



# **AGENDA**

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



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, July 12, 2022**  
**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 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](mailto:info@battlefieldfire.com) prior to 5pm on the Monday prior to meeting.

### **Unfinished Business**

1. 2020-2025 Strategic Plan Update

### **New Business**

1. Policy Approval
  - a. 101, 102, 103, 104, 105.
2. General Overview

### **Closed Session**

1. None

### **Adjournment**

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

**Posted: 7/8/2022 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**

### **June 2022 Regular Board Meeting**



**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting:**

5:00 PM

**Date of Meeting:**

June 14, 2022

Board Members Present: Chairman Trevor Crist, Danny Perches, Walt Newman, Mark Pon, and Darrell Decker by phone.

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 5:00 pm. A roll call was taken, and a quorum was established.

Mr. Pon moved to approve the agenda 2<sup>nd</sup> by Mr. Newman. Motion Carried.

Mr. Newman moved to approve the May regular Meeting minutes. 2<sup>nd</sup> by Mr. Decker. Motion carried.

**Public Comments:** None

**Financial Business:**

1. Mr. Decker discussed the May financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,491.81 Battlefield Fire Districts ICS account holds \$3,984,166.38 and Money Market holds \$59,660.59. Mr. Decker motioned to approve the financials. 2<sup>nd</sup> by Mr. Perches. Motion carried.

**Unfinished Business:** None

**New Business:**

**1. 2020-2025 Strategic Plan Update**

- a. Chief Moore provided the board with an action item update and a copy of the Strategic Plan. This item will appear as old business at the July meeting for board follow up.

**2. General Overview**

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

**Closed session:** None



**Adjournment:**

Mr. Newman moved to adjourn at 5:46 pm.

Approved by:

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Trevor Crist

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Darrell Decker

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Walt Newman

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Danny Perches

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Mark Pon



**Battlefield Fire Protection District**  
**Statement of Cash Flows**  
June 2022

11:44 AM

Cash Basis

	Jun 22	May 22	% Change
<b>Revenue</b>			
4000 · Revenue			
4005 · Tax Revenue	12,667.34	25,291.16	-49.91%
4010 · Tax Interest Revenue	1,467.18	3,549.96	-58.67%
4050 · Miscellaneous Revenue	2,751.00	3,519.95	-21.85%
4060 · Interest Revenue	2,422.07	2,678.27	-9.57%
<b>Total 4000 · Revenue</b>	<b>19,307.59</b>	<b>35,039.34</b>	<b>-44.9%</b>
<b>Total Revenue</b>	<b>19,307.59</b>	<b>35,039.34</b>	<b>-44.9%</b>
<b>Gross Profit</b>	<b>19,307.59</b>	<b>35,039.34</b>	<b>-44.9%</b>
<b>Expense</b>			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	30,108.29	0.00	100.0%
5035 · Communications	2,090.92	0.00	100.0%
5040 · Firefighting/EMS	4,384.66	3,099.97	41.44%
<b>Total 5000 · Capital Expense</b>	<b>36,583.87</b>	<b>3,099.97</b>	<b>1,080.14%</b>
6000 · Communications			
6003 · MDT/Cell Phones	924.13	1,325.36	-30.27%
6020 · Managed IT Service	750.00	750.00	0.0%
<b>Total 6000 · Communications</b>	<b>1,674.13</b>	<b>2,075.36</b>	<b>-19.33%</b>
6100 · Insurance			
6110 · Workman's Compensation	18,172.69	18,172.69	0.0%
6115 · Commercial & Property	0.00	19,671.00	-100.0%
6120 · Medical, Dental, Vision	21,796.85	22,432.98	-2.84%
<b>Total 6100 · Insurance</b>	<b>39,969.54</b>	<b>60,276.67</b>	<b>-33.69%</b>
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	4,571.18	5,904.83	-22.59%
6210 · Apparatus Repair	1,120.36	1,871.87	-40.15%
6215 · Stations & Buildings	1,900.41	523.36	263.12%
6225 · Equipment Maintenance	282.16	1,344.64	-79.02%
6235 · Headquarters Maintenance	1,209.00	1,209.00	0.0%
6255 · Maintenance Shop Equipment	183.21	27.98	554.79%
6280 · SCBA Flow Testing	0.00	4,450.61	-100.0%
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>9,266.32</b>	<b>15,332.29</b>	<b>-39.56%</b>
6300 · Office/Stations			
6305 · Software Expense	687.50	687.50	0.0%
6315 · Accounting Fees	710.00	760.00	-6.58%
6325 · Postage/Shipping	9.99	77.00	-87.03%
6330 · Subscriptions/Memberships	720.00	405.25	77.67%
<b>Total 6300 · Office/Stations</b>	<b>2,127.49</b>	<b>1,929.75</b>	<b>10.25%</b>
6400 · Training			
6410 · Training Classes	4,252.24	5,393.17	-21.16%



