



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Tuesday, November 10, 2020
6:00 PM

Preliminaries to the Meeting

1. Call to Order
2. Roll Call
3. Ceremonial Matters
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. Financial Statements

Public Comments

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

Unfinished Business

1. Policy Updates - tabled
2. Sale of Property - tabled

New Business

1. Hiring – Firefighter
2. General Overview

Closed Session

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

Adjournment

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

Posted: 11/8/2020 12:00 AM certified by the undersigned that a true copy of the foregoing agenda was posted at the Battlefield Administration and Training Center in Battlefield, Missouri.

_____ District Secretary



Battlefield Fire Protection District Battlefield Volunteer Fire Department



Minutes Regular Board Meeting

Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

6:00 PM

Date of Meeting:

October 13, 2020

Board Members Present: President Trevor Crist, Darrell Decker, Walt Newman, and Danny Perches and were present and Shana Jahnke virtually via Zoom online meeting.

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by President Trevor Crist at 6:00pm. Chaplain Stormy Davis led the prayer and then the pledge of allegiance was recited. A roll call was taken, and a quorum was established.

Mr. Decker moved to approve agenda as presented. Mr. Newman seconded. All voted aye.

Mr. Perches moved to approve the Special Board Meeting minutes for the Levy. Second by Ms. Jahnke. All voted Aye.

Ms. Jahnke moved to approve September's Board Meeting Minutes. Mr. Perches seconded. All voted aye.

Mr. Decker moved to approve August's Special Board Meeting Minutes, Levy Hearing. Mr. Newman seconded. All voted Aye.

Financial Report:

Mr. Decker discussed September's financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,450.82. Withdrawing \$1 from Volunteer account and depositing to ICS account to keep from dormant status. Battlefield Fire Protection District total of cash assets \$1,296,080.16. ICS \$2,818,460.61 and Money Market \$58,787.75. Mr. Decker advised all accounts are reflecting correctly and have been reconciled. We average \$281,000 per month. We are $\frac{3}{4}$ through the budget. Still anticipating \$512,984 of tax revenue for the year. Anticipating large tax check in December which will allow us to receive

expected budget income. Line item 6405 EMT course expense is being offset by revenue from the class.

Line item 6330 Memberships have both been acknowledged as negative and added to budget. Several budget expenditures are stretching due to COVID expenditures. Staff is working through these pending orders.

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

Public Comments:

None

Unfinished Business:

Policy updates:

Tabled

Sale of Property:

Discussed property with Stacey Hammit. Retired railroad property has required him to conduct a legal description. Waiting on final report to attach to contract. Will need to update closing information once we received.

New Business:

Secretary for the Board

With Angela's departure. Chief Moore will be maintaining the responsibilities until a new Secretary is hired.

General Overview:

Chief Moore discussed the packet presented to the Board. Area Fire Chiefs are conducting salary study which we have participated. Brookline Fire has appointed a full-time Fire Chief which we have a good working relationship with. Acknowledged the efforts of Division Chief Anderson and the Community Risk Reduction Committee on their work for Public Education. Discussed radio upgrades and the possible budget implications. District may have to expend funds to update our current radios to comply with the system upgrade. Promotions of Captain Tim Childs and Brian Rush were acknowledged. Will be conducting several promotions for firefighters over the next month. Academy graduation is in the plans as well.

Deputy Chief Reynolds discussed the call times and statistics for the month. Dispatch has changed our dispatching protocols to pre-COVID settings. District saw a 100% increase for the first month. It was a busy month for fire specific calls on top of the increased EMS calls from the change.

Division Chief Anderson is working with public and private schools for deliveries. Some are in person others are using the videos we produced with MSU/OTC. Will be attending an event for Camp Barnabas for deliver as well. Presented a Green Sheet for Stormy Davis and Brian Rush in

reference assisting a family with autistic kids on evacuations and alarms. The family was very thankful for the education and effort.

Presented some preliminary findings from our interactions with our Worker's Compensation agency. Division Chief Anderson has been designated as the District Safety Coordinator and continues to work with HM Risk and MOFAD to learn more.

Motion by Mr. Perches to go into closed session. Second by Mr. Decker. All voted aye. Meeting closed at 7:08 pm.

Closed session was opened by Mrs. Jahnke. Second by Mr. Newman. Roll Call vote was taken. Members present Trevor Crist, Danny Perches, Darrell Decker, Shana Jahnke, Walt Newman, Chief Moore, Deputy Chief Reynolds.

