



# **AGENDA**

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



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, March 10, 2020**  
**6:00 PM**

### **Preliminaries to the Meeting**

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

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

1. Correction of Minutes
2. Approval of Minutes

### **Financial Business**

1. Payment of the Bills
2. Check Signing
3. Financial Statements

### **Public Comments**

1. Tony Reahr – Edward Jones

### **Unfinished Business**

1. Strategic Plan Update
2. Policy Updates

### **New Business**

1. Board of Director Officers/Elections
2. General Overview

### **Adjournment**

1. Discussion and possible vote concerning Personnel Records, Performance Ratings, or Records Pertaining to Employees or Applicants for Employment per RSMo 610.021 (13). Closed Session. Closed Vote. Closed Record.

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

**Posted: 3/6/2020 12:00 AM certified by the undersigned that a true copy of the foregoing agenda was posted at the Battlefield Administration and Training Center in Battlefield, Missouri.**

\_\_\_\_\_ District Secretary



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



## **Minutes Regular Board Meeting**

**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting:**

6:00 PM

**Date of Meeting:**

February 10, 2020

Board Members Present: President Trevor Crist, Darrell Decker, Walt Newman, Danny Perches and Shana Jahnke were present.

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

Mr. Decker moved to approve agenda as presented with removal of item one in new business. Mr. Newman seconded. All voted aye.

Mr. Newman moved to approve January's Board Meeting minutes. Mr. Decker seconded. All voted aye.

**Financial Report:**

Payment of the bills and check signing took place.

Darrell discussed January's financial report and review of assets Battlefield Volunteer Fire Department total liabilities and revenue equal \$ 2,657,424.33. Battlefield Fire Protection District total liabilities and revenue equal \$539,717.08. Statement of net Assets; ICS \$4,105,097.33 and Money Market \$58,237.31. Darrell advised all accounts have been reconciled and reserve accounts are accurately reflected on the report.

Mr. Decker moved to approve the financials of the District. Mrs. Jahnke seconded. All voted aye.

**Public Comments:** None

## **Unfinished Business:**

A draft of the 2020 to 2025 Strategic plan was given to board to review. Chief Moore highlighted several areas within the plan. The Board accepted the plan under advisement. This item will remain on the agenda until the Board formally adopts.

We are switching to Anthem effective March 1<sup>st</sup>, 2020. This will come with a cost savings to the budget for 2020.

### **Policy updates:**

305 Working Out of Grade. Change to show how compensation is managed for those eligible to receive it and the District acknowledges that we will evaluate the need to temporarily promote in certain circumstances

Mr. Decker motioned to approve as presented, Mr. Perches seconded. All voted aye.

### **106.4 Job Descriptions: Addition of Division Chief**

Mr. Decker motioned to approve as presented, Mrs. Jahnke seconded. All voted aye.

## **New Business:**

**Greene County 5-year Multi-jurisdictional Hazard Mitigation Plan.** This plan was presented on behalf of the Springfield/Greene County Office of Emergency Management and FEMA. The staff participated in the update to the plan.

Mr. Perches motioned to approve Mitigation Plan as presented, Mr. Decker seconded.

## **General Overview:**

Chief Moore and Deputy Chief Reynolds discussed the call times and statistics for the month. Updates were given to the operations of the District during the month along with special projects currently being worked through.

## **Closed Session:**

Mr. Newman moved to go in to closed session per RSMo 610.021 (3) and (13). Mr. Perches seconded, and all voted aye. Meeting closed at 7:06 pm. Roll call was taken: Board Members present: Darrell Decker, Trevor Crist, Walt Newman, Danny Perches and Shana Jahnke. Also present: Fire Chief Scott Moore and Deputy Chief Dennis Reynolds

Mr. Perches moved to go back into open session at 7:30 pm. Mr. Decker seconded, and all voted aye.

Roll call was taken: President Trevor Crist, Darrell Decker, Walt Newman, Danny Perches and Shana Jahnke were present.

Trevor acknowledged the closed session was for informational purposes only. No formal action was taken.

Walt moved to adjourn at 7:31 pm.

**Approved by:**

---

**Trevor Crist**

---

**Darrell Decker**

---

**Danny Perches**

---

**Walt Newman**

---

**Shana Jahnke**

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

**As of February 29, 2020**  
**Feb 29, 20**

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 - Oakstar Volunteer Account 5,436.26

Total Checking/Savings 5,436.26

Total Current Assets 5,436.26

**TOTAL ASSETS 5,436.26**

**LIABILITIES & Revenue**

**Revenue**

1110 - Retained Earnings 5,428.69

Net Revenue 7.57

Total Revenue 5,436.26

**TOTAL LIABILITIES & Revenue 5,436.26**

**Battlefield Volunteer Fire Department**  
**Statement of Net Activities**  
February 2020

|                          | <u>Feb 20</u>      |
|--------------------------|--------------------|
| Ordinary Revenue/Expense |                    |
| Revenue                  |                    |
| 4140 - Interest Revenue  | 3.66               |
| Total Revenue            | <u>3.66</u>        |
| Net Ordinary Revenue     | <u>3.66</u>        |
| Net Revenue              | <u><u>3.66</u></u> |

**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of February 29, 2020

9:31 AM

03/05/2020

Cash Basis

**Feb 29, 20**

**ASSETS**

**Current Assets**

**Checking/Savings**

|                                       |               |
|---------------------------------------|---------------|
| 1000 · OakStar - ICS                  | 4,261,984.19  |
| 1005 · OakStar - Money Market         | 58,379.34     |
| 1025 · Oakstar - Operating            | 82,988.50     |
| 1105 · Petty Cash                     | 131.66        |
| 1199 · Allowance for Restricted Funds | -1,636,699.00 |

**Total Checking/Savings** 2,766,784.69

**Total Current Assets** 2,766,784.69

**Fixed Assets**

|                                |        |
|--------------------------------|--------|
| 1504 · Fire Fighting Equipment | 219.80 |
| 1505 · Office Equipment        | 333.45 |

**Total Fixed Assets** 553.25

**TOTAL ASSETS** **2,767,337.94**

**LIABILITIES & Revenue**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

|                         |         |
|-------------------------|---------|
| 2000 · Accounts Payable | -100.00 |
|-------------------------|---------|

**Total Accounts Payable** -100.00

**Total Current Liabilities** -100.00

**Total Liabilities** -100.00

**Revenue**

**3200 · Fund Balances**

|  |              |
|--|--------------|
| 3100 · Restricted Fund - Operating     | -689,692.00  |
| 3120 · Restricted Fund-Emergency Equip | -503,937.00  |
| 3140 · Restricted Fund - Bldg Reserve  | -443,070.00  |
| 3200 · Fund Balances                   | 2,487,239.86 |

