

**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 10, 2013

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 10, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson – Chairman Rudy Jovanovic – Secretary & Director

Dan West – Treasurer & Director Mike Schriener – Director

Ron MacKnight – Fire Chief Office Manager Melissa Sullivan

Assistant Chief Todd VanZuyen FF Jesse McCoy

FF Scot Gibson FF Rev. Davis

**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 January 10, 2013 Agenda**

Director Keith Thompson asked for any amendments to the Tentative Agenda for January 10, 2013

Director Mike Schriener made a motion to approve the agenda. This motion was seconded by Director Rudy Jovanovic. The agenda for January 10, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of December 13, 2013 Board Meeting**

Director Rudy Jovanovic moved for approval of the Open Minutes of December 13, 2012 Board Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the December 13, 2012 Board 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 – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for January 10, 2013 for payment. This motion was seconded by Director Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from January 10, 2013**

Cash Balance as of end of December 31 2012 is $484,216.48

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants)  | $340,343.05 |
| Payroll Account (First State Community Bank) | 15138.54 |
| CD FMB 0.55% 2/18/15  | 128,734.89 |
| TOTAL | $484,216.48 |

Reports

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

Comments on Financial Reports

1. Income in December was $3,792 due to taxes, restitution, and miscellaneous income
2. Expenditures In December were $72,297 which was $8,686 above budget
	1. Administrative expenses were $9,494 below budget. This was due to $10,000 work comp budget that was paid earlier in the year.. Office expenditures were slightly above budget
	2. Capital expenses were $10,918 above budget. This is due to the purchase of pagers$5,596 and station 1 improvements.
	3. Maintenance expenses were $138 below budget. Fuel was slightly above budget.
	4. Utility expenses were $685 below budget..Bills were not received for Electricity and natural gas.
	5. Training expenses were $189 below budget.
	6. Other expenses were $748 below budget due budgeted uniform purchases bought the month before
	7. Personnel expenses were $9,142 above budget. Health insurance and salaries were well above budget. I am not sure what happened here.
3. Expenditures December YTD for year 2012 are $683,478, which is $70,864 below YTD budget. If station reserves are included ($20,000) expenses are $50,864 below budget. The expenses balanced out as follows:
	1. Above YTD budgets: Maintenance Expense ($3,168) Fuel; Training and Education ($749 Training); Personnel Expenses (12,683)
	2. Below YTD budgets: Administrative ($12,856) insurance; Capital Expenses including station reserves ($68,296) Due mainly to 9714 principal payment not made due to new note ($57,142); Utilities ($5,748) LP purchase; Other expenses ($2,476);
4. **The** **major cost control implementation has shown results. Everyone has done a great job of controlling costs!**
5. Income for 2012 December YTD was $800,135 vs. a budget of $759,700, which is $40,435 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 December is $484,217. This is 64% of $759,700 budget.

|  |  |
| --- | --- |
|  | December |
| General Operating Account | $340,343 |
| Payroll Account | 15,139 |
| CD’s | 128,735 |
| YTD above budget Income from County & Misc. included in Operating Acc. | 0 |
| Budget Expenses for balance of year (-) | 0 |
| December YTD Over Budget (+) Over Budget (-) Budget money still available including reserves | 0 |
| Total Reserves | $484,217 |
| Total Reserves EOY 2011 | $413,353 |

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 December 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 December 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 January 10, 2013, 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 Mike Schriener, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Strategic Planning**

* Donna would like to come out and meet with the Board.
* Chief is checking to see if February 5th will work for Donna.

**2012 Goals Review**

* Chief gave an update on his list and where he stands.
* Policy committee needs to start meeting again.

**New Business**

**Personnel Evaluations**

* Personnel done by March 14th Board Meeting.
* Chief will have goal list submitted by January 22, 2013.
* February 12th Special Meeting – House 3 at 6:00 pm.

**CD’s**

* Would like to buy the CD’s against a new checking account

**New Account (Checking)**

* An account to keep all reserves in.
* Check with Bruce to make sure account can be called capital outlay or if the CPA’s would like the District to call it something else.

Director Mike Schriener made a motion to open a capital outlay checking account at Farmers and Merchants Bank with $484,216.48.

Director Mike Schriener resends his motion.

Director Dan West made a motion to use $200,000 of reserves to open a capital outlay checking account and Farmers and Merchants Bank and to have $484,216.48 in this account by March 1, 2013.

No seconded, motion died.

Director Mike Schriener made a motion to use $200,000 of reserves to open a capital outlay checking account at Farmers and Merchants Bank. 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

Mike Schriener – aye

**Retention/Recruitment Minutes**

* None

**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 1700 (5:00 p.m.) Motion was made by Director Dan West and was seconded by Director Rudy Jovanovic. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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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

February 14, 2013

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 14, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson – Chairman Rudy Jovanovic – Secretary & Director

Dan West – Treasurer & Director Mike Schriener – Director

Larry Zuhone - Director Assistant Chief Todd VanZuyen

FF Josh Riebe FF Scot Gibson

**Call to Order**

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

**Amendments to the February 14, 2013 Agenda**

Director Keith Thompson asked for any amendments to the Tentative Agenda for February 14, 2013

AFG Bill was added to the agenda.

Director Rudy Jovanovic made a motion to approve the amended agenda. This motion was seconded by Director Mike Schriener. The amended agenda for February 14, 2013 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 January 10, 2013 Board Meeting & February 5, 2013 Workshop**

Director Rudy Jovanovic moved for approval of the open minutes of January 10, 2012 Board Meeting & February 5, 2013 Workshop. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the January 10, 2013 Board Meeting minutes & February 5, 2013 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 Dan West made a motion to approve the bills for February 14, 2013 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 February 14, 2013**

Cash Balance as of end of January 31 2012 is $1,150,112.97

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants)  | $799,215.77 |
| Payroll Account (First State Community Bank) | 22,162.04 |
| Capital Outlay Account | 200,000.27 |
| Feb CD FMB 198942220 | 128,734.89 |
| TOTAL | $1,150,112.97 |

Reports

1. Attached is the report for January 2013 Profit & Loss as compared to January budget.
2. Attached is the report for January 2013 YTD Profit & Loss as compared to January YTD budget.
3. Attached is the Balance Sheet for January 31, 2012

Comments on Financial Reports

1. Income in January was $718,661 due to taxes, permit fees restitution, and miscellaneous income
2. Expenditures In January was $51,215, which was $28,744 below budget. This figure is very misleading since some budget items were not spread through out the year.
	1. Administrative expenses were $2,816 below budget. This was due to Memberships and publications not spread over the year. Office expenditures were $266 below budget
	2. Capital expenses were $18,187 below budget. This was due to IT and operational equipment not spread over the year. Plus $1,666 payment not deposited in the reserve account.
	3. Maintenance expenses were $3,556 below budget. Fuel was slightly below budget.
	4. Utility expenses were $1,120 below budget. Bills were not received for Electricity and natural gas.
	5. Training expenses were $387 above budget.
	6. Other expenses were $1781 below budget due to banquet being below budget
	7. Personnel expenses were $1,502 below budget
3. **We have a new year and lets keep the** **major cost control implementation in place. It has shown results. I was meeting with a bank and the president was very impressed with our financial control. Thank you to everyone!**
4. Income for 2013 January YTD was $718,661 vs. a budget of $784,130, which is $65,469 below budget. This should be made up as back taxes are paid. Income for 2011 was $793,961 and 2012 was $800,135. .
5. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
6. Estimated balance in the reserve account EOM January is $482,667. This is 62% of $784130 budget.

