



District Manager's Report

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Thank You!

I appreciate the Board's confidence that my temporary role as District Manager will allow the Board and staff to see how help with administrative task can reduce what sometimes seems like an overly burdensome commitment of Board members as well as freeing up others like the Treasurer and Chief Officers to focus on the most important aspects of their roles instead of "paperwork".

I hope by the end of this Board's term in April, that the District will be well on its way to having permanent person in the District Manager role.

This report is meant to save time during the Board meetings so that you can read faster than I can speak and it also gives the Board members and staff a chance to reach out to me with questions, ideas, comments, etc. prior to the meeting.

Resignations and Appointments

I was saddened to see the District Secretary/Custodian of Records resignation request and I understand every person involved with a local government may someday need to make the difficult decision to resign. I appreciate getting to know her the last few months, appreciate her efforts to date, and I wish her Godspeed.

I reluctantly recommend that the Board accept both resignations.

With the Board's term ending in April, I recommend that at each of the remaining seven meetings that I be appointed Secretary Pro Tem and Custodian of Records Pro Tem ("Pro Tem" means "for the time being" in Latin, or temporarily). I think the workload can be temporarily absorbed and the permanent District Manager probably should be considered in April by the 19th Board of Directors for those Offices.

Treasurer's Report

There has been discussion about the amount of financial information proactively provided to members of the public, especially at Board meetings.

There are no legal requirements for the Board to proactively provide any financial information to public; however, almost all of the financial information can be requested by the public under Missouri's Sunshine Law.

Currently, the Treasurer has been providing the public with a balance sheet and a statement of revenues and expenditures summarized by account line item along with a comparison to the budget for each line item. This amount of financial information is customary and probably proactively provided at meetings of other local government boards such as the school district, special road district, public water supply district, etc.

It should always be the goal of the District to be transparent and sometimes proactively providing additional information can be appreciated and sometimes it can be unwanted.

Additional financial information can be proactively provided to the public, for example:

- Detailed Statement of Revenues and Expenditures¹
- Reconciliation reports for the checking account and purchase cards
- Statements for and canceled checks from the checking account
- Statements for purchase cards²
- Invoices and statements for expenditures preauthorized for payment by the Treasurer
- Invoices and statements for Board-approved expenditures
- Deposit information such as the report from the County Collector
- Putting any and all of the above on the website ([which I did while Special Master](#))

The Board can decide to proactively decide to provide more financial information; however, in reaching any decision, the Board should consider that proactively providing each set of additional financial information will add preparation and copying time, time for any redactions, copying costs (the District's inhouse printing and copying capabilities are limited).

Supplemental Financial Reporting

I hope the supplemental financial reports of expenditures by fire station and vehicle have been helpful. I also think a monthly summary report can be provided out of QuickBooks for all expenditures or of the expenditures made by preauthorization and the policy that allows purchases and payments for transactions less than \$500.

Desktop QuickBooks

The District subscribes to the online version of QuickBooks, which is purchased at a discount from the District's accounting advisory firm.

For everyone's information, support of the desktop version of QuickBooks was discontinued on May 31, 2025.

Training and Education Policy 418

Attached is the Training and Education Policy 418 with proposed tracked changes after review by the District's attorney. A summary of the changes is also at the end of the Policy.

However, based on the continued existence of the District Manager role, the District Manager's role was not removed from the [proposed Training and Education Policy 418](#).

¹ A detailed Statement of Revenues and Expenditures shows individual transactions that add up to the summarized total for each account line item that appears on and is equal to the summarized statement of revenue and expenditures.

² Preferably with account numbers redacted to prevent fraudulent electronic transactions

Revision of Standing Rule 001 on Meeting Dates, Time, and Location

I believe I prepared a revision of [Standing Rule 001 on Meeting Dates, Time, and Location](#) for a February 15, 2024, meeting of the then Board in which the location of the Board meetings was changed to the address of the Souls Harbor Workshop Center and the dates to be the third Thursday of each month.

