



# **AGENDA**

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



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

**Tuesday, June 13, 2023**

**5:00 PM**

### **Preliminaries to the Meeting**

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

### **Approval of Last Month's Minutes**

1. Correction of Minutes
2. Approval of Regular Minutes

### **Financial Business**

1. Payment of the bills
2. Check signing
3. Financial statements

### **Public Comments**

1. Any comments must be submitted via email to [info@battlefieldfire.com](mailto:info@battlefieldfire.com) prior to 5pm on the Monday prior to meeting.

### **Unfinished Business**

1. None

### **New Business**

1. Contract – ESCI
2. Contract – Lexipol (Cordico)
3. Policy Updates
4. General overview

### **Closed Session**

1. Discussion and possible vote concerning: Legal Matters RSMo 610.021 (1) 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: 6/9/2023 12:00 AM certified by the undersigned that a true copy of the foregoing agenda was posted at the Battlefield Administration and Training Center in Battlefield, Missouri.

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Fire Chief



# **Battlefield Fire Protection District Battlefield Volunteer Fire Department Minutes May 2023 Regular Board Meeting**



**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting:**

5:00 PM

**Date of Meeting:**

May 09, 2023

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. Board Members Present: Chairman Trevor Crist, Treasurer Mark Pon, Vice- Chair Danny Perches, and Scott Lambeth.

Mr. Pon moved to approve the agenda, 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

**Approval of Last Month's Minutes:**

1. Mr. Pon moved to approve the April Regular Meeting minutes. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

**Financial Business:**

1. The Board addressed bills to be paid and signed checks.
2. Mr. Pon discussed the April financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,512.28 Battlefield Fire Protection District's ICS account holds \$4,741,652.19 and Money Market holds \$60,827.62.
3. Mr. Pon motioned to approve the financials. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

**Public Comments: None**

**Unfinished Business: None**

**New Business:**

1. Deputy Chief Reynolds provided an overview of BFPD By-Laws Article I #6 and Article II #10 which have been updated. A roll call vote was taken, and the motion carried.

<u>Board Member</u>	<u>Vote</u>
Trevor Christ	Yes
Danny Perches	Yes
Mark Pon	Yes
Scott Lambeth	Yes
Walt Newman	Absent

2. No Policy Updates
3. Firefighting Hiring
  - a. A list of candidates for eligibility was presented to the board in Closed Session. Once in open session: Mr. Perches moved to approve the list of candidates provided by Division Chief Burr as new employees. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.
4. General Overview
  - a. Staff provided a review of their monthly reports. Chief Moore and Division Chief Anderson were not present. A written report was submitted.

**Closed Session:** Information only pursuant to RSMO 610.021 (13).

Motion to go out of open session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Out of Open Session at 5:47 pm.

Motion to go into Closed Session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Into Closed Session 5:50 pm

Roll Call: Danny Perches, Trevor Crist, Scott Lambeth, Mark Pon, Division Chief Burr, Deputy Chief Reynolds, and Secretary Shawn Shupert.

Motion to go out of Closed Session by Mr. Perches. 2<sup>nd</sup> by Mr. Pon. Motion carried.

Out of Closed Session: 6:34 pm

Motion to go into Open Session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Into Open Session: 6:34 pm

Roll Call: Danny Perches, Mark Pon, Trevor Crist, and Scott Lambeth. Chairman Crist advised closed session was for informational purposes only. No votes or decisions were made in the closed session.

**Adjournment:**

Mr. Pon moved to adjourn at 6:37 pm.

Approved by:

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Trevor Crist

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Mark Pon

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Danny Perches

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Scott Lambeth

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

**As of May 31, 2023**  
**May 31, 23**

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · Oakstar Volunteer Account 5,514.39

**Total Checking/Savings** 5,514.39

**Total Current Assets** 5,514.39

**TOTAL ASSETS** **5,514.39**

**LIABILITIES & Revenue**

**Revenue**

1110 · Retained Earnings 5,504.13

**Net Revenue** 10.26

**Total Revenue** 5,514.39

**TOTAL LIABILITIES & Revenue** **5,514.39**

**Battlefield Volunteer Fire Department**  
**Statement of Net Activities**  
May 2023

	<u>May 23</u>
Ordinary Revenue/Expense	
Revenue	
4140 - Interest Revenue	2.11
Total Revenue	<u>2.11</u>
Net Ordinary Revenue	<u>2.11</u>
Net Revenue	<u><u>2.11</u></u>

**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of May 31, 2023

12:40 PM

06/01/2023

Cash Basis

May 31, 23

**ASSETS**

Current Assets

Checking/Savings

1000 · OakStar - ICS	4,552,586.87
1005 · OakStar - Money Market	60,995.52
1025 · Oakstar - Operating	78,108.31
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-2,214,380.00

Total Checking/Savings	2,477,442.36
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Total Current Assets	2,477,442.36
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Fixed Assets

1505 · Office Equipment	3,132.01
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Total Fixed Assets	3,132.01
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<b>TOTAL ASSETS</b>	<b>2,480,574.37</b>
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**LIABILITIES & Revenue**

Revenue

3200 · Fund Balances

3100 · Restricted Fund - Operating	-700,000.00
3120 · Restricted Fund-Emergency Equip	-1,014,380.00
3140 · Restricted Fund - Bldg Reserve	-500,000.00
3200 · Fund Balances	2,487,239.86

Total 3200 · Unrestricted Fund Balances	272,859.86
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32000 · Retained Earnings	-130,294.63
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Net Revenue	2,338,009.14
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Total Revenue	2,480,574.37
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<b>TOTAL LIABILITIES &amp; Revenue</b>	<b>2,480,574.37</b>
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**Battlefield Fire Protection District**  
**Statement of Cash Flows**  
**May 2023**

