



# AGENDA

## Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting  
4117 W. Second St., Battlefield, MO 65619  
**Tuesday, July 08, 2025**  
**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. Station 3 Repairs

### **New Business**

1. Station 1 Remodel
2. IAFC-TV Video Proposal
3. August BOD Meeting Reschedule
4. Staffing/Personnel
5. Policy updates
6. General Overview

### **Closed Session**

1. Discussion and possible vote concerning: Per RSMo 610.021 Legal Matters (1), Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded (3). Personnel Records, Performance Ratings, or Records Pertaining to Employees or Applicants for Employment per RSMo 610.021 (13). Closed Session. Closed Record.

### **Adjournment**

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

**Posted: 7/3/2025 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.**

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Secretary for the Board



# Battlefield Fire Protection District Battlefield Volunteer Fire Department



## Minutes

### June 2025 Regular Board Meeting

**Location of Meeting:**

4117 West Second St.  
Battlefield, MO 65619

**Time of Meeting:**

5:00 PM

**Date of Meeting:**

June 10, 2025

The meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Trevor Crist at 5:00 pm. A roll call was taken, and a quorum was established. Board Members Present: Chairman Trevor Crist, Vice Chair Danny Perches, Treasurer Mark Pon, and Member Scott Lambeth.

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

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

1. Approval of Regular Minutes- Mr. Perches moved to approve the May Regular meeting minutes as presented. 2<sup>nd</sup> by Mr. Pon. Motion carried.

**Financial Business:**

1. The Board addressed bills to be paid and signed checks.
2. Mr. Pon discussed the May financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,564.23. Battlefield Fire Protection District's ICS account holds \$7,270,933.88 and Money Market holds \$66,696.80.
3. Mr. Pon motioned to approve the financials. 2<sup>nd</sup> by Mr. Lambeth. Motion carried.

**Public Comments:** None

**Unfinished Business:**

1. Maintenance Building Project: Estimated completion date of October 1.
2. Station 3 Repairs: there will be a meeting on Thursday with the roofing companies to address the repairs.
3. District Purchasing Policy: tabled for close session

**New Business:**

1. General Overview

**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. 2<sup>nd</sup> by Mr. Pon. Motion carried.  
Out of Open Session at 5:49 p.m.

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

Into Closed Session 5:50 p.m.

Roll Call: Trevor Crist, Danny Perches, Mark Pon, Scott Lambeth, Fire Chief Shane Anderson, and Secretary Shawn Shupert.

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

Out of Closed Session: 6:39 p.m.

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

Into Open Session: 6:40 p.m.

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

**Adjournment:**

Mr. Perches moved to adjourn at 6:41 p.m.

Approved by:

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Trevor Crist

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Danny Perches

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Mark Pon

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Scott Lambeth

**Battlefield Volunteer Fire Department**  
**Statement of Net Activities**  
June 2025

	<u>Jun 25</u>
<b>Ordinary Revenue/Expense</b>	
<b>Revenue</b>	
4140 · Interest Revenue	2.06
<b>Total Revenue</b>	<u>2.06</u>
<b>Net Ordinary Revenue</b>	<u>2.06</u>
<b>Net Revenue</b>	<u><u>2.06</u></u>

**Battlefield Volunteer Fire Department**  
**Statement of Net Assets**

**As of June 30, 2025**  
**Jun 30, 25**

**ASSETS**

**Current Assets**

**Checking/Savings**

1050 · Oakstar Volunteer Account 5,566.29

**Total Checking/Savings** 5,566.29

**Total Current Assets** 5,566.29

**TOTAL ASSETS** 5,566.29

**LIABILITIES & Revenue**

**Revenue**

1110 · Retained Earnings 5,553.89

**Net Revenue** 12.40

**Total Revenue** 5,566.29

**TOTAL LIABILITIES & Revenue** 5,566.29

**Battlefield Fire Protection District**  
**Statement of Net Assets**  
As of June 30, 2025

11:16 AM  
07/03/2025  
Cash Basis  
Jun 30, 25

**ASSETS**

Current Assets

Checking/Savings

1000 · OakStar - ICS	6,628,465.17
1005 · OakStar - Money Market	66,918.82
1025 · Oakstar - Operating	70,487.54
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	-3,383,982.00