	<b>Jun 22</b>	<b>May 22</b>	<b>% Change</b>
6425 · Training Books	0.00	98.99	-100.0%
<b>Total 6400 · Training</b>	<b>4,252.24</b>	<b>5,492.16</b>	<b>-22.58%</b>
<b>6500 · Legal</b>			
6510 · Audit Fees	0.00	5,650.00	-100.0%
6525 · Cafeteria Pass Thru	-232.75	-160.75	-44.79%
6535 · Attorney Fees	0.00	234.00	-100.0%
<b>Total 6500 · Legal</b>	<b>-232.75</b>	<b>5,723.25</b>	<b>-104.07%</b>
<b>6600 · Salaries</b>			
6605 · District Personnel	149,996.06	146,837.41	2.15%
<b>6610 · Board of Directors</b>			
6612 · Chaplain Expense	67.24	67.24	0.0%
6610 · Board of Directors - Other	633.33	633.33	0.0%
<b>Total 6610 · Board of Directors</b>	<b>700.57</b>	<b>700.57</b>	<b>0.0%</b>
6620 · Employer Payroll Taxes	2,127.98	2,153.92	-1.2%
6625 · Lagers	15,039.12	15,107.52	-0.45%
6635 · Uniforms	55.00	96.45	-42.98%
6640 · 457 Pass Thru	0.00	0.00	0.0%
6655 · Expense Account	609.68	500.24	21.88%
6665 · Special Overtime	2,151.59	5,466.52	-60.64%
6668 · Union Dues Passthrough	-1,979.52	1,979.52	-200.0%
6675 · Background Check	0.00	38.88	-100.0%
<b>Total 6600 · Salaries</b>	<b>168,700.48</b>	<b>172,881.03</b>	<b>-2.42%</b>
<b>6700 · Medical</b>			
6710 · Employee Physicals/POET	1,026.00	11,377.00	-90.98%
<b>Total 6700 · Medical</b>	<b>1,026.00</b>	<b>11,377.00</b>	<b>-90.98%</b>
<b>6750 · Utilities</b>			
6755 · Water	105.80	92.00	15.0%
6760 · Sanitation	157.81	157.81	0.0%
6765 · Sewer	207.57	174.03	19.27%
6770 · Electric/Gas	2,367.46	2,335.85	1.35%
6775 · Internet/Phones/Cable	1,249.44	1,403.91	-11.0%
<b>Total 6750 · Utilities</b>	<b>4,088.08</b>	<b>4,163.60</b>	<b>-1.81%</b>
<b>6800 · Supplies</b>			
6810 · Public Relations/Outreach	97.45	39.99	143.69%
6820 · Fire & EMS Expendables	57.60	83.66	-31.15%
6825 · Office Supplies	356.98	9.74	3,565.09%
6830 · Janitorial Supplies	242.60	230.50	5.25%
6835 · Stations/Buildings Supplies	125.00	120.05	4.12%
<b>Total 6800 · Supplies</b>	<b>879.63</b>	<b>483.94</b>	<b>81.76%</b>
<b>6850 · Property Improvements</b>			
6860 · Stations/Buildings	0.00	1,226.98	-100.0%
<b>Total 6850 · Property Improvements</b>	<b>0.00</b>	<b>1,226.98</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>268,335.03</b>	<b>284,062.00</b>	<b>-5.54%</b>
<b>Net Revenue</b>	<b>-249,027.44</b>	<b>-249,022.66</b>	<b>-0.0%</b>



**Battlefield Fire Protection District**  
**Statement of Activities**  
June 2022

11:45 AM  
07/07/2022  
Cash Basis

	Jun 22	Jan - Jun 22
<b>Revenue</b>		
4000 · Revenue		
4005 · Tax Revenue	12,667.34	3,500,761.13
4010 · Tax Interest Revenue	1,467.18	14,013.63
4050 · Miscellaneous Revenue	2,751.00	53,146.01
4060 · Interest Revenue	2,422.07	15,382.03
<b>Total 4000 · Revenue</b>	<b>19,307.59</b>	<b>3,583,302.80</b>
<b>Total Revenue</b>	<b>19,307.59</b>	<b>3,583,302.80</b>
<b>Gross Profit</b>	<b>19,307.59</b>	<b>3,583,302.80</b>
<b>Expense</b>		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	30,108.29	30,799.24
5020 · Building Lease	0.00	12,025.00
5035 · Communications	2,090.92	5,643.32
5040 · Firefighting/EMS	4,384.66	7,695.14
5052 · Fitness Equipment	0.00	286.55
<b>Total 5000 · Capital Expense</b>	<b>36,583.87</b>	<b>56,449.25</b>
6000 · Communications		
6003 · MDT/Cell Phones	924.13	5,835.00
6020 · Managed IT Service	750.00	4,500.00
<b>Total 6000 · Communications</b>	<b>1,674.13</b>	<b>10,335.00</b>
6100 · Insurance		
6110 · Workman's Compensation	18,172.69	125,519.95
6115 · Commercial & Property	0.00	39,346.00
6120 · Medical, Dental, Vision	21,796.85	120,869.13
6125 · FFAM Dues	0.00	4,960.00
<b>Total 6100 · Insurance</b>	<b>39,969.54</b>	<b>290,695.08</b>
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	4,571.18	28,329.29
6210 · Apparatus Repair	1,120.36	20,900.18
6215 · Stations & Buildings	1,900.41	4,495.30
6225 · Equipment Maintenance	282.16	2,512.03
6235 · Headquarters Maintenance	1,209.00	7,254.00
6255 · Maintenance Shop Equipment	183.21	789.59
6280 · SCBA Flow Testing	0.00	4,450.61
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>9,266.32</b>	<b>68,731.00</b>
6300 · Office/Stations		
6305 · Software Expense	687.50	50,090.41
6315 · Accounting Fees	710.00	5,069.55
6325 · Postage/Shipping	9.99	153.94
6330 · Subscriptions/Memberships	720.00	2,616.60



	<b>Jun 22</b>	<b>Jan - Jun 22</b>
<b>Total 6300 · Office/Stations</b>	2,127.49	57,930.50
<b>6400 · Training</b>		
6410 · Training Classes	4,252.24	19,768.77
6415 · Equipment	0.00	2,887.00
6425 · Training Books	0.00	818.58
<b>Total 6400 · Training</b>	4,252.24	23,474.35
<b>6500 · Legal</b>		
6510 · Audit Fees	0.00	5,650.00
6525 · Cafeteria Pass Thru	-232.75	1,685.41
6535 · Attorney Fees	0.00	989.06
<b>Total 6500 · Legal</b>	-232.75	8,324.47
<b>6600 · Salaries</b>		
6605 · District Personnel	149,996.06	915,295.30
6610 · Board of Directors		
6612 · Chaplain Expense	67.24	413.25
6610 · Board of Directors - Other	633.33	3,599.98
<b>Total 6610 · Board of Directors</b>	700.57	4,013.23
6620 · Employer Payroll Taxes	2,127.98	13,037.43
6625 · Lagers	15,039.12	124,444.75
6635 · Uniforms	55.00	5,342.76
6640 · 457 Pass Thru	0.00	-3,537.66
6655 · Expense Account	609.68	1,524.44
6665 · Special Overtime	2,151.59	16,956.44
6668 · Union Dues Passthrough	-1,979.52	1,113.48
6675 · Background Check	0.00	1,814.25
<b>Total 6600 · Salaries</b>	168,700.48	1,080,004.42
<b>6700 · Medical</b>		
6710 · Employee Physicals/POET	1,026.00	15,075.68
<b>Total 6700 · Medical</b>	1,026.00	15,075.68
<b>6750 · Utilities</b>		
6755 · Water	105.80	640.50
6760 · Sanitation	157.81	1,378.89
6765 · Sewer	207.57	1,236.47
6770 · Electric/Gas	2,367.46	18,258.73
6775 · Internet/Phones/Cable	1,249.44	7,797.85
<b>Total 6750 · Utilities</b>	4,088.08	29,312.44
<b>6800 · Supplies</b>		
6810 · Public Relations/Outreach	97.45	4,871.16
6815 · Logo Imprinted Supplies	0.00	577.95
6820 · Fire & EMS Expendables	57.60	1,092.11
6825 · Office Supplies	356.98	1,532.73
6830 · Janitorial Supplies	242.60	1,936.66
6835 · Stations/Buildings Supplies	125.00	754.60
<b>Total 6800 · Supplies</b>	879.63	10,765.21



