



Minutes of the Regular Meeting of the Board of Directors  
Of the Wentzville Fire Protection District of April 9, 2020

The Regular Meeting of the Wentzville Fire Protection District was held on April 9, 2020 via video conferencing due to the COVID-19 pandemic and current CDC restrictions.

Chief Schneider led the Pledge of Allegiance.

Chief Schneider called the meeting to order at 1:00 p.m.

Open Forum: No one from the public was present.

Roll Call: Chief Schneider called roll. All Board Members were present Director Bob Hawkins-present, Director Jennifer Houston-present and Director Frank Grassmuck-present

Also, in attendance was Assistant Chief John LeDoux, Deputy Chief Michael Scott, Fire Marshal Chris Cuddihee, Shop Steward Max Mueller, Legal Counsel Dan McLaughlin, CPA Rick Rognan and Administrative Assistants Stacy Krieger and Lisa Potts.

Director Hawkins made a motion to approve the agenda. It was seconded by Director Grassmuck. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

Director Hawkins motioned to approve the regular meeting minutes of March 23, 2020; the motion was seconded by Director Houston. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

There was no discussion on the bills. Director Hawkins made a motion to approve the bills as presented. They were seconded by Director Grassmuck. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

CPA Rognan presented March 2020 Financials indicating the district is 1.82% over budget or \$243,000. As in previous years the district is trending in the right direction. CPA Rognan

provided a summary of revenue and expenses stating 96.05% of revenue has been collected. He discussed building permits being at 25.45% of collection stating this is on target, however lower in comparison to last year. Interest is 50.01% of budget, but with rates lowering and reserve being less, CPA Rognan indicated this category is one to keep an eye on. He reviewed the expense categories indicating the lines over are timing and will even out through the year. He discussed the Cash on hand indicating the district has 62% of expenses in reserve. This is down from last year but was anticipated. The district has several strong banks and provided documentation to support. He provided data regarding permitting and as well as call volume. Calls are down 1.2% from last year. This will likely continue to be less because of restrictions placed on call response during COVID 19. Chief Schneider inquired about the Federal Payroll Assistance being offered during this crisis. CPA Rognan stated he is working with Legal Counsel Natalie Hughes regarding regulations and how these will affect his clients. He will continue to do research and provide information later.

Old Business:

No Old Business

New Business:

Discussion of the Family First COVID Response Act (FFCRA). Legal Counsel McLaughlin discussed the Family First Act. He stated it is the responsibility of the employer to acknowledge the ACT exists and opt to comply with the law or not. The district Chiefs and Labor representatives have discussed and would recommend acknowledging the law but opting to not comply and will continue to issue benefits and pay as written in the CBA. Chief Schneider indicated the district is tracking expenses related to COVID 19. The laws are changing by the minute and with the assistance of CPA Rognan and Legal Counsel McLaughlin, the district is staying on top of the changes.

Chief Schneider requested a change to the check signing process be implemented. He asked for himself and John LeDoux be added as temporary signers to the bank accounts to keep district business moving while complying with CDC guidelines. All directors agreed for a temporary solution to add Chief John Schneider and Assistant Chief John LeDoux as signers on the district bank accounts. Director Hawkins made a motion to add Chief Schneider and Assistant Chief LeDoux to the district bank accounts as a temporary solution to keep business moving during the CDC restrictions of COVID 19 crisis. The motion was seconded by Director Grassmuck. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

## Officer Reports:

Chief Schneider reported he continues to provide updates on COVID 19 and is happy to report everyone is healthy and the PPE supply is strong. He also reported he is looking into an AP program to provide an electronic way to approve invoices and move them through the chain of command. Keith Slusser and Feathershark have brought several options to review and he will provide a recommendation at an upcoming meeting.

Assistant Chief LeDoux nothing to report.

Deputy Chief Scott stated he is assisting to keep up with the PPE. He also informed the board of an AFG grant FEMA provided for 100 million dollars for PPE. He will be reviewing the application process.

Fire Marshal Cuddihee stated he and Inspector Mosher continue to complete new construction/building inspections. All annual inspections will be delayed until June 15<sup>th</sup>.

Battalion Chief Meyer was not present.

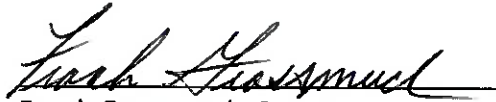
Legal Counsel McLaughlin stated it would be in the best interest of the district to review provisions in the CARES Act regarding pension contributions and distributions. Chief Schneider stated EMPOWER has been providing communication to this topic as well.


Shop Steward Mueller stated they have implemented screenings of members for fit for duty and so far, so good.

Director Houston stated she is happy to hear everyone is healthy and reminded them to be safe. Chief Schneider stated the stations are being fogged monthly to combat potential risk and the feedback on this service has been positive.

The board decided to meet again on April 16<sup>th</sup> at 1 p.m. Chief Schneider stated he will contact the Pension Vendors that will be attending next week as well. The platform for the virtual meeting will be different than this week to allow for presentations from our vendors. Information for this meeting will come early next week.

Chairman Hawkins motioned to adjourn the regular meeting at 1:44 p.m. the motion was seconded by Director Grassmuck. Chairman Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

  
Frank Grassmuck, Secretary

  
Stacy Krieger, Recording Secretary