12:41 PM

Cash Basis

	May 23	Apr 23	% Change
<b>Revenue</b>			
<b>4000 · Revenue</b>			
4005 · Tax Revenue	29,954.23	33,471.45	-10.51%
4010 · Tax Interest Revenue	4,149.23	3,176.48	30.62%
4050 · Miscellaneous Revenue	8,465.95	0.00	100.0%
4060 · Interest Revenue	13,020.23	13,104.04	-0.64%
<b>Total 4000 · Revenue</b>	<b>55,589.64</b>	<b>49,751.97</b>	<b>11.73%</b>
<b>Total Revenue</b>	<b>55,589.64</b>	<b>49,751.97</b>	<b>11.73%</b>
<b>Gross Profit</b>	<b>55,589.64</b>	<b>49,751.97</b>	<b>11.73%</b>
<b>Expense</b>			
<b>5000 · Capital Expense</b>			
5015 · Uniforms/PPE/Bunker Gear	33,288.00	0.00	100.0%
5030 · Information Technology	0.00	104.98	-100.0%
5040 · Firefighting/EMS	0.00	500.48	-100.0%
5055 · Vehicles	395.00	0.00	100.0%
<b>Total 5000 · Capital Expense</b>	<b>33,683.00</b>	<b>605.46</b>	<b>5,463.21%</b>
<b>6000 · Communications</b>			
6003 · MDT/Cell Phones	1,024.71	997.03	2.78%
6020 · Managed IT Service	921.88	750.00	22.92%
<b>Total 6000 · Communications</b>	<b>1,946.59</b>	<b>1,747.03</b>	<b>11.42%</b>
<b>6100 · Insurance</b>			
6110 · Workman's Compensation	14,505.78	0.00	100.0%
6115 · Commercial & Property	22,557.00	0.00	100.0%
6120 · Medical, Dental, Vision	19,749.39	16,952.10	16.5%
<b>Total 6100 · Insurance</b>	<b>56,812.17</b>	<b>16,952.10</b>	<b>235.13%</b>
<b>6200 · Maintenance &amp; Repairs</b>			
6205 · Gas/Diesel	3,702.90	2,661.38	39.14%
6210 · Apparatus Repair	1,087.80	7,077.84	-84.63%
6215 · Stations & Buildings	213.24	644.84	-66.93%
6225 · Equipment Maintenance	3,961.96	51.90	7,533.83%
6235 · Headquarters Maintenance	1,209.00	1,272.42	-4.98%
6275 · Office Equipment	29.26	0.00	100.0%
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>10,204.16</b>	<b>11,708.38</b>	<b>-12.85%</b>
<b>6300 · Office/Stations</b>			
6315 · Accounting Fees	710.00	790.00	-10.13%
6330 · Subscriptions/Memberships	0.00	150.00	-100.0%
<b>Total 6300 · Office/Stations</b>	<b>710.00</b>	<b>940.00</b>	<b>-24.47%</b>
<b>6400 · Training</b>			
6410 · Training Classes	3,624.21	2,297.87	57.72%
6415 · Equipment	650.84	0.00	100.0%
<b>Total 6400 · Training</b>	<b>4,275.05</b>	<b>2,297.87</b>	<b>86.04%</b>

	<b>May 23</b>	<b>Apr 23</b>	<b>% Change</b>
<b>6500 · Legal</b>			
6510 · Audit Fees	3,184.96	0.00	100.0%
6525 · Cafeteria Pass Thru	-0.10	-33.45	99.7%
6535 · Attorney Fees	0.00	221.20	-100.0%
<b>Total 6500 · Legal</b>	<b>3,184.86</b>	<b>187.75</b>	<b>1,596.33%</b>
<b>6600 · Salaries</b>			
6605 · District Personnel	144,235.71	149,916.80	-3.79%
6610 · Board of Directors			
6612 · Chaplain Expense	72.93	72.88	0.07%
6610 · Board of Directors - Other	450.00	633.33	-28.95%
<b>Total 6610 · Board of Directors</b>	<b>522.93</b>	<b>706.21</b>	<b>-25.95%</b>
6620 · Employer Payroll Taxes	2,072.79	2,053.33	0.95%
6625 · Lagers	15,338.05	12,146.87	26.27%
6635 · Uniforms	524.82	308.29	70.24%
6640 · 457 Pass Thru	0.00	0.00	0.0%
6655 · Expense Account	0.00	17.90	-100.0%
6665 · Special Overtime	7,230.95	320.16	2,158.54%
6668 · Union Dues Passthrough	-1,855.80	1,917.66	-196.77%
<b>Total 6600 · Salaries</b>	<b>168,069.45</b>	<b>167,387.22</b>	<b>0.41%</b>
<b>6700 · Medical</b>			
6710 · Employee Physicals/POET	497.65	0.00	100.0%
<b>Total 6700 · Medical</b>	<b>497.65</b>	<b>0.00</b>	<b>100.0%</b>
<b>6750 · Utilities</b>			
6755 · Water	118.90	111.30	6.83%
6760 · Sanitation	193.22	0.00	100.0%
6765 · Sewer	198.06	185.77	6.62%
6770 · Electric/Gas	2,188.58	2,648.68	-17.37%
6775 · Internet/Phones/Cable	1,420.70	1,403.63	1.22%
<b>Total 6750 · Utilities</b>	<b>4,119.46</b>	<b>4,349.38</b>	<b>-5.29%</b>
<b>6800 · Supplies</b>			
6810 · Public Relations/Outreach	0.00	2,927.44	-100.0%
6815 · Logo Imprinted Supplies	0.00	215.00	-100.0%
6820 · Fire & EMS Expendables	470.95	522.00	-9.78%
6825 · Office Supplies	42.61	77.79	-45.22%
6830 · Janitorial Supplies	250.86	568.31	-55.86%
6835 · Stations/Buildings Supplies	51.95	209.00	-75.14%
<b>Total 6800 · Supplies</b>	<b>816.37</b>	<b>4,519.54</b>	<b>-81.94%</b>
<b>Total Expense</b>	<b>284,318.76</b>	<b>210,694.73</b>	<b>34.94%</b>
<b>Net Revenue</b>	<b>-228,729.12</b>	<b>-160,942.76</b>	<b>-42.12%</b>



**Battlefield Fire Protection District**  
**Statement of Activities**  
**May 2023**

12:40 PM  
06/01/2023  
Cash Basis

	May 23	Jan - May 23
<b>Revenue</b>		
<b>4000 · Revenue</b>		
4005 · Tax Revenue	29,954.23	3,697,707.27
4010 · Tax Interest Revenue	4,149.23	11,124.88
4050 · Miscellaneous Revenue	8,465.95	10,470.14
4060 · Interest Revenue	13,020.23	61,993.91
<b>Total 4000 · Revenue</b>	<b>55,589.64</b>	<b>3,781,296.20</b>
<b>Total Revenue</b>	<b>55,589.64</b>	<b>3,781,296.20</b>
<b>Gross Profit</b>	<b>55,589.64</b>	<b>3,781,296.20</b>
<b>Expense</b>		
<b>5000 · Capital Expense</b>		
5015 · Uniforms/PPE/Bunker Gear	33,288.00	35,127.99
5020 · Building Lease	0.00	10,725.00
5030 · Information Technology	0.00	1,002.85
5040 · Firefighting/EMS	0.00	2,451.46
5052 · Fitness Equipment	0.00	900.00
5055 · Vehicles	395.00	97,302.61
<b>Total 5000 · Capital Expense</b>	<b>33,683.00</b>	<b>147,509.91</b>
<b>6000 · Communications</b>		
6003 · MDT/Cell Phones	1,024.71	4,259.73
6020 · Managed IT Service	921.88	4,746.88
<b>Total 6000 · Communications</b>	<b>1,946.59</b>	<b>9,006.61</b>
<b>6100 · Insurance</b>		
6110 · Workman's Compensation	14,505.78	81,785.88
6115 · Commercial & Property	22,557.00	46,041.00
6120 · Medical, Dental, Vision	19,749.39	106,862.39
6125 · FFAM Dues	0.00	4,580.00
<b>Total 6100 · Insurance</b>	<b>56,812.17</b>	<b>239,269.27</b>
<b>6200 · Maintenance &amp; Repairs</b>		
6205 · Gas/Diesel	3,702.90	19,145.74
6210 · Apparatus Repair	1,087.80	22,743.16
6215 · Stations & Buildings	213.24	5,855.04
6225 · Equipment Maintenance	3,961.96	5,473.02
6235 · Headquarters Maintenance	1,209.00	6,241.86
6255 · Maintenance Shop Equipment	0.00	136.44
6275 · Office Equipment	29.26	426.73
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>10,204.16</b>	<b>60,021.99</b>
<b>6300 · Office/Stations</b>		
6305 · Software Expense	0.00	11,588.38
6315 · Accounting Fees	710.00	4,289.90
6325 · Postage/Shipping	0.00	41.94