	<b>Jun 22</b>	<b>Jan - Jun 22</b>
<b>6850 · Property Improvements</b>		
<b>6860 · Stations/Buildings</b>	0.00	1,226.98
<b>Total 6850 · Property Improvements</b>	0.00	1,226.98
<b>Total Expense</b>	268,335.03	1,652,324.38
<b>Net Revenue</b>	<b>-249,027.44</b>	<b>1,930,978.42</b>



**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of June 30, 2022

11:45 AM

07/07/2022

Cash Basis

Jun 30, 22

**ASSETS**

Current Assets

Checking/Savings

1000 · OakStar - ICS	3,645,746.53
1005 · OakStar - Money Market	59,697.37
1025 · Oakstar - Operating	105,931.86
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,881,137.00

Total Checking/Savings 1,930,370.42

Total Current Assets 1,930,370.42

Fixed Assets

1505 · Office Equipment 2,017.57

Total Fixed Assets 2,017.57

**TOTAL ASSETS** 1,932,387.99

**LIABILITIES & Revenue**

Revenue

3200 · Fund Balances

3100 · Restricted Fund - Operating	-700,000.00
3120 · Restricted Fund-Emergency Equip	-688,613.00
3140 · Restricted Fund - Bldg Reserve	-492,524.00
3200 · Fund Balances	2,487,239.86

Total 3200 · Unrestricted Fund Balances 606,102.86

32000 · Retained Earnings -604,693.29

Net Revenue 1,930,978.42

Total Revenue 1,932,387.99

**TOTAL LIABILITIES & Revenue** 1,932,387.99



**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
Jun 2022

	Annual Budget	June 22	% Received	Jan-Jun	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>Revenue</b>								
4000 · Revenue								
4005 · Tax Revenue	3,502,175.00	12,667.34	0.36%	3,500,761.13		99.96%	1,413.87	0.00
4010 · Tax Revenue Interest	10,000.00	1,467.18	14.67%	14,013.63		140.14%	0.00	4,013.63
4050 · Miscellaneous Revenue	0.00	2,751.00	0.00%	53,146.01		0.00%	0.00	53,146.01
4060 · Interest Revenue	25,000.00	2,422.07	9.69%	15,382.03		61.53%	9,617.97	0.00
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>3,549,675.00</b>	<b>19,307.59</b>	<b>0.54%</b>	<b>3,583,302.80</b>		<b>100.95%</b>	<b>23,531.84</b>	<b>57,159.64</b>
<b>Expense</b>								
	Annual Budget	June 22	%Budget Used in Jun	Jan-Jun	YTD	%Budget Used YTD	Balance Available	Date Over
5000 · Capital Expense								
5015 · Uniforms/PPE/Bunker Gear	34,000.00	30,108.29	88.55%	30,799.24		90.59%	3,200.76	
5020 · Building Lease	104,050.00	0.00	0.00%	12,025.00		11.56%	92,025.00	
5030 · Information Technology	10,000.00	0.00	0.00%	0.00		0.00%	10,000.00	
5035 · Communications	10,000.00	2,090.92	20.91%	5,643.32		56.43%	4,356.68	
5040 · Firefighting/EMS	50,000.00	4,384.66	8.77%	7,695.14		15.39%	42,304.86	
5052 · Fitness Equipment	5,700.00	0.00	0.00%	286.55		5.03%	5,413.45	
<b>Total 5000 · Capital Expense</b>	<b>213,750.00</b>	<b>36,583.87</b>	<b>17.12%</b>	<b>56,449.25</b>		<b>26.41%</b>	<b>157,300.75</b>	
6000 · Communications								
6003 · MDT/Cell Phones	12,000.00	924.13	7.70%	5,835.00		48.63%	6,165.00	
6020 · Managed IT Service	9,000.00	750.00	8.33%	4,500.00		50.00%	4,500.00	
<b>Total 6000 · Communications</b>	<b>21,000.00</b>	<b>1,674.13</b>	<b>7.97%</b>	<b>10,335.00</b>		<b>49.21%</b>	<b>10,665.00</b>	
6100 · Insurance								
6110 · Workman's Compensation	183,574.78	18,172.69	9.90%	125,519.95		68.38%	58,054.83	
6115 · Commercial & Property	77,958.00	0.00	0.00%	39,346.00		50.47%	38,612.00	
6120 · Medical, Dental, Vision	257,007.00	21,796.85	8.48%	120,869.13		47.03%	136,137.87	
6125 · FFAM Dues	6,000.00	0.00	0.00%	4,960.00		82.67%	1,040.00	
<b>Total 6100 · Insurance</b>	<b>524,539.78</b>	<b>39,969.54</b>	<b>7.62%</b>	<b>290,695.08</b>		<b>55.42%</b>	<b>233,844.70</b>	



