

ROBERTSON FIRE PROTECTION DISTRICT
AGENDA – REGULAR OPEN BOARD MEETING JULY 17TH, 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/97929912825?pwd=SkpQWVA3WEhOWWFQd1NZREN6TUxEUT09>

1. CALL TO ORDER:
 - a. Pledge of Allegiance
2. AMENDMENT AND/OR ADOPTION OF AGENDA
3. APPROVAL OF MEETING MINUTES—June 15th, June 22nd, June 26th, and July 10th, 2023
4. ACCOUNTS PAYABLE
5. OLD BUSINESS
 - a. Tech Electronics—card reader
 - b. Calendar System for Important District Dates
 - c. Appointment of a Custodian of Records
 - d. Botz, Deal & Company, P.C. Engagement Letter
6. FIRE CHIEF’S REPORT
 - a. Light Duty Program
 - b. Introduction of New Civilian Inspector Dave Clemons
7. ASSISTANT CHIEF’S REPORT
 - a. Lexipol Agreement
 - b. Participation in Lambert Disaster Drill on July 18th
8. FIRE MARSHAL’S REPORT
 - a. Lock Box Program
 - b. School Premises Identification Ordinance (Addition to Ordinance 2013-03 Fire Code 2015)
9. MEDICAL OFFICER’S REPORT
 - a. Update on Ground Emergency Medical Transportation Program (GEMT)
 - b. Hose Purchase
10. PUBLIC **All questions must be submitted in writing, with name printed legible, signed, and dated. Limit to 5 minutes**
11. UPCOMING MEETINGS: Executive Closed Session on July 24th, 2023 at 5:00pm
Regular Open Session on July 31st, 2023 at 6:00pm
12. 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)).
13. ADJOURNMENT

**MINUTES OF THE MEETING OF THE BOARD
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
JULY SEVENTEENTH, 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 17, 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
Dave Herman, Fire Chief
Adam Long, Assistant Chief
Kenny Hughes, Fire Marshall
Dave Clemens, Fire Inspector
Bob Sievers, Medical Officer
Matt Hoffman, 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 with the changes 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 June 15, 2023, June 22, 2023, June 26, 2023, and July 10, 2023 seconded by Director Sieve. A roll call vote was taken.

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

ACCOUNTS PAYABLE

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

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

OLD BUSINESS

Director Guyton discussed the bid from Tech Electronics for fixing some of the door entry card readers.

Director Field made a motion to approve the invoice from Tech Electronics for the broken card readers not to exceed \$3000.00, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton suggested we develop a

Director Guyton requested the Board approve a new Custodian of Records.

Director Sieve made a motion to appoint Chief Herman as custodian of records, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton discussed the letter of engagement with Botz, Deal & Company.

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

FIRE CHIEF'S REPORT

Chief Herman discussed a policy for temporary light duty.

Director Field made a motion to approve the temporary light duty policy, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Chief Herman introduced the District's new Civilian Fire Inspector, Dave Clemens.

Assistant Chief Long discussed our transition to Lexipol for all of the District's policies to be in line with Federal and State Law.

Director Field made a motion to accept the contract with Lexipol, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye
Assistant Chief Long discussed the District's participation in a disaster training exercise at Lambert Airport.

FIRE MARSHALL'S REPORT

Fire Marshall Hughes discussed an addition to Ordinance 2013-03 Fire Prevention Code 2015.

Director Sieve made a motion to approve the addition to Ordinance 2013-03 Fire Prevention Code 2015, seconded by Director Field. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Fire Marshall Hughes discussed the implementation of the Residential Knox box program to aid fire fighters gain entry into homes without breaking down doors.

Director Sieve made a motion to approve the purchase of 20 Knox Box units for \$500, 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 discussed the GEMT program.

Medical Officer Sievers requested the District's approval to purchase new fire hoses. A state grant will

Director Field made a motion to approve the purchase of fire hoses from Sentinel Emergency Solutions for \$39,581.75, seconded by Director Sieve. 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 6:35pm 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 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 6:51pm, 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 Field made a motion to adjourn the meeting, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Meeting adjourned at 6:55pm.



Secretary, Board of Directors



President, Board of Directors

**MINUTES OF THE MEETING OF THE BOARD
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
JUNE FIFTEENTH, 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 June 15, 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
Dave Herman, Fire Chief
Adam Long, Assistant Chief

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 with the changes 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 May 22, 2023, May 25, 2023, and June 2, 2023, seconded by Director Sieve. A roll call vote was taken.

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

ACCOUNTS PAYABLE

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

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

NEW BUSINESS

Director Guyton discussed the bid from Tech Electronics for fixing some of the door entry card readers and adding some to doors that currently do not have one.

Director Sieve made a motion to table the Tech Electronics card reader invoices, seconded by Director Field. A roll call vote was taken.

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

Director Guyton discussed a new contract with our current lobbyist, Citizens for Policy Reform, LLC.

Director Field made a motion to accept the consultant agreement for Citizens for Policy Reform, LLC., seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton introduced the District's newest employees.

Director Sieve gave an update on the upcoming Family Fun Fest. The event will be on July 15, 2023.

FIRE CHIEF'S REPORT

Chief Herman discussed a quote for replacing the lights at Fire House 2.

Director Field made a motion to approve the quote from MLSI to replace the lights at House 2 for \$3600.00, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Chief Herman discussed the purchase of badges and service awards.

