



AGENDA

Battlefield Fire Protection District Battlefield Volunteer Fire Department



Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619
Tuesday, December 09, 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 prior to 5pm on the Monday prior to meeting.

Unfinished Business

1. Maintenance building project
2. Station 3 repairs
3. Station 1 remodel and RFQs
4. Cascade system for training

New Business

1. 2026 proposed budget
2. District safe deposit box inventory
3. Policy updates
4. General overview

Closed Session

1. Discussion and possible vote concerning: 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 Record.

Adjournment

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

Posted: 12/5/2025 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.

Fire Chief



Battlefield Fire Protection District Battlefield Volunteer Fire Department Minutes November 2025 Regular Board Meeting



Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

5:00 PM

Date of Meeting:

November 10, 2025

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

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

Approval of Last Month's Minutes:

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

Financial Business:

1. The Board addressed bills to be paid and signed checks.
2. Mr. Pon discussed the October financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates \$5,574.74. Battlefield Fire Protection District's ICS account holds \$4,199,989.07 and Money Market holds \$67,815.97.
3. Mr. Pon motioned to approve the financials. 2nd by Mr. Lambeth. Motion carried.
4. Board member Jen Albers completed the required documentation to be added to the list of authorized signers for the district's bank account at Oakstar as motioned in last month's meeting.

Public Comments: None

Unfinished Business:

1. Maintenance Building Project: Chief Burr informed the board that we are able to incorporate the old concrete pad into the new one, thus saving the district approximately \$47k.
2. Station 3 repairs: roof repairs should be complete by Dec 1.
3. Station 1 remodel and RFQs: Paragon has accepted the project.

New Business:

1. Schedule for the BOD 2026 budget work session: November 18th, 10-12.
2. Personnel issue: closed session
3. 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. 2nd by Mr. Lambeth. Motion carried.
Out of Open Session at 5:37 pm.

Motion to go into Closed Session by Mr. Pon. 2nd by Mr. Lambeth. Motion carried.
Into Closed Session 5:41 pm
Roll Call: Danny Perches, Mark Pon, Scott Lambeth, Jen Albers, and Shane Anderson.

Motion to go out of Closed Session by Mr. Pon. 2nd by Mrs. Albers. Motion carried.
Out of Closed Session: 6:49pm

Motion to go into Open Session by Mr. Pon. 2nd by Mrs. Albers. Motion carried.
Into Open Session: 7:55 pm
Roll Call: Danny Perches Mark Pon, Scott Lambeth, and Jen Albers.

Adjournment:

Adjourned at 7:56 pm.

Approved by:

Danny Perches

Mark Pon

Scott Lambeth

Jen Albers



Battlefield Fire Protection District Battlefield Volunteer Fire Department Minutes November 18th Special Board Work Session



Location of Meeting:

4117 West Second St.
Battlefield, MO 65619

Time of Meeting:

10:00 AM

Date of Meeting:

November 18, 2025

A special meeting of the Battlefield Fire Protection District Board of Directors was called to order by Chairman Danny Perches at 10:00 am. A roll call was taken, and a quorum was established. Board Members Present: Chairman Danny Perches, Vice Chair Jen Albers, Treasurer Mark Pon, and Member Scott Lambeth.

Motion to approve the agenda by Mr. Pon. 2nd by Mrs. Albers.

Public Comments: none

New Business:

1. 2026 Budget discussion - new figures still to come from MEM
2. Personnel issue - closed session
3. General Overview - none

Closed Session: 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.

Motion to go out of Open Session by Mr. Pon. 2nd by Mr. Lambeth. Motion carried.
Out of Open Session at 11:47 am.

Motion to go into Closed Session by Mr. Pon 2nd by Mr. Lambeth. Motion carried.
Into Closed Session 11:47 am.

Roll Call: Danny Perches, Mark Pon, Scott Lambeth, Jen Albers, Fire Chief Shane Anderson, Deputy Chief Dennis Reynolds, Battalion Chief Shawn Crump, and Secretary Shawn Shupert.

Motion to go out of Closed Session by Mrs. Albers 2nd by Mr. Pon. Motion carried.
Out of Closed Session: 11:57 am.

Motion to go into Open Session by Mrs. Albers 2nd by Mr. Lambeth. Motion carried.
Into Open Session: 11:58 pm
Roll Call: Danny Perches, Mark Pon, Scott Lambeth, and Jen Albers.

Motion to approve termination of a probationary fire fighter by Mr. Pon. 2nd by Mrs. Albers. All ayes.
Motion carried.

Motion to approve termination of an employee, if necessary, by Mr. Pon. 2nd by Mr. Lambeth. All ayes.
Motion carried.

Adjournment:

Mr. Pon moved to adjourn at 12:00 PM.

Approved by:

Danny Perches

Jen Albers

Mark Pon

Scott Lambeth

Battlefield Volunteer Fire Department
Statement of Net Assets

As of November 30, 2025
Nov 30, 25

ASSETS

Current Assets

Checking/Savings

1050 · Oakstar Volunteer Account 5,576.80

Total Checking/Savings 5,576.80

Total Current Assets 5,576.80

TOTAL ASSETS 5,576.80

LIABILITIES & Revenue

Revenue

1110 · Retained Earnings 5,553.89

Net Revenue 22.91

Total Revenue 5,576.80

TOTAL LIABILITIES & Revenue 5,576.80

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

2:19 PM
12/02/2025
Cash Basis
Nov 30, 25

ASSETS	
Current Assets	
Checking/Savings	
1000 · OakStar - ICS	3,371,049.94
1005 · OakStar - Money Market	68,023.88
1025 · Oakstar - Operating	62,020.96
1105 · Petty Cash	131.66
1199 · Allowance for Restricted Funds	<u>-3,383,982.00</u>
Total Checking/Savings	<u>117,244.44</u>
Total Current Assets	117,244.44
Fixed Assets	
1505 · Office Equipment	2,801.26
1508 · Vehicles	<u>47,868.00</u>
Total Fixed Assets	<u>50,669.26</u>
TOTAL ASSETS	<u><u>167,913.70</u></u>
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	<u>2,487,239.86</u>
Total 3200 · Unrestricted Fund Balances	-896,742.14
32000 · Retained Earnings	1,101,589.58
Net Revenue	<u>-36,933.74</u>
Total Revenue	167,913.70
TOTAL LIABILITIES & Revenue	<u><u>167,913.70</u></u>

