



# AGENDA

## Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, February 12, 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**

### **New Business**

1. 457-B
2. Policy Update
3. 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: 2/7/2019 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:**

January 8, 2019

Board Members Present: President Trevor Crist, Darrell Decker, Walt Newman, and Derek Fraley were present. Kregg Keltner was absent.

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.

Derek moved to approve the agenda with removal of closed session. Walt seconded. All voted Aye.

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

**Financial Report:**

Payment of bills and signing of checks took place.

Darrell discussed December's financial report and review of assets. Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,383.75. Battlefield Fire Protection District total liabilities and revenue equal \$580,966.97. Statement of net Assets; ICS \$1,740,783.53, and Money Market \$54,885.90. Darrell advised all accounts have been reconciled. Darrell advised the December Tax payment was received and over expected. Darrell discussed movement of the overage amount to building reserve that will take place with the Auditor.

Darrell moved to approve Decembers' financial statements. Derek seconded. All voted aye.

**Public Comments:** None

**Unfinished Business:**

**New Business:**

**General Overview:**

Deputy Chief Moore discussed the end of year calls for service at 3235. The average response in the month of December was 6:53 of those 505 calls took place at the same time. New hire Cole Atnip started with the District on 1-7-2019, Fire Fighter Ryan Quick and Battalion Chief Rob Crawford have resigned. Reservist Wes Mann has been placed on deployment for the military.

Chief Metheny advised Captain Chris Zoeller will be acting Battalion Chief until a replacement can be found. The hiring process is already underway. Chief Metheny advised the process is underway for the 2019 strategic plan, guidance from the board would be appreciated.

Walt moved to adjourn at 6:21 pm.

**Submitted by: Samantha Forir, Secretary of the Board**

**Approved by:**

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**Trevor Crist**

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**Darrell Decker**

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**Derek Fraley**

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**Walt Newman**

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**Kregg Keltner**

# 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

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## FEBRUARY BOARD REPORT

### January Activities (1/8/19 – 2/12/19)

#### A. Administration

- a. Monthly command staff meetings were conducted on January 4 and February 4, 2019 as well as a B-Shift Staff Meeting on January 21, 2019. A Labor Relations meeting was held on January 31, 2019.
- b. Chief Reynolds and Chief Moore attended the Queen City Chiefs Association on January 10, 2019.
- c. Chief Metheny met with the internal Battalion Chief Candidates to discuss the process.
- d. Chief Metheny and Chief Moore completed the annual review/purge of personnel files
- e. Chief Metheny attended the Battlefield Board of Alderman Meeting on February 5, 2019. A big topic of conversation was the City joining the Springfield area Chamber of Commerce to assist with economic development issues.
- f. Samantha and I have completed the Worker Compensation audit through the Audit Store. No issues were found again this year.
- g. We have formalized two committees within the organization. The Health and Wellness committee will be focused on fitness education, equipment needs, the employee annual physicals program and budgetary needs for the year. The Public Relations committee will be focused on Community Risk Reduction through fire prevention, risk evaluation, public education and community involvement. The Health and Wellness committee has existed as an ad hoc committee for several years. Both committees have a lot of buy in from the personnel. Chief Moore will be facilitating these committees as the representative of the Administration.
- h. Our financial audit is scheduled on February 11 and 12, 2019. Sam has already provided them a substantial amount of information.

#### B. Operations

- a. Total calls for January 2019: 269
  - i. Total calls for January 2018: 298
  - ii. Total calls for 2018: 3235 Final totals.
  - iii. Average emergency response time: 6:27
  - iv. Multiple calls: 35
  - v. Peak response times: Wednesday at 8 pm
- b. A Water Rescue Meeting with Logan Rogersville FPD on January 24, 2019 to discuss joint operations and training. It is in our best interest to share resources and enhance our capabilities. Another meeting is scheduled in March to finalize staffing, equipment, and training requirements.

#### C. Training

- a. Personnel attended several trainings in January. A total of 1,994.19 training hours were recorded from 744 training activities throughout the month.
- b. Total of 2,313.01 training hours from 841 trainings have been recorded for 2019 YTD.