	<b>May 23</b>	<b>Jan - May 23</b>
6330 · Subscriptions/Memberships	0.00	3,295.68
6335 · Advertising/Printing/Postings	0.00	71.70
<b>Total 6300 · Office/Stations</b>	<b>710.00</b>	<b>19,287.60</b>
<b>6400 · Training</b>		
6410 · Training Classes	3,624.21	15,356.76
6415 · Equipment	650.84	1,085.78
<b>Total 6400 · Training</b>	<b>4,275.05</b>	<b>16,442.54</b>
<b>6500 · Legal</b>		
6510 · Audit Fees	3,184.96	5,750.00
6525 · Cafeteria Pass Thru	-0.10	1,797.23
6530 · Elections	0.00	32,103.50
6535 · Attorney Fees	0.00	1,285.20
<b>Total 6500 · Legal</b>	<b>3,184.86</b>	<b>40,935.93</b>
<b>6600 · Salaries</b>		
6605 · District Personnel	144,235.71	752,751.17
6610 · Board of Directors		
6612 · Chaplain Expense	72.93	364.45
6610 · Board of Directors - Other	450.00	2,683.32
<b>Total 6610 · Board of Directors</b>	<b>522.93</b>	<b>3,047.77</b>
6620 · Employer Payroll Taxes	2,072.79	10,342.76
6625 · Lagers	15,338.05	83,989.10
6635 · Uniforms	524.82	2,183.69
6640 · 457 Pass Thru	0.00	3,775.94
6655 · Expense Account	0.00	252.68
6665 · Special Overtime	7,230.95	9,508.04
6668 · Union Dues Passthrough	-1,855.80	1,113.48
<b>Total 6600 · Salaries</b>	<b>168,069.45</b>	<b>866,964.63</b>
<b>6700 · Medical</b>		
6710 · Employee Physicals/POET	497.65	626.39
<b>Total 6700 · Medical</b>	<b>497.65</b>	<b>626.39</b>
<b>6750 · Utilities</b>		
6755 · Water	118.90	562.90
6760 · Sanitation	193.22	1,645.17
6765 · Sewer	198.06	948.96
6770 · Electric/Gas	2,188.58	16,253.49
6775 · Internet/Phones/Cable	1,420.70	7,649.10
<b>Total 6750 · Utilities</b>	<b>4,119.46</b>	<b>27,059.62</b>
<b>6800 · Supplies</b>		
6810 · Public Relations/Outreach	0.00	8,727.24
6815 · Logo Imprinted Supplies	0.00	215.00
6820 · Fire & EMS Expendables	470.95	3,564.84
6825 · Office Supplies	42.61	689.46
6830 · Janitorial Supplies	250.86	1,888.17
6835 · Stations/Buildings Supplies	51.95	577.86

	<b>May 23</b>	<b>Jan - May 23</b>
Total 6800 · Supplies	816.37	15,662.57
6850 · Property Improvements		
6860 · Stations/Buildings	0.00	500.00
Total 6850 · Property Improvements	0.00	500.00
Total Expense	284,318.76	1,443,287.06
Net Revenue	<b>-228,729.12</b>	<b>2,338,009.14</b>

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**May 2023**

	Annual Budget	May 23	% Received	Jan-May	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>Revenue</b>								
4000 · Revenue								
4005 · Tax Revenue	3,563,961.00	29,954.23	0.84%	3,697,707.27		103.75%	0.00	133,746.27
4010 · Tax Revenue Interest	15,000.00	4,149.23	27.66%	11,124.88		74.17%	3,875.12	0.00
4030 · Training Room Rental	10,000.00	0.00	0.00%	0.00		0.00%	10,000.00	0.00
4050 · Miscellaneous Revenue	0.00	8,465.95	0.00%	10,470.14		0.00%	0.00	10,470.14
4060 · Interest Revenue	75,000.00	13,020.23	17.36%	61,993.91		82.66%	13,006.09	13,019.40
<b>Total 4000 · Revenue</b>	<b>3,663,961.00</b>	<b>55,589.64</b>	<b>1.52%</b>	<b>3,781,296.20</b>		<b>103.20%</b>	<b>26,881.21</b>	<b>157,235.81</b>
<b>Expense</b>								
	Annual Budget	May 23	%Budget Used in May	Jan-May	YTD	%Budget Used YTD	Balance Available	Date Over
5000 · Capital Expense								
5015 · Uniforms/PPE/Bunker Gear	45,000.00	33,288.00	73.97%	35,127.99		78.06%	9,872.01	
5020 · Building Lease	106,450.00	0.00	0.00%	10,725.00		10.08%	95,725.00	
5030 · Information Technology	10,000.00	0.00	0.00%	1,002.85		10.03%	8,997.15	
5035 · Communications	20,000.00	0.00	0.00%	0.00		0.00%	20,000.00	
5040 · Firefighting/EMS	50,000.00	0.00	0.00%	2,451.46		4.90%	47,548.54	
5052 · Fitness Equipment	5,700.00	0.00	0.00%	900.00		15.79%	4,800.00	
5055 · Vehicles	120,000.00	395.00	0.00%	97,302.61		0.00%	22,697.39	2/14/2023
<b>Total 5000 · Capital Expense</b>	<b>357,150.00</b>	<b>33,683.00</b>	<b>9.43%</b>	<b>147,509.91</b>		<b>41.30%</b>	<b>209,640.09</b>	
6000 · Communications								
6003 · MDT/Cell Phones	15,000.00	1,024.71	6.83%	4,259.73		28.40%	10,740.27	
6020 · Managed IT Service	16,260.00	921.88	5.67%	4,746.88		29.19%	11,513.12	
<b>Total 6000 · Communications</b>	<b>31,260.00</b>	<b>1,946.59</b>	<b>6.23%</b>	<b>9,006.61</b>		<b>28.81%</b>	<b>22,253.39</b>	
6100 · Insurance								
6110 · Workman's Compensation	148,065.51	14,505.78	9.80%	81,785.88		55.24%	66,279.63	
6115 · Commercial & Property	91,583.00	22,557.00	24.63%	46,041.00		50.27%	45,542.00	
6120 · Medical, Dental, Vision	296,907.00	19,749.39	6.65%	106,862.39		35.99%	190,044.61	
6125 · FFAM Dues	6,000.00	0.00	0.00%	4,580.00		76.33%	1,420.00	
<b>Total 6100 · Insurance</b>	<b>542,555.51</b>	<b>56,812.17</b>	<b>10.47%</b>	<b>239,269.27</b>		<b>44.10%</b>	<b>303,286.24</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**May 2023**

