



# Minutes

## Hillsboro Fire Protection District Regular Monthly Board of Directors Meeting

📅 Wed May 12th, 2021

🕒 7:00pm - 8:00pm CDT

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

### 👥 In Attendance

Gary W. Boyer, Robert Brown, Jason Darian, Brian Gaudet, 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 May 13th, 2021 at 7:00PM, at Hillsboro Fire Protection District Station 1, in the Boardroom, Located at 120 5th Street, Hillsboro, MO 63050. Present were President Gary Boyer, Treasurer Matt Woods and Secretary Robert Brown. 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 Public Comment Policy under New Business item 10.7. Director Gary Boyer made a motion to approve the agenda with the addition of item 10.7 under New Business. The motion carried without objection.

## 3 Public Comment

None

## 4 Approval of Minutes

#### 4.1 **April 14th, 2021 Outgoing Board of Directors Meeting**

**Decision:** Director Brown presented the Board with the April 14th, 2021 Outgoing Board of Directors. Meeting Minutes. After review, Director Matt Woods made a motion to approve the April 14th, 2021 Outgoing Board of Directors minutes as presented. The motion carried without objection.

#### 4.2 **April 14th, 2021 Incoming Board of Directors Meeting**

**Decision:** Director Brown presented the Board with the April 14th, 2021 Incoming Board of Directors Open Session Meeting Minutes. After review, Director Matt Woods made a motion to approve the April 14th, 2021 Incoming Board of Directors Open Session minutes as presented. The motion carried without objection.

#### 4.3 **April 14th, 2021 Executive Closed Session Meeting**

**Decision:** Director Brown presented the Board with the April 14th, 2021 Executive Board of Directors Closed Session Meeting Minutes. After review, Director Matt Woods made a motion to approve the April 14th, 2021 Executive Closed Session minutes as presented. The motion carried without objection.

### 5 **Financial Report**

#### 5.1 **Previous Months Financial Report**

**Decision:** Treasurer Matt Woods gave the financial report for month ending April 30th, 2021.

Total in all District accounts \$1,143,120.90

Liabilities \$4,030.52 (Payroll Liabilities)

Director Robert Brown 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.

#### 5.2 **Approval of Ordinance for Disbursements and Paying of the Bills**

**Decision:** Treasurer Matt Woods presented the Board of Directors with Ordinance 21-06 to appropriate funds to pay claims and demands for the month of April 2021. Director Gary Boyer made a motion to approve Ordinance 21-06 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 21-06 passed without objection

## 6 **Fire Marshal's Report**

### 6.1 **Monthly Fire Marshal's Report** **April 2021 Fire Marshal's Report**

#### **Building Permits**

Permits Issued - 2

Fees Charged - \$681.00

Fees Collected - \$1,404.00

## 7 **Fire Chief's Report**

### 7.1 **Previous Month's Alarm Report**

For the month of April 2021 the Fire District ran 112 alarms. This will go down as our busiest month ever in the history of the Hillsboro Fire Protection District.

### 7.2 **Written Chief's Report**

Chief Gaudet discussed the attached written Chief's report with the Board.

## 8 **Communications**

### 8.1 **Certification of Election Results**

We have received the official certified election results from Jefferson County. They are attached.

Chief Gaudet stated we received our official certified election results from the County Clerk's Office that confirm the outcome of our election. They are attached to the official minutes.

### 8.2 **Jefferson Memorial Foundation Grant**

Great news! We have been notified that we received a \$10,000.00 grant to purchase thermal imaging cameras gas detectors! A committee will be formed to make the purchasing decisions.

Deputy Chief Darain stated we received a \$10,000.00 grant from the Jefferson Memorial Foundation to replace our Thermal Imaging Cameras and gas detectors. Chief Gaudet stated we made need to pull additional funds from the Apparatus and Equipment fund to make all the necessary purchases.

## 9 **Old Business**

### 9.1 **Shared Apparatus Agreement**

The agreement will be finalized at the June Board of Directors Meeting. It will be between Mapaville and Hillsboro. Unfortunately DeSoto Rural will most likely not be part of the agreement due to ISO reason.

