



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Tuesday, December 08, 2020
6:00 PM

Preliminaries to the Meeting

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

Approval of Last Month's Minutes

1. Correction of Minutes
2. Approval of Minutes
3. Approval of Special Meeting Minutes

Financial Business

1. Financial Statements

Public Comments

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

Unfinished Business

1. Policy Updates
2. Sale of Property

New Business

1. 2021 Budget
2. General Overview

Closed Session

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

Adjournment

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

Posted: 1/1/2021 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:

November 10, 2020

Board Members Present: Chairman Trevor Crist, Darrell Decker, and Danny Perches and Shana Jahnke were present. Walt Newman was not present.

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 6:00pm. Chief Moore 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. Ms. Jahnke seconded. All voted aye.

Mr. Perches moved to approve the corrected Board Meeting minutes from October. Second by Mr. Decker. All voted Aye.

Financial Report:

Mr. Decker discussed September's financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,452.89. Battlefield Fire Protection District total of cash assets \$1,039,894.92. ICS account holds \$2,585,098.61 and Money Market holds \$58,825.10. Mr. Decker advised all accounts are reflecting correctly and have been reconciled. Budget is at 83% for the year. Line item 6255 Maintenance Shop Equipment went over budget. Still anticipating \$507,659.92 of tax revenue for the year. Discussion took place regarding the interruption in collection from the Greene County Collector's Office. Mr. Decker advised the District has adequate operating reserve to cover the revenue until the situation is resolved. This may require board action if a deposit is not received. Mr. Decker moved to approve the financials of the District. Mr. Perches seconded. All voted aye.

Public Comments:

None

Unfinished Business:

Policy updates – Chief Moore advised he did not have policies prepared for the meeting. Item was tabled.

Sale of Property – No new information was available from the buyer. Item was tabled.

New Business:

Hiring – Firefighter. Chief Moore presented a list of candidates for the Board's consideration.

General Overview:

Deputy Chief Reynolds discussed the call times and statistics for the month as well as the process for building the next Pumper for the District. Division Chief Anderson discussed the District's community engagement and the District's process for evaluating Workers Compensation for improvement. Chief Moore introduced Caitlyn Williams, the new Secretary for the District. Employee evaluations have been completed and advised the RFP for Audit have been received. These will be discussed at the November budget meeting. Submitted Audit Approvals. Notice for Election will post in December.

Motion by Ms. Jahnke to go into closed session. Second by Mr. Perches. All voted aye. Meeting closed at 6:49 pm.

Closed session was opened by Mr. Decker Second by Ms. Jahnke at 6:52 pm. Roll Call was taken. Members present Trevor Crist, Danny Perches, Darrell Decker, Shana Jahnke, Chief Moore, Deputy Chief Reynolds, Secretary Caitlyn Williams.

Motion to go out of closed session at 7:30 pm. by Mr. Decker. Seconded by Mrs. Jahnke. All voted aye.

Motion to go into open session by Mr. Perches. Seconded by Mr. Decker. Roll call was taken. All board members were present. The meeting opened at 7:30 pm.

Mr. Crist advised closed session was for informational purposes only. No votes were taken.

A motion by Mr. Decker to accept the list of candidates for Firefighter. Seconded by Ms. Jahnke. All voted aye.

Mr. Perches moved to adjourn at 7:31 pm.

Approved by:

Trevor Crist

Darrell Decker

Walt Newman

Danny Perches

Shana Jahnke



Battlefield Fire Protection District Battlefield Volunteer Fire Department



Minutes Special Board Meeting

Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

2:30 PM

Date of Meeting:

November 17, 2019

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

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 2:30 pm. A roll call was taken, and a quorum was established.

Public Comments:

None

New Business:

2021 Budget – Chief Moore presented the Board with a draft of the 2021 budget. Proposals for the audit of the District were reviewed. Two bids were received 1. KPM \$10,100 with scale for 3 years 2. Decker and Degood \$5,550 with scale for 3 years. Motion by Mr. Decker to accept the bid from Decker and Degood. Seconded by Mr. Newman. All voted aye. Motion carried. The Board set the next budget workshop for December 8, 2020 at 11:30 am. The meeting location is to be determined.

