

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:05 PM, January 26th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|-----------------------------|
| David J. Monahan, Chairman | Bill Stone, Asst. Chief |
| Michael A. Schell, Secretary | Don Reitz, Fire Marshal |
| Ralph Clark, Treasurer | Clint Gussner, Captain |
| Robert Guinness, Counsel | Chris Fay, Captain |
| Jeff Smith, Fire Chief | Mike Terranova, Firefighter |
| | Justin Darnell, Firefighter |

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:05 PM on Monday, January 26th, 2009, followed by the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. December 15th, 2008 – Regular – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. The Treasurers Report was reviewed.
B. Vouchers were signed by all Directors.
C. All Purchase Orders were approved and signed by all Directors.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (Nothing to Communicate).
D. Counsel Report.
- Counsel and Chief discussed the Warrenton Oil Case with the Board. The case is set for trial in November of this year.

7. Old Business

A. LOSAP

- Chief Smith presented the Board with the same LOSAP proposal as was previously presented. After a lengthy discussion at the last officers meeting it was decided that no changes would be proposed except that all future Traditional Volunteers will be held to the same requirements as our Reserve Volunteers concerning required manning sessions. R. Clark motioned to approve the LOSAPP proposal as presented. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

8. New Business

A. SOG / SOP Project – Chief Smith will contact Counsel to set up a date to start the ball rolling on this project.

B. 9294 Update

- Chief Smith, Captain Gussner and Captain Fay gave an update on the status of the truck. The truck should be back by the end of this week and we hope to have the truck in service by mid February.

C. Station #2 Insurance Repair Work – Work has been completed.

D. Station #2 Work Proposal – Following what was found on the south side of the building the Board was presented with a proposal to conduct similar repair work on the North side of the building. Following a discussion R. Clark motioned to approve the proposal from Foley Inspection Service for the work. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays. Chairman Monahan signed the work agreement.

9. Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo

- R. Clark motioned to go into closed session. M. Schell seconded the motion. A roll call vote was taken as follows: R. Clark, yea; M. Schell, yea; D. Monahan, yea and the board entered closed session at 7:00pm.

10. Announcements from Closed Session

- The Board approved a new one year contract for Fire Marshal Don Reitz.

11. Good and Welfare of the District

A. Chief Smith and Fire Marshal Reitz discussed with the Board the 2009 code adoption progress and process as well as the status of the residential sprinkler systems requirement county wide. No decision is required at this time.

B. Chief Smith and Fire Marshall Reitz also discussed with the Board the City of Lake Saint Louis residential rental inspection program. The city will start inspections of rental properties on February 2nd, 2009. All indications are that the city will move towards all residential re-occupancy inspections by year's end. Again no decisions are required at this time.

12. Date and Place of Next Meeting

- A. The next Regular Board Meeting is set for 6:00 PM Monday, February 23rd, 2009, at Sta. #1.
- B. The March Regular Board Meeting was also scheduled for 6:00 PM Tuesday, March 24th, 2009, at Sta. #1.
- C. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:30 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Special Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
9:00 AM, February 7th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|-------------------------|
| David J. Monahan, Chairman | Jeff Smith, Fire Chief |
| Michael A. Schell, Secretary | Don Reitz, Fire Marshal |
| Ralph Clark, Treasurer | |

1. Call to Order/

A. D. Monahan called the meeting to order at 9:00 AM on Saturday, February 7th, 2009.

2. Additions, Deletions or Changes to the Agenda

A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Public Comment

A. There were no members of the public present.

4. Approval of Vouchers / Purchase Orders

A. There were no vouchers presented for approval.
B. R. Clark motioned to approve a purchase order for a Bridger Line Gun. M. Schell seconded the motion. A vote was taken and the motion was approved w/ no nays.

5. New Business

A. City / Fire District Re-Occupancy Inspection Program

- Chief Smith discussed a phone conversation he had earlier in the week with the City's Chief Building Inspector. It appears the City was of the impression that the Fire District was going to cease doing re-occupancy inspections on rental units as soon as the City began its program. Chief Smith suggested that the Fire District do just that but as the City for a written statement by July 15th, 2009, stating their future intentions regarding the inspection of both rental and sale properties. M. Schell motioned to approve the Chiefs recommendation. R. Clark seconded the motion. A vote was taken and the motion passed w/ no nays. Chief to draft a letter for the Chairman to review and sign.