Total Checking/Savings 3,382,021.19

Total Current Assets 3,382,021.19

Fixed Assets

1505 · Office Equipment	2,070.84
1508 · Vehicles	47,868.00

Total Fixed Assets 49,938.84

**TOTAL ASSETS** 3,431,960.03

**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	-1,544,406.00
3200 · Fund Balances	2,487,239.86

Total 3200 · Unrestricted Fund Balances -896,742.14

32000 · Retained Earnings 1,101,589.58

Net Revenue 3,227,112.59

Total Revenue 3,431,960.03

**TOTAL LIABILITIES & Revenue** 3,431,960.03

**Battlefield Fire Protection District**  
**Statement of Cash Flows**  
June 2025

11:17 AM

Cash Basis

	<u>Jun 25</u>	<u>May 25</u>	<u>% Change</u>
<b>Revenue</b>			
<b>4000 · Revenue</b>			
4005 · Tax Revenue	24,049.54	50,920.39	-52.77%
4010 · Tax Interest Revenue	3,575.16	6,896.84	-48.16%
4050 · Miscellaneous Revenue	7,187.13	3,269.47	119.83%
4060 · Interest Revenue	24,826.21	27,705.69	-10.39%
<b>Total 4000 · Revenue</b>	<u>59,638.04</u>	<u>88,792.39</u>	<u>-32.83%</u>
<b>Total Revenue</b>	<u>59,638.04</u>	<u>88,792.39</u>	<u>-32.83%</u>
<b>Gross Profit</b>	59,638.04	88,792.39	-32.83%
<b>Expense</b>			
<b>5000 · Capital Expense</b>			
5030 · Information Technology	16.84	5,608.60	-99.7%
5035 · Communications	0.00	418.12	-100.0%
5040 · Firefighting/EMS	0.00	833.02	-100.0%
5052 · Fitness Equipment	129.97	0.00	100.0%
<b>Total 5000 · Capital Expense</b>	<u>146.81</u>	<u>6,859.74</u>	<u>-97.86%</u>
<b>6000 · Communications</b>			
6003 · MDT/Cell Phones	946.78	1,119.57	-15.43%
6020 · Managed IT Service	1,257.50	2,137.26	-41.16%
<b>Total 6000 · Communications</b>	<u>2,204.28</u>	<u>3,256.83</u>	<u>-32.32%</u>
<b>6100 · Insurance</b>			
6110 · Workman's Compensation	14,902.74	14,872.74	0.2%
6115 · Commercial & Property	50.00	30,166.00	-99.83%
6120 · Medical, Dental, Vision	31,149.75	21,766.77	43.11%
6125 · FFAM Dues	0.00	60.00	-100.0%
<b>Total 6100 · Insurance</b>	<u>46,102.49</u>	<u>66,865.51</u>	<u>-31.05%</u>
<b>6200 · Maintenance &amp; Repairs</b>			
6205 · Gas/Diesel	3,248.65	3,736.86	-13.07%
6210 · Apparatus Repair	6,552.69	10,305.89	-36.42%
6215 · Stations & Buildings	2,259.44	3,307.50	-31.69%
6220 · Lawn Maintenance	0.00	1,776.80	-100.0%
6225 · Equipment Maintenance	6.53	158.44	-95.88%
6235 · Headquarters Maintenance	1,268.96	1,209.00	4.96%
6255 · Maintenance Shop Equipment	864.35	527.31	63.92%
<b>Total 6200 · Maintenance &amp; Repairs</b>	<u>14,200.62</u>	<u>21,021.80</u>	<u>-32.45%</u>
<b>6300 · Office/Stations</b>			
6315 · Accounting Fees	710.00	710.00	0.0%
6330 · Subscriptions/Memberships	297.11	214.99	38.2%
6335 · Advertising/Printing/Postings	98.00	0.00	100.0%
<b>Total 6300 · Office/Stations</b>	<u>1,105.11</u>	<u>924.99</u>	<u>19.47%</u>
<b>6400 · Training</b>			

	<b>Jun 25</b>	<b>May 25</b>	<b>% Change</b>
6410 · Training Classes	9,096.89	382.44	2,278.65%
6415 · Equipment	44.96	0.00	100.0%
<b>Total 6400 · Training</b>	<b>9,141.85</b>	<b>382.44</b>	<b>2,290.4%</b>
<b>6500 · Legal</b>			
6525 · Cafeteria Pass Thru	-10.00	-694.00	98.56%
6530 · Elections	86.22	0.00	100.0%
<b>Total 6500 · Legal</b>	<b>76.22</b>	<b>-694.00</b>	<b>110.98%</b>
<b>6600 · Salaries</b>			
6605 · District Personnel	220,733.46	316,377.29	-30.23%
<b>6610 · Board of Directors</b>			
6612 · Chaplain Expense	97.31	97.31	0.0%
6610 · Board of Directors - Other	533.33	633.33	-15.79%
<b>Total 6610 · Board of Directors</b>	<b>630.64</b>	<b>730.64</b>	<b>-13.69%</b>
6620 · Employer Payroll Taxes	3,158.32	4,437.92	-28.83%
6625 · Lagers	67,810.11	46,390.90	46.17%
6635 · Uniforms	2,857.05	6,109.12	-53.23%
6640 · 457 Pass Thru	5,710.51	-5,710.51	200.0%
6655 · Expense Account	28.36	112.81	-74.86%
6665 · Special Overtime	5,131.32	650.41	688.94%
6668 · Union Dues Passthrough	-2,103.24	-3,247.65	35.24%
6675 · Background Check	50.88	50.88	0.0%
<b>Total 6600 · Salaries</b>	<b>304,007.41</b>	<b>365,901.81</b>	<b>-16.92%</b>
<b>6700 · Medical</b>			
6710 · Employee Physicals/POET	9,625.55	9,525.76	1.05%
<b>Total 6700 · Medical</b>	<b>9,625.55</b>	<b>9,525.76</b>	<b>1.05%</b>
<b>6750 · Utilities</b>			
6755 · Water	245.70	0.00	100.0%
6760 · Sanitation	910.86	0.00	100.0%
6765 · Sewer	179.23	176.44	1.58%
6770 · Electric/Gas	5,073.29	2,692.16	88.45%
<b>Total 6750 · Utilities</b>	<b>6,409.08</b>	<b>2,868.60</b>	<b>123.42%</b>
<b>6800 · Supplies</b>			
6810 · Public Relations/Outreach	398.42	289.00	37.86%
6820 · Fire & EMS Expendables	184.19	99.95	84.28%
6830 · Disposable Batteries	19.50	177.34	-89.0%
6835 · Janitorial/Building Supplies	486.93	557.43	-12.65%
<b>Total 6800 · Supplies</b>	<b>1,089.04</b>	<b>1,123.72</b>	<b>-3.09%</b>
<b>6850 · Property Improvements</b>			
6860 · Stations/Buildings	300,743.22	6,208.52	4,744.04%
<b>Total 6850 · Property Improvements</b>	<b>300,743.22</b>	<b>6,208.52</b>	<b>4,744.04%</b>
<b>Total Expense</b>	<b>694,851.68</b>	<b>484,245.72</b>	<b>43.49%</b>
<b>Net Revenue</b>	<b>-635,213.64</b>	<b>-395,453.33</b>	<b>-60.63%</b>