Director Sieve made a motion to approve the purchase of badges and service awards from Fink Badge, Inc. not to exceed \$8700.00, seconded by Director Field. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Chief Herman discussed the updated Firefighter Training Expense Reimbursement Agreement.

Director Sieve made a motion to approve the updated Firefighter Training Expense Reimbursement Agreement, seconded by Director Field. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Chief Herman and Asst. Chief Long discussed new hires and potential new hires.

Medical Officer Sievers discussed approved grants for

ATTORNEY'S REPORT

Director Guyton gave update on the litigation with Hazelwood.

PUBLIC

Director Field made a motion to hold a closed session on June 22, 2023 at 6pm at 12641 Missouri Bottom Rd, Hazelwood, MO 63042 and on Zoom, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Field made a motion to hold a regular open session on June 26, 2023 at 6pm at 12641 Missouri Bottom Rd, Hazelwood, MO 63042 and on Zoom, seconded by Director Sieve. 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 4:53pm for the following reasons:

1. LEGAL ACTIONS, CAUSES OF LEGAL ACTION, OR LITIGATION, ATTORNEY-CLIENT COMMUNICATIONS (610.021 (1)).
2. 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)).
3. 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 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 5:42pm, 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 5:45pm.

President, Board of Directors

Secretary, Board of Directors

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

The Board of Directors for the Robertson Fire Protection District met in a special session at the Administrative Offices at 12641 Missouri Bottom Road, Hazelwood, Missouri at 6pm on May 25, 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
Dave Herman, Fire Chief
Adam Long, Assistant Fire Chief
Matt Hoffman, District Attorney

Representing the workers:
John Duffy, IAFF 2665 representative
Matt Anderson, Shop Steward
Will Herman, Asst. Shop Steward
Rick Berry, Union 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.

Director Guyton discussed the current issues with the Collective Bargaining Unit.

The Union representatives requested the hearing before the Board of Directors be moved to the end in lieu of cementing the current side agreement articles. The Board of Directors agreed.

The Board of Directors and Union representatives reviewed all articles that have been up for discussion and change.

The Union representatives present a Collective Bargaining Unit Clarification Proposal. The Board of Directors agreed.

The next open negotiation meeting will be determined once Sikitch finishes the District's financial evaluation and audit.

ADJOURNMENT

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

Meeting adjourned at 6:41pm.

President, Board of Directors

Secretary, Board of Directors

**MINUTES OF THE MEETING OF THE BOARD
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
JUNE TWENTY SIXTH, 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 June 26, 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

Dave Herman, Fire Chief

Adam Long, Assistant Chief

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

Director Guyton conducted a roll call. Director Sieve was not present.

AGENDA

Director Field made a motion to accept the agenda with the changes presented, seconded by Director Guyton. A roll call vote was taken.

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

MINUTES

Director Guyton announced the approval of the minutes is postponed to July 17th due to Director Sieve being absent.

Director Field made a motion to pay the bills and invoices, seconded by Director Guyton. A roll call vote was taken.

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

OLD BUSINESS

Director Guyton discussed the acceptance of the new Collective Bargaining Agreement. The new agreement will be valid from June 22, 2023 through December 31, 2023.

Director Guyton discussed that any future MOU Negotiations will be available for the public on line or in person.

Director Field read the Petition letter to the State Board of Mediations to change the Bargaining Agreement.

Director Field made a motion to accept the Petition to the State Board of Mediation, seconded by Director Guyton. A roll call vote was taken.

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

NEW BUSINESS

Attorney Matt Hoffman discussed Resolution 2023-5 SB870 Renewal.

Director Field made a motion to accept the Resolution 2023-5 SB870 Renewal, seconded by Director Guyton. A roll call vote was taken.

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

FIRE CHIEF'S REPORT

Chief Herman discussed a Fire Academy Reimbursement Program.

Director Field made a motion to approve a Fire Academy Reimbursement Program with a cost of \$4635.00, seconded by Director Guyton. A roll call vote was taken.

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

Chief Herman discussed the purchase of helmets and shields.

Director Field made a motion to approve the purchase of helmets from Leo and Roberts Company for \$4,875.00 and shields from Taylor Tins for \$630.00, seconded by Director Guyton. A roll call vote was taken.

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

PUBLIC

Director Field made a motion to hold a closed session on July 10th, 2023 at 5pm at 12641 Missouri Bottom Rd, Hazelwood, MO 63042, seconded by Director Guyton.

A roll call vote was taken.

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

Director Field made a motion to hold a regular open session on July 17, 2023 at 6pm at 12641 Missouri Bottom Rd, Hazelwood, MO 63042 and on Zoom, seconded by Director Guyton.

A roll call vote was taken.

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

Director Guyton reminded the public of the upcoming Family Fun Fest on July 15th from 11am to 3 pm.

CLOSED SESSION

Director Field made a motion to enter into closed session 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)).

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

REOPEN FROM CLOSE

Director Field motioned to adjourn the closed session and reconvene in Open Session at 6:25pm, seconded by Director Guyton,.
A roll call vote was taken.

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

REPORT FROM CLOSED SESSION

There was nothing report from Closed Session.

ADJOURNMENT

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

Meeting adjourned at 6:28pm.

