



Minutes of the Regular Meeting of the Board of Directors  
Of the Wentzville Fire Protection District of June 18, 2020

The Regular Meeting of the Wentzville Fire Protection District was held on June 18, 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 were Assistant Chief John LeDoux, Fire Marshal Chris Cuddihee, Battalion Chief Chris Browder, Administrative Assistant Lisa Potts, and Joseph Averkamp from Procurement Partners.

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 June 11, 2020; the motion was seconded by Director Houston. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

Chief Schneider asked to table bills until next week, invoices have been loaded into the new Procurement Partners' system and need to go through the approval authorities.

Old Business:

Review and Approval Resolution 20-02. Chief Schneider read Resolution 20-02 in the short form for a first reading:

Resolution 20-20 Resolution of the Board of Directors of the Wentzville Fire Protection District Ethics Policy.

Be it Resolved by the Board of Directors of the Wentzville Fire Protection District of St. Charles County, Missouri as follows:

Whereas procedures need to be established to disclose potential conflicts of interest and substantial interest in certain fire protection officials; and

Whereas the Ethics Commission of the State of Missouri requires reports for any organization that has a budget of more than One Million Dollars; and

Whereas, The Wentzville Fire Protection District has a budget exceed One Million Dollars in revenue.

There was no discussion. Chief Schneider read Resolution 20-02 for a second time in the short form.

Resolution 20-20 Resolution of the Board of Directors of the Wentzville Fire Protection District Ethics Policy.

Be it Resolved by the Board of Directors of the Wentzville Fire Protection District of St. Charles County, Missouri as follows:

Whereas procedures need to be established to disclose potential conflicts of interest and substantial interest in certain fire protection officials; and

Whereas the Ethics Commission of the State of Missouri requires reports for any organization that has a budget of more than One Million Dollars; and

Whereas, The Wentzville Fire Protection District has a budget exceed One Million Dollars in revenue.

There was no discussion.

Director Hawkins motioned to approved Resolution 20-02. It was seconded by Director Grassmuck. Director Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

New Business:

Administrative Assistant Lisa Potts introduced Joseph Averkamp from Procurement Partners. Mr. Averkamp provided the board with training. Indicating the process is a tiered approval process. Administrative Assistant Potts provided an example that BC Browder would approve equipment and uniforms and, Captain Dwyer would approve truck items, the next tier would go to Chief Schneider then on to Director Grassmuck, next to Director Houston and then to Director Hawkins. Once approved Administrative Assistant Potts will receive a check file to upload to Quickbooks. Mr. Averkamp stated the district will use this platform to manage invoices electronically by uploading of invoices, for reviewing through steps. Mr. Averkamp shared his screen for training with the board. He went through the website, and the training portion of the Procurement Partners which is a good tool

for future reference. Mr. Averkamp showed the board how to approve invoices. Chief Schneider stated Procurement Partners will be rolling out a budget feature the district will implement in 2021 for real time budget reports.

#### Officer Reports:

Chief Schneider stated there are five Thursdays in July and suggested cancelling the July 2<sup>nd</sup> meeting. The board agreed. There was also mention of changing the last two meeting of July to a different day as each week one member will be unavailable on Thursday. Chief Schneider also asked about continuing meetings on Zoom, everyone agreed to keep Zooming. Chief Schneider also informed the board 9815 sustained some damage on EMS call last week, due to pitch on the driveway, he stated Captain Dwyer is on it and working with Sentinel, and that a claim folder has been established. He stated he and Deputy Chief Scott have talked with the crews and captains about familiarizing themselves with areas and increasing driver training. Chairman Hawkins inquired about the right of way into the establishment wondering if the City followed guidelines. Fire Marshal Cuddihee indicated nothing has changed for years. Director Hawkins asked Fire Marshal Cuddihee to check with the City. Director Houston stated training needs to be polished and to make sure it is stayed on. Chief Schneider informed the board Chief Scott and BC Hutson will be working on drivers training. Chief Schneider indicated there was good news on the Warren County radio transition, stating the St. Charles County Chiefs are picking up the tab. This comes to about \$11,000 in the last few months due to the changes in Lincoln County and now Warren County. He also reported the work comp renewal continues to progress; the district is down to an 8% renewal with MEM from original 25% increase projected in a letter to the district. He stated he is still working on other bids; the company he is waiting on is new to the market. Chief Schneider informed the board he has vetted references for the new company, 7710. There are three carries in the area, MOFAD informally indicated they cannot touch what the district has and 7710 out of Illinois is the bid we are waiting on. Chief wants to be cautious. July 15<sup>th</sup> is the deadline, will look for a July 9<sup>th</sup> approval.

Assistant Chief LeDoux is back from vacation and had nothing to report.

Deputy Chief Scott not present.

Fire Marshal Cuddihee had nothing to report.


Battalion Chief Browder was not present, he was on a call.

Legal Counsel McLaughlin not present.

Shop Steward Mueller was not present.

Chief Schneider thanked the board for sitting through the training. He hopes approving bills at their leisure will be quicker and convenient. He also said being able to save to the cloud will make the district more efficient. Director Houston thanked the Chiefs Association for paying for the radio upgrades. She also commented on how MEM can go from a 25% to an 8% increase. Chief Schneider stated the letter for 25% came directly from MEM and not through our broker HM. Once he has the other bids, he will share with the board for a decision to be made.

On a motion of Chairman Hawkins and second of Director Grassmuck the regular meeting was adjourned 6:45 p.m. Chairman Hawkins -aye, Director Houston-aye, Director Grassmuck-aye.

  
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Frank Grassmuck, Secretary

  
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Stacy Krieger, Recording Secretary