



Minutes

Hillsboro Fire Protection District Regular Monthly Board of Directors Meeting

📅 Wed February 10th, 2021

🕒 7:00pm - 8:00pm CST

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

👤 In Attendance

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 February 10th, 2021 at 7:00PM, at Hillsboro Fire Protection District Station 1, in the Boardroom, Located at 120 5th Street, Hillsboro, MO 63050. Present were Treasurer Matt Woods and Secretary Marcy Wokurka. Director Gary Boyer was absent. Fire Chief Brian Gaudet and Deputy Chief Jason Darain were also present. Director Matt Woods 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 Matt Woods asked if there were any additions or deletions to the agenda. Being none, Director Marcy Wokurka made a motion to approve the consent agenda as presented. The motion carried without objection.

3 Approval of Minutes

3.1 January 13th, 2021 Regular Board of Directors Meeting, Open Session

Decision: Director Wokurka presented the Board with the January 13th, 2021 Regular Board of Directors Open Session Meeting Minutes. After review, Director Matt Woods made a motion to approve the January 13th, 2021 open Session minutes as presented. The motion carried without objection.

3.2 January 13th, 2021 Regular Board of Directors Meeting, Closed Session

Decision: Director Wokurka presented the Board with the January 13th, 2021 Regular Board of Directors Closed Session Meeting Minutes. After review, Director Matt Woods made a motion to approve the January 13th, 2021 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 January 31st, 2021.

Total in all District accounts \$1,,276,598.70

Liabilities \$1,359.84 (Payroll Liabilities)

Director Marcy Wokurka 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 21-03 to appropriate funds to pay claims and demands for the month of January 2021. Director Marcy Wokurka made a motion to approve Ordinance 21-03 as presented and a roll call vote was taken with the following outcome:

Director Gary Boyer - Absent

Director Matt Woods - Aye

Director Marcy Wokurka - Aye

Ordinance 21-03 passed without objection

5 **Fire Marshal's Report**

5.1 **Monthly Fire Marshal's Report** **January 2021 Fire Marshal's Report**

Building Permits

Permits Issued - 0

Fees Charged - \$0.00

Fees Collected - \$0.00

6 **Fire Chief's Report**

6.1 **Previous Month's Alarm Report**

Chief Gaudet reported that for the month of January 2021, we ran 95 alarms. It was a busy month. Our largest alarm was an outbuilding fire on 1/28/2021 on Southern Oaks. It was a large building and went to a 2nd alarm with some additional equipment called to the scene. We had a mechanical failure on 6523 and had trouble drafting, but we were able to keep the fire from spreading to the house. This will be a very large loss in the neighborhood of \$800,000.00. Crews did a good job.

6.2 **Written Chief's Report**

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

7 **Communications**

Chief Gaudet presented the Board with the official approval of the ballots for the April 6th Election. Everything had been filed with the County Clerks Office and the district should be good to go for the election.

8 **Old Business**

8.1 **Pre-design Project**

A presentation will be made during the Board Meeting to include final renderings of the pre-design project and a cost estimate.

Michael Lyss from KRJ Architects, joined the meeting via zoom and gave a presentation to the Board on the pre-design project and a cost estimated. This project is complete and the Board of Directors thanked KRJ for their time and effort on the project. The District now has something to work towards in the future.

8.2 **Sick Time Policy**

I have updated the sick time policy. I am recommending we stay the course with continuing to pay employees who contract COVID-19 their normal wages and not charge them sick time. Due to the fact that COVID-19 has a presumptive clause with our workers compensation insurance, all of our employees who contract COVID-19 are presumed to have contracted it on the job. This means that if we charge them sick time, they can turn around and file a workers compensation claim for lost time. We don't need multiple workers compensation claims affecting our rates moving forward.

Decision: Chief Gaudet presented the Board of Directors with Employee Manual Policy Section 5 titled Employee Sick Leave. Chief Gaudet stated an amendment was made to the policy allowing employees who contract COVID-19 to have their sick leave paid for by the district and to not charge them sick time. Chief Gaudet explained this could potentially avoid a costly workers compensation claim. Right now workers compensation views a First Responder who contract's COVID-19 as it occurred on the job. So if we penalize an employee for taking off by charging them sick time, they could turn around and file a workers comp. claim. Chief Gaudet stated multiple workers comp claims could cost the district a lot of money in the long run. Director Matt Woods made a motion to approve the update to the presented policy. The motion carried without objection.

8.3 Election Update

Two personal files for the 2 open Board of Directors Positions. Gary W. Boyer filed to retain his seat and Robert D. Brown filed to fill the unexpired 4 year term that is up for election. The County Clerks Office has sent ballot proofs for Directors Election and the Tax Increase. They are attached for your viewing.

9 New Business

9.1 Office Manager Bank Account Access

With Firefighter Jackson starting her new role as office manager, I would like the Board of Directors to authorize her addition to the bank account to have access to the online banking platform so she can download statements, check balances and transfer funds if necessary. I don't believe she needs to be a signer on the account, just have online access.