	Annual Budget	May 23	% Received	Jan-May	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6200 · Maintenance &amp; Repairs</b>								
6205 · Gas/Diesel	52,000.00	3,702.90	7.12%	19,145.74		36.82%	32,854.26	
6210 · Apparatus Repair	45,000.00	1,087.80	2.42%	22,743.16		50.54%	22,256.84	
6215 · Stations & Buildings	20,000.00	213.24	1.07%	5,855.04		29.28%	14,144.96	
6220 · Lawn Maintenance	10,500.00	0.00	0.00%	0.00		0.00%	10,500.00	
6225 · Equipment Maintenance	7,000.00	3,961.96	56.60%	5,473.02		78.19%	1,526.98	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	6,241.86		41.61%	8,758.14	
6250 · Ground/Aerial Ladder Testing	2,000.00	0.00	0.00%	0.00		0.00%	2,000.00	
6255 · Maintenance Shop Equipment	1,750.00	0.00	0.00%	136.44		7.80%	1,613.56	
6275 · Office Equipment	1,500.00	29.26	1.95%	426.73		28.45%	1,073.27	
6280 · SCBA Flow Testing	4,000.00	0.00	0.00%	0.00		0.00%	4,000.00	
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>158,750.00</b>	<b>10,204.16</b>	<b>6.43%</b>	<b>60,021.99</b>		<b>37.81%</b>	<b>98,728.01</b>	
<b>6300 · Office/Stations</b>								
6305 · Software Expense	36,040.00	0.00	0.00%	11,588.38		32.15%	24,451.62	
6315 · Accounting Fees	9,400.00	710.00	7.55%	4,289.90		45.64%	5,110.10	
6325 · Postage/Shipping	700.00	0.00	0.00%	41.94		5.99%	658.06	
6330 · Subscriptions/Memberships	8,500.00	0.00	0.00%	3,295.68		38.77%	5,204.32	
6335 · Advertising/Printing/Postings	1,000.00	0.00	0.00%	71.70		7.17%	928.30	
<b>Total 6300 · Office/Stations</b>	<b>55,640.00</b>	<b>710.00</b>	<b>1.28%</b>	<b>19,287.60</b>		<b>34.66%</b>	<b>36,352.40</b>	
<b>6400 · Training</b>								
	<b>Annual Budget</b>	<b>May 23</b>	<b>% Budget Used in May</b>	<b>Jan-May</b>	<b>YTD</b>	<b>% Budget Used YTD</b>	<b>Balance Available</b>	
6410 · Training Classes	45,200.00	3,624.21	8.02%	15,356.76		33.98%	29,843.24	
6415 · Equipment	10,000.00	650.84	6.51%	1,085.78		10.86%	8,914.22	
<b>Total 6400 · Training</b>	<b>55,200.00</b>	<b>4,275.05</b>	<b>7.74%</b>	<b>16,442.54</b>		<b>29.79%</b>	<b>38,757.46</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
**May 2023**

	Annual Budget	May 23	% Received	Jan-May	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6500 · Legal</b>								
6510 · Audit Fees	5,700.00	3,184.96	55.88%	5,750.00	100.88%	0.00		
6525 · Cafeteria Pass Thru	1,500.00	-0.10	-0.01%	1,797.23	119.82%	-297.23		
6530 · Elections	15,000.00	0.00	0.00%	32,103.50	214.02%	-17,103.50		3/21/2023
6535 · Attorney Fees	5,000.00	0.00	0.00%	1,285.20	25.70%	3,714.80		
<b>Total 6500 · Legal</b>	<b>27,200.00</b>	<b>3,184.86</b>	<b>11.71%</b>	<b>40,935.93</b>	<b>150.50%</b>	<b>0.00</b>		
<b>6600 · Salaries</b>								
6605 · District Personnel	2,082,279.00	144,235.71	6.93%	752,751.17	36.15%	1,329,527.83		
6610 · Board of Directors								
6612 · Chaplain Expense	2,000.00	72.93	3.65%	364.45	18.22%	1,635.55		
6610 · Board of Directors - Other	9,400.00	450.00	4.79%	2,683.32	28.55%	6,716.68		
<b>Total 6610 · Board of Directors</b>	<b>11,400.00</b>	<b>522.93</b>	<b>4.59%</b>	<b>3,047.77</b>	<b>26.73%</b>	<b>8,352.23</b>		
6620 · Employer Payroll Taxes	38,984.00	2,072.79	5.32%	10,342.76	26.53%	28,641.24		
6625 · Lagers	233,110.00	15,338.05	6.58%	83,989.10	36.03%	149,120.90		
6635 · Uniforms	10,000.00	524.82	5.25%	2,183.69	21.84%	7,816.31		
6640 · 457 Pass Thru	0.00	0.00	0.00%	3,775.94	0.00%	-3,775.94		
6650 · Miscellaneous Board Expense	500.00	0.00	0.00%	0.00	0.00%	500.00		
6655 · Expense Account	2,500.00	0.00	0.00%	252.68	10.11%	2,247.32		
6665 · Special Overtime	45,000.00	7,230.95	16.07%	9,508.04	21.13%	35,491.96		
6668 · Union Dues Pass Thru	0.00	-1,855.80	0.00%	1,113.48	0.00%	-1,113.48		
6675 · Background Check	2,500.00	0.00	0.00%	0.00	0.00%	2,500.00		
<b>Total 6600 · Salaries</b>	<b>2,426,273.00</b>	<b>168,069.45</b>	<b>6.93%</b>	<b>866,964.63</b>	<b>35.73%</b>	<b>1,559,308.37</b>		
<b>6700 · Medical</b>								
6710 · Employee Physicals/POET	34,500.00	497.65	1.44%	626.39	1.82%	33,873.61		
<b>Total 6700 · Medical</b>	<b>34,500.00</b>	<b>497.65</b>	<b>1.44%</b>	<b>626.39</b>	<b>1.82%</b>	<b>33,873.61</b>		

Annual Budget	May 23	% Received	Jan-May YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
2,000.00	118.90	5.95%	562.90	28.15%	1,437.10	
3,250.00	193.22	5.95%	1,645.17	50.62%	1,604.83	
3,000.00	198.06	6.60%	948.96	31.63%	2,051.04	
35,000.00	2,188.58	6.25%	16,253.49	46.44%	18,746.51	
14,300.00	1,420.70	9.93%	7,649.10	53.49%	6,650.90	
57,550.00	4,119.46	7.16%	27,059.62	47.02%	30,490.38	
13,600.00	0.00	0.00%	8,727.24	64.17%	4,872.76	
2,000.00	0.00	0.00%	215.00	10.75%	1,785.00	
5,000.00	470.95	9.42%	3,564.84	71.30%	1,435.16	
3,000.00	42.61	1.42%	689.46	22.98%	2,310.54	
3,000.00	250.86	8.36%	1,888.17	62.94%	1,111.83	
2,000.00	51.95	2.60%	577.86	28.89%	1,422.14	
28,600.00	816.37	2.85%	15,662.57	54.76%	12,937.43	
5,000.00	0.00	0.00%	500.00	10.00%	4,500.00	
5,000.00	0.00	0.00%	500.00	10.00%	4,500.00	
3,779,678.51	284,318.76	7.52%	1,443,287.06	38.19%	2,314,703.28	
-115,717.51	-228,729.12	197.66%	2,338,009.14	-2020.45%	-2,287,822.07	

