AGENDA
Battlefield Fire Protection District
Battlefield Volunteer Fire Department

Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619

Tuesday, August 11, 2020
6:00 PM

Preliminaries to the Meeting

1. Call to Order
2. Roll Call
3. Ceremonial Matters
4. Establishment of a Quorum
5. Approval of the Meeting's Agenda

Approval of Last Month's Minutes

1. Correction of Minutes
2. Approval of Minutes

Financial Business

1. Financial Statements

Public Comments

1. Please submit your request to info@battlefieldfire.com to be included within the meeting. Deadline for submissions is 5p.m. on the Monday prior to meeting date.

Unfinished Business

1. Policy Updates
2. Strategic Plan
3. Sale of Property

New Business

1. Conflict of Interest Ordinance
2. General Overview

Closed Session

1. Discussion and possible vote concerning legal matters per RSMo 610.021 (1), hiring, firing, and/or promoting of employee(s) RSMo 610.021 (3), Personnel Records, Performance Ratings, or Records Pertaining to Employees or Applicants for Employment per RSMo 610.021 (13). Closed Session. Closed Vote. Closed Record.

Adjournment

Representatives of the news media may obtain copies of this notice by contacting the Battlefield Fire Protection District.

Posted: 7/12/2020 12:00 AM certified by the undersigned that a true copy of the foregoing agenda was posted at the Battlefield Administration and Training Center in Battlefield, Missouri.

_____ District Secretary

AGENDA
Battlefield Fire Protection District
Battlefield Volunteer Fire Department

Special Board Meeting
4117 W. Second St., Battlefield, MO 65619

Tuesday, August 25, 2020
11:00 AM

Preliminaries to the Meeting

1. Call to Order
2. Roll Call
4. Establishment of a Quorum
5. Approval of the Meeting's Agenda

Public Comments

1. Please submit your request to info@battlefieldfire.com to be included within the meeting. Deadline for submissions is 5p.m. on the Monday prior to meeting date.

New Business

1. 2021 Levy

Adjournment

Representatives of the news media may obtain copies of this notice by contacting the Battlefield Fire Protection District.

Posted: 8/17/2020 12:00 AM certified by the undersigned that a true copy of the foregoing agenda was posted at the Battlefield Administration and Training Center in Battlefield, Missouri.

_____ District Secretary

Battlefield Fire Protection District
Battlefield Volunteer Fire Department

Minutes

Regular Board Meeting

Location of Meeting: 4117 West Second St.
Battlefield, MO 65619

Time of Meeting: 6:00 PM

Date of Meeting: August 11, 2020

Board Members Present: President Trevor Crist, Walt Newman, and Danny Perches were present, and Darrell Decker was present via phone.

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by President Trevor Crist at 6:00pm. Chief Scott Moore led the prayer and then the pledge of allegiance was recited. A roll call was taken, and a quorum was established.

Mr. Newman moved to approve agenda with removal of Closed Session. Mr. Perches seconded. All voted aye.

Mr. Newman moved to approve July's Board Meeting minutes. The open motion regarding selling of property will be addressed in Unfinished Business. Mr. Perches seconded. All voted aye.

Financial Report:
Payment of the bills and check signing took place.

Mr. Decker discussed July's financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates $5,446.73. Battlefield Fire Protection District total of cash assets $1,712,658.87. ICS $3,244,905.92 and Money Market $58,586.82. Mr. Decker discussed expenses this month being higher due to a payment on Station #3 and the ladder truck that were paid in July. Mr. Decker advised all accounts are reflecting correctly and have been reconciled. Line item 6210 for Apparatus Repair was acknowledged to have gone negative. Mr. Decker moved to approve the financials of the District. Mr. Newman seconded. All voted aye.

Public Comments: None

Unfinished Business:

Policy updates:

105 -Job Classifications, Division Chiefs will be added under Full Time employees. Mr. Newman mentioned to accept policy change as presented. Mr. Perches seconded. All votes Aye.

109- Personnel Files, following the statement that "No personnel may have access to another person's file, other than a Chief Officer", we are adding, "or the employee's supervisor for the purposes of evaluation or development." Mr. Perches motioned to accept policy change as presented. Mr. Newman seconded. All voted Aye.

Strategic plans updates are continuing. Form letter on front of strategic plan and a few dates will be changed. Board members will be sent updated plan that can formally be adopted.

Sale of Property: Mr. Hammit and Chief Moore are still working on getting information for the contract.

Due to there not being a second or final vote last month, we will have to re-motion the acceptance of selling the property next to the performance shop on corner of 2nd and Main. Mr. Decker motioned to sell property for $1.40 per square foot for a total sale of $7,000. Mr. Perches seconded. All voted Aye.

New Business:

Fire Chief Scott Moore presented the Conflict of Interest Ordinance 20-001 for approval.

- Walt Newman moved to have the first reading of Bill No. 20-001 by title only. Seconded by Danny Perches.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Danny Perches, aye.
- _4_Ayes_0_Nays. Shana Jahnke, absent. Motion carried.
- Bill No. 20-001 read by title only by Fire Chief Scott Moore.
- Walt Newman moved to approve the first reading of Bill No. 20-001. Seconded by Danny Perches.
- Discussion.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Danny Perches, aye.
- Walt Newman moved to have the second and final reading of Bill No. 20-001 by title only. Seconded by Danny Perches.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Danny Perches, aye.
- Bill No. 20-001 read by title by only by Fire Chief Scott Moore.
- Walter Newman moved to approve the second and final reading of Bill No. 19-001 for final passage and to make it Ordinance no. 20-001. Second by Danny Perches.
- Discussion.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Danny Perches, aye.