No items were voted on in closed session. Was used for informational purposes only.

Motion to close, closed session by Mr. Newman. Seconded by Mrs. Jahnke. All voted aye.

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

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

A motion by Mr. Decker was made to accept the list of candidates to hire for the Secretary position. Seconded by Mrs. Jahnke. All voted aye.

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

Approved by:

Trevor Crist

Darrell Decker

Walt Newman

Danny Perches

Shana Jahnke

Battlefield Volunteer Fire Department
Statement of Net Activities
October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
4140 - Interest Revenue	2.07
Total Income	<u>2.07</u>
Net Ordinary Income	<u>2.07</u>
Net Income	<u><u>2.07</u></u>

Battlefield Volunteer Fire Department
Statement of Net Assets

As of October 31, 2020
Oct 31, 20

ASSETS

Current Assets

Checking/Savings

1050 · Oakstar Volunteer Account 5,452.89

Total Checking/Savings 5,452.89

Total Current Assets 5,452.89

TOTAL ASSETS **5,452.89**

LIABILITIES & EQUITY

Equity

1110 · Retained Earnings 5,428.69

Net Income 24.20

Total Equity 5,452.89

TOTAL LIABILITIES & EQUITY **5,452.89**

Battlefield Fire Protection District
Statement of Cash Flows
October 2020

11:57 AM

Cash Basis

	Oct 20	Sep 20	% Change
Revenue			
4000 · Revenue			
4005 · Tax Revenue	5,325.07	8,752.12	-39.16%
4010 · Tax Interest Revenue	0.00	1,544.29	-100.0%
4020 · Rental Revenue	0.00	0.00	0.0%
4040 · Vending Receipts	0.00	127.63	-100.0%
4050 · Miscellaneous Revenue	0.00	6,278.47	-100.0%
4060 · Interest Revenue	1,820.89	1,946.15	-6.44%
Total 4000 · Revenue	7,145.96	18,648.66	-61.68%
Total Revenue	7,145.96	18,648.66	-61.68%
Gross Profit	7,145.96	18,648.66	-61.68%
Expense			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	20,327.55	139.97	14,422.79%
5022 · Aerial Apparatus Lease	25,073.61	0.00	100.0%
5030 · Information Technology	0.00	-8.40	100.0%
5040 · Firefighting/EMS	13,047.00	8,349.16	56.27%
5052 · Fitness Equipment	2,829.97	0.00	100.0%
5055 · Vehicles	0.00	592.99	-100.0%
Total 5000 · Capital Expense	61,278.13	9,073.72	575.34%
6000 · Communications			
6003 · MDT/Cell Phones	955.94	3,420.24	-72.05%
Total 6000 · Communications	955.94	3,420.24	-72.05%
6100 · Insurance			
6115 · Commercial & Property	0.00	18,920.00	-100.0%
6120 · Medical, Dental, Vision	20,148.72	18,770.67	7.34%
Total 6100 · Insurance	20,148.72	37,690.67	-46.54%
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	2,022.10	1,924.39	5.08%
6210 · Apparatus Repair	1,021.19	2,414.60	-57.71%
6215 · Stations & Buildings	119.16	631.71	-81.14%
6220 · Lawn Maintenance	1,945.00	0.00	100.0%
6225 · Equipment Maintenance	309.60	0.00	100.0%
6235 · Headquarters Maintenance	1,209.00	1,209.00	0.0%
6255 · Maintenance Shop Equipment	31.68	126.73	-75.0%
6275 · Office Equipment	9.74	0.00	100.0%
6280 · SCBA Flow Testing	1,250.00	382.71	226.62%
Total 6200 · Maintenance & Repairs	7,917.47	6,689.14	18.36%
6300 · Office/Stations			
6305 · Software Expense	0.00	3,114.95	-100.0%
6315 · Accounting Fees	740.00	735.00	0.68%