*"What you allow in your presence, just became your standard."*

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- c. Battalion Chief Stinnett with Springfield delivered a class to our crews regarding aerial deployment. This was to aid our officers in making decisions when introducing this dynamic to our operations.
- d. Chief Metheny delivered a class on professional development to A-Shift on January 14, 2019. As part of his professional development plan, he is scheduled to facilitate a shift-wide training each month. The next is scheduled for B-Shift on February 15, 2015 and will be addressing "expectations".
- e. Curriculum has been approved for a delivery of Fire Fighter 1 & 2 at our facility. A schedule has been developed and sent to the Division of Fire Safety for approval. If all goes well, class will start April 8<sup>th</sup>.
- f. KME representatives provide in-service training to all our staff. This was outlined in our purchase contract. It went really well and was very informative.
- g. Metheny, Burr, and Brower attended the Missouri University Winter Fire School in Columbia from February 1-3, 2019. Chief Metheny attended the Basic and Advanced Certified Fire District Board Training.
- h. Several of our personnel attended the ICS classes. These classes are necessary for promotion.
- i. EMT refresher has been scheduled. Two opportunities for this course. One in February and one in March.
- j. We are working on a schedule to provide quarterly classes to our officers to aid in professional development. The first class will be delivered the week of February 11<sup>th</sup>. It will cover Conversations dealing with Conflict & Confrontation
- k. The Command Staff will be traveling to Big Cedar Lodge for the Missouri Fire Chief's Conference February 22-24, 2019. Chief Moore will be attending an event through the International Association of Fire Chiefs Missouri Valley Division called the Fire Officer and Ranking Chief Executive (FORCE) symposium the first of March.
- l. Final stages of training on the aerial have been completed. There are a few small items left to be mounted on the truck. We anticipate it being in service, at Station 3, by the end of the month.

## D. Community Risk Reduction

- a. January Outreach Focus: Chimney/Flue and Home Heating Fires
  - i. Social Media and KY3 Interview
  - ii. February Outreach Focus: Outdoor Burning / Wildland Urban Interface
- b. Conducted 5 Public Education / Public Relation Activities (9 YTD)

## E. Support Services

- a. Tri-State Recruitment and Testing Meeting (1/23)
  - i. Chief Metheny Elected Vice-President
  - ii. Chief Moore Elected Springfield Regional Coordinator
- b. Signed Contract with Fire Programs Records Management System A big thank you to those that attended the annual employee dinner on January 19<sup>th</sup>.
- c. A special thank you to Samantha and the awards committee for putting together a great event. We were very pleased with the venue as well.
- d. Signed Contract with Cox Medical to provide a athletic training and occupational medicine services.

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- e. Battalion Chief Joint assessment center will take place February 28<sup>th</sup> and March 1<sup>st</sup> for selecting a Battalion Chief for our organization and Ozark.
- f. Dan has completed maintenance on several apparatus in the past month. Warranty on the two primary pumpers has saved us approximately \$12,000 worth of repairs.
- g. We currently have 18 applications for firefighter. The deadline for applications is February 22<sup>nd</sup>. We have a list of candidates for the March meeting to approve. We currently have 4 openings that include 3 new positions.

## **F. For Consideration by the Board**

- a. Extended Sick Leave and Worker's Compensation Cases
  - i. Captain Kirby is off shift on an extended sick leave. Captain Schlueter and Firefighter Gertiser are on light duty.
- b. Policy Updates
  - i. Job Descriptions (Policy 106)
  - ii. Staffing (Policy 215)
  - iii. Medical and Physical Standards (Policy 802)

*"What you allow in your presence, just became your standard."*



# *Physical and Medical Standards*

## Policy 802

Category: SAFETY, SECURITY, HEALTH

Approved \_\_\_\_\_

Replaces: 6/4/10

Current: 2/1/19

### 802.0 PHYSICAL AND MEDICAL STANDARDS

It is the intent of this District to provide as safe an environment as practical for our employees to perform their duties. It is necessary that each employee be physically and medically fit to safely perform those job functions. Therefore, this policy is an occupational qualification for any member who may participate in emergency operations. In order to comply, these personnel will be required to complete an annual physical agility test (PAT) and an annual medical evaluation.

#### 802.1 PHYSICAL AGILITY TEST

The District will conduct an annual Physical Agility Test (PAT) demonstrating our commitment to increasing the safety of our citizens and personnel and to ensure an employee can perform the essential functions of their position, with or without reasonable accommodation. The purpose of this policy is to ensure each employee, who is required to participate in fire suppression and rescue activities, keeps their physical agility at/or above an adequate level for their safety, as well as their crew and our citizens. To do this, the District will hold a physical agility test which will simulate working fire-ground operations as safely as possible.

