

POSTED August 11, 2023

**NOTICE OF OPEN MEETING**  
**HOLT FIRE PROTECTION DISTRICT**  
**REGULAR MEETING BOARD OF DIRECTORS**  
**August 15, 2023 - 7:00 pm**

**Open Meeting**

Meeting Call to Order  
Pledge of Allegiance  
Roll Call

**Consent Agenda**

Approval of Minutes from previous month  
Approval of Paid Bills from previous month  
Financial Reports

**Public Comments**

**Chiefs Operations Report**

**New Business**

2022 Audit Presentation  
Open Board Seat  
Swear In New Office Manager

**Old Business**

**Agenda Items and Scheduling for Future Meeting**

Next Regular Board Meeting Scheduled for September 12, 2023 at 7:00 pm

**Announcements**

**Adjourn into Executive Session**

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:

Mark Ferguson, Interim Chief, 816-320-3612

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

**July 11, 2023**

President Shane Goodin called the regular board meeting to order at 7:00 p.m. The pledge of allegiance was recited. Roll call was taken with board members Shane Goodin, Steven Brown, Chris Joiner, Ralph Wright, and Charlie Dawson were present as well as Interim Chief Ferguson and Secretary Kim Parker.

The Minutes of the Previous month's meeting were approved as presented.

The previous month's financial report was filed for audit and accounts payable for the month of June were approved.

There were no public comments.

Chief Ferguson gave the Chiefs report. A copy of the report is filed with these minutes.

53 Calls for June total calls for the year 343

Volunteer hours 60.25 for June total for 2023 221.75

**Equipment Maintenance**

Med 51 received 3 new batteries on July 3<sup>rd</sup>

Med 52 is scheduled for July 17 to go to Midway Ford to have the oil pan leak repaired and AC Charged.

**New Business** – Former Chief Looper is to be removed from the checking accounts at Kearney Trust and Goppert along with the Safety Deposit box at Kearney Trust. Secretary Parker drafted a letter to each bank stating that the new signers were to be President Shane Goodin, Vice President Steven Brown and Director Ralph Wright. The letter was signed by President Goodin and Vice President Brown. The letters will be taken by Ralph Wright along with a signed copy of these minutes to get the signature cards processed and each signer will need to go to the banks to sign the updated signature cards.

Secretary/Treasurer Kim Parker reported that the auditors found a discrepancy in the payroll numbers reported by Paycor and our General Ledger/Bank Statements. The Auditors have determined that our General Ledger and Bank Statements are in balance. Kim is working with Paycor to determine why their reports are \$15,565.38 less than the money withdrawn from our account. After discussion it was asked for Kim to reach out to Paycor to get a representative to come in from Paycor to discuss this problem and to reach out to our Attorney Carl Scarborough to see if he needs to intercede on the stations behalf.

There was no old business to discuss.

With no more business to discuss Shane Goodin moved the meeting be adjourned into executive session. Chris Joiner seconded, and the motion carried. Adjourned at 7:46 pm.

Shane Goodin, President \_\_\_\_\_ Date \_\_\_\_\_

Kimberly Parker, Secretary \_\_\_\_\_ Date \_\_\_\_\_

Holt Community Fire Protection Dist  
 Checking acct-KCT, Period Ending 07/31/2023

**RECONCILIATION REPORT**

Reconciled on: 08/07/2023

Reconciled by: office@holtfire.org

Any changes made to transactions after this date aren't included in this report.

**Summary**

USD

Statement beginning balance.....	380,506.44
Checks and payments cleared (33).....	-79,569.53
Deposits and other credits cleared (15).....	21,590.37
Statement ending balance.....	<u>322,527.28</u>
Uncleared transactions as of 07/31/2023.....	-12,600.01
Register balance as of 07/31/2023.....	309,927.27
Cleared transactions after 07/31/2023.....	0.00
Uncleared transactions after 07/31/2023.....	-24,332.29
Register balance as of 08/07/2023.....	285,594.98

