



# AGENDA

## Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, October 08, 2024**  
**5:00 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 Regular Minutes

### Financial Business

1. Payment of the bills
2. Check signing.
3. Financial statements

### Public Comments

1. Any comments must be submitted via email to [info@battlefieldfire.com](mailto:info@battlefieldfire.com) prior to 5pm on the Monday prior to meeting.

### Unfinished Business

1. Maintenance Building Project
2. Labor/Management Agreement

### New Business

1. Policy Update
2. Internet Service Provider
3. General Overview

### Closed Session

1. Discussion and possible vote concerning: Legal Matters RSMo 610.021 (1), 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: 10/4/2024 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.

A handwritten signature in black ink that reads "Sean Slusert".

Secretary for the Board



# Battlefield Fire Protection District Battlefield Volunteer Fire Department



## Minutes

### September 2024 Regular Board Meeting

**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting**

5:00 PM

**Date of Meeting:**

September 10, 2024

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 5 pm. A roll call was taken, and a quorum was established.

Board Members Present: Chairman Trevor Crist, Treasurer Mark Pon, Vice-Chair Danny Perches, and Member Scott Lambeth.

Mr. Pon moved to approve the agenda, 2<sup>nd</sup> by Mr. Perches. Motion carried.

**Approval of Last Month's Minutes:**

1. Approval of Regular Minutes-Mr. Lambeth moved to approve the Regular Meeting minutes. 2<sup>nd</sup> by Mr. Pon. Motion carried.
2. Approval of Special Minutes-Mr. Pon moved to approve the Special Meeting Minutes. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

**Financial Business:**

1. The Board addressed bills to be paid and signed checks.
2. Treasurer Mark Pon discussed the August financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,545.56. Battlefield Fire Protection District's ICS account holds \$4,972,874.78 and Money Market holds \$64,656.76.
3. Deputy Chief Reynolds briefly reviewed line items on the financials.
4. Mr. Pon moved to approve the financials 2<sup>nd</sup> by Mr. Perches. Motion carried.

**Public Comments:** None

**Unfinished Business:**

1. Maintenance Building Project
  - The board voted to permit Steven Burr, Division Chief, to sign as the "Owner" of the Agreement with the "Contractor" Richard G. Kramer, President. Mr. Lambeth moved to accept the vote. 2<sup>nd</sup> by Mr. Perches. Motion carried.

**New Business:**

4. General Overview

- Staff provided a review of their monthly reports.

**Closed Session:**

1. Information only pursuant to RSMO 610.021 (13). Closed Session. Closed Record.

Motion to go out of open session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Out of Open Session at 5:30 pm.

Motion to go into Closed Session by Mr. Pon. 2<sup>nd</sup> by Mr. Perches. Motion carried.

Into Closed Session 5:44 pm

Roll Call: Mark Pon, Trevor Crist, Scott Lambeth, and Danny Perches.

Motion to go out of Closed Session by Mr. Pon. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

Out of Closed Session: 6:33 pm

Motion to go into Open Session by Mr. Pon. 2<sup>nd</sup> by Mr. Perches. Motion carried.

Into Open Session: 6:33 pm

Roll Call: Mark Pon, Trevor Crist, Danny Perches, and Scott Lambeth.

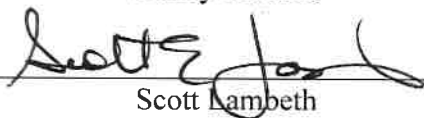
**Adjournment:**

Mr. Perches moved to adjourn at 6:34 pm.

Approved by:

  
\_\_\_\_\_  
Trevor Crist

  
\_\_\_\_\_  
Danny Perches

  
\_\_\_\_\_  
Scott Lambeth

  
\_\_\_\_\_  
Mark Pon

9:40 AM  
10/03/24  
Cash Basis

# Battlefield Volunteer Fire Department Statement of Net Assets

As of September 30, 2024  
Sep 30, 24

## ASSETS

### Current Assets

#### Checking/Savings

1050 - Oakstar Volunteer Account 5,547.61

Total Checking/Savings 5,547.61

Total Current Assets 5,547.61

**TOTAL ASSETS 5,547.61**

## LIABILITIES & Revenue

### Revenue

1110 - Retained Earnings 5,528.95

Net Revenue 18.66

Total Revenue 5,547.61

**TOTAL LIABILITIES & Revenue 5,547.61**

9:40 AM  
10/03/24  
Cash Basis

**Battlefield Volunteer Fire Department**  
**Statement of Net Activities**  
September 2024

	<u>Sep 24</u>
<b>Ordinary Revenue/Expense</b>	
<b>Revenue</b>	
4140 · Interest Revenue	2.05
<b>Total Revenue</b>	<u>2.05</u>
<b>Net Ordinary Revenue</b>	<u>2.05</u>
<b>Net Revenue</b>	<u><u>2.05</u></u>

	<u>Sep 24</u>	<u>Jan - Sep 24</u>
<b>6300 · Office/Stations</b>		
6305 · Software Expense	4,015.44	22,346.83
6315 · Accounting Fees	743.00	7,417.45
6325 · Postage/Shipping	0.00	136.00
6330 · Subscriptions/Memberships	200.00	14,814.45
6335 · Advertising/Printing/Postings	0.00	4,901.72
<b>Total 6300 · Office/Stations</b>	<u>4,958.44</u>	<u>49,616.45</u>
<b>6400 · Training</b>		
6410 · Training Classes	6,486.05	27,061.90
6415 · Equipment	0.00	88,215.20
<b>Total 6400 · Training</b>	<u>6,486.05</u>	<u>115,277.10</u>
<b>6500 · Legal</b>		
6510 · Audit Fees	0.00	5,750.00
6525 · Cafeteria Pass Thru	574.30	2,112.29
6535 · Attorney Fees	85.50	759.78
<b>Total 6500 · Legal</b>	<u>659.80</u>	<u>8,622.07</u>
<b>6600 · Salaries</b>		
6605 · District Personnel	216,178.10	1,970,083.61
6610 · Board of Directors		
6612 · Chaplain Expense	31.26	426.59
6610 · Board of Directors - Other	533.33	6,366.61
<b>Total 6610 · Board of Directors</b>	<u>564.59</u>	<u>6,793.20</u>
6620 · Employer Payroll Taxes	2,992.88	27,371.04
6625 · Lagers	42,753.72	386,412.97
6635 · Uniforms	110.25	7,753.25
6640 · 457 Pass Thru	0.00	4,050.20
6655 · Expense Account	0.00	500.68
6665 · Special Overtime	700.46	20,576.30
6668 · Union Dues Passthrough	0.00	989.76
6675 · Background Check	50.88	205.74
<b>Total 6600 · Salaries</b>	<u>263,350.88</u>	<u>2,424,736.75</u>
<b>6700 · Medical</b>		
6710 · Employee Physicals/POET	23,583.19	24,275.01
<b>Total 6700 · Medical</b>	<u>23,583.19</u>	<u>24,275.01</u>
<b>6750 · Utilities</b>		
6755 · Water	120.34	1,114.91
6760 · Sanitation	776.65	3,839.04
6765 · Sewer	0.00	1,556.96
6770 · Electric/Gas	3,529.68	26,775.65
6775 · Internet/Phones/Cable	2,192.81	13,891.56
<b>Total 6750 · Utilities</b>	<u>6,619.48</u>	<u>47,178.12</u>
<b>6800 · Supplies</b>		
6810 · Public Relations/Outreach	202.53	48,325.45
6815 · Logo Imprinted Supplies	0.00	16.00

