



Millersville Rural Fire Protection District
155 County Road 482
Millersville, MO 63766

Board of Directors Meeting
February 19, 2024

Date: February 19, 2024
Time: 6:30 P.M.
Call to order: President Bob Hull
Prayer: Pastor Jason Grubbs

Board Members Present: Robert Hull, Jason Grubbs, Jennifer Vandeven, Annie Criddle
Chief: Fire Chief Ray Warner
Deputy Chief: Michael Bell, Bryan Burson (neither were present)
Auxiliary: Crystal Friedrich, President

The meeting was called to order at 6:30 P.M. by Robert Hull. Jason Grubbs led us in prayer.

MINUTES OF PREVIOUS Board Meetings:

Review of Jan. 22, 2024 regular minutes:

- Jason made a motion to approve the minutes, Jennifer Vandeven seconded. All in favor and motion passes. (Bob's name is recorded twice "Board Members Present" in the minutes.)

TREASURER'S REPORT: Account balances as noted per Jennifer's report:

Operations Account: \$194,986.35* (Includes 2023 remainder)
Operations Debit: \$211.59
Auxiliary Account: \$13,203.71
Debt Service Funds: \$142,429.23
Money Market: \$81,151.67

*Note: 2023 pending final review.

Treasurer Statement (as provided by the Treasurer):

Large changes since 1/31/24 not yet reflected in details:

- Tax deposit: \$22,236.50 (pending transfer of \$5262.05 to bond)
- Debit card account: transferred \$3000 to cover Fire School and travel + Reolink (approx. \$1,133.80 for new cameras for the station)

- Bank updates:
 - Pending contacts from Stacy at Montgomery Bank (Jackson). When she is ready, it will get passed along.
- FSCB Bank/Loan payments pending:
 - Address wasn't updated to the new address so we haven't gotten the bills. Jennifer received totals from bank for loan payments and those will be made this week.
 - Clarification: the new address has been updated per Jennifer via phone call
 - Bonds: \$75,015.00
 - Correction: principal \$67,507.50 + interest \$7507.50) – due March 1, 2024
 - \$150K extra: \$16,767.46
 - TOTAL: \$91,782.46
 - Balance in Debt Service: \$50,646.77

(Please refer to the attached Treasurer's report.)

Jennifer reported the following:

- Included in checks today is payment to Welch Bank for tanker truck.
- Jennifer distributed the checks that are to be written. She noted a change to the amount and check for O'Reilly – 2 listed. Upon review, there is only one invoice.
- Ray will deliver check to Benton (for hose grant).
- Annie inquired about the McNeil & Co expense. Ray clarified that this was a death & dismemberment, had for 4 yrs, grant paid, now called death & accident.
 - Better policy and less money (\$1599.27)
- W.E. Walker – Todd, insurance
- Workman's Comp was expired since last Feb.
 - Bob distributed estimate on worker's comp – premium is \$5313.00 which is less than previous premiums that we have paid. He reported that this has been completed.
- Jennifer left a message for Todd. Todd indicated that he would come to talk to the Board at the next meeting.
- Treasurer's report as presented is accepted.

GUEST SPEAKERS: Sheila Craft, Citizen of District

Ms. Craft reported that Form 990 is to be submitted to IRS and MRFPD has not submitted since 2020. She is concerned that if go 3 years without submitting, the charity authorization is revoked. Form 990 are to be submitted by May 15. There may be a penalty and fines can be hefty.

She discovered this online. The State of Missouri also receives this Form. A letter of delinquency should have been mailed/received. No letter has been received. She reported that it can also be sent electronically.

The Board will look into this.

If charity authorization gets revoked, it is illegal to fundraise or accept donations.

AUXILIARY REPORT: Crystal provided \$20 cash for Super Bowl. The Super Bowl only had 50 squares, not 100 squares. Took in \$500, pay out \$500 w/one winner. The winner donated \$100 back to Department. Everything except \$20 was put into Venmo account.

Pancake Breakfast – served 47 folks. Revenues were \$376.00 plus extra bacon \$18 and extra donations \$169 = \$563 total incoming revenues, less \$258.10 expenses = \$304.90 profit. Some used Venmo to pay .

Next event - March 16 – Pancake Breakfast

Annie mentioned that St. Maurus (Biehle) breakfasts are very well attended. It would be prudent to notate those dates for the MRFPD breakfast. (Next breakfast @ St. Maurus is Feb. 25.)

Quilt raffle- not started on yet. Do both at same time. Annie mentioned other fundraisers also occur in the first to second quarters of the year.

