott (Warrenton and Wright City)

**Insurance Update**

* Switching Insurance Company’s saved the District money – Thank you to Ron & Melissa.

**Update on Refinancing 9714**

* Was waiting to have the best picture – best numbers to move forward
* March looked great moving forward with refinancing

**Hiring for approved position, date this position will be filled and new hires start date**

* Hire Date July 1, 2012
* Shift Work – August 1, 2012
* Promote from within

**Appreciation Award**

* Randy Lewis – in appreciation for 19 years notable service.
* Randy Lewis comments – Every Board Member should have NIMS 1, 2, 7 & Building renovations showed the District how we did great for taxpayers.

**Adjourn Old Board**

Director Randy Lewis adjourned the Old Board at 16:25. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**New Business**

**Swear in New Board Members**

County Clerk Barb Daly came in and swore in the new Directors, Mike Schriener and Rudy Jovanovic.

**Call Meeting to Order (New Board)**

Director Rudy Jovanovic called the meeting to order at 16:38.

**Reorganize New Board**

Director Dan West made the motion to appoint Director Keith Thompson as Chairman of the Board of Directors. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – nye

Keith Thompson –aye

Dan West – aye

Mike Schriener – nye

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

Rudy Jovanovic – nye

Larry Zuhone – aye

Keith Thompson – nye

Dan West – nye

Mike Schriener – aye

Director Keith Thompson is now Chairman of the Board of Directors.

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

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

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

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

**Remove Randy’s Name from all associated accounts with the WCFPD**

Director Larry Zuhone made a motion to remove Randy Lewis name from all associated accounts. Director Rudy Jovanovic seconded that motion. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Add new names to accounts associated with WCFPD**

Director Larry Zuhone made a motion to add Director Mike Schriener to the Checking Account as an authorized signer. This motion was seconded by Director Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

Director Rudy Jovanovic made a motion to add Director Mike Schriener to the CD account. This motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

Director Larry Zuhone made a motion to remove Randy Lewis from the Safe Deposit Box and add Director Mike Schriener. The motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Reschedule Workshop**

* Workshop – Monday April 23, 2012 at 18:00

Director Mike Schriener made a motion to discuss Board Packets and Goals at Monday April 23, 2012 Workshop. This motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Having Trouble sending out emails (Larry, Keith and Rudy)**

* Send out everyone’s personal information.

**Board By-Laws**

* Workshop – Update

**Pledge of Allegiance**

Director Larry Zuhone made a motion to say the Pledge of Allegiance after the Board Meetings are called to order. 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

**FEMA**

* Just now digging into

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Minutes Attached
* Burn Camp BBQ and Car Show coming up

**Adjourn**

Motion made to adjourn the meeting at 1715 (5:15 p.m.) Motion was made by Director Rudy Jovanovic and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Randy Lewis, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Keith Thompson, Director

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

WARREN COUNTY, STATE OF MISSOURI

March 8, 2012

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 8, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Randy Lewis – Chairman Rudy Jovanovic – Secretary & Director

Dan West – Treasurer & Director Keith Thompson – Director

Larry Zuhone – Director Fire Chief Ron MacKnight

Assistant Chief Todd VanZuyen Office Manager Melissa Sullivan

Captain Mike Holtmeier Captain Alan Thompson

FF Jesse McCoy FF Rev. Davis

FF Mike Schriener

**Call to Order**

A quorum being present, Chairman Randy Lewis 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 8, 2012 Agenda**

Chairman Randy Lewis asked for any amendments to the Tentative Agenda for March 8, 2012.

* Director Keith Thompson asked that items #3 (Station Two), #7 (Goals – Board and District), #8 (Hiring) & #10 (Board Packets, Meeting Minutes) under Old Business be taken off the agenda and discussed at the April 3, 2012 Workshop.
* Director Dan West asked to add under New Business #5 (Hurt Fireman), #6 (Fireman Thank You) & #7 (Meeting with Frank Vatterott)

Director Rudy Jovanovic made a motion to approve the amended agenda. This motion was seconded by Director Keith Thompson. The Amended Agenda for March 8, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approval of the Open Minutes of February 9, 2012 Board Meeting and March 6, 2012 Workshop Minutes**

Director Keith Thompson moved for approval of the February 9, 2012 Board Meeting Minutes and the March 6, 2012 Workshop Minutes. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the February 9, 2012 Open Meeting Minutes and the March 6, 2012 Workshop Minutes 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

Randy Lewis – aye

**Approve Bills for Payment**

Director Keith Thompson made a motion to approve the bills for March 8, 2012 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

**Approve & Adopt Treasurer’s Report from February 29, 2012**

Cash Balance as of end of February 29, 2012 is $953,882.09

1. Operating Account (Farmers & Merchants) $139,808.86
2. Payroll Account (First State Community Bank) 20,179.27
3. CD FMB 2.25% 8/18/12 124,482.96
4. CD American Bank 3/10/12 0.1% 98,000.00
5. CD American Bank 4/10/12 0.15% 50,000.00
6. CD American Bank 5/10/12 0.25% 43,000.00
7. CD American Bank 6/10/12 0.35% 46,000.00
8. CD American Bank 7/10/12 0.45% 74,000.00
9. CD American Bank 8/10/12 0.55% 61,000.00

10. CD American Bank 9/10/12 0.65% 41,411.00

11. CD American Bank 10/10/12 1.49% 9,000.00

12. CD American Bank 10/10/12 1.19% 247,000.00

TOTAL **$953,882.09**

Reports

1. Attached is the report for February 2012 Profit & Loss as compared to February budget.
2. Attached is the report for February 2012 YTD Profit & Loss as compared to February YTD budget.
3. Attached is the Balance Sheet for February 29, 2012

Comments on Financial Reports

1. In February the expenditures were $86,192 vs. a budget of $77,961. We were $8,231 above budget.
   1. Capital expenses were $6,189 above budget due to purchase of personal protective equipment and operational equipment. Three ladders failed tests
   2. Maintenance expenses were $$2,914 over budget due to annual tests required by NFPA.
   3. Utility expenses were $468 over budget due to winter and natural gas at station 1. CONTINUE TO KEEP THE DOORS CLOSED
   4. Training expenses were $2,414 above budget
   5. Other Expenses were $2,579 below budget due uniforms not purchased
2. Expenditures February YTD for year 2012 were $134,512, which was $5,615 below budget. Capital Expenses, Maintenance Expenses, Utilities, Training and Education were all above YTD budgets. The problem maybe skewed budgets and that will correct itself in the future. In the mean time, the **major cost control implementation must be continued**.
3. Income for in 2012 YTD was $699,660 vs. a budget of $759,700, which is $60,040 below budget. This should be made up by the payment of late taxes and various fees by the end of the year. Income for 2011 was $793,961.
4. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012
5. Estimated balance in the reserve account EOM February is $389,271.