|  |  |
| --- | --- |
|  | January  |
| General Operating Account | $799,216 |
| Payroll Account | 22,162 |
| Capital Outlay | 200,000 |
| CD’s | 128,735 |
| YTD budget Income from County & Misc. Assume this will come in during year | 65,469 |
| Budget Expenses for balance of year (-) | -704,171 |
| January YTD Over Budget (+) Over Budget (-) Budget money still available including reserves | -28,744 |
| Total estimated reserves for 2013 | $482,667 |
| Total Reserves EOY 2012 | $484,217 |
| Total Reserves EOY 2011 | $413,353 |

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 January 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 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 February 14, 2013, 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 Mike Schriener, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Capital Outlay Checking Account Signatures**

* Discussion
* No Action Taken

**Capital Outlay Checking Account**

* Discussion
* No Action Taken

**CD Bids**

* Discussion
* No Action Taken

**Strategic Planning, select firm**

A motion was made by Director Rudy Jovanovic to accept Pro Skills proposal for District planning. 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

Mike Schriener – aye

**Reschedule Evaluation Meeting (Tuesday February 12, 2013)**

* Scheduled Special Meeting at House Three for Chief’s Evaluation on February 20, 2013 at 1600 hrs.

**New Business**

**AFG Grant**

A motion was made by Director Larry Zuhone to repay AFG $9,800 over spent on equipment. 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

**Truck Repairs**

* Discussion
* No Action Taken

**Retention/Recruitment Request**

A motion was made by Director Larry Zuhone to approve $28,000 for new turnout gear. 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 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

**Closed Session**

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

* Chapter 610,021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups

A motion was made by Director Mike Schriener to move into closed session at 1655 hrs. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to move out of closed session at 1713 hrs. 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

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1714 (5:14 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Mike Schriener, Director



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

Warren County, State of Missouri

February 20, 2013

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 Three) #9 HWY WW, Wright City, Missouri 63390 on February 20, 2013 at 1600 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 1600.

**Approve Agenda**

A motion was made by Director Larry Zuhone to approve the agenda for the February 20, 2013 Special Meeting. 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 – absent

Mike Schriener – aye

**Chief’s Evaluation**

* Discussed

Set Workshop for Goals at House Three for March 5, 2013 at 1830

**Adjourn Meeting**

A motion was made to adjourn the Special Meeting at 1745 by Director Rudy Jovanovic and seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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Mike Schriener, Director

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Dan West, Treasurer & Director

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Rudy Jovanovic, Secretary & Director

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Larry Zuhone, Director

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Keith Thompson, Chairman & Director

 

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

WARREN COUNTY, STATE OF MISSOURI

March 14, 2013

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 14, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson – Chairman Rudy Jovanovic – Secretary & Director

Larry Zuhone – Director Mike Schriener – Director

Fire Chief Ron MacKnight Assistant Chief Todd VanZuyen

Melissa Sullivan – Office Manager FF Jesse McCoy

Captain Mike Holtmeier Captain Mike Combs

FF Kevin Hakenewerth FF Josh Riebe

Captain John Lacillade

**Call to Order**

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

**Amendments to the March 14, 2013 Agenda**

Director Keith Thompson asked for any amendments to the Tentative Agenda for March 14, 2013

Director Rudy Jovanovic made a motion to approve the amended agenda. This motion was seconded by Director Larry Zuhone. The amended agenda for March14, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of February 14, 2013 Board Meeting, February 20, 2013 Special Meeting & March 5, 2013 Workshop Minutes**

Director Mike Schriener moved for approval of the open minutes of February 14, 2013 Board Meeting, February 20, 2013 Special Meeting & March 5, 2013 Workshop Minutes. This was seconded by Director Larry Zuhone.

“RESOLVED that the Minutes of the February 14, 2013 Board Meeting, February 20, 2013 Special Meeting & March 5, 2013 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 – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for March14, 2013 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from March 14, 2013**

A motion was made by Director Rudy Jovanovic to postpone approval of the March 14, 2013 Treasurer’s Report till next board meeting. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Award CD Bids**

A motion was made by Director Larry Zuhone to postpone awarding CD bids till April’s Board Meeting to gather more information so the CD’s can be awarded. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**New Business**

**District Goals**

* Discussion
* No Action Taken

**Local 2665**

* Still in Limbo
* Not all cards are signed
* Guys are happy with District, doing for positive benefits for the District
* Keep communication between the Vice President for Local 2665 and the Board

**Mutual Aid Ordinance**

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Retention & Recruitment**

* Attached Minutes

**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

**Closed Session**

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

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

A motion was made by Director Mike Schriener to move into closed session at 1645 hrs. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1732 (5:32 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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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

 

**Wright City Fire Protection District**

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

396 West North 2nd Street

P.O. Box 522

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

WARREN COUNTY, STATE OF MISSOURI

April 11, 2013

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 11, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Rudy Jovanovic – Secretary & Director Dan West – Treasurer & Director

Mike Schriener – Director Larry Zuhone - Director

Fire Chief Ron MacKnight Assistant Chief Todd VanZuyen

Office Manager Melissa Sullivan FF Josh Riebe

FF Kevin Hakenewerth Captain Mike Holtmeier

Captain Alan Thompson FF Rev. Davis

**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 April 11, 2013 Agenda**

Director Rudy Jovanovic asked for any amendments to the Tentative Agenda for April 11, 2013

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The amended agenda for April 11, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – absent

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of March 14, 2013 Board Meeting**

Director Larry Zuhone moved for approval of the open minutes of March 14, 2013 Board Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the March 14, 2013 Board 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 – absent

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Larry Zuhone made a motion to approve the bills for April 11, 2013 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 April 11, 2013**

Cash Balance as of end of March 31 2013 is $926,167.61

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants)  | $296,751.78 |
| Payroll Account (First State Community Bank) | 12,336.16 |
| Capital Outlay Account | 488,344.78 |
| Feb CD FMB 198942220 | 128,734.89 |
| TOTAL | $926,167.61 |