**Battlefield Fire Protection District**  
**Statement of Cash Flows**  
September 2024

9:48 AM

Cash Basis

	<u>Sep 24</u>	<u>Aug 24</u>	<u>% Change</u>
<b>Revenue</b>			
<b>4000 · Revenue</b>			
4005 · Tax Revenue	18,216.16	23,426.37	-22.24%
4010 · Tax Interest Revenue	3,954.05	4,411.64	-10.37%
4050 · Miscellaneous Revenue	18,462.66	723.70	2,451.15%
4060 · Interest Revenue	18,266.22	21,843.85	-16.38%
<b>Total 4000 · Revenue</b>	<u>58,899.09</u>	<u>50,405.56</u>	<u>16.85%</u>
<b>Total Revenue</b>	<u>58,899.09</u>	<u>50,405.56</u>	<u>16.85%</u>
<b>Gross Profit</b>	58,899.09	50,405.56	16.85%
<b>Expense</b>			
<b>5000 · Capital Expense</b>			
5015 · Uniforms/PPE/Bunker Gear	410.76	0.00	100.0%
5030 · Information Technology	63.42	599.00	-89.41%
5040 · Firefighting/EMS	613.09	344,504.24	-99.82%
5052 · Fitness Equipment	39.99	0.00	100.0%
<b>Total 5000 · Capital Expense</b>	<u>1,127.26</u>	<u>345,103.24</u>	<u>-99.67%</u>
<b>6000 · Communications</b>			
6003 · MDT/Cell Phones	1,217.29	1,058.66	14.98%
6020 · Managed IT Service	780.22	780.22	0.0%
<b>Total 6000 · Communications</b>	<u>1,997.51</u>	<u>1,838.88</u>	<u>8.63%</u>
<b>6100 · Insurance</b>			
6110 · Workman's Compensation	14,226.88	14,226.88	0.0%
6115 · Commercial & Property	31,126.00	500.00	6,125.2%
6120 · Medical, Dental, Vision	25,271.84	23,884.13	5.81%
6125 · FFAM Dues	0.00	220.00	-100.0%
<b>Total 6100 · Insurance</b>	<u>70,624.72</u>	<u>38,831.01</u>	<u>81.88%</u>
<b>6200 · Maintenance &amp; Repairs</b>			
6205 · Gas/Diesel	3,594.72	3,718.13	-3.32%
6210 · Apparatus Repair	2,383.04	4,546.81	-47.59%
6215 · Stations & Buildings	729.30	1,065.74	-31.57%
6235 · Headquarters Maintenance	1,282.00	1,209.00	6.04%
6250 · Ground/Aerial Ladder Testing	2,713.00	0.00	100.0%
6255 · Maintenance Shop Equipment	9.99	1,040.35	-99.04%
<b>Total 6200 · Maintenance &amp; Repairs</b>	<u>10,712.05</u>	<u>11,580.03</u>	<u>-7.5%</u>
<b>6300 · Office/Stations</b>			
6305 · Software Expense	4,015.44	0.00	100.0%
6315 · Accounting Fees	743.00	742.00	0.14%
6330 · Subscriptions/Memberships	200.00	1,200.00	-83.33%
6335 · Advertising/Printing/Postings	0.00	438.83	-100.0%
<b>Total 6300 · Office/Stations</b>	<u>4,958.44</u>	<u>2,380.83</u>	<u>108.27%</u>
<b>6400 · Training</b>			

**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of September 30, 2024

9:47 AM  
10/03/2024  
Cash Basis  
Sep 30, 24

**ASSETS**

Current Assets

Checking/Savings

1000 · OakStar - ICS	4,594,220.28
1005 · OakStar - Money Market	64,904.96
1025 · Oakstar - Operating	112,391.47
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-2,783,982.00

Total Checking/Savings 1,987,666.37

Total Current Assets 1,987,666.37

Fixed Assets

1505 · Office Equipment	976.80
1508 · Vehicles	47,868.00

Total Fixed Assets 48,844.80

**TOTAL ASSETS** **2,036,511.17**

**LIABILITIES & Revenue**

Revenue

3200 · Fund Balances

3100 · Restricted Fund - Operating	-1,000,000.00
3120 · Restricted Fund-Emergency Equip	-839,576.00
3140 · Restricted Fund - Bldg Reserve	-944,406.00
3200 · Fund Balances	2,487,239.86

Total 3200 · Unrestricted Fund Balances -296,742.14

32000 · Retained Earnings 325,036.47

Net Revenue 2,008,216.84

Total Revenue 2,036,511.17

**TOTAL LIABILITIES & Revenue** **2,036,511.17**

**Battlefield Fire Protection District  
Profit & Loss Budget Performance  
Sept 2024**

	Annual Budget	Sept 24	% Received	Jan-Sept YTD	% Received YTD	Revenue Actual Expected	Revenue Budget Expected
<b>6200 - Maintenance &amp; Repairs</b>							
6205 - Gas/Diesel	52,000.00	3,594.72	6.91%	32,853.76	63.18%	19,146.24	
6210 - Apparatus Repair	50,000.00	2,383.04	4.77%	27,836.06	55.67%	22,163.94	
6215 - Stations & Buildings	55,000.00	729.30	1.33%	25,438.19	46.25%	29,561.81	
6220 - Lawn Maintenance	10,500.00	0.00	0.00%	5,996.80	57.11%	4,503.20	
6225 - Equipment Maintenance	7,000.00	0.00	0.00%	4,358.78	62.27%	2,641.22	
6235 - Headquarters Maintenance	15,000.00	1,282.00	8.55%	11,088.00	73.92%	3,912.00	
6250 - Ground/Aerial Ladder Testing	2,000.00	2,713.00	135.65%	2,713.00	135.65%	-713.00	10/8/2024
6255 - Maintenance Shop Equipment	1,750.00	9.99	0.57%	1,371.63	78.38%	378.37	
6280 - SCBA Flow Testing	5,000.00	0.00	0.00%	2,035.00	40.70%	2,965.00	
<b>Total 6200 - Maintenance &amp; Repairs</b>	<b>198,250.00</b>	<b>10,712.05</b>	<b>5.40%</b>	<b>113,691.22</b>	<b>57.35%</b>	<b>84,558.78</b>	
<b>6300 - Office/Stations</b>							
6305 - Software Expense	36,040.00	4,015.44	11.14%	22,346.83	62.01%	13,693.17	
6315 - Accounting Fees	9,400.00	743.00	7.90%	7,417.45	78.91%	1,982.55	
6325 - Postage/Shipping	700.00	0.00	0.00%	136.00	19.43%	564.00	
6330 - Subscriptions/Memberships	17,500.00	200.00	1.14%	14,814.45	84.65%	2,685.55	
6335 - Advertising/Printing/Postings	1,000.00	0.00	0.00%	4,901.72	490.17%	-3,901.72	4/9/2024
<b>Total 6300 - Office/Stations</b>	<b>64,640.00</b>	<b>4,958.44</b>	<b>7.67%</b>	<b>49,616.45</b>	<b>76.76%</b>	<b>15,023.55</b>	
<b>6400 - Training</b>							
	<b>Annual Budget</b>	<b>Sept 24</b>	<b>%Budget Used in Sept</b>	<b>Jan-Sept YTD</b>	<b>%Budget Used YTD</b>	<b>Balance Available</b>	
6410 - Training Classes	51,200.00	6,486.05	12.67%	27,061.90	52.86%	24,138.10	
6415 - Equipment	100,000.00	0.00	0.00%	88,215.20	88.22%	11,784.80	
<b>Total 6400 - Training</b>	<b>151,200.00</b>	<b>6,486.05</b>	<b>4.29%</b>	<b>115,277.10</b>	<b>76.24%</b>	<b>35,922.90</b>	

