



Millersville Rural Fire Protection District  
155 County Road 482  
Millersville, MO 63766

Board of Directors Meeting  
June 17, 2024

Date: June 17, 2024

Time: 6:30 P.M.

Call to order: President Bob Hull

Prayer: Pastor Jason Grubbs

Board Members Present: Robert Hull, Jennifer Vandeven, Annie Criddle, Jason Grubbs

Chief: Fire Chief Ray Warner

Deputy Chief: Michael Bell, Bryan Burson (neither were present)

Auxiliary: Crystal Friedrich, President

The meeting was called to order at 6:35 PM by Robert Hull. Jason Grubbs led us in prayer.

**PLEDGE OF ALLEGIANCE:**

All present recited the Pledge.

**MINUTES OF PREVIOUS Board Meeting/Work Session:**

Review of May 20, 2024 regular minutes:

- Jason made a motion to approve the minutes with changes as noted, Jennifer seconded. All in favor and motion passes.
  - Correction: under Treasurer's report (#5). The full sentence should read: "The goes toward the compressor."

**TREASURER'S REPORT:** Account balances as noted per Jennifer's report as of May 31, 2024.

Operations Account: \$164,060.03 (pending final review & FEMA grant funds for Air compressor. Check to be issued for that this week.)

Higher balance due to \$50,000 check from FEMA. Check will be issued.

Operations Debit: \$1,838.51

Auxiliary Account: \$14,035.85

Debt Service Funds: \$81,791.61

Money Market: \$81,441.64

**Treasurer Statement** (as provided by the Treasurer):

- Payroll:
  - Quick Books - Add on to QB has started
    - This has been added on for payroll. Have to wait on Business Registration to begin. Everything needs to be issued as a 1099 up to payroll. Leadtime of Business Registration is approx. 7-10 days.
  - Registered business with the state –
    - Registered w/ state & federal and MRFPD listed as Gov't agency; therefore, MRFPD is exempt from state and Federal level tax. We are listed as a Gov't agency, we are not a 501(c)3.
    - Casey inquired if the Auxiliary a tax exempt agency. Jennifer indicated that she will follow up w/ the IRS.
  - Next steps w/ MO DOR
    - Should be able to remit quarterly once receive notification from State of Missouri.
  - Confirmed tax exempt status and IRS filing
  - Next steps w/ Dept. of Labor
    - Once start doing payroll (tax), need EIN – and unemployment ID Number
  - 2024 Reconciliation is ongoing. Payroll preparation took more than anticipated. Working on debit card and operations now. All others have been processed.
- Notes:
  - Jennifer noted that she is working on categorizing Grant income as income and expenditures. Will work with Chief after the meeting.
  - Some vendors request to be paid within a couple of weeks. As a result, the Board will review twice/month.
  - All yearly reports are submitted and complete.
  - Auxiliary portion is under MRFPD, but under a separate line item.

*(Please refer to the attached Treasurer's report.)*

**SECRETARY'S REPORT:** Annie emailed her report and presented it to the Board. There were no questions, comments or objections.

**GUEST SPEAKERS:** none

**AUXILIARY REPORT:** Crystal reported the following:

- Pancake breakfast scheduled Sat., June 22, 7-11AM.
- Fire fighter movie night was held. Low attendance, but it was pleasant.
- Fireworks night at Church – Crystal asked about what is needed. Bluegrass band will participate.
  - Jason indicated that just needs help w/ shooting fireworks. Jason indicated 6:30PM will be start time. Crystal will put out a message on the MRFPD private page for fire fighter knowledge/awareness.

**FIRE CHIEF REPORT:** Chief Warner reported on the following:

- Attendance tracking - Chief Warner reported 34 calls for May 2024.
- 4 applications for review. 2 Junior applications (under 18).
  - High school students and participating in fire fighter, hazmat classes
- Review Chief's suggested language in the contract.
  - Annie inquired about Article VI – regarding time off for personal business. She suggested that the language needs to be written with more clarity.