2,314,703.28

Operating Reserve	700,000.00
Emergency Equipment Reserve	1,014,380.00
Building Reserve	500,000.00
<b>Total Contingency Fund</b>	<b>2,214,380.00</b>

**Battlefield Fire Protection District**  
**Custom Transaction Detail Report**  
 January through May 2023

	<b>Name</b>	<b>Memo</b>	<b>Paid Amount</b>
<b>Jan - May 23</b>			
	GovDeals	Deposit	410.00
	BMI Company	Incident report	10.00
	LexisNexis	Incident report	10.00
	XXX Scott Lambeth	Election filing fee	50.00
	Mark Pon	Election filing fee	50.00
	Stormy Davis	Life insurance	50.00
	Darrell Decker	Life insurance	50.00
	LexisNexis	Incident report	10.00
	Ozarks Technical Community College	FST 2022 Fall Semester	1,200.00
	SEA, LTD	Buddy's Auto Sales	10.00
	Greene County Treasurer	Tax & interest 2022	144.19
	LexisNexis	Incident report	10.00
	GovDeals	Deposit	5.00
	VFIS	water damage claim	6,661.95
	VFIS	same	1,799.00
<b>Jan - May 23</b>			<b>10,470.14</b>





## MASTER SERVICE AGREEMENT

Agency's Name: Battlefield Fire Protection District  
Agency's Address: 4117 W 2nd St  
Battlefield, Missouri 65619

Attention: Captain Justin Stevens

Sales Rep: Chris Smith  
Lexipol's Address: 2611 Internet Boulevard, Suite 100  
Frisco, Texas 75034

Effective Date:

\_\_\_\_\_  
(to be completed by Lexipol upon receipt of signed Agreement)

This Master Service Agreement (the "Agreement") is entered into by and between Lexipol, LLC, a Delaware limited liability company ("Lexipol"), and the department, entity, or organization referenced above ("Agency"). This Agreement consists of:

- (a) this **Cover Sheet**
- (b) **Exhibit A** - Selected Services and Associated Fees
- (c) **Exhibit B** - Terms and Conditions of Service

Each individual signing below represents and warrants that they have full and complete authority to bind the party on whose behalf they are signing to all terms and conditions contained in this Agreement.

### Battlefield Fire Protection District

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

### Lexipol, LLC

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

## Exhibit A

### SELECTED SERVICES AND ASSOCIATED FEES

Agency is purchasing the following:

Annual Subscription for 2023

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	CordicoFire Firefighter Wellness App (Start: 1/1/2023 End: 12/31/2023)	USD 9,999.00	45%	USD 4,499.55	USD 5,499.45
	<b>Subscription Line Items Total</b>			<b>USD 4,499.55</b>	<b>USD 5,499.45</b>
				<b>USD 4,499.55</b>	<b>USD 5,499.45</b>
<b>Annual Subscription for 2023 Discount:</b>					USD 4,499.55
<b>Annual Subscription for 2023 TOTAL:</b>					USD 5,499.45

#### Discount Notes

Early Adopter 40%, year over year, discount lock  
5% sourcewell

**Exhibit B**  
**Terms and Conditions of Service**

These Terms and Conditions of Service (the “Terms”) govern the rights and obligations of Lexipol and Agency under this Agreement. Lexipol and Agency may each be referred to herein as a “party” and collectively as the “parties.”

**1. Definitions.** Each of the following capitalized terms will have the meaning included in this Section 1. Other capitalized terms are defined within their respective sections, below.

**1.1 “Agency”** means the department, agency, office, organization, company, or other entity purchasing and/or otherwise subscribing to the Lexipol Services set forth in Exhibit A.

**1.2 “Agency Data”** means data, information, and content owned by Agency prior to the Effective Date, or which Agency provides during the Term of this Agreement for purposes of identifying authorized users, confirming agency or department information, or other purposes that are ancillary to receipt of the Service.

**1.3 “Agreement”** means the combination of the cover sheet (signature page); Exhibit A (“Selected Services and Associated Fees”); this Exhibit B; and any other documents attached hereto and expressly incorporated herein by reference.

**1.4 “Effective Date”** means the date specified on the cover sheet (signature page), or as otherwise expressly set forth and agreed upon by Lexipol and Agency in a writing and defined as the “Effective Date.”

**1.5 “Initial Term”** means the period commencing on the Effective Date and continuing for the length of time indicated on Exhibit A. If not so indicated, the default Initial Term is one (1) year from the Effective Date.

**1.6 “Lexipol Content”** means all content in any format including but not limited to: written content, images, videos, data, information, and software multimedia provided by Lexipol and/or its licensors via the Services.

**1.7 “Services”** means all products and services, including but not limited to all software subscriptions, professional services, and ancillary support services, as may be offered by Lexipol and/or its affiliates from time to time.

**2. Term; Renewal.** This Agreement becomes enforceable upon signature by Agency’s authorized representative, with an Effective Date as indicated on the cover page. Unless expressly stated in the “Custom Agreement Terms” section of Exhibit A, this Agreement shall automatically renew in successive one-year periods (each, a “Renewal Term”) on the anniversary of the Effective Date unless a party provides written notice of non-renewal to the other party at least sixty (60) days prior to such renewal. The Initial Term and all Renewal Terms collectively comprise the “Term” of this Agreement.

**3. Termination.**

**3.1 For Convenience; Non-Appropriation.** This Agreement may be terminated at any time for convenience (including due to lack of appropriation of funds) upon sixty (60) days written notice.<sup>1</sup>

**3.2 For Cause.** This Agreement may be terminated by either party, effective immediately, (a) in the event the other party fails to discharge any obligation, including payment obligations, or remedy any default hereunder for a period of more than thirty (30) calendar days after it has been provided written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

**3.3 Effect of Expiration or Termination.** Upon the expiration or termination of this Agreement for any reason, Agency’s access to Lexipol’s Services shall immediately cease unless Lexipol has, in its sole discretion, provided for their limited continuation. Termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration, including payment obligations.

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<sup>1</sup> Note: fees paid for Online Services are not eligible for refund, proration, or offset in the event of Agency’s termination for convenience as Online Services are delivered in full as of the Effective Date. Fees pre-paid for Professional Services are eligible for refund, proration, or offset to the extent such Services have not been delivered or utilized by Agency.