6. Good and Welfare of the District

A. D. Monahan discussed the possibility of a Countywide Board Meeting w/ all Fire Boards to discuss the residential sprinkler issue. Following some discussion it was decided that if a meeting were to take place the most logical would be for us to meet with the Boards of our neighboring Districts first.

B. Chief Smith mentioned to the Board that Terri's return to work has been delayed. He also stated that it appears the Vera will not be interested in taking the newly created position that will combine her and Terri's duties. Chief has asked her to assist in the search when the time comes and she has agreed.

- C. Chief Smith advised the Board that he has been approached by Chief Ballmann of the O'Fallon Fire Protection District to discuss the feasibility and possibility of our two departments merging. The Board agreed with the Chief that it does not hurt to discuss the issue.

7. Date and Place of Next Meeting

- A. The next Regular Board Meeting is set for 6:00 PM Monday, February 23rd, 2009, at Sta. #1.
- B. The March Regular Board Meeting was also scheduled for 6:00 PM Tuesday, March 24th, 2009, at Sta. #1.
- C. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 9:50 AM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:10 PM, February 23rd, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|--------------------------|
| David J. Monahan, Chairman | Robert Guinness, Counsel |
| Michael A. Schell, Secretary | Jeff Smith, Fire Chief |
| Ralph Clark, Treasurer | Bill Stone, Asst. Chief |

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:10 PM on Monday, February 23rd, 2009, followed by the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. January 26th, 2009 – Regular – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.
- B. February 7th, 2009 – Special – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. The Treasurers Report was reviewed.
- B. Vouchers were signed by all Directors.
- C. 2008 Revised Budgets
- Following a brief discussion R. Clark motioned to approve the 2008 Revised Operating and Pension Budgets as presented. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.
- D. 2009 Budget
- Chief is working on a revised 2009 Budget for the Board consideration and will have that at the March Meeting.
- E. 2010 Budget
- As is required by new Missouri Law enacted in 2008 the Chief will also be presenting the Board with preliminary non-binding budgets for 2010 as well as the non-binding 2009 tax rates. These must be filed by the end of March.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
- B. Fire Inspection Report (see attached).
- C. Communication from Shop (Nothing to Communicate).

D. Counsel Report (Nothing to Communicate).

7. Old Business

A. SOG / Policy Project

- Chief Smith updated the Board on the current SOG / Policy project that he and Counsel Guinness are currently working on. The first set of Policies should be available for the Boards approval at the March Meeting.

B. Station #2 Repair Update

- Chief Smith advised that all repairs to the North Side of the Station have been completed.

C. Update of Reserve Truck

- Chief Smith advised that although the truck is not 100% completed it can be placed in service if needed and in fact that has been done once already for two days while the brakes on 9224 were being looked at / repaired. Captain Gussner hopes to have the truck completed in a week or so.

8. New Business

A. 2008 LOSAP Payments – M. Schell motioned to approve the 2008 LOSAP payments as prepared and presented by the chief according to the current policy. R. Clark seconded the motion. A vote was taken and the motion passed w/ no nays.

B. 2008 Employee Pension Contribution

- Chief Smith reviewed the past annual contribution percentage rates since 2002. Based on the revenue generated and the number of employees eligible the 2008 proposed contribution of 11.489% is the lowest the employees have seen. The Chief would like to see the Board utilize the pension reserve funds in future years to keep the annual contributions at no less than 10% for as long as possible. The Board was agreeable to the Chiefs idea of maintaining 10%. R. Clark then motioned to approve the 2008 contribution at 11.489% as was proposed. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

C. Station #2 Work Proposal

- Based on the findings and work required on the South and North sides of Station #2 Chief requested the contractor to put together a proposal to address both the East and West sides of the building. A proposal in the amount of \$3,350.00 was presented to do the work. M. Schell motioned to approve the proposal from Foley Inspectors Co. LLC in the amount of \$3,350.00 for the proposed work. R. Clark seconded the motion. A vote was taken and the motion passed w/ no nays.

9. Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo

- There was no closed session during this meeting.

10. Announcements from Closed Session

- There was no closed session during this meeting.