- Jennifer suggested that time off should be taken in one hour increments.
- Chief will distribute another draft of the Contract and will edit the Deputy Chief contract also.
- Jennifer indicated that the Deputy Chiefs have not been paid for Feb, March, April. She suggested that she pays them for those months. The Board agrees.
- ESO Reporting System – Emergency Reporting for fire calls. ESO (parent company) bought ER (emergency Responding). Determined to settle w/ ESO. \$4649.00 for first year. Chief distributed documentation. A call will occur tomorrow to settle.
- Website Updates – Still active and Casey has continued to develop. Application is online and fillable. All stations updated.
- Grants:
  - Communication grant application has been submitted (50/50 grant).
  - ARPA – should see check soon for fire side / no check yet. Chief will follow up with them tomorrow.
  - ARPA for EMS – purchasing our rescue truck with this grant.
  - AFG Grant applied for extractor and gear. Some correspondence has ensued and asked for NFRIS (National Fire Incident Reporting System) numbers. NERIS (National Emergency Response Information System).
  - SAFER Grant application has been submitted (4 grant).
  - Fire Prevention and Safety Grant application has been issued.
- Department vehicles:
  - Rescue Truck 3523 (station 2) had a few issues repaired and now a couple more needs attention. A/C needs attention. Mike, Rush Truck will look at A/C for repairs.
  - Fire truck servicing has been completed by Rush. Just need to service other vehicles. Dept services side by side.
  - Looking for a tanker, most likely used one.
  - Looking for a rescue/medical/brush vehicle.
- Board Training :
  - Board Training will be Saturday, Aug. 10, 8AM. All new Board members are required to participate. It will be hosted at MRFPD. If the crowd is larger, it will be held at the Baptist Church.
  - Bollinger County, Clearwater and others have reached out for training.
- Training:
  - May be burning sooner due to Owner's request. The property has been turned over the MO Dept of Conservation for bow hunting as of June 1. The goal is to burn end of July, first of August.

**CLOSED SESSION:** no closed session.

**SOS UPDATES:** No updates.

**OLD BUSINESS:** Deductibles for Property Insurance – Jennifer asked if we want to raise the deductibles; therefore, lower price. Chief indicated this was acceptable. Jennifer will get w/ Todd to determine details. Jennifer made a motion to increase deductibles for property insurance and Sheila seconded. All in favor

**NEW BUSINESS:** Sean Mitchell introduced himself. Was with MRFPD originally and then w/ Jackson Fire. Moving to Millersville and serving. Still employed at City of Jackson his full-time job.

**NEXT MEETING:** July 15, 2024, 6:30 P.M.

**ADJOURNMENT:** Annie made motion to adjourn and Jennifer seconded. Meeting adjourned at 7:49 PM. All in favor. Motion passes.

Minutes approved \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Bob Hull, Board President



June 17, 2024

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### **Account Balances**

as of May 31, 2024

Operations Account = \$ 164,060.03\*

Operations Debit = \$1,838.51

Auxiliary Account = \$14,035.85

Debt Service Funds = \$81,791.61

Money Market = \$81,441.64

\*2023 pending final review and FEMA grant funds for Air Compressor. Check to be issued for that this week.

### **Treasurer Statement**

- Payroll update
  - Add on to QB started
  - Registered business with the state
  - Next steps with MO DOR
  - Confirmed Tax Exempt status and IRS filing
  - Next steps with Dept of Labor
- 2024 Reconciliation is ongoing; payroll preparation took more than I anticipated.



Millersville Rural Fire Protection District  
155 County Road 482  
Millersville, MO 63766

Secretary's Report  
06.17.24

Reports of text messages / emails:

- **EMAILS:**

- Emails regarding MRFPD Insurance renewal – between Jennifer, Todd Obergeoner and the MRFPD Board (5.29.24-6.4.24)
- Email from Jennifer re: 2023 State Auditor report (5.31.24)
- Email from Jennifer to the Board re: new signature pages for the bank accounts (6.2.24)
- Email from Jennifer to the Board re: 2023 MRFPD Report (6.3.24)
- Email from Chief Warner re: revised Fire chief Contract for review (6.14.24)

- **TEXT MESSAGES:**

- Follow up text messages regarding above emails.

