



Minutes

Hillsboro Fire Protection District Regular Monthly Board of Directors Meeting

📅 Wed January 13th, 2021

🕒 7:00pm - 8:00pm CST

📍 Hillsboro Fire Protection District Station 1 Boardroom, 120 5th Street, Hillsboro MO, 63050

👤 In Attendance

Gary W. Boyer, Jason Darian, Brian Gaudet, Marcy Wokurka, Matt Woods

1 Meeting Opening

1.1 Call to Order

Decision: The regular monthly Board of Directors meeting of the Hillsboro Fire Protection District was called to order on January 13th, 2021 at 7:00PM, 10486 Business 21 Hillsboro, MO 63050. The meeting was held at the Hillsboro R-3 School Board Room. Present were President Gary Boyer, Treasurer Matt Woods and Secretary Marcy Wokurka. Fire Chief Brian Gaudet and Deputy Chief Jason Darain were also present. Director Gary Boyer will "Chair" the meeting and he announced that a quorum was present. Fire Chief Brian Gaudet recorded the minutes.

2 Approval of Consent Agenda

2.1 Addition or Deletions

Decision: Director Gary Boyer asked if there were any additions or deletions to the agenda. Chief Gaudet asked to add COVID-19 Sick Time under new business, item 9.7. Director Boyer entertained a motion to amend the agenda and add item 9.7, COVID-19 Sick Time under new business. Director Matt Woods made a motion to approve the amended agenda. The motion carried without objection.

3 **Approval of Minutes**

3.1 **December 9th, 2020 Regular Board of Directors Meeting open and closed session**

Decision: Director Wokurka presented the Board with the December 9th, 2020 Regular Board of Directors Meeting and the December 9th 2020 closed session meeting minutes. After review, Director Matt Woods made a motion to approve the December 9th 2020 open and closed Session minutes as presented. The motion carried without objection.

4 **Financial Report**

4.1 **Previous Months Financial Report**

Decision: Treasurer Matt Woods gave the financial report for month ending December 31st, 2020.

Total in all District accounts \$1,021,940.43

Liabilities \$397,970.34 (deferred revenue for next years budget)

Director Gary Boyer made a motion to file the treasurer's report for audit. The motion carried without objection. A detailed treasurer's report is attached hereto and made part thereof.

4.2 **Approval of Ordinance for Disbursements and Paying of the Bills**

Decision: Treasurer Matt Woods presented the Board of Directors with Ordinance 21-01 to appropriate funds to pay claims and demands for the month of December 2020. Director Marcy Wokurka made a motion to approve Ordinance 21-01 as presented and a roll call vote was taken with the following outcome:

Director Gary Boyer - Aye

Director Matt Woods - Aye

Director Marcy Wokurka - Aye

Ordinance 21-01 passed without objection

5 Fire Marshal's Report

5.1 Monthly Fire Marshal's Report

Decision: December 2020 Fire Marshal's Report

Building Permits

Permits Issued - 0

Fees Charged - \$0.00

Fees Collected - \$0.00

5.2 Year End Fire Marshal's Report and Year End Fire Loss Report

Chief Gaudet presented the Board of Directors with the 2020 year end fire marshals office report for total permits and revenue and the year end fire loss report. A copy of the reports are attached to the official minutes.

6 Fire Chief's Report

6.1 Previous Month's Alarm Report

Chief Gaudet reported the district responded to 86 alarms for the month of December. Chief Gaudet stated that crews did an excellent job on the 4th alarm commercial building fire in Desoto on 12/22. Crews were tasked with protecting the Arlington Hotel and did a great job.

6.2 2020 Year End Alarm Report

Chief Gaudet stated for the year 2020 the district ran a total of 1022 calls for service. This is a slight increase over 2019. We ran 1014 calls in 2019.

6.3 Written Chief's Report

Chief Gaudet discussed the written report attached to the official minutes and gave an update on district activities.

6.4 **COVID Update**

Chief Gaudet presented the Board with the COVID-19 report and discussed some new quarantines over the past month. The report is attached to the minutes.

7 **Communications**

7.1 **Vaccine Opinion from District Legal Counsel**

Chief Gaudet presented the Board of Directors with the legal opinion from District Legal Counsel regarding the mandating of the COVID-19 Vaccine. District legal stated we could be sued for mandating it or not mandating it. Chief Gaudet is recommending at this time that we don't mandate the vaccine for our employees or volunteers. All Directors were in favor of not mandating it.

