



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting

4117 W. Second St., Battlefield, MO 65619

Tuesday, November 12, 2024

4:00 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 prior to 5pm on the Monday prior to meeting.

Unfinished Business

1. Maintenance Building Project
2. Labor/Management Agreement
3. Internet Service Provider

New Business

1. Policy Update
2. FY 25 Budget
3. General Overview

Closed Session

1. Discussion and possible vote concerning: Legal Matters RSMo 610.021 (1), Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups (9), 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: 11/8/2024 4:00 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.

Secretary for the Board



Battlefield Fire Protection District Battlefield Volunteer Fire Department



Minutes

October 2024 Regular Board Meeting

Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting

5:00 PM

Date of Meeting:

October 8, 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, Member Jen Albers, and Member Scott Lambeth.

Mr. Pon moved to approve the agenda, 2nd by Mr. Lambeth. Motion carried.

Approval of Last Month's Minutes:

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

Financial Business:

1. The Board addressed bills to be paid and signed checks.
2. Treasurer Mark Pon discussed the September financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,522.69. Battlefield Fire Protection District's ICS account holds \$2,625,196.11 and Money Market holds \$125,046.23.
3. Fire Chief Moore briefly reviewed line items on the financials.
4. Mr. Pon moved to approve the financials. 2nd by Ms. Albers. Motion carried.

Public Comments: None

Unfinished Business:

1. Maintenance Building Project

- Mr. Pon moved to approve the contract with Palmerton & Parrish, INC. for soil testing. 2nd by Mr. Lambeth. Motion carried.
- The board requested that all future change orders regarding the maintenance building project be presented and approved by the board. Additionally, the Board has approved that the District can sign any an pay apps that are accepted

2. Labor/Management Agreement – Tabled for closed session.

New Business:

1. Policy Updates - Chief Reynolds reviewed each policy during the meeting. Ms. Albers moved to accept the following policies as presented to be entered into Lexipol. 2nd by Mr. Lambeth. Motion carried.

- #200 Organizational Structure
- #206 Post-Incident Analysis
- #308 Tactical Withdrawal
- #321 Wildland Firefighting
- #324 Active Shooter and Other Violent Incidents
- #329 Line-of-Duty Death and Serious Injury Investigations
- #331 Ride-Along Program
- #700 Vehicle and Apparatus Inspections, Testing, Repair and Maintenance
- #1011 Performance Evaluations

2. Internet Service Provider

- Chief Moore presented 5 agreements to move the District to Springnet for internet service to Headquarters, Station 2, Station 3, and Station 4. Mr. Lambeth moved to approve the contracts with Springnet and gave Chief Moore authorization to sign on behalf of the District. 2nd by Mr. Pon. Motion carried.

3. General Overview

- Staff provided a review of their monthly reports.
- Division Chief Anderson provided an overview of the website showcasing the District's New Community Risk Assessment (CRA)

Closed Session:

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

Motion to go out of Open Session by Mr. Lambeth. 2nd by Mr. Pon. Motion carried.

Out of Open Session at 6:14 pm.

Motion to go into Closed Session by Mr. Pon. 2nd by Ms. Albers. Motion carried.

Into Closed Session 6:16 pm.

Roll Call: Mark Pon, Trevor Crist, Scott Lambeth, Jen Albers, Division Chief Burr, Division Chief Anderson, Deputy Chief Reynolds, Fire Chief Moore, and Secretary to the Board Shawn Shupert.

Motion to go out of Closed Session by Mr. Lambeth. 2nd by Ms. Albers. Motion carried.

Out of Closed Session: 7:54 pm

Motion to go into Open Session by Ms. Albers. 2nd by Mr. Pon. Motion carried.

Into Open Session 7:54pm.

Roll Call: Trevor Christ, Mark Pon, Scott Lambeth, and Jen Albers.

Adjournment:

Ms. Albers moved to adjourn at 7:54 pm.

Approved by:



Battlefield Fire Protection District
Battlefield Volunteer Fire Department



Minutes

October 2024 Regular Board Meeting

Trevor Crist

Danny Perches

Scott Lambeth

Mark Pon

Jen Albers



Battlefield Fire Protection District Battlefield Volunteer Fire Department



Minutes

October 2024 Special Board Meeting

Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

11:00 AM

Date of Meeting:

October 22, 2024

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 11:30 am. A roll call was taken, and a quorum was established. Board Members Present: Chairman Trevor Crist, Danny Perches, Mark Pon, Jen Albers, and Scott Lambeth.

Public Comments: None

New Business:

1. 2025 Budget Discussion - Deputy Chief Reynolds reviewed the status of the current year's budget and made recommendations for the 2025 budget year. The Board discussed and asked questions of the staff. No votes were taken at this meeting.
2. General Overview – budget reviews and recommendations by the Chief Officers were presented and discussed

Adjournment: Next Budget meeting is scheduled for Tuesday, November 12th at 4pm

Approved by:

