



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Special Event Board Posting
4117 W. Second St., Battlefield, MO 65619
Tuesday, June 11, 2019
4:00 PM

Business

1. Secretary Meet and Greet
2. Promotion Ceremony
3. Special Award Recognition

Adjournment

Representatives of the news media may obtain copies of this notice by contacting the Battlefield Fire Protection District.

Posted: 6/7/2019 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 black ink, appearing to be "J. Smith", written over a horizontal line.

District Secretary



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Tuesday, June 11, 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. Director Jahnke Procedural Matters
2. Strategic Plan
3. Updated Policies
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

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A handwritten signature in black ink, appearing to read "J. Jahnke", is written over a horizontal line.

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:

May 14, 2019

Board Members Present: President Trevor Crist, Darrell Decker, Walt Newman 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.

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

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

Financial Report:

Payment of the bills and check signing took place.

Darrell discussed April'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 \$1,898,440.55. Statement of net Assets; ICS \$3,398,150.71, and Money Market \$56,407.44. 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 April as well as the April expenditures. A discussion was held regarding the report presented reflecting "March 2019" on the budget header. Several percentages were incorrect which was identified as a formula issue. The figures within the budget were confirmed correct. Darrell requested the accountant identify when the Board acknowledges budget line items go over the budgeted amount on the budget form.

Audit will need to be bid for services in 2020. Staff will be confirming the bid from 2019. The reserve accounts need to be adjusted on the budget form. The statement of net assets reflects the accurate amounts.

Darrell reviewed the miscellaneous revenue received noting the Treasury income is a reimbursement from the Social Security Administration. The remaining items were from records requests and COBRA payments from Samantha Forir.

Derek moved to approve the financials of the District noting the escrow accounts and the percentages being incorrect. Darrell seconded. All voted aye.

Public Comments: None

Unfinished Business: None

New Business: None

General Overview:

Chief Metheny provided the administrative overview, highlighting the general business of the District. Special acknowledgement was given to the District hosting hands on training for the first Female Firefighter Conference. This brought great exposure to the District.

Deputy Chief Reynolds discussed the progress of the fire academy. One member has resigned his position in the academy.

Deputy Chief Moore discussed the process used to recruit a new secretary for the District. Also discussed were the community engagement activities for the month. The Board was informed of plans to replace a staff vehicle within the next few months as part of the approved apparatus replacement plan.

Closed Session:

Derek moved to end open session prior to closed session at 6:28pm. Walt seconded, and all voted aye.

The Board was invited to tour the newly completed Special Operations Trailer and Boat for Swiftwater Rescue. Dan Burns was in attendance to provide information about the process to build these units.

Walt moved to go in to closed session per RSMo 610.021 (3) and (13). Derek seconded, and all voted aye. Meeting closed at 6:40pm. Roll call was taken: Board Members present: Darrell Decker, Trevor Crist, Walt Newman and Derek Fraley.

Also present: Fire Chief Metheny, Deputy Chief Scott Moore and Deputy Chief Dennis Reynolds. Shana Jahnke was invited to address the Board during closed session as a candidate for the open seat on the Board.

Derek moved to go back into open session at 7:11pm. Darrell seconded, and all voted aye.

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

Derek moved to approve the hiring of Angela Copeland for the position of Secretary within the salary limits by policy. Walt seconded, and all voted aye.

Darrell moved to appoint Shana Jahnke to the Board of Directors of the District to fulfill the term vacated by Kregg Keltner. Derek seconded, and all voted aye.

Walt moved to adjourn at 7:13 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

June Board Report May 14, 2019 to June 11, 2019

A. Administration

- Staff Meeting for A-Shift on 5/20
- Command staff meeting on 5/28 to discuss staffing and station assignments.
- Recruit academy graduation on 5/28.
- Coordinated the development of Auxiliary, who will be coordinating the Independence Day Picnic.
- Continued working with Bookkeeper to learn procedures.
- Attended Pat Jones YMCA Board Meeting on 5/30.
- Command Staff Meeting on 6/3.
- Attended Battlefield Board of Alderman meeting on 6/4.
- Conducting individual staff meetings as part of my 1-year transition.
- Working with MOFAD on Best-Practices to reduce injuries.
- Metheny on Vacation from 6/14-6/21 and Chief Reynolds will be Acting Fire Chief.

B. Operations

- Total calls for 2019: 1265
 - Same period 2018: 1394
- Total calls for May 2019: 224
 - May 2018: 257

C. Training

- Personnel attended several trainings in May.
- The Fire Academy concluded.
 - We ended with 9 recruits who successfully completed their training.
 - 6 Battlefield; 2 Logan-Rogersville, 1 Nixa
 - State testing went well. There are 4 total state certifications required. 3 of the recruits have completed all the certifications.
 - We are already planning a critique of lessons learned so that we may plan for the next one.
- Due to the switch to a new RMS, the total training hours for 2019 are not available yet.

D. Community Risk Reduction

- Continuing to work with Arvest on collecting opportunities for community involvement.
- Set up monthly meetings with Springfield FD CRR Division Chief Trogden.
- Applied for NFPA 1300 pilot program for Community Risk Assessments.
 - This includes providing our reporting response info to NFPA national reporting system.
- Meeting with Battlefield Police Chief McPhail to begin planning for Independence Day.
- Coordinated with OTC for STEAM days – full day demonstrations with Jr High and High School kids. This is on Campus at OTC.

- Attended safety fair with the Associated Electric Coop.
- Completed a hydrostatic test for fire sprinklers on the Russell Cellular building with the City of Battlefield.

E. Support Services

- We replaced the computer for accounting. Just as the old one crashed.
- Working on purchases to replace Admin Chief's computers (before they crash)
- Working on updates to District website.
- Finalizing renewal for Property and Casualty insurance.
- Close to ordering the replacement Staff Vehicle. Waiting on final bid.
- Assisted with Tri-State Recruit Testing on 6/8.
- The next several weeks will be focused on integrating Angela into the Secretary position.
 - We have identified several project areas to help her become more acquainted with the District.