



Minutes of the Regular Meeting of the Board of Directors
of the Wentzville Fire Protection District of November 26, 2024

The Regular Meeting of the Wentzville Fire Protection District was held on November 26, 2024, at Wentzville Fire District Headquarters, 502 Luetkenhaus Blvd, Wentzville, MO 63385

Chief Mosher called the meeting to order at 9:29 a.m.

Open Forum: No one from the public was present.

Chief Mosher called Roll. Three Board Members were present: Director Jennifer Houston, Director Frank Grassmuck, and Director Chad Wilson.

Other attendees included Assistant Chief Michael Scott, Battalion Chief Willie Meyer, Finance and HR Manager Lisa Potts, Shop Steward Max Mueller, and Firefighter/EMT Adrian Hymas.

Director Houston motioned to amend and approve the agenda adding Resolution 24-09, Resolution 24-10, and Resolution 24-11 to New Business. Director Grassmuck seconded it. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

On a motion from Director Houston and a second from Director Wilson, the November 19, 2024, regular meeting minutes were approved. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.

Director Houston motioned, and Director Grassmuck seconded to approve the November 19, 2024, closed meeting minutes. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.

On a motion from Director Houston and a second from Director Wilson, the bills were approved as presented. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.

Old Business:

No Old Business

New Business:

Chief Mosher presented the 2024 year-end audit engagement letter and the 2024 year-end Defined Benefit Pension Plan audit engagement letter from Keith Slusser. The Board agreed to engage Keith Slusser with F.E.W., CPAs again.

Chief Mosher presented Resolution 24-09, appointing Finance and Human Resource Manager, Lisa Potts as HIPAA Officer. Chief Mosher read Resolution 24-09 for a first reading in the short form.

RESOLUTION 24-09

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE OFFICER FOR THE WENTZVILLE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF MAINTAINING AND AUTHENTICATING OF PUBLIC RECORDS

There was no discussion.

Chief Mosher read Resolution 24-09 for a second reading in the short form.

RESOLUTION 24-09

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE OFFICER FOR THE WENTZVILLE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF MAINTAINING AND AUTHENTICATING OF PUBLIC RECORDS

There was again no discussion.

Director Houston motioned to approve Resolution 24-09. Director Wilson seconded. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.

Chief Mosher presented Resolution 24-10, appointing Finance and Human Resource Manager, Lisa Potts as the Recording Secretary. Chief Mosher read Resolution 24-10 for a first reading in the short form.

RESOLUTION 24-10

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE RECORDING SECRETARY FOR THE WENTZVILLE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF MAINTAINING AND AUTHENTICATING OF PUBLIC RECORDS

There was no discussion.

Chief Mosher read Resolution 24-10 for a second reading in the short form.

RESOLUTION 24-10

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE RECORDING SECRETARY FOR THE WENTZVILLE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF MAINTAINING AND AUTHENTICATING OF PUBLIC RECORDS

There was again no discussion.

Director Houston motioned to approve Resolution 24-10. Director Wilson seconded. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.

Chief Mosher presented Resolution 24-11, replacing Resolution 16-02, appointing Finance and Human Resource Manager, Lisa Potts as the Custodian of Records. Chief Mosher read Resolution 24-11 for a first reading in the short form.

RESOLUTION 24-11

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE CUSTODIAN OF RECORDS FOR THE WENTZVILLE FIRE PROTECTION DISTRICT AND SETTING REASONABLE FEES FOR THE PRODUCTION OF PUBLIC RECORDS

There was no discussion.

Chief Mosher read Resolution 24-11 for a second reading in the short form.

RESOLUTION 24-11

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE CUSTODIAN OF RECORDS FOR THE WENTZVILLE FIRE PROTECTION DISTRICT AND SETTING REASONABLE FEES FOR THE PRODUCTION OF PUBLIC RECORDS

There was again no discussion.

Director Houston motioned to approve Resolution 24-11. Director Wilson seconded. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.