4. **Fees; Invoicing.** Lexipol will invoice Agency at the commencement of the Initial Term and at the commencement of each Renewal Term. Agency agrees to remit payment within thirty (30) calendar days following receipt of Lexipol's invoice. Payments may be made electronically or by mailing a check to Lexipol at 2611 Internet Blvd, Ste. 100, Frisco, TX 75034 (Attn: Accounts Receivable). Lexipol reserves the right to increase fees for Renewal Terms. All fee amounts stated in Exhibit A are exclusive of taxes and similar fees now in force or enacted in the future. Agency is responsible for all third-party fees (e.g., wire fees, bank fees, credit card processing fees). Unless otherwise exempt, Agency is responsible for and will pay in full all taxes related to its receipt of Lexipol's Services, except for taxes based on Lexipol's net income.

5. **Terms of Service.** The following terms and conditions govern access to and use of Lexipol's Services:

5.1 **Online Services.** Lexipol's Online Services include all cloud-based services offered by Lexipol and its partners, affiliates, and licensors. Online Services include, without limitation, Lexipol's Knowledge Management System ("KMS") for policy, Learning Management System ("LMS")<sup>2</sup>, GrantFinder, and Cordico wellness applications (collectively, the "Online Services"). Lexipol's Online Services are proprietary and, where applicable, protected under U.S. copyright, trademark, patent, and/or other applicable laws. By subscribing to Lexipol's Online Services, Agency receives a personal, limited, non-sublicensable and non-assignable license to access and use such Services in conformity with these Terms.

5.2 **Professional Services.** Lexipol's Professional Services include all Services that are not part of Lexipol's Online Services, and which require the professional expertise of Lexipol personnel and/or contractors, including implementation support for policy manuals, technical support for online learning, accreditation consulting, grant writing and consulting<sup>3</sup>, and projects requiring regular input from Lexipol's subject matter experts (collectively, "Professional Services"). Lexipol shall provide all Professional Services in accordance with industry best practices.

5.3 **Intellectual Property; License.** Lexipol's Services and all Lexipol Content are the proprietary intellectual property of Lexipol and/or its licensors, and are protected where applicable by copyright, trademark, and patent laws. Nothing contained in this Agreement or these Terms shall be construed as conferring any right of ownership or use to Lexipol's Services or Lexipol Content. Notwithstanding the foregoing, Agency may, in limited circumstances (e.g. creation, modification, and updating of Agency's policy manuals) create Derivative Works based on Lexipol's Content and shall retain a personal, non-commercial, non-sublicensable and non-assignable license to use such Derivative Works, including beyond the expiration or termination of this Agreement. "Derivative Works" include all work product based on or which incorporates any Lexipol Content, including any revision, modification, abridgement, condensation, expansion, compilation, or any other form in which Lexipol Content, or any portion thereof, is recast, transformed, or adapted. Agency acknowledges and agrees that Lexipol shall have no responsibility to update Lexipol Content used by Agency beyond the Term of this Agreement and shall have no liability whatsoever for Agency's creation or use of Derivative Works.

5.4 **Account Security.** Access to Lexipol's Services is personal and unique to Agency. Agency shall not assign or otherwise transfer any such rights to any other person or entity. Except as set forth herein, Agency remains responsible for maintaining the security and confidentiality of Agency's usernames and passwords and the security of Agency's accounts. Agency will immediately notify Lexipol if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's account or Agency's usernames and/or passwords.

5.5 **Agency Data.** Lexipol will use commercially reasonable efforts to ensure the security of all Agency Data. Lexipol's Services use the Secure Socket Layer (SSL) protocol, which encrypts information as it travels between Lexipol and Agency. However, data transmission on the internet is not always 100% secure and Lexipol cannot and does not warrant that information Agency transmits to or through Lexipol or the Services is 100% secure. Lexipol's use of Agency Data is limited to providing the Services, retaining records in the regular course of business, and complying with valid legal obligations.

6. **Confidentiality.** During the Term of this Agreement, each party may disclose information to the other party that would be reasonably considered confidential, including Agency Data (collectively, "Confidential Information"). The receiving party will: (a) limit disclosure of any such Confidential Information to the receiving party's authorized representatives; (b) advise its personnel and agents of the confidential nature of the Confidential Information and of the obligations set forth in this Agreement; and (c) not disclose any Confidential Information to any third party unless expressly authorized by the disclosing party. A party may disclose Confidential Information pursuant to a valid governmental, judicial, or administrative order, subpoena, regulatory request, Freedom of

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<sup>2</sup> LMS Services include, but are not limited to: PoliceOne Academy, FireRescue1 Academy, EMS1 Academy, Corrections1 Academy, and LocalGovU.

<sup>3</sup> Agency is responsible for submitting all information reasonably required by Lexipol's grant writing team in a timely manner and always at least five (5) days prior to each grant application submission date. Agency is responsible submissions of final grant applications by grant deadlines. Failure to timely submit required materials to Lexipol's grant writing team will result in rollover of project fees to next grant application cycle, not a refund of fees. Requests for cancellation of grant writing services which have already begun will result in a 50% fee of the total value of the service.

Information Act (FOIA) request, Public Records Act (PRA) request, or equivalent, provided that the disclosing party promptly notifies, to the extent practicable, the other party in writing prior to such disclosure so that the other party may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this section by any of such party's personnel or agents. The parties may also disclose the fact that they are working together, including for promotional purposes, and include each other's name and logo(s) for such purposes.

**7. Warranty.** LEXIPOL WARRANTS THAT ITS SERVICES ARE PROVIDED IN A PROFESSIONAL AND WORKMANLIKE MANNER IN ACCORDANCE WITH PREVAILING INDUSTRY STANDARDS, THAT THEY SHALL BE FIT FOR THE PURPOSES SET FORTH HEREIN, AND THAT SUCH SERVICES SHALL NOT INFRINGE THE RIGHTS OR INTELLECTUAL PROPERTY OF THIRD PARTIES. NOTWITHSTANDING THE FOREGOING, LEXIPOL'S SERVICES ARE PROVIDED "AS-IS" AND LEXIPOL DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, AS WELL AS ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE.

**8. Indemnification.** Lexipol will indemnify, defend, and hold harmless Agency from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising directly and solely out of Lexipol's gross negligence or willful misconduct in providing Services pursuant to this Agreement. Agency shall likewise indemnify, defend, and hold Lexipol harmless from and against any and all loss, liability, damage, claim, cost, charge, demand, fine, penalty, or expense arising out of acts or omissions by Agency, Agency's personnel, or any party acting on Agency's behalf.

**9. Limitation of Liability.** Each party's cumulative liability resulting from any claims, demands, or actions arising out of or relating to this Agreement, the Services, or the use of any Lexipol Content shall not exceed the larger of: the aggregate amount of fees paid to Lexipol by Agency during the twelve-month period immediately prior to the assertion of such claim, demand, or action; or \$10,000.00. In no event shall either party be liable for any indirect, incidental, consequential, special, exemplary damages, or lost profits, even if such party has been advised of the possibility of such damages.

