

**MINUTES OF THE WORK SESSION OF THE BOARD  
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION  
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON  
NOVEMBER SEVENTH, TWO THOUSAND TWENTY-FOUR**

The Board of Directors for the Robertson Fire Protection District met in a Administrative Work Session at the Administrative Offices at 12641 Missouri Bottom Road, Hazelwood, Missouri at 8:30pm on September 12, 2024. This meeting is being held in person.

Maggie Sieve, Secretary/Director  
Bob Sievers, Fire Chief  
Adam Long, Asst. Chief  
Kenneth Hughes, Fire Marshall  
Suzette Stoyanov, Office Manager

Jason Crady, Battalion Chief  
Mason Washington, Battalion Chief

**AGENDA**

Director Sieve reviewed the Meeting Objectives.

**GOALS AND OBJECTIVES**

Assistant Chief Long discussed rolling out Lexipol policies in the next weeks.

Asst. Chief Long discussed working out the floating vacation issue. The Battalion Chiefs were caught up on the new vacation system. The policy for carry over days needs to be reviewed.

Asst. Chief Long discussed the employee survey.

Fire Marshal Hughes discussed the increased revenue generated in the Fire Marshal Bureau.

Fire Marshal Hughes discussed the development of a digital pre plan program that assists all hands on deck to better address any emergency situation regarding a structure (Code Final).

Fire Marshal Hughes' 3-year goal was to have an additional inspector with an additional vehicle.

A plan needs to be formulated to clean up the basement.

Office Manager Stoyanov discussed Quickbooks consolidation. Expenses need to be simplified, and payroll needs to be done through Quickbooks. The District will need to upgrade the Quickbooks access to include another user to have a backup person for payroll when the Office Manager is not available.

Office Manager Stoyanov will be attending ESO training in April.

Chief Sievers secured a \$100,000 Missouri ARPA grant to use on training or equipment. The District is purchasing a computerized mannequin for medical training.

Chief Sievers discussed the implementation of the new walkies.

The Work Session discussed training parameters to expand flexibility.

Medical Officer Bureau discussed the ALS 360 equipment being updated every 5/10 years.

Medical Officer Bureau wanted to expand training to include community para-medicine and critical care in the next 5-10 years.

BC Mason discussed long range projections for future property assessments. The County Assessor only provides projections 2 years out.

BC Mason discussed the goals for his crew.

1. Training
  - all crew members be qualified for backup driver and acting Captain
2. Culture
  - creating value in the individuals
  - positive feedback
  - training to enable confidence in the job
  - accepting the future is not going to look like the past
  - a team mentality
3. Job Performance
  - ensuring crews can do the jobs
  - adding leadership courses

Fire Marshal Hughes discussed creating a metric to determine who is considered fully trained and who still needs more training.

BC Crady discussed being fluid in training parameters to expand flexibility among positions and the ability of the Battalion Chiefs to supervise and manage.

BC Crady discussed the short and long term goals of renovating House 2, auto extrication gear, proper maintenance and cleaning of the cabs, joining the Chamber of Commerce, assigning a Public Information Officer, and updating the evaluation process.

Chief Sievers discussed building a new House 1 and the challenges with acquiring a piece of property.

Chief Sievers discussed the schedule for purchasing new ambulances every 5 years.


New equipment will need to be purchased once the boat arrives: Life jackets, dry suits, and flashlights. The District has 15 employees with swift water rescue qualifications.

Chief Sievers discussed other equipment needs: extraction gloves, a fire blanket, EV nozzle, backup hose, 45 safety vest, a zodiac boat, crib-it for car extrication, a new pumper, 4 gas monitors, airbags, 2 strutas

Chief Sievers discussed the situation with our bond approval.

ADJOURNMENT

Meeting adjourned at 12:00pm.

  
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Secretary, Board of Directors

  
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President, Board of Directors