



District Manager's Report

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Voter Education for 1% Sales and Local Use Tax Elections

During the previous sales tax election, the District was mailing regular newsletters; however, the newsletters were discontinued when the person fulfilling the Public Information Officer role took full-time employment outside Henry County.

The District should educate the voters on the ballot issues, either through direct mail, reinstituting the newsletter, direct emails, social media postings, and/or in person event(s).

A one-direct mail piece to some 900 voters will cost about \$955—82 cents for first class postage and approximately an estimated 24 cents for double-sided copying of standard sized paper folded in half. The cost to create the content is not included.

A newsletter or one-time direct mail piece to some 400 households will cost about \$540—82 cents for first class postage and approximately an estimated 53 cents for double-sided copying of ledger-size paper folder in half twice. A one-time newsletter might sound disingenuous since that's not really a newsletter if it's just one issue.

Direct emails through the existing engagement capabilities of the District's website platform do not cost anything except for the time of creating the content. The content of the District's website can also be posted on the District's Facebook page.

Using the marketing Rule of Six, a concept stating that a potential customer must see or hear a brand's message at least six times before making a purchase, the District should be communicating with voters at least six times during the next ten weeks—or once about every dozen days.

An in-person event may not attract significant voter attendance unless accompanied by an additional attraction such as an open house, snacks/treats, etc. and the latter should be an expenditure of the District since that violates the spirit of [RMSo 115.646](#)—the prohibition of using public funds to advocate, support, or oppose any ballot measure.

I believe the District should consider engaging someone to singularly focus on this effort.

Privacy Education of Personnel and Board

Due to my surgery, I have not been able to focus on ensuring all personnel and Board members have been educated on the District's privacy policy, including signing the Confidentiality and Privacy Agreements. My intent is that these education sessions can be completed in September.

Employee Onboarding Education and Training and Employee Conduct Forms

There are a number of employees who need to be provided drug awareness education and training, including on alcohol and substance use. Each employee then needs to sign an acknowledgment of the District's Alcohol and Drug Testing Policy, including consent to test as described in the Policy. My intent is that these education sessions can be completed in September.

New Water Meter

The contact at PWSD#3 has stated that if their District's contractor does not get the commercial water meter installed in the next few weeks, that it will engage another contractor. Just as a reminder, the District will need to run a line from the new meter into the fire station and then remove the connection to the meter that will now just be for the village hall for the Village of Tightwad.

Several meetings ago there was additional discussion regarding the need for a pole to be set near the new meter for a standpipe to fill apparatus; however, I do not recall if the task of arranging for the pole setting was specifically assigned to anyone.

Missouri's Rural Health Transformation Program

Golden Valley Memorial Healthcare has been named the anchor for Hub Region #6 to coordinate the five-year Rural Health Transformation Program (RHTP) in the Bates, Henry, St. Clair, and Vernon Counties with other hospitals, ambulance service providers, and providers of non-transport emergency medical services like the District.

The first year of the RHTP is focused on increasing the number of paramedics through paramedic classes. I am working with a committee of fire protection districts that will be making a request to fund 48-hour emergency medical responder (EMR) classes throughout the state in each of the 104 rural counties served by the RHTP. The request will be to provide the EMR classes for free, including the instruction, participant textbooks, liability insurance for time observing in hospital and field settings, as well as stipends available for those significantly in need of assistance for travel, loaner laptops, and temporary internet for the 40-hour virtual portion of the class.

A similar request will be made for EMT classes throughout each of the 104 rural counties served by the RHTP.

RHTP is funded by a \$1.2 billion grant from the Centers for Medicare and Medicaid Services and Department of Health.

Updated Medical Protocols

I have not yet received updated medical protocols from the Golden Valley Memorial Healthcare EMS Director.

FirstNet Wireless Telephone and Internet Services

FirstNet is a nationwide, high-speed wireless broadband network dedicated exclusively to America's first responders and public safety community. Unlike regular wireless phone service, FirstNet keeps emergency workers connected when everyday commercial networks get jammed or slow down during a disaster.

