

VALLEY PARK FIRE PROTECTION DISTRICT
Board of Directors Meeting
Agenda – November 9, 2020, 6:30 PM
Fire Station 2, 55 Crescent Avenue

Meeting to Order

Pledge of Allegiance

Approval of Agenda

Approval of the October 26, 2020 Open and Closed Board Meeting Minutes

Approval of Accounts Payable Checks

Approval of Bond Accounts Payable Checks

Approval of November 2, 2020 Construction RFP opening Minutes.

Approval of November 2, 2020 Pension meeting minutes.

Approval of November 4, 2020 Closed special meeting minutes.

Old business:

Hiring:

Ambulance Billing:

Station 2 Construction:

Drug Test Change:

New business:

Residential door damage:

Ballwin Ambulance Bill:

Attorney's Report:

Shop Steward's Report:

Chief's Report:

Misc. New Business:

Closed Session:

(Pursuant to :RS MO 610.021 (1) Legal Action, causes of action or litigation involving a public government body and any confidential or privilege communication between a public governmental body or its representatives and its attorneys; and RS MO Section 610.021 (3) Hiring, Firing, Disciplining or Promoting of particular Employees by Public Government Body when personal information about the employee is discussed or recorded; and RS MO Section 610.021 (9) Preparation, including any discussions or work product, on behalf of Public Government Body, or its representatives for negotiations with employee groups.)

Set Board Meeting date for Monday, (November 23, 2020) at 6:30 p.m.

Adjourn Meeting

VALLEY PARK FIRE PROTECTION DISTRICT
Board of Directors Meeting
Meeting Minutes – October 26, 2020, 6:30 PM
Fire Station 2, 55 Crescent Avenue

Meeting to Order: 6:30 PM

Attendance: Director Webster, Director Wilburn, Director Schmitt, Chief Polk, Assistant Chief VanGaasbeek, Deputy Chief Poleski, Attorney McLaughlin, Rick Rognan, Steward Trower, Various staff

Pledge of Allegiance: Led by Director Webster

Approval of Agenda: **A motion was made to approve the agenda. 1st Director Webster, 2nd Director Wilburn. Motion passed 3-0.**

Approval of the October 12, 2020 Open and Closed Board Meeting Minutes: **A motion was made to approve the open and closed board meeting minutes. 1st Director Schmitt, 2nd Director Webster. Motion passed 3-0.**

Approval of Accounts Payable Checks: **A motion was made to approve the accounts payable checks. 1st Director Wilburn, 2nd Director Schmitt. Motion passed 3-0.**

Approval of Bond Accounts Payable Checks: **A motion was made to approve the bond checks. 1st Director Wilburn, 2nd Director Schmitt. Motion passed 3-0.**

Old business:

Station 1 Completion: Chief Polk spoke regarding the completion of station 1.

Station 1 Work: Chief Polk advised that the parts were delivered, and he will schedule the work to start.

Shop steward Trower advised that the shop prefers to just repaint the current signage on station 1 and save the money. The shop did request truck numbers be installed over the bay doors.

Reserve Truck List: Chief Polk spoke about the reserve apparatus list and presented the list showing all reserve equipment around the District.

Hiring: Chief Polk advised that we will be testing 30 candidates.

Equipment Demo: Director Schmitt inquired regarding future equipment and demos. Steward Trower advised that discussions were underway and that we are moving forward with this.

Ambulance Billing RFP Opening: The ambulance billing submittals were opened. The reading was as follows:

ProClaims	5.75%
Ambubil-	5.5%-8%
AMB	4.25%

Ambulance billing submittals continued:

Elovos	5%
ImageTrend	5.6%
Fire Recovery	4.9%
Mediclaims	5%
LifeQuest	4.75%
Quick Med	5.4%

New business:

Reichhold Gift: Chief advised that Reichhold donated \$1250 to the District.

Finance Report: The September finance report was reviewed by Rick Rognan. A discussion on incentive pay was had.

Election Packet: The election packet was reviewed.

Attorney's Report: None

Shop Steward's Report: Steward Trower spoke regarding the cancer benefit and taking the new truck to present the shops donation. Trunk or Treat was discussed.

Chief's Report: A thank you letter was reviewed. Chief advised that the temp employee was training with Barb and doing well.

Misc. New Business: None

Closed Session: (1), (3), (9) A motion was made to enter closed session. 1st Director Webster, 2nd Director Schmitt. Motion passed 3-0.

(Pursuant to :RS MO 610.021 (1) Legal Action, causes of action or litigation involving a public government body and any confidential or privilege communication between a public governmental body or its representatives and its attorneys; and RS MO Section 610.021 (3) Hiring, Firing, Disciplining or Promoting of particular Employees by Public Government Body when personal information about the employee is discussed or recorded; and RS MO Section 610.021 (9) Preparation, including any discussions or work product, on behalf of Public Government Body, or its representatives for negotiations with employee groups.)

A motion was made to set a special meeting for November 2, 2020 and the next regular board meeting for November 9, 2020. 1st Director Webster, 2nd Director Wilburn. Motion passed 3-0.

