



Minutes of the Regular Meeting of the Board of Directors
Of the Wentzville Fire Protection District of May 14, 2020

The Regular Meeting of the Wentzville Fire Protection District was held on May 14, 2020 via video conferencing due to the COVID-19 pandemic and current CDC restrictions at 6:00 p.m.

Chief Schneider led the Pledge of Allegiance.

Chief Schneider called the meeting to order at 6:00 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, Fire Marshal Chris Cuddihee, Battalion Chief Willie Meyer Legal Counsel Dan McLaughlin, Shop Steward Max Mueller, and CPA Rick Rognan.

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 May 7, 2020; the motion was seconded by Director Houston. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

On a motioned of Director Hawkins and a second of Director Grassmuck, the closed meeting minutes of May 7, 2020; the motion was seconded by Director Houston. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

CPA Rognan provided the April financials indicating the district is \$10,700 over budget, but we are trending to be below. Historically the district has been in this position, should be on budget for this year. He discussed the revenue and expenses. CPA Rognan indicated the district has collected 96.64% of tax revenue and the rest will trickle in. Building permits slightly under from last year. Not unexpected for the current situation. He stated the district is at 58.08% of budget in interest. This is a great position in April, he stated to be aware it may be difficult to reach the budgeted goal because rates are historically low right now. Good news is the district is at 94.82% of its revenue budget and should make the revenue mark. A few expenses are over the 33.30% threshold. Many are timing. Building Maintenance is up but he indicated there is a lot more cleaning

and preparation due to the virus. He also stated computer services is exactly where it was last year. Dues and subscriptions are at 60.09% many are paid up front. Insurance employee is up, but the district funds the HSA early in the year. Property and Casualty is also above the benchmark, again timing. CPA Rognan informed the board they may see increases in P&C next year because the virus and asked them to be prepared for such news. Great job but all members. Cash balances for the district is \$8.4 in reserve when said and done for 2020. CPA Rognan went over the call volume indicating exactly what is transpiring, reduction in calls. He stated this is going on all over St. Louis. The district t is down 202 calls from last year. This is due to the change in structure to responses to have less exposure to COVID. He stated the district can expect call loads to be down for a while. We will be close before said and done from last year. Legal Counsel asked if the district has received any stimulus money and was informed Deputy Chief Mike Scott is working on this reimbursement options. Chief Schneider stated our inventory for supplies and PPE is good and hopes to dwindle down and lower some expenses throughout the rest of the year. CPA Rognan stated FEMA is reimbursing 75%, he suggests submitting one list with other St. Charles County districts. He said key words in the legislation are preparing and preventing. The district will continue to explore options for reimbursements.

Old Business:

No Old Business

New Business:

CPA Rognan explained Senate Bill 870, stating this was a signature platform in legislation and became law. He stated the district has included this information regarding our reimbursement rate of 100% in our tax rate resolutions, however the law states to adopt prior to the time of the assessment. Therefore, CPA Rognan suggests being proactive and adopting the reimbursement rate under resolution each May. St. Charles County is not requiring; however, it could be perceived differently by a judge. He wants to get out in front of, be pro-active to resolve each year in May. Our reimbursement rate is 100%, and any amendments projects will also be required to pay 100%.

Chief Schneider read the resolution 20-01 in short form:

No discussion.

Chief Schneider read the resolution 20-01 in the short form for a second reading.

No discussion.

Chairman Hawkins motioned to approve Resolution 20-01 it was seconded by Director Grassmuck. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

CPA discussed housekeeping items for the audit. He stated Keith Slusser will be providing an outstanding audit report for the district at an upcoming meeting. CPA Rognan explained assigning the fund balance, this is to ensure funds are designated for the future. The current situation with the virus, now proves the necessity of having a reserve balance. CPA Rognan stated the district is in an outstanding place. He respectfully asked the board to assign \$10 million for future appropriations, \$6 million for the purpose of capital equipment, \$2 million for future pension appropriations and \$2 million for emergency preparedness. Chairman Hawkins motioned to assign the funds as stated, seconded by Director Houston. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

CPA Rognan explained for audit purposes it is necessary to amend the 2019 budget. He stated the district always adjusts revenue to actual, the money collected. On the expense side, the district will amend line items if they go over budget. Only three budget categories went over. It is not necessary to amend all line items, because it gives a clear picture of how the district is doing. The line items that went over were lease payment by \$298, Public Relations \$4,469 and Medical Supplies by \$1,072 for a total of \$5,839 over. The district brought in \$1,457,520 more in revenue. Chairman Hawkins motioned to adopt the 2019 amended budget as read into the record. It was seconded by Director Houston. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

Officer Reports:

Chief Schneider received a request from Brennan Hardin from FGM, who asked if FGM could apply for tax credit 179D on our headquarters, there would be no cost to the district and no inconvenience to the district. Mr. Hardin just needs Chief Schneider's signature. Chief Schneider stated he wanted to get thoughts from the board, CPA Rognan, and Legal Counsel McLaughlin before signing. The board stated if Legal Counsel and CPA Rognan reviews he is good with it. Chief Schneider also informed the board he was invited by the Mayor to join Downtown Business Association, the board was good with the acceptance as long as time permits and it does not affect the duties of the district, all felt it is important to keep relationships up. Chief Schneider also stated tomorrow 5/15 there will be another meeting with Joann Leykam with St. Charles County.

Assistant Chief LeDoux reported scanning personnel files and work comp files. He also stated PPE is at a good level. Assistant Chief LeDoux also reported he is working on creating HR cheat-sheets for members, it will provide all the information necessary regarding the benefit. He gave an update on ISO stating the district has turned everything over and it is now being reviewed.

Deputy Chief Scott was not present.

Fire Marshal Cuddihee reported the paint shop at GM turned in their permit for the paint booth and he is reviewing middle school plans at West Meyer. He also stated he is meeting an appraiser at house three, Legal Counsel McLaughlin stated he reviewed a contract and is good with it.

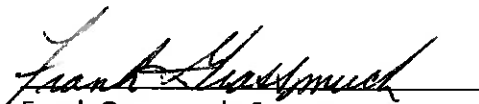
Battalion Chief Meyer reported all is good.

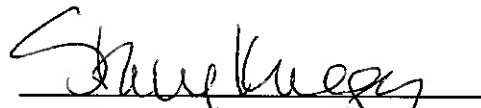
Legal Counsel McLaughlin had nothing to report.

Shop Steward Mueller reported everything is going well and everyone is healthy.

The board was thankful for everyone's health and the how this situation is been being handled. Chief Schneider complimented the ladies in the office for their remote work on the audits both general and pension. He thanked the board for the technology to be able to retrieve documents remotely. Chief Schneider stated work is being done continuously to organize the Egnyte drive to make information easier to retrieve. The board agreed the next meeting will be the May 21st at 6 p.m.

On a motion of Chairman Hawkins and second of Director Grassmuck the regular meeting was adjourned at 6:35 p.m. Chairman Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.


Frank Grassmuck, Secretary


Stacy Krieger, Recording Secretary