



# AGENDA

## Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, September 17, 2019**  
**6:00 PM**

### **Preliminaries to the Meeting**

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

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

1. Correction of Minutes
2. Approval of Minutes

### **Financial Business**

1. Payment of the Bills
2. Check Signing
3. Financial Statements

### **Public Comments**

### **Unfinished Business**

1. Strategic Plan Update

### **New Business**

1. General Overview

### **Closed Session**

1. 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: 9/13/2019 12:00 PM certified by the undersigned that a true copy of the foregoing agenda was posted at the Battlefield Administration and Training Center in Battlefield, Missouri.

A handwritten signature in black ink, appearing to be "J. [unclear]".

District Secretary

# BATTLEFIELD FIRE PROTECTION DISTRICT

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

4117 W. Second Street  
Battlefield, MO 65619

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



## BOARD REPORT August 13<sup>th</sup> – September 17<sup>th</sup>

### Administration

- Conducted Command Staff Meeting on 8/19/19
- Conducted District Wide Staff Meeting on 8/23/19
- Chief Metheny, Chief Moore, and Chief Ludden attended the City of Battlefield/Greene County Stakeholders Forum on 8/26/19. This is an annual meeting to discuss and share information happening in and around Battlefield.
- We met with the City of Battlefield to discuss the Independence Day event. We are starting early with planning and problem solving for next year.
- Met with Property and Casualty Insurance Representative on 8/27/19.
- Chief Metheny delivered Fire Administration Class to Public Administration Class at Missouri State University on 8/28/19.
- Attended City of Battlefield Board of Alderman Meeting on 9/3/19
- Conducted Shift Staff Meeting on 9/9/19.
- Attended the Queen City Fire Chief's Association on 9/12/19.
- Conducted Command Staff Meetings to develop Transition Plan.
- Conducted Strategic Planning Meetings with Command Staff

### Operations

- Total calls for August 2019: 305
  - o August 2018 = 303
    - 12 Building fires
    - 60 YTD
- Total Calls YTD = 2,184
  - o YTD Last year = 2,175
- Average Response Time for August = 6:47
  - o Average Response Time YTD: 6:49
- We have started to track turnout time. This is the amount of time it takes for our personnel to pull out of the station from the time the alarm sounds. It should identify inefficiency and help us troubleshoot station layouts. The target time is 90 seconds.
  - o Turnout time YTD: 1:11
  - o Turnout time for August: 1:23
- Truck 3 is back. There are a few recall issues requiring a shipment of parts. Once they arrive, it will go back for fitment.
- We are in the beginning phases of working on a new pumper design. This will satisfy the replacement schedule. We are using the data extrapolated from Fire Programs to help us decide on equipment, placement, and design features.
- **Training**
- Personnel attended several trainings in August.
  - o A total of 904 training hours were recorded.
    - A Total of 10,718:41 YTD

- You may have noticed a shift in total training in comparison to last year. This is because of the versatility of our new RMS. It allows us to better categorize trainings vs. activities to get more accurate data.
- Our crews have been conducting a lot of mutual/auto aid training with our surrounding agencies. You may have witnessed our crews traveling in Springfield and the surrounding area.
- Swiftwater Rescue training has also been going on with our partner agency, Logan-Rogersville. We have entered into an agreement with them to help provide supplemental manpower for responses. This agreement allows us to adequately respond to those types of emergencies and still provide coverage for other calls in our district.

### **Community Risk Reduction**

- Hosted the Southwest Missouri Regional Community Risk Reduction Group meeting on 8/15/19. The major topic of discussion was food truck inspections.
- Hosted a Cannabis Safety Class on behalf of the Southwest Missouri Regional Community Risk Reduction Group on 9/5/19.
- I attended a meeting called “Kids First”. This group of stakeholders meets with Springfield Public Schools to create a network designed to assist children in the school system.
- Met with OTC for the annual “Explore OTC” event. This is a great recruitment tool that we will continue to be involved with.

### **Prevention Activities**

- Conducted initial plans review for new multi-family development at Republic Road and Highway FF. This is a large apartment complex on the Northeast corner.
- Assisted the new residential development on South Highway FF with burn permitting process for several days.
- The new Fire Prevention Education program is moving along nicely. We have a few items remaining to purchase and produce. Crews will begin the education process for this new program in September. I would be glad to explain it a little in the meeting. It is very exciting for our area and the involvement with Springfield Public Schools.

### **Other Important Information**

- We have two new hires on a 40-hour work week as we line out the Academy for the coming months.
- Attended the Tri-State Fire Recruitment Alliance testing in the Lake of the Ozarks. All our required candidates passed.
- Chief Moore attended FEMA’s Finance/Administration Section Chief course in Columbia, MO.
- Chief Moore assisted Ozark Fire with their Lieutenants assessment center.
- Chief Moore attended 911 Advisory meeting.
- We had one light duty employee released which leaves us one more still out.



