JOHNSON COUNTY FIRE DISTRICT NO. 2
BOARD OF DIRECTORS MEETING MINUTES

February 20, 2018

I. CALL TO ORDER

The Board of Directors meeting was called to order by Chairman Rod Richardson.

A. INTRODUCTION OF GUESTS

The Chairman inquired if there were any guests in attendance, and there were none.

II. ROLL CALL

Present:
Board Members: Chairman Rod Richardson, Vice-Chairman Ray Merrick, Treasurer Darrel Dougan, Secretary Andrew Ramos, and Shawn Boyd.

With all of the Board members being present, there was a quorum.

Other persons present at the meeting were Chief Jim Francis, Battalion Chief Andy Ravnikar, Battalion Chief William Harper, Battalion Chief Jerame Frank, Battalion Chief Rodger Larison, EMS Chief Colby Stanchfield, Administrative Assistant, Stephanie Tuley, legal counsel, Jadh J. Kerr of Speer & Holliday, LLP and John P. Martin, CPA, of Higdon & Hale, P.C.

III. COMMENTS FROM THE FLOOR

The Chairman inquired if there were any comments from the floor, and there were none.

IV. APPROVAL OF PRIOR MONTHS' MINUTES

On motion made by Darrel Dougan and seconded by Andrew Ramos, the Minutes for the regular Board of Directors meeting of January 16, 2018, were approved and signed.

The Chairman inquired if there were any amendments to the proposed Minutes of the Board of Directors meeting of December 19, 2017. Chairman Richardson clarified at the January 2018 Board meeting he requested an amendment to the December 19, 2017, Minutes as it related to the Fire District becoming a participating employer in the Kansas Police & Firemen's Retirement System, and

that the Fire District would need the Board of County Commissioners to support a mill increase, should that become necessary. The Board reviewed this change to the December 19, 2017 Minutes, and on motion made by Darrel Dougan and seconded by Andrew Ramos, the Minutes for the regular Board of Directors meeting of December 19, 2017, were approved and signed.

V. OLD BUSINESS

The Chairman inquired if there was any Old Business to come before the meeting and there was none.

VI. LEGAL COUNSEL

Chairman Richardson inquired if legal counsel had anything material to report to the Board of Directors, and Ms. Kerr indicated there was nothing material to report to the Board at this time.

VII. BUDGET AND FINANCIAL MONTHLY REPORT

John P. Martin, CPA, of Higdon & Hale, presented his monthly budget and financial report for the Fire District. Mr. Martin indicated expenses in total would appear to be in line with the budget. A summary and comments on the financial statements were also provided. Mr. Martin indicated that real estate taxes were ahead of expected budget by $305,000, and this was more than likely related to taxpayers paying the second half of the 2017 tax levy in advance of December 31, 2017, to avoid the limitation on the deduction of state and local income taxes contained in the recent tax legislation.

Board Member Ramos asked whether the invoices for the checks that the Board had to sign were available. Chief Francis had the invoices present at the Board meeting and stated Board members can review the invoices ahead of the Board meeting at the Fire District office. Board member Ramos wanted to know when the checks were available to review. Chief Francis indicated checks were typically written on the afternoon of the Board meeting. Chief Francis stated the Fire District can do the checks on Monday and have everything available for the Board to review at the Fire District offices at that time.

Board Member Boyd wanted an explanation of the Verizon bill. Chief Francis explained the Verizon bill incorporated the mobile data terminal hot spots and Fire District cell phones, which was why the bill was split between two different line items.

Chairman Richardson inquired who in the Fire District has eyes on these invoices each month, and Chief Francis indicated that Stephanie Tuley and Chief Ravnkiar look over the invoices, each month, for any unusual charges.

Chief Francis then informed the Board he held back two checks in regards to the generator installation project (Station 82 & 83). Chief Francis informed the Board Pro Circuit Incorporated has the generators, but the generators are not at the Fire Stations yet, and work has not started on their installation. Pro Circuit Incorporated requested the Fire District to pre-pay for the generators. Chief Francis did not want to release the money for the generators until they were on site at the Fire Stations. Board member Ramos and Chairman Richardson agreed, they do not want the Fire District to pay for the generators until they are installed, up and running. Chief Francis will follow-up with Pro Circuit Incorporated, as to when payment for the generators is required.

A. Monthly Accounts Payable Approval.

On motion made by Darrel Dougan and seconded by Andrew Ramos, the Accounts Payable for January 2018, were approved.

VIII. OPERATIONS

Chief Francis had previously provided to the Board of Directors his monthly Report. He then addressed an individual item in that Report.