Mr. Newman moved to adjourn at 4:00 pm

Approved by:

Trevor Crist

Darrell Decker

Walt Newman

Shana Jahnke

Danny Perches

Battlefield Volunteer Fire Department
Statement of Net Activities
November 2020

	<u>Nov 20</u>
Ordinary Revenue/Expense	
Revenue	
4140 - Interest Revenue	3.02
Total Revenue	<u>3.02</u>
Net Ordinary Revenue	<u>3.02</u>
Net Revenue	<u><u>3.02</u></u>

8:32 AM
12/04/20
Cash Basis

Battlefield Volunteer Fire Department

Statement of Net Assets

As of November 30, 2020
Nov 30, 20

s

ASSETS

Current Assets

Checking/Savings

1050 · Oakstar Volunteer Account 5,455.91

Total Checking/Savings 5,455.91

Total Current Assets 5,455.91

TOTAL ASSETS 5,455.91

LIABILITIES & Revenue

Revenue

1110 · Retained Earnings 5,428.69

Net Revenue 27.22

Total Revenue 5,455.91

TOTAL LIABILITIES & Revenue 5,455.91

Battlefield Fire Protection District
Statement of Activities
November 2020

8:20 AM
12/04/2020
Cash Basis

	Nov 20	Jan - Nov 20
Revenue		
4000 · Revenue		
4005 · Tax Revenue	5,856.15	2,980,371.39
4010 · Tax Interest Revenue	1,231.27	15,632.87
4020 · Rental Revenue	0.00	1,107.72
4040 · Vending Receipts	0.00	239.64
4050 · Miscellaneous Revenue	109.98	202,953.81
4060 · Interest Revenue	1,622.87	35,715.69
4085 · Course Tuition (EMT)	0.00	14,800.00
Total 4000 · Revenue	8,820.27	3,250,821.12
Total Revenue	8,820.27	3,250,821.12
Gross Profit	8,820.27	3,250,821.12
Expense		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	856.00	25,490.13
5020 · Building Lease	0.00	104,087.50
5022 · Aerial Apparatus Lease	0.00	105,809.04
5030 · Information Technology	11,657.16	17,919.12
5035 · Communications	0.00	3,434.94
5040 · Firefighting/EMS	1,973.90	37,082.33
5052 · Fitness Equipment	1,616.01	4,895.98
5055 · Vehicles	1,319.39	2,353.37
Total 5000 · Capital Expense	17,422.46	301,072.41
6000 · Communications		
6003 · MDT/Cell Phones	1,056.31	10,085.67
Total 6000 · Communications	1,056.31	10,085.67
6100 · Insurance		
6110 · Workman's Compensation	0.00	174,768.00
6115 · Commercial & Property	18,920.00	73,294.00
6120 · Medical, Dental, Vision	18,843.16	224,144.29
6125 · FFAM Dues	0.00	620.00
Total 6100 · Insurance	37,763.16	472,826.29
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	2,454.97	25,360.60
6210 · Apparatus Repair	1,852.72	50,739.53
6215 · Stations & Buildings	649.24	7,987.47
6220 · Lawn Maintenance	2,930.00	9,118.80
6225 · Equipment Maintenance	1,942.40	5,329.88
6235 · Headquarters Maintenance	1,209.00	13,600.08
6250 · Ground/Aerial Ladder Testing	0.00	1,547.00
6255 · Maintenance Shop Equipment	31.97	1,562.90

