



# AGENDA

## Battlefield Fire Protection District Battlefield Volunteer Fire Department



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

**Tuesday, August 08, 2023  
5:00 PM**

### **Preliminaries to the Meeting**

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

### **Approval of Last Month's Minutes**

1. Correction of Minutes
2. Approval of Regular Minutes

### **Financial Business**

1. Payment of the bills
2. Check signing
3. Financial statements

### **Public Comments**

1. Any comments must be submitted via email to [info@battlefieldfire.com](mailto:info@battlefieldfire.com) prior to 5pm on the Monday prior to meeting.

### **Unfinished Business**

1. None

### **New Business**

1. Resolution 2023.2 - Conflict of Interest
2. Policy Updates
3. General Overview

### **Closed Session**

1. Discussion and possible vote concerning: Legal Matters RSMo 610.021 (1) 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: 8/4/2023 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.**

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Fire Chief



# **Battlefield Fire Protection District Battlefield Volunteer Fire Department**



## **Minutes**

### **July 2023 Regular Board Meeting**

**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting:**

5:00 PM

**Date of Meeting:**

July 11, 2023

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 5:08 pm. A roll call was taken, and a quorum was established.

Board Members Present: Chairman Trevor Crist, Vice-chair Danny Perches, Treasurer Mark Pon and Scott Lambeth.

Mr. Christ moved to address the **Public Comments** prior to the Financial Business, 2<sup>nd</sup> by Mr. Pon. Motion carried.

Mr. Pon moved to approve the agenda, 2<sup>nd</sup> by Mr Lambeth. Motion carried.

**Approval of Last Month's Minutes:**

1. Approval of Regular Minutes- Mr. Pon moved to approve the June Regular Meeting minutes. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

**Public Comments**

1. City of Battlefield – Advisory Park Board representative Deziree Marsh presented the idea to implement a fitness pad to the Battlefield City Park in honor of a National Fitness Campaign

**Financial Business:**

1. The Board addressed bills to be paid and signed checks.
2. Treasurer Mark Pon discussed the June financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,516.43. Battlefield Fire Protection District's ICS account holds \$4,221,331.39 and Money Market holds \$61,165.97.
3. Chief Moore briefly reviewed line items on the financials.
4. Mr. Pon moved to approve the financials 2<sup>nd</sup> by Mr. Perches. Motion carried.

**Unfinished Business:** None

**New Business:**

General Overview - Staff provided a review of their monthly reports. Division Chief Anderson was not present. A written report was submitted.

**Closed Session:**

1. Information only pursuant to RSMO 610.021 (13). Closed Session. Closed Record.

Motion to go out of open session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Out of Open Session at 5:45 pm.

Motion to go into Closed Session by Mr. Pon. 2<sup>nd</sup> by Mr. Perches. Motion carried.

Into Closed Session 5:46 pm

Roll Call: Mark Pon, Trevor Crist, Scott Lambeth, Danny Perches, Fire Chief Moore and Secretary Shawn Shupert.

Motion to go out of Closed Session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Out of Closed Session: 6:35 pm

Motion to go into Open Session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Into Open Session: 6:45 pm

Roll Call: Mark Pon, Trevor Crist, Danny Perches, and Scott Lambeth

**Adjournment:**

Mr. Crist moved to adjourn at 6:45pm.

Approved by:

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Trevor Crist

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Danny Perches

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Scott Lambeth

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Mark Pon

**Battlefield Volunteer Fire Department**  
**Statement of Net Assets**

As of July 31, 2023  
Jul 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · Oakstar Volunteer Account 5,518.54

**Total Checking/Savings** 5,518.54

**Total Current Assets** 5,518.54

**TOTAL ASSETS** 5,518.54

**LIABILITIES & EQUITY**

**Equity**

1110 · Retained Earnings 5,504.13

**Net Income** 14.41

**Total Equity** 5,518.54

**TOTAL LIABILITIES & EQUITY** 5,518.54

**Battlefield Volunteer Fire Department**  
**Statement of Net Activities**  
July 2023

	<u>Jul 23</u>
Ordinary Income/Expense	
Income	
4140 · Interest Revenue	<u>2.11</u>
Total Income	<u>2.11</u>
Net Ordinary Income	<u>2.11</u>
Net Income	<u><u>2.11</u></u>

**Battlefield Fire Protection District**  
**Statement of Activities**  
July 2023

1:31 PM  
08/03/2023  
Cash Basis

	Jul 23	Jan - Jul 23
<b>Revenue</b>		
<b>4000 · Revenue</b>		
4005 · Tax Revenue	16,425.77	3,733,434.26
4010 · Tax Interest Revenue	2,458.08	16,205.64
4050 · Miscellaneous Revenue	598.00	13,989.14
4060 · Interest Revenue	15,623.10	90,106.92
<b>Total 4000 · Revenue</b>	<b>35,104.95</b>	<b>3,853,735.96</b>
<b>Total Revenue</b>	<b>35,104.95</b>	<b>3,853,735.96</b>
<b>Gross Profit</b>	<b>35,104.95</b>	<b>3,853,735.96</b>
<b>Expense</b>		
<b>5000 · Capital Expense</b>		
5015 · Uniforms/PPE/Bunker Gear	2,450.00	38,089.64
5020 · Building Lease	95,725.00	106,450.00
5030 · Information Technology	0.00	1,002.85
5040 · Firefighting/EMS	445.59	25,549.90
5052 · Fitness Equipment	0.00	900.00
5055 · Vehicles	675,324.00	786,563.52
<b>Total 5000 · Capital Expense</b>	<b>773,944.59</b>	<b>958,555.91</b>
<b>6000 · Communications</b>		
6003 · MDT/Cell Phones	862.36	6,042.06
6020 · Managed IT Service	0.00	5,504.38
<b>Total 6000 · Communications</b>	<b>862.36</b>	<b>11,546.44</b>
<b>6100 · Insurance</b>		
6110 · Workman's Compensation	14,510.78	110,807.44
6115 · Commercial & Property	582.00	46,623.00
6120 · Medical, Dental, Vision	21,144.45	148,963.08
6125 · FFAM Dues	630.00	5,210.00
<b>Total 6100 · Insurance</b>	<b>36,867.23</b>	<b>311,603.52</b>
<b>6200 · Maintenance &amp; Repairs</b>		
6205 · Gas/Diesel	460.86	23,879.76
6210 · Apparatus Repair	15,655.12	39,963.26
6215 · Stations & Buildings	5,189.61	18,006.49
6220 · Lawn Maintenance	2,810.00	2,810.00
6225 · Equipment Maintenance	34.14	5,600.66
6235 · Headquarters Maintenance	1,209.00	8,785.86
6255 · Maintenance Shop Equipment	14.95	151.39
6275 · Office Equipment	0.00	426.73
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>25,373.68</b>	<b>99,624.15</b>
<b>6300 · Office/Stations</b>		
6305 · Software Expense	0.00	11,588.38
6315 · Accounting Fees	740.00	5,739.90

	<b>Jul 23</b>	<b>Jan - Jul 23</b>
6325 · Postage/Shipping	0.00	41.94
6330 · Subscriptions/Memberships	10.45	3,401.13
6335 · Advertising/Printing/Postings	0.00	71.70
<b>Total 6300 · Office/Stations</b>	<b>750.45</b>	<b>20,843.05</b>
<b>6400 · Training</b>		
6410 · Training Classes	495.40	19,589.92
6415 · Equipment	531.04	2,551.82
<b>Total 6400 · Training</b>	<b>1,026.44</b>	<b>22,141.74</b>
<b>6500 · Legal</b>		
6510 · Audit Fees	0.00	5,750.00
6525 · Cafeteria Pass Thru	391.54	1,796.98
6530 · Elections	0.00	32,103.50
6535 · Attorney Fees	0.00	1,285.20
<b>Total 6500 · Legal</b>	<b>391.54</b>	<b>40,935.68</b>
<b>6600 · Salaries</b>		
6605 · District Personnel	170,746.15	1,157,354.14
6610 · Board of Directors		
6612 · Chaplain Expense	72.83	510.11
6610 · Board of Directors - Other	450.00	3,483.32
<b>Total 6610 · Board of Directors</b>	<b>522.83</b>	<b>3,993.43</b>
6620 · Employer Payroll Taxes	2,367.70	15,993.60
6625 · Lagers	27,696.86	124,652.95
6635 · Uniforms	0.00	2,183.69
6640 · 457 Pass Thru	4,251.86	3,775.94
6655 · Expense Account	0.00	329.78
6665 · Special Overtime	2,082.75	18,394.87
6668 · Union Dues Passthrough	773.25	773.25
<b>Total 6600 · Salaries</b>	<b>208,441.40</b>	<b>1,327,451.65</b>
<b>6700 · Medical</b>		
6710 · Employee Physicals/POET	586.00	1,962.39
<b>Total 6700 · Medical</b>	<b>586.00</b>	<b>1,962.39</b>
<b>6750 · Utilities</b>		
6755 · Water	170.41	877.01
6760 · Sanitation	216.16	2,542.69
6765 · Sewer	259.55	1,442.35
6770 · Electric/Gas	3,030.39	21,973.04
6775 · Internet/Phones/Cable	822.30	10,326.83
<b>Total 6750 · Utilities</b>	<b>4,498.81</b>	<b>37,161.92</b>
<b>6800 · Supplies</b>		
6810 · Public Relations/Outreach	441.68	10,010.95
6815 · Logo Imprinted Supplies	0.00	215.00
6820 · Fire & EMS Expendables	124.53	3,689.37
6825 · Office Supplies	343.35	1,238.23
6830 · Janitorial Supplies	328.52	2,572.62

	<b>Jul 23</b>	<b>Jan - Jul 23</b>
6835 · Stations/Buildings Supplies	58.43	837.17
Total 6800 · Supplies	1,296.51	18,563.34
6850 · Property Improvements		
6860 · Stations/Buildings	0.00	6,500.00
Total 6850 · Property Improvements	0.00	6,500.00
Total Expense	1,054,039.01	2,856,889.79
Net Revenue	<b>-1,018,934.06</b>	<b>996,846.17</b>



**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of July 31, 2023

1:36 PM

08/03/2023

Cash Basis

Jul 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · OakStar - ICS	3,178,435.94
1005 · OakStar - Money Market	61,412.73
1025 · Oakstar - Operating	110,655.31
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,539,576.00

**Total Checking/Savings** 1,811,059.64

**Total Current Assets** 1,811,059.64

**Fixed Assets**

1505 · Office Equipment 3,155.76

**Total Fixed Assets** 3,155.76

**TOTAL ASSETS** 1,814,215.40

**LIABILITIES & Revenue**

**Revenue**

**3200 · Fund Balances**

3100 · Restricted Fund - Operating	-700,000.00
3120 · Restricted Fund-Emergency Equip	-339,576.00
3140 · Restricted Fund - Bldg Reserve	-500,000.00
3200 · Fund Balances	2,487,239.86

**Total 3200 · Unrestricted Fund Balances** 947,663.86

32000 · Retained Earnings -130,294.63

**Net Revenue** 996,846.17

**Total Revenue** 1,814,215.40

**TOTAL LIABILITIES & Revenue** 1,814,215.40

**Battlefield Fire Protection District**  
**Statement of Cash Flows**  
**July 2023**

1:37 PM

Cash Basis

	Jul 23	Jun 23	% Change
<b>Revenue</b>			
<b>4000 · Revenue</b>			
4005 · Tax Revenue	16,425.77	19,301.22	-14.9%
4010 · Tax Interest Revenue	2,458.08	2,622.68	-6.28%
4050 · Miscellaneous Revenue	598.00	2,921.00	-79.53%
4060 · Interest Revenue	15,623.10	12,489.91	25.09%
<b>Total 4000 · Revenue</b>	<b>35,104.95</b>	<b>37,334.81</b>	<b>-5.97%</b>
<b>Total Revenue</b>	<b>35,104.95</b>	<b>37,334.81</b>	<b>-5.97%</b>
<b>Gross Profit</b>	<b>35,104.95</b>	<b>37,334.81</b>	<b>-5.97%</b>
<b>Expense</b>			
<b>5000 · Capital Expense</b>			
5015 · Uniforms/PPE/Bunker Gear	2,450.00	511.65	378.84%
5020 · Building Lease	95,725.00	0.00	100.0%
5040 · Firefighting/EMS	445.59	22,652.85	-98.03%
5055 · Vehicles	675,324.00	13,936.91	4,745.58%
<b>Total 5000 · Capital Expense</b>	<b>773,944.59</b>	<b>37,101.41</b>	<b>1,986.03%</b>
<b>6000 · Communications</b>			
6003 · MDT/Cell Phones	862.36	919.97	-6.26%
6020 · Managed IT Service	0.00	757.50	-100.0%
<b>Total 6000 · Communications</b>	<b>862.36</b>	<b>1,677.47</b>	<b>-48.59%</b>
<b>6100 · Insurance</b>			
6110 · Workman's Compensation	14,510.78	14,510.78	0.0%
6115 · Commercial & Property	582.00	0.00	100.0%
6120 · Medical, Dental, Vision	21,144.45	20,956.24	0.9%
6125 · FFAM Dues	630.00	0.00	100.0%
<b>Total 6100 · Insurance</b>	<b>36,867.23</b>	<b>35,467.02</b>	<b>3.95%</b>
<b>6200 · Maintenance &amp; Repairs</b>			
6205 · Gas/Diesel	460.86	4,273.16	-89.22%
6210 · Apparatus Repair	15,655.12	1,564.98	900.34%
6215 · Stations & Buildings	5,189.61	6,961.84	-25.46%
6220 · Lawn Maintenance	2,810.00	0.00	100.0%
6225 · Equipment Maintenance	34.14	93.50	-63.49%
6235 · Headquarters Maintenance	1,209.00	1,335.00	-9.44%
6255 · Maintenance Shop Equipment	14.95	0.00	100.0%
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>25,373.68</b>	<b>14,228.48</b>	<b>78.33%</b>
<b>6300 · Office/Stations</b>			
6315 · Accounting Fees	740.00	710.00	4.23%
6330 · Subscriptions/Memberships	10.45	95.00	-89.0%
<b>Total 6300 · Office/Stations</b>	<b>750.45</b>	<b>805.00</b>	<b>-6.78%</b>
<b>6400 · Training</b>			
6410 · Training Classes	495.40	3,737.76	-86.75%

