



# **AGENDA**

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



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

**Monday, February 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**

### **Unfinished Business**

1. Strategic Plan Update
2. 2020 Budget Updates
3. Policy Updates

### **New Business**

1. Edward Jones – Tony Reahr
2. Greene County 5-year Hazard Mitigation Plan
3. General Overview

### **Closed Session**

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

### **Adjournment**

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

Posted: 2/7/2020 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:**

January 14, 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. Mr. Newman seconded. All voted aye.

Mr. Perches moved to approve December's Board Meeting minutes. Mr. Decker seconded. All voted aye.

**Financial Report:**

Payment of the bills and check signing took place.

Darrell discussed December's financial report and review of assets Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,428.69. Battlefield Fire Protection District total liabilities and revenue equal \$539,717.08. Statement of net Assets; ICS \$2,108,853.74 and Money Market \$58,062.19. Darrell advised all accounts have been reconciled and reserve accounts are accurately reflected on the report. Darrell also discussed the tax revenue that deposited in December. Line item 6205 was anticipated to go over and fuel line has been increased for 2020.

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

**Public Comments:** None

**Unfinished Business:** None

**New Business:**

A draft of the 2020 to 2025 Strategic plan was given to board to review. It will be presented to staff at the end of January. Mission, vision and values will be addressed along with action items and issues. Updates will be provided monthly.

2020 budget update: we are staying with United Healthcare for the time being. This will impact the insurance expense but net income to revenue will be able to cover the change.

Policy updates:

102 Hiring Process: Remove the need to internally post a job opening for a week prior to making it public. Add board member relationship declaration and background waiver.

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

204 Paid Holidays: Addition of Veteran's Day. Remove working shift before and after, to just work the holiday. Administrative also having addition of day after Thanksgiving and Christmas eve.

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

209 Bereavement leave: Change 24 to 48 hours, allowing for a whole shift of leave.

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

216 Minimum staffing and vacancies: Changing length of time allowed for min. staffing from 2-hour gap to beyond 4 hours, included in bargaining unit agreement.

Mr. Decker moved to approved as presented, Mr. Perches seconded. All voted aye.

**General Overview:**

Some year-to-date numbers will be changing for the total calls, wrong dates were entered.

A fan had caught fire in ladder truck but it is being replaced by manufacturer.

Academy started January 6<sup>th</sup> and is off to a good start.

January 18<sup>th</sup> is annual award banquet.

We had our first completed water rescue with our boat, 2 adults and a dog.

**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 6:45pm. Roll call was taken: Board Members present: Darrell Decker, Trevor Crist, Walt Newman, Danny Perches and Shana Jahnke.

Also present: Fire Chief Scott Moore, Deputy Chief Dennis Reynolds and Secretary Angela Copeland.

Mr. Perches moved to go back into open session at 7:01 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 7:01 pm.

**Approved by:**

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**Trevor Crist**

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**Darrell Decker**

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**Danny Perches**

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**Walt Newman**

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**Shana Jahnke**

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

	<u>Jan 20</u>
Ordinary Revenue/Expense	
Revenue	
4140 - Interest Revenue	3.91
Total Revenue	<u>3.91</u>
Net Ordinary Revenue	<u>3.91</u>
Net Revenue	<u><u>3.91</u></u>

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

As of January 31, 2020  
Jan 31, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 - Oakstar Volunteer Account 5,432.60