	Nov 20	Jan - Nov 20
6275 · Office Equipment	0.00	135.62
6280 · SCBA Flow Testing	93.98	1,615.19
Total 6200 · Maintenance & Repairs	11,164.28	116,997.07
6300 · Office/Stations		
6305 · Software Expense	6,723.50	23,124.95
6315 · Accounting Fees	710.00	8,684.30
6325 · Postage/Shipping	36.60	561.44
6330 · Subscriptions/Memberships	200.00	7,308.55
Total 6300 · Office/Stations	7,670.10	39,679.24
6400 · Training		
6405 · EMT Course Expense	100.00	7,592.86
6410 · Training Classes	2,859.50	19,613.92
6415 · Equipment	0.00	2,032.60
6425 · Training Books	345.00	2,494.93
Total 6400 · Training	3,304.50	31,734.31
6500 · Legal		
6510 · Audit Fees	0.00	10,100.00
6525 · Cafeteria Plan	69.16	-27.41
6535 · Attorney Fees	117.50	2,327.00
Total 6500 · Legal	186.66	12,399.59
6600 · Salaries		
6605 · District Personnel	145,056.68	1,709,194.58
6610 · Board of Directors		
6612 · Chaplain Expense	63.33	864.62
6610 · Board of Directors - Other	1,133.33	7,383.30
Total 6610 · Board of Directors	1,196.66	8,247.92
6620 · Employer Payroll Taxes	2,070.62	24,377.08
6625 · Lagers	14,872.86	210,973.20
6635 · Uniforms	335.90	11,740.61
6640 · 457 Plan Employer Match	0.00	-3,336.55
6655 · Expense Account	85.23	601.14
6665 · Special Overtime	2,080.56	27,828.81
6668 · Union Dues Expense	-1,608.36	-13,578.27
6675 · Background Check	38.88	1,310.88
Total 6600 · Salaries	164,129.03	1,977,359.40
6700 · Medical		
6710 · Employee Physicals/POET	900.00	12,399.88
Total 6700 · Medical	900.00	12,399.88
6750 · Utilities		
6755 · Water	128.15	1,314.69
6760 · Sanitation	217.28	1,997.42
6765 · Sewer	263.81	2,514.66
6770 · Electric/Gas	2,285.45	28,683.20
6775 · Internet/Phones/Cable	1,057.20	11,947.19

	Nov 20	Jan - Nov 20
Total 6750 · Utilities	3,951.89	46,457.16
6800 · Supplies		
6810 · Public Relations/Outreach	26.26	7,932.24
6815 · Logo Imprinted Supplies	0.00	196.00
6820 · Fire & EMS Expendables	76.85	2,933.19
6825 · Office Supplies	1.00	1,470.56
6830 · Janitorial Supplies	19.99	2,658.48
6835 · Stations/Buildings Supplies	1,879.51	3,222.95
Total 6800 · Supplies	2,003.61	18,413.42
6850 · Property Improvements		
6860 · Stations/Buildings	225.00	8,704.03
Total 6850 · Property Improvements	225.00	8,704.03
Total Expense	249,777.00	3,048,128.47
Net Revenue	-240,956.73	202,692.65

Battlefield Fire Protection District
Statement of Net Assets
As of November 30, 2020

8:21 AM

12/04/2020

Cash Basis

Nov 30, 20

ASSETS

Current Assets

Checking/Savings

1000 · OakStar - ICS	2,318,854.49
1005 · OakStar - Money Market	58,861.26
1025 · Oakstar - Operating	116,547.65
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,696,835.00

Total Checking/Savings 797,560.06

Total Current Assets 797,560.06

Fixed Assets

1504 · Fire Fighting Equipment	219.80
1505 · Office Equipment	1,158.33

Total Fixed Assets 1,378.13

TOTAL ASSETS 798,938.19

LIABILITIES & Revenue

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-100.00
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Total Accounts Payable -100.00

Total Current Liabilities -100.00

Total Liabilities -100.00

Revenue

3200 · Fund Balances

3100 · Restricted Fund - Operating	-700,374.00
3120 · Restricted Fund-Emergency Equip	-503,937.00
3140 · Restricted Fund - Bldg Reserve	-492,524.00
3200 · Fund Balances	2,487,239.86