Trevor Crist

Danny Perches

Mark Pon

Jen Albers

Scott Lambeth

Battlefield Volunteer Fire Department Statement of Net Assets

As of October 31, 2024

Oct 31, 24

ASSETS

Current Assets

Checking/Savings

1050 · Oakstar Volunteer Account 5,549.72

Total Checking/Savings 5,549.72

Total Current Assets 5,549.72

TOTAL ASSETS 5,549.72

LIABILITIES & Revenue

Revenue

1110 · Retained Earnings 5,528.95

Net Revenue 20.77

Total Revenue 5,549.72

TOTAL LIABILITIES & Revenue 5,549.72

Battlefield Fire Protection District
Statement of Activities
 October 2024

8:42 AM
 11/07/2024
 Cash Basis

	<u>Oct 24</u>	<u>Jan - Oct 24</u>
Revenue		
4000 · Revenue		
4005 · Tax Revenue	12,495.58	5,588,174.27
4010 · Tax Interest Revenue	2,266.25	35,683.03
4050 · Miscellaneous Revenue	482.47	85,378.67
4060 · Interest Revenue	16,578.85	238,526.47
Total 4000 · Revenue	<u>31,823.15</u>	<u>5,947,762.44</u>
Total Revenue	<u>31,823.15</u>	<u>5,947,762.44</u>
Gross Profit	31,823.15	5,947,762.44
Expense		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	0.00	5,667.76
5020 · Building Lease	0.00	108,687.50
5030 · Information Technology	0.00	1,104.63
5035 · Communications	1,017.36	6,078.74
5040 · Firefighting/EMS	4,860.00	353,006.18
5052 · Fitness Equipment	1,231.20	4,683.96
5055 · Vehicles	15,789.05	23,378.43
Total 5000 · Capital Expense	<u>22,897.61</u>	<u>502,607.20</u>
6000 · Communications		
6003 · MDT/Cell Phones	1,010.99	12,974.83
6020 · Managed IT Service	780.22	7,665.88
Total 6000 · Communications	<u>1,791.21</u>	<u>20,640.71</u>
6100 · Insurance		
6110 · Workman's Compensation	32.41	129,570.41
6115 · Commercial & Property	0.00	89,986.50
6120 · Medical, Dental, Vision	28,918.53	262,955.41
6122 · MOCIP	0.00	4,185.00
6125 · FFAM Dues	0.00	320.00
Total 6100 · Insurance	<u>28,950.94</u>	<u>487,017.32</u>
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	3,503.19	36,356.95
6210 · Apparatus Repair	4,976.87	32,812.93
6215 · Stations & Buildings	10,073.00	35,511.19
6220 · Lawn Maintenance	0.00	5,996.80
6225 · Equipment Maintenance	52.96	4,411.74
6235 · Headquarters Maintenance	1,209.00	12,297.00
6250 · Ground/Aerial Ladder Testing	0.00	2,713.00
6255 · Maintenance Shop Equipment	26.94	1,398.57
6280 · SCBA Flow Testing	0.00	2,035.00
Total 6200 · Maintenance & Repairs	<u>19,841.96</u>	<u>133,533.18</u>

	<u>Oct 24</u>	<u>Jan - Oct 24</u>
6300 · Office/Stations		
6305 · Software Expense	5,999.40	28,346.23
6315 · Accounting Fees	789.00	8,206.45
6325 · Postage/Shipping	0.00	136.00
6330 · Subscriptions/Memberships	595.00	15,409.45
6335 · Advertising/Printing/Postings	165.99	5,067.71
Total 6300 · Office/Stations	<u>7,549.39</u>	<u>57,165.84</u>
6400 · Training		
6410 · Training Classes	2,536.15	29,598.05
6415 · Equipment	0.00	88,215.20
Total 6400 · Training	<u>2,536.15</u>	<u>117,813.25</u>
6500 · Legal		
6510 · Audit Fees	0.00	5,750.00
6525 · Cafeteria Pass Thru	-556.77	1,555.52
6535 · Attorney Fees	1,362.00	2,121.78
Total 6500 · Legal	<u>805.23</u>	<u>9,427.30</u>
6600 · Salaries		
6605 · District Personnel	312,240.95	2,282,324.56
6610 · Board of Directors		
6612 · Chaplain Expense	138.67	565.26
6610 · Board of Directors - Other	1,533.33	7,899.94
Total 6610 · Board of Directors	<u>1,672.00</u>	<u>8,465.20</u>
6620 · Employer Payroll Taxes	4,437.08	31,808.12
6625 · Lagers	44,659.63	431,072.60
6635 · Uniforms	139.98	7,893.23
6640 · 457 Pass Thru	-5,226.48	-1,176.28
6655 · Expense Account	0.00	500.68
6665 · Special Overtime	6,444.33	27,020.63
6668 · Union Dues Passthrough	1,082.55	2,072.31
6675 · Background Check	0.00	205.74
Total 6600 · Salaries	<u>365,450.04</u>	<u>2,790,186.79</u>
6700 · Medical		
6710 · Employee Physicals/POET	1,195.10	25,470.11
Total 6700 · Medical	<u>1,195.10</u>	<u>25,470.11</u>
6750 · Utilities		
6755 · Water	123.49	1,238.40
6760 · Sanitation	262.80	4,101.84
6765 · Sewer	392.57	1,949.53
6770 · Electric/Gas	3,487.94	30,263.59
6775 · Internet/Phones/Cable	1,512.05	15,403.61
Total 6750 · Utilities	<u>5,778.85</u>	<u>52,956.97</u>
6800 · Supplies		
6810 · Public Relations/Outreach	4,582.45	52,907.90
6815 · Logo Imprinted Supplies	0.00	16.00

	Oct 24	Jan - Oct 24
6820 · Fire & EMS Expendables	531.51	5,468.38
6830 · Janitorial Supplies	384.76	4,228.70
6835 · Stations/Buildings Supplies	72.90	4,129.95
Total 6800 · Supplies	5,571.62	66,750.93
6850 · Property Improvements		
6860 · Stations/Buildings	80,704.28	187,225.23
Total 6850 · Property Improvements	80,704.28	187,225.23
Total Expense	543,072.38	4,450,794.83
Net Revenue	-511,249.23	1,496,967.61