8 **Old Business**

8.1 **Predesign Project**

We should complete this project within a few weeks. There has been several issues with KRJ and quarantines preventing the completion of this project.

9 **New Business**

9.1 **Light Duty Policy**

Decision: Chief Gaudet presented the Board with a Light Duty Policy that is required by our workers compensation carriers. Basically a firefighter who is out on injury due to a on duty related injury will have to come to work Monday through Friday from 8:00 A.M. until 4:00 P.M. once cleared to do so by the doctoring overseeing their care. Director Gary Boyer made a motion to adopt the Light Duty Policy. The motion carried without objection.

9.2 **2020 Final Amended Budget .**

Decision: Chief Gaudet presented the Board of Directors with the Final Amended Budget for 2020. Chief Gaudet stated that we will be able to move approximately \$96,000.00 over to the Capital Reserve Bank account from the General Fund. We had a very good year. Director Gary Boyer made a motion to approve the final amended budget for 2020. The motion carried without objection.

9.3 **2021 Amended Budget**

Decision: Chief Gaudet presented the Board with the Final Budget for the FY 2021. The only thing that has changed is the beginning fund balances for the new budget which were derived from the 2020 Final Amended Budget. Director Gary Boyer made a motion to adopt the Amended 2020 Budget as presented. The motion carried without objection.

9.4 **2020 Draft Audit**

Decision: Chief Gaudet presented the Board of Directors with the Draft Audit for FY 2020 from Spinner and Kummer CPA's. The audit was discussed and there were no major issues found with the audit or management report. Director Gary Boyer made a motion to accept the 2020 Draft Audit and finalize it as presented. The motion carried without objection.

9.5 **New Hire Physical's**

Decision: Chief Gaudet presented the Board of Directors with a quote from SSM Health for the physicals and drug testing of the new hires. The cost will be \$590.00 per applicant. Director Woods made a motion to go with SSM for the Physicals and Drug Tests as presented. The motion carried without objection.

9.6 **Tax Increase Plan**

Decision: Chief Gaudet presented the Board with the 2021 Tax Increase Plan and Resolution 21-02 to place the tax increase on the ballot. The main goal of the tax increase would be to retain the 6 firefighters that we are going to hire with the AFG Grant. A long discussion was held over the pros and cons of the tax increase. After the discussion, Director Matt Woods made a motion to approve the Tax Increase Plan and adopt Resolution 21-02 titled "A Resolution of the Hillsboro Fire Protection District Placing a Proposition on the Ballot of the General Municipal Election of April 6th, 2021 for the Approval of an Additional Tax Levy of 50 Cents Per Hundred Dollars Assessed Valuation" a roll call vote was taken with the following outcome:

Director Gary Boyer - Aye

Director Matt Woods - Aye

Director Marcy Wokurka - Aye

The adoption of the Tax Increase Plan and Resolution 21-02 Passed without objection.

10 Closed Executive Session

10.1 **10.1 The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to RSMo 610.021 subsection (3) entitled Hiring, Firing and Disciplining or promoting of employees**

Attached is the hiring and promotional recommendations for the Board's Approval.

Decision: At 7:35 P.M., Director Gary Boyer made a motion to close the public portion of the meeting and go into a executive closed session. A roll call vote was taken with the following outcome:

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Marcy Wokurka: Aye

At 7:45 P.M. Director Boyer made a motion to reopen the public session. The motion carried without objection.

Director Boyer announced that two votes were taken on two separate motions in the closed executive session. The first motion was to hire the following people as full time firefighters with the Hillsboro Fire Protection District:

1. Shawn Hahl

2. David Stark

3. Sean Downey

4. Steven Backlund

5. Jacob Nicoloff

6. Mason Kirkiewicz

The outcome of the vote for the first motion to hire the 6 firefighters was as follows:

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Marcy Wokurka: Aye

The motion carried without objection

The second vote taken in closed session was to promote the following firefighters to the position of Lieutenant:

1. Charlie Bieser
2. Nathan Bieser
3. Dan Benedick
4. Chris Watson

The outcome of the vote for the second motion to promote 4 firefighters to Lieutenant was as follows:

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Marcy Wokurka: Aye

The motion carried without objection.

11 **Adjournment**

Decision: Being no further business to come before the Board of Directors, Director Boyer made a motion to adjourn the meeting at 7:50 P.M. The motion carried without objection

Gary W. Boyer, President

Matthew E. Woods, Treasurer

Marcy D. Wokurka, Secretary

Brian Gaudet, Minute Recorder