



NIXA FIRE PROTECTION DISTRICT



VISION

The Nixa Fire Protection District is committed to honor the rich heritage of the fire service and be recognized as a model of excellence in providing service through commitment.

MISSION

“Service through Commitment”

CORE VALUES

“Respect, Integrity, Compassion, Courage, Honesty”

BELIEFS

We will maintain adequate emergency preparedness to handle a variety of potential life or property threatening situations.

We will promote personal development while utilizing effective principals and practices of modern fire and life safety technology.

We will establish and maintain relationships with other entities and agencies.



NIXA FIRE PROTECTION DISTRICT



INTRODUCTION

This organization, known as the Nixa Fire Protection District, herein known as the “District”, was established August 19, 1986 through Revised Missouri State Statute Chapter 321, by the constituents of the District, to provide emergency services to protect the quality of life and property within the District.

The District is governed by a five member board, elected by the constituents of the District, for the purpose of providing protection to the property within the District, and on its behalf, the Board shall have the powers, authority, and privileges as outlined by RSMO Chapter 321.

The Board through State Statute, Ordinances, Resolutions, Policy, Procedure, Programs, and basic employment practices shall govern the operation of the District. The Board shall appoint an Administrator to oversee the District in completing the mission, vision, goals, and objectives of the District.

The Administrator and Staff shall fulfill the mission, vision, goals, and objectives through guidance of the policies, procedures, programs, and basic employment practices set forth herein by the Board of Directors.

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101.0 EQUAL EMPLOYMENT OPPORTUNITY, 12/12/02—6/26/08

The Nixa Fire Protection District is an equal opportunity employer. The District will not discriminate in the hiring or promotion process on the basis of age, sex, religion, race, color, national origin, disability, handicap, or veteran status. The minimum age for full time and reserve personnel is eighteen (18) years of age. All selections for employment or promotion shall be made on the basis of the most qualified employee to continue the mission of the District.

101.1 APPLICATION, 12/12/02-12/20/2011

Applications for all positions shall be accepted year round, with the exception of firefighter. Firefighter positions are handled through the Tri-State Fire Recruitment Alliance. Applications are kept on file until the next selection process, but no longer than one (1) year. Applicants must contact the District Administrative Offices to update the application. As openings arise the selection process will be held at the discretion of the District.

101.2 NEW POSITIONS, 12/12/02

The Board of Directors must authorize new positions and, upon the recommendation of the Fire Chief, hire new employees. For existing, entry positions, the Fire Chief may automatically initiate the selection process.

101.3 NOTIFICATION, 12/12/02

If public advertisements are required they shall run for a minimum of two (2) weeks. The District shall decide which publications are most advantageous to run the ads in. See examples of classified ads at the end of this section.

101.4 REVIEW, 12/12/02-12/20/11

Upon the closing date, applications will initially be evaluated for compliance with prerequisites. After the initial evaluation those applicants obviously not meeting the job requirements shall be notified by letter.

Applicants that do appear to meet basic job requirements shall be notified by letter and invited to participate in the selection process. The testing process for all positions shall be periodically reviewed and modified to insure that each portion of a test provides valid measurement of knowledge, skills, or abilities that are directly job related.

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101.5 TESTING, 12/12/02-12/20/2011

The entry-level applicant prior to the commencement of any evaluation shall complete the appropriate paperwork. Prior to selection processes, each candidate must declare if they are related within the fourth degree of consanguinity or affinity to any Board of Director. If a relationship exists it will not remove the candidate for eligibility. The selection process shall be comprised of a validated written test such as those designed by a private testing firm, and/or a firefighter general knowledge exam, and/or a general knowledge exam for pre-hospital emergency medical care. The written testing is based on 70% to pass the exam. Upon completion of the written testing the candidate shall perform a physical fitness test that is standard to the fire service. Upon passing the physical fitness test the candidate shall be interviewed. Upon completing and passing all of the above procedures the candidate may be offered a conditional offer of employment. Upon satisfactory completion of a criminal history background check, a five-panel drug screen, and a fit for duty physical assessment, the candidate will qualify for full-time employment with the Fire District. Failure of any component of the criminal background check, the five-panel drug screen, and/or the fit for duty physical assessment will result in the candidate being excluded from full-time employment. For positions above the entry level such as Company Officer and above additional processes shall be completed through an assessment center or other processes set forth by the District.

If sufficient candidates remain after the hiring process is completed an eligibility list may be established by the District. The eligibility list shall only be valid for a maximum of one (1) year, unless it is extended by the Board of Directors. Should the eligibility list be utilized candidates may be interviewed again for a selection from the list.

Any applicant failing any portion of the selection process or dropping out of the testing shall be removed from the hiring selection. All test scores shall remain closed record and only available to the administrators of the selection process.

101.6 FORMER EMPLOYEES, 12/12/02-06/28/07

Former employees, because of a known quality of work performance, may not be required to proceed through a normal selection process. This determination will be based on length of separation and circumstances related. If hired, the former employee's new seniority date will be the date of the most recent hiring. All new and future employment records shall be maintained in the original hire personnel folder. Specific offers or promises of employment must not be made to ex-employees by any administrative staff. Any statements or assumptions from the statements made are unauthorized and are non-binding on the District.

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Only former employees, who left in good standing, will be allowed to participate in any selection process.

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DECLARATION OF RELATIONSHIP

The Board of Directors of the Nixa Fire Protection District have determined that it is in the best interest of the District and its employees, and all others involved, to declare and determine that all information, communications, results, scores, rankings, opinions, or conclusions arising from the various tests, interviews, and evaluation administered to any applicant for positions within the District shall be a "closed record" under the provisions and as authorized by Chapter 610 of the Revised Statutes of Missouri.

THEREFORE, the applicant, nor any other person, shall be given this information except as provided by law.

The undersigned acknowledges that he/she has read the above policy of the Nixa Fire Protection District and further acknowledges that this acknowledgement was signed prior to the commencement of any testing procedures.

The undersigned further acknowledges that he/she is or isn't related to any of the Board of Directors within the fourth degree by consanguinity (blood) or affinity (marriage). If you are related to less than three (3) Directors, you will maintain your eligibility for employment.

The undersigned:

___ is, ___ is not related to Director Larry LaForge,

___ is, ___ is not related to Director Barbara Rae Hughes,

___ is, ___ is not related to Director David Jordan,

___ is, ___ is not related to Director Marty Anderson,

___ is, ___ is not related to Director Bill Odom,

Print name _____ Date _____

Signature _____

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The undersigned further acknowledges that he/she is or isn't related to any of the Board of Directors within the fourth degree by consanguinity (blood) or affinity (marriage). If you are related to less than three (3) Directors, you will maintain your eligibility for employment.

The undersigned:

___ is, ___ is not related to Director Larry LaForge,

___ is, ___ is not related to Director Barbara Rae Hughes,

___ is, ___ is not related to Director Bob Rubino,

___ is, ___ is not related to Director David Jordan,

___ is, ___ is not related to Director Marty Anderson,

Print name _____ Date _____

Signature _____

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AUTHORIZATION FOR RELEASE OF INFORMATION

Applicant _____ (please print), Date _____

I am an applicant for a position with the Nixa Fire Protection District. The District needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Nixa Fire Protection District bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Nixa Fire Protection District, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of the authorization is to provide full and free access to the background investigation that may provide pertinent data for the Nixa Fire Protection District to consider in determining my suitability for employment in that District. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I understand my rights under Title 5 – United States Code; Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Nixa Fire Protection District in conjunction with employment procedures.

This waiver also allows for the periodic search, during my employment, if employment is offered and accepted, of state driver's license records, including arrest records and records of pending matters not adjudicated. Continuation of employment may be contingent upon information discovered, and I may be asked to explain any information discovered by the Nixa Fire Protection District in connection with said search.

Social Security Number _____ Phone # _____

Address _____

Signature _____ Date _____

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102.0 ORIENTATION, 12/12/02-12/16/10

Orientation should provide the new employee with accurate, needed information in order for the employee to successfully enter the work area with high morale and positive attitude toward the organization. The orientation process shall include the following, but not be limited to;

1. Employment forms/paperwork
2. District policies
3. District procedures
4. District station/apparatus/equipment familiarization

102.1 PROBATION, 12/12/02-11/15/11

The first six (6) months following the hiring date shall be considered a probationary period. The employee shall receive a progress report, at three (3) months, to provide the employee with necessary feedback to assist them with a successful tenure with the District. If the employee's performance does not meet department standards their probation may be extended. Probationary employees are at will and may be terminated without cause, and have no access to the grievance procedures for any matters.

102.2 PROMOTIONS, 12/12/02-12/16/10

Once an authorized position becomes available, the Fire Chief may initiate a selection process for the opening. After the selection procedure, the Fire Chief may promote the successful employee at any time.

When position(s) become available within the organization they shall be posted at each station for no less than fourteen (14) days. Any qualified employee may participate in the process and must confirm their interest in writing to the Fire Chief within the set time frame. A qualified employee is any employee meeting the prerequisites required for the position.

The District shall advise the candidates of the promotional components and how the examinations/assessments will be administered. District wide seniority shall prevail when scores are equal in the promotional point evaluation purposes.

Employees receiving a promotion shall have a six (6) month probationary period. The employee shall receive a progress report, at three (3) months, to provide the employee with necessary feedback to assist them with a successful promotion within the District. If the employee's performance does not meet department standards their probation may be

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extended. During this time period the employee may choose to rescind the promotion and the employee would return to their previous rank, position and rate of pay with no repercussions.

If an employee is not released from their probationary period and moved back to their prior position they shall not have access to the grievance process as it relates to the demotion.

102.3 DEMOTIONS, 12/12/02

Employees, if qualified, may request a voluntary demotion to a position with a lower rate of pay. Pay rate adjustments will be commensurate with the employee's qualifications at the new level. Employees may also be demoted through the disciplinary process. Pay rates, if any, will be adjusted to the new level.

102.4 GENERAL RULES OF CONDUCT, 12/12/02-08/20/09

Any action that reflects discredit upon the District or is a direct hindrance to the effective performance of the District functions shall be considered good cause for disciplinary action against any employee of the District. Circumstances that may constitute cause for actions are, but not limited to;

1. Acting under the influence of possession of any intoxicating beverages or controlled substances while on duty or responding to and performing at any emergency scene
2. The use of abusive or improper treatment, including the improper use of authority to any employee, person, victim, or individual in the care of, in the custody of, or contact with the District, including any abusive, threatening, or obscene language
3. Insubordination
4. Incompetence or inability to perform the duties required, or any action that brings discredit to the District
5. Intentional damage or negligence in the care and handling of District property,
6. Commission of a felonious act or a misdemeanor that brings discredit to the District
7. Absence without leave
8. Falsification of records or the use of official position for personal advantage,
9. Disorderly conduct, including any irresponsible activities, dangerous to life limb or property
10. The disobedience of any other rules, regulations, procedures, etc. set forth by this District



NIXA FIRE PROTECTION DISTRICT

EMPLOYEE STATUS CHANGE

| EMPLOYEE PROFILE | | |
|--|---|---|
| Employee Name: | | Employee ID#: |
| Today's Date: | Hire Date: | Effective Date: |
| <input type="checkbox"/> EMPLOYMENT CHANGES | | |
| <input type="checkbox"/> New Hire | Title/Shift/Station | |
| <input type="checkbox"/> Rehire | Title/Shift/Station | |
| <input type="checkbox"/> Temporary | Title/Shift/Station | |
| <input type="checkbox"/> Termination | Title | Last Day Worked |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary | Last Day Worked |
| <input type="checkbox"/> Retirement | Title | Start Date |
| <input type="checkbox"/> Deceased | Title | Date |
| <input type="checkbox"/> Quit | <input type="checkbox"/> With Notice <input type="checkbox"/> Without Notice | Last Day Worked: |
| Description: | | |
| | | |
| | | |
| | | |
| <input type="checkbox"/> CLASSIFICATION CHANGES | | |
| <input type="checkbox"/> Title/Position | Title/Shift/Station | |
| <input type="checkbox"/> Probationary | Title/Shift/Station | |
| <input type="checkbox"/> Promotion | Title/Shift/Station | |
| <input type="checkbox"/> Demotion | Title/Shift/Station | <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary |
| <input type="checkbox"/> Location | Title/Shift/Station | |
| <input type="checkbox"/> Out of Grade | Title/Shift <input type="checkbox"/> Training <input type="checkbox"/> Paid <input type="checkbox"/> Rate \$_____ | |
| <input type="checkbox"/> Disciplinary | <input type="checkbox"/> Suspension <input type="checkbox"/> Reinstated <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Paid <input type="checkbox"/> Non-Paid | |
| <input type="checkbox"/> Leave of Absence | <input type="checkbox"/> Sick/Medical <input type="checkbox"/> FMLA <input type="checkbox"/> Military <input type="checkbox"/> Education/College <input type="checkbox"/> Parental | |
| Start Date_____ | <input type="checkbox"/> Short Term <input type="checkbox"/> Long Term <input type="checkbox"/> Paid <input type="checkbox"/> Non-Paid | |
| End Date_____ | Sick HRS Accrued | VAC HRS Accrued |
| Description: | | |
| | | |
| | | |
| | | |

| | | |
|--|---|---|
| <input type="checkbox"/> PERSONAL INFORMATION | | |
| <input type="checkbox"/> Name Change | New Name | |
| <input type="checkbox"/> Address | Street | |
| City | State | Zip code |
| <input type="checkbox"/> Phone | | |
| <input type="checkbox"/> Deductions | <input type="checkbox"/> State _____ <input type="checkbox"/> Federal _____ | |
| <input type="checkbox"/> BENEFIT CHANGES | | |
| <p>A personal change in status (i.e. marriage, divorce, birth, adoption) must be reported by completing this section of the Employee Status Change Form and submitting it to Human Resources within 30 calendar days of the event. If submitted within 30 calendar days, eligible benefit changes will be effective the first of the month following receipt of your request, or in accordance with the Health Insurance Carriers' Policy (with the exception of births, adoptions which are effective the date of the event). If received after 30 days from the event, benefit changes can only be made during the Annual Enrollment Period. Please contact Human Resources to obtain the necessary Health Insurance Enrollment Forms as required by the Health Insurance Carrier.</p> | | |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed | |
| <input type="checkbox"/> New Number of Dependents | | |
| <input type="checkbox"/> Revised W-4 Form Attached | | |
| <input type="checkbox"/> Health Coverage | | <input type="checkbox"/> Dental Coverage |
| <input type="checkbox"/> Cancel Dependents <input type="checkbox"/> Enroll Dependents | | <input type="checkbox"/> Cancel Dependents <input type="checkbox"/> Enroll Dependents |
| <ul style="list-style-type: none"> *You must incur a Qualifying Status Change Event to be eligible to cancel, enroll, or make a change to your existing account. **Your annual election will be prorated over the remaining pay periods based on the Status Change effective date. | | |
| <input type="checkbox"/> Flexible Spending Account – Health Care | | <input type="checkbox"/> Flexible Spending Account – Dependent Care |
| <input type="checkbox"/> Cancel | | <input type="checkbox"/> Cancel |
| <input type="checkbox"/> Enroll \$ _____ (Annually) | | <input type="checkbox"/> Enroll \$ _____ (Annually) |
| <input type="checkbox"/> Change \$ _____ (Annually) | | <input type="checkbox"/> Change \$ _____ (Annually) |
| <ul style="list-style-type: none"> *You must incur a Qualifying Status Change Event to be eligible to cancel, enroll, or make a change to your existing account. **Your annual election will be prorated over the remaining pay periods based on the Status Change effective date. | | |
| <input type="checkbox"/> AFLAC | | |
| <input type="checkbox"/> Please cancel my participation in the AFLAC Program as soon as administratively feasible. | | |
| <input type="checkbox"/> I am interested in learning more about the AFLAC Program; please have a representative contact me. | | |
| <input type="checkbox"/> Nationwide Deferred Compensation Program/457 Plan | | |
| <input type="checkbox"/> Please cancel my participation in the Nationwide Deferred Compensation Program as soon as administratively feasible. | | |
| <input type="checkbox"/> I am interested in learning more about the Nationwide Deferred Compensation Program; please have representative contact me. | | |
| <input type="checkbox"/> Other/Changes: _____ | | |
| <input type="checkbox"/> COBRA | | |
| <input type="checkbox"/> Notice of COBRA Right | Date Provided: _____ | Date Waived: _____ |
| <input type="checkbox"/> Election of COBRA | Date Elected: _____ | |
| SIGNATURES | | |
| Employee Signature: | Date: | |
| Approved by: | Date | |
| Completed by: | Date | |

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103.0 PERSONNEL FILES, 12/12/02-06/26/08

The District maintains personnel files on all employees. It is the intent of the District to allow employees access to personnel files in accordance with all applicable laws. No personnel may have access to another person's file, other than a Chief Officer. The Fire Chief or designee should be advised when a file is removed and returned. The removal of files should take place during normal business hours, when possible, and may not leave the premises.

103.1 EMPLOYEE ACCESS, 12/12/02

Employees are to have reasonable access to their own personnel records during normal business hours. Appointments should be made with the Fire Chief or designee. The Fire Chief or designee shall remain with the employee at all times during the permitted access.

103.2 NON-EMPLOYEE ACCESS, 12/12/02

No non-employee may have access to the personnel file without the written permission of the employee. If the Fire Chief or Chief Officers are subpoenaed, only applicable information will be provided without the employee's permission or knowledge. Any request for information without a subpoena, from such agencies as, state employment, federal, state or local investigators shall be forwarded and decided by the Fire Chief.

103.3 FORMER EMPLOYEES, 12/12/02

Former employees may have reasonable access to their personnel file during normal business hours.