11. Good and Welfare of the District

A. Board agreed to May 15th, 2009, for the 2008 Awards Banquet.

12. Date and Place of Next Meeting

- A. The next Regular Board Meeting is set for 6:00 PM Tuesday, March 24th, 2009, at Sta. #1.
- B. The April Regular Board Meeting was also scheduled for 6:00 PM Monday, April 20th, 2009, at Sta. #1.
- C. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:10 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:03 PM, March 24th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

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|------------------------------|--------------------------|
| David J. Monahan, Chairman | Robert Guinness, Counsel |
| Michael A. Schell, Secretary | Jeff Smith, Fire Chief |
| Ralph Clark, Treasurer | Mike Carroll, Engineer |

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:03 PM and led those in attendance in the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. February 23rd, 2009 – Regular – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. The Treasurers Report was reviewed.
B. Vouchers were signed by Directors Clark and Schell.
C. 2009 Budget
 - Chief presented the Board with two possible options for the 2009 revised budget. Following a discussion further action was tabled until the April meeting.

D. 2010 Budget
 - Chief presented the Board with a draft 2010 budget. No action is needed on this item for several months.

E. 2010 Non-Binding Tax Rates
 - Following a discussion and update by the Chief the Board agreed to submit a non-binding general revenue rate of 0.5371 and a pension rate of 0.0240.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (Nothing to Communicate).
D. Counsel Report (Nothing to Communicate).

7. Old Business

- A. Policy Adoption
 - Chief Smith presented the Board with the 12 Policies derived from the separation of our current SOG's into Policies and SOG's. The Board opted to set a Special meeting to review the policies before transferring from the officer's authority to theirs.

B. Station #2 Repair Update

- Chief Smith advised he believes all repairs have been completed.

C. Update of Reserve Truck

- Chief Smith advised that the truck is currently at Clarke Diesel getting some final mechanical repairs completed. All equipment has arrived for the truck and most has been mounted on/in the truck. A few items are awaiting brackets. Once the truck comes back from Clarke it will be IN SERVICE.

8. **New Business**

A. SAFER Grant

- Chairman Monahan asked Chief Smith to brief the Board on the SAFER grant program and how it works. The Chief gave a brief overview and advised that some of the requirements have changed as a result of the current economic stimulus package. Final requirements are not yet out as the application period will not begin for a couple of months. The Chief will look into the program further and keep the Board updated on his findings.

9. **Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo**

- R. Clark motioned to enter into closed session. M. Schell seconded the motion. A roll call vote was taken as follows: R. Clark, yea; M. Schell, yea; D. Monahan, yea, and the Board entered closed session at 7:22pm.

10. **Announcements from Closed Session**

- Board directed the Chief to advertise for the newly created combined Bookkeeping / Administrative Assistant position.

11. **Good and Welfare of the District**

- A. Board agreed to May 8th, 2009, for the 2008 Awards Banquet.

12. **Date and Place of Next Meeting**

- A. The next Regular Special Meeting is set for 6:00 PM Monday, April 13th, 2009, at Sta. #1.
- B. The April Regular Board Meeting was re-scheduled for 7:00 PM Sunday, April 19th, 2009, at Sta. #1.
- C. The May Regular Board Meeting was scheduled for 6:00 PM Monday, May 18th, 2009, at Sta. #1.
- D. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:55 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Special Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:00 PM, April 13th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

David J. Monahan, Chairman

Jeff Smith, Fire Chief

Michael A. Schell, Secretary

Clint Gussner, Captain

Ralph Clark, Treasurer

1. Call to Order/

A. D. Monahan called the meeting to order at 6:05 PM on Monday, April 13th, 2009.

2. Additions, Deletions or Changes to the Agenda

A. M. Schell motioned to approve the Agenda as amended. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Public Comment

A. There were no members of the public present.

4. Unfinished Business

A. Policy Adoption

- A general discussion was held concerning the policies and the adoption process. A few items of concern were expressed and Chief Smith will clarify those with counsel prior to the next meeting.

5. New Business

A. County-wide Radio Plan

- Chief Smith discussed the county's plan to fund the initial capital outlay for a new county-wide radio plan for all public service entities in the county. The tax proposal will be on the August ballot of this year.

B. SAFER Grant Program

- Chief Smith presented what information is available so far for the 2009 / 2010 program years for the SAFER grant. Unfortunately the 5 year cap per employee is set at \$108,000 total and is not enough to help us at this time. However, when we get ready to hire the 4th and/or 5th person in our plan there is no reason not to try and take advantage of the program at that time.