**10. General Terms.**

**10.1 Entire Agreement.** This Agreement embodies the entire agreement between the parties and supersedes all prior agreements with respect to the subject matter hereof. No representation, promise, or statement of intention has been made by either party that is not embodied herein. Terms and conditions set forth in any purchase order or other document that are inconsistent with or in addition to the terms and conditions set forth in this Agreement are rejected in their entirety and void, regardless of when received, without further action. No amendment, modification, or supplement to this Agreement shall be binding unless it is made in writing and signed by both parties.

**10.2 General Interpretation.** The terms of this Agreement have been chosen by the parties hereto to express their mutual intent. This Agreement shall be construed equally against each party without regard to any presumption or rule requiring construction against the party who drafted this Agreement or any portion thereof.

**10.3 Invalidity of Provisions.** Each provision contained in this Agreement is distinct and severable. A declaration of invalidity or unenforceability of any provision or portion thereof shall not affect the validity or enforceability of any other provision. Should any provision or portion thereof be held to be invalid or unenforceable, the parties agree that the reviewing authority should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

**10.4 Compliance; Governing Law.** Each party shall maintain compliance with all applicable laws, rules, regulations, and orders relating to its obligations pursuant to this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the state in which Agency is located, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

**10.5 Assignment.** This Agreement may not be assigned by either party without the prior written consent of the other. Notwithstanding the foregoing, this Agreement may be assumed by a party's successor in interest through merger, acquisition, or consolidation without additional notice or consent.

**10.6 Waiver.** Either party's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

**10.7 Notices.** Any notice required hereunder shall be in writing and shall be made by certified mail (postage prepaid) to known, authorized recipients at such address as each party may indicate from time to time. In addition, electronic mail (email) to established and authorized recipients is acceptable when acknowledged by the receiving party.

# Fireground Accountability

## 306.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

### 306.1.1 DEFINITIONS

Definitions related to this policy include:

**Personnel Accountability Report (PAR)** - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

## 306.2 POLICY

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

## 306.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of district members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form ICS-201 for Incident Commanders (ICs) or some similar process, should be used and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of district vehicles.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.

Division or group supervisors should be assigned to keep track of all crews under their supervision. Captains should know the location and assignment of each firefighter in their crew.

### *Fireground Accountability*

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All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

#### **306.4 REPORTING**

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

##### **306.4.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)**

For structure fires, a PAR should be conducted every 20 minutes for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

#### **306.5 BOARD APPROVAL**

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

# Rapid Intervention/Two-In Two-Out

## 307.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention teams (RITs).

### 307.1.1 DEFINITIONS

Definitions related to this policy include:

**Immediately dangerous to life and health (IDLH)** - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

**Initial rapid intervention team (IRIT)** - A group of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

**Mayday** - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

**Rapid intervention team (RIT)** - A formalized designated group of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

## 307.2 POLICY

It is the policy of the Battlefield Fire Protection District to ensure that adequate personnel are on-scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

## 307.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures.



## *Rapid Intervention/Two-In Two-Out*

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- (a) Members should ensure that at least two firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional firefighters should be located outside the IDLH environment.
  - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

### **307.4 INITIAL DEPLOYMENT**

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

### **307.5 RIT DUTIES**

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

### **307.6 EMERGENCY DEPLOYMENT OF A RIT**

When a Mayday, firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. One person should be responsible for gathering information on the identity, location and condition of the trapped or missing firefighter, while the second person should communicate with the trapped or missing firefighter and offer support on the tactical channel.

For an emergency deployment of a RIT, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor's efforts by diverting fire spread through horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

# Battlefield Fire Protection District

## Policy Manual

### *Rapid Intervention/Two-In Two-Out*

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The RIT supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

#### **307.7 BOARD APPROVAL**

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

# Scene Preservation

## 309.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances district members must evaluate whether to enter a scene or to initiate mitigation activities.

### 309.1.1 DEFINITIONS

Definitions related to this policy include:

**Evidence** - Any item or arrangement of items that may provide relevant information to an investigation.

**Scene** - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred; it need only be a location where items of evidentiary value are available for collection or documentation.

## 309.2 POLICY

It is the policy of the Battlefield Fire Protection District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

## 309.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including, but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

## Scene Preservation

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- (f) Transportation incidents, including traffic collisions and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

### 309.4 ENTERING SCENES

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

#### 309.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

#### 309.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

### 309.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or

### *Scene Preservation*

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law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

#### **309.6 MEDICAL SUPPLIES AND DEBRIS**

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

#### **309.7 BOARD APPROVAL**

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

## Disposition of Valuables

### 310.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

### 310.2 POLICY

The Battlefield Fire Protection District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

### 310.3 PROCEDURE

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made. The member should document the disposition of such valuables, including the identity of any receiving individual, and include it in the report of the call.

### 310.4 BOARD APPROVAL

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

# Swiftwater Rescue and Flood Search and Rescue Responses

## 318.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

## 318.2 POLICY

It is the policy of the Battlefield Fire Protection District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

## 318.3 PROCEDURE

Upon notification of a potential water rescue incident, district members and Dispatch personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to ensure the development of situational awareness of the area, knowledge of potential hazards for rescuers and specific strategic objectives for the rescue, in addition to tactical objectives and assignments for each responder.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation. All members actively involved in any swiftwater rescue event should don a personal flotation device and head protection before commencing any rescue efforts.

# Battlefield Fire Protection District

## Policy Manual

### *Swiftwater Rescue and Flood Search and Rescue Responses*

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- (c) Surface support personnel who are not properly trained, certified and equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practicable, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

#### **318.4 BOARD APPROVAL**

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



# Ride-Along Program

## 331.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

## 331.2 POLICY

It is the policy of the Battlefield Fire Protection District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

## 331.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Deputy Fire Chief or the authorized designee.

The Deputy Fire Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective Battalion Chief as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, reserves, applicants, and others with approval of the Deputy Fire Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

### 331.3.1 ELIGIBILITY

The Battlefield Fire Protection District ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

## *Ride-Along Program*

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### **331.3.2 AVAILABILITY**

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Deputy Fire Chief. Exceptions to this schedule may be made as approved by the Fire Chief.,.

### **331.3.3 SUITABLE ATTIRE**

Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Deputy Fire Chief or Captain may refuse a ride-along to anyone not properly dressed.

### **331.4 FIREFIGHTER RIDE-ALONGS**

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Deputy Fire Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

### **331.5 CAPTAIN RESPONSIBILITIES**

The Captain shall advise the on-duty Battalion Chief that a ride-along is present in the fire apparatus before going into service. Captains shall consider the safety of the ride-along at all times. Captains should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

### **331.6 CONTROL OF RIDE-ALONG**

The Captain shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

- (a) The ride-along will follow the lawful directions of any district member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.
- (c) Either the ride-along or the Captain may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Captains will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

# Battlefield Fire Protection District

## Policy Manual

### *Ride-Along Program*

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#### **331.7 FORMS**

See attachment: [Ride Along Waiver](#)

#### **331.8 BOARD APPROVAL**

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

## EXHIBIT 5 – RIDE ALONG WAIVER

In consideration of receiving permission from the Battlefield Fire Protection District to enter upon its premises, and to accompany its employees, while engaged in their assigned duties, including emergency and non-emergency alarm responses, I (print your name) \_\_\_\_\_ hereby releases the Battlefield Fire Protection District and its agents and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss or damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon these premises, vehicles, or equipment, under the control or supervision of the Battlefield Fire Protection District, or in route to or from premises of the Battlefield Fire Protection District or other premises at or around a site of an emergency or non-emergency alarm response.

