



Holt Community Fire Protection District Regular Board of Directors Meeting

September 10, 2024

MINUTES

Vice President Kathy Stimelsky called the Regular Board Meeting to order at 6:59PM. The pledge of allegiance was recited by all attending.

Roll call was taken with Board members Ralph Wright, Charlie Dawson, Dan Howard, and Kathy Stimelsky being present. President Shane Goodin was absent for this meeting. Chief Ed Barger was also present at this meeting. Secretary/Treasurer Shirley Harbin was absent for this meeting.

Consent Agenda

- Approval of Minutes for the August 2024 month.
 - Chief Barger discussed that the process of having President Goodin come in to sign the previous month's Minutes as soon as Secretary Shirley Harbin transcribes the Minutes is incorrect. The signing of the Minutes should not be done until the following month's Board Meeting after the Board reads and approves the Minutes. This process will change starting with these September 2024 Minutes.
 - Vice President Stimelsky asked for a Motion to approve the August 2024 Minutes. Director Howard made a Motion to approve the Minutes. Director Dawson seconded the Motion. All approved. Motion was approved.
- Paid Bills – The Board questioned the following paid bills, and Chief Barger explained each question:
 - Holt Service & Welding - 2 separate bills - \$843.88 and \$463.86
 - Omega Door and Hardware - \$1,342.59
 - Missouri Fire Chaplain Corps - \$125.00
 - Spray-Away, Inc. - \$200.00
- President Stimelsky asked for a Motion to approve the Paid Bills. All approved and the Motion was passed.

Chief's Report

- August Response Summary shows 332 calls YTD with 32% fire and 64% EMS. Last year at this time we were at 431 indicating we are down 101 calls from last year from the Statistical Management System that was in place.

August ALS vs BLS transports:

- We had 28 ALS shifts. Two shifts we ran as BLS as we did not have paramedics for both shifts. One shift was strictly First Responders because we didn't have two EMT's on staff at the time.
- We had 26 ALS, one BLS and 3 Mutual Aid transports. We also had 8 Emergent, 19 Non-Emergent and 3 MA transports.
- We currently have 9 volunteers with 100.5 hours for the month of August 2024. The total for the year is 2,002 volunteer hours.
- New Volunteers:
 - RaDana Smith is a college sophomore and currently looking into Pre-Med. She is extremely interested in learning both EMS and the Fire Side.
 - Maycie Cox is a high school senior which will be volunteering with us. She has no interest in the response side as far as running calls. She likes and wants to learn the administration and Marketing side of fire service only. She is very interested in marketing, so we will be working with her, teaching her how to manage social media, public information access and marketing of fire service organizations.
 - Volunteer FF Alec Assel is returning after a long hiatus from the District.
 - Volunteer FF Steven Barnes is also back from a long hiatus from the District and is specializing and Heading Up the District's Chaplaincy Program.
 - This program ties back to the law that is in place now. The State of Missouri has taken steps, putting legislation in place regarding mental health of responders at the forefront. Having department Chaplaincy, or Liaison personnel in place makes it easier to manage and monitor this.
 - Missouri is one of only 15 states to put a law like this in place which forces emergency responders to do something about PTSD. Some of the younger generation personnel coming into this field do not have the mechanisms in place yet to deal with this type of work that the post boomer age had in place.
 - The Chaplaincy program is **not** about evangelism in the fire service. It is about service to our constituents. It is about having a liaison to help families walk through the tasks needed when they lose a loved one in the home, he will help them know the things that have to be done to deal with the task at hand. It's about dealing with what needs to happen "After the Fire" and the things that a homeowner needs to do and what process's need to happen to get things going in a recovery direction. It's about customer service, not recruitment.

Mechanical/Continuing Issues:

- We have most of the issues resolved with Med 52.
- Med 51 is currently out of service due to A/C issues. We can run it once it starts cooling off, then we can operate it but not now. Towards the end of the year, we can get it back to Gooch for the annual service. Midway over-pressurized the air conditioner radically and we

are getting it down to the correct levels. We are holding off until the first of the year because we do not know what it will cost.

Training:

- We are building our Volunteer Program from scratch and will have one class on Saturdays each month. The first training class is set for Saturday September 14, 2024, from 9:00AM to 11:00AM. This date may not work due to the Jesse James Festival and activities. This will be an Orientation class which we will be doing one Saturday each month from 9:00AM to 11:00AM. We will also be working on doing one weeknight per month.

Financials

- Approximately one hour ago I got the equalization numbers back from Clay County and we can start early planning to get our 2025 numbers. With both Clinton and Clay Counties we are up to a little over 2 Million Dollars. We now need to use the State Auditor's worksheet, and this will tell us where we are at with the Mil Levy and Debt Services. Once we get this completed, we can schedule a Special Meeting to set out Mil Rate which we have to have completed and sent to the County by October 1, 2024. This will be a quick meeting to set both the Mil Levy and the Debt Service.

Budget vs Actuals

- We knew it was going to be necessary to cash in the CD to get us financially through the end of the 2024 year. I have some idea where to put that money in the line items on the budget and then we can approve those budget adjustments in the October 2024 Board meeting.

Budget Adjustments

- Go to the budget projections page and see where Theresa Wren ran a payroll projection showing we needed to cash in the CD. The number she used is higher than average due to shifts running at different amounts than in the past. We will lose interest in the CD that we would have earned to get us through the end of 2024. This amount is approximately \$500.
 - Option: We can round out Payroll and Payroll taxes line items as much as necessary. This happened because we had a budget that is \$50K upside down.

Old Business

- Debt Service payment has been made and documentation is included.
- Defeasance Payment – Debt Service
 - Option/Plan: Resolution draft is made and approved. We have waited to go forward with this until we get the new equalized numbers from the Mil Levey before setting our Debt Service and Mil rate.

- Chief is 95% positive this will not change our plan and will be where we need to be at the first of 2025. This is another option.
- Debt Service Interest Payment was wired on September 1, 2024, and documentation is attached.
- The next Bond/Debt Service payment will be due on March 1, 2025.

Strategic Planning Work Session

- We must schedule a work session possibly in mid-October 2024.
- A General Staff Meeting is scheduled for September 12, 2024, where we will go over with personnel an internal strategic plan that Deputy Chief Ferguson and I have worked on for several months to ensure that from a Station and Ops perspective that we have everything covered. Framework will be distributed to the Board members prior to the work sessions.
- Feathershark – The quote was reviewed with no decision made and has been tabled to a later date. The Board wants more information to before the quote is approved.

New Business

- IT Solution Support with Feathershark has not been approved so the decision will be tabled for later to acquire additional information.

Legal Retainer

- Going forward the legal retainer for Carl Scarborough will be \$500.00 monthly for \$6,000.00 per year.
- This provides a flat rate structure for HCFPD for litigation, negotiation, mediation or arbitration excluded from the monthly fee at a discounted rate of \$200.00 per hours vs \$324.00 per hour.
- This is the same agreement that has been offered to the District for the last several years and has never been taken advantage of to save money. Had the District utilized this plan, we would have saved \$3,000.00 per year.
- This invoices quarterly so if we signed the agreement to be effective October 1, 2024, our first invoice would be due January 1, 2025.

Policies

- The Grievance Policy is attached.

Agenda Items and Scheduling for Future Meeting

- With no further business to discuss Vice President Stimelsky entertained a motion to adjourn the meeting. Director Wright made a Motion to adjourn the meeting. Director Howard seconded the Motion to adjourn. All approved. The meeting was adjourned at 7:56 PM.

Kathy Stimelsky, Vice President _____ Date _____

Edward Barger, Chief _____ Date _____