**Total 3200 · Unrestricted Fund Balances** 850,540.86

**32000 · Retained Earnings** -206,379.82

**Net Revenue** 2,123,276.90

**Total Revenue** 2,767,437.94

**TOTAL LIABILITIES & Revenue** **2,767,337.94**

**Battlefield Fire Protection District**  
**Statement of Activities**  
February 2020

9:31 AM  
03/05/2020  
Cash Basis

|   | <b>Feb 20</b>     | <b>Jan - Feb 20</b> |
|---|-------------------|---------------------|
| <b>Revenue</b>                                |                   |                     |
| <b>4000 · Revenue</b>                         |                   |                     |
| 4005 · Tax Revenue                            | 309,141.09        | 2,537,313.12        |
| 4010 · Tax Interest Revenue                   | 1,330.25          | 310,544.70          |
| 4020 · Rental Revenue                         | 369.24            | 923.10              |
| 4040 · Vending Receipts                       | 47.61             | 112.01              |
| 4050 · Miscellaneous Revenue                  | 20,789.13         | 21,783.35           |
| 4060 · Interest Revenue                       | 7,087.73          | 14,844.43           |
| <b>Total 4000 · Revenue</b>                   | <b>338,765.05</b> | <b>2,885,520.71</b> |
| <b>Total Revenue</b>                          | <b>338,765.05</b> | <b>2,885,520.71</b> |
| <b>Gross Profit</b>                           | <b>338,765.05</b> | <b>2,885,520.71</b> |
| <b>Expense</b>                                |                   |                     |
| <b>5000 · Capital Expense</b>                 |                   |                     |
| 5015 · Uniforms/PPE/Bunker Gear               | 0.00              | 163.26              |
| 5020 · Building Lease                         | 14,543.75         | 14,543.75           |
| 5022 · Aerial Apparatus Lease                 | 0.00              | 26,911.81           |
| 5030 · Information Technology                 | 177.08            | 206.26              |
| 5035 · Communications                         | 29.96             | 29.96               |
| 5040 · Firefighting/EMS                       | 76.95             | 107.91              |
| 5052 · Fitness Equipment                      | 0.00              | 450.00              |
| <b>Total 5000 · Capital Expense</b>           | <b>14,827.74</b>  | <b>42,412.95</b>    |
| <b>6000 · Communications</b>                  |                   |                     |
| 6003 · MDT/Cell Phones                        | 1,576.71          | 3,084.48            |
| <b>Total 6000 · Communications</b>            | <b>1,576.71</b>   | <b>3,084.48</b>     |
| <b>6100 · Insurance</b>                       |                   |                     |
| 6110 · Workman's Compensation                 | 0.00              | 174,768.00          |
| 6115 · Commercial & Property                  | 17,729.00         | 17,729.00           |
| 6120 · Medical, Dental, Vision                | -2,770.12         | 45,562.43           |
| <b>Total 6100 · Insurance</b>                 | <b>14,958.88</b>  | <b>238,059.43</b>   |
| <b>6200 · Maintenance &amp; Repairs</b>       |                   |                     |
| 6205 · Gas/Diesel                             | 3,686.24          | 8,548.44            |
| 6210 · Apparatus Repair                       | 553.76            | 1,513.99            |
| 6215 · Stations & Buildings                   | 698.82            | 2,399.85            |
| 6220 · Lawn Maintenance                       | 1,780.00          | 1,780.00            |
| 6225 · Equipment Maintenance                  | 0.00              | 551.63              |
| 6235 · Headquarters Maintenance               | 1,370.59          | 2,579.59            |
| 6255 · Maintenance Shop Equipment             | 831.38            | 831.38              |
| 6275 · Office Equipment                       | 125.88            | 125.88              |
| <b>Total 6200 · Maintenance &amp; Repairs</b> | <b>9,046.67</b>   | <b>18,330.76</b>    |
| <b>6300 · Office/Stations</b>                 |                   |                     |
| 6305 · Software Expense                       | 550.00            | 8,497.50            |



|  | <b>Feb 20</b>     | <b>Jan - Feb 20</b> |
|--|-------------------|---------------------|
| 6315 · Accounting Fees                 | 810.00            | 2,099.30            |
| 6325 · Postage/Shipping                | 83.75             | 83.75               |
| 6330 · Subscriptions/Memberships       | 370.00            | 1,170.00            |
| <b>Total 6300 · Office/Stations</b>    | <b>1,813.75</b>   | <b>11,850.55</b>    |
| <b>6400 · Training</b>                 |                   |                     |
| 6410 · Training Classes                | 3,583.70          | 8,526.70            |
| 6415 · Equipment                       | 488.79            | 488.79              |
| 6425 · Training Books                  | 0.00              | 1,125.00            |
| <b>Total 6400 · Training</b>           | <b>4,072.49</b>   | <b>10,140.49</b>    |
| <b>6500 · Legal</b>                    |                   |                     |
| 6525 · Cafeteria Plan                  | -346.19           | -753.64             |
| 6535 · Attorney Fees                   | 1,716.00          | 1,880.50            |
| <b>Total 6500 · Legal</b>              | <b>1,369.81</b>   | <b>1,126.86</b>     |
| <b>6600 · Salaries</b>                 |                   |                     |
| 6605 · District Personnel              | 141,725.64        | 359,844.18          |
| 6610 · Board of Directors              |                   |                     |
| 6612 · Chaplain Expense                | 89.52             | 179.12              |
| 6610 · Board of Directors - Other      | 633.33            | 1,266.66            |
| <b>Total 6610 · Board of Directors</b> | <b>722.85</b>     | <b>1,445.78</b>     |
| 6620 · Employer Payroll Taxes          | 2,077.05          | 5,085.58            |
| 6625 · Lagers                          | 13,709.47         | 43,016.77           |
| 6635 · Uniforms                        | 3,949.47          | 5,638.70            |
| 6640 · 457 Plan Employer Match         | 387.54            | -3,336.55           |
| 6655 · Expense Account                 | 73.03             | 82.81               |
| 6665 · Special Overtime                | 6,596.28          | 8,383.28            |
| 6668 · Union Dues Expense              | 3,680.67          | 1,113.48            |
| <b>Total 6600 · Salaries</b>           | <b>172,922.00</b> | <b>421,274.03</b>   |
| <b>6700 · Medical</b>                  |                   |                     |
| 6710 · Employee Physicals/POET         | 1,638.92          | 1,638.92            |
| <b>Total 6700 · Medical</b>            | <b>1,638.92</b>   | <b>1,638.92</b>     |
| <b>6750 · Utilities</b>                |                   |                     |
| 6755 · Water                           | 96.90             | 172.55              |
| 6760 · Sanitation                      | 0.00              | 98.64               |
| 6765 · Sewer                           | 0.00              | 153.56              |
| 6770 · Electric/Gas                    | 2,861.13          | 5,807.40            |
| <b>Total 6750 · Utilities</b>          | <b>2,958.03</b>   | <b>6,232.15</b>     |
| <b>6800 · Supplies</b>                 |                   |                     |
| 6810 · Public Relations/Outreach       | 2,709.36          | 6,673.46            |
| 6815 · Logo Imprinted Supplies         | 0.00              | 49.00               |
| 6820 · Fire & EMS Expendables          | 574.16            | 653.91              |
| 6825 · Office Supplies                 | 8.54              | 130.47              |
| 6830 · Janitorial Supplies             | 128.85            | 330.35              |
| 6835 · Stations/Buildings Supplies     | 245.53            | 256.00              |
| <b>Total 6800 · Supplies</b>           | <b>3,666.44</b>   | <b>8,093.19</b>     |

