

Lake Ozark Fire Protection District
July 11, 2024
Public Meeting Minutes

The Lake Ozark Fire Protection District met in a special session on Thursday, July 11, 2024. The meeting was called to order at 9:01 a.m. by Director Kempf.

Present: Chairman, Charlie Kempf (via Teams)
 Director/Treasurer/ Paul Faulconer
 Director Mike Bayless
 Attorney/Michael Schmid

Public Attendees: None.

Motion to close this meeting and move into Executive Session as allowed by State Statute was made by Director Faulconer and seconded by Director Bayless at 9:02 a.m. **Roll call vote: Kempf – aye; Faulconer – aye; Bayless– aye.**

Reconvene at 12:01 p.m.

The Board came back into regular session and announced the following were discussed in the Executive Session: legal and personnel matters.

ADJOURN: With no further business to come before the Board, a motion was made by Director Faulconer and seconded by Director Bayless to adjourn. Meeting adjourned at 12:01 p.m. **Roll call vote: Kempf – aye; Faulconer – aye; Bayless – aye.**

Minutes approved on:

7-25-24



Charlie Kempf, Board President



Michelle Kauten, Board Secretary

Lake Ozark Fire District
Public Meeting Minutes
Date 07/25/2024

The Lake Ozark Fire Protection District met in regular session on Thursday July 25, 2024. The meeting was called to order at 3:35pm by Director Kempf and the pledge of allegiance was said.

Present: Chairman, Charlie Kempf
 Director/Treasurer/ Paul Faulconer
 Director Mike Bayless
 Fire Chief/Marc Carr
 Deputy Chief-Operations/Brandon Roberts
 Deputy Chief-EMS/ Matt Hegel
 Building Inspector/ Charles Misenheimer - absent
 Attorney/Michael Schmid
 Secretary/Michelle Kauten
 Finance Control Officer/Amy Heier
 BC Vaughn
 Captain Freese
 FF Lowry
 FF Garber
 FF Weiss
 FF Morris
 FF Merrill
 FF Smith
 FF Watkins

Public Attendees: None

PUBLIC COMMENT:

- None

MINUTES June 13 and 27 and July 11, 2024: A motion to approve the minutes from meetings held on June 13 and 27 and July 11, 2024, was made by Director Bayless and seconded by Director Faulconer, motion passed and carried.

FINANCE CONTROL OFFICER REPORT:

- The June Financial Reports were presented to the Board.
- I've included additional reports as a 6-month check-in.
 - Reserves Spreadsheet – In the past 6 months our expenses averaged \$541,156.02 per month. According to these numbers, our Budget Reserves should be set to \$3,411,848.64, an increase of \$611,471.78. We don't currently have a budget that supports the increase. Discussion took place on reserves available.
 - 6-month Probit & Loss, Budget v Actual – I'm currently working on getting a revised budget for approval. I've highlighted some areas that I think should be looked at since we're at the mid-point of the year.
 - The Medical Transport funding needs to be removed entirely.

- We've collected 92% of budgeted Camden County taxes; and 107% of budgeted Miller County taxes. I would expect there will still be deposits, but I don't anticipate them until December.
 - We're at 50% of budgeted salaries, which is good. We're at 95% of Unscheduled OT which needs to be addressed. I hope to work this out in the revised budget.
 - Other areas that are over budget are Election Expenses, Misc Expenses, Advertising, Professional Fees, and Training.
- Audit – I requested that either Lynn or Lindsay Graves speak to the board regarding our Audit. Lindsay explained that they've moved away from doing that unless there is an issue with the audit. She has provided the following talking points in response to the questions of what we could be doing better:
 1. We have issued an unmodified opinion again this year, which is basically the opinion you want to have.
 2. Page 7, is your Income Statement. A couple of highlights here. Revenues were down about 2% compared to last year and expenditures were up about 34% as significant debt principal was paid off during the year. This led to a net loss of about \$380k compared to net income of \$440k last year.
 3. Page 8, begins the notes to the financial statements. A few highlights here as well:
 - a. Note 2, Property Taxes. Collections of current and delinquent property taxes from Camden and Miller Counties were 91% and 79%, respectively. We expect collection rates in the mid-MO area to be between 96-99%. These are below that expectation, but were caused by timing variances in distributions of the tax revenues.
 - b. Note 3, discloses that the District's deposits were fully insured as of December 31st. This means that if the financial institutions themselves would default, the District could get their deposits back. State Statute requires political subdivisions to have their deposits fully covered, so the District met that requirement as of December 31st.
 - c. Note 6, provides debt activity for the year. The District continued to pay down bonds and made a significant payoff of about \$876k on leases during the year.
 4. Page 21, is the budgetary comparison information to actual. The budgeting process is required and so this is disclosing the District met this requirement.
 5. Communication of Audit Results Letter, Page 2: discloses we had no significant difficulties in performing the audit and we did not have any disagreements with management
 6. Management Letter: there was one audit finding again this year. It is for segregation of duties. Given the size of the District, it is not possible to fully segregate duties to mitigate the risk errors or omissions could occur in the financial reporting process. Nothing came to our attention during the course of the audit, but we have bring to your attention there is a risk errors or omissions could occur given the limited size of the entity. This is a common finding for smaller to medium sized entities such as the District.
 - I've also included RFPs for Fuel and Propane for review and approval. I'd like to send these out tomorrow to all local propane and fuel providers and get them posted on our website. **A motion to approve the RFPs for Fuel and Propane was made by Director Kempf, seconded by Director Bayless, motion passed and carried.**

BILLING: A motion to approve the billing was made by Director Faulconer and seconded by Director Bayless, motion passed and carried.