**Battlefield Fire Protection District  
Profit & Loss Budget Performance  
Sept 2024**

	Annual Budget	Sept 24	% Received	Jan-Sept YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6750 - Utilities</b>							
6755 - Water	2,000.00	120.34	6.02%	1,114.91	55.75%	885.09	
6760 - Sanitation	3,250.00	776.65	23.90%	3,839.04	118.12%	-589.04	10/8/2024
6765 - Sewer	3,000.00	0.00	0.00%	1,556.96	51.90%	1,443.04	
6770 - Electric/Gas	35,000.00	3,529.68	10.08%	26,775.65	76.50%	8,224.35	
6775 - Internet/Phones/Cable	14,300.00	2,192.81	15.33%	13,891.56	97.14%	408.44	
<b>Total 6750 - Utilities</b>	<b>57,550.00</b>	<b>6,619.48</b>	<b>11.50%</b>	<b>47,178.12</b>	<b>81.98%</b>	<b>10,371.88</b>	
<b>6800 - Supplies</b>							
6810 - Public Relations/Outreach	53,616.00	202.53	0.38%	48,325.45	90.13%	5,290.55	
6815 - Logo Imprinted Supplies	3,000.00	0.00	0.00%	16.00	0.53%	2,984.00	
6820 - Fire & EMS Expendables	5,000.00	0.00	0.00%	4,936.87	98.74%	63.13	
6830 - Janitorial Supplies	3,000.00	805.26	26.84%	3,843.94	128.13%	-843.94	9/10/2024
6835 - Stations/Buildings Supplies	9,500.00	97.35	1.02%	4,057.05	42.71%	5,442.95	
<b>Total 6800 - Supplies</b>	<b>74,116.00</b>	<b>1,105.14</b>	<b>1.49%</b>	<b>61,179.31</b>	<b>82.55%</b>	<b>12,936.69</b>	
<b>6850 - Property Improvements</b>							
6860 - Stations/Buildings	800,000.00	0.00	0.00%	106,520.95	13.32%	693,479.05	
<b>Total 6850 - Property Improvements</b>	<b>800,000.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>106,520.95</b>	<b>13.32%</b>	<b>693,479.05</b>	
<b>Total Expense</b>	<b>6,386,279.02</b>	<b>391,224.52</b>	<b>6.13%</b>	<b>3,907,722.45</b>	<b>61.19%</b>	<b>2,459,631.30</b>	
<b>Net Revenue</b>	<b>3,673.98</b>	<b>-332,325.43</b>	<b>-9045.38%</b>	<b>2,008,216.84</b>	<b>54660.53%</b>	<b>-1,645,356.99</b>	
<b>Total Budget Amount</b>						<b>2,459,631.30</b>	

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
391,224.52	3,907,722.45

<b>Restricted Funds</b>	
Operating Reserve	1,000,000.00
Emergency Equipment Reserve	839,576.00
Building Reserve	944,406.00
<b>Total Contingency Fund</b>	<b>2,783,982.00</b>



PALMERTON & PARRISH, INC.

4168 W. KEARNEY ST.  
SPRINGFIELD, MO 65803  
Ph: (417) 864-6000  
[www.ppimo.com](http://www.ppimo.com)

### PROFESSIONAL SERVICES AGREEMENT

Palmerton & Parrish, Inc. (PPI) is pleased to provide the services described below. This is an AGREEMENT to authorize the work requested and confirm the TERMS AND CONDITIONS under which these services are to be provided.

Client Name	Battlefield Fire Protection District	Project Name	New Maintenance
Client Representative	Mr. Steve Burr, Division Chief of Training		Facility
Client Address	4117 W. 2 <sup>nd</sup> Street Battlefield, Missouri 65619	Project Location	4117 2 <sup>nd</sup> Street Battlefield, Missouri
Client Phone			
Client Email		Project Number	

#### Additional Information

Report Transmittal Instructions:  
[email(s) for distribution list]

Invoice Transmittal Instructions:  
[email(s) for invoice(s); hard copy requested, etc.]

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### TERMS & CONDITIONS

#### SCOPE OF WORK

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Concrete Testing              | <input type="checkbox"/> Ground Penetrating Radar (GPR)       |
| <input checked="" type="checkbox"/> Soil & Aggregate Testing      | <input type="checkbox"/> Fire-Proofing                        |
| <input checked="" type="checkbox"/> Footing Observation           | <input type="checkbox"/> Special Inspections                  |
| <input checked="" type="checkbox"/> Reinforcing Steel Observation | <input type="checkbox"/> Geotechnical Field Drilling Services |
| <input type="checkbox"/> Masonry Observation & Testing            | <input type="checkbox"/> Vacuum Excavation                    |
| <input type="checkbox"/> Asphalt Testing                          | <input type="checkbox"/> Moisture Detection Kits              |
| <input checked="" type="checkbox"/> Structural Steel Observation  | <input type="checkbox"/> Concrete/Asphalt Coring & Testing    |

#### ADDITIONAL DETAILS / SPECIAL TERMS

None.

#### COMPENSATION

- Lump Sum, AMOUNT:  
 Time and Materials, Unit Fees (See Page 4)

#### PAYMENT TERMS

PPI shall present monthly invoices for services and Client shall pay the full amount thereof within thirty (30) days after presentation. Any charges held to be in dispute by Client shall be identified in writing to PPI within ten (10) days after presentation of PPI's invoice or shall be paid in full per the terms of this Agreement. If payment in full is not received per the terms of this Agreement, PPI shall have the right to suspend services and withhold all documents until payment is received and apply a 5% delinquency charge on the unpaid balance from the date of the invoice. Payment of such charge shall not excuse the default in payment or terminate the unperformed portion of this Agreement. *Payment to PPI shall NOT be withheld, postponed, or made contingent on the construction, completion or success of the Project(s) or made contingent upon Client receiving payment or reimbursement from Project Owner, Contractor, or any other source.*



### **OWNERSHIP OF DOCUMENTS**

All documents prepared or furnished by PPI pursuant to this Agreement are instruments of PPI's professional service, and PPI shall retain ownership and property interest therein, including all copyrights. Upon payment in full for services rendered, PPI grants Client a license to use instruments of PPI's professional service for the purpose of constructing, occupying, or maintaining the Project. Reuse or modification of any such documents by Client, without PPI's written permission, or use of documents after termination, shall be at Client's sole risk, and Client agrees to indemnify, defend, and hold PPI harmless from all claims, damages, and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

### **DISCLAIMER OF THIRD PARTY RELIANCE**

Nothing contained in this Agreement shall create a contractual relationship or a cause of action in favor of a third party against either the Client or PPI.

### **DISPUTE RESOLUTION**

Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to a meet-and-confer session as a condition precedent to mediation.

Client and PPI shall endeavor to resolve claims, disputes, and other matters in question during the meet-and-confer session. The meet-and-confer session shall be attended by Client and PPI or their authorized representatives who shall have the authority to bind the parties. The meet-and-confer session shall take place within thirty (30) days after a request by either party, unless the parties mutually agree otherwise. Prior to the meet-and-confer session, the parties shall exchange relevant information that will assist in resolving the claim, dispute, or controversy.

If the parties reach a mutually acceptable resolution, they shall prepare appropriate documentation memorializing the resolution. If the parties cannot reach a mutually acceptable resolution, they shall proceed to mediation as a condition precedent to binding dispute resolution. If the parties do not resolve a dispute through mediation, the parties shall mutually agree on a method of binding dispute resolution, either litigation in a court of competent jurisdiction or arbitration.

### **INSURANCE**

PPI maintains insurance, which PPI deems to be adequate. Certificates of Insurance evidencing such coverage will be provided, if requested.

### **GOVERNING LAW**

The Agreement shall be governed by the Laws of the State of Missouri.

### **TIMELY NOTICE FOR CMT SERVICES**

It is the responsibility of the Client or for the Client to direct the Contractor to provide timely notice to PPI of readiness for inspection and testing services.

Client shall indemnify and hold PPI and its subconsultants harmless from and against damages, losses, and judgments arising from claims by Client or any third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, related to the services or activities PPI did not provide or in which PPI did not participate, for reasons including but not limited to, the lack of notification of readiness for services or Client direction to reduce services.

### **CONSTRUCTION RESPONSIBILITIES**

Client understands and acknowledges that: (1) PPI has no control over, charge of, or responsibility for construction activities or jobsite safety on the Project; (2) Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences and procedures, jobsite safety, and security; and (3) PPI shall not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents.

# Organizational Structure

## 200.1 PURPOSE AND SCOPE

Discretionary **MODIFIED**

The purpose of this policy is to establish the organizational structure of the Battlefield Fire Protection District. This policy also provides guidance regarding the District's reporting process through the chain of command.

## 200.2 POLICY

Discretionary

It is the policy of the Battlefield Fire Protection District to organize its resources in a manner that allows for effective and efficient service delivery to the public. To ensure effective organizational communication, members should generally adhere to the established chain of command unless there is a good faith and reasonable basis for utilizing an alternate channel of communication.

## 200.3 DIVISIONS

Discretionary **MODIFIED**

The Fire Chief is responsible for managing the Battlefield Fire Protection District. The following Divisions make up the Battlefield Fire Protection District:

- Administration & Support Services Division
- Operations Division
- Training Division

### 200.3.1 ADMINISTRATION & SUPPORT SERVICES DIVISION

Discretionary **MODIFIED**

The Administration & Support Services Division is directed by a Division Chief. The Division Chief of Administration and Support Services assists in the preparation and coordination of the District's budget as it relates to their division. This division provides administrative support to the Fire Chief; manages information technology systems and payroll and benefit functions; collects and maintains District personnel records; oversees the District's Community Risk Reduction Program; manages District administrative and support personnel; manages District safety and workers compensation programs; and reviews, prepares and presents staff reports related to their division..