103.4 REFERENCES, 12/12/02

Any statement regarding policy of giving references which are received either in writing or by telephone regarding a present or past employee are to be referred to the Fire Chief or his/her designee.

103.5 PRIVACY, 12/12/02

Under the Federal Privacy Act, the District is obliged to preserve the privacy of any employee. In these situations the District will state only, the person is or was employed with the District, the dates of employment, the employee's title or position, verify a given wage or salary, and if the employee would be eligible for rehire with the District.

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103.6 REQUESTS, 12/12/02

If a current or former employee requests that additional or precise information be provided to third parties, written permission must be supplied to the District. The Fire Chief or designee must approve any such requests. If the third party is any law enforcement, federal or state agency, all requests should be forwarded immediately to the Fire Chief.

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104.0 JOB CLASSIFICATIONS, 12/12/02-04/15/10

The District is comprised of paid, part time, and reserve employees. It is the responsibility of all positions and classifications to carry out the mission statement of the District and any goals or objectives as set forth by the Board of Directors or the Fire Chief. These employees fall into three (3) categories as illustrated below.

104.1 FULL TIME, 12/12/02-04/15/10

The administrative exempt staff includes: the Fire Chief, Deputy Chief, Assistant Chief, and Battalion Chief.

The shift non-exempt staff includes: Captain, Lieutenant, Driver Operator, and Firefighter.

The civilian non-exempt staff includes: the Administrative Assistant, Secretary, Fire Marshal, Mechanic, and Service Technician.

104.2 PART TIME, 12/12/02-04/15/10

The staff includes personnel hired to fill non-exempt civilian positions. The part time personnel may not complete more hours than the retirement plan allows, which is currently 1500 hours per year.

104.3 RESERVE, 12/12/02-04/15/10

The staff includes personnel hired to fill non-exempt shift positions. The reserve personnel may not complete more hours than the retirement plan allows, which is currently 1500 hours per year.

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105.1 BOARD OF DIRECTORS, 12/12/02-04/15/10

For the purpose of providing protection to the property and lives within the District, the District and on its behalf, the Board shall have the powers, authority and privileges as set forth in RSMO Chapter 321, RSMO 105.450-105.464, RSMO 610, RSMO 67, and any other applicable laws for Fire Protection District's.

DESCRIPTION OF DUTIES

The Board Members are responsible for direction and control of the organization. They must ensure the District is following all applicable laws and ordinances. The Board should approve organizational goals, maintain adequate funding, and seek new and additional funds to manage the growth of the organization.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Board Member shall be a voter of the District at least one (1) year prior to his/her election or appointment and be over the age of twenty-five (25) years. If a candidate is an employee of the District, before the election he/she must resign as a member. Nominations and declarations of candidacy shall be filed at the Nixa Fire Protection District Administrative Offices. The candidate must pay a ten (\$10.00) dollar, filing fee, file a statement under oath, that such person possesses the required qualifications and complete an ethics statement.

The candidate may also be required to attain the following requirements:

1. New board member orientation program
2. NIMS 700 and 100
3. State mandated education/courses
4. Missouri Ethics

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105.2 FIRE CHIEF, 12/12/02-04/15/10

The Fire Chief shall exercise discretion and independent judgment for the overall planning, coordinating and providing of efficient and economic emergency services for the patrons of the District. The Fire Chief shall advise the Board of Directors on emergency service matters and the administration of the District. It is the intent of the District that the Fire Chief, reside within the Fire District's outer boundaries. The District maintains this requirement because of the importance that the Fire Chief be involved, support, and work within the community. The Fire Chief is under the general supervision of the Board of Directors.

DESCRIPTION OF DUTIES

As the leader of the management team, the primary duties of the Fire Chief include directing the work and efforts of all employees of the District; custodian of records, prepares and administers the fiscal budget; evaluates personnel performance; makes recommendations as to hiring, promoting, discipline or termination; oversees the payroll and personnel records; handles community complaints, including determining whether to refer such complaints for further investigation; prepares budgets and controls expenditures; ensures operational readiness through supervision and inspection of personnel, equipment and facilities; decides how and where to allocate personnel maintains inventory of property and supplies and directs operations of scenes, including deciding whether additional personnel or equipment is needed. The Fire Chief coordinates the efforts of the management team to keep all policies, procedures, records, and programs in line with the overall goals, objectives, and mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Chief must have attained a Bachelor Degree in Business Administration (National Fire Academy Executive Fire Officer Program preferred). The applicant shall have no less than ten (10) years of fire service experience with a minimum of five (5) years experience at an administrative level in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Executive Fire Officer Program
2. NIMS, 700, 100, 800, 200, 300, 400, and National Response Plan
3. Basic First Aid

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105.3 DEPUTY CHIEF, 12/12/02-04/15/10

The Deputy Chief shall exercise discretion and independent judgment as it relates to this Division. As a member of the management team he/she shall aid the Fire Chief in administrative duties. It is the intent of the District that the Deputy Chief resides within 15 minutes of the Fire District's outer boundaries. The District maintains this requirement to provide command staff's support during operations of the District, within a reasonable time frame. The Deputy Chief is under the general supervision of the Fire Chief.

DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Deputy Chief include directing the work and efforts of all employees of the District as it relates to his/her Division; organize, coordinate, evaluate, and implement programs of the organization; evaluate personnel performance; enforce the rules and regulations; make recommendations as to hiring, promotion, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; prepare budgets and controlling expenditures; ensure operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and equipment; and directing operations at scenes, including deciding whether additional personnel or equipment is needed. The Deputy Chief shall assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Deputy Chief must have attained an Associate Degree (Completion of the Executive Fire Officer Program is preferred). The applicant shall have no less than eight (8) years of fire service experience with a minimum of four (4) years experience at Assistant Chief in supervision, training, fire prevention and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. NIMS 100, 700, 800, 200, 300, 400, and National Response Plan
2. Missouri certified EMT/B
3. EMA/EOC Integration

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105.4 ASSISTANT CHIEF, 12/12/02-04/15/10

The Assistant Chief shall exercise discretion and independent judgment as it relates to his/her Division. As a member of the management team he/she shall aid the Fire Chief in administrative duties. It is the intent of the District that the Assistant Chief resides within 15 minutes of the Fire District's outer boundaries. The Assistant Chief is under the general supervision of the Deputy Chief.

DESCRIPTION OF DUTIES

As a member of the management team, the primary duties of the Assistant Chief include directing the work and efforts of all employees of the District as it relates to his/her Division; organize, coordinate, evaluate, and structure programs of the District; evaluate personnel performance; enforce rules and regulations; make recommendations as to hiring, promoting, discipline or termination; maintain company payroll and personnel records; handle community complaints, including determining whether to refer such complaints for further investigation; preparing budgets and controlling expenditures; ensuring operational readiness through supervision and inspection of personnel, equipment and facilities; decide how and where to allocate personnel; manage the distribution of equipment; maintain inventory of property and supplies; and directing operations at scenes, including whether additional personnel or equipment is needed. The Assistant Chief shall perform items to assist in research, planning, scheduling, annual reports, setting goals and objectives, and administering policies and procedures to complete the mission of the District and shall perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Assistant Chief must have attained an Associate Degree (Associate Degree in Fire Science is preferred). The applicant shall have no less than six (6) years of fire service experience with a minimum of three (3) years experience at Battalion Chief or Officer in supervision, training, fire prevention, and/or fire suppression. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Missouri certification of Fire Investigator
2. Missouri certification of Fire Inspector
3. Missouri certified Instructor II
4. Command and Control, EMA/EOC Functions
5. NIMS 100, 700, 800, 200, 300, 400, and National Response Plan
6. Missouri certification of EMT/B

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105.5 BATTALION CHIEF/EMT OR PARAMEDIC, 12/12/02-04/21/15
See Policy 105.5

105.6 COMPANY OFFICER/EMT OR PARAMEDIC, 12/12/02-08/18/15
See Policy 105.6

105.7 LIEUTENANT/EMT OR PARAMEDIC, 12/12/02-08/18/15
See Policy 105.7

105.8 DRIVER OPERATOR/EMT OR PARAMEDIC, 12/12/02-04/15/10

The Driver Operator is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Driver Operator shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Driver Operator is under the general supervision of the Company Officer, Lieutenant or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

DESCRIPTION OF DUTIES

The Driver Operator shall respond to all alarms as assigned, evaluate patient condition, administer appropriate medical services in accordance with adopted protocols and/or physician direction in proper relationship to, type of the alarm, conditions found, and be able to perform as required on the fire scene to meet the mission of the District. The Firefighter shall perform apparatus and equipment checks, routine maintenance and care of District apparatus and equipment to maintain a state of readiness, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Firefighter must have attained certification of Driver Operator to include mobile water supply, aerial operations, and driver operator. The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The applicant shall have no less than one (1) year of fire service experience, with a minimum of six (6) months experience with Nixa Fire Protection District. The

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candidate shall meet all District application requirements. The candidate may also be required to have the following requirements:

1. NIMS 700, 100, and 200
2. Emergency Vehicle Driving
3. Company Inspections
4. Fire Service PICO and STICO
5. District's Public Presentation, Public Education, and Pre-Incident Plans

105.9 FIREFIGHTER/EMT OR PARAMEDIC, 12/12/02-04/15/14
See Policy 105.9

105.10 ADMINISTRATIVE ASSISTANT, 12/12/02-04/15/10

The Administrative Assistant is responsible for payroll, insurance forms, maintaining personnel files, financial statements and records, operating office equipment, and acts as the office receptionist. The Administrative Assistant is under the general supervision of the Assistant Chief, or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Administrative Assistant shall prepare and maintain all records of accounts payable bank deposits, payroll tax deposits/forms, bank statements, insurance forms, financial reports, and prepare workers compensation paperwork. The Administrative Assistant shall also assist auditors during audits, be a notary public of the state of Missouri, and perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Administrative Assistant must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Notary

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3. District's Flexible Spending, Lagers Retirement, Insurance and Work Comp
4. District's Accounts, Banking, Budget Process and Computer Usage
5. Payroll Certification

105.11 FIRE MARSHAL, 12/12/02-04/15/10

The Fire Marshal is responsible for prevention and training activities of the District. The Fire Marshal is under the general supervision of the Civilian Personnel Supervisor or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Fire Marshal shall perform activities relating to the fire prevention bureau and assist in activities of the training division. These activities shall be, but not limited to; pre-plans, fire and life safety inspections, plan reviews, hydrant flows, open burning procedures, fire investigations, lesson plan development, training delivery, and/or other related functions. The Fire Marshal shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Marshal must have completed a minimum course of basic fire inspections, (Missouri Fire Inspector I is preferred), a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Missouri Fire Inspector Certification
2. Missouri Fire Instructor Certification
3. Missouri Fire Investigator Certification
4. Plans Interpretation
5. Code Interpretation

105.12 MECHANIC, 12/12/02-04/15/10

The Mechanic is responsible for maintenance and service of, facilities, apparatus, and equipment. The Mechanic is under the general supervision of the Civilian Personnel Supervisor or in his/her absence any Chief Officer.

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DESCRIPTION OF DUTIES

The Mechanic shall maintain facilities, apparatus, and equipment through preventative maintenance and work orders. The Mechanic shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Mechanic must have an understanding of mechanics, preferably in diesels, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance
3. Diesel Mechanics

105.13 SERVICE TECHNICIAN, 12/12/02-04/15/10

The Service Technician is responsible for maintenance and service of district grounds, facilities, apparatus, and equipment. The Service Technician is under the general supervision of the Civilian Personnel Supervisor or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Service Technician shall maintain all grounds, facilities, apparatus, and equipment through preventative maintenance and work orders. The Service Technician shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Service Technician must have a basic understanding of mechanics, preferably in diesels, a high school diploma or equivalent

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and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Emergency Vehicle Technician
2. Pump Maintenance

105.14 SECRETARY, 12/12/02-04/15/10

The Secretary is responsible for maintaining personnel files, records, operating office equipment, data entry, and acts as the office receptionist. The Secretary is under the general supervision of the Assistant Chief, or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

The Secretary shall prepare and maintain all records, insurance forms, prepare workers compensation paperwork, assist auditors during audits, perform typing, data entry, filing, sorting, mailing, answer telephones, provide message services, adhere to the policies and procedures to complete the mission of the District, and upon request, perform any other duties as prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Secretary must have attained a high school diploma or equivalent, knowledge of accounting principles and practices, general office skills, typing, computer, filing, and telephone and good oral and written communication skills . The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements:

1. Knowledge of laws and regulations of public entities in financial administration
2. Workers Compensation Processes
3. District's Accounts, Banking, Budget Process
4. Computer Usage

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105.16 CHAPLAIN, 12/12/02-04/15/10

The Chaplain is an integral part of scene management responsible for providing assistance to firefighters, families and constituents in times of need. The Chaplain is under the general supervision of the Fire Chief or in his/her absence any Chief Officer. During emergency incidents the Chaplain shall be under the control of the Incident Commander.

DESCRIPTION OF DUTIES

The Chaplain shall respond to incidents as assigned and provide assistance to family members and personnel as needed. The Chaplain may need to respond to area hospitals to provide assistance for family members until the hospital can get them assistance. The Chaplain is available for personnel to discuss matters created by incidents or if they need some assistance in personal matters and any additional duties prescribed.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Chaplain shall be a pastor for a recognized church, preferably within the fire district boundaries. The candidate shall reside within the fire district boundaries. The candidate shall meet all District application requirements.

The candidate may also be required to have the following requirements.

1. Critical Incident Stress Debriefing

105.11 FIRE INSPECTOR, 12/12/02-07/16/13

The Fire Inspector is responsible for fire inspections for the Nixa Fire Protection District. The Fire Inspector is under the general supervision of an Assistant Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

Under general direction, the Fire Inspector is responsible for coordinating the inspections for a variety of businesses and properties within the District boundaries for the purpose of compliance with local, state, and federal laws. Performs and supervises public education programs. May assist with plan reviews and related duties as requested.

The Fire Inspector shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of business inspections of the Nixa Fire Protection District including inspections of commercial and public building within the fire district for abatement of fire hazards, maintenance of fire protection systems, permits, referrals and complaints, and other requested inspections.

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs highly technical and complex inspections for compliance with pertinent fire and life safety requirements.

Coordinates inspections of commercial projects with the City of Nixa's inspectors.

Uses sound judgment, initiative and resourcefulness in interpreting building and fire code regulations, State Fire Inspector Regulations, and NFPA Codes and Standards for employees and the public within the scope of authority and professional knowledge and training.

Consults with engineers, architects, developers, contractors, property owners, and tenants to provide technical guidance, answer questions, resolve problems and interpret code requirements.

Writes reports regarding the activities of the fire districts prevention office, ensures that goals and objectives for the section are met.

Represents the Fire District at meetings related to prevention and inspection issues upon request of the Assistant Fire Chief.

Reviews, evaluates and approves code modifications that fall within the scope of professional training, knowledge, and authority.

Conducts training on Fire Code requirements.

Investigates complaints received by the department and determines whether a fire hazard exists, and issues notices to abate the hazards. Follows up through appropriate legal channels necessary to secure abatement.

Participates as required in district training programs.

Occasionally climbs ladders, scaffolding, enter trenches, or crawl within areas of confined spaces while conducting fire investigations or field inspections.

Issues burn permits.

Conduct Knox Box installations, inspections, and records keeping.

May interact with the Juvenile Fire Setter Intervention Program by giving assessments to juveniles involved with fire.

Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of applicable federal and state laws, the rules, regulations, policies, and procedures of the Nixa Fire Protection District; the International Building Code and Standards, and the NFPA Codes and Standards; modern principles of fire prevention, fire inspection, and fire investigation; supervisory practices and procedures.

Ability to read, interpret, and apply departmental rules and regulations and apply them in an equitable manner; read, interpret, and explain fire and building codes, blueprints, and specifications; analyze situations and resolve them through application of the codes and standards; handle conflict constructively and develop effective resolutions; prepare and present reports and educational programs; train subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with subordinates, supervisors, and the business community.

Ability to schedule, prioritize multiple projects, and possess effective time management skills.

Ability to operate training, educational equipment (i.e. audio-visual aids), personal computer hardware, data base, word processing software and other software packages (Fire Programs Record Management) necessary to perform the duties of the position.

Capable of working (Monday through Friday, 8:00am till 5:00 pm, with a 1 hour lunch); perform overtime work, on an "as needed" basis; and satisfactorily complete continuing education and training necessary to perform the duties of the position.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Inspector must have completed a minimum course of basic fire inspections, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. Possess at the time of hire, or obtain within one month

of the date of hire, a NIMS IS100 and IS700 Certification. The candidate shall meet all District application requirements.

Other preferred qualifications or education:

- Missouri Fire Inspector I Certification
- Missouri Fire Instructor I/II Certification
- Plans Interpretation
- Code Interpretation
- Fire and Life Safety Educator Certification
- Juvenile Firesetter I/II
- Associate's or Bachelor's Degree in Fire Science, Business, or related field

TOOLS AND EQUIPMENT USED

Vehicle, radio, computer, calculator, phone, first aid equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear; use hands to finger, handle, or operate tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

105.11 FIRE INSPECTOR, 12/12/02-07/16/13

The Fire Inspector is responsible for fire inspections for the Nixa Fire Protection District. The Fire Inspector is under the general supervision of an Assistant Chief or in his/her absence any Chief Officer.

DESCRIPTION OF DUTIES

Under general direction, the Fire Inspector is responsible for coordinating the inspections for a variety of businesses and properties within the District boundaries for the purpose of compliance with local, state, and federal laws. Performs and supervises public education programs. May assist with plan reviews and related duties as requested.