	<b>Jul 23</b>	<b>Jun 23</b>	<b>% Change</b>
6415 · Equipment	531.04	935.00	-43.2%
Total 6400 · Training	1,026.44	4,672.76	-78.03%
6500 · Legal			
6525 · Cafeteria Pass Thru	391.54	-391.79	199.94%
Total 6500 · Legal	391.54	-391.79	199.94%
6600 · Salaries			
6605 · District Personnel	170,746.15	233,856.82	-26.99%
6610 · Board of Directors			
6612 · Chaplain Expense	72.83	72.83	0.0%
6610 · Board of Directors - Other	450.00	350.00	28.57%
Total 6610 · Board of Directors	522.83	422.83	23.65%
6620 · Employer Payroll Taxes	2,367.70	3,283.14	-27.88%
6625 · Lagers	27,696.86	12,966.99	113.6%
6640 · 457 Pass Thru	4,251.86	-4,251.86	200.0%
6655 · Expense Account	0.00	77.10	-100.0%
6665 · Special Overtime	2,082.75	6,804.08	-69.39%
6668 · Union Dues Passthrough	773.25	-1,113.48	169.44%
Total 6600 · Salaries	208,441.40	252,045.62	-17.3%
6700 · Medical			
6710 · Employee Physicals/POET	586.00	750.00	-21.87%
Total 6700 · Medical	586.00	750.00	-21.87%
6750 · Utilities			
6755 · Water	170.41	143.70	18.59%
6760 · Sanitation	216.16	681.36	-68.28%
6765 · Sewer	259.55	233.84	11.0%
6770 · Electric/Gas	3,030.39	2,689.16	12.69%
6775 · Internet/Phones/Cable	822.30	3,015.25	-72.73%
Total 6750 · Utilities	4,498.81	6,763.31	-33.48%
6800 · Supplies			
6810 · Public Relations/Outreach	441.68	842.03	-47.55%
6820 · Fire & EMS Expendables	124.53	0.00	100.0%
6825 · Office Supplies	343.35	205.42	67.15%
6830 · Janitorial Supplies	328.52	355.93	-7.7%
6835 · Stations/Buildings Supplies	58.43	200.88	-70.91%
Total 6800 · Supplies	1,296.51	1,604.26	-19.18%
6850 · Property Improvements			
6860 · Stations/Buildings	0.00	6,000.00	-100.0%
Total 6850 · Property Improvements	0.00	6,000.00	-100.0%
Total Expense	1,054,039.01	360,723.54	192.2%
Net Revenue	<b>-1,018,934.06</b>	<b>-323,388.73</b>	<b>-215.08%</b>

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**July 2023**

	Annual Budget	Jul 23	% Received	Jan-Jul	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>Revenue</b>								
4000 · Revenue								
4005 · Tax Revenue	3,563,961.00	16,425.77	0.46%	3,733,434.26		104.76%	0.00	169,473.26
4010 · Tax Revenue Interest	15,000.00	2,458.08	16.39%	16,205.64		108.04%	0.00	1,205.64
4030 · Training Room Rental	10,000.00	0.00	0.00%	0.00		0.00%	10,000.00	0.00
4050 · Miscellaneous Revenue	0.00	598.00	0.00%	13,989.14		0.00%	0.00	13,989.14
4060 · Interest Revenue	75,000.00	15,623.10	20.83%	90,106.92		120.14%	0.00	15,621.90
<b>Total 4000 · Revenue</b>	<b>3,663,961.00</b>	<b>35,104.95</b>	<b>0.96%</b>	<b>3,853,735.96</b>		<b>105.18%</b>	<b>10,000.00</b>	<b>200,289.94</b>
<b>Expense</b>								
	Annual Budget	Jul 23	%Budget Used in Jul	Jan-Jul	YTD	%Budget Used YTD	Balance Available	Date Over
5000 · Capital Expense								
5015 · Uniforms/PPE/Bunker Gear	45,000.00	2,450.00	5.44%	38,089.64		84.64%	6,910.36	
5020 · Building Lease	106,450.00	95,725.00	89.92%	106,450.00		100.00%	0.00	
5030 · Information Technology	10,000.00	0.00	0.00%	1,002.85		10.03%	8,997.15	
5035 · Communications	20,000.00	0.00	0.00%	0.00		0.00%	20,000.00	
5040 · Firefighting/EMS	50,000.00	445.59	0.89%	25,549.90		51.10%	24,450.10	
5052 · Fitness Equipment	5,700.00	0.00	0.00%	900.00		15.79%	4,800.00	
5055 · Vehicles	794,804.00	675,324.00	0.00%	786,563.52		0.00%	8,240.48	
<b>Total 5000 · Capital Expense</b>	<b>1,031,954.00</b>	<b>773,944.59</b>	<b>75.00%</b>	<b>958,555.91</b>		<b>92.89%</b>	<b>73,398.09</b>	
6000 · Communications								
6003 · MDT/Cell Phones	15,000.00	862.36	5.75%	6,042.06		40.28%	8,957.94	
6020 · Managed IT Service	16,260.00	0.00	0.00%	5,504.38		33.85%	10,755.62	
<b>Total 6000 · Communications</b>	<b>31,260.00</b>	<b>862.36</b>	<b>2.76%</b>	<b>11,546.44</b>		<b>36.94%</b>	<b>19,713.56</b>	
6100 · Insurance								
6110 · Workman's Compensation	148,065.51	14,510.78	9.80%	110,807.44		74.84%	37,258.07	
6115 · Commercial & Property	91,583.00	582.00	0.64%	46,623.00		50.91%	44,960.00	
6120 · Medical, Dental, Vision	296,907.00	21,144.45	7.12%	148,963.08		50.17%	147,943.92	
6125 · FFAM Dues	6,000.00	630.00	10.50%	5,210.00		86.83%	790.00	
<b>Total 6100 · Insurance</b>	<b>542,555.51</b>	<b>36,867.23</b>	<b>6.80%</b>	<b>311,603.52</b>		<b>57.43%</b>	<b>230,951.99</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**July 2023**

	Annual Budget	Jul 23	% Received	Jan-Jul	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6200 · Maintenance &amp; Repairs</b>								
6205 · Gas/Diesel	52,000.00	460.86	0.89%	23,879.76		45.92%	28,120.24	
6210 · Apparatus Repair	45,000.00	15,655.12	34.79%	39,963.26		88.81%	5,036.74	
6215 · Stations & Buildings	20,000.00	5,189.61	25.95%	18,006.49		90.03%	1,993.51	
6220 · Lawn Maintenance	10,500.00	2,810.00	26.76%	2,810.00		26.76%	7,690.00	
6225 · Equipment Maintenance	7,000.00	34.14	0.49%	5,600.66		80.01%	1,399.34	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	8,785.86		58.57%	6,214.14	
6250 · Ground/Aerial Ladder Testing	2,000.00	0.00	0.00%	0.00		0.00%	2,000.00	
6255 · Maintenance Shop Equipment	1,750.00	14.95	0.85%	151.39		8.65%	1,598.61	
6275 · Office Equipment	1,500.00	0.00	0.00%	426.73		28.45%	1,073.27	
6280 · SCBA Flow Testing	4,000.00	0.00	0.00%	0.00		0.00%	4,000.00	
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>158,750.00</b>	<b>25,373.68</b>	<b>15.98%</b>	<b>99,624.15</b>		<b>62.76%</b>	<b>59,125.85</b>	
<b>6300 · Office/Stations</b>								
6305 · Software Expense	36,040.00	0.00	0.00%	11,588.38		32.15%	24,451.62	
6315 · Accounting Fees	9,400.00	740.00	7.87%	5,739.90		61.06%	3,660.10	
6325 · Postage/Shipping	700.00	0.00	0.00%	41.94		5.99%	658.06	
6330 · Subscriptions/Memberships	8,500.00	10.45	0.12%	3,401.13		40.01%	5,098.87	
6335 · Advertising/Printing/Postings	1,000.00	0.00	0.00%	71.70		7.17%	928.30	
<b>Total 6300 · Office/Stations</b>	<b>55,640.00</b>	<b>750.45</b>	<b>1.35%</b>	<b>20,843.05</b>		<b>37.46%</b>	<b>34,796.95</b>	
<b>6400 · Training</b>								
6410 · Training Classes	45,200.00	495.40	1.10%	19,589.92		43.34%	25,610.08	
6415 · Equipment	10,000.00	531.04	5.31%	2,551.82		25.52%	7,448.18	
<b>Total 6400 · Training</b>	<b>55,200.00</b>	<b>1,026.44</b>	<b>1.86%</b>	<b>22,141.74</b>		<b>40.11%</b>	<b>33,058.26</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**July 2023**

	Annual Budget	Jul 23	% Received	Jan-Jul	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6500 · Legal</b>								
6510 · Audit Fees	5,700.00	0.00	0.00%	5,750.00	100.88%		-50.00	7/11/2023
6525 · Cafeteria Pass Thru	1,500.00	391.54	26.10%	1,796.98	119.80%		-296.98	
6530 · Elections	15,000.00	0.00	0.00%	32,103.50	214.02%		-17,103.50	3/21/2023
6535 · Attorney Fees	5,000.00	0.00	0.00%	1,285.20	25.70%		3,714.80	
<b>Total 6500 · Legal</b>	<b>27,200.00</b>	<b>391.54</b>	<b>1.44%</b>	<b>40,935.68</b>	<b>150.50%</b>		<b>-13,735.68</b>	
<b>6600 · Salaries</b>								
6605 · District Personnel	2,082,279.00	170,746.15	8.20%	1,157,354.14	55.58%		924,924.86	
6610 · Board of Directors								
6612 · Chaplain Expense	2,000.00	72.83	3.64%	510.11	25.51%		1,489.89	
6610 · Board of Directors - Other	9,400.00	450.00	4.79%	3,483.32	37.06%		5,916.68	
<b>Total 6610 · Board of Directors</b>	<b>11,400.00</b>	<b>522.83</b>	<b>4.59%</b>	<b>3,993.43</b>	<b>35.03%</b>		<b>7,406.57</b>	
6620 · Employer Payroll Taxes	38,984.00	2,367.70	6.07%	15,993.60	41.03%		22,990.40	
6625 · Lagers	233,110.00	27,696.86	11.88%	124,652.95	53.47%		108,457.05	
6635 · Uniforms	10,000.00	0.00	0.00%	2,183.69	21.84%		7,816.31	
6640 · 457 Pass Thru	0.00	4,251.86	0.00%	3,775.94	0.00%		-3,775.94	
6650 · Miscellaneous Board Expense	500.00	0.00	0.00%	0.00	0.00%		500.00	
6655 · Expense Account	2,500.00	0.00	0.00%	329.78	13.19%		2,170.22	
6665 · Special Overtime	45,000.00	2,082.75	4.63%	18,394.87	40.88%		26,605.13	
6668 · Union Dues Pass Thru	0.00	773.25	0.00%	773.25	0.00%		-773.25	
6675 · Background Check	2,500.00	0.00	0.00%	0.00	0.00%		2,500.00	
<b>Total 6600 · Salaries</b>	<b>2,426,273.00</b>	<b>208,441.40</b>	<b>8.59%</b>	<b>1,327,451.65</b>	<b>54.71%</b>		<b>1,098,821.35</b>	
<b>6700 · Medical</b>								
6710 · Employee Physicals/POET	34,500.00	586.00	1.70%	1,962.39	5.69%		32,537.61	
<b>Total 6700 · Medical</b>	<b>34,500.00</b>	<b>586.00</b>	<b>1.70%</b>	<b>1,962.39</b>	<b>5.69%</b>		<b>32,537.61</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**July 2023**

	Annual Budget	Jul 23	% Received	Jan-Jul	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6750 · Utilities</b>								
<b>6755 · Water</b>	2,000.00	170.41	8.52%	877.01	43.85%		1,122.99	
<b>6760 · Sanitation</b>	3,250.00	216.16	6.65%	2,542.69	78.24%		707.31	
<b>6765 · Sewer</b>	3,000.00	259.55	8.65%	1,442.35	48.08%		1,557.65	
<b>6770 · Electric/Gas</b>	35,000.00	3,030.39	8.66%	21,973.04	62.78%		13,026.96	
<b>6775 · Internet/Phones/Cable</b>	14,300.00	822.30	5.75%	10,326.83	72.22%		3,973.17	
<b>Total 6750 · Utilities</b>	57,550.00	4,498.81	7.82%	37,161.92	64.57%		20,388.08	
<b>6800 · Supplies</b>								
<b>6810 · Public Relations/Outreach</b>	13,600.00	441.68	3.25%	10,010.95	73.61%		3,589.05	
<b>6815 · Logo Imprinted Supplies</b>	2,000.00	0.00	0.00%	215.00	10.75%		1,785.00	
<b>6820 · Fire &amp; EMS Expendables</b>	5,000.00	124.53	2.49%	3,689.37	73.79%		1,310.63	
<b>6825 · Office Supplies</b>	3,000.00	343.35	11.45%	1,238.23	41.27%		1,761.77	
<b>6830 · Janitorial Supplies</b>	3,000.00	328.52	10.95%	2,572.62	85.75%		427.38	
<b>6835 · Stations/Buildings Supplies</b>	2,000.00	58.43	2.92%	837.17	41.86%		1,162.83	
<b>Total 6800 · Supplies</b>	28,600.00	1,296.51	4.53%	18,563.34	64.91%		10,036.66	
<b>6850 · Property Improvements</b>								
<b>6860 · Stations/Buildings</b>	5,000.00	0.00	0.00%	6,500.00	130.00%		-1,500.00	
<b>Total 6850 · Property Improvements</b>	5,000.00	0.00	0.00%	6,500.00	130.00%		-1,500.00	7/11/2023
<b>Total Expense</b>	4,454,482.51	1,054,039.01	23.66%	2,856,889.79	64.14%		1,563,724.07	
<b>Net Revenue</b>	<b>-790,521.51</b>	<b>-1,018,934.06</b>	128.89%	<b>996,846.17</b>	-126.10%		<b>-1,553,724.07</b>	