|  |  |
| --- | --- |
|  | February |
| General Operating Account | 139,809 |
| Payroll Account | 20,179 |
| CD’s | 793,893 |
| Est. Future Income from County & Misc. Payments to budget | 60,040 |
| Budget Expenses for balance of year  (-) | -619,035 |
| February YTD Over Budget (+) Under Budget (-) Budget money still available | -5,615 |
| Total Reserves | 389,271 |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive we need to be ever diligent on our total spending of which we have 100% control.
   2. We must continue our strong cost control measures since 2013 is the year of a re assessment and the county assessed values very will may go down. I heard the national average home prices went down 4% in December and 30% for the year.
   3. CD’s were purchased in the amount of $669,411 ranging in maturity from 30 days to 210 days. The CD’s will earn us $3,099 in interest.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors March 8, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Public Comments**

* None

**Old Business**

**Policy Committee**

* Resolution for Policy Manual

**Retention and Recruitment Committee**

* Discussion – No Action Taken

**2009 Codes**

* Working with Warrenton Monday March 12, 2012
* Will be identical except for fines and fireworks

**Award Bids for Trucks**

* Hubert Kluesner – 1989 ($3156) / 1986 ($1856)
* Hawk Point Fire – 1989 ($2000)
* Paul Martin – 1989 ($2000)
* Todd VanZuyen – 1989 ($1900)
* EKS Small Equipment – 1986 ($1200)
* Dale Hinton – 1989 ($2011)
* Roland Lenzenhuber – 1989 ($2150)
* Arden Engelage – 1989 ($2879)
* Tim Brown – 1986 ($1750) / 1989 ($2300)

A motion was made by Director Larry Zuhone to award Hubert Kluesner with the highest bid on both the 1989 GMC for $3156 and the 1986 Chevy for $1856. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –nye

Dan West – aye

Randy Lewis – aye

**Refinance 9714**

* Director Dan West will have final numbers by next Board Meeting (April 12, 2012)

**Website Timeline**

* Move forward

**MAFPD Conference**

* June 22, 23, 24, 2012

**New Business**

**Bonds for Office Staff**

A motion was made by Director Keith Thompson to cancel the Wright City Fire Protection District policy with CNA Surety and go with Allied Insurance for the Board, Treasurers and Office Staff Bonds. This motion was seconded by Director Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Minutes Attached
* Pancake Breakfast March 25, 2012

**Hurt Fireman**

* Director Dan West feels the Board should be notified about any firemen that get hurt while on a call.

**Fireman Thank You**

* A big Thank You was given to the Firefighters for their time and dedication.

**Meeting with Frank Vatterott**

* Meeting went well

**Closed Session**

Vote to close this part of the meeting pursuant to 610.021.1 RSMo (1 Issues)

* Legal Actions, Causes of Action

Director Rudy Jovanovic made a motion to move into closed session at 1656. This motion was seconded by Director Keith Thompson. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

Director Keith Thompson made a motion to move back into open session at 1658. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Randy Lewis – aye

**Adjourn**

Motion made to adjourn the meeting at 1659 (4:59 p.m.) Motion was made by Director Keith Thompson and was seconded by Director Randy Lewis. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Randy Lewis – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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Randy Lewis, President and Director

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Dan West, Treasurer and Director

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

Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Keith Thompson, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

P.O. Box 522

Wright City, Missouri 63390

Phone (636) 745-2262

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

WARREN COUNTY, STATE OF MISSOURI

May 10, 2012

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 10, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Rudy Jovanovic – Secretary & Director Larry Zuhone – Director

Director Mike Schriener Fire Chief Ron MacKnight

Assistant Chief Todd VanZuyen Office Manager Melissa Sullivan

Captain Mike Holtmeier Captain Mike Combs

FF Josh Riebe FF Rev. Davis

**Call to Order**

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

**Amendments to the May 10, 2012 Agenda**

Director Rudy Jovanovic asked for any amendments to the Tentative Agenda for May 10, 2012.

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The Amended Agenda for May 10, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of April 23, 2012 Special Meeting, April 23, 2012 and May 8, 2012 Workshop Minutes**

Director Larry Zuhone made a correction to the May 8, 2012 Workshop Minutes

Director Larry Zuhone moved for approval of the April 23, 2012 Special Meeting, April 23, 2012 and the May 8, 2012 Amended Workshop Minutes. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the April 23, 2012 Special Meeting, April 23, 2012 and May 8, 2012 Workshop Minutes are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for May 10, 2012 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from May 10, 2012**

Cash Balance as of end of April 31, 2012 is $848,667.78

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $183,967.22 |
| Payroll Account (First State Community Bank) | 18,806.60 |
| CD FMB 2.25% 8/18/12 | 124,482.96 |
| CD American Bank 5/10/12 0.25% | 43,000.00 |
| CD American Bank 6/10/12 0.35% | 46,000.00 |
| CD American Bank 7/10/12 0.45% | 74,000.00 |
| CD American Bank 8/10/12 0.55% | 61,000.00 |
| CD American Bank 9/10/12 0.65% | 41,411.00 |
| CD American Bank 10/10/12 1.49% | 9,000.00 |
| CD American Bank 10/10/12 1.19% | 247,000.00 |
| TOTAL | $848,667.78 |

Reports

1. Attached is the report for April 2012 Profit & Loss as compared to April budget.
2. Attached is the report for April 2012 YTD Profit & Loss as compared to April YTD budget.
3. Attached is the Balance Sheet for April 30, 2012

Comments on Financial Reports

1. Income in April was $1,963 due to county taxes being paid and surplus sales.
2. In April the expenditures were $73,805 vs. a budget of $74.661. We were $856 below budget.
   1. Administrative expenses except work comp were $591 above budget. Work comp charges were $6,500 below budget.
   2. Capital expenses were $2,147 below budget. Including station reserves reduces the amount $1,666 or making the total under budget $481
   3. Maintenance expenses were $4,027 over budget due to higher fuel and maintenance charges
   4. Utility expenses were $367 under budget
   5. Training expenses were $2,549 above budget due to fire school
   6. Other Expenses were $1,871 above budget due to a boot purchase
   7. Personnel expenses were $1,464 below budget. This reflects the vacant position
3. Expenditures April YTD for year 2012 were $286,532, which is $46 below YTD budget. The expenses balanced out as follows: Above YTD budgets Capital Expenses ($8,841), Maintenance ($4,297), Utilities ($103), Training ($2,584), Other($704) and below YTD budgets Ad Min ($10,010), Personnel ($7,879). **The** **major cost control implementation must be continued.**
4. Income for in 2012 YTD was $731,375 vs. a budget of $757,033, which is $25.657 below budget. This should be made up by the payment of late taxes and various fees by the end of the year. Income for 2011 was $793,961.
5. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012
6. Estimated balance in the reserve account EOM April is $401,601. I continue to feel there may be a problem with this value. It maybe over stated $25,000 – $30,000.