**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
Jun 2022

	Annual Budget	June 22	% Received	Jan-Jun	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6200 · Maintenance &amp; Repairs</b>								
6205 · Gas/Diesel	42,000.00	4,571.18	10.88%	28,329.29	67.45%	13,670.71		
6210 · Apparatus Repair	45,000.00	1,120.36	2.49%	20,900.18	46.44%	24,099.82		
6215 · Stations & Buildings	27,000.00	1,900.41	7.04%	4,495.30	16.65%	22,504.70		
6220 · Lawn Maintenance	10,500.00	0.00	0.00%	0.00	0.00%	10,500.00		
6225 · Equipment Maintenance	8,500.00	282.16	3.32%	2,512.03	29.55%	5,987.97		
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	7,254.00	48.36%	7,746.00		
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	183.21	12.21%	789.59	52.64%	710.41		
6275 · Office Equipment	1,500.00	0.00	0.00%	0.00	0.00%	1,500.00		
6280 · SCBA Flow Testing	2,500.00	0.00	0.00%	4,450.61	178.02%	-1,950.61		6/14/2022
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>155,500.00</b>	<b>9,266.32</b>	<b>5.96%</b>	<b>68,731.00</b>	<b>44.20%</b>	<b>86,769.00</b>		
<b>6300 · Office/Stations</b>								
6305 · Software Expense	43,300.00	687.50	1.59%	50,090.41	115.68%	-6,790.41		6/14/2022
6315 · Accounting Fees	9,400.00	710.00	7.55%	5,069.55	53.93%	4,330.45		
6325 · Postage/Shipping	700.00	9.99	1.43%	153.94	21.99%	546.06		
6330 · Subscriptions/Memberships	8,500.00	720.00	8.47%	2,616.60	30.78%	5,883.40		
6335 · Advertising/Printing/Postings	1,000.00	0.00	0.00%	0.00	0.00%	1,000.00		
<b>Total 6300 · Office/Stations</b>	<b>62,900.00</b>	<b>2,127.49</b>	<b>3.38%</b>	<b>57,930.50</b>	<b>92.10%</b>	<b>4,969.50</b>		
<b>6400 · Training</b>								
	<b>Annual Budget</b>	<b>June 22</b>	<b>% Budget Used in Jun</b>	<b>Jan-Jun</b>	<b>YTD</b>	<b>% Budget Used YTD</b>	<b>Balance Available</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	4,252.24	14.08%	19,768.77	65.46%	10,431.23		
6415 · Equipment	4,200.00	0.00	0.00%	2,887.00	68.74%	1,313.00		
6425 · Training Books	5,000.00	0.00	0.00%	818.58	16.37%	4,181.42		
<b>Total 6400 · Training</b>	<b>41,400.00</b>	<b>4,252.24</b>	<b>10.27%</b>	<b>23,474.35</b>	<b>56.70%</b>	<b>17,925.65</b>		



**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
Jun 2022

	Annual Budget	June 22	% Received	Jan-Jun	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6500 · Legal</b>								
6510 · Audit Fees	5,700.00	0.00	0.00%	5,650.00		99.12%	50.00	
6525 · Cafeteria Pass Thru	1,500.00	-232.75	-15.52%	1,685.41		112.36%	-185.41	
6535 · Attorney Fees	7,000.00	0.00	0.00%	989.06		14.13%	6,010.94	
<b>Total 6500 · Legal</b>	<b>14,200.00</b>	<b>-232.75</b>	<b>-1.64%</b>	<b>8,324.47</b>		<b>58.62%</b>	<b>5,875.53</b>	
<b>6600 · Salaries</b>								
6605 · District Personnel	1,995,739.00	149,996.06	7.52%	915,295.30		45.86%	1,080,443.70	
6610 · Board of Directors								
6612 · Chaplain Expense	2,000.00	67.24	3.36%	413.25		20.66%	1,586.75	
6610 · Board of Directors - Other	9,400.00	633.33	6.74%	3,599.98		38.30%	5,800.02	
<b>Total 6610 · Board of Directors</b>	<b>11,400.00</b>	<b>700.57</b>	<b>6.15%</b>	<b>4,013.23</b>		<b>35.20%</b>	<b>7,386.77</b>	
6620 · Employer Payroll Taxes	37,418.00	2,127.98	5.69%	13,037.43		34.84%	24,380.57	
6625 · Lagers	211,883.00	15,039.12	7.10%	124,444.75		58.73%	87,438.25	
6635 · Uniforms	13,000.00	55.00	0.42%	5,342.76		41.10%	7,657.24	
6640 · 457 Pass Thru	0.00	0.00	0.00%	-3,537.66		0.00%	3,537.66	
6650 · Miscellaneous Board Expense	500.00	0.00	0.00%	0.00		0.00%	500.00	
6655 · Expense Account	2,000.00	609.68	30.48%	1,524.44		76.22%	475.56	
6665 · Special Overtime	35,000.00	2,151.59	6.15%	16,956.44		48.45%	18,043.56	
6668 · Union Dues Pass Thru	0.00	-1,979.52	0.00%	1,113.48		0.00%	-1,113.48	
6675 · Background Check	2,000.00	0.00	0.00%	1,814.25		90.71%	185.75	
<b>Total 6600 · Salaries</b>	<b>2,308,940.00</b>	<b>168,700.48</b>	<b>7.31%</b>	<b>1,080,004.42</b>		<b>46.77%</b>	<b>1,228,935.58</b>	
<b>6700 · Medical</b>								
6710 · Employee Physicals/POET	27,500.00	1,026.00	3.73%	15,075.68		54.82%	12,424.32	
<b>Total 6700 · Medical</b>	<b>27,500.00</b>	<b>1,026.00</b>	<b>3.73%</b>	<b>15,075.68</b>		<b>54.82%</b>	<b>12,424.32</b>	



Annual Budget	June 22	% Received	Jan-Jun YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
2,250.00	105.80	4.70%	640.50	28.47%	1,609.50	
2,500.00	157.81	6.31%	1,378.89	55.16%	1,121.11	
3,000.00	207.57	6.92%	1,236.47	41.22%	1,763.53	
35,000.00	2,367.46	6.76%	18,258.73	52.17%	16,741.27	
14,000.00	1,249.44	8.92%	7,797.85	55.70%	6,202.15	
56,750.00	4,088.08	7.20%	29,312.44	51.65%	27,437.56	
13,000.00	97.45	0.75%	4,871.16	37.47%	8,128.84	
2,000.00	0.00	0.00%	577.95	28.90%	1,422.05	
3,000.00	57.60	1.92%	1,092.11	36.40%	1,907.89	
4,000.00	356.98	8.92%	1,532.73	38.32%	2,467.27	
3,000.00	242.60	8.09%	1,936.66	64.56%	1,063.34	
2,000.00	125.00	6.25%	754.60	37.73%	1,245.40	
27,000.00	879.63	3.26%	10,765.21	39.87%	16,234.79	
10,000.00	0.00	0.00%	1,226.98	12.27%	8,773.02	
10,000.00	0.00	0.00%	1,226.98	12.27%	8,773.02	
3,463,479.78	268,335.03	7.75%	1,652,324.38	47.71%	1,807,185.90	
86,195.22	-249,027.44	-288.91%	1,930,978.42	2240.24%	-1,783,654.06	

1,807,185.90

Operating Reserve	700,000.00
Emergency Equipment Reserve	688,613.00
Building Reserve	492,524.00
<b>Total Contingency Fund</b>	<b>1,881,137.00</b>