The Battlefield Fire Protection District defines being physically fit for duty as: Testing an employee's fitness level through a Nationally or Regionally accepted exam which is programmed to stress the employee's endurance, physical agility, and skills, as they relate to common fire service movements and suppression activities.

The PAT will be coordinated by an on-duty supervisor of the District. This test will be scheduled during normal business hours. An employee may miss their PAT if he/she is on light duty from a previous medical/physical injury; however, prior to returning to full duty, they must complete the PAT. If, due to other leave, the employee is absent the day of testing, the employee must complete the PAT on the next business day.

If an employee fails the test, the employee will have the option to retest that day after everyone has completed the PAT. If he or she fails again the employee will be put on a mandatory fitness program to increase their fitness level. If the employee fails a second time, and there is no medical reason-in the opinion of the District's physician that would have prevented the employee from successfully completing the PAT, grounds for disciplinary action shall exist.

#### 802.2 OCCUPATIONAL MEDICAL EVALUATION

It shall be the policy of the District to require members to complete an occupational medical evaluation. The results of the evaluation will be maintained by the District and will be made available to the employee. If the results of the evaluation do not meet acceptable industry and medical standards, the District's physician may be consulted to determine an acceptable plan of action.

### 802. 3 ILLNESS/INJURY

Should any immediate illness, injury, condition or disease warrant, the District may require a doctor's release for the employee to continuing working, or to return to work. Depending on the time off and the condition or illness of the employee the District may administer the physical agility test prior to the employee returning to work. In the event that the employee fails to pass the physical fitness portion of the test, the employee will be allowed to retake the agility test within thirty (30) calendar days. If the employee fails the agility test the second time and there is no medical reason, condition or disease, in the opinion of the District's physician that would have prevented the employee from successfully completing the physical standards, ground for disciplinary action shall exist.





# Staffing/Vacancies

## Policy 216

Category: ATTENDANCE AND TIME

Approved \_\_\_\_\_

Replaces: 6/4/2010

Current: 2/1/19

### 216.0 MINIMUM STAFFING

The District shall maintain minimum staffing on a daily basis to provide services within the community. Uniformed non-exempt personnel staffing shall not fall below three (3) per station. The rank and placement of personnel shall be such to meet the District's needs. When staffing levels fall below this policy, a reasonable amount time shall be given to achieve minimum staffing.

The District will review personnel assignments for the purpose of maintaining efficiency, equalization of personnel, and any other function that may be required to assign personnel accordingly.

### 216.1 VACANCIES

In the event that there is a vacancy by position, which the District desires to fill due to retirement, termination, demotion, or death of an employee, the employees of the same rank will be notified of said vacancy. This notice shall be posted for no less than fourteen (14) calendar days. The District shall fill the vacancy provided that the said applicants are qualified for the position. The applicant(s) shall be considered on the basis of past performance, training, seniority, and qualifications with the approval of the Fire Chief or designee.

### 216.2 TRANSFERS

Any transfer initiated by the District shall provide adequate time as to not create undue hardship on the employee being transferred. This does not include transferring of stations to cover sick leave, education leave, or vacation time.

Any transfer request made by the employee shall be in written form. The Fire Chief or designee shall respond to the request in writing within fourteen (14) calendar days.

Employees with equal rank may exchange shifts if it does not interfere with the operations of the District and approval from the Fire Chief or designee.



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

## 106.1 BOARD OF DIRECTORS

For the purpose of providing protection to the property and lives within the District, the District and on its behalf, the Board shall have the powers, authority and privileges as set forth in RSMO Chapter 321, RSMO 105.450-105.464, RSMO 610, and any other applicable laws for Fire Protection Districts.

### DESCRIPTION OF DUTIES

The Board Members are responsible for direction and control of the organization. They must ensure the District is following all applicable laws and ordinances. The Board should approve organizational goals, maintain adequate funding, and seek new and additional funds to manage the growth of the organization.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Board Member shall be a voter of the District at least one (1) year prior to his/her election or appointment and be over the age of twenty-five (25) years. If a candidate is an employee of the District, before the election he/she must resign as a member. Nominations and declarations of candidacy shall be filed at the Battlefield Fire Protection District Administrative Offices. The candidate must pay a ten (\$10.00) dollar, filing fee, file a statement under oath, that such person possesses the required qualifications and complete an ethics statement.