Battlefield Fire Protection District
Statement of Net Assets
As of October 31, 2024

8:44 AM

11/07/2024

Cash Basis

Oct 31, 24

ASSETS

Current Assets

Checking/Savings

1000 · OakStar - ICS	4,095,632.34
1005 · OakStar - Money Market	65,144.19
1025 · Oakstar - Operating	99,398.31
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-2,783,982.00

Total Checking/Savings 1,476,324.50

Total Current Assets 1,476,324.50

Fixed Assets

1505 · Office Equipment	1,069.44
1508 · Vehicles	47,868.00

Total Fixed Assets 48,937.44

TOTAL ASSETS 1,525,261.94

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 1,496,967.61

Total Revenue 1,525,261.94

TOTAL LIABILITIES & Revenue 1,525,261.94

Battlefield Fire Protection District
Statement of Cash Flows
October 2024

8:45 AM

Cash Basis

	<u>Oct 24</u>	<u>Sep 24</u>	<u>% Change</u>
Revenue			
4000 · Revenue			
4005 · Tax Revenue	12,495.58	18,216.16	-31.4%
4010 · Tax Interest Revenue	2,266.25	3,954.05	-42.69%
4050 · Miscellaneous Revenue	482.47	18,462.66	-97.39%
4060 · Interest Revenue	16,578.85	18,266.22	-9.24%
Total 4000 · Revenue	<u>31,823.15</u>	<u>58,899.09</u>	<u>-45.97%</u>
Total Revenue	<u>31,823.15</u>	<u>58,899.09</u>	<u>-45.97%</u>
Gross Profit	<u>31,823.15</u>	<u>58,899.09</u>	<u>-45.97%</u>
Expense			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	0.00	410.76	-100.0%
5030 · Information Technology	0.00	63.42	-100.0%
5035 · Communications	1,017.36	0.00	100.0%
5040 · Firefighting/EMS	4,860.00	613.09	692.71%
5052 · Fitness Equipment	1,231.20	39.99	2,978.77%
5055 · Vehicles	15,789.05	0.00	100.0%
Total 5000 · Capital Expense	<u>22,897.61</u>	<u>1,127.26</u>	<u>1,931.26%</u>
6000 · Communications			
6003 · MDT/Cell Phones	1,010.99	1,217.29	-16.95%
6020 · Managed IT Service	780.22	780.22	0.0%
Total 6000 · Communications	<u>1,791.21</u>	<u>1,997.51</u>	<u>-10.33%</u>
6100 · Insurance			
6110 · Workman's Compensation	32.41	14,226.88	-99.77%
6115 · Commercial & Property	0.00	31,126.00	-100.0%
6120 · Medical, Dental, Vision	28,918.53	25,271.84	14.43%
Total 6100 · Insurance	<u>28,950.94</u>	<u>70,624.72</u>	<u>-59.01%</u>
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	3,503.19	3,594.72	-2.55%
6210 · Apparatus Repair	4,976.87	2,383.04	108.85%
6215 · Stations & Buildings	10,073.00	729.30	1,281.19%
6225 · Equipment Maintenance	52.96	0.00	100.0%
6235 · Headquarters Maintenance	1,209.00	1,282.00	-5.69%
6250 · Ground/Aerial Ladder Testing	0.00	2,713.00	-100.0%
6255 · Maintenance Shop Equipment	26.94	9.99	169.67%
Total 6200 · Maintenance & Repairs	<u>19,841.96</u>	<u>10,712.05</u>	<u>85.23%</u>
6300 · Office/Stations			
6305 · Software Expense	5,999.40	4,015.44	49.41%
6315 · Accounting Fees	789.00	743.00	6.19%
6330 · Subscriptions/Memberships	595.00	200.00	197.5%
6335 · Advertising/Printing/Postings	165.99	0.00	100.0%

	Oct 24	Sep 24	% Change
Total 6300 · Office/Stations	7,549.39	4,958.44	52.25%
6400 · Training			
6410 · Training Classes	2,536.15	6,486.05	-60.9%
Total 6400 · Training	2,536.15	6,486.05	-60.9%
6500 · Legal			
6525 · Cafeteria Pass Thru	-556.77	574.30	-196.95%
6535 · Attorney Fees	1,362.00	85.50	1,492.98%
Total 6500 · Legal	805.23	659.80	22.04%
6600 · Salaries			
6605 · District Personnel	312,240.95	216,178.10	44.44%
6610 · Board of Directors			
6612 · Chaplain Expense	138.67	31.26	343.6%
6610 · Board of Directors - Other	1,533.33	533.33	187.5%
Total 6610 · Board of Directors	1,672.00	564.59	196.14%
6620 · Employer Payroll Taxes	4,437.08	2,992.88	48.26%
6625 · Lagers	44,659.63	42,753.72	4.46%
6635 · Uniforms	139.98	110.25	26.97%
6640 · 457 Pass Thru	-5,226.48	0.00	-100.0%
6665 · Special Overtime	6,444.33	700.46	820.01%
6668 · Union Dues Passthrough	1,082.55	0.00	100.0%
6675 · Background Check	0.00	50.88	-100.0%
Total 6600 · Salaries	365,450.04	263,350.88	38.77%
6700 · Medical			
6710 · Employee Physicals/POET	1,195.10	23,583.19	-94.93%
Total 6700 · Medical	1,195.10	23,583.19	-94.93%
6750 · Utilities			
6755 · Water	123.49	120.34	2.62%
6760 · Sanitation	262.80	776.65	-66.16%
6765 · Sewer	392.57	0.00	100.0%
6770 · Electric/Gas	3,487.94	3,529.68	-1.18%
6775 · Internet/Phones/Cable	1,512.05	2,192.81	-31.05%
Total 6750 · Utilities	5,778.85	6,619.48	-12.7%
6800 · Supplies			
6810 · Public Relations/Outreach	4,582.45	202.53	2,162.6%
6820 · Fire & EMS Expendables	531.51	0.00	100.0%
6830 · Janitorial Supplies	384.76	805.26	-52.22%
6835 · Stations/Buildings Supplies	72.90	97.35	-25.12%
Total 6800 · Supplies	5,571.62	1,105.14	404.16%
6850 · Property Improvements			
6860 · Stations/Buildings	80,704.28	0.00	100.0%
Total 6850 · Property Improvements	80,704.28	0.00	100.0%
Total Expense	543,072.38	391,224.52	38.81%
Net Revenue	-511,249.23	-332,325.43	-53.84%