Battlefield Fire Protection District
Statement of Cash Flows
November 2025

2:19 PM

Cash Basis

	Nov 25	Oct 25	% Change
Revenue			
4000 · Revenue			
4005 · Tax Revenue	12,477.70	11,340.15	10.03%
4010 · Tax Interest Revenue	2,644.15	2,566.68	3.02%
4050 · Miscellaneous Revenue	120.00	135.00	-11.11%
4060 · Interest Revenue	12,222.68	15,443.76	-20.86%
Total 4000 · Revenue	27,464.53	29,485.59	-6.85%
Total Revenue	27,464.53	29,485.59	-6.85%
Gross Profit	27,464.53	29,485.59	-6.85%
Expense			
5000 · Capital Expense			
5015 · Uniforms/PPE/Bunker Gear	0.00	43,231.40	-100.0%
5030 · Information Technology	0.00	1,225.00	-100.0%
5035 · Communications	314.90	735.66	-57.2%
5040 · Firefighting/EMS	21,493.56	242.67	8,757.12%
5052 · Fitness Equipment	0.00	324.95	-100.0%
5055 · Vehicles	65,186.19	0.00	100.0%
Total 5000 · Capital Expense	86,994.65	45,759.68	90.11%
6000 · Communications			
6003 · MDT/Cell Phones	1,320.72	1,207.06	9.42%
6020 · Managed IT Service	1,257.50	1,257.50	0.0%
Total 6000 · Communications	2,578.22	2,464.56	4.61%
6100 · Insurance			
6115 · Commercial & Property	38,751.00	0.00	100.0%
6120 · Medical, Dental, Vision	27,454.24	22,434.71	22.37%
6125 · FFAM Dues	0.00	580.00	-100.0%
Total 6100 · Insurance	66,205.24	23,014.71	187.67%
6200 · Maintenance & Repairs			
6205 · Gas/Diesel	3,024.75	232.69	1,199.91%
6210 · Apparatus Repair	1,781.53	7,417.71	-75.98%
6215 · Stations & Buildings	1,513.74	2,323.30	-34.85%
6220 · Lawn Maintenance	2,420.00	0.00	100.0%
6225 · Equipment Maintenance	1,456.00	327.95	343.97%
6235 · Headquarters Maintenance	1,209.00	1,365.00	-11.43%
Total 6200 · Maintenance & Repairs	11,405.02	11,666.65	-2.24%
6300 · Office/Stations			
6305 · Software Expense	5,999.40	0.00	100.0%
6315 · Accounting Fees	300.00	740.00	-59.46%
6325 · Postage/Shipping	0.00	199.15	-100.0%
6330 · Subscriptions/Memberships	929.19	1,288.54	-27.89%
Total 6300 · Office/Stations	7,228.59	2,227.69	224.49%

	Nov 25	Oct 25	% Change
6400 · Training			
6410 · Training Classes	7,008.60	1,104.06	534.8%
6415 · Equipment	7,365.23	182.94	3,926.04%
Total 6400 · Training	14,373.83	1,287.00	1,016.85%
6500 · Legal			
6525 · Cafeteria Pass Thru	-72.85	-489.73	85.12%
6535 · Attorney Fees	88.50	784.00	-88.71%
Total 6500 · Legal	15.65	294.27	-94.68%
6600 · Salaries			
6605 · District Personnel	245,955.23	362,052.36	-32.07%
6610 · Board of Directors			
6612 · Chaplain Expense	1,026.97	97.30	955.47%
6610 · Board of Directors - Other	1,033.33	633.33	63.16%
Total 6610 · Board of Directors	2,060.30	730.63	181.99%
6620 · Employer Payroll Taxes	3,556.57	5,235.10	-32.06%
6625 · Lagers	67,959.74	47,061.01	44.41%
6635 · Uniforms	0.00	1,999.23	-100.0%
6640 · 457 Pass Thru	-214.61	-6,327.59	96.61%
6655 · Expense Account	446.59	41.45	977.42%
6665 · Special Overtime	8,396.63	11,137.97	-24.61%
6668 · Union Dues Passthrough	958.83	-927.90	203.33%
Total 6600 · Salaries	329,119.28	421,002.26	-21.83%
6700 · Medical			
6710 · Employee Physicals/POET	2,660.00	4,316.75	-38.38%
Total 6700 · Medical	2,660.00	4,316.75	-38.38%
6750 · Utilities			
6755 · Water	124.19	121.19	2.48%
6760 · Sanitation	0.00	324.76	-100.0%
6765 · Sewer	178.91	183.38	-2.44%
6770 · Electric/Gas	2,907.01	3,147.37	-7.64%
6775 · Internet/Phones/Cable	0.00	1,724.00	-100.0%
Total 6750 · Utilities	3,210.11	5,500.70	-41.64%
6800 · Supplies			
6810 · Public Relations/Outreach	3,042.12	2,275.43	33.69%
6820 · Fire & EMS Expendables	150.00	269.55	-44.35%
6830 · Disposable Batteries	45.28	0.00	100.0%
6835 · Janitorial/Building Supplies	2,383.56	991.83	140.32%
Total 6800 · Supplies	5,620.96	3,536.81	58.93%
6850 · Property Improvements			
6860 · Stations/Buildings	210,361.35	244,350.95	-13.91%
Total 6850 · Property Improvements	210,361.35	244,350.95	-13.91%
Total Expense	739,772.90	765,422.03	-3.35%
Net Revenue	-712,308.37	-735,936.44	3.21%