**Battlefield Fire Protection District**  
**Statement of Activities**  
 June 2025

11:16 AM  
 07/03/2025  
 Cash Basis

	<u>Jun 25</u>	<u>Jan - Jun 25</u>
<b>Revenue</b>		
<b>4000 · Revenue</b>		
4005 · Tax Revenue	24,049.54	6,119,097.24
4010 · Tax Interest Revenue	3,575.16	26,975.81
4050 · Miscellaneous Revenue	7,187.13	48,547.10
4060 · Interest Revenue	24,826.21	159,757.88
<b>Total 4000 · Revenue</b>	<u>59,638.04</u>	<u>6,354,378.03</u>
<b>Total Revenue</b>	<u>59,638.04</u>	<u>6,354,378.03</u>
<b>Gross Profit</b>	59,638.04	6,354,378.03
<b>Expense</b>		
<b>5000 · Capital Expense</b>		
5015 · Uniforms/PPE/Bunker Gear	0.00	971.58
5020 · Building Lease	0.00	7,881.25
5030 · Information Technology	16.84	23,402.19
5035 · Communications	0.00	38,304.02
5040 · Firefighting/EMS	0.00	4,453.96
5052 · Fitness Equipment	129.97	4,622.74
5055 · Vehicles	0.00	49,010.65
<b>Total 5000 · Capital Expense</b>	<u>146.81</u>	<u>128,646.39</u>
<b>6000 · Communications</b>		
6003 · MDT/Cell Phones	946.78	9,121.41
6020 · Managed IT Service	1,257.50	6,814.64
<b>Total 6000 · Communications</b>	<u>2,204.28</u>	<u>15,936.05</u>
<b>6100 · Insurance</b>		
6110 · Workman's Compensation	14,902.74	88,947.88
6115 · Commercial & Property	50.00	60,381.00
6120 · Medical, Dental, Vision	31,149.75	163,806.20
6122 · MOCIP	0.00	5,445.00
6125 · FFAM Dues	0.00	5,220.00
<b>Total 6100 · Insurance</b>	<u>46,102.49</u>	<u>323,800.08</u>
<b>6200 · Maintenance &amp; Repairs</b>		
6205 · Gas/Diesel	3,248.65	18,750.67
6210 · Apparatus Repair	6,552.69	23,335.25
6215 · Stations & Buildings	2,259.44	28,402.13
6220 · Lawn Maintenance	0.00	1,776.80
6225 · Equipment Maintenance	6.53	1,970.04
6235 · Headquarters Maintenance	1,268.96	7,220.96
6255 · Maintenance Shop Equipment	864.35	1,517.87
6280 · SCBA Flow Testing	0.00	97.00
<b>Total 6200 · Maintenance &amp; Repairs</b>	<u>14,200.62</u>	<u>83,070.72</u>
<b>6300 · Office/Stations</b>		

	<u>Jun 25</u>	<u>Jan - Jun 25</u>
6305 · Software Expense	0.00	30,682.62
6315 · Accounting Fees	710.00	4,910.60
6325 · Postage/Shipping	0.00	69.94
6330 · Subscriptions/Memberships	297.11	3,082.08
6335 · Advertising/Printing/Postings	98.00	142.99
<b>Total 6300 · Office/Stations</b>	<b>1,105.11</b>	<b>38,888.23</b>
<b>6400 · Training</b>		
6410 · Training Classes	9,096.89	17,220.01
6415 · Equipment	44.96	1,733.79
<b>Total 6400 · Training</b>	<b>9,141.85</b>	<b>18,953.80</b>
<b>6500 · Legal</b>		
6510 · Audit Fees	0.00	5,950.00
6525 · Cafeteria Pass Thru	-10.00	937.50
6530 · Elections	86.22	196.32
6535 · Attorney Fees	0.00	1,047.38
<b>Total 6500 · Legal</b>	<b>76.22</b>	<b>8,131.20</b>
<b>6600 · Salaries</b>		
6605 · District Personnel	220,733.46	1,383,827.44
6610 · Board of Directors		
6612 · Chaplain Expense	97.31	583.82
6610 · Board of Directors - Other	533.33	3,799.98
<b>Total 6610 · Board of Directors</b>	<b>630.64</b>	<b>4,383.80</b>
6620 · Employer Payroll Taxes	3,158.32	19,701.77
6625 · Lagers	67,810.11	298,807.42
6635 · Uniforms	2,857.05	9,606.19
6640 · 457 Pass Thru	5,710.51	0.00
6655 · Expense Account	28.36	355.68
6665 · Special Overtime	5,131.32	21,085.06
6668 · Union Dues Passthrough	-2,103.24	-3,185.79
6675 · Background Check	50.88	2,472.59
<b>Total 6600 · Salaries</b>	<b>304,007.41</b>	<b>1,737,054.16</b>
<b>6700 · Medical</b>		
6710 · Employee Physicals/POET	9,625.55	20,001.01
<b>Total 6700 · Medical</b>	<b>9,625.55</b>	<b>20,001.01</b>
<b>6750 · Utilities</b>		
6755 · Water	245.70	682.51
6760 · Sanitation	910.86	3,189.23
6765 · Sewer	179.23	1,031.25
6770 · Electric/Gas	5,073.29	28,043.68
6775 · Internet/Phones/Cable	0.00	7,034.29
<b>Total 6750 · Utilities</b>	<b>6,409.08</b>	<b>39,980.96</b>
<b>6800 · Supplies</b>		
6810 · Public Relations/Outreach	398.42	8,940.07
6815 · Logo Imprinted Supplies	0.00	414.39

	<u>Jun 25</u>	<u>Jan - Jun 25</u>
6820 · Fire & EMS Expendables	184.19	2,747.71
6830 · Disposable Batteries	19.50	618.10
6835 · Janitorial/Building Supplies	486.93	3,251.08
<b>Total 6800 · Supplies</b>	<u>1,089.04</u>	<u>15,971.35</u>
6850 · Property Improvements		
6860 · Stations/Buildings	300,743.22	696,831.49
<b>Total 6850 · Property Improvements</b>	<u>300,743.22</u>	<u>696,831.49</u>
<b>Total Expense</b>	<u>694,851.68</u>	<u>3,127,265.44</u>
<b>Net Revenue</b>	<u><u>-635,213.64</u></u>	<u><u>3,227,112.59</u></u>