	Oct 20	Sep 20	% Change
6325 · Postage/Shipping	73.30	91.57	-19.95%
6330 · Subscriptions/Memberships	200.00	1,724.00	-88.4%
Total 6300 · Office/Stations	1,013.30	5,665.52	-82.12%
6400 · Training			
6405 · EMT Course Expense	300.00	0.00	100.0%
6410 · Training Classes	110.00	1,399.14	-92.14%
6415 · Equipment	19.96	53.94	-63.0%
6425 · Training Books	0.00	531.04	-100.0%
Total 6400 · Training	429.96	1,984.12	-78.33%
6500 · Legal			
6525 · Cafeteria Plan	57.62	169.15	-65.94%
6535 · Attorney Fees	117.50	70.50	66.67%
Total 6500 · Legal	175.12	239.65	-26.93%
6600 · Salaries			
6605 · District Personnel	141,625.35	146,787.11	-3.52%
6610 · Board of Directors			
6612 · Chaplain Expense	66.28	66.28	0.0%
6610 · Board of Directors - Other	633.33	500.00	26.67%
Total 6610 · Board of Directors	699.61	566.28	23.55%
6620 · Employer Payroll Taxes	2,010.04	2,114.78	-4.95%
6625 · Lagers	16,898.98	14,603.79	15.72%
6635 · Uniforms	601.22	2,642.44	-77.25%
6640 · 457 Plan Employer Match	0.00	0.00	0.0%
6655 · Expense Account	115.83	103.51	11.9%
6665 · Special Overtime	880.32	3,153.78	-72.09%
6668 · Union Dues Expense	-1,608.36	-1,717.51	6.36%
Total 6600 · Salaries	161,222.99	168,254.18	-4.18%
6700 · Medical			
6710 · Employee Physicals/POET	4,065.28	4,950.00	-17.87%
Total 6700 · Medical	4,065.28	4,950.00	-17.87%
6750 · Utilities			
6755 · Water	152.80	111.95	36.49%
6760 · Sanitation	0.00	403.55	-100.0%
6765 · Sewer	276.88	231.04	19.84%
6770 · Electric/Gas	2,633.88	2,902.08	-9.24%
6775 · Internet/Phones/Cable	940.35	1,423.51	-33.94%
Total 6750 · Utilities	4,003.91	5,072.13	-21.06%
6800 · Supplies			
6810 · Public Relations/Outreach	162.97	0.00	100.0%
6815 · Logo Imprinted Supplies	0.00	98.00	-100.0%
6820 · Fire & EMS Expendables	860.72	0.00	100.0%
6825 · Office Supplies	532.85	97.54	446.29%
6830 · Janitorial Supplies	440.32	386.17	14.02%
6835 · Stations/Buildings Supplies	123.52	169.80	-27.26%

	Oct 20	Sep 20	% Change
Total 6800 · Supplies	2,120.38	751.51	182.15%
6850 · Property Improvements			
6860 · Stations/Buildings	0.00	475.00	-100.0%
Total 6850 · Property Improvements	0.00	475.00	-100.0%
Total Expense	263,331.20	244,265.88	7.81%
Net Revenue	-256,185.24	-225,617.22	-13.55%

Battlefield Fire Protection District
Statement of Activities
October 2020

11:57 AM
11/05/2020
Cash Basis

	Oct 20	Jan - Oct 20
Revenue		
4000 · Revenue		
4005 · Tax Revenue	5,325.07	2,975,461.08
4010 · Tax Interest Revenue	0.00	13,455.76
4020 · Rental Revenue	0.00	1,107.72
4040 · Vending Receipts	0.00	239.64
4050 · Miscellaneous Revenue	0.00	202,843.83
4060 · Interest Revenue	1,820.89	34,092.82
4085 · Course Tuition (EMT)	0.00	14,800.00
Total 4000 · Revenue	7,145.96	3,242,000.85
Total Revenue	7,145.96	3,242,000.85
Gross Profit	7,145.96	3,242,000.85
Expense		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	20,327.55	24,634.13
5020 · Building Lease	0.00	104,087.50
5022 · Aerial Apparatus Lease	25,073.61	105,809.04
5030 · Information Technology	0.00	6,261.96
5035 · Communications	0.00	3,434.94
5040 · Firefighting/EMS	13,047.00	35,108.43
5052 · Fitness Equipment	2,829.97	3,279.97
5055 · Vehicles	0.00	1,033.98
Total 5000 · Capital Expense	61,278.13	283,649.95
6000 · Communications		
6003 · MDT/Cell Phones	955.94	11,460.36
Total 6000 · Communications	955.94	11,460.36
6100 · Insurance		
6110 · Workman's Compensation	0.00	174,768.00
6115 · Commercial & Property	0.00	54,374.00
6120 · Medical, Dental, Vision	20,148.72	205,301.13
6125 · FFAM Dues	0.00	620.00
Total 6100 · Insurance	20,148.72	435,063.13
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	2,022.10	22,905.63
6210 · Apparatus Repair	1,021.19	48,886.81
6215 · Stations & Buildings	119.16	7,338.23
6220 · Lawn Maintenance	1,945.00	6,188.80
6225 · Equipment Maintenance	309.60	1,232.99
6235 · Headquarters Maintenance	1,209.00	12,391.08
6250 · Ground/Aerial Ladder Testing	0.00	1,547.00
6255 · Maintenance Shop Equipment	31.68	1,530.93

