

## NOTICE OF OPEN MEETING

### MEETING TO BE HELD VIRTUAL VIA ZOOM

Posted: February 5, 2021

Notice is hereby given that the Holt Community Fire Protection District Board of Directors will have its regularly scheduled meeting at 19:00 hours on Tuesday, February 9, 2021.

**The agenda of this meeting includes:**

**Open Meeting:**

- Meeting Call to Order
- Pledge of Allegiance
- Roll Call

**Consent Agenda**

- Approval of Minutes from previous meeting
- Approval of November Paid and Unpaid Bills
- Financial Report

**Public Comments**

**Chief's Operations Report**

**New Business**

- Budget Adjustments

**Old Business**

- Cares Funding from Clinton County
- Tax Levy for April Ballot
- Open Board Member Seat / Election April 6, 2021

**Agenda Items and Scheduling for Future Meetings**

**Announcements**

**Motion to adjourn**

A motion may be made to go into Executive Session pursuant to RSMO section 610.021 (1), (3), (9) and (12) to discuss Personnel, Real Estate or Legal Matters.

Representatives of the media may obtain copies of this notice by contacting:  
Robert Looper, Fire Chief, 816-320-3612

Join Zoom Meeting

<https://zoom.us/j/97612471529?pwd=dmdXRDIRM0tTK0NORIZtd3pTNVcvdz09>

Meeting ID: 976 1247 1529

Passcode: 704773

**Holt Community Fire Protection District**  
**Minutes of Regular Board of Directors Meeting**

**January 12, 2021**

The regular meeting of the Holt Community Fire Protection District was held virtually on January 12, 2021. The meeting was called to order at 7:03 p.m. and opened with the Pledge of Allegiance. President Moore being in the chair. Roll call was taken with Robby Moore, Steven Brown, Ralph Wright, Chris Joiner and Loren Thoman present; as well as Chief Looper and Secretary Parker.

The minutes of the December meeting were presented. The financial statement was filed for audit. Chief Looper explained that the budget for 2020 was expected to end in a deficit of \$31,615 but with the ambulance revenue up due to the record number of calls we ended the year with a deficit of \$20,313.50. A motion was made by Ralph Wright to approve the Minutes and the Financial, was seconded by Robert Moore, all approved.

The Chief's report is attached and made a part of these minutes.

Chief Looper reported that we had a record-breaking year for incidents totaling 601 for 2020. The month of December had 53 incidents. Which included 3 building fires, 2 Mutual aids, and 24 EMS calls. 3 car seats were installed in December along with 3 smoke alarms.

Engine 52 had the back step damaged. J&S Welding in Holt was able to repair the step and weld it securely back.

Community Relation notices are being very well received. With the notices being put on our website and Facebook, posting incidents, financial, event notices, etc.

Chief Looper reported that the station will be switching to a new training system in 2021. The system is called Target Solutions. The new system is more user friendly and cheaper than the previous system. It also has more training options for all divisions of the station.

Our station was chosen as one of the first to receive the State of Missouri EMS-C training program. The personnel will receive continuing education credit for the courses and once we are completed with a course, other departments surrounding us, will be given the opportunity to borrow the course from us for their use.

December logged 98 Volunteer hours and a total of 555 were logged for the 2020 year. The 2 newest volunteers are currently in EMS training with Matt Listhartke, and they are coming along nicely. Discussion was had to reach out to the volunteers to get feedback on how we can help them with their training or if there was anything, they would suggest helping to improve the volunteer program. Discussion was had about an officer taking the lead on the volunteer training program. Chief Looper stated concern with making sure that all members work with the volunteers to ensure unity in the department.

## **New Business**

The end of December 28, 2020 we submitted a COVID-19 Reimbursement request to Clinton County. Chief Robert Looper is scheduled to have a call with the Commission of Clinton County at 8:30 am on Thursday January 14, 2021 to find out where they are in the approval process and answer any questions they might have regarding the request. It was discussed if any funds were received from Clinton County where they were to be placed. It was suggested they be put into the reserve account to cover unexpected/upgrade expenses or the funds to be spent on Covid-19 sanitation equipment for the station and Ambulances.