Battlefield Fire Protection District
Profit & Loss Budget Performance
Oct 2024

	Annual Budget	Oct 24	% Received	Jan-Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
Revenue							
4000 · Revenue							
4005 · Tax Revenue	6,389,953.00	12,495.58	0.20%	5,588,174.27	87.45%	801,778.73	0.00
4010 · Tax Revenue Interest	0.00	2,266.25	0.00%	35,683.03	0.00%	0.00	35,683.03
4050 · Miscellaneous Revenue	0.00	482.47	0.00%	85,378.67	0.00%	0.00	85,378.67
4060 · Interest Revenue	0.00	16,578.85	0.00%	238,526.47	0.00%	0.00	238,526.47
Total 4000 · Revenue	6,389,953.00	31,823.15	0.50%	5,947,762.44	93.08%	801,778.73	359,588.17

Expense

	Annual Budget	Oct 24	% Budget Used in Oct	Jan-Oct YTD	% Budget Used YTD	Balance Available
5000 · Capital Expense						
5015 · Uniforms/PPE/Bunker Gear	65,000.00	0.00	0.00%	5,667.76	8.72%	59,332.24
5020 · Building Lease	111,450.00	0.00	0.00%	108,687.50	97.52%	2,762.50
5030 · Information Technology	25,000.00	0.00	0.00%	1,104.63	4.42%	23,895.37
5035 · Communications	40,000.00	1,017.36	0.00%	6,078.74	0.00%	33,921.26
5040 · Firefighting/EMS	550,000.00	4,860.00	0.88%	353,006.18	64.18%	196,993.82
5052 · Fitness Equipment	5,700.00	1,231.20	21.60%	4,683.96	82.17%	1,016.04
5055 · Vehicles	70,000.00	15,789.05	0.00%	23,378.43	0.00%	46,621.57
Total 5000 · Capital Expense	867,150.00	22,897.61	2.64%	502,607.20	57.96%	364,542.80

6000 · Communications

6003 · MDT/Cell Phones	15,000.00	1,010.99	6.74%	12,974.83	86.50%	2,025.17
6020 · Managed IT Service	16,260.00	780.22	4.80%	7,665.88	47.15%	8,594.12
Total 6000 · Communications	31,260.00	1,791.21	5.73%	20,640.71	66.03%	10,619.29

	Annual Budget	Oct 24	% Budget Used in Oct	Jan-Oct YTD	% Budget Used YTD	Balance Available
6100 · Insurance						
6110 · Workman's Compensation	137,203.02	32.41	0.02%	129,570.41	94.44%	7,632.61
6115 · Commercial & Property	115,821.00	0.00	0.00%	89,986.50	77.69%	25,834.50
6120 · Medical, Dental, Vision	300,079.00	28,918.53	9.64%	262,955.41	87.63%	37,123.59
6122 · MOCIP	7,755.00	0.00		4,185.00		
6125 · FFAM Dues	6,000.00	0.00	0.00%	320.00	5.33%	5,680.00
Total 6100 · Insurance	566,858.02	28,950.94	5.11%	487,017.32	85.92%	79,840.70