The Fire Inspector shall adhere to the policies and procedures to complete the mission of the District and upon request perform any other duties as prescribed.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs the activities of business inspections of the Nixa Fire Protection District including inspections of commercial and public building within the fire district for abatement of fire hazards, maintenance of fire protection systems, permits, referrals and complaints, and other requested inspections.

Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Performs highly technical and complex inspections for compliance with pertinent fire and life safety requirements.

Coordinates inspections of commercial projects with the City of Nixa's inspectors.

Uses sound judgment, initiative and resourcefulness in interpreting building and fire code regulations, State Fire Inspector Regulations, and NFPA Codes and Standards for employees and the public within the scope of authority and professional knowledge and training.

Consults with engineers, architects, developers, contractors, property owners, and tenants to provide technical guidance, answer questions, resolve problems and interpret code requirements.

Writes reports regarding the activities of the fire districts prevention office, ensures that goals and objectives for the section are met.

Represents the Fire District at meetings related to prevention and inspection issues upon request of the Assistant Fire Chief.

Reviews, evaluates and approves code modifications that fall within the scope of professional training, knowledge, and authority.

Conducts training on Fire Code requirements.

Investigates complaints received by the department and determines whether a fire hazard exists, and issues notices to abate the hazards. Follows up through appropriate legal channels necessary to secure abatement.

Participates as required in district training programs.

Occasionally climbs ladders, scaffolding, enter trenches, or crawl within areas of confined spaces while conducting fire investigations or field inspections.

Issues burn permits.

Conduct Knox Box installations, inspections, and records keeping.

May interact with the Juvenile Fire Setter Intervention Program by giving assessments to juveniles involved with fire.

Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of applicable federal and state laws, the rules, regulations, policies, and procedures of the Nixa Fire Protection District; the International Building Code and Standards, and the NFPA Codes and Standards; modern principles of fire prevention, fire inspection, and fire investigation; supervisory practices and procedures.

Ability to read, interpret, and apply departmental rules and regulations and apply them in an equitable manner; read, interpret, and explain fire and building codes, blueprints, and specifications; analyze situations and resolve them through application of the codes and standards; handle conflict constructively and develop effective resolutions; prepare and present reports and educational programs; train subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with subordinates, supervisors, and the business community.

Ability to schedule, prioritize multiple projects, and possess effective time management skills.

Ability to operate training, educational equipment (i.e. audio-visual aids), personal computer hardware, data base, word processing software and other software packages (Fire Programs Record Management) necessary to perform the duties of the position.

Capable of working (Monday through Friday, 8:00am till 5:00 pm, with a 1 hour lunch); perform overtime work, on an "as needed" basis; and satisfactorily complete continuing education and training necessary to perform the duties of the position.

REQUIRED QUALIFICATIONS

Prior to appointment, candidates for the position of Fire Inspector must have completed a minimum course of basic fire inspections, a high school diploma or equivalent and a valid Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years. Possess at the time of hire, or obtain within one month

of the date of hire, a NIMS IS100 and IS700 Certification. The candidate shall meet all District application requirements.

Other preferred qualifications or education:

- Missouri Fire Inspector I Certification
- Missouri Fire Instructor I/II Certification
- Plans Interpretation
- Code Interpretation
- Fire and Life Safety Educator Certification
- Juvenile Firesetter I/II
- Associate's or Bachelor's Degree in Fire Science, Business, or related field

TOOLS AND EQUIPMENT USED

Vehicle, radio, computer, calculator, phone, first aid equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk or hear; use hands to finger, handle, or operate tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

105.5 BATTALION CHIEF/EMT OR PARAMEDIC, 12/12/02-04/21/2015

Under general direction, performs professional fire administrative and managerial duties involved in planning, organizing, coordinating, supervising, and implementing assigned programs, activities, and operations of the fire district including operations, emergency medical services, disaster preparedness, fire prevention, fire inspection, fire investigation, code enforcement, training, facility/equipment maintenance, and related programs, services, and operations; serves as Officer-in-Charge for assigned shift and responds to incidents to perform duties as required and/or assume command responsibilities; coordinates assigned activities and services with other divisions, departments, and outside agencies; and provides highly responsible and complex staff support to the Assistant Fire Chiefs. The Battalion Chief is responsible for maintaining readiness and staffing for fire department personnel and enforcement of Department policies and procedures.

Under the general direction of the Assistant Fire Chief, may be assigned to either a 24/48 hour schedule in Field Operations or a 40 hour schedule in Administration. On a 24/48 hour assignment will work as a 24 hour shift commander for one of three shifts. On a 40 hour administrative assignment manages the Fire Prevention Program and/or Training. All Chief Officers shall support the work of Operations and Administration.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

- Serve as Officer-in-Charge for assigned shift; respond to alarms as required by departmental policy; May act as incident commander at emergency scenes; prepare follow-up incident reports and investigations as required.
- Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
- Function as an effective and dependable role model for the shift personnel.
- Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
- Participate in the selection of assigned personnel; provide or coordinate staff training and development; work with employees to correct deficiencies; implement discipline and termination procedures.
- Participate in the development and administration of assigned program budget(s); forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Supervise and participate in fire cause and origin determinations; determine preliminary origin and cause of fire at emergency scenes; assist the police in follow-up investigations of fires and suspects.
- Develop and implement training programs for firefighting, emergency medical, and other emergency response services and programs; identify the fire training needs of company personnel; provide or coordinate staff training and drills in firefighting methods, techniques, and related subjects; work with employees to correct deficiencies; enforce

policies and procedures and recommend disciplinary action, as necessary; maintain and review training records. Oversees completion of and takes part in training exercises and officer development (company level).

- Complete, prepare, and review a variety of forms, reports, schedules, recommendations, and related documentation; prepare emergency scene reports; prepare accident, injury, and exposure reports; review reports submitted by subordinate staff including incident reports.
- Provide staff assistance to other chief officers; prepare and present staff reports and other correspondence as appropriate and necessary; maintain a variety of records and prepare administrative reports.
- Administer, oversee, and supervise assigned programs and special projects. Maintain skill levels, new equipment and procedure familiarization, and certifications that are relevant and/or required for assigned responsibilities; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire suppression, fire prevention, emergency medical response, hazardous material response, and technical rescue.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- The Battalion Chief is responsible for coordination and continuity between shifts, while maintaining a positive work environment, demonstrating knowledge of sound people skills in carrying out the mission of the district.
- Supervises, conducts, or directs post-incident analyses.
- May act as an Incident Commander, Strike Team Leader, Division or Group Supervisor, Safety Officer or other overhead position requested and qualified for on in-and-out of district scenes.
- Directs and coordinates equipment maintenance and minor repair.
- Directs and coordinates the testing of fire hose and maintenance of fire safety equipment.
- Coordinates station crews in the inspection of commercial and industrial buildings to enforce fire codes, identify fire hazards, collect information and develop fire plans.
- Keeps other Chief Officers and Fire Marshall informed of problems to be addressed in their respective areas of responsibility and make recommendations and/or carries out solutions.
- Uses assigned computer, iPad, records management systems, and Microsoft programs to review incident reports, communicate, summarize data and transmit information.
- Skillfully and tactfully represent the interests of the fire district when working with the media and making public presentations.

REQUIRED QUALIFICATIONS:

The internal candidate shall meet all District application requirements. The applicant shall have no less than five (5) years of fire service experience AND a minimum of one (1) years' experience at a Captains level or two (2) years at a Lieutenants level with the Nixa Fire Protection District. Applicants must have attained Fire Officer II and thirty (30) hours of college credits (Associates Degree preferred). Letter of recommendation from their Battalion Chief.

External candidates must have six years of increasingly responsible fire service experience including three years of supervisory experience at the level comparable to that of a career Fire Captain or above. Applicant must have High School diploma or GED equivalency; hold valid Missouri driver's license; Missouri EMT-B license (or EMT-P); Missouri Firefighter II certification. Associate's degree (preferred or equivalent combination of formal training and education) with major course work in fire science, fire administration, public administration, or other related field supplemented with specialized Fire Officer training. Completion of NIMS 100, 700, 200, 300, and 400. Missouri Fire Officer II certification (Possession of, or ability to obtain Missouri Fire Investigator, Fire Inspector I, and Fire Instructor I/II certification is desirable).

TESTING REQUIREMENTS:

Must have successfully completed the examination process for Battalion Chief with a minimum of seventy percent (70%) in *each* scoring area and be placed on the Fire Battalion Chief Promotional Eligibility List.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration. The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

105.6 CAPTAIN / EMT OR PARAMEDIC, 12/12/02-08/18/15

The Captain is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Captain is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Captain is under the general supervision of the Incident Commander.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

Plans, coordinates, and supervises activities of the fire suppression company during emergency response and daily activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall district planning; may represent the district at conferences and public events; participates in planning; developing and implementing the district's public education and community outreach program; communicates and ensures understanding of the district's policies and procedures; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the district's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, and leave requests; delegates special assignments to company personnel.

Assigns and reviews work and evaluates the performance of assigned personnel.

Conducts training through drills, classroom instruction, shift briefings, etc.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training, and personal development needs; inspects records and daily logs; inspects district facilities to ensure proper safety practices.

Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department.

With supervision of the Fire Marshal, directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes, and regulations related to fire safety.

Prepares reports on fires, traffic accidents, emergency medical calls and other responses; works closely with the public to explain or coordinate prevention programs.

Monitor developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

Participates in the development of departmental policies, goals, objectives, programs, training, and performance standards.

Compiles information on all activities during shift, including emergency and public assistance calls; maintains personnel, training, and other required station records; prepares special and routine reports.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations with regard to deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Directs the maintenance and repair of fire equipment, apparatus, hydrants, and station; inspects station, personnel, and equipment for compliance with departmental standards and safety requirements; ensures adequate inventory of cleaning, maintenance, and other supplies for the station; assists in determining equipment needs.

May perform other duties as assigned.

Paramedic

Responds to medical emergency, rescue and fire calls to provide advanced life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is

functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in re-evaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Principles and practices of effective employee supervision, training, work evaluation and discipline; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Conduct classroom and practical training courses and programs; render emergency medical care at the basic or advanced life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

Thorough knowledge of fire-fighting methods and equipment; fire prevention methods; the operation and maintenance of the various types of apparatus and equipment used by the fire district; departmental procedures and policies, as well as regulations, laws, and ordinances affecting Fire Districts operations.

Working knowledge of supervision and management.

Ability to analyze situations correctly and to adopt effective courses of action, with due regard for surrounding hazards and circumstances which may be present at a fire or other property/life threatening emergency.

Analyze data on fire district records management system and develop pertinent recommendations; prepare and present oral and written reports.

REQUIRED QUALIFICATIONS

Graduation from high school or the equivalent.

Candidates for the position of Captain must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B or Paramedic.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

Prior to appointment, candidates for the position of Captain must have attained certification of Fire Officer II and FSLEP (preferred). Internal candidates shall have no less than three (3) years of fire service experience with a minimum of one (1) year experience with Nixa Fire Protection District.

External candidates shall have no less than (4) years of fire service experience with a minimum of (2) years experience as a company officer or equivalent with a career department.

Other preferred qualifications or education:

- Leader Ship I, II, and III
- Instructor I
- Incident Safety Officer
- Command and Control
- Cause and Origin
- NIMS 700, 100, 200, 300, and 400

OUT OF TITLE COMPANY OFFICER

The Out Of Title (OOT) Company Officer is responsible for the supervision of personnel and property in both emergency and non-emergency situations in the event the Company Officer is absent or is working OOT in another position. The OOT Company Officer is under the general supervision of the Battalion Chief or in his/her absence by Chief Officer. During emergency incidents the OOT Company Officer is under the general supervision if the Incident Commander.

DESCRIPTION OF DUTIES

As a stand in member of the management team, the OOT Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in planning and scheduling, as well as setting goals and objectives, and administering policies and procedures to complete the mission of the District. The OOT Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, to complete the mission of the District. The OOT Company Officer will not be involved in any disciplinary action of an employee working with them. In the event a policy or procedure is violated while the OOT Company Officer is present, it will be documented and appropriately passed up the Chain Of Command. Upon request, the OOT Company Officer may perform any other duties as prescribed. The OOT Company Officer will receive OOT pay when acting in the Company Officer's absence.

REQUIRED QUALIFICATIONS

Prior to appointment, individuals seeking the position of OOT Company Officer must have completed all Fire Apparatus Qualifications for Driver Operator. This training may be side-by-side with their Company Officers supervision, or when working OOT in the CO's absence (i.e. vacation, sick leave, Etc.) The individual will need to receive a recommendation from their Company Officer with approval by staff prior to receiving pay for working OOT. The individual must complete the Districts "Being the Boss" Class as well as the Company Officer Core Competency book. The individual shall have no less than two (2) years of fire service experience with a minimum of one (1) year experience with the Nixa Fire Protection District. The individual shall meet all District application requirements. The individual must have also participated and passed the most recent company officer promotional process in order to be paid out-of-title. The final decision for paid out of title status will fall to staff.

The following classes are not required but would be preferred

1. Instructor 1
2. Fire Service Leadership I, II, III
3. Incident Safety Officer
4. Fire Service PICO
5. Fire Service STICO
6. Fire Officer I

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents.

Hearing sufficient to hear conversation in person and over radios and telephones.

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones.

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; operate power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing.

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment.

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work.

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions, including extreme cold, and extreme heat; risk of electrical shock; and risk of vibration.

The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

105.7 LIEUTENANT / EMT OR PARAMEDIC, 12/12/02-08/18/15

The Lieutenant is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Lieutenant is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Lieutenant is under the general supervision of the Incident Commander.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

Plans, coordinates, and supervises activities of the fire suppression company during emergency response and daily activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns, and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall district planning; may represent the district at conferences and public events; participates in planning; developing and implementing the district's public education and community outreach program; communicates and ensures understanding of the district's policies and procedures; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the district's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, and leave requests; delegates special assignments to company personnel.

Assigns and reviews work and evaluates the performance of assigned personnel.

Conducts training through drills, classroom instruction, shift briefings, etc.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training, and personal development needs; inspects records and daily logs; inspects district facilities to ensure proper safety practices.

Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department.

With supervision of the Fire Marshal, directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes, and regulations related to fire safety.

Prepares reports on fires, traffic accidents, emergency medical calls and other responses; works closely with the public to explain or coordinate prevention programs.

Monitor developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

Participates in the development of departmental policies, goals, objectives, programs, training, and performance standards.

Compiles information on all activities during shift, including emergency and public assistance calls; maintains personnel, training, and other required station records; prepares special and routine reports.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations with regard to deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Directs the maintenance and repair of fire equipment, apparatus, hydrants, and station; inspects station, personnel, and equipment for compliance with departmental standards and safety requirements; ensures adequate inventory of cleaning, maintenance, and other supplies for the station; assists in determining equipment needs.

May perform other duties as assigned.

Paramedic

Responds to medical emergency, rescue and fire calls to provide advanced life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in re-evaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Principles and practices of effective employee supervision, training, work evaluation and discipline; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Conduct classroom and practical training courses and programs; render emergency medical care at the basic or advanced life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

Thorough knowledge of fire-fighting methods and equipment; fire prevention methods; the operation and maintenance of the various types of apparatus and equipment used by the fire district; departmental procedures and policies, as well as regulations, laws, and ordinances affecting Fire Districts operations.

Working knowledge of supervision and management.

Ability to analyze situations correctly and to adopt effective courses of action, with due regard for surrounding hazards and circumstances which may be present at a fire or other property/life threatening emergency.

Analyze data on fire district records management system and develop pertinent recommendations; prepare and present oral and written reports.

REQUIRED QUALIFICATIONS

Graduation from high school or the equivalent.

Candidates for the position of Lieutenant must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

Prior to appointment, candidates for the position of Lieutenant must have attained certification of Fire Officer I. Internal candidates shall have no less than three (3) years of fire service experience with a minimum of one (1) year experience with Nixa Fire Protection District. External candidates shall have no less than (4) years of fire service experience with a minimum of (1) years' experience as a company officer or equivalent with a career department.

Other preferred qualifications or education:

- Leader Ship I, II, and III
- Instructor I
- Incident Safety Officer
- Command and Control
- Cause and Origin
- NIMS 700, 100, 200, 300, and 400
- Fire Service Leadership Enhancement Program

OUT OF TITLE COMPANY OFFICER

The Out Of Title (OOT) Company Officer is responsible for the supervision of personnel and property in both emergency and non-emergency situations in the event the Company Officer is absent or is working OOT in another position. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The OOT Company Officer is under the general supervision of the Battalion Chief or in his/her absence by Chief Officer. During emergency incidents the OOT Company Officer is under the general supervision if the Incident Commander.

DESCRIPTION OF DUTIES

As a stand in member of the management team, the OOT Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in planning and scheduling, as well as setting goals and objectives, and administering policies and procedures to complete the mission of the District. The OOT Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, to complete the mission of the District. The OOT Company Officer will not be involved in any disciplinary action of an employee working with them. In the event a policy or procedure is violated while the OOT Company Officer is present, it will be documented and appropriately passed up the Chain Of Command. Upon request, the OOT Company Officer will perform any other duties as prescribed. The OOT Company Officer will receive OOT pay when acting in the Company Officer's absence.

REQUIRED QUALIFICATIONS

Prior to appointment, individuals seeking the position of OOT Company Officer must have completed all Fire Apparatus Qualifications for Driver Operator. This training may be side-by-side with their Company Officers supervision, or when working OOT in the CO's absence (i.e. vacation, sick leave, Etc.) The individual will need to receive a recommendation from their Company Officer with approval by staff prior to receiving pay for working OOT. The individual must complete the Districts "Being the Boss" Class as well as the Company Officer Core Competency book. The individual shall have no less than two (2) years of fire service experience with a minimum of one (1) year experience with the Nixa Fire Protection District. The individual shall meet all District application requirements. The individual must have also participated and passed the most recent company officer promotional process in order to be paid out-of-title. The final decision for paid out of title status will fall to staff.

