



Millersville Rural Fire Protection District
155 County Road 482
Millersville, MO 63766

Board of Directors Meeting
July 17, 2023, 6:30 P.M.

Date: July 17, 2023

Time: 6:30 P.M.

Call to order: President Bob Hull

Prayer: Pastor Jason Grubbs

Board Members Present: Jason Grubbs, Robert Hull, Annie Criddle, Martha Friese, Jennifer Vandeven (not present)

Chief: Fire Chief Ray Warner

Deputy Chief: Michael Bell not (present), Bryan Burson (not present)

Auxiliary: Megan Hurst, President (not present)

The meeting was called to order at 6:35 P.M. by Robert Hull. Jason Grubbs led us in prayer.

MINUTES OF PREVIOUS Board Meetings:

Review of June 19, 2023 regular minutes: Motion to approve with spell correction as presented by Martha, second Jason Grubbs seconded. All in favor. Motion passes.

TREASURER’S REPORT: Bob reported the Treasurer’s on behalf of Jennifer. Account balances as noted:

Operations Account: \$112,668.49

Operations Debit: \$616.28

Auxiliary Account: \$12,734.48

Debt Service Funds: \$71,316.45

Money Market: \$80,697.33

Building Funds: \$6.07 (interest)

Annie inquired the difference from last month’s Operations debit account of \$1668.23 vs. this month \$616.28, noting approximately \$1,000 difference. Table inquiry for next month. Per Jennifer, Census continues to give Jennifer an error. Ray is also having issues accessing the site. Insurance payment of \$23,152.00 was sent in today for the annual premium (building and trucks/assets).

Bonus check for Ray this month for \$2913.00 for no incidents last year (see her report). This is indicated in the Contract.

Treasurer’s report was accepted.

GUEST SPEAKERS: None

AUXILIARY REPORT: no report. Possible meeting next month to prepare for Fire Prevention week.

FIRE CHIEF REPORT: Chief Warner reported on the following:

- MacQueen Services – introduced two gentlemen from MacQueen Services. Chief thought had a good handle on grant until today during his review. There are tools on the grant that were bid that were not asked for in the grant. Since we didn't ask for the said tools in the grant, unable to ask for the grant payment. Therefore, the RAMS (extrication equipment) will not be included within the grant confines. Chief indicated that he will do more research on this as he doesn't feel comfortable moving forward with bid until he looks closer at grant. Deadline is approximately 2024. The RAM is the only issue to the contract and it drastically changes the dynamic of the grant request. Ray is to do more research and will send out mass text message for Board approval. MacQueen has demo models that can be used. He reported that Holmatro tools are best in the market. Additionally, MRFPD prefers Holmatro and Genesis as it's easier to operate and lighter in weight. He reported that anything over \$40,000 comes out of our budget.
- Calls - Chief Warner reported 30 calls for June 2023. He indicated that not everyone is showing on the call list.
- Training Site – Continuing to look for a building site. Chief indicated that the Water Board is interested in existing property. Tim Heise (Water Board President) discussed this with Ray today. Once get property secured (prefer up to 4-5 acres), MRFPD to sell the Training site (3 acres). Chief would prefer to find a property next month to remove top soil and bring to Station 1. Anticipate to house 1 engine at this Station.
- Exterior - Worked on exterior area some. Jennifer to work w/ Lowe's regarding a return policy. Deal with this in the fall. Spoke w/ Eddie and not opposed to working w/ this.
- Yard/Ditch – Work was completed this past week with Eddie. Chief prefers to have rip rap at ditch. If have ditch covered, water would filter down the road and move toward main ditch. Eddie is to terrace/create a swale to slow stormwater as it flows down the hill.
- Duty Officer position – Chief reported that he had a meeting with Michael Bell and Bryan Burson to discuss the "No Responder" personnel. This will guarantee a responder to respond to a call. He inquired how to compensate for the Duty office and suggested an "oncall" position that requires 16 hours of work. He is concerned about getting the administrative work completed. Chief considered paying a certain amount for 10 hours, the other 6 hours could be a per diem (non-taxable). Get paid taxable pay for 10 hrs/week. If could be a per diem, this could incentivize this position and would need to be kept separate from the regular pay.
- Checks / Accounts Payable –
 - Raben tire - \$6861.10 (work completed: 6 tires on one truck , 4 tires on the other), invoice sent early May. Raben reports that they still not received the payment. Sent another invoice for \$7180. Chief reported that Jennifer paid \$6861 on 4/7/23 and also reported that Jennifer paid the subsequent invoice (including past due balance) \$7184 on 6/12/23. It was reported that neither checks were received. A third check was written today 7/17/23 to Raben and NAPA.
 - In Summary
 - NAPA: Check# 1274, 2/7/23 - \$331.07,
 - NAPA: Check# 1297, 3/16/23 - \$369.98,
 - NAPA: Check# 1332,5/1/23 \$0.29 (this one rec'd), new check written & sent today 7/17/23
 - Raben: Check# 1321, 4/7/23 - \$6861.10
 - Raben: Check# 1361, 6/12/23 \$7184.98