**Total Checking/Savings** 5,432.60

**Total Current Assets** 5,432.60

**TOTAL ASSETS** 5,432.60

**LIABILITIES & Revenue**

**Revenue**

1110 - Retained Earnings 5,428.69

**Net Revenue** 3.91

**Total Revenue** 5,432.60

**TOTAL LIABILITIES & Revenue** 5,432.60

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

10:27 AM  
02/07/2020  
Cash Basis

	Jan 20	Jan 20
<b>Revenue</b>		
<b>4000 · Revenue</b>		
4005 · Tax Revenue	2,537,313.12	2,537,313.12
4010 · Tax Interest Revenue	1,403.61	1,403.61
4020 · Rental Revenue	553.86	553.86
4040 · Vending Receipts	64.40	64.40
4050 · Miscellaneous Revenue	994.22	994.22
4060 · Interest Revenue	6,426.45	6,426.45
<b>Total 4000 · Revenue</b>	<b>2,546,755.66</b>	<b>2,546,755.66</b>
<b>Total Revenue</b>	<b>2,546,755.66</b>	<b>2,546,755.66</b>
<b>Gross Profit</b>	<b>2,546,755.66</b>	<b>2,546,755.66</b>
<b>Expense</b>		
<b>5000 · Capital Expense</b>		
5015 · Uniforms/PPE/Bunker Gear	163.26	163.26
5022 · Aerial Apparatus Lease	26,911.81	26,911.81
5030 · Information Technology	29.18	29.18
5040 · Firefighting/EMS	30.96	30.96
5052 · Fitness Equipment	450.00	450.00
<b>Total 5000 · Capital Expense</b>	<b>27,585.21</b>	<b>27,585.21</b>
<b>6000 · Communications</b>		
6003 · MDT/Cell Phones	1,507.77	1,507.77
<b>Total 6000 · Communications</b>	<b>1,507.77</b>	<b>1,507.77</b>
<b>6100 · Insurance</b>		
6110 · Workman's Compensation	174,768.00	174,768.00
6120 · Medical, Dental, Vision	48,332.55	48,332.55
<b>Total 6100 · Insurance</b>	<b>223,100.55</b>	<b>223,100.55</b>
<b>6200 · Maintenance &amp; Repairs</b>		
6205 · Gas/Diesel	4,862.20	4,862.20
6210 · Apparatus Repair	960.23	960.23
6215 · Stations & Buildings	1,701.03	1,701.03
6225 · Equipment Maintenance	551.63	551.63
6235 · Headquarters Maintenance	1,209.00	1,209.00
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>9,284.09</b>	<b>9,284.09</b>
<b>6300 · Office/Stations</b>		
6305 · Software Expense	7,947.50	7,947.50
6315 · Accounting Fees	1,289.30	1,289.30
6330 · Subscriptions/Memberships	800.00	800.00
<b>Total 6300 · Office/Stations</b>	<b>10,036.80</b>	<b>10,036.80</b>
<b>6400 · Training</b>		
6410 · Training Classes	4,943.00	4,943.00
6425 · Training Books	1,125.00	1,125.00

	<b>Jan 20</b>	<b>Jan 20</b>
<b>Total 6400 · Training</b>	<b>6,068.00</b>	<b>6,068.00</b>
<b>6500 · Legal</b>		
6525 · Cafeteria Plan	-407.45	-407.45
6535 · Attorney Fees	164.50	164.50
<b>Total 6500 · Legal</b>	<b>-242.95</b>	<b>-242.95</b>
<b>6600 · Salaries</b>		
6605 · District Personnel	218,118.54	218,118.54
6610 · Board of Directors		
6612 · Chaplain Expense	89.60	89.60
6610 · Board of Directors - Other	633.33	633.33
<b>Total 6610 · Board of Directors</b>	<b>722.93</b>	<b>722.93</b>
6620 · Employer Payroll Taxes	3,008.53	3,008.53
6625 · Lagers	29,307.30	29,307.30
6635 · Uniforms	1,689.23	1,689.23
6640 · 457 Plan Employer Match	-3,724.09	-3,724.09
6655 · Expense Account	9.78	9.78
6665 · Special Overtime	1,787.00	1,787.00
6668 · Union Dues Expense	-2,567.19	-2,567.19
<b>Total 6600 · Salaries</b>	<b>248,352.03</b>	<b>248,352.03</b>
<b>6750 · Utilities</b>		
6755 · Water	75.65	75.65
6760 · Sanitation	98.64	98.64
6765 · Sewer	153.56	153.56
6770 · Electric/Gas	2,946.27	2,946.27
<b>Total 6750 · Utilities</b>	<b>3,274.12</b>	<b>3,274.12</b>
<b>6800 · Supplies</b>		
6810 · Public Relations/Outreach	3,964.10	3,964.10
6815 · Logo Imprinted Supplies	49.00	49.00
6820 · Fire & EMS Expendables	79.75	79.75
6825 · Office Supplies	121.93	121.93
6830 · Janitorial Supplies	201.50	201.50
6835 · Stations/Buildings Supplies	10.47	10.47
<b>Total 6800 · Supplies</b>	<b>4,426.75</b>	<b>4,426.75</b>
<b>Total Expense</b>	<b>533,392.37</b>	<b>533,392.37</b>
<b>Net Revenue</b>	<b>2,013,363.29</b>	<b>2,013,363.29</b>