|  |  |
| --- | --- |
|  | April |
| General Operating Account | 183,967 |
| Payroll Account | 18,806 |
| CD’s | 645,894 |
| Est. Future Income from County & Misc. Payments to budget | 25,657 |
| Budget Expenses for balance of year  (-) | -472,676 |
| April YTD Over Budget (+) Over Budget (-) Budget money still available | -47 |
| Total Reserves | 401,601 |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. In January we were $14,000 below budget and by the end of April we have eaten up that budget variance to where we have a variance of only $47. We have spent the salary of the new firefighter and have not put $6,664 in reserves.
   2. We must continue our strong cost control measures since 2013 is the year of a re assessment and the county assessed values very will may go down. I heard the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors May 10, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Policy Committee**

* Discussion & No Action Taken

**Retention and Recruitment Committee**

* Bringing in new recruits before old academy is finished and get them to feel out if they really want to commit to the academy
* Incentives
* Meeting May 17, 2012

**2009 Codes**

* Vatterott’s office for review

**Update on Refinancing 9714**

* No Action Taken

**New Business**

**MAFPD Conference**

* Coming Up
* If you want to attend fill out information

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Minutes Attached
* Burn Camp BBQ
* 5K Health and Wellness Challenge
* Possible 5K Fundraiser

**Adjourn**

Motion made to adjourn the meeting at 1625 (4:25 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

WARREN COUNTY, STATE OF MISSOURI

June 14, 2012

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 14, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Rudy Jovanovic – Secretary & Director Larry Zuhone – Director

Mike Schriener – Director Dan West – Treasurer & Director

Fire Chief Ron MacKnight Assistant Chief Todd VanZuyen

Office Manager Melissa Sullivan Captain Mike Holtmeier

FF Jesse McCoy Sylvia West

**Call to Order**

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

**Amendments to the June 14, 2012 Agenda**

Director Rudy Jovanovic asked for any amendments to the Tentative Agenda for June 14, 2012.

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The Amended Agenda for June 14, 2012 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 May 10, 2012 Board Meeting and May 31, 2012 Workshop Minutes**

Director Larry Zuhone made a correction to the May 31, 2012 Workshop Minutes

Director Mike Schriener moved for approval of the May 10, 2012 Board Meeting and the May 31, 2012 Amended Workshop Minutes. This was seconded by Director Dan West.

“RESOLVED that the Minutes of the May 10, 2012 Board Meeting and May 31, 2012 Workshop Minutes are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Dan West made a motion to approve the bills for June 14, 2012 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from June 14, 2012**

Cash Balance as of end of May 31, 2012 is $801,591.75

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $175,226.75 |
| Payroll Account (First State Community Bank) | 19,943.11 |
| CD FMB 2.25% 8/18/12 | 128,010.89 |
| CD American Bank 10/10/12 1.19% | 247,000.00 |
| CD American Bank 10/10/12 1.49% | 9,000.00 |
| CD American Bank 9/10/12 0.65% | 41,411.00 |
| CD American Bank 8/10/12 0.55% | 61,000.00 |
| CD American Bank 7/10/12 0.45% | 74,000.00 |
| CD American Bank 6/10/12 0.35% | 46,000.00 |
| TOTAL | $801,591.75 |

Reports

1. Attached is the report for May 2012 Profit & Loss as compared to May budget.
2. Attached is the report for May 2012 YTD Profit & Loss as compared to May YTD budget.
3. Attached is the Balance Sheet for May 31, 2012

Comments on Financial Reports

1. Income in May was $19,724 due mainly to county taxes being paid.
2. In May the expenditures were $34,470 (Actual expenses $31,604 plus a credit of $3,414 Work Comp) vs. a budget of $49,311. We were $14,841 below budget.
   1. Administrative expenses were $389 above budget.
   2. Capital expenses were $2,843 below budget. Inclusion of station reserves reduces the amount by $1,666 or making the total under budget $1,171
   3. Maintenance expenses were $3,343 under budget due to no fuel bill (estimated $3,618). Truck Maintenance was $1,381 below budget. Good Job Todd.
   4. Utility expenses were $4,512 under budget due to new propane contract that saves us money. Good Job Melissa
   5. Training expenses were $2,237 below budget due to fire school being charged last month
   6. Personnel expenses were $1,284 below budget. This reflects the vacant position
3. Expenditures May YTD for year 2012 were $318,140, which is $17,657 below YTD budget. If station reserves are included expenses are $9,327 below budget. The expenses balanced out as follows:
   1. Above YTD budgets Capital Expenses ($5,998). This does not include $8,330 for station reserves.
   2. Below YTD budget Utilities ($4,360) due to new propane contract.
   3. Near budget all other categories.
4. **The** **major cost control implementation must be continued. However May YTD is a major improvement over April YTD.**
5. Income for 2012 May YTD was $751,824 vs. a budget of $757,033, which is $5,542 below budget. This should be made up by the payment of late taxes and various fees by the end of the year. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM May is $375,439. This is 49% of budget.

|  |  |
| --- | --- |
|  | May |
| General Operating Account | $175,226 |
| Payroll Account | 19,943 |
| CD’s | 606,421 |
| Est. Future Income from County & Misc. Payments to budget | 5,542 |
| Budget Expenses for balance of year  (-) | -422,366 |
| May YTD Over Budget (+) Over Budget (-) Budget money still available | -9,327 |
| Total Reserves | $375,439. |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. Cost controls in May were back on target. **Good job Ron and the team!**
   2. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will may go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors June 14, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Public Comments**

* FF Mike Holtmeier challenged the board to do the cardio workout that the members are performing during the day.

