AGENDA
Battlefield Fire Protection District
Battlefield Volunteer Fire Department

Regular Board Meeting
4117 W. Second St., Battlefield, MO 65619

Tuesday, November 03, 2026
4:00 PM

Preliminaries to the Meeting

1. Call to Order
2. Ceremonial Matters
3. Roll Call
4. Establishment of a Quorum
5. Approval of the Meeting's Agenda

Approval of Last Month's Regular Meeting Minutes

1. Correction of Minutes
2. Approval of Regular Meeting Minutes.

Financial Business

1. Payment of the bills
2. Check signing
3. Financial statements
4. Discussion on CD's and District Investments

Public Comments

1. Any comments must be submitted via email to info@battlefieldfire.gov prior to 5pm on the Monday prior to meeting.

Unfinished Business

1. RFQ for 457b plan
2. Hail Damage to Vehicles

New Business

1. LAGERS L-11 Posting
2. RFPs for demolition at new property and parking lot repairs
3. Policy updates
4. 2027 Budget discussion
5. General overview

Closed Session

1. Discussion and possible vote concerning: RSMo 610.021 (1) Legal Matters, (2) Leasing, purchase or sale of real estate by a public governmental body, (9) Preparation, including any discussions or work product, on behalf of a public governmental body or its representatives for negotiations with employee groups. Closed Session. Closed Record.

Adjournment

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

Posted: 10/31/2026 1:30 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
October 2026 Regular Board Meeting

Location of Meeting: 4117 West Second St.
Battlefield, MO 65619
Time of Meeting: 5:00 PM
Date of Meeting: October 13, 2026

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, Member Scott Lambeth and Member Dave Puckett.

Mr. Pon moved to add item #4 November meeting to New Business. 2nd by Mr. Puckett. Motion carried.

Approval of Last Month's Special and Regular Meeting Minutes:
1. Approval of Regular Meeting Minutes - Mr. Puckett moved to approve the September Regular Meeting minutes. 2nd by Mr. Pon. Motion carried.

Financial Business:
1. The Board addressed bills to be paid and signed checks.
2. Mr. Pon discussed the September financial report and review of cash assets. Battlefield Volunteer Fire Department's checking account indicates $5,597.73. Battlefield Fire Protection District's ICS account holds $3,062,411.95 and Money Market holds $70,013.71.
3. Mr. Pon moved to approve the financials. 2nd by Mrs. Albers. Motion carried.
4. Discussion on CD's and District Investments – Mr. Puckett moved to add administrative rights for the Fire Chief, Assistant Chief and Deputy Chiefs to inquire about and view all district activity of bank and financial accounts. These rights exclude being a legally authorized signer. 2nd by Mrs. Albers. Motion carried

Public Comments: None

Unfinished Business:
1. RFQ for 457b plan – in progress
2. Hail Damage to Vehicles – in progress

New Business:
1. Lagers L-11 Posting – Mr. Puckett moved to post the Notice of 45 Day Public Information for electing possible changes under the Local Government Employees Retirement System as required. 2nd by Mr. Pon. Motion carried.

2. Legislative Activity – Fire Chief Anderson and Battalion Chief Monnig met with Speaker of the House, Alex Riley and District representative, Melanie Stinnett to discuss topics affecting the fire service. The district presented plaques to each of them for their support in advancing the mandate requiring thermal health fuses for MO HealthNet oxygen patients.
3. General Overview: Staff provided a review of their monthly reports.
4. November meeting – Mr. Pon moved to reschedule the November 10th BOD meeting to November 3. 2nd by Mr. Puckett. Motion carried.

Closed Session:
1**.** Information only pursuant to RSMO 610.021 (13). Closed Session. Closed Record.
Motion to go out of Open Session by Mrs. Albers 2nd by Mr. Lambeth. Motion carried.
Out of Open Session at 5:40 pm.
Motion to go into Closed Session by Mr. Puckett. 2nd by Mr. Pon. Motion carried.
Into Closed Session at 5:47 pm.
Roll Call: Danny Perches, Mark Pon, Scott Lambeth, Jen Albers, Dave Puckett, and Fire Chief Shane Anderson.
Motion to go out of Closed Session by Mr. Puckett. 2nd by Mr. Pon. Motion carried.
Out of Closed Session at 6:31pm
Motion to go into Open Session by Mr. Puckett. 2nd by Mr. Pon. Motion carried.
Into Open Session at 6:31 pm
Roll Call: Danny Perches, Mark Pon, Scott Lambeth, Dave Puckett and Jen Albers.

Chairman Danny Perches advised closed session was for informational purposes only. No votes taken.

Adjournment:
Mr. Pon moved to adjourn at 6:32 pm.

Approved by:

_____
Danny Perches

_____
Jen Albers

_____
Mark Pon

_____
Scott Lambeth

_____
Dave Puckett

Hazardous Energy Control

915.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the minimum hazardous energy control requirements. The control requirements are intended to isolate a machine or equipment from all energy sources to prevent the start-up of the machine or equipment or the release of stored energy, both of which could cause injury.

The control requirements apply to the servicing or maintenance of machines and equipment used in a fire station or on an apparatus. This policy includes member training and periodic control and inspection requirements.

915.1.1 DEFINITIONS

Definitions related to this policy include:

Affected member - A member whose job duties require him/her to work in an area where hazardous energy exposure could result from cleaning, repairing, servicing, setting up or adjusting machines or equipment under lockout or tagout.

Authorized member - A member who is qualified to perform lockout or tagout of machines or equipment, in order to clean, repair, service, set up or adjust its operations. An affected member becomes an authorized member when that member's duties include performing the maintenance operations covered in this policy.

Hazardous energy - The unexpected energization or activation of equipment, or the release of stored energy, that could potentially cause injury.

Lockout or tagout - The use of devices, positive methods and procedures that result in the effective isolation or securing of machinery and equipment from all hazardous energy sources (e. g., mechanical, hydraulic, pneumatic, chemical, electrical or thermal).

915.2 POLICY

It is the policy of the Battlefield Fire Protection District to implement and maintain a written hazardous energy control program to prevent the unexpected release of stored energy or unexpected start-up of machines or equipment.

915.3 RESPONSIBILITIES

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The Fire Chief or the authorized designee shall have overall responsibility for meeting the requirements of the hazardous energy control program. District members shall be trained commensurate with their duties to perform lockout/tagout and other hazardous energy control procedures. The program should include, but is not limited to:

a. Guidelines and procedures that specifically outline the scope, purpose, authorization, rules and techniques to be utilized when working in proximity to, and for the control of, hazardous energy and the means to enforce compliance, including, but not limited to:
    1. A statement of the intended use of the procedure.
    2. Procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
    3. The procedural steps for the placement, removal and transfer of lockout and tagout devices.
    4. The requirements for testing a machine or equipment to determine and verify the effectiveness of lockout, tagout and other hazardous energy control devices.
b. As needed, the District shall develop separate procedural steps for the safe lockout or tagout of each machine or piece of equipment affected by the hazardous energy control program.
c. The District shall develop and maintain a list of all machines or equipment affected by the hazardous energy control program. The list may include, but is not limited to:
    1. Extrication tools
    2. Chain saws
    3. Hydraulic systems (e.g., rack, jacks)
    4. Complex electrical systems (e.g., generators, pumps, radios)
    5. Elevators

915.4 LOCKOUT AND TAGOUT

An authorized member shall be responsible for the following, before working on de-energized electrical equipment or systems, unless the equipment is physically removed from the wiring system:

a. Notification of all involved personnel.

b. Locking the disconnecting means in the “open” position with the use of lockable devices (e. g., padlocks or combination locks), or disconnecting the conductor or other positive methods or procedures. This will effectively prevent unexpected or inadvertent energizing of a designated circuit, machine or appliance.

c. Tagging the disconnect means with appropriate accident prevention tags. Lockout is not required when the tagging procedures are used as specified here and where the disconnect means is accessible only to personnel trained in tagout procedures.

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d. Blocking the operation or dissipation of energy of all stored energy devices that present a hazard (e.g., capacitors or pneumatic, spring-loaded mechanisms).

915.5 TRAINING

The Division Chief of Training should be responsible for ensuring that members receive training on hazardous energy control methods and procedures, based on the reasonably expected workplace exposure. Members shall receive training prior to any work assignment in which a potential hazard exists. Training should include, but is not limited to, the following topics:

a. Definitions of hazardous energy
b. Workplace hazards
c. Work techniques, hazards and injuries involved in energized equipment
d. Lockout and tagout procedures, equipment and its proper use
e. Authorized and affected employees
f. Safety precautions required when energized electrical equipment is not under the control of an authorized member

915.6 BOARD APPROVAL

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Wellness Program

1028.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for district members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as mental health and overall wellness.

Additional information on member wellness is provided in the:

- Critical Incident Stress Debriefing Policy.
- Chaplains Policy.
- Drug- and Alcohol-Free Workplace Policy.
- Physical Fitness Policy.