The following classes are not required but would be preferred

1. Instructor 1
2. Fire Service Leadership I, II, III
3. Incident Safety Officer
4. Fire Service PICO
5. Fire Service STICO
6. Fire Officer I

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents.

Hearing sufficient to hear conversation in person and over radios and telephones.

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones.

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; operate power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing.

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment.

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work.

Endurance sufficient to maintain appropriate level of performance in extreme heat

while wearing an SCBA and full protective clothing.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions, including extreme cold, and extreme heat; risk of electrical shock; and risk of vibration.

The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

105.7 LIEUTENANT / EMT OR PARAMEDIC, 12/12/02-08/18/15

The Lieutenant is directly responsible for the supervision of personnel and property in both emergency and non-emergency situations. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Lieutenant is under the general supervision of the Battalion Chief or in his/her absence any Chief Officer. During emergency incidents the Lieutenant is under the general supervision of the Incident Commander.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

Plans, coordinates, and supervises activities of the fire suppression company during emergency response and daily activities.

Commands single and multiple-company responses to emergency fire, medical aid, traffic accident, hazardous material, rescue or other situations and functions as the incident commander, responsible for situation assessment, tactic and strategy development and implementation, and the deployment of personnel and equipment; makes determinations regarding requests for additional personnel, equipment and resources; personally performs a wide variety of fire suppression and medical treatment tasks in emergency situations.

Plans, schedules, assigns, and participates in equipment and station maintenance, company drills and training, company fire inspections and other operational and administrative functions.

Assists in overall district planning; may represent the district at conferences and public events; participates in planning; developing and implementing the district's public education and community outreach program; communicates and ensures understanding of the district's policies and procedures; completes special projects as assigned; participates in the development and implementation of departmental policies, procedures and standards; communicates with other communities to develop mutual aid activities; coordinates and participates in special research projects involving all aspects of the district's operations.

Prepares and reviews a variety of records and reports; prepares paperwork for training, emergency response, performance evaluations, and leave requests; delegates special assignments to company personnel.

Assigns and reviews work and evaluates the performance of assigned personnel.

Conducts training through drills, classroom instruction, shift briefings, etc.

Maintains discipline and develops documentation pertaining to employee performance; provides performance feedback and prepares performance reviews for assigned staff; counsels assigned staff on performance, training, and personal development needs; inspects records and daily logs; inspects district facilities to ensure proper safety practices.

Oversees the training and development of assigned company personnel to meet the goals and objectives of individuals and the overall goals of the department.

With supervision of the Fire Marshal, directs and participates in inspection activities for a variety of facilities and buildings to ensure compliance with laws, codes, and regulations related to fire safety.

Prepares reports on fires, traffic accidents, emergency medical calls and other responses; works closely with the public to explain or coordinate prevention programs.

Monitor developments relevant to the fire service and develops recommendations to enhance the department's overall effectiveness and performance.

Prepares and maintains a wide variety of correspondence, records, files and reports related to the activities of an assigned company, in addition to other assigned areas of responsibility.

Participates in the development of departmental policies, goals, objectives, programs, training, and performance standards.

Compiles information on all activities during shift, including emergency and public assistance calls; maintains personnel, training, and other required station records; prepares special and routine reports.

Responds to fire and other emergency calls; makes necessary decisions in emergency situations with regard to deployment of firefighters and equipment, fire suppression activities, emergency medical, and rescue procedures.

Directs the maintenance and repair of fire equipment, apparatus, hydrants, and station; inspects station, personnel, and equipment for compliance with departmental standards and safety requirements; ensures adequate inventory of cleaning, maintenance, and other supplies for the station; assists in determining equipment needs.

May perform other duties as assigned.

Paramedic

Responds to medical emergency, rescue and fire calls to provide advanced life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in re-evaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Principles and practices of effective employee supervision, training, work evaluation and discipline; principles, techniques, strategy, materials and equipment used in fire suppression, investigation and prevention, rescues and related emergency responses; methods and practices of providing emergency medical response at the basic life support level; hazardous material and chemical spill response, and applicable state and federal laws, codes, ordinances and regulations; safety practices and precautions pertaining to the work.

Conduct classroom and practical training courses and programs; render emergency medical care at the basic or advanced life support level; establish and maintain effective working relationships with those encountered in the course of the work; maintain accurate records and prepare clear and concise reports and other written materials.

Thorough knowledge of fire-fighting methods and equipment; fire prevention methods; the operation and maintenance of the various types of apparatus and equipment used by the fire district; departmental procedures and policies, as well as regulations, laws, and ordinances affecting Fire Districts operations.

Working knowledge of supervision and management.

Ability to analyze situations correctly and to adopt effective courses of action, with due regard for surrounding hazards and circumstances which may be present at a fire or other property/life threatening emergency.

Analyze data on fire district records management system and develop pertinent recommendations; prepare and present oral and written reports.

REQUIRED QUALIFICATIONS

Graduation from high school or the equivalent.

Candidates for the position of Lieutenant must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

Prior to appointment, candidates for the position of Lieutenant must have attained certification of Fire Officer I. Internal candidates shall have no less than three (3) years of fire service experience with a minimum of one (1) year experience with Nixa Fire Protection District. External candidates shall have no less than (4) years of fire service experience with a minimum of (1) years' experience as a company officer or equivalent with a career department.

Other preferred qualifications or education:

- Leader Ship I, II, and III
- Instructor I
- Incident Safety Officer
- Command and Control
- Cause and Origin
- NIMS 700, 100, 200, 300, and 400
- Fire Service Leadership Enhancement Program

OUT OF TITLE COMPANY OFFICER

The Out Of Title (OOT) Company Officer is responsible for the supervision of personnel and property in both emergency and non-emergency situations in the event the Company Officer is absent or is working OOT in another position. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The OOT Company Officer is under the general supervision of the Battalion Chief or in his/her absence by Chief Officer. During emergency incidents the OOT Company Officer is under the general supervision if the Incident Commander.

DESCRIPTION OF DUTIES

As a stand in member of the management team, the OOT Company Officer, shall maintain station documentation, records, reports, maintenance, housekeeping, grounds, supervise personnel, perform fire prevention programs, inspections, occupancy reviews, public relations, assist in planning and scheduling, as well as setting goals and objectives, and administering policies and procedures to complete the mission of the District. The OOT Company Officer shall coordinate apparatus and respond to all emergency and non-emergency calls, to complete the mission of the District. The OOT Company Officer will not be involved in any disciplinary action of an employee working with them. In the event a policy or procedure is violated while the OOT Company Officer is present, it will be documented and appropriately passed up the Chain Of Command. Upon request, the OOT Company Officer will perform any other duties as prescribed. The OOT Company Officer will receive OOT pay when acting in the Company Officer's absence.

REQUIRED QUALIFICATIONS

Prior to appointment, individuals seeking the position of OOT Company Officer must have completed all Fire Apparatus Qualifications for Driver Operator. This training may be side-by-side with their Company Officers supervision, or when working OOT in the CO's absence (i.e. vacation, sick leave, Etc.) The individual will need to receive a recommendation from their Company Officer with approval by staff prior to receiving pay for working OOT. The individual must complete the Districts "Being the Boss" Class as well as the Company Officer Core Competency book. The individual shall have no less than two (2) years of fire service experience with a minimum of one (1) year experience with the Nixa Fire Protection District. The individual shall meet all District application requirements. The individual must have also participated and passed the most recent company officer promotional process in order to be paid out-of-title. The final decision for paid out of title status will fall to staff.

The following classes are not required but would be preferred

1. Instructor 1
2. Fire Service Leadership I, II, III
3. Incident Safety Officer
4. Fire Service PICO
5. Fire Service STICO
6. Fire Officer I

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents.

Hearing sufficient to hear conversation in person and over radios and telephones.

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones.

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; operate power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing.

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment.

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work.

Endurance sufficient to maintain appropriate level of performance in extreme heat

while wearing an SCBA and full protective clothing.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions, including extreme cold, and extreme heat; risk of electrical shock; and risk of vibration.

The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

105.9 FIREFIGHTER/EMT OR PARAMEDIC, 12/12/02-04/15/14

The Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Firefighter is under the general supervision of the Company Officer, Lieutenant or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

Responds to fire alarms and participates in fire extinguishment, rescue, and fire investigation using firefighting tools and equipment such as axes, pry bars, pike poles, power saws, ladders, portable extinguishers, and two-way radios.

Performs hose operations such as coupling and uncoupling hoses, attaching hoses appliances, advancing hose lines, and directing streams into fire in order to control and extinguish fires.

Performs salvage and overhaul operations such as identifying strategies to protect property by using salvage covers and smoke fans, locating smoldering fires, removing property to protect it from damage, removing excess water, assessing damaged structures for safety and performing cleanup as necessary.

Rescues individuals in danger from fire, vehicle accidents, industrial accidents and other situation requiring extraction.

Frees individuals from machines and equipment, collapsed structures, earth cave-ins and electrical hazards using extrication and forcible entry equipment in a way that minimizes further injury.

Drives firefighting apparatus to emergency site; locates the hydrants and operates pumps at the proper pressure; evaluates adequacy of water system and availability of water supply.

Responds to incidents involving toxic/hazardous waste materials, assesses risk, clears area of non-essential personnel, uses required personal protection gear, contains spills, controls run-off and ignition sources.

Responds to medical emergencies; provides basic and intermediate life support to the sick and injured; completes written reports on the condition of patients and emergency medical aid given.

Inspects, cleans and services various firefighting equipment and apparatus and hydrants; performs routine and preventive maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station.

Participates in inspections of public and commercial buildings for fire prevention and target hazard identification.

Completes all training necessary to fulfill fire districts requirements and ensure professional development.

Provides non-emergency assistance to public such as; conducting State mandated fire drills; company inspections of public and commercial buildings; and fire station visits.

Obtains and records medical data about patient as required by state, county, and local laws.

Paramedic

Responds to medical emergency, rescue and fire calls to provide advanced basic life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in reevaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of basic fire prevention and suppression practices and techniques; fire ground and rescue safety techniques; hand and power tools used in fire suppression; emergency rescue techniques and equipment; basic life support practices and techniques; hazardous materials for first responders; metric system; building construction as it relates to fire suppression; International Fire Code as it applies to

company inspections; Nixa Fire Protection District rules, policy, regulations, and Standard Operating Procedures (SOPs).

- Ability to read and understand fire training manuals; NFPD Protocols and Standards; Departmental SOPs; rules and regulations; iPad and Windows based computer operating systems; and maps.
- Ability to recall information learned; learn and apply fire code provisions; identify and preserve evidence of fire origins; understand and apply physical and mechanical principles related to fire suppression and emergency rescue; use common hand and power tools; climb ladders in excess of 75 feet in length; think and act quickly and effectively in emergency situations; understand and follow verbal and written directions; work effectively and cooperatively with others in a co-ed paramilitary team setting; meet appropriate physical standards established by the District.
- Willingness to work and live in a co-ed paramilitary environment; wear a uniform and follow the chain-of-command; work 24 hour shifts, weekends, and holidays; and climb ladders in excess of 75 feet in length.

REQUIRED QUALIFICATIONS

Graduation from high school or the equivalent.

Candidates for the position of Firefighter must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

The candidate may also be required to have completed the following:

1. Driver Operator Status
2. Mobile Water Supply
3. Aerial Operator Course
4. NIMS 700, 100, and 200
5. Emergency Vehicle Driving
6. Company Inspections
7. District's Public Presentation, Public Education, and Pre-Incident Plans

TESTING REQUIRMENTS;

Must pass Tri-State Alliance testing process and be current on qualification list; Oral interview.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; and conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents;

Hearing sufficient to hear conversation in person and over radios and telephones;

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones;

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; and operating power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing;

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment;

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work;

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing; and to maintain efficiency throughout the entire work shift.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration.

The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify

duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

105.9 FIREFIGHTER/EMT OR PARAMEDIC, 12/12/02-04/15/14

The Firefighter is responsible for responding to incidents and performing the appropriate level of care for personal injuries or illnesses and firefighting duties. The Firefighter shall be able to perform these operations under both emergency and non-emergency conditions, within the policies and procedures set by the District. It is the intent of the District that any other paid personnel below the rank of Assistant Chief will have no residency limitations. The Firefighter is under the general supervision of the Company Officer, Lieutenant or in his/her absence the Battalion Chief. During emergency incidents the Firefighter is under the general supervision of the Incident Commander.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential Functions may include, but are not limited to, the following:

Responds to fire alarms and participates in fire extinguishment, rescue, and fire investigation using firefighting tools and equipment such as axes, pry bars, pike poles, power saws, ladders, portable extinguishers, and two-way radios.

Performs hose operations such as coupling and uncoupling hoses, attaching hoses appliances, advancing hose lines, and directing streams into fire in order to control and extinguish fires.

Performs salvage and overhaul operations such as identifying strategies to protect property by using salvage covers and smoke fans, locating smoldering fires, removing property to protect it from damage, removing excess water, assessing damaged structures for safety and performing cleanup as necessary.

Rescues individuals in danger from fire, vehicle accidents, industrial accidents and other situation requiring extraction.

Frees individuals from machines and equipment, collapsed structures, earth cave-ins and electrical hazards using extrication and forcible entry equipment in a way that minimizes further injury.

Drives firefighting apparatus to emergency site; locates the hydrants and operates pumps at the proper pressure; evaluates adequacy of water system and availability of water supply.

Responds to incidents involving toxic/hazardous waste materials, assesses risk, clears area of non-essential personnel, uses required personal protection gear, contains spills, controls run-off and ignition sources.

Responds to medical emergencies; provides basic and intermediate life support to the sick and injured; completes written reports on the condition of patients and emergency medical aid given.

Inspects, cleans and services various firefighting equipment and apparatus and hydrants; performs routine and preventive maintenance on equipment as necessary; assists in maintaining clean and orderly conditions in and about the fire station.

Participates in inspections of public and commercial buildings for fire prevention and target hazard identification.

Completes all training necessary to fulfill fire districts requirements and ensure professional development.

Provides non-emergency assistance to public such as; conducting State mandated fire drills; company inspections of public and commercial buildings; and fire station visits.

Obtains and records medical data about patient as required by state, county, and local laws.

Paramedic

Responds to medical emergency, rescue and fire calls to provide advanced basic life support to the sick and injured, and to assist in fire extinguishment.

Provides advance emergency pre-hospital care to individuals in cardiac arrest and severe shock by intubation, I.V. administration, drug administration, reading and interpreting cardiac rhythm strips (12-leads), and defibrillation.

Inspects medical supplies and equipment daily to ensure equipment is in proper working order; medical supplies used are replaced, and medical equipment is functioning properly.

Keeps a log of the use and replacement of all controlled substances maintained on apparatus as required by law.

Maintains paramedic certification by attending training classes and seminars; participates in reevaluations of practical skills (4 quarterly competencies); and tests to meet advanced life support standards of state and local agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of basic fire prevention and suppression practices and techniques; fire ground and rescue safety techniques; hand and power tools used in fire suppression; emergency rescue techniques and equipment; basic life support practices and techniques; hazardous materials for first responders; metric system; building construction as it relates to fire suppression; International Fire Code as it applies to

company inspections; Nixa Fire Protection District rules, policy, regulations, and Standard Operating Procedures (SOPs).

- Ability to read and understand fire training manuals; NFPD Protocols and Standards; Departmental SOPs; rules and regulations; iPad and Windows based computer operating systems; and maps.
- Ability to recall information learned; learn and apply fire code provisions; identify and preserve evidence of fire origins; understand and apply physical and mechanical principles related to fire suppression and emergency rescue; use common hand and power tools; climb ladders in excess of 75 feet in length; think and act quickly and effectively in emergency situations; understand and follow verbal and written directions; work effectively and cooperatively with others in a co-ed paramilitary team setting; meet appropriate physical standards established by the District.
- Willingness to work and live in a co-ed paramilitary environment; wear a uniform and follow the chain-of-command; work 24 hour shifts, weekends, and holidays; and climb ladders in excess of 75 feet in length.

REQUIRED QUALIFICATIONS

Graduation from high school or the equivalent.

Candidates for the position of Firefighter must have attained certification of Missouri FF 1 & 2 and Missouri EMT/B.

Paramedics must maintain a current Missouri License, PALS and ACLS certification.

The candidate shall have a Missouri operator license with no suspensions, revocations, or any other significant moving violations within the last three (3) years.

The candidate shall meet all District application requirements.

The candidate may also be required to have completed the following:

1. Driver Operator Status
2. Mobile Water Supply
3. Aerial Operator Course
4. NIMS 700, 100, and 200
5. Emergency Vehicle Driving
6. Company Inspections
7. District's Public Presentation, Public Education, and Pre-Incident Plans

TESTING REQUIRMENTS:

Must pass Tri-State Alliance testing process and be current on qualification list; Oral interview.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; and conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents;

Hearing sufficient to hear conversation in person and over radios and telephones;

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones;

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; and operating power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing;

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment;

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work;

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing; and to maintain efficiency throughout the entire work shift.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration.

The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify

duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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106.0 DISCIPLINE, 12/12/02-12/16/10

This section shall define and govern the usual and general types of disciplinary actions the District may use in administrating its personnel. All employees of the District except as hereinafter provided shall be subject to the provisions of these sections;

1. Members of the Board of Directors,
2. Fire Chief,
3. Persons employed to render professional or technical services,
4. Members of appointed boards, commissions, or committees,
5. Persons hired to perform temporary or contract services or labor, or persons drafted for service in time of emergency or disasters.

