



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Tuesday, July 09, 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. Updated Policies
2. Strategic Plan

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: 7/5/2019 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.

A handwritten signature in cursive script that reads "James Metheny". Below the signature, the words "Fire Chief" are written in a similar cursive style.

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:

June 11, 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 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.

Darrell moved to move item one under New Business ahead of Financial Business and approve the amended agenda. Derek seconded. All voted Aye.

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

New Business:

Greene County Clerk Shane Schooler conducted the swear in of Shana Jahnke to the Board of Directors to replace Kregg Keltner through the duration of the existing term.

Financial Report:

Payment of the bills and check signing took place.

Darrell discussed May's financial report and review of assets. Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,402.71. Battlefield Fire Protection District total liabilities and revenue equal \$1,688,184.38. Statement of net Assets; ICS \$3,204,387.58, and Money Market \$56,645.05. 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 May as well as the May expenditures. Previously requested corrections to the financial report were confirmed which included notations on the report of line items exceeding budgeted amounts throughout the year.

Darrell moved to approve the financials of the District. Walt seconded. All voted aye.

Public Comments: None

Unfinished Business: None

New Business Continued:

Strategic Plan:

Chief Metheny discussed the formal start to the District's strategic planning process. It was noted that the process will include area fire departments and the City of Battlefield. 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.

District Policies:

Chief Metheny advised there are many policies needing updates. The staff has been auditing policy for the past year and are ready to make recommendations. The board discussed preference on the process to update these. Staff will present four policies at a time, until the updates are complete. These updates will not be those that effect the collective bargaining unit or budget considerations.

General Overview:

Chief Metheny provided the administrative overview, highlighting the general business of the District. Special acknowledgement was given to the completion of the firefighter academy and the graduation ceremony. Chief Metheny also informed the board of his recent appointment to a committee for MOFAD where they are discussing the District's health and wellness programs as a good model.

Deputy Chief Reynolds discussed the completion of the academy. Firefighter Hinkle was recognized in the room as a product of the academy.

Deputy Chief Moore introduced Angela Copeland as the Secretary for the District. The Board was informed of the annual picnic to be held at Station 1 on July 4th. An agenda will be posted for special event as per RSMo.

Closed Session:

Derek moved to go in to closed session per RSMo 610.021 (3) and (13). Darrell seconded, and all voted aye. Meeting closed at 6:42pm. 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 go back into open session at 7:13pm. Walt seconded, and all voted aye.

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

Trevor acknowledge the closed session was for informational purposes only. No formal action was taken.

Walt moved to adjourn at 7:14 pm.

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

Approved by:

Trevor Crist

Darrell Decker

Derek Fraley

Walt Newman

Shana Jahnke



BATTLEFIELD FIRE PROTECTION DISTRICT

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

Administration

- Completed individual meetings with personnel from A-Shift in June and am starting individual meetings with B-Shift in July.
- Presented information on our Health and Safety Program to the Missouri Fire and Ambulance District Trust (MOFAD) during our monthly conference call.
- Attending Region-D Fire Chief's Meeting on 6/12/19.
- Conducted Strategic Planning Meetings with Shift Personnel.
- Conducted Command Staff Meeting on 7/1/19.
- Supported the Independence Day Celebration with City of Battlefield
- Auxiliary hosted BFPD Independence Day Picnic.
- Re-credentialed as a Chief Fire Officer (CFO) from the Center for Public Safety Excellence.

Operations

- Total calls for June 2019: 255
 - June 2018 = 229
- Total Calls YTD = 1,487
 - Average Response Time for June = 6:28
- Tri-State Testing was completed as part of our annual PAT.
- All our existing employees have completed their initial physical assessment as part of our new process. It was exciting, awkward, and entertaining; however, it has collected a lot of information and brought several individual challenges to the surface. Thank you!
- Truck 3: We are working with the vendor to correct some electrical issues that have surfaced. The manufacturer has sent an aerial specialist to diagnose. This is an ongoing process.
- We are working through the apparatus replacement program. Chief Metheny is identifying challenges posed to our organization to assist us in making sure our next truck addresses those challenges. Furthermore, we may be adjusting our previously approved schedule to better suit our current strategy to address future or anticipated challenges.

Training

- Personnel attended several trainings in June. A total of 1,079 training hours were recorded. A Total of 10,029.27 training hours for 2019 YTD
- Chief Moore and I delivered several Incident Command classes. Several of our personnel also attended. There are several more on the calendar. These classes are required for promotion.
- Captains Kendall and Zoeller attended the Command and Control Class at the National Fire Academy in Emmitsburg, Maryland.
- We have been working with the City of Bolivar in helping to draft a response plan to Active Threat incidents. There is a full-scale exercise later this month. This process has allowed

us to evaluate, prepare, and plan on how we would address these incidents within our district.

- I was elected as Secretary of the Greene County Regional Fire Training Association executive board. This is an association of 33 Fire, Law, and EMS agencies from around the region. We coordinate training activities and liaison with the Local, State, and Federal training partners.