President, Board of Directors

Secretary, Board of Directors



SENTINEL EMERGENCY SOLUTIONS
2900 TELEGRAPH RD.
ST. LOUIS MO 63125

sales@sentineles.com
 800.851.1928
 314.939.1999

PROPOSAL

Date	Quote #
7/10/2023	10100

Bill To:
ROBERTSON FIRE PROT. DIST. 12641 MISSOURI BOTTOM RD HAZELWOOD, MO 63042

Ship To
ROBERTSON FIRE PROT. DIST. 12641 MISSOURI BOTTOM RD HAZELWOOD, MO 63042 Attn: Chief

Terms	Rep	Proposal Good Throu...	Freight	Submitted by
Net 20	CM	30 Days	Included	CM

Qty	Item	Vendor	Description	Cost	Total Sale Price
30	SPECIAL ORDER	SnapTite	2.5" Lines FC25x50B25N SNAP-TITE HOSE CONQUEST: Polyester Double Jacket (Attack and Supply Hose*), Polyurethane (Extruded Thru-the-Weave) liner, Aluminum NH couplings, Dura Cote protective treatment	366.30	10,989.00
20	SPECIAL ORDER	SnapTite	Blue in color FC25x50W25N SNAP-TITE HOSE CONQUEST: Polyester Double Jacket (Attack and Supply Hose*), Polyurethane (Extruded Thru-the-Weave) liner, Aluminum NH couplings, Dura Cote protective treatment	366.30	7,326.00
9	SPECIAL ORDER	SnapTite	White in color FC25x50R25N SNAP-TITE HOSE CONQUEST: Polyester Double Jacket (Attack and Supply Hose*), Polyurethane (Extruded Thru-the-Weave) liner, Aluminum NH couplings, Dura Cote protective treatment	366.30	3,296.70
			Red in color LDH		

THANK YOU for the opportunity to quote this.
We appreciate your business.

Total



SENTINEL EMERGENCY SOLUTIONS
2900 TELEGRAPH RD.
ST. LOUIS MO 63125

sales@sentineles.com
 800.851.1928
 314.939.1999

PROPOSAL

Date	Quote #
7/10/2023	10100

Bill To:
ROBERTSON FIRE PROT. DIST. 12641 MISSOURI BOTTOM RD HAZELWOOD, MO 63042

Ship To
ROBERTSON FIRE PROT. DIST. 12641 MISSOURI BOTTOM RD HAZELWOOD, MO 63042 Attn: Chief

Terms	Rep	Proposal Good Throu...	Freight	Submitted by
Net 20	CM	30 Days	Included	CM

Qty	Item	Vendor	Description	Cost	Total Sale Price
8	SPECIAL ORDER	SnapTite	FC50x100Y50S SNAP-TITE HOSE CONQUEST: Polyester Double Jacket (Attack and Supply Hose*), Polyurethane (Extruded Thru-the-Weave) liner, Aluminum NH couplings, Dura Cote protective treatment Storz couplings	1,158.30	9,266.40
8	SPECIAL ORDER	SnapTite	Yellow in color UTX50x100Y50S SNAP-TITE HOSE UTX: Polyurethane Extruded thru the Weave, Polyester fabric reinforcement.	1,007.60	8,060.80
1	SPECIAL ORDER	SnapTite	Yellow in color UTX50x50_50S SNAP-TITE HOSE UTX: Polyurethane Extruded thru the Weave, Polyester fabric reinforcement. 50' section	642.85	642.85
1	SHIPPING		RED in color SHIPPING INCLUDED	0.00	0.00

THANK YOU for the opportunity to quote this.
 We appreciate your business.

Total	\$39,581.75
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350 Austin Circle
 Delafield, WI 53018
 (262) 646-5911
 Fax: (262) 646-5912

Ship To: ROBERTSON FIRE PROTECTION DISTRICT
 12641 MISSOURI BOTTOM RD
 HAZELWOOD, MO 63042

Invoice To: ROBERTSON FIRE PROT. DIST.
 12641 MISSOURI BOTTOM RD
 HAZELWOOD MO 63042

Attention: CAPTAIN HUGHES

Branch 16 - DELAFIELD, WI		
Date 07/10/2023	Time 13:02:18 (O)	Page 1
Account No ROBER004	Phone No 3142916671	Est No 03 011724
Ship Via BEST WAY DIRECT	Purchase Order PENDING	
Tax ID No		
		Salesperson 351 / 312

ESTIMATE EXPIRY DATE: 07/29/2023

QUOTE - ORDER ACKNOWLEDGEMENT

Part#	Description	U	Qty	Price	Amount
DOES NOT INCLUDE SHIPPING					
FC25X50B25N	CONQUEST BLUE		25	380.00	9500.00
SNAP-TITE HOSE CONQUEST: Polyester Double Jacket (Attack and Supply Hose*), Polyurethane (Extruded Thru-the-Weave) liner, Aluminum NH couplings, Dura Cote protective treatment** BLUE					
FC25X50W25N	CONQUEST WHITE		15	380.00	5700.00
SNAP-TITE HOSE CONQUEST: Polyester Double Jacket (Attack and Supply Hose*), Polyurethane (Extruded Thru-the-Weave) liner, Aluminum NH couplings, Dura Cote protective treatment** WHITE COATED					
FC25X50R25N	SNAP-TITE CONQU		9	370.00	3330.00
SNAP-TITE HOSE, PONN CONQUEST 2.5" X 50', RED					
FC50X100Y50S	FC 5X100 YLW		8	1170.00	9360.00
SNAP-TITE HOSE CONQUEST LDH, 5" X 100, STORZ, YELLOW					
UTX50X100Y50S	SNAP-TITE KRYPT		8	1017.78	8142.24
SNAP-TITE KRYPTONITE 5"X100' YELLOW HOSE W/STZ CPLS					
FS15X50B15N	SNAP-TITE SUPRE		10	182.22	1822.20
SNAP-TITE SUPREME COATED HOSE 1.50" X 50' BLUE W/NST CPLS					
FS15X50R15N	SNAP-TITE SUPRE		10	182.22	1822.20
SNAP-TITE SUPREME COATED HOSE 1.50" X 50' RED W/NST CPLS					

