

St. Clair Fire Protection Board of Directors  
Meeting Minutes

Date: 03/18/2025

Present

Board of Directors: Stephanie Butenhoff, Tiffany Burton, Andrew Branscum

Office Assistant: Kim Schuchmann

Chief: Timothy Wideman

Fire Fighters: T Ware, J Schultz, B Williams, A Hansel, C Carroll, T Myers, C Berry, D Cooley, L Lawrence

Guests: C. Butenhoff, Martin Ghafoori, Erick Creach, B Walters

The meeting was called to order by Director Butenhoff at 6:00 p.m.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion was made by Director Butenhoff to accept the agenda.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion was made by Director Burton to accept the Secretary's report for the meeting minutes from February 11th, 2025.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion was made by Director Burton to accept the Secretary's report for the executive meeting minutes from February 11th, 2025.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Comments from the public:

None

Motion to accept the Treasurer's Report for audit and pay bills in the amount of \$10,936.00 for 03/17/2025.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion to accept the Treasurer's Report for audit and pay bills in the amount of \$22,579.58 for 03/18/2025.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion to approve payroll and taxes in the amount of \$ 45, 271.63 for the 2/20/2025 payroll.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion to approve payroll and taxes in the amount of \$ 2,727.68 for separation payout on the 2/21/2025 payroll.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Motion to approve payroll and taxes in the amount of \$39,316.61 for the 03/06/2025 payroll.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

### **Old Business:**

Sold 8316 to the Palmyra Fire District for \$130,000.

Director Branscum made a motion to accept the bid from Arch Images for the structural engineer.

Director Butenhoff seconded the motion.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Director Burton made a motion to hire Gilmore & Bell to assist with the rule findings for the 15c2-12 rule.

Director Butenhoff seconded the motion.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Internet: Found a problem with the controller we currently have. Waiting on At&t

Received bids from Starlink were a lot more than we are paying now.

Lagers- Match started on 3/6 they will be setting up training to use their reporting software.

### **New Business:**

Director Branscum made a motion to accept the bond resolution.

Director Butenhoff seconded the motion.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Kim said that we need to open 2 new accounts to hold the bond money we need an Operating Fund account and a Debt service account.

Need to transfer \$1,000 out of the emergency fund to open the new account. Will be replaced when we receive the bond money.

Director Butenhoff made a motion to open the new money market account with Stephanie Butenhoff Board President, Andrew Branscum Board treasurer, Tiffany Burton Board secretary, and Kim Schuchmann office assistant.

Director Branscum seconded the motion.

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Director Butenhoff made a motion to terminate the 401A.  
Director Branscum seconded the motion.  
Director Butenhoff: Aye  
Director Branscum: Aye  
Director Burton: Aye

Director Butenhoff made a motion to accept the 2024 budget.  
Director Branscum seconded the motion.  
Director Butenhoff: Aye  
Director Branscum: Aye  
Director Burton: Aye

We received 2 bids for the new garage doors at station 3.  
Elden door- \$15444.00  
Schaffer door- \$14380.00

Director Branscum made a motion to proceed with Schaffer Door  
Director Butenhoff seconded the motion.  
Director Butenhoff: Aye  
Director Branscum: Aye  
Director Burton: Aye

Renewing the CD with Sullivan bank at 4.5%

Director Butenhoff made a motion to renew the CD with Sullivan bank.  
Director Branscum seconded the motion.  
Director Butenhoff: Aye  
Director Branscum: Aye  
Director Burton: Aye

Received air cascade bids.  
American Air works- \$70976.00  
Banner- \$95595.03  
McQueen- \$106239.34  
Sential- \$106899.80  
Feld Fire-\$110413.30

Going to ask around to see who has these brand cascades and how they like them before we proceed.

Dental insurance- need 2 participants, would pay on their own.

Director Branscum made a motion to allow employees to purchase their own dental insurance.  
Director Butenhoff seconded the motion.  
Director Butenhoff: Aye  
Director Branscum: Aye  
Director Burton: Aye

Kim will be getting her notary.

**Vehicle Maintenance:**

8330- Starting issue, bad hose repaired at fabick

8324- Coolant line replaced  
8313- Brakes adjusted  
8319- Track bar replaced  
8314- Intake gauge replaced again

**Station Maintenance:**

Station 4 lost a few shingles in the storm will be calling shingletech since they just replaced the roof.

**Other Business**

**Officers:** none

**2665:** Thanks, from the shop.

**Items for Directors:** Andy asked if they had heard anything on the new trucks. They are waiting to hear back from the manufacturer.

Motion made to move into Executive Session at 6:47 pm

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

Meeting back in session at 7:24 with 0 Votes being taken.

**Motion made by Director to adjourn the meeting at 7:24 pm.**

Director Butenhoff: Aye

Director Branscum: Aye

Director Burton: Aye

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**Stephanie Butenhoff**  
**President**

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**Andrew Branscum**  
**Treasurer**

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**Tiffany Burton**  
**Secretary**

The above-Board Meeting minutes will be formally accepted at the next scheduled Board Meeting

**APPROVED TB 03/18/2025**