A member of the Holt community, Jay Bettis, is now presiding on the Commission of Clinton County as of January 2021.

Steven Brown attended and completed board training online and said that it went well and was informative. Secretary Parker is scheduled to attend in person board training in February.

## **Old Business**

Doug Hamilton retired on December 19, 2020. A reception was held at the station on Wednesday December 16<sup>th</sup> to wish him well. Discussion was had regarding the now open position of Assistant Chief. Chief Looper explained that Mark Ferguson has taken on the administrative duties and that there is no plan of promotion of any personnel into that title at this time.

We have an open Board Member position. No applicants have been received yet. A few names have been given to the department as someone of interest, but no one has reached out to the department. It was suggested the Chief Looper reach out to the names and see if they are willing to run for the position. It was reminded that the new board member must live in the district.

Discussion of the Tax Levy for the 2021 ballot was had. It was discussed to form a committee to head getting the word out to the community as to why the need for the tax levy and present the ideas to the board for approval. With the record number of calls come exceeded expenses, needing replaced apparatus, etc. It was agreed to not put it on the April ballot and table further discussion at a future meeting. If the levy is put on the August ballot, we would receive the funds in the same year. The states fiscal year runs October-September, so if placed on the November ballot, the funds would come in the following year

## **Agenda Items and Scheduling for Future Meeting**


The next meeting will be held virtually on Tuesday 9, 2021 via zoom at 7:00 pm

### **Items to be discussed**

#### **Tax Levy**

With no further business to discuss, Motion to adjourn was made by Robert Moore and Seconded by Chris Joiner, approved by all. The meeting was adjourned at 8:21 pm

Robby Moore \_\_\_\_\_ Chairman

Kimberly Parker  \_\_\_\_\_ Secretary

# Holt Community Fire Protection District Profit & Loss Budget vs. Actual January 2021

Ordinary Income/Expense	Jan 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
300 · Clay County Tax Levy Income	338,315.76	360,242.87	-21,927.11	93.91%
301 · Clinton County Tax Levy Income	211,268.60	312,576.93	-101,308.33	67.59%
310 · Ambulance Revenue	9,207.34	100,000.00	-90,792.66	9.21%
320 · Interest Income	13.43	269.00	-255.57	4.99%
332 · GEMT	0.00	13,000.00	-13,000.00	0.0%
<b>Total Income</b>	<b>558,805.13</b>	<b>786,088.80</b>	<b>-227,283.67</b>	<b>71.09%</b>
<b>Expense</b>				
<b>410 · HR EXPENSES</b>				
410.100 · Benefits-Health	-848.62	72,516.84	-73,365.46	-1.17%
410.101 · Benefits - American Funds	0.00	5,000.00	-5,000.00	0.0%
410.102 · Lagers	0.00	55,447.86	-55,447.86	0.0%
410.200 · Workman's Comp. Insurance	62,107.00	63,368.00	-1,261.00	98.01%
410.300 · Payroll Tax	2,366.16	32,000.00	-29,633.84	7.39%
410.400 · Wages				
410.401 · Regular	19,981.04	288,792.00	-268,810.96	6.92%
410.402 · Overtime	4,745.43	16,000.00	-11,254.57	29.66%
410.403 · Wages - Part Time	6,417.82	111,808.00	-105,390.18	5.74%
<b>Total 410.400 · Wages</b>	<b>31,144.29</b>	<b>416,600.00</b>	<b>-385,455.71</b>	<b>7.48%</b>
<b>Total 410 · HR EXPENSES</b>	<b>94,768.83</b>	<b>644,932.70</b>	<b>-550,163.87</b>	<b>14.69%</b>
<b>420 · ADMINISTRATION</b>				
420.100 · Building Maint/Repair				
420.101 · Building Maintenance	477.00	2,000.00	-1,523.00	23.85%
420.102 · Grounds and Landscape	0.00	500.00	-500.00	0.0%
420.103 · Janitorial Supplies	131.01	500.00	-368.99	26.2%
420.104 · Station Supplies	295.13	500.00	-204.87	59.03%
420.105 · Utilities	1,774.68	14,000.00	-12,225.32	12.68%
<b>Total 420.100 · Building Maint/Repair</b>	<b>2,677.82</b>	<b>17,500.00</b>	<b>-14,822.18</b>	<b>15.3%</b>
420.200 · Communication				
420.201 · Cable	132.83	1,000.00	-867.17	13.28%
420.202 · Cell Phones	160.08	2,000.00	-1,839.92	8.0%

