

Kinloch Fire Protection District  
Board Meeting Minutes

October 24, 2019 - 6:37 P.M.

**Chief Stewart:** This is the meeting of the Board of Directors of the Kinloch Fire Protection District. At this time we're going to call the meeting into order and turn it over to the President of the Board, Director Edna Reese and we will go down the agenda here.

**President Reese:** Roll call.

**Director Green:** Present

**Director Peebles:** Present

**Chief Stewart :** Present

**Assistant Chief Darden:** Present

**Legal Officer Gray:** Absent

**Business Manager Turner:** Present via Phone

**President Reese:** Open floor comments from the public.

**Chief Stewart:** We have none so we will move on to the next item.

**President Reese:** Old Business.

**Chief Stewart:** We don't have any. The board meeting minutes are not prepared from the last meeting so we'll get those approved at the next meeting.

**President Reese:** Update on Pepsi Expansion

**Chief Stewart:** Pepsi is moving forward with their expansion. I spoke with the Superintendent of the project. They said they must be completed by December 31<sup>st</sup> of this year. So they've started with the building office space and cooler space inside the building without permits. So I called and told the fire marshal and gave him heads up so he's going to be popping up down there tomorrow morning first thing and they're pretty much going to be receiving some fines from the fire district for starting the work without the required permits so we can start looking forward to that. They are moving forward with the expansion of the parking lot. They've started repaving Martin Luther King behind the Pepsi building going towards Hanley road.

**President Reese:** Review and approve the bills and \_\_\_\_\_ [inaudible 4:03]

**Chief Stewart:** now that we have the paperwork for the new director to sign to put them on the bank account we can go ahead and start getting on top of some of these bills. I've gone through all of the bills that we have and I pulled the most important ones that we need to get signed immediately. Before we

can do that I need Mrs. Reese, Ms. Peebles and Mr. Green to sign by their name where the highlighted "X" is and that's from Simmons Bank.

**Director Peebles:** There's no ownership of accounts signed. Is the bank going to take care of that because there's nothing checked here?

**Chief Stewart:** it's because we are a government agency, a political subdivision. There's no owner of the account.

**Director Peebles:** Corporate authorization resolution?

**Chief Stewart:** that is the authorizing form, corporately authorizing you all to be the signers on the account to the bank.

**Director Peebles:** What are the checks and balances of the account as far as who is in control? One person just can't go in and withdraw without two signatures. [Inaudible 7:40]

**Chief Stewart:** Correct. It has to be at least two signatures per our policy.

**Director Peebles:** One must be the president?

**Chief Stewart:** it can be a combination of any three of you all. If Mrs. Reese is not available it can be either you or Mr. Green. If you are unavailable it could be Mr. Green and Mrs. Reese. If he is unavailable it could be you and Mrs. Reese and so forth. So per the Missouri statute we must have at least two board members sign for every check that we issue. It doesn't matter which two as long as two of them sign.

**Director Peebles:** There is no ink stamp or anything like that where somebody can... [Inaudible]

**Chief Stewart:** No. absolutely not. We don't have a signature stamp for anybody. In addition to that you all should not at any time sign for anything unless you understand exactly what you're signing for and have reviewed the expenditure or what have you and have agreed to pay for it. Nobody should be bringing you to pay for except me or whoever I designate to bring it to you.

**Director Reese:** Are there bills to be paid tonight?

**Chief Stewart:** Yes, ma'am. Mrs. Reese I need you and Mr. Green to sign that form. Mrs. Reese with you being the President you're going to vouch for the District saying that we do not participate in any online gambling activities.

**Director Reese:** I know I don't.

**Director Peebles:** Do you mean as an individual?

**Chief Stewart:** As a business. I'm going to mention something for everybody in the room. I'm not trying to offend anybody by any means but when the Board is conducting business, they're conducting business, there's not input from the floor at all. They have to be the ones to make the decisions and the

communications should stay between the Board and Chief unless we have open floor comments from the public or we're in a closed session where we're dealing with someone individually. This last sheet is our request for taxpayer identification number and certification for the federal government. It just requires your **(president 12:23)** signature. Okay, so we have the bank signers form signed. Immediately we need to go ahead and pay the water bill. We have a disconnection notice that was dated for October 8<sup>th</sup> but the water is still on. This bill is \$101.42. When you all review the bill and you all agree to pay the bill I need you all to sign the actual bill. Once we get done I'll get the checkbook and we'll sign the checks. If you agree to pay it, the State wants all the Directors' signatures on the bill now.

