

AGENDA
Battlefield Fire Protection District
Battlefield Volunteer Fire Department
 Regular Board Meeting
 4117 W. Second St., Battlefield, MO 65619
Tuesday, May 14, 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: 5/8/2019 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.

Scott McKinney
 Fire Chief
 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: April 15, 2019

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

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by President Trevor Crist at 6:00pm. Deputy Chief Scott Moore 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 with the move of item 1 under New Business ahead of financial business. Walt seconded. All voted Aye.

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

New Business:

Ms. Jennifer Schatzer with KPM presented the 2018 Financial Audit report to the Board. Printed copies were provided for District records. Ms. Schatzer is a new auditor assigned to the District.

Items noted by the auditors were: The District's financial procedures are tight. Internal controls are good. Discussion took place regarding journal entry adjustments. The auditors recommend more supporting documentation is provided with a detailed description to accompany the journal entry.

Discussion also took place regarding credit card purchases which could be centralized and streamlined. A review of the fund balances and revenue changes from 2017 to 2018 were discussed. No material weaknesses for internal controls were reflected. A motion by Darrell to acknowledge receipt of the audit. Walt seconded. All voted aye. Darrell and Trevor signed a letter of representation for Ms. Schatzer to acknowledge the report.

Financial Report:

No payments were submitted to the Board for the meeting.

Darrell made note the audit report showed a "Clean Report":

Darrell discussed March's financial report and review of assets. Battlefield Volunteer Fire Department total liabilities and revenue equal \$5,395.04. Battlefield Fire Protection District total liabilities and revenue equal \$2,126,393.70. Statement of net Assets; ICS \$3,594,678.33, and Money Market \$55,516.77. Darrell advised all accounts have been reconciled and fund balances have been adjusted to reflect the figures within the audit. Darrell advised he remained in contact with the Auditors throughout the process to ensure these figures were accurate. Darrell also discussed the tax revenue that deposited in March as well as the March expenditures. A discussion was held regarding FDIC requirements with CDARS accounts advising that all District funds are insured and swept daily.

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

Public Comments: None

Unfinished Business: None

New Business Cont.:

Upon the resignation of Samantha Forir from the District, the board elected to appoint a new Secretary for the Board. Darrell motioned for Deputy Chief Moore to function as the Secretary for the Board until a replacement could be hired and approved. Walt seconded. All voted aye.

General Overview:

The Board approves of the new format to receive the general overview from Staff. Chief Metheny discussed the recruit academy noting there are 8 Battlefield employees, two Logan-Rogersville employees, and one Nixa employee currently accepted to the academy. Battalion Chief Ludden has started his employment and is fitting in well. The District participated in a joint promotional testing with Ozark Fire for Company Officer.

Deputy Chief Moore advised the District is seeing an increase in community outreach due to an enhanced community risk reduction mindset. The Health and Wellness program through Cox Health has been a tremendous asset for the employees and the District. Deputy Chief Moore discussed the planned purchase of a staff vehicle based upon the District's vehicle replacement program. An overview was provided of the joint Swift Water Rescue agreement with Logan-Rogersville Fire.

Closed Session:

Walt moved to go to closed session per RSMo 610.021 (3) and (13). Darrell seconded, and all voted aye. Meeting closed at 7:02pm. Roll call was taken: Board Members present: Darrell Decker, Trevor Crist, Walt Newman. Derek Fraley was absent.
Also present: Fire Chief Metheny, Deputy Chief Scott Moore and Battalion Chief James Ludden.

Walt moved to go back into open session at 7:34pm.

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

Informational purpose only.

Walt moved to adjourn at 7:36 pm.

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

Approved by:

Trevor Crist

Darrell Decker

Derek Fraley

Walt Newman

BATTLEFIELD FIRE PROTECTION DISTRICT

March Board Report

April 15, 2019 thru May 14, 2019



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| A. | Administration
1. Swearing-In for FF Crews and BC Ludden on 4/9/19.
2. B-Shift Staff Meeting on 4/15/19.
3. Conducted Command Staff Meeting on 5/6/19.
4. Participated in MOFAD Committee meeting on 5/9/19.
5. Hosted BFPD Auxiliary Meeting on 5/8/19.
6. Staff attended Queen City Chiefs Association on 5/9/19.
7. In April and May, participated in Sunrise Rotary, YMCA Board, and Red Cross.
8. Working with Bookkeeper to evaluate Secretarial processes.
9. Attended Battlefield Board of Alderman Meeting.
10. Submitted Audit to Lender's and State Auditor. |
| B. | Operations
1. Calls for Service: 1,033 YTD
2. Provided Assistance to Ozark and L/R Fire Districts Following 4/30/19 Tornadoes.
3. Promoted Chase Smith to Company Officer on 5/3/19.
4. Conducted SCBA Function Testing on 4/23-24/19.
5. Special Operations Trailer Placed In-Service. |
| C. | Training
1. Hosted Hands-On Training for SW MO Female Firefighters Conference on 4/26-27/19.
2. Provided Reserve Engine for OTC Live Burns throughout April.
3. Recruit Academy Progressing with Graduation Scheduled for 5/28/19. |
| D. | Community Risk Reduction
1. CRR Committee Meeting on 5/5/19
2. Hosted Car Seat Event with Safekids on 4/20/19.
3. Supported Easter Egg Hunt at James River on 4/20/19.
4. Provided Use of Community Room for Clover Hill HOA.
5. Met with representative from Arvest Bank on Fall Prevention Program 4/22/19
6. Attended year end fire drills at 4 Springfield Schools in our District. |
| E. | Support Services
1. Conducted Company Officer Promotional Exam with OFPD on 4/24-25/19.
2. Staff Attended Safekids Appreciation Luncheon on 5/14/19.
3. Provided Assessor for Company Officer Promotion in Rogers, AR on 5/2/19.
4. Conducted Secretary Interviews on 5/2-3/19.
5. Station 4 Extractor Completed and New Printer Purchased/Installed (Capital Purchase)
6. Brought on 8 new hires and completed HR paperwork.
7. Preparing for Staff vehicle purchase (Vehicle Replacement Plan) |