6. Good and Welfare of the District

A. Awards Banquet is May 8th.

B. Chief Smith discussed the possibility of changing the current 1 and 5 year awards that the district currently gives out to its volunteers and employees. Several options were discussed and more discussion will take place at the next meeting on April 19th.

7. Date and Place of Next Meeting

- A. The next Regular Meeting of the Board is scheduled for 9:00am on Sunday, April 19th, 2009, at Sta. #1.
- B. The May Regular Meeting of the Board is scheduled for 6:00pm on Monday, May 18th, 2009, at Sta. #1.
- C. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:15 AM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
9:06 AM, April 19th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|------------------------|
| David J. Monahan, Chairman | Jeff Smith, Fire Chief |
| Michael A. Schell, Secretary | Clint Gussner, Captain |
| Ralph Clark, Treasurer | |

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 9:06 AM and led those in attendance in the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. April 13th, 2009 – Special – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. The Treasurers Report was not available for review.
B. Vouchers were signed by Directors Clark and Schell.
C. 2009 Budget
 - Following a brief discussion the Board decided to hold off on approving a revised 2009 budget at this time and directed the Chief to work on drafts that reflect the priorities as discussed.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop.
 - Captain Gussner informed the Board about a new lawsuit involving the Community FPD and an employee. This suit does not involve us in any way.
D. Counsel Report (Nothing to Communicate).

7. Old Business

- A. Policy Adoption
 - Chief Smith updated the Board on information received concerning our EOE policy. The changes as suggested by HAWK Benefits will be incorporated into the COBRA section as discussed. All policies will be ready for the Boards approval at the May meeting.

8. **New Business**

- A. None

9. **Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo**

- R. Clark motioned to enter into closed session. M. Schell seconded the motion. A roll call vote was taken as follows: R. Clark, yea; M. Schell, yea; D. Monahan, yea, and the Board entered closed session at 9:51am.

10. **Announcements from Closed Session**

- Board authorized the Chief to initially offer \$18/hr for the Administrative Assistant / Bookkeeper position with a cap of \$19/hr.

11. **Good and Welfare of the District**

- A. May 8th, 2009, is the 2008 Awards Banquet. Board again discussed and likes the idea of the new Challenge Coins as the new 1 year "award" after this year's banquet in lieu of the silver lapel pins.

12. **Date and Place of Next Meeting**

- A. The May Regular Board Meeting was scheduled for 6:00 PM Monday, May 18th, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 10:15 AM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
7:00 PM, May 18th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|---|
| David J. Monahan, Chairman | Bill Stone, Deputy Chief |
| Michael A. Schell, Secretary | Clint Gussner, Captain |
| Ralph Clark, Treasurer | Michelle Wilfong, Admin. Asst. / Bookkeeper |
| Jeff Smith, Fire Chief | Jeff Woodson, Firefighter |

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 7:00 PM and led those in attendance in the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. R. Clark motioned to approve the Agenda as amended. M. Schell seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. April 19th, 2009 – Regular – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present. However the Board used this time to introduce themselves to Michelle Wilfong our new Administrative Assistant / Bookkeeper.

5. Approval of Vouchers / Treasurers Report

- A. The Treasurers Report was not available for review.
B. Chief Smith advised we would be upgrading to the latest version of QuickBooks with the Payroll Option as to prepare to bring payroll back in-house.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop.
 - Captain Gussner informed the Board that this would be his last official meeting as Shop Steward as he is stepping down. A new Steward has not been elected yet..
D. Counsel Report (Not Present).

7. Old Business

- A. Policy Adoption
 - M. Schell motioned to approve the New Policy format including Policy #1 thru #12. R. Clark seconded the motion. A vote was taken and the motion passed w/ no nays. All members of the Board then signed each of the policies.

8. New Business

- A. Board reviewed the Essex Dental renewal rate sheet for 2009/2010. No action needed at this time.
- B. Chief Smith advised the Board that the District has a few options concerning the employee pension plan now that the surrender fee period has expired. The career staff has sat down with Dave Bruder and has made a decision on what they would like to see done. Staff would like the Board to meet with Mr. Bruder to review the options and consider staff recommendation.

