



# AGENDA

## Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, January 08, 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. 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: 1/2/2019 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:**

December 11, 2018

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

Kregg moved to approve the agenda with the addition of RSMo 610.021 (9) to closed session. Walt seconded. All voted Aye.

Walt moved to approve Novembers Regular Board Meeting minutes. Derek seconded. All voted aye.

**Financial Report:**

Payment of bills and signing of checks took place.

Darrell discussed November's financial report and review of assets. Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,379.87. Battlefield Fire Protection District total liabilities and revenue equal \$174,767.23. Statement of net Assets; ICS \$1,341,192.80, and Money Market \$54,778.14. Darrell advised all accounts have been reconciled. Darrell advised the district is 91.66% thru the budget year. Darrell advised line items 6330 and 6003 have gone into the negative. Discussion took place about year end budgeting and reserve accounts.

Derek moved to approve November's financial statements. Kregg seconded. All voted aye.

**Public Comments:** None

**Unfinished Business:**

**New Business:**

**General Overview:**

Chief Metheny advised we received notice that former employee Pam Goodall has passed. Chief also advised that Battalion Chief Rob Crawford has accepted an Assistant Chief Position with Ozark Fire Protection District, his last day will be December 27, 2018. Firefighter Ryan Quick has accepted a position with Sunrise Beach Fire Protection District, his last day will be December 31, 2018. Chief advised he will be completed a 2019 strategic plan and have planning meetings quarterly.

**Closed Session:**

Derek moved to go to closed session per RSMo 610.021 (3), (9) and (13). Kregg seconded, and all voted aye. Meeting closed at 6:19pm. Roll call was taken: Board Members present: Darrell Decker, Trevor Crist, Walt Newman, Kregg Keltner and Derek Fraley were present. Also present: Fire Chief Jarret Metheny, and Samantha Forir Secretary for the Board.

Derek moved to go back into open session at 8:10pm.

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

Chairman Trevor Crist announced the budget was discussed per RSMo 610.021 (9) as amended. No decisions were made in closed session.

Derek moved to approve the 2019 Budget as presented by Chief Metheny. This includes changes to merit and cola. The funds that are carried over to be place in Building Reserve account. Kregg Seconded. All voted aye.

Walt moved to adjourn at 8:15 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

DENNIS REYNOLDS

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### BOARD REPORT December 11<sup>th</sup> – January 8<sup>th</sup>

#### **Prevention & Public Education Activities-**

- We conducted 28 PE/PR Activities.
  - o There were 303 YTD. 288 in 2017
- We recorded 64 smoke alarm installs for residences in 2018.
  - o There were 63 in 2017.

#### **Training Activities-**

- Personnel attended several trainings in December. A total of 2,323.93 training hours were recorded from 724 training activities throughout the month.
  - o Total of 24,410.39 training hours from 8,187 trainings have been recorded for 2018 YTD. There were 21,907.80 hours recorded from 10,146 trainings in 2017.
- Several of our personnel attended the ICS classes in Ozark. These classes are necessary for promotion.
- Several of our staff attended Operations Section Chief class in Springfield.
- ICS300 is also being hosted in Springfield after the first of the year. We have personnel enrolled in that class as well.
- OTC was here completing our quarterly CEU training.
- EMT Class has begun. We have a full class once again.
- EMT refresher has been scheduled. Two opportunities for this course. One in February and one in March.
- Officers and Firefighters will have an opportunity to attend a preparation class for our aerial operation. Battalion Chief Stinnett has developed a class to deliver to help our responders adjust response protocols to include an aerial.

#### **Other Important Information-**

- KME has reached out to us to begin our in-service training on the aerial. We are evaluating schedules to see what works best.



# BATTLEFIELD FIRE PROTECTION DISTRICT

**SCOTT MOORE**

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## BOARD REPORT

**December 11, 2018 thru January 8, 2019**

### **Building and Apparatus Activities-**

- Crews continue to complete training on the aerial truck. We have several more trainings coming over the next month.
- All 2018 apparatus and building projects have been closed out through the purchase process and accounted for in the budget.

### **Operations Activities-**

- Total calls for 2018: 3235 (.5% increase or 148 calls) We will be completing the report audit for final numbers over the next month.
  - o Total calls for 2017: 3087
- Total calls for December 2018: 263
  - December 2017: 284
- Average emergency response time: 6:53
  - o Yearend average response time: 6:53
- Multiple calls: 26
  - o Yearend multiple calls 2018: 505
- Peak response times: Saturdays at 3 pm
  - o Yearend peak response times 2018: Tuesdays at 3 pm (day of the week was pretty even)

### **Other Important Information-**

- We have offered employment to Coleton Atnip. He is the last hire from the previous list. We will be conducting a new process for an eligibility list. He will begin on January 9<sup>th</sup> on B Shift.
- Captain Kirby is off shift on work comp.
- Firefighter Ryan Quick and Battalion Chief Rob Crawford have submitted their resignations and had their final days with the District. Quick left to be closer to home and Chief Crawford took a promotion to Assistant Chief at Ozark Fire. We wish them both the best of luck.
- The annual evaluation process went very well. End of the year closeouts of benefit time tracking and accrual roll overs has been completed.
- Sam has transitioned the front office to 2019. We have updated payroll with new salary figures for 2019.
- The annual employee dinner will be on January 19<sup>th</sup>. See Sam for details.

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