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
 Jun 2025

	Annual Budget	Jun 25	% Received	Jan-Jun YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>Revenue</b>							
<b>4000 · Revenue</b>							
4005 · Tax Revenue	6,438,081.00	24,049.54	0.37%	6,119,097.24	95.05%	318,983.76	0.00
4010 · Tax Revenue Interest	0.00	3,575.16	0.00%	26,975.81	0.00%	0.00	26,975.81
4050 · Miscellaneous Revenue	0.00	7,187.13	0.00%	48,547.10	0.00%	0.00	48,547.10
4060 · Interest Revenue	0.00	24,826.21	0.00%	159,757.88	0.00%	0.00	159,757.88
<b>Total 4000 · Revenue</b>	<b>6,438,081.00</b>	<b>59,638.04</b>	<b>0.93%</b>	<b>6,354,378.03</b>	<b>98.70%</b>	<b>318,983.76</b>	<b>235,280.79</b>
<b>Expense</b>							
<b>5000 · Capital Expense</b>							
	<b>Annual Budget</b>	<b>Jun 25</b>	<b>%Budget Used in Jun</b>	<b>Jan-Jun YTD</b>	<b>%Budget Used YTD</b>	<b>Balance Available</b>	
5015 · Uniforms/PPE/Bunker Gear	65,000.00	0.00	0.00%	971.58	1.49%	64,028.42	
5020 · Building Lease	105,762.00	0.00	0.00%	7,881.25	7.45%	97,880.75	
5030 · Information Technology	25,000.00	16.84	0.07%	23,402.19	93.61%	1,597.81	
5035 · Communications	40,000.00	0.00	0.00%	38,304.02	0.00%	1,695.98	
5040 · Firefighting/EMS	50,000.00	0.00	0.00%	4,453.96	8.91%	45,546.04	
5052 · Fitness Equipment	6,000.00	129.97	2.17%	4,622.74	77.05%	1,377.26	
5055 · Vehicles	70,000.00	0.00	0.00%	49,010.65	0.00%	20,989.35	
<b>Total 5000 · Capital Expense</b>	<b>361,762.00</b>	<b>146.81</b>	<b>0.04%</b>	<b>128,646.39</b>	<b>35.56%</b>	<b>233,115.61</b>	
<b>6000 · Communications</b>							
6003 · MDT/Cell Phones	15,000.00	946.78	6.31%	9,121.41	60.81%	5,878.59	
6020 · Managed IT Service	16,260.00	1,257.50	7.73%	6,814.64	41.91%	9,445.36	
<b>Total 6000 · Communications</b>	<b>31,260.00</b>	<b>2,204.28</b>	<b>7.05%</b>	<b>15,936.05</b>	<b>50.98%</b>	<b>15,323.95</b>	
<b>6100 · Insurance</b>							
	<b>Annual Budget</b>	<b>Jun 25</b>	<b>%Budget Used in Jun</b>	<b>Jan-Jun YTD</b>	<b>%Budget Used YTD</b>	<b>Balance Available</b>	
6110 · Workman's Compensation	143,755.59	14,902.74	10.37%	88,947.88	61.87%	54,807.71	
6115 · Commercial & Property	120,661.00	50.00	0.04%	60,381.00	50.04%	60,280.00	
6120 · Medical, Dental, Vision	312,848.00	31,149.75	9.96%	163,806.20	52.36%	149,041.80	
6122 · MOCIP	8,085.00	0.00	0.00%	5,445.00	0.00%	2,640.00	
6125 · FFAM Dues	6,000.00	0.00	0.00%	5,220.00	87.00%	780.00	
<b>Total 6100 · Insurance</b>	<b>591,349.59</b>	<b>46,102.49</b>	<b>7.80%</b>	<b>323,800.08</b>	<b>54.76%</b>	<b>267,549.51</b>	

# Battlefield Fire Protection District Profit & Loss Budget Performance

Jun 2025

	Annual Budget	Jun 25	% Received	Jan-Jun YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6200 · Maintenance &amp; Repairs</b>							
6205 · Gas/Diesel	52,000.00	3,248.65	6.25%	18,750.67	36.06%	33,249.33	
6210 · Apparatus Repair	50,000.00	6,552.69	13.11%	23,335.25	46.67%	26,664.75	
6215 · Stations & Buildings	55,000.00	2,259.44	4.11%	28,402.13	51.64%	26,597.87	
6220 · Lawn Maintenance	10,500.00	0.00	0.00%	1,776.80	16.92%	8,723.20	
6225 · Equipment Maintenance	7,000.00	6.53	0.09%	1,970.04	28.14%	5,029.96	
6235 · Headquarters Maintenance	15,000.00	1,268.96	8.46%	7,220.96	48.14%	7,779.04	
6250 · Ground/Aerial Ladder Testing	3,000.00	0.00	0.00%	0.00	0.00%	3,000.00	
6255 · Maintenance Shop Equipment	1,750.00	864.35	49.39%	1,517.87	86.74%	232.13	
6280 · SCBA Flow Testing	5,000.00	0.00	0.00%	97.00	1.94%	4,903.00	
<b>Total 6200 · Maintenance &amp; Repairs</b>	<b>199,250.00</b>	<b>14,200.62</b>	<b>7.13%</b>	<b>83,070.72</b>	<b>41.69%</b>	<b>116,179.28</b>	
<b>6300 · Office/Stations</b>							
6305 · Software Expense	46,040.00	0.00	0.00%	30,682.62	66.64%	15,357.38	
6315 · Accounting Fees	9,400.00	710.00	7.55%	4,910.60	52.24%	4,489.40	
6325 · Postage/Shipping	700.00	0.00	0.00%	69.94	9.99%	630.06	
6330 · Subscriptions/Memberships	17,500.00	297.11	1.70%	3,082.08	17.61%	14,417.92	
6335 · Advertising/Printing/Postings	1,000.00	98.00	9.80%	142.99	14.30%	857.01	
<b>Total 6300 · Office/Stations</b>	<b>74,640.00</b>	<b>1,105.11</b>	<b>1.48%</b>	<b>38,888.23</b>	<b>52.10%</b>	<b>35,751.77</b>	
<b>6400 · Training</b>							
	<b>Annual Budget</b>	<b>Jun 25</b>	<b>% Budget Used in Jun</b>	<b>Jan-Jun YTD</b>	<b>% Budget Used YTD</b>	<b>Balance Available</b>	
6410 · Training Classes	51,200.00	9,096.89	17.77%	17,220.01	33.63%	33,979.99	
6415 · Equipment	50,000.00	44.96	0.09%	1,733.79	3.47%	48,266.21	
<b>Total 6400 · Training</b>	<b>101,200.00</b>	<b>9,141.85</b>	<b>9.03%</b>	<b>18,953.80</b>	<b>18.73%</b>	<b>82,246.20</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
 Jun 2025