Return/Exchange Policy

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-615-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

Visit Us Online
www.MacQueenGroup.com



**MACQUEEN
EQUIPMENT**



**MACQUEEN
EMERGENCY**

350 Austin Circle
Delafield, WI 53018
(262) 646-5911
Fax: (262) 646-5912

Ship To: ROBERTSON FIRE PROTECTION DISTRICT
12641 MISSOURI BOTTOM RD
HAZELWOOD, MO 63042

Invoice To: ROBERTSON FIRE PROT. DIST.
12641 MISSOURI BOTTOM RD
HAZELWOOD MO 63042

Attention: CAPTAIN HUGHES

Branch 16 - DELAFIELD, WI		
Date 07/10/2023	Time 13:02:18 (O)	Page 2
Account No ROBER004	Phone No 3142916671	Est No 03 011724
Ship Via BEST WAY DIRECT	Purchase Order PENDING	
Tax ID No		
		Salesperson 351 / 312

ESTIMATE EXPIRY DATE: 07/29/2023

QUOTE - ORDER ACKNOWLEDGEMENT

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
				Subtotal:	39676.64
				Tax:	.00
				TOTAL:	39676.64

Authorization: _____

Return/Exchange Policy

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-815-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

Visit Us Online
www.MacQueenGroup.com



PARTS QUOTE

Quote: 33956
 Date / Time: 7/10/2023 11:44:42AM
 Customer: 10223
 Branch: MAIN
 Quote Total: \$38,074.80

Page 1 of 1

Bill To: Robertson F.P.D.
 12641 Missouri Bottom Rd.
 Hazelwood, MO 63042

Ship To: Robertson F.P.D.
 12641 Missouri Bottom Rd.
 Hazelwood, MO 63042
 Office Phone: 314.291.6671

Customer P/O: Captain Valentine Inside Slsm: kevinw Delivery Method: Kevin Delivery

Part / Misc	Description / Ref Number	U/M	Quantity	Price	Extended Price
DP25-1000-50B	COMBAT RDY 2.5"x50' BLUE HOSE	Each	30	369.00	11,070.00
DP25-1000-50W	Combat Ready Hose 2.5"x50' White Cpld 2.5" NH	Each	20	369.00	7,380.00
DP25-1000-50R	COMBAT RDY 2.5"x50' RED HOSE	Each	9	369.00	3,321.00
DP50-600X100Y-ST	ECO10 DJ 5"x100' Yellow Coupled 5" Storz	Each	8	844.00	6,752.00
RC50-450Y100-50STZ	Rubber Hose 5"x100' Yellow Coupled 5" Storz	Each	8	819.00	6,552.00
DP15-800-ECO-50B	ECO10 DJ 1.5"x50' BLUE HOSE	Each	10	149.99	1,499.90
DP15-800-ECO-50R	ECO10 DJ 1.5"x50' RED HOSE	Each	10	149.99	1,499.90

Customer Tax ID: NEED CERT

Quote Subtotal:	\$38,074.80
Total Tax:	\$0.00
Quote Total:	\$38,074.80

Issues with product received on this invoice need to be reported to customerservice@bannerfire.com within 10 business days.

Custom, Electronic, Electrical, or Special-Order Items are Non-Returnable, Non-Refundable.

Returns must be approved with a return authorization number before returning. Banner Fire is not responsible for items returned without a return authorization. All returns are subject to a 30% restocking fee.

Past due balances are subject to finance charges. Credit Card payments are subject to a processing fee.

Board of Directors

Jennifer Guyton, President
Maggie Sieve, Secretary
Steve Field, Treasurer



Officers

Dave Herman, Fire Chief
Adam Long, Assistant Fire Chief
Kenneth Hughes, Deputy Chief/Fire Marshall
Robert Sievers, Deputy Chief/ Medical Officer

July 17, 2023

Dear Board of Directors,

Good evening. In a previous open board meeting it was approved to purchase \$40,000.00 worth of fire hoses from the ARPA grant that was awarded to the districts. The state would pay \$20,000.00 and the district would pay \$20,000.00.

I have bids from MACQUEEN, Banner and Sentinel Emergency Solutions. I'm requesting approval to purchase fire hoses at a cost not to exceed \$40,000.00.

Thank you,

Robert Sievers
Deputy Chief/Medical Officer

Board of Directors

Jennifer Guyton, Director, President
Steve Field, Director, Treasurer
Maggie Sieve, Director, Secretary



Officers

Dave Herman, Fire Chief
Adam Long, Assistant Fire Chief
Kenneth Hughes, Fire Marshall
Robert Sievers, Medical Officer

July 14, 2023

Dear Robertson Fire Protection District Board,

Chief Herman and I are proposing the implementation of a Residential Knox Box program for the residents of the Robertson Fire Protection District. This program aims to enhance emergency response capabilities by providing authorized access to paramedics and Fire Department personnel in a secure and efficient manner, ensuring prompt assistance without causing property damage.

Overview of the Residential Knox Box Program:

1. Purpose:

The primary objective of the Residential Knox Box program is to improve emergency response times and minimize property damage during lifesaving operations. By installing a secure, tamper-proof Knox Box on residential properties, authorized emergency personnel can access the property quickly, allowing them to provide prompt medical assistance or address fire-related emergencies.