# 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:**

August 13, 2019

Board Members Present: President Trevor Crist, Darrell Decker, Walt Newman, and Shana Jahnke were present.

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

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

Mr. Decker moved to approve July's Regular Board Meeting minutes. Mr. Newman seconded. All voted aye.

**Financial Report:**

Payment of the bills and check signing took place.

Mr. Decker discussed July's financial report and review of assets. Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,398.81. Battlefield Fire Protection District total liabilities and revenue equal \$1,191,052.18. Statement of net Assets; ICS \$2,667,726.89, and Money Market \$57,030.92. Mr. Decker discussed expenses this month being higher due to a payment being due on Station #3 that was paid in July. Line item 6665 was discussed and is expected to go over. Adding 3 employees and holding the recruit academy were not taken into account in the original budgeting. Chief Metheny and the command staff are looking into changing the overtime protocol as well as policy. Line item 6655, has been expended and officially closed for this budgeted year. Line item 6405 EMT course expense is over as expected, this is offset by the EMT course revenue.

Mr. Decker advised all accounts have been reconciled and reserve accounts are accurately reflected on the report.

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

**Public Comments:** None

**Unfinished Business:**

Chief Metheny is continuing to work on the District's Strategic planning. Projected completion will be January 2020.

**New Business:** Greene County Clerk Shane Schooler conducted the swear in of Danny Perches to the Board of Directors to replace Derek Fraley through the duration of the existing term.

Fire Chief Jarett Metheny presented the Conflict of Interest Ordinance 19-001 for approval.

- Darrell Decker moved to have the first reading of Bill No. 19-001 by title only. Seconded by Walter Newman.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Shana Jahnke, aye; Danny Perches, aye.
- 5 Ayes 0 Nays. Motion carried.
- Bill No. 19-001 read by title only by Fire Chief Jarett Metheny.
- Darrell Decker moved to approve the first reading of Bill No.19-001. Seconded by Walter Newman.
- Discussion.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Shana Jahnke, aye; Danny Perches, aye.
- Darrell Decker moved to have the second and final reading of Bill No. 19-001 by title only. Seconded by Shana Jahnke.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Shana Jahnke, aye; Danny Perches, aye.
- Bill No. 19-001 read by title by only by Fire Chief Jarett Metheny.
- Walter Newman moved to approve the second and final reading of Bill No. 19-001 for final passage and to make it Ordinance no. 19-001. Second by Darrell Decker.
- Discussion.
- A Roll call vote was taken, and the vote was: Trevor Crist, aye; Walter Newman, aye; Darrell Decker, aye; Shana Jahnke, aye; Danny Perches, aye.
- Bill No. 19-001 was passed into Ordinance 19-001.

Chief Metheny wanted the Board's feedback on bidding for services, such as bookkeeping, workman comp, and insurance. They agreed it is something that can be researched and updated if necessary.

**General Overview:**

Chief Metheny provided the administrative overview, highlighting the general business of the District.

Interviews for open firefighter positions took place over the last couple weeks, with 2 offers being made to candidates.

Chief Metheny wanted to take the time to commend Deputy Chief Moore on his efforts with the Community Risk Reduction program. As well as his completion of the Chief Officer Development Program with the IAFC - International Association of Fire Chiefs.

Mr. Decker moved to adjourn at 7:06 pm.

**Approved by:**

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**Trevor Crist**

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**Darrell Decker**

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**Danny Perches**

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**Walt Newman**

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**Shana Jahnke**



# Battlefield Fire Protection District Battlefield Volunteer Fire Department



## Minutes Special Board Meeting

**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting:**

11:30 AM

**Date of Meeting:**

August 26, 2019

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

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by President Trevor Crist at 11:30am. A roll call was taken, and a quorum was established.

Mr. Newman moved to approve the agenda as presented with removal of ceremonial matters as well as financial business. Mr. Perches seconded. All voted Aye.

**Public Comments:**

None

**New Business:**

Mr. Decker motioned to set the 2019 Tax levy at 0.5666 as presented, Mr. Newman seconded. Roll call vote: Trevor Crist, aye; Darrell Decker, aye; Walt Newman, aye; Shana Jahnke, aye; and Danny Perches, aye.

**Closed Session:**

Mr. Decker moved to go into closed session per RSMo 610.021 (3) and (13). Mrs. Jahnke seconded.

Moved to go back into open session at 12:03.

Deputy Chief Reynolds will be interim chief beginning Sept 20<sup>th</sup> and the board will establish a process from that point.

Mr. Newman moved to adjourn at 12:06.

**Approved by:**

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**Trevor Crist**

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**Darrell Decker**

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**Walt Newman**

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**Shana Jahnke**

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**Danny Perches**