**Director Peebles:** this is not a caution but going forward, if you know you're getting a disconnection notice, make the call and ask for an extension. Credit is everything. The utilities they want their money and they'll work with us. If we can avoid ... I understand it took a while to get everybody on board and there is a lot of moving parts here as to why it's getting paid late but in the future just ask – make a call and just ask for an extension and let the Directors know even if we have to have an impromptu meeting to get the checks signed to get it paid right away.

**Director Reese:** I'll let them know the checks in the mail or whatever ... do you send it now?

**Chief Stewart:** Yes, I'll send them in tomorrow.

**Director Reese:** Call and let them know that it's on the way.

**Chief Stewart:** yes, ma'am.

**Director Peebles:** That form I saw a whole bunches of "Xs" on the back from the bank about what type of transactions. Are we doing internet banking with that form, or are we able to do check by phone to pay that instead of saying it's in the mail.

**Chief Stewart:** We can do pay by phone and do online payments. We just have to set it up that way. If that is something you all want to do just let me know and I will get it established.

**Director Peebles:** It's good to have other options available in case there's a dire need and we don't want to get to the point to get the water shut off because you all need the water.

**Chief Stewart:** Here is the fire house phone bill. It's actually, this says its \$413.51 but it's actually only \$287.20 they gave us a credit, they gave us several credits because the phone has been inoperable for about the past 3 or 4 months due to the phone lines being shot up. I've called and called and called to try to get it repaired and yesterday I just had enough because we've been paying our internet bill faithfully because it's automatically deducted from our banking account and because we operate off of the internet. All of our fire calls, all of our reports and everything we obtain thru the internet. The calls we receive from dispatch comes through the internet. And it goes down every day. There has just been a problem with it since we've had it. I was on the phone with AT & T for almost 4 hours yesterday trying to get a resolution. So today they sent out a whole team and they walked the entire line and followed it all the way back to where it comes from over off of Florissant Road in Ferguson to the AT & T building. They

said there are two spots where there are bullet holes and they'll be back out there tomorrow to fix it. But they did give us a credit and it took our bill from \$800 all the way down to \$287.20.

**Director Green:** How much is the bill that we have pay?

**Chief Stewart:** \$287.20.

**Director Peebles:** And does that cover for any special phones, is that what this AT &T bill is covering that and the internet?

**Chief Stewart:** No. This AT&T bill is for the firehouse business line. We have the firehouse business line and then we have the firehouse fax line for fax \_\_\_\_ that comes through. Even though the internet is with AT&T it's a separate account as well. They have their business account and their internet account and then they have their first net cell phone account. Even though it's all AT&T they have it broken up in three different departments and ...

**Director Peebles:** Three different bills?

**Chief Stewart:** They don't have bundles for businesses.

**Director Peebles:** What's the normal monthly bill?

**Chief Stewart:** The normal monthly bill is about ... almost \$200. The State just wants a signature somewhere on the bill showing that's the amount you all authorized. Here is the AT&T first net cell phone bill. It is past due. The total amount due is \$996.05 but we're not going to pay the \$996.05. It says due immediately \$747.04. it hasn't been paid because Ms. Pickens left the Board in July and subsequently Mrs. Falls left the Board and we have about 3 ½ months of unpaid bills and that's why it's backed up like it is. This bill regularly every month is about \$240 and that's for the 5 cell phones that we have. We have unlimited talk, text and data. This is the amount that I'm asking that we pay – the immediate amount. We'll be able to cover November's payment next month.

**Director Peebles:** We do have funds available obviously to pay the bills so how do we... [Inaudible–23:00]

**Chief Stewart:** In November and December, we start getting our tax payments from the County and that's where those revenue will come from. Plus we know we're going to have permits fees and things paid to the District very soon because they've already started the work. They can't start their work technically until they have their permits.

**Director Reese:** \$747.04. Then do you still owe the balance of that?

**Chief Stewart:** No ma'am. The bill is the bill until November 6. We have our energy petroleum bill. It is \$1,145.31 and I'm asking that we only pay half of that to Energy because they have extended us a line of credit we are currently 60 days past due at \$621. Now we can pay the \$621 and it will bring us current with our account. We do have the funds to be able to pay the \$621 but when we will have to make a partial payment which we were going to anyway on our electric bill and a partial payment on our

Firestone account until we get the rest of the money in to catch up on all the rest of the bills that we have.