Reports

1. Attached is the report for March 2013 Profit & Loss as compared to March budget.
2. Attached is the report for March 2013 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 $24,697 due to Warren County taxes, permit fees, restitution, and miscellaneous income
2. Expenditures In March was $95,118, which was $200 below budget
3. Administrative expenses were $31,102 which is right on budget
4. Capital expenses were $1,144 above budget. This was due to hoses being purchased.
5. Maintenance expenses were $1,508 above budget. This was due to unbudgeted replacement of furnace in station 3 and repair of fuel pump on standby generator. On the positive side vehicle maintenance was $704 below budget as well as fuel $227 below budget GREAT job Todd and team!
6. Utility expenses were $537 above budget. Two monthly payments for gas and electricity were made.
7. Training expenses were $1,884 above budget. This was due to materials purchased to modify the house to be burned as well as attendance at the national fire academy that was not budgeted ($876)
8. Other expenses were $1,594 above budget due to physical fitness expenditures that were budget in April ($3,000) and paid in March.
9. Personnel expenses were $5,393 below budget. This was partially the result of the return of $2,214 double counting of retire matched funds from the payroll service plus the accident and health policy was not paid as budgeted ($2,712).
10. Income for 2013 March YTD was $744,479 vs. a budget of $770,755, which is $26,276 below budget. This should be made up as back taxes are paid. Income for 2011 was $793,961 and 2012 was $800,135.
11. Expenses for 2013 March YTD was $299,942 which is $20,863 below budget. The below budget categories were Administrative ($5,045), Capital expenses ($6,386), Maintenance expenses ($4,729), Utilities ($620), and Payroll ($6,905). Over budget categories are Training ($1,348), Uniforms ($1,141)
12. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
13. Estimated balance in the reserve account EOM March is $488,345. This is 62% of $784,130 budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors April 11, 2013, 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 Larry Zuhone, 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**

**CD’s**

A motion was made by Director Larry Zuhone to pull $400,000 from Capital Outlay and purchase a CD for 18 month from American Bank. 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

**Goals and Stategic Planning**

* There is a meeting scheduled with Donna, Keith and Ron for Sunday April 14, 2013. Will have more information on this topic after the meeting.

**New Business**

**Local 2665**

* Two individuals have not signed cards.
* Will have answer by May Board Meeting

**Retention/Recruitment Request**

* 90% ready for Gear Order, Hope to everything complete by the end of may
* Basic Fire Course to begin either end of May beginning of June.

**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

**Closed Session**

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

* Approve Closed Session Minutes March 14, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statutes of Missouri; (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups

A motion was made by Director Mike Schriener to move into closed session at 1645 hrs. This motion was seconded by Director Dan West. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

A motion was made by Director Larry Zuhone to move out of closed session at 1656 hrs. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - absent

Dan West – aye

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1656 (4:56 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,

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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

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

Mike Schriener, Director

 

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

WARREN COUNTY, STATE OF MISSOURI

May 9, 2013

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 9, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Keith Thompson – Chairman Mike Schriener – Director

Larry Zuhone - Director Fire Chief Ron MacKnight

Office Manager Melissa Sullivan Captain Alan Thompson

Captain Mike Holtmeier FF Jesse McCoy

FF Rev. Davis

**Call to Order**

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

**Amendments to the May 9, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for May 9, 2013

Director Larry Zuhone made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for May 9, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of April 11, 2013 Board Meeting**

Director Larry Zuhone moved for approval of the open minutes of April 11, 2013 Board Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the April 11, 2013 Board 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 –absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for May 9, 2013 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from May 9, 2013**

Cash Balance as of end of April 30 2013 is $885,493.06

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $250,496.29 |
| Payroll Account (First State Community Bank) 0.00% | 16,229.66 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 90,032.22 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 128,734.89 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
| TOTAL | $885,493.06 |

Reports

1. Attached is the report for April 2013 Profit & Loss as compared to April budget.
2. Attached is the report for April 2013 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 $12,119 due to Warren & Lincoln County taxes, permit fees, restitution, and grants.
2. Expenditures In April was $49,502, which was $1,902 below budget. $1,667 was not placed in the Capital Outlay Account.
3. Administrative expenses were $5,524 budget due a LOSAP payment of $7,200 from last year being paid.
4. Capital expenses $1,436 above budget. This was due to the purchase of chain saws that were off set a $1,500 grant.

1. Maintenance expenses were $1,906 below budget. This was due to a $1,700 fuel bill not paid.
2. Utility expenses were $1,024 below budget.
3. Training expenses were $1,338 below budget.
4. Other expenses were $2,311 below budget.
5. Personnel expenses were $2,476 below budget.
6. Income for 2013 April YTD was $756,577 vs. a budget of $772,130 which is $15,552 below budget. This should be made up as back taxes are paid. Income for 2011 was $793,961 and 2012 was $800,135.
7. Expenses for 2013 April YTD was $356,361 which is $15,847 below budget. Administrative and Training expenses were right on budget. The below budget categories were Capital expenses ($4,950), Maintenance expenses ($5,783), Utilities ($1,644), Other Expenses ($1,170) and Payroll ($3,315). No categories were over budget YTD. **GREAT JOB RON AND HIS TEAM!**
8. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
9. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets.
10. Estimated balance in the reserve account EOM April is $490,032. This is 62% of $784,130 budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors May 9, 2013, 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 –absent

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Public Comments**

* Paid Firefighters are going Union, Local 2665. Going with a five out of six. Will have information to the Board well before June’s Board Meeting.

**Old Business**

**Goals and Stategic Planning**

* Meeting with Donna on May 7.

**New Business**

**Amendment to Fire Code**

* Fix changes and send back out to Board

**Service Fee**

* Service Fee for Special Events
* Possibly have draft by June Board Meeting

**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 1620 (4:20 p.m.) Motion was made by Director Larry Zuhone and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic –absent

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

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

Warren County, State of Missouri

May 7, 2013

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 7, 2013 at 1900 hours. At the above time and place there were the following present:

Larry Zuhone – Director Rudy Jovanovic – Director

Keith Thompson – Chairman & Director Ron MacKnight – Fire Chief

Donna Forgy Membership

Chairman Keith Thompson called the meeting to order at 1900.

**Approve Agenda**

A motion was made by Director Rudy Jovanovic to approve the agenda for the May 7, 2013 Workshop. 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 – absent

Mike Schriener – absent

**District Goals**

Discussed goals with Donna Forgy for Pro Skills with the District Membership

**Adjourn Meeting**

A motion was made to adjourn the Special Meeting at 2025 by Director Larry Zuhone 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 – absent

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

 

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

WARREN COUNTY, STATE OF MISSOURI

June 13, 2013

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 13, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – absent

Rudy Javonovic – Secretary – absent

Administration

Fire Chief Ron MacKnight

Office Manager Melissa Sullivan

Visitors

FF Josh Riebe

Captain Mike Combs

FF Kevin Hakenewerth

Andy Klein

**Call to Order**

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

**Amendments to the June 13, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for June 13, 2013

Director Mike Schriener made a motion to approve the agenda. This motion was seconded by Director Dan West. The agenda for June 13, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – absent

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approval of the Open Minutes of May 9, 2013 Board Meeting, May 7, 2013 Special Meeting Minutes and May 28, 2013 Workshop**

Director Mike Schriener moved for approval of the open minutes of May 9, 2013 Board Meeting, May 7, 2013 Special Meeting Minutes and May 28, 2013 Workshop. This was seconded by Director Dan West.