**Details**

Checks and payments cleared (33)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/14/2023	Check	15604	Clinton County Sheriff's Office	-7,144.58
06/19/2023	Check	15609	Public Consulting Group	-3,007.64
06/21/2023	Check	15612	MEDICLAIMS	-1,101.38
06/21/2023	Check	15610	Structural Technology Inc.	-169.60
06/21/2023	Check	15614	Crown Castle International	-373.25
07/03/2023	Check	15616	Legendary Lawn Care	-19.64
07/03/2023	Check	15617	Public Water Supply #3	-123.00
07/03/2023	Check	15618	City of Holt Community Sewer...	-73.75
07/03/2023	Check	15619	Cumpy's	-35.00
07/03/2023	Check	15620	Goppert Financial Bank-Dep 2...	-1,477.20
07/05/2023	Check	15621	Life Assist	-57.68
07/05/2023	Check	15625	Paycor-SVC	-275.00
07/05/2023	Check	15624	QUILL.COM	-125.99
07/05/2023	Check	15623	Feld Fire	-457.00
07/05/2023	Check	15622	Bound Tree Medical LLC	-211.51
07/06/2023	Expense		WEX BANK	-954.84
07/06/2023	Expense		Paycor	-15,648.58
07/06/2023	Expense		PAYCOR-TAX	-5,511.48
07/06/2023	Expense		American Funds	-1,230.94
07/06/2023	Expense		American Funds	-1,230.94
07/10/2023	Expense		Paycor-SVC	-7.00
07/12/2023	Check	15628	Midway Ford	-1,693.75
07/12/2023	Expense		United Health Care	-5,723.98
07/12/2023	Check	15627	MARK FERGUSON	-453.23
07/14/2023	Expense		Sam's Club	-990.53
07/17/2023	Expense		Redgate Disposal LLC	-69.00
07/19/2023	Expense		AFLAC	-527.32
07/20/2023	Expense		Spire	-89.85
07/20/2023	Expense		Paycor	-22,122.32
07/20/2023	Expense		PAYCOR-TAX	-7,698.33
07/27/2023	Expense		Commerce Bank - Commercia...	-225.93
07/27/2023	Expense		Platte Clay Electric	-579.25
07/28/2023	Expense		VERIZON	-160.04

Total -79,569.53

Deposits and other credits cleared (15)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2023	Deposit			462.32

With no more business to discuss Shane Goodin moved the meeting be adjourned into executive session. Chris Joiner seconded, and the motion carried. Adjourned at 7:46 pm.

Shane Goodin, President \_\_\_\_\_ Date \_\_\_\_\_

Kimberly Parker, Secretary \_\_\_\_\_ Date \_\_\_\_\_

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2023	Deposit			995.83
07/10/2023	Deposit		Medicaid	132.55
07/12/2023	Deposit			3,095.00
07/14/2023	Deposit			494.29
07/14/2023	Deposit		Clay County	1,068.89
07/14/2023	Deposit			782.52
07/17/2023	Deposit			1,843.91
07/20/2023	Deposit		Clinton County	3,254.89
07/28/2023	Deposit		Medicaid	413.95
07/28/2023	Deposit			7,093.00
07/28/2023	Deposit			25.77
07/28/2023	Deposit			1,294.11
07/31/2023	Deposit			561.30
				72.04
<b>Total</b>				<b>21,590.37</b>

**Additional Information**

Uncleared checks and payments as of 07/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/21/2022	Check	15434	St Joe Wireless	-130.00
02/22/2023	Check	15519	Goppert Financial Bank-Dep 2...	-21,188.88
07/26/2023	Check	15629	Legendary Lawn Care	-13.00
07/26/2023	Check	15630	O'Reily Auto Parts	-11.58
07/26/2023	Check	15632	Life Assist	-109.73
07/26/2023	Check	15636	Goppert Financial Bank-Dep 2...	-670.18
07/26/2023	Check	15631	Bound Tree Medical LLC	-26.40
07/26/2023	Check	15633	Novak Burks, P.C.	-2,007.50
07/26/2023	Check	15634	MEDICLAIMS	-1,167.16
07/26/2023	Check	15635	CCL SUPPLY	-115.00
07/28/2023	Check	15637	City of Holt	-73.75
07/31/2023	Check	15638	Interstate Battery Center	-113.52
<b>Total</b>				<b>-25,626.70</b>

Uncleared deposits and other credits as of 07/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/03/2023	Journal	JNB04-05		13,026.69
<b>Total</b>				<b>13,026.69</b>

Uncleared checks and payments after 07/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/03/2023	Check	15640	Bound Tree Medical LLC	-19.65
08/03/2023	Check	15639	Public Water Supply #3	-123.00
08/03/2023	Expense		Paycor	-16,886.89
08/03/2023	Check	15641	MARK FERGUSON	-86.73
08/03/2023	Expense		PAYCOR-TAX	-6,160.91
08/04/2023	Check	15642	Paycor-SVC	-282.00
08/04/2023	Check		Zoll Medical Corporation	-916.30
<b>Total</b>				<b>-24,475.48</b>

Uncleared deposits and other credits after 07/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/01/2023	Deposit			143.19
<b>Total</b>				<b>143.19</b>

Holt Community Fire Protection Dist  
Benevolence (8771) - 1, Period Ending 07/31/2023

RECONCILIATION REPORT

Reconciled on: 08/07/2023

Reconciled by: office@holtfire.org

Any changes made to transactions after this date aren't included in this report.