2. Benefits:

a) Enhanced Emergency Response:

The program ensures that Paramedics and Fire Department personnel can gain immediate access to a property in case of emergencies. Quicker access can significantly reduce response times, potentially saving lives and minimizing property damage.

b) Property Preservation:

The Knox Box system eliminates the need for forced entry during emergencies. Traditional methods of gaining access, such as breaking windows or forcibly opening doors, often result in costly property damage. By providing a secure key vault on-site, the Knox Box program ensures that emergency responders can enter the property without causing unnecessary damage.

c) Increased Security:

The Knox Box system utilizes secure mechanisms that can only be accessed by authorized personnel. This eliminates the risk associated with sharing keys or storing them in less secure locations, such as under doormats or inside plant pots. The program ensures that only trained and vetted emergency personnel can retrieve the keys, thereby maintaining the security of the property.

ROBERTSON FIRE PROTECTION DISTRICT

12641 Missouri Bottom Road • Hazelwood, MO 63042 • phone: 314.291.6671 • fax: 314.291.6710

Board of Directors

Jennifer Guyton, Director, President
Steve Field, Director, Treasurer
Maggie Sieve, Director, Secretary



Officers

Dave Herman, Fire Chief
Adam Long, Assistant Fire Chief
Kenneth Hughes, Fire Marshall
Robert Sievers, Medical Officer

d) Improved Efficiency:

By having rapid access to the property, emergency responders can begin medical treatment or fire suppression activities without delay. This streamlined process enables them to focus on their primary objectives, potentially improving outcomes for residents in need.

e) Cost Savings:

The Knox Box program can potentially reduce costs associated with property damage during emergency responses. By avoiding forced entry, property owners can avoid repair expenses, insurance claims, and potential disputes. Additionally, the program may have a positive impact on insurance premiums, as it demonstrates a commitment to proactive safety measures.

3. Implementation Process:

a) Public Awareness Campaign:

To ensure widespread participation and understanding, a comprehensive public awareness campaign will be coordinated. This campaign will include informational brochures, and social media platforms to educate residents about the benefits and process of the Residential Knox Box program.

b) Knox Box Distribution:

We are requesting our department to cover the cost of the residential Knox boxes program. We will also continue to obtain other funding for the program. The cost for each box is \$23.99 and we're requesting \$500 to purchase 20 boxes.

c) Registration and Authorization:

A streamlined registration process will be established, allowing residents to apply for authorization to participate in the program. The Fire Department will verify the eligibility of applicants and provide them with the necessary instructions for proper installation and key management.

Kenneth Hughes

Deputy Chief Fire Marshal

Robertson Fire Protection District

Residential Lock Box Program



Overview

When responding to 911 calls, firefighters and paramedics occasionally find themselves unable to enter a residence because the patient's condition has rendered them unable to unlock the door. Because time is a critical factor in emergency situations, Firefighters and Paramedics are sometimes required to enter the home by force, causing a delay in patient care as well as property damage that can be costly for the homeowner to repair.

Seeking to reduce instances of forced entry, the Robertson Fire Protection District has developed a program called **Rapid Access** that enables firefighters and paramedics to reach patients quickly and safely.

Participating in the Program

Robertson Fire Protection District residents interested in participating in Rapid Access may notify the Robertson Fire Protection District requesting Lock Box key box, and a representative will assist you with the necessary paperwork and installation. The code for your box will be pre-installed prior to installation and ensure that it is entered into Central County Emergency Dispatch Center computer database. The code is only known to the dispatch center and Robertson Fire Protection District.

If a 911 call is placed from a home participating in Rapid Access, dispatchers will send the code to the responding unit, enabling emergency personnel to enter your home and provide care.

Frequently Asked Questions

Are homeowner's codes secure?

Once a code is entered into the computer system, it will be accessible to emergency response personnel only if a 911 call is placed from that residence. All paper copies of codes selected are destroyed immediately upon successful entry into the database.

Is installation difficult?

The units install in just a few minutes using four provided screws. A detailed photo installation guide is provided, showing homeowners where and how to mount the box. If necessary, District staff will install boxes for Robertson Fire Protection District residents at no cost.

Other questions about the program?

If you have questions about Rapid Access, please call us at 314-291/6671. Someone will be glad to address any concerns you may have.

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ZHEGE Lock, 4 Digit Combination Padlock Outdoor, School Lock, Gym Lock ar

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Sponsored



2 Pack Key Lock Box, Combination Lock Box Wall Mounted Waterproof Key Storage Lock Box for Outdoor & Indoor 5 Keys Capacity Re-Settable Code

Brand: Orcielo

4.7 614 ratings

\$23.99

One-Day

FREE Returns

PRIME DAY 2023: Get a \$200 Amazon Gift Card instantly upon approval for Prime Visa.