The candidate may also be required to attain the following requirements:

1. New board member orientation program
2. NIMS 700 and 100
3. State mandated education/courses
4. Missouri Ethics



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

## 106.2 FIRE CHIEF

The Fire Chief shall exercise discretion and independent judgment for the overall planning, coordinating, and providing of efficient and economic emergency services for the patrons of the District. The Fire Chief shall advise the Board of Directors on emergency service matters and the administration of the District. The Fire Chief is under the general supervision of the Board of Directors.

### DESCRIPTION OF DUTIES

As the leader of the management team, the primary duties of the Fire Chief include directing the work and efforts of all employees of the District; custodian of records, prepares and administers the fiscal budget; evaluates personnel performance; makes recommendations as to hiring, promoting, discipline or termination; oversees the payroll and personnel records; handles community complaints, including determining whether to refer such complaints for further investigation; prepares budgets and controls expenditures; ensures operational readiness through supervision and inspection of personnel, equipment and facilities; decides how and where to allocate personnel maintains inventory of property and supplies and directs operations of scenes, including deciding whether additional personnel or equipment is needed. The Fire Chief coordinates the efforts of the management team to keep all policies, procedures, records, and programs in line with the overall goals, objectives, and mission of the District and shall perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Chief must have attained a Bachelors' Degree in Fire Science or Business Administration. The applicant shall have no less than ten (10) years of fire service experience with a minimum of five (5) years' experience at an administrative level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. National Fire Academy Executive Fire Officer Program
2. NIMS 100, 200, 300, 400, 700, and 800.
3. Missouri Emergency Medical Technician – Basic or Basic First Aid



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

### 106.3 DEPUTY CHIEF

The Deputy Chief shall exercise discretion and independent judgment as a member of the management team and shall aid the Fire Chief in administrative duties. The Deputy Chief is under the general supervision of the Fire Chief.

#### DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Deputy Chief include directing the work and efforts of all employees of the District; organize, coordinate, evaluate, and implement programs of the organization; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; prepare budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and equipment; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Deputy Chief shall assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

#### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Deputy Chief shall have no less than seven (7) years of fire service experience with a minimum of four (4) years of experience in supervision, human resource management, training, fire prevention and/or fire suppression, project or program management, and budget preparation and implementation; meet required qualifications of Battalion Chief; and an Associate's degree is required. The candidate shall meet all District application requirements.

The candidate should also consider the following courses for their career development plan (CDP):

1. Missouri Certified Fire Investigator and Fire Inspector (NFPA 1031 or 1033)
2. Certified Fire Service Instructor II (NFPA 1041 – Level 2)
3. National Fire Academy Executive and/Leadership Level Classes
4. All-Hazard Position Specific Certification (Ops, Logs, Plans, IC, etc.)



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

## 106.4 BATTALION CHIEF

The Battalion Chief shall exercise discretion and independent judgment while directing facets of daily operations of an assigned shift. As a member of the management team, he/she shall aid the Fire District in administrative duties. The Battalion Chiefs are under the general supervision of the Deputy Chief or in his/her absence the Fire Chief.

### DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Battalion Chief include directing the work and efforts of all employees of the shift; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; coordinate training activities; coordinate fire prevention activities; maintain company payroll forms and personnel records; handle community complaints, including whether to refer such complaints for further investigation; assist in preparing budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipments; maintain inventory of property and supplies; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Battalion Chief shall assist with planning, setting of goals and objectives, preparation of annual reports and directly supervise all day-to-day facets of operations of the District and enforcing the policies and procedures to complete the mission of the District, and shall perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Battalion Chief must be certified to the Fire Officer II (or equivalent to NFPA 1021 – Level II); NIMS 400; meet required qualifications of Company Officer. The applicant shall have no less than five (5) years of fire service experience with a minimum of three (3) years experience at a company officer level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements and must have successfully completed an assessment center for the position of Battalion Chief. The candidates' completion of subordinate CDP is desired.

The candidate should also consider the following courses for their career development plan (CDP):

1. Command and Control of Multi-Alarm Incidents
2. Command and Control of Natural and Man-made Disasters
3. Health and Safety Officer
4. Completion of the Professional Development Independent Reading List
5. Incident Management Type 3



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

## 106.5 COMPANY OFFICER

The Company Officer is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. The Company Officer is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Company Officer is under the general supervision of the Incident Commander.

### DESCRIPTION OF DUTIES

As a secondary member of the management team, the Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in research, planning, scheduling, budget proposals, setting goals and objectives, and administering policies and procedures to complete the mission of the District. The Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, enforce the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Company Officer must be certified to Fire Officer I (or equivalent to NFPA 1021 – Level I); NIMS 300; meet required qualifications of Firefighter. The applicant shall have no less than three (3) years of fire service experience. The candidate shall meet all District application requirements and must have successfully completed an assessment center for the position of Company Officer. The candidates' completion of subordinate CDP is desired.