106.1 DISCIPLINARY LEVELS, 12/12/02-12/16/10

In administering policy and procedure the District may utilize the following types of actions, as deemed necessary and appropriate (exhibit 1).

Counseling Sessions; as personnel are counseled through issues the administering supervisor shall document the session. These sessions may be used as supporting instances for further disciplinary actions. If these sessions are used as supporting items for a reprimand they shall be attached to the reprimand and presented in conjunction with the reprimand. The counseling warning shall remain in the employee's personnel file for six (6) months; unless it is used in conjunction with a reprimand then the counseling warning shall fall under the attached reprimand time frames.

Oral Reprimand; on the first offense, where the infraction is not a serious enough nature to immediately initiate more stringent disciplinary actions, a verbal warning may be given to the employee. For purposes of letting the individual know that it is an official warning, the supervisor shall state "This is a verbal warning" and the warning must be documented as such. The verbal warning shall remain in the employee's personnel file for one (1) year.

Letter of Reprimand; where the infraction is a repeat of a verbal warning or of a more serious nature a letter of reprimand may be given to the employee. A written statement from the Supervisor, stating specifically the conduct, omission, or neglect of duty of the employee warranting this action shall be prepared. The letter of reprimand shall be kept in the employee's personnel file for two (2) years.

Suspension; the infraction is repeated or of a serious nature a suspension (with pay or without pay) may be given to the employee.

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1) A Chief Officer may initiate the suspension of an employee, with pay. A written statement from the Chief Officer shall be prepared for the Fire Chief, stating specifically the conduct, omission, or neglect of duty of the employee warranting this action.

2) If, due to the circumstances, it is imperative that the employee be removed from the work place, the Fire Chief may suspend the employee, not to exceed two (2) shifts, without pay until such time that the Board of Directors can meet. If a suspension involves a non-shift employee the maximum suspension without board approval is five (5) working days. If the board is unable to convene within the time frame, approval from two (2) board members must be obtained to extend the suspension without pay. The suspension shall be kept in the employee's personnel file for three (3) years.

Demotion; involves an involuntary change of the employee's duties or classification, which may result in a loss of monetary compensation. Notice of an involuntary demotion shall be kept in the employee's personnel file for four (4) years.

Discharge; involves permanent termination of the employee from the District.

106.2 DISCIPLINARY PROCESS, 12/12/02-12/16/10

All disciplinary statements, records, and documents must be signed and dated by the employee and supervisor issuing the disciplinary action before they go into the employee's personnel file. If an employee refuses to sign the documentation the supervisor shall state such on the documentation. The supervisor should if possible obtain a witness to such a refusal. All parties involved must sign and date the documentation. All documentation shall be expunged from the employee's personnel file upon the expiration date as set forth by the offense or during the employee's annual evaluation, as long as the issue is completely corrected.

Oral Reprimand; the employee shall be advised they are receiving a verbal warning and it shall be documented as such. The employee may submit in writing a response to the verbal warning. The response must be submitted within seven (7) days of receiving the verbal warning. All grievances and responses related to the oral reprimand shall be placed in the employee's file.

Letter of Reprimand; the employee shall be delivered a copy of the letter of reprimand. The employee may submit in writing a response to the letter of reprimand. The response must be submitted within seven (7) days of receiving the letter of reprimand. All grievances and responses related to the letter of reprimand shall be placed in the employee's file.

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Suspension; if the act or omission occurs while the employee is on duty, or because of circumstances surrounding any infraction or alleged infraction, it may be important to relieve the employee from active duty until any final determination can be made. Any Chief Officer may suspend an employee with pay. If due to serious circumstance the employee must be removed the Fire Chief may suspend the employee a maximum of two (2) shifts without pay. If a suspension involves a non-shift employee the maximum suspension without board approval is five (5) working days. If the board is unable to convene within the time frame, approval from two (2) board members must be obtained to extend the suspension without pay. The employee shall be provided a written statement outlining the specific conduct, omission, or neglect of duty and the duration of the suspension. The employee shall have seven (7) days, from the date of his/her receipt of the written statement to submit a written response to the suspension. All grievances and responses related to the suspension shall be placed in the employee's file.

Demotion; an infraction is repeated or of a serious nature a demotion may be given to the employee. The employee shall be provided a written statement outlining the specifics of the demotion. The employee shall have seven (7) days from the date of receipt of the statement to submit a written response to the demotion. All grievances and responses related to the suspension shall be placed in the employee's file.

Discharge; the Board of Directors shall conduct all actions in regards to discharging an employee. The Board's decision shall be provided to the employee in writing. Upon receiving the notice of discharge the employee, within seven (7) days, submit a written response. This response may include a request for a Hearing before the Board of Directors.

Nixa Fire Protection District

Disciplinary Action Report

Policy 106 Exhibit1

Employee Information

Employee Name:

Date:

Type of Discipline

Counseling

Verbal

Written

Suspension

Demotion

Termination

Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgement of Receipt of Discipline

By signing this form, you confirm that you understand the information in this document. You also confirm that you and your supervisor have discussed the infraction and a plan for improvement. Signing (optional) this form does not necessarily indicate that you agree with this discipline report.

Employee Signature

Date

Supervisor Signature

Date

Witness Signature (if employee understands warning but refuses to sign)

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| 107 | Harassment | 1 of 2 |

107.0 HARASSMENT, 12/12/02-12/18/08

Harassment in the workplace is a violation of state and federal law. It is the intent of the District to comply with the EEOC guidelines on affirmative steps to prevent sexual discrimination and harassment. The District prohibits and does not tolerate harassment of any kind. Further, any form of retaliation or reprisal against any employee for reporting a harassment complaint is prohibited and will not be tolerated. All employees have a right to work in an environment free from discriminatory insult, intimidation or harassment due to sex, age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups. All employees, regardless of rank or position, should treat others with respect and dignity in a manner so as not to offend a co-worker.

The Fire District prohibits sexual harassment. For the purpose of this policy the term “sexual harassment” is defined as; 1) unwelcome sexual advances, 2) requests for sexual favors with or without accompanying promises, threats or reciprocal favors or actions, or 3) other verbal or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment, submission to or rejection of such conduct by an individual, or such conduct has the purpose or effect of unreasonably interfering with an individuals work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individuals gender or body, any display of sexually explicit pictures, greeting cards, articles, books, magazines, objects, photos or cartoons, and sexual flirtation, advances, or propositions.

In addition to sexual harassment, this District prohibits any other conduct in the workplace, whether physical or verbal, committed by supervisors or others, which involves discriminatory insults, intimidation or harassment due to age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups.

107.1 REPORTING, 12/12/02-12/18/08

Any incident or discriminatory insult, intimidation, or harassment in any form, must be promptly reported to an immediate supervisor or any other manager (including the Chief, Assistant Chiefs and Battalion Chiefs) for purposeful investigation and corrective action, if warranted. All employees are encouraged to put any complaint in writing, especially if they have not received a satisfactory resolution as promptly as desired.

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All employees are required to take a complaint to a higher level supervisor if he/she feels that their immediate supervisor may be violating their rights or failing to adequately protect the employee's rights. Any written complaint should specify the date of the event, the general nature of the event, give the exact works or conduct involved, give names of any witnesses to the complaint, and state whether similar incidents have occurred before. The complaint will be treated with confidentiality and will be responded to. Where investigations confirm complaints, appropriate disciplinary action will be taken, which may include termination, regardless of a first offense or not.

107.2 ENFORCING, 12/12/02-12/18/08

Spoken or written comments which are vulgar, profane or offensive, or which disparage or insult another person's sex, age, color, race, national origin, religion, sexual orientation, marital status, handicap status, veteran status, or membership in other protected groups, are unacceptable conduct and will not be tolerated. Any employee, who engages in this type of conduct, including supervisors and others, shall be reprimanded and counseled or otherwise disciplined to assure that employees refrain from such conduct.

The District intends all management and supervisory personnel to assist in enforcing and carrying out these policies. All employees are also encouraged to assist by reporting any claimed violations of the Policy. The District pledges that no employee will be retaliated or discriminated against in any way for reporting any instances of conduct or statements which the employee believes to be inconsistent with these policies or which may require corrective action on the District's part.

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108.0 GRIEVANCES, 12/12/02-12/18/08

It is the intent of this District to provide an opportunity for an employee to voice complaints. The District recognizes the value and importance of discussion in resolving misunderstandings and preserving good relations with its employees. Accordingly, complaints will receive full consideration. The District promotes that resolution of the employees problems occur at the lowest possible level of the organization. The District intends to address problems of the employees, which by their nature, are personal to the employees, and arises from facts or circumstances which affect the employee in a different manner than other employees of the same or similar capacity. This process will not substitute or be used in lieu of, or in addition to, other established review or appeal processes. For purposes of illustration and not as limitation, the following subject matters are excluded from this process;

1. Adoption or formulation of District policies
2. Staffing levels and scheduling
3. Employee evaluations
4. Compensation and/or benefits

108.1 DEFINITIONS, 12/12/02-12/18/08

Class 1 – Grievances involving the interpretation or application of the Memorandum of Understanding (MOU). If the grievance involves a disciplinary action above a letter of reprimand and results in a negative financial impact on one or more employees, or the grievance alleges discrimination related to the Local’s rights under the MOU, the grievance may start at Step 2.

Class 2 – Grievances involving disputes regarding daily operations or other rules and procedures that occur outside the scope of the MOU are only processed through Step 2.

108.2 GRIEVANCE PROCESS, 12/12/02-12/18/08

Step 1 – Employees may file grievances on their own behalf or the Local may file a grievance on its own behalf or on the behalf of any bargaining unit employee. Grievances may be initially filed orally or in writing and must be filed within seven (7) calendar days after the aggrieved employee(s) obtains knowledge of the event, giving rise to the grievance. The grievance shall be filed with the appropriate supervisor. The supervisor to whom the grievance is submitted shall respond in writing within fourteen (14) calendar days, stating his/her decision on the grievance.

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Step 2 – If the matter is not satisfactorily resolved at Step 1, the employee(s) and/or the Local may file with the Fire Chief a written grievance containing a concise statement of the facts, the applicable section of the MOU and appropriate documentation from Step 1. This must be submitted within seven (7) calendar days of receiving the decision from Step 1. The Fire Chief shall, within fourteen (14) calendar days, provide a written response to the employee(s) and the Local.

Step 3 – If the matter remains unresolved at Step 2, the employee(s) and/or the Local may take the matter to a Board of Review. The Grievance Review Board shall be made up of two (2) members of the Local, two (2) Chief Officers other than the Fire Chief and one (1) member of the Board of Directors. Parties, selected to set on the review board shall have not been involved in the previous step decisions. The Director shall act as the Chairperson of the review board process and only vote in the case of a tie. This review board should be convened at the earliest date possible, upon notification of the request, and it shall meet in executive (closed) session. Upon hearing the facts presented to the grievance the Review Board shall render a decision on the grieved matter. The vote on the final decision will be made public, with a record of how each member voted, within seventy-two (72) hours after the hearing in accordance with the Sunshine Act, 610.021(4) of the Revised Statutes of Missouri. The Grievance Review Board may, in its discretion, issue a document containing its findings and conclusions on the grievance within fourteen (14) days of the hearing.

Step 4 – If the employee(s) and/or the Local are not satisfied with the response at Step 3, they may submit the grievance to the Board of Directors for a hearing. The Board shall hear the grievance in executive session. All supporting documentation from the previous steps shall be provided. The Board upon investigation and review of the facts related to the grievance shall render a decision in writing to the Local within seventy-two (72) hours of the hearing. A record of the hearing shall be made by tape recording. The board decision shall be final. Neither party shall have the right to a jury trial or to initiate any other legal proceedings for matters which are governed by this Grievance Policy, nor do the parties waive any right to jury trial or to initiate any other legal proceeding. The vote on the final decision will be made public, with a record of how each member voted, within seventy-two (72) hours after the hearing in accordance with the Sunshine Act, 610.021(4) of the Revised Statutes of Missouri. The Board of Directors may, in its discretion, issue a document containing its finding and conclusions on the grievance within fourteen (14) days of the hearing.

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109.0 EMPLOYEE RELATIONS, 12/12/02-12/16/10

The District recognizes members of the International Association of Fire Fighters, (IAFF), Local 3904 as the certified and sole bargaining representative for all uniformed paid employees; captain, lieutenant, driver operator, and firefighter. Further, the District recognizes the Local as representing its membership in matters concerning compensation and benefits, terms and conditions of employment. This atmosphere shall be fostered through “Meet and Confer” and the adoption of the Memorandum of Understanding (MOU). The purpose of this Memorandum is to encourage and strengthen an orderly and harmonious relationship and to improve the well being of the organization. Any conflicts that arise between the Policies of the Nixa Fire District and the MOU, the District Policies shall control.

109.1 RECOGNITION, 12/12/02-12/16/10

The District recognizes the Local pursuant to RSMO Section 105.500-105.530 as the exclusive bargaining representative for those employees in the bargaining unit, which includes the ranks of Company Officer and Firefighter.

The official membership charter of Local 3904 shall be displayed at all staffed fire stations. Its location shall be subject to the approval of the Fire Chief or designee. The Local will be permitted to send Union related materials through the District’s email and computer system as long as it conforms to the District’s computer usage policy.

The members shall be recognized by seniority, which is determined by continuous service with the District. This seniority is calculated from the date of hire as a full time employee. If employees are hired on the same date, seniority shall be assigned by the date and/or time of application with the District.

109.2 LABOR/MANAGEMENT COMMITTEE, 12/12/02-12/16/10

There shall be a labor/management committee consisting of three (3) Local representatives and three (3) District representatives. The committee shall meet on request of either party or at least once (1) a quarter to discuss all matters of mutual concern. The committee shall have the authority to make recommendations to the Local and the District. The members of the negotiating committee shall be allowed time off without loss of pay for all negotiation meetings, which shall be mutually set and agreed upon by the District and the Local.

Local members shall not bypass the Fire Chief or his/her designee within the chain of command for presenting any problems pertaining to the MOU. The Local president or

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his/her designee may, on presenting a problem with the Fire Chief or of another significant nature, go directly to the Board to open discussion on that issue.

109.3 MEMORANDUM AMENDMENTS, 12/12/02-12/16/10

All amendments of and to the MOU shall be subject to all provisions of the agreement. The District shall post the MOU on the server and website.

109.4 PREVAILING RIGHTS, 12/12/02-12/16/10

All rights, privileges, and working conditions enjoyed by the employee at the present time, which are not included in the MOU, shall remain in full force, effect, and shall not be changed until the Local has been notified of the change in writing and been given an opportunity to comment on the change.

109.5 NO STRIKE/NO LOCKOUT, 12/12/02-12/16/10

During the life of the agreement no work stoppages, strike, or slowdowns shall be caused or sanctioned by the Local and no lockouts shall be made by the District.

In the event any employee covered by the agreement, individually or collectively violate the provisions of this article and the Local fails to exercise in good faith in halting the work interruption, the Local and the employees involved shall be deemed in violation of this article and the District shall be entitled to seek any and all remedies available to it under applicable law.

109.6 EVERGREEN CLAUSE, 12/12/02-12/16/10

The MOU shall remain in effect for one (1) full year and continue in full force until such time as the Union or the District notifies the other parties to open the current MOU for renegotiations. It shall be the obligation of the District and the Union, acting through their designated representatives, to meet at reasonable times and confer in good faith within fourteen (14) days after receipt of a written notice requesting a meeting for collective bargaining purposes. The term of any MOU shall not exceed one (1) year provided any such agreement shall continue from year to year and be automatically extended for one (1) year terms unless written notice of request for bargaining is given by either the District or the Union at least thirty (30) days before the anniversary date of such negotiated agreement.

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109.7 SAVINGS CLAUSE, 12/12/02-12/16/10

If any provision of the MOU, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of the MOU shall remain in full force and effect.

109.8 IMPLEMENTATION OF THE MEMORANDUM, 12/12/02-12/16/10

The proposed MOU shall be signed by the representatives of the District and the Local that participated in the discussions. Thereafter, the MOU shall be submitted to the membership of Local 3904 for approval. If approved by the membership, the MOU shall be submitted to the Board of Directors pursuant to RSMO Section 105.520 for approval, rejection, or modification by resolution. The Board shall adopt the approved MOU and provide the necessary policies to implement the provisions thereof.

The MOU shall be negotiated in a manner that coincides with the District's annual budgetary process and go into affect January 1st of each year.

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110.0 SCOPE, 05/13/04-12/20/07

The purpose of this policy is to set forth the recognition of commendable line-of-duty performance. This policy shall be applicable to all personnel of the district.

110.1 APPROPRIATENESS AND TYPE OF AWARD, 05/13/04-12/20/07

The Awards Committee shall have the authority to present the Medal of Valor, Distinguished Service Medal and Meritorious Service Award. The Award of Commendation may be presented at the discretion of the Fire Chief.

110.2 AWARDS COMMITTEE COMPOSITION, 05/13/04-9/17/13

The Awards Committee shall be a standing committee of the Fire District. The Committee shall consist of no less than three (3) members. The body of the committee shall comprise a chief officer, company officer and firefighter. In the event that a committee member is nominated for an award, this will constitute a conflict of interest. A replacement will need to be found for that person.

110.3 TYPES OF AWARDS, 05/13/04-9/17/13

There are six (6) separate awards for the recognition of commendable performance. District employees may be granted these awards when acts are performed in the line-of-duty.

