

**MINUTES OF THE OPEN MEETING OF THE BOARD  
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION  
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON  
DECEMBER TWENTY-EIGHTH, TWO THOUSAND TWENTY-THREE**

The Board of Directors for the Robertson Fire Protection District met in a regular open session at the Administrative Offices at 12641 Missouri Bottom Road, Hazelwood, Missouri at 5:00pm on December 28, 2023. This meeting is being held in person. Individuals are asked to sign in. Individuals that plan to speak are required to sign in.

Jennifer Guyton, Chairwoman/Director  
Maggie Sieve, Secretary/Director  
Steve Field, Treasurer  
Dave Herman, Fire Chief  
Adam Long, Asst. Fire Chief  
Kenneth Hughes, Fire Marshal  
Bob Sievers, Medical Officer  
Paul Martin, District Attorney

The meeting is opened with the Pledge of Allegiance to the U.S. flag.

Director Sieve conducted a roll call. All directors were present.

**AGENDA**

Director Field made a motion to accept the amended agenda as presented, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

**MINUTES**

Director Sieve made a motion to accept the open and closed minutes of November 3, 2023, November 10, 2023, December 18, 2023, and December 27, 2023, seconded by Director Field. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

**ACCOUNTS PAYABLE**

Director Field made a motion to paying bills and invoices, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye.

**PUBLIC**

No public comments.

**NEW BUSINESS**

Director Guyton discussed snow removal bids. Suzette discussed the spreadsheet comparing the bids.

Director Field made a motion to accept the bid from C. Wilson Landscape pending the receipt of the contract for snow removal, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton discussed a letter of engagement from Botz & Deal to perform the FY2023 audit.

Director Sieve made a motion to approve the letter of engagement with Botz & Deal for FY2023, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

### OLD BUSINESS

Attorney Paul Martin discussed the Labor Negotiations current status. He began by giving background on the situation surrounding the pending 2024 interim CBA. Given the threat of litigation, Paul Martin's recommendation is to table all Labor Contract Negotiations until the matter can be resolved.

Director Field made a motion to table Labor Contract Negotiations and Resolution 2023-10, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Director Guyton discussed the 2022 Pension Contribution approval in the amount of \$713,096.66.

Director Sieve made a motion to approve the 2022 Pension contribution in the amount of \$713,096.66, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

### FIRE MARSHAL'S REPORT

Fire Marshal Hughes requested the purchase of Knox Box Key Secure 6 for 5025, Inspector's vehicle, and reinstallation in 5002.

Director Sieve made a motion to accept purchase of Knox Box key holders for 5025 and the Inspector's vehicle for \$2560.00, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Director Field made a motion to accept the bid from Weber Ford to install Knox Box key holders for 5025, Inspector's vehicle, and 5002 for \$750.00, seconded by Director Sieve. A roll call vote was taken.

Director Sieve-aye, Director Field-aye, Director Guyton-aye

Fire Marshall Hughes requested to be enrolled in the Fire Inspector I Blended course.

Director Field made a motion to enroll Fire Marshal Hughes in the Fire Inspector I course at the cost of \$1354.00, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Fire Marshal Hughes discussed the Blue Beam program to digitize all building plans.

Director Sieve made a motion to accept bid from BlueBeam for \$400.00, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

### MEDICAL OFFICER'S REPORT

Medical Officer Sievers requested the approval of a new Medical Director. The District Attorney has reviewed and approved the contract.

Director Field made a motion to approve the contract of a new Medical Director with Dr. Rapoff to be excused by Fire Chief Herman for \$15,000.00 annually, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Medical Officer Sievers requested approval to attend ESO Wave training.

Director Field made a motion to approve MO Sievers to attend ESO Wave training, hotel, and airfare not to exceed \$3500.00, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

### SHOP STEWARD'S REPORT

Shop Steward Fisher read the grievance enacted on November , 2023. Shop Steward Fisher feels as though the change in the HRA plan was not handled properly.

Director Guyton gave a presentation regarding the changes made the HRA plan.

Director Field made a motion to deny the November 27, 2023 grievance, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Director Sieve made a motion to hold a regular open meeting on January 8, 2023, at 6pm, at 12641 Missouri Bottom Road, Hazelwood, Missouri, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

### CLOSED SESSION

Director Field made a motion to enter into closed session at 6:03pm for the following reasons:

1. LEGAL ACTIONS, CAUSES OF LEGAL ACTION, OR LITIGATION, ATTORNEY-CLIENT COMMUNICATIONS (610.021 (1)).

2. HIRING, FIRING DISCIPLINING OR PROMOTING OF PARTICULAR EMPLOYEES WHEN INFORMATION RELATING TO THE PERFORMANCE OR MERIT OF INDIVIDUAL EMPLOYEES IS DISCUSSED OR RECORDED (610.021 (3), 610.021(3)).
3. PREPARATION, INCLUDING AND DISCUSSION OF WORK PRODUCT, ON BEHALF OF THE DISTRICT OR ITS REPRESENTATIVES FOR DISTRICT LITIGATION AND I.A.F.F. NEGOTIATIONS (610.021 (9)).

Seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

REOPEN FROM CLOSE

Director Field motioned to adjourn the closed session and reconvene in Open Session at 6:32pm, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

There was nothing to report from closed session.

ADJOURNMENT

Director Field made a motion to adjourn the meeting, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Guyton-aye.

Meeting adjourned at 7:18pm.

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President, Board of Directors

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Secretary, Board of Directors