The undersigned being duly aware of the risk and hazards, including but not limited to physical, physiological and emotional hazards, inherent upon entering said premises and/or in participating or accompanying its employees on emergency or non-emergency alarm responses, hereby elects voluntarily to enter upon said premises, knowing their present condition, and knowing that said condition may become more hazardous and dangerous during the time the undersigned is upon premises or accompanying its employees on its alarm responses, and further knowing they may witness severe injury to, or the death of human beings. The undersigned hereby voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises, or accompanying the District's employees upon their assigned duties. This release shall be binding upon the distributes, heirs, next of kin, executors, administrators, personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents:

- a) The undersigned has read the foregoing release, and understands it, and signs it voluntarily:
- b) The undersigned is over eighteen (18) years of age and of sound mind; or the undersigned is below eighteen (18) years of age and the witness, is signed by a parent or legal guardian.
- c) The undersigned is not an agent, servant or employee of the Battlefield Fire Protection District or any of the agents, officers, servants, or employee of the Battlefield Fire Protection District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

## Grocery Shopping On-Duty

### 332.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

### 332.2 POLICY

It is the policy of the Battlefield Fire Protection District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

### 332.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies should shop within their initial response area or at the closest store.
- (d) Multiple company stations should have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) One crew member shall remain with the unit at all times for apparatus security, response readiness, and public/community outreach.
- (j) Apparatus shall not be parked in red zones, along red curbs, in zones limited exclusively to the vehicles of disabled persons, or any location that will restrict pedestrian or vehicular traffic.

### 332.4 BOARD APPROVAL

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



## BATTLEFIELD FIRE PROTECTION DISTRICT

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

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CELL: (417) 343-4504

PHONE: (417) 881-9018



### Administration – Chief Moore

- We are working through the purchasing procedures for the two grants we were awarded. One will require a contract for approval.
- I am presenting a contract for a wellness application we would like to move forward with.
- I attended/facilitated the Community Risk Reduction Leadership Conf. in Nashville, TN
- We performed the official badge pinning for Firefighter Chase Cook.
- I gave an interview to the Springfield Business Journal as part of Drury University and the District.
- Pon, Lambeth, Shupert and I attended the Board of Directors training from MUFRTI. I have offered to host the “advanced” level of this course at our HQ with the Director and State Fire Marshall.
- I traveled to Washington DC for the Congressional Fire Service Institute annual dinner. This was two days of walking House and Senate offices discussing legislative issues affecting the fire service.
- We hosted the Missouri Fire Fighter Memorial, Board of Directors meeting. While here we presented several items from the National memorial to a local family of a fallen firefighter.
- I joined the City of Battlefield and the Public Water District meeting with SpringNet to determine when we could bring fiber internet services to the district. 2024.
- I responded with the Chaplain’s Alliance to Aurora, Mo for a critical response debriefing.
- Thank you to everyone who put together and attended the Truck Dedication!
- I am traveling to Fargo, ND for the Missouri Valley Division Meeting/Conference and will be on vacation from June 28 through July 6<sup>th</sup> in New York.

### Operations – Deputy Chief Reynolds

- Total calls for May = 188
  - 4 Building fires
  - Total Calls YTD = 968
  - YTD 2022 = 880
- Average Response Time for May = 5.58 minutes
  - Average Response Time YTD = 5.75 minutes
  - Target time is 7:00 minutes.
- Turnout time for May = 1:13
  - Turnout time YTD = 1:21
  - Target time is 1:30
- Lexipol on-boarding:
  - Policies for approval: 306 – Fireground Accountability, 307 – Rapid Intervention/Two-in Two-out, 309 – Scene Preservation, **310 – Disposition of Valuables**, 318 – Swiftwater Rescue, 331 – Ride-Along Program, & **332 – Grocery Shopping On-Duty**.
  - **Policies 310 and 332 are NEW policies and will require a vote.** The others are transitioning into Lexipol from existing policies/procedures.
- 144812 (New Pumper) – the apparatus ceremony went flawlessly. We had several citizens in attendance. Brookline and Logan-Rogersville Fire Districts both had personnel present.
- 144813 final inspection was completed. Battalion Chief Tony Monnig and Captain Justin Stevens went to E-One factory in Florida to represent the District. I was told it went well.
- The apparatus work group is still narrowing down cab configurations for our next generation of pumpers.
- Vehicle Upfit Bids – Emergency lighting bids have been awarded.

*“We Serve”*



## BATTLEFIELD FIRE PROTECTION DISTRICT

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- The vehicle has been striped. We should be taking it to have the topper and decked system installed at any time. We are just waiting for materials to arrive.
- Station #2 project is delayed due to materials.
- Station #3 project is also delayed due to materials.
- Station mowing continues to be a challenge. The contractor has been plagued with maintenance issues and turnover. We have communicated with him several times over the last few weeks.
- I taught ICS400. We had four personnel from our district in this class.

### **Support Services – Division Chief Anderson (as of 6-1-23)**

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

- Total contacts made through social media, the District website and Google Business = 61,905
- Crews replaced 7 smoke alarms for citizens.
- Attended the Cloverdale HOA annual meeting.
- Attended the Springfield Public Schools Kids First quarterly meeting.
- Attended the Community Risk Reduction Leadership Conference in Murfreesboro, TN
- Attended a meeting with the Division of Fire Safety on updating Hazmat Operations Skills.
- Assisted OTC with Hazmat Operations skills testing.
- Attended a meeting with ESCI to begin the process of completing a Community Risk Assessment.
- Performed a safety walkthrough of St. Thomas Orthodox Church.
- Completed a community CPR class for JRC staff.
- Attended the quarterly OTO meeting to discuss current/future road projects.
- Attended the District CRR Committee meeting.
- Attended a Fire Alarm System Review course at Springfield Fire.
- Provided social media messages on Cooking Safety and Fall Safety in the home.
- Crews participated in numerous PR activities throughout the District including participating in Field Day events for St. Elizabeth Ann Seton and Immaculate Conception schools.

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

- The District had no work comp claims for this period.
- Continued to monitor active work comp claims.
- Open enrollment was completed with no issues thanks to the hard work of Shawn Shupert.
- Worked with the Admin Assistant to update the new hire packets for orientation.
- Attended the District Health and Wellness Committee meeting.
- Attended the District Safety Committee meeting.

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

- Training hours for May: 723 hours
  - YTD Hours = 5,429 hours
    - YTD 2022 = 6,989 hours
- The tower demolition project has been completed.
- The old flashover simulator will be removed in August. There should be little to no charge for this.
- I have spent the majority of the last month getting ready for the Academy which started on the 8th.
- We have eight new employees and one military skill bridge intern in the Academy.