**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
 January through June 2022

	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
<b>4000 · Revenue</b>			
<b>4050 · Miscellaneous Revenue</b>			
	Ollis/Akers/Arney	policy change	714.00
	CITY OF SPRINGFIELD	Deposit	7,007.86
	CITY OF BATTLEFIELD	Software for policy manuals	38,360.42
	Dan Zacher	hoodie	20.00
	Shelter Mutual Ins.	Mike Jones Fire Report	10.00
	Greene County Treasurer	Financial Inst. Tax & Int 2021	702.78
		incident report	10.00
	Wilma Breakbill	donation?	50.00
	Cox Health	overpmt on account 4856103	229.70
	LexisNexis	incident report	10.00
	Sentinel Emergency Solutions	should've paid Banner 12/2021 - Sentinel refund	3,180.68
	LOWE'S BUSINESS ACCT.	Deposit	7.57
	GovDeals	Deposit	72.00
	SEA, LTD	1793 S Farm Rd 123	10.00
	LexisNexis	Deposit	10.00
	GovDeals	Deposit	1.00
	Ozarks Technical Community College	Deposit	2,750.00
			<b>53,146.01</b>
Total 4050 · Miscellaneous Revenue			<b>53,146.01</b>
Total 4000 · Revenue			<b>53,146.01</b>
<b>TOTAL</b>			<b>53,146.01</b>





## BATTLEFIELD FIRE PROTECTION DISTRICT

[www.battlefieldfire.com](http://www.battlefieldfire.com) 

4117 W. Second Street  
Battlefield, MO 65619

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

PHONE: (417) 881-9018



### Administration – Chief Moore

- I spent a great deal of the month meeting with staff, board members, shop steward, subject matter experts, and the community gathering information about tax levies. I am working on a presentation for the August board meeting which will provide the synopsis of these meetings, the discussions of the district for the last two years and give all the information we have about our levy for the board to consider.
- Website updates continue. We hope to have this updated soon.
- We have sold several items on GovDeals. This is part of making space and liquidating old items.
- We are posting a request for bid to tear down the training tower.
- Staff visited Grooms to look at board table/furniture. We have some ideas if we can find the right vendor.
- Met with Ollis/Akers/Arney to review our assets for P&C Renewals in 2023.
- Reminder: August will be a full meeting. We will have an award presentation, presentation on levy considerations in 2023, Conflict of Interest Ordinance, and will probably need a special meeting in August to set the levy.

### Operations – Deputy Chief Reynolds

- Total calls for June = 138
  - 7 Building fires
  - Total Calls YTD = 997
  - Through June 2021 = 1739
- Average Response Time for June = 5.16 minutes
  - Average Response Time YTD = 5.33 minutes
  - Target time is 7.00 minutes
- Turnout time for June = 1:26
  - Turnout time YTD = 1:22
  - Target time is 1:30
- Lexipol on-boarding:
  - Continuing to review the process with the Lexipol representative.
  - The first section of our Policies have been submitted for approval.
- The switchover for the new radio system has been completed.
  - All radios have been returned.
  - EMS systems are currently programming.
  - Several issues have been identified regarding coverage areas. CU is continuing to troubleshoot.
- Apparatus switches have shown a decrease in fuel purchases, a slight increase in turnout times, and a decrease in response times.
  - We are continuously evaluating the viability of this option and looking for other ways to improve.
- Repairs from the accident have been completed on the ladder truck.
- I am working on auto/mutual aid response areas with Springfield. There may be some changes in the near the future that will extend/retract our responses into the city AND extend/retract their response to our district.





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- Battalion Chief Shawn Crump and I went through some of our surplus property. We have already sold many items on GovDeals. We will be selling more!
- Probationary Firefighters Jordan Coffman and Mike Schupbach successfully tested out of their task books.
- Battalion Chief Tony Monnig and I will be in Florida for final inspection on the new pumper.

### **Support Services – Division Chief Anderson (as of 6-30-22)**

#### **Community Risk Reduction Activities**

- Total people reached through social media and Google Business = 23,884
- 109 citizens have completed the Community Opinion Survey.
- Crews installed 5 smoke alarms and changed 13 smoke alarm batteries for citizens.
- Attended the Greene County LEPC meeting.
- Assisted a citizen with BLS/CPR renewal.
- Attended the District CRR Committee meeting.
- Attended the Queen City Area Fire Chiefs Association meeting.
- Provided two portable fire extinguisher classes to the public and local fireworks vendors.
- Completed the inspection of all fireworks vendors within the District.
- Presented a fire safety message at the AECI Annual Safety Fair.
- Participated in the Coffee with the Chiefs PR event.
- Completed a walkthrough inspection of Sovereign Grace Baptist Church at their request.
- Completed two walkthroughs of the new Silverleaf Apartments complex.
- Attended a virtual seminar on Culture, Leadership, and Impact.
- With BC Monnig, provided three video interviews on fire safety topics for KY3.
- Crews attended numerous PR events including the AECI Annual Safety Fair and a birthday party.

#### **Workers Compensation, Safety, and Human Resources**

- The District had no work comp claims for this period.
- Caitlyn managed the successful completion of the District's medical insurance open enrollment.
- Submitted a safety grant application through MEM.
- Continued working to update the new District website.
- Attended a command staff meeting with a representative of Lexipol.
- Attended the District Health and Wellness Committee meeting.
- Held a quarterly meeting with Support Services personnel to discuss needs and issues.
- Continued working to update safety and work comp related policies.

### **Training – Division Chief Burr**

- Training hours for June: 1,140 hours
  - YTD = 8,171 hours
    - YTD 2021 = 6,652 hours.
- I have been preparing for the EMT class that starts July 19<sup>th</sup> and working with the course administrator to ensure she has everything she needs.
- We had members complete their EMT class in the Workforce Development Academy and they graduated from that last week.

*"We Serve"*





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- I continue to evaluate and look for ways to improve our recruitment and hiring process.
- I contacted several companies to request bids to demolish the training tower. I was only able to get one company to bid on the project. To try to obtain more bids, we are going to post it for 30 days. We will open the bids at the August board meeting.
- I completed the test out process for Probationary Firefighter Jordan Coffman and Michael Schupbach. They both did a great job and passed the test out.
- There are several training conferences coming up in the next couple of months that we will be sending personnel to. You will continue seeing expenses come through for those conferences.