- Bill No. 20-001 was passed into Ordinance 20-001.

General Overview:
Chief Moore discussed the call times and statistics for the month. Chief Shane Anderson has been welcomed as the Division Chief of Support Services. His start date is 8/17/2020. Steven Burr is being promoted from company officer to Division Chief of Training.
The promotion of Burr will leave an opening for 2 company officer positions. Interviews will be taking place soon and we are anticipating an upcoming promotional ceremony.
We are preparing for an academy to begin again in January.
Truck vendors have been stopping by with demos, bids will likely be looked at in 2021.
Bids that are being worked through and going to be sent out are for audit services and brokerage for health insurances.

Mr. Newman moved to adjourn at 6:58 pm.

Approved by:

Trevor Crist

Darrell Decker

Walt Newman

Danny Perches

Shana Jahnke

2:04 PM
08/06/20
Cash Basis

Battlefield Volunteer Fire Department
Statement of Net Activities
July 2020

	Jul 20
Ordinary Revenue/Expense	
Revenue	
4140 · Interest Revenue	2.07
Total Revenue	2.07
Net Ordinary Revenue	2.07
Net Revenue	2.07

2:03 PM
08/06/20
Cash Basis

Battlefield Volunteer Fire Department
Statement of Net Assets
As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1050 · Oakstar Volunteer Account	5,446.73
Total Checking/Savings	5,446.73
Total Current Assets	5,446.73
TOTAL ASSETS	**5,446.73**
LIABILITIES & Revenue	
Revenue	
1110 · Retained Earnings	5,428.69
Net Revenue	18.04
Total Revenue	5,446.73
TOTAL LIABILITIES & Revenue	**5,446.73**

Battlefield Fire Protection District

1:59 PM

Statement of Activities

08/06/2020

July 2020

Cash Basis

	Jul 20	Jan - Jul 20
Revenue		
4000 · Revenue		
4005 · Tax Revenue	20,162.62	2,950,962.20
4010 · Tax Interest Revenue	0.00	9,935.22
4020 · Rental Revenue	0.00	1,107.72
4040 · Vending Receipts	0.00	112.01
4050 · Miscellaneous Revenue	2,900.00	196,443.36
4060 · Interest Revenue	2,363.00	28,168.48
4085 · Course Tuition (EMT)	5,700.00	6,000.00
Total 4000 · Revenue	31,125.62	3,192,728.99
Total Revenue	31,125.62	3,192,728.99
Gross Profit	31,125.62	3,192,728.99
Expense		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	0.00	2,958.21
5020 · Building Lease	89,543.75	104,087.50
5022 · Aerial Apparatus Lease	26,911.81	80,735.43
5030 · Information Technology	99.99	1,585.74
5035 · Communications	736.62	3,571.56
5040 · Firefighting/EMS	3,017.32	12,335.18
5052 · Fitness Equipment	0.00	450.00
5055 · Vehicles	0.00	408.00
Total 5000 · Capital Expense	120,309.49	206,131.62
6000 · Communications		
6003 · MDT/Cell Phones	1,196.10	5,614.74
Total 6000 · Communications	1,196.10	5,614.74
6100 · Insurance		
6110 · Workman's Compensation	0.00	174,768.00
6115 · Commercial & Property	0.00	35,454.00
6120 · Medical, Dental, Vision	21,659.29	150,404.83
Total 6100 · Insurance	21,659.29	360,626.83
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	1,839.64	17,224.29
6210 · Apparatus Repair	6,295.09	43,178.28
6215 · Stations & Buildings	988.05	5,909.42
6220 · Lawn Maintenance	0.00	4,243.80
6225 · Equipment Maintenance	41.62	887.43
6235 · Headquarters Maintenance	1,263.49	8,747.10
6255 · Maintenance Shop Equipment	299.65	1,310.71
6275 · Office Equipment	0.00	125.88
6280 · SCBA Flow Testing	724.50	810.50

