

**BOONE COUNTY FIRE PROTECTION DISTRICT**  
**OPEN BOARD MEETING MINUTES**  
**March 16, 2016**

The Board of Directors of the Boone County Fire Protection District met on Wednesday, March 16, 2016 at 5:30 PM at the Administration Office located at 2201 I-70 Drive NW, Columbia, Missouri. Those present were: Acting Chairman John Sam Williamson, Board Member Keith Schnarre, Board Member David Shorr, Fire Chief Scott Olsen, Bureau Director Gale Blomenkamp, Bureau Director Josh Creamer, Attorney Jeff Parshall and Bureau Director Shawna Schnieders.

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

A motion was made by Board Member Schnarre to adopt the agenda as presented. Motion seconded by Board Member Shorr. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr – Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Acting Chairman Williamson called for public comment or recognition. Mr. Trevor Fowler introduced himself as a candidate for the County Commission.

Board minutes for February 17 and March 9, 2016 were both tabled due to lack of a quorum present to accept.

Acting Chairman Williamson presented the February, 2016 Financial Reports. The February 2016 Financial Reports were accepted as presented.

Bureau Director Creamer gave an update on the apparatus stating that the second wave of trucks plans to be delivered within the next month.

Bureau Director Creamer stated that the Phase I and IA construction is continuing. The weather has been extremely good and allowing for work to go very smoothly. Phase II bids will be opened March 24, 2016 as plans have been given verbal approval. Staff met with Crockett Engineering to review the sight at Station 13. All seems to be workable and discussions will be coming with land owners over the next few weeks. Phase III bids plan to go out the last week of April.

Bureau Director Creamer stated that during the walk through at the Phase I sites it was determined that a change order would be needed to provide and install meter base and feeder cables for 400 amp service totally \$10,228.27. This is for service for Stations 3, 6 and 10. A motion was made by Board Member Schnarre to authorize Change Order #2 for the install of meter base and feeder cables for 400 amp service provided by Boone Electric to Stations 3, 6 and

10 for Phase 1 projects upon review and approval by Attorney Parshall and authorize the Chairman to sign same. Motion seconded by Board Member Shorr. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr – Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Board Member Shorr stated that he and Chief Olsen had met with Senator Schaefer regarding state legislative language regarding the payment of Missouri Task Force 1 upon deployment for in-state activations.

Bureau Director Blomenkamp stated that staff received 11 complete bids and two partial bids for lawn care for the 2016 mowing season. Bureau Director Blomenkamp would like to recommend Martin Lawn and Landscaping at a cost of \$380 per mowing. A motion was made by Board Member Schnarre to award the bid to Martin Lawn and Landscaping in the amount of \$380 per mowing upon receipt of certificate of liability insurance. Motion was seconded by Board Member Shorr. No further discussion.

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Bureau Director Schnieders stated it was time to submit for propane proposals for the 2016/2017 year. A motion was made by Board Member Shorr to authorize staff to advertise and receive bids for propane as presented. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Bureau Director Schnieders referred the board to their packet with two bids from Delta Systems and Mayecreate for web design. The Fire District had advertised and submitted for proposals and finally been able to have discussions with both bidders to provide a cost for the website redesign and hosting. Staff would like to recommend Mayecreate. A motion was made by Board Member Schnarre to authorize Mayecreate to create and/or redesign the Fire District and MO-TF1 website as proposed for an amount of \$16,335.00. Motion was seconded by Board Member Shorr. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Bureau Director Schnieders stated we had three purchases over the \$10,000 threshold that needed board approval. The first was for Bound Tree Medical which is for expired medical cache items for MO-TF1. A motion was made by Board Member Shorr to authorize the purchase of medical cache items as presented on Purchase Order 2016-5544 in the amount of \$15,153.55 utilizing 2014 Cooperative Agreement funding. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

The second purchase was from Communication Applied Technology for communication equipment on the Task Force cache list. A motion was made by Board Member Shorr to authorize the purchase of the C-SAR equipment as outline on Purchase Order 2016-5519 in the amount of \$14,831.76 utilizing 2014 Cooperative Agreement funding. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

The final invoice was from ServiceMaster by Aerodry for the mitigation work performed at Station 14 due to the water leak from the expansion tank rupture. A motion was made by Board Member Shorr to authorize the payment of the invoice to ServiceMaster by Aerodry for the mitigation of the water damage at Station 14 as outlined on Purchase Order 2016-5528 in the amount of \$17,768.71 utilizing insurance reimbursement funding. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Bureau Director Schnieders referred the board to the Montgomery County Ambulance District and Scotland County Hospital Paramedic Agreements. These agreements are our template agreements. A motion was made by Board Member Schnarre to accept the Montgomery County Ambulance District and the Scotland County Hospital Paramedic Agreements and authorize the chairman to sign. Motion was seconded by Board Member Shorr. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes

Chairman David Griggs – Absent

Acting Chairman Williamson stated that the Board of Directors had received Phyllis Fugit's resignation due to her moving into the City of Columbia. Acting Chairman Williamson stated this would require the board to fill this vacancy for a two year appointment until the next biennial election per RSMo. 321.200.2, which will be in April, 2018 coinciding with the fulfillment of the term. A motion was made by Board Member Shorr to accept Phyllis Fugit's resignation, declare a vacancy and assign a committee to move forward with the appointment of a new board member. Motion seconded by Board Member Schnarre. No further discussion. A roll call vote was taken:

Board Member Keith Schnarre – Yes  
Board Member Phyllis Fugit – Absent  
Board Member David Shorr - Yes  
Acting Chairman John Sam Williamson – Yes  
Chairman David Griggs – Absent

Board Member Shorr would like to thank Misti Reynolds for the weekly operational briefing. It is great information and is definitely being read.

Acting Chairman Williamson stated bureau reports and statistical data were in the board packet and asked if there were any questions.

The following are other meetings/items that are scheduled:

April 7, 2016 – 4:00 PM Special Open Meeting  
April 20, 2016 – 5:30 PM Monthly Board Meeting

Meeting adjourned at 6:37 PM.

Respectfully Submitted,

Approved by:

Shawna Schnieders  
Administrative Services Bureau Director

John Sam Williamson  
Acting Chairman