It is the responsibility of the Administration Division Chief to prepare and maintain a current organizational chart.

### 200.3.2 OPERATIONS DIVISION

Discretionary **MODIFIED**

The Operations Division is directed by a Deputy Chief. The Operations Division assists in the preparation and coordination of district budget; acts as liaison with the Administration regarding recruitment, promotion, and performance appraisals; acts as a liaison with local law enforcement;

# Battlefield Fire Protection District

## Policy Manual

### Organizational Structure

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memorandum or recommendation should be stopped in the chain of command before it reaches its intended destination/officer.

Other than the exceptions set forth below, no member of the Battlefield Fire Protection District shall initiate contact with any member of the governing board or with any other local, regional, state or federal official regarding any matter affecting the Battlefield Fire Protection District without having first informed the Fire Chief through the chain of command.

#### 200.6 DIRECTIVES AND ORDERS

Best Practice MODIFIED

Members shall comply with lawful directives and orders from any district supervisor or person in a position of authority, absent a reasonable and bona fide justification.

A member who believes any written or verbal order to be unlawful or in conflict with another order shall:

- (a) Immediately inform the supervisor issuing the order, and also the member's immediate supervisor or the Fire Chief, of the conflict or error of the order.
- (b) Provide details explaining the grounds for believing there is a conflict or error.
- (c) Request clarification, guidance and direction regarding following the order.
- (d) Request the order in writing, absent exigent circumstances, should the conflict or perceived error be unresolved.
- (e) Respectfully inform the supervisor that he/she intends to disobey what he/she reasonably believes to be a conflicting or unlawful order.

A member's decision to disobey an order that he/she believes to be unlawful is not a bar to discipline should the order be determined as lawful.

#### 200.7 ALTERNATE CHANNELS OF COMMUNICATION

Best Practice MODIFIED

All members shall endeavor to keep their supervisors informed of any matters that may affect the safety, welfare or operations of the District.

As a general matter, any concern about a workplace situation should first be raised with the member's immediate supervisor. It is recognized, however, that there may be occasions where the use of the established chain of command may not be appropriate. If an issue is of a personal nature, involves a sensitive matter, is of significant importance to the District or involves other members or supervisors, the member may consult directly with the Deputy Fire Chief, the Fire Chief or a representative of the Administration.

All members are free to make or prepare to make, in good faith, any complaint that identifies ethical or legal violations, including fraud, waste, abuse of authority, gross mismanagement, violations of the law or practices that may pose a threat to the health, safety and security of the

## Post-Incident Analysis

### 206.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish a uniform Post-Incident Analysis (PIA) to identify strengths and weaknesses within the District. This policy describes the various types of PIA that can be used in the evaluation of district performance. A PIA may also be used to identify equipment needs, staffing deficiencies and training needs. The information collected during the PIA process also may be useful in justifying future funding requests for equipment, personnel and/or training.

### 206.2 POLICY

Best Practice MODIFIED

The PIA is a valuable tool to improve the overall operations of the fire service. It is the policy of this district to use the PIA as a tool for Incident Commanders (ICs), Battalion Chiefs, and command staff to identify areas of strength and weakness within the District on an incident-by-incident basis, for the purpose of continuous improvement.

The PIA may additionally be utilized in district-wide training to communicate continuous improvement of emergency scene operations and fireground safety.

#### 206.2.1 RESPONSIBILITIES

Best Practice MODIFIED

The ICs, Battalion Chiefs, and command staff have shared responsibility for the overall effectiveness of the PIA process.

The IC should informally analyze every incident to improve personnel, unit, and system performance. After every major incident or special event, the IC should develop a PIA to determine strengths, weaknesses and lessons learned about the incident operation.

Anyone may request a PIA of a particular incident. Any PIA requests must be made through the chain of command.

Any significant safety issue that is identified in the PIA should be addressed immediately, if it was not already resolved prior to the PIA being completed. If appropriate, a report should be sent to the International Association of Fire Chiefs (IAFC) Near-Miss Reporting System on any significant safety issues.

### 206.3 POST-INCIDENT ANALYSIS

Best Practice

A PIA should be completed within 30 days of an incident and may result in recommendations for changes to procedures, staffing, equipment use, policy and/or training to better enable the District to serve the community.

# Battlefield Fire Protection District

## Policy Manual

### *Post-Incident Analysis*

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#### 206.4.2 INFORMAL PIA

**Best Practice**

An informal PIA is used following smaller multi-company incidents, such as structure fires, medical incidents or special operations incidents. The IC or a designated representative should arrange for and conduct the informal analysis.

#### 206.4.3 COMPANY-LEVEL PIA

**Best Practice**

A company-level PIA is highly encouraged and should be a standard communication tool for all Captains. It is appropriate for significant incidents involving single companies as well as multiple-company stations where more than one company participated in the incident.

Company-level analysis promotes unity and teamwork, enhances communication, improves company performance and is a useful tool for evaluating the health and welfare of crew members following certain traumatic incidents. A company-level PIA can take place while at the fire station or any location that provides privacy.

#### 206.4.4 FORMAL PIA

**Best Practice** **MODIFIED**

- (a) A formal PIA should be conducted following all:
  - 1. Multiple-alarm structure fires.
  - 2. Multiple-alarm brush fires.
  - 3. Multiple-alarm Emergency Medical Services (EMS) incidents.
  - 4. Multiple-alarm special operations incidents.
  - 5. Major disaster drills.
  - 6. Unusual incidents identified by the IC or other staff officers.
- (b) A formal PIA should be considered for:
  - 1. A building fire in which three or more rooms are severely damaged by fire, or where unusual extinguishment problems existed.
  - 2. Any incident in which an unusual event occurs (e.g., explosion, collapse).
  - 3. Any fire resulting in a fatality.
  - 4. Any fire resulting in injury to firefighters that is serious enough to require transport to a medical facility.
  - 5. Any "close call" incident where firefighters could have been injured.
  - 6. Any hazardous materials incident with multi-company involvement.
  - 7. Any specialty rescue operation with multi-company involvement.
  - 8. Any incident, at the IC's discretion or at the request of a Captain.
- (c) The Training Division is responsible for scheduling and facilitating the presentation of all formal PIAs. This will include:

## Tactical Withdrawal

### 308.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

### 308.2 POLICY

**Best Practice**

The Battlefield Fire Protection District is committed to the safety of its members. It is the policy of the Battlefield Fire Protection District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

### 308.3 THREAT ASSESSMENT

**Best Practice** **MODIFIED**

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events, and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

# Battlefield Fire Protection District

## Policy Manual

### *Tactical Withdrawal*

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- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.
- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Dispatch should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

### **308.5 PATIENT CARE CONSIDERATIONS**

#### **Best Practice**

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

# Wildland Firefighting

## 321.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidance for wildland firefighting incidents.

## 321.2 POLICY

Best Practice

It is the policy of the Battlefield Fire Protection District to provide wildland fire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The District will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

## 321.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Best Practice MODIFIED

Whenever a wildland fire event occurs in the jurisdiction of the Battlefield Fire Protection District, it is the responsibility of the Incident Commander (IC) to assess the potential for the fire to extend into either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the IC shall immediately notify the Missouri Department of Conservation, the U.S. Forest Service (USFS) or other federal agencies having jurisdiction of the incident. The IC shall also send notification up the chain of command to the on-duty Battalion Chief, the Operations Division Deputy Fire Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Battlefield Fire Protection District it is also the responsibility of the IC to assess the potential for the fire to involve areas in bordering jurisdictions. If the IC determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Dispatch to notify the appropriate jurisdictions.

## 321.4 BOARD APPROVAL

Agency Content

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Battlefield Fire Protection District

## Policy Manual

### *Active Shooter and Other Violent Incidents*

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- (h) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (i) Identification of which personnel will need additional personal protective equipment (PPE) and what training will be needed for the use of such equipment.
- (j) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Battlefield Fire Protection District's plan annually and make any necessary updates.