Chief Gaudet and Mapaville Fire Chief Dave Brown are still working to finalize an agreement for the shared apparatus. DeSoto Rural is not going to be able to participate due to the fact it will hurt our ISO scores due to the number of engine houses that would be involved with the agreement. We are hoping to have a finalized agreement by next month.

## 10 **New Business**

### 10.1 **Ordinance 21-07 Custodian of Records**

With the change in Board Members, we need to update the Custodian of Records policy. Nothing in the ordinance or policy has changed except the Board Members.

**Decision:** Chief Gaudet presented the Board with Ordinance 21-07 titled Custodian of Records. Chief Gaudet stated that with the Board change, we need to update the names on the ordinance. Nothing within the ordinance has changed other than the names. This ordinance allows the Fire Chief to fulfill records requests for the district. Director Gary Boyer made a motion to approve Ordinance 21-07. A roll call vote was taken with the following outcome:

Director Boyer: Aye

Director Woods: Aye

Director Brown: Aye

The motion carried without objection.

#### 10.2 **Short Term/Long Term Disability Insurance Renewal**

The Hartford Group has offered to lock us in to a 3 year rate guarantee for our Short Term and Long Term Disability Insurance rates. I recommended the Board Renews with the Hartford Group.

**Decision:** Chief Gaudet presented with a renewal quote for our Short Term and Long Term Disability Insurance from the Hartford Group. The Hartford Group has offered to lock in our current rates for another 3 years. Our monthly cost will be \$421.81. Director Brown made a motion to renew with the Hartford Group as presented. The motion carried without objection.

#### 10.3 **Apparatus Insurance Depreciation**

Please see the attached email from our Insurance Broker regarding how insurance will pay out a total loss on a damaged fire apparatus. I am recommending we develop a method to depreciate the value of our apparatus annually, so we aren't insuring a vehicle for an amount we will never get. A sample depreciation schedule is attached.

Chief Gaudet stated there has been ongoing discussion on what to insure our vehicles for. Chief Gaudet stated that all of our pumpers have been insured for an Agreed Value of roughly \$400,000.00 and we have paid for that insurance annually. The problem is for example with 6523 being insured for that high and being a 20 year old vehicle, that if we had a total loss we would never get that amount of money. We would only get what it is worth today. Insurance companies would probably look at other used fire trucks for sale similar to the one that was totaled and only give us that amount. Our Insurance Agent is recommending we come up with a way to depreciate our apparatus annually so we aren't paying for unnecessary insurance. Chief Gaudet recommends a bottom floor of \$100,000.00 to be set on our apparatus and lower the insurance amount annually. The Board of Directors agreed with this and advised the Chief to proceed with updating our insurance amount on the vehicles.

#### 10.4 **Fire Rescue 1 Academy Training Platform**

We are running to the end of our contract with CE Solutions for our online training platform. CE solutions is serious lacking in meaningful material and we are struggling with obtaining ISO hours in certain areas such as officer training and hazmat hours. This program will ensure we are better tracking ISO hours and offers CEU's so our EMT's can stay up on their license. Captain Huskey and the Training Division have reviewed the platform and recommend it. I am recommending we go with Fire Rescue 1 Academy.

**Decision:** Chief Gaudet presented the Board of Directors with a quote from Fire Rescue 1 Academy to purchase as the district online education provider. Chief Gaudet stated we have been with CE Solutions for sometime and our contract is due to end later this year. We did pay for a 2 year contract with CE Solutions 2 years ago. Chief Gaudet stated Fire Rescue 1 Academy is much more robust and will help us further gain ISO points. Director Gary Boyer made a motion to purchase Fire Rescue 1 Academy. The motion carried without objection.

#### 10.5 **Vairkko Platform**

Vairkko is a platform that focuses on scheduling, onboarding, Human Resources and Certification Tracking. This program would replace our current scheduling program netduty, which has not been what we thought. Netduty is very cumbersome and any changes that need to be made require us to contact the owner of the company. This program will also help us track medical records of employees, exposures, general human resource management tasks and make our lives easier with being short staffed. I am recommending along with Deputy Chief Darain to move to Vairkko.