**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of January 31, 2020

10:28 AM

02/07/2020

Cash Basis

Jan 31, 20

**ASSETS**

**Current Assets**

**Checking/Savings**

1000 · OakStar - ICS	4,105,097.33
1005 · OakStar - Money Market	58,237.31
1025 · Oakstar - Operating	130,194.25
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,636,699.00

**Total Checking/Savings** 2,656,961.55

**Total Current Assets** 2,656,961.55

**Fixed Assets**

1504 · Fire Fighting Equipment	219.80
1505 · Office Equipment	242.98

**Total Fixed Assets** 462.78

**TOTAL ASSETS** 2,657,424.33

**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	-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** 2,013,363.29

**Total Revenue** 2,657,524.33

**TOTAL LIABILITIES & Revenue** 2,657,424.33

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

10:27 AM

Cash Basis

	Jan 20	Dec 19	% Change
<b>Revenue</b>			
4000 · Revenue			
4005 · Tax Revenue	2,537,313.12	533,874.32	375.26%
4010 · Tax Interest Revenue	1,403.61	981.47	43.01%
4020 · Rental Revenue	553.86	369.24	50.0%
4040 · Vending Receipts	64.40	13.05	393.49%
4050 · Miscellaneous Revenue	994.22	514.52	93.23%
4060 · Interest Revenue	6,426.45	3,964.48	62.1%
Total 4000 · Revenue	2,546,755.66	539,717.08	371.87%
<b>Total Revenue</b>	2,546,755.66	539,717.08	371.87%
<b>Gross Profit</b>	2,546,755.66	539,717.08	371.87%
<b>Expense</b>			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	163.26	425.57	-61.64%
5022 · Aerial Apparatus Lease	26,911.81	0.00	100.0%
5030 · Information Technology	29.18	601.08	-95.15%
5040 · Firefighting/EMS	30.96	5,327.00	-99.42%
5052 · Fitness Equipment	450.00	59.98	650.25%
Total 5000 · Capital Expense	27,585.21	6,413.63	330.1%
6000 · Communications			
6003 · MDT/Cell Phones	1,507.77	1,613.68	-6.56%
Total 6000 · Communications	1,507.77	1,613.68	-6.56%
6100 · Insurance			
6110 · Workman's Compensation	174,768.00	0.00	100.0%
6115 · Commercial & Property	0.00	17,729.00	-100.0%
6120 · Medical, Dental, Vision	48,332.55	2,802.46	1,624.65%
Total 6100 · Insurance	223,100.55	20,531.46	986.63%
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	4,862.20	3,873.55	25.52%
6210 · Apparatus Repair	960.23	2,134.18	-55.01%
6215 · Stations & Buildings	1,701.03	15,555.91	-89.07%
6225 · Equipment Maintenance	551.63	0.00	100.0%
6235 · Headquarters Maintenance	1,209.00	116.07	941.61%
6255 · Maintenance Shop Equipment	0.00	94.05	-100.0%
6270 · FF/Res/EMS/Maint Equipment	0.00	60.28	-100.0%
Total 6200 · Maintenance & Repairs	9,284.09	21,834.04	-57.48%
6300 · Office/Stations			
6305 · Software Expense	7,947.50	4,899.54	62.21%
6315 · Accounting Fees	1,289.30	760.00	69.65%
6325 · Postage/Shipping	0.00	60.00	-100.0%
6330 · Subscriptions/Memberships	800.00	57.60	1,288.89%