Battlefield Fire Protection District
Profit & Loss Budget Performance
 Oct 2024

	Annual Budget	Oct 24	% Received	Jan-Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
6200 · Maintenance & Repairs							
6205 · Gas/Diesel	52,000.00	3,503.19	6.74%	36,356.95	69.92%	15,643.05	
6210 · Apparatus Repair	50,000.00	4,976.87	9.95%	32,812.93	65.63%	17,187.07	
6215 · Stations & Buildings	55,000.00	10,073.00	18.31%	35,511.19	64.57%	19,488.81	
6220 · Lawn Maintenance	10,500.00	0.00	0.00%	5,996.80	57.11%	4,503.20	
6225 · Equipment Maintenance	7,000.00	52.96	0.76%	4,411.74	63.02%	2,588.26	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	12,297.00	81.98%	2,703.00	
6250 · Ground/Aerial Ladder Testing	2,000.00	0.00	0.00%	2,713.00	135.65%	-713.00	10/8/2024
6255 · Maintenance Shop Equipment	1,750.00	26.94	1.54%	1,398.57	79.92%	351.43	
6280 · SCBA Flow Testing	5,000.00	0.00	0.00%	2,035.00	40.70%	2,965.00	
Total 6200 · Maintenance & Repairs	198,250.00	19,841.96	10.01%	133,533.18	67.36%	64,716.82	
6300 · Office/Stations							
6305 · Software Expense	36,040.00	5,999.40	16.65%	28,346.23	78.65%	7,693.77	
6315 · Accounting Fees	9,400.00	789.00	8.39%	8,206.45	87.30%	1,193.55	
6325 · Postage/Shipping	700.00	0.00	0.00%	136.00	19.43%	564.00	
6330 · Subscriptions/Memberships	17,500.00	595.00	3.40%	15,409.45	88.05%	2,090.55	
6335 · Advertising/Printing/Postings	1,000.00	165.99	16.60%	5,067.71	506.77%	-4,067.71	4/9/2024
Total 6300 · Office/Stations	64,640.00	7,549.39	11.68%	57,165.84	88.44%	7,474.16	
6400 · Training							
	Annual Budget	Oct 24	% Budget Used in Oct	Jan-Oct YTD	% Budget Used YTD	Balance Available	
6410 · Training Classes	51,200.00	2,536.15	4.95%	29,598.05	57.81%	21,601.95	
6415 · Equipment	100,000.00	0.00	0.00%	88,215.20	88.22%	11,784.80	
Total 6400 · Training	151,200.00	2,536.15	1.68%	117,813.25	77.92%	33,386.75	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Oct 2024

	Annual Budget	Oct 24	% Received	Jan-Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
6500 · Legal							
6510 · Audit Fees	6,700.00	0.00	0.00%	5,750.00	85.82%	950.00	
6525 · Cafeteria Pass Thru	1,500.00	-556.77	-37.12%	1,555.52	103.70%	-55.52	
6535 · Attorney Fees	5,000.00	1,362.00	27.24%	2,121.78	42.44%	2,878.22	
Total 6500 · Legal	13,200.00	805.23	6.10%	9,427.30	71.42%	3,772.70	
6600 · Salaries							
6605 · District Personnel	2,770,616.00	312,240.95	11.27%	2,282,324.56	82.38%	488,291.44	
6610 · Board of Directors							
6612 · Chaplain Expense	2,000.00	138.67	6.93%	565.26	28.26%	1,434.74	
6610 · Board of Directors - Other	9,400.00	1,533.33	16.31%	7,899.94	84.04%	1,500.06	
Total 6610 · Board of Directors	11,400.00	1,672.00	14.67%	8,465.20	74.26%	2,934.80	
6620 · Employer Payroll Taxes	49,203.00	4,437.08	9.02%	31,808.12	64.65%	17,394.88	
6625 · Lagers	626,086.00	44,659.63	7.13%	431,072.60	68.85%	195,013.40	
6635 · Uniforms	10,000.00	139.98	1.40%	7,893.23	78.93%	2,106.77	
6640 · 457 Pass Thru		-5,226.48	0.00%	-1,176.28	0.00%	1,176.28	
6650 · Miscellaneous Board Expense	500.00	0.00	0.00%	0.00	0.00%	500.00	
6655 · Expense Account	3,000.00	0.00	0.00%	500.68	16.69%	2,499.32	
6665 · Special Overtime	50,000.00	6,444.33	12.89%	27,020.63	54.04%	22,979.37	
6668 · Union Dues Pass Thru		1,082.55	0.00%	2,072.31	0.00%	-2,072.31	
6675 · Background Check	3,250.00	0.00	0.00%	205.74	6.33%	3,044.26	
Total 6600 · Salaries	3,524,055.00	365,450.04	10.37%	2,790,186.79	79.18%	733,868.21	
6700 · Medical							
	Annual Budget	Oct 24	%Budget Used in Oct	Jan-Oct YTD	%Budget Used YTD	Balance Available	
6710 · Employee Physicals/POET	38,000.00	1,195.10	3.15%	25,470.11	67.03%	12,529.89	
Total 6700 · Medical	38,000.00	1,195.10	3.15%	25,470.11	67.03%	12,529.89	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Oct 2024

	Annual Budget	Oct 24	% Received	Jan-Oct YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
6750 · Utilities							
6755 · Water	2,000.00	123.49	6.17%	1,238.40	61.92%	761.60	
6760 · Sanitation	3,250.00	262.80	8.09%	4,101.84	126.21%	-851.84	10/8/2024
6765 · Sewer	3,000.00	392.57	13.09%	1,949.53	64.98%	1,050.47	
6770 · Electric/Gas	35,000.00	3,487.94	9.97%	30,263.59	86.47%	4,736.41	
6775 · Internet/Phones/Cable	14,300.00	1,512.05	10.57%	15,403.61	107.72%	-1,103.61	
Total 6750 · Utilities	57,550.00	5,778.85	10.04%	52,956.97	92.02%	4,593.03	
6800 · Supplies							
6810 · Public Relations/Outreach	53,616.00	4,582.45	8.55%	52,907.90	98.68%	708.10	Will go over
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	531.51	10.63%	5,468.38	109.37%	-468.38	11/12/2024
6830 · Janitorial Supplies	3,000.00	384.76	12.83%	4,228.70	140.96%	-1,228.70	9/10/2024
6835 · Stations/Buildings Supplies	9,500.00	72.90	0.77%	4,129.95	43.47%	5,370.05	
Total 6800 · Supplies	74,116.00	5,571.62	7.52%	66,750.93	90.06%	7,365.07	
6850 · Property Improvements							
6860 · Stations/Buildings	800,000.00	80,704.28	10.09%	187,225.23	23.40%	612,774.77	
Total 6850 · Property Improvements	800,000.00	80,704.28	10.09%	187,225.23	23.40%	612,774.77	
Total Expense	6,386,279.02	543,072.38	8.50%	4,450,794.83	69.69%	1,923,942.32	
Net Revenue	3,673.98	-511,249.23	-13915.41%	1,496,967.61	40745.12%	-1,122,163.59	