The candidate should also consider the following courses for their career development plan (CDP):

1. NFA Strategies and Tactics series
  - a. Preparation Initial Company Operations
  - b. Managing Company Tactical Operations (Decision Making & Simulations)
  - c. Strategies and Tactics for Initial Company Operations
2. National Fire Academy Leadership 1, 2, and 3
3. Incident Safety Officer
4. Command and Control of Incident Operations
5. Fire Service Leadership Enhancement Program
6. Initiate Professional Development through the Independent Reading List



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

## 106.6 FIREFIGHTER

The Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

### DESCRIPTION OF DUTIES

The Firefighter shall respond to all alarms as assigned and be able to perform as required on the fire scene to meet the mission of the District. Firefighters shall evaluate patient condition, administer appropriate medical services in accordance with adopted protocols and/or physician direction depending upon the type of the alarm and conditions found. The Firefighter shall perform apparatus and equipment checks along with routine maintenance to ensure a state of readiness. Firefighter shall adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Firefighter have successfully completed probationary firefighter requirements and attained certification as a Missouri FF 1 & 2 (or equivalent to NFPA 1001, Levels I and II); NIMS 100, 200, 700, & 800; Missouri EMT/B; current CPR certification. The candidate shall have a valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate should also consider the following courses for their career development plan (CDP):

1. Driver Operator (NFPA 1002 Chapter 5)
2. Aerial Driver Operator (NFPA 1002 Chapter 6)
3. Mobile Water supply (NFPA 1002 Chapter 10)
4. EVDT (NFPA 1002 Chapter 4 OR VFIS Equivalent)





Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

## 106.7 PROBATIONARY FIREFIGHTER

The Probationary Firefighter status begins from the first date of appointment and remains for a period of one-year. The purpose of this status is to allow an opportunity for learning and evaluation. During this period, the Probationary Firefighter will complete required training and demonstrate competency. Provided appropriate feedback and evaluations, Probationary Firefighters can be terminated if satisfactory performance is not obtained. As part of the probationary process, they shall be responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

### DESCRIPTION OF DUTIES

The Firefighter shall respond to all alarms as assigned and be able to perform as required on the fire scene to meet the mission of the District. Firefighters shall evaluate patient condition, administer appropriate medical services in accordance with adopted protocols and/or physician direction depending upon the type of the alarm and conditions found. The Firefighter shall perform apparatus and equipment checks along with routine maintenance to ensure a state of readiness. Firefighter shall adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Probationary Firefighter must be 18 years old with a High School Diploma or GED. The candidate shall have a valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements. It is recommended that candidates have attained certification as a Missouri FF 1 & 2 (or equivalent to NFPA 1001, Levels I and II); ; NIMS 100, 200, 700, & 800; Missouri EMT/B; and current CPR certification.

The candidate should also consider the following courses for their career development plan (CDP):

1. Driver Operator (NFPA 1002 Chapter 5)
2. Aerial Driver Operator (NFPA 1002 Chapter 6)
3. Mobile Water supply (NFPA 1002 Chapter 10)
4. EVDT (NFPA 1002 Chapter 4 OR VFIS Equivalent)





Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

## 106.8 ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for payroll, insurance forms, maintaining personnel files, financial statements and records, operating office equipment, and acts as the office receptionist. The Administrative Assistant is under the general supervision of the Fire Chief, or in his/her absence any Chief Officer.

### DESCRIPTION OF DUTIES

The Administrative Assistant shall prepare and maintain all records of accounts payable bank deposits, payroll tax deposits/forms, bank statements, insurance forms, financial reports, and prepare workers compensation paperwork. The Administrative Assistant shall also assist auditors during audits, be a notary public of the state of Missouri, and perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Administrative Assistant must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills. An Associates' Degree in Business or similar degree is preferred. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Licensed as a Missouri Public Notary
3. Assists with the District's Flexible Spending, Insurance and Works Comp
4. Assists with the District's Accounts, Banking, Budget Process and Computer Usage
5. Assists with the Payroll Process



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

## 106.9 SECRETARY

The Secretary is responsible for maintaining personnel files, records, operating office equipment, date entry, and acts as the office receptionist. The Secretary is under the general supervision of the Deputy Chief, or in his/her absence any Chief Officer.