#### **324.4 FIRST RESPONDERS**

**Best Practice** **MODIFIED**

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine an appropriate place to park their vehicles to ensure egress routes are open and protected.
- (b) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work with law enforcement on-scene to develop a plan for victims with life-threatening injuries.
- (c) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (d) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (e) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
  - 1. Rapid extraction to safety and transport is paramount.
- (f) Coordinate transport of patients to definitive care outside the area of imminent threat.
- (g) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.

#### **324.5 TRAINING**

**Best Practice** **MODIFIED**

The AS/VI plan manager should coordinate with the Division Chief of Training so that members are provided with AS/VI training. The training should include:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.

# Line-of-Duty Death and Serious Injury Investigations

## 329.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death, documenting of the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

## 329.2 POLICY

Best Practice MODIFIED

It is the policy of the Battlefield Fire Protection District to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions or litigation resulting from the event. An investigation into the circumstances causing, or leading up to, the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire, incident, or event.

The District may request and utilize external resources to assist, shadow, or lead the investigation. These resources may include:

- The Missouri Department of Transportation (MODOT)
- The Missouri State Fire Marshal
- Greene County Arson Task Force
- Local law enforcement
- Area fire department officials
- Missouri Department of Labor and Industrial Relations

In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command to facilitate the needs and activities of the investigation.

## 329.3 PROCEDURE

Best Practice MODIFIED

As soon as practicable after a serious injury or line-of-duty death has occurred, the Fire Chief or the authorized designee shall assign an investigation team to conduct an investigation into the circumstances of the event.

- (a) A supervisor designated by the Fire Chief should function as the team leader and direct the investigation of the line-of-duty death or serious injury. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Battlefield Fire Protection District shall give their full and complete cooperation to the investigation team.

# Battlefield Fire Protection District

## Policy Manual

### *Line-of-Duty Death and Serious Injury Investigations*

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- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire Prevention to avoid interference with any criminal investigation.
- (i) Activate the District or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

#### 329.4.2 DOCUMENTATION

**Best Practice** **MODIFIED**

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine, and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
  - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
  - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
  - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

#### 329.5 FINAL REPORT

**Best Practice**

The investigation team should present the final report to the Fire Chief. The Fire Chief should determine the schedule and method of presentation of the final report.

#### 329.6 BOARD APPROVAL

**Agency Content**

This policy was approved by the Battlefield Fire Protection District Board of Directors on

# Battlefield Fire Protection District

## Policy Manual

### *Ride-Along Program*

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- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

#### 331.3.2 AVAILABILITY

Discretionary MODIFIED

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Deputy Fire Chief. Exceptions to this schedule may be made as approved by the Fire Chief,.

#### 331.3.3 SUITABLE ATTIRE

Discretionary MODIFIED

Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Deputy Fire Chief or Captain may refuse a ride-along to anyone not properly dressed.

#### 331.4 FIREFIGHTER RIDE-ALONGS

Discretionary MODIFIED

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Deputy Fire Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

#### 331.5 CAPTAIN RESPONSIBILITIES

Discretionary

The Captain shall advise the on-duty Battalion Chief that a ride-along is present in the fire apparatus before going into service. Captains shall consider the safety of the ride-along at all times. Captains should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

#### 331.6 CONTROL OF RIDE-ALONG

Discretionary

The Captain shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

- (a) The ride-along will follow the lawful directions of any district member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.

## Attachments

EXHIBIT 5 – RIDE ALONG WAIVER

In consideration of receiving permission from the Battlefield Fire Protection District to enter upon its premises, and to accompany its employees, while engaged in their assigned duties, including emergency and non-emergency alarm responses, I (print your name) \_\_\_\_\_ hereby releases the Battlefield Fire Protection District and its agents and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss or damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon these premises, vehicles, or equipment, under the control or supervision of the Battlefield Fire Protection District, or in route to or from premises of the Battlefield Fire Protection District or other premises at or around a site of an emergency or non-emergency alarm response.

The undersigned being duly aware of the risk and hazards, including but not limited to physical, physiological and emotional hazards, inherent upon entering said premises and/or in participating or accompanying its employees on emergency or non-emergency alarm responses, hereby elects voluntarily to enter upon said premises, knowing their present condition, and knowing that said condition may become more hazardous and dangerous during the time the undersigned is upon premises or accompanying its employees on its alarm responses, and further knowing they may witness severe injury to, or the death of human beings. The undersigned hereby voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises, or accompanying the District's employees upon their assigned duties. This release shall be binding upon the distributes, heirs, next of kin, executors, administrators, personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents:

- a) The undersigned has read the foregoing release, and understands it, and signs it voluntarily:
- b) The undersigned is over eighteen (18) years of age and of sound mind; or the undersigned is below eighteen (18) years of age and the witness, is signed by a parent or legal guardian.
- c) The undersigned is not an agent, servant or employee of the Battlefield Fire Protection District or any of the agents, officers, servants, or employee of the Battlefield Fire Protection District.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

# Battlefield Fire Protection District

## Policy Manual

### *Vehicle and Apparatus Inspections, Testing, Repair and Maintenance*

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apparatus manufacturer's recommendations. The District daily inspection list shall be approved by the Fire Chief.

When an apparatus becomes inoperative or in need of a repair that affects safe operation, the Captain shall be immediately notified. Based on the determination of the Captain, if the apparatus cannot be used in a safe manner, it shall be immediately removed from service.

An apparatus shall be considered unsafe and placed out of service if deficiencies are detected in one or more of the following areas:

- Brake system
- Cab and/or body mounting
- Steering
- Door latches
- Suspension
- Seat belts
- Wheels or tires
- Windshield, windshield wipers or defroster
- Throttle
- Transmission or driveline

Other deficiencies may or may not require an apparatus to be placed out of service. Any safety-related deficiency that does not require the apparatus to be taken out of service shall be repaired as quickly as possible.

#### 700.3.2 STAFF VEHICLE DAILY INSPECTIONS

##### **Best Practice**

Members who are assigned staff vehicles should be responsible for the inspection and daily maintenance of their assigned vehicles. Daily maintenance should include checking and maintaining engine and transmission fluids, checking and maintaining tire inflation pressure, monitoring tire wear and any other inspection needed to ensure the safe operation of the vehicle.

Any vehicle issues discovered during inspection should be promptly addressed. When a vehicle becomes inoperative or in need of a repair that affects the safe operation of the vehicle, it should be immediately removed from service for repair.

#### 700.3.3 MONTHLY INSPECTIONS

##### **Best Practice** **MODIFIED**

Members also are responsible for completing a monthly inspection and equipment inventory for each assigned apparatus and vehicle and documenting it on the appropriate inspection form. When completed, the appropriate form or documentation should be completed and reviewed by the member's chain of command.

# Performance Evaluations

## 1011.1 PURPOSE AND SCOPE

Discretionary

The purpose of this policy is to detail the Battlefield Fire Protection District performance evaluation system, which is used to record work performance for both the District and the employee, giving recognition for good work and providing a guide for improvement where needed. The employee performance evaluation report is a gauge in measuring performance and is used for making personnel decisions relating to merit increase, promotion, reassignment, discipline, demotion and termination. The report also provides a guide for mutual work planning and review, and an opportunity to convert general impressions into a more objective history of work performance based on job standards.

## 1011.2 POLICY

Discretionary **MODIFIED**

The District evaluates employees in a nondiscriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

## 1011.3 PROCEDURE

Discretionary **MODIFIED**

All supervisors will be provided training on the completion of performance evaluations.

Each evaluation will cover a specific time frame and should be based on the employee's performance during that period. Evaluations are based on observed or documented behavior. If a supervisor becomes aware of or witnesses either outstanding or unsatisfactory performance by an employee, the performance should be noted and a conversation between the employee and the supervisor should take place as soon as practicable after the performance is noted. This conversation is to immediately reinforce outstanding behavior or correct and counsel unsatisfactory behavior. The supervisor should create documentation of the performance, and the follow-up conversation, and use this documentation at the next evaluation period.

At the beginning of the rating period, each supervisor should discuss the tasks of the position, the standards of performance expected, and the evaluation rating criteria with each employee. When a non-probationary employee's job performance falls below the established standards of the job, the supervisor should, as soon as practicable, advise the employee in writing to provide an opportunity for the employee to improve performance. The involved employee should be provided the opportunity to initial any such writing and respond in writing if desired. Failure to meet established performance standards is justification for a needs improvement or unacceptable

# Battlefield Fire Protection District

## Policy Manual

### *Performance Evaluations*

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The performance evaluation system will utilize the following six (6) rating categories to determine overall scores of employee performance and award increases:

**N/A** - The employee was not observed for this task or it doesn't apply.

**Unacceptable** - Does not meet minimum requirements of the individual element. Deficiencies/Improvements are needed and those must be identified in the remarks fields. At a minimum, this rating requires a work improvement plan to be issued to the rated employee. Other consequences of rating an employee as Unacceptable could be up to, and including, termination.