**Total Expense**  
**Net Revenue**

| <b>Feb 20</b>     | <b>Jan - Feb 20</b> |
|-------------------|---------------------|
| 228,851.44        | 762,243.81          |
| <b>109,913.61</b> | <b>2,123,276.90</b> |

**Battlefield Fire Protection District**  
**Statement of Cash Flows**  
February 2020

9:30 AM

Cash Basis

|                                    | Feb 20     | Jan 20       | % Change |
|------------------------------------|------------|--------------|----------|
| <b>Revenue</b>                     |            |              |          |
| 4000 · Revenue                     |            |              |          |
| 4005 · Tax Revenue                 | 309,141.09 | 2,537,313.12 | -87.82%  |
| 4010 · Tax Interest Revenue        | 1,330.25   | 1,403.61     | -5.23%   |
| 4020 · Rental Revenue              | 369.24     | 553.86       | -33.33%  |
| 4040 · Vending Receipts            | 47.61      | 64.40        | -26.07%  |
| 4050 · Miscellaneous Revenue       | 20,789.13  | 994.22       | 1,991.0% |
| 4060 · Interest Revenue            | 7,087.73   | 6,426.45     | 10.29%   |
| Total 4000 · Revenue               | 338,765.05 | 2,546,755.66 | -86.7%   |
| <b>Total Revenue</b>               | 338,765.05 | 2,546,755.66 | -86.7%   |
| <b>Gross Profit</b>                | 338,765.05 | 2,546,755.66 | -86.7%   |
| <b>Expense</b>                     |            |              |          |
| 5000 · Capital Expense             |            |              |          |
| 5015 · Uniforms/PPE/Bunker Gear    | 0.00       | 163.26       | -100.0%  |
| 5020 · Building Lease              | 14,543.75  | 0.00         | 100.0%   |
| 5022 · Aerial Apparatus Lease      | 0.00       | 26,911.81    | -100.0%  |
| 5030 · Information Technology      | 177.08     | 29.18        | 506.85%  |
| 5035 · Communications              | 29.96      | 0.00         | 100.0%   |
| 5040 · Firefighting/EMS            | 76.95      | 30.96        | 148.55%  |
| 5052 · Fitness Equipment           | 0.00       | 450.00       | -100.0%  |
| Total 5000 · Capital Expense       | 14,827.74  | 27,585.21    | -46.25%  |
| 6000 · Communications              |            |              |          |
| 6003 · MDT/Cell Phones             | 1,576.71   | 1,507.77     | 4.57%    |
| Total 6000 · Communications        | 1,576.71   | 1,507.77     | 4.57%    |
| 6100 · Insurance                   |            |              |          |
| 6110 · Workman's Compensation      | 0.00       | 174,768.00   | -100.0%  |
| 6115 · Commercial & Property       | 17,729.00  | 0.00         | 100.0%   |
| 6120 · Medical, Dental, Vision     | -2,770.12  | 48,332.55    | -105.73% |
| Total 6100 · Insurance             | 14,958.88  | 223,100.55   | -93.3%   |
| 6200 · Maintenance & Repairs       |            |              |          |
| 6205 · Gas/Diesel                  | 3,686.24   | 4,862.20     | -24.19%  |
| 6210 · Apparatus Repair            | 553.76     | 960.23       | -42.33%  |
| 6215 · Stations & Buildings        | 698.82     | 1,701.03     | -58.92%  |
| 6220 · Lawn Maintenance            | 1,780.00   | 0.00         | 100.0%   |
| 6225 · Equipment Maintenance       | 0.00       | 551.63       | -100.0%  |
| 6235 · Headquarters Maintenance    | 1,370.59   | 1,209.00     | 13.37%   |
| 6255 · Maintenance Shop Equipment  | 831.38     | 0.00         | 100.0%   |
| 6275 · Office Equipment            | 125.88     | 0.00         | 100.0%   |
| Total 6200 · Maintenance & Repairs | 9,046.67   | 9,284.09     | -2.56%   |
| 6300 · Office/Stations             |            |              |          |
| 6305 · Software Expense            | 550.00     | 7,947.50     | -93.08%  |

|  | <b>Feb 20</b>     | <b>Jan 20</b>     | <b>% Change</b> |
|--|-------------------|-------------------|-----------------|
| 6315 · Accounting Fees                 | 810.00            | 1,289.30          | -37.18%         |
| 6325 · Postage/Shipping                | 83.75             | 0.00              | 100.0%          |
| 6330 · Subscriptions/Memberships       | 370.00            | 800.00            | -53.75%         |
| <b>Total 6300 · Office/Stations</b>    | <b>1,813.75</b>   | <b>10,036.80</b>  | <b>-81.93%</b>  |
| <b>6400 · Training</b>                 |                   |                   |                 |
| 6410 · Training Classes                | 3,583.70          | 4,943.00          | -27.5%          |
| 6415 · Equipment                       | 488.79            | 0.00              | 100.0%          |
| 6425 · Training Books                  | 0.00              | 1,125.00          | -100.0%         |
| <b>Total 6400 · Training</b>           | <b>4,072.49</b>   | <b>6,068.00</b>   | <b>-32.89%</b>  |
| <b>6500 · Legal</b>                    |                   |                   |                 |
| 6525 · Cafeteria Plan                  | -346.19           | -407.45           | 15.04%          |
| 6535 · Attorney Fees                   | 1,716.00          | 164.50            | 943.16%         |
| <b>Total 6500 · Legal</b>              | <b>1,369.81</b>   | <b>-242.95</b>    | <b>663.82%</b>  |
| <b>6600 · Salaries</b>                 |                   |                   |                 |
| 6605 · District Personnel              | 141,725.64        | 218,118.54        | -35.02%         |
| 6610 · Board of Directors              |                   |                   |                 |
| 6612 · Chaplain Expense                | 89.52             | 89.60             | -0.09%          |
| 6610 · Board of Directors - Other      | 633.33            | 633.33            | 0.0%            |
| <b>Total 6610 · Board of Directors</b> | <b>722.85</b>     | <b>722.93</b>     | <b>-0.01%</b>   |
| 6620 · Employer Payroll Taxes          | 2,077.05          | 3,008.53          | -30.96%         |
| 6625 · Lagers                          | 13,709.47         | 29,307.30         | -53.22%         |
| 6635 · Uniforms                        | 3,949.47          | 1,689.23          | 133.8%          |
| 6640 · 457 Plan Employer Match         | 387.54            | -3,724.09         | 110.41%         |
| 6655 · Expense Account                 | 73.03             | 9.78              | 646.73%         |
| 6665 · Special Overtime                | 6,596.28          | 1,787.00          | 269.13%         |
| 6668 · Union Dues Expense              | 3,680.67          | -2,567.19         | 243.37%         |
| <b>Total 6600 · Salaries</b>           | <b>172,922.00</b> | <b>248,352.03</b> | <b>-30.37%</b>  |
| <b>6700 · Medical</b>                  |                   |                   |                 |
| 6710 · Employee Physicals/POET         | 1,638.92          | 0.00              | 100.0%          |
| <b>Total 6700 · Medical</b>            | <b>1,638.92</b>   | <b>0.00</b>       | <b>100.0%</b>   |
| <b>6750 · Utilities</b>                |                   |                   |                 |
| 6755 · Water                           | 96.90             | 75.65             | 28.09%          |
| 6760 · Sanitation                      | 0.00              | 98.64             | -100.0%         |
| 6765 · Sewer                           | 0.00              | 153.56            | -100.0%         |
| 6770 · Electric/Gas                    | 2,861.13          | 2,946.27          | -2.89%          |
| <b>Total 6750 · Utilities</b>          | <b>2,958.03</b>   | <b>3,274.12</b>   | <b>-9.65%</b>   |
| <b>6800 · Supplies</b>                 |                   |                   |                 |
| 6810 · Public Relations/Outreach       | 2,709.36          | 3,964.10          | -31.65%         |
| 6815 · Logo Imprinted Supplies         | 0.00              | 49.00             | -100.0%         |
| 6820 · Fire & EMS Expendables          | 574.16            | 79.75             | 619.95%         |
| 6825 · Office Supplies                 | 8.54              | 121.93            | -93.0%          |
| 6830 · Janitorial Supplies             | 128.85            | 201.50            | -36.06%         |
| 6835 · Stations/Buildings Supplies     | 245.53            | 10.47             | 2,245.08%       |
| <b>Total 6800 · Supplies</b>           | <b>3,666.44</b>   | <b>4,426.75</b>   | <b>-17.18%</b>  |