9. Good and Welfare of the District

- A. District will be present at the Memorial Day Service at LSL Veteran's Park on Monday, May 25th at 10am.
- B. District did attend the Red & Blue Mass on Monday, May 11th at St. Pat's in Wentzville hosted by the St. Pat's Knights of Columbus.
- C. District will be present at the Ride to the Wall event on Tuesday, May 19th at LSL Blvd. and Hwy 40.

10. Date and Place of Next Meeting

- A. The June Regular Board Meeting was scheduled for 6:00 PM Monday, June 22nd, 2009, at Sta. #1.
- B. A Special Meeting to discuss the pension options was also scheduled for 6:00 PM Monday, June 15th, 2009, at Sta. #1.
- C. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:35 AM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Special Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:00 PM, June 15th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|------------------------|
| David J. Monahan, Chairman | Jeff Smith, Fire Chief |
| Michael A. Schell, Secretary | |
| Ralph Clark, Treasurer | |

Also present was Dave Bruder from Pension and Retirement Services.

1. Call to Order/

A. D. Monahan called the meeting to order at 6:03 PM on Monday, June 15th, 2009.

2. Additions, Deletions or Changes to the Agenda

A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Public Comment

A. There were no members of the public present.

4. Vouchers

A. Vouchers signed by Directors Monahan and Schell.

5. New Business

A. Employee Pension Review

- Dave Bruder reviewed the current pension investment platform with the Board and presented a number of options for consideration. Following the presentation Chief Smith advised that staff has previously met with Mr. Bruder and staff would like to recommend and request that the Board switch the investment platform from its current provider Union Central to Mass Mutual. Based on the presentation by Dave Bruder and the chiefs report from the staff R. Clark motioned to authorize the switch from Union Central to Mass Mutual. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

6. Good and Welfare of the District

A. Fire Academy Graduation is this evening at 7:00pm.

7. Date and Place of Next Meeting

- A. The next Regular Meeting of the Board is scheduled for 6:00pm on Monday, June 22nd, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:15 AM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
12:00 PM, July 20th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|------------------------------|------------------------------|
| David J. Monahan, Chairman | Jeff Smith, Fire Chief |
| Michael A. Schell, Secretary | Don Reitz, Fire Marshal |
| Ralph Clark, Treasurer | Justin Darnell, Shop Steward |

Also present was Jay Weinstein from VFIS Insurance Co.

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 12:05 PM. There was no Pledge of Allegiance to the Flag as the meeting was being conducted in the Fire Chief's office.

2. Additions, Deletions or Changes to the Agenda

- A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. June 22nd, 2009 – Regular – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. The Treasurers Report was reviewed.
B. Chief Smith mentioned he would be cashing in the \$250,000 general revenue CD maturing on August 9th, 2009, as per the previously approved cash management plan.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (No Report).
D. Counsel Report (Not Present).

7. Old Business

- A. Policy #13 – United States and Missouri State Flags Protocol – Adoption
- The Board took no action on this item and instructed the Chief to remove it from future agendas.

8. New Business

- A. Property/Liability Insurance – Annual Review
- Renewal documents presented by Mr. Jay Weinstein from VFIS. Minimal increase in cost, much less than anticipated. Mr. Weinstein was asked to provide some rating information on the insurer as well as provide clarification on two quoted optional property contents increases. Board will discuss further at their next meeting. This item falls within budget and will renew with no Board action necessary.

B. 2010 Fire Code Adoption Update

- Chief Smith and Fire Marshal Reitz updated the Board on the process to date and the work that is being done to try and standardize as much as possible across the county. Right now we still hope to have everything in place for a fall adoption and January 1st, 2010, effective date.

C. City Occupancy Inspection Update

- The 11th hour word we are hearing is that the city will not be taking over the residential sales inspection program. If this is the case as will be decided at tonight's Board of Alderman Meeting then the Chief recommended that we again start conducting rental inspections as well as urge the city to stop as was our original intent when we agreed to temporarily stop doing rental inspections. R. Clark made a motion to restart rental inspections on July 21st, 2009, and to urge the city to cease doing them immediately if the city fails to enact a residential sale occupancy inspection program at tonight's Board or Alderman meeting. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

D. Resolution 2009-01

- Resolution setting the Boards regular meeting typically on the 4th Monday of each month at 6:00pm. D. Monahan read the resolution. M. Schell motioned to approve the resolution as read. R. Clark seconded the motion. A vote was taken and the motion passed w/ no nays.

