

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

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 6:30pm on November 19, 2024. 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/Director  
Bob Sievers, Fire 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 approve the amended agenda to add the ARPA contract, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

**NEW BUSINESS**

Director Guyton discussed Resolution 2024-08: Budget Amendment.

Director Sieve made a motion to approve Resolution 2024-08: Budget Amendment, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye.

Fire Chief Sievers discussed a contract the District needs to sign to receive an ARPA grant from the state.

Director Sieve made a motion to approve the ARPA contract for the purchase the SIM mannequin to be executed by Fire Chief Sievers, seconded by Director Field. A roll call vote was taken.  
Director Sieve-aye, Director Field-aye, Director Guyton-aye

**CLOSED SESSION**

Director Field motioned 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)).
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.

#### REPORT FROM CLOSED

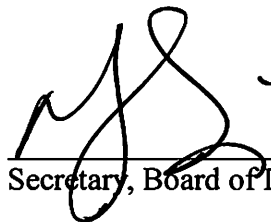
Director Field motioned to adjourn the closed session and reconvene in Open Session at 8:23pm, seconded by Director Sieve. A roll call vote was taken. Director Sieve-aye, Director Field, Director Guyton-aye.

There was nothing to report from closed.

#### ADJOURNMENT

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

Meeting adjourned at 8:29pm.



Secretary, Board of Directors



President, Board of Directors

ROBERTSON FIRE PROTECTION DISTRICT  
AGENDA – SPECIAL OPEN BOARD MEETING TUESDAY NOVEMBER 19, 2024–6:30 P.M.  
ROBERTSON ADMINISTRATIVE OFFICES - 12641 MISSOURI BOTTOM ROAD  
Zoom Link: <https://zoom.us/j/98513525000?pwd=w9z01w9SZO6a2ZKT8ZboSUOFowMR3g.1>

1. CALL TO ORDER:
  - a. Pledge of Allegiance
  - c. Roll Call
  
2. AMENDMENT AND/OR ADOPTION OF AGENDA
  
3. NEW BUSINESS
  - a. Resolution 2024-08 – Budget Amendment
  - b. ARPA Contract
  
4. UPCOMING MEETINGS: Regular Board Meeting – November 26, 2024, at 6:30pm  
Location: 12641 MO Bottom Rd, Hazelwood 63042 & Zoom
  
5. 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)).
  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)).
  
6. REOPEN FROM CLOSED
  
7. ADJOURNMENT

**STATE OF MISSOURI    )**  
**)**    **SS.**  
**COUNTY OF ST. LOUIS )**

**CERTIFICATION**

***I, Stephen Field, Treasurer of the Board of Directors of the Robertson Fire Protection District of St. Louis County, Missouri, do hereby certify that the attached copy of Resolution No. 2024-08 adopted on the 19th day of November 2024 has been compared with the original thereof and that it is a complete and correct copy of such original as it appears on record on file in the Robertson Fire Protection District office.***

***IN TESTIMONY THEREOF, I have hereunto set my hand in said District in St. Louis County Missouri this 19th day of November 2024.***

**(Seal)**

  
\_\_\_\_\_  
**Stephen Field/Treasurer**

Board of Directors  
 Jennifer Guyton, President  
 Steve Field, Treasurer  
 Maggie Sieve, Secretary



Officers  
 Robert Sievers, Fire Chief/Medical Officer  
 Adam Long, Assistant Fire Chief  
 Kenneth Hughes, Fire Marshall

RESOLUTION NO. 2024-08: AMENDED FY2024 BUDGET

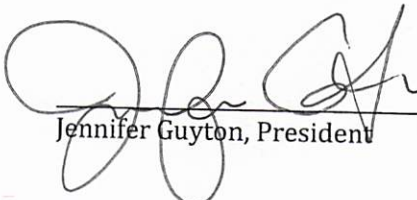
In order to accurately account for spending and future liabilities, the Robertson Fire Protection Board accepts the following budget amendments for FY2024.