**Old Business**

**Policy Committee**

* Has not meet & there is no meeting scheduled

**Retention and Recruitment Committee**

* Meeting July 5, 2012

**2009 Codes**

* Director Larry Zuhone suggested having a meeting with the City, Board, Ron & Todd
* Complaints regarding new Codes

**Update on Refinancing 9714**

A motion was made by Director Larry Zuhone to approve the bid spec sheet and send it out to the local paper. 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

**Board Goal**

* Discussion& No Action Taken

**MAFPD Conference**

* Need to prepare and budget for this next year
* Follow procedure as the membership does for training

**New Business**

**Percent of Reserves the District needs to Maintain**

* Discussed that percent is written in Fund Balance Policy

**Audit**

* Went Well
* Discussion & No Action Taken

**Resolution to approve and adopt Fund Balance Policy**

A motion was made by Director Larry Zuhone to approve and adopt the Fund Balance Policy. This motion was seconded Director Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Replacement of Fire Hose**

* Fire Chief Ron MacKnight is in charge, make the numbers work

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* No meeting / No Minutes

**Adjourn**

Motion made to adjourn the meeting at 1657 (4:57 p.m.) Motion was made by Director Dan West and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

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

WARREN COUNTY, STATE OF MISSOURI

July 12, 2012

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 12, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson - Chairman & Director Rudy Jovanovic – Secretary & Director

Larry Zuhone – Director Mike Schriener – Director

Dan West – Treasurer & Director Assistant Chief Todd VanZuyen

Office Manager Melissa Sullivan Captain Mike Holtmeier

FF Scot Gibson FF Chad Hemmelgarn

FF Rev. Davis

**Call to Order**

A quorum being present, Chairman Keith Thompson 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 July 12, 2012 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for July 12, 2012.

Director Mike Schriener made a motion to approve the agenda. This motion was seconded by Director Rudy Jovanovic. The Amended Agenda for July 12, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of June 14, 2012 Board Meeting and June 26, 2012 Workshop Minutes**

Director Larry Zuhone moved for approval of the June 14, 2012 Board Meeting and the June 26, 2012 Workshop Minutes. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the June 14, 2012 Board Meeting and June 26, 2012 Workshop Minutes are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Rudy Jovanovic made a motion to approve the bills for July 12, 2012 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

**Approve & Adopt Treasurer’s Report from July 12, 2012**

Cash Balance as of end of June 31, 2012 is $801,591.75

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $185,742.95 |
| Payroll Account (First State Community Bank) | 20,277.67 |
| CD FMB 2.25% 8/18/12 | 128,010.89 |
| CD American Bank 10/10/12 1.19% | 247,000.00 |
| CD American Bank 10/10/12 1.49% | 9,000.00 |
| CD American Bank 9/10/12 0.65% | 41,411.00 |
| CD American Bank 8/10/12 0.55% | 61,000.00 |
| CD American Bank 7/10/12 0.45% | 74,000.00 |
| TOTAL | $766,442.51 |

Reports

1. Attached is the report for June 2012 Profit & Loss as compared to June budget.
2. Attached is the report for June 2012 YTD Profit & Loss as compared to June YTD budget.
3. Attached is the Balance Sheet for June 30, 2012

Comments on Financial Reports

1. Income in June was $4,812 due mainly to permit fees ($3,722).
2. Expenditures In June were $40,575 which was $1,987 below budget
   1. Administrative expenses were $1,081 above budget. This was due to unbudgeted attorney fees.
   2. Capital expenses were $862 below budget. Inclusion of station reserves of $1,666 makes this category $804 above budget.
   3. Maintenance expenses were $581 under budget due to lower fuel bills. Truck Maintenance was $1,183 above budget.
   4. Utility expenses were $4,512 under budget due to new propane contract that saves us money.
   5. Training expenses were $1,227 above budget
   6. Personnel expenses were $361 below budget. This reflects the vacant position
3. Expenditure June YTD for year 2012 were $358,714, which is $19,644 below YTD budget. If station reserves are included ($9,996) expenses are $9,648 below budget. The expenses balanced out as follows:
   1. Above YTD budgets Capital Expenses ($5,135 This does not include $9,996 for station reserves) and Training and education ($1,574)
   2. Below YTD budget Utilities ($5,374) due to new propane contract and Other ($1.553)
   3. Near budget all other categories.
4. **The** **major cost control implementation must be continued. However June YTD expenditures continues to be a major improvement over April YTD.**
5. Income for 2012 June YTD was $756,636 vs. a budget of $757,700, which is $4,479 below budget. This should be made up by the payment of late taxes and various fees by the end of the year. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM June is $370,474. This is 49% of budget.

|  |  |
| --- | --- |
|  | June |
| General Operating Account | $185,743 |
| Payroll Account | 20,278 |
| CD’s | 560,422 |
| Est. Future Income from County & Misc. Payments to budget | 4,479 |
| Budget Expenses for balance of year  (-) | -380,804 |
| June YTD Over Budget (+) Over Budget (-) Budget money still available | -19,644 |
| Total Reserves | $370,474 |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. Cost controls in June were back on target. **Good job Ron and the team!**
   2. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will June go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors July 12, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* Assistant Chief Todd VanZuyen brought up ING.
* Call to bring out a new representative

**Old Business**

**2009 Codes**

* Frank is rewriting due to residential inspections not being performed anymore
* Possible approval new Board Meeting

**Update on Refinancing 9714 – Opening Bids**

Republic First National – 6 years @ 3.33%

First Government Lease Co. – 7 years @ 5 ¼%

First State Community Bank – 7 years @ 3.05% (transfer general operating account) or 7 years 3.35%

Farmers and Merchants Bank – 6 years @ 4.00%

A motion was made by Director Rudy Jovanovic to hold a Special Meeting on July 17, 2012 at 1600 to approve the bids for 9714. 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

**Board Goal**

* Discussion& No Action Taken
* Call to get meeting dates of local meetings discussed as part of the goals for the board

**New Business**

**Change By-Law Review Date**

* Discuss at August Board Meeting
* Send By-Laws to Frank for review

**Performance Evaluations**

* Company Generated
* Presentation August Workshop (August 7, 2012)

**Public Hearing – City of Wright City**

* Discussion& No Action Taken
* Property located near Bell Road property

**Retention Policy**

* Board Review
* Keep doing more research

**Yearly Calendar**

* Post Monthly meetings and send to Board

**Revised Policies**

* Review for approval at August Board Meeting

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken
* A/C Unit House Three

**Association Report**

* No meeting / No Minutes

**Adjourn**

Motion made to adjourn the meeting at 1650 (4:50 p.m.) Motion was made by Director Rudy Jovanovic and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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

Rudy Jovanovic, Secretary and Director

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

Larry Zuhone, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

August 9, 2012

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 9, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson - Chairman & Director Rudy Jovanovic – Secretary & Director

Larry Zuhone – Director Mike Schriener – Director

Dan West – Treasurer & Director Fire Chief Ron MacKnight

Assistant Chief Todd VanZuyen Office Manager Melissa Sullivan

Captain Mike Holtmeier Captain John Lacaillade

**Call to Order**

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

**Amendments to the August 9, 2012 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for August 9, 2012.

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Larry Zuhone. The Amended Agenda for August 9, 2012 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 July 12, 2012 Board Meeting, July 17, 2012 and July 28, 2012 Special Meeting and August 7, 2012 Workshop Minutes**

Director Rudy Jovanovic moved for approval of the July 12, 2012 Board Meeting, July 17, 2012 and July 28, 2012 Special Meeting and August 7, 2012 Workshop Minutes. This was seconded by Director Dan West.