The **Medal of Valor** award shall be awarded to a district member who dies in the line of duty and the circumstances indicate an act of valor was performed will be automatically eligible for a posthumous award. Any district member who becomes injured in the line of duty and the circumstances indicate an act of valor was performed will be eligible for the award. Any district personnel who perform an exceptionally valorous act, distinguished by extraordinary heroism and/or performance will also be considered for the award. The eligible candidates must have been acting in accordance to district policies and procedures.

The **Distinguished Service Medal** shall be awarded to any district personnel who performs an exceptional act after having been aware of great personal danger prior to initiating the act, but who performs in a commendable manner. Any district personnel who perform an exceptional act of heroism and/or exceptional performance will also be considered for the award. Eligible candidates must be in accordance to district policies and procedures.

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The **Award of Commendation** may be granted to any district personnel who performed an act that involves great responsibility, effort and thought in which a successful performance of that act distinguished both the individual and the district. This award may be in lieu of the Medal of Valor or the Distinguished Service Award when it is determined this is the most appropriate level of recognition.

The **Service Awards** are defined as time served with the district whether as a volunteer, full-time employee or a combination of both.

The **Firefighter of the Year** is an award recognizing an employee for outstanding performance and dedication to the community. Personnel should be nominated based on one or more of the following criteria:

- Eligibility – Only uniformed non-exempt line personnel (Policy 111.2).
- The nominee will have a minimum of one year of service with the District.
- The nominee will be in good standing with the District and the community at the time of the award.
- Respect – The nominee presents themselves well in public, gets along with others, presents a professional image both on and off duty, is involved in the community, represents the District in an exemplary fashion, demonstrates high personal standards, and dedication to duty.
- Integrity – The nominee has a high morale standard, and is driven to produce the best work possible.
- Compassion – The nominee is sympathetic to the distress of others, and strives to improve self and others.
- Courage – The nominee is able to withstand danger, fear, or difficulty, and is a leader among peers.
- Honesty – The nominee is fair and straight forward; they communicate well, and demands the integrity of others.
- The nominee honors the rich heritage of the fire service, they attend training and, respond for recalls.

The **Life-Saving Award** is awarded to an individual for the saving of a human life. Intended for an individual *directly* responsible for the saving of a human life and shall be issued to employees of the District for the saving of a life through various actions such as the application of pre-hospital emergency medical care or other public safety measures.

Meritorious Citizen Award

This award shall be nominated by Fire District personnel and the same personnel will be involved in the presentation of the award. The award is designed for a civilian non-member of the fire district considering the following criteria.

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- Reserved for those individuals who have a definite bearing on the outcome of a critical incident. The individual receiving this award will have impacted the event with potentially lifesaving efforts or by greatly enhancing the ability of the emergency personnel to do their job in a more effective manner.

- Awarded for actions termed as “outstanding performance”. In the course of action, a civilian(s) demonstrates remarkable performance relating to the protection of life and/or property.

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111.0 UNIFORMED EXEMPT ADMINISTRATIVE PERSONNEL, 12/12/02-04/15/10

The work schedule for the District's uniformed exempt personnel (Fire Chief, Deputy Chief, and Assistant Chief) is based on five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday.

These time frames are flexible based on special needs of the District such as being subject to call, as needed, beyond the recognized office hours. A system shall be developed to ensure that the District is covered by one (1) Chief Officer at all times.

111.1 UNIFORMED EXEMPT SHIFT PERSONNEL, 12/12/02-04/15/10

The work schedule for the District's uniformed exempt shift personnel (Battalion Chief) is based on a 24/48 hour schedule. Each tour of duty is twenty-four (24) hours in length, 0700-0700 hours, followed by forty-eight (48) hours off. Shift employees may not leave their assigned tour of duty until relieved by on-coming personnel.

These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

111.2 UNIFORMED NON-EXEMPT SHIFT/40HR PERSONNEL, 12/12/02-04/15/10

The work schedule for the District's uniformed non-exempt shift personnel (Captain, Lieutenant, Driver Operator, and Firefighter) is based on a 24/48 hour schedule. Each tour of duty is twenty-four (24) hours in length. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 1/2) overtime rate. Shift employees may not leave their assigned tour of duty until relieved by an on-coming shift.

These hours will be flexible and depend on the call load, daily activities, and the objectives to be completed. Employees may take up to one (1) hour meal periods. Generally, these meal periods should fall between 0730-0830 hours for breakfast, 1130-1330 hours for lunch, and 1700-1900 hours for supper. These times may be adjusted accordingly to accommodate emergency incidents and special assignments.

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The work schedule for the District's uniformed non-exempt personnel (Fire Marshal, Mechanic, and Service Technician) is based on five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law. Any hours worked above the allowable amount are awarded as overtime, which is half time (1/2) above the regular rate, which correlates to time and a half (1 1/2) overtime rate. The Fire Marshal, Mechanic, and Service Technician may take a one (1) hour meal period. Generally, this meal period should fall between 1100-1330 hours for lunch.

111.3 NON-UNIFORMED NON-EXEMPT PERSONNEL, 12/12/02-04/15/10

The work schedule for the District's non-uniformed non-exempt personnel (Administrative Assistant and Secretary) is based on five (5), eight (8) hour days, 0800-1700 hours at forty (40) hours per week, Monday through Friday. These hours may be flexible based on the District's needs and prior approval of the Fire Chief or designee. The Administrative Assistant rate of pay is based on an hourly rate with benefits provided by the District. The Administrative Assistant and Secretary may take a one (1) hour meal period. Generally, this meal period should fall between 1100-1330 hours for lunch.

111.4 UNIFORMED PART TIME & RESERVE PERSONNEL, 12/12/02-04/15/10

The Part time and Reserve personnel work on an as need basis. These positions are on an hourly basis, do not accumulate benefits, and may not work more than 1500 hours per year. These hours will be flexible based on the District's needs and prior approval of the Fire Chief or designee. The District pays employees every two weeks. The employee's salary is based on an hourly wage. The hours are calculated per the Missouri Wage Law.

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112.0 SICK LEAVE, 12/12/02-12/18/08

A full time employee, who has a personal sickness or non-job related injury, shall be granted sick leave. Sick leave must be earned before it can be utilized. Use of accrued sick leave for absence from duty is not a privilege at an employee's discretion, but shall be allowed in the event of an employee's absence from duty during scheduled sick days due to actual illness, injury off duty, pregnancy, medical appointments or treatments, or in the case of illness in their immediate family, which necessitates absence from work. Sick leave used for these purposes will be deducted in fifteen (15) minute increments. Any employee discovered misusing the sick leave policy would be subject to discipline. Sick leave shall not be used to extend the date of retirement.

All employees shall report, to the on-duty Battalion Chief, absence due to sickness or non-work related injuries a minimum of one (1) hour prior to scheduled tour of duty. An employee who is absent for a period of more than three (3) consecutive working days or consistently for shorter periods and requests sick leave to cover such absences may be required to furnish a doctor release as a condition or granting, attesting and returning to work to the fact that the employee's absence has been due to personal sickness or non-duty related injury. "Consecutive working days" constitutes the employees normal working schedule.

"Immediate Family" shall include; spouse, child, parent, mother, father, grandparents, grandchild, father-in-law, mother-in-law, legal guardian, other persons who are dependent upon the employee for their care and maintenance, and in emergency cases brother, sister, and fiancé. This list may be expanded on a case-by-case basis, when approved by a Chief Officer, under circumstances that would be impractical to deny the employee their attendance to the family member.

112.1 ACCRUAL, 12/12/02-12/15/15

All full time shift employees shall accrue sick leave at the rate of twelve (12) hours for each month of hours worked. The full time shift employees may accumulate up to seven hundred twenty (720) hours that are available for an employee to use at a later date. When an employee reaches his maximum accrual of 720 hours, he/she then may become eligible to accumulate hours towards additional vacation hours. When the employee accrues each additional 72 hours over the 720 hours maximum, then the employee shall receive 24 additional vacation hours not to exceed 48 additional vacation hours per year. These additional hours would be added to the next year's vacation hours and cannot be used during the bid process or during anytime that would jeopardize the district daily staffing levels.

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All full time administrative employees shall accrue sick leave at the rate of eight (8) hours for each month of hours worked. The full time administrative employees may accumulate up to seven hundred twenty (720) hours that are available for an employee to use at a later date. When an employee reaches his maximum accrual of 720 hours, he/she then may become eligible to accumulate hours towards additional vacation hours. When the employee accrues each additional 48 hours over the 720 hours maximum already accrued, then the employee shall receive 8 additional vacation hours not to exceed 16 additional vacation hours per year. These additional hours would be added to the next year's vacation hours.

112.2 SICK LEAVE DONATIONS, 12/12/02-12/18/08

Any full time employee shall be allowed to donate sick leave hours to another full time employee. This donation will only occur under occasions of hardship. Both employees shall sign a donation of sick leave form to acknowledge the acceptance and donation of sick leave hours.



NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road ~ Nixa MO 65714

POLICY 112 SICK LEAVE, EXHIBIT 1 **SICK TIME DONATION FORM**

October 20, 2016

I _____ acknowledge that as a full-time employee I may donate time to another firefighter who has needs time off for a medical leave and does not have enough accumulated time off. This donation will only occur under occasions of hardship. Therefore I am donating time according to policy #112.

I _____ am donating _____ hours
of my sick time to _____.

Grantor: _____
Signature Date

Receiver: _____
Signature Date

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113.0 VACATION LEAVE, 12/12/02-12/16/10

All full time employees of the District shall earn vacation leave on a monthly basis for each calendar month worked.

Vacation time is intended to benefit the employee and serve as a time of mental and physical refreshment. All employees are encouraged to use their vacation time. Each employee’s vacation time is determined by their assigned position based on the length of continuous service.

Employees earn vacation time but may not take earned time until completion of their probationary period. Upon completion of probation employees may begin utilizing accumulated vacation hours. Vacation requests should be made at the earliest convenience. Any new rate of accrual shall begin January 1 of the following year.

The full time shift personnel must make their request in writing to the Battalion Chief for approval. The Battalion Chief and other 40 hour personnel shall submit their request for vacation to the Fire Chief or designee for approval.

113.1 ACCRUAL, 12/12/02-12/16/10

If an employee has accrued the maximum vacation leave, they will not accrue any further hours.

All full time District employees shall be compensated based on the scale below;

| <u>Full time employees</u> | <u>Shift</u> | <u>40 Hour</u> |
|---|------------------|------------------|
| <u>Length of service</u> | <u>Hrs/month</u> | <u>Hrs/month</u> |
| <u>Probation – 730 days and to the Jan 1st following</u> | <u>12</u> | <u>3.34</u> |
| <u>On Jan 1st following the completion of 2 years</u> | <u>14</u> | <u>6.67</u> |
| <u>On Jan 1st following the completion of 5 years</u> | <u>16</u> | <u>8</u> |
| <u>On Jan 1st following the completion of 8 years</u> | <u>18</u> | <u>10</u> |
| <u>On Jan 1st following the completion of 10 years</u> | <u>20</u> | <u>13.34</u> |

Full time shift employees may have up to 72 hours of vacation time on the books, which will not be a portion of the current year’s bidding process.

Full time 40 hour employees may have up to 40 hours of vacation time on the books.

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At the end of the year all hours above the cap shall be rolled into the employee's accumulated sick leave hours.

Upon separation, either voluntary or involuntary, an employee shall receive compensation for accumulated vacation time, at their current hourly wage.

113.2 BIDDING PROCESS, 12/12/02-12/16/10

In an effort to maintain a system of fairness, prevent staffing shortages, and allow personnel time off a "bidding process" is identified below.

- A. All vacation requests shall be submitted by March 1st through a bidding process. The process shall be performed on a seniority basis by station for each shift and shall continue until all vacation time is scheduled for each employee. This means with minimum staffing considered, only one person per station can be off on any given day. The exception would be if only one person has requested that day off, then a second employee could be allowed off and personnel would be adjusted accordingly.
- B. Each employee is allowed to pick five (5) consecutive dates within their first round selection. Any request beyond this would require prior approval of the Fire Chief or designee.
- C. Employees may take vacation days prior to March 1st on a first come first serve basis considering minimum staffing. Any dates taken prior to March 1st shall not count towards the employees 1st round selections.
- D. All vacation requests made outside the bidding process after the cutoff date of March 1st shall be subject to the schedule. This means vacation days will not take precedence over any other scheduled item.
- E. Employees may select not to participate in the bidding process. However all requests will be subject to minimum staffing requirements and selections of the employees who participated in the bidding process.
- F. If an employee changes shifts or stations the Company Officer and the Battalion Chief shall make every effort to accommodate previously scheduled items. If an agreement cannot be reached the employee with the least seniority will be required to secure an alternative means for coverage.

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114.0 OVERTIME, 12/12/02-06/28/07

The employee salaries must meet the current minimum wage level and that all overtime hours worked must be compensated at the required premium rate. The employee's hours are calculated based on the Missouri Wage Law.

The District currently pays for overtime hours. These overtime hours shall be paid at one and one half (1 ½) time rate, (two (2) hours of overtime work is three (3) hours of pay). This calculation should utilize ¼ hour intervals, (round the compensated time to the nearest ¼ hour, this will provide ¼, ½, and ¾ hour intervals for calculations).

114.1 PAID HOLIDAYS, 12/12/02-12/16/10

The following is the list of Holidays recognized for all employees of the District.

| | |
|-------------------------|--|
| <u>New Years Day</u> | <u>January 1</u> |
| <u>Memorial Day</u> | <u>Last Monday in May</u> |
| <u>Independence Day</u> | <u>July 4</u> |
| <u>Labor Day</u> | <u>1st Monday in September</u> |
| <u>Thanksgiving Day</u> | <u>4th Thursday in November</u> |
| <u>Christmas Eve</u> | <u>December 24</u> |
| <u>Christmas Day</u> | <u>December 25</u> |

The full time administrative shift personnel (Battalion Chief) shall earn holiday pay at an additional one half (1/2) time of their regular pay. This constitutes one and one half (1 ½) time pay for the recognized holidays. Holiday hours shall be accumulated by the employee who's shift begins on the morning of the recognized holiday.

The full time administrative personnel (Fire Chief, Deputy Chief, Assistant Chief, Secretary, Administrative Assistant, Service Technician, Mechanic, and Fire Marshal) shall be given the recognized holidays off with pay. They may be requested to work on a holiday at which time they would be compensated at a time and a half rate. For holidays, which fall upon Saturday or Sunday, the Fire Chief shall reschedule the administrative personnel off with pay on the Friday before or the Monday after the holiday.

These policy items do not apply to reserve or part time personnel, as these positions do not fall into the holiday or overtime pay classifications.

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115.0 UNAUTHORIZED ABSENCE, 12/12/02

Absence of an employee from duty, for a single day or part of a day, that is not authorized shall be absent without leave. Any such leave shall be without pay and may be subject to disciplinary action and/or cause for discharge.

115.2 BEREAVEMENT LEAVE, 12/12/02-06/28/07

Full time employees of the District may be granted a maximum of twenty-four (24) working hours leave as needed in the event of death of a person in the employee's family. Any additional time off for funeral leave may be taken as vacation or leave without pay. This provision shall be handled on a case-by-case basis depending on the distance of travel, relationship between employee and deceased family member, and subject to the Fire Chief or designee approval.

"Immediate Family" shall include; spouse, child, parent, mother, father, grandparents, grandchild, father-in-law, mother-in-law, legal guardian, other persons who are dependent upon the employee for their care and maintenance, and in emergency cases brother, sister, and fiancé. This list may be expanded on a case-by-case basis, when approved by a Chief Officer, under circumstances that would be impractical to deny the employee their attendance to the family member.

115.3 COURT ORDERED SUPEONA TO APPEAR 08/20/13

An employee who has been subpoenaed or ordered to testify at a deposition or court appearance in his/her official capacity in a matter involving the official business of the District, will be compensated for the hours of appearance.

115.4 JURY DUTY, 12/12/02

An employee may be granted leave with pay when required to be absent from work for jury duty. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay received from the District.

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116.0 FAMILY MEDICAL LEAVE ACT, 12/12/02-06/26/08

It is the policy of the District to adhere to the requirements of the Family Medical Leave Act of 1993, and continue to provide a “family friendly” environment between the employees. The District supports and follows the FMLA to meet the needs of the work force, and the development of high performance work organizations. The FMLA is intended to promote a healthier balance between work and family responsibilities, ensuring that family development and cohesiveness are encouraged by this nation’s public policy.

The FMLA entitles the employee up to twelve (12) workweeks of unpaid leave in a given twelve (12) month period for the following reasons;

1. The birth of a child and to care for such child, the placement of a child for adoption, or foster care,
2. The serious health condition of a spouse, son, daughter, or parent, and
3. The employees own serious health condition, which prevents the employee from performing their own job.
4. In order to address a qualifying exigency arising because a spouse, son, daughter or parent is on active duty or has been called to active duty status in the Armed Forces.
5. In order to care for a spouse, son, daughter, parent or next-of-kin who is a service member who is recovering from a serious illness or injury sustained while on active duty in the Armed Forces. Eligible employees shall be entitled to up to twenty-six (26) weeks of leave during any twelve (12) month period to provide care under this provision.

116.1 RESPONSIBILITY, 12/12/02-06/26/08

It is the responsibility of the employee to coordinated requests for family medical leave thirty (30) days prior to the leave with the District through the Fire Chief or designee.

206.2 PROCESS, 12/12/02-06/26/08

The employee is allowed twelve (12) weeks of unpaid leave during each calendar year. The employee must have worked for the District at least twelve (12) months and for at least one thousand two hundred fifty (1,250) hours during the year preceding the requested leave.

The employee shall contact the Fire Chief thirty (30) days in advance of the need for FMLA when it is foreseeable for the birth or placement of a child for adoption or foster care, or a planned medical treatment. If this is not possible under certain circumstances

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then such advanced notice should be given as soon as possible. The Fire Chief or designee shall notify the employee of the approved leave.

