

BOONE COUNTY FIRE PROTECTION DISTRICT
OPEN BOARD MEETING MINUTES
April 26, 2017

The Board of Directors of the Boone County Fire Protection District met on Wednesday, April 26, 2017 at 5:30 PM at the Administration Office located at 2201 I-70 Drive NW, Columbia, Missouri. Those present were: Chairman Dave Griggs, Board Member John Sam Williamson, Board Member Keith Schnarre, Board Member David Shorr, Board Member Bill Watkins, Fire Chief Scott Olsen, Bureau Director Gale Blomenkamp, Bureau Director Josh Creamer, Attorney Jeff Parshall and Bureau Director Shawna Schnieders.

Chairman Griggs called the meeting to order at 5:30 p.m.

Chairman Griggs called for changes or additions to the agenda. Agenda was accepted as presented.

Chairman Griggs called for public comment. No public comment.

A motion was made by Board Member Schnarre to accept the regular session minutes as presented. Motion seconded by Board Member Williamson. No further discussion. A roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Yes
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

A motion was made by Board Member Shorr to accept the closed session minutes as presented. Motion seconded by Board Member Watkins. No further discussion. A roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Yes
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

A motion was made by Board Member Shorr to accept the April 6, 2017 special open and closed meeting minutes as presented. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Yes
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins – Yes
- Chairman David Griggs – Yes

Board Member Williamson presented the March 2017 Financial Reports. The March 2017 Financial Reports were accepted as presented.

Chairman Griggs referred the bond issue updates to Bureau Director Creamer. Bureau Director Creamer stated that all apparatus is in place. During the May meeting a request for additional squad equipment for S904 will be requested. Station 16 will be in service early next week. A station open house will be held on May 10, 2017 from 4 – 6PM. Bureau Director Blomenkamp stated that Station

13 is moving along nicely. They should be ready for paint next week. Completion is anticipated as of June 23, 2017.

Bryant Gladney updated the board on the paramedic program and the accreditation process that will hopefully complete in October, 2017.

A motion was made by Board Member Shorr to maintain the current slate of officers as follows:

Chairman – David Griggs

Secretary – Keith Schnarre

Treasurer – John Sam Williamson

Motion seconded by Board Member Watkins. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes

Board Member David Shorr – Yes

Board Member John Sam Williamson – Yes

Board Member Bill Watkins – Yes

Chairman David Griggs – Yes

Chairman Griggs turned the Fire Code Ordinance Adoption and plan review fee discussion over to Bureau Director Blomenkamp. Bureau Director Blomenkamp stated this was to continue keeping the County and the Fire District aligned with the updated 2015 fire codes. A motion was made to adopt the 2015 Fire Code and revisions as presented except for revision 105.4.1. Staff will need to rewrite 105.4.1 along with Attorney Parshall to present during the May 2017 meeting. Motion seconded by Board Member Williamson. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes

Board Member David Shorr – Yes

Board Member John Sam Williamson – Yes

Board Member Bill Watkins - Yes

Chairman David Griggs – Yes

Bureau Director Blomenkamp stated the plan review fees are to help off-set costs incurred by the Fire District for commercial occupancy only. A motion was made by Board Member Watkins to approve the flat rate plan review fee schedule as presented based upon square footage. Motion seconded by Board Member Williamson. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes

Board Member David Shorr – Yes

Board Member John Sam Williamson – Yes

Board Member Bill Watkins - Yes

Chairman David Griggs – Yes

Chairman Griggs referred the change orders to Chief Olsen. Chief Olsen stated these are change orders that were discussed last meeting with regard to the concrete and retaining wall at Station 13. A motion was made by Board Member Schnarre to approve Change Orders #1 and #2 in the amount of \$14,659.00 and \$3,210.00 respectively to remove and replace concrete and the retaining wall on our Phase III project for Station 13 and authorize the chairman to sign. Motion seconded by Board Member Williamson. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes

Board Member David Shorr – Yes

Board Member John Sam Williamson – Yes

Board Member Bill Watkins - Yes

Chairman David Griggs – Yes

Chairman Griggs stated that the Centralia EEZ needed to formally change our representative from Pat Lensmeyer to Brian McCollum. A motion was made by Board Member Watkins to authorize Brian McCollum as the Fire District's Centralia EEZ board representative and authorize the chairman to sign the letter of notification. Motion seconded by Board Member Williamson. No further discussion. A roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Yes
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Chairman Griggs referred the Recruit Eligibility List to Bureau Director Creamer. Bureau Director Creamer stated that due to needs to fill stations a summer month long program had been developed in hopes of targeting an audience of folks looking for residency. At this time eleven applicants had been interviewed of which nine are being presented for eligibility. A motion was made by Board Member Shorr to accept the 2017 Summer Eligibility List as presented. Motion seconded by Board Member Williamson. No further discussion. A roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Yes
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Chairman Griggs referred the Clinical Laboratory Improvement Amendment (CLIA) discussion to Bureau Director Creamer. Bureau Director Creamer stated that due to glucometers being added to all our apparatus we had to have application for CLIA. A motion was made by Board Member Watkins to approve the Clinical Laboratory Improvement Amendment (CLIA) application as presented and authorize the chairman to sign. No further discussion. A roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Yes
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Chairman Griggs referred the administrative position descriptions for our volunteer members' discussion to Bureau Director Creamer. Bureau Director Creamer stated that these position descriptions would allow each volunteer member to have two roles and administrative and an operational role. This will allow our members to utilize their expertise in a more effective and efficient manner. A motion was made by Board Member Williamson to approve the position descriptions for Squad Member, Squad Leader and Station Manager as presented. Motion seconded by Board Member Schnarre. Discussion was held. Roll call vote was taken:

- Board Member Keith Schnarre – Yes
- Board Member David Shorr – Absent (stepped out of meeting)
- Board Member John Sam Williamson – Yes
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Chairman Griggs referred the Station 1 Leadership discussion to Bureau Director Creamer. Bureau Director Creamer stated that due to Captain Bonen resigning as the Station Manager at Station 1 a new

Station Manager and subsequent Squad Leader positions needed to be filled. Staff recommends that Stephen Dunkin be promoted to the Station Manager and Joshua Hoy and Ben Coe be promoted to Squad Leaders. A motion was made by Board Member Williamson to authorize the promotion of Stephen Dunkin to Station Manager and Joshua Hoy and Ben Coe to Squad Leaders. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes
Board Member David Shorr – Yes
Board Member John Sam Williamson – Yes
Board Member Bill Watkins - Yes
Chairman David Griggs – Yes

Chief Olsen referred the board to the printed Information Technology Usage policy. Chief Olsen stated this was the first draft and he would like the board to review and discuss again in May, 2017.

Chairman Griggs referred the 2016 goal review and 2017 goals to Chief Olsen. Chief Olsen stated that these were the goals that staff had reviewed and settled on. An additional strategic plan meeting needs to be held to finalize the plan.

Chairman Griggs referred the Board to their packets regarding the monthly reports.

The following other meetings are scheduled:

May 17, 2017 - 5:30 PM Monthly Board Meeting

Meeting adjourned at 7:40 PM.

Respectfully Submitted,

Approved by:

Shawna Schnieders
Administrative Services Bureau Director

David Griggs
Chairman