



Minutes of the Regular Meeting of the Board of Directors  
Of the Wentzville Fire Protection District of May 9, 2024

The Regular Meeting of the Wentzville Fire Protection District was held on May 9, 2024, at Wentzville Fire District Headquarters, 502 Luetkenhaus Blvd, Wentzville, MO 63385

Chief Mosher called the meeting to order at 6:08 p.m. and led the Pledge of Allegiance.

Open Forum: The guests present were family members of Glwo An Lee and The Higgenbotham family, who were here for the recognition ceremony from the March 11, 2024 incident.

Chief Mosher called Roll. Three Board Members were present: Director Jennifer Houston, Director Frank Grassmuck, and Director Chad Wilson.

Other attendees included Assistant Chief Michael Scott, Fire Marshal Chris Cuddihee, Battalion Chief Chris Browder, Shop Steward Max Mueller, Assistant Shop Steward Bryan Notheis, Finance and Human Resource Manager Lisa Potts, CPA Rick Rognan, as well as Chris Tennill, and Jennifer Volk from Creative Entourage. As well as Mr. Glowan Lee, his family, and the Higgenbotham family. A News Channel 5 reporter (Brent Soloman) was also present.

The agenda was approved as presented in a motion by Director Houston and a second by Director Grassmuck. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

On a motion from Director Houston and a second from Director Wilson, May 2, 2024's regular meeting minutes were approved, removing the approval of the closed meeting minutes of April 11, which were inadvertently left in the minutes. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

Chief Mosher asked to move into the recognition part of the meeting and welcomed Mr. Lee, his family, and the Higgenboth Family, whose home was on fire.

Chief Mosher invited those recognized to stay, take pictures, and offer a station tour. He then excused himself and the board to the small board room to continue the business portion of the meeting, stating they could join if they would like.

CPA Rognan presented the April Financials. The benchmark is 33.3%, and the district is 38.47% or \$900,551 over budget. The district has exceeded the budget for tax revenue. He stated that the fire marshal's office is doing a great job and that interest is also doing well. Revenues are already at 100.93%. History shows we were in a similar position the previous year due to paying items early. St. Charles County and our residents are timely in their payments. There are a few line items to watch, but many are timing-related. IT and insurance employees are over but paid one time annually and will even be out. The district can expect 8.55 months in reserve if everything meets our budget expectations. CPA stated that eight months in reserve is a good position, and six to eight months are adequate for the growth of this district. CPA Rognan commended management on a great job and recommended continuing to be conservative.

CPA Rognan also brought information regarding amending the 2023 budget for audit purposes. Before the audit, CPA Rognan stated we true up the budget column, bringing all revenue numbers to the actual. This will be part of the 2023 Audit report. There were no questions. Director Houston motioned amended 2023 as presented by CPA Rognan. Director Grassmuck seconded it. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

CPA Rognan discussed the district general fund reserve. The State Auditor, GASB, allows allocating fund balances for future appropriations and contingencies. The recommendation is to approve these assignments.

**WENTZVILLE FIRE PROTECTION DISTRICT**

In order to complete the audit for 2023, I am respectfully requesting that the Board consider a motion to approve from the 2023 general fund balance "assigning \$10,000,000 for the purpose of future appropriations; assigning \$6,000,000 for the purpose of capital equipment expenses; assigning \$3,000,000 for the purpose of pension obligations; and, assigning \$3,000,000 for the purpose of emergency preparedness."

Director Houston moved to approve the above-presented detail for future appropriations. Director Wilson seconded. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

**Old Business:**

Chris Tennill and Jennifer Volk from Creative Entourage brought information regarding the completed survey. Two approaches were used for the methodology: phone and online. Mr. Tennill went through several questions and results. They were happy to report positive feedback. They used broad questions and worked into more specific questions during the survey. The survey provided positive feedback and insight into how the district's people feel about the fire district. There were questions about no tax increase, and it was explained that many things go into taxes, not just the fire district. Director Houston stated we need to look at

where we are now and where we are going; our strengths and weaknesses must be promoted. Director Grassmuck inquired about seeing how those who have used our services feel versus those who have not thought about an issue like this. There was discussion as to Ambassador groups. Education pieces are important for communication. Director Wilson asked about the pass return; as of today, Creative Entourage stated they would see a 75% pass rate, and their margin of error in campaigns they have run is 3-5%. Ms. Volk and Director Houston agreed that transparency is important for FAQ on our website. The district is in a good position to bring a zero-increase bond Initiative to the voters in August.