“RESOLVED that the Minutes of the July 12, 2012 Board Meeting, July 17, 2012 and July 28, 2012 Special Meeting and August 7, 2012 Workshop Minutes are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Larry Zuhone made a motion to approve the bills for August 9, 2012 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

**Approve & Adopt Treasurer’s Report from August 9, 2012**

Cash Balance as of end of July 31, 2012 is $753,829.29

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $235,298.15 |
| Payroll Account (First State Community Bank) | 32,022.52 |
| CD FMB 2.25% 8/18/12 | 128,010.89 |
| CD American Bank 10/10/12 1.19% | 247,000.00 |
| CD American Bank 10/10/12 1.49% | 9,000.00 |
| CD American Bank 9/10/12 0.65% | 41,411.00 |
| CD American Bank 8/10/12 0.55% | 61,082.73 |
| Operating Account (Farmers & Merchants) | $753,825.29 |
| TOTAL | $235,298.15 |

Reports

1. Attached is the report for July 2012 Profit & Loss as compared to July budget.

2. Attached is the report for July 2012 YTD Profit & Loss as compared to July YTD

budget.

3. Attached is the Balance Sheet for July 31, 2012

Comments on Financial Reports

1. Income in July was $17,758 due mainly to Warren County Taxes.
2. Expenditures In July were $50,053 which was $4,041 above budget
   1. Administrative expenses were $2,000 above budget. This was due to unbudgeted attorney fees, Work Comp and dues.
   2. Capital expenses were $7,103 above budget. If station reserves are included Capital expenses are ($8,771). This was due to operation equipment (hoses) above budget $3,784 and station improvements $5,319 above budget due to installation of generator and new high efficiency florescent lights..
   3. Maintenance expenses were $2,846 under budget due to fuel bills not received ($1870) and lower than budgeted truck maintenance ($860).
   4. Utility expenses were $1,089, which is $290 under budget.
   5. Training expenses were $144 below budget.
   6. Personnel expenses were $1,655 below budget. This reflects the vacant position.
3. Expenditure July YTD for year 2012 are $408,788, which is $15,602 below YTD budget. If station reserves are included ($11,669) expenses are $3,933 below budget. The expenses balanced out as follows:
   1. Above YTD budgets Capital Expenses ($12,238) due to purchase of communication equipment and Training and Education ($1,715).
   2. Below YTD budget Utilities ($5,664) due to new propane contract and Personnel Expenses ($11,173) due to an open position.
   3. All other categories were near budget.
4. **The major cost control implementation must be continued.**
5. Income for 2012 July YTD was $766,240 vs. a budget of $757,700, which is $11,900 above budget. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM July is $410,100. This is 54% of

$759,700 budget.

|  |  |
| --- | --- |
|  | July |
| General Operating Account | $235,298 |
| Payroll Account | 32,022 |
| CD’s | 486,505 |
| YTD above budget Income from County & Misc. $11,900 included in Operating Acc. | 0 |
| Budget Expenses for balance of year (-) | -339,792 |
| July YTD over Budget (+) Over Budget (-) Budget money still available including reserves | -3,933 |
| Total Reserves | $410,100 |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive

**we need to be ever diligent on our total spending of which we**

**have 100% control.** Cost controls in July were back on target. **Good job Ron and the team!**

* 1. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will July go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors August 9, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* Captain Mike Holtmeier mentioned his nephews Bone Marrow Drive

**Old Business**

**2009 Codes**

Director Mike Schriener made a motion to postpone approval of the Ordinance for the 2009 Codes until the September 13, 2012 Board Meeting. This motion was seconded by Director Rudy Jovanovic. The roll call is as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Performance Evaluations**

* Board decided not to use the company Graham-Lear
* EPC will be doing some research on developing a program that can perform the reviews.

**Retention Policy**

Director Larry Zuhone made a motion to approve the Retention Policy. This motion 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

**Revised Policies**

Director Larry Zuhone made a motion to approve the revised policies of Closed Records Acknowledgement, Ethical Standards-Whistleblower Policy, Tabacco-Free Workplace, Alcohol Abuse, Safe Haven, and Acknowledgment of Contribution. This motion was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Insurance Check**

* Update – money will be distributed during the August 17, 2012 Payroll.

**Truck Bid Specs**

* Publish 3 times in local paper
* Special Meeting September 4, 2012 @ 5:00 to open bids
* Send letter to all banks that bid attached with Spec Sheet

Director Mike Schriener made a motion to send out the bid to refinance 9714 with the amended changes. This motion was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**By-Laws**

* Changes were made, send back to Frank for approval

**New Business**

**Set Tax Rate Hearing**

Director Rudy Jovanovic made a motion to approve the resolution to hold the Public Hearing on the tax rate on August 28, 2012. This motion was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

* Special Meeting to follow the Public Hearing

**Repairs to 9714**

* Update
* Negotiate

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Minutes
* Discussion & No Action Taken

**Adjourn**

Motion made to adjourn the meeting at 1533 (5:33 p.m.) Motion was made by Director Mike Schriener and was seconded by Director 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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Melissa Sullivan, Office Manager

APPROVED:

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Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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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

September 13, 2012

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 13, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson - Chairman & Director Rudy Jovanovic – Secretary & Director

Larry Zuhone – Director Mike Schriener – Director

Dan West – Treasurer & Director Fire Chief Ron MacKnight

Assistant Chief Todd VanZuyen Office Manager Melissa Sullivan

Captain John Lacaillade FF Josh Riebe

FF Rev. Glenn Davis FF Austin Worcester

**Call to Order**

A quorum being present, Chairman Keith Thompson 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 September 13, 2012 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for September 13, 2012.