Battlefield Fire Protection District
Statement of Activities
November 2025

2:18 PM
12/02/2025
Cash Basis

	<u>Nov 25</u>	<u>Jan - Nov 25</u>
Revenue		
4000 · Revenue		
4005 · Tax Revenue	12,477.70	6,231,545.76
4010 · Tax Interest Revenue	2,644.15	48,706.82
4050 · Miscellaneous Revenue	120.00	49,116.10
4060 · Interest Revenue	12,222.68	249,633.52
Total 4000 · Revenue	<u>27,464.53</u>	<u>6,579,002.20</u>
Total Revenue	<u>27,464.53</u>	<u>6,579,002.20</u>
Gross Profit	27,464.53	6,579,002.20
Expense		
5000 · Capital Expense		
5015 · Uniforms/PPE/Bunker Gear	0.00	48,841.10
5020 · Building Lease	0.00	105,762.50
5030 · Information Technology	0.00	27,624.88
5035 · Communications	314.90	39,354.58
5040 · Firefighting/EMS	21,493.56	36,024.99
5052 · Fitness Equipment	0.00	5,070.58
5055 · Vehicles	65,186.19	114,288.84
Total 5000 · Capital Expense	<u>86,994.65</u>	<u>376,967.47</u>
6000 · Communications		
6003 · MDT/Cell Phones	1,320.72	14,966.73
6020 · Managed IT Service	1,257.50	13,500.14
Total 6000 · Communications	<u>2,578.22</u>	<u>28,466.87</u>
6100 · Insurance		
6110 · Workman's Compensation	0.00	133,656.08
6115 · Commercial & Property	38,751.00	130,739.00
6120 · Medical, Dental, Vision	27,454.24	295,754.74
6122 · MOCIP	0.00	5,445.00
6125 · FFAM Dues	0.00	5,910.00
Total 6100 · Insurance	<u>66,205.24</u>	<u>571,504.82</u>
6200 · Maintenance & Repairs		
6205 · Gas/Diesel	3,024.75	32,785.14
6210 · Apparatus Repair	1,781.53	51,019.68
6215 · Stations & Buildings	1,513.74	49,137.88
6220 · Lawn Maintenance	2,420.00	5,848.79
6225 · Equipment Maintenance	1,456.00	4,242.99
6235 · Headquarters Maintenance	1,209.00	13,421.96
6250 · Ground/Aerial Ladder Testing	0.00	1,563.00
6255 · Maintenance Shop Equipment	0.00	1,727.99
6280 · SCBA Flow Testing	0.00	198.00
Total 6200 · Maintenance & Repairs	<u>11,405.02</u>	<u>159,945.43</u>

	Nov 25	Jan - Nov 25
6300 · Office/Stations		
6305 · Software Expense	5,999.40	36,682.02
6315 · Accounting Fees	300.00	8,110.60
6325 · Postage/Shipping	0.00	269.09
6330 · Subscriptions/Memberships	929.19	6,019.97
6335 · Advertising/Printing/Postings	0.00	861.02
Total 6300 · Office/Stations	7,228.59	51,942.70
6400 · Training		
6410 · Training Classes	7,008.60	38,652.61
6415 · Equipment	7,365.23	12,086.57
Total 6400 · Training	14,373.83	50,739.18
6500 · Legal		
6510 · Audit Fees	0.00	5,950.00
6525 · Cafeteria Pass Thru	-72.85	1,689.28
6530 · Elections	0.00	196.32
6535 · Attorney Fees	88.50	2,421.38
Total 6500 · Legal	15.65	10,256.98
6600 · Salaries		
6605 · District Personnel	245,955.23	2,641,447.60
6610 · Board of Directors		
6612 · Chaplain Expense	1,026.97	2,000.00
6610 · Board of Directors - Other	1,033.33	7,984.03
Total 6610 · Board of Directors	2,060.30	9,984.03
6620 · Employer Payroll Taxes	3,556.57	37,842.01
6625 · Lagers	67,959.74	555,049.42
6635 · Uniforms	0.00	13,205.33
6640 · 457 Pass Thru	-214.61	-6,542.20
6655 · Expense Account	446.59	879.09
6665 · Special Overtime	8,396.63	60,168.48
6668 · Union Dues Passthrough	958.83	247.44
6675 · Background Check	0.00	2,911.09
Total 6600 · Salaries	329,119.28	3,315,192.29
6700 · Medical		
6710 · Employee Physicals/POET	2,660.00	34,698.22
Total 6700 · Medical	2,660.00	34,698.22
6750 · Utilities		
6755 · Water	124.19	1,298.90
6760 · Sanitation	0.00	5,408.66
6765 · Sewer	178.91	1,956.29
6770 · Electric/Gas	2,907.01	35,199.78
6775 · Internet/Phones/Cable	0.00	24,274.29
Total 6750 · Utilities	3,210.11	68,137.92
6800 · Supplies		
6810 · Public Relations/Outreach	3,042.12	17,575.27

	<u>Nov 25</u>	<u>Jan - Nov 25</u>
6815 · Logo Imprinted Supplies	0.00	434.39
6820 · Fire & EMS Expendables	150.00	3,589.78
6830 · Disposable Batteries	45.28	663.38
6835 · Janitorial/Building Supplies	2,383.56	9,074.38
Total 6800 · Supplies	5,620.96	31,337.20
6850 · Property Improvements		
6860 · Stations/Buildings	210,361.35	1,916,563.87
Total 6850 · Property Improvements	210,361.35	1,916,563.87
Total Expense	739,772.90	6,615,752.95
Net Revenue	<u><u>-712,308.37</u></u>	<u><u>-36,750.75</u></u>