Size: 2 Pack

1 Pack \$12.99
2 Pack \$23.99

Brand Orcielo
Product 7"D x 4"W x 4"H
Dimensions
Lock Type Combination, Electronic, Key
Color Black, Grey
Material Zinc
Special 便携式

See more

About this item

- Greater Security: combination lock box offers 10,000 combinations to you to choose the unique combinations you want, not easy to be cracked, more secure and reliable
- Widely Used: Key storage box suitable for outdoor and indoor use. Great key safe box for home, vacation home, garage, emergency entry and real estate business. Convenient for cleaners, workers, pet sitters, the elderly and children
- Durable & Robust: Key storage lock box is made of high quality zinc alloy, waterproof, rustproof, cut-resistant and effective resistance to violent damage. Come with sliding shield protects the digital dials from sun, rain, dust and snow
- Large Capacity: The internal dimensions of the key lock box is 3.54in*5.56in*1.18in and can hold up to 5

Delivery

Pickup

\$23.99

One-Day

FREE Returns

FREE delivery Tomorrow, July 12. Order within 1 hr 16 mins

Deliver to Robertson - Hazelwood 63042

In Stock

Qty: 1

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Payment Secure transaction
Ships from Amazon
Sold by Orcielo
Returns Eligible for Return, Refund or Replacement within 30 days of receipt

Add a gift receipt for easy returns

Add to List

Have one to sell? Sell on Amazon



ZHEGE Combination Lock, 4 Digit...

★★★★★ 1,940

Prime Day Deal

\$5.94

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Deliver to Robertson
Hazelwood 63042

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Your Account > Your Orders > Order Details

Order Details

Ordered on July 11, 2023 Order# 111-1198293-3166660

[View or Print invoice](#)

Shipping Address

Robertson Fire Protection
District
12641 MISSOURI BOTTOM RD
HAZELWOOD, MO 63042-1517
United States
[Change](#)

Payment Method

VISA **** 2341
[Change](#)

Apply gift card balance

[Apply](#)

Order Summary

Item(s) Subtotal:	\$47.98
Shipping & Handling:	\$0.00
Total before tax:	\$47.98
Estimated tax to be collected:	\$3.10
Grand Total:	\$51.08

Arriving tomorrow by 10pm



2 Pack Key Lock Box, Combination Lock Box Wall Mounted Waterproof Key Storage Lock Box for Outdoor & Indoor 5 Keys Capacity Re-Settable Code

Sold by: Orcielo
\$23.99

Condition: New

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Save 20%

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Vazioyar Key Lock Box for Outside, Portable Waterproof Wall...
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Save 20%

\$7.99

~~\$9.99~~

Lowest price in 30 days

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Maggie Sieve, Director, Secretary



Officers

Dave Herman, Fire Chief
Adam Long, Assistant Fire Chief
Kenneth Hughes, Fire Marshall
Robert Sievers, Medical Officer

Addition to Ordinance 2013-03 Fire Prevention Code 2015 of the Robertson Fire Protection District

SECTION 105.6.49 add a new section. Insert:

105.6.49 Premises Identification: An operational permit is required. The plan shall be submitted and reviewed annually by August 1 of each year.

SECTION 105.7.19 add a section. Insert:

105.7.19 Premises Identification: A construction permit is required to install premises identification in accordance with Section 408. Premises identification plans shall be submitted for review and approval before a permit will be issued. Premises identification permits shall be issued at no charge.

SECTION 404.5 add a new section. Insert:

404.5 Premises Identification: Premises identification shall be in accordance with Section 408.

SECTION 408 Add a new section. Insert:

SECTION 408 PREMISES IDENTIFICATION

408.1 Where required: New and existing buildings of Educational Group E shall be identified in accordance with 408.2 through 408.5.

Exception: Previously approved signage shall be permitted until August 1, 2023.

408.2 Zone Identification: Zones shall be identified in accordance with sections 408.2.1 through 408.2.4.

408.201 Zone Designation: All occupiable structures on the premises shall be divided into sections or designated a specific zone agreeable to the AHJ.

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408.2.2 Zone Color Assignment: The zones shall be assigned a primary or secondary color. Other colors may be used/added if approved by the AHJ. (Recommended, not required, assign the zone with the main entrance RED and proceed clockwise with ORANGE, YELLOW, GREEN, BLUE, PURPLE)

408.2.3 Zone Level Consistency: Zone color assignment shall be consistent on all grades of multilevel structures.

408.3 Corridors Identification: Corridors inside of a zone shall be identified by the color assigned per section 408.2.

408.3.1: Striping: A solid color representative of the designated zone shall be applied on the walls on both sides of the corridor.

408.3.2 Striping Size and Location: The stripe shall be no less than 4" AFF and no more than 36" AFF. and a minimum of 4 inches (102 mm) in width. The stripe shall be continuous in length of the corridor and terminate at the exit or the transition to a different zone. (In corridors with lockers, displays, or other fixed obstructions an alternative location may be used as approved.)

408.3.3 Directional Identification: Colored arrows representative of the zone shall be provided at intersecting corridors. The arrow shall be a minimum of 2" in width and 8" in length. The arrows shall be affixed to the corridor wall at least 4" AFF and no more than 36" AFF. Other heights may be used as approved.

408.4 Room and Area Identification: All occupiable rooms and areas within a zone shall be identified in accordance with section 408.4.1 through 408.4.5. with numbers or labels in accordance with section 408.2.

408.4.1 Room and area designation: Rooms and areas shall be identified by their current known number or known descriptive name (i.e., Gym, Library).

408.4.2 Room and Area Color Assignment: Rooms and areas shall be assigned the color of the zone they occupy.

ROBERTSON FIRE PROTECTION DISTRICT

Board of Directors

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Maggie Sieve, Director, Secretary



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Kenneth Hughes, Fire Marshall
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408.4.3 Doors: Doors shall be identified with signage conforming to 408.4.3.2 Doors shall be labeled in Arabic numbers and alphabetical letters. Numbers shall not be spelled out. Where required, doors shall have signage both inside and out.