# Code of Ethics

## 101.1 CODE OF ETHICS

### Agency Content

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

The purpose of this National Firefighter Code of Ethics is to establish criteria that encourages fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

 comes from the Greek word ethos, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure when no one is looking, when the road contains land mines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time, we ensure that we leave the Fire Service in better condition than when we arrived.

We have the responsibility to conduct ourselves in a manner that reflects proper ethical behavior and integrity. In so doing, we foster a continuing positive public perception of the fire service. Therefore, adherence to the following code of ethics is required:

- Always conduct ourselves, on and off duty, in a manner that reflects positively on us, our department, and the fire service in general.
- Accept responsibility for our actions and the consequences of our actions.
- Support the concept of fairness and the value of diverse thoughts and opinions.
- Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- Conduct our personal affairs in a manner that does not improperly influence the performance of our duties, or bring discredit to our organization.
- Be respectful and conscious of each member's safety and welfare.



# Battlefield Fire Protection District

## Policy Manual

### *Code of Ethics*

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- Recognize that we serve in a position of public trust which requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles, and equipment, and that these are protected from misuse and theft.
- Exercise professionalism, competence, respect, and loyalty in the performance of our duties and use information, confidential or otherwise, gained by virtue of our positions, only to benefit those we are entrusted to serve.
- Avoid financial investments, outside employment, outside business interests, or activities that conflict with or are enhanced by our official position or have the potential to create the perception of impropriety.
- Never propose or accept personal rewards, special privileges, benefits, advancement, honors, or gifts that may create a conflict of interest, or the appearance thereof.
- Never engage in activities involving alcohol or other substance use or abuse that can impair our mental state or the performance of our duties and compromise safety.
- Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition, or handicap.
- Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass our organization, the fire service, and the public. Failure to resolve or report inappropriate use of this media equates to condoning this behavior.



# Fire Service Authority



## 102.1 PURPOSE AND SCOPE

State

The purpose of this policy is to affirm the legal authority of the Battlefield Fire Protection District and the individual members.

## 102.2 POLICY

Best Practice

It is the policy of the Battlefield Fire Protection District to limit its members to only exercise the authority granted to them by law.

While the Battlefield Fire Protection District recognizes the authority of members granted to them, members are encouraged to use sound discretion in the exercise of their authority, and this district does not tolerate abuse of authority.

## 102.3 ORGANIZATIONAL POWERS

State

MODIFIED



The District is authorized by Missouri law to perform fire suppression and related services including, but not limited to, the following (§ 320.310.2, RSMo):

- (a) Fire prevention and fire code enforcement
- (b) Fire suppression services
- (c) Fire cause and origin investigation
- (d) Emergency Medical Services (EMS)

Additionally, the District shall annually register with the State Fire Marshal as prescribed by Missouri law (§ 320.271, RSMo).

## 102.4 FIREFIGHTER POWERS

State

Firefighters are sworn, certified, appointed or elected members of this district and are authorized to exercise the following authority pursuant to applicable Missouri law:

- (a) Participate in a wide range of emergency and rescue activities, including EMS, extrication and heavy rescue
- (b) Perform fire suppression duties, including the suppression of structural, aircraft, marine, wildland and other types of fires
- (c) Investigate the cause and origin of fires
- (d) Collect and preserve evidence when a fire is of a suspicious origin



# Battlefield Fire Protection District

## Policy Manual

### *Fire Service Authority*

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- (e) Perform specialty services, including hazardous materials response, technical rescue, water rescue and additional services as authorized by the Fire Chief
- (f) Provide fire code enforcement inspection and plan review services
- (g) Provide public education and fire prevention activities and services

## 102.5 CONSTITUTIONAL REQUIREMENTS

**Federal**

When exercising their authority, members shall observe and comply with every person's clearly established rights under the United States and Missouri Constitutions.

## 102.6 SUPERVISORY AUTHORITY

**Best Practice**

**MODIFIED**



Any supervisor may relieve a member under his/her command from duty when, in his/her judgment, an offense committed is sufficiently serious to warrant immediate action. A report of such action shall be made immediately through the appropriate channels to the Deputy Fire Chief, followed by written documentation of the charges, in accordance with district procedures. All such processes shall comply with established rules, regulations and applicable collective bargaining agreements.

## 102.7 BOARD APPROVAL

**Agency Content**

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



# 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

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### 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.



# Battlefield Fire Protection District

## Policy Manual

### *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.



# Battlefield Fire Protection District

## Policy Manual

### *Policy Manual*

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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.



# Oath of Office



## 104.1 PURPOSE AND SCOPE

### Best Practice

The purpose of this policy is to ensure that oaths, when appropriate or required, are administered to district members.

## 104.2 POLICY

### Best Practice

It is the policy of the Battlefield Fire Protection District that, when appropriate, district members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the District and the dedication of its members to their duties.

## 104.3 OATH OF OFFICE

### Best Practice

### MODIFIED



New Hire Oath of Office Ceremonial Guidelines

### FIRE CHIEF

The job of any organized fire department is the protection of life and property against all hazards. This oath of office is your commitment to your community and those you are sworn to protect.

PLEASE RAISE YOUR RIGHT HAND

FIRE CHIEF ADMINISTRATORS OATH OF OFFICE:

As an officer and/or firefighter of the Battlefield Fire Protection District, do you promise to bring results – not excuses, return with solutions – not problems, and take full advantage of the opportunities that you are afforded?

Do you refuse to be the victim, take charge of your destiny, and get the job done?

Do you pledge to meet the District's mission of "We Serve"?

Do you believe you are not entitled to anything and therefore, will hustle and earn this position every shift?

Will you be 100% accountable for your own actions, and measure yourself against the average by holding yourself to the highest standard?

Do you promise to always remember the name across the shoulder of your turnouts represents your community and organization; and the name at the bottom represents your family history and legacy, and promise to do both of those names justice?

Therefore: I STATE YOUR NAME, do solemnly swear or affirm that I will support the Constitution and Laws of the United States, the Constitution and Laws of the State of Missouri, and the ordinances, rules and regulations of the Battlefield Fire Protection District, and that I will faithfully



# Battlefield Fire Protection District

## Policy Manual

### *Oath of Office*

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discharge the duties of the POSITION BEING SWORN INTO according to the best of my ability, so help me God.

#### **104.4 MAINTENANCE OF RECORDS**



##### **Best Practice**

If administered, the oath of office should be filed as prescribed by local practice and in accordance with the established records retention schedule.