Battlefield Fire Protection District
Profit & Loss Budget Performance
Nov 2025

	Annual Budget	Nov 25	% Received	Jan-Nov YTD	% Received YTD	Revenue Sum Expected	Revenue Over Expected
Revenue							
4000 · Revenue							
4005 · Tax Revenue	6,438,081.00	12,477.70	0.19%	6,231,545.76	96.79%	206,535.24	0.00
4010 · Tax Revenue Interest	0.00	2,644.15	0.00%	48,706.82	0.00%	0.00	48,706.82
4050 · Miscellaneous Revenue	0.00	120.00	0.00%	49,116.10	0.00%	0.00	49,116.10
4060 · Interest Revenue	0.00	12,222.68	0.00%	249,633.52	0.00%	0.00	249,633.52
Total 4000 · Revenue	6,438,081.00	27,464.53	0.43%	6,579,002.20	102.19%	206,535.24	347,456.44
Expense							
5000 · Capital Expense							
5015 · Uniforms/PPE/Bunker Gear	65,000.00	0.00	0.00%	48,841.10	75.14%	16,158.90	
5020 · Building Lease	105,762.00	0.00	0.00%	105,762.50	100.00%	-0.50	
5030 · Information Technology	25,000.00	0.00	0.00%	27,624.88	110.50%	-2,624.88	
5035 · Communications	40,000.00	314.90	0.00%	39,354.58	0.00%	645.42	
5040 · Firefighting/EMS	50,000.00	21,493.56	42.99%	36,024.99	72.05%	13,975.01	
5052 · Fitness Equipment	6,000.00	0.00	0.00%	5,070.58	84.51%	929.42	
5055 · Vehicles	70,000.00	65,186.19	0.00%	114,288.84	0.00%	-44,288.84	
Total 5000 · Capital Expense	361,762.00	86,994.65	24.05%	376,967.47	104.20%	-15,205.47	
6000 · Communications							
6003 · MDT/Cell Phones	15,000.00	1,320.72	8.80%	14,966.73	99.78%	33.27	
6020 · Managed IT Service	16,260.00	1,257.50	7.73%	13,500.14	83.03%	2,759.86	
Total 6000 · Communications	31,260.00	2,578.22	8.25%	28,466.87	91.06%	2,793.13	
6100 · Insurance							
6110 · Workman's Compensation	143,755.59	0.00	0.00%	133,656.08	92.97%	10,099.51	
6115 · Commercial & Property	120,661.00	38,751.00	32.12%	130,739.00	108.35%	-10,078.00	
6120 · Medical, Dental, Vision	312,848.00	27,454.24	8.78%	295,754.74	94.54%	17,093.26	
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%	5,910.00	98.50%	90.00	
Total 6100 · Insurance	591,349.59	66,205.24	11.20%	571,504.82	96.64%	19,844.77	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Nov 2025

	Annual Budget	Nov 25	% Received	Jan-Nov YTD	% Received YTD	Revenue Sum Expected	Revenue Over Expected
6200 · Maintenance & Repairs							
6205 · Gas/Diesel	52,000.00	3,024.75	5.82%	32,785.14	63.05%	19,214.86	
6210 · Apparatus Repair	50,000.00	1,781.53	3.56%	51,019.68	102.04%	-1,019.68	
6215 · Stations & Buildings	55,000.00	1,513.74	2.75%	49,137.88	89.34%	5,862.12	
6220 · Lawn Maintenance	10,500.00	2,420.00	23.05%	5,848.79	55.70%	4,651.21	
6225 · Equipment Maintenance	7,000.00	1,456.00	20.80%	4,242.99	60.61%	2,757.01	
6235 · Headquarters Maintenance	15,000.00	1,209.00	8.06%	13,421.96	89.48%	1,578.04	
6250 · Ground/Aerial Ladder Testing	3,000.00	0.00	0.00%	1,563.00	52.10%	1,437.00	
6255 · Maintenance Shop Equipment	1,750.00	0.00	0.00%	1,727.99	98.74%	22.01	
6280 · SCBA Flow Testing	5,000.00	0.00	0.00%	198.00	3.96%	4,802.00	
Total 6200 · Maintenance & Repairs	199,250.00	11,405.02	5.72%	159,945.43	80.27%	39,304.57	
6300 · Office/Stations							
6305 · Software Expense	46,040.00	5,999.40	13.03%	36,682.02	79.67%	9,357.98	
6315 · Accounting Fees	9,400.00	300.00	3.19%	8,110.60	86.28%	1,289.40	
6325 · Postage/Shipping	700.00	0.00	0.00%	269.09	38.44%	430.91	
6330 · Subscriptions/Memberships	17,500.00	929.19	5.31%	6,019.97	34.40%	11,480.03	
6335 · Advertising/Printing/Postings	1,000.00	0.00	0.00%	861.02	86.10%	138.98	
Total 6300 · Office/Stations	74,640.00	7,228.59	9.68%	51,942.70	69.59%	22,697.30	
6400 · Training							
	Annual Budget	Nov 25	%Budget Used in Nov	Jan-Nov YTD	%Budget Used YTD	Balance Available	
6410 · Training Classes	51,200.00	7,008.60	13.69%	38,652.61	75.49%	12,547.39	
6415 · Equipment	50,000.00	7,365.23	14.73%	12,086.57	24.17%	37,913.43	
Total 6400 · Training	101,200.00	14,373.83	14.20%	50,739.18	50.14%	50,460.82	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Nov 2025

	Annual Budget	Nov 25	% Received	Jan-Nov YTD	% Received YTD	Revenue Sum Expected	Revenue Over Expected
6500 · Legal							
6510 · Audit Fees	6,700.00	0.00	0.00%	5,950.00	88.81%	750.00	
6525 · Cafeteria Pass Thru	1,500.00	-72.85	-4.86%	1,689.28	112.62%	-189.28	
6530 · Elections	33,000.00	0.00	0.00%	196.32	0.59%	32,803.68	
6535 · Attorney Fees	5,000.00	88.50	1.77%	2,421.38	48.43%	2,578.62	
Total 6500 · Legal	46,200.00	15.65	0.03%	10,256.98	22.20%	35,943.02	
6600 · Salaries							
6605 · District Personnel	2,996,672.00	245,955.23	8.21%	2,641,447.60	88.15%	355,224.40	
6610 · Board of Directors							
6612 · Chaplain Expense	2,000.00	1,026.97	51.35%	2,000.00	100.00%	0.00	
6610 · Board of Directors - Other	9,400.00	1,033.33	10.99%	7,984.03	84.94%	1,415.97	
Total 6610 · Board of Directors	11,400.00	2,060.30	18.07%	9,984.03	87.58%	1,415.97	
6620 · Employer Payroll Taxes	52,631.00	3,556.57	6.76%	37,842.01	71.90%	14,788.99	
6625 · Lagers	649,996.00	67,959.74	10.46%	555,049.42	85.39%	94,946.58	
6635 · Uniforms	10,000.00	0.00	0.00%	13,205.33	132.05%	-3,205.33	
6640 · 457 Pass Thru		-214.61		-6,542.20			
6650 · Miscellaneous Board Expense	500.00	0.00	0.00%	0.00	0.00%	500.00	
6655 · Expense Account	3,000.00	446.59	14.89%	879.09	29.30%	2,120.91	
6665 · Special Overtime	50,000.00	8,396.63	16.79%	60,168.48	120.34%	-10,168.48	
6668 · Union Dues Passthrough	0.00	958.83	0.00%	247.44	0.00%	-247.44	
6675 · Background Check	3,250.00	0.00	0.00%	2,911.09	89.57%	338.91	
Total 6600 · Salaries	3,777,449.00	329,119.28	8.71%	3,315,192.29	87.76%	462,256.71	
6700 · Medical							
	Annual Budget	Nov 25	%Budget Used in Nov	Jan-Nov YTD	%Budget Used YTD	Balance Available	
6710 · Employee Physicals/POET	38,000.00	2,660.00	7.00%	34,698.22	91.31%	3,301.78	
Total 6700 · Medical	38,000.00	2,660.00	7.00%	34,698.22	91.31%	3,301.78	

