

ROLLA RURAL FIRE PROTECTION DISTRICT

Board of Directors

		Chairman Jeff Breen	
Doug Gall Vice-Chairman	Brian Dean Treasurer	Jeremy Light Legal Secretary	Ray Cook Recording Secretary

This institution is an equal opportunity provider and employer.

MINUTES January 11, 2017

<u>Directors Present</u>	<u>Directors Absent</u>	<u>Others Present</u>
Brian Dean Jeff Breen Ray Cook Doug Gall Jeremy Light		Ginger Dalton, Interim Off. Mgr Scott Naumann, Firefighter Roger Hayes, Chief Larry Seest, Asst. Chief Kenneth Lee Gremp, Batt. Chief Nico Basel, Firefighter William Mason

The Board of Directors of the Rolla Rural Fire Protection District met on Wednesday, January 11, 2017 in the Board Room of the Fire Station located at 1575 East Lions Club Drive, Rolla, Missouri. The meeting was called to order at 7:00pm AT&T time by Chairman Breen.

- Sign-up sheet was submitted for all in attendance to sign.

Chairman Breen asked if there were any questions or corrections to the agenda. Hearing none, he asked for a **motion** to adopt the agenda. Vice-Chairman Gall moved that we adopt the agenda and it was seconded by Director Dean. All voted in favor. **Motion** passed.

MINUTES

Chairman Breen inquired if any additions or corrections to the Open Session Board Meeting Minutes of December 14, 2016. Hearing none he called for a **Motion**. **Motion** made by Director Cook to approve the Open Session Minutes of December 14, 2016 as presented. The **Motion** was seconded by Director Gall. Chairman Breen asked if there was any discussion, hearing none he called for a vote. All were in favor. The **Motion** was approved to accept the Open Session minutes as presented.

Chairman Breen inquired if any additions or corrections to the Closed Session Board Meeting Minutes of December 14, 2016. Hearing none he called for a **Motion**. **Motion** made by Director Gall to approve the Closed Session Minutes of December 14, 2016 as presented. The **Motion** was seconded by Director Cook. Chairman Breen asked if there was any discussion, hearing none he called for a vote. All were in favor. The **Motion** was approved to accept the Closed Session minutes as presented.

FINANCIAL REPORT

All board members were presented with a copy of the December financial report.

Director Cook asked about what the plastic stoke basket for \$641 was for on page 7, account number 00001. Chairman Breen asked fire fighters present who purchased it. Firefighter Nico advised is on one of the trucks. Chairman Breen asked Chief Hayes to bring to Steffanie's attention at City of Rolla and ask why this item is listed under, vehicle repair maintenance. Chief agreed to follow up with Steffanie. Discussion followed.

Director Dean asked how many people were tested at Kessinger Health clinic for \$125. Chief Hayes advised 5 people were tested. Director Dean asked where the new chain saws purchased were currently at. Firefighter Nico advised one is on truck 4428 and one on truck 4498. Discussion followed.

Chairman Breen inquired if any there were any additions or corrections to the December 2016 Financial Report. Discussion followed. Chairman Breen called for a **Motion** to accept the December 2016 financial report. Director Gall made the **Motion**. Director Cook seconded the **Motion**. Chairman Breen asked if there was any further discussion, hearing none he called for a vote. Director Dean voted no on the **Motion**. All other members voted yes. **Motion** passed.

CHIEF'S REPORT

Chief Hayes reported on the following and provided a training report as well as a summary of December 2016 calls:

- He handed out a paper that had a breakdown of calls for the month of December, 14 fires, 22 rescue and medical service, 2 hazardous, 12 tanks, totaling 50 runs.
- Larry Seest has been named as Assistant Chief for Rolla Rural Fire Protection District and Lee Grempe as the Battalion Chief. Chief briefly explained how each is an asset to himself as chief and the department, due to their experience and management protocol. Chairman Breen asked how far behind are incident reports. Battalion Chief Round reported all reports are in they need to be approved as approval had not been done consistently since June 2016. The December reports were completed and approved to have December call report completed for the board meeting. A plan of action is in place to review those reports from June to November. Director Gall advised to contact Bill Lewis, previous Procurement Office, to get log in, password, etc... Director Dean advised has all information and will bring by the fire house in the morning.
- Chairman Breen asked Chief Hayes to have a training report for each board meeting. Chief Hayes agreed.
- Director Gall and Director Light asked Chief Hayes to have a roster report each quarter for the board.
- Chief Hayes reported cleaning of the bay is cleaned up of trip hazards. Director Light asked to have the North Station cleaned up also. Battalion Chief Round advised has been swept and cleaned up. Chief Hayes will have pictures taken of all apparatuses with current numbers for each apparatus.
- Chairman Breen asked if former Chief Light had taken the big lights off the high beam/low beam and put them on a rocker switch. Chief Hayes said no, it had not

been done. Chairman Breen required Chief Hayes to have this completed as soon as possible.