	Jan 20	Dec 19	% Change
<b>Total 6300 · Office/Stations</b>	10,036.80	5,777.14	73.73%
<b>6400 · Training</b>			
6405 · EMT Course Expense	0.00	25.00	-100.0%
6410 · Training Classes	4,943.00	3,159.60	56.44%
6415 · Equipment	0.00	161.94	-100.0%
6425 · Training Books	1,125.00	0.00	100.0%
<b>Total 6400 · Training</b>	6,068.00	3,346.54	81.32%
<b>6500 · Legal</b>			
6525 · Cafeteria Plan	-407.45	979.90	-141.58%
6535 · Attorney Fees	164.50	0.00	100.0%
<b>Total 6500 · Legal</b>	-242.95	979.90	-124.79%
<b>6600 · Salaries</b>			
6605 · District Personnel	218,118.54	132,886.72	64.14%
6610 · Board of Directors			
6612 · Chaplain Expense	89.60	0.00	100.0%
6610 · Board of Directors - Other	633.33	533.33	18.75%
<b>Total 6610 · Board of Directors</b>	722.93	533.33	35.55%
6620 · Employer Payroll Taxes	3,008.53	1,863.74	61.42%
6625 · Lagers	29,307.30	-4,768.59	714.59%
6635 · Uniforms	1,689.23	323.21	422.64%
6640 · 457 Plan Employer Match	-3,724.09	-203.60	-1,729.12%
6655 · Expense Account	9.78	0.00	100.0%
6665 · Special Overtime	1,787.00	671.85	165.98%
6668 · Union Dues Expense	-2,567.19	-1,732.08	-48.21%
6675 · Background Check	0.00	250.00	-100.0%
<b>Total 6600 · Salaries</b>	248,352.03	129,824.58	91.3%
<b>6700 · Medical</b>			
6710 · Employee Physicals/POET	0.00	122.00	-100.0%
<b>Total 6700 · Medical</b>	0.00	122.00	-100.0%
<b>6750 · Utilities</b>			
6755 · Water	75.65	113.75	-33.5%
6760 · Sanitation	98.64	483.84	-79.61%
6765 · Sewer	153.56	216.19	-28.97%
6770 · Electric/Gas	2,946.27	2,601.98	13.23%
<b>Total 6750 · Utilities</b>	3,274.12	3,415.76	-4.15%
<b>6800 · Supplies</b>			
6810 · Public Relations/Outreach	3,964.10	359.38	1,003.04%
6815 · Logo Imprinted Supplies	49.00	0.00	100.0%
6820 · Fire & EMS Expendables	79.75	272.45	-70.73%
6825 · Office Supplies	121.93	61.52	98.2%
6830 · Janitorial Supplies	201.50	99.10	103.33%
6835 · Stations/Buildings Supplies	10.47	151.56	-93.09%
<b>Total 6800 · Supplies</b>	4,426.75	944.01	368.93%
<b>Total Expense</b>	533,392.37	194,802.74	173.81%