	Jul 20	Jan - Jul 20
Total 6200 · Maintenance & Repairs	11,452.04	82,437.41
6300 · Office/Stations		
6305 · Software Expense	0.00	8,497.50
6315 · Accounting Fees	740.00	5,789.30
6325 · Postage/Shipping	0.00	359.97
6330 · Subscriptions/Memberships	200.00	5,839.55
Total 6300 · Office/Stations	940.00	20,486.32
6400 · Training		
6405 · EMT Course Expense	5,857.68	5,857.68
6410 · Training Classes	799.00	14,321.92
6415 · Equipment	0.00	1,210.50
6425 · Training Books	109.98	1,618.89
Total 6400 · Training	6,766.66	23,008.99
6500 · Legal		
6510 · Audit Fees	0.00	10,100.00
6525 · Cafeteria Plan	-211.61	-619.40
6535 · Attorney Fees	47.00	2,021.50
Total 6500 · Legal	-164.61	11,502.10
6600 · Salaries		
6605 · District Personnel	210,823.85	1,133,864.58
6610 · Board of Directors		
6612 · Chaplain Expense	66.14	602.53
6610 · Board of Directors - Other	633.33	4,049.98
Total 6610 · Board of Directors	699.47	4,652.51
6620 · Employer Payroll Taxes	3,022.17	16,174.23
6625 · Lagers	11,856.90	140,937.96
6635 · Uniforms	39.99	9,011.64
6640 · 457 Plan Employer Match	-2,936.21	-6,272.76
6655 · Expense Account	43.89	220.11
6665 · Special Overtime	3,372.50	21,351.99
6668 · Union Dues Expense	-2,536.26	-6,928.32
6675 · Background Check	0.00	1,247.00
Total 6600 · Salaries	224,386.30	1,314,258.94
6700 · Medical		
6710 · Employee Physicals/POET	27.00	2,050.92
Total 6700 · Medical	27.00	2,050.92
6750 · Utilities		
6755 · Water	0.00	655.82
6760 · Sanitation	98.64	1,267.95
6765 · Sewer	264.02	1,480.58
6770 · Electric/Gas	2,657.17	17,793.38
6775 · Internet/Phones/Cable	908.69	7,531.37
Total 6750 · Utilities	3,928.52	28,729.10
6800 · Supplies		

	Jul 20	Jan - Jul 20
6810 · Public Relations/Outreach	0.00	7,575.01
6815 · Logo Imprinted Supplies	0.00	98.00
6820 · Fire & EMS Expendables	93.94	1,995.62
6825 · Office Supplies	56.30	784.29
6830 · Janitorial Supplies	161.51	1,417.89
6835 · Stations/Buildings Supplies	187.07	935.60
Total 6800 · Supplies	498.82	12,806.41
6850 · Property Improvements	7,700.00	7,700.00
Total Expense	398,699.61	2,075,353.38
Net Revenue	**-367,573.99**	**1,117,375.61**

Battlefield Fire Protection District

1:59 PM

Statement of Net Assets

08/06/2020

As of July 31, 2020

Cash Basis

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · OakStar - ICS	3,244,905.92
1005 · OakStar - Money Market	58,586.82
1025 · Oakstar - Operating	105,869.47
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,696,835.00
Total Checking/Savings	1,712,658.87
Total Current Assets	1,712,658.87
Fixed Assets	
1504 · Fire Fighting Equipment	219.80
1505 · Office Equipment	742.48
Total Fixed Assets	962.28
TOTAL ASSETS	1,713,621.15
LIABILITIES & Revenue	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-100.00
Total Accounts Payable	-100.00
Total Current Liabilities	-100.00
Total Liabilities	-100.00
Revenue	
3200 · Fund Balances	
3100 · Restricted Fund - Operating	-700,374.00
3120 · Restricted Fund-Emergency Equip	-503,937.00
3140 · Restricted Fund - Bldg Reserve	-492,524.00
3200 · Fund Balances	2,487,239.86
Total 3200 · Unrestricted Fund Balances	790,404.86
32000 · Retained Earnings	-194,059.32
Net Revenue	1,117,375.61
Total Revenue	1,713,721.15
TOTAL LIABILITIES & Revenue	1,713,621.15

Battlefield Fire Protection District

1:59 PM

Statement of Cash Flows

July 2020

Cash Basis

	Jul 20	Jun 20	% Change
Revenue			
4000 · Revenue			
4005 · Tax Revenue	20,162.62	12,746.39	58.18%
4010 · Tax Interest Revenue	0.00	1,741.85	-100.0%
4020 · Rental Revenue	0.00	0.00	0.0%
4050 · Miscellaneous Revenue	2,900.00	250.00	1,060.0%
4060 · Interest Revenue	2,363.00	2,378.99	-0.67%
4085 · Course Tuition (EMT)	5,700.00	0.00	100.0%
Total 4000 · Revenue	31,125.62	17,117.23	81.84%
Total Revenue	31,125.62	17,117.23	81.84%
Gross Profit	31,125.62	17,117.23	81.84%
Expense			
5000 · Capital Expense			
5020 · Building Lease	89,543.75	0.00	100.0%
5022 · Aerial Apparatus Lease	26,911.81	0.00	100.0%
5030 · Information Technology	99.99	0.00	100.0%
5035 · Communications	736.62	0.00	100.0%
5040 · Firefighting/EMS	3,017.32	4,998.30	-39.63%
5055 · Vehicles	0.00	173.21	-100.0%
Total 5000 · Capital Expense	120,309.49	5,171.51	2,226.39%
6000 · Communications			
6003 · MDT/Cell Phones	1,196.10	552.38	116.54%
Total 6000 · Communications	1,196.10	552.38	116.54%
6100 · Insurance			
6120 · Medical, Dental, Vision	21,659.29	21,950.20	-1.33%
Total 6100 · Insurance	21,659.29	21,950.20	-1.33%
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	1,839.64	972.17	89.23%
6210 · Apparatus Repair	6,295.09	2,144.07	193.61%
6215 · Stations & Buildings	988.05	1,436.95	-31.24%
6220 · Lawn Maintenance	0.00	2,463.80	-100.0%
6225 · Equipment Maintenance	41.62	62.29	-33.18%
6235 · Headquarters Maintenance	1,263.49	1,209.00	4.51%
6255 · Maintenance Shop Equipment	299.65	55.81	436.91%
6280 · SCBA Flow Testing	724.50	0.00	100.0%
Total 6200 · Maintenance & Repairs	11,452.04	8,344.09	37.25%
6300 · Office/Stations			
6315 · Accounting Fees	740.00	760.00	-2.63%
6325 · Postage/Shipping	0.00	107.62	-100.0%
6330 · Subscriptions/Memberships	200.00	675.55	-70.39%
Total 6300 · Office/Stations	940.00	1,543.17	-39.09%