# Board of Directors By-Laws



## 105.1 BY-LAWS

### Agency Content

In accordance with RSMO 321. 220 (12), the Battlefield Fire Protection District Board of Directors is permitted to adopt and amend bylaws necessary for the carrying on of the business, objects, and affairs of the board and of the district.

[See attachment: BFPD BOD LAWS WITH ALL SIGNATURES.pdf](#)



## Attachments



## **BFPD BOD LAWS WITH ALL SIGNATURES.pdf**





BATTLEFIELD FIRE PROTECTION DISTRICT

**ARTICLE I**

**DIRECTORS:**

1. The Board of Directors of the BATTLEFIELD FIRE PROTECTION DISTRICT shall consist of five (5) persons duly elected or appointed to office, from time to time, according to the provisions of Chapter 321, R.S.Mo.
2. General Powers: The Board of Directors shall have the powers, authority, and privileges found in 321.220 R.S.Mo., for the purpose of providing fire protection to the property within the District. The business and affairs and property of the District shall be managed by the Board of Directors, but the Board of Directors, from time to time, may delegate functions and responsibilities to officers, agents or employees of the District, in any manner consistent with law, either by provision in these Bylaws or any amendment hereto, or by duly adopted resolution, or by duly adopted ordinance. However, the Board of Directors shall not delegate to any person or organization any legislative or contractual power of the District, nor any duty or responsibility, which is by law imposed upon the Board of Directors.
3. Quorum: Three members of the Board of Directors shall constitute a quorum, at any meeting.
4. Chairman: The Board of Directors shall elect one of its members as Chairman, at the first regular meeting of the Board of Directors in each year following the April election, to serve as Chairman until the first regular meeting in the next year, or until the successor as Chairman is so elected. If any Chairman shall die, resign, or for any other reason be unable or unwilling to act or to continue to act as Chairman, during the term as Chairman, then the vice chairman, either until the resumption of office by the elected Chairman, or until the first meeting of the next year when a successor is elected, as the case may be; a Director who is the elected Chairman and whose term as Director terminates or expires, thereby ceases to be Chairman.
5. Meetings: The Board of Directors shall hold a regular meeting not less than once each calendar month, at such time and place as may be fixed by resolution of the Board, which resolution may be adopted at any meeting for the next one or more meetings. Notice of the time and place of future regular meetings of the Board of Directors shall be posted by the Secretary of the Board continuously at the firehouse or firehouses of the district in accordance with the provisions of Chapter 321.200 and 610.010 R.S.Mo. No business shall be transacted unless a quorum is present.
6. Special Meetings: Special meetings of the Board of Directors may be called at any time by the Chairman, or upon instruction by the Secretary of the Board, provided that the Chairman shall first give at least two days notice of the time and place of any special meeting to the other two Directors, by personal notification. On consent of all five Directors, special meetings may be held at any time and at a place where regular meetings are held, with public notice of such meeting pursuant to Chapter 610.010 R.S.Mo., but the minutes of any such meeting shall set forth such consent, in any form of statement, and all five Directors shall sign such minutes, or such meeting shall be invalid and ineffective. At any special meeting, only such business shall be considered as has been stated by the Chairman in the notice, or as is agreed by all five Directors.



12. Expenses. No Director shall incur any expenses, or for or on behalf of the Board of Directors, or for or on behalf of the District, unless authorized by duly adopted resolution or ordinance of the Board of Directors, prior to the incurring thereof. Any such expenditure must be actual expenditures in the performance of the Director's duties on behalf of the District. Authorized expenses of any Directors shall be reimbursed by the Treasurer out of the funds of the District, but only after the respective Director shall first have presented to the Board of Directors the expense account, which shall have been approved by the Board of Directors.

13. Vacancies. Any vacancies of the Board of Directors shall be filled by the remaining elected members of the Board of Directors, except where less than two elected members remain on the board any vacancy shall be filled by the Circuit Court of the county in which all or most of the district lies. The appointed or appointees shall act until the next biennial election at which a director or directors are elected to serve the remainder of the expired term.

## ARTICLE II

### OFFICERS:

1. Number. The officers of the District shall be the Chairman of the Board, the Vice Chairman, the Secretary, the Treasurer, and the Fire Chief. The Secretary and the Treasurer may be the same person, and all such officers, except the Chairman of the Board, shall serve at the pleasure of the Board of Directors, and may be removed from office by the Board of Directors at any time.

2. The Vice Chairman. In the absence of the Chairman the Vice Chairman will assume the role of Chairman during a meeting of the Board of Directors. If any Chairman shall die, resign, or for any other reason be unable or unwilling to act or to continue to act as Chairman, during the term as Chairman, then the vice chairman, either until the resumption of office by the elected Chairman, or until the first meeting of the next calendar year when a successor is elected, as the case may be; a Director who is the elected Chairman and whose term as Director terminates or expires, thereby ceases to be Chairman.

3. The Secretary. The Secretary shall be appointed to office by resolution of the Board of Directors. The Secretary shall receive eighty-three dollars and 33 cents (\$83.33) a month as additional compensation for the performance of the duties of Secretary in accordance with Section 321.190 R.S.Mo. The Secretary shall keep in a permanent file a record of all proceedings, minutes of all meetings of the Board of Directors, certificates, contracts, bonds given by employees, and a record of corporate acts of the District, which shall be open to inspection of all owners of property in the district, as well as to all other interested party in accordance with 321.170 R.S.Mo. The Secretary shall keep the minutes of the board and all other records of the fire protection district available for public inspection at the main firehouse within the district by appointment with the Secretary of the board within one week after a written request is made between the hours of 8:00 a.m. and 5:00 p.m. every day except Sunday, pursuant to 321.200 R.S.Mo. and 610.023 R.S.Mo. But the Secretary shall not permit any person to remove, damage deface or in any manner alter or change any such book or record, and the Secretary shall permit any such inspection only in their personal presence, unless otherwise directed by resolution of the Board of Directors. The Secretary shall also give all notices of elections, and all notices of public hearings, and all other notices of meetings or of other matters, which may be required by law or by these By-Laws, or which may be directed by resolution of the Board of Directors. The Secretary shall also be custodian of the seal of said District, but they may permit the Legal Officer to hold the same. The Secretary shall see that said seal is duly



### ARTICLE III

#### OTHER PERSONNEL:

1. Firefighting Personnel. The Board of Directors shall authorize, by resolution, the number of volunteers, paid part-time, paid full-time firefighters, staff officers, staff, personnel, employees, and any other firefighting, fire prevention and equipment maintenance personnel ("positions") that may be hired to serve the District. The Fire Chief shall nominate individuals to the Board to fill the positions created by the Board of Directors and the Board of Directors may appoint from among such nominees to fill the positions created by the Board. The Fire Chief may also recommend to the Board of Directors the dismissal of any agent, employee engineer, attorney, including paid part-time, paid full-time firefighters, staff officers, staff, personnel, and any other firefighting, fire prevention, and equipment maintenance personnel of the District. However, any such dismissal must be approved by the Board of Directors.