	Annual Budget	Jun 25	% Received	Jan-Jun YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6500 · Legal</b>							
6510 · Audit Fees	6,700.00	0.00	0.00%	5,950.00	88.81%	750.00	
6525 · Cafeteria Pass Thru	1,500.00	-10.00	-0.67%	937.50	62.50%	562.50	
6530 · Elections	33,000.00	86.22	0.26%	196.32	0.59%	32,803.68	
6535 · Attorney Fees	5,000.00	0.00	0.00%	1,047.38	20.95%	3,952.62	
<b>Total 6500 · Legal</b>	<b>46,200.00</b>	<b>76.22</b>	<b>0.16%</b>	<b>8,131.20</b>	<b>17.60%</b>	<b>38,068.80</b>	
<b>6600 · Salaries</b>							
6605 · District Personnel	2,996,672.00	220,733.46	7.37%	1,383,827.44	46.18%	1,612,844.56	
<b>6610 · Board of Directors</b>							
6612 · Chaplain Expense	2,000.00	97.31	4.87%	583.82	29.19%	1,416.18	
6610 · Board of Directors - Other	9,400.00	533.33	5.67%	3,799.98	40.43%	5,600.02	
<b>Total 6610 · Board of Directors</b>	<b>11,400.00</b>	<b>630.64</b>	<b>5.53%</b>	<b>4,383.80</b>	<b>38.45%</b>	<b>7,016.20</b>	
6620 · Employer Payroll Taxes	52,631.00	3,158.32	6.00%	19,701.77	37.43%	32,929.23	
6625 · Lagers	649,996.00	67,810.11	10.43%	298,807.42	45.97%	351,188.58	
6635 · Uniforms	10,000.00	2,857.05	28.57%	9,606.19	96.06%	393.81	
6640 · 457 Pass Thru	500.00	5,710.51	1142.10%	0.00	0.00%	500.00	
6650 · Miscellaneous Board Expense	500.00	0.00	0.00%	0.00	0.00%	500.00	
6655 · Expense Account	3,000.00	28.36	0.95%	355.68	11.86%	2,644.32	
6665 · Special Overtime	50,000.00	5,131.32	10.26%	21,085.06	42.17%	28,914.94	
6668 · Union Dues Passthrough	0.00	-2,103.24	0.00%	-3,185.79	0.00%	3,185.79	
6675 · Background Check	3,250.00	50.88	1.57%	2,472.59	76.08%	777.41	
<b>Total 6600 · Salaries</b>	<b>3,777,949.00</b>	<b>304,007.41</b>	<b>8.05%</b>	<b>1,737,054.16</b>	<b>45.98%</b>	<b>2,040,894.84</b>	
<b>6700 · Medical</b>							
	<b>Annual Budget</b>	<b>Jun 25</b>	<b>%Budget Used in Jun</b>	<b>Jan-Jun YTD</b>	<b>%Budget Used YTD</b>	<b>Balance Available</b>	
6710 · Employee Physicals/POET	38,000.00	9,625.55	25.33%	20,001.01	52.63%	17,998.99	
<b>Total 6700 · Medical</b>	<b>38,000.00</b>	<b>9,625.55</b>	<b>25.33%</b>	<b>20,001.01</b>	<b>52.63%</b>	<b>17,998.99</b>	

**Battlefield Fire Protection District**  
**Profit & Loss Budget Performance**  
 Jun 2025

	Annual Budget	Jun 25	% Received	Jan-Jun YTD	% Received YTD	Revenue Still Expected	Revenue Over Expected
<b>6750 · Utilities</b>							
6755 · Water	2,000.00	245.70	12.29%	682.51	34.13%	1,317.49	
6760 · Sanitation	4,800.00	910.86	18.98%	3,189.23	66.44%	1,610.77	
6765 · Sewer	3,000.00	179.23	5.97%	1,031.25	34.38%	1,968.75	
6770 · Electric/Gas	35,000.00	5,073.29	14.50%	28,043.68	80.12%	6,956.32	
6775 · Internet/Phones/Cable	20,700.00	0.00	0.00%	7,034.29	33.98%	13,665.71	
<b>Total 6750 · Utilities</b>	<b>65,500.00</b>	<b>6,409.08</b>	<b>9.78%</b>	<b>39,980.96</b>	<b>61.04%</b>	<b>25,519.04</b>	
<b>6800 · Supplies</b>							
6810 · Public Relations/Outreach	20,000.00	398.42	1.99%	8,940.07	44.70%	11,059.93	
6815 · Logo Imprinted Supplies	3,000.00	0.00	0.00%	414.39	13.81%	2,585.61	
6820 · Fire & EMS Expendables	6,000.00	184.19	3.07%	2,747.71	45.80%	3,252.29	
6830 · Disposable Batteries	1,000.00	19.50	1.95%	618.10	61.81%	381.90	
6835 · Janitorial/Building Supplies	11,500.00	486.93	4.23%	3,251.08	28.27%	8,248.92	
<b>Total 6800 · Supplies</b>	<b>41,500.00</b>	<b>1,089.04</b>	<b>2.62%</b>	<b>15,971.35</b>	<b>38.49%</b>	<b>25,528.65</b>	
<b>6850 · Property Improvements</b>							
6860 · Stations/Buildings	1,000,000.00	300,743.22	30.07%	696,831.49	69.68%	303,168.51	
<b>Total 6850 · Property Improvements</b>	<b>1,000,000.00</b>	<b>300,743.22</b>	<b>30.07%</b>	<b>696,831.49</b>	<b>69.68%</b>	<b>303,168.51</b>	
<b>Total Expense</b>	<b>6,328,610.59</b>	<b>694,851.68</b>	<b>10.98%</b>	<b>3,127,265.44</b>	<b>49.41%</b>	<b>3,201,345.15</b>	
<b>Net Revenue</b>	<b>109,470.41</b>	<b>-635,213.64</b>	<b>-580.26%</b>	<b>3,227,112.59</b>	<b>2947.93%</b>	<b>-2,882,361.39</b>	

Total Budget Amount

3,201,345.15

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
694,851.68	3,127,265.44

Restricted Funds

Operating Reserve	1,000,000.00
Emergency Equipment Reserve	839,576.00
Building Reserve	1,544,406.00
<b>Total Contingency Fund</b>	<b>3,383,982.00</b>

**Battlefield Fire Protection District**  
**Transaction Detail By Account**  
 January through June 2025

	Name	Memo	Paid Amount
4000 · Revenue			
4050 · Miscellaneous Revenue			
	BusinessPlans, Inc	cobra	482.47
	OTC	Firefighter class 12/9/24	1,300.00
	Chris Zoeller -	reimbursement	18.36
	ESRI	refund	4,000.00
	BusinessPlans, Inc	Cobra	482.47
	Greene County Treasurer	Financial Inst. Tax & Int. 2024 per memo	114.43
	GovDeals	Deposit	12,410.91
	GovDeals	Deposit	240.01
	CITY OF SPRINGFIELD	2023 annexations	3,807.39
	BusinessPlans, Inc	cobra	482.47
	GovDeals	Deposit	9,600.00
	GovDeals	Deposit	57.00
	LexisNexis	Deposit	10.00
	BusinessPlans, Inc	Cobra	482.47
	Progressive Claims	incident report	10.00
	GovDeals	Deposit	230.52
	GovDeals	Deposit	4,362.00
		Deposit	100.00
	Mediacom	Mediacom	269.25
	Mediacom	Mediacom	88.19
	Mediacom	Mediacom	66.14
	Mediacom	Mediacom	0.99
	Mediacom	Mediacom	246.11
	Mediacom	refund x1853	613.54
	State of Missouri Vendor Pay	grant reimbursement?	1,885.25
	JON'S MID AMERICA FIRE APPA	Deposit	3,162.13
	GovDeals	Deposit	1,575.00
	OTC	OTC FST 2025	2,450.00
	Total 4050 · Miscellaneous Revenue		<u>48,547.10</u>
	Total 4000 · Revenue		<u>48,547.10</u>
<b>TOTAL</b>			<u><u>48,547.10</u></u>