Total 3200 · Unrestricted Fund Balances 790,404.86

32000 · Retained Earnings -194,059.32

Net Revenue 202,692.65

Total Revenue 799,038.19

TOTAL LIABILITIES & Revenue 798,938.19

Battlefield Fire Protection District
Statement of Cash Flows
November 2020

8:21 AM

Cash Basis

	Nov 20	Oct 20	% Change
Revenue			
4000 · Revenue			
4005 · Tax Revenue	5,856.15	4,379.23	33.73%
4010 · Tax Interest Revenue	1,231.27	945.84	30.18%
4020 · Rental Revenue	0.00	0.00	0.0%
4050 · Miscellaneous Revenue	109.98	0.00	100.0%
4060 · Interest Revenue	1,622.87	1,820.89	-10.88%
Total 4000 · Revenue	8,820.27	7,145.96	23.43%
Total Revenue	8,820.27	7,145.96	23.43%
Gross Profit	8,820.27	7,145.96	23.43%
Expense			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	856.00	20,327.55	-95.79%
5022 · Aerial Apparatus Lease	0.00	25,073.61	-100.0%
5030 · Information Technology	11,657.16	0.00	100.0%
5040 · Firefighting/EMS	1,973.90	13,047.00	-84.87%
5052 · Fitness Equipment	1,616.01	2,829.97	-42.9%
5055 · Vehicles	1,319.39	0.00	100.0%
Total 5000 · Capital Expense	17,422.46	61,278.13	-71.57%
6000 · Communications			
6003 · MDT/Cell Phones	1,056.31	955.94	10.5%
Total 6000 · Communications	1,056.31	955.94	10.5%
6100 · Insurance			
6115 · Commercial & Property	18,920.00	0.00	100.0%
6120 · Medical, Dental, Vision	18,843.16	20,148.72	-6.48%
Total 6100 · Insurance	37,763.16	20,148.72	87.42%
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	2,454.97	2,022.10	21.41%
6210 · Apparatus Repair	1,852.72	1,021.19	81.43%
6215 · Stations & Buildings	649.24	119.16	444.85%
6220 · Lawn Maintenance	2,930.00	1,945.00	50.64%
6225 · Equipment Maintenance	1,942.40	1,559.60	24.55%
6235 · Headquarters Maintenance	1,209.00	1,209.00	0.0%
6255 · Maintenance Shop Equipment	31.97	31.68	0.92%
6275 · Office Equipment	0.00	9.74	-100.0%
6280 · SCBA Flow Testing	93.98	0.00	100.0%
Total 6200 · Maintenance & Repairs	11,164.28	7,917.47	41.01%
6300 · Office/Stations			
6305 · Software Expense	6,723.50	0.00	100.0%
6315 · Accounting Fees	710.00	740.00	-4.05%
6325 · Postage/Shipping	36.60	73.30	-50.07%

	Nov 20	Oct 20	% Change
6330 · Subscriptions/Memberships	200.00	200.00	0.0%
Total 6300 · Office/Stations	7,670.10	1,013.30	656.94%
6400 · Training			
6405 · EMT Course Expense	100.00	300.00	-66.67%
6410 · Training Classes	2,859.50	560.00	410.63%
6415 · Equipment	0.00	19.96	-100.0%
6425 · Training Books	345.00	0.00	100.0%
Total 6400 · Training	3,304.50	879.96	275.53%
6500 · Legal			
6525 · Cafeteria Plan	69.16	57.62	20.03%
6535 · Attorney Fees	117.50	117.50	0.0%
Total 6500 · Legal	186.66	175.12	6.59%
6600 · Salaries			
6605 · District Personnel	145,056.68	141,625.35	2.42%
6610 · Board of Directors			
6612 · Chaplain Expense	63.33	66.28	-4.45%
6610 · Board of Directors - Other	1,133.33	633.33	78.95%
Total 6610 · Board of Directors	1,196.66	699.61	71.05%
6620 · Employer Payroll Taxes	2,070.62	2,010.04	3.01%
6625 · Lagers	14,872.86	16,898.98	-11.99%
6635 · Uniforms	335.90	151.22	122.13%
6640 · 457 Plan Employer Match	0.00	0.00	0.0%
6655 · Expense Account	85.23	115.83	-26.42%
6665 · Special Overtime	2,080.56	880.32	136.34%
6668 · Union Dues Expense	-1,608.36	-1,608.36	0.0%
6675 · Background Check	38.88	0.00	100.0%
Total 6600 · Salaries	164,129.03	160,772.99	2.09%
6700 · Medical			
6710 · Employee Physicals/POET	900.00	4,065.28	-77.86%
Total 6700 · Medical	900.00	4,065.28	-77.86%
6750 · Utilities			
6755 · Water	128.15	152.80	-16.13%
6760 · Sanitation	217.28	0.00	100.0%
6765 · Sewer	263.81	276.88	-4.72%
6770 · Electric/Gas	2,285.45	2,633.88	-13.23%
6775 · Internet/Phones/Cable	1,057.20	940.35	12.43%
Total 6750 · Utilities	3,951.89	4,003.91	-1.3%
6800 · Supplies			
6810 · Public Relations/Outreach	26.26	162.97	-83.89%
6820 · Fire & EMS Expendables	76.85	860.72	-91.07%
6825 · Office Supplies	1.00	532.85	-99.81%
6830 · Janitorial Supplies	19.99	440.32	-95.46%
6835 · Stations/Buildings Supplies	1,879.51	123.52	1,421.62%
Total 6800 · Supplies	2,003.61	2,120.38	-5.51%