FirstNet is currently offering through the State of Missouri's Cooperative Purchasing Program an iPhone 17e 256gb wireless telephone device for 99 cents or a Samsung S25RE 128gb wireless telephone device for 99 cents and both with unlimited talk, text, and data for \$39.99 per month, which is about what the District is paying for its existing telephone service. The District's current telephone number can be ported to the FirstNet Service. While FirstNet does not offer the District any savings, it does add an additional telephone to the FirstNet network, which could be strategically important during a disaster. Plus, it's a nice phone for a buck.

FirstNet also provides wireless internet services through a M4 Pro hotspot device for \$38 per month on a three-year agreement, which is a \$515.40 in annual savings versus the District's current wired internet service from Conexon for \$80.95 per month.

My only concern is the quality of wireless internet service from FirstNet versus wired internet service from Conexon.

For the District to take advantage of this FirstNet pricing, it must be a member of the State of Missouri's Cooperative Purchasing Program, which requires completing an application to agree to follow the Program's policies and procedures. There is no cost to be a member of the Program. It is possible that the District is already a member of the Program; however, I am not aware of any such application agreement or Board authorization for such application agreement.

I recommend putting this topic on the agenda of the September meeting.

Bookkeeping Services

Kassandra (Kassy) James owns the James Tax Service in southeast Missouri, which provides bookkeeping services to several special districts, including two fire protection districts, one of which I am working through significant theft, fraud, and embezzlement.

The James Tax Service uses the desktop version of QuickBooks for its clients and provides data entry of deposits, invoices/bills, checks, reconciliation, and financial reporting as well as support of budget creation.

The James Tax Services does not act in the capacity of a district treasurer—district clients must still have a treasurer for check signing, providing scanned documents for data entry, reconciliation, etc.

The James Tax Services is willing to provide the District bookkeeping services for \$50 per month with occasional additional charges for significant support of budget creation, support during financial reviews and audits by CPAs, historical reconstruction of financial records, etc.

I recommend the District consider engaging the James Tax Services for bookkeeping services.

Financial Review/Audit

I have not made any further efforts to discuss further financial reviews or audits with CPAs.

System Administration

I have not made any further efforts to discuss third-party system administration; however, I am working with three entities with Districts elsewhere that are considering offering such a service. Stay tuned.

Cloud Storage Platform

With the lack of a Personnel/Privacy Officer, I have not made any further efforts to finalize a recommendation for a cloud storage platform for online storage and sharing of electronic records with administrative, financial, and operations role-based access.

Missouri Special District Association

The Missouri Special District Association (MoSDA) is hosting four Education and Resources Summits this year with the closet remaining Summit will be hosted on October 21st in Barry-Lawrence Counties in southwest Missouri.

MoSDA is also hosting a number of Legislative and Stakeholder Roundtables with the nearest Roundtable at Camdenton on September 1st in Marshall.

Click [here](#) for information on all MoSDA events.

School Cardiac Emergency Response Planning

There is no update on the Leesville School District Cardiac Emergency Response Plan (CERP) in which the Tightwad Fire Protection District could be engaged to support the School District in purchasing AEDs, training on CPR and AED use, planning and practicing drills, and ensuring the School District has a routine check and maintenance schedule for their AED equipment and supplies.

Corrections of Minutes from a Previous Meeting

From the last two month's report, but I am carrying on this topic so that the need for the correction does not fall through the cracks until the minutes of these previous meetings are retrieved.

The January 18, 2024, minutes only shows two directors present and none absent with the acceptance of the resignation of Fire Chief Chuck Willis.

The February 15, 2024, minutes show Director Chuck Willis as present with the parenthetical term of 2023-2024.

However, what is not stated in the January 18, 2024, or February 15, 2024, minutes is that Chuck Willis was appointed by the Court on January 9, 2024, as a Vacancy Director for the Director A position.

If former Director Chuck Willis did not take his oath or affirmation of office as Director until between the January 18, 2024, and February 15, 2024, Board meetings, then the minutes of the January 18, 2024, Board meeting probably should indicate the office of Director A is vacant or vacant pending the oath or affirmation of Chuck Willis and the minutes of the January 18, 2024, Board meeting should indicate the Board's receipt of the Court order appointment of Charles L. (Chuck) Director Willis.

The minutes of the February 15, 2024, Board meeting need to be corrected to parenthetically show the term for Chuck Willis to be 2024 since his Court appointment was dated January 9, 2024, which is not 2023.