## BATTLEFIELD FIRE PROTECTION DISTRICT

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

4117 W. Second Street  
Battlefield, MO 65619

FAX: (417) 887-9914  
PHONE: (417) 881-9018



### Administration – Fire Chief Anderson

- Attended several meetings to evaluate leadership development programs for future implementation.
- Attended District committee meetings (Heath & Wellness, CRR, Safety, and Awards).
- Presented awards to area emergency response partners who assisted our District.
- Attended workers compensation training with command staff.
- Attended an occupational medicine and workers compensation planning meeting with CoxHealth.
- Met with the American Red Cross to introduce Chief Zoeller and plan future smoke alarm canvas events.
- Attended several PR events with the community including a tailgate party with Ridgecrest Baptist Church and a car show event with Graceway Baptist Church.
- Assisted Chief Zoeller with tent inspections and a fire extinguisher class for fireworks vendors.
- Attended a Lunch & Learn event with LAGERS to provide information on the District's retirement program.
- Continued monitoring student progress with Fire Officer I and Fire Instructor II courses.
- Attended COAD and after-action report meetings related to local storm events.
- Attended a meeting with area fire chiefs and Senator Josh Hawley's office to discuss issues with apparatus pricing, production, and warranty/maintenance delays.

### Operations – Deputy Chief Reynolds

#### June run statistics

- Calls = 183 (13.66% increase from 2024)
  - 8 Building fires
  - Does not include all 52 calls handled during the day of the weather event
  - Previous year = 1097
  - YTD 2025 = 1159 (5.65% increase from 2024)
  - Average Response = 5.09 minutes
  - YTD = 5.44 minutes
  - Target is 7.00 minutes
  - Turnout time = 1:07 minutes
  - YTD = 1:13 minutes
  - Target is 1:30
- We have purchased a HAAS alert system for our vehicles. This system alerts smart phones and vehicles to approaching emergency vehicles or emergency scenes. It also alerts similarly equipped emergency vehicles that we are approaching the same intersection. Battalion Chief Dukewits worked very hard on this project.
- We conducted follow-up interviews for the company officer vacancy. Each candidate also submitted a transition plan.
- A meeting with involved parties was held at Station #3. Cardinal Roofing agreed the job quality was poor and said they would be fixing it.
- We had some weather events which caused damage throughout our area. Unfortunately, the storms did cause one fatality, which was in our response area.
  - o Several trees were damaged at HQ.
  - o Electronics at HQ did receive some damage due to lightning.

*"We Serve"*



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- o We received mutual aid from Ebenezer, Ash Grove, Strafford, Logan-Rogersville, Nixa, and Brookline. Our response area was searched quickly.
- o Battalion Chief Crump and I set up our FDOC at HQ and coordinated our response. We will be doing an After-Action Review soon.
- o Assistant Chief Burr responded to the EOC and directed coordinated responses for all fire departments in Greene County.
- The FEMS2 response group met again. We have narrowed our focus on improving responses to specific calls for service.
- We have been working towards moving to First Due RMS for the last several months. Battalion Chief Crump has spearheaded this project and has done the lion's share of the work thus far. He has attended, coordinated, recorded, and led multiple meetings and training sessions. This one software is going to replace several different programs.
- All ladders were tested.
  - I completed an Operational Assessment for the City of Monett Fire Department.

### **Support Services – Division Chief Zoeller** **Community Risk Reduction Activities**

- Total contacts made through social media, the District website and Google Business for June 2025= 53,246.
- There were 9x phone requests for smoke alarms and 14x total incidents in Fire programs.
- Crews installed 2 smoke alarms and replaced 0 smoke alarm batteries for District citizens.
- Attended a regional meeting with Community Organizations Active in Disasters (COAD).
- Had one person take the extinguisher class for Firework tent operators.
- Completed a short “How to do Preplans” classes for the crews on the new RMS (First due)
- Preplans list was updated and assigned to the crews to be completed by Dec 1<sup>st</sup>.
- Attended a meeting with the District’s Community Risk Reduction Committee.

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

- The District had no work comp claims for this period.
- Continued monitoring active work comp claims.
- Updated procedure for EAP and Work comp. Draft waiting for review.
- Created a safety procedure for all our scheduled maintenance items. Draft waiting for review.
- Attended a meeting with the Safety Committee.
- Attended a meeting with the Health and Wellness Committee.
- Attended a LEPC meeting.

### **Training – Assistant Chief Burr**

- Training hours for June: 1,398 hours
  - o YTD Hours = 8,433 hours
    - 2024 YTD Hours = 9,958 hours.
- Attended several meetings over the maintenance building. Substantial completion of the building is still slated for October 1<sup>st</sup>. I will have more on the project for you at the meeting.



## BATTLEFIELD FIRE PROTECTION DISTRICT

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- I will be going out to bid on our burn building this month with the intent of having something for your approval in the August meeting. Construction won't start until 2026, but I need approval before they start the concrete work for the new training pad for engineering purposes.
- I attended an exercise planning workgroup meeting at OEM.
- I'm continuing to work on the First Due software implementation for the training module.
- I staffed the EOC during the severe storm event and have been working with OEM on damage assessment information from our District.
- I will be ordering new gear this month so you will see that expense come through.

# Purchasing and Procurement

## 210.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

## 210.2 POLICY

It is the policy of the district to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the district and maintain public trust.

### 210.2.1 PURCHASING

Authorized purchasers are the agents and officers identified below, within their respective limits and assigned program/project areas. A purchase order and receipt for such goods and services must accompany all purchases except for those specifically outlined in this policy. Purchase orders should identify the budget line from where the money will be debited and confirmed with the officer responsible for the funds within that line item. At any level of purchasing goods and services, the District shall strive to purchase locally. Any purchase of goods or services of one hundred and one (\$101.00) dollars or more must have a purchase order issued before purchase. Contracted or reoccurring services, such as utilities, attorney fees, fuel, architectural fees, auditor costs, contracted obligations or leases, or other professional or contracted services shall require no purchase order.

The services provided by the District are supported through the power and authority of purchasing the goods and services necessary to conduct business. In cases of emergency, it is imperative that the services of the District not be obstructed. As such, the following purchasing restrictions are placed on the listed positions for those goods or services that are not budgeted expenses.