	Oct 20	Jan - Oct 20
6275 · Office Equipment	9.74	135.62
6280 · SCBA Flow Testing	1,250.00	2,857.21
Total 6200 · Maintenance & Repairs	7,917.47	105,014.30
6300 · Office/Stations		
6305 · Software Expense	0.00	11,810.45
6315 · Accounting Fees	740.00	7,974.30
6325 · Postage/Shipping	73.30	524.84
6330 · Subscriptions/Memberships	200.00	9,268.55
Total 6300 · Office/Stations	1,013.30	29,578.14
6400 · Training		
6405 · EMT Course Expense	300.00	7,492.86
6410 · Training Classes	110.00	16,304.42
6415 · Equipment	19.96	2,032.60
6425 · Training Books	0.00	2,149.93
Total 6400 · Training	429.96	27,979.81
6500 · Legal		
6510 · Audit Fees	0.00	10,100.00
6525 · Cafeteria Plan	57.62	-96.57
6535 · Attorney Fees	117.50	2,209.50
Total 6500 · Legal	175.12	12,212.93
6600 · Salaries		
6605 · District Personnel	141,625.35	1,564,137.90
6610 · Board of Directors		
6612 · Chaplain Expense	66.28	801.29
6610 · Board of Directors - Other	633.33	6,249.97
Total 6610 · Board of Directors	699.61	7,051.26
6620 · Employer Payroll Taxes	2,010.04	22,306.46
6625 · Lagers	16,898.98	196,100.34
6635 · Uniforms	601.22	12,673.20
6640 · 457 Plan Employer Match	0.00	-3,336.55
6655 · Expense Account	115.83	515.91
6665 · Special Overtime	880.32	25,748.25
6668 · Union Dues Expense	-1,608.36	-11,969.91
6675 · Background Check	0.00	1,272.00
Total 6600 · Salaries	161,222.99	1,814,498.86
6700 · Medical		
6710 · Employee Physicals/POET	4,065.28	11,499.88
Total 6700 · Medical	4,065.28	11,499.88
6750 · Utilities		
6755 · Water	152.80	1,186.54
6760 · Sanitation	0.00	1,780.14
6765 · Sewer	276.88	2,250.85
6770 · Electric/Gas	2,633.88	26,397.75
6775 · Internet/Phones/Cable	940.35	10,889.99

	Oct 20	Jan - Oct 20
Total 6750 · Utilities	4,003.91	42,505.27
6800 · Supplies		
6810 · Public Relations/Outreach	162.97	7,905.98
6815 · Logo Imprinted Supplies	0.00	196.00
6820 · Fire & EMS Expendables	860.72	2,856.34
6825 · Office Supplies	532.85	1,469.56
6830 · Janitorial Supplies	440.32	2,638.49
6835 · Stations/Buildings Supplies	123.52	1,343.44
Total 6800 · Supplies	2,120.38	16,409.81
6850 · Property Improvements		
6860 · Stations/Buildings	0.00	8,479.03
Total 6850 · Property Improvements	0.00	8,479.03
Total Expense	263,331.20	2,798,351.47
Net Revenue	-256,185.24	443,649.38

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

11:58 AM

11/05/2020

Cash Basis

Oct 31, 20

ASSETS

Current Assets

Checking/Savings

1000 · OakStar - ICS	2,585,098.61
1005 · OakStar - Money Market	58,825.10
1025 · Oakstar - Operating	91,398.14
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-1,696,835.00

Total Checking/Savings	1,038,618.51
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Total Current Assets	1,038,618.51
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Fixed Assets

1504 · Fire Fighting Equipment	219.80
1505 · Office Equipment	1,056.61

Total Fixed Assets	1,276.41
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TOTAL ASSETS	1,039,894.92
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LIABILITIES & Revenue

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable	-100.00
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Total Accounts Payable	-100.00
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Total Current Liabilities	-100.00
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Total Liabilities	-100.00
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Revenue

3200 · Fund Balances

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

Total 3200 · Unrestricted Fund Balances	790,404.86
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32000 · Retained Earnings	-194,059.32
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Net Revenue	443,649.38
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Total Revenue	1,039,994.92
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TOTAL LIABILITIES & Revenue	1,039,894.92
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Battlefield Fire Protection District