# Holt Community Fire Protection District Profit & Loss Budget vs. Actual January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
420.203 · Dispatching	0.00	5,600.00	-5,600.00	0.0%
420.204 · Radio Maintenance	0.00	500.00	-500.00	0.0%
420.205 · Radio Supplies	0.00	500.00	-500.00	0.0%
420.206 · Telephone	339.06	4,500.00	-4,160.94	7.54%
420.207 · Tower Rental	0.00	320.00	-320.00	0.0%
<b>Total 420.200 · Communication</b>	<b>631.97</b>	<b>14,420.00</b>	<b>-13,788.03</b>	<b>4.38%</b>
420.300 · Equip. Maint/Repair				
420.301 · Vehicle Maintenance	259.93	8,877.10	-8,617.17	2.93%
420.302 · Vehicle Supplies	0.00	500.00	-500.00	0.0%
420.306 · Fuel	654.85	10,000.00	-9,345.15	6.55%
420.300 · Equip. Maint/Repair - Other	115.00			
<b>Total 420.300 · Equip. Maint/Repair</b>	<b>1,029.78</b>	<b>19,377.10</b>	<b>-18,347.32</b>	<b>5.31%</b>
420.400 · Prof Fee/Dues				
420.401 · Ads & Election Fees	214.72	1,800.00	-1,585.28	11.93%
420.402 · Dues	455.00	1,800.00	-1,345.00	25.28%
420.403 · EMS Billing	1,785.24	8,800.00	-7,014.76	20.29%
420.404 · Legal & Accounting Fees	0.00	2,000.00	-2,000.00	0.0%
420.405 · Licensing	0.00	600.00	-600.00	0.0%
420.406 · MARC	0.00	721.00	-721.00	0.0%
420.408 · Payroll	287.11	4,500.00	-4,212.89	6.38%
420.409 · Audits	0.00	11,900.00	-11,900.00	0.0%
<b>Total 420.400 · Prof Fee/Dues</b>	<b>2,742.07</b>	<b>32,121.00</b>	<b>-29,378.93</b>	<b>8.54%</b>
420.500 · Office Expense	890.46	3,500.00	-2,609.54	25.44%
420.600 · Training-Amb & Fire	763.59	3,500.00	-2,736.41	21.82%
420.700 · Vehicle & Bldg. - Ins.	0.00	26,738.00	-26,738.00	0.0%
<b>Total 420 · ADMINISTRATION</b>	<b>8,735.69</b>	<b>117,156.10</b>	<b>-108,420.41</b>	<b>7.46%</b>
430 · EMS Services				
430.100 · EMS Supplies	1,133.67	13,000.00	-11,866.33	8.72%
430.200 · Oxygen	0.00	500.00	-500.00	0.0%
430.300 · Minor Equipment Purchases	0.00	500.00	-500.00	0.0%
430.301 · Minor Equipment Maintenance	175.00	2,500.00	-2,325.00	7.0%
<b>Total 430 · EMS Services</b>	<b>1,308.67</b>	<b>16,500.00</b>	<b>-15,191.33</b>	<b>7.93%</b>