**Director Peebles:** Pay the \$621 for now and don't pay it all up and then whatever we need on that other bill and definitely that Firestone bill. I would like to know the terms and conditions on that interest rate on that Firestone bill. So that's \$500 that we're not going to pay on that.

**Chief Stewart:** Correct. We actually get money in every month but in like August and October we get about \$200.

**Director Green:** Roughly how much will this tax payment be for this month?

**Director Peebles:** So did you meet with the County Collector Mr. DeVore?

**Chief Stewart:** Mr. DeVore? We have not met yet. He's still billing taxpayers for the political subdivisions. Mr. Green I can get some numbers for you. I was told we should not discuss our financials.

**Director Peebles:** Is this energy bill for the truck?

**Chief Stewart:** Correct. It's for our diesel fuel for the truck. We also use diesel fuel for the heater in the engine bay to keep it warm in the winter time.

**Director Peebles:** do they bring a truck into the City to fill the tank?

**Chief Stewart:** Yes, we have a tank on the side of the firehouse. And they bring a truck to fill it up and it holds about 375 gallons. Here is the electric bill. The electric bill. I want you all to look at the total. They haven't sent us a disconnect notice or anything. If you all look at the account in the bank, I'll go ahead and add up what we have agreed to pay already to see where we're at.

**Director Reese:** So you're plan on paying half of this?

**Chief Stewart:** I'm going to see what we spent already.

**Director Peebles:** Are we getting on a payment plan or extending a budget, do they offer that?

**Chief Stewart:** I can ask them about budget billing for businesses. Usually when they send us a notice or saying we're past due or a disconnection, I would call them and let them know we're working on getting a payment to them. We've been through this with Ameren and they weren't very lenient with us at all. They have cut the power off to the firehouse at one point. At one point they actually put a meter on the firehouse were we could use so much power and then it would cut off. They really don't care that we're the fire department. They want their money.

**Director Peebles:** We need to call them to see if we can make payments or something like that.

**Chief Stewart:** We did sell the black car. We had a gentleman come by with cash in hand. And it was sold for \$500. For some reason now he couldn't open up the door from the inside he had to open it from the outside to get in and out of the car so we knocked it down from \$700 to \$500 because already the

windshield wipers didn't work, the brake lights didn't work. The power windows and locks didn't work but he liked the car because it ran and he was trying to get back and forth to work. So he paid the District \$500 cash. We do have it here. Now that you all are signers on the account, we can go together and make the deposit. Me and Mrs. Turner were supposed to go but she had some prior engagements that prohibited and then we were down and had to get the truck tire fixed. So we weren't able to go. So we have \$500 additionally here that we need to put into the bank.

**Director Peebles:** Is this the last of the bills that you are presenting tonight?

**Chief Stewart:** Yes, because we don't have the funds to take care of the others.

**Director Peebles:** What other kind of bills?

**Chief Stewart:** the other utility bills like the trash bill. We have the bill for the State Auditor's Office. We have the bill for the uniforms. We have bills for other accounts that we haven't been able to make payments on. Actually, I have the whole stack in there.

**Director Peebles:** At the next meeting, I would like for you to come with a list of all outstanding bills. Whatever it takes to run this fire department and what are all the bills related to the operation of the ...

**Director Reese:** And if you don't have the funds to cover them to be in contact with them to see how much you can pay until we can get it bought back up.

**Director Peebles:** Do you have an office admin that can help handle some of those type of contacts while you do what you can do or should be doing?

**Chief Stewart:** We don't have a secretary. We have Mrs. Turner as our business manager. A couple of firefighter wives have offered to help in that area. I'll let the Board make a decision on that.

**Director Peebles:** I'll like to talk about that in closed session.

**Director Reese:** So what are you suggesting that we pay on the light bill?

**Director Peebles:** I suggest that we use that \$500 from the sale of the car to pay on that bill.

**Director Green:** We still have the Firestone bill.

**Director Reese:** Let's pay at least half of that bill.

**Chief Stewart:** If we're going to do the \$500 on the light bill, I think I should contact Firestone and let them know.

**Director Peebles:** How much is that bill?

**Chief Stewart:** the Firestone bill is \$855 and the financing for that is the \$3.34.

**Director Peebles:** What is the interest rate?

**Chief Stewart:** I have to look at the interest rate.

**Director Peebles:** The \$855 and that's the balance because of?

**Chief Stewart:** For work we've had done on the vehicles. We just haven't submitted the invoices for payment yet.

**Director Peebles:** So does the City give you all anything?

**Chief Stewart:** We are totally independent of the City of Kinloch. Totally. The only relationship we have with them is that we provide fire and emergency services for the City of Kinloch.