**Total Budget Amount** 1,563,724.07

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
1,054,039.01	2,856,889.79

**Restricted Funds**

<b>Operating Reserve</b>	700,000.00
<b>Emergency Equipment Reserve</b>	339,576.00
<b>Building Reserve</b>	500,000.00
<b>Total Contingency Fund</b>	<b>1,539,576.00</b>

**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
January through July 2023

	<b>Name</b>	<b>Paid Amount</b>
<b>4000 · Revenue</b>		
<b>4050 · Miscellaneous Revenue</b>		
	GovDeals	410.00
	BMI Company	10.00
	LexisNexis	10.00
	XXX Scott Lambeth	50.00
	Mark Pon	50.00
	Stormy Davis	50.00
	Darrell Decker	50.00
	LexisNexis	10.00
	Ozarks Technical Community College	1,200.00
	SEA, LTD	10.00
	Greene County Treasurer	144.19
	LexisNexis	10.00
	GovDeals	5.00
	VFIS	6,661.95
	VFIS	1,799.00
	GovDeals	17.00
	Ozarks Technical Community College	2,900.00
	GovDeals	1.00
	GovDeals	3.00
	GovDeals	112.00
	GovDeals	486.00
Total 4050 · Miscellaneous Revenue		<u>13,989.14</u>
Total 4000 · Revenue		<u>13,989.14</u>
<b>TOTAL</b>		<u><u>13,989.14</u></u>



## **Battlefield Fire Protection District Ordinance 23.002**

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

total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

- c. The chief administrative officer, chief purchasing officer, and candidates for either of these positions also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
2. The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;
3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

#### Section 4 – Filing of Reports

- a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;
  1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the board may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
  2. Each person appointed to office shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31;
  3. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve months prior to the closing date of filing for candidacy.
- b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission.

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 15<sup>th</sup>, 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:**

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**Chairman: Trevor Crist**

**Date**

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**Treasurer: Mark Pon**

**Date**

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**Vice Chairman: Danny Perches**

**Date**

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**Board Member: Scott Lambeth**

**Date**

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**Board Member:**

**Date**

Subscribed and sworn to me in the City of Battlefield and within and for said County of Greene this \_\_\_\_\_ day of \_\_\_\_\_ A.D. Two Thousand and Twenty-two.

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**Secretary**

**Date**

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**Notary**

**Date**

# Reserve Program Rules and Regulations

## 216.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules and regulations for the reserve program.

## 216.2 POLICY

It is the policy of the Battlefield Fire Protection District to establish rules and regulations for the Reserve program.

The Reserve Firefighter is a valuable asset to the Battlefield Fire Protection District that allows for supplemental operations personnel when necessary. The position is also an asset to the individual filling the position, in that he/she is provided with on-the-job training to prepare them for a career in the fire service. In order for the position to work effectively and be mutually beneficial to all concerned, there must be a clear understanding of the requirements and responsibilities of the Reserve Firefighter. The following rules and regulations are designed to provide the information necessary to form that understanding.

These rules and regulations apply to all stations, which have permanent facilities available for Reserve Firefighters. Should a discrepancy be noted due to variations in station design or requirements, the Board of Directors shall be the final authority concerning the discrepancy noted.

### 216.2.1 SELECTION CRITERIA

Only qualified personnel will be allowed to fill the position of Reserve Firefighter. Criteria that must be met as a minimum are:

- (a) The applicant must possess a State of Missouri Firefighter I & II Certification, State of Missouri Hazardous Materials Awareness and Operations Certification, and an approved First Responder certification.
- (b) The applicant must possess a current and valid state issued Vehicle Operator's or Chauffeur's License or greater (CDL).
- (c) The applicant must have a satisfactory driving record. This will be determined by operator's record check, background check and personal observation.
- (d) The applicant must be willing to follow the guidelines set forth in these sections.

### 216.2.2 SELECTION PROCESS

- (a) All applications will be submitted, in writing, to the Fire Chief prior to the deadline indicated in the notice of position opening. The written notice of the position opening will indicate the information required in the written application.
- (b) Applicant interviews will be held at the discretion of the Fire Chief. In the absence of oral interviews, selections will be made based on the information provided in the written application. All selections will be submitted to the Board of Directors for final approval.

# Battlefield Fire Protection District

## Policy Manual

### *Reserve Program Rules and Regulations*

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- (c) All reserves, either permanent or temporary, must be approved by the Board of Directors. There will be no exceptions.

#### 216.2.3 STATION ASSIGNMENT

- (a) The primary station assignment for Reserve Firefighters will be at Station 2 (2281 E. Farm Road 188).
- (b) The District shall have the authority to transfer a reserve from one station to the other as needed for daily operations of the District.

#### 216.2.4 DUTY SCHEDULE

- (a) It is the responsibility of the reserve(s) to make himself/herself available as much as possible. The District may require duty periods for any reserve during which the reserve must be in the station. A reserve may trade duty with another reserve to standby in his/her absence, with the approval of the Fire Chief or designee. A minimum of forty-eight (48) hours per month will be required. Twenty (20) hours of this time shall be documented as training in any designated criteria.
- (b) Should a reserve not be able to meet the forty-eight (48) hour requirement at any time, (due to vacation, training, sickness, etc.) the Fire Chief shall be notified in writing, giving as much notice as possible.
- (c) When reserves are in service at the station, they will be required to notify the on-duty Battalion Chief of their status and length of time in the station.

#### 216.2.5 SENIORITY

- (a) Reserve Firefighter shall not be granted seniority in the event they are offered full-time employment with the District.

#### 216.2.6 PERSONAL PROTECTIVE EQUIPMENT

- (a) All personal protective equipment issued is sole property of the District and shall be kept at the reserve's assigned station while the reserve is off duty.
- (b) Use of personally owned equipment shall be submitted to the Fire Chief or his/her designee for approval (i.e. helmets, gloves or personal tools).

#### 216.2.7 PERSONAL VEHICLES

- (a) Personally owned vehicles shall not be equipped with emergency warning equipment, such as blue lights or sirens.
- (b) Reserve Firefighters shall not respond to calls for service in their personal vehicles unless specifically requested by the Fire Chief or Incident Commander.

#### 216.2.8 CONTROLLED SUBSTANCES, TOBACCO AND INTOXICATING BEVERAGES

- (a) The presence, use or abuse of any controlled substance or abuse of prescription medication shall immediately terminate this agreement and membership with the District.

# Battlefield Fire Protection District

## Policy Manual

### *Reserve Program Rules and Regulations*

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- (b) The use of Tobacco is prohibited in any building owned by the District. Should the reserve use tobacco, the use shall be restricted to off District property.
- (c) The presence of or consumption of intoxicating beverages on District property is **STRICTLY PROHIBITED**. Should a reserve enter the station under the influence of intoxicants, he/she will be in violation of this agreement and be subject to disciplinary action.
- (d) Operation of a District vehicle under the influence of intoxicants will be subject to termination.

#### 216.2.9 WEAPONS

- (a) Any **device designed to injure or kill** or a device designed to inflict injury or death on an opponent or animal shall be secured and locked in the reserve's vehicle while on duty.
- (b) Any reserve who violates this policy shall be solely responsible for any injury, damage or death created by a device they own or device that is in their care, custody and control.

#### 216.2.10 VIOLATIONS

- (a) Violations of these rules or a violation of any Federal, State, County, Municipal Statutes, or Ordinance (with the exception of minor traffic violations) will be just cause for immediate dismissal from the reserve program.

#### 216.2.11 LEAVE OF ABSENCE

- (a) The reserve program directly impacts the readiness of the District. In the event a reserve requests a leave of absence, the Board of Directors must approve the request. A letter of intent must be submitted to the District 30 days before the requested date.

#### 216.2.12 TERMINATION OF RESERVE

- (a) The District, with or without cause, may terminate reserves at any time.
- (b) If a reserve decides to terminate this agreement, a letter of intent to terminate the agreement should be submitted to the District 30 days before the date of termination of said agreement.
- (c) Consideration may be given if ample time is not available for notification to the District by the reserve(i.e. Military activation, job changes etc.).

### 216.3 FORMS

See attachment: [Reserve Program Rules and Regulations Form](#)

### 216.4 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## Attachments

## Reserve Program Rules and REgulations Form.pdf



**RESERVE PROGRAM  
RULES AND REGULATIONS**

I, \_\_\_\_\_, understand and agree to these rules and regulations.  
Print Name Legibly

\_\_\_\_\_  
Signature of Reserve

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fire Chief

\_\_\_\_\_  
Date

*\*A copy of this agreement shall be given to the reserve and a copy shall be placed in their personnel file.*

# Live-In Program Rules and Regulations

## 217.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules and regulations for the Live-In Program.

## 217.2 POLICY

It is the policy of the Battlefield Fire Protection District to establish rules and regulations for the Reserve program.

The station resident is a very valuable asset to Battlefield Fire Protection District, in that the presence of the residents allows a much more rapid response to emergency situations, than would otherwise be possible. The position is also an asset to the individual filling the position, in that he/she is provided a place of residence at little or no cost. In order for the position to work effectively and be mutually beneficial to all concerned, there must be a clear understanding of the requirements and responsibilities of the Station resident. The following rules and regulations are designed to provide the information necessary to form that understanding.

These rules and regulations apply to all stations, which have permanent facilities available for station residents. Should a discrepancy be noted due to variations in station design or requirements, the Board of Directors shall be the final authority concerning the discrepancy noted.

### 217.2.1 STATION QUOTAS

Each station shall have established a maximum number of residents to be assigned, based on space and facility limitations by the Fire Chief and the Board of Directors. The fact that a maximum number has been established is not an indication that there must be a maximum of residents assigned.

### 217.2.2 SELECTION CRITERIA

Only qualified personnel will be allowed to fill the position of station resident. Criteria that must be met as a minimum are:

- (a) The applicant must possess a State of Missouri Firefighter I & II Certification, State of Missouri Hazardous Materials Awareness and Operations Certification, and a State of Missouri EMT/B license.
- (b) The applicant must possess a current and valid state issued Vehicle Operator's or Chauffeur's License or greater (CDL). The applicant must also possess and maintain valid vehicle insurance.
- (c) The applicant must have a satisfactory driving record. This will be determined by operator's record check, background check and personal observation.
- (d) The applicant shall be qualified to operate all District Apparatus assigned to the station for which he/she is making application in accordance with all applicable District procedures within 30 days after residency.
- (e) The applicant must be willing to follow the guidelines set forth in these sections.

# Battlefield Fire Protection District

## Policy Manual

### *Live-In Program Rules and Regulations*

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#### 217.2.3 SELECTION PROCESS

- (a) All applications will be submitted, in writing, to the Fire Chief prior to the deadline indicated in the notice of position opening. The written notice of the position opening will indicate the information required in the written application.
- (b) Applicant interviews will be held at the discretion of the Fire Chief. In the absence of oral interviews, selections will be made based on the information provided in the written application. All selections will be submitted to the Board of Directors for final approval.
- (c) All residents, either permanent or temporary, must be approved by the Board of Directors. There will be no exceptions.

#### 217.2.4 STATION RESIDENT ASSIGNMENT

- (a) The District shall have full authority in determining to which station a resident is assigned. The District shall also have the authority to transfer a resident from one station to the other.

#### 217.2.5 DUTY SCHEDULES

- (a) It is the responsibility of the resident(s) to make himself/herself available as much as possible to facilitate a timely response of apparatus. The District may require duty periods for any resident during which the resident must be in the station. A resident may trade duty with another resident to standby in his/her absence, with the approval of the Fire Chief or designee. **A minimum of sixty (60) hours per week will be required.**
- (b) Should a resident not be able to meet the sixty (60) hour requirement at any time, (due to vacation, training, sickness, etc.) the Fire Chief shall be notified in writing, giving as much notice as possible.
- (c) When residents are in service at the station, they will be required to notify the on-duty Battalion Chief of their status and length of time in the station.

#### 217.2.6 DISTURBANCE OF OTHER RESIDENTS/FIREFIGHTERS AND PUBLIC:

- (a) All radios, television sets, CD Players, instruments etc. must be turned down to a level of sound that does not disturb the peace of anyone.
- (b) Residents and their guests shall maintain order in the facility and not make or permit any loud or improper noise that could disturb other residents, firefighters, guests or neighbors. Personal functions (i.e. birthday, special event or holiday gatherings) will not be allowed unless approved by the Fire Chief.

#### 217.2.7 RENTAL PAYMENTS (IF APPLICABLE)

- (a) At this time the District will not be levying rent or deposit against any station resident.
- (b) The District reserves the right to amend this section if needed.