**Decision:** Chief Gaudet presented the Board of Directors with a plan to implement a new system that will help with Human Resource Tracking, Training, Scheduling and many other features. This will help streamline all operations within the department. Although it is rather expensive, it will be a huge benefit to the administration staff. The cost of the program is roughly \$6,820.00 per year, but may be cheaper if we cut some modules from the program. This system will replace our current scheduling program. The money will come from the software/hardware budget. Director Woods made a motion to purchase the program for the district. The motion carried without objection.

#### 10.6 **Forestry Hose**

We need to purchase some additional 1" forestry hose for our brush trucks. Deputy Chief Darian is recommending we purchase 800' to spread between 6518 and 6528 along with the necessary adapters to connect to our trucks. The cost will be approximately \$1,050.00 once shipping is factored in. Sentinel Emergency Solutions is the cheapest bid and I recommend we go with them for the purchase. The money will come from the new equipment line item.

**Decision:** Chief Gaudet presented the Board with 4 quotes for the purchase of forestry hose. Chief Gaudet stated we need to purchase some additional hose. We didn't have enough on the trucks. The cheapest bid is from Sentinel and will cost \$970.00 plus shipping. Director Brown made a motion to purchase the hose from Sentinel. The motion carried without objection.

#### 10.7 **Public Comment Policy**

**Decision:** Chief Gaudet presented the Board with Board Management Policy 4 titled Public Comment Policy. The Hillsboro Fire District has never had a policy on how to handle public comments. This policy will outline how the public can comment at Board Meetings. After discussion, Director Robert Brown made a motion to approve Board Management Policy 4, Public Comment Policy. The motion carried without objection.

## 11 Closed Executive Session

**Decision:** At approximately 7:30 P.M. Director Gary Boyer 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 section RSMo 610.021 subparagraph (3) titled hiring, firing, dicipling or promoting of particular employees. A role call vote to close the meeting and go into executive session was taken with the following outcome:

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Robert Brown: Aye

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

### 11.1 Legal Actions

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Section RSMo 610.021 sub paragraph (1) titled Legal Actions, causes of action or litigation involving a public governmental body.

**Decision:** Director Boyer announced that 1 vote was taken in executive session regarding Legal Actions. The vote was to adopt Resolution 21-08, allowing the Fire Chief to sign a settlement agreement with Target Solutions for the amount of \$500.00.

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Robert Brown: Aye

The motion carried without objection.

### 11.2 Personnel

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Section RSMo 610.021 subparagraph (3) titled hiring, firing, disciplining or promoting of particular employees.

**Decision:** Director Boyer announced that 2 votes were taken in closed session regarding personnel issues.

The first vote was taken to hire the following individuals for the following positions:

1. Patrick Berry (Part Time, Desoto Rural Firefighter)
2. Terry Hollinsworth (Part Time, Desoto Rural Firefighter)
3. Charlie Malson (Part Time, Cedar Hill Firefighter)
4. James Parmley (Part Time, Desoto Rural and Desoto City Firefighter)
5. Brayden Poole (Part Time, Desoto Rural Firefighter)
6. Nathan Portell (Part Time, Desoto Rural Firefighter)
7. Daniel Seward (Part Time, Mapaville Firefighter)
8. Zach Smallegan (Part Time, Jefferson R-7 Rural Firefighter)
9. Michael Wittu (Part Time, Desoto Rural Firefighter)
10. Alek Seers (Volunteer, Valle Ambulance Paramedic)

A roll call vote was taken with the following outcome:

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Robert Brown: Aye

The motion carried without objection.

The second vote taken was to set seniority for the recently hired AFG Grant Firefighters. A roll call vote was taken to set the seniority as follows:

1. Jacob Nicoloff
2. Shawn Hahl
3. Sean Downey
4. Steve Backlund
5. Mason Kirkewicz
6. David Stark

The outcome of the vote was as follows:

Director Gary Boyer: Aye

Director Matt Woods: Aye

Director Robert Brown: Aye

The motion carried without objection.

**Decision:** Being no further business to come before the Board of Directors, Director Boyer made a motion to adjourn the meeting at 7:55 P.M. The motion carried without objection

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Gary W. Boyer, President

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Matthew E. Woods, Treasurer

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Robert D. Brown, Secretary

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Brian Gaudet, Minute Recorder