1028.2 POLICY

It is the policy of the Battlefield Fire Protection District to prioritize member wellness to foster fitness for duty and support a healthy quality of life for district members. The District will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1028.3 WELLNESS COORDINATOR

The Health and Safety Officer (HSO) is the designated district wellness coordinator. The coordinator should report directly to the Fire Chief or the authorized designee and should collaborate with advisers (e.g., [Assistant Chief] of Support, legal counsel, licensed psychotherapist, qualified health professional) as appropriate to fulfill the responsibilities of the position, including but not limited to:

a. Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
    1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
    2. When practicable, the District should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations
b. Verifying members have reasonable access to peer support or licensed psychotherapist support.

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c. Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
d. Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
    1. Obtaining a written description of the program services.
    2. Providing for the methods to obtain program services.
    3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
    4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
    5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
e. Making annual medical examinations available to members. Medical examination specifics should be established by a qualified health professional.
f. Coordinating with qualified health care professionals to develop a fitness assessment questionnaire to be administered to members annually. The questionnaire should evaluate both immunization and disease screening as well as physical fitness and conditioning.
g. Establishing an annual immunization and disease screening schedule for members. Specific vaccinations and diseases should be identified by a qualified health care professional.
h. Maintaining familiarity with the guidelines published by the following and incorporating procedures and practices, as appropriate, into the district wellness program:
    1. International Association of Fire Fighters
    2. International Association of Fire Chiefs
    3. Fire Service Joint Labor Management Wellness-Fitness Initiative
    4. NFPA 1550, Standard for Emergency Responder Health and Safety
    5. National Fallen Firefighters Foundation Initiative 13
    6. NFPA 1580, Standard for Emergency Responder Occupational Health and Wellness

1028.4 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the district's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

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The coordinator should present the completed audit to the Fire Chief for review and consideration of updates to improve program effectiveness.

1028.5 TRAINING

The coordinator or the authorized designee should collaborate with the Division Chief of Training to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of district wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance use disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Division Chief of Training as appropriate for inclusion in training records.

1028.6 CRITICAL INCIDENT STRESS MANAGEMENT PROGRAM

District members who are classified as first responders shall meet with a Missouri Department of Public Safety Critical Incident Stress Management Program service provider once every three years to five years for a mental health check-in.

1028.7 BOARD APPROVAL

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Physical Fitness

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to provide firefighters with on-duty physical fitness guidelines. The District provides on-duty time for firefighter physical fitness to assist personnel in achieving and maintaining optimal health and physical fitness.

1029.2 POLICY

It is the policy of the Battlefield Fire Protection District to establish guidelines for physical fitness activities that are designed to prevent injuries while maintaining fitness. The ultimate goals of this policy are to:

- Meet the physical demands required on emergency responses.
- Reduce the risk of member injury or illness.
- Enhance the overall health, fitness, and safety of members.

Physical fitness activities should not interfere with primary job duties (e.g., emergency responses, public education, training activities, other legal responsibilities), nor should physical fitness activities delay an emergency response in any way.

The District retains the right to prohibit any physical fitness activity that, in its sole discretion, presents greater risks than benefits.

1029.3 PROCEDURE

The time, location, and duration of company physical fitness activities are at the discretion of the on-duty Shift Commander and the Company Officer. In all cases, the location for physical fitness must be within the District or approved arrangements for coverage, be consistent with this policy, and not result in a response delay.

All members should be allowed to participate in physical fitness activities during the course of their shift. Members who choose not to participate in physical fitness activities shall conduct duties as assigned by the Company Officer during the designated physical fitness period. Members who have provided the District with written physical restrictions from a qualified health care provider shall not participate in any physical activity that conflicts with the restriction.

At the discretion of the District, one or more of the following may apply:

a. Station physical fitness equipment

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a. Physical fitness equipment is available for the use of members at fire stations with adequate space. Members assigned to these stations should utilize the fitness equipment for their on-duty physical fitness activities.

1029.4 PHYSICAL FITNESS GUIDELINES

Physical fitness and conditioning activities should be designed to maintain or improve flexibility, muscular strength, endurance, and anaerobic and aerobic capacity. They should also correspond to the physical movement patterns required in the performance of firefighter duties.

The Health and Safety Officer (HSO) is the designated fitness coordinator and is responsible for establishing guidelines for any on-duty physical fitness program, including:

a. Voluntary participation by members.
b. Allowable physical fitness activities, including:
    a. Stretching.
    b. Running, jogging, walking, or rowing.
    c. Weight training (with spotter present).
    d. Stationary aerobic training (e.g., stair-climber, treadmill, stationary bicycle).
    e. Core strengthening.
    f. Firefighter-specific activities (e.g., hose drag, simulated ventilation, dummy drag).
c. Physical fitness activities as recommended by the District peer fitness trainers (PFTs).
d. Acceptable use of district-approved physical fitness facilities and equipment.
e. Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting.
f. Standards for fitness incentive programs. The fitness coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
g. Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress).
h. Ongoing support and evaluation.

The physical fitness program should be developed in coordination with a certified fitness and conditioning trainer and the district HSO and be consistent with the district's overall wellness program.

1029.5 INJURY PREVENTION

a. When participating in approved on-duty physical fitness activities, reasonable precautions should be taken to avoid injury. Common reasons for injuries sustained during physical activity include but are not limited to:
    a. Insufficient warm-up.
    b. Poor core stabilization.
    c. Exceeding physical capabilities.

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d. Improper equipment use.
e. Defective equipment.
f. Lack of proper instruction.
g. Competitive and contact sports are prohibited.

b. Members who are participating in physical fitness activities are expected to:
    a. Allow sufficient time to warm up muscles prior to engaging in exercise for optimum performance and to reduce the risk of injury.
    b. Develop sufficient trunk muscle strength to keep the spine and body stable in order to remain strong and balanced.
    c. Maintain realistic goals and limits for physical fitness routines.
    d. Develop an understanding of how to use fitness equipment properly and safely.
    e. Check equipment prior to use to ensure safe operation, report defective or broken equipment to the safety officer as soon as practicable, and disable equipment to prevent others from using it, if necessary.
    f. Develop and maintain sufficient fitness training knowledge, accounting for fitness level, age, and previous injuries or limitations, to avoid fitness-related injuries.
    g. Competitive and contact sports are prohibited.

1029.6 PEER FITNESS TRAINERS (PFTS)

Volunteers should be solicited to serve as PFTs. Selected PFTs shall receive specialized fitness and conditioning training and education sufficient to pass certification requirements determined by the District. PFTs will assist in the promotion of the physical fitness program and be capable of assisting firefighters on a one-to-one basis to increase fitness levels.

1029.7 BOARD APPROVAL

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Smoking and Tobacco Use

1030.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Battlefield Fire Protection District facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1030.2 POLICY

The Battlefield Fire Protection District recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the District and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all district facilities, buildings and vehicles, and as further outlined in this policy.

1030.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited any time members are in public view representing the Battlefield Fire Protection District.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside District facilities and vehicles.

1030.4 BOARD APPROVAL

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Drug- and Alcohol-Free Workplace

1031.1 PURPOSE AND SCOPE

The Battlefield Fire Protection District prohibits the use of drugs and alcohol in the workplace in order to provide a safer work environment for members and to protect the public's safety and welfare. This policy applies to all members when they are on district property or when performing district-related business elsewhere.

1031.1.1 DEFINITIONS

"Reasonable Suspicion" shall include, but shall not be limited to a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol. Reasonable suspicion exists when there is a specific factual reason (s) for suspecting that the employee is using illegal drugs or alcohol, or where there is evidence that a specific employee is using drugs or alcohol in violation of the policy. Reasonable suspicion may be based on factors such as;

1. observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of drugs or alcohol;
2. a pattern of abnormal conduct or erratic behavior;
3. arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking;
4. information provided either by reliable and credible sources or independently combined;
5. sudden changes in work performance including unexplained or excessive absenteeism, tardiness or workplace negligence; or
6. newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

"Safety Sensitive Positions" shall include Firefighters, EMT's, Paramedics, and other employees that are engaged in hazardous work involving public safety and who must be able to think and react quickly, and uniquely depend on their judgment and dexterity in carrying out their duties, including the suppression of fires and the operation of emergency vehicles.

1031.2 POLICY

It is the policy of the Battlefield Fire Protection District to provide a drug- and alcohol-free workplace for all members.

1031.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on district time can endanger the health and safety of district members and the public.

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Members who have consumed an amount of an alcoholic beverage or taken any medication, or a combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Fire Chief or the appropriate supervisor as soon as they are aware that they will not be able to report to work. If a member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1031.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Members who are medically required or need to take any such medication shall report that need to their immediate supervisor prior to commencing any on-duty status.

1031.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

1031.4 MEMBER RESPONSIBILITIES

Members shall come to work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing, or using controlled substances or alcohol on district premises or on district time. The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members shall notify a supervisor immediately if they observe behavior or other evidence they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Employees who are forthcoming in admitting a problem or seeking treatment for the first time will not be disciplined for doing so, however, the District will not consider the employee's actions to be voluntary and forthcoming if prompted by an accident, investigation, arrest or other incident.