ROBERTSON FIRE PROTECTION DISTRICT FY2024 BUDGET

| REVENUE   | BUDGET           |                  |                  |                |                  |                |  | Total             |
|---|------------------|------------------|------------------|----------------|------------------|----------------|--|-------------------|
|   | General          | Ambulance        | Debt Service     | Pension        | Capitol Projects | Dispatch       |  |                   |
| Tax Revenue   | 2,596,809        | 1,447,033        | 590,704          | 419,230        |                  | 104,859        |  | 5,158,635         |
| Hazelwood Contract Services                                     | 2,207,000        | 1,241,019        | 573,713          | 399,894        |                  |                |  | 4,522,000         |
| Building and Other Permits                                      | 150,000          |                  |                  |                |                  |                |  | 150,000           |
| Ambulance Calls   |                  | 350,000          |                  |                |                  |                |  | 350,000           |
| GEMT Revenue  |                  | 250,872          |                  |                |                  |                |  | 250,872           |
| Interest  | 150,000          | 75,000           | 800              | 50             | 100              | 3,500          |  | 229,450           |
| <b>TOTAL</b>  | <b>5,103,809</b> | <b>3,363,924</b> | <b>1,165,216</b> | <b>819,174</b> | <b>100</b>       | <b>208,733</b> |  | <b>10,660,956</b> |
| <b>EXPENDITURES</b>   |                  |                  |                  |                |                  |                |  |                   |
| Advertising/PR  | 30,000           | 15,000           |                  |                |                  |                |  | 45,000            |
| Building maintenance  | 61,000           | 40,500           |                  |                |                  |                |  | 101,500           |
| Debt service expenses   | -                | -                | 610,000          |                |                  |                |  | 610,000           |
| Dispatching costs   | -                | -                |                  |                |                  |                |  | 170,371           |
| Doctors fees  | 20,000           | 5,800            |                  |                |                  | 170,371        |  | 25,800            |
| Dues and subscriptions  | 12,000           | 7,600            |                  |                |                  |                |  | 19,600            |
| Election expenses   | 1,500            | 1,500            |                  |                |                  |                |  | 3,000             |
| Equipment and vehicle maintenance                               | 201,800          | 35,300           |                  |                |                  |                |  | 237,100           |
| Equipment purchases and replacement                             | 66,029           |                  |                  |                |                  |                |  | 350,000           |
| Gasoline and oil  | 29,000           | 19,400           |                  |                | 268,971          | 15,000         |  | 48,400            |
| Insurance - employee  | 720,000          | 479,900          |                  |                |                  |                |  | 1,199,900         |
| Insurance - general   | 393,000          | 262,000          |                  |                |                  |                |  | 610,000           |
| Office supplies   | 35,700           | 24,200           |                  |                |                  |                |  | 59,900            |
| Payroll taxes   | 202,869          | 135,500          |                  |                |                  |                |  | 338,369           |
| Pension plan contributions                                      | -                | -                |                  | 800,000        |                  |                |  | 800,000           |
| Professional fees   | 350,000          | 140,000          |                  |                |                  |                |  | 490,000           |
| Professional fees - GEMT  | -                | 129,483          |                  |                |                  |                |  | 129,483           |
| Salaries  | 2,335,448        | 1,556,965        |                  |                |                  |                |  | 610,000           |
| Salaries - OT   | 225,000          | 225,000          |                  |                |                  |                |  | 450,000           |
| Supplies  | 10,500           | 55,000           |                  |                |                  |                |  | 65,500            |
| Training and education  | 32,000           | 16,800           |                  |                |                  |                |  | 48,800            |
| Uniforms  | 50,000           | 50,000           |                  |                |                  |                |  | 100,000           |
| Utilities   | 48,000           | 32,000           |                  |                |                  |                |  | 80,000            |
| VEBA  | 190,000          | 120,000          |                  |                |                  |                |  | 310,000           |
| <b>TOTAL</b>  | <b>5,013,846</b> | <b>3,351,948</b> | <b>610,000</b>   | <b>800,000</b> | <b>268,971</b>   | <b>185,371</b> |  | <b>10,165,136</b> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES, BEFORE OTHER |                  |                  |                  |                |                  |                |  |                   |
|   | \$ 89,963        | \$ 7,976         | \$ 555,216       | \$ 19,174      | \$ (268,871)     | \$ 23,362      |  | \$ 495,821        |

EXECUTED BY THE BOARD OF DIRECTORS OF THE ROBERTSON FIRE PROTECTION DISTRICT THIS 19th DAY OF NOVEMBER 2024.

Approved:

  
 Jennifer Guyton, President

STATE OF MISSOURI

COUNTY OF ST. LOUIS

ROBERTSON FIRE PROTECTION DISTRICT

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



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
**PROGRAM SERVICES CONTRACT**

This contract is entered into by and between the State of Missouri, Department of Health and Senior Services (Department/state agency) and the below named entity/individual (Contractor). The contract consists of the contract signature page, the scope of work; any attachments referenced and incorporated herein; the terms and conditions; and any written amendments made in accordance with the provisions contained herein. This contract expresses the complete agreement of the parties. By signing below, the Contractor and Department agree to all the terms and conditions set forth in this contract.

|                            |  |  |
|----------------------------|--|--|
| <b>Tracking #</b><br>56941 | <b>Contract Title:</b><br>GRANTS TO AMBULANCE SERVICES |  |
| <b>Contract Start:</b>     | <b>Contract End:</b><br>5/31/2025                      | <b>Questions/Please Contact:</b><br>PROCUREMENT UNIT @ (573)751-6471 |
| <b>Contract #:</b>         | <b>Amend #:</b><br>00                                  |  |

**PLEASE VERIFY/COMPLETE - TYPE OR PRINT - SIGNATURE REQUIRED**

|  |   |
|--|---|
| <b>NAME OF ENTITY/INDIVIDUAL (Contractor)</b><br>ROBERTSON FIRE PROTECTION DISTRICT                              |   |
| <b>DOING BUSINESS AS (DBA) NAME</b>  |   |
| <b>MAILING ADDRESS</b><br>12641 MISSOURI BOTTOM ROAD   |   |
| <b>CITY, STATE, and ZIP CODE</b><br>HAZELWOOD MO 63042-1517  |   |
| <b>REMIT TO (PAYMENT) ADDRESS (if different from above)</b>  |   |
| <b>CITY, STATE, and ZIP CODE</b>   |   |
| <b>CONTACT PERSON</b><br>Robert R Stevens  | <b>EMAIL ADDRESS</b><br>rstevens@rffd.org |
| <b>PHONE NUMBER</b><br>314-575-5007  | <b>FAX NUMBER</b>                         |
| <b>TAXPAYER ID NUMBER (TIN)</b><br>*****   | <b>UEI NUMBER</b><br>QQL8TKAUPZNS         |
| <b>CONTRACTOR'S AUTHORIZED SIGNATURE</b><br><i>Robert R Stevens</i>  | <b>DATE</b><br>11-19-24                   |
| <b>PRINTED NAME</b><br>ROBERT R STEVENS  | <b>TITLE</b><br>Fire Chief                |
| <b>DEPARTMENT OF HEALTH AND SENIOR SERVICES<br/>DIRECTOR OF DIVISION OF ADMINISTRATION OR DESIGNEE SIGNATURE</b> | <b>DATE</b>                               |