Profit & Loss Budget Performance

Oct 2020

	Annual Budget	Oct 20	% Received	Jan - Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
Revenue							
4000 · Revenue							
4005 · Tax Revenue	3,483,121.00	5,325.07	0.15%	2,975,461.08	85.43%	507,659.92	0.00
4010 · Tax Revenue Interest	20,000.00	0.00	0.00%	13,455.76	67.28%	6,544.24	0.00
4020 · Rental Revenue	0.00	0.00	0.00%	1,107.72	0.00%	0.00	1,107.72
4040 · Vending Receipts	0.00	0.00	0.00%	239.64	0.00%	0.00	239.64
4050 · Miscellaneous Revenue	0.00	0.00	0.00%	202,843.83	0.00%	0.00	202,843.83
4060 · Interest Revenue	65,000.00	1,820.89	0.00%	34,092.82	0.00%	30,907.18	0.00
4085 · Course Tuition (EMT)	12,500.00	0.00	0.00%	14,800.00	118.40%	0.00	2,300.00
Total 4000 · Revenue	3,580,621.00	7,145.96	0.20%	3,242,000.85	90.54%	545,111.34	206,491.19
Expense							
5000 · Capital Expense							
5015 · Uniforms/PPE/Bunker Gear	30,000.00	20,327.55	67.76%	24,634.13	82.11%	5,365.87	
5020 · Building Lease	106,525.00	0.00	0.00%	104,087.50	97.71%	2,437.50	
5022 · Aerial Apparatus Lease	108,807.00	25,073.61	23.04%	105,809.04	97.24%	2,997.96	
5030 · Information Technology	18,000.00	0.00	0.00%	6,261.96	34.79%	11,738.04	
5035 · Communications	5,000.00	0.00	0.00%	3,434.94	68.70%	1,565.06	
5040 · Firefighting/EMS	43,000.00	13,047.00	30.34%	35,108.43	81.65%	7,891.57	
5052 · Fitness Equipment	5,000.00	2,829.97	56.60%	3,279.97	65.60%	1,720.03	
5055 · Vehicles	10,000.00	0.00	0.00%	1,033.98	10.34%	8,966.02	
Total 5000 · Capital Expense	326,332.00	61,278.13	18.78%	283,649.95	86.92%	42,682.05	
6000 · Communications							
6003 · MDT/Cell Phones	18,000.00	955.94	5.31%	11,460.36	63.67%	6,539.64	
6015 · Consulting Fee	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
Total 6000 · Communications	20,000.00	955.94	4.78%	11,460.36	57.30%	8,539.64	

Battlefield Fire Protection District

Profit & Loss Budget Performance

Oct 2020

	Annual Budget	Oct 20	% Received	Jan - Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
			% Budget Used in Oct		% Budget Used YTD	Balance Available	
6100 · Insurance							
6110 · Workman's Compensation	174,768.30	0.00	0.00%	174,768.00	100.00%	0.30	
6115 · Commercial & Property	70,912.00	0.00	0.00%	54,374.00	76.68%	16,538.00	
6120 · Medical, Dental, Vision	258,568.00	20,148.72	7.79%	205,301.13	79.40%	53,266.87	
6125 · FFAM Dues	5,000.00	0.00	0.00%	620.00	12.40%	4,380.00	
Total 6100 · Insurance	509,248.30	20,148.72	3.96%	435,063.13	85.43%	74,185.17	
6200 · Maintenance & Repairs							
6205 · Gas/Diesel	50,000.00	2,022.10	4.04%	22,905.63	45.81%	27,094.37	
6210 · Apparatus Repair	45,000.00	1,021.19	2.27%	48,886.81	108.64%	-3,886.81	8/11/2020
6215 · Stations & Buildings	35,000.00	119.16	0.34%	7,338.23	20.97%	27,661.77	
6220 · Lawn Maintenance	11,500.00	1,945.00	16.91%	6,188.80	53.82%	5,311.20	
6225 · Equipment Maintenance	10,000.00	309.60	3.10%	1,232.99	12.33%	8,767.01	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	12,391.08	82.61%	2,608.92	
6250 · Ground/Aerial Ladder Testing	2,000.00	0.00	0.00%	1,547.00	77.35%	453.00	
6255 · Maintenance Shop Equipment	1,500.00	31.68	2.11%	1,530.93	102.06%	0.00	
6275 · Office Equipment	2,000.00	9.74	0.49%	135.62	6.78%	1,864.38	
6280 · SCBA Flow Testing	2,500.00	1,250.00	50.00%	2,857.21	114.29%	0.00	
Total 6200 · Maintenance & Repairs	174,500.00	7,917.47	4.54%	105,014.30	60.18%	69,485.70	
6300 · Office/Stations							
6305 · Software Expense	23,300.00	0.00	0.00%	11,810.45	50.69%	11,489.55	
6315 · Accounting Fees	9,300.00	740.00	7.96%	7,974.30	85.75%	1,325.70	
6325 · Postage/Shipping	700.00	73.30	10.47%	524.84	74.98%	175.16	
6330 · Subscriptions/Memberships	9,000.00	200.00	2.22%	9,268.55	102.98%	-268.55	10/13/2020
6335 · Advertising/Printing/Postings	1,500.00	0.00	0.00%	0.00	0.00%	1,500.00	
Total 6300 · Office/Stations	43,800.00	1,013.30	2.31%	29,578.14	67.53%	14,221.86	