**Total Expense**  
**Net Revenue**

| <b>Feb 20</b>     | <b>Jan 20</b>       | <b>% Change</b> |
|-------------------|---------------------|-----------------|
| 228,851.44        | 533,392.37          | -57.1%          |
| <b>109,913.61</b> | <b>2,013,363.29</b> | <b>-94.54%</b>  |

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**February 2020**

**Revenue**

**4000 · Revenue**

|                                     | Annual Budget | Feb 20     | % Received | Jan - Feb<br>YTD | % Received YTD | Revenue Still<br>Expected | Revenue Over<br>Expected |
|-------------------------------------|---------------|------------|------------|------------------|----------------|---------------------------|--------------------------|
| <b>4005 · Tax Revenue</b>           | 3,483,121.00  | 309,141.09 | 8.88%      | 2,537,313.12     | 72.85%         | 945,807.88                | 0.00                     |
| <b>4010 · Tax Revenue Interest</b>  | 20,000.00     | 1,330.25   | 6.65%      | 310,544.70       | 1552.72%       | 0.00                      | 290,544.70               |
| <b>4020 · Rental Revenue</b>        | 0.00          | 369.24     | 0.00%      | 923.10           | 0.00%          | 0.00                      | 923.10                   |
| <b>4040 · Vending Receipts</b>      | 0.00          | 47.61      | 0.00%      | 112.01           | 0.00%          | 0.00                      | 112.01                   |
| <b>4050 · Miscellaneous Revenue</b> | 0.00          | 20,789.13  | 0.00%      | 21,783.35        | 0.00%          | 0.00                      | 21,783.35                |
| <b>4060 · Interest Revenue</b>      | 65,000.00     | 7,087.73   | 0.00%      | 14,844.43        | 0.00%          | 50,155.57                 | 0.00                     |
| <b>4085 · Course Tuition (EMT)</b>  | 12,500.00     | 0.00       | 0.00%      | 0.00             | 0.00%          | 12,500.00                 | 0.00                     |

**Total 4000 · Revenue**

3,580,621.00    338,765.05    9.46%    2,885,520.71    80.59%    1,008,463.45    313,363.16

**Expense**

**5000 · Capital Expense**

|  | Annual Budget | Feb 20    | %Budget<br>Used in Feb | Jan - Feb<br>YTD | %Budget Used<br>YTD | Balance<br>Available |
|--|---------------|-----------|------------------------|------------------|---------------------|----------------------|
| <b>5015 · Uniforms/PPE/Bunker Gear</b> | 30,000.00     | 0.00      | 0.00%                  | 163.26           | 0.54%               | 29,836.74            |
| <b>5020 · Building Lease</b>           | 106,525.00    | 14,543.75 | 13.65%                 | 14,543.75        | 13.65%              | 91,981.25            |
| <b>5022 · Aerial Apparatus Lease</b>   | 108,807.00    | 0.00      | 0.00%                  | 26,911.81        | 24.73%              | 81,895.19            |
| <b>5030 · Information Technology</b>   | 18,000.00     | 177.08    | 0.98%                  | 206.26           | 1.15%               | 17,793.74            |
| <b>5035 · Communications</b>           | 5,000.00      | 29.96     | 0.60%                  | 29.96            | 0.60%               | 4,970.04             |
| <b>5040 · Firefighting/EMS</b>         | 43,000.00     | 76.95     | 0.18%                  | 107.91           | 0.25%               | 42,892.09            |
| <b>5052 · Fitness Equipment</b>        | 5,000.00      | 0.00      | 0.00%                  | 450.00           | 9.00%               | 4,550.00             |
| <b>5055 · Vehicles</b>                 | 10,000.00     | 0.00      | 0.00%                  | 0.00             | 0.00%               | 10,000.00            |

**Total 5000 · Capital Expense**

326,332.00    14,827.74    4.54%    42,412.95    13.00%    283,919.05

**6000 · Communications**

|                               |           |          |       |          |        |           |
|-------------------------------|-----------|----------|-------|----------|--------|-----------|
| <b>6003 · MDT/Cell Phones</b> | 18,000.00 | 1,576.71 | 8.76% | 3,084.48 | 17.14% | 14,915.52 |
| <b>6015 · Consulting Fee</b>  | 2,000.00  | 0.00     | 0.00% | 0.00     | 0.00%  | 2,000.00  |

**Total 6000 · Communications**

20,000.00    1,576.71    7.88%    3,084.48    15.42%    16,915.52

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**February 2020**

|   | Annual Budget        | Feb 20           | % Received                 | Jan - Feb YTD        | % Received YTD          | Revenue Still Expected   | Revenue Over Expected |
|---|----------------------|------------------|----------------------------|----------------------|-------------------------|--------------------------|-----------------------|
| <b>6100 · Insurance</b>                       | <b>Annual Budget</b> | <b>Feb 20</b>    | <b>%Budget Used in Feb</b> | <b>Jan - Feb YTD</b> | <b>%Budget Used YTD</b> | <b>Balance Available</b> |                       |
| 6110 · Workman's Compensation                 | 174,768.30           | 0.00             | 0.00%                      | 174,768.00           | 100.00%                 | 0.30                     |                       |
| 6115 · Commercial & Property                  | 70,912.00            | 17,729.00        | 25.00%                     | 17,729.00            | 25.00%                  | 53,183.00                |                       |
| 6120 · Medical, Dental, Vision                | 258,568.00           | -2,770.12        | -1.07%                     | 45,562.43            | 17.62%                  | 213,005.57               |                       |
| 6125 · FFAM Dues                              | 5,000.00             | 0.00             | 0.00%                      | 0.00                 | 0.00%                   | 5,000.00                 |                       |
| <b>Total 6100 · Insurance</b>                 | <b>509,248.30</b>    | <b>14,958.88</b> | <b>2.94%</b>               | <b>238,059.43</b>    | <b>46.75%</b>           | <b>271,188.87</b>        |                       |
| <b>6200 · Maintenance &amp; Repairs</b>       |                      |                  |                            |                      |                         |                          |                       |
| 6205 · Gas/Diesel                             | 50,000.00            | 3,686.24         | 7.37%                      | 8,548.44             | 17.10%                  | 41,451.56                |                       |
| 6210 · Apparatus Repair                       | 45,000.00            | 553.76           | 1.23%                      | 1,513.99             | 3.36%                   | 43,486.01                |                       |
| 6215 · Stations & Buildings                   | 35,000.00            | 698.82           | 2.00%                      | 2,399.85             | 6.86%                   | 32,600.15                |                       |
| 6220 · Lawn Maintenance                       | 11,500.00            | 1,780.00         | 15.48%                     | 1,780.00             | 15.48%                  | 9,720.00                 |                       |
| 6225 · Equipment Maintenance                  | 10,000.00            | 0.00             | 0.00%                      | 551.63               | 5.52%                   | 9,448.37                 |                       |
| 6235 · Headquarters Maintenance               | 15,000.00            | 1,370.59         | 9.14%                      | 2,579.59             | 17.20%                  | 12,420.41                |                       |
| 6250 · Ground/Aerial Ladder Testing           | 2,000.00             | 0.00             | 0.00%                      | 0.00                 | 0.00%                   | 2,000.00                 |                       |
| 6255 · Maintenance Shop Equipment             | 1,500.00             | 831.38           | 55.43%                     | 831.38               | 55.43%                  | 668.62                   |                       |
| 6275 · Office Equipment                       | 2,000.00             | 125.88           | 6.29%                      | 125.88               | 6.29%                   | 1,874.12                 |                       |
| 6280 · SCBA Flow Testing                      | 2,500.00             | 0.00             | 0.00%                      | 0.00                 | 0.00%                   | 2,500.00                 |                       |
| <b>Total 6200 · Maintenance &amp; Repairs</b> | <b>174,500.00</b>    | <b>9,046.67</b>  | <b>5.18%</b>               | <b>18,330.76</b>     | <b>10.50%</b>           | <b>156,169.24</b>        |                       |
| <b>6300 · Office/Stations</b>                 |                      |                  |                            |                      |                         |                          |                       |
| 6305 · Software Expense                       | 23,300.00            | 550.00           | 2.36%                      | 8,497.50             | 36.47%                  | 14,802.50                |                       |
| 6315 · Accounting Fees                        | 9,300.00             | 810.00           | 8.71%                      | 2,099.30             | 22.57%                  | 7,200.70                 |                       |
| 6325 · Postage/Shipping                       | 700.00               | 83.75            | 11.96%                     | 83.75                | 11.96%                  | 616.25                   |                       |
| 6330 · Subscriptions/Memberships              | 9,000.00             | 370.00           | 4.11%                      | 1,170.00             | 13.00%                  | 7,830.00                 |                       |
| 6335 · Advertising/Printing/Postings          | 1,500.00             | 0.00             | 0.00%                      | 0.00                 | 0.00%                   | 1,500.00                 |                       |
| <b>Total 6300 · Office/Stations</b>           | <b>43,800.00</b>     | <b>1,813.75</b>  | <b>4.14%</b>               | <b>11,850.55</b>     | <b>27.06%</b>           | <b>31,949.45</b>         |                       |

# Battlefield Fire Protection District

## Profit & Loss Budget Performance

### February 2020

|  | Annual Budget    | Feb 20          | % Received   | Jan - Feb YTD    | % Received YTD | Revenue Still Expected | Revenue Over Expected |
|--|------------------|-----------------|--------------|------------------|----------------|------------------------|-----------------------|
| <b>6400 · Training</b>                 |                  |                 |              |                  |                |                        |                       |
| 6405 · EMT Course Expense              | 2,000.00         | 0.00            | 0.00%        | 0.00             | 0.00%          | 2,000.00               |                       |
| 6410 · Training Classes                | 30,200.00        | 3,583.70        | 11.87%       | 8,526.70         | 28.23%         | 21,673.30              |                       |
| 6415 · Equipment                       | 4,200.00         | 488.79          | 11.64%       | 488.79           | 11.64%         | 3,711.21               |                       |
| 6425 · Training Books                  | 5,000.00         | 0.00            | 0.00%        | 1,125.00         | 22.50%         | 3,875.00               |                       |
| <b>Total 6400 · Training</b>           | <b>41,400.00</b> | <b>4,072.49</b> | <b>9.84%</b> | <b>10,140.49</b> | <b>24.49%</b>  | <b>31,259.51</b>       |                       |
| <b>6500 · Legal</b>                    |                  |                 |              |                  |                |                        |                       |
| 6510 · Audit Fees                      | 9,700.00         | 0.00            | 0.00%        | 0.00             | 0.00%          | 9,700.00               |                       |
| 6525 · Cafeteria Account               | 1,500.00         | -346.19         | -23.08%      | -753.64          | -50.24%        | 2,253.64               |                       |
| 6530 · Elections                       | 15,000.00        | 0.00            | 0.00%        | 0.00             | 0.00%          | 15,000.00              |                       |
| 6535 · Attorney Fees                   | 5,000.00         | 1,716.00        | 34.32%       | 1,880.50         | 37.61%         | 3,119.50               |                       |
| 6538 · Medical Director                | 2,000.00         | 0.00            | 0.00%        | 0.00             | 0.00%          | 2,000.00               |                       |
| <b>Total 6500 · Legal</b>              | <b>33,200.00</b> | <b>1,369.81</b> | <b>4.13%</b> | <b>1,126.86</b>  | <b>3.39%</b>   | <b>32,073.14</b>       |                       |
| <b>6600 · Salaries</b>                 |                  |                 |              |                  |                |                        |                       |
| 6605 · District Personnel              | 2,157,411.00     | 141,725.64      | 6.57%        | 359,844.18       | 16.68%         | 1,797,566.82           |                       |
| 6610 · Board of Directors              |                  |                 |              |                  |                |                        |                       |
| 6612 · Chaplain Expense                | 2,000.00         | 89.52           | 4.48%        | 179.12           | 8.96%          | 1,820.88               |                       |
| 6610 · Board of Directors - Other      | 9,400.00         | 633.33          | 6.74%        | 1,266.66         | 13.48%         | 8,133.34               |                       |
| <b>Total 6610 · Board of Directors</b> | <b>11,400.00</b> | <b>722.85</b>   | <b>6.34%</b> | <b>1,445.78</b>  | <b>12.68%</b>  | <b>9,954.22</b>        |                       |
| 6620 · Employer Payroll Taxes          | 41,670.00        | 2,077.05        | 4.98%        | 5,085.58         | 12.20%         | 36,584.42              |                       |
| 6625 · Lagers                          | 220,042.00       | 13,709.47       | 6.23%        | 43,016.77        | 19.55%         | 177,025.23             |                       |
| 6635 · Uniforms                        | 13,000.00        | 3,949.47        | 30.38%       | 5,638.70         | 43.37%         | 7,361.30               |                       |
| 6640 · 457 Plan Employer Match         |                  | 387.54          | 0.00%        | -3,336.55        | 0.00%          | 3,336.55               |                       |
| 6650 · Miscellaneous Board Expense     | 1,000.00         | 0.00            | 0.00%        | 0.00             | 0.00%          | 1,000.00               |                       |
| 6655 · Expense Account                 | 2,000.00         | 73.03           | 3.65%        | 82.81            | 4.14%          | 1,917.19               |                       |
| 6665 · Special Overtime                | 45,000.00        | 6,596.28        | 14.66%       | 8,383.28         | 18.63%         | 36,616.72              |                       |
| 6668 · Union Dues Expense              |                  | 3,680.67        | 0.00%        | 1,113.48         | 0.00%          | 0.00                   |                       |
| 6675 · Background Check                | 1,500.00         | 0.00            | 0.00%        | 0.00             | 0.00%          | 1,500.00               |                       |



**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
February 2020

|                       | Annual Budget | Feb 20     | % Received | Jan - Feb<br>YTD | % Received YTD | Revenue Still<br>Expected | Revenue Over<br>Expected |
|-----------------------|---------------|------------|------------|------------------|----------------|---------------------------|--------------------------|
| Total 6600 · Salaries | 2,493,023.00  | 172,922.00 | 6.94%      | 421,274.03       | 16.90%         | 2,071,748.97              |                          |

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**February 2020**

|   | Annual Budget      | Feb 20            | % Received     | Jan - Feb<br>YTD    | % Received YTD   | Revenue Still<br>Expected | Revenue Over<br>Expected |
|---|--------------------|-------------------|----------------|---------------------|------------------|---------------------------|--------------------------|
| <b>6700 · Medical</b>                     |                    |                   |                |                     |                  |                           |                          |
| 6710 · Employee Physicals/POET            | 27,500.00          | 1,638.92          | 5.96%          | 1,638.92            | 5.96%            | 25861.08                  |                          |
| <b>Total 6700 · Medical</b>               | 27,500.00          | 1,638.92          | 5.96%          | 1,638.92            | 5.96%            | 25,861.08                 |                          |
| <br><b>6750 · Utilities</b>               |                    |                   |                |                     |                  |                           |                          |
| 6755 · Water                              | 3,000.00           | 96.90             | 3.23%          | 172.55              | 5.75%            | 2,827.45                  |                          |
| 6760 · Sanitation                         | 2,500.00           | 0.00              | 0.00%          | 98.64               | 3.95%            | 2,401.36                  |                          |
| 6765 · Sewer                              | 3,000.00           | 0.00              | 0.00%          | 153.56              | 5.12%            | 2,846.44                  |                          |
| 6770 · Electric/Gas                       | 36,000.00          | 2,861.13          | 7.95%          | 5,807.40            | 16.13%           | 30,192.60                 |                          |
| 6775 · Internet/Phones/Cable              | 12,000.00          | 0.00              | 0.00%          | 0.00                | 0.00%            | 12,000.00                 |                          |
| <b>Total 6750 · Utilities</b>             | 56,500.00          | 2,958.03          | 5.24%          | 6,232.15            | 11.03%           | 50,267.85                 |                          |
| <br><b>6800 · Supplies</b>                |                    |                   |                |                     |                  |                           |                          |
| 6810 · Public Relations/Outreach          | 13,250.00          | 2,709.36          | 20.45%         | 6,673.46            | 50.37%           | 6,576.54                  |                          |
| 6815 · Logo Imprinted Supplies            | 2,500.00           | 0.00              | 0.00%          | 49.00               | 1.96%            | 2,451.00                  |                          |
| 6820 · Fire & EMS Expendables             | 4,000.00           | 574.16            | 14.35%         | 653.91              | 16.35%           | 3,346.09                  |                          |
| 6825 · Office Supplies                    | 4,000.00           | 8.54              | 0.21%          | 130.47              | 3.26%            | 3,869.53                  |                          |
| 6830 · Janitorial Supplies                | 4,000.00           | 128.85            | 3.22%          | 330.35              | 8.26%            | 3,669.65                  |                          |
| 6835 · Stations/Buildings Supplies        | 2,500.00           | 245.53            | 9.82%          | 256.00              | 10.24%           | 2,244.00                  |                          |
| 6840 · Vending Machine Expense            | 2,000.00           | 0.00              | 0.00%          | 0.00                | 0.00%            | 2,000.00                  |                          |
| <b>Total 6800 · Supplies</b>              | 32,250.00          | 3,666.44          | 11.37%         | 8,093.19            | 25.10%           | 24,156.81                 |                          |
| <br><b>6850 · Property Improvements</b>   |                    |                   |                |                     |                  |                           |                          |
| 6855 · Rental Property                    | 1,000.00           | 0.00              | 0.00%          | 0.00                | 0.00%            | 1,000.00                  |                          |
| 6860 · Stations/Buildings                 | 10,000.00          | 0.00              | 0.00%          | 0.00                | 0.00%            | 10,000.00                 |                          |
| <b>Total 6850 · Property Improvements</b> | 11,000.00          | 0.00              | 0.00%          | 0.00                | 0.00%            | 11,000.00                 |                          |
| <b>Total Expense</b>                      | 3,768,753.30       | 228,851.44        | 6.07%          | 762,243.81          | 20.23%           | 2,976,060.04              |                          |
| <br><b>Net Revenue</b>                    | <b>-188,132.30</b> | <b>109,913.61</b> | <b>-58.42%</b> | <b>2,123,276.90</b> | <b>-1128.61%</b> | <b>-1,967,596.59</b>      |                          |

# Battlefield Fire Protection District

## Profit & Loss Budget Performance

### February 2020

Total Budget Amount

2,976,060.04

| <i>Monthly Expenditures</i> | <i>YTD Expenditures</i> |
|-----------------------------|-------------------------|
| 228,851.44                  | 762,243.81              |

Restricted Funds

Operating Reserve

689,692.00

Emergency Equipment Reserve

503,937.00

Building Reserve

443,070.00

Total Contingency Fund

1,636,699.00

**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
 January through February 2020

|                                    | <u>Type</u> | <u>Date</u> | <u>Num</u> |
|------------------------------------|-------------|-------------|------------|
| 4000 · Revenue                     |             |             |            |
| 4050 · Miscellaneous Revenue       |             |             |            |
|                                    | Deposit     | 01/14/2020  | 2391       |
|                                    | Deposit     | 01/21/2020  | 7373       |
|                                    | Deposit     | 01/21/2020  |            |
|                                    | Deposit     | 02/04/2020  | 932469561  |
|                                    | Deposit     | 02/04/2020  | 2366       |
|                                    | Deposit     | 02/11/2020  | 456021     |
|                                    | Deposit     | 02/11/2020  | 5087       |
|                                    | Deposit     | 02/11/2020  | 376234     |
|                                    | Deposit     | 02/11/2020  | 44245      |
|                                    | Deposit     | 02/18/2020  | 8232       |
|                                    | Deposit     | 02/18/2020  | 26530      |
| Total 4050 · Miscellaneous Revenue |             |             |            |
| Total 4000 · Revenue               |             |             |            |
| <b>TOTAL</b>                       |             |             |            |

**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
 January through February 2020

|                                    | <b>Name</b>                              | <b>Memo</b>              | <b>Clr</b> |
|------------------------------------|--|--------------------------|------------|
| 4000 · Revenue                     |  |                          |            |
| 4050 · Miscellaneous Revenue       |  |                          |            |
|                                    | ROY KIRBY                                | Cobra                    |            |
|                                    | J Bruce Vanderhoof                       | incident report          |            |
|                                    |  | incident report          |            |
|                                    | LexisNexis                               | incident report          |            |
|                                    | FIRE FIGHTERS ASSOC. OF MO               | overpmt on membership    |            |
|                                    | CITY OF SPRINGFIELD                      | Annexations 2020         |            |
|                                    | Debbie Sheehan                           | In memory of Roy Kirby   |            |
|                                    | Ozarks Technical Community College       | Firefighter class        |            |
|                                    | Greene County Treasurer                  | Financial tax & interest |            |
|                                    | WALTER V. NEWMAN                         | Roy Kirby fund           |            |
|                                    | Barry Lawrence County Ambulance District | Roy Kirby fund           |            |
| Total 4050 · Miscellaneous Revenue |  |                          |            |
| Total 4000 · Revenue               |  |                          |            |
| <b>TOTAL</b>                       |  |                          |            |

**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
 January through February 2020

|                                    | <u>Split</u>               | <u>Original Amount</u> | <u>Paid Amount</u>      |
|------------------------------------|----------------------------|------------------------|-------------------------|
| 4000 · Revenue                     |                            |                        |                         |
| 4050 · Miscellaneous Revenue       |                            |                        |                         |
|                                    | 1025 · Oakstar - Operating | 974.22                 | 974.22                  |
|                                    | 1025 · Oakstar - Operating | 10.00                  | 10.00                   |
|                                    | 1025 · Oakstar - Operating | 10.00                  | 10.00                   |
|                                    | 1025 · Oakstar - Operating | 10.00                  | 10.00                   |
|                                    | 1025 · Oakstar - Operating | 100.00                 | 100.00                  |
|                                    | 1025 · Oakstar - Operating | 17,308.02              | 17,308.02               |
|                                    | 1025 · Oakstar - Operating | 100.00                 | 100.00                  |
|                                    | 1025 · Oakstar - Operating | 2,743.00               | 2,743.00                |
|                                    | 1025 · Oakstar - Operating | 3.11                   | 3.11                    |
|                                    | 1025 · Oakstar - Operating | 25.00                  | 25.00                   |
|                                    | 1025 · Oakstar - Operating | 500.00                 | 500.00                  |
| Total 4050 · Miscellaneous Revenue |                            |                        | <u>21,783.35</u>        |
| Total 4000 · Revenue               |                            |                        | <u>21,783.35</u>        |
| <b>TOTAL</b>                       |                            |                        | <u><b>21,783.35</b></u> |

**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
 January through February 2020

9:30 AM

03/05/2020

Cash Basis

Balance

|                                    |                  |
|------------------------------------|------------------|
| 4000 · Revenue                     |                  |
| 4050 · Miscellaneous Revenue       |                  |
|                                    | 974.22           |
|                                    | 984.22           |
|                                    | 994.22           |
|                                    | 1,004.22         |
|                                    | 1,104.22         |
|                                    | 18,412.24        |
|                                    | 18,512.24        |
|                                    | 21,255.24        |
|                                    | 21,258.35        |
|                                    | 21,283.35        |
|                                    | 21,783.35        |
| Total 4050 · Miscellaneous Revenue | 21,783.35        |
| Total 4000 · Revenue               | 21,783.35        |
| <b>TOTAL</b>                       | <b>21,783.35</b> |



## Vacation Leave Policy 203

Category: ATTENDANCE AND TIME

Approved \_\_\_\_\_

Replaces: August 13, 2013  
March 10, 2020

### 203.0 VACATION LEAVE

All full-time employees of the District shall earn vacation leave on a monthly basis for each calendar month worked.

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment. All employees are encouraged to use their vacation time. Each employee's vacation time is determined by their assigned position based on the length of continuous service.

Employees earn vacation time but may not take earned time until completion of 6 months their probationary period. Vacation requests should be made at the earliest convenience. Any new rate of accrual shall begin January 1 of the following year.

The full-time shift personnel must make their request in writing to the Battalion Chief for approval. The Battalion Chief and other 40-hour personnel shall submit their request for vacation to the Fire Chief or designee for approval.

### 203.1 ACCRUAL

If an employee has accrued the maximum vacation leave, they will not accrue any further hours.

All full-time District employees shall be compensated based on the scale below.

| Full-time employees<br>Length of service                      | Shift<br>Hrs/month | 40 Hour<br>Hrs/month |
|---|--------------------|----------------------|
| Probation – 730 days and to the Jan 1 <sup>st</sup> following | 12                 | 3.34                 |
| On Jan 1 <sup>st</sup> following the completion of 2 years    | 14                 | 6.67                 |
| On Jan 1 <sup>st</sup> following the completion of 5 years    | 16                 | 8                    |
| On Jan 1 <sup>st</sup> following the completion of 8 years    | 18                 | 10                   |
| On Jan 1 <sup>st</sup> following the completion of 10 years   | 20                 | 13.34                |

Full-time shift employees may have up to 72 hours of vacation time in a bank, which will not be a portion of the current year's bidding process.

Full-time 40-hour employees may have up to 80 hours of vacation time in a bank.

At the end of the year all hours above the cap shall be rolled into the employee's sick leave bank.



Upon separation, either voluntary or involuntary, an employee shall receive compensation for accumulated vacation time, at their current base hourly wage.

### 203.2 KELLEY DAYS

Two (2) Kelley Days per year will be given, one after each six months of service. No more than two (2) Kelly Days are allowed in reserve. If more than two are accumulated, the time will be rolled into the employee's sick leave bank on the date of accrual.

### 203.3 BIDDING PROCESS

In an effort to maintain a system of fairness, prevent staffing shortages, and allow personnel time off a "bidding process" is identified below.

- A. All vacation bid requests shall be submitted by March 1<sup>st</sup> through a bidding process. The process shall be performed on a seniority basis by each shift. No more than two personnel are eligible for a bid vacation day.
- B. Each employee may pick five (5) consecutive dates within their selection. Any request beyond this would require prior approval of the Fire Chief or designee.
- C. Employees may take vacation days prior to March 1<sup>st</sup> on a first come first serve basis considering minimum staffing. Any dates taken prior to March 1<sup>st</sup> shall not count towards the employees bidding selections and will be assessed to accrual during the year the time is taken.
- D. All vacation requests made outside the bidding process after the cutoff date of March 1<sup>st</sup> shall be subject to the schedule. This means vacation days will not take precedence over any other scheduled item.
- E. Employees may select not to participate in the bidding process. However, all requests will be subject to minimum staffing requirements and selections of the employees who participated in the bidding process.
- F. If an employee changes shifts or stations the Company Officer and the Battalion Chief shall make every effort to accommodate previously scheduled items. If an agreement cannot be reached the employee with the least seniority will be required to secure an alternative means for coverage.



# *Pay Administration*

## Policy 301

Category: WAGES AND SALARY ADMINISTRATION

Approved \_\_\_\_\_

Replaces: April 12, 2010  
March 10, 2020

### 301.0 PAY ADMINISTRATION

The following statements express the District's objectives with respect to the salary schedules for all employees. The District recognizes that not all these objectives may always be completely achieved for employees, but they are set forth to serve as guides against which proposed actions are to be evaluated. The District performs payroll through direct deposit. An employee, who wishes to allow a third party to receive or pick up his/her paperwork, written permission must be received by the District. If an employee wishes to rescind, alter or add his/her permission, written authorization must be provided to the District.

### 301.1 INTENT

It is the District's intent to establish and maintain a compensation system that will reward qualified personnel at all levels of responsibility, reflect the difficulty and responsibility of jobs and be internally consistent and fair to motivate the employees to carry out the mission of the District and to strive to the achievement of the District's goals and objectives by controlling direct and indirect personnel costs, be flexible and simple to administer and comply with applicable laws. It will be the policy of this District to establish a wage and salary range that reflects the value to the District of the various job positions, as determined by the continuing system of job evaluation and review as determined by a systematic program of performance based evaluation and ensure that compensation is not influenced by age, sex, creed, race, or national origin.

### 301.2 EVALUATION

During the budget development process, the Fire Chief and Board of Directors shall evaluate the pay scale for any increases. The cost of living adjustment increase (COLA), if given, shall be instituted at the beginning of a calendar year and assessed to the employee's base rate. Pay increases that relate to incentives shall be instituted when earned.

### 301.3 CYCLE

The District's pay date shall be every two weeks (on Fridays). The District will make every effort to prepare payroll on the last working day immediately preceding the normal pay period when the payday falls on an observed holiday. It is the employee's responsibility to ensure all hours, to include regular, recall, benefit used, events, and overtime hours, worked are documented. These hours must reflect the time started and the time ended on the employee's time record.



# *Incentives*

## Policy 307

Category: WAGES AND SALARY ADMINISTRATION

Approved \_\_\_\_\_

Replaces: Aug 10, 2010  
March 10, 2020

### 307.0 INCENTIVES

Incentives shall be considered an annual sum added to the base pay of all full-time employees, given for additional education or skills not necessarily required for the position held by the employee. These incentives will be considered part of an employee's hourly wage. The incentives will be awarded after the employee has completed a full twelve (12) months of service. Should a skill or educational requirement be necessary for a position based in the job description then the incentive would be removed. The educational incentives are not accumulative; once a higher level of education is obtained the lesser amount will not be collected along with the new higher incentive. The certification incentives shall be accumulative and added together when each certification level is achieved.

#### 307.1 EDUCATIONAL INCENTIVE SCALE

|                   |         |
|-------------------|---------|
| Paramedic License | \$1,000 |
| Associates Degree | \$1,500 |
| Bachelors Degree  | \$2,000 |
| Masters Degree    | \$2,500 |

#### 307.2 CERTIFICATION INCENTIVE SCALE

|                 |       |
|-----------------|-------|
| Driver/Operator | \$250 |
| Officer I       | \$250 |
| Officer II      | \$250 |
| Instructor I    | \$250 |
| Instructor II   | \$250 |
| Inspector       | \$250 |
| Investigator    | \$250 |
| Evaluator       | \$250 |

#### 307.3 OUT OF GRADE

|                 |       |
|-----------------|-------|
| Company Officer | \$500 |
| Battalion Chief | \$700 |



# 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



## BOARD REPORT

February 2020/March 2020

### Administration – Chief Moore

- Hosted annual Tri-State Fire Recruitment Alliance meeting. I was appointed to Vice-President of the Board.
- Attended fireworks/visual displays training.
- Attended Vision 20/20 Conference in Nashville, TN.
- Attended Missouri Association of Fire Chief's and Missouri Valley Division IAFC Fire Officers and Ranking Chief Executive Conference at Big Cedar.
- Attended Good Morning Springfield (Springfield Area Chamber of Commerce)
- Attended COVID-19 Greene County Task Force Meeting.
- District audit is scheduled for March 30 – April 1

### Operations

- Total calls for February 2020: 286
  - o 5 Building fires
  - o February 2019 = 219
- Total Calls YTD = 609
  - o YTD Last year = 482
- Average Response Time for February = 6.19 minutes
  - o Average Response Time YTD: 6.66 minutes
- Turnout time for February = 1:08
  - o Turnout time YTD = 1:12
- Pumper 5498 has been repaired. We have cut a check to Jon's for the repair. The reimbursement was already deposited.
- Pumper 9313 is receiving repairs for the accident which occurred last year. Remember, the insurance has already paid the claim. We will be cutting a check to Jon's for the repairs, as we did with 5498.
- Station #3
  - o Most of the leaks were fixed. Now new ones have appeared. Dan is working with Cardinal Roofing for the repairs.

### Training & Prevention

- Training hours for 2020
  - o February = 1246.2 hours
  - o YTD = 2380.5
  - o Same period last year = 3255.1
- Personnel attended several trainings in February.
  - o Captain Hough, Marlin, and Smith are still attending FSLEP in Columbia
  - o Captain Dukewits joined the command staff in attending the Missouri Association of Fire Chiefs' Conference at Big Cedar. Great topics, great discussion, and updates on legislation.
- Academy is moving right along. The 24-Hour shift will be the 12<sup>th</sup> thru the 13<sup>th</sup>. All attendees are participating.

*"We Serve"*

### **Community Risk Reduction Activities- Chief Moore**

- We provided updated information to NFPA for our Community Risk Assessment Dashboard.
- Committee met. 2020 goals and programs were discussed.
- Scheduled several podcasts with Good Dads (local non-profit) to discuss fire prevention messages.
- Committee is reaching out to partner with McBride Elementary on programs to be involved with through the year.

### **Other Important Information – Shifts and Staff**

- We have one person on light duty. We need to discuss him during closed session.
- Angela has given us 2-weeks' notice. She will be leaving us on March 18<sup>th</sup>.
- We had a fire in the rental house. Insurance has started the process and we are working with them to determine the next step in the process.