	Nov 20	Oct 20	% Change
6850 · Property Improvements			
6860 · Stations/Buildings	225.00	0.00	100.0%
Total 6850 · Property Improvements	225.00	0.00	100.0%
Total Expense	249,777.00	263,331.20	-5.15%
Net Revenue	-240,956.73	-256,185.24	5.94%

Battlefield Fire Protection District

Profit & Loss Budget Performance

Nov 2020

	Annual Budget	Nov 20	% Received	Jan - Nov YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
Revenue							
4000 · Revenue							
4005 · Tax Revenue	3,483,121.00	5,856.15	0.17%	2,980,371.39	85.57%	502,749.61	0.00
4010 · Tax Revenue Interest	20,000.00	1,231.27	6.16%	15,632.87	78.16%	4,367.13	0.00
4020 · Rental Revenue	0.00	0.00	0.00%	1,107.72	0.00%	0.00	1,107.72
4040 · Vending Receipts	0.00	0.00	0.00%	239.64	0.00%	0.00	239.64
4050 · Miscellaneous Revenue	0.00	109.98	0.00%	202,953.81	0.00%	0.00	202,953.81
4060 · Interest Revenue	65,000.00	1,622.87	0.00%	35,715.69	0.00%	29,284.31	0.00
4085 · Course Tuition (EMT)	12,500.00	0.00	0.00%	14,800.00	118.40%	0.00	2,300.00
Total 4000 · Revenue	3,580,621.00	8,820.27	0.25%	3,250,821.12	90.79%	536,401.05	206,601.17
Expense							
5000 · Capital Expense							
5015 · Uniforms/PPE/Bunker Gear	30,000.00	856.00	2.85%	25,490.13	84.97%	4,509.87	
5020 · Building Lease	106,525.00	0.00	0.00%	104,087.50	97.71%	2,437.50	
5022 · Aerial Apparatus Lease	108,807.00	0.00	0.00%	105,809.04	97.24%	2,997.96	
5030 · Information Technology	18,000.00	11,657.16	64.76%	17,919.12	99.55%	80.88	
5035 · Communications	5,000.00	0.00	0.00%	3,434.94	68.70%	1,565.06	
5040 · Firefighting/EMS	43,000.00	1,973.90	4.59%	37,082.33	86.24%	5,917.67	
5052 · Fitness Equipment	5,000.00	1,616.01	32.32%	4,895.98	97.92%	104.02	
5055 · Vehicles	10,000.00	1,319.39	13.19%	2,353.37	23.53%	7,646.63	
Total 5000 · Capital Expense	326,332.00	17,422.46	5.34%	301,072.41	92.26%	25,259.59	
6000 · Communications							
6003 · MDT/Cell Phones	18,000.00	1,056.31	5.87%	10,085.67	56.03%	7,914.33	
6015 · Consulting Fee	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
Total 6000 · Communications	20,000.00	1,056.31	5.28%	10,085.67	50.43%	9,914.33	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Nov 2020