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

	Annual Budget	Oct 20	% Received	Jan - Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
	Annual Budget	Oct 20	% Budget Used in Oct	Jan - Oct YTD	% Budget Used YTD	Balance Available	
6400 · Training							
6405 · EMT Course Expense	2,000.00	300.00	15.00%	7,492.86	374.64%	-5,492.86	8/11/2020
6410 · Training Classes	30,200.00	110.00	0.36%	16,304.42	53.99%	13,895.58	
6415 · Equipment	4,200.00	19.96	0.48%	2,032.60	48.40%	2,167.40	
6425 · Training Books	5,000.00	0.00	0.00%	2,149.93	43.00%	2,850.07	
Total 6400 · Training	41,400.00	429.96	1.04%	27,979.81	67.58%	13,420.19	
6500 · Legal							
6510 · Audit Fees	9,700.00	0.00	0.00%	10,100.00	104.12%	-400.00	7/14/2020
6525 · Cafeteria Account	1,500.00	57.62	3.84%	-96.57	-6.44%	1,596.57	
6530 · Elections	15,000.00	0.00	0.00%	0.00	0.00%	15,000.00	
6535 · Attorney Fees	5,000.00	117.50	2.35%	2,209.50	44.19%	2,790.50	
6538 · Medical Director	2,000.00	0.00	0.00%	0.00	0.00%	2,000.00	
Total 6500 · Legal	33,200.00	175.12	0.53%	12,212.93	36.79%	20,987.07	
6600 · Salaries							
6605 · District Personnel	1,887,443.00	141,625.35	7.50%	1,564,137.90	82.87%	323,305.10	
6610 · Board of Directors							
6612 · Chaplain Expense	2,000.00	66.28	3.31%	801.29	40.06%	1,198.71	
6610 · Board of Directors - Other	9,400.00	633.33	6.74%	6,249.97	66.49%	3,150.03	
Total 6610 · Board of Directors	11,400.00	699.61	6.14%	7,051.26	61.85%	4,348.74	
6620 · Employer Payroll Taxes	41,670.00	2,010.04	4.82%	22,306.46	53.53%	19,363.54	
6625 · Lagers	220,042.00	16,898.98	7.68%	196,100.34	89.12%	23,941.66	
6635 · Uniforms	13,000.00	601.22	4.62%	12,673.20	97.49%	326.80	
6640 · 457 Plan Employer Match		0.00	0.00%	-3,336.55	0.00%	3,336.55	
6650 · Miscellaneous Board Expense	1,000.00	0.00	0.00%	0.00	0.00%	1,000.00	
6655 · Expense Account	2,000.00	115.83	5.79%	515.91	25.80%	1,484.09	
6665 · Special Overtime	45,000.00	880.32	1.96%	25,748.25	57.22%	19,251.75	
6668 · Union Dues Expense		-1,608.36	0.00%	-11,969.91	0.00%	11,969.91	
6675 · Background Check	1,500.00	0.00	0.00%	1,272.00	84.80%	228.00	
Total 6600 · Salaries	2,223,055.00	161,222.99	7.25%	1,814,498.86	81.62%	408,556.14	