The Federal requirement is for unpaid leave, however, the employee may choose to utilize paid leave such as, vacation, sick leave, or personal leave to supplement or extend the leave.

The District will continue payment for its portion of the employee's medical and dental plan premium. It is the responsibility of the employee to pay their portion of the insurance premiums. Should the employee elect unpaid leave, their portion of the premium shall be due the first business day of every month, check payable to the Nixa Fire Protection District and remitted to the Fire Chief or designee.

The law allows an eligible employee to take intermittent leave or to take leave on a reduced schedule when the employee or a member of an employee's immediate family is seriously ill. If leave is foreseeable, and employee is required to try to schedule the leave so as not to unduly disrupt the district operations, and the District may place the employee in an alternative position, which better accommodates intermittent leave. The employee is also allowed to take leave for birth, or because of placement for adoption or foster care at an intermittent rate or by working a reduced workweek. However, employees must provide prior notification to the Fire Chief or designee. Consequently, employees will be able to use vacation and sick leave for whatever time needed at a minimum of a thirty (30) minute interval to cover approved leave.

The District may periodically, no less than thirty (30) days apart, request reports from the employee regarding the status of the employee and the employee's intent to return to work.

If an employee has taken leave because of his or her own serious health condition, the employee will be required to submit medical certification on the employee's ability to return to work. The certification should be submitted to the Fire Chief or designee prior to the return to work date.

If the submitted medical information is not sufficient, the District at its own expense, may request a second opinion. Should the first and second opinions disagree the District, at its own expense, and the employee will coordinate the selection of a third opinion. The third opinion will be final and binding.

The employee shall coordinate at all times any changes that may occur during the family medical leave with the Fire Chief or designee.

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117.0 MILITARY LEAVE OF ABSENCE, 12/12/02

Full time employees entering the active military service of the United States by draft during peacetime, or by enlistment or draft during a national emergency, shall be granted a leave of absence without pay to extend for ninety (90) days beyond the date of termination of active military service. At or prior to the expiration of the military leave of absence, each full time employee shall inform the Fire Chief or designee of their willingness and ability to return to the District's employment in their former position. An employee hired to fill a military leave vacancy shall have their hiring designated as "military replacement" and will extend until the incumbent returns from military leave. Military service shall include the Army, Navy, Air Force, Marine Corps, and Coast Guard, as well as auxiliary branches of services, but shall not include services as civilian employees of any other services.

In addition to leaves of absence, full time employees who are required to take annual periods of training as members of the Reserve Corps of the Army, Navy, Air Force, Marine Corps, Coast Guard and National Guard and who are ordered to active duty, may be granted a leave of absence upon proper notification through the Fire Chief or designee, with pay for said days. A copy of the official orders requiring such training must accompany this request for leave.

117.1 BENEFITS, 12/12/02

The District will provide the following benefits in accordance with state statutes and federal regulations and employees shall not lose seniority based on military leave.

Salary – Military leaves of absence will be unpaid with the exception that employees will receive a maximum of one hundred twenty (120) hours of paid military leave each federal fiscal year.

Health Insurance – Continued coverage of employee benefits beyond the one hundred twenty (120) hours will be at the employee's expense during any military leave of absence, (IRC 4980B).

Pension – The District will continue to contribute to the employees' retirement to the maximum of one hundred twenty (120) hours.

Vacation and Sick Leave – Since vacation and sick leave benefits are on an accrual basis, no accrual will be credited to the employee for any absence over thirty (30) calendar days.

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118.0 NEPOTISM, 12/12/02

The District shall not hire new full time employees who are related to current full time employees through affinity. If current full time employees should marry, then one must resign his/her employment with the District. If the employees cannot agree which one will resign, then the one with the lowest seniority must terminate.

118.1 RELATIVES, 12/12/02

When relatives are employed by this District, non-emergency work assignments shall be such that one employee will not directly or indirectly supervise their relative. It is understood that this requirement may be restrictive and perhaps impractical but if at all possible necessary.

The same attempt should also be made during emergency situations. This desire is based solely on safety and the possible loss to family members rather than any issue of fairness.

118.2 NON-FRATERNIZATION, 12/12/02

While the District does not wish to interfere with the off duty and personal conduct of its employees, certain types of off duty conduct and relationships may interfere with the Districts legitimate service and protection duties. To prevent unwarranted sexual harassment claims, uncomfortable working relationships, productivity and or morale problems among other employees, and even the appearance of impropriety, administrators and supervisors of the District are strictly prohibited from engaging in romantic or sexual relationships with any other employee of the District.

Further, any on duty romantic or sexual relationships or other similar actions between administrators and supervisors and employees of the District that give the appearance of impropriety, or lead to uncomfortable working relationships, detrimentally impact productivity and or create morale problems are strictly prohibited.

This policy is intended to supplement our existing sexual harassment policy. Employees should report these actions immediately. Any suspected violation of this policy shall be investigated, and any investigation that confirms a violation shall result in appropriate disciplinary action, which may include termination, regardless of a first or not.

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119.0 MINIMUM STAFFING, 12/29/05-12/18/08

The District shall maintain minimum staffing on a daily basis to provide services within the community. There shall be a maximum of two (2) personnel scheduled off during any given shift. The rank and placement of personnel shall be such to meet the District's needs.

The District will review personnel assignments for the purpose of maintaining efficiency, equalization of personnel, and any other function that may be required to assign personnel accordingly.

119.1 SCHEDULING VACANCIES, 02/13/03-12/16/10

Personnel wishing time off shall make the request through the appropriate supervisor. Requests for vacation and educational leave should be made as far in advance as possible. When time allows, open positions shall be posted via email to obtain coverage. This coverage should be awarded on a first come first serve basis. Open shifts created by sick time or last minute leave requests, shall be toned over the paging system for coverage. These openings shall be awarded on a first come first service basis.

119.2 VACANCIES, 12/29/05-12/18/08

In the event that there is a vacancy by position, which the District desires to fill due to retirement, termination, demotion, or death of an employee, the employees of the same rank will be notified of said vacancy. This notice shall be posted for no less than fourteen (14) calendar days. The District shall fill the vacancy provided that the said applicants are qualified for the position. The applicant(s) shall be considered on the basis of past performance, training, seniority, and qualifications with the approval of the Fire Chief or designee.

119.3 TRANSFERS, 12/29/05-12/18/08

Any transfer initiated by the District shall provide adequate time as to not create undue hardship on the employee being transferred. This does not include transferring of stations to cover sick leave, education leave, or vacation time.

Any transfer request made by the employee shall be in written form. The Fire Chief or designee shall respond to the request in writing within fourteen (14) calendar days.

Employees with equal rank may exchange shifts if it does not interfere with the operations of the District and approval for the Fire Chief or designee.

NIXA FIRE PROTECTION DISTRICT

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119.4 REDUCTION IN STAFFING, 12/12/02

In the event the District is required to reduce personnel, employees having the least seniority with the District shall be laid off first. No new employee shall be hired until all laid off employees have been given ample opportunity to return to work. Reduction in rank will be handled by demoting the employee last promoted or transferred into that position.

119.5 PERSONNEL REINSTATEMENT, 12/12/02

In the event reinstatement of personnel becomes necessary, then the last employee to leave will be the first offered reinstatement, if they are qualified for the open position. Reinstated employees will not be considered probationary, and will be reinstated at the level they are qualified for within the rank reinstated at. District seniority will be equal to that at the time of layoff. Should an employee be reinstated at a rank less than the rank he/she was previously at, he/she could be eligible for a promotion as soon as the next opening in that rank is available, as long as he/she presently meets the qualifications.

119.6 DURATION OF TIME OFF, 12/12/02

Should the duration of time off exceed a period of one (1) year the furloughed employee will be required to provide proof they are still maintaining job qualifications. The employee will be required to take the physical agility test, pass a new medical exam, and pass a drug screening prior to reinstatement.

119.7 NOTIFICATION, 12/12/02

The District will attempt to contact all previous employees, on layoff, by certified mail at the address last known by the District. Failure of the former employee to accept the employment and report to duty within fourteen (14) days of the notice shall be deemed a rejection of the reemployment offer. All previous employees, on layoff, will be contacted first prior to hiring any new full time employees.

NIXA FIRE PROTECTION DISTRICT

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120.0 PAY ADMINISTRATION, 12/12/02-04/16/09

The following statements express the District's objectives with respect to the salary schedules for all employees. The District recognizes that not all of these objectives may be completely achieved at all times for employees, but they are set forth to serve as guides against which proposed actions are to be evaluated. The District performs payroll through direct deposit. An employee, who wishes to allow a third party to receive or pick up his/her paperwork, written permission must be received by the District. If an employee wishes to rescind, alter or add his/her permission, written authorization must be provided to the District.

120.1 INTENT, 12/12/02-04/16/09

It is the District's intent to establish and maintain a compensation system that will reward qualified personnel at all levels of responsibility, reflect the difficulty and responsibility of jobs and be internally consistent and fair to motivate the employees to carry out the mission of the District and to strive to the achievement of the District's goals and objectives by controlling direct and indirect personnel costs, be flexible and simple to administer and comply with applicable laws. It will be the policy of this District to establish a wage and salary range that reflects the value to the District of the various job positions, as determined by the continuing system of job evaluation and review as determined by a systematic program of performance based evaluation and ensure that compensation is not influenced by age, sex, creed, race, or national origin.

120.2 EVALUATION, 12/12/02-04/16/09

During the budget development process the Fire Chief and Board of Directors shall evaluate the pay scale for any increases. The cost of living pay increase (COLA), if given, shall be instituted at the beginning of a calendar year. The Fire Chief will annually evaluate local, regional, and national consumer price indexes, other governmental pay increases, and surveys in comparable job positions in order that he/she may recommend an appropriate salary adjustment to the Board of Directors. Pay increases that relate to educational incentive and the longevity incentive shall be instituted at the beginning of the calendar year.

120.3 CYCLE, 12/12/02-04/16/09

The District's pay date shall be every two weeks (on Thursdays). The District will make every effort to prepare payroll on the last working day immediately preceding the normal pay period when the payday falls on an observed holiday. It is the employee's responsibility to forward all hours, to include regular, recall, events, and overtime hours,

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worked to the Battalion Chief for documentation. These hours must reflect the time started and the time ended.

120.4 DEDUCTIONS, 12/12/02-06/28/07

Only the Board of Directors may approve voluntary payroll deductions. Once the Board has approved a specific type of deduction, each individual employee must provide the District with written notice allowing the deduction from his/her compensation. Deductions will not terminate until written notice is provided to the District.

120.5 UNION DUES, 12/12/02-06/28/07

The District shall deduct dues and assessments in an amount to be certified by the Treasurer of the Local from the pay of those employees who individually request said deductions to be made. The District shall remit the total amount of deductions monthly, to the treasurer of the Local.

120.6 WORKING OUT OF GRADE, 12/12/02-11/20/13

Employees may work out of grade upon approval of their immediate supervisor and staff. As employees are released to work out of grade they will perform this function as a training mechanism for personal growth and development. Once the employee meets the prerequisites as set forth in Policy 105 they may receive additional payment of \$3.00 per hour for working out of grade.



NIXA FIRE PROTECTION DISTRICT
NIXA, MISSOURI
REQUEST FOR LEAVE



NAME:

TODAY'S DATE:

SHIFT:

I HEREBY REQUEST THAT I BE AUTHORIZED TO USE THE LEAVE / TIME OFF BELOW

V = VACATION LEAVE S = SICK LEAVE SS = SHIFT SWAP EL= EDUCATIONAL LEAVE CT = COMP TIME F = FUNERAL LEAVE M = MILITARY

ON THE FOLLOWING DATE (S):

DATE: TIME: TOTAL HOURS:
 TYPE OF TIME OFF REQUESTED:

FF ASSIGNED TO COVER SHIFT:
 DATE CONTACTED:

DATE: TIME: TOTAL HOURS:
 TYPE OF TIME OFF REQUESTED:

FF ASSIGNED TO COVER SHIFT:
 DATE CONTACTED:

DATE: TIME: TOTAL HOURS:
 TYPE OF TIME OFF REQUESTED:

FF ASSIGNED TO COVER SHIFT:
 DATE CONTACTED:

DATE: TIME: TOTAL HOURS:
 TYPE OF TIME OFF REQUESTED:

FF ASSIGNED TO COVER SHIFT:
 DATE CONTACTED:

DATE: TIME: TOTAL HOURS:
 TYPE OF TIME OFF REQUESTED:

FF ASSIGNED TO COVER SHIFT:
 DATE CONTACTED:

DATE: TIME: TOTAL HOURS:
 TYPE OF TIME OFF REQUESTED:

FF ASSIGNED TO COVER SHIFT:
 DATE CONTACTED:

PERSON SWAPPING SHIFT WITH: SWAPEE SIGNATURE: _____ DATE:

SHIFT CAPTAIN SIGNATURE _____ DATE: FF SIGNATURE: _____ DATE:

REASON FOR TIME OFF:

ADMINISTRATION

DATE RECEIVED:

APPROVED

DENIED

IF DENIED STATE WHY:

APPROVING OFFICER SIGNATURE: _____

DATE: _____



NIXA FIRE PROTECTION DISTRICT
NIXA, MISSOURI
REQUEST FOR TIME EARNED



NAME: _____

TODAY'S DATE: ____

SHIFT: _____

TIME EARNED REQUEST

ON THE FOLLOWING DATE(S): _____ TIME: _____ TOTAL HOURS REQUESTED: _____

REASON _____

EMPLOYEE SIGNATURE: _____ DATE: _____

SHIFT CAPTAIN SIGNATURE: _____ DATE: _____

ADMINISTRATION

DATE RECEIVED: _____

APPROVED

DENIED

IF DENIED STATE WHY: _____

APPROVING OFFICER SIGNATURE: _____ DATE: _____



NIXA FIRE PROTECTION DISTRICT
NIXA, MISSOURI
REQUEST FOR TIME EARNED



NAME: _____

TODAY'S DATE: _____

SHIFT: _____

TIME EARNED REQUEST

ON THE FOLLOWING DATE(S): _____ TIME: _____ TOTAL HOURS REQUESTED: _____

REASON _____

EMPLOYEE SIGNATURE: _____ DATE: _____

SHIFT CAPTAIN SIGNATURE: _____ DATE: _____

ADMINISTRATION

DATE RECEIVED: _____

APPROVED

DENIED

IF DENIED STATE WHY: _____

APPROVING OFFICER SIGNATURE: _____ DATE: _____

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| Policy 121 | Title Employee Evaluation | Page 1 of 1 |
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121.0 EMPLOYEE EVALUATIONS, 12/12/02-12/20/07

In order to maintain the highest quality of employee possible, performance evaluations, which also includes a driver record check, will be conducted at least once (1) per year to be completed December 1st. For new employees or employees who have been promoted, evaluations shall be given after the first six (6) months.

Employees who receive an unsatisfactory evaluation, succeeding evaluations shall be provided as needed for feedback to the employee in areas needing improvement. The employee must receive acceptable evaluations to be considered for step advancement, pay increases and promotions.

Should an employee receive a second unsatisfactory evaluation during the next normal cycle, disciplinary actions may, result.

121.1 DISCREPANCIES, 12/12/02-12/20/07

If an employee disagrees with a portion or all of their evaluation they may submit a written request for a review by their next level Supervisor. The performance evaluation, with the requesting employee, will be reviewed as soon as possible. This second review shall be final.

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| 122 | Incentives | 1 of 1 |

122.0 EDUCATION, 12/12/02-12/16/10

Incentives shall be considered an annual sum added to the base pay of all full time employees, given for additional education, or skills not necessarily required for the position held by the employee. These incentives will be considered part of an employee's hourly wage. The incentives will be awarded on January 1st after the employee has completed a full twelve (12) months of service. Should a skill or educational requirement be necessary for a position based in the job description then the incentive would be removed. The incentives are not accumulative; once a higher level of education is obtained the lesser amount will not be collected along with the new higher incentive.

| | | | |
|--------------------------|----------------|--------------------------|----------------|
| <u>Paramedic License</u> | <u>\$1,000</u> | <u>Associates Degree</u> | <u>\$1,500</u> |
| <u>Bachelors Degree</u> | <u>\$2,000</u> | <u>Masters Degree</u> | <u>\$2,500</u> |

122.1 LONGEVITY, 12/12/02-11/15/11

The District recognizes the value of personnel commitment and positive influence that benefits the district due to longevity of employees. The District will compensate full time personnel for extended years of service. Longevity will be awarded at the beginning of a year. The longevity rate will be added to the employee's annual salary. All full time employees shall be compensated for their years of service based on completing five (5) full years of service. The employee shall earn an addition \$1,000.00 upon completing the fifth year. The employee shall earn an additional \$200.00 for each consecutive year of service (example below).

| | |
|--|----------------|
| <u>On Jan 1st following the completion of 5 years</u> | <u>\$1,000</u> |
| <u>On Jan 1st following the completion of 6 years</u> | <u>\$1,200</u> |
| <u>On Jan 1st following the completion of 7 years</u> | <u>\$1,400</u> |

122.2 PERSONNEL RECALLS, 12/12/02-11/30/06

The District, due to personnel needs may initiate a paid personnel recall. These recalls will be instituted in cases such as multiple alarms, large-scale incidents, or district needs. All paid personnel who respond to a recall shall receive a minimum of two (2) hours of compensation. Personnel shall be compensated from the time of the recall as long as they arrive within fifteen (15) minutes of the tone out. Personnel who arrive after the initial fifteen (15) minutes shall be compensated from the time they arrive. This requirement is intended for short duration recalls, less than the two (2) hour minimum. A recall that exceeds two (2) hours is meant to be compensated at a rate of the time elapsed during the recall.