“RESOLVED that the Minutes of the May 9, 2013 Board Meeting, May 7, 2013 Special Meeting Minutes and May 28, 2013 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 –absent

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for June 13, 2013 for payment. This motion was seconded by Director Dan West. The vote was as follows:

Rudy Jovanovic –absent

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from June 13, 2013**

Cash Balance as of end of May 2013 is $843,125.57

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $196,330.23 |
| Payroll Account (First State Community Bank) 0.00% | 27,781.19 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 90,045.78 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 128,912.87 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
| Undeposited Funds | 55.50 |
| TOTAL | $843,125.57 |

Reports

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

Comments on Financial Reports

1. Income in May was $2,007 due to Lincoln County taxes, permit fees, and grants.
2. Expenditures In May were $43,537, which was $4,326 below budget. $1,667 was not placed in the Capital Outlay Account.
3. Administrative expenses were $136 below budget not including the $2303 credit revived for workman com. This credit was a result of lower than forecasted workman comp claims.
4. Capital expenses were $765 above budget. This was due to improvements in Station 1 (new tables and chairs) & 2 (repair water leak). Deposit of $1,667 was not made to reserve account

1. Maintenance expenses were $1,364 below budget. This was due to below budget for building maintenance ($781), equipment maintenance ($201), truck maintenance ($219), and fuel ($163).
2. Utility expenses were $266 below budget.
3. Training expenses were $844 above budget due to activities being budgeted in April and not used until May
4. Other expenses were $484 below budget due to no expenses being charged
5. Personnel expenses were $197 below budget.
6. Income for 2013 May YTD was $760,551 vs. a YTD budget of $773,505 which is $12,953 below budget. Annual income budget is $784,130. The YTD income budget should be made up as back taxes are paid throughout the year. Income for 2011 was $793,961 and 2012 was $800,135.
7. Expenses for 2013 May YTD was $400,030 which is $20,061 below budget or $11,728 below budget if budgeted money is moved to Capital Outlay Reserve account. The above budget category was Training ($854). The below budget categories were Administrative ($1,961), Capital expenses ($5,852) {this does not include $8,333 amount that should have been sent to reserve YTD}, Maintenance expenses ($7,016), Utilities ($1,911), Other Expenses ($1,654) and Personnel Expenses ($3,313). Only Training was budget YTD.
8. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
9. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets. Amount YTD $8,333.
10. Estimated balance in the reserve account EOM May is $490,045. This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors June 13, 2013, 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 Dan West, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic –absent

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

* Look at what the District’s insurance policy on disaster replacement of building and trucks.

**Public Comments**

**Old Business**

**Strategic Planning Worksheet**

* Send out another remainder, send to Donna

**Fees for Service**

* Place on next month’s Board agenda

**New Business**

**Volunteer Participation**

* Thank you from Director Dan West for the job done on Randy Lewis House Fire

**Job Description / Policy Alteration**

A motion was made by Director Dan West to approve the changes to the policy manual to add the Deputy Chief Job description. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –absent

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

**Fire Chief’s 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 & 610.021.1 RSMo

* Approve Closed Session Minutes April 11, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.
* Chapter 610.021 Revised Statues of Missouri; (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public government body or its representatives and its attorneys.

A motion was made by Director Dan West to move into closed session at 1644 (4:44 p.m.). This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –absent

Larry Zuhone – absent

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Mike Schriener to move into open session at 17:10 (5:10 p.m.). This motion was seconded by Director Dan West. Roll call was as follows:

Rudy Jovanovic –absent

Larry Zuhone – absent

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 Mike Schriener and was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic –absent

Larry Zuhone – absent

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

 

**Wright City Fire Protection District**

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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

July 11, 2013

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 11, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – absent

Rudy Javonovic – Secretary – present

Administration

Office Manager Melissa Sullivan

Visitors

FF Josh Riebe

Captain Mike Holtmeier

FF Kevin Hakenewerth

Andy Klein

**Call to Order**

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

**Amendments to the July 11, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for July 11, 2013

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for July 11, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of June 13, 2013 Board Meeting**

Director Mike Schriener moved for approval of the open minutes of June 13, 2013 Board Meeting. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the June 13, 2013 Board 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 – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for July 11, 2013 for payment. This motion was seconded by Director Rudy Jovanovic. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from July 11, 2013**

Cash Balance as of end of June 2013 is $808,365.44

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $153906.44 |
| Payroll Account (First State Community Bank) 0.00% | 35526.53 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 90,049.60 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 128,912.87 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $808,395.44 |

Reports

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

Comments on Financial Reports

1. Income in June was $19,598 due To Warren County Taxes, permit fees Restitution.
2. Expenditures in June were $61,431, which was $13,877 above budget. $1,667 was not placed in the Capital Outlay Account.
3. Administrative expenses were $202 below budget.
4. Capital expenses were $1,521 above budget. Major over budget Item was the purchase of additional block of time for IT help ($4,000). Deposit of $1,667 was not made to reserve account

1. Maintenance expenses were $15,432 above budget. This was due Ladders and pumps being tested on 9713 ($8,262) and 9714 ($5,860).
2. Utility expenses were $633 below budget. But we did not receive a natural gas bill.
3. Training expenses were $844 above budget due to activities being budgeted in May and not used until June
4. Other expenses were $371 below budget
5. Personnel expenses were $1,813 below budget due to the open position of Assistant Fire Chief
6. Income for 2013 June YTD was $780,172 vs. a YTD budget of $775,880 which is $4,291above budget. Annual income budget is $784,130. The YTD income budget should be made up as back taxes are paid throughout the year. Income for 2011 was $793,961 and 2012 was $800,135.
7. Expenses for 2013 June YTD was **$461,461 which is $6,175 above budget or $16,175 above budget if budgeted money of $10,000 is moved to Capital Outlay Reserve account.**  The above YTD budget categories were Maintenance Expense ($8,416), and Training and Education ($1,108). The below budget categories were Administrative ($2,163), Capital expenses ($4,330) {this does not include $10,000 amount that should have been sent to reserve YTD}, Utilities ($2,909), Other Expenses ($2,025), and Personnel Expenses ($5,328).
8. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
9. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets. Amount YTD $10,000.
10. Estimated balance in the reserve account EOM June is $490,050. This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors July 11, 2013, 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 Mike Schriener, the Resolution was adopted and approved. Roll call vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Strategic Planning Worksheet**

* Board surveys are all in.

**Fees for Service**

* Place on next month’s Board agenda

**FEMA Check**

* Has been sent and the matter is closed

**New Business**

**Ordinance Setting District Policy for Open Meetings and Records Revised**

A motion was made by Director Mike Schriener to adopt the revised ordinance setting District policy for Open Meetings. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Fire Chief’s Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**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 Mike Schriener. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – absent

Keith Thompson - aye

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

Warren County, State of Missouri

July 30, 2013

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 30, 2013 at 1800 hours.

At the above time and place the following were present:

Larry Zuhone – Director Rudy Jovanovic – Director

Keith Thompson – Chairman & Director Mike Schriener – Director

Ron MacKnight – Chief Donna Forgy

The following were absent:

Dan West - 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 July 30, 2013 Special Meeting. 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 – absent

Mike Schriener – aye

**Strategic Planning**

Discussed district long range plans with Donna Forgy of Pro Skills.