**New Business:**

Chief Mosher asked the board to approve the bond initiative and ballot language. Chief Mosher presented Resolution 24-03, calling for a bond election in the Wentzville Fire District; Gilmore Bell, Legal Counsel McLaughlin, Creative Entourage, and Wentzville Fire Staff have approved this.

Chief Mosher read the Resolution 24-03 in the short form for a first reading:

**RESOLUTION NO. 24-03**

**A RESOLUTION CALLING A BOND ELECTION IN THE  
WENTZVILLE FIRE PROTECTION DISTRICT AND  
AUTHORIZING CERTAIN ACTIONS IN CONNECTION  
THEREWITH.**

**WHEREAS**, the Board of Directors of the Wentzville Fire Protection District (the "District") desires to issue general obligation bonds to improve emergency services within the District and to meet current safety standards; and

**WHEREAS**, the Board of Directors expects that the issuance of the bonds will result in no tax increase over the existing debt service levy in the District;

There was no discussion. Chief Mosher read Resolution 24-03 in the short form for a second reading:

**RESOLUTION NO. 24-03**

**A RESOLUTION CALLING A BOND ELECTION IN THE WENTZVILLE FIRE PROTECTION DISTRICT AND AUTHORIZING CERTAIN ACTIONS IN CONNECTION THEREWITH.**

WHEREAS, the Board of Directors of the Wentzville Fire Protection District (the "District") desires to issue general obligation bonds to improve emergency services within the District and to meet current safety standards; and

WHEREAS, the Board of Directors expects that the issuance of the bonds will result in no tax increase over the existing debt service levy in the District;

There was no discussion. On a motion of Director Houston and second of Director Grassmuck, Resolution 24-03 was approved. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

Chief Mosher then presented ballot language for the Bond Initiative to be known as Prop P. Chief Mosher read the ballot language, which again has been approved by Gilmore Bell, Legal Counsel McLaughlin, Creative Entourage, and Wentzville Fire Staff:

**OFFICIAL BALLOT**

**WENTZVILLE FIRE PROTECTION DISTRICT**

**TUESDAY, AUGUST 6, 2024**

**PROPOSITION P**

Shall the Wentzville Fire Protection District, for the purposes of improving emergency services, replacing outdated firefighter gear, firefighting vehicles, support vehicles and other lifesaving equipment, acquiring apparatus and auxiliary equipment to meet current safety standards, constructing, renovating, improving, furnishing and equipping fire stations and related facilities, and acquiring any land necessary therefor, issue its general obligation bonds in the amount of thirty-five million dollars (\$35,000,000)?

YES   
NO

*INSTRUCTIONS TO VOTERS: If you are in favor of the proposition, place an X in the box opposite "YES." If you are opposed to the proposition, place an X in the box opposite "NO."*

There was no discussion. The ballot language was approved on a motion by Director Houston and a second by Director Wilson. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

The board thanked everyone for their work on getting this established. It has been ten years since we last brought anything to the voters, and we can bring it back to them with no increase in our tax rate to replace outdated equipment and apparatus.

Chief Mosher will take this information to the Election Authority to place it on the August ballot.

**Officers Report:**

Chief Mosher stated Cinco De Mayo was a great event. There was no truck update at this time; it is in Captain Dwyer's hands. Station 3 is getting solar and siding completed.

Assistant Chief Scott stated he has updated all the policies that have been approved and built in Lexipol. He reported the families from this evening were very happy with the time tonight and thanked Mr. Lee for waking them. Training is moving on; some are already scheduled for October.

Fire Marshal Cuddihee provided an April Fire Prevention update and issued 55 for the first quarter with 38 new occupancies. Reported two part-timers helped today for annuals.

Battalion Chief Chris Browder was not present; he was with the guests.

**Committee Reports:**


Shop Steward Mueller had nothing to report.

**Community Outreach**

Legal Counsel was absent.

Board Report: Director Houston asked if the meeting could be moved to Monday, May 13th, at 1:30 pm due to a conflict next week.

Director Houston motioned, and Director Wilson seconded the regular meeting to adjourn at 7:26 p.m. Director Houston-aye, Director Grassmuck-aye, Director Wilson-aye.

  
Frank Grassmuck, Secretary

  
Stacy Krieger, Recording Secretary