Director Dan West made a motion to approve the agenda. This motion was seconded by Director Rudy Jovanovic. The Amended Agenda for September 13, 2012 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 9, 2012 Board Meeting, August 28, 2012 Public Hearing, August 28, 2012 and September 4, 2012 Special Meeting and September 4, 2012 Workshop**

Director Mike Schriener moved for approval of the August 9, 2012 Board Meeting, August 28, 2012 Public Hearing, August 28, 2012 and September 4, 2012 Special Meeting and September 4, 2012 Workshop. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the August 9, 2012 Board Meeting, August 28, 2012 Public Hearing, August 28, 2012 and September 4, 2012 Special Meeting and September 4, 2012 Workshop are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for September 13, 2012 for payment. This motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from September 13, 2012**

Cash Balance as of end of August 31, 2012 is $692,374

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $201,585.36 |
| Payroll Account (First State Community Bank) | 3,426.53 |
| CD FMB 2.25% 8/18/12 | 128,734.89 |
| CD American Bank 8/10/12 | 61,082.73 |
| CD American Bank 10/10/12 1.19% | 247,000.00 |
| CD American Bank 10/10/12 1.49% | 9,000.00 |
| CD American Bank 9/10/12 0.65% | 41,545.32 |
| TOTAL | $692,374.83 |

Reports

1. Attached is the report for August 2012 Profit & Loss as compared to August budget.
2. Attached is the report for August 2012 YTD Profit & Loss as compared to August YTD budget.
3. Attached is the Balance Sheet for August 31, 2012

Comments on Financial Reports

1. Income in August was $5,862 due mainly to Warren County Taxes
2. Expenditures In August were $60,854 which was $13,195 below budget
   1. Administrative expenses were $1,401 above budget. This was due to unbudgeted attorney fees and office expenditures.
   2. Capital expenses were $19,653 below budget. If station reserves are included Capital expenses 17,987 below budget. This was due to no expenses for operational equipment or station improvements.
   3. Maintenance expenses were $1,568 above budget due to Vehicle maintenance $1367 above budget
   4. Utility expenses were $545 over budget due to high electricity costs.
   5. Training expenses were $277 below budget
   6. Personnel expenses were $6,171 below budget. This reflects the vacant position
3. Expenditures August YTD for year 2012 are $469,621, which is $28,797 below YTD budget. If station reserves are included ($5,003) expenses are $12,127 below budget. The expenses balanced out as follows:
   1. Above YTD budgets: Training and Education ($1,151)
   2. Below YTD budgets: Administrative ($8,523) Capital Expenses including station reserves ($7,414); Maintenance Expenses ($4,021) Utilities ($5,118) Other expenses ($1,689); and Personnel Expenses ($5,002). Note this will not cover a new position.
4. **The** **major cost control implementation must be continued.**
5. Income for 2012 August YTD was $780,256 vs. a budget of $757,700, which is $21,889 above budget. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM August is $493,656. This is 65% of $757,700 budget.

|  |  |
| --- | --- |
|  | August |
| General Operating Account | $201,585 |
| Payroll Account | 3,427 |
| CD’s | 487,363 |
| YTD above budget Income from County & Misc. $21,889 included in Operating Acc. | 21,889 |
| Budget Expenses for balance of year  (-) | -208,481 |
| August YTD Over Budget (+) Over Budget (-) Budget money still available including reserves | -12,127 |
| Total Reserves | $493,656 |
| Total Reserves EOY 2011 | 377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. Cost controls in August were back on target. **Good job Ron and the team!**
   2. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will August go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors September 13, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**2009 International Fire Code Ordinance and other Codes Ordinance**

Director Rudy Jovanovic made a motion for approval of the 2009 International Fire Code Ordinance and other Codes Ordinance. This motion was seconded by Director Larry Zuhone. The roll call is as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**By-Laws**

Director Dan West made a motion to approve the amended By-Laws. This motion was seconded by Director Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**New Business**

**Review and Award Bid for Re-finance of 9714**

Director Mike Schriener made a motion to award the winning bid to Farmers and Merchants bank with an interest rate of 3.00%. This motion was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – nay

Mike Schriener – aye

**Board Reports**

* Reports from the Board about the meetings they attended the previous month
* Help hold Board accoutable

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Minutes
* FF picnic September 15, 2012
* October 7, 2012 FF appreciation mass and meal
* Discussion & No Action Taken

**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 to move into closed session pursuant to Section 610.021.3 at 16:55 by Director Mike Schriener. This motion was seconded by Director Dan West. The 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 1709. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1710 (5:10 p.m.) Motion was made by Director Larry Zuhone 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,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

P.O. Box 522

Wright City, Missouri 63390

Phone (636) 745-2262

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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

October 11, 2012

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 11, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Rudy Jovanovic – Secretary & Director Larry Zuhone – Director

Mike Schriener – Director Dan West – Treasurer & Director

Fire Chief Ron MacKnight Office Manager Melissa Sullivan

FF Josh Riebe FF Rev. Glenn Davis

**Call to Order**

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

**Amendments to the October 11, 2012 Agenda**

Director Rudy Jovanovic asked for any amendments to the Tentative Agenda for October 11, 2012.

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The Amended Agenda for October 11, 2012 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 September 13, 2012 Board Meeting, September 13, 2012 Closed Session Minutes and October 1, 2012 Special Meeting**

Director Mike Schriener moved for approval of the Open Minutes of September 13, 2012 Board Meeting, September 13, 2012 Closed Session Minutes and October 1, 2012 Special Meeting. This was seconded by Director Larry Zuhone.