1031.5 EMPLOYEE ASSISTANCE PROGRAM

A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems. Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Administration, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

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The District has two available:

Anthem EAP program 24/7, 365 days a year. Call 800-999-7222 or go to anthemEAP.com and enter your company code: My EAP Missouri

The Standard EAP program, 24 hours a day, Seven Days a Week. Call 888.293.6348 For TTY Services dial 711 or answers@healthadvocate.com, &/or Healthadvocate.com/standard3

1031.6 WORK RESTRICTIONS

If a member informs a supervisor that the member has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from a physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and request that a Shift Commander respond to the location of the impaired member. The Shift Commander shall ensure the member is transported to a safe location and that the continuity of district operations is maintained.

In any case where there is reasonable suspicion or following an accident that will require testing, a District supervisor has the right to search an employee or his/her clothing, lockers, bags, or equipment, with or without the consent of the employee. No employee shall have any expectation of privacy in lockers, quarters or equipment owned and issued by the District, and all lockers, quarters and or equipment and their contents shall remain at all times under the exclusive control of the District. The District, therefore, retains the right to inspect any locker, quarters or equipment for any reason at any time.

The District reserves the right to notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession or in an area not jointly or fully controlled by the District.

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1031.7 DRUG/ALCOHOL TESTING

District employees will be required to submit to drug/alcohol testing under specific circumstances and/or while assigned to a safety sensitive position. Circumstances include pre-employment, reasonable suspicion of impairment, involvement in a workplace injury, and/or involvement in a workplace accident including a motor vehicle accident. Safety sensitive positions include those positions with responsibility for fire, rescue, or EMS related response and positions with responsibility for the care and maintenance of equipment, vehicles, or apparatus.

1031.7.1 PRE-EMPLOYMENT TESTING

The District will conduct a drug test of all applicants after the applicants receive a conditional offer of employment. District employment application processes shall include a notification that the applicant will be required to submit to pre-employment drug testing. Failure to submit to pre-employment testing will be grounds to deny the applicant employment. Test results must be returned negative to be determined acceptable for employment. If an applicant tests positive, the conditional offer of employment shall be withdrawn, and the applicant must wait one year to reapply for employment.

1031.7.2 REASONABLE SUSPICION

The District will conduct a drug and/or alcohol test when reasonable cause exists to suspect an employee has reported to work impaired, is in possession of, or has used alcohol, recreational marijuana, illegal drugs, or unauthorized controlled substances, including prescribed or physician certified drugs, while on company property or during working time. Reasonable suspicion shall be determined by a supervisor using a District approved reasonable suspicion checklist. When possible, a second supervisor should be requested to verify reasonable suspicion using a separate copy of the approved checklist. Once the second supervisor has completed the approved checklist, both checklists should be compared objectively to determine if enough verified observations exist to warrant a reasonable suspicion drug or alcohol screening.

For the purposes of this policy, a supervisor shall be deemed to have reasonable suspicion to order a drug and/or alcohol test when an employee exhibits excessive absenteeism, tardiness, or unacceptable work performance.

A supervisor shall be deemed to have reasonable suspicion to order a drug and alcohol test if an employee is found to possess drugs, alcohol, or drug paraphernalia or when such alcohol or drugs are found in an area controlled or used by the employee, including, but not limited to the employee's desk, locker, etc.

An employee undergoing testing under this subsection will be immediately removed from duty pending the outcome of the tests.

1031.7.3 POST-ACCIDENT

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The District will require a drug and/or alcohol test whenever any employee receives a work-related injury or when involved in an accident involving property damage estimated to exceed $500. If the driver involved in an accident is too seriously injured to provide a urine sample, they must authorize release of their hospital records. An employee undergoing drug and/or alcohol testing covered in this subsection may return to work pending the outcome of the tests, unless restricted by a physician, or deemed by a supervisor to require testing based on reasonable suspicion.

The District may also conduct a drug and/or alcohol test whenever a driver of a District vehicle or apparatus receives a traffic citation for a moving violation, or otherwise operates a vehicle in a manner inconsistent with District policies governing operation of that vehicle.

1031.7.4 RANDOM

Employees in safety sensitive positions are subject to drug and alcohol testing on a random basis. The District will not tolerate the use of any illegal drugs, alcohol, recreational marijuana, nor the abuse/misuse of prescribed or physician certified drugs which impairs the employee's ability to perform their job in a safe manner, and/or poses a threat to the safety and health of co-workers, citizens, or others. Similarly, all employees and applicants whose positions are deemed to be safety sensitive will be subject to pre-employment testing and periodic random testing in accordance with applicable federal, state, or local laws, and regulations, or District policies.

The District test will require employees assigned to safety sensitive positions to undergo random drug and/or alcohol testing under the following circumstances:

- The District shall use an unbiased random selection process administered by a District approved third-party vendor to select and request an employee to be tested for the use of controlled substances. This process ensures all employees have an equal chance of being selected. The District will not waive the selection of an on-duty employee selected by this random selection method unless the employee is actively engaged in District related activities that cannot be interrupted, such as emergency response. When selected, the employee must submit to the testing.

- Subject to management discretion, an employee undergoing a test under this subsection may return to work pending the outcome of the test results, but management reserves the right to remove the employee from duty pending the results of the test.

1031.7.5 REFUSAL TO TEST

Failure or refusal to submit to any drug or alcohol test required by this policy, upon request, will be treated the same as a positive test result, shall constitute insubordination, and will be the basis for corrective action, up to and including termination of employment.

Employees may be subject to disciplinary action if they:

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a. Fail or refuse to submit to a screening test as requested.
b. After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
c. Violate any provisions of this policy.

1031.7.6 TESTING PROCEDURE

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on a sample provided by the employee to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Employees will be considered on-duty at work for the time spent in taking any tests and will be compensated for such time at their regular rate.

The District will pay for the cost of the testing, including the confirmation of any positive test results. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at the employee's own expense if the employee disagrees with the test result.

1031.7.7 TESTING POSITIVE

Employees who test positive will be subject to disciplinary action up to and including termination.

Employees may be subject to disciplinary action if they:

a. Fail or refuse to submit to a screening test as requested.
b. After taking a screening test that indicates the presence of a controlled substance, fail to provide proof, within 72 hours after being requested, that they took the controlled substance as directed, pursuant to a current and lawful prescription issued in their name.
c. Violate any provisions of this policy.

If an employee fails to obey any rule or policy adopted by the District relating to the use of alcohol or non-prescribed controlled drugs in the workplace, the workers compensation and death benefit provided for shall be reduced to fifty percent if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled drugs.

If the use of alcohol, drugs or non-prescribed controlled drugs in violation of the District's policy is the proximate cause of the injury, then the benefits or compensation otherwise payable under the workers compensation system, for death or disability shall be forfeited. If an employee's voluntarily use of alcohol results in intoxication, a rebuttable presumption exists that the voluntary use of alcohol in those circumstances was the proximate cause of the injury.

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An employee's refusal to take a test for alcohol, drugs or a non-prescribed controlled substance at the request of the District, shall result in the forfeiture of workers compensation benefits, under the District had sufficient cause to suspect use of alcohol, drugs, or a non-prescribed controlled substance by the employee or if the test was requested or required as a result of an accident.

1031.7.8 RIGHT TO EXPLAIN RESULTS

All employees and applicants have the right to meet with the District to explain their test results. These discussions shall be considered confidential except that information disclosed in such tests will be communicated to personnel within the District or within the lab who need to know such information to make proper decisions regarding the test results or regarding the employment of the individual.

1031.7.9 RIGHT TO REVIEW RECORDS

Employees have a right to obtain copies of their test results from the testing laboratory, or from the District. When the individual disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeated testing shall be at the expense of the individual.

1031.7.10 RETESTING

Employees may request a retest of their positive test results within five (5) working days after notification by the District of such positive test result. This retest is at the expense of the individual.

Where the employee/applicant believes that the positive test result was affected by taking of lawful or prescribed or physician certified substances, the individual may still be removed from duty pending receipt of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five (5) business days in which to provide this additional information. The District will advise the individual of its decision once it has determined whether there is evidence to indicate that the test results are incorrect.

1031.7.11 RETURNING/CONTINUING TO WORK

Employees who admit to drug or alcohol use or related misconduct, or voluntarily seek assistance before a positive test result and are not terminated, will not be returned to work or allowed to continue working until they have been evaluated by a District selected physician to determine if they can safely return to work.

1031.7.12 SHIFT COMMANDER RESPONSIBILITY

The Shift Commander shall ensure written records are prepared documenting the specific facts that led to the decision to request the test, and shall inform the employee in writing of the following:

a. The test will be given to detect either alcohol or drugs, or both.
b. The result of the test is not admissible in any criminal proceeding against the employee.
c. The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

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1031.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the District will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1031.9 CONFIDENTIALITY

The District recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

1031.10 FORMS

BFPD-REASONABLE-SUSPICION-CHECKLIST.pdf

DRUG AND ALCOHOL TESTING POLICY Signature Page.pdf

EAP Services.pdf

Anthem Paytient card.pdf

EAP Flyer.pdf

Anthem 2025 EAP.pdf

1031.11 BOARD APPROVAL

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

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Attachments

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BFPD-REASONABLE-SUSPICION-CHECKLIST.pdf

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Battlefield Fire Protection District

Reasonable Suspicion Checklist

Supervisor: Record observations of employee's appearance and behavior that you believe may be the result of use of controlled substances or alcohol misuse.