Battlefield Fire Protection District
Profit & Loss Budget Performance
Nov 2025

	Annual Budget	Nov 25	% Received	Jan-Nov YTD	% Received YTD	Revenue Short Expected	Revenue Over Expected
6750 · Utilities							
6755 · Water	2,000.00	124.19	6.21%	1,298.90	64.95%	701.10	
6760 · Sanitation	4,800.00	0.00	0.00%	5,408.66	112.68%	-608.66	
6765 · Sewer	3,000.00	178.91	5.96%	1,956.29	65.21%	1,043.71	
6770 · Electric/Gas	35,000.00	2,907.01	8.31%	35,199.78	100.57%	-199.78	
6775 · Internet/Phones/Cable	20,700.00	0.00	0.00%	24,274.29	117.27%	-3,574.29	
Total 6750 · Utilities	65,500.00	3,210.11	4.90%	68,137.92	104.03%	-2,637.92	
6800 · Supplies							
6810 · Public Relations/Outreach	20,000.00	3,042.12	15.21%	17,575.27	87.88%	2,424.73	
6815 · Logo Imprinted Supplies	3,000.00	0.00	0.00%	434.39	14.48%	2,565.61	
6820 · Fire & EMS Expendables	6,000.00	150.00	2.50%	3,589.78	59.83%	2,410.22	
6830 · Disposable Batteries	1,000.00	45.28	4.53%	663.38	66.34%	336.62	
6835 · Janitorial/Building Supplies	11,500.00	2,383.56	20.73%	9,074.38	78.91%	2,425.62	
Total 6800 · Supplies	41,500.00	5,620.96	13.54%	31,337.20	75.51%	10,162.80	
6850 · Property Improvements							
6860 · Stations/Buildings	1,000,000.00	210,361.35	21.04%	1,916,746.86	191.67%	-916,746.86	
Total 6850 · Property Improvements	1,000,000.00	210,361.35	21.04%	1,916,746.86	191.67%	-916,746.86	
Total Expense	6,328,110.59	739,772.90	11.69%	6,615,935.94	104.55%	-287,825.35	
Net Revenue	109,970.41	-712,308.37	-647.73%	-36,933.74	-33.59%	494,360.59	
Total Budget Amount						-287,825.35	

<i>Monthly Expenditures</i>	<i>YTD Expenditures</i>
739,772.90	6,615,935.94

Restricted Funds	
Operating Reserve	1,000,000.00
Emergency Equipment Reserve	839,576.00
Building Reserve	1,544,406.00
Total Contingency Fund	3,383,982.00

Battlefield Fire Protection District
Transaction Detail By Account
 January through November 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	grant reimbursement?	1,885.25
	JON'S MID AMERICA	Deposit	3,162.13
	GovDeals	Deposit	1,575.00
	OTC	OTC FST 2025	2,450.00
	GovDeals	Deposit	200.00
	GovDeals	Deposit	84.00
	Jan Garwood	Incident report	10.00
	Franke Schultz & Mullen	incident report	10.00
	LexisNexis	Deposit	10.00
		hoodies	135.00
	Jason Bradley	incident report	10.00
	Rodney Albers	Life insurance	50.00
		incident report	10.00
	Anthony Mark Pon	FFAM	50.00
	Total 4050 · Miscellaneous Revenue		49,116.10
	Total 4000 · Revenue		49,116.10

TOTAL

Name	Memo	Paid Amount
		<u>49,116.10</u>

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 Division
 - Support Services Division
 - Training Division
- Operations Division
 - Shift Commanders

200.3.1 ADMINISTRATION & SUPPORT SERVICES DIVISION

Discretionary MODIFIED

The Administration Division is directed by an Assistant Chief. The Assistant Chief of Administration supervises the Support Services and Training Divisions. The Assistant Chief of Administration provides oversight, management, and procurement of assets and personnel assigned to that division. This division assists in the preparation and coordination of the District's budget as it relates to their divisions. The Administration Division is responsible for the testing, evaluation, procurement, and program/project management of buildings, equipment, items, or assets assigned to this Division. The Assistant Chief of the Administration Division also supervises the Division Chiefs assigned to the Administration Division.

A Division Chief directs the Support Services Division. The Division Chief of Support Services provides oversight, management, and procurement of assets and personnel assigned to that division, and prepares and coordinates their portion of the District's budget. This division provides administrative support to the District; manages information technology systems and payroll and benefit functions; collects and maintains District personnel medical records; oversees the District's

Battlefield Fire Protection District

Policy Manual

Organizational Structure

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. Personnel assigned to the Support Services Division include, but are not limited to, maintenance staff and modified duty personnel. This Division also acts as a liaison with non-government organizations, such as the Red Cross and the District's insurance and benefit providers.

A Division Chief directs the Training Division. The Division Chief of Training provides oversight, management, and procurement of assets and personnel assigned to that division, and prepares and coordinates their portion of the District's budget. This division provides training support to the District; collects and maintains District personnel training and certification records; oversees the District's training program; manages District training personnel and instructor staff while assigned to their Division; and reviews, prepares, and presents staff reports related to their division.