FIRE CHIEF REPORT:

- Chief thanked everyone for their help with the promotional process.
- Department Participation in: Crown Point July 4th Parade and Jay-Day
- Patriot Roofing still working to formulate a quote for ST1 roofing repairs
- Foam final disposal to occur within the next 2 weeks - Recognition to Chief Roberts for pressing insurance carrier for coverage.
- ST1 Reconstruction RFP - Only 1 full bid received by deadline. Recommend Extension of the RFP and personally reaching out to area GC's. **A motion was made to extend the RFP deadline for the Station 1 Reconstruction project by Director Faulconer, seconded by Kempf, motion passed and carried.**
- First Mower surplused on GovDeals and sold- Kudos to Captain Hutzler for shepherding this
- Labor management held with no large topics other than longevity pay
- Headset system arrived and installed in E21, mixed feedback - Kudos to FF East for installation and interfacing the new system
- Incident/Accident Summary with E-21 and bay door
- Next Meeting August 12th at 3:30pm.

DEPUTY CHIEF-OPERATIONS REPORT:

- **Lexipol:** Sent policies Discussion tabled until the August meeting.
- **Training:** Due to the promotional process, LOFPD did not attend this month's mutual aid training.

Promotional Process: The promotional process has commenced, and the promotional panel has a ranked list to provide to the board per Article 22.7. BC Vaughn presented the 2024 promotional list to the Board of Directors. Director Bayless read the results aloud:

BC Promo Results in Ranked Order

- 1) Brandon Pharr
- 2) Nicholas Hutzler
- 3) George Creamer III
- 4) Caleb Freese

Captain Promo Results in Ranked Order

- 1) Tanner Garber
 - 2) Ronnie Lowry
 - 3) Brandon Pharr
 - 4) George Creamer III
 - 5) David Martin
- **Insurance Claim:** Due to collaboration with our insurance provider and producers, we obtained coverage for foam clean-up at station 4.
 - **Hot Summer Nights:** The third hot summer night took place on July 12th, with no significant incidents.
 - **Sunshine Requests:** I responded to several sunshine requests this month.
 - **Vacancies:** Request to begin hiring Deputy Chief of Professional Development & One firefighter. DC Roberts stressed the importance of having a Deputy Chief of Professional Development. He intends to begin a new recruitment phase for firefighters late this fall. The plan is to open the DC of Professional Development to both internal and external candidates to find the best qualified person for the position. Director Bayless would like the hiring panel to be comprised of the 3 chiefs and 3 members from the Shop.

Lowry questioned how applicants will be scored in the process. Discussion took place. Lowry added that the Shop feels strongly about the firefighter openings and would like to get them filled as soon as possible.

Chief Carr stated his intentions are to hire 1 person from the current eligibility list then go through the hiring process this fall to create a new eligibility list. Then hire 2 immediately from the new list and another 2 people at the first of the next fiscal year/January 2025.

A motion was made to approve the hiring process of a Deputy Chief of Professional Development by Director Kempf, seconded by Director Falconer, motion passed and carried.

A motion was made to hire 1 firefighter off the current eligibility list (Tanner Kerr) by Director Falconer, seconded by Director Bayless, motion passed and carried.

- **LifeScan Wellness:** Labs have been completed for the annual physicals. Lifescan will be here August 26th – 30th for annual physicals.

DEPUTY CHIEF-EMS REPORT:

- M-22 OOS for suspension system issues. Have been working with the manufacturer to troubleshoot and repair.
- Began cleaning and organizing Training Room Supply Closet. Found countless expired live medications that had been previously used for training. Have implemented practice to prevent the use of any more expired, live medications in training. All training vials are readily identifiable and will help create safe and realistic EMS training scenarios for members.
- Continued reviewing and working to update medical protocols. Exploring several options for new and/ or alternate treatments to increase the level of care provided to our patients while reducing costs.
- Ensured replacement medications were available for expiring items on all ambulances.
- Using historical use data, worked to further optimize our medical supply levels and reduce waste cost.
- I had the privilege to work as an examiner for the Tactical Scenario and Complaint Scenario portions of the promotional process.
- Continued working with our billing company and reporting software company to prevent any further billing errors. Spoke with their Coding Manager to ensure their understanding for what calls are billable. With new changes to the automatic export of our reports to billing, any further billing errors of this nature will be prevented in QA process.
- Attended quarterly EMS meeting with Lake Regional staff to receive any updates and feedback for out TCD patients and general emergency room procedures.
- Assisted several members in accessing and navigating the new version of Handtevy App. Overall feedback for the new version has been very positive.
- Working with our various capital equipment vendors, I am building a capital replacement plan for all EMS capital items. Consideration is given for manufacturer recommended replacement interval, industry best practice, and call volume at LOFPD. Still awaiting pricing, lead times, and anticipated price increases from most vendors.
- Created new software function profile for our newer Lucas CPR devices (E-21, M-21, M-22, M-23). They will now give audible alert for ventilation and 2-minute rhythm checks. It will also have the ability to transmit CPR data to patient care reports, similar to vital signs and interventions performed imports we currently use. These functions will be activated on those devices after staff is properly notified and trained on them.