E. Resolution 2009-02

- Resolution calling for an election in April 2010 for a 4-year term to the Board to fill the expiring term of Director Clark. M. Schell read the resolution. M. Schell motioned to approve the resolution as read. R. Clark seconded the motion. A vote was taken and the motion passed w/ no nays.

F. Fireworks Display Discussion

- There is some concern over the handling of the fireworks display on July 4th. Specifically the fact that it was not cancelled due to impending severe weather. Chief Smith assured the Board that he and the Fire Marshal have talked about this very issue and that next year we will not issue a permit before meeting with all involved parties and ensuring a contingency plan is in place in case of poor weather.

9. **Good and Welfare of the District**

- A. Chief inquired if the Board wished to continue reviewing one policy per month or have one special meeting per year just to review Board/District Policies. It was decided the one a month format is preferred.

10. **Date and Place of Next Meeting**

- A. The August Regular Board Meeting was scheduled for 6:00 PM Monday, July 24th, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 1:40 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:30 PM, August 24th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

David J. Monahan, Chairman
Michael A. Schell, Secretary
Ralph Clark, Treasurer

Jeff Smith, Fire Chief

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:33 PM. The Pledge of Allegiance to the Flag was cited prior to the Special Meeting preceding this meeting.

2. Additions, Deletions or Changes to the Agenda

- A. M. Schell motioned to approve the Agenda as presented. R. Clark seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. July 20th, 2009 – Regular – M. Schell motioned to approve the minutes as presented. R. Clark seconded the motion. A vote was called and the minutes were approved w/ no nays.
- B. August 24th, 2009 – Special – R. Clark motioned to approve the minutes as presented. M. Schell seconded the motion. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. No vouchers presented for approval.
B. The Treasurers Report was reviewed.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (No Report).
D. Counsel Report (Not Present).

7. Old Business

- A. Property Insurance Renewal
- M. Schell motioned to increase the contents coverage at each station by \$5000.00 based on the information provided by Jay Weinsten. R. Clark seconded the motion. A vote was called and the motion was approved w/ no nays.

8. New Business

A. Lieutenant Job Description

- Chief Smith expressed his intent to promote as many as 2 additional volunteer Lieutenants. However, to increase the pool of candidates he would like to relax the minimum requirements for the position. Chief will work with the officers on exactly what they would like to see and present it to the Board at their next meeting for consideration.

B. Healthy Heart Program vs. Mini Physicals

- Chief Smith presented an option and proposal to the Board to have all volunteer members submit to a mini physical provided by BJC HealthCare, the same provided for our career physicals, at \$73.00 per volunteer. This would be a more thorough exam than the current healthy heart program and the district would receive the same A, B or C rating on each volunteer as we do the career staff. Director Monahan stated he would like to see St. Joe West provide these as well as the career physicals to the district free of charge. Following some discussion it was decided that Director Monahan will try and set up a meeting between himself, the Chief and St. Joe West to discuss this issue. This item will be discussed again at the next meeting.

9. Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo

- R. Clark motioned to go into closed session. M. Schell seconded the motion. A roll call vote was taken as follows: R. Clark, yea; M. Schell, yea; D. Monahan, yea and the board entered closed session at 7:20pm.

10. Announcements from Closed Session

- No motions made or votes taken during closed session.

11. Good and Welfare of the District

- A. Chief informed the Board he has not heard back from ISO ref. our request for a re-rating visit.
- B. Director Schell wanted to thank and commend the Chief and C-Shift for a great job during the recent response to a call for a cardiac arrest on the water. Unfortunately the patient was a dear friend of Director Schell's and he did not survive the incident. (Name withheld for obvious reasons)
- C. Director Monahan also mentioned that a dear friend of his and long time resident of the community also passed away recently. (Name withheld for obvious reasons)

12. Date and Place of Next Meeting

- A. The September Regular Board Meeting was scheduled for 6:00 PM Monday, September 28th, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:35 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:00 PM, September 21st, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

David J. Monahan, Chairman
Ralph Clark, Treasurer

Jeff Smith, Fire Chief

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:00 PM followed by the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. R. Clark motioned to approve the Agenda as presented. There was no second. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. August 24th, 2009 – Regular – R. Clark motioned to approve the minutes as presented. There was no second. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. No vouchers presented for approval.
B. The Treasurers Report was reviewed.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (No Report).
D. Counsel Report (Not Present).