Personnel assigned to the Training Division include, but are not limited to, instructors and training staff. This Division also acts as a liaison with training organizations at the local, state, and federal levels, along with the State Bureau of EMS.

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

200.3.2 OPERATIONS DIVISION

Discretionary **MODIFIED**

A Deputy Chief directs the Operations Division. The Deputy Chief of Operations provides oversight, management, and procurement of assets and personnel assigned to that division. Personnel assigned to the Operations Division include, but are not limited to, Shift Commanders, Company Officers, and personnel involved in firefighting or emergency response. The Operations Division assists in the preparation and coordination of the district budget; acts as liaison with the Administration regarding recruitment, promotion, and processes therein; acts as a liaison with local law enforcement and other emergency response agencies; directly or indirectly manages major disaster responses, and staffs various emergency response apparatus and support units; and as needed, responds to fire, rescue and medical aid calls for service. The Operations Division is responsible for the testing, evaluation, procurement, and program/project management of buildings, equipment, items, or assets assigned to this Division. The Deputy Chief of the Operations Division also supervises the Shift Commanders assigned to the Operations Division.

200.4 UNITY OF COMMAND

Best Practice **MODIFIED**

The principles of unity of command ensure efficient supervision and control within the District. Generally, each member is accountable to a single supervisor at any time for a given assignment or responsibility. Except where specifically delegated or where authority exists by virtue of policy or a special assignment (e.g., emergency incidents), any supervisor may temporarily direct the subordinate of another supervisor if an operational need exists.

Organizational Structure

200.5 CHAIN OF COMMAND

Best Practice **MODIFIED**

Respect for rank is essential for administrative and operational efficiency. All members of the Battlefield Fire Protection District shall adhere to the chain of command. All members shall be thoroughly familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and operate within their parameters throughout the duration of all emergency incidents.

A supervising or commanding officer will be identified for each district member. This supervisor/commanding officer is the first step in the organizational chain of command, followed by the next level of commanding officer as set forth in the District's organizational structure. In the event that no supervisory officer is available, rank will be determined by seniority in rank.

Members of the Battlefield Fire Protection District shall generally conduct district business through the established chain of command. Members shall consult with and report to their commanding officer/supervisor when making recommendations for changes, alterations or improvements concerning district matters. Members shall forward all reports and recommendations through the chain of command. The submission should include written comments from the member's immediate supervisor to indicate whether he/she approves of the recommendation. No 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, as well as the member's immediate supervisor, of the conflict or error in 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.

Battlefield Fire Protection District

Policy Manual

Organizational Structure

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 public or members without fear of actual or threatened discrimination, retaliation or reprisal. Such complaints are not subject to the chain of command and may be made to any supervisor or directly to the Administration. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, applicable state law, ordinance or collective bargaining agreement.

Any form of reprisal or retaliation against any member for making or filing a complaint in good faith or for participating in the investigation of a complaint is prohibited. Any member engaging in any form or type of reprisal or retaliation is subject to discipline (see the Anti-Retaliation Policy).

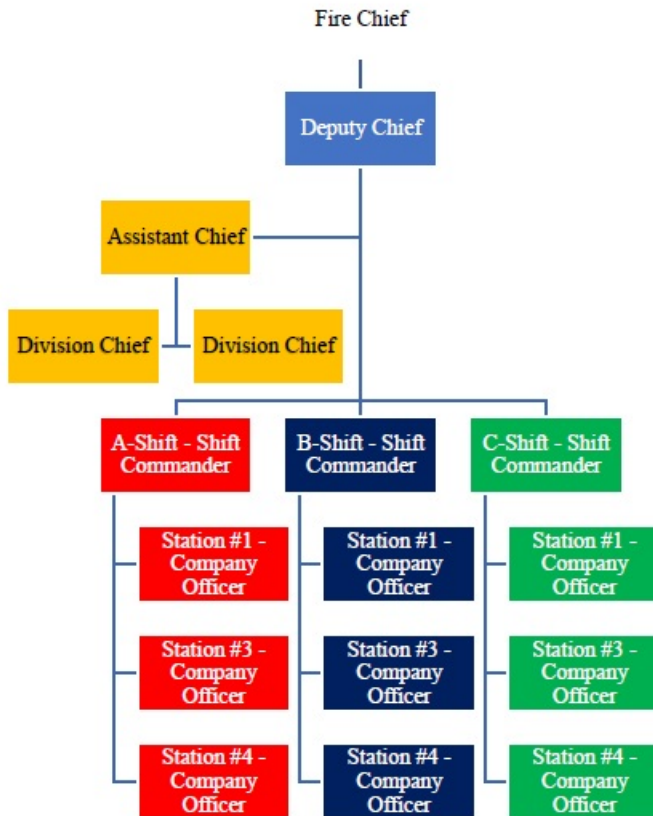
200.8 ORGANIZATIONAL CHART

Agency Content

Battlefield Fire Protection District

Policy Manual

Organizational Structure



200.9 BOARD APPROVAL

Agency Content

This policy was approved by the Battlefield Fire Protection District Board of Directors on 10/08/2024.

District Vehicles

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for all employees to meet and maintain requirements to operate District owned vehicles.

701.2 POLICY

It is the policy of the Battlefield Fire Protection District to operate and maintain District vehicles as outlined in this policy.

701.2.1 DISTRICT VEHICLES

All occupants within District vehicles shall have passenger restraint devices in place while the vehicle is in motion.

701.2.2 REQUIREMENTS

District vehicles shall be operated within all applicable laws and District policies and procedures. All personnel shall have a valid state issued Operator License. All personnel must meet the requirements of the current District insurance carrier. The insurance companies regulate certain items that must be met for them to provide insurance. The District recognizes any and all requirements set by its current carrier. District vehicles shall not be driven to and parked at any location, which can be considered a bar, nightclub, tavern, pub, liquor store, or other location, which could be considered as detrimental to the District and its policies. The exceptions would be when the vehicle must respond to such locations in an official capacity.

