



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department

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

Tuesday, August 13, 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. Director Perches Procedural Matters
2. Conflict of Interest Ordinance
3. RFP for Services
4. General Overview


Closed Session

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: 8/10/2019 5:00 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.

 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:

July 9, 2019

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

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman 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.

Derek moved to approve the agenda as presented. Darrell seconded. All voted Aye.

Walt moved to approve June's Board Meeting minutes. Darrell seconded. All voted aye.

Financial Report:

Payment of the bills and check signing took place.

Darrell discussed June's financial report and review of assets. Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,406.49. Battlefield Fire Protection District total liabilities and revenue equal \$1,688,184.38. Statement of net Assets; ICS \$3,000,856.46, and Money Market \$56,838.73. Darrell advised all accounts have been reconciled and reserve accounts are accurately reflected on the report. Darrell also discussed the tax revenue that deposited in June as well as the June expenditures. Line item 5055 was mentioned for a staff truck quoted for 35,000. Line item 6405 EMT Course Expense was also noted as offset by revenue in line 4085 Course Tuition (EMT).

Derek moved to approve the financials of the District. Shana seconded. All voted aye.

Public Comments: None

Unfinished Business:

District Policies:

Chief Metheny presented three (3) District policies for updating. 608 Sunshine Policy, motion to approve as presented by Darrell and Walt seconded. All voted aye. 808 Tobacco Use, motion to approve as presented by Derek, seconded by Walt. All voted aye. 806 Firearms, motion to approve by Derek and seconded by Shana. All voted aye. District Policies will remain as unfinished business as staff assesses policies over the next several months.

Strategic Plan:

Chief Metheny discussed the District's strategic planning process. 2nd round has been completed with staff going over mission and core competencies, and operational philosophy. Areas to be addressed include: services, programs, personnel, apparatus/equipment and funding. Monthly updates will be presented to the board during the meeting and it will remain an item on unfinished business on the agenda. Projected completion will be January 2020. The expectation is the plan will begin with development through 2025.

New Business:

General Overview:

Date tentatively set for August 26th, 2019 at 1130 hours to set tax Levy.

Chief Reynolds discussed there will likely be a change in some response times due to construction on 65.

Chief Moore informed the board of the District's acceptance to the National Fire Protection Association's Grant for Community Risk Assessment.

Closed Session:

Derek moved to end open session prior to closed session per RSMo 610.021 (3) and (13). Darrell seconded, and all voted aye. Meeting closed at 6:50 pm. Roll call was taken: Board Members present: Darrell Decker, Trevor Crist, Walt Newman, Derek Fraley and Shana Jahnke. Also present: Fire Chief Metheny, Deputy Chief Scott Moore, Deputy Chief Dennis Reynolds and Angela Copeland.

Derek moved to appoint Danny Perches to the Board of Directors to fulfill the term vacated by Derek Fraley, seconded by Darrell. A roll call vote was taken with all members voting aye.

Derek moved to go back into open session at 7:30 pm. Walt seconded, and all voted aye.

Roll call was taken: President Trevor Crist, Darrell Decker, Walt Newman, Derek Fraley and Shana Jahnke were present.

Chief Moore advised the board approved Danny Perches for the Board of Directors to fulfill the term of Derek Fraley. Derek resigned his position on the board during the meeting to be effective at the conclusion of the meeting. The District recognized Derek for his many years of service to the community and the District.

Derek motioned to accept the applicant list for Fire Fighter as presented by Staff, Darrell seconded. All voted aye.

Walt moved to adjourn at 7:31pm.

Submitted by: Scott W. Moore, Secretary of the Board

Approved by:

Trevor Crist

Darrell Decker

Walt Newman

Shana Jahnke

Danny Perches



BATTLEFIELD FIRE PROTECTION DISTRICT

July Board Report July 10, 2019 to August 12, 2019

Administration

- We hosted Injury Prevention Class with Cox throughout July.
- Conducted strategic planning meetings with Staff.
- Conducted a staff meeting for B-Shift on 7/15/19.
- Conducted a command staff meeting on 8/5/19.
- Organized the 2020 Budget Worksheet.
- Submitted anticipated payroll for MOFAD.
- Collected information for the 2020 Tax Levy.
- Working with Secretary to closely monitor and evaluate bill paying procedures.
- Interviewed Firefighter Candidates 7/31/19 and 8/2/19.
- Attended the International Association of Fire Chief's Annual Conference.