Officers Report:

Chief Mosher reported that the pickup truck has been dropped off to have the snow plow installed. He reported that the helmet presentation to Peine Elementary Principal, Dr. Andrews, was a success last week. There is a video on our social media. Chief Mosher also gave an update on our medical prescription rebate program.

Assistant Chief Scott reported on finishing Countywide Mutual Aid training last week. Assistant Chief Scott is finalizing the radio grant and expects delivery late February or early March. He reported that the District will keep the old portable radios for training and PR events. There was discussion regarding selling or donating the remaining old equipment. Chief Scott also reported that the training committee will be completing maintenance on the training tower before the four-day thermal imaging class scheduled for March, 2025.

Fire Marshal Cuddihee was out doing inspections.

Battalion Chief Meyer reported that the crews are getting geared up for the winter, and that Phase 2 of David Hoekel Pkwy is now open.

Legal Counsel McLaughlin was absent.

Shop Steward Mueller had nothing to report.

Board Report: The next board meetings are December 2, 2024, at 9:30 a.m., December 10, 2024, at 8:30 a.m., December 16, 2024, at 9:30 a.m., and December 23, 2024, at 9:30 a.m.

On a motion of Director Houston, seconded by Director Wilson, the meeting was suspended for Closed-Personnel at 9:48 a.m. Director Houston-aye, Director Grassmuck- aye, and Director Wilson- aye.

The board returned to the open session at 10:55 a.m. with nothing to report. Director Houston's motion, seconded by Director Wilson, adjourned the meeting. Director Houston-aye, Director Grassmuck-aye, and Director Wilson-aye.


Frank Grassmuck, Secretary


Lisa Potts, Recording Secretary

RESOLUTION 24-09

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT COMPLIANCE OFFICER FOR THE WENTZVILLE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF MAINTAINING AND AUTHENTICATING OF PUBLIC RECORDS

WHEREAS, the Board of Directors (the “Board”) of the Wentzville Fire Protection District (the “District”) have a statutory obligation to implement policies and procedures per the Health Information Portability and Accountability Act (“HIPAA) to protect the security of protected health information (“PHI”); and

WHEREAS, the Board of the District have a further obligation to appoint a HIPAA Compliance Officer to be responsible for implementing the District’s privacy policies and ensuring they are adhered to for the security of PHI; and

WHEREAS, the HIPAA Compliance Officer of the District shall be responsible for developing the organization’s policies and procedures per HIPAA regulations except in those circumstances authorized by statute; and

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WENTZVILLE FIRE PROTECTION DISTRICT AS FOLLOWS:

Section 1. The Board hereby appoints and authorizes Finance and Human Resource Manager Lisa Potts to act as the HIPAA Compliance Officer for the Wentzville Fire Protection District.

Section 2. It is the public policy of Wentzville Fire Protection District that the organization’s privacy policies will be maintained and monitored to ensure the security of protected health information (PHI).

Section 3. Savings Except as specifically set forth herein, nothing contained in this Resolution shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Resolution or Ordinance of the District or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof.

Section 4. This Resolution 24-09 shall be in full force and effect from and after November 26, 2024.

Section 6. Enactment This Resolution 24-09, having been duly considered and voted upon by the Board of Directors of the District was duly adopted as a Resolution by Motion on November 26, 2024.





Chairperson of the Board of Directors

Frank G. ...
Secretary of the Board of Directors

RESOLUTION 24-10

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE RECORDING SECRETARY FOR THE WENTZVILLE FIRE PROTECTION DISTRICT FOR THE PURPOSE OF MAINTAINING AND AUTHENTICATING OF PUBLIC RECORDS

WHEREAS, the Board of Directors (the “Board”) of the Wentzville Fire Protection District (the “District”) have a statutory obligation to provide and maintain certain records for public inspection pursuant to a legally executed and presented public request in accordance with the Missouri Sunshine Law, or Section 610.010 RSMo et al. as amended (the “Statute”) in one common location known as the District Administration Building located at 502 Luetkenhaus Boulevard; and

WHEREAS, the Board of the District have a further obligation to appoint a Recording Secretary to create, preserve and legally authentic certain public records that must be maintained pursuant to the Section 610.023 of the Statute and/or any other District policy; and

WHEREAS, the Recording Secretary of the District shall execute all official documents that are required to be maintained and accessed by statute except in those circumstances authorized by statute; and

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WENTZVILLE FIRE PROTECTION DISTRICT AS FOLLOWS:

Section 1. The Board hereby appoints and authorizes Finance and Human Resource Manager Lisa Potts to act as the Recording Secretary for the Wentzville Fire Protection District.