2. Operating and Consulting Staff: The Board of Directors, from time to time, by resolution, may provide for operating and/or consulting personnel of the District, to be appointed and discharged only by the Board of Directors, by resolution. Such personnel may be paid such compensation for their services as the Board, from time to time, may determine resolution.

3. Advisory Board: The Board of Directors may appoint an Advisory Board at their discretion, to address a specific need. The Advisory Board shall consist of such number of persons, residents within the District, as may be provided, from time to time, by resolution of the Board of Directors. Members of the Advisory Board shall not receive any compensation as such but may be also officers or operating personnel of said District, receiving compensation in such capacity. The Advisory Board shall be appointed by the Board of Directors, by resolution, to serve at the pleasure of the Board. The Advisory Board shall elect a Chairman from among its members and may meet from time to time as they may decide and may advise and consult with the Board of Directors on any matter relating to the business, property or affairs of the District, but their recommendation shall be advisory only, and shall not be mandatory upon the Board of Directors. The Board of Directors may also refer any matter to the Advisory Board, from time to time, for their opinion or advice, and the Advisory Board shall consider any such matter promptly. The Advisory Board may adopt an opinion, advice or recommendation by majority vote of all the members of the Advisory Board. The Advisory Board shall report their opinion, advice or recommendation of any matter referred to the Advisory Board by the Board of Directors as promptly as possible.

4. No officer or employee of the District shall be relative within the fourth degree, by consanguinity or affinity, to a member of the Board of Directors. If an officer or employee is employed in violation of this section, the Director shall be given the option of resigning from the Board of Directors. If the Director does not resign, the officer or employee causing this violation shall be terminated. Similarly, no Director shall be relative within the fourth degree, by consanguinity or affinity, to another member of the Board of Directors. Therefore, no person shall file for election to the Board of Directors if his/her election would cause a violation of this policy. This nepotism policy shall not apply to any individuals who would be in violation of this policy on the date of its enactment.



and signature. Any item which is not a re-occurring or budgeted expense shall require verification and approval of the Board of Directors prior to payment of said item.

5. Tax Rate: Not later than the regularly scheduled meeting in August of each year, the Board of Directors shall determine the amount of money necessary for the operations of said District, and not later than the regularly scheduled meeting in August of each year, the Board shall duly determine the tax rate and certify the same to the County Clerk by no later than September 1 of that same year.
6. Change of Boundaries: Any petition for change of the boundaries of said District shall be filed with the Board of Directors, and the Board and the Secretary shall thereupon act thereon, in the manner provided by law.
7. Fiscal Year: The fiscal year of said District shall be the fiscal year fixed by law.
8. Seal: The seal of said District shall consist of the name of said District in the form of a circle, with the word "Seal" in the center of said circle.
9. Budgets: During each fiscal year, not later than the last day of that fiscal year, the Board of Directors shall adopt a budget for the upcoming year for the general operating fund of the District, and for every special fund of the District of any kind, in such manner as may be provided by law.

## ARTICLE V

### ORDINANCE:

1. Scope: Ordinances of the District may be drawn, amended, altered, and repealed by resolution of the Board of Directors at any meeting of the Board, but all such ordinances shall be consistent with the law relating to Fire Protection Districts.
2. Introduction: Any Director may propose the adoption, amendment, alteration or repeal of any ordinance, to the Board of Directors, at any regular meeting of the Board, or at any special meeting called for that purpose, either by presenting such ordinance, or any amendment, alteration, or repeal of any ordinance, in full documentary form, or by suggesting to the Board the general scope and field of such ordinance, amendment, alteration or repeal. If the proposal is made by the latter method, by suggestion, and if, on motion, the Board shall approve such suggestion, by resolution, then such suggestion shall be referred to the Legal Officer, who shall draft the full documentary form thereof as quickly as may be practical and shall report the same back to the Board promptly after such drafting.
3. Vote: The presentation of the full documentary form of any ordinance, amendment, alteration, or repeal of any ordinance to the Board, shall automatically be taken as a motion by the Director presenting the same, or who originally suggested the same, moving the passage thereof. However, no vote shall be taken on such motion until the full final text thereof has been read at length to the Board, and opportunity given for further amendment thereof, and for discussion thereof. If the Board shall adopt such motion, then the same shall become effective as an ordinance, or as an amendment, alteration or repeal of any ordinance, ten days after the adoption of such motion (but not including the date on which the vote is taken.)
4. Emergency: If any such full documentary form shall include a finding by the Board that an emergency exists, requiring the immediate effectiveness of such ordinance, amendment,



## ARTICLE VII

### DEFINITIONS:

1. "Board." Wherever, in these by-laws, the word "board" is used, it shall be construed to mean the Board of Directors of the Battlefield Fire Protection District.
2. "District." Wherever, in these by-laws, the word "District" is used, it shall be construed to mean the Battlefield Fire Protection District.
3. "Director." Wherever, in these by-laws, the word "Director" is used, it shall be construed to mean any person then qualified and acting as a member of the Board of Directors of the Battlefield Fire Protection District.
4. "Law." Wherever, in these by-laws, anything is directed to be done according to "law", such word shall be construed to mean the Statutes of Missouri then in force.

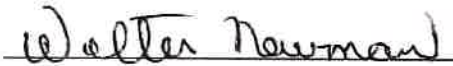
THESE BY-LAWS ADOPTED ON THIS 14<sup>th</sup> DAY OF December, 2021.

BATTLEFIELD FIRE PROTECTION DISTRICT BOARD MEMBERS

By:   
Trevor Crist Chairman

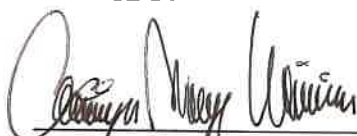
  
Danny Perches Vice-Chairman

  
Darrell Decker Secretary/Treasurer

  
Walter Newman Director

  
Shana Jahnke Director

ATTEST:



Secretary, Battlefield Fire Protection District