**Needs Improvement** - Meets some or most of the requirements of the individual element. Performance does not consistently meet management expectations. Requires more than normal guidance and direction. Improvement expectations must be placed in the remarks fields. Work improvement plans, action plans, remedial training, or retraining, may be suggested in an area rated as Needs Improvement, but not required unless it serves to benefit the rated employee or for their continued employment.

**Met Standards** - Satisfactory performance. Employee meets all requirements of the individual element. Performance meets all or most and may occasionally exceed work objectives and management expectations. The employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

**Fully Successful** - The employee meets all requirements and exceeds one or several of the requirements of the individual element. Regularly, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

**Exceeds Expectations** - Superior performance. The employee consistently exceeds the performance requirements. Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are the highest quality. Assignments are accomplished exceptionally with minimal direction and are characterized by outstanding achievements seldom accomplished within the agency/institution.

### **1011.6 EVALUATION INTERVIEW**

**Discretionary** **MODIFIED**

When a supervisor has completed the preliminary evaluation, arrangements shall be made for a private discussion of the evaluation with the employee. The supervisor should discuss the results with the employee and answer any questions the employee may have. If the employee makes a valid and reasonable protest regarding any of the ratings, the supervisor may make appropriate changes to the evaluation. Areas needing improvement and goals for reaching the expected level of performance should be identified and discussed. The supervisor should also provide relevant counseling regarding advancement and training opportunities. The supervisor and employee will sign and date the evaluation. Permanent employees may also write comments in the employee comments section of the performance evaluation report.

# Battlefield Fire Protection District

## Policy Manual

### *Performance Evaluations*

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be present to verify the appraisal was discussed with the employee, and that the rated employee refused to sign the document.

Employees should always receive a copy of the completed and signed performance appraisal. Likewise, copies of any documentation from an appeal process will be attached.

#### **1011.8 RECORDS MANAGEMENT**

**Best Practice** **MODIFIED**

The original performance evaluation report should be maintained in the employee's personnel file for the tenure of the employee's employment. A copy should be provided to the employee. Access to personnel appraisal records and supporting documentation shall be limited to only the employee and those within that employee's chain of command. Access from any other person shall be limited to those provided with written authorized access by the employee and those compelled through legal or court processes. Copies of documents are allowed to be made by authorized personnel, but the original documents are not permitted to leave the building in which they are stored and can only be reviewed under supervision.

#### **1011.9 EVALUATION DISCREPANCIES AND APPEALS**

**Agency Content**

Employees are allowed to make a formal request for reconsideration of their performance evaluation rating by the next level of supervisor above the rater. The formal request must be made in writing no less than seven (7) calendar days from delivery. This request shall contain the specific categories or ratings to be reviewed, and list any evidence, incidents, or events that would warrant or support a change in the rating. The next level supervisor will have 14 days to investigate and answer the appeal, after a review of the evaluation and information submitted by the rated employee. The review findings of the next-level supervisor are final.

No appeals or reviews will be considered on annual performance appraisals submitted after December 1st of the year covered by the evaluation.

#### **1011.10 FORMS**

**Agency Content**

See attachment: BFPD Performance Rating Form - Locked.pdf

See attachment: Employee Self - Locked.pdf

#### **1011.11 BOARD APPROVAL**

**Agency Content**

This policy was approved by the Battlefield Fire Protection District Board of Directors on

## BFPD Performance Rating Form - Locked.pdf

<b>1. Name:</b>	<b>2. Supervisor's Name:</b>	<b>3. Date of Appraisal:</b>
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**10. Evaluation**

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
<b>17. Ability To Work on a Team:</b> Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of the crew/shift or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
<b>18. Consideration for Personnel/Team Welfare:</b> Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of work life concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among district requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
<b>19. Directing Others:</b> Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision: empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
<b>20. Judgment/Decisions Under Stress:</b> Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
<b>21. Initiative</b> Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decision-making.
<b>22. Attendance &amp; Punctuality:</b> Ability to show up ready to work on time, manages benefit time appropriately, volunteers or accepts additional responsibilities. <i>(attach employee time record)</i>	<input type="checkbox"/>	Routinely late for meetings or work. Demonstrates lack of respect towards others' time. Chronically uses benefit time. Complete disregard or understanding of how their attendance/punctuality impacts others. Did not participate in any extracurricular activities.	<input type="checkbox"/>	Always on time for meetings or work. Occasionally early for assignments. Balances use of benefit time and understands how it impacts others. Volunteers for assignments or extracurricular activities. Takes overtime opportunities upon request. Rarely attends training off-duty.	<input type="checkbox"/>	Always arrives at meetings or work early. Rarely uses sick time. Schedules vacation time respectfully. Serves on several committees and can be counted on to volunteer for assignments. Routinely takes overtime opportunities and attends trainings off-duty.
<b>23. Adherence to Safety:</b> Ability to invest in the district's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
<b>25. Health &amp; Wellness:</b> Ability to physically complete job assignments. Mentally prepares for task at hand. Processes stress in a healthy & productive way.	<input type="checkbox"/>	Fails to hold themselves accountable for their health. Does not participate or complete physical fitness. Processes stress in an unhealthy way. Unable to complete job function(s) in a safe manner.	<input type="checkbox"/>	Routinely works out. Has healthy methods of relieving stress. Encourages others to maintain a healthy way of life. Capable of completing all job functions in a safe manner.	<input type="checkbox"/>	Leads/mentors others in physical fitness and/or mental well-being. Holds themselves and others accountable. Processes stress in a healthy way and mentors others to do the same. Exceeds at all job functions.

**24. Rated Individual** (This rating has been discussed with me and I have been advised of the process for appeal, if warranted.):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**25. Rated by:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_ **26. Reviewed by:** Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**27. Administrative review:**  Division Chief  Deputy Chief  Fire Chief  
**PERSONNEL PERFORMANCE APPRAISAL FORM 08/2024**

**28. Certificate/Educational Review:**  
 FF 1&2  EMT-B  Inst 1  Inst 2  Ofc1  Ofc2  Inv  Insp  
 D/O  State Issued DL  CPR  Degree (list highest) \_\_\_\_\_

## Personnel Performance Appraisal Form

**Purpose:** The Personnel Performance Appraisal Form gives supervisors the opportunity to evaluate subordinates and discuss their performance. THIS FORM IS TO BE USED FOR PROBATIONARY OR ANNUAL PERFORMANCE APPRAISALS

**Preparation:** This form should be prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The appraisal will be reviewed with the subordinate, who will sign at the bottom. Annual appraisals will be proofread, delivered to the employee, and delivered to the Agency Administrator prior to December 1<sup>st</sup>, or the start of the budget planning cycle. Probationary or requested performance appraisals will be submitted to the Chief Officer of that Division no less than 10 business days after delivery to the rated employee.

**Distribution:** This form is placed in the employee's personnel file.

**Notes:**

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• 52 – 65 = 5 or &gt;80%</li> <li>• 13 - 25 = 2 or 20 - 39%</li> </ul> | <ul style="list-style-type: none"> <li>• 39 – 51 = 4 or 60 - 79%</li> </ul> | <ul style="list-style-type: none"> <li>• 26 – 38 = 3 or 40 - 59%</li> <li>• Below 13 = 1 or less than 20%</li> </ul> |
|---|---|--|
- Additional pages can be added based on individual need.
  - Use a new blank form for everyone.