# Battlefield Fire Protection District

## Policy Manual

### *Live-In Program Rules and Regulations*

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#### 217.2.8 ENTRANCES, HALLWAYS, WINDOWS, LIVING AREAS AND KITCHES

- (a) Entrances, hallways, stairways, sidewalks and porches shall not be obstructed by the resident or used for any purpose other than ingress and egress. Bicycles, motorcycles and other vehicles shall not be stored in the station without expressed consent of the Fire Chief. Personal vehicles may be placed in the station for light maintenance purposes pursuant to District policy and procedures. Lawns and other common areas are to be kept clear of vehicles and other personal belongings.
- (b) No signs, clothing, sheets, towels, etc. shall be hung from the windows or any other place where they would be visible to the public.
- (c) Nothing shall be thrown out of the windows. Residents must take care not to leave windows or doors open during inclement weather. Residents shall be held liable for any negligent damage to paint, plaster, cabinets, walls, windows, flooring or other parts of the living area.
- (d) The residents shall not install any lock or hook, upon any door or window, without the consent of the Fire Chief. If any additional lock or safety device is approved, it shall be installed properly and become property of the District.
- (e) No alterations will be permitted to the exterior of the building including the following: clotheslines, greenhouses, doghouses, fencing or screening of any kind. No plastic or any other covering may be placed over the windows on the exterior of the building.
- (f) All areas that are open to the public view, used as shared living quarters by residents and other firefighters, shall be maintained by those residents in such a manner as to present a favorable impression to the general public and can be used by the other personnel. The on-duty Battalion Chief, Deputy Chief and Fire Chief shall monitor the day-to-day maintenance of these areas. Sleeping areas may be inspected at any time, with the resident present, that would not disturb the normal sleeping hours of the resident.

#### 217.2.9 LAWN CARE AND MAINTENANCE

- (a) Residents are required to upkeep the lawn including mowing and weed-eating the property.
- (b) Residents will coordinate with District maintenance staff a regular lawn care schedule to maintain the appearance of the station grounds.
- (c) Residents will be held responsible for any damage to the lawn maintenance equipment that they maliciously inflict.

#### 217.2.10 UNNECESSARY DAMAGE AND STATION SECURITY

- (a) Residents are responsible, when leaving the facility at any time, for closing all windows, turning off all water faucets, turning off all non-essential lights, turning off all non-essential electrical appliances, securing and locking all entrance doors.
- (b) Residents will be held responsible for any physical damage to the interior, exterior, fixtures, or furnishings of the fire station due to acts that they or their guests maliciously inflict.

# Battlefield Fire Protection District

## Policy Manual

### *Live-In Program Rules and Regulations*

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#### 217.2.11 LAUNDRY FACILITIES

The District may or may not provide laundry facilities. If washer and dryer are provided by the District:

- (a) Please promptly remove clothing from machines.
- (b) Do not use tints or dyes.
- (c) Do not place articles containing foam, rubber, or similar textured materials in the dryer.
- (d) Please report any malfunction of these machines to an on-duty Battalion Chief, Deputy Chief or the Fire Chief.
- (e) Protective clothing will not be washed in the laundry facilities other than the extractor washer. Most protective clothing requires special laundering procedures that are outside the capabilities of standard household washers and dryers.

#### 217.2.12 CLEANING AND CLEANING SUPPLIES

- (a) It is the sole responsibility of each resident to clean his/her own bedroom.
- (b) All residents are responsible for the cleanliness of the station, including bathrooms and showers.
- (c) Residents should police grounds weekly to remove any debris, weeds, etc. and assist with lawn mowing and floor polishing on designated days or as needed.
- (d) Residents shall provide their own cleaning supplies for clothes, dishes and other personal use items. The District will provide cleaning supplies for floors, stools, windows and other items commonly used by all personnel.

#### 217.2.13 DISPOSALS

- (a) If the station is equipped with a garbage disposal, residents should note the following:
  - 1. Ensure COLD water is flowing strongly prior to the disposal being turned on and waste inserted
  - 2. Allow water to flow after the waste is ground up. This will permit the traps to be flushed
  - 3. Banana peels, celery, corn cobs, corn husks, bones, metal and glass shall not be inserted into disposals\*

*\*If repairs must be made as a result of improper use, the cost of the repairs shall be billed to the resident(s)*

#### 217.2.14 TRASH

- (a) All trash should be placed only in containers provided (barrels, dumpsters, etc). Do not deposit trash in any other area.
- (b) Residents shall dispose of their trash and garbage regularly as it may attract insects and rodents, in addition to being unsightly.
- (c) Trash pick-up service will be paid for by the District where available.

# Battlefield Fire Protection District

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#### 217.2.15 REFRIGERATOR

- (a) If the refrigerator in the station is not frost free, it requires defrosting regularly. Do not use any sharp instruments to pick or scrape off ice when defrosting the refrigerator; as such instruments can very easily puncture the coils, causing a loss of refrigerant and requiring expensive replacement. Such damage shall be billed to the resident.
- (b) The contents of the refrigerator should be edible.
- (c) Do not allow old, spoiled, or in-edible foods to accumulate.
- (d) The refrigerator shall be kept clean at all times.
- (e) Residents shall only eat their own food. Non-residents may use the refrigerator only after obtaining permission from the station residents.
- (f) The District is not responsible for any theft or loss of food.

#### 217.2.16 STOVE

- (a) The stove in the station requires continuous attention. If food juices, etc. bake on an oven over a period of time, it will become almost impossible to remove. Cleaning the oven once a month with spray type oven cleaner is recommended.
- (b) Do not use any caustic spray-type oven cleaner on any part to the outside of the stove. Burner plates, grates, and broiler pans may be covered with aluminum foil to facilitate cleaning. Access to the burner plates may be gained by raising the sides of the burner opposite the electrical connection. Oven cleaner will discolor floor covering. Be sure to cover the floor around the stove before spraying oven cleaner in the oven. If floor coverings are discolored, damage will be charged to the residents.

#### 217.2.17 SINK AND DISHES

- (a) Dirty dishes will not be allowed to sit. Dishes and sink must be cleaned immediately after use.
- (b) The residents are ultimately responsible for the cleaning of the dishes, regardless of who used them.

#### 217.2.18 PERSONAL VEHICLES

- (a) Minor mechanical repairs and maintenance to personal vehicles may be performed on the grounds, provided the same, does not inconvenience other Firefighters, District Operations, or place apparatus in an undesirable location or environment. No major repairs will be allowed.
- (b) Automobiles, trucks, campers, trailers, cycles, boats, etc which do not have current safety inspection stickers, license tags or which are inoperable in any way---including flat tires--- may not be kept on the premises. The District reserves the right to have them towed, at the resident's expense, any improperly parked vehicle.
- (c) Personal Vehicles will not be housed or stored in the Fire Station.
- (d) Residents' vehicles shall not be parked in spaces reserved for responding firefighters or guests at stations with space designated for it.

# Battlefield Fire Protection District

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- (e) The District shall not be responsible for any damage to or loss of any vehicle stored or parked on the premises, nor for any property in or on such vehicle.

#### 217.2.19 PHONES AND MESSAGES

- (a) District phones will not be used by residents for personal business, except in case of an extreme emergency.
- (b) Residents should refrain from getting phone calls during business hours, 8:00 a.m. – 5:00 p.m. Monday thru Friday.
- (c) Any person calling the station to report an emergency or other call for service will be directed to call 9-1-1.

#### 217.2.20 WATER BEDS

- (a) Waterbeds are not allowed.

#### 217.2.21 PETS

The only pets allowed are fish or other aquatic marine life. No other pets are allowed.

#### 217.2.22 PERSONAL PROPERTY

- (a) Personal property must be kept in the resident's quarters except kitchen and bathroom necessities. Personal furniture may be placed in the living area with the Fire Chief's permission. It is recommended that storage space be rented for items that will not fit in the resident's quarters and that doors to the resident's quarters are closed when not occupied. The District is not responsible for any damage to personal property or theft or loss of the same. It is the resident's responsibility to insure their personal property against such loss or damage.
- (b) The District insurance policy does not cover personal property from residents. Residents are strongly encouraged to purchase renters insurance commensurate to the amount personal property owned and kept at the Station.

#### 217.2.23 GUESTS

- (a) Guests are permitted in the fire station when accompanied by a member of the District.
- (b) Guests in the resident areas are not allowed, between 10:00 p.m. and 7:00 a.m without permission of the Fire Chief or designee (on-duty Battalion Chief or Deputy Chief).

#### 217.2.24 COMMON FACILITIES

- (a) It should be known that all areas of the fire station except sleeping units are common areas, including bathrooms. Male and female personnel shall share common areas. At times, these areas will be shared with the public.

#### 217.2.25 CONTROLLED SUBSTANCES, TOBACCO AND INTOXICATING BEVERAGES

- (a) The presence, use or abuse of any controlled substance or abuse of prescription medication shall immediately terminate this agreement and membership with the District.

# Battlefield Fire Protection District

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- (b) The use of Tobacco is prohibited in any building owned by the District. Should the resident use tobacco, the use shall be restricted to a designated area outside of the building.
- (c) The presence of or consumption of intoxicating beverages on District property is **STRICTLY PROHIBITED**. Should a resident return to the station under the influence of intoxicants, he/she shall remain in their rooms as much as possible. During this period, such personnel are considered "out of service". This "out of service" time period shall not be counted towards the needed hours per week. Any personnel who, while under the influence of intoxicants, creates a problem will be subject to disciplinary action.
- (d) Operation of a District vehicle under the influence of intoxicants will be subject to termination.
- (e) Intoxicating beverages or their empty containers shall not be kept, stored or otherwise displayed in the refrigerator or in the resident's room.

#### 217.2.26 WEAPONS

- (a) Any device designed to injure or kill or a device designed to inflict injury or death on an opponent or animal, shall be secured and locked in the resident's room at all times.\*\*
  - 1. \*\*This does not apply to weapons legally concealed upon their person. (i.e. CCW holders, personnel covered by HR218, and pocket/tactical knives)\*\*
- (b) Any resident who violates this policy shall be solely responsible for any injury, damage or death created by a device they own or device that is in their care, custody and control.
- (c) Any maintenance or care performed on these devices shall be done solely within the resident's bedroom.

#### 217.2.27 VIOLATIONS

- (a) Violations of these rules or a violation of any Federal, State, County, Municipal Statutes, or Ordinance (with the exception of minor traffic violations) will be just cause for immediate dismissal from station residency.

#### 217.2.28 LEAVE OF ABSENCE

- (a) The residency program directly impacts the readiness of the District. In the event a resident requests a leave of absence the Board of Directors must approve the request. A letter of intent must be produced in writing to the District 30 days before the requested date.
- (b) A leave of absence cannot exceed 30 days.
- (c) The request for a leave of absence will be considered by the Board and only approved if leave benefits the District.

#### 217.2.29 TERMINATION OF RESIDENCY

- (a) The District, with or without cause, may terminate residencies at any time.



# Battlefield Fire Protection District

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- (b) If a resident decides to terminate this agreement, and move out or otherwise vacate the premise, it should be produced in writing to the District, 30 days before the date of termination of said agreement.
- (c) Consideration may be given if ample time is not available for notification to the District by the resident.(i.e. Military activation, job changes etc.)
- (d) Personal property will be removed immediately at the termination of residency. If the property is not removed immediately the resident will be responsible for fee of storage of personal property and legal action will be taken.

#### **217.3 FORMS**

[See attachment: Station Residency Rules and Regulations Form](#)

#### **217.4 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## Attachments

## Station Residency Rules and Regulations Form.pdf

# STATION RESIDENCY RULES AND REGULATIONS

I, \_\_\_\_\_, understand and agree to these rules and regulations.  
Print Name Legibly

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Fire Chief

\_\_\_\_\_  
Date

*\*A copy of this agreement shall be given to the resident and a copy shall be placed in their personnel file.*

# Adult Abuse

## 327.1 PURPOSE AND SCOPE

This policy provides members of the Battlefield Fire Protection District with guidance regarding when notification is to be made to law enforcement and/or the Department of Health and Senior Services (DHSS) of suspected abuse of certain adults.

### 327.1.1 DEFINITIONS

Definitions related to this policy include:

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

## 327.2 POLICY

It is the policy of the Battlefield Fire Protection District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

## 327.3 MANDATORY NOTIFICATION

Members of the Battlefield Fire Protection District shall notify the DHSS when there is reasonable cause to believe that any of the following individuals have been abused or neglected or present a likelihood of suffering serious abuse or neglect:

- (a) A resident of a convalescent, nursing and boarding facility (§ 198.070, RSMo)
- (b) A person 60 years of age or older who is unable to protect his/her own interests, or adequately perform or obtain services that are necessary to meet his/her essential human needs (§ 192.2405, RSMo)
- (c) An adult with a disability between the ages of 18 and 59 who is unable to protect his/her own interests or adequately perform or obtain services that are necessary to meet his/her essential human needs (§ 192.2405, RSMo)
- (d) An in-home services client (§ 192.2475, RSMo)

For purposes of notification, abuse includes physical, sexual, or emotional injury or harm, financial exploitation or bullying (§ 192.2400, RSMo; §198.006, RSMo).

### 327.3.1 NOTIFICATION PROCEDURE

Notification shall be made either orally or in writing as soon as practicable and may be made to the DHSS toll-free reporting number. The notification should include (§ 192.2410, RSMo; § 198.070, RSMo):

- (a) The name and address of any related facility.
- (b) The name of the victim.
- (c) Information regarding the nature of the abuse or neglect.
- (d) The name of the complainant.

# Battlefield Fire Protection District

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### *Adult Abuse*

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- (e) Any other information that might be helpful to the investigation.

The district on-duty supervisor should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or the DHSS.