	Annual Budget	Nov 20	% Received	Jan - Nov YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
	Annual Budget	Nov 20	% Budget Used in Nov	Jan - Nov YTD	% Budget Used YTD	Balance Available	
6100 · Insurance							
6110 · Workman's Compensation	174,768.30	0.00	0.00%	174,768.00	100.00%	0.30	
6115 · Commercial & Property	70,912.00	18,920.00	26.68%	73,294.00	103.36%	-2,382.00	
6120 · Medical, Dental, Vision	258,568.00	18,843.16	7.29%	224,144.29	86.69%	34,423.71	
6125 · FFAM Dues	5,000.00	0.00	0.00%	620.00	12.40%	4,380.00	
Total 6100 · Insurance	509,248.30	37,763.16	7.42%	472,826.29	92.85%	36,422.01	
6200 · Maintenance & Repairs							
6205 · Gas/Diesel	50,000.00	2,454.97	4.91%	25,360.60	50.72%	24,639.40	
6210 · Apparatus Repair	45,000.00	1,852.72	4.12%	50,739.53	112.75%	-5,739.53	8/11/2020
6215 · Stations & Buildings	35,000.00	649.24	1.85%	7,987.47	22.82%	27,012.53	
6220 · Lawn Maintenance	11,500.00	2,930.00	25.48%	9,118.80	79.29%	2,381.20	
6225 · Equipment Maintenance	10,000.00	1,942.40	19.42%	5,329.88	53.30%	4,670.12	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	13,600.08	90.67%	1,399.92	
6250 · Ground/Aerial Ladder Testing	2,000.00	0.00	0.00%	1,547.00	77.35%	453.00	
6255 · Maintenance Shop Equipment	1,500.00	31.97	2.13%	1,562.90	104.19%	-62.90	11/10/2020
6275 · Office Equipment	2,000.00	0.00	0.00%	135.62	6.78%	1,864.38	
6280 · SCBA Flow Testing	2,500.00	93.98	3.76%	1,615.19	64.61%	884.81	
Total 6200 · Maintenance & Repairs	174,500.00	11,164.28	6.40%	116,997.07	67.05%	57,502.93	
6300 · Office/Stations							
6305 · Software Expense	23,300.00	6,723.50	28.86%	23,124.95	99.25%	175.05	
6315 · Accounting Fees	9,300.00	710.00	7.63%	8,684.30	93.38%	615.70	
6325 · Postage/Shipping	700.00	36.60	5.23%	561.44	80.21%	138.56	
6330 · Subscriptions/Memberships	9,000.00	200.00	2.22%	7,308.55	81.21%	1,691.45	
6335 · Advertising/Printing/Postings	1,500.00	0.00	0.00%	0.00	0.00%	1,500.00	
Total 6300 · Office/Stations	43,800.00	7,670.10	17.51%	39,679.24	90.59%	4,120.76	

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

	Annual Budget	Nov 20	% Received	Jan - Nov YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
	Annual Budget	Nov 20	% Budget Used in Nov	Jan - Nov YTD	% Budget Used YTD	Balance Available	
6400 · Training							
6405 · EMT Course Expense	2,000.00	100.00	5.00%	7,592.86	379.64%	-5,592.86	8/11/2020
6410 · Training Classes	30,200.00	2,859.50	9.47%	19,613.92	64.95%	10,586.08	
6415 · Equipment	4,200.00	0.00	0.00%	2,032.60	48.40%	2,167.40	
6425 · Training Books	5,000.00	345.00	6.90%	2,494.93	49.90%	2,505.07	
Total 6400 · Training	41,400.00	3,304.50	7.98%	31,734.31	76.65%	9,665.69	
6500 · Legal							
6510 · Audit Fees	9,700.00	0.00	0.00%	10,100.00	104.12%	-400.00	7/14/2020
6525 · Cafeteria Account	1,500.00	69.16	4.61%	-27.41	-1.83%	1,527.41	
6530 · Elections	15,000.00	0.00	0.00%	0.00	0.00%	15,000.00	
6535 · Attorney Fees	5,000.00	117.50	2.35%	2,327.00	46.54%	2,673.00	
6538 · Medical Director	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
Total 6500 · Legal	33,200.00	186.66	0.56%	12,399.59	37.35%	20,800.41	
6600 · Salaries							
6605 · District Personnel	1,887,443.00	145,056.68	7.69%	1,709,194.58	90.56%	178,248.42	
6610 · Board of Directors							
6612 · Chaplain Expense	2,000.00	63.33	3.17%	864.62	43.23%	1,135.38	
6610 · Board of Directors - Other	9,400.00	1,133.33	12.06%	7,383.30	78.55%	2,016.70	
Total 6610 · Board of Directors	11,400.00	1,196.66	10.50%	8,247.92	72.35%	3,152.08	
6620 · Employer Payroll Taxes	41,670.00	2,070.62	4.97%	24,377.08	58.50%	17,292.92	
6625 · Lagers	220,042.00	14,872.86	6.76%	210,973.20	95.88%	9,068.80	
6635 · Uniforms	13,000.00	335.90	2.58%	11,740.61	90.31%	1,259.39	
6640 · 457 Plan Employer Match		0.00	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	85.23	4.26%	601.14	30.06%	1,398.86	
6665 · Special Overtime	45,000.00	2,080.56	4.62%	27,828.81	61.84%	17,171.19	
6668 · Union Dues Expense		-1,608.36	0.00%	-13,578.27	0.00%	13,578.27	
6675 · Background Check	1,500.00	38.88	2.59%	1,310.88	87.39%	189.12	
Total 6600 · Salaries	2,223,055.00	164,129.03	7.38%	1,977,359.40	88.95%	245,695.60	