Total Budget Amount 1,923,942.32

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
543,072.38	4,450,794.83

Restricted Funds

Operating Reserve	1,000,000.00
Emergency Equipment Reserve	839,576.00
Building Reserve	944,406.00
Total Contingency Fund	2,783,982.00

Battlefield Fire Protection District
Transaction Detail By Account
 January through October 2024

	Name	Memo	Paid Amount
4000 · Revenue			
4050 · Miscellaneous Revenue			
	GovDeals	Deposit	1,040.00
	Greene County Collector of Revenue	ARPA County Wide Application	11,986.38
	Ozarks Technical Community College	Firefighter I & II Classes	1,000.00
	Jennifer Albers	FFAM	50.00
	Office of the Treasurer Greene County	ARPA County Wide Application	23,000.00
	LexisNexis	Incident report	10.00
	Willard Fire	Deposit	810.00
	Greene County Treasurer	Deposit	113.18
	GovDeals	Deposit	22,422.00
	CITY OF SPRINGFIELD	Annexations for 2017-2021	1,810.28
	City of Aurora	Deposit	25.00
	Brookline Fire Protection	Deposit	780.00
	Ozarks Technical Community College	Deposit	2,650.00
	GovDeals	Deposit	3.00
	LexisNexis	report request	10.00
	BusinessPlans, Inc	COBRA premiums	723.70
		grant funds per Scott?	17,590.19
	BusinessPlans, Inc	COBRA	482.47
	Cox Health	Deposit	65.00
	Cox Health	Deposit	65.00
	Cox Health	Deposit	65.00
	Cox Health	Deposit	65.00
	Cox Health	Deposit	65.00
	Cox Health	Deposit	65.00
	Cox Health	Deposit	65.00
	BusinessPlans, Inc	COBRA	482.47
	Total 4050 · Miscellaneous Revenue		<u>85,378.67</u>
	Total 4000 · Revenue		<u>85,378.67</u>
TOTAL			<u><u>85,378.67</u></u>

Uniform Regulations

1033.1 PURPOSE AND SCOPE

Best Practice **MODIFIED**

The purpose of this policy is to establish uniform regulations for members in order to enhance the district's overall professional and positive image.

1033.2 POLICY

Best Practice

It is the policy of the Battlefield Fire Protection District that members shall wear the proper uniform at all times when on-duty or engaged in district-related activities off-duty. Members shall maintain an adequate supply of uniforms to meet the needs of their assignment and maintain the uniforms in an acceptable condition. This policy does not supersede district regulations regarding the use of any personal protective equipment (PPE).

1033.3 UNIFORMS

Agency Content

The District will provide each employee with a uniform. All uniforms shall be kept clean, and personnel shall wear the uniforms to the following procedures.

Each firefighter will be issued the following district property when available:

- 2 button-up Class A/B shirts (One short sleeve and one long sleeve)
- Additional Patches may be requested should an employee wish to purchase additional shirts
- 2 pairs of Class B/C uniform pants
- 1 pair of Class A straight-leg dress pants
- 6 T-shirts (four short sleeves and two long sleeves)
- 1 pair of BFPD athletic shorts

The BFPD patches, items bearing the BFPD logo, and/or issued items, will be returned upon separation of employment. Any item issued by the district shall not be worn off-duty unless representing the district. The district will provide an allowance of \$200 within the employee's annual salary for footwear. Uniform footwear will be black shoes or boots with a polishable toe.

Friday's will be recognized as casual day for administrative staff. Those personnel are permitted to dress out of uniform for the day, but in a professional manner. Staff may also be in business casual during the week based upon meeting schedules and daily duties. Business casual clothing, as described, will be at that employee's expense.

1033.3.1 CLASS A UNIFORMS

Agency Content

Battlefield Fire Protection District

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Uniform Regulations

The Class A Uniform shall be worn when representing the District during funerals, formal public functions, court appearances, and upon Chief Officer requests. The uniform shall consist of:

- Long sleeve dress shirt with hardware, staff – white, line – light blue
- Black dress slacks for all personnel.
- Black uniform shoes or boots with a polishable toe, if shoes are worn black socks must be worn
- Black belt with silver buckle for line, gold for staff.
- Black tie
- Black dress coat – staff, line
- Dress hat – Specific to rank.