Contained in Chief Francis' Operations report was the fact that UTV 84, the Polaris Ranger 6x6 utility vehicle, would not start and was found to have a defective electronic control module. Ride KC (Polaris dealer in Olathe) made the necessary repairs for $615.00. Board Member Boyd inquired whether the Ranger was under warranty. Chief Francis indicated it was not.

Chief Francis also reported that the Fire District's dog, Noel, passed away about three (3) weeks ago.

IX. NEW BUSINESS

Chairman Richardson stated the Johnson County District Attorney's Office was having Kansas Open Records Act training on March 29, 2018, in the Johnson County Administration Building and it was recommended that all County Boards attend this meeting. Chairman Richardson encouraged all members of the Fire District Board to attend this training.

Chairman Richardson then inquired if every Board member had a copy of the Fire District Bylaws. All Board members indicated they had a copy of the Fire District Bylaws. Chairman Richardson asked the Board members to review these Bylaws to see whether they needed to be amended. Chairman Richardson then drew the Board's attention to Article VIII of the Bylaws. Article VIII, states:

> [a]n individual member of the Board of the Directors of the Fire District shall have the power or authority to act on behalf of the Fire District except

as specifically authorized in the bylaws or as specifically authorized by the Board of Directors. No individual member of the Board of Directors shall, or attempt to, abrogate or subvert the normal chain of command of the District by taking, or attempting to take, any action not specifically authorized by the Board of Directors. Nevertheless, any action taken pursuant to a prior authorization, or confirmed and approved by subsequent ratification by the Board of Directors shall have the same force and effect as if the action had been taken in a regularly called meeting of the Board of Directors.

Fire District Bylaws, Article VIII.

Chairman Richardson reminded the Board that what we do, we do on behalf of the Fire District, and the Board needed to remember this.

Chairman Richardson then handed out a copy of the Code of Ethics for Johnson County Government to each Board member. Chairman Richardson reminded the Board that this Code of Ethics for Johnson County Government applied to all persons appointed to the Fire District Board. The Code of Ethics contains ethical standards, guidelines, including guidelines for financial interest disclosures, conflicts of interest, and a complaint procedure. Chairman Richardson asked the Board to review the Code of Ethics, and determine whether this should apply to Fire District employees also.

Board member Ramos asked Chairman Richardson what was the point of this? Chairman Richardson answered, he thought the Board should consider whether employees are bound or should be bound, by the Code of Ethics for Johnson County Government.

Board Member Ramos inquired of Chief Francis whether there was an annual requirement that employees go through ethics training. Chief Francis answered that employees did not go through annual training specifically on ethics.

Board member Ramos inquired whether there was an annual requirement for EEOC training? The Policy Manual does not have a specific annual requirement for harassment training. Chief Francis reminded the Board that in November 2017 the Fire District brought in an attorney, Lisa Martin, who is a harassment expert, to do training with Fire District employees. Board member Ramos wanted to know if the training had a positive impact on employees. Chief Frank answered yes. Francis also discussed that leadership makes it a point to communicate with staff, and accept feedback.

Chairman Richardson indicated the Code of Ethics for Johnson County Government does not address harassment, and that the Fire District will not and does not tolerate harassment. The Fire District Policy Manual has the harassment policy and procedures. Chairman Richardson reminded the Board,

that the Board does not have a say in personnel matters, and the Policy Manual dictates how those are handled.

X. EXECUTIVE SESSION

Chairman Richardson indicated there was a need for Executive Session. On motion made by Chairman Richardson and seconded by Andrew Ramos, a resolution was unanimously passed to go into Executive Session at 6:53 p.m. to last approximately 5 minutes, to discuss a personnel matter in regards to the Fire District Policy Manual.

At 6:58 p.m. executive session was extended for 20 minutes in order to discuss a personnel matter in regards to the Fire District Policy Manual.

On motion made by Andrew Ramos and seconded by Chairman Richardson, the Board came out of Executive Session at 7:18 p.m. and resumed its regular meeting.

XI. ADJOURNMENT

The Chairman inquired if there was any further business to come before the meeting. There being none, upon motion made by Chairman Richardson and seconded by Andrew Ramos, the meeting was unanimously adjourned.

The next regular meeting of the Johnson County Fire District No. 2 Board of Directors will be held on Tuesday, March 20, 2018, at 6:00 p.m. at the Fire Station in Stilwell, Kansas.

Rod Richardson, Chairman

Ray Merrick, Vice Chairman

Darrel Dougan, Treasurer

Andrew Ramos, Secretary

Shawn Boyd