- (a) Company Officers and Administrative Assistants may purchase goods or services for the District to a limit of five hundred (\$500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (b) Shift Commanders and Maintenance Personnel may purchase goods or services for the District to a limit of one thousand five hundred (\$1,500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (c) Division Chiefs may purchase goods or services for the District up to a limit of two thousand (\$2,000.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (d) Assistant Chiefs may purchase goods or services for the District up to a limit of two thousand five hundred (\$2,500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.

# Battlefield Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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- (e) Deputy Chiefs may purchase goods or services for the District up to a limit of five thousand (\$5,000.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (f) The Fire Chief may purchase goods or services for the District up to a limit of ten thousand (\$10,000.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by the Board of Directors.

In the event of an emergency involving the safety of Battlefield Fire Protection District personnel or the imminent extensive destruction of property belonging to the District, this amount may be exceeded by the Fire Chief, in a budgeted or unbudgeted category. Written justification to substantiate such expenditure, plus supporting documentation, will be presented to the Board of Directors, by the Fire Chief, at the next scheduled Board Meeting. Any abuse or unsupported use of this provision will be viewed from a critical stance by the Board.

#### 210.2.2 BIDDING PROCESS

The District is required to follow appropriate bidding and purchasing practices and comply with applicable laws. As such, the following process has been identified to assist in following those applicable laws and ensuring common purchasing practices are completed. Any purchases requiring bids will be tabulated on the price comparison form. This form can be found in the form-fillable version on the Synology Drive in the District Wide folder under BFPD Forms \ Verified Forms.

1. Any single item or service that costs less than five hundred (\$500.00) dollars shall require no special bidding requirements.
2. Items between five hundred (\$500.00) dollars and five thousand (\$5,000.00) dollars shall receive a minimum of three (3) **telephone** bids.
3. Items between five thousand (\$5,000.00) dollars and ten thousand (\$10,000.00) dollars require a minimum of two (2) written proposals.
4. The purchase of goods or services over ten thousand (\$10,000.00) dollars, except those professional services exempt by state statute, will require advertisement in at least one (1) local newspaper.

[See attachment: BFPD Price Comp form fillable.pdf](#)

When formal requests for bids/proposals are solicited, they must be sealed until the advertised date to open the bids. Staff designees or their representatives will open bids, review, and prepare a recommendation for Board approval. Additionally, solicitation for bids will follow the guidelines listed below:

1. Under no condition will employees of the District enter into arrangements with distributors affecting pricing or undermining fair competition.
2. Staff may utilize bids for goods or services awarded to other governmental entities without completing the processes above if a competitive bidding process was completed by that governmental entity or purchasing authority.

# Battlefield Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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3. Advertisement of requests for bids/proposals/qualifications includes publishing in the local newspaper once, at least fourteen (14) days before the closing date of bid acceptance.
  1. Advertising in a local newspaper will not be required if all suppliers are out of town, or if all available suppliers are identified and they will all be supplied bid proposals.
4. On specialty items where there are limited numbers of manufacturers, invitations to bid will be sent to ensure that a competitive sampling of the market is obtained.
5. Written communication is the preferred way to conduct business with our vendors. Any changes to bids or questions posed in an official capacity shall be in written form, which include, but are not limited to: Emails, Letters, Memorandums, etc. Official communications regarding purchases will not be acceptable if completed by text message.
6. At times, the District may request bids for goods and services from employees with specific talents or desires. These goods and services will be outside the normal scope of job duties. Requests for bids will be posted in each station and or sent by e-mail. The posting shall be no less than seven (7) calendar days.

#### 210.2.3 CAPITALIZATION

The policy of the Battlefield Fire Protection District is to capitalize assets when the useful life is greater than one year and the acquisition cost meets the capitalization threshold of \$3,000.

- (a) Purchased or constructed capital assets and infrastructure are reported at acquisition or construction cost or estimated historical cost.
- (b) Donated capital assets are recorded at their estimated fair value at the date of donation.
- (c) Assets will be depreciated on the straight-line basis over their estimated useful lives.

#### 210.3 PURCHASING AND PROCUREMENT COORDINATOR

The Board of Directors should designate a member to coordinate district purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.

# Battlefield Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

#### **210.4 WORKER'S COMPENSATION VERIFICATION**

Verification of worker's compensation insurance for on-site vendors is required.

#### **210.5 REVIEWS**

The Board of Directors should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

#### **210.6 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on 12/17/2024.

## Attachments

## **BFPD Price Comp form fillable.pdf**



# BATTLEFIELD FIRE PROTECTION DISTRICT

## Price Comparison Form

*This form to be completed on all purchases greater than \$500.*

DESCRIPTION OF GOODS/SERVICES:

1.

2.

3.

A. COMPANY:

SALES REP:           PHONE:

PRICE: 1.           2.           3.

CASH DISCOUNT

SHIPPING \$           SHIPPING\$           SHIPPING \$

B. COMPANY:

SALES REP:           PHONE:

PRICE: 1.           2.           3.

CASH DISCOUNT

SHIPPING \$           SHIPPING\$           SHIPPING \$

C. COMPANY:

SALES REP:           PHONE:

PRICE: 1.           2.           3.

CASH DISCOUNT

SHIPPING \$           SHIPPING\$           SHIPPING \$

PRICE INQUIRY BY:           DATE:

VENDOR SELECTED:

AUTHORIZED BY:           ACCOUNT #:

# Purchasing and Procurement

## 210.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services.

## 210.2 POLICY

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### 210.2.1 PURCHASING

Authorized purchasers are the agents and officers identified below, within their respective limits and assigned program/project areas. A purchase order and receipt for such goods and services must accompany all purchases except for those specifically outlined in this policy. Purchase orders should identify the budget line from where the money will be debited and confirmed with the officer responsible for the funds within that line item. At any level of purchasing goods and services, the District shall strive to purchase locally. Any purchase of goods or services of one hundred and one (\$101.00) dollars or more must have a purchase order issued before purchase. Contracted or reoccurring services, such as utilities, attorney fees, fuel, architectural fees, auditor costs, contracted obligations or leases, or other professional or contracted services shall require no purchase order.

The services provided by the District are supported through the power and authority of purchasing the goods and services necessary to conduct business. In cases of emergency, it is imperative that the services of the District not be obstructed. As such, the following purchasing restrictions are placed on the listed positions for those goods or services that are not budgeted expenses.