Failure to report an incident of adult abuse by a mandated reporter may result in criminal charges and may also result in discipline (§ 198.070, RSMo; § 192.2405, RSMo; § 192.2475, RSMo).

#### **327.4 RELEASE OF REPORTS**

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy (§ 192.2500, RSMo)

Requests for information about an incident referred to law enforcement should be referred to the investigating agency.

#### **327.5 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Child Abuse

## 326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

## 326.2 POLICY

It is the policy of the Battlefield Fire Protection District to ensure the Children's Division is notified of suspected child abuse as required by law.

## 326.3 MANDATORY NOTIFICATION

Members of the Battlefield Fire Protection District shall notify the Children's Division when there is reasonable cause to believe that a child has been or may be subjected to abuse or neglect or when the member observes conditions or circumstances that would reasonably result in abuse or neglect to a child (§ 210.115, RSMo).

In addition, members shall notify the appropriate medical examiner or coroner when there is probable cause to believe that a child has died as a result of abuse or neglect (§ 210.115, RSMo).

For purposes of notification, abuse is any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by a person responsible for the child's care, except that discipline administered in a reasonable manner shall not be construed to be abuse. Neglect is a failure to provide the proper or necessary support; education as required by law; or nutrition, medical, surgical or any other care necessary for the child's well-being by a person responsible for the child's care, custody or control (§ 210.110, RSMo).

### 326.3.1 NOTIFICATION PROCEDURE

Notification should occur immediately to the Children's Division by telephone or other method accepted by the Division. The notification should contain the following information, if known (§ 210.130, RSMo):

- (a) The names and addresses of the child, the child's parents or others responsible for the child's care
- (b) The child's age, sex, and race
- (c) The nature and extent of the child's injuries, abuse or neglect, including any evidence of previous injuries, abuse or neglect to the child or the child's siblings
- (d) The name, age and address of the person responsible for the suspected abuse or neglect, if known
- (e) The family composition
- (f) The source of the report and the name, address, contact information and occupation of the person making the report
- (g) The actions taken related to the initial investigation, including the taking of photographs or medical exams (§ 210.110 to 210.165, RSMo)

# Battlefield Fire Protection District

## Policy Manual

### *Child Abuse*

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- (h) Whether removal of the child was necessary
- (i) In fatality cases, whether the coroner or medical examiner was notified

The district on-duty supervisor should be notified of the incident as soon as practical. If part of local protocols, notification should also be provided to the medical control facility. A written report shall be prepared and, if requested, forwarded to law enforcement or the Children's Division.

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a misdemeanor and may also result in discipline (§ 210.165, RSMo).

#### **326.4 CONFIDENTIALITY**

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy (§ 210.150, RSMo).

#### **326.5 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on



# Fire Investigations

## 402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Battlefield Fire Protection District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

## 402.2 POLICY

It is the policy of the Battlefield Fire Protection District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

## 402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Deputy Fire Chief is responsible for the management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

## 402.4 PRELIMINARY INVESTIGATION

An officer on scene should conduct a preliminary investigation, as directed by the IC, of each fire or explosion to identify the origin, cause, and circumstances. That officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate steps to protect all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement.

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of personnel on the scene
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the IC
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion

## *Fire Investigations*

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- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

### 402.4.1 ASSISTANCE OF STATE FIRE MARSHAL AND LAW ENFORCEMENT

The response of local law enforcement or the State Fire Marshal's office may be requested for fire and explosion investigations (§ 320.230, RSMo). Additionally, the Incident Commander may request a response from the Greene County Arson Task Force.

### 402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the Incident Commander or Deputy Fire Chief and request the assistance of an investigator with arrest authority, if appropriate.

### 402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Complete the certification requirements of the Fire Investigator course and certification offered by the MSFM or NFPA 1033 equivalent.
- (b) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

### 402.6 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS), investigators should complete and submit a report to the Deputy Fire Chief for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Deputy Fire Chief is responsible for reviewing and approving the investigative reports.

### 402.7 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## District Vehicles

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for all employees to meet and maintain requirements to operate District owned vehicles.

### 701.2 POLICY

It is the policy of the Battlefield Fire Protection District to operate and maintain district vehicles as outlined in this policy.

#### 701.2.1 DISTRICT VEHICLES

All occupants within District vehicles shall have passenger restraint devices in place while the vehicle is in motion.

#### 701.2.2 REQUIREMENTS

District vehicles shall be operated within all applicable laws and District policies and procedures. All personnel shall have a valid Missouri Operators License. All personnel must meet the requirements of the current District insurance carrier. The insurance companies regulate certain items that must be met for them to provide insurance. The District recognizes any and all requirements set by its current carrier. District vehicles shall not be driven to and parked at any location, which can be considered a bar, nightclub, tavern, pub, liquor store, or other location, which could be considered as detrimental to the District and its policies. The exceptions would be when the vehicle must respond to such locations in an official capacity such as inspections, occupancy reviews or an emergency call.

#### 701.2.3 NON-DISTRICT EMPLOYEES

Only District employees are allowed in District vehicles with the exception of approved personnel such as maintenance, service, and sales personnel. The Fire Chief or designee must approve all non-district personnel. This policy is not meant to govern staff vehicles, which transport personnel for meetings and such for District business. The general public upon approval may ride in District vehicles once the District waiver has been completed and signed, (Exhibit 5). Any Chief Officer may approve the waiver. The ride along program is not intended to allow the general public to ride on a regular basis. It is intended to allow individuals a chance to gain inside knowledge of the district's operations to better their understanding and workings of the fire service.

#### 701.2.4 COMPANY VEHICLES

The District owned and operated vehicles may be temporarily assigned to individual employees for official District business. Vehicles shall remain within the district boundaries unless ordered to respond to an incident or perform other specific functions outside the District.

A vehicle will be permanently assigned to the Fire Chief for his/her proper use. Additional vehicles may be provided for Deputy Chiefs to utilize. These vehicles may be used for limited personal use while on call.

# Battlefield Fire Protection District

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### *District Vehicles*

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#### **701.3 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Vehicle Seat Belts

## 910.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all members of the District wear seat belts while operating or riding in district vehicles or privately owned vehicles while conducting district business. The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic accident.

## 910.2 POLICY

It is the policy of the Battlefield Fire Protection District that all members shall wear properly adjusted safety restraints when operating or positioned in any vehicle owned, leased or rented by this district, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all occupants, including any non-members, are properly restrained (§ 307.178, RSMo).

## 910.3 INOPERABLE SAFETY BELTS

No person shall operate district vehicles in which the seat belt in the driver's position is inoperable. No person shall be transported in a seating position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle seat belts, except for vehicle maintenance and repair staff, who shall do so only with the express authorization of the Fire Chief.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

## 910.4 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## Personal Firearms

### 916.1 PURPOSE AND SCOPE

The purpose of this policy is to promote the safety of all members by providing guidance on the possession of firearms in the workplace.

### 916.2 POLICY

The Battlefield Fire Protection District will make reasonable efforts to reduce risk to members and the public by placing limitations on firearms being brought onto district property or carried by members while on-duty or while representing the District in any capacity.

### 916.3 PROHIBITIONS

Members are prohibited from possessing a firearm while on-duty or while on or in district property or vehicles, with the exception of weapons that are secured in personal vehicles and personnel covered by HR218.

### 916.4 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## Pump Testing

### 917.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that ground ladders are periodically inspected and tested for compliance with the standards set forth in the National Fire Protection Association (NFPA) Standard. This is a safety measure designed to reduce or eliminate the risk of injury to district members when using apparatus pumps.

### 917.2 POLICY

It is the policy of the Battlefield Fire Protection District to perform testing, inspection and certification of all apparatus pumps for the safety of district members and to comply with applicable standards

### 917.3 INSPECTION AND TESTING

Each apparatus pump will be tested annually. Pump testing will also be done after extensive pump or motor repairs. This is to better determine the actual pump capacity of each apparatus, in the most adverse conditions. The pump test is conducted under the same conditions which are required for an acceptance test, except that the time for each test is reduced.

- 100% rated capacity at 150 psi net pump pressure for 30 minutes
- 70% rated capacity at 200 psi net pump pressure for 15 minutes
- 50% rated capacity at 250 psi net pump pressure for 15 minutes
- And a short spurt test at rated capacity, at 165 psi

Other tests to be performed during the pump test will include relief valve, dry vacuum and primer test. A supplemental information sheet will accompany each test sheet. All information will be recorded and forwarded to the Fire Chief or designee for filing.

### 917.4 RECORDS

The Battalion Chief shall be responsible for maintaining comprehensive records of all pump testing and certification for the service life of each pump

### 917.5 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Hiring Process

## 1002.1 APPLICATION

Applications for all positions shall be accepted year-round. All applications are kept on file until the next selection procedure, but no longer than one (1) year. Applicants must contact the District Administrative Offices to update their application. As openings arise the selection procedure will be held at the discretion of the District.

## 1002.2 NEW POSITIONS

The Board of Directors must authorize new positions and, upon the recommendation of the Fire Chief, hire new employees. For existing, entry positions, the Fire Chief may automatically initiate the selection process.

## 1002.3 NOTIFICATION

Where public advertisements are required, they shall run for a minimum of fourteen (14) days. The District shall decide which publications are most advantageous to run the ads in. See examples of classified ads at the end of this section, (Exhibit 1).

## 1002.4 REVIEW

Upon the closing date, applications will initially be evaluated for compliance with prerequisites. After the initial evaluation, those applicants not meeting the job requirements shall be notified by letter. Applicants that do appear to meet basic job requirements shall be notified by letter and invited to participate in the selection process. Background criminal checks shall be performed, (Exhibit 3). The testing process for all positions shall be periodically reviewed and modified to ensure that each portion of a test provides a valid measurement of knowledge, skills, or abilities that are directly job-related.

## 1002.5 TESTING

- (a) Except for pass/fail exams, all other tests will be evaluated on a basis utilizing a 70% or above score as passing. Scores below this minimum shall eliminate the applicant.
- (b) All test scores shall remain closed record and only available to the administrators of the selection process. The entry-level applicant prior to the commencement of any evaluation shall sign waivers.
- (c) Prior to selection procedures, each candidate must declare if they are related within the fourth degree of consanguinity or affinity to any Board of Directors, (Exhibit 2). If a relationship exists, it will not remove the candidate from eligibility.
- (d) The selection process shall be comprised of a validated written test such as those designed by a private testing firm, and/or a firefighter general knowledge exam, and/or a general knowledge exam for pre-hospital emergency medical care. Once candidates pass the written testing, they shall perform a physical fitness test that is standard to the fire service. Upon passing the physical fitness test the candidate shall be



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interviewed. Those candidates selected from the interview process shall complete a drug screening, a physical from the District's physician, and a background check. Upon completing and passing all the above procedures the candidate may be offered employment.

- (e) For positions above the entry-level such as Company Officer and Battalion Chief, additional processes shall be completed through an assessment center or other processes set forth by the District.
- (f) If sufficient candidates remain after the hiring process is completed, an eligibility list may be established by the District. The eligibility list shall be valid for a maximum of one (1) calendar year, unless it is extended by the Board of Directors. Should the eligibility list be utilized, candidates may be interviewed again for a selection from the list.
- (g) Any applicant failing any portion of the selection process or dropping out of the testing shall be removed from the hiring selection.

#### **1002.6 PROBATION**

The first twelve (12) months following the hiring date shall be considered a probationary period. The employee shall receive a progress report, at six (6) months, to provide the employee with the necessary feedback to assist them with a successful tenure with the District. If the employee's performance does not meet department standards their probation may be extended. Probationary employees are at-will and may be terminated without cause and have no access to the grievance procedures for any matters.

#### **1002.7 EXHIBITS**

- Exhibit 1: [See attachment: Exhibit 1 - Advertising Example.pdf](#)
- Exhibit 2: [See attachment: Exhibit 2 – Closed Record Acknowledgement and Declaration of Relationship.pdf](#)
- Exhibit 3: [See attachment: Exhibit 3 – Waiver to Allow Background Checks.pdf](#)

#### **1002.8 SECTION TITLE**

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## Attachments

## Exhibit 1 - Advertising Example.pdf



## *Hiring Process*

### Exhibit 1

#### EXHIBIT 1 – ADVERTISEMENT EXAMPLE

Applications are being accepted for, Firefighter, by the Battlefield Fire Protection District, 4117 W. Second St., Battlefield, MO 65619. Process will be used for current and future openings within the Battlefield Fire Protection District. Applications are available online at [www.battlefieldfire.com](http://www.battlefieldfire.com) or may be obtained by calling 417-881-9018 during the normal business hours of 8:00 AM – 5:00 PM, Monday through Friday, or by appearing at the Administration and Training Building, 4117 W. Second St., Battlefield, MO 65619 during the same time periods. This position requires a minimum age of eighteen (18) years old, possess a high school diploma or equivalent, a valid operator's license with no suspensions or revocations in the last three (3) years. The following are preferred: State of Missouri Firefighter I & II certification, National Incident Management System (NIMS) 100, 200, 700 and 800, State of Missouri EMT/B certification or higher, current CPR certification. Candidates must successfully pass the Tri-State Fire Recruitment Alliance process prior to date of hire. Candidates lacking certifications are encouraged to apply. Please provide documentation of any prerequisites at time of application. Candidates will be subject to interviews, background checks, a medical exam and drug screening prior to appointment. Deadline for applications in this process is [Day, Date] by 5:00 PM, EOE.

