



Minutes of the Regular Meeting of the Board of Directors
Of The Wentzville Fire Protection District of June 1, 2017

The Regular Meeting of the Wentzville Fire Protection District was held on June 1, 2017 at Station 1 at 209 West Pearce Blvd, Wentzville, MO 63385.

Chairwoman Houston called the meeting to order 6:03 p.m.

Pledge of Allegiance was led by Chief Marlo

Open Forum: No one was present.

Roll Call: Chief Marlo called roll. Chairwoman Jennifer Houston, Director Frank Grassmuck and Director Bob Hawkins were all present.

Also in attendance were Fire Chief Mike Marlo, Assistant Chief John Schneider, Deputy Chief John LeDoux, and Battalion Chief Joe Hutson. Auditor Keith Slusser and Realtor Tom Shaw were also present.

On a motion of Director Grassmuck and a second of Director Hawkins the Regular Minutes of May 25, 2017 were motioned to approve. Chairwoman Houston-no vote, Director Hawkins-aye, Director Grassmuck-aye.

Director Grassmuck made a motion to approve the agenda as presented; it was seconded by Director Hawkins. Chairwoman Houston-no vote, Director Hawkins-aye, Director Grassmuck-aye.

On a motion of Director Grassmuck and a second of Director Hawkins, the bills were approved as presented. Chairwoman Houston-aye, Director Hawkins-aye, Director Grassmuck-aye.

Old Business:

No Old Business

New Business:

2016 Audit Report from Keith Slusser. He stated this is an unqualified opinion which is what the district wants to receive in an audit. The audit report shows building reserve for future allocations. Auditor Slusser stated our district has set a record for undertaking for most projects, and is very impressed by the detailed separation of each project. He also stated the district is compliant to state statute for coverage of funds in accounts, through pledging and FDIC. Reported overall the district budgeted is \$500,000 less than what expected what was originally requested in the 2016 budget. No material weakness, and provided internal controls clean bill of health. Through testing three small items were discovered and placed in management control letter. They are reimbursing mileage at the wrong rate, not only district that has done. He stated the need to check every January 1 for changes. Along with this the per diem on travel days can only be 75%. We are good with the per diem rate; we just need to adjust for travel days. Chief Marlo stated both items have already corrected on forms for staff to complete. The other item was bank deposits, need to be initialed. The dual control for deposits was being done, just not marked on the deposit slip. This too has been discussed with the ladies upfront and corrected. Chairwoman Houston asked about the changes validating the procedures has been updated. Auditor Slusser complimented the staff for cooperation during the audit. Assistant Chief Schneider asked about selling of surplus, Auditor Slusser advised to post on website, make it publically known. There was a question about setting values, Auditor Slusser stated let it be a bid process, set a reserve. He stated to keep record of what is sold at surplus and come up with a procedure. Auditor Slusser has the email waiting to send to the State Auditor. Chief Marlo stated CPA Rognan has viewed the audit report. Chairwoman Houston motioned to approve the 2016 District Audit; it was seconded by Director Grassmuck. Chairwoman Houston-aye, Director Hawkins-aye, Director Grassmuck-aye.

Presentation and discussion of moving bids:

Assistant Chief Schneider introduced three bids to move Station 1 to the new station.

Highest to lowest:

Amrazek \$4,426

Dodge \$1,944

Cord: \$1,656

Assistant Chief Schneider stated the Planning Committee has reviewed and has no issue with the lowest bid. There was little discussion and the Board approved Cord for Station 1 move.

Officers Report:

Chief Marlo reported he spoke at the St. Louis County Municipal meeting. He said our community outreach was talked about as to how well it is received by the community and for the impact it makes.

Assistant Chief Schneider reported on staff pictures, stating we will have a make-up date. He complimented the company who took them, very professional. He also provided an update on job description and SOG review. Stated they are actively working. Job descriptions are in front of Legal Counsel and Huntleigh McGehee. The SOGS will be a few weeks behind. Assistant Chief Schneider stated our IT has been a tremendous help in reviewing and editing documents. Assistant Chief Schneider presented a proposal for message boards. The message boards are very handy, runs off google sheets, can show instant communication on screens and synced at 5 locations. The lobby one will be more external communications. Both Legal Counsel and Matt Rankey from Feathershark have reviewed. The district has identified the need for 16 locations, 2 per location, plus admin. Chairwoman Houston asked about streamlining communications and efficiency. Assistant Chief Schneider stated he believes it won't replace emails, but will enhance timing. He stated Active 911 will show streets, allowing crews to have visual of where they are going before they leave the station. Battalion Chief Hutson stated Active 911 on the big screen is huge, also talked about hydrants out of service. Constant scroll will be huge. Shop Steward Hakenewerth stated the 360 of the building ahead of time, is great, and the MODOT cameras will show a snapshot of the traffic, to help guide the direction of the trucks. Director Hawkins stated he is impressed with what the message board will provide. Assistant Chief Schneider stated he know the district was not planning on this, but was seen at FDIC, it relatively new. Many of our members reached out to the Assistant Chief at Brentwood and other staff members from Brentwood to discuss their thoughts on the message boards. So many different aspects are important at all levels. Chairwoman Houston, has questions regarding the business, will there be additional expenditures for monitors? Yes is the answer Director Hawkins stated he has been looking at 55 inch TVS and has found in the \$350 range. Assistant Chief Schneider stated he will get hard numbers. Chairwoman Houston stated she would like all numbers for the entire project and to have this run by CPA Rognan., She would like to know where the funds would come from in the Budget.

Deputy Chief LeDoux nothing to report.

Fire Marshal Cuddihee nothing to report

Battalion Chief Hutson nothing to report

Legal Counsel McLaughlin had nothing to report.


Shop Steward Hakenewerth had nothing to report.

Committee Members had nothing to report.

Board Report nothing to report.

Chairwoman Houston motion to suspend the Regular Board Meeting to go into closed for Real Estate at 6:42 p.m. It was seconded by Director Grassmuck. Chairwoman Houston-aye, Director Hawkins-aye, Director Grassmuck-aye

Board returned to open at 7:20 p.m. with nothing to report and Chairwoman Houston motioned to adjourn the Regular Meeting at 7:22 p.m. it was seconded by Director Grassmuck. Chairwoman Houston-aye, Director Hawkins-aye, Director Grassmuck-aye.


Frank Grassmuck, Secretary


Stacy Krieger, Recording Secretary