701.2.3 NON-DISTRICT EMPLOYEES

Only District employees are allowed in District vehicles with the exception of approved personnel such as maintenance, service, and sales personnel. The Fire Chief or designee must approve all non-district personnel. This policy is not meant to govern staff vehicles, which transport personnel for meetings and such for District business. Upon approval, members of the general public may ride in District vehicles once the District waiver has been completed and signed, (Exhibit 5). Any Chief Officer may approve the waiver. The ride along program is not intended to allow the general public to ride on a regular basis. It is intended to allow individuals a chance to gain inside knowledge of the district's operations to better their understanding and workings of the fire service.

701.2.4 COMPANY VEHICLES

District-owned and operated vehicles may be temporarily assigned to individual employees for official District business.

A vehicle will be permanently assigned to the Fire Chief for his/her use as directed by the Board of Directors.

Depending on the needs of the District and job descriptions, additional vehicles may be provided to other Chief Officers to utilize. These vehicles may be used for limited personal use.

Battlefield Fire Protection District

Policy Manual

District Vehicles

701.3 BOARD APPROVAL

This policy was approved by the Battlefield Fire Protection District Board of Directors on xx/xx/xxxx.

Use of District Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the off-duty use of district take-home vehicles. The use of take-home vehicles is an essential component of the district's recall program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to recalls or for other legitimate district needs, members may be allowed to take district vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Emergency recall - A member's assignment requires immediate response during off-duty hours to other than the member's normal work location to handle an emergency action.

Investigative recall - A member's assignment requires timely response during off-duty hours to other than the member's normal work location to handle a fire investigation.

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or off-duty use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

The District provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the District, emergency and investigative recall, and other considerations.

703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines:

- (a) Vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to district-related business and recall to duty outside their regular work hours.
- (b) Members authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- (c) District members are prohibited from driving district vehicles any time their driving ability may be impaired.
- (d) Members operating district-owned vehicles shall not permit persons other than district members or persons required to be conveyed in the performance of duty, or unless otherwise authorized, to ride as a passenger in their vehicle.

Battlefield Fire Protection District

Policy Manual

Use of District Vehicles

- (e) District take-home vehicles are to be left at a fire facility during vacations or other periods of leave over seven days unless approved by the Fire Chief or the authorized designee.
- (f) District members shall not relinquish control of, nor allow any person to operate, district vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself, or otherwise specified in Policy 701 - District Vehicles.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to their workplace and for district-related business. The member must be approved for an assigned vehicle by the Fire Chief and shall sign an agreement that includes the following criteria:

- (a) The member must live within an area approved by the Fire Chief or otherwise specified in Policy 701.. A longer response time may be allowed based on special assignment of the member.
- (b) Although the operator may be considered on-duty, time spent during normal commuting is not compensable.
- (c) District-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances. Such exceptions shall be documented in writing.
- (d) The District should provide necessary care and maintenance supplies.
- (e) Off-street parking shall be available at the member's residence.
- (f) Vehicles shall be locked when unattended.
- (g) All district identification, portable radios and equipment should be secured.

Members are cautioned that under Internal Revenue Service (IRS) rules, personal use of a district-owned vehicle may create an income tax liability to the member. Questions regarding IRS rules should be directed to the member's tax adviser.

The assignment of vehicles is at the discretion of the Fire Chief. Assigned vehicles may be changed at any time. Permission to take home a vehicle may also be withdrawn at any time.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All district-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to district vehicles without permission from the Fire Chief or designee.

Battlefield Fire Protection District

Policy Manual

Use of District Vehicles

703.3.4 TOLL ROAD USAGE

Members responding to an emergency or incident on toll roads, while on-duty, are exempt from paying the toll. All members passing through a toll facility during a response to an emergency shall draft a memo to the Fire Chief or the authorized designee as soon as practicable explaining the circumstances.

Commuting to the station may not qualify for this exemption. Members operating district-owned vehicles are responsible for the toll charge if it is during the course of their normal work commute. All members operating a take-home vehicle off-duty on a toll road shall pay all appropriate toll charges.

703.4 BOARD APPROVAL

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

Work Statement

1014.1 SWORN UNIFORMED EXEMPT ADMINISTRATIVE PERSONNEL

Agency Content

Recognized office hours for sworn Administrative Personnel should be based upon a 40-hour work schedule, traditionally Monday through Friday, except those weekdays which fall upon legal holidays recognized by the District. These time frames are flexible based on the special needs of the District. Administrative Personnel shall be subject to call, as needed, beyond the recognized office hours. A system shall be developed to ensure that one (1) Chief Officer always covers the District.

The District pays employees every two weeks, and sworn administrative personnel wages are based upon an agreed salary.

1014.2 SWORN UNIFORMED EXEMPT SHIFT PERSONNEL

Agency Content

The work schedule for the District's sworn uniformed exempt shift personnel is based on a 24-hour schedule. Each tour of duty is two consecutive shifts, twenty-four (24) hours in length, followed by ninety-six (96) hours off. The District pays employees every two weeks, and sworn-exempt personnel wages are based upon an agreed salary.

The shift personnel work twenty-four (24) hours, 0700-0700 hours. Shift employees may not leave their assigned tour of duty until relieved by on-coming personnel. These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

1014.3 SWORN UNIFORMED NON-EXEMPT SHIFT PERSONNEL

Agency Content

The work schedule for the District's sworn uniformed non-exempt shift personnel is based on a 24-hour schedule. Each tour of duty is two consecutive shifts, twenty-four (24) hours in length, followed by ninety-six (96) hours off. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 ½) overtime rate.

The shift personnel work twenty-four (24) hours, 0700-0700 hours. Shift employees may not leave their assigned tour of duty until relieved by an on-coming shift. These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

Battlefield Fire Protection District

Policy Manual

Work Statement

1014.4 NON-SWORN NON-EXEMPT PERSONNEL

Agency Content

Recognized work hours for non-sworn Administrative Personnel should be based upon a 40-hour work schedule, traditionally Monday through Friday, except those weekdays which fall upon legal holidays recognized by the District. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The District pays employees every two weeks. The non-sworn employee's salary is based on an hourly wage with benefits provided by the District. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 1/2) overtime rate. Non-sworn employees are given one (1) hour for meals.

