



Minutes of the Regular Meeting of the Board of Directors  
Of the Wentzville Fire Protection District of April 15, 2021

The Regular Meeting of the Wentzville Fire Protection District was held on April 15, 2021 via video conferencing due to COVID-19 pandemic and current CDC restrictions.

Assistant Chief LeDoux called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Open Forum: No one from the public was present.

Roll Call: Assistant Chief LeDoux called roll. All Board Members were present Director Bob Hawkins-present, Director Jennifer Houston-present, and Director Frank Grassmuck-present.

Also, in attendance were Deputy Chief Michael Scott, Fire Marshal Chris Cuddihee, Battalion Chief Willie Meyer, Shop Steward Max Mueller, Assistant Shop Steward Bryan Notheis, Firefighter Paramedic Pat Szarwinski and CPA Rick Rognan.

Director Hawkins made a motion to approve the agenda; it was seconded by Director Houston. Director Hawkins-aye, Director Houston-aye, Director Grassmuck-aye.

Director Hawkins motioned to approve the regular meeting minutes of April 8, 2021; the motion was seconded by Director Grassmuck. Director Hawkins-aye, Director Houston-aye, Director Grassmuck-aye.

Approval of the bills: There was an issue to discuss regarding the approval process. Director Houston inadvertently approved a bill, which caused the process to stop. Admin Assistant Potts is working with Procurement Partners to reactivate the process. The bill needing to be denied by Director Houston is for a replacement iPad for Legal Counsel. It is a \$700 expense Director Houston is not approving. The bill was approved by Director Grassmuck, moved to Director Houston and then should be on to Director Hawkins. Director Houston asked for a retraction of her inadvertent approval as she does not want to approve the bill for Legal Counsel's iPad replacement. There was discussion as to it being district property. Director Houston did approve the initial purchase of the iPad 3-4 years when the iPad program was initiated. Director Houston spoke to contracts and services, fairness to everyone and does not feel the district should cover the cost for accidents that occur to these devices. Director Hawkins stated he will make his decision once Procurement Partners moves the process on to his level. Official approval for bills will be on the next meeting. Tabled approval of the bills for now. Director Houston expressed concerns with the use of an automated system, is it a software issue? Director Hawkins inquired if a process can be implemented to keeping the process moving

whether approved or denied and not hold up the next in line. Per Director Houston, communication needs to be clear on processes and if they are being held for a specific step.

CPA Rognan presented the March financials. The three-month benchmark is 25%. The district is 5.99% over, we are trending down. History will show the trend of trending to be under budget by the end of the year. The district has collected 97.27% of revenue projected. This is great news. The district is \$823,000 ahead of last year for the revenue category. Fire Prevention has already exceeded their revenue projection which equates to more assessments in the future. CPA Rognan stated interest will be substantial different from last year. He explained the line item COVID Money and indicated FEMA is now reimbursing 100% so this line may increase. He stated COVID OT is completely reimbursable. He informed the board in the IT line item the district has spent less. He also stated membership, spending less but is most likely timing. CPA Rognan reminded the board of items paid early in the year such as HSA, P&C, professional fees. He stated the audit for the pension occurred in January. Pension Employee is a timing for being over. He also discussed the Cares expenses to date. CPA Rognan provided the cash balance information stating as of March 31 there is \$10 million expected to be in reserve by the end of this budget year. Last March the district expected to have \$8.3 million in reserve. The \$10 million will be 70% of expenses in reserve. So far in 2021 the district has run 391 calls. In March of last year, the district was at 382. In April of last year, the district only ran 247 calls due to COVID, so next month you will see substantial more calls compared to last year as COVID restrictions have been lessened. CPA Rognan praised the great leadership of the district and stated everyone is contributing to success of this district.

**Old Business:**

No old Business

**New Business:**

No New Business

**Officers Report:**

Chief Schneider is out of town.

Assistant Chief LeDoux reminded the board he sent out this week information on a friends and family vaccination opportunity on April 21<sup>st</sup> at SCCAD. Assistant Chief LeDoux also provided an update on manpower. He also informed the board after discussions between the Medical Directors, Medical Officers, and Fire Chiefs protocols will go back to pre-pandemic ways.

Deputy Chief Scott reported SCCAD has two new training officers. Both have good experience. He stated the ambulance district will be ramping up training. He shared the district is scheduling live fire and mass casualty

training coming up in May. He stated he is waiting on the application for COVID reimbursement. Deputy Chief Scott also reported on May 7<sup>th</sup> several of our members will be assisting at a vaccination event at GM.

Fire Marshal Cuddihee informed the board they are very busy in the fire prevention bureau.

Battalion Chief Willie Meyer has nothing to report stating all going well.


Legal Counsel McLaughlin was not present.

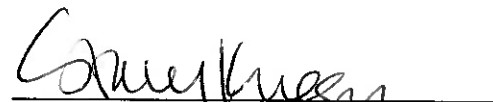
Shop Steward Mueller not much going on. He too reported on staffing.

Director Hawkins shared with the board he dropped his iPad and has turned it in and knows he is responsible for paying the replacement of it. Director Houston stated she has hers but can surrender it if need be.

Deputy Chief LeDoux reminded the board the next meeting is April 27 at 6 pm. and will also consist of a Pension Board meeting.

Director Hawkins motioned adjourn the regular meeting at 6:29 p.m. The motion was seconded by Director Grassmuck. Director Hawkins-aye, Director Houston-aye, Director Grassmuck-aye.

  
Frank Grassmuck, Secretary

  
Stacy Krieger, Recording Secretary