



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Friday, January 14, 2022
11:00 AM

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
3. Approval of Budget Workshop Minutes

Financial Business

1. Financial Statements
2. 2021 Budget Closeout

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. CBA – Battlefield Shop Local 152
2. Policy and Procedure Approval
3. 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: 1/10/2022 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

December 2021 Regular Board Meeting



Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

6:00 PM

Date of Meeting:

December 14, 2021

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

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 6:00 pm A roll call was taken, and a quorum was established.

Mr. Perches moved to amend the agenda by adding the 2022 Budget to Item 4 under New Business. 2nd by Mr. Decker. Motion carried.

Mr. Newman moved to approve the November Regular Meeting minutes. 2nd by Mrs. Jahnke. Motion carried.

Mr. Decker moved to approve the Budget Workshop Meeting minutes. 2nd by Mr. Newman. Motion carried.

Financial Business:

1. Mr. Decker discussed the November financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$ 5,479.50. Battlefield Fire Districts ICS account holds \$1,880,575.04 and Money Market holds \$59,450.36. Chief Moore acknowledged the status of line items nearing maximum or currently over projections. Mr. Decker motioned to approve the financials. 2nd by Mr. Newman. Motion carried.

Public Comments: None

Unfinished Business:

1. Board of Directors Bylaws

- a. Chief Moore reviewed the proposed revisions to the Board of Directors Bylaws Resolution 21.12. Chief Moore performed a reading of the resolution to revise the Board of Directors Bylaws. Mr. Decker motioned to approve the revised Board of Directors Bylaws. 2nd by Mr. Newman. Motion carried.

2. Sale of Property-

- a. Chief Moore reported the sale of District property to Stacey Hammit has been completed and payment has been received.

New Business:**1. Hiring- Firefighter**

- a. Division Chief Burr reported the hiring process for new firefighters has been completed and presented a hiring list to the Board. A copy of the hiring list is included with the Board minutes.

2. Policy Updates

- a. Chief Moore reviewed proposed updates to Policy 1007- Awards and Recognition Policy and Matrix. Mr. Newman motioned to approve updated Policy 1007. 2nd by Mr. Perches. Motion carried.

3. General Overview

- a. Staff went over the items presented in the board packet.
- b. Chief Moore reported the new General Maintenance Technician position has been filled and copies of the virtual vote to approve the hiring will be included in the Board minutes.
- c. Chief Moore advised the Board of updates to the agreement allowing the Springfield-Greene County Office of Emergency Management to use District headquarters as a tertiary emergency operations center site.
- d. Chief Moore advised the Board of changes to the mutual aid agreement with the Brookline Fire Protection District.
- e. Chief Moore presented Green Sheets to Captain Derek Marlin and Firefighter Justin Stevens.
- f. No further information was provided.

4. 2022 Budget

- a. Mr. Crist advised Item 4 would be held over for Closed Session.

Closed session:

Motion to go out of open session by Mr. Decker. 2nd by Mrs. Jahnke. Motion carried.

Out of Open Session at 6:46 pm.

Motion to go into Closed Session by Mr. Newman. 2nd by Mr. Perches. Motion carried.

In Closed Session at 6:53 pm.

Roll Call: Danny Perches, Trevor Crist, Darrell Decker, Shana Jahnke, Walt Newman, Chief Moore, Division Chief Burr, Division Chief Anderson.

Motion to go out of Closed Session by Mr. Newman. 2nd by Mr. Decker. Motion carried.

Out of Closed Session at 8:19 pm.

Motion to go into Open Session by Mr. Decker. 2nd by Mrs. Jahnke.

Into Open Session at 8:20 pm.

Roll Call: Danny Perches, Trevor Crist, Darrell Decker, Walt Newman, Shana Jahnke.

Mr. Crist advised actions were taken by the Board in Closed Session regarding New Business Item 4. The outcome of the actions will be posted to the public within 72 hours.

Mr. Decker motioned to approve the hiring list presented by Division Chief Burr. 2nd by Mr. Perches. Motion carried.

Adjournment:

Mr. Crist moved to adjourn at 8:23 pm.