NAME OF EMPLOYEE OBSERVED	DATE OF OBSERVATION	TIME OF OBSERVATION – 24hr format
PRIMARY OBSERVER (Print)	SECONDARY OBSERVER, if available (Print)	
LOCATION OF OBSERVATION		

OBSERVATIONS *(Check all appropriate items)*

Determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.

SPEECH	MOOD / ACTIONS	BREATH	NOSE	MOVEMENTS
☐ Normal	☐ Normal	Odor of:	☐ Sniffing	☐ Normal
☐ Slowed	☐ Elated, "Up"	☐ Alcoholic Beverage	☐ Runny	☐ Slowed
☐ Rapid	☐ Fearful	☐ Marijuana	☐ Reddened	☐ Quickened
☐ Incoherent	☐ Anxious			☐ Uncoordinated
☐ Silent	☐ Irritable	Odor Present is:	EYES	☐ Shaking
☐ Stuttering	☐ Angry	☐ Faint	☐ Reddened	☐ Aggressive
☐ Loud	☐ Sad, depressed	☐ Moderate	☐ Pupils constricted	
☐ Confused	☐ Profanity	☐ Strong	☐ Pupils dilated	BALANCE / WALKING
☐ Slurred	☐ Hiccups		☐ Watery	☐ Normal
☐ Talkative	☐ Belching		☐ Bloodshot	☐ Swaying
☐ Hostile	☐ Vomiting		☐ Glassy	☐ Staggering
	☐ Confrontational		☐ Staring	☐ Falling
ALERTNESS	☐ Fighting		☐ Slow to react/follow	☐ Uncertain
☐Normal				☐ Stumbling
☐Drowsy				☐ Falling
☐Energized				☐ Holding, Reaching

Describe any other specific observations, or explain any of those checked above, that require further clarification as a basis of reasonable suspicion (continue on back if necessary).

I certify that I have had training in recognition of alcohol and drug misuse and that to the best of my judgment reasonable suspicion exists to require the above employee to undergo testing for alcohol and controlled substances.

PRIMARY OBSERVER

_____ _____ _____

Signature *Title* *Date*

SECONDARY OBSERVER (if available)

_____ _____ _____

Signature *Title* *Date*

Created 10-4-24

DRUG AND ALCOHOL TESTING POLICY Signature Page.pdf

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DRUG AND ALCOHOL TESTING POLICY

I _____ (name of employee) acknowledge that I have received a copy of the Battlefield Fire Protection District's Alcohol and Drug Abuse Policy, including the policies on Alcohol and Drug Testing. These are set forth in District Policy. I have reviewed the Policy and I understand the requirements of the Policy.

As shown by my signature below, I consent to the drug and alcohol testing described in the Policy. I also agree to comply with all requirements of the Alcohol and Drug Abuse Policy.

_____ _____

Signature Date

EAP Services.pdf

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TheStandard®

PROGRAM DESCRIPTION

Employee Assistance Program



What Is EAP?

At some point, we all need help coping or making difficult decisions. The Employee Assistance Program makes it easy to access support, guidance and resources.[1] EAP is there for you and your family through your group insurance from Standard Insurance Company (The Standard). And it's confidential — information will be released only with your permission or as required by law.

Health Advocate℠ provides our EAP services.[2] Their professionals can help with referrals to support groups, a network counselor, community resources or your health plan. If necessary, their professionals can connect you to emergency services.

EAP services can help with:

- Depression, grief, loss and emotional well-being
- Family, marital and other relationship issues
- Life improvement and goal-setting
- Addictions such as alcohol and drug abuse
- Stress or anxiety with work or family
- Financial and legal concerns
- Identity theft resolution
- Online will preparation and other legal documents



Coordinating with your health plan(s)

An EAP counselor will make every effort to coordinate with in-network providers if you need more than the included EAP sessions. They'll also share available resources and referral options.

1 The EAP service is provided through an arrangement with Health Advocate℠, which is not affiliated with The Standard. Health Advocate℠ is solely responsible for providing and administering the included service. EAP is not an insurance product and is provided to groups of 10–2,499 lives. This service is only available while insured under The Standard's group policy.

2 Health Advocate, Inc. is a national health advocacy, patient advocacy and assistance company. Their expertise in EAP and work/life services stretches back nearly 40 years to 1979. Their highest priority is treating members with respect and dignity, protecting their privacy and working to eliminate the stigma often associated with using mental health services. Health Advocate's services cover more than 55,000 clients and 32 million lives. Their services also help support managers, supervisors and HR professionals. Health Advocate is headquartered in Plymouth Meeting, PA, with more locations in the western, central, and eastern parts of the U.S.

Getting Help Is Easy

Connect with EAP support by phone, email, online and live chat. There's even a mobile app.

Contact EAP 24 Hours a Day, Seven Days a Week

888.293.6948 (phone)
For TTY services dial 711
answers@healthadvocate.com

healthadvocate.com/standard3

Online Resources

Visit healthadvocate.com/standard3 to explore articles, webinars, financial calculators, health assessments and web links to many government and nonprofit services.

Get the EAP Mobile App

1. Visit Google Play or the App Store.
2. Find the EAP Mobile App.
3. Choose *The Standard — EAP — 3 Visits.*

Download on the App Store

GET IT ON Google Play

Who Is Eligible to Use EAP Services?

- You
- Your spouse
- Domestic partner
- Married or unmarried dependent children to age 26[1]
- All other household members

EAP services are available for up to 30 days after your coverage and/or employment ends. If you pass away, your dependents can use the services for up to 90 days.

1 Individual EAP counseling sessions are available to eligible participants 16 years and older; family sessions are available for eligible members 12 years and older, and their parent or guardian. Children under the age of 12 will not receive individual counseling sessions.

Counseling Services

When you contact EAP, you'll have the support of a master's level counselor who can do an immediate assessment, consult and refer you for help.

Counseling Sessions

Your program offers up to **three counseling sessions** for each issue that each eligible person wants to address. Sessions can be in person, on the phone, or through video.



Counseling sessions can be:

- In person
- On the phone
- Through video

How Referrals Work

- Life-threatening emergencies have appropriate care coordinated upon initial contact.
- Urgent appointments are offered and available within 24 hours.
- Routine appointments are offered and available within five business days.

A Network of Qualified Providers

- National network of more than 62,000 providers
- Network in place for over 30 years
- Open-panel policy (no closed networks)

Standards for Clinical Providers

- Minimum of a master's degree
- State licensure

Consistent Support

A master's level counselor coordinates your telephone intake, case management and follow up to ensure continuity of care.

Legal Services

EAP can connect you with resources to help with legal issues.

- Nationwide panel of attorneys
- Up to 30-minute free face-to-face or telephone consultation for each separate legal matter
- 25% discount if you retain an in-network attorney
- Coverage for most legal issues, including civil, personal/family, credit, elder law, tax law, real estate and estate planning
- Online will preparation and other legal documents

Financial Services

EAP provides support to help with financial concerns.

- Up to 30-minute free financial counseling session for each issue from Certified Consumer Credit Counselors, Certified Credit Report Reviewers and financial planners
- Identity theft consultations and free identity theft kit if your identity has been stolen

Money Management

- Spending habits
- Budgeting strategies
- Managing credit
- Managing debt
- Debt consolidation
- Financial planning information
- Goal setting
- Credit report and credit score issues
- Homeownership and other personal finance issues



WorkLife Services

EAP comes with WorkLife Services. WorkLife Specialists can provide resources and referrals for important needs like parenting, special needs children, caregiver management, education, adoption, daily living and care for your pet, child or elderly loved one.

Online Savings and Discount Center

The savings center is available on the EAP website. Get up to 50% discounts on name-brand, practical and luxury items. Save on travel, restaurants, flowers, home, apparel and more.

Wellness discounts are available online through the Health tab on the website, including discounts on NutriSystem, Weight Watchers, Vitamin Shoppe, fitness and personal care.

WorkLife Services provides expert, multilingual telephonic and internet-based consultation and referral for:

- Child care services
- Elder care services
- Health and wellness
- Emotional and well-being
- Daily living resources, relocation and community volunteering

EAP support is immediate, personal, confidential and available when you need it.

Contact EAP

888.293.6948 (phone)

For TTY services dial 711

answers@healthadvocate.com

healthadvocate.com/standard3

Standard Insurance Company | 1100 SW Sixth Avenue, Portland, OR 97204 | **standard.com**

The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon in all states except New York. Product features and availability vary by state and are solely the responsibility of Standard Insurance Company.

SI **22192**

Employee Assistance Program-3 EE
(3/23)

Anthem Paytient card.pdf

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Paytient

Frequently asked questions



What is Paytient?