Battlefield Fire Protection District

Profit & Loss Budget Performance

Oct 2020

	Annual Budget	Oct 20	% Received	Jan - Oct	YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
	Annual Budget	Oct 20	% Budget Used in Oct	Jan - Oct	YTD	% Budget Used YTD	Balance Available	
6700 · Medical								
6710 · Employee Physicals/POET	27,500.00	4,065.28	14.78%	11,499.88		41.82%	16000.12	
Total 6700 · Medical	27,500.00	4,065.28	14.78%	11,499.88		41.82%	16,000.12	
6750 · Utilities								
6755 · Water	3,000.00	152.80	5.09%	1,186.54		39.55%	1,813.46	
6760 · Sanitation	2,500.00	0.00	0.00%	1,780.14		71.21%	719.86	
6765 · Sewer	3,000.00	276.88	9.23%	2,250.85		75.03%	749.15	
6770 · Electric/Gas	36,000.00	2,633.88	7.32%	26,397.75		73.33%	9,602.25	
6775 · Internet/Phones/Cable	12,000.00	940.35	7.84%	10,889.99		90.75%	1,110.01	
Total 6750 · Utilities	56,500.00	4,003.91	7.09%	42,505.27		75.23%	13,994.73	
6800 · Supplies								
6810 · Public Relations/Outreach	13,250.00	162.97	1.23%	7,905.98		59.67%	5,344.02	
6815 · Logo Imprinted Supplies	2,500.00	0.00	0.00%	196.00		7.84%	2,304.00	
6820 · Fire & EMS Expendables	4,000.00	860.72	21.52%	2,856.34		71.41%	1,143.66	
6825 · Office Supplies	4,000.00	532.85	13.32%	1,469.56		36.74%	2,530.44	
6830 · Janitorial Supplies	4,000.00	440.32	11.01%	2,638.49		65.96%	1,361.51	
6835 · Stations/Buildings Supplies	2,500.00	123.52	4.94%	1,343.44		53.74%	1,156.56	
6840 · Vending Machine Expense	2,000.00	0.00	0.00%	0.00		0.00%	2,000.00	
Total 6800 · Supplies	32,250.00	2,120.38	6.57%	16,409.81		50.88%	15,840.19	
6850 · Property Improvements								
6855 · Rental Property	1,000.00	0.00	0.00%	0.00		0.00%	1,000.00	
6860 · Stations/Buildings	10,000.00	0.00	0.00%	8,479.03		84.79%	1,520.97	
Total 6850 · Property Improvements	11,000.00	0.00	0.00%	8,479.03		77.08%	2,520.97	
Total Expense	3,498,785.30	263,331.20	7.53%	2,798,351.47		79.98%	687,711.97	
Net Revenue	81,835.70	-256,185.24	-313.05%	443,649.38		542.12%	-142,600.63	

Total Budget Amount

687,711.97

Battlefield Fire Protection District
Profit & Loss Budget Performance
Oct 2020

Annual Budget	Oct 20	% Received	Jan - Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
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Monthly Expenditures	YTD Expenditures
263,331.20	2,798,351.47

Restricted Funds	
Operating Reserve	700,374.00
Emergency Equipment Reserve	503,937.00
Building Reserve	492,524.00
Total Contingency Fund	1,696,835.00

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

	<u>Date</u>	<u>Name</u>
4000 · Revenue		
4050 · Miscellaneous Revenue		
	01/14/2020	ROY KIRBY
	01/21/2020	J Bruce Vanderhoof
	01/21/2020	
	02/04/2020	LexisNexis
	02/04/2020	FIRE FIGHTERS ASSOC. OF MO
	02/11/2020	CITY OF SPRINGFIELD
	02/11/2020	Debbie Sheehan
	02/11/2020	Ozarks Technical Community College
	02/11/2020	Greene County Treasurer
	02/18/2020	WALTER V. NEWMAN
	02/18/2020	Barry Lawrence County Ambulance District
	03/03/2020	VFIS
	03/17/2020	Logan-Rogersville Fire Prot. District
	03/17/2020	Vision Service Plan
	03/24/2020	LexisNexis
	03/24/2020	LexisNexis
	03/24/2020	United Health Care
	04/21/2020	
	04/28/2020	VFIS
	05/26/2020	MO Fire & Ambulance District
	06/02/2020	VFIS
	07/14/2020	Ozarks Technical Community College
	08/25/2020	Nixon & Lindstrom
	09/15/2020	LexisNexis
	09/29/2020	United Health Care
Total 4050 · Miscellaneous Revenue		
Total 4000 · Revenue		
TOTAL		