- Raben: a third check written & sent today 7/17/23

Chief requested a stop payment for the checks not received. He is receiving phone calls regarding the unpaid bills. Jennifer reported to Chief that a stop payment fee will be assessed. The Board suggested to stop payment on the checks not received.

Ray suggested that checks are brought to each Board meeting for signing. Per State rules, Board possible have to vote on each bill.

Bob has concerns regarding two folks working in Quicken. He suggested to bring checks to the department along with a report at the meetings. Chief and Jennifer to work it out.

Annie inquired if bills can be paid online to circumvent and avoid USPS issues. Ray said some are paid online, some can not be paid online. Raben and NAPA are still companies that require mailed payments.

Chief reported that duplicate checks (Check #1362) were made payable to both Bryan Burson (6/19/23) AND Waste Connections (7/1/23). Annie suggested that the checks that are required to be mailed for payment to send it certified with tracking to ensure delivery. Chief reported that utilities are set up on autopayment.

- Grants:
 - AFG 2022 – still have some tools on backorder.
 - Regional Hose grant (end 2023/beginning 2024) – some equipment in and installed. Still 3600 ft of 5” hose for 3 trucks.
 - AFG 2023 – SCBA, received grant. Chief reported that he is in process of doing bid request.
 - American Rescue Plan Act grant - For extrication tools. Discussed previously. Still in pending stage. Chief reported that he is looking at application for EMS side (medical response vehicle). It has opened again and is a budget grant, not 50/50 grant.
- Department Vehicles:
 - Almost all vehicles has been serviced except for breakdowns for use. Tanker blew a break gasket. One of the engines had a leak and the repair was self-performed by the Dept.
 - Chief reported that the Dept. used the MRFPD pump at a call and it worked very well.
 - Put tires, front end aligned and performed oil change on ambulance per agreement.
- Misc: Per Ray, burn advisory still in effect.

CLOSED SESSION: none

SOS UPDATES: No report.

OLD BUSINESS: none

NEW BUSINESS:

- Tax Rate – Bob reported that the Board of Equalization (BOE) for this year’s tax rate is forthcoming and should get second notification next week and/or before August 15. Comparison: \$89,828,0856 last year vs. \$79,798,827 this year. Last year, the tax rate set at 0.2763. Will need to wait for next BOE to come out. Per Bob, by August 15, the tax rate public hearing is to be posted in newspaper, social media and needs to be at next Board meeting. The documents are due by Sept. 1, 2023.

- Bob reported/discussed the following:
 - Tax Rate Public Hearing is to be published and posted before next month. Board will need to meet for discussions.
 - Asa Gray is the Deputy Clerk/Taxes
 - Bob will send out a text prior to August 15 for the Board to meet to discuss.
 - Chief will try to have his Budget set by next meeting.
- Board reconfiguration meeting (positions/roles – Bob suggested to table this for future discussions. He has worked on the roles and responsibilities and reported the everyone in the Dept. has a position/ role description. The Chief has drafted a position description for President’s roles and responsibilities and is working on the descriptions for Secretary, VP, Treasurer and Board members. He indicated that he will send to Annie and distribute to Board. These documents are to be placed in one location. Make sure the essential duties and qualifications are established.

NEXT MEETING: August 21, 2023, 6:30 P.M.

ADJOURNMENT: Martha Friese made motion to adjourn and Jason Grubbs seconded. Meeting adjourned at 8:24 PM. All in favor. Motion passes.

Minutes approved _____

Respectfully submitted,

Bob Hull, Board President