Motion to adjourn. 1st Director Webster, 2nd Director Wilburn. Motion passed 3-0.

Secretary

**Valley Park Fire Protection District
Defined Benefit Plan and Trust**

Meeting of the Board of Trustees

November 2, 2020

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A meeting of the Board of Trustees of Valley Park Fire Protection District Defined Benefit Plan and Trust (hereinafter called the “Fund”) was held on Monday, November 2, 2020, at the Valley Park Fire Protection District, 55 Crescent Avenue, Valley Park, MO 63088.

Chairman Chris Webster called the meeting to order at 7:06 p.m.

ROLL CALL:

The following Trustees answered Roll Call:

Chris Webster
Sheri Schmitt
Dan Wilburn
Kyle Wilken
Joe Tucker

Also present were:

Chief James Polk	District Chief
Assistant Chief VanGaasbeek	District Assistant Chief
Daniel McLaughlin	Fund Counsel
Tom Gonsalves	Fund Consultant

Chairman Webster ruled that a quorum was present and called the meeting to order.

Tom Gonsalves presented the Fund portfolio review for the third quarter of 2020 the Fund balance as of September was \$8,138,445.27. The net gain for the third quarter was \$757,776.22 with the Fund being up for the quarter 8.10%. Year to Date the Fund balance was up 6.75%, or \$664,193.90.

Chief Polk next addressed Milliman’s comments regarding the current definition of 415 Compensation. Fund Counsel indicated the definition does not need to be changed since it refers to overtime and does not distinguish between scheduled or unscheduled. He indicated what the Trustees need to consider is do they want to have Milliman include unscheduled overtime since they have not done so in the past. Fund Counsel advised that should the Board so decide it would have to be prospectively otherwise all past retirees will need to have their benefits recalculated. After discussion, it was

**Valley Park Fire Protection District
Defined Benefit Plan and Trust**

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November 2, 2020

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Moved by Trustee Webster, and seconded by Trustee Schmitt to allow the definition of 415 Compensation to include both scheduled and unscheduled overtime for any employee that separates service with the District on or after January 1, 2021 – effective January 1, 2021. Motion passed and unanimously carried 5-0.

Fund Counsel indicated he would draft a summary of material modifications for distribution to all participants once this matter is agreed to by the Board of Directors.

Fund Counsel next addressed the status of the pension buy back matter and his conversations with Lori Marsh with Milliman and Associates. He indicated that she is currently building a model to cost all employees being allowed to buy back years of service. He indicated two (2) questions must be asked: (1) how is the class defined. In other words, who will be allowed and what conditions must they meet; (2) how will employees be required to pay – lump sum or over a period of pay periods.

Trustees Wilken and Tucker addressed the dissatisfaction with the current 457(b) representative and his attention to the Shop. They indicated they were taking the idea of replacing the current 457(b) representative with SmithMoore. Mr. Gonsalves indicated they would be able to handle. Trustee Wilken indicated they would take to the Shop for a vote.

NEXT MEETING DATE

Unknown

ADJOURNMENT

There being no further business before the Board of Trustees, at 7:27 p.m., it was

Moved by Trustee Webster, and seconded by Trustee Schmitt to adjourn the meeting. Motion passed and unanimously carried 5-0.

Respectfully submitted and attested to by,

**Valley Park Fire Protection District
Defined Benefit Plan and Trust**

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Chris Webster, Chairman

Sheri Schmitt, Trustee

Roland Piotraschke, Trustee

Dan Wilburn, Trustee

Kyle Wilken, Trustee

VALLEY PARK FIRE PROTECTION DISTRICT

Board of Directors Meeting Minutes

Special Open Meeting

Station 2 Building Project

November 2, 2020, 6:30 PM

Fire Station 2, 55 Crescent Avenue

Meeting to order: 6:30PM

Attendance: Director Webster, Director Wilburn, Director Schmitt, Chief Polk, Assistant Chief VanGaasbeek, Attorney McLaughlin, Cresa, JEMA, Various contractors

RFP Opening: The RFPs were opened and read aloud. The reading was as follows.

L. Keeley	\$5,431,799
United Construction	\$5,373,000
ICS	\$5,420,000
K&S	\$5,350,000
LCS	\$5,725,000
Hankins	\$5,700,000
HOF	\$5,640,000
Wright	\$5,418,000

A general conversation with those in attendance was had.

Chief Polk was directed to coordinate with the building rep and arrange interviews for selected firms.

Meeting adjourned: 7PM



11255 Olive Blvd
Creve Coeur, MO 63141
P (314)597-6767
F (314)597-6769



ARCpointLabs.com/St-Louis-West

September 25, 2020

Chief Polk,

Thank you for your time earlier this week and the opportunity to present Valley Park Fire Protection District with our solution for your drug testing program. We likely need another conversation to nail things down but hopefully the information below addresses basic questions.

Our mission is to set ourselves apart through the service levels we give our clients, the speed and efficiency of testing, and the environment your employees will experience. We will provide efficient, high quality, convenient testing for your team and have the flexibility to come to you if that makes sense.