7. Old Business

- A. Volunteer Lieutenant(s) Promotions Proposal
- R. Clark motioned to approve the proposal as presented by the Chief. There was no second. A vote was called and the motion was approved w/ no nays.
- B. Volunteer Healthy Heart Program vs. Mini Physicals
- Tabled

8. New Business

- A. USAR Swift Water Deployment / Preparedness
- Chief Smith reviewed the list of required and optional items each member will need for a deployment. Board said they may entertain the idea of purchasing the items indicated by the chief. Chief will present a cost estimate at the next meeting.

B. Labor Management Conference

- Board will the decision on whether or not the Chief and Shop Steward should attend this conference up to the Chief.

9. **Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo**

- There was no closed Session.

10. **Good and Welfare of the District**

- A. Remaining 2009 meeting dates were reviewed.
- B. Chief advised the Board that it was decided that we would have the Poor Man Stew at the Christmas Party this year. Chief inquired from the Board if they will be giving a gift this year and if so if they had any ideas. They indicated they would like to give a small gift of some sort. Chairman Monahan will look into ideas.

11. **Date and Place of Next Meeting**

- A. The October Regular Board Meeting was scheduled for 6:00 PM Monday, October 19th, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. There was no second. A vote was called and the meeting adjourned at 6:47 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:00 PM, October 19th, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

David J. Monahan, Chairman
Ralph Clark, Treasurer
Mike Schell, Secretary

Jeff Smith, Fire Chief

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:10 PM followed by the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. R. Clark motioned to approve the Agenda as presented. M. Schell seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. September 21st, 2009 – Regular – R. Clark motioned to approve the minutes as presented. There was no second. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. No vouchers presented for approval.
B. The Treasurers Report was reviewed.
C. R. Clark signed the Oct. 25th maturing CD to be cashed and deposited in the District General Revenue Money Market Account as was planned earlier in the year.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (No Report).
D. Counsel Report (Not Present).

7. Old Business

- A. Volunteer Lieutenant(s) Promotions Update
- Chief Smith updated the Board on the process to date and a tentative timeline for any promotions to be announced.
- B. Volunteer Healthy Heart Program vs. Mini Physicals
- M. Schell motioned that Policy #6 – Healthy Heart Screening be suspended for the year 2009. Director Monahan and Chief Smith will work to set up a meeting with the hospital to discuss this program for future years.
- C. USAR Swift Water Deployment / Preparedness
- Chief Smith presented the Board with a list of items he would like the District to purchase for the members of the team. In total this amounts to about \$4000.00 in equipment, roughly half of which is not currently budgeted. The Board stated that

they are not opposed to purchasing these items but would like to wait for next year's budget to do so. Item will be re-visited in January 2010.

8. New Business

A. City of Lake Saint Louis Easement Agreements

- R. Clark motioned to approve the easement agreements as prepared by Counsel Guinness and presented by Chief Smith. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

B. Replacement Chiefs Vehicle

- Chief Smith updated the Board on information he had from the insurance company. Vehicle has been totaled and we are waiting on an "offer" from the insurance company to settle. Chief Smith then discussed State Bid replacement option with the Board. The Board feels the Chief needs an SUV and that 4 wheel drive is also a must. R. Clark motioned to approve PO #0600 to Don Brown Chevrolet for a 2010 Chevy Tahoe not to exceed \$30,000.00. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

9. Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo

- R. Clark motioned to enter into closed session. M. Schell seconded the motion. A roll call vote was taken as follows: R. Clark, yea; M. Schell, yea; D. Monahan, yea, and the Board entered closed session at 7:20pm

10. Announcements from Closed Session

- Board renewed the Fire Marshal's employment contract for another year thru Dec. 2010.

11. Good and Welfare of the District

- A. None.

12. Date and Place of Next Meeting

- A. The November Regular Board Meeting was scheduled for 6:00 PM Monday, November 23rd, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 7:30 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
6:00 PM, November 23rd, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

| | |
|----------------------------|------------------------------|
| David J. Monahan, Chairman | Justin Darnell, Firefighter |
| Ralph Clark, Treasurer | David Steele, Firefighter |
| Mike Schell, Secretary | Mike Terranova, Firefighter |
| Jeff Smith, Fire Chief | Jacob Stockmann, Firefighter |
| Bill Stone, Deputy Chief | |

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 6:05 PM followed by the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. R. Clark motioned to approve the Agenda as presented. M. Schell seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. October 19th, 2009 – Regular – R. Clark motioned to approve the minutes as presented. There was no second. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. No vouchers presented for approval.
B. The Treasurers Report was reviewed.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report (see attached).
C. Communication from Shop (No Report).
D. Counsel Report (Not Present).