408.4.3.1 Egress/Room side of door: A sign with the room number in the assigned zone color shall be affixed over the door and shall be readily visible from inside the room. The numbers shall be in white on a background of the zone color. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (13 mm).

408.4.3.2 Ingress/Corridor side of door: Room numbers shall be placed above the door and shall be readable from all angles from the hallway or area to which they open. The numbers shall be in white on a background of the zone color. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (13 nun).

408.4.1 Windows: Signs with the room number in the designated zone color shall be affixed to the interior surface of the left most facing window and shall be visible from the exterior of the building.

408.4.1.1 Placement: Room numbers shall be placed on the left-most window when viewed from outside the building.

408.5 Exterior Door Identification. All doors on the exterior of a building that provide access into the building shall be identified in accordance with section 408.5. I through 408.5.5.

48.5.1 Number designation: All exterior doors shall be numbered in a sequential order starting with the main entrance (office door/public entrance). The main entrance shall always be #1. Subsequent doors shall be numbered in sequential order in a clockwise manner.

408.5.2 Number color: The color of the number shall represent the zone color per section 408.3. Door numbers shall contrast with their background.

408.5.2 Number Size: Door numbers shall be Arabic numbers and alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 6 inches (152 mm) high with a minimum stroke width of 1/2 inch (1 3 mm).

Board of Directors

Jennifer Guyton, Director, President
Steve Field, Director, Treasurer
Maggie Sieve, Director, Secretary



Officers

Dave Herman, Fire Chief
Adam Long, Assistant Fire Chief
Kenneth Hughes, Fire Marshal
Robert Sievers, Medical Officer

408.5.3 Number placement: Door number shall be placed at the top center of the door. Exception: Roll-up doors the number shall be located between h and % of the height of the door adjacent to the door opening.

408.5.4 Exterior access to corridors: Doors that provide access directly to a corridor shall be marked with the door number on a retro-reflective block in the corridor zone color per section 408.3.

408.5.5 Exterior access to rooms: Doors that provide access directly into a room shall be marked with the room number or descriptive name per section 408.4.1 directly below the exterior door identification number.

EXECUTED BY THE BOARD OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION DISTRICT THIS 17TH DAY OF JULY 2023.

Approved:

Kenneth Hughes
Deputy Chief/Fire Marshal

Dave Herman, Chief

Jennifer Guyton, Director, President



June 2, 2023

Board of Directors
Robertson Fire Protection District
12641 Missouri Bottom Road
St. Louis, Missouri 63042

We are pleased to confirm our understanding of the services we are to provide for Robertson Fire Protection District for the year ended December 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Robertson Fire Protection District as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Robertson Fire Protection District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Robertson Fire Protection District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statement, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules
3. Schedule of Changes in Net OPEB Liability and Related Ratios
4. Schedule of Contributions – Other Post Employment Benefit Plans

We have also been engaged to report on supplementary information other than RSI that accompanies Robertson Fire Protection District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in

relation to the basic financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Budgetary comparison schedule
2. Schedule of principle office holders
3. Schedule of insurance in force

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Robertson Fire Protection District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements.

However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk of material misstatement as part of our audit planning:

- Improper revenue recognition, which is inherent in all audits.
- Management override of internal control.
- New management and board after recall election to remove board of directors.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Robertson Fire Protection District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Robertson Fire Protection District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period

presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Administration, Fees, and Other

We understand that your employees will type all cash or other confirmations we request and will locate any invoices selected by us for testing.

We will provide copies of our reports to Robertson Fire Protection District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Botz, Deal & Co, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Auditor or its designee, a federal agency providing direct or indirect funding, or the U.S. Government

Accountability Office for purposes of a quality review of the audit, to resolve audit findings or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Botz, Deal & Co, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

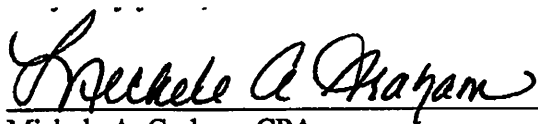
The audit documentation for this engagement will be retained for a minimum of five year after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michele A. Graham is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. We estimate our fee will be \$18,500. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Bills are rendered monthly as services are performed and are due net within 20 days. A fee of 1 ½ % per month is charged on all accounts unpaid in excess of 30 days. You agree that the amount invoiced is not in dispute after 30 days of invoicing unless such dispute is received in writing prior to the end of that 30-day period. You further agree to pay all costs of collection incurred should it become necessary to include reasonable attorney's fees, court, and related costs.

We appreciate the opportunity to be of service to Robertson Fire Protection District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Michele A. Graham, CPA

RESPONSE:

This letter correctly sets forth the understanding of Robertson Fire Protection District.

By: _____

Title: _____

Date: _____



ROBERTSON FIRE PROTECTION DISTRICT

Temporary Light Duty Policy for off-duty injuries

July 17, 2023



PURPOSE:

The purpose of the temporary light duty policy for off duty injuries is to provide an opportunity for a work routine that is utilized as a rehabilitation transition from an off duty injury to full work duty status.