1014.5 UNIFORMED PART TIME & RESERVE PERSONNEL

Agency Content

The Part-time and Reserve personnel work on an as-needed basis. These positions are on an hourly basis, do not accumulate benefits, and may not work more than 1500 hours per year. These hours will be flexible based on the District's needs and prior approval of the Fire Chief or designee. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law.

1014.6 BOARD APPROVAL

Agency Content

This policy was approved by the Battlefield Fire Protection District Board of Directors on [xx/xx/xxxx](#) **02/13/2024**.



BATTLEFIELD FIRE PROTECTION DISTRICT

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Administration – Fire Chief Anderson

- Continued working on the 2026 budget.
- Facilitated the 2026 budget work session with the Board.
- Visited with each station on each shift to discuss 2026 budget plans.
- Met with the new shop steward to discuss expectations and budget plans.
- Attended an annual workers compensation plan renewal meeting with OAA.
- Participated in the 2026 Coffee with the Chiefs public relations event.
- Assisted Springfield Fire with state testing for academy students.
- Attended a Division of Fire Safety SME meeting to review updates to fire instructor certification standards.
- Participated in a Thanksgiving Day 3-mile ruck for veterans.

Operations – Deputy Chief Reynolds

November run statistics

- Monthly Call Totals = 200 (0% change from previous year)
 - 4 Building fires
- YTD Call Totals 2025 = 2078 (4.05% increase from previous year)
 - Previous year = 1997
- Average Response Time = 6.12minutes
 - Target is 7.00 minutes
- Turnout Time = 1:09 minutes
 - Target is 1:30
- I have a few policies for approval.
- The landscaping project at HQ was completed, according to the vendor. We have some concerns with their definition of “completion”, i.e. the new sod. We won't pay the invoice until we agree to what defines completion.
- Hopefully, the remodel at Station #3 has started. It was supposed to start on Friday, 12/5.
- VPN issues addressed. iPads have been delivered to the stations as “Monitors”. So far, the connections have remained stable, and we saved around \$1700.
- Evaluations were completed and delivered to all personnel.
- One of the new F-150s has been upfitted. The other is scheduled to start Monday, 12/8.

Support Services – Assistant Chief Burr

- Attended several meetings for the on going construction project.
 - Two pay apps to sign at this meeting. Retainage pay app will be held until all punch list items are completed for the entire project.
- I'm continuing to purchase FF&E items for the new building. This will likely need to bleed over into next years budget due to the delays getting us moved into the new building.
- I have been obtaining quotes for PPE items to finish out this years purchases of gear items.
- I attended a regional training chief meeting hosted at Springfield.
- I assisted with live fire skills for the academy.
- Chief Zoeller submitted a grant application for a new extractor washer for the training division. If awarded we will have a 50% match (\$5,300). I plan to use FF&E money for this.
- Attended an annual workers compensation plan renewal meeting with OAA.

“We Serve”



BATTLEFIELD FIRE PROTECTION DISTRICT

www.battlefieldfire.com 

4117 W. Second Street
Battlefield, MO 65619

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



- Participated in the 2026 Coffee with the Chiefs public relations event.

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

- Total contacts made through social media, the District's website, and Google Business for November 2025 = 31,286.
- There were 19x phone requests for smoke alarms. Still learning how to extract data from First due.
- District Mascot is a work in progress. The main person for this was out on baby leave. The trail markers are on hold due to a new program with the Greene County Park board is trying to set up.
- I attended a meeting with the District's Community Risk Reduction Committee.
- Assisted with live burn for the academy class.

Workers Compensation, Safety, and Human Resources

- The District had another injury but it was minor and handling it in house.
- Continued monitoring of active work comp claims. Have a couple coming closer to completion.
- Working on 11x Safety Related Policies. Still reviewing and learning the program.
- I attended a meeting with the Safety Committee.
- I attended a meeting with the Awards committee.
- I attended a meeting with the Health and Wellness Committee.
- I attended a SWMO drug Poisoning task force.
- I attended a LEPC meeting.

Training – Division Chief Merritt

- Training hours for November: 797 hours
 - YTD Training Hours: 14,114 hours
- Managed on-going recruit academy.
 - Recruits completed extrication and live fire skills testing.
 - Graduation December 31st at 6 pm in the auditorium.
- Obtained bids and purchased various training equipment with year end funds.
- Submitted request through Greene County LEPC for delivery of two courses utilizing HMEP (Hazardous Materials Emergency Preparedness) grant funding from the Missouri Emergency Response Commission. If awarded, courses will be fully funded through the grant.
- Crews participated in live fire multi-company training drills at Springfield.
- Driving course was set up for personnel the week of December 1st.
- Chief Anderson, Chief Reynolds, Chief Zoeller and I evaluated Firefighter I&II End of Course skills for Springfield FD.
- Attended a Division of Fire Safety SME meeting to review updates to fire instructor certification standards.
- Attended regional training chiefs meeting hosted at Springfield.
- Chief 5 Ford F-150
 - Camper shell installed.
 - Truck delivered to Public Safety Solutions to complete upfitting.

MO - Battlefield Fire Department
Safety Cloud® Report**Alert Totals****Drivers Alerted****680**

YTD 2,372

R2R Alerts sent**13**

YTD 60

R2R Alerts Received**9**

YTD 39

Incident Totals**Total Incidents****97**

YTD 312

Average Time On-Scene**17.0 min**

YTD 17.1 min

Run Totals**Total Runs****108**

YTD 309

Total Responding Time**459 min**

YTD 1,329 min

Average Time-to-Scene**4.3 min**

YTD 4.3 min

Drivers Alerted

Total drivers alerted; based on HAAS Alert enabled applications.

R2R Alerts Sent

Total number of Responder-to-Responder Alerts sent to nearby emergency vehicles.

R2R Alerts Received

Total number of Responder-to-Responder Alerts received by your emergency vehicles.

Total Incidents

Total number of times at least one vehicle arrived on-scene with lights engaged for 2+ minutes.

Average Time On-Scene

Average time duration per incident.

Total Runs

Total times a vehicle was dispatched to an incident with lights engaged for at least 1+ minute.

Total Responding Time

Total time vehicles/apparatus spent traveling to dispatched calls with lights engaged.

Average Time-to-Scene

Average time it took for dispatched vehicle to arrive on-scene.