- Chief Hayes found a federal licensing letter from the FCC to re up the license for the repeater by February and is \$40 fee to extend time continue license and get a repeater in place. He recommended it is something that does need to be done. Former Chief Light had gotten a quote from Brockman Electronics for the repeater \$5,900 for set up. A small 4x6 shed with air conditioner would need to be built and attach to the water district's tower. Chairman Breen advised the water district has agreed to let Rolla Rural Fire use as long as the water district's association's code are adhered to. Discussion followed of portable radios. Chief Hayes is going to follow up with discussion with his staff. Director Cook asked if the \$5,900 is a current quote. Chairman Breen advised to follow up with Brockman on quote and email the board with the information. Chairman Breen called for a **Motion** pay the \$40 fee to extend license, Schedule K, with FCC. Director Dean made **Motion** to accept. Director Gall seconded the **Motion**. Chairman Breen asked if there was any further discussion, hearing none he called for a vote. All other members voted yes. **Motion** passed.
- Chief Hayes brought forth from former Assistant Chief Allison a list of people authorized to charge at The Family Center. Chief Hayes will follow up with The Family Center as to who is currently on the authorized listed, take them off, and have just himself, Assistant Chief Seest, and Battalion Chief Round authorized to charge at The Family Center.
- Chief Hayes handed out a copy of lease for each board member from Stahlman for a UTV for brush fires. Discussion followed. He explained lease does not cost anything except if there is any damage to the UTV then Rolla Rural Fire Protection District would be responsible for the repairs and insurance. The UTV would need skid units on the UTV for brush fires. Discussion followed of equipment that could be purchased to put on it. Chairman Breen called for a **Motion** to accept the lease of the UTV, FXT Kawasaki 2016, from Stahlman Power Sports for 1 year if it is still available. Director Gall made a **Motion** to accept the lease. Director Light seconded the **Motion**. Director Dean asked what the cost would be for skid. Chairman Breen advised approximately \$5,500 with a 2 stroke pump. Discussion followed. Chairman Breen asked if there was any further discussion, hearing none he called for a vote. All members voted yes. **Motion** passed.
- Truck 4415 is back at the station and fixed. The chain needs to go back to C&C towing from the incident with truck 4415. Chief Hayes will return the chain.
- Director Cook recommended Chief Hayes take the new class at MU for new fire chiefs. Chief Hayes agreed to take it. Chairman Breen also recommended NSA classes through the National Fire Academy. Talk to DD at City to set up classes. Chairman Breen with support of the board advised Chief Hayes that the training budget is his to decide who needs to go through training and fire school. It is part of operations, not a board decision.
- Director Cook inquired as to have locks or keys changed since change of command. Chief Hayes reported former Chief Light did not have a record of keys given out to fire fighters and stopped giving out keys. The firefighters were advised to use key lock on bay door. Discussion followed. Chief Hayes recommended having exterior doors redone as well as codes to the North and South Stations. Discussion followed of having cores of locks re-cored.

Chairman Breen asked Chief Hayes to get pricing to have locks re-cored and combination locks. Chief Hayes agreed to get pricing.

- Director Cook asked if there were issues left from the former Chief. The board will address in Closed Session.
- Director Light inquired if the cable was fixed on Truck 4425? Firefighter Nico advised not aware it has not been fixed. Director Light advised the cable needs to be fixed as soon as possible. Chief Hayes agreed to get it fixed.
- Truck 4445 is being fixed at Yoakum's Trucking and it is not the switch, but is an air valve. Yoakum's will try to get replacement valve and if they cannot get it then truck 4445 will come back to the station.
- Director Dean discussed the department's debit card information and processing to Chief Hayes.
- Director Gall asked if Rolla Rural Fire Protection would be interested in a all-wheel drive 6x6 5th wheel Freightliner truck from the Department of Conservation. Director Light discussed getting rid of truck 4448 due to lack of parts. The board agreed they did not want the Freightliner, due to money involved in getting it on the road in the six month time limit.
- The board recommended to Chief Hayes to have a truck committee formed by the Chief to have a rotation plan for all apparatuses.

Discussion followed and Chairman Breen asked if there were any more questions. None were heard.

OLD BUSINESS

- Regarding 12-20. INVENTORY is ongoing. Need software.
- Regarding 13-22. SOG COMMITTEE/EMPLOYEE HANDBOOK-Ongoing
- Regarding 13-66. EMS/MEDICAL DIRECTOR- Ongoing-moved to Closed Session
- Regarding 13-67 RECORDS RETENTION-Ongoing—to discuss with Steffanie at city.
- Regarding 14-07. SOG & Standing Rules – Remove. Is Operational.
- Regarding 14-29. MUTUAL AID- Ongoing. Chairman Breen will have at February meeting.
- Regarding 14-31. ID CARDS-ongoing
- Regarding 16-01 New Station Construction- Remove. Completed.
- 16-02 Explorer Program/Cadets-Ongoing. It was reported that all is going well.
- Regarding 16-03 Concrete Pad/Shed-Ongoing. It was discussed that this would occur in the spring.
- Regarding 17-01 Remove. Incorrectly noted.


NEW BUSINESS

- Sign for New Building is missing. Chief Hayes will follow up to be sure it gets placed where it is supposed to be.

Chairman Breen asked if there was any more new business to bring before the board. Hearing none, a **Motion** was made by Director Dean to adjourn to close session. **Motion** seconded by Director Gall. Chairman Breen adjourned to closed session.

CLOSED SESSION

Motion was made by Director Dean to close Open Session. **Motion** seconded by Director Cook. Chairman Breen asked if there was any further discussion, hearing none he called for a vote on the **Motion**. All voted yes. **Motion** was approved. Open Session was adjourned at 8:52 PM AT&T time.


Jeff Breen
Chairman


Ray Cook
Corresponding Secretary

END OF DOCUMENT