Ray alerted potential applicant from last month that her app was denied Amy Turbeville

FIRE CHIEF REPORT: Chief Warner reported on the following:

- Attendance tracking - Chief Warner reported 28 calls for January 2024. No Responder has not responded to call. Folks shown w/ zero are on probation. Some close to over w/ probation.
 - Steve Seyller is the equipment guy and his tracking shows zero, which is ok due to his equipment responsibilities.
 - Daniel Biggs will receive notification from Ray.
- Winter Fire School was held in February 2-4, 2024 in Columbia. Five will be attending, four took classes. Chief Warner was responsible for his own expenses and lodging and did not participate in classes.
- Reolink – new cameras for station. The old ones were not functioning, and the new ones are more effective.
 - Bob asked about other stations – those are working well per Ray. They are also motion activated.
- Grants:
 - Communication grant has been applied for a 50/50 grant. Not awarding anything yet.
 - Regional grant for hose. Awaiting pick up. 40 sections of 100 ft, 5in hose. Stacked on 3 pallets. Ray to coordinate load/offload and testing.
 - ARPA - Sub award adjustment has been approved. Should be in couple of week \$20,000 for extrication. EMS side has been awarded. Still awarded fire side. Annie asked about timeframe grant to be used. Chief Warner indicated 2026 to expend funds.
- Department vehicles:
 - Can-Am trailer – lights are now installed correctly. The tank that was purchased on back of Can-Am not meant for that use. Tank had hole, now a crack and is an agriculture tank for spraying. Currently 40 ga, looking at 85 ga. Can-Am goes to every brush fire. Chief Warner is looking at another grant for \$5,000 and could have the possibility of applying for a skid unit. Had the Can-Am for approx. 4 yrs.
 - Looking for a tanker, most likely used one:
 - Chief to begin to seriously look into a tanker. Can get tanker/pumper combo new for \$480,000. If ordered in Feb. 2024, would be 2026-27 model. Leadtime is significant. Existing tanker has an 1988 model engine; Chief paid \$10,000. Station 2 tanker paid \$35,000 is a 2000 model. Relatively inexpensive.
 - Side note: Saddlebrooke subdivision is part of Gordonville FD. Can petition MRFPD Board to accept Saddlebrooke to be in MRFPD. Casey indicated that Saddlebrooke would be approx.. \$50,000 per year. Chief reported that he will get a list of those homeowners and discuss w/ Assessor.
 - Looking for a rescue/medical vehicle:
 - Searching for a light rescue truck/ utility truck. Undecided at this point.
- Training – house to burn has been put off due to other programing.
 - Mon and Thur night training. Medical training has concluded.
 - Basic fire started Feb. 4 and continuing every Monday night.
 - Hazmat class is now on Thurs night, then hazmat training. EMS and basic class to justify training for appropriate response on calls. Exam and third party to do practical exam. If passed, volunteers can justify in court if needed.
- Information storage – Currently, MRFPD has MyCloud. Chief indicated we need a more robust storage solution.
 - Server, cloud based. Server for HIPPA cert. Annie questioned server vs. dropbox. Casey mentioned that server may be better due to HIPPA cert.
 - Chief will have prices & options at next Board meeting.

CLOSED SESSION: no closed session.

SOS UPDATES: No updates.

OLD BUSINESS: Annie indicated that two emails were circulated regarding Candidacy filing.

1. An email was sent to Joshua Wiseman, Cape County on Jan. 23, 2024 (prior to the deadline) that illustrates our due diligence in posting publicly. Minutes, letter to Kara, public notice were issued prior to the deadline.
2. Also Feb. 9 email indicated approval of Ballot.

NEW BUSINESS: Certified Board Training – Monte indicated having training in Bonne Terre. Abbie from Bollinger County group suggested they do a combo training (Ambulance and fire district). Chief Warner is to touch base as to Board Training.

State Auditor discussion – regarding our financial statements. Bob reported the following:

- The Board missed the deadline. We are to get a report in to State & Cape County as soon as possible. Bob discussed with Jennifer and it slipped by us. The statutes read that if we have a report behind and do not comply, will be fined. Bob reported that we need to work together to get it done. Not sure how system is set up, Casey can help.
 - Ray suggested a report can be run via quickbooks if completed and utilized from start to finish
 - Jennifer indicated that 2021 needs to be recategorized.
 - IRS is waiting for that same report per Guest, Sheila Craft
 - Bob read statute, state auditor to ask IRS
 - Annie indicated internal milestones would be helpful with Jennifer Jennifer to guide us how to help with the processing.
 - Jennifer noted the following: only checks from 2021 and note checks and register – have all receipts in folders, separated by month and year.
 - Jennifer to contact the Auditor’s office to see what needs to happen now. Jennifer will let us know what needs to happen and when via email.
 - Bob indicated that an email was sent to Ray on Feb. 12, 2024 from State office.

Ray indicated that starting first of March, he will not accept pay, until an attorney to do review/research on contracts and potentially hire an accountant regarding contract labor, etc.

Utilize an attorney w/in our district? Annie indicated that she will share a contact later.

NEXT MEETING: March 18, 2024, 6:30 P.M.

ADJOURNMENT: Jason made motion to adjourn and Annie seconded. Meeting adjourned at 7:48 PM. All in favor. Motion passes.

Minutes approved _____

Respectfully submitted,

Bob Hull, Board President



Account Balances**

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**All account balances are taken from the bank feed the day of the board meeting; there may be outstanding debit card charges and uncleared checks that will be taken from this balance.