 1. How to get the public involved

 2. Survey for the public to complete.

 3. Create a personal invitation from the individual board members and Chief.

 4. Hold the meeting on 09/09/2013 at 1900 hrs. House 1.

 5. Who do we invite? Mix of business people and private citizens.

 1. Dave Heiliger (Ron)

 2. Tracy & Joe Durand (Ron)

 3. Tony Hoffman (Larry)

 4. Cindy Kowalik (Keith)

 5. Vicky Ball (Ron)

 6. Jackie Stewart (Mike)

 7. Chris Gains (Ron)

 8. Jeff Thomason (Keith)

 9. George Echardt (Rudy)

 10. Marvin Shubert (Larry)

 11. Randy Lewis (Rudy)

 12. Karen Cox (Mike)

 6. Get business cards to Melisa by 8/8/2013

**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 at 1905 by Director Mike Schriener. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

A motion was made to move out of closed session at 2047 by Director Mike Schriener. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Adjourn Meeting**

A motion was made to adjourn the Special Meeting at 2048 by Director Mike Schriener and seconded by Director Larry Zuhone. 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:

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

Keith Thompson, Chairman & Director

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Dan West, Treasurer & Director

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Rudy Jovanovic, Secretary & Director

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Larry Zuhone, Director

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

Mike Schriener, Director

 

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

WARREN COUNTY, STATE OF MISSOURI

August 8, 2013

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 8, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Visitors

FF Jesse McCoy

FF Scot Gibson

**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 8, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for August 8, 2013

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Mike Schriener. The agenda for August 8, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of July 11, 2013 Board Meeting and July 30, 2013 Special Meeting**

Director Larry Zuhone moved for approval of the open minutes of July 11, 2013 Board Meeting and July 30, 2013 Special Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the July 11, 2013 Board Meeting and July 30, 2013 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 – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for August 8, 2013 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 – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from August 8, 2013**

Cash Balance as of end of July 31, 2013 is $767,004.06

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $112,019.77 |
| Payroll Account (First State Community Bank) 0.00% | 36,018.12 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 90,053.30 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 128,912.87 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $767,004.06 |

Reports

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

Comments on Financial Reports

1. Income in July was $8,305 due To Warren County Taxes, Lincoln County and permit fees.
2. Expenditures in July were $48,873, which was $1,896 brlow budget. $1,667 was not placed in the Capital Outlay Account.
3. Administrative expenses were $236 Above budget.
4. Capital expenses were $2401 below budget. Deposit of $1,667 was not made to reserve account

1. Maintenance expenses were $2,604 below budget. This was due to vehicle maintenance being $2,333 below budget
2. Utility expenses were $38 above budget.
3. Training expenses were $540 above budget due to activities being budgeted in May and not used until July
4. Other expenses were $52 above budget
5. Personnel expenses were $2041 below budget due to the open position of Assistant Fire Chief
6. Income for 2013 July YTD was $788,550 vs. a YTD budget of $775,880 which is $11,295 above budget. Annual income budget is $784,130. The income budget for the year has been met. Income for 2011 was $793,961 and 2012 was $800,135.
7. Expenses for 2013 July YTD was **$510,335 which is $8,071 below budget or $3,595 above budget if budgeted money of $16,666 is moved to Capital Outlay Reserve account.**  The above YTD budget categories were Maintenance Expense ($5,811), and Training and Education ($1,648). The below budget categories were Administrative ($1,927), Capital expenses ($6,731) {this does not include $16,666 amount that should have been sent to reserve YTD}, Utilities ($2,871), Other Expenses ($1,972), and Personnel Expenses ($3,284).
8. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
9. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets. Amount YTD $16,666.
10. Estimated balance in the reserve account EOM July is $490,053. This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors August 8, 2013, 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 – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Strategic Planning**

* Letter to Public approved
* Once Chief receives all addresses he will send out letters

**Fees for Service**

* FEMA Schedule
* Ordinance?
* Qualification of Non-profit according to IRS

**New Business**

**Audit**

* Went Well
* Discussion

**Cloud Server Offsite**

* Budget Item next year
* Come back next month, more info

**Restitution**

* Letter verifying paid in full

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Adjourn**

Motion made to adjourn the meeting at 1638 (4:38 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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

Dan West, Treasurer and Director

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

Rudy Jovanovic, Secretary and Director

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

Larry Zuhone, Director

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

Mike Schriener, Director



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

WARREN COUNTY, STATE OF MISSOURI

August 29, 2013

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on August 29, 2013 at 1615 hours (4:15 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – absent

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

**Call to Order**

A quorum being present, Chairman Keith Thompson called the meeting to order at 1615 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 29, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for August 29, 2013.

Director Larry Zuhone made the motion to adopt the agenda . This motion was seconded by Director Mike Schriener. The Tentative Agenda for August 29, 2013 was adopted. The roll call vote was as follows:

Rudy Jovanovic – absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval to Adopt Tax Rate Ordinance**

Ordinance was read three times by Chairman Keith Thompson

A motion was made by Director Mike Schriener to adopt tax rate ordinance and set tax rate at zero point four zero nine seven cents ($0.4097). This motion was seconded by Director Larry Zuhone. The roll call vote was as follows:

Rudy Jovanovic –absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1620 (4:20 p.m.) Motion was made by Director Larry Zuhone and was seconded by Director Mike Schriener. The roll call was as follows:

Rudy Jovanovic – absent

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director

 

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

WARREN COUNTY, STATE OF MISSOURI

September 12, 2013

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 12, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - absent

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Visitors

Captain John Lacaillade

Captain Mike Holtmeier

Captain Mike Combs

FF Scot Gibson

FF Kevin Hakenewerth

FF Josh Riebe

**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 12, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for September 12, 2013

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Larry Zuhone. The agenda for September 12, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – absent

**Approval of the Open Minutes of August 8, 2013 Board Meeting, August 29, 2013 Public Hearing and August 29, 2013 Special Meeting**

Director Larry Zuhone moved for approval of the open minutes of August 8, 2013 Board Meeting, August 29, 2013 Public Hearing and August 29, 2013 Special Meeting. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the August 8, 2013 Board Meeting, August 29, 2013 Public Hearing and August 29, 2013 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – absent

**Approve Bills for Payment**

Director Rudy Jovanovic made a motion to approve the bills for August 8, 2013 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – absent

**Approve & Adopt Treasurer’s Report from September 12, 2013**

Cash Balance as of end of August 2013 is $723,914.98

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $78,362.35 |
| Payroll Account (First State Community Bank) 0.00% | 26,582.64 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 90,057.12 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 128,912.87 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $723,914.98 |

