

ROLLA RURAL FIRE PROTECTION DISTRICT
Board of Directors

| | | | |
|-------------------------------|-------------------------|------------------------------|---------------------------------|
| | Chairman Jeff Breen | | |
| Jeremy Light Vice-Chairman | Brian Dean Treasurer | Ryan Long Legal Secretary | Ray Cook Recording Secretary |

This institution is an equal opportunity provider and employer.

MINUTES
October 11, 2017

| Directors Present | Directors Absent | Others Present |
|---|-------------------------|--|
| Brian Dean Jeff Breen Jeremy Light Ray Cook Ryan Long | | Roger Hayes, Chief Larry Seest, Asst. Chief Ginger Dalton, Minutes |

The Board of Directors of the Rolla Rural Fire Protection District met on Wednesday, October 11, 2107 in the Board Room of the Fire Station located at 1575 East Lions Club Drive, Rolla, Missouri. The meeting was called to order at 7:01 pm 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. Director Dean made the **Motion** to adopt the agenda. **Motion** was seconded by Director Light. All voted in favor. **Motion** passed.

MINUTES

Chairman Breen inquired if any additions or corrections to the Open Session Board Meeting Minutes September 13, 2017. Director Cook found 3 grammatical corrections that were made. Director Breen asked if there were any other corrections, hearing none he called for a **Motion**. **Motion** made by Director Light to approve the Open Session Minutes of September 13, 2017, with corrected grammatical errors. The **Motion** was seconded by Director Long. Chairman Breen asked if there was any discussion, hearing none he called for a vote. All voted yes. 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 September 13, 2017. Hearing none he called for a **Motion**. **Motion** made by Director Light to approve the Closed Session Minutes of September 13, 2017 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 voted yes. The **Motion** was approved to accept the Closed Session minutes as presented.

FINANCIAL REPORT

Each of the board members received the September financial. Director Light asked about the fuel reimbursement for Scott Naumann and Jacob Weiberg. Chief Hayes explained that the gas station, Mobil on the Run, had a policy that a card could not run more than \$100 and the fuel card had been run multiple times that day. The two people mentioned had to use their own card to fill the fire trucks; thus, the reimbursement. Chief Hayes reported this issue has been remedied with the gas station, per Steffanie at City of Rolla. Director Cook asked about Yoakum Trucking repair bill for \$181.50. Chief Hayes reported it was for a rock that had broken a window in one on the trucks. The window had been broken by a rock from the lawn mower. Chairman Breen called for **Motion** to accept the September financials as presented. Director Light made the **Motion**. Director Long seconded the **Motion**. Chairman Breen called for a vote on the **Motion**. All present members voted yes. **Motion** passed.

CHIEF'S REPORT

Chief Hayes reported on the following.

- Chief Hayes did not have a current calls report for September for this meeting.
- Chief Hayes did pass out the current September training report. He reported for the past couple of Tuesdays, Doolittle Fire Dept. has been training with RRFPD. This training has created a reciprocal learning experience for both departments. Chief Hayes reported two people went to the Fire Instructors update and one of the newer firefighters did go to the vehicle rescue tech training in Waynesville. He reported total available hours trained for September was 40 as compared to 25 in August. The total personnel hours were 241 as compared to August which was 281.
- Chief Hayes reported the bunker gear has come in. The dimensions were not as mentioned on the website. The bunker furniture does fit and looks good. The beds were picked up by Chief and Assistant Chief Seeß; however, there are 6 beds in the same bunk room, twins XL, but it is small. Due to the height of the bunks they will be broken down and are will put in the training room temporarily for those volunteers that choose to stay overnight. The wall lockers came in, one of them was damaged during delivery. Chief Hayes advised it was sent back and a new one is being sent to replace the damaged locker. Director Cook asked if there is enough room for training in the training room with beds set up. Chief Hayes reported the room will lose about 4' with beds. Chief Hayes offered some suggestions of where else to put beds. The suggestions were to put in officer's quarters, take a wall in training, or build in an addition. The lockers are in the officer's quarters. Discussion followed of possible future plans of Main Station expansion.
- Hayes reported Truck 4414 there was electrical issue that has been resolved; however, it was found there is oil leaking from one of the turbos. He reported it is covered under warranty and the truck is in Springfield at the International dealership being repaired.
- Chief Hayes reported the hiring process closing application date has passed. There are a total of 17 applicants. The testing process will take place Tuesday, October 17, 2017 starting at 8 am for all 3 tests. The written test being the first

issued of the 3. Discussion followed. Applicants will be advised of a pass or fail on the written test. Then the test will be destroyed. Steffanie from City of Rolla will be available to discuss benefits package if hired. Then the agility test, if the written test, is passed will be immediately after at the City of Rolla training site. A second interview will follow immediately if the first two tests, if passed, by Chief Hayes and Assistant Chief Seest. A hiring offer will be based on a background check and medical/physical/drug tests. Discussion followed.