	Jul 20	Jun 20	% Change
6400 · Training			
6405 · EMT Course Expense	5,857.68	0.00	100.0%
6410 · Training Classes	799.00	3,081.89	-74.07%
6415 · Equipment	0.00	106.92	-100.0%
6425 · Training Books	109.98	124.95	-11.98%
Total 6400 · Training	6,766.66	3,313.76	104.2%
6500 · Legal			
6510 · Audit Fees	0.00	10,100.00	-100.0%
6525 · Cafeteria Plan	-211.61	30.70	-789.28%
6535 · Attorney Fees	47.00	0.00	100.0%
Total 6500 · Legal	-164.61	10,130.70	-101.63%
6600 · Salaries			
6605 · District Personnel	210,823.85	145,866.40	44.53%
6610 · Board of Directors			
6612 · Chaplain Expense	66.14	88.75	-25.48%
6610 · Board of Directors - Other	633.33	533.33	18.75%
Total 6610 · Board of Directors	699.47	622.08	12.44%
6620 · Employer Payroll Taxes	3,022.17	2,058.18	46.84%
6625 · Lagers	11,856.90	13,626.15	-12.98%
6635 · Uniforms	39.99	687.14	-94.18%
6640 · 457 Plan Employer Match	-2,936.21	0.00	-100.0%
6655 · Expense Account	43.89	20.12	118.14%
6665 · Special Overtime	3,372.50	32.43	10,299.32%
6668 · Union Dues Expense	-2,536.26	-1,732.08	-46.43%
6675 · Background Check	0.00	1,247.00	-100.0%
Total 6600 · Salaries	224,386.30	162,427.42	38.15%
6700 · Medical			
6710 · Employee Physicals/POET	27.00	0.00	100.0%
Total 6700 · Medical	27.00	0.00	100.0%
6750 · Utilities			
6755 · Water	0.00	84.65	-100.0%
6760 · Sanitation	98.64	491.19	-79.92%
6765 · Sewer	264.02	166.70	58.38%
6770 · Electric/Gas	2,657.17	2,292.60	15.9%
6775 · Internet/Phones/Cable	908.69	1,412.53	-35.67%
Total 6750 · Utilities	3,928.52	4,447.67	-11.67%
6800 · Supplies			
6820 · Fire & EMS Expendables	93.94	121.20	-22.49%
6825 · Office Supplies	56.30	0.00	100.0%
6830 · Janitorial Supplies	161.51	0.00	100.0%
6835 · Stations/Buildings Supplies	187.07	320.46	-41.63%
Total 6800 · Supplies	498.82	441.66	12.94%
6850 · Property Improvements	7,700.00	0.00	100.0%
Total Expense	398,699.61	218,322.56	82.62%

	Jul 20	Jun 20	% Change
Net Revenue	-367,573.99	-201,205.33	-82.69%

Battlefield Fire Protection District
Transaction Detail By Account
January through July 2020

	Type	Date	Num
4000 · Revenue			
4050 · Miscellaneous Revenue			
	Deposit	01/14/2020	2391
	Deposit	01/21/2020	7373
	Deposit	01/21/2020	
	Deposit	02/04/2020	932469561
	Deposit	02/04/2020	2366
	Deposit	02/11/2020	456021
	Deposit	02/11/2020	5087
	Deposit	02/11/2020	376234
	Deposit	02/11/2020	44245
	Deposit	02/18/2020	8232
	Deposit	02/18/2020	26530
	Deposit	03/03/2020	525847
	Deposit	03/17/2020	41286
	Deposit	03/17/2020	33840
	Deposit	03/24/2020	982790162
	Deposit	03/24/2020	984986961
	Deposit	03/24/2020	8542533
	Deposit	04/21/2020	
	Deposit	04/28/2020	528562
	Deposit	05/26/2020	1076
	Deposit	06/02/2020	529954
	Deposit	07/14/2020	379073
Total 4050 · Miscellaneous Revenue			
Total 4000 · Revenue			
TOTAL			

Battlefield Fire Protection Distri

Transaction Detail By Acco

January through July 2020

	Name	Memo	Clr
4000 · Revenue			
4050 · Miscellaneous Revenue			
	ROY KIRBY	Cobra	
	J Bruce Vanderhoof	Deposit	
		Deposit	
	LexisNexis	incident report	
	FIRE FIGHTERS ASSOC. OF MO	overpmt on membership	
	CITY OF SPRINGFIELD	Annexations 2020	
	Debbie Sheehan	In memory of Roy Kirby	
	Ozarks Technical Community College	Firefighter class	
	Greene County Treasurer	Financial tax & interest	
	WALTER V. NEWMAN	Roy Kirby fund	
	Barry Lawrence County Ambulance District	Roy Kirby fund	
	VFIS	Deposit	
	Logan-Rogersville Fire Prot. District	EMT refresher C. Wilder	
	Vision Service Plan	refund check	
	LexisNexis	Deposit	
	LexisNexis	Deposit	
	United Health Care	Deposit	
		Roy Kirby fund	
	VFIS	Fire damage to dwelling	
	MO Fire & Ambulance District	2019 WC Audit	
	VFIS	Claim MOTR20030168	
	Ozarks Technical Community College	Deposit	
Total 4050 · Miscellaneous Revenue			
Total 4000 · Revenue			
TOTAL			