## Re: Millersville Insurance Renewal

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From: annie criddle (acriddle1875@yahoo.com)

To: mrfpd3500@outlook.com; 52bob.hull@gmail.com; pastor@fbcmillersville.org; shlcraft@yahoo.com; mrfpdtreasurer@outlook.com

Cc: tobergoenner@wewalker.com

Date: Monday, June 3, 2024 at 01:55 PM CDT

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Following up.

It appears that Todd needs an answer on deductible options. Is that correct?

Thanks,  
Annie

On Friday, May 31, 2024 at 01:23:11 PM CDT, Jennifer Vandeven <mrfpdtreasurer@outlook.com> wrote:

Please see email below from Todd and reply if you have any questions.  
Thank you

[Jennifer Vandeven](#)

Treasurer

Millersville Rural Fire Protection District

Email: [mrfpdtreasurer@outlook.com](mailto:mrfpdtreasurer@outlook.com)

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**From:** Todd Obergoenner <[tobergoenner@wewalker.com](mailto:tobergoenner@wewalker.com)>

**Sent:** Wednesday, May 29, 2024 2:56 PM

**To:** Robert Hull <[rhull3554@outlook.com](mailto:rhull3554@outlook.com)>; Jennifer Vandeven <[mrfpdtreasurer@outlook.com](mailto:mrfpdtreasurer@outlook.com)>

**Subject:** Millersville Insurance Renewal

Good Afternoon Bob and Jennifer,

I hope all is well! I wanted to follow up on the discussion from last Monday evening and see if there were any questions from the Board regarding the renewal from McNeil or the optional change in deductibles?

Thank you,

**Todd Obergoenner**

**W.E. Walker-Lakenan**

O: 573-335-3307

M: 573-450-3640

F: 573-335-5844

[tobergoenner@wewalker.com](mailto:tobergoenner@wewalker.com)



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## 2023 State Auditor report

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From: Jennifer Vandeven (mrfpdtreasurer@outlook.com)

To: MRFPD3500@outlook.com; 52bob.hull@gmail.com; acriddle1875@yahoo.com; shlcraft@yahoo.com; pastor@fbcmillersville.org

Date: Friday, May 31, 2024 at 09:47 PM CDT

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Good evening folks,

I have 2023 reconciled but I would like to take some time to give it a once-over one more time on Sunday with fresh eyes and then send it off to the state auditor.

[Jennifer Vandeven](#)

Treasurer

Millersville Rural Fire Protection District

Email: [mrfpdtreasurer@outlook.com](mailto:mrfpdtreasurer@outlook.com)



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## Signature pages for bank accounts

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From: Jennifer Vandeven (mrfpdtreasurer@outlook.com)

To: mrfpd3500@outlook.com; acriddle1875@yahoo.com; pastor@fbcmillersville.org; shlcraft@yahoo.com; 52bob.hull@gmail.com

Date: Sunday, June 2, 2024 at 09:43 PM CDT

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Good evening all.

I have the signature pages for the bank accounts to add Sheila. Would everyone be available on Tuesday evening around 6pm to stop in and sign them? If not, I can drop them earlier in the day at the station and everyone can sign at their own convenience and I'll pick them up on Wednesday.

Please let me know what works for you.

Thank you.

[Jennifer Vandeven](#)

Treasurer

Millersville Rural Fire Protection District

Email: [mrfpdtreasurer@outlook.com](mailto:mrfpdtreasurer@outlook.com)



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## 2023 Millersville Rural Fire Protection District Report

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From: Jennifer Vandeven (mrfpdtreasurer@outlook.com)

To: localgovernment@auditor.mo.gov

Cc: mrfpd3500@outlook.com; 52bob.hull@gmail.com; pastor@fbcmillersville.org; shlcraft@yahoo.com; acriddle1875@yahoo.com

Date: Sunday, June 2, 2024 at 09:35 PM CDT

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Please see attached report and let me know if you have any questions.

Thank you.