Reports

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

Comments on Financial Reports

1. Income in August was $5,720 due To Warren County Taxes, permit fees & misc. income.
2. Expenditures in August were $50,070, which was $14,052 below budget. $1,667 was not placed in the Capital Outlay Account.
3. Administrative expenses were $197 below budget.
4. Capital expenses were $3,001 below budget. Deposit of $1,667 was not made to reserve account
5. Maintenance expenses were $2,907 below budget. This was due to equipment and vehicle maintenance being below budget.
6. Utility expenses were $685 below budget.
7. Training expenses were $211below budget.
8. Other expenses were $2,547 below budget
9. Personnel expenses were $4,714 below budget due to the open position of Assistant Fire Chief for partial month.
10. Income for 2013 August YTD was $795,206 vs. a YTD budget of $778,630 which is $16,579 above budget. Annual income budget is $784,130. Income August YTD is $16,576 above the annual income budget. Income for 2011 was $793,961 and 2012 was $800,135.
11. Expenses for 2013 August YTD was **$580,917 which is $21,611below budget or $8,278below budget if budgeted money of $13,333 is moved to Capital Outlay Reserve account.**  The above YTD budget categories were Maintenance Expense ($2,904), and Training and Education ($1,437). The below budget categories were Administrative ($1,663), Capital expenses ($9,732) {this does not include $13,333 amount that should have been sent to reserve YTD}, Utilities ($3,556), Other Expenses ($4,520), and Personnel Expenses ($7,946).
12. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
13. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets. Amount YTD $13,333.
14. Estimated balance in the reserve account EOM August is $490,057. This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors September 12, 2013, 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 – absent

Mike Schriener – absent

**Public Comments**

* Director Larry Zuhone announced a Public thank you to all crews that came and helped the church put up flags.

**Old Business**

**Strategic Planning**

* Attempt to get more of the public invited to next strategic planning public meeting.

**Cloud Server Offsite**

* Still researching, definite budget Item next year

**Fees for Service**

* District Attorney advised not charging the public
* State Statue states public entity can enter into contract with outside companies
* Board wants another opinion
* Conduct more research

**New Business**

**Resolution adopting investment policy**

A motion was made by Director Rudy Jovanovic to adopt the investment policy. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – absent

**Budget**

* Process has begun

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

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

* Approve Closed Session Minutes June 13, 2013 and July 30, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – absent

A motion was made by Director Rudy Jovanovic to move out of closed session at 1645. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – absent

**Adjourn**

Motion made to adjourn the meeting at 1645 (4:45 p.m.) Motion was made by Director Larry Zuhone and 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 – absent

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, President and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director



**Wright City Fire Protection District**

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

**396 West North 2nd Street**

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

WARREN COUNTY, STATE OF MISSOURI

September 9, 2013

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on September 9, 2013 at 1900 hours (7:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

**Call to Order**

A quorum being present, Chairman Keith Thompson called the meeting to order at 1900 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 9, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for September 9, 2013.

Director Rudy Jovanovic made the motion to adopt the agenda . This motion was seconded by Director Mike Schriener. The Tentative Agenda for September 9, 2013 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Strategic Planning**

Discussed strategic planning with community members present.

Donna Forgy moderated.

We will attempt to gather more community participation.

Set next meeting for 10/17/2013 at 1800 hrs.

**Adjourn**

Motion made to adjourn the meeting at 1935 (7:35 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 – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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

Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director

 

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

WARREN COUNTY, STATE OF MISSOURI

October 10, 2013

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 10, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - absent

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Visitors

Captain Mike Combs

FF Chad Hemmelgarn

**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 October 10, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for October 10, 2013

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Dan West. The agenda for October 10, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Approval of the Open Minutes of September 12, 2013 Board Meeting and September 9, 2013 Public Special Meeting**

Director Rudy Jovanovic moved for approval of the open minutes of September 12, 2013 Board Meeting, and September 9, 2013 Public Special Meeting. This was seconded by Director Larry Zuhone.

“RESOLVED that the Minutes of the September 12, 2013 Board Meeting and September 9, 2013 Public Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – absent

**Approve Bills for Payment**

Director Larry Zuhone made a motion to approve the bills for October 10, 2013 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

Mike Schriener – absent

**Approve & Adopt Treasurer’s Report from October 10, 2013**

Cash Balance as of end of September 2013 is $653,911.51

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $13,531.79 |
| Payroll Account (First State Community Bank) 0.00% | 21,223.73 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 90,064.64 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 129,091.35 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $653,911.51 |

Reports

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

Comments on Financial Reports

1. Income in September was $1,740 due To Lincoln County Taxes, permit fees.
2. Expenditures in September were $71,620, which was $25,150 above budget. $1,667 was not placed in the Capital Outlay Account.
	1. Administrative expenses were $203 below budget due to no Attorney fees.
	2. Capital expenses were $24,797 above budget. Due primarily to the purchase of personal protection equipment. Deposit of $1,667 was not made to reserve account
	3. Maintenance expenses were $1,944 below budget. This was due primarily to Vehicle Maintenance below budget ($878), Building Maintenance below budget ($612) and Equipment Maintenance below budget ($206).
	4. Utility expenses were $487 below budget.
	5. Training expenses were $291 above budget due to registration expenses
	6. Other expenses were $1,784 above budget due to Fire prevention supplies being purchased for schools
	7. Personnel expenses were $938 above budget due to Career Firefighters, Retirement, and Payroll services being above budget. This was partially offset by Salaries, Insurance and Payroll Taxes being below budget.
3. Income for 2013 September YTD was $797,109 vs. a YTD budget of $780,005 which is $17,104 above budget. Annual income budget is $784,130. Income September YTD is $11,076 above the annual income budget. Income for 2011 was $793,961 and 2012 was $800,135.
4. Expenses for 2013 September YTD was **$632,537 which is $3,538 above budget or $18,538 above budget if budgeted money of $10,000 is moved to Capital Outlay Reserve account.**  The **above** YTD budget categories were Capital Expenditures $15,065, Maintenance Expenditures $959, and Training & Education $1,728. The **below** YTD budget categories were Administrative Expenditures $2,276, Utilities Expenditures $4,044, Other Expenditures $1,728, and Salaries $3,249.
5. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
6. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets. Amount YTD $10,000.
7. Estimated balance in the reserve account EOM September is $490,064. This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors October 10, 2013, 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

Mike Schriener – absent

**Public Comments**

* Captain Mike Combs and FF Chad Hemmelgarn expressed their feelings about the moral and animosity that they believe is occurring at the Fire House.

**Old Business**

**Strategic Planning**

* Public Special Meeting – October 17, 2013, 1800
* Received 3 Surveys
* Remind three that attended first meeting about Thursday’s meeting

**Fees for Service**

* Place back on Agenda November
* Conesus is to stay away from the events all together

**Budget**

* No Discussion

**New Business**

**Lagers**

* Elizabeth Althoff will be attending November Board Meeting to explain the pension program
* Was mentioned to see if we were required to have a special board for deciding on pension and retirement programs.

**Transfer Money**

* Cash in FMB CD

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

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

* Approve Closed Session Minutes September 12, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Director Larry Zuhone to move into closed session at 1703. 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

Mike Schriener – absent

A motion was made by Director Rudy Jovanovic to move out of closed session at 1720. 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

Mike Schriener – absent

**Adjourn**

Motion made to adjourn the meeting at 1720 (4:45 p.m.) Motion was made by Director Larry Zuhone 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 – absent

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



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

WARREN COUNTY, STATE OF MISSOURI

October 17, 2013

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on October 17, 2013 at 1800 hours (6:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

**Call to Order**

A quorum being present, Chairman Keith Thompson called the meeting to order at 1800 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 17, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for October 17, 2013.