Battlefield Fire Protection Distri

Transaction Detail By Acco

January through July 2020

	Split	Original Amount	Paid Amount
4000 · Revenue			
4050 · Miscellaneous Revenue			
	1025 · Oakstar - Operating	974.22	974.22
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	100.00	100.00
	1025 · Oakstar - Operating	17,308.02	17,308.02
	1025 · Oakstar - Operating	100.00	100.00
	1025 · Oakstar - Operating	2,743.00	2,743.00
	1025 · Oakstar - Operating	3.11	3.11
	1025 · Oakstar - Operating	25.00	25.00
	1025 · Oakstar - Operating	500.00	500.00
	1025 · Oakstar - Operating	250.00	250.00
	1025 · Oakstar - Operating	100.00	100.00
	1025 · Oakstar - Operating	19.49	19.49
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	3,350.96	3,350.96
	1025 · Oakstar - Operating	175.07	175.07
	1025 · Oakstar - Operating	158,352.49	158,352.49
	1025 · Oakstar - Operating	9,242.00	9,242.00
	1025 · Oakstar - Operating	250.00	250.00
	1025 · Oakstar - Operating	2,900.00	2,900.00
Total 4050 · Miscellaneous Revenue			196,443.36
Total 4000 · Revenue			196,443.36
TOTAL			**196,443.36**

	Balance
4000 · Revenue	
4050 · Miscellaneous Revenue	
	974.22
	984.22
	994.22
	1,004.22
	1,104.22
	18,412.24
	18,512.24
	21,255.24
	21,258.35
	21,283.35
	21,783.35
	22,033.35
	22,133.35
	22,152.84
	22,162.84
	22,172.84
	25,523.80
	25,698.87
	184,051.36
	193,293.36
	193,543.36
	196,443.36
Total 4050 · Miscellaneous Revenue	196,443.36
Total 4000 · Revenue	196,443.36
TOTAL	**196,443.36**

Battlefield Fire Protection District
Transaction Detail By Account
January through July 2020

	Type	Date	Num
4000 · Revenue			
4050 · Miscellaneous Revenue			
	Deposit	01/14/2020	2391
	Deposit	01/21/2020	7373
	Deposit	01/21/2020	
	Deposit	02/04/2020	932469561
	Deposit	02/04/2020	2366
	Deposit	02/11/2020	456021
	Deposit	02/11/2020	5087
	Deposit	02/11/2020	376234
	Deposit	02/11/2020	44245
	Deposit	02/18/2020	8232
	Deposit	02/18/2020	26530
	Deposit	03/03/2020	525847
	Deposit	03/17/2020	41286
	Deposit	03/17/2020	33840
	Deposit	03/24/2020	982790162
	Deposit	03/24/2020	984986961
	Deposit	03/24/2020	8542533
	Deposit	04/21/2020	
	Deposit	04/28/2020	528562
	Deposit	05/26/2020	1076
	Deposit	06/02/2020	529954
	Deposit	07/14/2020	379073
Total 4050 · Miscellaneous Revenue			
Total 4000 · Revenue			
TOTAL			

Battlefield Fire Protection Distri

Transaction Detail By Acco

January through July 2020

	Name	Memo	Clr
4000 · Revenue			
4050 · Miscellaneous Revenue			
	ROY KIRBY	Cobra	
	J Bruce Vanderhoof	Deposit	
		Deposit	
	LexisNexis	incident report	
	FIRE FIGHTERS ASSOC. OF MO	overpmt on membership	
	CITY OF SPRINGFIELD	Annexations 2020	
	Debbie Sheehan	In memory of Roy Kirby	
	Ozarks Technical Community College	Firefighter class	
	Greene County Treasurer	Financial tax & interest	
	WALTER V. NEWMAN	Roy Kirby fund	
	Barry Lawrence County Ambulance District	Roy Kirby fund	
	VFIS	Deposit	
	Logan-Rogersville Fire Prot. District	EMT refresher C. Wilder	
	Vision Service Plan	refund check	
	LexisNexis	Deposit	
	LexisNexis	Deposit	
	United Health Care	Deposit	
		Roy Kirby fund	
	VFIS	Fire damage to dwelling	
	MO Fire & Ambulance District	2019 WC Audit	
	VFIS	Claim MOTR20030168	
	Ozarks Technical Community College	Deposit	
Total 4050 · Miscellaneous Revenue			
Total 4000 · Revenue			
TOTAL			