[Jennifer Vandeven](#)

Treasurer

Millersville Rural Fire Protection District

Email: [mrfpdtreasurer@outlook.com](mailto:mrfpdtreasurer@outlook.com)



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2023 Millersville Rural Fire Protection District\_Annual+State+Auditor+Report.pdf  
61.3kB

# Management Report

Millersville Rural Fire Protection District  
For the period ended December 31, 2023



Prepared on  
**June 2, 2024**

# Table of Contents

---

Statement of Activity .....3

Statement of Financial Position .....5

# Statement of Activity

January - December 2023

	<b>Total</b>
<b>REVENUE</b>	
Aux Misc Deposits	325.75
Cape County - tax	342,797.97
Donation	500.00
Interest	130.98
Misc Deposits	2,928.00
Services	1,432.08
<b>Total Revenue</b>	<b>348,114.78</b>
<b>GROSS PROFIT</b>	
<b>348,114.78</b>	
<b>EXPENDITURES</b>	
Administrative Budget	
Advertising and Marketing	656.09
Bank Service Charges & Fees	70.00
Capital Equipment Admin	
Building Loan - addition	24,245.17
<b>Total Capital Equipment Admin</b>	<b>24,245.17</b>
Chief Contract Service	18,000.00
Deputy Chief Contract	17,250.00
Insurance Expense	23,292.00
IT & Software Expenses	1,598.80
Misc Expenses	3,063.00
Office Supplies	1,490.30
Professional Fees	1,880.00
Utilities	12,425.22
<b>Total Administrative Budget</b>	<b>103,970.58</b>
Auxiliary Budget	-378.65
Business	844.68
Department activity	1,723.24
Personnel	180.95
Uniforms	758.00
<b>Total Auxiliary Budget</b>	<b>3,128.22</b>
Fire Department Budget	
Building & Property Maintenance	32,508.48
Capital Equipment	23,863.00
Apparatus Financing	11,914.99
<b>Total Capital Equipment</b>	<b>35,777.99</b>
FD IT & Software	5,109.46
Fire Prevention	175.00
Firefighter Equipment	48,257.12
Fuel (Gas/Diesel)	7,236.73

	<b>Total</b>
Medical Equipment/Supplies	1,510.54
On Duty Meals	110.40
Training	3,286.62
Training Travel Expense	23.78
<b>Total Training</b>	<b>3,310.40</b>
Uniforms	106.60
Vehicle Maintenance	25,275.33
<b>Total Fire Department Budget</b>	<b>159,378.05</b>
Uncategorized Expense	1,455.69
<b>Total Expenditures</b>	<b>267,932.54</b>
<b>NET OPERATING REVENUE</b>	<b>80,182.24</b>
<b>OTHER REVENUE</b>	
Admin Refund Utilities	95.43
FEMA Grant	-9,782.15
<b>Total Other Revenue</b>	<b>-9,686.72</b>
<b>OTHER EXPENDITURES</b>	
Bonded debt	62,999.06
<b>Total Other Expenditures</b>	<b>62,999.06</b>
<b>NET OTHER REVENUE</b>	<b>-72,685.78</b>
<b>NET REVENUE</b>	<b>\$7,496.46</b>

# Statement of Financial Position

As of December 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
000-Operations Ckg at Montgom	32,020.82
Auxiliary	13,305.69
Debit Card	1,928.65
Debt Service(Building Funds)	72,635.16
Money Market	81,146.53
<b>Total Bank Accounts</b>	<b>201,036.85</b>
<b>Total Current Assets</b>	<b>201,036.85</b>
<b>TOTAL ASSETS</b>	<b>\$201,036.85</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	111,503.07
Unrestricted Net Assets	82,037.32
Net Revenue	7,496.46
<b>Total Equity</b>	<b>201,036.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$201,036.85</b>



## Fire Chief Contract

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From: Ray Warner (mrfpd3500@outlook.com)

To: rhull3554@outlook.com; mrfpdtreasurer@outlook.com; acriddle1875@yahoo.com; jason.grubbs75@gmail.com; shlcraft@yahoo.com

Date: Friday, June 14, 2024 at 03:51 PM CDT

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Hello all,

I am attaching a revised Fire Chief contract for you all to look over and give me feed back on. The highlighted area we can chat about at Monday nights meeting.

Thanks

Ray



Fire Chief Contract revised 2024.docx

39.5kB