Battlefield Fire Protection District

Profit & Loss Budget Performance

Nov 2020

	Annual Budget	Nov 20	% Received	Jan - Nov YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
	Annual Budget	Nov 20	% Budget Used in Nov	Jan - Nov YTD	% Budget Used YTD	Balance Available	
6700 · Medical							
6710 · Employee Physicals/POET	27,500.00	900.00	3.27%	12,399.88	45.09%	15100.12	
Total 6700 · Medical	27,500.00	900.00	3.27%	12,399.88	45.09%	15,100.12	
6750 · Utilities							
6755 · Water	3,000.00	128.15	4.27%	1,314.69	43.82%	1,685.31	
6760 · Sanitation	2,500.00	217.28	8.69%	1,997.42	79.90%	502.58	
6765 · Sewer	3,000.00	263.81	8.79%	2,514.66	83.82%	485.34	
6770 · Electric/Gas	36,000.00	2,285.45	6.35%	28,683.20	79.68%	7,316.80	
6775 · Internet/Phones/Cable	12,000.00	1,057.20	8.81%	11,947.19	99.56%	52.81	
Total 6750 · Utilities	56,500.00	3,951.89	6.99%	46,457.16	82.23%	10,042.84	
6800 · Supplies							
6810 · Public Relations/Outreach	13,250.00	26.26	0.20%	7,932.24	59.87%	5,317.76	
6815 · Logo Imprinted Supplies	2,500.00	0.00	0.00%	196.00	7.84%	2,304.00	
6820 · Fire & EMS Expendables	4,000.00	76.85	1.92%	2,933.19	73.33%	1,066.81	
6825 · Office Supplies	4,000.00	1.00	0.03%	1,470.56	36.76%	2,529.44	
6830 · Janitorial Supplies	4,000.00	19.99	0.50%	2,658.48	66.46%	1,341.52	
6835 · Stations/Buildings Supplies	2,500.00	1,879.51	75.18%	3,222.95	128.92%	-722.95	12/8/2020
6840 · Vending Machine Expense	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
Total 6800 · Supplies	32,250.00	2,003.61	6.21%	18,413.42	57.10%	13,836.58	
6850 · Property Improvements							
6855 · Rental Property	1,000.00	0.00	0.00%	0.00	0.00%	1,000.00	
6860 · Stations/Buildings	10,000.00	225.00	2.25%	8,704.03	87.04%	1,295.97	
Total 6850 · Property Improvements	11,000.00	225.00	2.05%	8,704.03	79.13%	2,295.97	
Total Expense	3,498,785.30	249,777.00	7.14%	3,048,128.47	87.12%	448,036.07	
Net Revenue	81,835.70	-240,956.73	-294.44%	202,692.65	247.68%	88,364.98	

Total Budget Amount

448,036.07

Battlefield Fire Protection District

Profit & Loss Budget Performance

Nov 2020

Annual Budget	Nov 20	% Received	Jan - Nov YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
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<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
249,777.00	3,048,128.47

Restricted Funds

Operating Reserve

700,374.00

Emergency Equipment Reserve

503,937.00

Building Reserve

492,524.00

Total Contingency Fund

1,696,835.00

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

8:22 AM

12/04/2020

Cash Basis

	Date	Memo	Paid Amount	Balance
4000 · Revenue				
4050 · Miscellaneous Revenue				
	01/14/2020	Cobra	974.22	974.22
	01/21/2020	Deposit	10.00	984.22
	01/21/2020	Deposit	10.00	994.22
	02/04/2020	incident report	10.00	1,004.22
	02/04/2020	overpmt on membership	100.00	1,104.22
	02/11/2020	Annexations 2020	17,308.02	18,412.24
	02/11/2020	In memory of Roy Kirby	100.00	18,512.24
	02/11/2020	Firefighter class	2,743.00	21,255.24
	02/11/2020	Financial tax & interest	3.11	21,258.35
	02/18/2020	Roy Kirby fund	25.00	21,283.35
	02/18/2020	Roy Kirby fund	500.00	21,783.35
	03/03/2020	Deposit	250.00	22,033.35
	03/17/2020	EMT refresher C. Wilder	100.00	22,133.35
	03/17/2020	refund check	19.49	22,152.84
	03/24/2020	Deposit	10.00	22,162.84
	03/24/2020	Deposit	10.00	22,172.84
	03/24/2020	Deposit	3,350.96	25,523.80
	04/21/2020	Roy Kirby fund	175.07	25,698.87
	04/28/2020	Fire damage to dwelling	158,352.49	184,051.36
	05/26/2020	2019 WC Audit	9,242.00	193,293.36
	06/02/2020	Claim MOTR20030168	250.00	193,543.36
	07/14/2020	Deposit	2,900.00	196,443.36
	08/25/2020	Endorsement return premium delete Loc 4	122.00	196,565.36
	09/15/2020	Deposit	10.00	196,575.36
	09/29/2020	Rebate for 2019	6,268.47	202,843.83
	11/03/2020	Waite, Randy incident report	10.00	202,853.83
	11/10/2020	1024	99.98	202,953.81
Total 4050 · Miscellaneous Revenue			202,953.81	202,953.81

