

# **BOONE COUNTY FIRE PROTECTION DISTRICT OPEN and CLOSED BOARD MEETING MINUTES December 20, 2017**

The Board of Directors of the Boone County Fire Protection District met on Wednesday, December 20, 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 Keith Schnarre, Board Member David Shorr, Board Member Bill Watkins, Fire Chief Scott Olsen, Bureau Director Gale Blomenkamp, Attorney Jeff Parshall and Bureau Director Shawna Schnieders.

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

Board Member Shorr made a motion to accept the agenda with the amended presentation of items under new business. 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Chairman Griggs introduced Tom Darrough, Boone County Treasurer. Mr. Darrough gave a brief presentation of how the County Treasurer invests funds for the Fire District and that in doing so there was a joint request to formalize that arrangement. Bureau Director Schnieders stated that the proposed agreement formalizes the processes that currently take place. A motion was made by Board Member Shorr to approve the proposed Cooperative Agreement Deposit Pool as presented and authorize the Chairman to sign. Motion was 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Battalion Chief Chuck Leake gave a presentation on the Helicopter Search and Rescue and Large Animal Rescue Teams.

Chairman Griggs called for public comment.

Chief Olsen asked that the Board consider promoting Battallion Chief Chuck Leake to an Assistant Chief. A motion was made by Board Member Schnarre to promote Battalion Chief Chuck Leake to Assistant Chief with the car number of AC13. 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Bureau Director Schnieders gave the November Treasurer's report. Discussion was held on encumbrances. The treasurer's report was accepted as presented.

Fire Chief Olsen referred the board to the purchase order policy in their packets. He stated that the revisions, highlighted in yellow, were just clarification as to properly filling out the purchase order and what is required. A motion was made by Board Member Schnarre to adopt the purchase order policy as revised. 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Bureau Director Creamer stated that process had been taking place over the last few months to present and review the operational position descriptions. Station Commanders had reviewed and made comment on the attached position descriptions. He stated that the Operational Position Descriptions would provide staff with a checklist of what is truly expected to be an EMS Responder, Firefighter, Lieutenant and Captain. A motion was made by Board Member Shorr to adopt the Operational Position Descriptions of EMS Responder, Firefighter, Lieutenant and Captain as presented. Motion seconded by Board Member Schnarre. Additional discussion was held. A roll call vote was taken:

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

Bureau Director Blomenkamp presented the board with the AirSystems Agreement for preventative maintenance of the Headquarter's Chiller and Boiler equipment. A motion was made by Board Member Shorr to authorize the AirSystems Agreement with the addition of the following to the agreement "to include two (2) annual inspections as attached for Spring and Fall" upon Attorney Parshall's final approval and authorize the Chairman to sign. 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Fire Chief Olsen stated that Captain Darren Day had proposed the EMT Reimbursement Program document, as presented. Chief Olsen stated that currently if a person enters the Recruit Class the EMT Program is taught during that time. This program allows for an EMT to go through our EMT Program and then enter into our Recruit Class and receive reimbursement for the EMT Tuition, after they have licensed. A motion was made by Board Member Shorr to authorize the EMT Reimbursement Program. Motion was seconded by Board Member Watkins. Discussion was held. A roll call vote was taken:

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

Fire Chief Olsen discussed the thoughts and visions for the 2018 Goals. An official goals document will be presented during the January 17, 2018 meeting.

Fire Chief Olsen stated that the Fire District reviews cost of living activity on an annual basis with a three year rotation between lump sum and percentage. He stated that 2018 is a percentage year and based upon the Department of Labor Bureau of Labor Statistics Mountain-Plains Information Office Consumer Price Index, Midwest Region – November 2017 the CPI is 1.9%. A motion was made by Board Member Schnarre to authorize the movement of the salary schedule by 1.9% effective January 1, 2018. Motion was seconded by Board Member Watkins. Discussion was held, a request was made by the Board to do an analysis of like positions for the 2019 cost of living. A roll call vote was taken:

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

Fire Chief Olsen also stated that merit increases are budgeted annually, however, they are very rarely given. He stated this year there are nearly \$15,000 in merit increases he would like to give. A motion was made by Board Member Schnarre to give the Fire Chief authorization to utilize upto \$15,000 for merit increases and provide documentation as such during a closed meeting in January, 2018. Motion was 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

Fire Chief Olsen stated that with the promotion of Chuck Leake to Assistant Chief he would like to approve his movement into Level 3 Step 10 of the salary spreadsheet. A motion was made by Board Member Shorr to authorize Chuck Leake to move to a Level 3 Step 10 of the salary spreadsheet. Motion was 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 – Absent
- Board Member Bill Watkins - Yes
- Chairman David Griggs – Yes

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

The following other events/meetings are scheduled:

- January 4, 2018 4:00 PM Special Open Session
- January 17, 2018 - 5:30 PM Board Meeting

Motion was made by Board Member Shorr to enter into closed session pursuant to RSMo 610.021(1). Motion was seconded by Board Member Wakins. No further discussion. A roll call vote was taken:

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

Discussion was held.

Motion was made by Board Member Schnarre authorizing the Fire District to enter into an agreement for professional services for governmental relations not to exceed \$30,000.00. Motion was 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 – Absent  
Board Member Bill Watkins - Yes  
Chairman David Griggs – Yes

Meeting adjourned at 8:40 PM.

Respectfully Submitted,

Approved by:

Shawna Schnieders  
Administrative Services Bureau Director

David Griggs  
Chairman