- (a) Company Officers and Administrative Assistants may purchase goods or services for the District to a limit of five hundred (\$500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (b) Shift Commanders and Maintenance Personnel may purchase goods or services for the District to a limit of one thousand five hundred (\$1,500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (c) Division Chiefs may purchase goods or services for the District up to a limit of two thousand (\$2,000.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (d) Assistant Chiefs may purchase goods or services for the District up to a limit of two thousand five hundred (\$2,500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.

# Battlefield Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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- (e) Deputy Chiefs may purchase goods or services for the District up to a limit of five thousand (\$5,000.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by their supervisor.
- (f) The Fire Chief may purchase goods or services for the District up to a limit of ten thousand (\$10,000.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by the Board of Directors.

In the event of an emergency involving the safety of Battlefield Fire Protection District personnel or the imminent extensive destruction of property belonging to the District, this amount may be exceeded by the Fire Chief, in a budgeted or unbudgeted category. Written justification to substantiate such expenditure, plus supporting documentation, will be presented to the Board of Directors, by the Fire Chief, at the next scheduled Board Meeting. Any abuse or unsupported use of this provision will be viewed from a critical stance by the Board.

#### 210.2.2 BIDDING PROCESS

The District is required to follow appropriate bidding and purchasing practices and comply with applicable laws. As such, the following process has been identified to assist in following those applicable laws and ensuring common purchasing practices are completed. Any purchases requiring bids will be tabulated on the price comparison form. This form can be found in the form-fillable version on the Synology Drive in the District Wide folder under BFPD Forms \ Verified Forms.

1. Any single item or service that costs less than five hundred (\$500.00) dollars shall require no special bidding requirements.
2. Items between five hundred (\$500.00) dollars and five thousand (\$5,000.00) dollars shall receive a minimum of three (3) [informal telephone](#) bids.
3. Items between five thousand (\$5,000.00) dollars and ten thousand (\$10,000.00) dollars require a minimum of two (2) written proposals.
4. The purchase of goods or services over ten thousand (\$10,000.00) dollars, except those professional services exempt by state statute, will require advertisement in at least one (1) local newspaper.

[See attachment: BFPD Price Comp form fillable.pdf](#)

When formal requests for bids/proposals are solicited, they must be sealed until the advertised date to open the bids. Staff designees or their representatives will open bids, review, and prepare a recommendation for Board approval. Additionally, solicitation for bids will follow the guidelines listed below:

1. Under no condition will employees of the District enter into arrangements with distributors affecting pricing or undermining fair competition.
2. Staff may utilize bids for goods or services awarded to other governmental entities without completing the processes above if a competitive bidding process was completed by that governmental entity or purchasing authority.

# Battlefield Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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3. Advertisement of requests for bids/proposals/qualifications includes publishing in the local newspaper once, at least fourteen (14) days before the closing date of bid acceptance.
  1. Advertising in a local newspaper will not be required if all suppliers are out of town, or if all available suppliers are identified and they will all be supplied bid proposals.
4. On specialty items where there are limited numbers of manufacturers, invitations to bid will be sent to ensure that a competitive sampling of the market is obtained.
5. Written communication is the preferred way to conduct business with our vendors. Any changes to bids or questions posed in an official capacity shall be in written form, which include, but are not limited to: Emails, Letters, Memorandums, etc. Official communications regarding purchases will not be acceptable if completed by text message.
6. At times, the District may request bids for goods and services from employees with specific talents or desires. These goods and services will be outside the normal scope of job duties. Requests for bids will be posted in each station and or sent by e-mail. The posting shall be no less than seven (7) calendar days.
7. All purchase orders exceeding five thousand (\$5,000.00) dollars that will not be or were not awarded to the lowest bidder must include documentation from the authorized purchaser explaining the reason(s) for not selecting the lowest bidder. Documentation may be submitted in the form of a typed letter or copy of an email. The required documentation must be submitted with a completed purchase order form and BFPD Price Comp form to the Fire Chief for approval before the purchase is completed unless the purchase is considered an emergency due to exigent circumstances. Documentation for purchases exceeding five thousand (\$5,000.00) dollars that were not awarded to the lowest bidder will be reviewed by the Fire Chief and Board Treasurer on a monthly basis.

#### 210.2.3 CAPITALIZATION

The policy of the Battlefield Fire Protection District is to capitalize assets when the useful life is greater than one year and the acquisition cost meets the capitalization threshold of \$3,000.

- (a) Purchased or constructed capital assets and infrastructure are reported at acquisition or construction cost or estimated historical cost.
- (b) Donated capital assets are recorded at their estimated fair value at the date of donation.
- (c) Assets will be depreciated on the straight-line basis over their estimated useful lives.

#### 210.3 PURCHASING AND PROCUREMENT COORDINATOR

The Board of Directors should designate a member to coordinate district purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.

# Battlefield Fire Protection District

## Policy Manual

### *Purchasing and Procurement*

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- (b) Obtaining authorization from the Fire Chief or the authorized designee for each purchase.
- (c) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (d) If the procurement method selected is one other than competitive bidding, documenting why another method was selected.
- (e) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (f) Forwarding all contracts and purchase orders to the Fire Chief or the authorized designee for review, approval, and execution.

#### **210.4 WORKER'S COMPENSATION VERIFICATION**

Verification of worker's compensation insurance for on-site vendors is required.

#### **210.5 REVIEWS**

The Board of Directors should ensure that a review of purchasing and procurement activities is conducted annually to determine compliance with any applicable federal, state, and local laws, rules, and requirements.

#### **210.6 BOARD APPROVAL**

This policy was approved by the Battlefield Fire Protection District Board of Directors on 12/17/2024.

## Attachments

## BFPD Price Comp form fillable.pdf



# BATTLEFIELD FIRE PROTECTION DISTRICT

## Price Comparison Form

*This form to be completed on all purchases greater than \$500.*

DESCRIPTION OF GOODS/SERVICES:

1.

2.

3.

A. COMPANY:

SALES REP:           PHONE:

PRICE: 1.           2.           3.

CASH DISCOUNT

SHIPPING \$           SHIPPING\$           SHIPPING \$

B. COMPANY:

SALES REP:           PHONE:

PRICE: 1.           2.           3.

CASH DISCOUNT

SHIPPING \$           SHIPPING\$           SHIPPING \$

C. COMPANY:

SALES REP:           PHONE:

PRICE: 1.           2.           3.

CASH DISCOUNT

SHIPPING \$           SHIPPING\$           SHIPPING \$

PRICE INQUIRY BY:           DATE:

VENDOR SELECTED:

AUTHORIZED BY:           ACCOUNT #: