



Battlefield Fire Protection District Battlefield Volunteer Fire Department

Minutes

February 2023 Regular Board Meeting



Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

5:00 PM

Date of Meeting:

February 14, 2023

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 5:01 pm. A roll call was taken, and a quorum was established. Board Members Present: Chairman Trevor Crist, Danny Perches, Mark Pon and Darrell Decker.

Mr. Decker moved to approve the agenda, 2nd by Mr. Pon. Motion carried.

Approval of Last Month's Minutes:

1. Approval of Regular Minutes- Mr. Pon moved to approve the January Regular Meeting minutes. 2nd by Mr. Decker. Motion carried.

Financial Business:

1. The Board addressed bills to be paid and signed checks.
2. Mr. Decker discussed the January financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,506.24. Battlefield Fire Protection District's ICS account holds \$4,932,610.09 and Money Market holds \$60,348.11. Mr. Decker reviewed current tax revenue deposits and discussed the need to transfer funds within District budget lines to cover vehicle and equipment expenditures.
3. Chief Moore briefly reviewed line items on the financials.
4. Mr. Decker motioned to approve the financials with a transfer of \$136,211.00 to budget line 3120- Equipment Reserve. 2nd by Mr. Perches. Motion carried.
5. Mr. Decker motioned to transfer \$116,211.00 from budget line 3120- Equipment Reserve to 5055- Vehicles to cover the cost of new vehicle purchases and \$20,000.00 to 5035- Communications to cover the cost of new communication equipment purchases. 2nd by Mr. Perches. Motion carried.

Public Comments: None

Unfinished Business:

1. None

New Business:

1. Tony Rear from Edward Jones appeared by ZOOM link and provided a review of the District's John Hancock program including employee participation and annual investment performance percentages.

2. Deputy Chief Reynolds provided an overview of policies 200, 203, and 204 which have been updated and are ready for promulgation through the District's Lexipol program. Mr. Pon motioned to approve the updates to policies 200, 203, and 204. 2nd by Mr. Perches. Motion carried.

3. General Overview

- a. Staff provided a review of their monthly reports.

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. 2nd by Mr. Decker. Motion carried.
Out of Open Session at 6:13 pm.

Motion to go into Closed Session by Mr. Pon. 2nd by Mr. Perches. Motion carried.
Into Closed Session 6:15 pm

Roll Call: Danny Perches, Mark Pon, Trevor Crist, Darrell Decker, Division Chief Burr, Division Chief Anderson, Deputy Chief Reynolds, and Fire Chief Moore.

Motion to go out of Closed Session by Mr. Decker. 2nd by Mr. Pon. Motion carried.
Out of Closed Session: 6:27 pm
Motion to go into Open Session by Mr. Pon. 2nd by Mr. Decker- Motion carried.
Into Open Session: 6:27 pm
Roll Call: Danny Perches, Mark Pon, Trevor Crist, and Darrell Decker.

Adjournment:

Mr. Crist moved to adjourn at 6:27 pm.
Approved by:

Trevor Crist

Darrell Decker

Danny Perches

Walt Newman

Mark Pon



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Tuesday, March 21, 2023
5:00 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 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 prior to 5pm on the Monday prior to meeting.

Unfinished Business

1. None

New Business

1. Annual audit report
2. Policy updates
3. Firefighter hiring
4. General overview

Closed Session

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

Adjournment

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

Posted: 3/17/2023 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.

_____ Fire Chief

Battlefield Fire Protection District
Statement of Activities
February 2023

9:37 AM
03/06/2023
Cash Basis

	Feb 23	Jan - Feb 23
Revenue		
4000 · Revenue		
4005 · Tax Revenue	508,751.22	3,584,423.62
4010 · Tax Interest Revenue	1,961.14	3,799.17
4050 · Miscellaneous Revenue	144.19	1,994.19
4060 · Interest Revenue	12,883.69	19,954.64
Total 4000 · Revenue	523,740.24	3,610,171.62
Total Revenue	523,740.24	3,610,171.62
Gross Profit	523,740.24	3,610,171.62
Expense		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	1,769.64	1,769.64
5020 · Building Lease	10,725.00	10,725.00
5030 · Information Technology	897.87	897.87
5040 · Firefighting/EMS	0.00	1,950.98
5052 · Fitness Equipment	0.00	900.00
5055 · Vehicles	275.00	96,486.00
Total 5000 · Capital Expense	13,667.51	112,729.49
6000 · Communications		
6003 · MDT/Cell Phones	1,041.62	1,252.46
6020 · Managed IT Service	750.00	2,325.00
Total 6000 · Communications	1,791.62	3,577.46
6100 · Insurance		
6110 · Workman's Compensation	14,510.79	41,118.54
6115 · Commercial & Property	23,484.00	23,484.00
6120 · Medical, Dental, Vision	16,413.58	52,098.65
6125 · FFAM Dues	4,580.00	4,580.00
Total 6100 · Insurance	58,988.37	121,281.19
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	6,177.34	8,626.77
6210 · Apparatus Repair	5,391.53	12,540.52
6215 · Stations & Buildings	2,304.57	3,814.50
6225 · Equipment Maintenance	838.68	838.68
6235 · Headquarters Maintenance	1,269.00	2,478.00
6255 · Maintenance Shop Equipment	25.48	136.44
Total 6200 · Maintenance & Repairs	16,006.60	28,434.91
6300 · Office/Stations		
6305 · Software Expense	7,244.88	8,493.38
6315 · Accounting Fees	710.00	1,988.20
6325 · Postage/Shipping	0.00	41.94
6330 · Subscriptions/Memberships	1,804.04	2,185.68

	Feb 23	Jan - Feb 23
6335 · Advertising/Printing/Postings	0.00	71.70
Total 6300 · Office/Stations	9,758.92	12,780.90
6400 · Training		
6410 · Training Classes	7,552.53	9,097.95
6415 · Equipment	77.70	277.70
Total 6400 · Training	7,630.23	9,375.65
6500 · Legal		
6525 · Cafeteria Pass Thru	-0.12	1,830.90
6530 · Elections	32,103.50	32,103.50
6535 · Attorney Fees	55.00	1,064.00
Total 6500 · Legal	32,158.38	34,998.40
6600 · Salaries		
6605 · District Personnel	150,387.05	310,683.08
6610 · Board of Directors		
6612 · Chaplain Expense	72.91	145.76
6610 · Board of Directors - Other	533.33	1,066.66
Total 6610 · Board of Directors	606.24	1,212.42
6620 · Employer Payroll Taxes	2,040.65	4,204.98
6625 · Lagers	15,394.40	42,352.37
6635 · Uniforms	795.62	1,022.61
6640 · 457 Pass Thru	0.00	3,775.94
6655 · Expense Account	111.59	111.59
6665 · Special Overtime	699.65	1,956.93
6668 · Union Dues Passthrough	0.00	1,020.69
Total 6600 · Salaries	170,035.20	366,340.61
6700 · Medical		
6710 · Employee Physicals/POET	128.74	128.74
Total 6700 · Medical	128.74	128.74
6750 · Utilities		
6755 · Water	104.10	233.40
6760 · Sanitation	196.14	586.71
6765 · Sewer	176.27	396.69
6770 · Electric/Gas	3,588.90	8,303.79
6775 · Internet/Phones/Cable	1,043.23	2,853.07
Total 6750 · Utilities	5,108.64	12,373.66
6800 · Supplies		
6810 · Public Relations/Outreach	4,758.40	5,227.86
6820 · Fire & EMS Expendables	1,593.71	1,818.88
6825 · Office Supplies	183.12	503.08
6830 · Janitorial Supplies	292.67	626.93
6835 · Stations/Buildings Supplies	203.72	274.83
Total 6800 · Supplies	7,031.62	8,451.58
Total Expense	322,305.83	710,472.59
Net Revenue	201,434.41	2,899,699.03

Battlefield Fire Protection District
Statement of Net Assets
As of February 28, 2023

9:37 AM

03/06/2023

Cash Basis

Feb 28, 23

ASSETS

Current Assets

Checking/Savings

1000 · OakStar - ICS	5,099,509.77
1005 · OakStar - Money Market	60,498.57
1025 · Oakstar - Operating	93,677.81
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,784,926.00

Total Checking/Savings	3,468,891.81
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Total Current Assets	3,468,891.81
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Fixed Assets

1505 · Office Equipment	2,826.45
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Total Fixed Assets	2,826.45
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TOTAL ASSETS	3,471,718.26
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LIABILITIES & Revenue

Revenue

3200 · Fund Balances

3100 · Restricted Fund - Operating	-700,000.00
3120 · Restricted Fund-Emergency Equip	-592,402.00
3140 · Restricted Fund - Bldg Reserve	-492,524.00
3200 · Fund Balances	2,487,239.86

Total 3200 · Unrestricted Fund Balances	702,313.86
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32000 · Retained Earnings	-130,294.63
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Net Revenue	2,899,699.03
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Total Revenue	3,471,718.26
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TOTAL LIABILITIES & Revenue	3,471,718.26
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Battlefield Fire Protection District
Statement of Cash Flows
February 2023

9:37 AM

Cash Basis

	Feb 23	Jan 23	% Change
Revenue			
4000 · Revenue			
4005 · Tax Revenue	508,751.22	3,075,672.40	-83.46%
4010 · Tax Interest Revenue	1,961.14	1,838.03	6.7%
4050 · Miscellaneous Revenue	144.19	1,850.00	-92.21%
4060 · Interest Revenue	12,883.69	7,070.95	82.21%
Total 4000 · Revenue	523,740.24	3,086,431.38	-83.03%
Total Revenue	523,740.24	3,086,431.38	-83.03%
Gross Profit	523,740.24	3,086,431.38	-83.03%
Expense			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	1,769.64	0.00	100.0%
5020 · Building Lease	10,725.00	0.00	100.0%
5030 · Information Technology	897.87	0.00	100.0%
5040 · Firefighting/EMS	0.00	1,950.98	-100.0%
5052 · Fitness Equipment	0.00	900.00	-100.0%
5055 · Vehicles	275.00	96,211.00	-99.71%
Total 5000 · Capital Expense	13,667.51	99,061.98	-86.2%
6000 · Communications			
6003 · MDT/Cell Phones	1,041.62	210.84	394.03%
6020 · Managed IT Service	750.00	1,575.00	-52.38%
Total 6000 · Communications	1,791.62	1,785.84	0.32%
6100 · Insurance			
6110 · Workman's Compensation	14,510.79	26,607.75	-45.46%
6115 · Commercial & Property	23,484.00	0.00	100.0%
6120 · Medical, Dental, Vision	16,413.58	35,685.07	-54.0%
6125 · FFAM Dues	4,580.00	0.00	100.0%
Total 6100 · Insurance	58,988.37	62,292.82	-5.31%
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	6,177.34	2,449.43	152.2%
6210 · Apparatus Repair	5,391.53	7,148.99	-24.58%
6215 · Stations & Buildings	2,304.57	1,509.93	52.63%
6225 · Equipment Maintenance	838.68	0.00	100.0%
6235 · Headquarters Maintenance	1,269.00	1,209.00	4.96%
6255 · Maintenance Shop Equipment	25.48	110.96	-77.04%
Total 6200 · Maintenance & Repairs	16,006.60	12,428.31	28.79%
6300 · Office/Stations			
6305 · Software Expense	7,244.88	1,248.50	480.29%
6315 · Accounting Fees	710.00	1,278.20	-44.45%
6325 · Postage/Shipping	0.00	41.94	-100.0%
6330 · Subscriptions/Memberships	1,804.04	381.64	372.71%

	Feb 23	Jan 23	% Change
6335 · Advertising/Printing/Postings	0.00	71.70	-100.0%
Total 6300 · Office/Stations	9,758.92	3,021.98	222.93%
6400 · Training			
6410 · Training Classes	7,552.53	1,545.42	388.7%
6415 · Equipment	77.70	200.00	-61.15%
Total 6400 · Training	7,630.23	1,745.42	337.16%
6500 · Legal			
6525 · Cafeteria Pass Thru	-0.12	1,831.02	-100.01%
6530 · Elections	32,103.50	0.00	100.0%
6535 · Attorney Fees	55.00	1,009.00	-94.55%
Total 6500 · Legal	32,158.38	2,840.02	1,032.33%
6600 · Salaries			
6605 · District Personnel	150,387.05	160,296.03	-6.18%
6610 · Board of Directors			
6612 · Chaplain Expense	72.91	72.85	0.08%
6610 · Board of Directors - Other	533.33	533.33	0.0%
Total 6610 · Board of Directors	606.24	606.18	0.01%
6620 · Employer Payroll Taxes	2,040.65	2,164.33	-5.71%
6625 · Lagers	15,394.40	26,957.97	-42.9%
6635 · Uniforms	795.62	226.99	250.51%
6640 · 457 Pass Thru	0.00	3,775.94	-100.0%
6655 · Expense Account	111.59	0.00	100.0%
6665 · Special Overtime	699.65	1,257.28	-44.35%
6668 · Union Dues Passthrough	0.00	1,020.69	-100.0%
Total 6600 · Salaries	170,035.20	196,305.41	-13.38%
6700 · Medical			
6710 · Employee Physicals/POET	128.74	0.00	100.0%
Total 6700 · Medical	128.74	0.00	100.0%
6750 · Utilities			
6755 · Water	104.10	129.30	-19.49%
6760 · Sanitation	196.14	390.57	-49.78%
6765 · Sewer	176.27	220.42	-20.03%
6770 · Electric/Gas	3,588.90	4,714.89	-23.88%
6775 · Internet/Phones/Cable	1,043.23	1,809.84	-42.36%
Total 6750 · Utilities	5,108.64	7,265.02	-29.68%
6800 · Supplies			
6810 · Public Relations/Outreach	4,758.40	469.46	913.59%
6820 · Fire & EMS Expendables	1,593.71	225.17	607.78%
6825 · Office Supplies	183.12	319.96	-42.77%
6830 · Janitorial Supplies	292.67	334.26	-12.44%
6835 · Stations/Buildings Supplies	203.72	71.11	186.49%
Total 6800 · Supplies	7,031.62	1,419.96	395.2%
Total Expense	322,305.83	388,166.76	-16.97%
Net Revenue	201,434.41	2,698,264.62	-92.54%

Battlefield Fire Protection District
Profit & Loss Budget Performance
Feb 2023

	Annual Budget	Feb 23	% Received	Jan-Feb	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
Revenue								
4000 · Revenue								
4005 · Tax Revenue	3,563,961.00	508,751.22	14.27%	3,584,423.62		100.57%	0.00	20,462.62
4010 · Tax Revenue Interest	15,000.00	1,961.14	13.07%	3,799.17		25.33%	11,200.83	0.00
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	144.19	0.00%	1,994.19		0.00%	0.00	1,994.19
4060 · Interest Revenue	75,000.00	12,883.69	17.18%	19,954.64		26.61%	55,045.36	12,883.42
Total 4000 · Revenue	3,663,961.00	523,740.24	14.29%	3,610,171.62		98.53%	76,246.19	35,340.23
Expense								
	Annual Budget	Feb 23	%Budget Used in Feb	Jan-Feb	YTD	%Budget Used YTD	Balance Available	Date Over
5000 · Capital Expense								
5015 · Uniforms/PPE/Bunker Gear	45,000.00	1,769.64	3.93%	1,769.64		3.93%	43,230.36	
5020 · Building Lease	106,450.00	10,725.00	10.08%	10,725.00		10.08%	95,725.00	
5030 · Information Technology	10,000.00	897.87	8.98%	897.87		8.98%	9,102.13	
5035 · Communications	0.00	0.00	0.00%	0.00		0.00%	0.00	
5040 · Firefighting/EMS	50,000.00	0.00	0.00%	1,950.98		3.90%	48,049.02	
5052 · Fitness Equipment	5,700.00	0.00	0.00%	900.00		15.79%	4,800.00	
5055 · Vehicles	0.00	275.00	0.00%	96,486.00		0.00%	-96,486.00	2/14/2023
Total 5000 · Capital Expense	217,150.00	13,667.51	6.29%	112,729.49		51.91%	104,420.51	
6000 · Communications								
6003 · MDT/Cell Phones	15,000.00	1,041.62	6.94%	1,252.46		8.35%	13,747.54	
6020 · Managed IT Service	16,260.00	750.00	4.61%	2,325.00		14.30%	13,935.00	
Total 6000 · Communications	31,260.00	1,791.62	5.73%	3,577.46		11.44%	27,682.54	
6100 · Insurance								
6110 · Workman's Compensation	148,065.51	14,510.79	9.80%	41,118.54		27.77%	106,946.97	
6115 · Commercial & Property	91,583.00	23,484.00	25.64%	23,484.00		25.64%	68,099.00	
6120 · Medical, Dental, Vision	296,907.00	16,413.58	5.53%	52,098.65		17.55%	244,808.35	
6125 · FFAM Dues	6,000.00	4,580.00	76.33%	4,580.00		76.33%	1,420.00	
Total 6100 · Insurance	542,555.51	58,988.37	10.87%	121,281.19		22.35%	421,274.32	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Feb 2023

	Annual Budget	Feb 23	% Received	Jan-Feb	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
6200 · Maintenance & Repairs								
6205 · Gas/Diesel	52,000.00	6,177.34	11.88%	8,626.77	16.59%		43,373.23	
6210 · Apparatus Repair	45,000.00	5,391.53	11.98%	12,540.52	27.87%		32,459.48	
6215 · Stations & Buildings	20,000.00	2,304.57	11.52%	3,814.50	19.07%		16,185.50	
6220 · Lawn Maintenance	10,500.00	0.00	0.00%	0.00	0.00%		10,500.00	
6225 · Equipment Maintenance	7,000.00	838.68	11.98%	838.68	11.98%		6,161.32	
6235 · Headquarters Maintenance	15,000.00	1,269.00	8.46%	2,478.00	16.52%		12,522.00	
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	25.48	1.46%	136.44	7.80%		1,613.56	
6275 · Office Equipment	1,500.00	0.00	0.00%	0.00	0.00%		1,500.00	
6280 · SCBA Flow Testing	4,000.00	0.00	0.00%	0.00	0.00%		4,000.00	
Total 6200 · Maintenance & Repairs	158,750.00	16,006.60	10.08%	28,434.91	17.91%		130,315.09	
6300 · Office/Stations								
6305 · Software Expense	36,040.00	7,244.88	20.10%	8,493.38	23.57%		27,546.62	
6315 · Accounting Fees	9,400.00	710.00	7.55%	1,988.20	21.15%		7,411.80	
6325 · Postage/Shipping	700.00	0.00	0.00%	41.94	5.99%		658.06	
6330 · Subscriptions/Memberships	8,500.00	1,804.04	21.22%	2,185.68	25.71%		6,314.32	
6335 · Advertising/Printing/Postings	1,000.00	0.00	0.00%	71.70	7.17%		928.30	
Total 6300 · Office/Stations	55,640.00	9,758.92	17.54%	12,780.90	22.97%		42,859.10	
6400 · Training								
	Annual Budget	Feb 23	% Budget Used in Feb	Jan-Feb	YTD	% Budget Used YTD	Balance Available	
6410 · Training Classes	45,200.00	7,552.53	16.71%	9,097.95	20.13%		36,102.05	
6415 · Equipment	10,000.00	77.70	0.78%	277.70	2.78%		9,722.30	
Total 6400 · Training	55,200.00	7,630.23	13.82%	9,375.65	16.98%		45,824.35	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Feb 2023

	Annual Budget	Feb 23	% Received	Jan-Feb	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
6500 · Legal								
6510 · Audit Fees	5,700.00	0.00	0.00%		0.00	0.00%	5,700.00	
6525 · Cafeteria Pass Thru	1,500.00	-0.12	-0.01%	1,830.90		122.06%	-330.90	
6530 · Elections	15,000.00	32,103.50	214.02%	32,103.50		214.02%	-17,103.50	3/21/2023
6535 · Attorney Fees	5,000.00	55.00	1.10%	1,064.00		21.28%	3,936.00	
Total 6500 · Legal	27,200.00	32,158.38	118.23%	34,998.40		128.67%	0.00	
6600 · Salaries								
6605 · District Personnel	2,082,279.00	150,387.05	7.22%	310,683.08		14.92%	1,771,595.92	
6610 · Board of Directors								
6612 · Chaplain Expense	2,000.00	72.91	3.65%	145.76		7.29%	1,854.24	
6610 · Board of Directors - Other	9,400.00	533.33	5.67%	1,066.66		11.35%	8,333.34	
Total 6610 · Board of Directors	11,400.00	606.24	5.32%	1,212.42		10.64%	10,187.58	
6620 · Employer Payroll Taxes	38,984.00	2,040.65	5.23%	4,204.98		10.79%	34,779.02	
6625 · Lagers	233,110.00	15,394.40	6.60%	42,352.37		18.17%	190,757.63	
6635 · Uniforms	10,000.00	795.62	7.96%	1,022.61		10.23%	8,977.39	
6640 · 457 Pass Thru	0.00	0.00	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	111.59	4.46%	111.59		4.46%	2,388.41	
6665 · Special Overtime	45,000.00	699.65	1.55%	1,956.93		4.35%	43,043.07	
6668 · Union Dues Pass Thru	0.00	0.00	0.00%	1,020.69		0.00%	-1,020.69	
6675 · Background Check	2,500.00	0.00	0.00%	0.00		0.00%	2,500.00	
Total 6600 · Salaries	2,426,273.00	170,035.20	7.01%	366,340.61		15.10%	2,059,932.39	
6700 · Medical								
6710 · Employee Physicals/POET	34,500.00	128.74	0.37%	128.74		0.37%	34,371.26	
Total 6700 · Medical	34,500.00	128.74	0.37%	128.74		0.37%	34,371.26	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Feb 2023

	Annual Budget	Feb 23	% Received	Jan-Feb	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
6750 · Utilities								
6755 · Water	2,000.00	104.10	5.21%	233.40		11.67%	1,766.60	
6760 · Sanitation	3,250.00	196.14	6.04%	586.71		18.05%	2,663.29	
6765 · Sewer	3,000.00	176.27	5.88%	396.69		13.22%	2,603.31	
6770 · Electric/Gas	35,000.00	3,588.90	10.25%	8,303.79		23.73%	26,696.21	
6775 · Internet/Phones/Cable	14,300.00	1,043.23	7.30%	2,853.07		19.95%	11,446.93	
Total 6750 · Utilities	57,550.00	5,108.64	8.88%	12,373.66		21.50%	45,176.34	
6800 · Supplies								
6810 · Public Relations/Outreach	13,600.00	4,758.40	34.99%	5,227.86		38.44%	8,372.14	
6815 · Logo Imprinted Supplies	2,000.00	0.00	0.00%	0.00		0.00%	2,000.00	
6820 · Fire & EMS Expendables	5,000.00	1,593.71	31.87%	1,818.88		36.38%	3,181.12	
6825 · Office Supplies	3,000.00	183.12	6.10%	503.08		16.77%	2,496.92	
6830 · Janitorial Supplies	3,000.00	292.67	9.76%	626.93		20.90%	2,373.07	
6835 · Stations/Buildings Supplies	2,000.00	203.72	10.19%	274.83		13.74%	1,725.17	
Total 6800 · Supplies	28,600.00	7,031.62	24.59%	8,451.58		29.55%	20,148.42	
6850 · Property Improvements								
6860 · Stations/Buildings	5,000.00	0.00	0.00%	0.00		0.00%	5,000.00	
Total 6850 · Property Improvements	5,000.00	0.00	0.00%	0.00		0.00%	5,000.00	
Total Expense	3,639,678.51	322,305.83	8.86%	710,472.59		19.52%	2,895,073.52	
Net Revenue	24,282.49	201,434.41	829.55%	2,899,699.03		11941.52%	-2,818,827.33	
Total Budget Amount							2,895,073.52	
Restricted Funds								
Operating Reserve							700,000.00	
Emergency Equipment Reserve							592,402.00	
Building Reserve							492,524.00	
Total Contingency Fund							1,784,926.00	

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
322,305.83	710,472.59

Battlefield Fire Protection District
Transaction Detail By Account
 January through February 2023

	Name	Memo	Paid Amount
4000 · Revenue			
4050 · Miscellaneous Revenue			
	GovDeals	Deposit	410.00
	BMI Company	Incident report	10.00
	LexisNexis	Incident report	10.00
	Scott Lambeth	Election filing fee	50.00
	Mark Pon	Election filing fee	50.00
	Stormy Davis	Life insurance	50.00
	Darrell Decker	Life insurance	50.00
	LexisNexis	Incident report	10.00
	Ozarks Technical Community College	FST 2022 Fall Semester	1,200.00
	SEA, LTD	Buddy's Auto Sales	10.00
	Greene County Treasurer	Tax & interest 2022	144.19
	Total 4050 · Miscellaneous Revenue		<u>1,994.19</u>
	Total 4000 · Revenue		<u>1,994.19</u>
TOTAL			<u><u>1,994.19</u></u>

Battlefield Volunteer Fire Department
Statement of Net Assets

As of February 28, 2023

Feb 28, 23

ASSETS

Current Assets

Checking/Savings

1050 · Oakstar Volunteer Account 5,508.14

Total Checking/Savings 5,508.14

Total Current Assets 5,508.14

TOTAL ASSETS **5,508.14**

LIABILITIES & Revenue

Revenue

1110 · Retained Earnings 5,504.13

Net Revenue 4.01

Total Revenue 5,508.14

TOTAL LIABILITIES & Revenue **5,508.14**

Battlefield Volunteer Fire Department
Statement of Net Activities
February 2023

	Feb 23
Ordinary Revenue/Expense	
Revenue	
4140 - Interest Revenue	1.90
Total Revenue	1.90
Net Ordinary Revenue	1.90
Net Revenue	1.90

Policy Manual

103.1 PURPOSE AND SCOPE

Discretionary

The Policy Manual of the Battlefield Fire Protection District is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this district. All members are expected to conform to the provisions of this manual.

All prior and existing policies, manuals, orders and regulations that are in conflict with this manual are revoked, except to the extent that portions of the existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Best Practice

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that fire and rescue work is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed using an objective standard, taking into consideration the sound discretion entrusted to the members of this district under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

Best Practice

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Battlefield Fire Protection District and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the District, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for district administrative action, training or discipline. The Battlefield Fire Protection District reserves the right to revise any policy content, in whole or in part.

103.2.2 SEVERABILITY

Best Practice

In the event that any term or provision of this Policy Manual is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect. If any provision of the Policy Manual is found to be in conflict with a local, state or federal law, District policy or collective bargaining agreement, such law, District policy or collective bargaining agreement shall take precedence over that provision of the Policy Manual.

In the event that any of the terms or provisions of the Policy Manual are determined to conflict with any portion of a collective bargaining agreement, the District will seek to resolve the conflict.

Policy Manual

103.3 AUTHORITY

Discretionary MODIFIED

Only policies approved by the District Board of Directors shall appear in this manual. The Fire Chief shall be considered the ultimate authority for the content, presentation, and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws when presented to the Board of Directors for vote. The Fire Chief or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time they naturally expire, and/or are presented to the Board of Directors for adoption/deletion/modification.