“RESOLVED that the Minutes of the September 13, 2012 Board Meeting, September 13, 2012 Closed Session Minutes and October 1, 2012 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Dan West made a motion to approve the bills for October 11, 2012 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

**Approve & Adopt Treasurer’s Report from October 11 2012**

Cash Balance as of end of September 30, 2012 is $628,271.83

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $232,354.20 |
| Payroll Account (First State Community Bank) | 9,290.74 |
| CD FMB 0.55% 2/18/15 | 128,734.89 |
| CD American Bank 10/10/12 1.19% | 248,838.52 |
| CD American Bank 10/10/12 1.49% | 9,053.48 |
| TOTAL | $628,271.83 |
|  |  |

Reports

1. Attached is the report for September 2012 Profit & Loss as compared to September budget.
2. Attached is the report for September 2012 YTD Profit & Loss as compared to September YTD budget.
3. Attached is the Balance Sheet for September 30, 2012

Comments on Financial Reports

1. Income in September was $2,800 due to interest and permit fees.
2. Expenditures In September were $57,986 which was $61,004 below budget
   1. Administrative expenses were $779 above budget. This was due to unbudgeted attorney fees and office expenditures.
   2. Capital expenses were $65,237 below budget. If station reserves are included, Capital expenses are $63,570 below budget. This was due to 9714 refinancing
   3. Maintenance expenses were $6,996 above budget due to engine repair on 9714. This cost was $7,904.
   4. Utility expenses were on budget.
   5. Training expenses were $739 below budget
   6. Personnel expenses were $983 below budget. This reflects the vacant position
3. Expenditures September YTD for year 2012 are $527,895, which is $89,514 below YTD budget. If station reserves are included ($15,000) expenses are $74,514 below budget. The expenses balanced out as follows:
   1. Above YTD budgets: Maintenance Expense ($2,975); Training and Education ($412)
   2. Below YTD budgets: Administrative ($7,744) Capital Expenses including station reserves ($72,740) Utilities ($5,176) Other expenses ($3,646); and Personnel Expenses ($5,591). Note this will not cover a new position.
4. **The** **major cost control implementation must be continued.**
5. Income for 2012 September YTD was $784,223 vs. a budget of $757,700, which is $25,523 above budget. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM September is $431,989. This is 57% of $759,700 budget.

|  |  |
| --- | --- |
|  | September |
| General Operating Account | $232,354 |
| Payroll Account | 9,290 |
| CD’s | 386,626 |
| YTD above budget Income from County & Misc. $25,523 included in Operating Acc. | 25,523 |
| Budget Expenses for balance of year  (-) | -147,290 |
| September YTD Over Budget (+) Over Budget (-) Budget money still available including reserves | -74,514 |
| Total Reserves | $431,989 |
| Total Reserves EOY 2011 | $377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. Cost controls in September were back on target. **Good job Ron and the team!**
   2. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will September go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors October 11, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**New Business**

**Adopt Revised Commerce Bank Resolution**

Director Larry Zuhone made a motion to adopt the revised Commerce Bank resolution. This motion was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

**Board Reports**

* Ron info for Board to take to meetings
* Attached Report
* Discussion & No Action Taken

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* No Report this month

**Association Report**

* Attached Minutes
* Discussion & No Action Taken

**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 to move into closed session pursuant to Section 610.021.3 at 16:31 by Director Larry Zuhone. This motion was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1652 (4:52 p.m.) Motion was made by Director Larry Zuhone and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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

Rudy Jovanovic, Secretary and Director

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

Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

396 West North 2nd Street

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Wright City, Missouri 63390

Phone (636) 745-2262

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www.wrightcityfire.com

Special Meeting Minutes of the Board of Directors of the Wright City Fire Protection District

Warren County, State of Missouri

October 1, 2012

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 1, 2012 at 1800 hours. At the above time and place there were the following present:

Larry Zuhone – Director Rudy Jovanovic – Director

Keith Thompson – Chairman & Director Mike Schriener - Director

Chairman Keith Thompson called the meeting to order at 1800.

**Approve Agenda**

A motion was made by Director Mike Schriener to approve the agenda for the October 1, 2012 Workshop. This motion was seconded by Director Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Strategic Planning Presentation (Steve Etcher – Boonlick Regional Planning Commission)**

* Discussed Planning Process
* Services Available
* Cost Option
* Steve will get a “Not to Exceed” quote for us
* No decision made

**Adjourn Meeting**

A motion was made to adjourn the Special Meeting at 1843 by Director Mike Schriener and seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Mike Schriener, Director

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

Dan West, Treasurer & Director

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

Rudy Jovanovic, Secretary & Director

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

Larry Zuhone, Director

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

Keith Thompson, Chairman & 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

November 8, 2012

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 8, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Rudy Jovanovic – Secretary & Director Larry Zuhone – Director

Mike Schriener – Director Dan West – Treasurer & Director

Keith Thompson – Chairman & Director Fire Chief Ron MacKnight

Office Manager Melissa Sullivan Assistant Chief Todd VanZuyen

FF Josh Riebe FF Rev. Glenn Davis

Captain Mike Holtmeier FF Jesse McCoy

FF Kevin Hakenewerth FF Scot Gibson

Captain Mike Combs

**Call to Order**

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

**Amendments to the November 8, 2012 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for November 8, 2012.

Director Dan West made a motion to approve the agenda. This motion was seconded by Director Rudy Jovanovic. The Amended Agenda for November 8, 2012 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 October 11, 2012 Board Meeting**

Director Mike Schriener moved for approval of the Open Minutes of October 11, 2012 Board Meeting. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the October 11, 2012 Board Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Dan West made a motion to approve the bills for November 8, 2012 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

**Approve & Adopt Treasurer’s Report from November 8, 2012**

Cash Balance as of end of October 30, 2012 is $595,608.36

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $451,224.00 |
| Payroll Account (First State Community Bank) | 15,649.47 |
| CD FMB 0.55% 2/18/15 | 128,734.89 |
| TOTAL | $595,608.36 |

Reports

1. Attached is the report for October 2012 Profit & Loss as compared to October budget.
2. Attached is the report for October 2012 YTD Profit & Loss as compared to October YTD budget.
3. Attached is the Balance Sheet for October 31, 2012

Comments on Financial Reports

1. Income in October was $9,659 due to taxes and miscellaneous income
2. Expenditures In October were $42,002 which was $591 above budget
   1. Administrative expenses were $3,750 above budget. This was due to unbudgeted attorney fees and office expenditures.
   2. Capital expenses were $2,476 below budget. If station reserves are included, Capital expenses are $810 below budget.
   3. Maintenance expenses were $1,199 below budget. Fuel was slightly above budget and repairs were at 54% of budget
   4. Utility expenses were $261 below budget.
   5. Training expenses were $673 above budget due to Fire Marshall conference
   6. Other expenses were $1,703 above budget due to publication supplies.
   7. Personnel expenses were $1,656 below budget. This reflects the vacant position
3. Expenditures October YTD for year 2012 are $570,434, which is $88,386 below YTD budget. If station reserves are included ($16,666) expenses are $71,720 below budget. The expenses balanced out as follows:
   1. Above YTD budgets: Maintenance Expense ($1,775); Training and Education ($1,381)
   2. Below YTD budgets: Administrative ($4,101) Capital Expenses including station reserves ($75,216) Utilities ($4,970) Other expenses ($2,092); and Personnel Expenses ($7,247). Note this will not cover a new position.
4. **The** **major cost control implementation must be continued.**
5. Income for 2012 October YTD was $794,527 vs. a budget of $759,033, which is $35,494 above budget. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM October is $431,989. This is 57% of $759,700 budget.

|  |  |
| --- | --- |
|  | October |
| General Operating Account | $451,224 |
| Payroll Account | 15,649 |
| CD’s | 128,734 |
| YTD above budget Income from County & Misc. included in Operating Acc. | 0 |
| Budget Expenses for balance of year  (-) | -105,342 |
| October YTD Over Budget (+) Over Budget (-) Budget money still available including reserves | -71,720 |
| Total Reserves | $418,545 |
| Total Reserves EOY 2011 | $377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. Cost controls in October were back on target. **Good job Ron and the team!**
   2. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will October go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors November 8, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* Comments were made from the membership in support of the new hire and it is realized that next year pennies will have to be watched.