Assuming this general proposal makes sense I would like to get into more detail with you about a number of points such as:

- What specific drug test is appropriate for your team – not sure if there are requirements for fire departments. We have instant and lab-based options with varying testing levels.
- Sounds like you have been doing monthly randoms – 1 per month – with both a drug and breath alcohol component. Would it make sense to perform quarterly – do 3 at a time and perhaps we could come to you to collect?
- You suggested and it sounds like a good idea to do a policy review to make sure you are addressing things like new marijuana laws, etc.

It sounds like you have a comprehensive preemployment process with a physical and drug testing combination so you will not need assistance with that at this time. We do offer background screening, etc but it looks like you have all of that covered.

In summary, our goal is to provide customers with excellent service, flexible offerings, and customized support. We strive to simplify and reduce complexity in your programs as a trusted partner who knows your business. We work to educate and assist clients to keep their programs up to date and relevant.

Drug & Alcohol Testing

We offer a full suite of testing options that include urine, hair, saliva, nails, breath, and blood that support both non-mandated and Department of Transportation (DOT) programs. As part of our service, our customers receive:

Easily Accessible for Your Employees

- **Premier Testing Site:** Our ARCpoint office is easily accessible in Creve Coeur on Olive just east of Craig Road which is not far from you. It is one of the most modern, clean, and comfortable testing facilities anywhere. Our fast service saves time for the donor, but it also reduces the employer's overall program cost through reducing time away. Our

clients can save an average of 30% off their total testing cost when you consider the recovered productivity.



- **Faster Results through instant testing** – We offer instant testing at our facility or onsite at your location. Through a controlled collection process, we can provide drug and alcohol testing with immediate results allowing you to make hiring decisions 2-3 days faster than traditional lab-based testing.
- **On-site and after-hours testing** –we provide onsite testing for post-accident and reasonable suspicion day or night.

Additional Drug Program Services

- **Company policy** – we can provide comprehensive DOT and Drug Free Workplace company policies for companies that need a new, or updated policy. We also offer complimentary policy reviews of your existing policy.
- **DOT mandated** – we offer full capabilities in supporting DOT environments including preemployment, post-accident, and reasonable suspicion. All our collectors are DOT trained and certified.
- **Supervisor signs and symptoms training** – supervisors are required to take training to ensure they know how to identify signs of substance abuse. We provide online training or can provide classroom training if desired.
- **Random testing** – ARCpoint can manage DOT and non-DOT random programs as an independent third party. Candidates will be randomly chosen per your policy and submitted to the client.
- **Alcohol** – we offer a full range of alcohol testing methods including breath, urine, hair, and blood testing.

About Us

ARCpoint Labs is a full-service provider, accredited by DATIA (Drug & Alcohol Testing Industry Association) supporting both DOT and on-DOT testing programs. Our lab technicians carry the distinction of Certified Professional Collectors. This means our staff has been thoroughly trained in the collection process, follows proper procedure and protocol, and has the necessary experience to handle any type of collection. We utilize only the highest quality, most advanced drug screening devices on the market today to ensure accuracy and reliability. Through our affiliation with DATIA, we carry errors and omissions insurance, often not carried by third party providers specifically for drug and alcohol testing. This provides additional protections for you.

As a locally owned business we are always available to you 7/24. As part of the ARCpoint franchise network, we are one of over 110 locations in the US, providing us with expanded support, expertise and reach to support clients not just locally, but across the Midwest and the US.

Thank you for the opportunity to present this program. If it is acceptable, we will begin setting up your online portal and policy, and you can begin sending donors for testing immediately. We look forward to working with you and building a strong partnership.

Sincerely,

A handwritten signature in black ink that reads "Scott Lambert". The signature is written in a cursive style with a prominent "S" and "L".

Scott Lambert

Owner

ARCpoint Labs of St. Louis - West

Services Menu

Drug Test Pricing

Our fees for services include the following. We never ask for a contract that locks you into a term.

- Policy review
- Online portal for ordering, tracking, and reporting all drug testing
- Annual Review Meeting
- Support for all services

Testing and Services	Price
Drug Testing* Test cost will vary based on drug test selected – we offer various instant and lab-based tests	\$40-\$50
Breath Alcohol Test	\$35
Company Drug Policy Development Includes Missouri Drug Free Workplace compliant policy; employee forms, supervisor checklists, implementation checklist; support documents	\$100
Random management program Includes management of annual random program to include candidate selection and random pool administration	\$100/yr
Supervisor Signs and symptoms training – online	Free
Supervisor Signs and symptoms training – on site (min 3)	\$79/Person
Online test ordering and results portal	Included
Setup fee	Waived

* Confirmation of non-negative instant tests \$20 if needed

On-Site Services in St. Louis Area	Set Up (incl 1 st Hr.)	Add'l Hours
Business Hours: 8:00am - 5:00pm	\$50	\$50
After Hours: 7am-8:00am and 5:00pm-11:00pm	\$125	\$75
Emergency Hours: after 11pm or before 7am, weekends and Holidays	\$150 2-hour minimum	\$100
Roundtrip Mileage	IRS rate	