103.4 DEFINITIONS

Best Practice

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

District - The District of Battlefield Fire Protection District.

Civilian - Employees and volunteers who are not engaged in fire suppression as part of their primary duties.

District/BFPD - The Battlefield Fire Protection District.

Employee - Any person employed by the District.

Firefighter/Sworn, appointed, or elected - Those members, regardless of rank, who perform fire suppression duties as part of their primary duties as sworn, appointed, or elected members of the Battlefield Fire Protection District.

Health and Safety Officer - Members designated by the Fire Chief as responsible for the administration of health and safety-related programs and policies for the Battlefield Fire Protection District. The Fire Chief shall assume responsibility for health and safety-related policy and program administration if there is no designee.

Manual - The Battlefield Fire Protection District Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person who is employed or appointed by the Battlefield Fire Protection District,

- Full- and part-time employees
- Sworn, appointed or elected firefighters
- Reserve firefighters
- Civilian employees
- Volunteers

On-duty - Member status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Policy Manual

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a firefighter.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority regarding hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other district members, directing the work of other members, or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., firefighter-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank, or compensation.

103.5 DISTRIBUTION OF THE POLICY MANUAL

Best Practice

An electronic version of the Policy Manual will be made available to all members on the district network for viewing and printing. No changes shall be made to the manual without authorization from the Fire Chief or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

Best Practice

The Fire Chief will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

Best Practice **MODIFIED**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping informed of all Policy Manual revisions.

Each Chief Officer will ensure that members under his/her command are aware of any Policy Manual revision.

Policy Manual

All district members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisors, who will consider the recommendations and forward them to the command staff as appropriate.

103.8 KMS REVIEW AND ACKNOWLEDGEMENT EXPECTATION

Agency Content

The following specifies the duration of time expected for log-in to KMS, review of policies/procedures, and acknowledgment of those policies/procedures.

1. All district personnel are expected to log on to KMS a minimum of once every month to check for new releases, document updates, and daily training bulletin assignments. Personnel will also be notified by system email when document changes and DTBs are issued, and all personnel should make a reasonable effort to review document changes and assignments as soon as practical.
2. All policies and procedures are expected to be acknowledged within 30-days of the document being issued. This review and formal acknowledgment will be completed when employees select the "acknowledge" button at the bottom of the document.
3. All assigned DTBs should be completed within 30-days of issue. If personnel are assigned DTBs that they believe fall outside of their position responsibilities, the individual should notify their supervisor and/or the Division Chief of Training to request that the DTB be removed from their assignment.
4. Personnel falling behind on the 30-day expectation for document acknowledgments or DTB assignments are expected to contact their supervisor for assistance. Failure to keep current with Battlefield Fire Protection District KMS updates and assignments will lead to disciplinary action.
5. New employees will be given guidance on expectations for document review and acknowledgment timelines during their initial probationary training. A general expectation is that new employees will have all policies, procedures, and guidelines reviewed by the 11th month of their 12-month probationary period.

103.9 BOARD APPROVAL

Agency Content

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

Vacation Leave

1054.1 PURPOSE AND SCOPE

Defines vacation leave policy.

1054.2 POLICY

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

1054.2.1 ACCRUAL

- (a) If an employee has accrued the maximum vacation leave, they will not accrue any further hours.
- (b) All full time District employees shall be compensated based on the scale below;
 - 1. **Length of Service = Shift Hours per Month / 40-Hour WW Hours per Month**
 - (a) **Probation to 730 days, and to the following Jan 1st = 16 / 6.67**
 - (b) **On Jan 1st following the completion of 2 years = 18**
 - (c) **On Jan 1st following the completion of 5 years = 20 / 8**
 - (d) **On Jan 1st following the completion of 8 years = 22 / 10**
 - (e) **On Jan 1st following the completion of 10 years = 24 / 13.34**
- (c) Full time shift employees may have up to 96 hours of vacation time on the books, which will not be a portion of the current year's bidding process.
- (d) Full time 40-hour employees may have up to 80 hours of vacation time on the books.
- (e) At the end of the year all hours above the cap shall be rolled into the employee's accumulated sick leave hours.
- (f) Upon separation, either voluntary or involuntary, an employee shall receive compensation for accumulated vacation time, at their current hourly wage.