## **Exhibit 2 – Closed Record Acknowledgement and Declaration of Relationship.pdf**



## *Hiring Process*

### Exhibit 2

#### EXHIBIT 2 – CLOSED RECORD ACKNOWLEDGEMENT AND DECLARATION OF RELATIONSHIP

##### BATTLEFIELD FIRE PROTECTION DISTRICT ACKNOWLEDGEMENT

The Board of Directors of the Battlefield Fire Protection District have determined that it is in the best interest of the District and its employees, and all others involved, to declare and determine that all information, communications, results, scores, rankings, opinions, or conclusions arising from the various tests, interviews, and evaluation administered to any applicant for positions within the District shall be a “closed record” under the provisions and as authorized by Chapter 610 of the Revised Statutes of Missouri.

THEREFORE, the applicant, nor any other person, shall be given this information except as provided by law.

The undersigned acknowledges that he/she has read the above policy of the Battlefield Fire Protection District and further acknowledges that this acknowledgement was signed prior to the commencement of any testing procedures.

The undersigned further acknowledges that he/she is or isn't related to any of the Board of Directors within the fourth degree by consanguinity (blood) or affinity (marriage). If you are related to less than three (3) Directors, you will maintain your eligibility for employment.

The undersigned:

\_\_\_ is, \_\_\_ is not related to Director Trevor Crist,

\_\_\_ is, \_\_\_ is not related to Director Walt Newman,

\_\_\_ is, \_\_\_ is not related to Director Darrell Decker,

\_\_\_ is, \_\_\_ is not related to Director Shana Jahnke,

\_\_\_ is, \_\_\_ is not related to Director Danny Perches,

Print name \_\_\_\_\_, Date \_\_\_\_\_

Signature \_\_\_\_\_

## Exhibit 3 – Waiver to Allow Background Checks.pdf



## *Hiring Process*

### Exhibit 3

#### EXHIBIT 3 – WAIVER TO ALLOW BACKGROUND CHECKS

##### BATTLEFIELD FIRE PROTECTION DISTRICT AUTHORIZATION FOR RELEASE OF INFORMATION AND WAIVER AGREEMENT FOR PERSONNEL

Applicant \_\_\_\_\_ (please print), Date \_\_\_\_\_

I am an applicant for a position with the Battlefield Fire Protection District. The District needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Battlefield Fire Protection District bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Battlefield Fire Protection District, whether said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of the authorization is to provide full and free access to the background investigation that may provide pertinent data for the Battlefield Fire Protection District to consider in determining my suitability for employment in that District. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I understand my rights under Title 5 – United States Code; Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Battlefield Fire Protection District in conjunction with employment procedures.

This waiver also allows for the periodic search, during my employment, if employment is offered and accepted, of state driver's license records, including arrest records and records of pending matters not adjudicated. Continuation of employment may be contingent upon information discovered, and I may be asked to explain any information discovered by the Battlefield Fire Protection District in connection with said search.

Social Security Number \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## Hiring Process - Former Employees

### 1003.1 POLICY

The District intends to ensure that job applicants ultimately hired are those with the best qualifications and the best possible chance of successfully performing once employed.

Former employees, because of a known quality of work performance, may not be required to proceed through a normal selection process. This determination will be based on length of separation and circumstances related. If hired, the former employee's new seniority date will be the date of the most recent hiring. All new and future employment records shall be maintained in the original hire personnel folder.

Specific offers or promises of employment must not be made to ex-employees by any administrative staff. Any statements or assumptions from the statements made are unauthorized and are non-binding on the District.

Only former employees, who left in good standing, will be allowed to participate in any selection process.

### 1003.2 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Orientation

## 1005.1 POLICY

An orientation of a new employee shall be considered as the final step in the selection process. Orientation should provide the new employee with accurate, needed information in order for the employee to successfully enter the work area with high morale and a positive attitude toward the organization. The orientation process shall include the following, but not be limited to;

- (a) District policies
- (b) District procedures
- (c) Daily expectations
- (d) Station familiarization
- (e) Apparatus and equipment familiarization
- (f) District familiarization
- (g) Chain of command
- (h) Employment forms and paperwork
- (i) Local 152
- (j) Organizational behavior

## 1005.2 REVIEW

The new employee shall receive a written performance review at the completion of their probation period.

## 1005.3 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Fire Station Living

## 1100.1 PURPOSE AND SCOPE

The purpose of this policy is to provide for the health of all members and visitors by establishing guidelines for fire station cleanliness and maintenance, to ensure that stations and equipment are properly maintained and that clean and sanitary conditions exist in the living spaces.

## 1100.2 POLICY

It is the policy of the Battlefield Fire Protection District that routine care, maintenance, and cleaning shall be conducted daily at each station by members on all shifts.

## 1100.3 PROCEDURE

All fire stations and equipment shall be inspected periodically by a Battalion Chief. The focus of the inspections shall be the proper maintenance and overall cleanliness of the station and equipment.

All members should keep desks, cars, beds, and lockers in neat and clean condition. Supervisors are responsible for monitoring member housekeeping and hygiene and immediately addressing any issue that disrupts the good working order of the station or detracts from a professional image.

- (a) The station and equipment shall be maintained in a clean, orderly, and sanitary condition. Tasks to accomplish this shall include but are not limited to:
  - 1. Vacuuming.
  - 2. Sweeping and mopping floors.
  - 3. Dusting.
  - 4. Polishing.
  - 5. Cleaning restrooms.
  - 6. Cleaning apparatus bays.
- (b) The kitchen shall be cleaned after each meal.
- (c) Bay floors shall be kept clean of items and all water mopped up. Floor drains will be flushed as needed to keep any odors down. The grounds shall be policed, and all trash and debris picked up.
- (d) No personal vehicles will be kept in the bays with the exception of severe storms such as hail. Personal vehicles shall be parked in the parking lots or spaces, not next to the buildings or on apparatus aprons.
- (e) Additional station and equipment maintenance and cleaning shall be conducted.
- (f) Safety considerations regarding cleaning and maintenance may include but are not limited to:
  - 1. Cleaning and repairing the source of water leaks quickly to avoid mold growth.

# Battlefield Fire Protection District

## Policy Manual

### *Fire Station Living*

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2. Avoiding the use of compressed air to blow dust and debris from clothing while the clothing is being worn.
  3. Maintaining cooking appliances and eating utensils in good working order.
  4. Cleaning kitchen hoods and vents at least monthly and ensuring the hood light is installed and functioning.
  5. Providing and clearly labeling first-aid supplies.
  6. Posting signs in all restrooms reminding employees/visitors to wash their hands.
  7. Addressing hazards associated with walking-working surfaces.
- (g) All members shall follow established policies and procedures regarding:
1. Beginning and end of shift preparation, readiness, equipment inventory, and testing.
  2. Meal plans for the shift.
  3. Shift change station cleanup.
  4. Sleeping quarter assignments.
  5. Permissible and restricted activities and hours.
  6. Use of technology and electronics on-duty.

Any disputes shall be resolved by a supervisor.

#### **1100.3.1 ENERGY CONSERVATION**

Personnel are requested to conserve energy when possible. Thermostats in living areas should be kept at 75 degrees or below for heating and at 70 degrees or above for air conditioning. The heat in the apparatus bays should be kept in the area of 50 to 60 degrees. When bay doors are open during cold weather, turn bay heaters down or off. The lights should be turned off in unattended areas, except for safety and security lighting.

#### **1100.4 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on



## BATTLEFIELD FIRE PROTECTION DISTRICT

[www.battlefieldfire.com](http://www.battlefieldfire.com) 

4117 W. Second Street  
Battlefield, MO 65619

FAX: (417) 887-9914  
CELL: (417) 343-4504

PHONE: (417) 881-9018



### Administration – Chief Moore

- Met with City Administrator about potential property sale.
- I attended the Missouri Fire Fighter Memorial Planning Meeting in Kingdom City. I will be on the planning team for this event in October.
- I am part of a working group battling Home Oxygen Therapy (HOT) fires in the U.S. I can provide an update for this if you are interested.
- We presented Captain Kaiser with his 20-year fire helmet.
- We attended the signing for Senate Bill 24 in Springfield.
- I worked through a disciplinary process. I will have an update in Closed Session.
- We assisted West Republic with a large barn fire, followed by working through the night on storm damage throughout the district, and finally capped the week with all day live fire evolutions. All during the hottest days of the year.
- We attended a symposium sponsored by the Missouri Cancer Pool discussing mental health, cancer, and personal wellness.
- I will be going next week to Kansas City for Fire Rescue International.
- We will need a second meeting in August to set the levy. I tried to get our figures before the meeting with no luck.

### Operations – Deputy Chief Reynolds

- Total calls for July = 170
  - 5 Building fires
  - Total Calls YTD = 1331 (8.4% increase)
  - YTD 2022 = 1228
- Average Response Time for July = 5.13 minutes
  - Average Response Time YTD = 5.60 minutes
  - Target time is 7:00 minutes.
- Turnout time for July = 1:18
  - Turnout time YTD = 1:19
  - Target time is 1:30
- Lexipol on-boarding:
  - Several policies to be issued for this month.
  - Policies: 326 – Child Abuse, 327 – Adult Abuse, 402 – Fire Investigations, 910 – Vehicle Seat Belts, 916 – Personal Firearms, & 1100 – Fire Station Living are new. They add new language to previous policies and procedures, but do not change current practices.
  - All others are the same policies previously approved by the board and they're ready to be transferred to Lexipol. Those are policies 216 – Reserve Program, 217 – Live-in Program, 701 – District Vehicles, 917 – Pump Testing, 1002 – Hiring Process, 1003 – Hiring Process – Former Employees, 1005 – Orientation,
- 144813 has been delivered to us. It is undergoing upfitting in our shop. Still waiting on striping and some miscellaneous equipment.
- The new BC Rig will undergo upfitting starting August 14<sup>th</sup>.
- Station #2 project has been completed. Chief Monnig has been dealing with contractor issues, but it is done.



## **BATTLEFIELD FIRE PROTECTION DISTRICT**

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- I finished teaching active shooter. Several agencies participated. This training will lay the foundation for our policy and procedure for these types of MCI responses. I have a meeting scheduled next week with several partner agencies to iron out the future training and regulatory documents.

### **Support Services – Division Chief Anderson (as of 8-1-23)**

#### **Community Risk Reduction Activities**

- Total contacts made through social media, the District website and Google Business = 33,007
- Crews replaced 1 battery for citizens.
- Completed Hazmat and safety training for the academy.
- Submitted a Firehouse Subs Grant request for a fire extinguisher simulator.
- Attended a regional CRR committee meeting.
- Assisted Springfield Fire with their academy live burn evaluations.
- Attended the SB24 signing event.
- Attended the District's CRR committee meeting.
- Provided a CPR class for the Battlefield Neighborhood Watch Group.
- Went on vacation for a week.

#### **Workers Compensation, Safety, and Human Resources**

- The District had no work comp claims for this period.
- Continued to monitor active work comp claims.
- Attended a review of employee injury data with CoxHealth.
- Attended a web meeting with Lexipol on the new KMS platform.
- Attended a Lagers education event with S. Shupert.
- Attended a meeting with ARC Physical Therapy to review employee injury progress.

### **Training – Division Chief Burr**

- Training hours for July: 1,554 hours
  - YTD Hours = 8,897 hours
    - YTD 2022 = 9,427 hours
- I spent the majority of last month teaching our academy. All of the recruits are doing well.
- Attended an Exercise Planning Workgroup meeting for Greene County OEM.
- I evaluated an engineer assessment center for Ozark Fire.



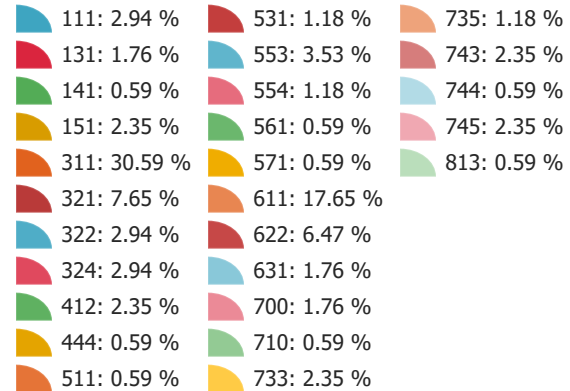
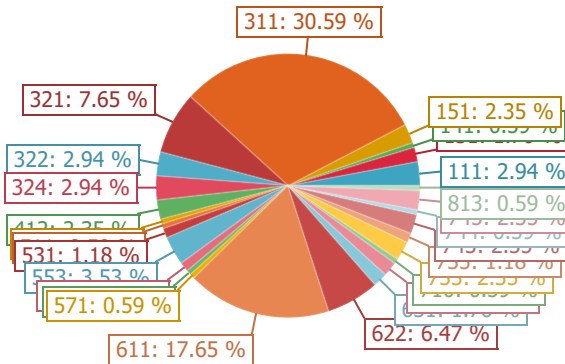
# BATTLEFIELD FIRE PROT. DIST.