Summary

Statement beginning balance	USD
Checks and payments cleared (2)	425.91
Deposits and other credits cleared (1)	-6.95
Statement ending balance	<u>39.58</u>
Register balance as of 07/31/2023	<u>458.54</u>

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/03/2023	Expense			
07/31/2023	Expense		Kearney Trust Co.	-5.95
			Kearney Trust Co.	-1.00
Total				-6.95

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/10/2023	Deposit			39.58
Total				39.58

# Ambulance Revenue 2023

MONTH	REFUNDS	MEDICLAIMS	MEDICARE	MEDICAID	OTHER INS	MONTHLY TOTAL	COLLECTION REVENUE	COLLECTION EXPENSES	COLLECTION NET	NET MONTHLY INCOME
JANUARY		\$5,740.70	\$1,699.60	\$171.45	\$1,917.57	\$9,529.32	\$218.22	\$ 83.20	\$ 135.02	\$9,664.34
FEBRUARY		\$7,650.03	\$7,238.18	\$0.00	\$1,580.00	\$16,468.21	\$656.30	\$ 260.94	\$ 395.36	\$16,863.57
MARCH		\$11,451.73	\$2,738.80	\$3,615.91	\$450.72	\$18,257.16	\$411.24	\$ 241.10	\$ 270.14	\$18,527.30
APRIL		\$11,857.45	\$1,738.20	\$697.51	\$649.54	\$14,942.70	\$411.04	\$ 144.04	\$ 270.00	\$15,212.70
MAY		\$8,293.33	\$2,982.19	\$527.01	\$903.00	\$12,705.53	\$230.72	\$ 86.95	\$ 143.77	\$12,849.30
JUNE		\$11,428.22	\$2,081.21	\$0.00	\$422.27	\$13,931.70	\$168.22	\$ 68.20	\$ 100.02	\$14,031.72
JULY		\$6,233.02	\$1,055.59	\$546.50	\$1,952.44	\$9,787.55				\$9,787.55
AUGUST										\$0.00
SEPTEMBER										\$0.00
OCTOBER										\$0.00
NOVEMBER										\$0.00
DECEMBER										\$0.00
TOTAL		\$62,654.48	\$19,533.77	\$5,558.38	\$7,875.54	\$95,622.17	\$2,095.74	\$ 781.43	\$1,314.31	\$96,936.48