### DESCRIPTION OF DUTIES

The Secretary shall prepare and maintain all records, insurance forms, prepare workers compensation paperwork, assist auditors during audits, perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Secretary must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills. An associates degree in Business or similar degree is preferred. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Workers Compensation Processes
3. District's Accounts, Banking, Budget Process
4. Computer Usage
5. Notary



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

## 106.10 MECHANIC

The Mechanic is responsible for maintenance and service of District grounds, facilities, apparatus, and equipment. The Mechanic is under the general supervision of the Deputy Chief or in his/her absence any Chief Officer.

### DESCRIPTION OF DUTIES

The Mechanic shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Mechanic shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Mechanic must understand mechanics, preferably in diesels, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance
3. Diesel Mechanics



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14  
Current: 2/1/19

## 106.11 - MAINTENANCE TECHNICIAN

The Maintenance Technician is responsible for maintenance and service of District grounds, facilities, apparatus, and equipment. The Service Technician is under the general supervision of the Deputy Chief or in his/her absence any Chief Officer.

### DESCRIPTION OF DUTIES

The Maintenance Technician shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Maintenance Technician shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

### PREFERRED QUALIFICATIONS

Prior to appointment, candidates for the position of Maintenance Technician must have a basic understanding of mechanics, preferably in diesels, general repair methods, general building maintenance, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

## 106.12 CHAPLAIN

The Chaplain is an integral part of scene management responsible for providing assistance to firefighters, families and constituents in times of need. The Chaplain is under the general supervision of the Fire Chief or in his/her absence any Chief Officer. During emergency incidents the Chaplain shall be under the control of the Incident Commander.

### DESCRIPTION OF DUTIES

The Chaplain shall respond to incidents as assigned and provide assistance to family members and personnel as needed. The Chaplain may need to respond to area hospitals to provide assistance for family members until the hospital can get them assistance. The Chaplain is available for personnel to discuss matters created by incidents or if they need some assistance in personal matters and any additional duties prescribed.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Chaplain shall be a pastor for a recognized church, preferably within the fire district boundaries. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements.

1. Critical Incident Stress Debriefing



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

### 106.13 RESIDENT FIREFIGHTER

A Resident Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Resident Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Resident Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief while on duty. During emergency incidents the Reserve/Resident Firefighter is under the general supervision of the Incident Commander.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Reserve/Resident Firefighter must have attained certification of Missouri FF 1 & 2 (or equivalent NFPA 1001: Levels I and II) and First Responder. The candidate shall have a Valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements with the exception of the Tri-State Consortium process.

The candidate should also consider the following courses for their career development plan (CDP):

1. NIMS 100, 200, 700, and 800
2. Emergency Vehicle Driving
3. Emergency Medical Technician – Basic
4. Driver Operator (NFPA 1002 Chapter 5)
5. Aerial Driver Operator (NFPA 1002 Chapter 6)
6. Mobile Water supply (NFPA 1002 Chapter 10)
7. EVDT (NFPA 1002 Chapter 4 OR VFIS Equivalent)

### POLICY REQUIREMENTS

Resident Firefighters shall comply with criteria within Policy 112.



Category: EMPLOYMENT  
PRACTICES

Approved \_\_\_\_\_

Replaces: 2/11/14, 11/11/14

Current: 2/1/19

## 106.14 RESERVE FIREFIGHTER

A Reserve Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. The Reserve Firefighter is under the general supervision of the Company Officer or in his/her absence the Battalion Chief while on duty. During emergency incidents the Reserve/Resident Firefighter is under the general supervision of the Incident Commander.

### REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Reserve Firefighter must have attained certification of Missouri FF 1 & 2 (or equivalent NFPA 1001: Levels I and II) and First Responder. The candidate shall have a Valid operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements with the exception of the Tri-State Consortium process.

The candidate should also consider the following courses for their career development plan (CDP):

1. NIMS 100, 200, 700, and 800
2. Emergency Vehicle Driving
3. Emergency Medical Technician – Basic
4. Driver Operator (NFPA 1002 Chapter 5)
5. Aerial Driver Operator (NFPA 1002 Chapter 6)
6. Mobile Water supply (NFPA 1002 Chapter 10)
7. EVDT (NFPA 1002 Chapter 4 OR VFIS Equivalent)

### POLICY REQUIREMENTS

Reserve Firefighters shall comply with criteria within Policy 113.