Net Revenue

Jan 20	Dec 19	% Change
2,013,363.29	344,914.34	483.73%

# Battlefield Fire Protection District

## Profit & Loss Budget Performance

### January 2020

	Annual Budget	Jan 20	% Received	Jan YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>Revenue</b>							
<b>4000 · Revenue</b>							
4005 · Tax Revenue	3,483,121.00	2,537,313.12	72.85%	2,537,313.12	72.85%	945,807.88	0.00
4010 · Tax Revenue Interest	20,000.00	1,403.61	7.02%	1,403.61	7.02%	18,596.39	0.00
4020 · Rental Revenue	0.00	553.86	0.00%	553.86	0.00%	0.00	553.86
4040 · Vending Receipts	0.00	64.40	0.00%	64.40	0.00%	0.00	64.40
4050 · Miscellaneous Revenue	0.00	994.22	0.00%	994.22	0.00%	0.00	994.22
4060 · Interest Revenue	0.00	6,426.45	0.00%	6,426.45	0.00%	0.00	6,426.45
4085 · Course Tuition (EMT)	12,500.00	0.00	0.00%	0.00	0.00%	12,500.00	0.00
<b>Total 4000 · Revenue</b>	<b>3,515,621.00</b>	<b>2,546,755.66</b>	<b>72.44%</b>	<b>2,546,755.66</b>	<b>72.44%</b>	<b>976,904.27</b>	<b>8,038.93</b>
<b>Expense</b>							
	Annual Budget	Jan 20	%Budget Used in Jan	Jan YTD	%Budget Used YTD	Balance Available	
<b>5000 · Capital Expense</b>							
5015 · Uniforms/PPE/Bunker Gear	30,000.00	163.26	0.54%	163.26	0.54%	29,836.74	
5020 · Building Lease	106,525.00	0.00	0.00%	0.00	0.00%	106,525.00	
5022 · Aerial Apparatus Lease	108,807.00	26,911.81	24.73%	26,911.81	24.73%	81,895.19	
5030 · Information Technology	18,000.00	29.18	0.16%	29.18	0.16%	17,970.82	
5035 · Communications	5,000.00	0.00	0.00%	0.00	0.00%	5,000.00	
5040 · Firefighting/EMS	43,000.00	30.96	0.07%	30.96	0.07%	42,969.04	
5052 · Fitness Equipment	5,000.00	450.00	9.00%	450.00	9.00%	4,550.00	
5055 · Vehicles	10,000.00	0.00	0.00%	0.00	0.00%	10,000.00	
<b>Total 5000 · Capital Expense</b>	<b>326,332.00</b>	<b>27,585.21</b>	<b>8.45%</b>	<b>27,585.21</b>	<b>8.45%</b>	<b>298,746.79</b>	
<b>6000 · Communications</b>							
6003 · MDT/Cell Phones	18,000.00	1,507.77	8.38%	1,507.77	8.38%	16,492.23	
6015 · Consulting Fee	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
<b>Total 6000 · Communications</b>	<b>20,000.00</b>	<b>1,507.77</b>	<b>7.54%</b>	<b>1,507.77</b>	<b>7.54%</b>	<b>18,492.23</b>	

# Battlefield Fire Protection District

## Profit & Loss Budget Performance

### January 2020

	Annual Budget	Jan 20	% Received	Jan YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6100 · Insurance</b>							
6110 · Workman's Compensation	174,768.30	174,768.00	100.00%	174,768.00	100.00%	0.30	
6115 · Commercial & Property	70,912.00	0.00	0.00%	0.00	0.00%	70,912.00	
6120 · Medical, Dental, Vision	258,568.00	48,332.55	18.69%	48,332.55	18.69%	210,235.45	
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>223,100.55</b>	<b>43.81%</b>	<b>223,100.55</b>	<b>43.81%</b>	<b>286,147.75</b>	
<b>6200 · Maintenance &amp; Repairs</b>							
6205 · Gas/Diesel	50,000.00	4,862.20	9.72%	4,862.20	9.72%	45,137.80	
6210 · Apparatus Repair	45,000.00	960.23	2.13%	960.23	2.13%	44,039.77	
6215 · Stations & Buildings	35,000.00	1,701.03	4.86%	1,701.03	4.86%	33,298.97	
6220 · Lawn Maintenance	11,500.00	0.00	0.00%	0.00	0.00%	11,500.00	
6225 · Equipment Maintenance	10,000.00	551.63	5.52%	551.63	5.52%	9,448.37	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	1,209.00	8.06%	13,791.00	
6250 · Ground/Aerial Ladder Testing	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
6255 · Maintenance Shop Equipment	1,500.00	0.00	0.00%	0.00	0.00%	1,500.00	
6275 · Office Equipment	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
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>9,284.09</b>	<b>5.32%</b>	<b>9,284.09</b>	<b>5.32%</b>	<b>165,215.91</b>	
<b>6300 · Office/Stations</b>							
6305 · Software Expense	23,300.00	7,947.50	34.11%	7,947.50	34.11%	15,352.50	
6315 · Accounting Fees	9,300.00	1,289.30	13.86%	1,289.30	13.86%	8,010.70	
6325 · Postage/Shipping	700.00	0.00	0.00%	0.00	0.00%	700.00	
6330 · Subscriptions/Memberships	9,000.00	800.00	8.89%	800.00	8.89%	8,200.00	
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>10,036.80</b>	<b>22.92%</b>	<b>10,036.80</b>	<b>22.92%</b>	<b>33,763.20</b>	