Block Number	Block Title	Instructions
1	<b>Name</b>	Enter the name of the individual being rated.
2	<b>Supervisor's Name</b>	Enter the name of the individual's supervisor.
3	<b>Date of Appraisal</b>	Enter the date the form was discussed with the employee.
4	<b>Address</b>	Enter the physical address of the individual being rated. This will ensure our records match the employees'.
5	<b>Division/Station/Shift Assigned</b>	Enter the Division/Station/Shift assignment. Ex: Operations 4C OR Training
6	<b>Position Held</b>	Enter the position held (e.g. Captain, Firefighter, Administrative Assistant etc.).
7	<b>Dates appraised</b>	Enter the date(s) (month/day/year) the individual was assigned to the rater and appraised. Dates of appraisal should start from the last date from the previous appraisal.
8	<b>Performance Synopsis</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Add the total number of boxes checked in the evaluation. Do not count boxes checked as "N/A". Add the accumulative score of those boxes. Divide the accumulative score by the number of boxes scored. Check the corresponding number here. Round up for >.5. Round down for < .5
9	<b>Reason for Appraisal</b>	Check the box which best describes the reasoning the appraisal is being done. Probationary employees are appraised after 6 months of employment OR 6 months after promotion. Employees are also appraised annually. Employees may be appraised if requested by them, their supervisor, or the Chief Officer of their division.
10	<b>Evaluation</b>	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The employee was not observed for this task OR it doesn't apply.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	<b>Knowledge of the Job/ Professional Competence:</b>	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties.
12	<b>Administrative Skills &amp; Documentation</b>	Quality, quantity, timeliness, and impact of work.
13	<b>Planning/Preparedness:</b>	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision.

## Employee Self - Locked.pdf

<b>INIVATIVE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.					
<b>ATTENDANCE &amp; PUNCTUALITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to show up ready to work on time, managed benefit time appropriately, volunteers or accepts additional responsibilities.					
<b>ADHERENCE TO SAFETY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to invest in the district's future by caring for the safety of self and others.					
<b>HEALTH &amp; WELLNESS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to physically complete job assignments. Mentally prepares for task at hand. Processes stress in a healthy & productive way.					
<b>WHAT GOALS DID YOU ACCOMPLISH DURING THIS EVALUATION PERIOD?</b>					
<b>WHAT PROFESSIONAL DEVELOPMENT DO YOU HAVE PLANNED FOR THE NEXT EVALUATION PERIOD?</b>					
<b>WHAT ITEM(S) WOULD LIKE TO SEE THE DISTRICT ADDRESS?</b>					
<b>ARE YOU MAKING A POSITIVE CONTRIBUTION TO THE ORGANIZATION, AND IF SO, WHAT AREA (Pick one area: culture/crew/shift/admin/station/etc.)?</b>					
<b>Employee Signature:</b> _____			<b>Date:</b> _____		
<b>Reviewer Signature:</b> _____			<b>Date:</b> _____		
<b>Admin Review:</b> _____			<b>Date:</b> _____		
<b>Fire Chief Signature:</b> _____			<b>Date:</b> _____		



## BATTLEFIELD FIRE PROTECTION DISTRICT

[www.battlefieldfire.com](http://www.battlefieldfire.com)

4117 W. Second Street  
Battlefield, MO 65619

FAX: (417) 887-9914  
CELL: (417) 343-4504

PHONE: (417) 881-9018



- Attended SME meetings with the Division of Fire Safety to review updates to the Firefighter I and II certification program.
- Fire Prevention Month presentations for SPS and area daycares/preschools have begun and will continue throughout October.

### **Workers Compensation, Safety, and Human Resources**

- The District had one work comp claim for this period.
- Continued to monitor active work comp claims.
- Attended two meetings with CoxHealth to review work comp claims and fire service hazmat physical protocols.
- Continued working with ESCI to complete the District's strategic plan update.
- Attended two meetings of the District's Health and Wellness Committee.
- The District's annual BBQ was well attended.
- Began scheduling mental health awareness training with Serenity Psychological Services.
- Participated in the District's new "ruck test" as an alternate to the PACER test included in our Tactical Athlete training program.
- Attended the annual meeting of the Missouri Critical Illness Pool.
- Completed or reviewed numerous proposals for the 2025 budget.

### **Training – Division Chief Burr**

- Training hours for September: 2,187 hours
  - YTD Hours = 15,682 hours
    - 2023 YTD Hours = 11,841 hours
- I attended an Exercise Planning Workgroup meeting for Greene County OEM.
- The maintenance building project is underway. No equipment is on site yet, but we are working on the administrative side of the project. I expect equipment on site by the end of the month. I will have more on this at the board meeting.
- I have another contract that needs approval by the board for the maintenance project. It is for the third-party material testing. It came in under budget.
- Training on the new air packs is ongoing. I'm hopeful we will have them placed in service this month.
- I have scheduled gear fitting for this year's purchase.
- I collected budget proposals from staff. We had 21 proposals submitted. Command staff will work through these at our next staff meeting.

<b>Incident Type</b>	<b>Total Incidents</b>	<b>Percent</b>
554 - Assist invalid	1	0.63%
571 - Cover assignment, standby, moveup	1	0.63%
611 - Dispatched & canceled en route	18	11.32%
622 - No incident found on arrival at dispatch address	7	4.40%
631 - Authorized controlled burning	2	1.26%
651 - Smoke scare, odor of smoke	3	1.89%
733 - Smoke detector activation due to malfunction	4	2.52%
735 - Alarm system sounded due to malfunction	2	1.26%
743 - Smoke detector activation, no fire - unintentional	1	0.63%
744 - Detector activation, no fire - unintentional	1	0.63%
745 - Alarm system activation, no fire - unintentional	7	4.40%
746 - Carbon monoxide detector activation, no CO	1	0.63%
911 - Citizen complaint	1	0.63%

**Total Number of Incidents: 159**

**Total Number of Incident Types: 30**

2401547	09/19/24 13:43:06	09/19/2024 13:44:44	01:38
2401589	09/25/24 07:50:47	09/25/2024 07:52:24	01:37
2401487	09/08/24 13:13:18	09/08/2024 13:14:54	01:36
2401452	09/02/24 12:15:54	09/02/2024 12:17:29	01:35
2401510	09/13/24 15:34:46	09/13/2024 15:36:20	01:34
2401544	09/19/24 13:22:21	09/19/2024 13:23:55	01:34
2401491	09/08/24 20:04:39	09/08/2024 20:06:09	01:30
2401549	09/19/24 20:42:38	09/19/2024 20:44:07	01:29
2401488	09/07/24 17:01:40	09/07/2024 17:03:05	01:25
2401550	09/20/24 10:40:26	09/20/2024 10:41:47	01:21
2401522	09/14/24 12:40:02	09/14/2024 12:41:19	01:17
2401515	09/14/24 10:16:26	09/14/2024 10:17:43	01:17
2401482	09/07/24 17:32:55	09/07/2024 17:34:10	01:15
2401490	09/08/24 17:15:54	09/08/2024 17:17:09	01:15
2401511	09/13/24 16:36:18	09/13/2024 16:37:27	01:09
2401519	09/14/24 09:32:00	09/14/2024 09:33:07	01:07
2401596	09/26/24 18:50:32	09/26/2024 18:51:39	01:07
2401586	09/25/24 11:46:53	09/25/2024 11:47:59	01:06
2401450	09/01/24 14:03:42	09/01/2024 14:04:47	01:05
2401512	09/13/24 09:50:53	09/13/2024 09:51:58	01:05
2401518	09/14/24 15:30:12	09/14/2024 15:31:14	01:02
2401516	09/14/24 17:26:24	09/14/2024 17:27:25	01:01
2401509	09/13/24 14:41:55	09/13/2024 14:42:55	01:00
2401588	09/25/24 13:04:29	09/25/2024 13:05:29	01:00
2401546	09/19/24 19:40:11	09/19/2024 19:41:09	00:58
2401489	09/08/24 11:50:35	09/08/2024 11:51:31	00:56
2401590	09/25/24 11:04:35	09/25/2024 11:05:30	00:55
2401594	09/25/24 11:56:30	09/25/2024 11:57:24	00:54
2401451	09/01/24 18:06:57	09/01/2024 18:07:38	00:41
2401593	09/25/24 16:17:04	09/25/2024 16:17:43	00:39
2401587	09/25/24 12:12:32	09/25/2024 12:13:09	00:37
2401486	09/07/24 08:17:28	09/07/2024 08:17:48	00:20
2401485	09/07/24 16:30:04	09/07/2024 16:30:23	00:19
2401508	09/13/24 11:46:56	09/13/2024 11:47:08	00:12