Battlefield Fire Protection Distri

Transaction Detail By Acco

January through July 2020

	Split	Original Amount	Paid Amount
4000 · Revenue			
4050 · Miscellaneous Revenue			
	1025 · Oakstar - Operating	974.22	974.22
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	100.00	100.00
	1025 · Oakstar - Operating	17,308.02	17,308.02
	1025 · Oakstar - Operating	100.00	100.00
	1025 · Oakstar - Operating	2,743.00	2,743.00
	1025 · Oakstar - Operating	3.11	3.11
	1025 · Oakstar - Operating	25.00	25.00
	1025 · Oakstar - Operating	500.00	500.00
	1025 · Oakstar - Operating	250.00	250.00
	1025 · Oakstar - Operating	100.00	100.00
	1025 · Oakstar - Operating	19.49	19.49
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	10.00	10.00
	1025 · Oakstar - Operating	3,350.96	3,350.96
	1025 · Oakstar - Operating	175.07	175.07
	1025 · Oakstar - Operating	158,352.49	158,352.49
	1025 · Oakstar - Operating	9,242.00	9,242.00
	1025 · Oakstar - Operating	250.00	250.00
	1025 · Oakstar - Operating	2,900.00	2,900.00
Total 4050 · Miscellaneous Revenue			196,443.36
Total 4000 · Revenue			196,443.36
TOTAL			**196,443.36**

	Balance
4000 · Revenue	
4050 · Miscellaneous Revenue	
	974.22
	984.22
	994.22
	1,004.22
	1,104.22
	18,412.24
	18,512.24
	21,255.24
	21,258.35
	21,283.35
	21,783.35
	22,033.35
	22,133.35
	22,152.84
	22,162.84
	22,172.84
	25,523.80
	25,698.87
	184,051.36
	193,293.36
	193,543.36
	196,443.36
Total 4050 · Miscellaneous Revenue	196,443.36
Total 4000 · Revenue	196,443.36
TOTAL	**196,443.36**

BATTLEFIELD FIRE PROTECTION DISTRICT

www.battlefieldfire.com

4117 W. Second Street
Battlefield, MO 65619

FAX: (417) 887-9914
CELL: (417) 343-4504
PHONE:(417) 881-9018

ADMINISTRATIVE BOARD REPORT

July/August 2020

Administration – Chief Moore

- The temporary procedure for employees traveling or participating in risky activities continues.
- I continue to be the Law Enforcement liaison for the State to Region D for Personal Protective Equipment. I also continue to attend daily briefings with Greene County OEM.
- We will complete the "Conflict of Interest Ordinance". I will make sure we have everything prepped for the August meeting to handle this. We also are preparing our report for the MEC.
- We are working through bidding processes for Worker's Compensation, Website management, and Auditor.
- We are back to working on policy reviews. I have two to approve for this month.
- Budget season has begun. We will likely need an additional meeting for approval of the Levy in August.

Community Risk Reduction Activities- Chief Moore

- We are starting to prepare for October school programs.

Operations- Deputy Chief Reynolds

- Total calls for July: 155
  - 14 Building fires
  - July 2019 = 299
- Total Calls YTD = 1461
  - YTD Last year = 1811
- Average Response Time for July = 6.02 minutes
  - Average Response Time YTD: 6.37 minutes
  - Target time is 7 minutes
- Turnout time for July = 1:20
  - Turnout time YTD = 1:17
  - Target time is 1:30
- Repairs on Aerial 10678 continue. COVID has continued to hinder the repair process.
- Rental house is gone.
- We are also browsing the used market for reserve apparatus.

Training- Deputy Chief Reynolds

- Training hours for July: 1,870 hours
  - YTD = 10,107
- State certification testing is ongoing. We will be hosting more opportunities.
- Academy has finished. They are awaiting their written exams. All our personnel successfully completed their practical skills tests and did so flawlessly. Very proud of our recruits.

Other Important Information – Shifts and Staff

- I have requested information from Stacey Hammit for the sale of the property on S. Main. I have not heard back from him.
- We have selected two individuals for the Division Chief positions. Shane Anderson comes to us from Monett Fire Department and begins on August 17th. Captain Steven Burr will be promoted and begin the second position on August 20. Chief Anderson will represent the Support Division while Chief Burr will represent the Training Division.
- Apparatus construction group continues to meet with apparatus vendors to view Pumpers.
- Chief Reynolds recently returned from another mission to Jefferson City supporting COVID response for the State of Missouri.

Personnel Files
Policy 109

Category: EMPLOYMENT PRACTICES **Approved_____** **Replaces: April 12, 2010**
August 11, 2020

109.0 PERSONNEL FILES

The District maintains personnel files on all employees. It is the intent of the District to allow employees access to personnel files in accordance with all applicable laws. No personnel may have access to another person's file, other than a Chief Officer or the employee's supervisor for the purposes of evaluation or development. The Fire Chief or designee should be advised when a file is removed and returned. The removal of files should take place during normal business hours, when possible, and may not leave the premises.

109.1 EMPLOYEE ACCESS

Employees are to have reasonable access to their own personnel records during normal business hours. Appointments should be made with the Fire Chief or designee. The Fire Chief or designee shall remain with the employee at all times during the permitted access.

109.2 NON-EMPLOYEE ACCESS

No non-employee may have access to the personnel file without the written permission of the employee. If the Fire Chief or Chief Officers are subpoenaed, only applicable information will be provided without the employee's permission or knowledge. Any requests for information without a subpoena, from such agencies as, state employment, federal, state or local investigators shall be forwarded and decided by the Fire Chief.

109.3 FORMER EMPLOYEES

Former employees may have reasonable access to their personnel file during normal business hours.

Battlefield Fire Protection District
Ordinance 20.001

UNDER THE POWERS OF THE BOARD GIVEN BY MISSOURI STATE STATUTES 321.220, THE BOARD OF DIRECTORS HAVE ON THIS DATE ADOPTED THE FOLLOWING ORDINANCE.