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

	Annual Budget	Jan 20	% Received	Jan 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	4,943.00	16.37%	4,943.00	16.37%	25,257.00	
6415 · Equipment	4,200.00	0.00	0.00%	0.00	0.00%	4,200.00	
6425 · Training Books	5,000.00	1,125.00	22.50%	1,125.00	22.50%	3,875.00	
<b>Total 6400 · Training</b>	<b>41,400.00</b>	<b>6,068.00</b>	<b>14.66%</b>	<b>6,068.00</b>	<b>14.66%</b>	<b>35,332.00</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	-407.45	-27.16%	-407.45	-27.16%	1,907.45	
6530 · Elections	15,000.00	0.00	0.00%	0.00	0.00%	15,000.00	
6535 · Attorney Fees	5,000.00	164.50	3.29%	164.50	3.29%	4,835.50	
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>-242.95</b>	<b>-0.73%</b>	<b>-242.95</b>	<b>-0.73%</b>	<b>33,442.95</b>	
<b>6600 · Salaries</b>							
6605 · District Personnel	2,157,411.00	218,118.54	10.11%	218,118.54	10.11%	1,939,292.46	
6610 · Board of Directors							
6612 · Chaplain Expense	2,000.00	89.60	4.48%	89.60	4.48%	1,910.40	
6610 · Board of Directors - Other	9,400.00	633.33	6.74%	633.33	6.74%	8,766.67	
<b>Total 6610 · Board of Directors</b>	<b>11,400.00</b>	<b>722.93</b>	<b>6.34%</b>	<b>722.93</b>	<b>6.34%</b>	<b>10,677.07</b>	
6620 · Employer Payroll Taxes	41,670.00	3,008.53	7.22%	3,008.53	7.22%	38,661.47	
6625 · Lagers	220,042.00	29,307.30	13.32%	29,307.30	13.32%	190,734.70	
6635 · Uniforms	13,000.00	1,689.23	12.99%	1,689.23	12.99%	11,310.77	
6640 · 457 Plan Employer Match		-3,724.09	0.00%	-3,724.09	0.00%	3,724.09	
6650 · Miscellaneous Board Expense	1,000.00	0.00	0.00%	0.00	0.00%	1,000.00	
6655 · Expense Account	2,000.00	9.78	0.49%	9.78	0.49%	1,990.22	
6665 · Special Overtime	45,000.00	1,787.00	3.97%	1,787.00	3.97%	43,213.00	
6668 · Union Dues Expense		-2,567.19	0.00%	-2,567.19	0.00%	2,567.19	
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

### January 2020

	Annual Budget	Jan 20	% Received	Jan YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
Total 6600 · Salaries	2,493,023.00	248,352.03	9.96%	248,352.03	9.96%	2,244,670.97	