Decision: Chief Gaudet asked the Board of Directors if Stephanie Jackson could be added to the bank accounts to have the capacity to download statements and transfer money. Stephanie doesn't need to be a signer on the account, just have internet access to download statements and transfer money if necessary. Director Matt Woods made a motion to allow Stephanie Jackson internet access to the district bank accounts. The motion carried without objection.

9.2 Purchases

We have several new equipment purchases we need to make for the new truck and some firehose we need to purchase. Attached is the quotes for the purchases and exactly what we need. This money will come out of the new equipment budget.

Decision: Chief Gaudet presented the Board with numerous purchases that need to be made and discussed why each purchase was necessary with the Board. Chief Gaudet requested the following:

10 Sections of 1 3/4 inch attack hose for the fire apparatus - \$1,120.00

2 Portable Lights for the new Fire Truck - \$1050.00

1 Portable Generator for the new Fire Truck - \$497.00

1 (12,000 LBS) winch for the new Fire Truck - \$675.66

1 Wiring Kit for the winch on the new fire truck - \$106.76

5 Sets of Turnout Gear - \$15,000.00

Chief Gaudet stated the money would come out of the new equipment budget. After discussion Director Marcy Wokurka made the motion to approve the above purchases. The motion carried without objection.

9.3 **Legislative Update**

Please see the attache legislative update regarding 2 major issues that will have lasting impacts on the operations of the Hillsboro Fire Protection District if they are passed and signed into law.

Decision: Chief Gaudet went over several troubling legislative issues with the Board of Directors. There is legislation on the state level to eliminate our ability to tax personal property. The district would lose around \$160,000.00 per year. Chief Gaudet also discussed the possibility of how a \$15.00 per hour minimum wage could affect the district as well. A complete report is attached to the official minutes and Chief Gaudet stated he will keep the Board in the loop.

9.4 **Heavy Rescue Trailer**

The Hillsboro Fire Protection District was given a trailer to use as a Heavy Rescue Trailer so some assets are available in the south end of the county. We would like to proceed forward with getting this unit set up by cleaning the trailer up, wrapping it or painting it and buying the equipment for it. We are asking the Board to authorize up to \$10,000.00 to outfit the unit with tools, lumber and other equipment to ensure our citizens are protected in the event of a heavy rescue. We are recommending using money in the Equipment and Apparatus Fund to outfit this unit.

Decision: Chief Gaudet discussed the heavy rescue trailer that was donated to the Hillsboro Fire Protection District and the need to outfit the trailer with supplies. Lumber, tools, shoring equipment are just a few of the items we need to outfit the trailer. There is a very limited amount of heavy rescue equipment on the south end of the county and this will be a huge asset. Chief Gaudet asked the Board to allocate \$10,000.00 out of the equipment and apparatus fund to outfit the trailer. After discussion, Director Woods made a motion to allocate up to \$10,000.00 to get started on the trailer out of the Equipment and Apparatus Fund. The motion carried without objection.

10 Closed Executive Session

Decision: At approximately 7:30 P.M. Director Woods made a motion to go into closed executive session pursuant to RSMo 610.021 sub paragraph (1) titled Legal Actions, causes of action or litigation involving a public governmental body and RSMo sub paragraph (12) titled sealed bids and related documents. A roll call vote to close the meeting and go into executive session was taken with the following outcome:

Director Gary Boyer: Absent

Director Matt Woods: Aye

Director Marcy Wokurka: Aye

At 7:50 P.M. Director Woods made a motion to reopen the public session. The motion carried without objection.

Director Woods announced that two votes were taken in executive session and they are discussed below.

10.1 Section RSMo 610.021 sub paragraph (1) titled Legal Actions, causes of action or litigation involving a public governmental body

Decision: The first vote in executive session relating to 610.021 sub paragraph (1) titled Legal Actions, causes of action or litigation involving a public governmental body had the following outcome:

Director Gary Boyer: Absent

Director Matt Woods: Aye

Director Marcy Wokurka: Aye

The motion carried without objection and Director Woods announced that no further information would be released regarding this motion until the appropriate time.

10.2 **Section RSMo 610.021 sub paragraph (12) titled sealed bids and related documents**

Decision: Director Woods announced that a second vote was taken regarding 610.021 sub paragraph (12) titled sealed bids and related documents was taken with the following outcome:

Director Gary Boyer: Absent.

Director Matt Woods: Aye

Director Marcy Wokurka: Aye

The motion carried without objection.

Director Woods announced a sealed bid had been submitted to the Hillsboro Fire Protection District to purchase the old 6514. The amount of the bid was \$12,000.00. After much discussion, the Board of Directors has decided to investigate the possibilities of keeping 6514 as a reserve apparatus for ISO points and to ensure we actually have a reserve truck in the event one of ours goes down for repair. The Board stated they are in talks with the Desoto Rural Fire District and Mapaville Fire District to jointly share cost maintaining the apparatus and all the agencies would use it as a spare truck.

11 **Adjournment**

Decision: Being no further business to come before the Board of Directors, Director Boyer made a motion to adjourn the meeting at 7:51 P.M. The motion carried without objection

Gary W. Boyer, President

Matthew E. Woods, Treasurer

Marcy D. Wokurka, Secretary

Brian Gaudet, Minute Recorder