4117 W. SECOND ST., BATTLEFIELD, MO 65619

OFFICE: 417-881-9018

FAX: 417-887-9914

## Incident Reports By Incident Type, Summary



### Incident Type

### Total Incidents

### Percent

111 - Building fire	5	2.94%
131 - Passenger vehicle fire	3	1.76%
141 - Forest, woods or wildland fire	1	0.59%
151 - Outside rubbish, trash or waste fire	4	2.35%
311 - Medical assist, assist EMS crew	52	30.59%
321 - EMS call, excluding vehicle accident with injury	13	7.65%
322 - Motor vehicle accident with injuries	5	2.94%
324 - Motor vehicle accident with no injuries.	5	2.94%
412 - Gas leak (natural gas or LPG)	4	2.35%
444 - Power line down	1	0.59%
511 - Lock-out	1	0.59%
531 - Smoke or odor removal	2	1.18%
553 - Public service	6	3.53%
554 - Assist invalid	2	1.18%
561 - Unauthorized burning	1	0.59%
571 - Cover assignment, standby, moveup	1	0.59%
611 - Dispatched & canceled en route	30	17.65%

<b>Incident Type</b>	<b>Total Incidents</b>	<b>Percent</b>
622 - No incident found on arrival at dispatch address	11	6.47%
631 - Authorized controlled burning	3	1.76%
700 - False alarm or false call, other	3	1.76%
710 - Malicious, mischievous false call, other	1	0.59%
733 - Smoke detector activation due to malfunction	4	2.35%
735 - Alarm system sounded due to malfunction	2	1.18%
743 - Smoke detector activation, no fire - unintentional	4	2.35%
744 - Detector activation, no fire - unintentional	1	0.59%
745 - Alarm system activation, no fire - unintentional	4	2.35%
813 - Wind storm, tornado/hurricane assessment	1	0.59%

**Total Number of Incidents: 170**

**Total Number of Incident Types: 27**





## BATTLEFIELD FIRE PROT. DIST.

4117 W. SECOND ST., BATTLEFIELD, MO 65619

OFFICE: 417-881-9018

FAX: 417-887-9914

### Department Turnout Time by Shift

**Department Average Turnout: 01:18**

Incident Number	Alarm Time	Enroute Time	Turnout Time (min:sec)
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**Shift Average Turnout: 00:00**

A SHIFT			
Incident Number	Alarm Time	Enroute Time	Turnout Time (min:sec)
2301292	07/29/23 01:26:12	07/29/2023 01:29:14	03:02
2301218	07/16/23 23:12:31	07/16/2023 23:15:12	02:41
2301278	07/28/23 01:01:40	07/28/2023 01:04:11	02:31
2301244	07/22/23 02:27:29	07/22/2023 02:29:45	02:16
2301193	07/10/23 12:30:05	07/10/2023 12:32:20	02:15
2301216	07/16/23 07:17:06	07/16/2023 07:19:15	02:09
2301212	07/16/23 16:24:06	07/16/2023 16:26:15	02:09
2301163	07/05/23 00:27:03	07/05/2023 00:29:09	02:06
2301283	07/27/23 23:05:03	07/27/2023 23:07:07	02:04
2301155	07/04/23 21:03:21	07/04/2023 21:05:21	02:00
2301250	07/22/23 17:31:09	07/22/2023 17:33:08	01:59
2301245	07/22/23 03:39:25	07/22/2023 03:41:19	01:54
2301248	07/22/23 15:12:21	07/22/2023 15:14:14	01:53
2301164	07/04/23 20:02:23	07/04/2023 20:04:15	01:52
2301156	07/04/23 09:32:14	07/04/2023 09:33:58	01:44
2301279	07/27/23 16:54:21	07/27/2023 16:56:04	01:43
2301165	07/03/23 23:45:09	07/03/2023 23:46:50	01:41
2301189	07/04/23 23:09:05	07/04/2023 23:10:43	01:38

2301160	07/04/23 18:30:38	07/04/2023 18:32:13	01:35
2301293	07/29/23 02:22:07	07/29/2023 02:23:42	01:35
2301191	07/10/23 09:08:46	07/10/2023 09:10:16	01:30
2301286	07/27/23 17:07:55	07/27/2023 17:09:23	01:28
2301161	07/04/23 21:14:02	07/04/2023 21:15:29	01:27
2301287	07/28/23 13:31:45	07/28/2023 13:33:12	01:27
2301159	07/04/23 16:18:37	07/04/2023 16:20:02	01:25
2301290	07/28/23 19:35:21	07/28/2023 19:36:44	01:23
2301291	07/28/23 22:15:45	07/28/2023 22:17:04	01:19
2301219	07/16/23 21:30:35	07/16/2023 21:31:52	01:17
2301282	07/28/23 11:13:10	07/28/2023 11:14:24	01:14
2301246	07/21/23 21:45:20	07/21/2023 21:46:34	01:14
2301196	07/10/23 18:35:54	07/10/2023 18:37:08	01:14
2301213	07/15/23 11:03:55	07/15/2023 11:05:07	01:12
2301243	07/21/23 17:15:34	07/21/2023 17:16:43	01:09
2301249	07/22/23 19:43:37	07/22/2023 19:44:44	01:07
2301217	07/16/23 19:59:49	07/16/2023 20:00:55	01:06
2301277	07/27/23 15:07:18	07/27/2023 15:08:23	01:05
2301154	07/03/23 17:59:29	07/03/2023 18:00:33	01:04
2301214	07/16/23 17:13:30	07/16/2023 17:14:32	01:02
2301285	07/28/23 12:21:38	07/28/2023 12:22:37	00:59
2301197	07/10/23 19:09:06	07/10/2023 19:10:05	00:59
2301281	07/27/23 20:34:53	07/27/2023 20:35:49	00:56
2301195	07/09/23 16:32:19	07/09/2023 16:33:14	00:55
2301294	07/28/23 20:30:28	07/28/2023 20:31:22	00:54
2301284	07/27/23 15:20:50	07/27/2023 15:21:42	00:52
2301215	07/16/23 17:28:00	07/16/2023 17:28:45	00:45
2301280	07/27/23 07:16:15	07/27/2023 07:17:00	00:45
2301192	07/10/23 09:02:17	07/10/2023 09:02:55	00:38
2301158	07/04/23 15:07:23	07/04/2023 15:08:00	00:37
2301247	07/21/23 09:48:11	07/21/2023 09:48:47	00:36
2301157	07/04/23 13:21:53	07/04/2023 13:22:26	00:33
2301190	07/09/23 09:37:33	07/09/2023 09:37:57	00:24
2301289	07/28/23 18:57:19	07/28/2023 18:57:42	00:23

2301288	07/28/23 20:05:17	07/28/2023 20:05:25	00:08
2301168	07/04/23 21:43:11	07/04/2023 21:43:14	00:03
2301194	07/10/23 10:25:25	07/10/2023 10:25:25	00:00

**Shift Average Turnout: 01:20**

B SHIFT			
Incident Number	Alarm Time	Enroute Time	Turnout Time (min:sec)
2301258	07/24/23 05:55:12	07/24/2023 05:59:44	04:32
2301253	07/23/23 15:38:23	07/23/2023 15:40:46	02:23
2301262	07/25/23 03:42:42	07/25/2023 03:44:49	02:07
2301251	07/23/23 15:17:33	07/23/2023 15:19:37	02:04
2301141	07/01/23 02:57:42	07/01/2023 02:59:46	02:04
2301299	07/30/23 10:08:41	07/30/2023 10:10:41	02:00
2301225	07/18/23 15:53:51	07/18/2023 15:55:49	01:58
2301228	07/19/23 01:42:21	07/19/2023 01:44:15	01:54
2301255	07/24/23 02:23:32	07/24/2023 02:25:23	01:51
2301302	07/30/23 12:54:20	07/30/2023 12:56:07	01:47
2301173	07/06/23 10:55:48	07/06/2023 10:57:35	01:47
2301300	07/30/23 09:14:29	07/30/2023 09:16:15	01:46
2301162	07/05/23 23:19:42	07/05/2023 23:21:24	01:42
2301199	07/12/23 17:55:55	07/12/2023 17:57:35	01:40
2301304	07/29/23 07:56:56	07/29/2023 07:58:30	01:34
2301298	07/30/23 09:48:49	07/30/2023 09:50:20	01:31
2301257	07/24/23 12:52:12	07/24/2023 12:53:42	01:30
2301222	07/17/23 23:46:27	07/17/2023 23:47:57	01:30
2301226	07/18/23 16:13:30	07/18/2023 16:14:57	01:27
2301229	07/19/23 06:31:12	07/19/2023 06:32:37	01:25
2301320	07/30/23 23:32:19	07/30/2023 23:33:41	01:22
2301309	07/29/23 15:34:17	07/29/2023 15:35:38	01:21
2301297	07/29/23 16:26:53	07/29/2023 16:28:12	01:19
2301261	07/25/23 00:17:06	07/25/2023 00:18:23	01:17
2301306	07/30/23 17:00:30	07/30/2023 17:01:46	01:16
2301174	07/06/23 16:25:38	07/06/2023 16:26:54	01:16

2301295	07/29/23 11:39:08	07/29/2023 11:40:23	01:15
2301301	07/29/23 17:42:12	07/29/2023 17:43:26	01:14
2301307	07/30/23 11:53:15	07/30/2023 11:54:29	01:14
2301308	07/30/23 15:18:05	07/30/2023 15:19:16	01:11
2301169	07/05/23 19:06:16	07/05/2023 19:07:24	01:08
2301305	07/29/23 12:43:02	07/29/2023 12:44:09	01:07
2301171	07/05/23 21:58:50	07/05/2023 21:59:55	01:05
2301220	07/17/23 17:48:10	07/17/2023 17:49:14	01:04
2301263	07/25/23 06:39:26	07/25/2023 06:40:29	01:03
2301175	07/06/23 17:02:58	07/06/2023 17:03:58	01:00
2301166	07/05/23 10:31:52	07/05/2023 10:32:49	00:57
2301296	07/24/23 17:11:44	07/24/2023 17:12:40	00:56
2301200	07/12/23 09:33:35	07/12/2023 09:34:30	00:55
2301259	07/24/23 16:46:29	07/24/2023 16:47:24	00:55
2301224	07/18/23 19:16:47	07/18/2023 19:17:42	00:55
2301256	07/24/23 15:08:48	07/24/2023 15:09:42	00:54
2301227	07/18/23 20:14:44	07/18/2023 20:15:36	00:52
2301252	07/23/23 06:44:54	07/23/2023 06:45:45	00:51
2301254	07/23/23 08:14:49	07/23/2023 08:15:37	00:48
2301223	07/17/23 10:56:31	07/17/2023 10:57:16	00:45
2301198	07/11/23 10:18:06	07/11/2023 10:18:42	00:36
2301303	07/30/23 12:16:09	07/30/2023 12:16:29	00:20
2301167	07/05/23 13:29:08	07/05/2023 13:29:21	00:13
2301170	07/05/23 10:08:29	07/05/2023 10:08:40	00:11
2301172	07/05/23 22:42:11	07/05/2023 22:42:21	00:10
2301221	07/07/23 12:19:32	07/07/2023 12:19:38	00:06
2301321	07/31/23 01:11:57	07/31/2023 01:12:00	00:03

**Shift Average Turnout: 01:17**

C SHIFT			
Incident Number	Alarm Time	Enroute Time	Turnout Time (min:sec)
2301201	07/13/23 11:19:17	07/13/2023 11:21:46	02:29
2301234	07/20/23 01:16:19	07/20/2023 01:18:38	02:19

2301241	07/20/23 04:53:25	07/20/2023 04:55:38	02:13
2301147	07/01/23 23:37:45	07/01/2023 23:39:53	02:08
2301273	07/26/23 07:57:09	07/26/2023 07:59:15	02:06
2301318	07/31/23 11:23:04	07/31/2023 11:25:07	02:03
2301152	07/03/23 03:41:20	07/03/2023 03:43:20	02:00
2301275	07/27/23 02:40:35	07/27/2023 02:42:27	01:52
2301210	07/14/23 21:27:12	07/14/2023 21:29:00	01:48
2301319	07/31/23 09:05:55	07/31/2023 09:07:42	01:47
2301188	07/08/23 21:37:42	07/08/2023 21:39:28	01:46
2301184	07/07/23 21:18:38	07/07/2023 21:20:24	01:46
2301274	07/26/23 22:13:13	07/26/2023 22:14:56	01:43
2301272	07/26/23 18:37:27	07/26/2023 18:39:09	01:42
2301153	07/03/23 06:19:56	07/03/2023 06:21:36	01:40
2301237	07/19/23 21:01:05	07/19/2023 21:02:42	01:37
2301185	07/08/23 22:07:14	07/08/2023 22:08:50	01:36
2301240	07/20/23 08:41:07	07/20/2023 08:42:42	01:35
2301236	07/19/23 23:28:30	07/19/2023 23:30:04	01:34
2301145	07/01/23 09:47:42	07/01/2023 09:49:13	01:31
2301209	07/14/23 17:46:26	07/14/2023 17:47:57	01:31
2301187	07/09/23 02:42:10	07/09/2023 02:43:41	01:31
2301271	07/26/23 08:39:58	07/26/2023 08:41:28	01:30
2301176	07/07/23 09:47:08	07/07/2023 09:48:37	01:29
2301202	07/13/23 17:16:37	07/13/2023 17:18:06	01:29
2301149	07/02/23 16:22:33	07/02/2023 16:24:01	01:28
2301179	07/07/23 11:28:05	07/07/2023 11:29:30	01:25
2301276	07/27/23 01:21:44	07/27/2023 01:23:09	01:25
2301314	07/31/23 08:26:53	07/31/2023 08:28:16	01:23
2301235	07/19/23 16:50:38	07/19/2023 16:52:00	01:22
2301182	07/07/23 14:04:40	07/07/2023 14:06:00	01:20
2301231	07/19/23 07:14:21	07/19/2023 07:15:40	01:19
2301230	07/19/23 07:03:49	07/19/2023 07:05:08	01:19
2301268	07/25/23 12:57:35	07/25/2023 12:58:52	01:17
2301242	07/20/23 18:32:51	07/20/2023 18:34:08	01:17
2301180	07/08/23 11:20:09	07/08/2023 11:21:20	01:11