Battlefield Fire Protection District

Policy Manual

Vacation Leave

1054.2.2 BIDDING PROCESS

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

1. All vacation requests shall be submitted by March 1st through a bidding process. The process shall be performed on a seniority basis by station for each shift and shall continue until all vacation time is scheduled for each employee. This means with minimum staffing considered, only one person per station can be off on any given day. The exception would be if only one person has requested that day off, then a second employee could be allowed off and personnel would be adjusted accordingly.
2. Each employee is allowed to pick five (5) consecutive dates within their first round selection. Any request beyond this would require prior approval of the Fire Chief or designee.
3. Employees may take vacation days prior to March 1st on a first come first serve basis considering minimum staffing. Any dates taken prior to March 1st shall not count towards the employee's 1st round selections.
4. All vacation requests made outside the bidding process after the cutoff date of March 1st shall be subject to the schedule. This means vacation days will not take precedence over any other scheduled item.
5. 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.
6. 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.



BATTLEFIELD FIRE PROTECTION DISTRICT

www.battlefieldfire.com 

4117 W. Second Street
Battlefield, MO 65619

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

PHONE: (417) 881-9018



Administration – Chief Moore

- I conducted interviews for Firefighter and Captain. Special congratulations to Captain Jordan Chubb.
- I have attended numerous events though the month Notably:
 - Chamber Lunch – Policy series with Cong. Eric Burleson
 - City Council – Levy presentation
 - Missouri Association of Fire Chiefs Conference
 - Open House – Public Education/Levy discussion
- We have a lot more opportunities for everyone to spend time with us asking questions. A lot of social media and regular media attention as well. A YouTube video was made for Proposition FIRE.
- I was elected to the Treasurer of the Fire and Life Safety Section without opposition. This term starts in August at Fire Rescue International for 2 years.
- Completed and reviewed annual audit.
- We began process to assess the property on Farm Road 135.

Operations – Deputy Chief Reynolds

- Total calls for February = 173
 - 6 Building fires
 - Total Calls YTD = 376
 - Through February 2022 = 336
- Average Response Time for February = 6.12 minutes
 - Average Response Time YTD = 5.94 minutes
 - Target time is 7:00 minutes.
- Turnout time for February = 1:26
 - Turnout time YTD = 1:26
 - Target time is 1:30
- Lexipol on-boarding:
 - Chief Anderson has a Policy to present.
 - Policy 103 has been revised to include an acknowledgement section.
- 144812 (New Pumper).
 - In-service and in the station. Still finding a few things here and there that need correction.
 - Tentative dedication date is May 4th.
- 144813 is slated for final inspection in late May to early June. No word on invoicing. Pre-con yielded a change of around \$500.
- Jordan Chubb was promoted to Captain from the last assessment center. He will be moved to A-Shift to fill the Company Officer vacancy.
- Still compiling bids for staff vehicle upfits. The process is slow going due to product availability. Topper and deck system have been ordered.

Support Services – Division Chief Anderson (as of 3-1-23)

Community Risk Reduction Activities

- Total people reached through social media, the District website and Google Business = 23,978
- Crews replaced 1 smoke alarm and 2 batteries for citizens.
- Attended a safety walkthrough with a local church.
- Attended a cultural event at the Islamic Center of Springfield, MO
- Assisted the SWRFTA with a Hazmat Operations course.

"We Serve"



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- Attended the Greene County LEPC meeting.
- Assisted with serving food at a local homeless shelter.
- Provided a community CPR/AED course for 14 citizens.
- Attended a meeting with ESCI to evaluate the District's Community Risk Assessment program.
- Attended the Greene County LEPC meeting.
- With Chief Moore, attended a Chamber of Commerce event for Congressman Eric Burlison.
- Attended the District's CRR Committee meeting.
- Established a Nextdoor social media identity for the District.
- Provided social media messages on National Burn Prevention Week topics.

Workers Compensation, Safety, and Human Resources

- The District had one work comp claim for this period.
- Continued to monitor active work comp claims.
- Attended an annual review of employee benefits.
- Attended an annual review of work comp coverage.
- Held a meeting with CoxHealth to review the employee physical protocols.
- Attended the District Health and Wellness Committee meeting.
- Attended the District Safety Committee meeting.
- Attended the District Awards Committee meeting.

Training – Division Chief Burr

- Training hours for February: 1,216 hours
 - YTD Hours = 2,954 hours
 - YTD 2022 = 3,610
- Cox EMS has requested to use our facility for one of their quarterly medical trainings. I have been working with them to get this set up.
- I submitted for a grant to hire 6 new firefighters. If awarded, the grant will cover their salary and benefits for three years.
- I completed assessment center reviews with each of the company officer and battalion chief candidates.
- New hire interviews were conducted. We will have a hire list for board approval at the meeting.
- I attended the award committee meeting.
- I will be making a large gear purchase in the coming weeks.
- The crews will be completing drivers training at the Springfield Salt Dome located on Kauffman Rd. next week.
- The Division of Fire will be hosting a regional testing event here on the 22nd.