Paytient is a Health Payment Account (HPA) that turns medical and pharmacy expenses into interest-free payment plans. Paytient is available to Anthem Blue Cross and Blue Shield Individual and Family Plan members in Missouri.

How do the payment plans work?

Say you visit an ENT for a sinus infection that won't go away, and you leave with a $70 bill. The Paytient card can split that charge into 10 payments of $7 — or five payments of $14. You pick the interest-free payment plan that fits your budget.

Where can I use Paytient?

Your Paytient card can be used for medical and pharmacy expenses at in-network and out-of-network providers. The Paytient card works at any pharmacy or medical provider that accepts Visa!*

Can I use Paytient for previous out-of-pocket costs?

Yes. You can use Paytient for medical or pharmacy bills still owed to providers, as long as they are not being collected by a different party.

Can I use this for my family/dependents?

Sure! Paytient works for you and your loved ones.

What is the credit line?

Member credit lines vary if you have covered dependents.

- Policyholders with no covered spouse or dependent receive a **$1,000 line of credit.**
- Policyholders with a covered spouse or dependent receive a **$2,000 line of credit.**

Does Paytient require a credit check?

Paytient does not check credit. We do ask users to self-report income and expenses during onboarding to comply with federal and state lending regulations, but we will never pull your credit score.

How do I set up a payment method?

You can connect a bank account, debit card, or credit card within the Paytient app to make payments toward your open repayment plans. Our support team can also take payments or adjust payment plans. Simply contact them via in-app chat or by sending an email to hello@paytient.com.

Is it really free of any interest or fees?

Yes, really. You will never be charged interest or fees when financing your medical or pharmacy expenses with Paytient.

Visit paytient.com/anthem-mo for more FAQs.

* Note: Your Paytient card works with providers in certain approved merchant categories. The provider self-selects their merchant category, and in some cases a provider might not be categorized as you expect. If your card is unexpectedly declined, contact Paytient customer support.

In Missouri, (excluding 30 counties in the Kansas City area) Anthem Blue Cross and Blue Shield is the trade name of RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc., RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

Paytient is the leading provider of Health Payment Accounts, a registered trademark of Paytient Technologies, Inc.

EAP Flyer.pdf

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A helping hand when you need it.

Rely on the support, guidance and resources of your Employee Assistance Program.

There are times in life when you might need a little help coping or figuring out what to do. Take advantage of the Employee Assistance Program,[1] which includes WorkLife Services and is available to you and your family in connection with your group insurance from Standard Insurance Company (The Standard). It's confidential — information will be released only with your permission or as required by law.

Connection to Resources, Support and Guidance

You, your dependents (including children to age 26)[2] and all household members can contact the program's master's-level counselors 24/7. Reach out through the mobile EAP app or by phone, online, live chat, and email. You can get referrals to support groups, a network counselor, community resources or your health plan. If necessary, you'll be connected to emergency services.

Your program includes up to three counseling sessions per issue. Sessions can be done in person, on the phone or through video.

EAP services can help with:

- Depression, grief, loss and emotional well-being
- Family, marital and other relationship issues
- Life improvement and goal-setting
- Addictions such as alcohol and drug abuse
- Stress or anxiety with work or family
- Financial and legal concerns
- Identity theft and fraud resolution
- Online will preparation and other legal documents

Contact **EAP**

888.293.6948
(TTY Services: 711)
24 hours a day,
seven days a week

healthadvocate.com/standard3

NOTE: It's a violation of your company's contract to share this information with individuals who are not eligible for this service.

With EAP, personal assistance is immediate, confidential and available when you need it.

WorkLife Services

WorkLife Services are included with the Employee Assistance Program. Get help with referrals for important needs like education, adoption, daily living and care for your pet, child or elderly loved one.

Online Resources

Visit **healthadvocate.com/standard3** to explore a wealth of information online, including videos, guides, articles, webinars, resources, self-assessments and calculators.

1 The EAP service is provided through an arrangement with Health Advocate℠, which is not affiliated with The Standard. Health Advocate℠ is solely responsible for providing and administering the included service. EAP is not an insurance product and is provided to groups of 10–2,499 lives. This service is only available while insured under The Standard's group policy.

2 Individual EAP counseling sessions are available to eligible participants 16 years and older; family sessions are available for eligible members 12 years and older, and their parent or guardian. Children under the age of 12 will not receive individual counseling sessions.

Standard Insurance Company | 1100 SW Sixth Avenue, Portland, OR 97204 | **standard.com**

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Anthem 2025 EAP.pdf

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Employee Assistance Program
Service Summary
Missouri Small Group

Anthem

Available 24/7, 365 days a year

Everything you share is confidential*

Life can be full of challenges. Your Anthem Employee Assistance Program (EAP) is here to help you and your household members. EAP offers a wide range of **no-cost** support services and resources, including:

Counseling

- Up to 3 visits per issue
- In-person or online visits
- Call EAP or use the online Member Center to initiate services

Legal consultation

- 30-minute phone or in-person meeting
- Discounted fees to retain a lawyer
- Free legal resources, forms, and seminars online

Financial consultation

- Phone meeting with financial professionals
- Regular business hours; no appointment required
- Free financial resources and budgeting tools online

ID recovery

- Help reporting to consumer credit agencies
- Assistance with paperwork and creditor negotiations

Emotional Well-being Resources

- Digital tools to improve emotional well-being
- Team up with an experienced clinical coach
- Practice mindfulness on the go

Dependent care and daily living resources

- Online information about child care, adoption, elder care, and assisted living
- Phone consultation with a work-life specialist
- Help with pet sitting, moving, and other common needs

Other anthemEAP.com resources

- Well-being articles, podcasts, and monthly webinars
- Self-assessment tools for emotional health issues

Crisis consultation

- Toll-free emergency number; 24/7 support
- Online critical event support during crises

We are ready to support you

You can call us at **800-999-7222**, or go to **anthemEAP.com** and enter your company code: My EAP Missouri

When something unexpected happens, EAP can help you figure out your next steps. Contact us today.

* In accordance with federal and state law, and professional ethical standards.
This document is for general informational purposes. Check with your employer for specific information on the services available to you.

Language Access Services – (TTY/TDD: 711)
Spanish – Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.
Chinese – 您有權使用您的醫言免費獲得該資訊和協助。請撥打您的 ID 卡上的成員服務號碼尋求協助。

Anthem complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to anthem.com/co/networkaccess. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by Compcare Health Services Insurance Corporation (Compcare) or Wisconsin Collaborative Insurance Corporation (WCIC). Compcare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

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Identification Cards

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for issuing and possessing Battlefield Fire Protection District identification cards. Any image or likeness of the identification card and the name of the Battlefield Fire Protection District are the property of the District and their use shall be restricted as specified in this policy.

1034.2 POLICY

It is the policy of the Battlefield Fire Protection District that identification cards shall be issued to all district members. All members shall be in possession of their district-issued identification card while on-duty or otherwise acting in an official or authorized capacity. The use and display of district identification cards shall be in compliance with this policy.

1034.3 IDENTIFICATION CARD CONTENT

District-issued identification cards shall include the following information:

- The district name
- An image of the district badge
- A photograph of the member
- The full name of the member
- The rank of the member
- The members personal identifiable information
- The member’s FEMA ID#
- The member's medical allergies
- The member's past pertinent medical history.
- A statement indicating that the identification card is the property of the Battlefield Fire Protection District and that if found, the card must be returned to the District

1034.4 RETIREE IDENTIFICATION CARD

Upon honorable retirement members may be issued a retiree identification card. The card shall clearly indicate that the holder is a "Retired" member of the District.

1034.5 UNAUTHORIZED USE

District identification cards may not be displayed for any purpose other than official use.

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Members may not use an image or likeness of the district identification card in any material (printed matter, products or other items) without prior written approval from the Fire Chief.

Members shall not loan district identification cards to others and shall not permit the identification card to be reproduced or duplicated.

1034.6 LOSS OF DISTRICT IDENTIFICATION CARD

The loss of the district identification card must be immediately reported to the District. An identification card should be considered lost whenever it is not in the direct control of the member.

1034.7 REPLACING IDENTIFICATION CARDS

Identification cards should be replaced whenever they become damaged, faded or otherwise difficult to read, whenever a member changes rank or when the member's photograph becomes outdated or no longer presents an accurate depiction of the member.

1034.8 BOARD APPROVAL

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

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Work-Related Illness and Injury Reporting

1036.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries and occupational illnesses.

1036.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An occupational disease or injury arising out of and in the course of employment. It does not include an injury that requires first aid which does not result in further medical treatment or lost time from work.

1036.2 POLICY

The Battlefield Fire Protection District will address work-related illnesses and injuries appropriately, and will comply with applicable state workers' compensation requirements.

1036.3 RESPONSIBILITIES

1036.3.1 MEMBER RESPONSIBILITIES

A member sustaining any work-related accidents, injuries, or exposures shall report the event to a supervisor within 24 hours or as soon as practical when recognized unless the member is incapacitated.

1036.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related illness or injury should ensure the member receives medical care as appropriate and should notify the Shift Commander of the reported illness or injury.