1033.3.2 CLASS B UNIFORMS

Agency Content

The Class B Uniform shall be worn when representing the District at PR events, Board Meetings, Awards Presentations, and upon Chief Officer requests. The uniform shall consist of:

- Navy blue pants, line employees – EMS, BDU, or straight leg.
- Black pants, staff – EMS, BDU, or straight leg.
- Uniform dress shirt w/ hardware, long or short sleeve – no tie
- All weather jacket, liner, sweater, job shirt, navy blue for line and black for staff
- Black uniform shoes or boots with a polishable toe, if shoes are worn black socks must be worn
- Black belt
- Uniform jacket, black for staff if available

1033.3.3 CLASS C UNIFORMS

Agency Content

The Class C Uniform shall be worn as the duty uniform. The uniform shall consist of:

- Navy blue pants, line employees – EMS, BDU, or straight leg.
- Black pants, staff – EMS, BDU, or straight leg
- Uniform shorts may be worn in place of pants. Athletic shorts are not permitted.
- Uniform t-shirt for line employees - blue
- Polo or button-up shirt for staff
- Job shirt, liner, sweater, or sweatshirt – blue for line
- Black shoes or boots if shoes are worn black socks must be worn - line
- Black belt - line

Battlefield Fire Protection District

Policy Manual

Uniform Regulations

- Uniform jacket – All weather jacket, navy blue for line and black for staff

1033.3.4 CLASS D UNIFORMS

Agency Content

The Class D Uniform may be worn during physical fitness and to sleep in. The uniform shall consist of:

- Uniform t-shirt or sweatshirt
- Athletic shorts or workout pants

1033.3.5 OFFICE STAFF UNIFORMS

Agency Content

Office personnel will not be provided uniforms and should dress in a professional businesslike manner. Any district provided shirts can be worn by the office personnel and staff officers (BC's and above) when formal duties do not necessitate formal uniform shirts.

1033.3.6 UNIFORM HARDWARE

Agency Content

- Fire Fighter
 - Badge – silver, with state seal, red lettering
 - Collar Brass – none
 - Name Tag – silver, black lettering
- Company Officer
 - Badge – silver, with state seal, red lettering, with the word "Captain" in ribbon
 - Collar Brass – silver two speaking trumpets
 - Name Tag – silver, black lettering
- Battalion Chief
 - Badge – gold, white center with two crossed speaking trumpets, black lettering, with the word "Battalion Chief" in the ribbon
 - Collar Brass – gold, two crossed speaking trumpets
 - Name Tag – gold, black lettering
- Division Chief and Assistant Chief
 - Badge – gold, white center with three crossed speaking trumpets, black lettering, with the word "Division Chief" or "Assistant Chief" in the ribbon
 - Collar Brass – gold, three crossed speaking trumpets
 - Name Tag – gold, black lettering
- Deputy Chief

Battlefield Fire Protection District

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Uniform Regulations

- Badge – gold, white center with four crossed speaking trumpets, black lettering, with the word "Deputy Chief" in the ribbon
- Collar Brass – gold, four crossed speaking trumpets
- Name Tag – gold, black lettering
- Chief
 - Badge – gold, white center with five crossed speaking trumpets, black lettering, with the word "Fire Chief" in the ribbon
 - Collar Brass – gold, five crossed speaking trumpets
 - Name Tag – gold, black lettering

1033.3.7 HARDWARE PLACEMENT

Agency Content

The badge should be placed on the left chest centered over the left pocket. The bottom tip of the badge should be 1" above the pocket line.

The nametag should be placed on the right chest centered over the right pocket. The pins of the tag will rest on the top edge of the right pocket. The IAFF pin should be placed 1/2" above the nametag centered over the right pocket.

The collar brass should be placed a 1" from the tip of each collar and centered between the collar seams. The open or larger end of the bugle or speaking trumpets should point towards the tip of the collar.

Any award should be worn 1/8" above and centered on the name plate. Awards should be worn for Class A uniforms only. If there are multiple awards, they should be grouped in threes and stacked on a ribbon bar.

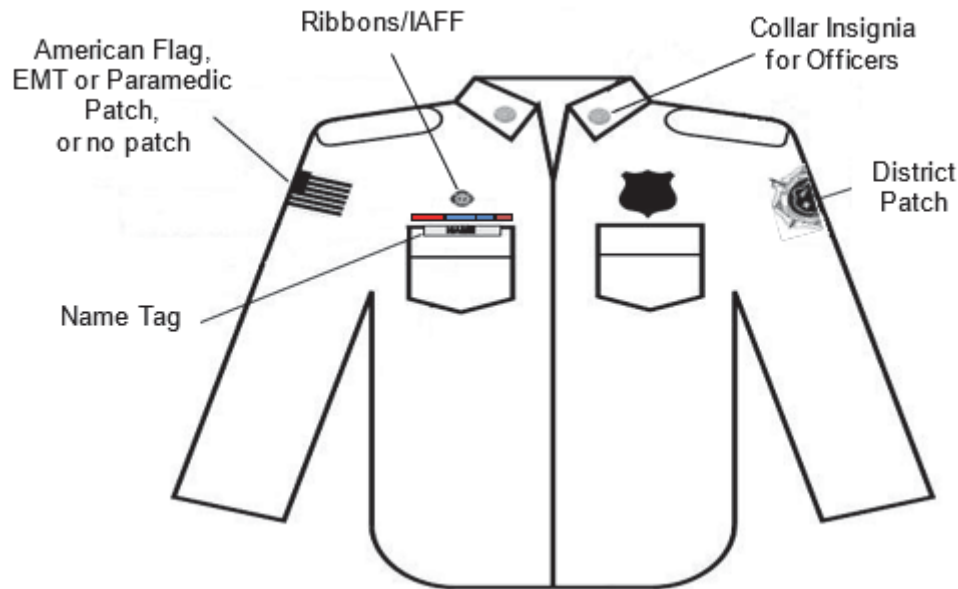
The IAFF pin should be placed 1/2" above the nametag centered over the right pocket, if not worn with awards.

The IAFF pin should be placed 1/4" above and centered over any awards.