Community Risk Reduction

- Continuing to work with Arvest on collecting opportunities for community involvement. Next meeting is planned for July.
- A regional workgroup has been established with the area agencies to discuss CRR related topics. Our first meeting will be in July. This is a product of the relationship we have built with Springfield Fire Division Chief Trogden.
- The NFPA 1300 pilot program for Community Risk Assessments will begin their first-round picks in the next couple weeks. We have maintained communication with them.
- Completed the Incident Action Plan for Independence Day with City of Battlefield and our personnel. Discussed fire safety inspections on food trucks for the event.
- Personnel completed OTC for STEAM days – full day demonstrations with Jr High and High School kids.
- Completed inspections on all fireworks stands within the District and coordinated with the Division of Fire Safety.
- Completed the final fire suppression system inspection on the Township Assisted Living phase. They will begin moving residents in by the end of July. Phase 2 and 3 are still in construction.

Support Services

- Still working to purchase replacement computers for the Admin Chiefs (before they crash)
- Health and Wellness committee meeting. Discussed priorities for upcoming budget season.
- Attended 911 Advisory Board Meeting.
- Remaining staff completed their health assessment initial phases.
- Working on updates to District website.
- Worked with out IT company to identify ways to improve our data storage.
- Ordered the replacement Staff Vehicle. Purchased using the MODOT contract.
- Opened the hiring process for firefighter. We will have a list of eligible candidates for the board during the July meeting.
- We have two personnel on modified duty.
- Angela is settling in. She has already proven to be a great asset to the organization and is learning quickly!
- I will be on vacation from June 29 through July 8 in Pennsylvania and New York.



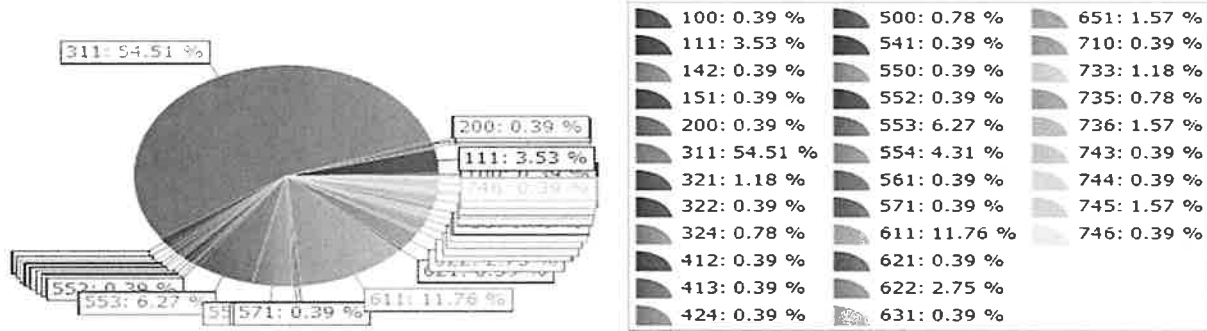
BATTLEFIELD FIRE PROT. DIST.

4117 W. SECOND ST., BATTLEFIELD, MO 65619

OFFICE: 417-881-9018

FAX: 417-887-9914

Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
100 - Fire, other	1	0.39%
111 - Building fire	9	3.53%
142 - Brush or brush-and-grass mixture fire	1	0.39%
151 - Outside rubbish, trash or waste fire	1	0.39%
200 - Overpressure rupture, explosion, overheat other	1	0.39%
311 - Medical assist, assist EMS crew	139	54.51%
321 - EMS call, excluding vehicle accident with injury	3	1.18%
322 - Motor vehicle accident with injuries	1	0.39%
324 - Motor vehicle accident with no injuries.	2	0.78%
412 - Gas leak (natural gas or LPG)	1	0.39%
413 - Oil or other combustible liquid spill	1	0.39%
424 - Carbon monoxide incident	1	0.39%
500 - Service Call, other	2	0.78%
541 - Animal problem	1	0.39%
550 - Public service assistance, other	1	0.39%
552 - Police matter	1	0.39%
553 - Public service	16	6.27%
554 - Assist invalid	11	4.31%
561 - Unauthorized burning	1	0.39%
571 - Cover assignment, standby, moveup	1	0.39%
511 - Dispatched & canceled en route	30	11.76%
521 - Wrong location	1	0.39%
522 - No incident found on arrival at dispatch address	7	2.75%
531 - Authorized controlled burning	1	0.39%
551 - Smoke scare, odor of smoke	4	1.57%
710 - Malicious, mischievous false call, other	1	0.39%
733 - Smoke detector activation due to malfunction	3	1.18%
735 - Alarm system sounded due to malfunction	2	0.78%
736 - CO detector activation due to malfunction	4	1.57%
743 - Smoke detector activation, no fire - unintentional	1	0.39%
744 - Detector activation, no fire - unintentional	1	0.39%
745 - Alarm system activation, no fire - unintentional	4	1.57%
746 - Carbon monoxide detector activation, no CO	1	0.39%

Total Number of Incidents: 255

Total Number of Incident Types: 33