Supervisors shall ensure that required BFPD - Employee Injury Report Fillable Form regarding the illness, or injury, BFPD - Witness statement template and/or Supervisor Accident-injury investigation form are completed and forwarded to the Shift Commander promptly. Any related District-wide illness- or injury-reporting protocol shall also be followed.

1036.3.3 SHIFT COMMANDER RESPONSIBILITIES

The Shift Commander who receives a report of a work-related illness or injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to [Division Chief] of Support to ensure any required reporting is completed as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Program Policy.

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1036.3.4 FIRE CHIEF RESPONSIBILITIES

The [Division Chief] of Support shall review and forward copies of the report to our Workers Compensation Provider. Copies of the report and related documents retained by the District shall be filed in the member's confidential medical file.

1036.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate [Division Chief] of Support through the chain of command.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1036.5 SETTLEMENT OFFERS

When a member sustains a work-related illness or injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1036.6 NOTICE REQUIRED

The District shall display a notice to employees regarding access to workers' compensation benefits. The notice shall be as required and posted in a sufficient number of places to ensure that it will reasonably be seen by all employees.

1036.7 FORMS

Fillable Witness statement template.pdf

Supervisor Accident-Injury Investigation Fillable Form (2).pdf

BFPD Employee Injury Report Fillable Form Version 2.pdf

1036.8 BOARD APPROVAL

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

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Attachments

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Fillable Witness statement template.pdf

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BATTLEFIELD FIRE PROTECTION DISTRICT
4117 W. Second Street
Battlefield, MO 65619
www.battlefieldfire.com
PHONE: (417) 881-9018 **FAX:** (417) 887-9914

Accident/Injury Witness Statement

To: Division Chief Chris Zoeller
4117 W. 2nd St,
Battlefield, MO 65619
417-881-9018

From:
Name:
Contact #:
Email:
Rank:
Address:

Witness Statement:

On at around _____ AM ☐ PM ☐, I personally witnessed the following related to the accident/injury at _____.

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Witness Disclosure:

I declare that this statement is made voluntarily, and I confirm that the information provided is accurate and truthful to the best of my knowledge and memory. I also understand that this statement may be used in legal or formal proceedings.

Signature:

Printed Name:

Rank:

Supervisor Accident-Injury Investigation Fillable Form (2).pdf

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Supervisor's Accident/Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State_____ Zip _____

(Check one) ☐ Male ☐ Female

Date of Event: _____ Time of Event: _____

Exact location of event: _____

What caused the event? _____

Describe fully how the accident happened. What was employee doing prior to the event? What equipment or tool were being used?

What part of the body was injured? Describe in detail.

What was the nature of the injury? Describe in detail.

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Names of all witnesses:

Were safety regulations in place and used? If not, what was wrong?

Was the injury or accident caused by training provided by the District or outside agency?
(Check one) ☐ District ☐ Outside Agency ☐ N/A

Recommended preventive action to take in the future to prevent recurrence.

Supervisor Signature _____ Date_____

BFPD Employee Injury Report Fillable Form Version 2.pdf

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Employee Injury Report Form (*To be completed by injured employee unless incapacitated*)

EMPLOYEE NAME _____ SSN #_____

AGE _____ DATE OF BIRTH _____ SEX _____ PHONE # _____

HOME MAILING ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ SHIFT _____ JOB TITLE_____

DATE OF ACCIDENT _____TIME OF ACCIDENT _____ AM ☐ PM ☐

LOCATION OF ACCIDENT _____

DESCRIPTION OF ACCIDENT (include description of task being performed, equipment, machinery, and/or tools being used):

What injuries were sustained by the employee? (specify parts of body affected)**:**

	Check Answer
Was injured employee performing his/her routine job function?	**Yes** ☐ **No** ☐
Was injured employee using machinery and/or tools properly?	**Yes** ☐ **No** ☐
Was employee observing proper/required safety precautions?	**Yes** ☐ **No** ☐

If the answer to any of the above questions is No, please explain reason:

Check Answer

Did the accident appear to be the result of defective equipment? **Yes** ☐ **No** ☐

If the answer to the above question is Yes, please explain reason:

Was First Aid administered to the injured employee? **Yes** ☐ **No** ☐

Was an Emergency Room/Urgent Care/Clinic visit required? **Yes** ☐ **No** ☐

If yes, how was the injured employee transported? _____

If a District or private vehicle was used, who drove the injured employee to the hospital?

_____

Who initially reported this accident? _____

List all employees who witnessed this accident?

Form completed by: _____ **Title:** _____ **Date:** _____

Employee signature: _____ **Date:** _____

Supervisor signature: _____ **Date:** _____

For office use only:

DATE OF HIRE _____ YEARS OF SERVICE (BFPD) _____ HOURLY WAGE _____

MARITAL STATUS _____ DIRECT SUPERVISOR _____

Temporary Modified-Duty Assignments

1037.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, District rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the District to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1037.2 POLICY

Subject to operational considerations, Per the needs of the District the Battlefield Fire Protection District may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the District with a productive employee during the temporary period.

1037.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Missouri Division of Workers' Compensation shall be treated equally, without regard to any preference for a work-related injury.

No position in the Battlefield Fire Protection District shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the District. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed ninety (90) days in any one-year period.

If the employee's anticipated recovery time is extended beyond the initial ninety (90) days, the temporary modified-duty assignment may be rescinded.

If permanent work limitations or restrictions are placed on the employee, thetemporary modified-duty assignment may end.

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The District will determine if the employee's physical and mental condition, work restrictions, and limitations, present a substantial obstacle to the continued employment of the employee and if reasonable worksite modifications or other accommodations which are not unduly burdensome on the District would allow continued employment.

1037.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to the Fire Chiefor authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

a. An assessment of the nature and probable duration of the illness or injury.
b. The prognosis for recovery.
c. The nature and scope of limitations and/or work restrictions.
d. A statement regarding any required workplace accommodations, mobility aids or medical devices.
e. A statement that the employee can safely perform the duties of the temporary modified-duty assignment.
f. A copy of the physical requirements for the injured employee's specific job description may be requested from the District administration office by the injured employee or treating medical professional to assist the treating medical professional with determination of the injured employee's work capacity, limitations, and/or restrictions.

The Fire Chief will make a determination regarding temporary modified-duty assignments that may be available based on the needs of the District and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the Division Chief of Support.

1037.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate district operations and the employee's medical appointments, as mutually agreed upon with the Fire Chief or designee.

1037.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified-duty shall include, but are not limited to:

a. Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

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b. Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
c. Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
d. Submitting a written status report to the Fire Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 90 days.
e. Adhering to the work limitations and/or restrictions stipulated by the treating medical professional.

1037.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:

a. Periodically apprising the Fire Chief of the status and performance of employees assigned to temporary modified-duty.
b. Notifying the Fire Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
c. Ensuring that employees returning to full duty have completed any required training and certification.
d. Ensuring that employees returning to full duty have completed return to work testing as stipulated by policy 1039 Return to Work.

1037.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The District may require a fitness-for-duty examination prior to returning an employee to full-duty status.

1037.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee. A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

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If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the District should make reasonable efforts to provide an accommodation for the employee in accordance with federal law. The accommodation should be provided without unnecessary delay.

1037.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the District’s personnel rules and regulations regarding family and medical care leave.

1037.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

1037.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

1037.10 BOARD APPROVAL

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Return to Work

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee who has been off work for an extended period of time due to an injury or illness may return to work.

1038.1.1 DEFINITIONS

Definitions related to this policy include:

Interactive process - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

1038.2 POLICY

It is the policy of the Battlefield Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

1038.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his /her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the [Division Chief] of Support.

1038.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the [Division Chief] of Support in order to make a determination whether:

a. The employee may return to full duty based on the medical verification provided by the employee.

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b. The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
c. The employee should have a fitness-for-duty evaluation.
d. The employee has reached maximum medical improvement or a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The [Division Chief] of Support should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Administration should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

1038.4.1 FITNESS EVALUATION

Depending on the time off and the condition or illness of the employee the District may administer the physical agility test prior to the employee returning to work. In the event that the employee fails to pass the physical fitness portion of the test, the employee will be allowed to retake the agility test within thirty (30) calendar days. If the employee fails the agility test the second time and there is no medical reason, condition or disease, in the opinion of the District's physician that would have prevented the employee from successfully completing the physical standards, ground for disciplinary action shall exist.

1038.5 FORMS

Return to Work.pdf

1038.6 BOARD APPROVAL

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Return to Work.pdf

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(Date of Letter)

(Doctor's Name)
(Doctor's Address)

Dear Dr. (Name),

(Employee's Name) is employed by the Battlefield Fire Protection District as a (job title). He/she was injured on (date of injury), and you treated him/her on (date of treatment).

The Battlefield Fire Protection District has implemented a return to work program. This program is designed to return an injured employee to the workplace as soon as medically and psychologically appropriate. If (employee name) is unable to return to his/her original job, we will make every attempt to return this employee to modified duties or an alternative duty position. We will ensure that this position meets all medical or psychological restrictions that you prescribe. (Employee's name) is aware of our desire to return him/her to the workplace. If necessary, we are willing to rearrange work schedules around diagnostic or treatment appointments.