- Worked with medical supplier and Laerdal representative in an attempt to find a cost-effective way to update our CPR manikins to current recommendations and best practice. Unfortunately, our manikins are too old for the upgrade and will need replacement in the future.
- Rebuilt/ repaired several Kussmaul Auto Eject devices. Upon arrival of additional needed parts, I will be able to add automatic chargers with Auto Eject to 3 more district vehicles.
- Worked through multiple minor IT issues.

FIRE CODE OFFICIAL REPORT:

- Jake Spencer is doing an outstanding job with his duties as dock inspector. Jake is attention to detail oriented, and I feel confident in his knowledge of the dock code. He has been doing dock inspections on his own for a few weeks now.
- **Annual Lodging Inspections:** Fire Safety inspections have started this month in conjunction with Camden and Miller County Health Dept. lodging inspections. We inspected the Regalia Hotel and Pool a couple of weeks ago. This week we have Shawnee Bluff Winery and Motel (Miller County), The Resort at Port Arrowhead/Encore (Miller County), and Camden on the Lake (Camden County) scheduled for inspection.
- **Station 1 Repair RFP:** The deadline for submittal for the RFP was July 3rd and we only received one complete bid. This bid is only good until the end of July. There are other contractors that are interested in bidding on the project but could not do so by the July 3rd deadline. It is my opinion that we should repost the RFP, but I leave that decision to you all and Chief Carr

Commercial Construction Updates:

- **Dollar General** has broken ground. The location is the Corner of Mockingbird Rd. and Hwy W.
- **Highland Shores:** Building 1 is completely dry walled and floors 2-4 have been painted and are in the process of fixture installation and trim out. Building 2 has the top three floors drywalled and is in the process of being painted. Floor 1 was just approved last week for insulation and sheet rock.
- **Toy Boxes:** The contractors continue to move from unit to unit with the mechanical rough-in. The fire sprinkler contractor is scheduled to start their installation next week. A new building permit was issued last week for the construction of the club house and pool.
- **POA Aquatic Center:** The POA Aquatic Center has been issued a partial occupancy permit for the outdoor pool, splash pad, locker rooms, and meeting space. The interior pool area is incomplete and POA members are not allowed access to this area. The management company estimates that the interior pool area will be completed by September.

Dock Permits to Date: 146

Building Permits to Date: 65

Fireworks Permits to Date: 17

BOARD MEMBER REPORT:

- None

UNION REPRESENTATIVE:

- None

OLD BUSINESS:

- Director Faulconer asked about the status of Boat 21. Chief Carr reported it is back fully in service and continues to work properly.

NEW BUSINESS:

- None

MISCELLANEOUS HEARINGS:

- None

The motion to close this meeting and move into Executive Session as allowed by State Statute; was made by Director Falconer and seconded by Director Bayless at 4:39pm. Roll call vote: Kempf - aye; Falconer- aye; Bayless - aye.

Reconvene at 6:33pm

The Board came back into regular session and announced the following were discussed in the Executive Session: legal and personnel matters.

A motion was made to accept the promotional list as presented without the Board exercising any discretion over the order of the list, and conditioned upon none of the candidates contesting the list, by Director Falconer, seconded by Director Kempf. Roll call vote: Kempf - aye; Falconer- aye; Bayless - aye.

(Director Kempf exited the meeting.)

The motion to close this meeting and move into Executive Session as allowed by State Statute; was made by Director Falconer and seconded by Director Bayless at 6:34pm. Roll call vote: Kempf - absent; Falconer- aye; Bayless - aye.

Reconvene at 6:49pm

The Board came back into regular session and announced the following were discussed in the Executive Session: legal and personnel matters.

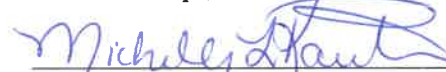
ADJOURN: With no further business to come before the Board, a motion was made by Director Falconer and seconded by Director Bayless to adjourn. The meeting adjourned at 6:50 pm. Roll call vote: Kempf -absent; Falconer-aye; Bayless-aye.

Minutes approved on:

8-12-2024



Charlie Kempf, Board President



Michelle Kauten, Board Secretary