GUIDELINES:

The following temporary light duty guidelines may be utilized on a voluntary basis by all employees injured while not at work that have met the established criteria:

1. Maximum off duty injury temporary light duty is 6 consecutive months.
2. The employee must request temporary light duty in writing accompanied by verification from a physician of the employee's temporary inability to perform the functions of "full duty".
3. The employee's physician must approve the employee temporary light duty. This must be documented on a District form by the physician.
4. This form must be processed by the office of the Fire Chief or his/her designate and Deputy Chief Medical Officer, who will consider approving the temporary light duty upon determination of proper documentation and the need for light duty personnel. The Fire Chief or his/her designate and Deputy Chief Medical Officer shall make the proper notifications to the employee, the employee's Battalion Chief, the administrative staff, and the Board. It shall be the responsibility of the employee to notify the Fire Chief and Deputy Chief Medical Officer if the attending physician rescinds temporary light duty approval or modifies the conditions to which the employee is functioning under while on temporary light duty.
5. The employee and administrative staff will meet to coordinate the temporary light duty parameters based upon the medical information released by the attending physician. All medical information shall remain confidential with supervisory need-to-know allowances established.
 - a. While an employee is on temporary light duty, the employee shall perform the following tasks, as determined by the employee's medical Status. This list includes, but is not limited to:
 - Assist administrative staff with clerical duties
 - Answer Phones

- Perform filing
- Work on pre-plans
- Inventory (departmental equipment, assets, or supplies)
- Assist with station cleaning and maintenance
- Perform inspections
- Pickup and/or deliver supplies
- Public Relation Activities

6. Upon release for temporary light duty by the employee's physician. the employee is required to fulfill the following hours and conditions for monetary compensation by the Fire District with no exceptions: The hours of work shall be five (5) pre-scheduled eight (8) hour days 0800-1600, Monday through Friday. These hours shall be administrative in nature with assistance provided to the administrative staff and Battalion Chief. Employee shall report to the administration building for assignment. Prior notice will be given regarding the uniform for the day.
7. The employee may schedule any injury related therapy or related physician's appointments during their scheduled temporary light duty hours. If circumstances arise. the Fire Chief's office or his/her designee and Deputy Chief Medical Officer may make exceptions. Documentation from the rehabilitation facility or related doctor's office is required for compensation by the District.
8. The compensation of an employee on temporary light duty will be his/her normal hourly rate of pay not to exceed 40 hours per week. Every eight (8) hours of temporary light duty requested off. the employee will be charged twelve (12) hours against their accrued vacation time, comp time, or personal leave day(s) they schedule. Benefit time (vacation, comp or pld) will only be allowed if manpower is above minimum staffing unless previously scheduled or using "guaranteed" pld.
9. Employees on temporary light duty may attend shift training that is of a nature that does not exceed limitations as directed by his/her attending physician. The shift Battalion Chief shall have the responsibility to determine the appropriateness of the training allowed. The employee shall be allowed to attend training outside the department if it is determined not to exceed the scope of the temporary light duty work routine conditions as established by his/her attending physician. Training attendance will be secondary to rehabilitation appointments.

EXCEPTIONS:

This guideline specifically addresses temporary light duty opportunity in regard to off duty sustained injuries.

**MINUTES OF THE MEETING OF THE BOARD
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
JULY SEVENTEENTH, 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 17, 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
Dave Herman, Fire Chief
Adam Long, Assistant Chief
Kenny Hughes, Fire Marshall
Dave Clemens, Fire Inspector
Bob Sievers, Medical Officer
Matt Hoffman, 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 with the changes 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 June 15, 2023, June 22, 2023, June 26, 2023, and July 10, 2023 seconded by Director Sieve. A roll call vote was taken.

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

ACCOUNTS PAYABLE

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

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

OLD BUSINESS

Director Guyton discussed the bid from Tech Electronics for fixing some of the door entry card readers.

Director Field made a motion to approve the invoice from Tech Electronics for the broken card readers not to exceed \$3000.00, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton suggested we develop a

Director Guyton requested the Board approve a new Custodian of Records.

Director Sieve made a motion to appoint Chief Herman as custodian of records, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Director Guyton discussed the letter of engagement with Botz, Deal & Company.

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

FIRE CHIEF'S REPORT

Chief Herman discussed a policy for temporary light duty.

Director Field made a motion to approve the temporary light duty policy, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Chief Herman introduced the District's new Civilian Fire Inspector, Dave Clemens.

Assistant Chief Long discussed our transition to Lexipol for all of the District's policies to be in line with Federal and State Law.

Director Field made a motion to accept the contract with Lexipol, seconded by Director Sieve. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye
Assistant Chief Long discussed the District's participation in a disaster training exercise at Lambert Airport.

FIRE MARSHALL'S REPORT

Fire Marshall Hughes discussed an addition to Ordinance 2013-03 Fire Prevention Code 2015.

Director Sieve made a motion to approve the addition to Ordinance 2013-03 Fire Prevention Code 2015, seconded by Director Field. A roll call vote was taken.
Director Sieve-aye, Director Field-aye, Director Guyton-aye

Fire Marshall Hughes discussed the implementation of the Residential Knox box program to aid fire fighters gain entry into homes without breaking down doors.

Director Sieve made a motion to approve the purchase of 20 Knox Box units for \$500, 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 discussed the GEMT program.

Medical Officer Sievers requested the District's approval to purchase new fire hoses. A state grant will

Director Field made a motion to approve the purchase of fire hoses from Sentinel Emergency Solutions for \$39,581.75, seconded by Director Sieve. 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 6:35pm 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 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 6:51 pm, 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 Field made a motion to adjourn the meeting, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Meeting adjourned at 6:55pm.

President, Board of Directors

Secretary, Board of Directors

**MINUTES OF THE MEETING OF THE BOARD
OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION
DISTRICT OF ST. LOUIS COUNTY, MISSOURI ON
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