However, if the minutes of the February 15, 2024 Board meeting do not show that revision of Standing Rule 001 on Meeting Dates, Time, and Location was approved, then such a revision needs to be adopted by the Board so that Standing Rule 001 can be posted at each fire station as required by law ([RSMo 321.200.1](#))

Proposed Standing Rule on Board Voting

In response to questions and suggestions regarding roll call voting, I have prepared two versions of proposed Standing Rule on Board Voting that, depending on the discussion and vote by the Board, one of which can be adopted.

One version of the proposed Standing Rule on Board Voting is a restatement of the process already available to the Board due to [Special Rule of Order 001 on Parliamentary Authority](#) which designates the Board must follow the rules contained in current edition of Robert's Rules of Order, Newly Revised—in this case, requiring what's called an "incidental motion" for a roll call vote for a particular vote.

The other version of the proposed Standing Rule on Board Voting will require roll call voting on all votes taken by the Board. Requiring 100% roll call votes can be accomplished quickly by the Chair; however, doing so will still increase the duration of meetings.

I do not have a recommendation one way or another—the Board must decide and it's decision can also be not do take any action, that is, no motion to approve either version of a Standing Rule on Board Voting.

IamResponding Subscription Renewal Agreement

A decision on approving the IamResponding Subscription Renewal Agreement that is past due for a service that allows the Henry County 9-1-1 Center to send incident information to the District's operations personnel on an application that can be accessed on a smart phone or online.

In addition to helping District operations personnel to respond to an incident, incident information form the IamResponding application is then used to enter such information into the National Emergency Response Information System (NERIS) and into the portal used for responses to incidents involving out of district residents (the latter of which, potentially generates additional income for the District through a billing and collection agreement with a national recovery company).

I recommend the Board renew this annual prepaid subscription with the provision that if the District decides to cancel the subscription, that IamResponding must refund the unused portion of the prepaid subscription. IamResponding has previously agreed to this provision because in Missouri it is unconstitutional for a local government to loan money, which in effect is what happens with any prepayment.

For everyone's information, ultimately the District needs to move away from using lamResponding because ISO's Public Protection Classification does not give the District any credit for such a service (lamResponding would be replaced by radio pagers and an alternate method of the Henry County 9-1-1 Center providing incident information).

Warning Siren Maintenance Agreement

The warning siren head has a warranty that expires in July 2026; however, since the installation of the warning siren system at the Tightwad Fire Station was completed on January 5, 2022, that warning siren system had a two-year warranty which would have expired on January 5, 2024, at which time I believe the District was required to maintain the warning siren, which would include replacement of batteries every several years—even if the warning siren was connected to electricity provided by Osage Valley Electrical Cooperative or a failover generator when there are outages from Osage Valley Electrical Cooperative.

In the Exhibit 1 of Resolution 25-07 is for a three-year maintenance agreement for the warning siren system that includes battery replacement for \$966 yet this year, \$1, 176 for 2026, and \$1,176 for 2027.

Authorization of the three-year maintenance agreement will require a service call to inspect the siren for acceptance into the maintenance agreement. Attached to my report is a proposal for that inspection, which includes preventive maintenance that includes the replacement of four batteries that are at their end of life (three and a half years since the January 5, 2022, installation of the warning siren system).

I recommend the Board approve the proposal for the inspection, preventive maintenance, and battery replacement for the storm warning siren system as well as Resolution 25-07, which authorizes the approval of the three-year maintenance agreement.

Next Month's Meeting Agenda

There will be a resolution calling for the December filing of candidates and the April election for the Director A position.

The Board will need to ensure someone or some small group of people are available on the first day of candidate filing so that everyone who wants to file on the first day can come to draw numbers from a hat to determine the order of names on the April ballot.

A Chart of Accounts is a financial tool organizations use to ensure consistent accounting of revenue, expenditures and accounting journal entries. The District's [Chart of Accounts](#) is outdated and the Board should approve an updated version.