

Kinloch Fire Protection District

Board Meeting Minutes 6/26/2018 3:35 pm

Prepared by: Asst. Chief Kevin Stewart, Secretary to the Board

Meeting called to order at 3:35 PM

Roll Call:

Director Pickens: Present

Director Falls: Present

Director Reese: Present

Chief Pryor: Present

Asst. Chief Stewart: Present

Legal Officer Anthony Gray: Absent

A Quorum has been established the meeting is in session

Open floor comments from members of the Public

No Members of the public are present

Discussion

Question from Director Falls: I just want to ask one question it may be silly, but this investigation isn't threw is it.

Response from Asst. Chief Stewart: Yes ma'am it's closed

Comment from Director Falls: Well nobody didn't go to jail

Response from Chief Pryor: Yes Mr. Smalls did go to jail and Mrs. Smalls received 5 years' probation

Motion from Director Pickens to move on to the next agenda item old business

2<sup>nd</sup> by Director Reese

Asst. Chief Stewart: Under old business we have the approval of board meeting minutes from May 24, 2018 board meeting. If you look in your packet you will find them behind today's agenda. These minutes are the official account of what transpired at the last board meeting.

Motion by Director Pickens to accept and approve board meeting minutes from May 24, 2018 Board meeting

2<sup>nd</sup> by Director Falls

Vote called by Director Pickens

Director Pickens: Yea

Director Falls: Yea

Director Reese: Yea

Minutes have been accepted and approved

Next agenda item under old business

Asst. Chief Stewart: We need you all to review and approve the payment of all district operational expenses and bills and invoices, you all should have the bills in your packet that are needing review and approval that came in since the last board meeting. All new bills that came in this week Chief Pryor has them.

Question from Director Reese: So we are up to date on all our bills

Asst. Chief Stewart: Yes ma'am should be up to date on all our bills as far as district utilities, we do have a couple of outstanding invoices and those are in your packets as well.

Motion by Director Pickens 2<sup>nd</sup> by Director Falls to pay all bills and invoices presented

Vote called by Director Pickens:

Director Pickens: Yea

Director Falls: Yea

Director Reese: Yea

No further discussion/motion carried

Next Agenda Item

Motion by Director Pickens to move forward to New Business

2<sup>nd</sup> by Director Falls

Asst. Chief Stewart: Under new business we have item a under new business we have update on the bond and tax levy rate amendment election on Aug 7 2018 so all election fees have been paid, our bond issue and tax levy rate amendment are on the ballot for August, so you I will print you all off a sample ballot so you all know how it will read and look on the ballot at the election poll. So that's ready to go, the election is August 7

Comment from Chief Pryor: So Please talk it up with the rest of the citizens we will be going door to door putting door hangers out you'll be seeing signs throughout the city of Kinloch to get this passed uh one to be able to get some much needed repairs done and uh you know a new fire house and tools we need with all the businesses that are coming the biggest things they look at is if we can protect you know on the fire side if Imma build this big warehouse out here do you have the equipment to be able to protect and we want to keep the businesses coming to Kinloch so we can revitalize Kinloch so that's our push to be able to get our things up to date so we can run with the rest of the surrounding agencies.

Comment from Director Falls: I know you're going to send a letter to all the Churches

Asst. Chief Stewart: Yes Ma'am

Comment from Chief Pryor: Were going to be going door to door we are going to host a big event at the firehouse and ask you all to be there so we can push this out and inform everyone what we are trying to do.

Question from Director Reese: This proposition K, about commercial real property from .85 to \$100 is that \$100?

Asst. Chief Stewart: No Ma'am it says .85 per \$100 to \$2.70 per \$100

Comment from Chief Pryor: So pretty much what we did so you can understand is that we did not raise the taxes crazy on the residential and the personal property taxes on the citizens of Kinloch they just can't afford it, there is no need to push the community out we went higher on the commercial because they can afford it, you know what I mean its billionaire businesses coming in here they're the ones we are soliciting to get the money from not the citizens.

Question from Director Reese: That's any commercial building going up in Kinloch

Response from Chief Pryor: Yes Ma'am, any commercial like Kinloch Been zoned 80% commercial, that's for any commercial buildings that come, so you don't have to expect any big personal property tax or huge tax bills from the fire department because me myself don't feel that's right to do that to the people that live in the district.

Motion by Director Pickens and 2<sup>nd</sup> by Director Reese to approve literature for Bond issue and tax levy rate election

Vote Called by Director Pickens:

