

**MINUTES OF THE OPEN MEETING OF THE BOARD  
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION  
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON  
JULY THIRTY-FIRST, 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 6pm on July 31, 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  
Dave Herman, Fire Chief  
Adam Long, Assistant Chief  
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 Sieve made a motion to accept the amended agenda as presented, seconded by Director Guyton. A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

**MINUTES**

Director Sieve made a motion to accept the open and closed minutes of July 24, 2023, seconded by Director Guyton. A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

**ACCOUNTS PAYABLE**

Director Sieve made a motion to pay all bills and invoices as presented, seconded by Director Guyton. A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

**NEW BUSINESS**

Director Sieve discussed the budget for the Back-to-School event.

Director Sieve made a motion to approve an addition of no more than \$200.00 to the Back-to-School budget, seconded by Director Guyton. A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

Director Guyton discussed putting Anti-Litter signs on District property for the Hazelwood Green Committee.

### CHIEF'S REPORT

Chief Herman discussed the budget for awards due to the firefighters.

Director Sieve made a motion to approve an additional \$3000.00 to the Awards budget, seconded by Director Guyton. A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

### MEDICAL OFFICER'S REPORT

Medical Officer Sievers discussed Narc ID by CompX Proposal.

Director Sieve made a motion to approve the purchase of the Narc ID by CompX Proposal not to exceed \$17,000.00, seconded by Director Guyton. A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

### CLOSED SESSION

Director Sieve made a motion to enter into closed session at 6:11pm 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(13)).

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

### REOPEN FROM CLOSE

Director Sieve motioned to adjourn the closed session and reconvene in Open Session at 7:05pm, seconded by Director Guyton.

A roll call vote was taken.

Director Sieve-aye, Director Guyton-aye.

### REPORT FROM CLOSED SESSION

There was nothing report from Closed Session.

### ADJOURNMENT

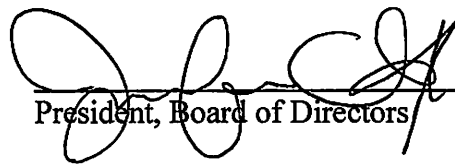
Director Sieve made a motion to adjourn the meeting, seconded by Director Guyton. A roll call vote was taken. Director Sieve-aye, Director Guyton-aye.

Meeting adjourned at 7:07pm.



---

Secretary, Board of Directors



---

President, Board of Directors

ROBERTSON FIRE PROTECTION DISTRICT  
AGENDA – SPECIAL OPEN BOARD MEETING JULY 31st, 2023–6:00 P.M.  
ROBERTSON ADMINISTRATIVE OFFICES - 12641 MISSOURI BOTTOM ROAD

**This meeting is being held in person and on Zoom. Individuals who intended on speaking are required to sign in.**

Zoom Link: <https://zoom.us/j/91267664326?pwd=V3d4TFQ0dGtJRXhlSVJSdGt5clk2dz09>

1. CALL TO ORDER:
  - a. Pledge of Allegiance
  
2. AMENDMENT AND/OR ADOPTION OF AGENDA
  
3. APPROVAL OF MEETING MINUTES—July 24<sup>th</sup>, 2023
  
4. ACCOUNTS PAYABLE
  
5. NEW BUSINESS
  - a. Back to School Budget
  - b. Anti-Litter Sign for Hazelwood Green Committee
  
6. CHIEF’S REPORT
  - a. Approval of Award Expenses
  
7. MEDICAL OFFICER’S REPORT
  - a. Narc ID by CompX Proposal
  
8. THE ROBERTSON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS WILL HOLD A CLOSED SESSION. THE CLOSED SESSION WILL BE HELD IN ACCORDANCE WITH RSMO 610.021:
  1. LEGAL ACTIONS, CAUSES OF LEGAL ACTION, OR LITIGATION (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)).
  
9. ADJOURNMENT

**MINUTES OF THE SPECIAL OPEN MEETING OF THE BOARD  
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION  
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON  
JULY TWENTY-FOURTH, 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 4:05pm on July 24, 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  
Steve Field, Treasurer/Director  
Maggie Sieve, Secretary/Director  
Adam Long, Assistant Chief  
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 Sieve made a motion to accept the agenda as presented, seconded by Director Field. A roll call vote was taken.

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

**MINUTES**

Director Field made a motion to accept the open and closed minutes of July 17, 2023, seconded by Director Sieve. A roll call vote was taken.

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

**ACCOUNTS PAYABLE**

No open bills to be paid.

**NEW BUSINESS**

Director Field read Resolution 2023-7, Amended 2022 Budget General Fund.

Director Sieve made a motion to accept the Resolution 2023-7, Amended 2022 Budget General Fund, seconded by Director Sieve. A roll call vote was taken.

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

Director Guyton discussed the budget for the Back to School event.

Director Field made a motion to approve a budget of no more than \$3000.00 for the 2023 Back-to-School event, seconded by Director Sieve. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

### CLOSED SESSION

Director Sieve made a motion to enter into closed session at 4:11pm 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(13)).
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 Field. 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 5:36pm, seconded by Director Sieve.

A roll call vote was taken.

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

### REPORT FROM CLOSED SESSION

There was nothing report from Closed Session.

### ADJOURNMENT

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

Meeting adjourned at 5:40pm.

---

President, Board of Directors

---

Secretary, Board of Directors



# Narc ID by CompX Proposal

**Issue:** Our current way of tracking narcotics is by written form. A narcotic sheet/ log is completed each time it is used for a patient. It is reassigned at the end of shift to the oncoming crew to be sure the number for each controlled substance is accounted for. There are issues with discrepancies at times. There is potential for someone being able to access the medications with the narcotic tag in place.

## **Proposed Solution**

- Provide complete chain of custody, tracking information on narcotics, users, and the number of narcotics used.
- Provides DEA compliance.
- Creates an audit trail identify user, date time of entry
- Custom programmed tags that provide automatic recognition of narcotic type and quantity.

## **Steps Involved:**

1. Purchase the Narc ID
2. Provide education on using the Narc ID.
3. Implement a new policy for using the Narc ID.

## **Conclusion:**

- The cost of the Narc ID is \$16,316.
- Reassurance that there is a proper paper trail for narcotics, if an audit where to occur.