- Chief Hayes reported the helmets, shields, pagers, and portables that were ordered are in. If applicants get to the 2nd interview of the application process then they will be measured at that point for the bunker gear. Currently, processing of gear is approximately 4 weeks to get in.

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

OLD BUSINESS

- Regarding 12-20. INVENTORY - Ongoing.
- Regarding 13-22. SOG Committee - Ongoing.
- Regarding 14-04. RECORDS RETENTION – Ongoing.
- Regarding 14-31. ID CARDS – Ongoing.—Remove Due to new hires coming in and always happening
- Regarding 16-05. CONCRETE PAD/SHED - Ongoing.
- Regarding 17-01. Certified Board Training – Director Long registered to go on Sept. 30, 2017. –Done Remove
- Regarding 17-07. Tentative Hiring Date. December 1, 2017—Done Remove
- Regarding 17-12. Generator. Will review for future development
- Regarding 17-13. New ruck for Chief. Remove will review during budget
- Regarding 17-14. Building of new fire station, updates. Director Dean reported that the Gall's gave the Rolla Rural Fire Protection District one acre. It was surveyed off on October 11, 2017 and received an easement from MODOT (Missouri Dept. of Transportation), without a variance. Director Dean should have a final survey description in the next couple of days and then he will forward to Premier Title Group. They will work out the paperwork and transfer the title from the Gall's to RRFPD. RRFPD will own it outright without any lease. As soon as that is finished then Bob Watson will go out to clear the land and set the building. Chairman Breen advised the board he will deliver the agreement of the easement with MODOT back to Cameron. There is no surety bond required. Discussion followed. Director Dean asked the board to have a Motion made to terminate the agreement with Citizen's Bank on the previously agreed to loan. Director Dean talked to Justin and if agreed by the RRFPD board, that fencing would be bought so Justin can put a fence around the acre of property. Director Cook asked if there will be any water out at the property. Director Dean responded, no, but he will have Bob Watson set up for water for future development, when or if, the time comes to put in a well. Also, for him to stub out for a sewer if it is needed in the future. Discussion followed. The direction of the building has not been decided yet. Director Cook suggested having Chief Hayes be involved in which way the building will set. Discussion followed. The board agreed to meet on Friday, October 13, 2017 at the building site at 4pm, with Chief Hayes, to decide which way to face the new fire station. Chairman Breen called for a **Motion** to terminate the current loan agreement with Citizen's Bank for the new fire station and to pursue paying for the construction and finishing of the new fire station on

Highway E. Director Cook made the **Motion**. Director Light seconded the **Motion**. Chairman Breen called for a vote on the **Motion**. All voted yes. **Motion** approved.

- Director Dean asked to have a **Motion** to delete the lease on the acre across the road from the location of the new fire station being built on Highway E. Chairman Breen called for a **Motion**. Director Light made the **Motion** to cancel the lease with the original property left by Doug Gall. Director Long seconded the **Motion**. Chairman Breen called for a vote on the **Motion**. All voted the **Motion**. All voted yes. **Motion** approved.
- Director Dean advised he will continue to lead the Highway E new fire station project until completion. Director Dean advised Chief Hayes when construction is started, he needs Chief Hayes to go out and let the construction people know how much room is needed for the front of the building to turn vehicles around, parking, etc.... Chief Hayes agreed.

Items 14-31, 17-01, and 17-13, are to be removed from Old Business.

NEW BUSINESS

- Director Dean advised a budget date needs to be set. Director Dean texted Steffanie at City of Rolla Finance, to be at budget meeting set for October 23, 2017, at 7pm. Discussion followed. A firm date will be texted upon response of Steffanie.

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 closed session. **Motion** seconded by Director Cook. All members voted yes on the **Motion**. Chairman Breen adjourned to closed session.

CLOSED SESSION

Open Session was reconvened at 7:55 pm AT&T time by Chairman Breen.

Chairman Breen asked if there was anything else to discuss in Open Session. Hearing nothing further, he called for a **Motion** to close Open Session. **Motion** was made by Director Cook to close Open Session. **Motion** was seconded by Director Long. 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 7:56 PM AT&T time.



Jeff Breen
Chairman



Ray Cook
Recording Secretary

END OF DOCUMENT