7. Old Business

- A. None

8. New Business

- A. Policy #13 – Document Retention and Destruction
- Chief Smith advised that this Policy will actual replace and existing resolution on the same issue. The difference is that this Policy addresses electronic storage of records more specifically. R. Clark motioned to approve the Policy as presented. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

9. Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo

- There was no vote to enter into closed session.

10. Announcements from Closed Session

- N/A.

11. Good and Welfare of the District

- A. Fire District Christmas Party will be December 21st following the Board meeting.
- B. Filing for the upcoming election of a director to a 4 year term opens December 15th, 2009 and closes January 19th, 2010.

12. Date and Place of Next Meeting

- A. The December Regular Board Meeting was scheduled for 5:00 PM Monday, December 21st, 2009, at Sta. #1.
- B. Having no further business, R. Clark motioned to adjourn. M. Schell seconded the motion. A vote was called and the meeting adjourned at 6:55 PM

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary

**Minutes of the Regular Meeting of the Lake Saint Louis Fire Protection District
Board of Directors
5:00 PM, December 21st, 2009**

The following members of the Lake Saint Louis Fire Protection District were present:

David J. Monahan, Chairman
Ralph Clark, Treasurer
Mike Schell, Secretary

Jeff Smith, Fire Chief

1. Call to Order/Pledge of Allegiance

- A. D. Monahan called the meeting to order at 5:07 PM followed by the Pledge of Allegiance to the Flag.

2. Additions, Deletions or Changes to the Agenda

- A. R. Clark motioned to approve the Agenda as presented. M. Schell seconded the motion. A vote was called and the Agenda was approved w/ no nays.

3. Approval of Past Minutes

- A. November 23rd, 2009 – Regular – R. Clark motioned to approve the minutes as presented. There was no second. A vote was called and the minutes were approved w/ no nays.

4. Public Comment

- A. There were no members of the public present.

5. Approval of Vouchers / Treasurers Report

- A. Vouchers were signed by all Directors.
B. The Treasurers Report was reviewed. Chief will work on adjusting the Insurance Claims category as discussed at the meeting to reflect when the expenses are paid. Director Schell's position is that this is not truly income.

6. Staff Reports

- A. Chief's Report/Officers Meeting Notes (see attached).
B. Fire Inspection Report/Call Statistics / Customer Surveys (see attached).
C. Communication from Shop (No Report).
D. Counsel Report (Not Present).

7. Old Business

- A. None

8. New Business

- A. Electrical Work/Repair Bid
- Chief Smith updated the Board on the electrical issues we have been having at Station #1 and the work that has been done to date to try and correct and temporarily fix the problems. He presented the Board with bids to replace the two original breaker panels and the aluminum wiring supplying the sub-panel in the shop. R. Clark motioned to accept the bids. M. Schell seconded the motion. A vote was taken and the motion passed w/ no nays.

9. **Vote to Close the meeting pursuant to Section 610.021.1 and 610.021.3 RSMo**

10. R. Clark motioned to go into closed session and adjourn the meeting from there. M. Schell seconded the motion. A roll call vote was taken as follows: R. Clark, yea; M. Schell, yea; D. Monahan, yea and the board entered closed session at 5:45pm.

11. **Announcements from Closed Session**

- Four volunteer promotions will be announced later this evening by the Chief. Eric Roth to Lieutenant of the WRTF. Chris Hill and Justin Aleto to Reserve Volunteer Lieutenants. Jason Mueller to Traditional Volunteer Engineer.

12. **Good and Welfare of the District**

A. Fire District Christmas Party will follow tonight's Board meeting.

13. **Date and Place of Next Meeting**

- A. The January 2010 Regular Board Meeting was scheduled for 6:00 PM Monday, January 18th, 2009, at Sta. #1.
- B. Meeting adjourned from Closed Session at 5:50pm.

Jeffrey P. Smith, Fire Chief
Recording Secretary

David J. Monahan
Board Chairman

Michael A. Schell
Secretary