Director Pickens: Yea

Director Falls: Yea

Director Reese: Yea

Motion Carried: None Opposed, No further discussion

Next agenda item under new business

Item C: Fire district budget, audit and accounting needs

Response from Chief Pryor: so what we did was we reached out and looked for a couple of accountants, that was a key thing that was missing in the prior administration. They will come in and they will keep us in line, they will give us a budget and make sure that everything as far as our documents and are bills and everything are paid we keep them on a retainer fee and you know any question that we have everything is set forth they are going through and making sure we are dotting our I's and crossing our T's when it comes to this money to make sure we are paying all our fees our taxes and making sure nothing is out of line so this is one of the main components that has been missing throughout you know any business any organization has an accounting firm, and that's what we reached out to and uh we looked at Turner Tax services uhm she came out and gave us her presentation and by far she was economically the most best there was for us, her fees where \$300 on retainer a month plus a \$25 software fee

because she keeps all the receipts and everything that goes throughout in a file so that way the state audit we're looking at now won't ever happen because we have an auditor that's keeping everything in file and keeping all the money and budget and everything in check so when the state auditor sees that we have an auditor in place we don't even have to worry about them coming back because they know we have everything in checks and balances going so uhm we want to present this to yall you know and if you all agree to it, we would have her to get working to get our budget for this year going and to get everything going for this year you know cause we have to do a self-audit so that way if we don't do a self-audit then the state is back at our front door again ripping us apart again and we don't want that so every year we have to do our own audit and this is why we want to put Turners Tax services on retainer so she's there at all times, if you all pass that we'll get that going and we will set up a meeting for you all to physically meet her also.

Comment from Director Reese: Yeah cause if that had of been in place before none of this other stuff would have went on, they had nobody checking you

Comment from Director Falls: She sounds like good people

Response from Chief Pryor: See we're putting this in place and having this auditor on file that everybody sees that the state sees that everybody that's watching they'll be like ok they're doing things the right way this is how a business is suppose to run you know with us allocating the new funds we just want to make sure we let everybody know we're on the up and up and doing things the right way in any way they need to be done.

Motion by Director Falls to accept Turners Taxes engagement letter and employ Turners Taxes to perform the duties said therein the agreement 2<sup>nd</sup> by Director Reese.

No Discussion

Vote called by Director Pickens:

Director Pickens: Yea

Director Falls: Yea

Director Reese: Yea

None opposed motion carried

Turners Taxes represented by Ms. Jennifer Turner shall begin such duties immediately as the Fire District Accountant.

Next Agenda Item

Item D: Closure of the Missouri State Auditors Office audit of the Kinloch Fire Protection District

Asst. Chief Stewart- So this audit is now officially closed, and the State auditor's office has released the findings of the audit to the general public, you all may review the findings in your packets. So we don't have to worry about that, as the state auditor's office said at our last board meeting that they will be

billing us for that audit and they also said they will be working with us to set up payment arrangements so we can get that bill taken care of in a way that doesn't cripple the district.

Next Agenda item

Miscellaneous items

Question from Director Pickens- I have a question about the soda machine at the firehouse, is that something that the firehouse owns or being leased?

Response from Chief Pryor- No that's we don't even lease it free from Coca-Cola and what it does is they put that in the firehouse and what they do is give us residuals off of it every three quarters so you know, it's there for the fire fighters and also that why we kind of leave the bay door open in case people want to stop by and get something to drink, maybe on a hot day that's why we have it by the front door.

Question from Director Reese- I have a question, I asked them about food the firemen, does any fire dept give a food allowance

Response from Asst. Chief Stewart- Most of your fire districts and municipal fire departments they do have what you call a food kitty and usually the district would provide a portion and the other remaining portion would come out of the guys pay checks.

Next Agenda Item

No members of the public are present we will not go into close session we will continue to discuss personnel, promotions, hiring

Asst. Chief Stewart- I have brought a couple of Fire fighters before the board, I would like to recommend to board the promotion of fire fighter Dakota Englemeyer to the rank of Captain and make him a permanent member of the Kinloch Fire Protection District, and I have Paramedic Patricia Reece with a recommendation for promotion to Captain Medical Officer of the District, and Fire fighter-engineer Lucas Mitchell-McNulty and Fire Fighter-engineer Kenneth Aldridge with a recommendation for appointment to the District as permanent members. I would like to ask the board for your blessing and appointment of these individuals to their new positions.

Motion by Director Reese 2<sup>nd</sup> by Director Pickens to Promote FF Dakota Englemeyer to Captain, Paramedic Patricia Reece to Captain Medical officer of the District, appointing FF-Engineer Lucas Mitchell-McNulty and FF-Engineer Kenneth Aldridge and Captain Reece and Captain Englemeyer as Permanent members of the Kinloch Fire Protection District as they have successfully completed their probation.

Vote Called by Director Pickens:

Director Pickens: Yea

Director Falls: Yea

Director Reese: Yea

Motion by Director Pickens 2<sup>nd</sup> by Director Falls to adjourn

Vote called by Director Pickens:

Director Pickens: Yea

Director Falls: Yea

Director Reese: Yea

No discussion/Meeting adjourned at 4:19PM

I ATTEST TO THIS DOCUMENT BEING  
THE TRUE AND ACCURATE ACCOUNT OF THE MEETING OF THE BOARD OF DIRECTORS OF THE KINLOCH  
FIRE PROTECTION DISTRICT ON THE 26th DAY OF JUNE IN THE YEAR 2018 BEGINNING AT 3:47 PM AND  
ADJOURNING AT 4:02PM

SIGNED: \_\_\_\_\_ / KEVIN J. STEWART (SECRETARY TO THE BOARD)