Total 4000 · Revenue
TOTAL

Date	Memo	Paid Amount	Balance
		202,953.81	202,953.81
		<u>202,953.81</u>	<u>202,953.81</u>



BATTLEFIELD FIRE PROTECTION DISTRICT

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ADMINISTRATIVE BOARD REPORT

November/December 2020

Administration – Chief Moore

- We conducted several swear in ceremonies for Firefighter, Captain and Division Chief. These were small ceremonies in consideration for COVID-19.
- The temporary procedure addressing COVID-19 exposures continues and has been updated.
- Attended a webinar with LAGERS.
- Worked on the first-year evaluation of the Strategic Plan. Will have a formal review document for the Board in January.
- Meeting with IAFF Local 152 Shop Steward in preparation for 2021 Budget year and CBA adjustments.
- Open enrollment has been completed.
- 2020 Budget review was completed with the bookkeeper. A couple of the line items which were noted over budget have been corrected. This was a result of incorrect input on which line item particular items were slated to come from.

Operations – Deputy Chief Reynolds

- Total calls for November = 341
 - o 9 Building fires
 - o November 2019 = 314
- Total Calls YTD = 2485
 - o YTD Last year = 3058
- Average Response Time for November = 6.37 minutes
 - o Average Response Time YTD = 6.27 minutes
 - o Target time is 7 minutes
- Turnout time for November = 1:10
 - o Turnout time YTD = 1:13
 - o Target time is 1:30
- 10678 (Truck 3) is still in district and still in service. The remote-control antenna has been shipped and we are scheduling a time for it to be installed. The ram will also be replaced.
- Truck performance specification has been distributed. Meetings have been scheduled for a review with interested vendors.
- We ran several calls with Brookline over the last few weeks.
- I have completed a performance audit of our fleet. I am in the process of restructuring a plan to move forward with fleet replacement using that data.

Support Services – Division Chief Anderson

Fire Prevention and Education Month activities

- Fire Prevention and Safety Message Hits on Social Media:
 - Messages included Thanksgiving cooking safety and storm safety.
 - Facebook = 2,138 from 3 posts
- Public Relations (PubEd) Hits on Social Media:
 - Messages included reporting on new hires, promotions, and veteran recognition.
 - Facebook = 16,400 from 6 posts
- Total PubEd and PR contacts (Fire Prevention, Social Media, PR) = 18,538
- Total smoke alarm service calls:
 - Alarm install and/or battery change calls =15
- Community Risk Reduction
 - Working on a basic CRR class designed to educate committee members on the purpose, structure, and application of a community risk reduction program
 - Reviewed new Community Risk Reduction curriculum for Jones and Bartlett publishing
 - Currently collaborating with the Springfield Fire Department on a juvenile fire setter program and to reenergize the Fire and Life Safety Educator training and certification program in the Springfield region

Workers Compensation

- There were no work comp claims submitted for this period
- Continued assessment of the District's safety and workers compensation program
 - Site safety surveys of each District building are planned for late December
- Researched federal, state, and local requirements associated with Workers Compensation and COVID-19 sick leave for fire service personnel
- Work comp costs for 2020 are considerably lower than the previous 3 years

Training – Division Chief Burr

- Training hours for November: 1,270 hours
 - YTD = 16,775
 - YTD 2019 = 14,483
- State Certification testing is ongoing.
- We have several members completing their probationary test out this month. This process now involves me completing the final assessment.
- I put the EMT course administrator position out for bid. The deadline is 12/7
- Preparing for the next fire academy which starts January 4th.
- Working with the Battalions to take over inventory responsibilities.