Section 2. It is the public policy of Wentzville Fire Protection District that meeting, records, votes, actions and deliberations of this body shall be open to the public except as provided by the provisions of Section 610.021 and other related sections of the Statute which records shall be closed as allowed by law.

Section 3. Savings Except as specifically set forth herein, nothing contained in this Resolution shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Resolution or Ordinance of the District or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof.

Section 4. This Resolution 24-10 shall be in full force and effect from and after November 26, 2024.

Section 6. Enactment This Resolution 24-10, having been duly considered and voted upon by the Board of Directors of the District was duly adopted as a Resolution by Motion on November 26, 2024.



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Chairperson of the Board of Directors

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Secretary of the Board of Directors

RESOLUTION 24-11

A RESOLUTION APPOINTING AND AUTHORIZING FINANCE AND HUMAN RESOURCE MANAGER, LISA POTTS TO ACT AS THE CUSTODIAN OF RECORDS FOR THE WENTZVILLE FIRE PROTECTION DISTRICT AND SETTING REASONABLE FEES FOR THE PRODUCTION OF PUBLIC RECORDS

WHEREAS, the Board of Directors (the "Board") of the Wentzville Fire Protection District (the "District") have a statutory obligation to provide and maintain certain records for public inspection pursuant to a legally executed and presented public request in accordance with the Missouri Sunshine Law, or Section 610.010 RSMo et al. as amended (the "Statute") in one common location known as the District Administration Building located at 502 Luetkenhaus Boulevard; and

WHEREAS, the Board of the District have a further obligation to appoint a Custodian of Records to preserve and legally authentic any and all records that are maintained pursuant to the Section 610.023 of the Statute and/or any other District policy; and

WHEREAS, the Custodian of Records of the District shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute; and

WHEREAS, the District may charge a reasonable fee for purposes of research and copying.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WENTZVILLE FIRE PROTECTION DISTRICT AS FOLLOWS:

Section 1. The Board hereby appoints and authorizes Finance and Human Resource Manager Lisa Potts to act as the Custodian of Records for the Wentzville Fire Protection District.

Section 2. The Board hereby approves a reasonable fee be charged for access to or furnishing copies of records shall be as hereinafter provided: \$0.10 cents per page, plus \$25.00 an hour for retrieval, duplicating and processing.

Section 3. It is the public policy of Wentzville Fire Protection District that meeting, records, votes, actions and deliberations of this body shall be open to the public except as provided by the provisions of Section 610.021 and other related sections of the Statute which records shall be closed as allowed by law.

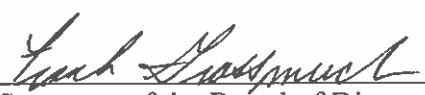
Section 4. Savings Except as specifically set forth herein, nothing contained in this Resolution shall in any manner be deemed or construed to alter, modify, supersede, supplant or otherwise nullify any other Resolution or Ordinance of the District or the requirements thereof whether or not relating to or in any manner connected with the subject matter hereof.

Section 5. Section 4. This Resolution rescinds all prior Resolutions, including Resolution 16-02. This Resolution 24-11 shall be in full force and effect from and after November 26, 2024.

Section 6. Enactment This Resolution 24-11, having been duly considered and voted upon by the Board of Directors of the District was duly adopted as a Resolution by Motion on November 26, 2024.



Chairperson of the Board of Directors



Secretary of the Board of Directors