# Holt Community Fire Protection Dist

Budget vs. Actuals: FY 2023 - FY23 P&L

January - July, 2023

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
TOTAL				
<b>Income</b>				
300 Clay County Tax Levy Income	612,664.27	418,178.00	194,486.27	146.51 %
301 Clinton County Tax Levy Income	302,700.10	363,367.00	-60,666.90	83.30 %
310 Ambulance Revenue	97,820.58	150,000.00	-52,179.42	65.21 %
320 Interest Income	111.35	269.00	-157.65	41.39 %
332 GEMT	62,985.55	31,525.00	31,460.55	199.80 %
<b>Total Income</b>	<b>\$1,076,281.85</b>	<b>\$963,339.00</b>	<b>\$112,942.85</b>	<b>111.72 %</b>
<b>GROSS PROFIT</b>				
	<b>\$1,076,281.85</b>	<b>\$963,339.00</b>	<b>\$112,942.85</b>	<b>111.72 %</b>
<b>Expenses</b>				
<b>400 CAPITAL EXPENDITURES</b>				
400.01 All Capital Improvements	20,451.91	45,133.18	-24,681.27	45.31 %
<b>Total 400 CAPITAL EXPENDITURES</b>	<b>20,451.91</b>	<b>45,133.18</b>	<b>-24,681.27</b>	<b>45.31 %</b>
<b>410 HR EXPENSES</b>				
410.100 Benefits -Health	42,425.78	81,530.00	-39,104.22	52.04 %
410.101 Benefits - American Funds	7,568.46	6,000.00	1,568.46	126.14 %
410.102 Laggers	35,230.21	76,406.00	-41,175.79	46.11 %
410.200 Workman's Comp. Insurance	40,024.00	47,117.00	-7,093.00	84.95 %
410.300 Payroll Tax	24,202.12	34,000.00	-9,797.88	71.18 %
<b>410.400 Wages</b>				
410.401 Regular	205,351.01	360,000.00	-154,648.99	57.04 %
410.402 Overtime	71,696.25	59,076.50	12,619.75	121.36 %
410.403 Wages - Part Time	32,712.45	60,000.00	-27,287.55	54.52 %
<b>Total 410.400 Wages</b>	<b>309,759.71</b>	<b>479,076.50</b>	<b>-169,316.79</b>	<b>64.66 %</b>
<b>Total 410 HR EXPENSES</b>	<b>459,210.28</b>	<b>724,129.50</b>	<b>-264,919.22</b>	<b>63.42 %</b>
<b>420 ADMINISTRATION</b>				
430 EMS Services	118,184.38	156,476.32	-38,291.94	75.53 %
430.100 EMS Supplies	5,170.62	15,000.00	-9,829.38	34.47 %
430.200 Oxygen	168.38	100.00	68.38	168.38 %
430.300 Minor Equipment Purchases	2,861.73	2,500.00	361.73	114.47 %

# Holt Community Fire Protection Dist

Budget vs. Actuals: FY 2023 - FY23 P&L

January - July, 2023

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
430.301 Minor Equipment Maintenance	182.22	2,500.00	-2,317.78	7.29 %
<b>Total 430 EMS Services</b>	<b>8,382.95</b>	<b>20,100.00</b>	<b>-11,717.05</b>	<b>41.71 %</b>
440 Fire Services				
440.100 PPE Clothing	4,352.38	8,000.00	-3,647.62	54.40 %
440.200 SCBA Maintenance	3,535.20	3,000.00	535.20	117.84 %
440.201 SCBA Supplies	113.52	500.00	-386.48	22.70 %
440.300 Minor Equipment Purchases	155.90	1,000.00	-844.10	15.59 %
440.301 Minor Equipment Maintenance	169.60	3,000.00	-2,830.40	5.65 %
440.400 Uniforms	1,086.91	2,000.00	-913.09	54.35 %
<b>Total 440 Fire Services</b>	<b>9,413.51</b>	<b>17,500.00</b>	<b>-8,086.49</b>	<b>53.79 %</b>
<b>Total Expenses</b>	<b>\$615,643.03</b>	<b>\$963,339.00</b>	<b>\$ -347,695.97</b>	<b>63.91 %</b>
<b>NET OPERATING INCOME</b>	<b>\$460,638.82</b>	<b>\$0.00</b>	<b>\$460,638.82</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$460,638.82</b>	<b>\$0.00</b>	<b>\$460,638.82</b>	<b>0.00%</b>



# CHIEFS REPORT

## 8/15/2023

### July 2023 Emergency Calls:

- 34 Call in July. With 393 Calls for the year.

### Equipment Maintenance

- August 10, Med 52 was picked up from Midway Ford  
Oil Pan Leek repaired and oil pan was replaced.  
AC Charged.  
Fuel pump replaced.

### Station Maintenance

- A lock was added to the walk-in door on west side of the station.

### Other Business:

- On August 3, Full Time Employee Meeting  
Items discussed were Policy Changes, Reporting ESO and Dispatch Log, Station Duties, Uniforms and Bunker gear on medical calls, A committee to evaluate new medical supplies and firefighting equipment will be formed.
- On August 8, election was held at the station.
- We have implemented new software for scheduling people to work.
- Engine 51 is at the State Fair to help with emergencies. It should be back in the station after August 20.

- Medical Protocols, Standard Operating Guidelines, and Employee Manual need to be updated.
- Personal Protective Equipment (PPE) The majority of our PPE is past its expiration date. Bunker Gear and Helmets. Hope to have pricing and a number of sets that is need to be replaced in the coming months.
- The board will need to have an additional meeting next month to set the Tax Levy for 2024. The finial numbers will not be available from Clay County until mid-September.  
We have until October 1<sup>st</sup> to file with the state this year.

Closed Session:

- Consider two new EMT's
- Jessie Earle
- Edward Truitt