Approved by:

Trevor Crist

Darrell Decker

Walt Newman

Danny Perches

Shana Jahnke



BATTLEFIELD FIRE PROTECTION DISTRICT

www.battlefieldfire.com 

4117 W. Second Street
Battlefield, MO 65619

FAX: (417) 887-9914
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PHONE: (417) 881-9018



ADMINISTRATIVE BOARD REPORT

December 2021/January 2022

Administration – Chief Moore

- Much of the month has been spent working through implementation of the 2022 budget and closing out 2021.
- Final Labor-Management meeting worked on bargained items within policy/procedure. We will review the CBA this month for recommendations.
- We have hired 3 for openings. We received a resignation which I will cover at the meeting.
- Dan's retirement party went very well. We are working through his closeout and paperwork. Josh has started to settle into his position.
- Thank you to the board members that attended the parties and award presentation. These were great events. Special thank you to Chief Anderson and Caitlyn for making them possible.

Operations – Deputy Chief Reynolds

- Unavailable due to illness

Support Services – Division Chief Anderson (as of 1-7-22)

Community Risk Reduction Activities

- Total people reached through social media and Google Business last month = 29,423
- Total people reached through social media and Google business in 2021= 93,852
- Crews installed 7 smoke alarms and 7 batteries per citizen request last month.
- Crews installed a total of 36 smoke alarms and replaced 50 batteries in 2021.
- Attended the Greene County LEPC meeting.
- Attended the Regional CRR committee meeting.
- Attended the monthly City of Battlefield Alderman meeting (January 2022).
- Organized a Citizen Award Ceremony to recognize local heroes in the community.
- Supervised written and skills testing for the Division of Fire Safety.
- Coordinated a "Shop with a Hero" event held at Academy Sports in Springfield.
- The District was featured in several news articles for local media outlets including KY3, KOLR 10, and the Springfield News-Leader.
- 87 citizens have completed the Community Opinion Survey.

Workers Compensation, Safety, and Human Resources

- The District had no work comp claim for this period.
- There were 13 total work comp claims filed in 2021 with incurred losses of \$39,830
- Attended several Awards Committee meetings to finalize banquet details and conduct a final review of awards nominations.

"We Serve"

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- The Awards Committee has scheduled the Annual Awards Banquet for January 15, 2022 at the Relics Event Center from 6 pm to 9 pm. A meal will be provided.
- Assisted District personnel with submission of a Federal Assistance to Firefighters Grant.
- Attended the District's labor/management meeting.
- Attended the District's Health and Wellness Committee meeting.
- Worked with Amy Cruise to schedule Tactical Athlete appointments for 2022.
- Continued working to update safety and work comp related policies.
- Caitlyn and I attended a meeting with Ozark FPD regarding information on MEM.
- The new General Maintenance Technician was hired and spent time training with Dan.
- Held a retirement party for Dan Burns. Thank you to those who were able to attend.
- Coordinated CPR instructor training with Chief Burr for District personnel.
- Assisted with instruction for the current fire academy.

Training – Division Chief Burr

- Training hours for December: 616 hours
 - 2021 Total = 12,033 hours
 - 2020 Total = 17,651 hours
- The Regional Fire Academy has started. We have one individual attending it.
- We are conducting our own shortened Academy for two individuals that have prior experience. This will expedite the academy process for them and get them to the crews quicker.
- I have presented the Annual Training Plan for 2022 to all the Company Officers and Battalion Chiefs. I am making a few adjustments based on feedback I have received and will be implementing the training plan before the end of the month.
- I completed the Strategic Plan review for my program areas with Chief Moore.
- I am in the process of obtaining quotes to have the training tower and flashover simulator removed.
- We have several members taking Driver Operator and Rope Rescue classes in the area.
- I have submitted our application for re-accreditation with the Bureau of EMS to maintain our training entity license.
- I met with our Medical Director; he has requested that I work with him to review our medical protocols over the next few months to ensure we are staying current with best practices.
- I am in the process of updating all our position task books. Once this is done, I will start the process of developing new task books for positions that don't currently have one.
- I have been working with Chief Anderson to find training opportunities for the General Maintenance position.
- I completed the probationary test out for Firefighter Hollis. He did a great job and passed.