AN ORDINANCE OF BATTLEFIELD FIRE PROTECTION DISTRICT, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BATTLEFIELD FIRE PROTECTION DISTRICT, MISSOURI, AS FOLLOWS:

Section 1 - Declaration of Policy

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the district.

Section 2 - Conflicts of Interest

a. All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.

b. Any member of the governing body of a political subdivision who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of $10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of $5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

Section 3 - Disclosure Reports

Each elected official, candidate for elective office, the chief administrative officer, the chief purchasing officer, and the full-time general counsel shall disclose the following information by May 1, or the appropriate deadline as referenced in Section 105.487 RSMo, if any such transactions occurred during the previous calendar year:

a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
b. The date and the identities of the parties to each transaction known to the person with a

The reports shall be available for public inspection and copying during normal business hours.

Section 5 – Filing of Ordinance
A certified copy of the ordinance adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 6 – Effective Date
This ordinance shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage.

Battlefield Fire Protection District Board of Directors:

9/8/20

Chairman: Trevor Crist **Date**

9/11/20

Treasurer: Darrell Decker **Date**

9-8-2020

Board Member: Shana Janke **Date**

9-8-20

Board Member: Walter Newman **Date**

9/8/2020

Board Member: Danny Perches **Date**

Subscribed and sworn to me in the City of Battlefield and within and for said County of Greene this 11th day of September A.D. Two Thousand and Twenty.

Fire Chief 9-11-2020

Secretary **Date**

9/11/20

Notary **Date**

ANGELA COPELAND
Notary Public, Notary Seal
State of Missouri
Greene County
Commission # 19652212
My Commission Expires 08-13-2023

Missouri Ethics Commission (MEC)
PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov

Office Use:

Personal Financial Disclosure Statement

1. Statement Information (select one)

Type: ☐ New ☐ Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- ☐ **Annual Filer:** file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1
- ☐ **Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- ☐ **Incumbent Candidate:** file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy
- ☐ **New Candidate:** file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy

B. Time Period Covered: From ____/____/_____ to ____/____/_____ (mm/dd/yyyy)

3. Filer's Information

Filer's name (First, Middle, Last) _____ Spouse's name (First, Middle, Last) _____

Mailing address _____ City/State/Zip _____

Dependent child(ren)'s name* (First, Middle, Last) _____ Dependent child(ren)'s name* (First, Middle, Last) _____

Political Subdivision or State Agency _____ Title (Position/Office Seeking) _____

☐ Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).

*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

4. Employment

List the name and address of every employer from whom you, your spouse or dependent child(ren) received income of $1,000 or more during the time period covered by this statement.

Employer Name	Employer Address/City/State/Zip	Person's name who received income

5. Sole Proprietorships

List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip

6. General Partnerships, Joint Ventures

List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant during the time period covered by this statement, and the names of partners or co-participants unless such names and addresses are filed with the Secretary of State.

General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Coparticipant's Name & Address	Party Involved

If additional space is needed, attach separate sheet.

Form must contain original signature, fax filings are not accepted.

7. Stocks, Bonds & Other holdings

EXCEPTIONS: » Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed. » Members of state boards or commissions uncompensated except for actual expenses or a per diem allowance do not have to report interest in publicly traded corporations or limited partnerships listed on a regulated stock exchange or automated quotation system.

A. *Limited Partnerships, Closely-held Corporations:* List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of Business	Party Involved

B. *Publicly Traded Corporation or Limited Partnership:* List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name	Party Involved

C. List the name and address of each entity in which you, your spouse or dependent child(ren) owned stock, bonds, or other equity interest with a value of more than $10,000 during the time period covered by this statement. If the entity is a corporation listed on a regulated stock exchange, list the name only.

Entity Name	Entity Address/City/State/Zip

8. Miscellaneous Income

List the name and address of any source from which you, your spouse, or dependent child(ren) received $1,000 or more during the time period covered by this statement. If income is from publicly traded corporations or limited partnerships listed on a regulated stock exchange or automated quotation system and not reported elsewhere on this form, list the name only.

Source of Income	Source Address/City/State/Zip	Person's name who received income

9. Real Property

List any real property owned by you, your spouse, or dependent child(ren), located in Missouri, other than personal residence, having a fair market value of $10,000 or more during the time period covered by this statement. Include name and address of parties involved if property was transferred during the year covered by this statement. Missouri law defines three subclassifications: Subclass 1 – Residential, Subclass 2 – Agricultural, Subclass 3 – Commercial & any other real estate.

Location - County	Tax sub-class	Approx. size (acreage, sq footage, etc)	Major Improvements (Buildings, etc.)	Use of Property	Seller/Buyer Name and Address

10. Corporations

List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity

If additional space is needed, attach separate sheet.

Form must contain original signature, fax filings are not accepted.

11. Associations, Organizations, Unions & Not-for-Profit Corporations

List the name and address of each association, organization, and union, whether incorporated or not, and each not-for-profit corporation in which you, your spouse, or dependent child(ren) was an officer, director, employee or trustee at any time during the time period covered by this statement. **Do not include** church, fraternal or service organizations where no pay was received.