Director Mike Schriener made the motion to adopt the agenda . This motion was seconded by Director Larry Zuhone. The Tentative Agenda for October 17, 2013 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Strategic Planning**

Discussed strategic planning with community members present.

We will attempt to gather more community input.

Next meeting will be announced at a later date.

**Adjourn**

Motion made to adjourn the meeting at 1845 (6:45 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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

Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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

Mike Schriener, Director

 

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

WARREN COUNTY, STATE OF MISSOURI

November 14, 2013

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 14, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - absent

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Visitors

Captain Mike Holtmeier

FF Justin Mosher

Elizabeth Althoff

**Call to Order**

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

**Amendments to the November 14, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for November 14, 2013

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Larry Zuhone. The agenda for November 14, 2013 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 10, 2013 Board Meeting and October 17, 2013 Public Special Meeting**

Director Rudy Jovanovic moved for approval of the open minutes of October 10, 2013 Board Meeting, and October 17, 2013 Public Special Meeting. This was seconded by Director Mike Schriener.

“RESOLVED that the Minutes of the October 10, 2013 Board Meeting and October 17, 2013 Public Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Approve Bills for Payment**

Director Larry Zuhone made a motion to approve the bills for November 14, 2013 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 November 14, 2013**

Cash Balance as of end of October 2013 is $615,478.63

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $9,440.13 |
| Payroll Account (First State Community Bank) 0.00% | 16,879.38 |
| Capital Outlay Account (Farmers & Merchants) 0.50% | 60,067.77 |
| CD @ Farmers & Merchants Mature 10/18/14 0.40%  | 129,091.35 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $615,478.63 |

Reports

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

Comments on Financial Reports

1. Income in October was $8,487 due To Warren County Taxes, permit fees no restitution was received.
2. Expenditures in October were $45,990, which was $220 above budget. $1,667 was not placed in the Capital Outlay Account.
	1. Administrative expenses were $77 above budget due to ????.
	2. Capital expenses were $2,195 below budget. Deposit of $1,667 was not made to reserve account.
	3. Maintenance expenses were $1,378 below budget. This was due primarily to Vehicle Maintenance below budget ($909), Building Maintenance below budget ($46), Fuel below budget ($230) and Equipment Maintenance below budget ($203).
	4. Utility expenses were $276 above budget.
	5. Training expenses were $291 above budget due to registration expenses
	6. Other expenses were $112 above budget due to purchase of uniforms.
	7. Personnel expenses were $3,444 above budget due to Career Firefighters salary, and Health Insurance being above budget.
3. Income for 2013 October YTD was $805,596 vs. a YTD budget of $781,380 which is $24,216 above budget. Annual income budget is $784,130. Income October YTD is $21,466 above the annual income budget. As a reference point income for 2011 was $793,961 and 2012 was $800,135.
4. Expenses for 2013 October YTD was **$678,527 which is $3,757above budget or $20,424 above budget if budgeted money of $16,667 is moved to Capital Outlay Reserve account.**  The **above** YTD budget categories were Capital Expenditures $15,065, Maintenance Expenditures $959, and Training & Education $1,728. The **below** YTD budget categories were Administrative Expenditures $2,276, Utilities Expenditures $4,044, Other Expenditures $1,728, and Salaries $3,249.
5. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.
6. There is still a problem in how QuickBooks accounts for the Capital Outlay Account. It does not show it as a line item on the accounting sheets. Amount YTD $16,667.
7. Estimated balance in the reserve account EOM October is $490,067. This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors November 14, 2013, 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 –aye

Dan West – aye

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Lagers**

* Elizabeth Althoff came out from Lagers to present the pension plan to the Board
* Place topic on the November 25, 2013 Special Meeting

**2013 Goal Review**

* No Discussion

**Strategic Planning, update, set next meeting date**

* Hold Town Meeting in January
* Place a blanket statement out to the public (paper, flyers, radio)
* Would like to have Donna present

**Budget**

* No Discussion
* Special Meeting November 25, 2013 @ 6:30 pm

**New Business**

**Public Comments, define Public**

* According to Legal Council Volunteers and Staff are not considered the Public.

**Bidding Policy**

* Postponed till next Board Meeting

**Set 2014 Goal Setting Workshop**

* Meeting set for November 25, 2013 @6:30 pm

**Set workshop for Fire Chief Evaluation/Budget**

* Chief Evaluation will be Closed Session on the December 12, 2013 Board Meeting
* Budget Scheduled for November 25, 2013 Special Meeting

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Retention and Recruitment; define purpose of committee, Minutes**

* Your mission is to make recommendations to administration for the retention and recruitment of qualified personnel.

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

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

* Approve Closed Session Minutes October 10, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Director Dan West to move into closed session at 1803. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Dan West to move out of closed session at 1835. 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 1835 (6:30 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,

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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



**Wright City Fire Protection District**

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

**396 West North 2nd Street**

**Wright City, Missouri 63390**

**Phone (636) 745-2262**

**Fax (636) 745-2259**

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

WARREN COUNTY, STATE OF MISSOURI

November 25, 2013

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on November 25, 2013 at 1830 hours (6:30 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - present

Mike Schriener – Director - present

Larry Zuhone – Director – absent

Rudy Javonovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

**Call to Order**

A quorum being present, Chairman Keith Thompson called the meeting to order at 1833 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 25, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for November 25, 2013.

Director Dan West made the motion to adopt the agenda. This motion was seconded by Director Mike Schriener. The Tentative Agenda for November 25, 2013 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

A motion was made by Director Dan West to adjourn no later than 2000 hrs. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

**Budget, Lagers, Goals**

Discussed:

 Budget

Lagers Program

Goals

**Adjourn**

Motion made to adjourn the meeting at 2000 (8:00 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Dan West. The roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – absent

Keith Thompson – aye

Dan West – aye

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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

Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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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

December 12, 2013

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 12, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Jovanovic – Secretary – present

Administration

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

Office Manager Melissa Sullivan

Visitors

Captain Mike Holtmeier

Captain Mike Combs

Acting Fire Marshal Josh Riebe

FF Justin Mosher

FF Adam Stanek

FF Jesse McCoy

FF Scot Gibson

**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 December 12, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for December 12, 2013

Director Rudy Jovanovic made a motion to approve the agenda. This motion was seconded by Director Larry Zuhone. The agenda for December 12, 2013 was adopted. The vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approval of the Open Minutes of November 14, 2013 Board Meeting and November 25, 2013 Special Meeting**

Director Larry Zuhone moved for approval of the open minutes of November 14, 2013 Board Meeting and November 25, 2013 Special Meeting. This was seconded by Director Rudy Jovanovic.

“RESOLVED that the Minutes of the November 14, 2013 Board Meeting and November 25, 2013 Special Meeting are hereby adopted and approved in their entirety, as presented with and corrections made and suggested.”