The District has identified job duties that may be suitable for a "return to work" situation.
Enclosed is job with attached physical demands that may be appropriate for (employee name) based on our knowledge of his/her condition. Please assist us by reviewing the attached position and providing your recommendations. We would also like updated recommendations after each appointment.

Please call me at 417-881-9018 if you have any questions about our return to work program or the proposed job position. The District appreciates your participation in our efforts to return (employee's name) to a safe and productive workplace.

Sincerely,
(District's Representative)
(Title)
Battlefield Fire Protection District

Battlefield Fire Protection District

Physician's Release to Return to Work Form

Employee's Name: _____ Date: _____

Physician's Name: _____ Phone Number: _____

To be completed by Physician or other authorized provider:

Please review the attached job description and the specified tasks within the job description. Choose option appropriate action for the patient.

☐ The above named employee has been released by the above named physician to return to *Full Duty* as of _____ (date) with NO RESTRICTIONS.
☐ The above named employee has been released by the above named physician to Return to Work on _____ (date) WITH THE FOLLOWING RESTRICTIONS through _____ (date).

Check applicable boxes and provide limitations/restrictions:

☐	Lifting (max weight in lbs.) ____ lbs.	☐	Walking :
☐	Repetitive Lifting ____lbs.	☐	Standing:
☐	Carrying ____ lbs.	☐	Sitting/Diving:
☐	Pushing/Pulling ____lbs.	☐	Crawling:
☐	Pinching/Gripping ____lbs.	☐	Kneeling:
☐	Reaching over head	☐	Squatting:
☐	Reaching away from body	☐	Climbing:

Other Restrictions please describe:

_____

_____

These limitations/ restrictions are: ☐Temporary limitations/restrictions
☐ Permanent limitations/restrictions

Have medications been prescribed that could impair his/her ability to safely operate a motor vehicle or operate machinery?

_____

IF THE ABOVE RESTRICTIONS CONSTITUE LIGHT DUTY, THE BATTLEFIELD FIRE PROTECTION DISTRICT POLICY IS TO ACCOMMODATE WHEN POSSIBLE. My signature indicates that I have read and understand the employee's job description and the listed tasks within the job description. Also, that my findings are based on my medical assessment of this employee's physical capabilities as compared to the essential functions of the job.

Provider's Name (please print): _____

Provider's Signature: _____ Date: _____

I AGREE THAT:

I will follow through with all of the restrictions listed above. I will notify my supervisor of any departure from these restrictions.

Employee's Signature: _____ Date: _____

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; and conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules & regulations, and training documents;

Hearing sufficient to hear conversation in person and over radios and telephones;

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones;

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; and operating power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing;

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment;

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work;

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing; and to maintain efficiency throughout the entire work shift.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration. The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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Administration – Fire Chief Anderson

- Attended the Annual Springfield Home Builders Association Smoke Alarm Donation event.
- Hosted promotional pinning ceremonies for several District firefighters.
- Assisted the Division of Fire Safety with Hazmat and Incident Safety Officer skills testing.
- Assisted the CoxHealth Work Complete/Workers Compensation quarterly meeting.
- Attended the Regional Special District Governance Summit.
- Attended a meeting with LAGERS to discuss the District retirement program.
- Attended a meeting with a representative from MOCAAT, a Local Government Investment Pool (LGIP).
- Attended a meeting of the Battlefield Board of Alderman.
- Attended several Halloween/Trunk or Treat events within the community.
- Taught a Fire Instructor II certification course for District personnel.
- Attended a 457b transition meeting with VOYA.
- Attended and served as a panelist for the SWMO Public Safety Conference.
- Completed annual evaluations for direct reports.
- Continued working on the 2027 Budget.

Operations – Deputy Chief Reynolds

- *October stats will be provided at the meeting*
- We did a mid-point inspection of the new pumper. We are still on track for a December/January delivery.
    - There were some required changes. We will discuss that at the meeting.
- The portable radios have been redistributed to our personnel. Of the 49 operational personnel, 38 have assigned radios. We should complete the portable radio project next year. Then we will start the mobile radio replacement.
- Still working with dispatch through provisioning and beat maps. This project will take a considerable amount of time.
- All personnel evaluations are being done this month. This will impact our budget for 2027. I am working through that process with Chief Anderson.
- I will be taking TECC TtT this month and evaluating ASHER scenarios.
- I was on vacation from November 6th through the 10th.

Support Services – Assistant Chief Burr

- I'm continuing to work on the Leadership Development Program for the District.
- Attended the Exercise Planning Workgroup meeting with OEM.
- I'm continuing to work through the hail damage repair to the District vehicles. We have two trucks left to get repaired.
- Attended several meetings for the 457(b) transition. We have entered the blackout period so funds can be moved from John Hancock to Voya.
- We expect delivery of our new burn building November 9th.
- We are holding a Company Officer and Battalion Chief assessment center on November 5th. We have 5 testing for Company Officer and one for Battalion Chief.
- I reviewed policies with my Division Chiefs.
- I reviewed Instructor projects for the Division of Fire.
- I proctored a written test for Springfield's academy.

Support Services – Division Chief Zoeller

Community Risk Reduction Activities

- Total contacts made through social media, the District's website, and Google Business for Oct. 2026 = 16,164 views.
- There were 9x phone requests for "Alarm" checks.

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Public Service	16	100.00%
Public Service - Alarms (Non Medical) - Fire / Smoke Alarm	14	87.50%
Public Service - Alarms (Non Medical) - CO Alarm	2	12.50%
Total	16	100.00%

- District Mascot is still in review before posting. Once Finalized, it will be rolled out on website & social media.
- I attended a meeting with the District's Community Risk Reduction Committee.
- We had 11x PR events in October.

Ridgecrest Baptist Chur...	10/27/2026 09:30	10/27/2026 10:30	Event	0	9733 - Engine 4 (...	Complete	Station 4
Pearls of Wisdom- Grac...	10/22/2026 12:30	10/22/2026 14:30	Event	0	9733 - Engine 4 (...	Complete	Station 4
PR Event	10/22/2026 08:30	10/22/2026 12:30	Event	0	4812 - Engine 3 (...	Complete	Headquarters
McBride PR	10/22/2026 08:00	10/22/2026 12:00	Event	0	4813 - Engine 1 (E...	Complete	Station 1
PR	10/21/2026 09:00	10/21/2026 12:00	Event	0	4812 - Engine 3 (...	Complete	Headquarters , Tr...
Promise Preschool Fire ...	10/20/2026 10:00	10/20/2026 11:00	Event	5	9733 - Engine 4 (...	Complete	Station 4
SEAS Fire Safety Month...	10/19/2026 08:30	10/19/2026 12:00	Event	5	9733 - Engine 4 (...	Complete	Station 4
Lowes PR	10/17/2026 13:00	10/17/2026 13:15	Event	3	9733 - Engine 4 (...	Complete	Station 4
Wanda Gray Elementary...	10/13/2026 08:00	10/13/2026 14:30	Event	4		Complete	Station 4
Gray Elementary School	10/12/2026 08:00	10/12/2026 14:15	Event	0	9733 - Engine 4 (...	Complete	Station 4
Harrison Elem Public Ed	10/9/2026 08:00	10/9/2026 14:30	Event	0	9733 - Engine 4 (...	Complete	Station 4

- The crews went to 4x public schools and 7x preschools for Fire Prevention Month.
- We had 7th and 8th Graders "Go To Work Events" put on by Work force development/MSU/Chamber of Commerce and others for the 3 year in a row to show them auto extrication. We had about 100 kids from 5 different schools in Southwest MO.

Workers' Compensation, Safety, Maintenance, and Human Resources

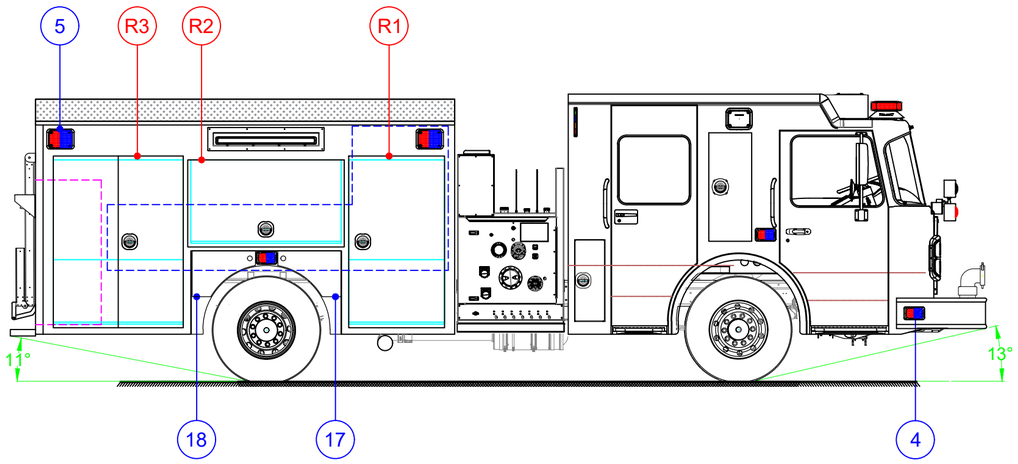
- The District has had one new work comp claim.
- Continued monitoring of active work comp claims. Still now have 3x open claims with one closing in the week.
- I attended a meeting with the Safety Committee.