Operations

- Total calls for June 2019: 295
 - July 2018 = 229
 - Total Calls YTD = 1,786
 - 2018 Total Calls YTD = 1, 897
 - Average Response Time for July = 5:08
- Truck 3: Trolley has been delivered and installed. Discovered the waterway was bent and will need to be replaced at the flange. It will be replaced this week.

Training

- Personnel attended several trainings in June. A total of 1,209.9 training hours were recorded. A Total of 9,609 training hours for 2019 YTD
- Several of us will be attending the Fire Rescue International Conference in Atlanta. This is the annual International Association of Fire Chiefs' Conference. Several legislative issues, training and technical development, and technological advances are presented during this conference.
- There are a lot of Emergency Management classes occurring throughout the region. We have many that are attending and teaching.

Prevention Activities

- Conducted plans review for Maria's South (Restaurant) on South Campbell, Un-named (Restaurant) on Republic Road and Miller Engineering (Business) on Timbercreek.
- Conducted final fire alarm inspection on The Township at FF and Republic Road. This included placing fire department access keys in the KNOX Box and taking crews through the facility. They expect occupancy the first of September for the first phase.
- Pre-Construction meeting for new subdivision on FF at the south city limits. 92 homes in the first phase. They have started roads and are burning the land clearance over the next several days.

- We have been coordinating with Springfield Fire for Fire Prevention Month (October). We have updated our educational curriculum and are working with Springfield Public Schools to begin scheduling our visits to their elementary schools.

Community Risk Reduction Activities

- Meeting of the Southwest Missouri Community Risk Reduction Workgroup was held at Springfield Station 6. This was 7 agencies coming together for the first time to discuss common objectives for Community Risk.
- Had a meeting with a local non-profit and other community organizations to discuss fall prevention and referral process for our personnel that identify citizens with needs. This will continue to grow with us being a key player in developing the first notification to help our community beyond the initial call.
- Internal CRR Committee met and discussed the NFPA grant for Community Risk Assessments. I will be meeting with the NFPA at Fire Rescue International in Atlanta on August 8th.

Other Important Information

- We interviewed 12 candidates for firefighter and have made offers for 3 positions with tentative start dates on August 19th.
- We are attending the Tri-State Fire Recruitment Alliance testing in the Lake of the Ozarks on the 17th of August to ensure our candidates pass.
- Met with Greene County Office of Emergency Management to participate in their 5-year hazard mitigation plan.
- Attended the Greene County Arson Task Force meeting. Deployed to Ash Grove to assist with a house fire investigation.
- Several updates have been made to the website. There is still lots of updates to do.
- I completed all of the follow-ups from the recent promotional process with our internal candidates.
- We had one light duty employee released which leaves us one more still out.
- I will be gone to Atlanta from 8/6 – 8/10 for Fire Rescue International. Then gone to Columbia from 8/12 – 8/15 for FEMA training. Angela will be handling my responsibilities to the Board at the meeting on the 13th.

Battlefield Fire Protection District Ordinance 19.001

UNDER THE POWERS OF THE BOARD GIVEN BY MISSOURI STATE STATUTES 321.220, THE BOARD OF DIRECTORS HAVE ON THIS DATE ADOPTED THE FOLLOWING ORDINANCE.

AN ORDINANCE OF BATTLEFIELD FIRE PROTECTION DISTRICT, MISSOURI, TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BATTLEFIELD FIRE PROTECTION DISTRICT, MISSOURI, AS FOLLOWS:

Section 1 - Declaration of Policy

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interests in matters affecting the district.

Section 2 - Conflicts of Interest

- a. All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- b. Any member of the governing body of a political subdivision who has a "substantial or private interest" in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association within any calendar year.

Section 3 - Disclosure Reports

Each elected official, candidate for elective office, the chief administrative officer, the chief purchasing officer, and the full-time general counsel shall disclose the following information by May 1, or the appropriate deadline as referenced in Section 105.487 RSMo, if any such transactions occurred during the previous calendar year:

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
- b. The date and the identities of the parties to each transaction known to the person with a

total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision.

- c. The chief administrative officer, chief purchasing officer, and candidates for either of these positions also shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:

1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;
2. The name and address of each sole proprietorship that he owned; the name address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class or outstanding stock, limited partnership units or other equity interests;
3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Section 4 – Filing of Reports

- a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;
 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the board may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
 2. Each person appointed to office shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31;
 3. Every candidate required to file a personal financial disclosure statement shall file no later than fourteen days after the close of filing at which the candidate seeks nomination or election or nomination by caucus. The time period of this statement shall cover the twelve months prior to the closing date of filing for candidacy.
- b. Financial disclosure reports giving the financial information required in Section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission.