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve Bills for Payment**

Director Mike Schriener made a motion to approve the bills for December 12, 2013 for payment. This motion was seconded by Director Larry Zuhone. The vote was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Approve & Adopt Treasurer’s Report from December 12, 2013**

Cash Balance as of end of November 2013 is $573,983.50

|  |  |
| --- | --- |
| Operating Account (Farmers & Merchants) 0.20%  | $96,173.89 |
| Payroll Account (First State Community Bank) 0.00% | 17,741.84 |
| Capital Outlay Account (Farmers & Merchants) 0.05% | 60,067.77 |
| CD @ American Bank Mature 2/18/15 0.55% | 400,000.00 |
|  |  |
| TOTAL | $573,983.50 |

Reports

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

Comments on Financial Reports

1. Income in November was $686.00 due Interest
2. Expenditures in November were $45,990, which was $220 above budget. $1,667 was not placed in the Capital Outlay Account.
	1. Administrative expenses were $21 below budget.
	2. Capital expenses were $3,136 below budget. Deposit of $1,667 was not made to reserve account. If this transfer would have been made then Capital Expenses would have been $1,469 below budget
	3. Maintenance expenses were $2,326 below budget. This was due primarily to Vehicle Maintenance below budget ($1,765), Building Maintenance below budget ($46), Fuel below budget ($500) and Equipment Maintenance below budget ($180).
	4. Utility expenses were $481 below budget.
	5. Training expenses were $500 below budget due to registration expenses
	6. Other expenses were $982 above budget due to purchase of uniforms.
	7. Personnel expenses were $1975 above budget due to Retirement and Health Insurance being above budget.
3. Income for 2013 November YTD was $806,281 vs. a YTD budget of $781,380 which is $23,526 above budget. Annual income budget is $784,130. Income November YTD is $22,151 above the annual income budget. As a reference point income for 2011 was $793,961 and 2012 was $800,135.
4. Expenses for 2013 November YTD was **$720,514 which is $45.36 below budget or $18,287 above budget if budgeted money of $18,333 is moved to Capital Outlay Reserve account.**  The **above** YTD budget categories were Capital Expenditures $9,723, and Training & Education $1,504. The **below** YTD budget categories were Administrative Expenditures $2,219, Maintenance Expenditures $2,744, Utilities Expenditures $5,654, Other Expenditures $1,641, and Salaries $1,589.
5. Salary as a percent of budget for 2011 was 52.06%, 53.68% for 2012 and 56.71% for 2013.

Estimated balance in the reserve account EOM November is $490,067 (There was a loan of $30,000 to general operating fund that has not been paid back. A check is in the current packet to sign). This is 62% of $784,130 annual income budget. Total reserves EOY 2011 were $413,353 and Total reserves EOY 2012 were $484,217

RESOLUTION

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

“BE IT RESOLVED, by the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri that the Treasurer’s Report submitted to the Board of Directors December 12, 2013, 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 – absent

Mike Schriener – aye

**Public Comments**

* None

**Old Business**

**Lagers**

* Decided not to move forward at this time.

**2013 Goal Review**

* Place on agenda after new business or closed session if there is any next Board Meeting

**Strategic Planning, update, set next meeting date**

* January 30, 2014 @ 7:00 pm
* Place in paper
* Invite Donna Forgy

**Budget**

Director Rudy Jovanovic made a motion to adopt the resolution to approve the 2014 Budget. This motion was not seconded, so the motion died.

Director Larry Zuhone made a motion to adopt the resolution to approve the 2014 Budget with the new staff vehicle removed from the budget. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –nye

Larry Zuhone – aye

Keith Thompson –nye

Dan West – absent

Mike Schriener – aye

Special Meeting was scheduled for December 16, 2013 @ 4:00 pm to discuss and adopt the 2014 budget.

**Bidding Policy**

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

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Service Fees**

* A guideline needs to be wrote and put in place for 2014

**New Business**

**Repeal Ordinance Amending Fire Code**

A motion was made by Director Mike Schriener to repeal the ordinance amending the fire code that was previously adopted. This motion was seconded Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Approve Correct Ordinance Amending Fire Code**

A motion was made by Director Mike Schriener to adopt the correct ordinance amending the fire code. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Volunteer Points**

* Points checks will be handed out at the banquet

**Volunteer Handbook**

* Look to have the handbook adopted in January

**Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Deputy Fire Chief Report**

* Attached Report
* Discussion & No Action Taken

**Fire Inspection Report**

* Attached Report
* Discussion & No Action Taken

**Association Report**

* Attached Report
* Discussion & No Action Taken

**Closed Session**

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

* Approve Closed Session Minutes November 14, 2013
* Chapter 610.021 Revised Statutes of Missouri; (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

A motion was made by Director Rudy Jovanovic to move into closed session at 1650. This motion was seconded by Director Mike Schriener. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

A motion was made by Director Mike Schriener to move out of closed session at 1820. This motion was seconded by Director Larry Zuhone. Roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson –aye

Dan West – absent

Mike Schriener – aye

**Adjourn**

Motion made to adjourn the meeting at 1821 (6:21 p.m.) Motion was made by Director Mike Schriener and was seconded by Director Larry Zuhone. The roll call was as follows:

Rudy Jovanovic –aye

Larry Zuhone – aye

Keith Thompson - aye

Dan West – absent

Mike Schriener – aye

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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

WARREN COUNTY, STATE OF MISSOURI

December 16, 2013

BE IT REMEMBERED, that the Board of Directors of the Wright City Fire Protection District of Warren County, Missouri, met at the Wright City Fire Protection District House One) 396 WN 2nd Street, Wright City, Missouri 63390 on December 16, 2013 at 1600 hours (4:00 pm). At the above time and place there were the following present:

Board of Directors

Keith Thompson – Chairman - present

Dan West – Treasurer - absent

Mike Schriener – Director - present

Larry Zuhone – Director – present

Rudy Javonovic – Secretary – present

Administration

Office Manager Melissa Sullivan

Fire Chief Ron MacKnight

Deputy Chief Harry Cohoon

**Call to Order**

A quorum being present, Chairman Keith Thompson called the meeting to order at 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 16, 2013 Agenda**

Chairman Keith Thompson asked for any amendments to the Tentative Agenda for December 16, 2013.

Director Larry Zuhone made the motion to adopt the agenda. This motion was seconded by Director Mike Schriener. The Tentative Agenda for December 16, 2013 was adopted. The roll call vote was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – aye

**Resolution to Adopt 2014 Budget**

A motion was made by Director Larry Zuhone to approve and adopt the resolution to adopt the 2014 budget. This motion was seconded by Director Rudy Jovanovic. Roll call was as follows:

Rudy Jovanovic – aye

Larry Zuhone – aye

Keith Thompson – aye

Dan West – absent

Mike Schriener – nye

**Adjourn**

Motion made to adjourn the meeting at 1630 (4:30 p.m.) Motion was made by Director Larry Zuhone and 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

Respectively Submitted,

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Melissa Sullivan, Office Manager

APPROVED:

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Keith Thompson, Chairman and Director

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Dan West, Treasurer and Director

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Rudy Jovanovic, Secretary and Director

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Larry Zuhone, Director

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Mike Schriener, Director