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

	Annual Budget	Jan 20	% Received	Jan YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6700 · Medical</b>							
6710 · Employee Physicals/POET	27,500.00	0.00	0.00%	0.00	0.00%	27500.00	
<b>Total 6700 · Medical</b>	27,500.00	0.00	0.00%	0.00	0.00%	27,500.00	
<b>6750 · Utilities</b>							
6755 · Water	3,000.00	75.65	2.52%	75.65	2.52%	2,924.35	
6760 · Sanitation	2,500.00	98.64	3.95%	98.64	3.95%	2,401.36	
6765 · Sewer	3,000.00	153.56	5.12%	153.56	5.12%	2,846.44	
6770 · Electric/Gas	36,000.00	2,946.27	8.18%	2,946.27	8.18%	33,053.73	
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	3,274.12	5.79%	3,274.12	5.79%	53,225.88	
<b>6800 · Supplies</b>							
6810 · Public Relations/Outreach	13,250.00	3,964.10	29.92%	3,964.10	29.92%	9,285.90	
6815 · Logo Imprinted Supplies	2,500.00	49.00	1.96%	49.00	1.96%	2,451.00	
6820 · Fire & EMS Expendables	4,000.00	79.75	1.99%	79.75	1.99%	3,920.25	
6825 · Office Supplies	4,000.00	121.93	3.05%	121.93	3.05%	3,878.07	
6830 · Janitorial Supplies	4,000.00	201.50	5.04%	201.50	5.04%	3,798.50	
6835 · Stations/Buildings Supplies	2,500.00	10.47	0.42%	10.47	0.42%	2,489.53	
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	4,426.75	13.73%	4,426.75	13.73%	27,823.25	
<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	533,392.37	14.15%	533,392.37	14.15%	3,203,097.73	
<b>Net Revenue</b>	<b>-253,132.30</b>	<b>2,013,363.29</b>	<b>-795.38%</b>	<b>2,013,363.29</b>	<b>-795.38%</b>	<b>-2,226,193.46</b>	

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
533,392.37	533,392.37

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

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>
4000 · Revenue					
4050 · Miscellaneous Revenue					
	Deposit	01/14/2020	2391	ROY KIRBY	Cobra
	Deposit	01/21/2020	7373	J Bruce Vanderhoof	Deposit
	Deposit	01/21/2020			Deposit
Total 4050 · Miscellaneous Revenue					
Total 4000 · Revenue					
<b>TOTAL</b>					

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

	<u>Clr</u>	<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
Total 4050 · Miscellaneous Revenue				<u>994.22</u>
Total 4000 · Revenue				<u>994.22</u>
<b>TOTAL</b>				<u><b>994.22</b></u>

Battlefield Fire Protection Distri  
Transaction Detail By Acco  
January 2020

10:34 AM  
02/07/2020  
Cash Basis

	Balance
4000 · Revenue	
4050 · Miscellaneous Revenue	
	974.22
	984.22
	994.22
Total 4050 · Miscellaneous Revenue	994.22
Total 4000 · Revenue	994.22
<b>TOTAL</b>	<b>994.22</b>



# Job Descriptions

## Policy 106

Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: February 11,  
2014

November 11, 2014

### 106.? DIVISION CHIEF

The Division Chief shall exercise discretion and independent judgment while directing all facets of their assigned division. As a member of the management team he/she shall aid the Fire District in administrative duties. The Division Chiefs are under the general supervision of the Fire Chief or in his/her absence the Deputy Chief.

### DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Division Chief include directing the work and efforts as it relates to their division, which are not limited to; program management; recruitment and retention of employees; evaluating personnel performance of subordinates assigned; enforce the policies, procedures, rules and regulations; make recommendations as to hiring, promotion, discipline or termination; coordinate training and professional development activities; maintain training forms and personnel records; assist in preparing budgets and controlling expenditures; manage the maintenance, care, and acquisition of equipment; assist Incident Commanders in emergency scene management and occasionally function as the IC; assist with planning, setting of goals and objectives, preparation of annual reports and directly supervise all facets of their division; and shall perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Division Chief must be certified to NFPA 1021, Level 2 (Officer 2); NIMS 400 (Advanced ICS); meet required qualifications of Company Officer. The applicant shall have no less than five (5) years of fire service experience with a minimum of three (3) years' experience at a company officer level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements. The candidates' completion of subordinate CDP is desired. Additionally, the candidate will be required to successfully complete certification in NFPA 1041, Level 2 (Instructor 2) within 12 months after appointment.