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

12:00 PM

11/05/2020

Cash Basis

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



BATTLEFIELD FIRE PROTECTION DISTRICT

www.battlefieldfire.com 

4117 W. Second Street
Battlefield, MO 65619

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

PHONE: (417) 881-9018



ADMINISTRATIVE BOARD REPORT

October/November 2020

Administration – Chief Moore

- We have hired a new Secretary. Caitlyn Williams will attend the meeting for us to introduce her. I will maintain the duties as Secretary for the board for the next couple months.
- The temporary procedure addressing COVID-19 exposures continues and has been updated.
- We have received two auditor proposal. The deadline has passed, and we will evaluate them at the budget meetings.
- Open enrollment plans continue. This will be completed by the end of this month.
- We are completing the annual evaluation process for all personnel.
- We have conducted several firefighter promotions. There are still several to complete.
- It has been a busy month for the budget. Several year end purchases have been completed.

Operations – Deputy Chief Reynolds

- Total calls for October: 310
 - Even with the changes in calls, we were incredibly busy with the normal responses and had quite a few fires.
 - 12 Building fires
 - October 2019 = 316
- Total Calls YTD = 2117
 - YTD Last year = 2721
- Average Response Time for October = 6.05 minutes
 - Average Response Time YTD: 6.27 minutes
 - Target time is 7 minutes
- Turnout time for October = 1:04
 - Turnout time YTD = 1:14
 - Target time is 1:30
- Truck purchase process continues. We are holding for the time being.
 - We will be selling at least one apparatus.
- We are continuing to work through the transitions of responsibility with Chiefs Burr and Anderson.
- Personnel evaluations are done. They are being delivered to their personnel as they return to shift. By the time of the board meeting, these should be all done.

Support Services – Division Chief Anderson

Fire Prevention and Education Month activities

- Specific Fire Prevention Month Contacts at Schools/Daycares:
 - On-site Visit Contacts = 543
 - Video Contacts at Schools = 1,380
 - Total contacts at schools/daycares during Fire Prevention Month= 1,923
- Fire Prevention Video Hits on Social Media:
 - Facebook = 1,706
 - YouTube = 450
 - Total social media hits = 2,156
- Public Relations (PubEd) Events:
 - Events = 4
 - Contacts = 3,322 (est. 3,000 at James River West Halloween event)
- Total PubEd and PR contacts (Fire Prevention, Social Media, PR) = 7,401
- Total smoke alarm service calls:
 - Battery change calls =15
 - Alarms Installed = 3

Workers Compensation

- Began assessment of the District's safety and workers compensation program
- Began utilizing the MOFAD internet portal for work comp claims submission
- Three work comp claims submitted for this period:
 - One COVID-19 exposure
 - Two minor injury requiring no treatment (report only)
- Collaboration: Worked with the new Nixa Fire District safety/work comp director to identify ways to improve the safety/work comp program at Nixa FPD.
- Work comp costs for 2020 are considerably lower than the previous 3 years.
- Average annual costs per claim =
 - 2017 = \$ 24,254
 - 2018 = \$ 14,361
 - 2019 = \$ 21,733
 - 2020 = \$ 1,710

Training – Division Chief Burr

Training

- Training hours for October: 1,252 hours
- YTD = 15,500
 - YTD 2019 = 13,449
- State certification testing is ongoing. They continue to use our facility.
- We had three members take Live Fire Instructor in Republic. They all did very well.
- We have three members currently taking Fire Officer I class.
- Drivers training will be taking place in Nixa throughout the month.

Recruitment

- We completed interviews for Firefighter to fill our current vacancy.
- I have been working with Nixa and Logan-Rogersville planning the 2021 recruit academy.
- Chief Moore and I attended the Tri-State Fire Recruitment Alliance testing in Ozark.



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November 6, 2020

Board of Directors,

The following candidates, listed in alphabetical order, are submitted to the Board of Directors by staff. The District currently has one (1) open position. This list of candidates is established as an eligibility list and to be used for future openings after the Board's approval.

- Nathan Bailey
- Abby Fuhr
- Brennan Hollis
- Kyle Keeton
- Wes Mann
- Jordan Redford
- Tyler Yarber
- Rachel Young

Appearance on this list does not conclude the process as each candidate must complete a physical, drug screening, reference check, and final background check before a formal offer can be made. These final items will only be completed on candidates after a conditional offer is accepted. Candidates will be selected based upon successful completion of the above listed items, and the needs of the district.

Respectfully,

Steven M. Burr

Steven M. Burr
Division Chief
Battlefield Fire Protection District