



## Millersville Rural Fire Protection District

155 County Road 482  
Millersville, MO 63766

### Board of Directors Meeting

Date: July 21, 2025

Time: 18:30

Call to order: President Bob Hull

Board Members Present: Robert Hull, Ray Warner, Shiela Craft, Jason Grubbs, Jennifer Vandeven

Board Members Absent: None

Chief: Fire Chief Sean Mitchell not present. Capt. Kiplinger and Capt. Nabors present for Fire Chief report.

Auxiliary: Crystal Friedrich, President

Attendees: Brent Friedrich

Prayer: Jason Grubbs

Pledge of Allegiance: All present recited the Pledge.

#### Guest Speakers

None tonight

#### Minutes of Previous Meetings

Members had access to minutes from previous regular and closed sessions, as well as emailed documentation such as text messages and account balances.

The 2025 budget was entered and does not require further modification at this time.

No corrections or additions to previous minutes were suggested; Motion by Bob Hull to approve as written, Second by Sheila Craft. Minutes were approved by majority vote.

#### Treasurer's Report

Treasurer reported latest account balances and status updates via email.

Travelers' insurance audit remains in progress.

State auditor filing prompted review of unclear checks and payroll taxes; QuickBooks service trial is being explored to assist with bookkeeping and cleanup.

Options discussed include \$59/month for live QuickBooks help or \$500/month for full-service bookkeeping, including issuing checks.

Bank account signature pages pending until Sean returns; changes will not affect existing debit cards.

Annual filings with the Missouri Ethics Commission and debt service questionnaire tasks were noted.

Recent significant transactions included grant deposits for equipment like washer/dryer and medical truck, and an ARPA grant check.

Discussion about professional bookkeeping or involving a local accountant for periodic reviews was discussed and agreed we need more information. Tabled till next board meeting , August 18, 2025.

## Secretary's Report

None

## Auxiliary Report

Auxiliary plans are underway for a fall bowling fundraiser named "Stop, Drop, and Bowl," intended to support tanker or brush truck needs per Fire Chief Sean Mitchell.

Discussion on past pancake breakfast events revealed preference for cooler weather scheduling due to heat.

## Fire Chief Report

Received a \$350 offer for old radios.

New department T-shirts distributed; additional gear anticipated pending grant approvals.

Operational issues: 3548 has a radiator leak; new conservation truck needs paint and lights. (Bids presented)

Preliminary drawings shared for updates for new station four; awaiting survey and final property acquisition details (noting part of land is in a floodplain and may be acquired cheaply via auction).

Station four's land clearing to be handled with donated equipment.

Well and plumbing issues at station three; solution identified but pending installation.

Station one updated with safety tape on truck room floor.

Recent calls: 22 last month.

Personnel changes: Riley Mitchell resigned; plans underway to fill lieutenant position with Sean's return as soon as possible.

SAFER grant discussed for new firefighter onboarding processes with new Probationary manual.

### Audits, Policies, and Compliance:

Audit requirements from McNeil and Company reviewed, with a substantial multi-station audit scheduled via Zoom on July 28th.

Discussion of cumbersome insurance audit packet and requirements for policy documentation, fundraising transparency, and cybersecurity/access procedures.

Noted most local departments use McNeil for insurance due to cost and coverage of volunteer departments.

Potential for required procedural and policy updates related to drug/alcohol testing and background checks, especially linked to SAFER grant compliance and new member orientation.

Federal grant rules (e.g., zero-tolerance for drug use including marijuana, even with a medical card) will be enforced.

Training planning for hazmat and Fire 1 certifications, and flexible makeup options discussed.

## Closed Session

None needed

## Old Business

Training ground easement issue being resolved; Mr. Putz still interested in purchasing property.

New station property details discussed, including size, floodplain concerns, and strategies to acquire additional land via auction.

Plans for three-bay building, including cost estimates for two- vs. three-bay layouts, have been shared; labor to be supplemented by department staff and volunteer equipment.

Need for well installation and water management solutions for the new property emphasized.

Strategy for utilizing cleared land for training noted.

Training property easement still in negotiation.

## New Business

1<sup>st</sup> AAV emailed by Jessica Swan Deputy Clerk/Tax Levies. Board awaiting second valuation notice for tax budgeting; anticipated further meetings for tax rate setting in August.

## Suggested Action Items

- Treasurer to send updated balance sheets to members.
- Treasurer to continue exploring QuickBooks assistance, with follow-up report after scheduled meeting.
- Follow up on property survey
- Coordinate with bank on account signatures upon Sean's return.
- Continue research on the impact of recent legislation (e.g., property tax/stadium bill) on revenue.
- Develop and update policies related to SAFER grant compliance, especially regarding new member onboarding, drug testing, and background checks.
- Complete plumbing repair at station three and progress clearing for new station property.
- Prepare necessary documentation and responses for upcoming McNeil insurance audit.
- Plan fall bowling fundraiser event and initiate sponsorship inquiries.
- Transition grant writing responsibilities as planned between departing and incoming leadership.

## Next Meeting

August 18, 2025 at 18:30.

## Adjournment

Motion to adjourn by Ray Warner, seconded by Jason Grubbs. Meeting adjourned at 21:33. All in favor; motion passed.

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

Respectfully submitted,

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Bob Hull, Board President