The candidate should also consider the following courses for their career development plan (CDP):

1. Fire and Emergency Services Training Program Management
2. Fire and Life Safety: Risk Assessment
3. Fire and Life Safety: Public Education



# Vacation Leave

## Policy 203

Category: ATTENDANCE AND TIME

Approved \_\_\_\_\_

Replaces: ~~August~~ ~~December~~  
13, 2013  
~~February 10, 2020~~ ~~August 13,~~  
2013

### 203.0 VACATION LEAVE

All ~~full-time~~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~~full-time shift personnel must make their request in writing to the Battalion Chief for approval. The Battalion Chief and other ~~40-hour~~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;~~below.

Full time employees Length of service	Shift Hrs/month	40 Hour 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 on the books, which will not be a portion of the current year's bidding process.

Full time ~~40-hour~~40-hour employees may have up to 80 hours of vacation time on the books.

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

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 ~~accumulated~~ sick leave bank hours.

### 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 ~~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. No more than two personnel are eligible for a bid vacation 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.~~
- B. Each employee is allowed to pick five (5) consecutive dates within their ~~first round~~first-round 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 1<sup>st</sup> round selections.
- 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~~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.





## *Out of Grade* Policy 305

Category: WAGES AND SALARY ADMINISTRATION

Approved \_\_\_\_\_

Replaces: August 10, 2010  
January 14, 2020

### 305.0 WORKING OUT OF GRADE

Employees may work out of grade upon approval of their immediate supervisor and staff. As employees are released to work out of grade, they will perform this function as a training mechanism for personal growth and development. Once the employee meets the prerequisites as set forth in Policy 106, they may receive an incentive added to their annual salary based upon the rank they are working out of grade.

In the event an employee is assigned to work out of grade for an extended period, the District will evaluate the need for temporary promotion based upon the needs of the District.

Battlefield Fire Protection District, Missouri Resolution

A RESOLUTION OF THE BATTLEFIELD FIRE PROTECTION DISTRICT ADOPTING THE GREENE COUNTY 2020-2025 MULTI-JURIDICITONAL HAZARD MITIGATION PLAN

WHEREAS, the Battlefield Fire Protection District recognizes the threat that natural, human-caused and technical hazards pose to people and property within the Battlefield Fire Protection District.

WHEREAS, the Battlefield Fire Protection District has participated in the preparation of a multi-jurisdictional local hazard mitigation plan, hereby known as the Greene County 2020-2025 Multi-Jurisdictional Hazard Mitigation Plan, hereby known as the Plan, in accordance within the Disaster Mitigation Act of 2000; and

WHEREAS, the Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Battlefield Fire Protection District from the impacts of future hazards and disasters; and

WHEREAS, the Battlefield Fire Protection District recognizes that land use policies have a major impact on whether people and property are exposed to natural, human caused and technical hazards, the Battlefield Fire Protection District will endeavor to integrate the plan into the comprehensive planning process; and

WHEREAS, adoption by the Battlefield Fire Protection District demonstrates their commitment to hazard mitigation and achieving the goals outlines in the Plan.

NOW THEREFORE, BE IT RESOLVED BY THE BATTLEFIELD FIRE PROTECTION DISTRICT AT THE BOARD OF DIRECTORS MEETING, IN THE STATE OF MISSOURI, THAT:

The Battlefield Fire Protection District adopts the final FEMA-Approved Plan. Adopted this \_\_\_\_ of \_\_\_\_\_, 2020 at the Board of Directors Meeting.

\_\_\_\_\_  
Title, Name

\_\_\_\_\_  
Title, Name

\_\_\_\_\_  
Title, Name

\_\_\_\_\_  
Title, Name

\_\_\_\_\_  
Title, Name