2401469	09/04/24 13:46:29	09/04/2024 13:47:22	00:53
2401567	09/22/24 19:46:01	09/22/2024 19:46:54	00:53
2401603	09/27/24 09:53:22	09/27/2024 09:54:12	00:50
2401498	09/10/24 18:10:25	09/10/2024 18:11:13	00:48
2401529	09/16/24 18:40:15	09/16/2024 18:41:03	00:48
2401465	09/04/24 16:37:45	09/04/2024 16:38:27	00:42
2401493	09/09/24 12:23:17	09/09/2024 12:23:58	00:41
2401560	09/22/24 14:40:45	09/22/2024 14:41:24	00:39
2401525	09/15/24 10:41:56	09/15/2024 10:42:34	00:38
2401496	09/09/24 12:42:50	09/09/2024 12:43:28	00:38
2401600	09/27/24 12:16:47	09/27/2024 12:17:23	00:36
2401561	09/22/24 09:11:26	09/22/2024 09:12:02	00:36
2401497	09/09/24 11:00:12	09/09/2024 11:00:46	00:34
2401558	09/22/24 04:44:03	09/22/2024 04:44:32	00:29
2401564	09/21/24 14:36:42	09/21/2024 14:37:08	00:26
2401528	09/16/24 05:24:16	09/16/2024 05:24:42	00:26
2401467	09/04/24 11:51:18	09/04/2024 11:51:43	00:25
2401562	09/21/24 13:02:07	09/21/2024 13:02:27	00:20
2401463	09/03/24 11:25:15	09/03/2024 11:25:15	00:00
2401464	09/04/24 12:43:53	09/04/2024 12:43:53	00:00
2401527	09/16/24 12:46:18	09/16/2024 12:46:18	00:00

**Shift Average Turnout: 00:56**

C SHIFT			
Incident Number	Alarm Time	Enroute Time	Turnout Time (min:sec)
2401579	09/24/24 11:49:15	09/24/2024 11:52:54	03:39
2401542	09/18/24 21:33:10	09/18/2024 21:35:49	02:39
2401471	09/05/24 09:16:17	09/05/2024 09:18:54	02:37
2401540	09/18/24 18:33:50	09/18/2024 18:36:24	02:34
2401538	09/17/24 19:52:01	09/17/2024 19:54:27	02:26
2401501	09/12/24 06:43:04	09/12/2024 06:45:13	02:09
2401507	09/12/24 19:09:47	09/12/2024 19:11:52	02:05
2401541	09/18/24 15:09:45	09/18/2024 15:11:50	02:05

2401477	09/06/24 16:01:01	09/06/2024 16:01:49	00:48
2401576	09/23/24 15:07:20	09/23/2024 15:08:07	00:47
2401536	09/17/24 15:37:27	09/17/2024 15:38:14	00:47
2401530	09/17/24 12:10:02	09/17/2024 12:10:49	00:47
2401574	09/23/24 17:15:13	09/23/2024 17:15:38	00:25
2401503	09/12/24 07:42:31	09/12/2024 07:42:53	00:22
2401475	09/06/24 21:31:27	09/06/2024 21:31:49	00:22
2401476	09/06/24 21:33:35	09/06/2024 21:33:56	00:21
2401473	09/05/24 08:24:45	09/05/2024 08:25:01	00:16
2401604	09/29/24 07:42:44	09/29/2024 07:42:50	00:06
2401502	09/11/24 14:29:26	09/11/2024 14:29:29	00:03
2401577	09/24/24 15:00:57	09/24/2024 15:00:58	00:01
2401535	09/17/24 17:46:54	09/17/2024 17:46:55	00:01
2401580	09/24/24 13:01:50	09/24/2024 13:01:51	00:01

**Shift Average Turnout: 01:17**

Incident#	Exp #	Alarm Time	Arrival Time	Response Time
2401586	0	9/25/2024 11:46:53 AM	9/25/2024 11:47:59 AM	00:01:06

**Number of Responses UNDER 2 Minutes: 8 (10.26%)**

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2401462	0	9/4/2024 12:33:07 PM	9/4/2024 12:36:54 PM	00:03:47
2401476	0	9/6/2024 9:33:35 PM	9/6/2024 9:37:12 PM	00:03:37
2401496	0	9/9/2024 12:42:50 PM	9/9/2024 12:46:04 PM	00:03:14
2401570	0	9/23/2024 1:30:38 PM	9/23/2024 1:33:57 PM	00:03:19
2401600	0	9/27/2024 12:16:47 PM	9/27/2024 12:20:09 PM	00:03:22
2401611	0	9/30/2024 6:54:50 PM	9/30/2024 6:58:49 PM	00:03:59

**Number of Responses UNDER 4 Minutes: 14 (17.95%)**

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2401452	0	9/2/2024 12:15:54 PM	9/2/2024 12:20:50 PM	00:04:56
2401458	0	9/3/2024 7:33:58 AM	9/3/2024 7:38:38 AM	00:04:40
2401467	0	9/4/2024 11:51:18 AM	9/4/2024 11:55:42 AM	00:04:24
2401466	0	9/4/2024 1:11:57 PM	9/4/2024 1:16:50 PM	00:04:53
2401469	0	9/4/2024 1:46:29 PM	9/4/2024 1:50:54 PM	00:04:25
2401482	0	9/7/2024 5:32:55 PM	9/7/2024 5:37:38 PM	00:04:43
2401495	0	9/9/2024 9:55:12 AM	9/9/2024 9:59:24 AM	00:04:12
2401512	0	9/13/2024 9:50:53 AM	9/13/2024 9:55:38 AM	00:04:45
2401564	0	9/21/2024 2:36:42 PM	9/21/2024 2:41:25 PM	00:04:43
2401588	0	9/25/2024 1:04:29 PM	9/25/2024 1:08:30 PM	00:04:01

**Number of Responses UNDER 5 Minutes: 24 (30.77%)**

Incident#	Exp #	Alarm Time	Arrival Time	Response Time
2401555	0	9/21/2024 12:15:11 AM	9/21/2024 12:21:21 AM	00:06:10
2401562	0	9/21/2024 1:02:07 PM	9/21/2024 1:08:34 PM	00:06:27
2401560	0	9/22/2024 2:40:45 PM	9/22/2024 2:46:55 PM	00:06:10
2401575	0	9/24/2024 9:13:07 AM	9/24/2024 9:19:48 AM	00:06:41
2401597	0	9/27/2024 6:53:51 AM	9/27/2024 7:00:48 AM	00:06:57
2401598	0	9/27/2024 8:43:33 AM	9/27/2024 8:49:56 AM	00:06:23

**Number of Responses UNDER 7 Minutes: 51 (65.38%)**

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2401454	0	9/2/2024 3:24:16 AM	9/2/2024 3:31:36 AM	00:07:20
2401453	0	9/2/2024 6:15:31 PM	9/2/2024 6:22:38 PM	00:07:07
2401499	0	9/11/2024 11:59:14 AM	9/11/2024 12:07:00 PM	00:07:46
2401511	0	9/13/2024 4:36:18 PM	9/13/2024 4:43:21 PM	00:07:03
2401536	0	9/17/2024 3:37:27 PM	9/17/2024 3:44:42 PM	00:07:15
2401540	0	9/18/2024 6:33:50 PM	9/18/2024 6:41:24 PM	00:07:34
2401549	0	9/19/2024 8:42:38 PM	9/19/2024 8:49:56 PM	00:07:18
2401557	0	9/20/2024 10:54:46 PM	9/20/2024 11:02:08 PM	00:07:22
2401558	0	9/22/2024 4:44:03 AM	9/22/2024 4:51:55 AM	00:07:52
2401561	0	9/22/2024 9:11:26 AM	9/22/2024 9:18:29 AM	00:07:03
2401576	0	9/23/2024 3:07:20 PM	9/23/2024 3:15:08 PM	00:07:48
2401574	0	9/23/2024 5:15:13 PM	9/23/2024 5:22:16 PM	00:07:03
2401603	0	9/27/2024 9:53:22 AM	9/27/2024 10:01:03 AM	00:07:41
2401608	0	9/30/2024 4:56:46 AM	9/30/2024 5:04:32 AM	00:07:46

**Number of Responses UNDER 8 Minutes: 65 (83.33%)**

<b>Incident#</b>	<b>Exp #</b>	<b>Alarm Time</b>	<b>Arrival Time</b>	<b>Response Time</b>
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			<b>Average Response Time</b>	<b>5.64</b>
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