Name	Entity Address/City/State/Zip	General Purpose	Party Involved

12. Gifts, Honoraria

List the name and address of any source of gifts or honoraria valued at $200 or more received by you, your spouse or dependent child(ren) during the time period covered by this statement. **Do not include** a gift from your spouse, child(ren), parent, grandparent, grandchild(ren), great grandparent, great grandchild(ren), brother, sister, aunt, uncle, niece or nephew.

Donor's Name	Donor's Address/City/State/Zip	Person's name who received gift/honoraria

13. Lodging and Travel

List lodging and travel expenses incurred by you, your spouse, or dependent child(ren) paid by a third person for expenses incurred outside Missouri whether by gift or in relation to the duties of the office during the time period covered by this statement. **Do not include** expenses paid in the ordinary course of business described in items 4, 5, 6, 7, or 10; expenses reimbursed by law, expenses paid by persons related by third degree of consanguinity or affinity, expenses reported under Chapter 130 RSMo, or expenses for purely personal travel not related to official duties and not paid for by a lobbyist, lobbyist principal, or officer, director of any association or entity which employs a lobbyist.

Expenses paid by (name & address)	Party Involved	Date	Amount	Travel location	Travel Reason

14. Trust Assets

If you, your spouse, or dependent child(ren), is the settlor (creator) of a revocable trust, list any assets in the trust that would have been reported elsewhere on this form, during the time period covered by this statement, if they had not been in the trust.

Trust Assets	Party Involved

15. Relatives

List spouse, parent(s), child(ren) and child(ren)'s spouse who were employed, during the time period covered by this statement, by the State of Missouri, a political subdivision or special district, or who were lobbyists, or who were fee agents of the Department of Revenue.

Relative's Name	Relationship to filer	Position/Title

16. Committees

List the name and address of each campaign committee, candidate committee, continuing committee/PAC, or political party committee from which any person or corporation listed on this statement received payment during the time period covered by this statement.

Committee Name	Committee Address/City/State/Zip	Person's name who received payment

If additional space is needed, attach separate sheet.

Form must contain original signature, fax filings are not accepted.

17. State Tax Credits

List any state tax credits claimed on the most recent state income tax return. *(Only required to be listed by members of the general assembly or any state-wide elected public official, their spouse or dependent child(ren)).*

State Tax Credit Claimed	Person who received credit
State Tax Credit Claimed	Person who received credit

18. Signature (select one, sign & date)

☐ I affirm and attest under penalty of perjury that information and facts in this report, are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

☐ I affirm and attest under penalty of perjury that information and facts in this report, are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

Filer's Signature (Required) _____ Date (mm/dd/yyyy) _____

If additional space is needed, attach separate sheet.

Form must contain original signature, fax filings are not accepted.

Missouri Ethics Commission (MEC)
PO Box 1370, Jefferson City MO 65102, (800) 392-8660, www.mec.mo.gov

Office Use:

Financial Disclosure Statement for Political Subdivisions - 105.485(4), RSMo

1. Statement Information (select one)

Type: ☐ New ☐ Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- ☐ **Annual Filer:** file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1
- ☐ **Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- ☐ **Incumbent Candidate:** file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy
- ☐ **New Candidate:** file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy

B. Time Period Covered: From ____/____/_____ to ____/____/_____ (mm/dd/yyyy)

3. Filer Information

Filer's name (First, Middle, Last) _____ Spouse's name (First, Middle, Last) _____

Mailing address _____ City, State, Zip _____

Dependent child's name* (First, Middle, Last) _____ Dependent child's name* (First, Middle, Last) _____

Political Subdivision or State Agency _____ Title (Position/Office Seeking) _____

☐ Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).

*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

4. Transaction Information

A. List the transactions, valued at more than $500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. *Do not include* compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.

Date (mm/dd/yyyy) _____ Parties involved in transaction _____

Date (mm/dd/yyyy) _____ Parties involved in transaction _____

B. List the transactions for any business entity, in which you, your spouse, or dependent child(ren) held a substantial interest, that conducted business with the political subdivision listed above valued at more than $500. *Do not include* payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration. (NOTE: Substantial interest includes ownership of 10% of the business entity or interest valued at $10,000 or more, or from which a salary, gratuity or other compensation of $5,000 or more is paid per calendar year).

Date (mm/dd/yyyy) _____ Name of Business _____ Parties involved in transaction _____

Date (mm/dd/yyyy) _____ Name of Business _____ Parties involved in transaction _____

5. Signature (select one, sign & date)

☐ I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

☐ I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

Filer's Signature (Required) _____ Date (mm/dd/yyyy) _____

Form must contain original signature, fax filings are not accepted.

NOTE: The following information is required from the **Chief Administrative Officer** and **Chief Purchasing Officer** *only*. Include information for filer, spouse and dependent child(ren).

6. Employment

List the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of $1,000 or more during the time period covered by this statement.

Employer Name	Employer Address/City/State/Zip	Person's name whom received income

7. Sole Proprietorships

List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip

8. General Partnerships, Joint Ventures

List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Coparticipant's Name & Address	Party Involved

9. Stocks, Bond & Other holdings

EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

A. *Limited Partnerships, Closely-held Corporations:* List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of business	Party Involved

B. *Publicly Traded Corporation or Limited Partnership:* List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name	Party Involved

10. Corporations

List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity

This form is required to be filed with the Missouri Ethics Commission **and** with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.

Form must contain original signature, fax filings are not accepted.