

St. Clair Fire Protection Board of Directors
Meeting Minutes

Date: 5/14/2019

Present

Board of Directors: David Berkel, Leroy Nunn, Stephanie Butenhoff
Office Manager/Secretary to Directors: Anna Marie Short
Chief: Craig Sullivan
Assistant Chief: Mike Kelley
Captains: Tim Wideman
Fire Fighters: Chad Blankenship, Craig Butenhoff,
Larry Lawrence
Guests: Cyle Butenhoff

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

Director Berkel: Aye
Director Nunn: Aye
Director Butenhoff: Aye

The Board members were polled

Motion was made by Director Berkel to accept the agenda as printed.

Director Berkel: Aye
Director Nunn: Aye
Director Butenhoff: Aye

Motion was made by Director Butenhoff to accept the Secretary's report for the meeting minutes on April 9, 2019.

Director Berkel: Aye
Director Nunn: Aye
Director Butenhoff: Aye

Motion was made by Director Butenhoff to accept the Secretary's report for the executive meeting minutes on April 9, 2019.

Director Berkel: Aye
Director Nunn: Aye
Director Butenhoff: Aye

Meeting minutes were signed by the Directors and will be placed in the binder in the Board office.
Comments from the public: None

Director Nunn presented his Treasurer's report. Report attached.

Motion to accept the Treasurer's Report for audit and pay bills in the amount of \$10,267.54 for payout for April 22, 2019

Director Berkel: Aye
Director Nunn: Aye
Director Butenhoff: Aye

Motion to accept the Treasurer's Report for audit and pay bills in the amount of \$6405.83 for payout for May 14, 2019

Director Berkel: Aye
Director Nunn: Aye
Director Butenhoff: Aye

Motion to approve payroll and taxes in the amount of \$35,308.36 for the April 11, 2019 payroll.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

Motion to approve payroll and taxes in the amount of \$36,748.15 for the April 25, 2019 payroll.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

Motion to approve payroll and taxes in the amount of \$35,255.16 for the May 9, 2019 payroll.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

FF Blankenship asked if the property and casualty insurance has been paid in full for the year.
It has.

Chief Sullivan read and presented the final reading of Ordinance updates to adopt the 2018 building fire codes.

Motion was made by Director Berkel to accept the Ordinance updates as read.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

Copies of the Ordinances are attached to the minutes.

Truck Maintenance-

8348 fire pump head gasket replaced

8320 three pump gauges replaced

8319 will be going to Region Welding on Thursday May 16, 2019 to have receiver hitch installed.

8313 Muffler and tailpipe replaced

8319 rear brakes and calipers replaced

8328 water pump replaced

8328 tie rod boots replaced

8324 primer pump repaired

Station Maintenance-

Underground reservoir pipe fitting replaced Station #2

Chief's Report

Update on STOPP (Stop taxing our Personal Property) committee and petition

Future Plan Development- Prioritized Needs list was presented to the Directors. List is attached to minutes.

Director Butenhoff asked if the list will be broken down into the needs of the current year, three year and so on with the dollar figures.

Chief Sullivan stated that he will be forming a committee to work on it.

Director Butenhoff asked how many trucks are needed for the personnel that we have.

Chief Sullivan stated that they can get pumpers out and the quick response trucks.

Director Butenhoff asked what are the majority of the calls.

Chief Sullivan stated that they are mostly quick response truck calls.

Discussion followed on the needs and priorities of the District. Chief Sullivan will continue to work on a future plan.

Director Berkel stated that he would like to get started on some of the items on the list. Right now the district has limited funds and they might think about putting an issue on a ballot.

Discussion on development of a District hiring list to be kept on file for one year and requirements for fulltime employment. Discussion followed with concerns over getting volunteers and the requirements needed to become a volunteer was discussed.

Director Nunn asked Chief Sullivan if he had a plan to get volunteers.

Chief Sullivan will meet with the Officers to go over a plan.

Request approval to order Cradle Point Router for new Asst. Chief's vehicle

Motion was made by Director Berkel to purchase the router.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

Chief Officers: None

2665: FF Blankenship asked about the expenditures in the building supplies and maintenance budget line item and what is paid out of it.

Chief Sullivan stated that the HVAC system, the BBQ grill and television were paid from there. He will have to check on what the other items were.

FF Blankenship asked if they were looking at downsizing the fleet.

Chief Sullivan stated that he would like to get a quick response truck out for bid and go from there.

Director Nunn asked if they meet outside of the board meeting.

Chief Sullivan stated that they have quarterly meetings.

Items for Directors:

Director Butenhoff: None

Director Nunn presented the audit and stated that it looks good.

Motion was made by Director Nunn to approve the audit for 2018.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

Director Berkel stated that he spoke with the attorney and the Directors are not requires to attend a pension board. The district offers a savings plan not a pension.

Director Berkel asked if there was anything else to come before the Board in Open Session: None

With no further business Director Berkel made a motion to adjourn at 7:13 all in favor.

Director Berkel: Aye

Director Nunn: Aye

Director Butenhoff: Aye

David A. Berkel

Stephanie Butenhoff

Leroy Nunn Jr.

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