Battlefield Fire Protection District

Policy Manual

Uniform Regulations



1033.3.8 ADDITIONAL OPTIONAL ITEMS

Agency Content

All items and considerations listed below shall be at the employee's expense.

Employees may wear the following optional items:

- (a) Gloves (black)
- (b) Ear coverings (black)
- (c) Uniform Shorts (blue line, black staff (worn with Class C or D))
- (d) Blue or Black Stocking Cap or Hat, plain or with approved District logo (worn with Class C or D)
- (e) Undergarments These items will not have additional writings or markings that extend outside the length of the shirt sleeves or collar.
 1. Examples: long johns, under armour, etc.
 2. Should be navy blue (line): white, gray, or black (staff).
 3. Tattoo coverings - black
- (f) All weather jackets and job shirts
 1. The District will provide patches to employees who want to purchase their jackets/job shirts.
 2. The employee will be responsible for ensuring the patch is affixed to the garment for duty use.
- (g) I.A.F.F. Pin

Battlefield Fire Protection District

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Uniform Regulations

- (h) Tactical-type belts and carrying cases, black in color, may be worn to assist employees in carrying necessary equipment such as latex gloves, medical equipment, or other essential items.
- (i) Other items considered necessary shall be approved by your immediate supervisor before wearing on duty.

1033.4 UNIFORM MAINTENANCE AND REPLACEMENT OF UNIFORM ITEMS

Best Practice **MODIFIED**

- Uniforms shall be clean, neat and in good condition and should fit well.
- Boots and belts shall be clean and polished with black polish.
- Metal badges shall be clean and free from excessive scratches.

When noticeable damage or deterioration to uniform items occur, which produce an unprofessional look, officers shall direct the employee to have the item replaced whether it is district provided or at the employee's expense.

1033.5 BOARD APPROVAL

Agency Content

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



BATTLEFIELD FIRE PROTECTION DISTRICT

www.battlefieldfire.com 

4117 W. Second Street
Battlefield, MO 65619

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

PHONE: (417) 881-9018



Administration – Deputy Chief Reynolds

- Battalion Chief Monnig has been working through the fiber internet service project. We are anticipating some equipment replacement.
- 2nd Labor/Management Meeting went well. I will have more for this in closed session.
- I spent a lot of time working through budget items for 2024 & 2025.
- I met with our regional mutual aid coordinator. He will be retiring at the end of the year.
- Met with all officers and discussed our intent moving forward.
- Met with our insurance broker and Chief Anderson about plans and premiums for 2025. Chief Anderson will have more on that.

Operations – Deputy Chief Reynolds

- October run statistics
 - Calls = 164 (-3.5% change from previous year)
 - 11 Building fires
 - Previous year = 170
 - YTD 2024 = 1763
 - Average Response = 4.61 minutes
 - YTD = 5.45 minutes
 - Target is 7.00 minutes.
 - Turnout time = 1:16
 - YTD = 1:21
 - Target is 1:30
- We have now tested/trialed several different radios.
 - Battalion Chief Crump is taking over the radio project. He is going to be recommending a vendor soon. We have a little over 30k in that line.
- The F150 went back to the upfitter.
- I met with two fire truck manufacturers. We are looking at \$1M to \$1.3M on our next pumper. I will go over our plan for purchasing.
 - This project will be handed off to Battalion Chief Dukewits.
- We will be moving towards a new RMS system. Most likely FirstDue.
 - This project will be handed off to the Battalion Chiefs.
 - If we select FirstDue, it will offset other software expenses as it will replace them.

Support Services – Division Chief Anderson (as of 11-1-24)

Community Risk Reduction Activities

- Total contacts made through social media, the District website and Google Business for October 2024= 39,517.
- Crews installed 22 smoke alarms and replaced 32 batteries for District citizens.
- Launched the District's new CRA website with over 2,000 views.
- Completed two interviews with KY3 regarding the CRA and fire safety.
- Worked with ESCI completing the update to the District's strategic plan.
- Performed a sprinkler hydro test and fire alarm test for SEAS new pavilion.
- Proctored a Hazmat Operations and an Incident Safety Officer skills exam for the Division of Fire Safety.

"We Serve"



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- Attended a meeting of the District's CRR Committee.
- 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 been completed.
- Crews attended numerous Fall Festival and Halloween events around the District.
- I received Chief Fire Officer designation from the CPSE.

Workers Compensation, Safety, and Human Resources

- The District had one work comp claim for this period.
- Continued to monitor active work comp claims.
- Attended a meeting with the CoxHealth work comp advisory committee.
- Continued working with ESCI to complete the District's strategic plan update.
- Worked with Chief Reynolds to update administrative policies and procedures.
- Completed an additional "ruck test" with crews for the annual fitness assessment.
- Completed annual evaluations for Support Services personnel.
- Attended a labor management meeting.
- With Chief Reynolds, began working on the FY 2025 budget.

Training – Division Chief Burr

- Training hours for October: 1,220 hours
 - YTD Hours = 17,090 hours
 - 2023 YTD Hours = 13,735 hours
- I attended an Exercise Planning Workgroup meeting for Greene County OEM.
- Attended several meetings for the maintenance building project. I have change orders that will need to be approved by the board. I will have more on these and the overall process at the meeting.
- The new SCBAs that we bought are in service on the apparatus.
- I've ordered 13 sets of gear. I'm waiting on the invoice now. I can provide total costs at the meeting if the board desires.
- I attended the contract negotiation meeting.