**Director Peebles:** And who pays for the maintenance on your truck, your vehicle?

**Chief Stewart:** the District. It's a District vehicle.

**Director Peebles:** Okay if it's a District vehicle, how are you keeping gas and maintenance?

**Chief Stewart:** Well since the District isn't able to put gas in it now, it's just what I can do and far as maintenance goes, with the line of credit that we have with Firestone they'll do the work for us and just bill us. We're not at our max but it's gone delinquent so long they want us to pay at least one of the invoices before they allow us to have any more work done. We have a \$2500 line of credit with them. But until we knock off one of these invoices, they won't do any more work. We did get the brakes repaired on the tahoe. They were under warranty. And we got the oil change and the preventive maintenance done on the assistant chief's vehicle as well. They did have to replace a tire on the tahoe too.

**President Reese:** So are you saying in November when you get the tax funds whatever is left we're going to try to pay something on that also.

**Chief Stewart:** Between November and December we have about \$3000 and \$4000 worth of bills we'll have to pay. Mrs. Turner is that accurate?

**Mrs. Turner:** I'm trying to pull the report now. The hotspot that I'm using is moving a little bit slow.

**Director Peebles:** Let's at least give Firestone \$100. Let's give them something because we're at their mercy. If something goes awry with the vehicle we can get it repaired. So let's try to give them something.

**President Reese:** Is one of the invoices around \$100?

**Chief Stewart:** the smallest one we have is \$200.

**President Reese:** We don't have enough to pay the \$200?

**Chief Stewart:** We'll have just a little bit left. I just want to keep something in there just in case.

**Director Peebles:** We'll be pretty much tapped out.

**Chief Stewart:** This will keep us till the winter time.

**Director Peebles:** Do the payments come in the end of November, the first of December. When will those payments be coming through from Pespi Co and from Schnucks?

**Mrs. Turner:** Chief I'm looking at about \$13,000 in our accounts payable ledge excluding the State of Missouri as of September 30<sup>th</sup>. And that probably grew another couple of thousands so far in October.

**Chief Stewart:** So we will need to have a line item list prepared with all of the outstanding accounts that we have.

**Mrs. Turner:** Okay. Yes, sir that's the report I'm working on it's just the hotspot is working extremely slow. Once I'm able to pull it I'll send it to you.

**Chief Stewart:** if you can just have it ready for the next Board meeting that would be perfect. We need a motion from a director for the record to approve and pay the bills.

**Director Peebles:** Make a motion to accept paying the outstanding balances that we discussed for payment on the certain vendors that we go ahead and make those payments that we discussed today.

**President Reese:** I second.

**Chief Stewart:** I got a motion from Director Peebles, second from Director Reese and we'll call a vote at this time. Director Reese – Aye; Director Peebles – Aye; Director Green – Aye. All in favor. None opposed. Motion is carried. The bills have been discussed and reviewed by the Board shall be paid as indicated on the bill. Director Reese you can go to the next topic.

**Director Reese:** Update on Schnucks Taxation and payment.

**Chief Stewart:** Schnucks taxation liability has not been discussed yet with the County Collector as he still billing for this years' personal property and commercial real estate taxes. As soon as he gets done and we receive our certification letter, then I can arrange a meeting with him and have a face-to-face and we can dig in and find out exactly what Schnucks is responsible for as far as their tax payments to the fire district and what they have been paying. He should have that information.

**Director Peebles:** We may have to lean and put more pressure on Mr. DeVore. I know there's other counties and that they're being looked at as well but don't make us last. We have needs just like all the other counties do.

**Director Reese:** Update on second year-end audit.

**Chief Stewart:** The two year-end audit is moving right along. We haven't had any hiccups. Mrs. Turner, Mr. Persley and I have been working very closely together. He has been receiving all the information that has been requested. At this time we don't have any discrepancies that have come up for alarm or anticipate any and is moving right along as scheduled and should be completed by the first or second

week in November. We had to get the truck tire repaired yesterday. One of the drivers hit a curb which put a large gash in the tire. We got it replaced. I have received the invoice for that in my email. The invoice for it is \$998. The tire by itself is about \$500 and some odd dollars. But we had to pay extra because it was after hours and emergency roadside service. So they came out to the fire station and replaced the tire right here in front of the firehouse.