2301208	07/14/23 15:14:24	07/14/2023 15:15:32	01:08
2301265	07/26/23 10:36:36	07/26/2023 10:37:43	01:07
2301269	07/25/23 17:15:27	07/25/2023 17:16:34	01:07
2301211	07/14/23 21:08:22	07/14/2023 21:09:28	01:06
2301266	07/25/23 14:00:44	07/25/2023 14:01:49	01:05
2301151	07/02/23 20:36:43	07/02/2023 20:37:47	01:04
2301146	07/01/23 22:43:12	07/01/2023 22:44:13	01:01
2301178	07/07/23 07:01:57	07/07/2023 07:02:57	01:00
2301238	07/20/23 12:23:30	07/20/2023 12:24:30	01:00
2301239	07/20/23 12:10:40	07/20/2023 12:11:39	00:59
2301186	07/08/23 23:01:10	07/08/2023 23:02:08	00:58
2301183	07/07/23 19:18:30	07/07/2023 19:19:25	00:55
2301233	07/19/23 11:45:58	07/19/2023 11:46:51	00:53
2301206	07/14/23 13:57:05	07/14/2023 13:57:48	00:43
2301204	07/13/23 15:18:23	07/13/2023 15:19:06	00:43
2301270	07/26/23 10:32:29	07/26/2023 10:33:11	00:42
2301203	07/14/23 11:29:54	07/14/2023 11:30:36	00:42
2301150	07/02/23 19:20:30	07/02/2023 19:21:11	00:41
2301181	07/07/23 19:51:12	07/07/2023 19:51:51	00:39
2301205	07/14/23 10:18:53	07/14/2023 10:19:30	00:37
2301232	07/19/23 07:56:43	07/19/2023 07:57:20	00:37
2301148	07/01/23 23:46:01	07/01/2023 23:46:38	00:37
2301177	07/07/23 11:32:02	07/07/2023 11:32:38	00:36
2301316	07/31/23 09:51:53	07/31/2023 09:52:05	00:12
2301207	07/13/23 15:18:16	07/13/2023 15:18:24	00:08
2301267	07/25/23 11:03:20	07/25/2023 11:03:25	00:05

**Shift Average Turnout: 01:17**



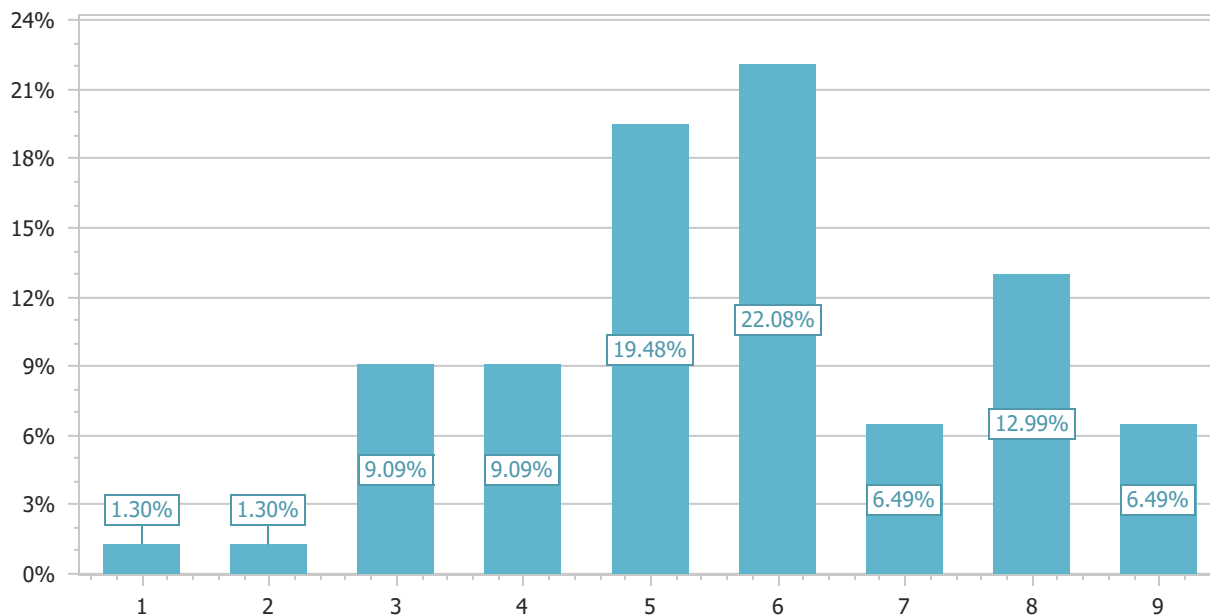
# BATTLEFIELD FIRE PROT. DIST.

4117 W. SECOND ST., BATTLEFIELD, MO 65619

OFFICE: 417-881-9018

FAX: 417-887-9914

## Incident Response Times, Summary



Incident#	Exp #	Alarm Time	Arrival Time	Response Time
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2301157	0	7/4/2023 1:21:53 PM		00:00:00
2301155	0	7/4/2023 9:03:21 PM		00:00:00
2301177	0	7/7/2023 11:32:02 AM		00:00:00
2301193	0	7/10/2023 12:30:05 PM		00:00:00
2301196	0	7/10/2023 6:35:54 PM		00:00:00
2301232	0	7/19/2023 7:56:43 AM		00:00:00
2301283	0	7/27/2023 11:05:03 PM		00:00:00
2301289	0	7/28/2023 6:57:19 PM		00:00:00
2301308	0	7/30/2023 3:18:05 PM		00:00:00

Incident#	Exp #	Alarm Time	Arrival Time	Response Time
		Number of Responses UNDER		Minutes: 9 (11.69%)
2301221	0	7/7/2023 12:19:32 PM	7/7/2023 12:21:07 PM	00:01:35
		Number of Responses UNDER 2		Minutes: 10 (12.99%)
2301214	0	7/16/2023 5:13:30 PM	7/16/2023 5:16:23 PM	00:02:53
		Number of Responses UNDER 3		Minutes: 11 (14.29%)
2301150	0	7/2/2023 7:20:30 PM	7/2/2023 7:23:33 PM	00:03:03
2301174	0	7/6/2023 4:25:38 PM	7/6/2023 4:29:20 PM	00:03:42
2301175	0	7/6/2023 5:02:58 PM	7/6/2023 5:06:00 PM	00:03:02
2301215	0	7/16/2023 5:28:00 PM	7/16/2023 5:31:05 PM	00:03:05
2301223	0	7/17/2023 10:56:31 AM	7/17/2023 11:00:19 AM	00:03:48
2301293	0	7/29/2023 2:22:07 AM	7/29/2023 2:25:45 AM	00:03:38
2301309	0	7/29/2023 3:34:17 PM	7/29/2023 3:38:16 PM	00:03:59
		Number of Responses UNDER 4		Minutes: 18 (23.38%)
2301195	0	7/9/2023 4:32:19 PM	7/9/2023 4:37:13 PM	00:04:54
2301213	0	7/15/2023 11:03:55 AM	7/15/2023 11:08:02 AM	00:04:07
2301233	0	7/19/2023 11:45:58 AM	7/19/2023 11:50:02 AM	00:04:04
2301246	0	7/21/2023 9:45:20 PM	7/21/2023 9:49:57 PM	00:04:37
2301304	0	7/29/2023 7:56:56 AM	7/29/2023 8:01:28 AM	00:04:32
2301298	0	7/30/2023 9:48:49 AM	7/30/2023 9:53:29 AM	00:04:40
2301307	0	7/30/2023	7/30/2023 11:57:53 AM	00:04:38



Incident#	Exp #	Alarm Time	Arrival Time	Response Time
		11:53:15 AM		
<b>Number of Responses UNDER 5 Minutes: 25 (32.47%)</b>				

2301172	0	7/5/2023 10:42:11 PM	7/5/2023 10:47:18 PM	00:05:07
2301191	0	7/10/2023 9:08:46 AM	7/10/2023 9:14:16 AM	00:05:30
2301197	0	7/10/2023 7:09:06 PM	7/10/2023 7:14:08 PM	00:05:02
2301212	0	7/16/2023 4:24:06 PM	7/16/2023 4:29:55 PM	00:05:49
2301219	0	7/16/2023 9:30:35 PM	7/16/2023 9:35:59 PM	00:05:24
2301226	0	7/18/2023 4:13:30 PM	7/18/2023 4:19:19 PM	00:05:49
2301228	0	7/19/2023 1:42:21 AM	7/19/2023 1:48:11 AM	00:05:50
2301248	0	7/22/2023 3:12:21 PM	7/22/2023 3:17:41 PM	00:05:20
2301254	0	7/23/2023 8:14:49 AM	7/23/2023 8:19:58 AM	00:05:09
2301259	0	7/24/2023 4:46:29 PM	7/24/2023 4:52:06 PM	00:05:37
2301277	0	7/27/2023 3:07:18 PM	7/27/2023 3:12:44 PM	00:05:26
2301284	0	7/27/2023 3:20:50 PM	7/27/2023 3:26:26 PM	00:05:36
2301282	0	7/28/2023 11:13:10 AM	7/28/2023 11:18:55 AM	00:05:45
2301291	0	7/28/2023 10:15:45 PM	7/28/2023 10:21:19 PM	00:05:34
2301301	0	7/29/2023 5:42:12 PM	7/29/2023 5:48:00 PM	00:05:48

**Number of Responses UNDER 6 Minutes: 40 (51.95%)**

2301141	0	7/1/2023 2:57:42 AM	7/1/2023 3:04:10 AM	00:06:28
2301173	0	7/6/2023 10:55:48 AM	7/6/2023 11:01:59 AM	00:06:11
2301182	0	7/7/2023 2:04:40 PM	7/7/2023 2:11:27 PM	00:06:47
2301181	0	7/7/2023 7:51:12 PM	7/7/2023 7:57:57 PM	00:06:45

Incident#	Exp #	Alarm Time	Arrival Time	Response Time
2301204	0	7/13/2023 3:18:23 PM	7/13/2023 3:25:03 PM	00:06:40
2301206	0	7/14/2023 1:57:05 PM	7/14/2023 2:03:16 PM	00:06:11
2301217	0	7/16/2023 7:59:49 PM	7/16/2023 8:06:15 PM	00:06:26
2301222	0	7/17/2023 11:46:27 PM	7/17/2023 11:52:46 PM	00:06:19
2301227	0	7/18/2023 8:14:44 PM	7/18/2023 8:21:30 PM	00:06:46
2301250	0	7/22/2023 5:31:09 PM	7/22/2023 5:37:30 PM	00:06:21
2301258	0	7/24/2023 5:55:12 AM	7/24/2023 6:01:56 AM	00:06:44
2301290	0	7/28/2023 7:35:21 PM	7/28/2023 7:42:14 PM	00:06:53
2301294	0	7/28/2023 8:30:28 PM	7/28/2023 8:36:56 PM	00:06:28
2301295	0	7/29/2023 11:39:08 AM	7/29/2023 11:45:38 AM	00:06:30
2301297	0	7/29/2023 4:26:53 PM	7/29/2023 4:33:04 PM	00:06:11
2301300	0	7/30/2023 9:14:29 AM	7/30/2023 9:21:25 AM	00:06:56
2301306	0	7/30/2023 5:00:30 PM	7/30/2023 5:07:15 PM	00:06:45

**Number of Responses UNDER 7 Minutes: 57 (74.03%)**

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2301148	0	7/1/2023 11:46:01 PM	7/1/2023 11:53:22 PM	00:07:21
2301192	0	7/10/2023 9:02:17 AM	7/10/2023 9:09:52 AM	00:07:35
2301216	0	7/16/2023 7:17:06 AM	7/16/2023 7:24:18 AM	00:07:12
2301229	0	7/19/2023 6:31:12 AM	7/19/2023 6:38:30 AM	00:07:18
2301262	0	7/25/2023 3:42:42 AM	7/25/2023 3:49:59 AM	00:07:17

**Number of Responses UNDER 8 Minutes: 62 (80.52%)**

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2301156	0	7/4/2023 9:32:14 AM	7/4/2023 9:40:42 AM	00:08:28
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Incident#	Exp #	Alarm Time	Arrival Time	Response Time
2301159	0	7/4/2023 4:18:37 PM	7/4/2023 4:26:53 PM	00:08:16
2301179	0	7/7/2023 11:28:05 AM	7/7/2023 11:36:42 AM	00:08:37
2301208	0	7/14/2023 3:14:24 PM	7/14/2023 3:22:45 PM	00:08:21
2301239	0	7/20/2023 12:10:40 PM	7/20/2023 12:18:54 PM	00:08:14
2301251	0	7/23/2023 3:17:33 PM	7/23/2023 3:25:39 PM	00:08:06
2301273	0	7/26/2023 7:57:09 AM	7/26/2023 8:05:12 AM	00:08:03
2301276	0	7/27/2023 1:21:44 AM	7/27/2023 1:29:44 AM	00:08:00
2301278	0	7/28/2023 1:01:40 AM	7/28/2023 1:10:21 AM	00:08:41
2301292	0	7/29/2023 1:26:12 AM	7/29/2023 1:34:14 AM	00:08:02

**Number of Responses UNDER 9 Minutes: 72 (93.51%)**

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2301253	0	7/23/2023 3:38:23 PM	7/23/2023 3:47:43 PM	00:09:20
2301265	0	7/26/2023 10:36:36 AM	7/26/2023 10:46:02 AM	00:09:26

**Number of Responses UNDER 10 Minutes: 74 (96.10%)**

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2301299	0	7/30/2023 10:08:41 AM	7/30/2023 10:18:44 AM	00:10:03
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**Number of Responses UNDER 11 Minutes: 75 (97.40%)**

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2301285	0	7/28/2023 12:21:38 PM	7/28/2023 12:32:38 PM	00:11:00
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**Number of Responses UNDER 12 Minutes: 76 (98.70%)**

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2301243	0	7/21/2023 5:15:34 PM	7/21/2023 5:28:28 PM	00:12:54
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**Number of Responses UNDER 13 Minutes: 77 (100.00%)**

Incident#	Exp #	Alarm Time	Arrival Time	Response Time
				<b>Average Response Time    5.13</b>