**Holt Community Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
<b>440 - Fire Services</b>				
440.100 - PPE Clothing	570.66	2,500.00	-1,929.34	22.83%
440.200 - SCBA Maintenance	0.00	2,500.00	-2,500.00	0.0%
440.201 - SCBA Supplies	0.00	500.00	-500.00	0.0%
440.300 - Minor Equipment Purchases	0.00	500.00	-500.00	0.0%
440.301 - Minor Equipment Maintenance	0.00	500.00	-500.00	0.0%
440.400 - Uniforms	348.00	1,000.00	-652.00	34.8%
<b>Total 440 - Fire Services</b>	<b>918.66</b>	<b>7,500.00</b>	<b>-6,581.34</b>	<b>12.25%</b>
<b>Total Expense</b>	<b>105,731.85</b>	<b>786,088.80</b>	<b>-680,356.95</b>	<b>13.45%</b>
<b>Net Ordinary Income</b>	<b>453,073.28</b>	<b>0.00</b>	<b>453,073.28</b>	<b>100.0%</b>
<b>Net Income</b>	<b>453,073.28</b>	<b>0.00</b>	<b>453,073.28</b>	<b>100.0%</b>

# Board of Directors mtg.

09-February-2021

## Operations Report

### 1. FINANCIALS:

- a. budget review.
- b. profit and loss.
- c. banking accounts.
- d. ambulance revenue.

### 2. OPERATIONS:

- a. 54 calls for service. 54 for the year. 0 building fires.
- b. 6 smoke alarms.
- c. 102.75 hrs. volunteer time.

### 3. TRAINING:

- a. Emergency Medical Responder class still underway.
- b. Crews rotating through pediatric training.

### 4. VEHICLE MAINTENANCE:

- a. Squad 51 headlight switch replaced.
- b. Squad 51 electric pump start finally fixed.
- c. Both ambulances rear bumper pontoons (one side each) replaced.

### 5. COMMUNITY RELATIONS:

- a. Chief did a mock interview with the FF 1 & 2 students at ESACC.

### 6. ADMINISTRATIVE:

- a. Dispatch stakeholders meeting with Sheriff.
- b. 2 part-time Paramedics resigned. Jesse Lassiter and Jacob Thompson.
- c. Hired new part-time paramedic Basil Brown.



EMS Calls	29
MVA with Injuries/no Injuries/Extrication	8
Lift Assist	5
	0
Building Fire	0
Brush/Grass fire	0
Mutal Aids	6
Off-road vehicle or heavy equipment fire	0
Controlled burning	0
False Alarms	1
Vehicle Fires	2
Public service	2
Gas Odor	1
Dispatched & cancelled enroute	0
No incident found upon arrival at dispatch address	0
<b>Total</b>	<b>54</b>

Shift Responses		
	January	YTD
<b>A</b>	15	15
<b>B</b>	19	19
<b>C</b>	20	20

Total Incidents YTD	
2021	54

Past Year(s) Incidents	
2020	601
2019	488
2018	565
2017	481
2016	519
2015	507

Calls by Month	
January	54
February	0
March	0
April	0
May	0
June	0
July	0
August	0
September	0
October	0
November	0
December	0

**Mutual Aid Received = 2**

KFD = 1 ( EMS Call )

TCAD = 1 ( EMS Call )

**Mutual Aid Given = 4**

TCAD/Lathrop = 4 (EMS Calls)

	January
	2021
Transports	29
Refusals	6

Yearly Totals		
2021	2020	2019
29	231	223
6	86	58

2021	JAN.	FEB.	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
badge													
Schaeffer, Matt	5.5												5.5
Beavers,Chris	36												36
Brown, Hunter	525												0
Baldwin, Tanner	526												0
Sandridge, Yaz	527												0
Lynn, Jarrett	529												0
Russell, Wayland	61.25												61.25
Total	102.75	0		0	0	0	0				0	0	102.75