**Old Business**

**Proposal from Steve Archer**

* Is this necessary or can we do this in house
* Get other bids/other avenues (possibly use Steve Archer bid as a template)
* Ron write up RFP

**New Business**

**Payout of PTO (Vacation)**

* Reminder was given that the first payout of vacation was given on 11/9/2012

**Retention/Recruitment Proposals**

A motion was made to contract the Wright City Firefighters Association for $300 to put on a Holiday party for the membership and their families. This motion was seconded by Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Building Across the Street**

* Get more information from Owner

**Budget**

* Forecast for the rest of 2012
* Workshop before next Board Meeting

**Board Reports**

* Information Sheet (more info)

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* No Minutes

**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 to move into closed session pursuant to Section 610.021.3 at 17:12 by Director Larry Zuhone. This motion 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

A motion was made by Director Dan West to move out of closed session at 1730. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1732 (5:32 p.m.) Motion was made by Director Mike Schriener and was seconded by Director 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,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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

Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

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

WARREN COUNTY, STATE OF MISSOURI

December 13, 2012

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 13, 2012 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Rudy Jovanovic – Secretary & Director Larry Zuhone – Director

Mike Schriener – Director Office Manager Melissa Sullivan

Assistant Chief Todd VanZuyen FF Jesse McCoy

Captain Mike Holtmeier

**Call to Order**

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

**Amendments to the December 13, 2012 Agenda**

Director Rudy Jovanovic asked for any amendments to the Tentative Agenda for December 13, 2012.

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The Amended Agenda for December 13, 2012 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of November 8, 2012 Board Meeting and November 27, 2012 Workshop Minutes**

Director Mike Schriener moved for approval of the Open Minutes of November 8, 2012 Board Meeting and November 27, 2012 Workshop Minutes. This was seconded by Director Larry Zuhone.

“RESOLVED that the Minutes of the November 8, 2012 Board Meeting and November 27, 2012 Workshop Minutes are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Larry Zuhone made a motion to approve the bills for November 8, 2012 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 – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from December 13, 2012**

Cash Balance as of end of November 30, 2012 is $551,194.21

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) | $397,849.46 |
| Payroll Account (First State Community Bank) | 24,609.86 |
| CD FMB 0.55% 2/18/15 | 128,734.89 |
| TOTAL | $551,194.21 |

Reports

1. Attached is the report for November 2012 Profit & Loss as compared to November budget.
2. Attached is the report for November 2012 YTD Profit & Loss as compared to November YTD budget.
3. Attached is the Balance Sheet for November 30, 2012

Comments on Financial Reports

1. Income in November was $1,747 due to taxes and miscellaneous income
2. Expenditures In November were $50,746 which was $9,015 above budget
   1. Administrative expenses were $759 above budget. This was due to unbudgeted attorney fees. Office expenditures were slightly below budget
   2. Capital expenses were $3,998 below budget. If station reserves are included, Capital expenses are $2,332 below budget.
   3. Maintenance expenses were $1,532 above budget. Fuel was slightly above budget and repairs were $1,242 above budget or 151% of budget.
   4. Utility expenses were $92 below budget.
   5. Training expenses were $442 below budget.
   6. Other expenses were $1,703 above budget due uniform purchases
   7. Personnel expenses were $10,788 above budget. Health insurance and salaries were well above budget. I am not sure what happened here.
3. Expenditures November YTD for year 2012 are $621,180, which is $79,371 below YTD budget. If station reserves are included ($18,333) expenses are $61,038 below budget. The expenses balanced out as follows:
   1. Above YTD budgets: Maintenance Expense ($3,307); Training and Education ($938); Personnel Expenses (3,541)
   2. Below YTD budgets: Administrative ($3,362) Capital Expenses including station reserves ($60,918) Due mainly to 9714 principal payment not made due to new note; Utilities ($5,062) Other expenses ($1,730);
4. **The** **major cost control implementation must be continued.**
5. Income for 2012 November YTD was $796,274 vs. a budget of $759,033, which is $36,904 above budget. Income for 2011 was $793,961.
6. Salary as a percent of budget for 2011 was 52.06% and is 53.68% for 2012.
7. Estimated balance in the reserve account EOM November is $408,211. This is 54% of $759,700 budget.

|  |  |
| --- | --- |
|  | November |
| General Operating Account | $397,849 |
| Payroll Account | 24,610 |
| CD’s | 128,734 |
| YTD above budget Income from County & Misc. included in Operating Acc. | 0 |
| Budget Expenses for balance of year  (-) | -63,611 |
| November YTD Over Budget (+) Over Budget (-) Budget money still available including reserves | -79,371 |
| Total Reserves | $408,211 |
| Total Reserves EOY 2011 | $377,909 |

1. Concerns/Comments:
   1. Since we have very little control over the amount of our income we receive **we need to be ever diligent on our total spending of which we have 100% control**. Cost controls in November were back on target. **Good job Ron and the team!**
   2. We must continue our strong cost control measures since 2013 is the year of a re-assessment and the county assessed values very will November go down. I heard on the news that the national average home prices went down 4% in December and 30% for the year.

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors December 13, 2012, is hereby accepted, subject to final audit by the District’s auditors, with corrections and additions if any.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Approve 2013 Budget**

A motion was made by Director Larry Zuhone to approve the 2013 Budget. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –absent

Dan West – absent

Mike Schriener – aye

**New Business**

**Retention/Recruitment Minutes**

* Attached Report
* Discussion & No Action Taken

**Board Reports**

* None

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Marshal Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Adjourn**

Motion made to adjourn the meeting at 1610 (4:10 p.m.) Motion was made by Director Larry Zuhone and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Mike Schriener, Director