

**NORTHEAST AMBULANCE AND FIRE PROTECTION DISTRICT
(F/K/A/ NORMANDY FIRE PROTECTION DISTRICT)
MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 12, 2009**

ORDER OF BUSINESS CONDUCTED

Call to Order:

The Northeast Ambulance & Fire Protection District Board of Directors held a meeting as follows:

Date: January 12, 2010

Place: 7100 Natural Bridge- Administration Building, Beverly Hills, MO 63121

The Meeting was called to order at 6:08p.m., by Director Robert Edwards – Chair of the Board

Roll call of Officers:

The roll was called and the following directors were present:

Robert Edwards, Chairman	Present
Bridget Quinlisk-Dailey	Present
Rhea Willis, Secretary-Treasurer	Present

Public Comment, Correspondence and Petitions:

- There were discussions on how the budget was totaled on the website.
- A resident wanted to know why a Director didn't appear for a court hearing.
- A resident wanted to know if any staff or personnel had been removed from the fire district.

- A resident wanted to know how many vehicles the district has and who's driving the vehicles. Also do we have insurance coverage for all riders?
- A resident wanted to know if the RFP was in placed for the district.

It Moved by Director Quinlisk-Dailey and second by Director Willis that before Roll Call of Officer that the "Pledge of Allegiance" be voiced.

The motion #1 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Aye

Reading & Approval of Previous Meeting Minutes:

The minutes for the Board meeting held on January 5, 2010 were distributed in writing to the Board of Directors on January12, 2010.

It was moved by Director Edwards seconded by Director Willis, to approve the minutes as presented for January 5, 2010 with corrections.

The motion#2 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Aye

Director Willis requested a correction be made to Pension Board information that Greg Wood, would be asked to do a presentation.

Director Quinlisk-Dailey requested a correction be made to Motion #5.

Motion #5 should state to adjourn the meeting and to move the meeting to the Administration Building.

The motion#5 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Nay

FINANCIAL REPORTS:

Treasurer's Report: Director Willis gave a verbal Treasurer report, it is as followings:

Director Willis talked about the Financial Challenges

- **Lack of communication**
- **Lack of structure in spending**
- **High Personal Salaries**
- **Lack of positive leadership**
- **Lack of teamwork**
- **Inconsistency**
- **Rumors**
- **TRO**
- **Not Being proactive**
- **Lawsuits**

Director Willis discussed what steps are being implemented to overcome these challenges. They are as followings:

- Reconstructing
- Special Master
- Asking for help
- Communicating
- Working as a team
- Listening to constructive criticism
- Structure

- Monitoring spending
- Implementing Policy and Procedures
- Desk audits(each department)
-

Enclosing Director Willis made some suggestions in saving monies for the district, how they would be implemented. They are as followings:

- Reviewing personnel salaries
- Reducing inventories
- Saving energy
- Better controls on supply usage
- Cutting Board meetings down to 2 a month

Unbudgeted Bills to be paid:

The check Register of Bills to be paid dated as follows was distributed in writing to the Board of Directors, January 12, 2010.

It was moved by Director Edwards and second by Director Willis to pay the unbudgeted bills.

The motion #3 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Nay

Chief Medical Officer’s Report: None

Chief Report: Chief Elgin gave a 30 day progress report, it is as followings:

- 1. Reconciled the Pension Contributions**
- 2. Policy enacting 24 hour staffing of all emergency vehicles with minimum staffing procedures.**
- 3. Decreased number of used cell phones.**
- 4. Decrease number of used fire district vehicles**

5. **Fire District Wide Risk Analysis-Begin 1/13/2010**
6. **Policies put in place:**
 - a. **Minimum Staffing**
 - b. **Fire Department Supply Officer**
 - c. **Procedures for purchasing supplies, equipment**
 - d. **Vehicle Maintenance & Repair**
 - e. **Fuel Log Policy**
 - f. **Internal & External Phone Policy**
7. **In Progress**
 - a. **Fire District Wide Risk Analysis**
 - b. **Review draft auditor's report and draft a fiscal strategy.**

Legal Officers Report:

Legal Officer Gray gave a verbal report on the Request for Proposal and also stated that video tapping the meetings was permissible.

It was moved by Director Edwards and second by Director Willis to allow Chief Elgin to attend FEMA Training in Washington, DC, from February 9-11, 2010.

The Motion #4 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Aye

Reports and Comments of Other Officers, Consultants, Agents & Employees:

Committee Reports:

Pension: None

Ordinances: None

Resolution: #117

Old Business: None

New Business: None

Resolution #117 - Resolution to go into Closed Session of the Board of Directors of the Northeast Ambulance and Fire Protection District Board of Directors.

It was moved by Director Edwards and second by Director Willis to go into closed meeting to discuss personnel and legal actions.

The Motion #5 carried by the following vote to go into closed session:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Nay

**Board of the Directors went into Closed Session at 7:06p.m.
Reconvening of Open Meeting**

The Closed Session having adjourned, the open meeting of the Board was reconvened and called to order at 09:06pm., all Directors present.

It was moved by Director Edwards and seconded by Director Willis to reconvene to open session meeting.

The Motion #6 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Aye

It was moved by Director Willis and seconded by Director Edwards to join in Friendly Amendment to the motion not to promote Private Brian Fields to the position of Medical Officer but to post the position internally so that other employees of the fire district may apply.

The Motion #7 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Aye

It was moved by Director Edwards and seconded by Director Willis to adjourn meeting and that the next meeting be held at the Administration Building at 7100 Natural Bridge.

The Motion #8 carried by the following vote:

Director Edwards	Aye
Director Willis	Aye
Director Quinlisk-Dailey	Nay

Adjournment:

The meeting was adjourned at 09:08p.m.

Certification: This is to certify that the foregoing is a true and accurate record of the minutes of proceedings for the meeting of the Board of Directors of the Northeast Ambulance and Fire Protection District held on the date fires set forth herein above.

By: _____
Linda A. Love-Tolbert, Recording Secretary

Approved this _____ day of _____, _____.

Robert Edwards, Chair of the Board

Attest: _____
Rhea Willis, Secretary of the Board