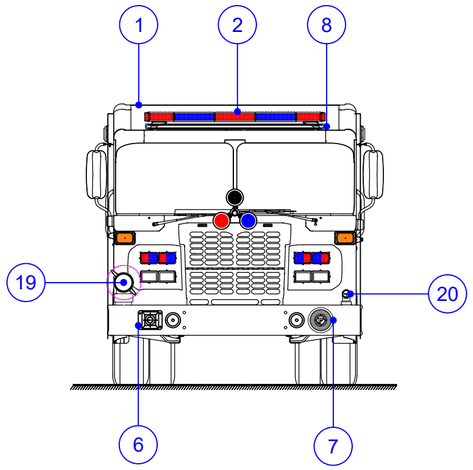
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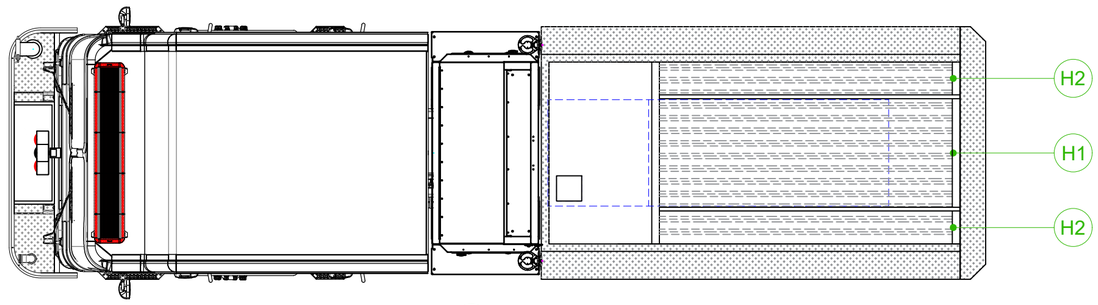
- I attended a meeting with the Awards committee.
- I attended a meeting with the Health and Wellness Committee.
- Attended LEPC, OTO, SWMO drug poisoning task force meetings.
- Have passed written and practical for Fire Instructor 3 waiting for MODFS to issue a certificate.
- Working with Josh and Tim with building & apparatus maintenance items, trying to get caught up on some concerns.

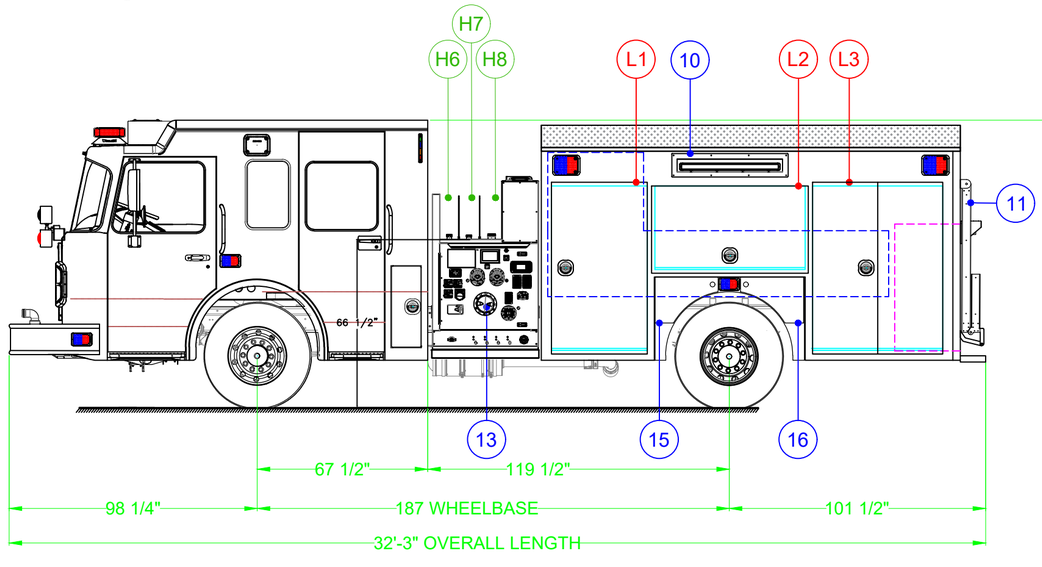
Training – Division Chief Merritt

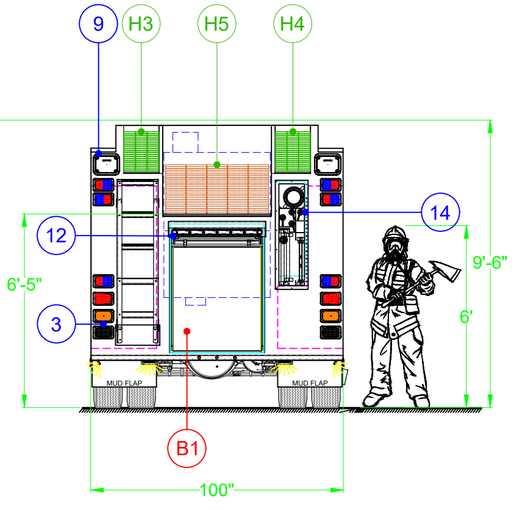
- Training hours through October 29: 963 hours
- YTD Training hours as of October 29: 16,581 hours
- Processed training course registrations and booked accommodations for several personnel.
- Began work on another component of search building with Chief Zoeller.
- Worked more on updating the Firefighter Competencies book.
- Received update on grant funded NFA class requests. We have been awarded a 6-day class, and four 2-day classes.
- Attended Safety Committee meeting.
- Attended SWMO Public Safety Conference.
- Assisted Logan-Rogersville FPD with CO assessment center.
- Assisted Joplin FD with BC assessment center.
- Assisted SWMO Regional Academy with Aerial certification skills evaluations.











1	SPARTAN GLADIATOR LLFD 10" RAISED ROOF
2	WHELEN FREEDOM LIGHTBAR
3	WHELEN 600 LED STOP, TURN AND BACK-UP LIGHTS
4	WHELEN 600 LED WARNING SPLIT RED/BLUE
5	WHELEN 900 LED WARNING SPLIT RED/BLUE
6	ELECTRIC SIREN SPEAKER
7	FEDERAL SIGNAL Q2B MECHANICAL SIREN
8	PIONEER SUMMIT BROW LIGHT
9	FIRETECH GUARDIAN ELITE SCENE LIGHT
10	FIRETECH HI-VIZ LED STRIP LIGHT
11	STAINLESS STEEL ACCESS LADDER
12	WHELEN TAL85RR LED ARROWSTICK
13	HALE QMAX-XS 2000 GPM PUMP
14	LADDERS, PIKE POLES, HARD SUCTION
15	4 SCBA BOTTLES DRIVER FRONT WHEEL WELL
16	2 SCBA BOTTLES AND FUEL DRIVER REAR WHEEL WELL
17	1 EXTINGUISHER PASSENGER FRONT WHEEL WELL
18	1 EXTINGUISHER PASSENGER REAR WHEEL WELL
19	6" FRONT SUCTION
20	2.5" FRONT DISCHARGE

L1	38W x 65H x 25D	(35.73ft³)
L2	59.5W x 33H x 25D	(28.41ft³)
L3	51.5W x 65H x 25D	(48.43ft³)
R1	38W x 65H x 12D/25D	(24.58ft³)
R2	59.5W x 33H x 12D	(13.63ft³)
R3	51.5W x 65H x 12D/25D	(33.32ft³)
B1	40W x 58H x 24D	(29.9ft³)
H1	HOSEBED (43W x 37H x 119D)	(109ft³)
H2	HOSEBED (14W x 20H x 119D)	(19ft³)
H3	~500ft 2.5"	
H4	~500ft 2.5"	
H5	~1200ft 5"	
H6	~200ft 1.75" SPEEDLAY	
H7	~200ft 1.75" SPEEDLAY	
H8	~200ft 2.5" SPEEDLAY	

214ft³ TOTAL USABLE COMPT SPACE

OUTSIDE OF BODY TO BACK WALL OF ALL COMPTS IS 14D/16D/27D RESPECTIVELY

ALUMINUM BODY CONSTRUCTION

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ENG:	T HIGGINBOTHAM
DATE:	10.03.24
REV:	NO. 2
DWG:	24PU090

DEPT: BATTLEFIELD FIRE PROTECTION DISTRICT

CITY: BATTLEFIELD, MO

MAIN: 573.346.8387
FAX: 573.346.7015
TOLL FREE: 888.535.3473
524 S. BUS RT 5
CAMDENTON, MO 65020

PRECISION FIRE APPARATUS

OAL	32' - 3"	APP	13°	WB	187"	BODY WIDTH	100"
OAH	9' - 6"	DEP	11°	C2A	119.5"	TANK	W 750
							F 0