**Director Peebles:** do you have a copy of that invoice so that we can see what was the fees, the emergency fees, the cost of the tire, labor and all that right.

**Chief Stewart:** Yes.

**Director Peebles:** Is that a 30-day term? How do they expect to be paid for that?

**Chief Stewart:** because we don't have a corporate account with that company they want payment immediately. They're just going to have to wait.

**Director Green:** That's understandable knowing that we coming in we were going to be behind on certain things.

**Chief Stewart:** The good thing is that we're at the end of the year and our \_\_\_\_\_ are going to be replenished pretty decently so we'll be okay eventually; we just have to get through the next couple of months.

**Director Peebles:** I just don't like, you know, being in the negative, in the red. I know you all say it is what it is, but we have to build our credit and our relationship with the vendors.

**Chief Stewart:** Absolutely. Yes, I believe once we get through this winter, we should not be in this position again next year. With the increases, with the proposed budget that me and Mrs. Turner is working on. We're going to make sure we budget to be able to cover all of our regular expenditures through December 31 2020. And we're also going to budget for any other expenses that we may that we know we may incur such as equipment, uniforms, tools, maintenance on the vehicles the fuel and those are general operating costs so those will be factored in anyway. As far as the extra spending though as far as making purchases for equipment, tools. If something happens we want to make sure we have monies set aside for that. We have enough of a running ledger now were we can put together a meaningful budget were we know how much we spent for vehicle maintenance, we know how much we spent for fuel, we know how much we spent for uniforms, we know how much we spent for bills, you know like utilities, water, just our general utility bills itself. We know much we have to spend for insurance. We know how much we have to spend for dispatching services. We have those numbers, to be able put together a solid budget for next year. We should not run into the red next year. We should be able to remain in the black and have everything covered as long as we stick with our budget.

**Director Peebles:** I see on the news all the time were different fire district have fund raiser. Is that something permissible? We need another way to generate some income.

**Chief Stewart:** Yes. We can have a fund raiser. I'm glad you said that. I have been thinking I have an idea. We were awarded the Grade A for Change Trailblazer award last year. Mrs. Judy Shaw was the chairperson for that event. I talked to her briefly about getting her assistance of putting on some kind of fundraising gala for the fire district. I have some contacts with some fortune 500 businesses that would be able to donate sizable amounts of funds for the fire district. She said she would be more than happy to help us with that.

**Director Peebles:** That's something we need to get the ball rolling on like yesterday.

**Chief Stewart:** I'll move forward with it and I'll keep you updated. Maybe a firefighter calendar.

**Director Reese:** Maybe a Valentine's Day dinner or dance or something. Maybe we need to talk to Tony at the Savoy. He's pretty nice. He will a lot of times if knows we're in trouble he might you know give us a really good deal. He does a lot of things for Kinloch.

**Chief Stewart:** And that's the venue I was looking at. At this time the agenda calls for a closed session. subjects to be discussed legal action, causes of legal action, litigation, confidential privileged communications, hiring's, firings, discipline and promotion of particular employees, appointment of new employees, etcerra, etcerra. I would like to ask everybody to leave the room please.

**Director Reese:** What is the status on us having a meeting at the city hall so all of us can sit down?

**Chief Stewart:** I just have to call and ask them to make arrangements for us to get to it. I will email Mrs. Blue.

[CLOSED SESSION]

The Board appointed Austin Sams as a firefighter;

The Board appointed Robert Slecher as a firefighter

**Director Reese made a motion to appoint Austin Sams and Robert Slecher as firefighters to the Kinloch Fire Protection District; Director Peebles seconded the motion**

**Chief Stewart: All votes in closed session are roll call, 3 of 3.**

**The Board promoted Firefighter Rich Hisky as Captain to the Kinloch Fire Protection District; roll call, 3 of 3.**

**The Board promoted Captain Picket as Senior Captain to the Kinloch Fire Protection District; roll call, 3 of 3.**

**Director Reese: Made a motion to adjourn the meeting.**

**Director Peebles : Seconded the motion to adjourn the meeting; roll call, 3 of 3.**

**All in favor say, Aye; none opposed . meeting adjourned at 7:50 p.m.**

These are the Final and complete minutes of the Board of Directors of the Kinloch Fire Protection District October 24, 2019

Signature of Approval: \_\_\_\_\_  
(Title) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

***Prepared by Administrative Assistant Ms. Donna Stewart***