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| 123 | Benefits | 1 of 3 |

123.0 BENEFITS, 12/12/02-12/16/10

One of the greatest assets of the District is its employees, their efforts and cooperation. While it will not be the plan to be a leader in the industry of benefit plans, the District will strive to maintain comparable plans while staying within its means.

The District must maintain control of the benefits packages. The District will confer with the Local on all changes to the benefit package. Once the meet and confer is complete the District reserves the right to alter, amend or terminate any and all benefit plans, at any time offered by the District including any health insurance plan, retirement plan, or any other employment benefits at the sole discretion of the Board of Directors of the District.

Employees, former employees, retirees, spouses or dependants of any employee of the District shall not have any vested right to continuation of any benefit plans by the District.

123.1 HEALTH INSURANCE, 12/12/02-06/28/07

It is the District's policy to provide the employee's portion of the health care insurance.

If family coverage is desired, the employee must establish this coverage at his or her own expense.

To be eligible for any health care insurance there is a sixty (60) day waiting period for eligible employees.

123.2 DENTAL, 12/12/02-06/28/07

Included in health care benefits is dental coverage. The District provides the employee's portion of the dental insurance.

If family coverage is desired, the employee must establish this coverage at his or her own expense.

123.3 LIFE INSURANCE, 12/12/02-06/28/07

The District provides Life Insurance, for the employee in the amount of twenty-five thousand (25,000) dollar coverage.

Should the employee wish to obtain more coverage or family coverage they must contact the insurance carrier and establish the additional coverage at their own expense.

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123.4 RETIREMENT, 12/12/02-12/20/07 (revised 1/1/2012)

The District is enrolled in the Missouri Local Government Employees Retirement System. The District's current plan is LAGERS L7, 3 year final average salary, non-contributory employee retirement plan. Personnel are not eligible for enrollment into the plan until completion of six (6) months of service. The District is also enrolled in a 457 Deferred Compensation Plan. The employee may supplement their plan by contributing to the 457 at their own expense.

123.5 RESERVE COVERAGE, 12/12/02-12/20/07

The District provides the reserves with Workers Compensation Insurance through our current carrier (MOFAD) Missouri Fire and Ambulance District Trust.

This trust provides the reserve with coverage based on our starting firefighter's full time wage in the event of a worker's compensation claim.

123.6 TRAVEL EXPENSES, 12/12/02-11/19/09

It is the purpose of this policy to outline the provisions for the travel expenses incurred by an employee while in the performance of his/her job away from the normal workplace.

The District has several options for covering expenses, such as but not limited too; per-diem checks, receipt reimbursement, district fuel cards, and district credit cards.

Should an employee incur expenses beyond the allowable amounts they must submit sufficient receipts and records for any additional reimbursement.

123.7 VEHICLES, 12/12/02-11/19/09

The District provides staff cars that may be utilized for travel during District business.

In the event an employee must utilize their personnel vehicle for authorized District business trips they may be issued a District fuel card or reimbursed at a rate allowable by the Internal Revenue Code. This rate will be applied to half of the total miles incurred.

123.8 LODGING, 12/12/02-11/19/09

The District shall cover lodging for employees when they are required to stay overnight in order to complete their business.

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123.9 MEALS, 12/12/02-11/19/09

The District shall cover meals while attending District sponsored business. This rate shall be based from the Federal Government, Meals and Incidental Expenses (M&IE) Breakdown tables at www.gsa.gov.

123.10 COMPANY VEHICLES, 12/12/02

The District owned and operated vehicles may be temporarily assigned to individual employees for official District business.

Vehicles shall remain within the district boundaries unless ordered to respond to an incident or perform other specific functions outside the District.

A vehicle will be permanently assigned to the Fire Chief for his/her proper use.

Additional vehicles may be provided for Assistant Chiefs to utilize. These vehicles may be used for limited personal use while on call.

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| 124 | Consecutive Hours Worked | 1 of 1 |

124.0 CONSECUTIVE HOURS WORKED, 4/16/13

This policy is designed to limit the amount of hours worked consecutively for uniformed non-exempt shift personnel without time off. To ensure the safety of all district personnel, it is the district's position that there are a maximum number of hour's personnel can work to prevent fatigue, poor performance, and accidents.

No uniformed non-exempt shift employee shall work more than 60 hours consecutively without taking at a minimum of 12 hours off before returning to fill another shift. This policy includes normal scheduled shifts, overtime, shift trades, and recalls.

In times of a natural disaster or large scale emergencies, the Fire Chief or designee may make an exception to this policy. The employees sleep time and call load from the prior shift will be considered prior to approving overtime and allowing uniformed non-exempt shift employees from exceeding 60 consecutive hours on duty.

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| 203 | Public/Media/Community Rooms | |
| 204 | Computer System | |
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| 206 | Investments | |
| 207 | Purchasing | |
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| 211 | Return to Work | |
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| 201 | Disaster Succession | 1 of 2 |

201.0 BACKGROUND, 05/20/10

International interest in the matter of infectious disease, bio-terrorism, and disasters, natural or human-made, has been brought to the forefront in the United States. Any disaster may achieve pandemic proportions or overwhelm resources. During a disaster, it may be necessary to make painful decisions regarding limited response in the face of increase demand and decreasing resources. These decisions will be difficult, as in triage at a Mass Casualty Incident (MCI). The goal of our approach to a disaster must be to maximize the use of available resources and provide reasonable help to the greatest number of people. While compassion and caring are always appropriate, it is imperative that we do not allow these natural, human feelings to cloud our judgment in making treatment, transport, or resource decisions. It is important that we give these topics some consideration so that we will be better prepared operationally and emotionally if or when any disaster occurs.

201.1 OBJECTIVE, 05/20/10

A disaster or outbreak may cause a staffing shortage of employees as well as an increase in calls for service. The objective is to mobilize the resources to an elevated level. This may require a commitment beyond normal daily capabilities and operations. The Command Staff will determine and facilitate the coordination with the Christian County Emergency Management Office, Christian County Health Department, Christian County Ambulance District, and Christian County Sheriff's Department, Christian County Commissioners, the City of Nixa and any other affected agency.

The following issues should be addressed;

1. Analyze the situation.
2. Determine what resources are needed.
3. Place additional resources in service as needed.
4. Develop appropriate response alterations.
5. Prioritize requests.
6. Support the Christian County Emergency Operations Plan.
7. Select Staff to support the Christian County Emergency Operations Center.

201.2 RESPONSE, 05/20/10

In the event of a disaster, significant adjustments may be necessary in the procedures covering dispatch, response, treatment and transportation.

The decision to activate procedure 103 or any temporary procedures in relation to a disaster shall be jointly made by the Command Staff, with recommendations from

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| 201 | Disaster Succession | 2 of 2 |

Federal, State, Local Officials, and the Medical Director if EMS issues are involved. These procedures must support the Christian County Emergency Operations Plan.

201.3 SUCCESSION, 05/20/10 -05/15/12

In the event a disaster affects the staff of the District the following succession shall take place;

1. Chief Trent
2. Assistant Chief Walles
3. Assistant Chief Weaver
4. Battalion Chief Barnes
5. Battalion Chief Neff
6. Battalion Chief Stephens
7. Board Consideration of a temporary administrator

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| 202 | Sunshine Policy | 1 of 3 |

202.0 SUNSHINE POLICY, 12/18/08

The District acknowledges that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and that a public governmental body shall provide access to and, upon request, furnish copies of public records; and that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMO, commonly referred to as the Sunshine Law, regarding the release of information on any meeting record or vote.

202.1 PROCESS, 12/18/08 - 05/15/12 – ~~09/178/~~13

1. The Fire Chief for the District, Jon Trent, is hereby appointed custodian of the records of the Nixa Fire Protection District, and the Chief's office is located at 301 S. Nicholas Rd, Nixa, Missouri 65714.
2. The Chief, or the staff member he designates to perform this function, shall respond to all requests for access to or copies of a public records within the time period provided by statute except in those circumstance authorized by statute.
3. The fees to be charged for access to or furnishing copies of records shall be as follows; 10 cents per page copies 9 by 14 or smaller, plus an hourly fee for duplication time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time will be billed at actual cost. The cost of copies of Fire and Incident Reports shall be \$10.00.
4. It is the public policy of the Nixa Fire Protection District that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law. The Nixa Fire Protection District shall comply with sections 610.010 to 610.030, RSMO, the Sunshine Law, as now existing or hereafter amended.

202.2 OFFICIAL DISTRICT RECORDS AND DOCUMENTS, 12/12/02-06/26/08

No record or document shall be released to any employee, citizen, or organization, unless authorized by the Fire Chief or designee and all such inquiries and responses shall comply with the Sunshine Law.

Any District staff members who receive a verbal request shall document the details of the request and forward to the Fire Chief or designee.

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| 202 | Sunshine Policy | 2 of 3 |

A written and signed request for records shall be requested and/or obtained from all persons requesting District records.

Where access to records is limited a law enforcement officer or agency, or to a person injured in an incident or whose property is damaged, or to their family members, attorney or insurers under Section 610.100, RSMo., a copy of the identification and credentials of the persons making the request shall be kept in the District files relating to the request.

Investigation reports on incidents where there is no on-going investigation and no legal action pending will typically be considered open records twenty (20) days after the incident, except that any part of such investigation reports authorized to be closed under this Policy or the Sunshine Law, shall remain closed.

Photographs of incidents showing personal injuries, death or other information, the disclosure of which would be offensive to the victim, his/her family or a reasonable person, will not be disclosed unless expressly authorized by the Fire Chief, or required by law or subpoena.

The fees to be charged for access to or furnishing copies of records shall be as follows; 10 cents per page copies 9 by 14 or smaller, plus an hourly fee for duplication time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time will be billed at actual cost. There is a ten-dollar (\$10.00) charge, payable to Nixa Fire Protection District, for preparing copies of fire and incident reports.

202.3 CLOSED RECORDS, 12/12/02

The following are closed records which shall not be authorized for release except as authorized by law, subpoena, court order or legal counsel:

1. Investigation Reports in accordance with Section 610.100 *et seq.*, RSMo.
2. Personnel records, files and related documents.
3. Patient information and medical reports.
4. All other records authorized to be closed under the Sunshine Law including, but not limited to, Sections 610.021 and 610.100, RSMo.

The District has implemented certain testing procedures to be utilized in determining the qualifications of applicants for positions with the District. To insure the privacy of the applicants and to encourage qualified applicants to apply for positions with the District and to facilitate candor and objectiveness in the selection process the individual grades, scores, results, rankings, conclusions, observations, and opinions from the testing procedures and interviews of applicants for positions with the Nixa Fire Protection District shall be declared "closed records" pursuant to chapter 610, Revised Missouri

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| 202 | Sunshine Policy | 3 of 3 |

Statues. The Fire Chief or designee shall be responsible for the sealing and safeguarding of the records. These same policies shall apply to internal promotional processes.

202.4ELIGIBILITY LISTS, 12/12/02

Eligibility lists for promotions or new hires, when available, shall be posted in alphabetical order only, with no ranking intended. The list shall include the length of time the eligibility list is valid.

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| 203 | Public/Media/Community Rooms | 1 of 3 |

203.0 BOARD MEETINGS, 12/12/02-06/26/08

The Board of Directors invites constituents of the District to attend board meetings and will allow a limited time for the citizens to present questions or matters of concern. A standing item of "Guests/Public Comments" will be included on all regular meeting agendas.

203.1 GUEST PARAMETERS, 12/12/02-06/26/08

Citizens of the District who wish to present any matter of business regarding the Fire District shall state their name and address to be included in the board meeting minutes.

The Chairperson shall recognize no more than three (3) citizens per topic or issue. Each citizen will have five (5) minutes for their presentation unless the time is increased or decreased by a majority of the Board. Citizens should anticipate that the Board will take no action at that time, but all items will be taken under consideration.

This forum is allowed only for issues, not personality differences. The Chairperson reserves the right to cancel the remaining time of a citizen, if the presentation is simply a repetition of the same issues, with no additional information.

This policy shall not limit any employee, or their spouse from approaching the Board of Directors regarding issues, comments, or concerns that affect the organization as a whole. However, issues, comments or concerns that solely affect an individual employee must go through the Chain of Command.

203.2 FORMAL PRESENTATIONS, 12/12/02-06/26/08

Citizens of the District who wish to have items of business or concerns placed on the formal agenda shall make a written request to the Fire Chief no less than seven (7) calendar days in advance of the regularly scheduled board meeting. The written request should provide an outline of their concerns.

The citizen shall have fifteen (15) minutes for their presentation. The above rules also apply to formal presentations.

203.3 PUBLIC RELATIONS, 12/12/02

Employees, on and off duty, are representatives of the Fire District and shall conduct themselves to maintain a positive public attitude toward them and the District at all times.

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| Policy 203 | Title Public/Media/Community Rooms | Page 2 of 3 |
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203.4 MEDIA RELATIONS, 12/12/02

Employees of the District shall strive to maintain a positive relationship with the media at all times. However, dissemination of information to the media concerning operations, procedures and policies of the District will be limited to Chief Officers or a designated public information officer.

This does not imply that an employee cannot or must not speak with the media representative. Employees should be encouraged to share their own experiences, feelings, etc. if so requested by the media personnel, provided such information is not in violation of the preceding paragraph.

203.5 BULLETIN BOARDS, 12/12/02-06/28/07

Bulletin boards shall be placed within each of the District's stations. The bulletin boards shall display District business information. The bulletin board shall be located in an area that is frequented by a majority of all district personnel. The mandated State and Federal right to know information shall be displayed in a prominent area of the station.

A portion of the bulletin boards or a separate bulletin board will be reserved for items related to the employee work group specifically the Local.

Employees wishing to post personal items on a District board must first obtain permission from the Fire Chief or designee. Personal information posted to the Local's board must receive the Union President or designee's permission. The bulletin boards should be surveyed regularly to remove out of date items.

203.6 MEETING ROOM USAGE, 12/12/02-07/31/08

In the interests of community spirit, the meeting rooms located at station 1 and station 2 may be utilized by any non-profit, civic or governmental organizations of the district. For profit organizations, whether sales or advertisement, or social engagements, excluding birthday parties for children of district constituents, shall not be allowed to reserve the facilities.

Any activities in conflict with local, state or federal laws are prohibited.

District facilities may not be used for any activity or program that reflects on, or discriminates against persons based on sex, age, color, race, national origin, religion, sexual orientation, marital status, disability, handicap status, veteran status, or membership in other protected groups.

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| 203 | Public/Media/Community Rooms | 3 of 3 |

203.7 SCHEDULING, 12/12/02-06/23/11

Scheduling must be done during normal business hours and use of the facilities by the District will take precedence. The District will not cancel any reservation unless it is an emergency, the building is in a condition unsuitable for public use, or if it is in the best interest of the community's welfare.

The user(s) shall pick up the area(s) utilized after the event. Any cost to repair or to replace damage or loss to equipment, grounds or buildings shall be paid by the person or group responsible for the damage or loss.

A group or entity wishing to utilize the meeting room on a regular basis such as weekly or monthly shall enter into agreement with the District. This agreement shall take into consideration; the frequency of use (per week or month), length of time per use (number of hours), and nature of the use (meeting, social, etc) to establish the user fee.

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| 204 | Computer System | 1 of 2 |

204.0 COMPUTER SYSTEM, 12/12/02

The District provides a computer system that consists of electronic mail and Internet services. This is a useful research and communication tool provided to designated personnel for uses related to Fire District business. This policy is to ensure use of these technologies and others are consistent with District policies and applicable laws. All electronic and telephonic communication systems, (including voice mail, e-mail, etc.), and all information transmitted by, received from, or stored in the District's computer or communication systems are the property of this District, and as such are to be used for job related purposes. Therefore, no employee should have any expectation of privacy. The District reserves the right to monitor, review, intercept and disclose any portion of information in its equipment. The Union shall be permitted to send Union related materials through District email addresses and computers as long as it conforms to the District computer usage policy.

204.1 SUPERVISION, 12/12/02

Supervisors must confirm that those employees, accessing the information systems via fire district equipment, read and understand this policy before access is granted. The Nixa Fire Protection District cannot be held responsible for any information found on the District's computers or communication systems that does not comply with this policy.

204.2 UNACCEPTABLE PRACTICES, 12/12/02

This policy is intended to prevent the misuse of the District's information systems. This shall include but not be limited to; software, business equipment, facsimiles, telecopy's, paging systems, Internet, e-mail, computers, radios, and copy equipment.

The use of any District information systems for private purposes is strictly forbidden, unless expressly permitted by a Chief Officer of the District. Private purposes include, but are not limited to outside business ventures, political, religious or other personal causes by the employee.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the Fire Chief or designee. All District pass codes are the property of the District. No employee may use a pass code that is not assigned to him/her.

Accessing objectionable or improper material on the Internet or any other electronic service, (i.e. objectionable web sites, pornography), is prohibited. Only constructive and courteous information will be accepted over the communication systems of the District.

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Harassment, foul and inappropriate language will be prohibited. Any unlawful, defamatory, obscene, or other inappropriate communications is prohibited.

204.3 SAFETY AND SECURITY, 12/12/02

The safety and security of the District's information systems and resources must be considered at all times when using the Internet and other outside resources.

Assigned passwords or personal passwords should not be given out to anyone. Passwords are to be changed yearly in order to maintain security.

Messages sent over equipment owned and operated by the District may be monitored randomly to determine whether any outsiders are using the system or whether any violations of District policy have occurred. Therefore, no employee should have any expectation of privacy and the District reserves the right to monitor, review, intercept and disclose information on its equipment as deemed necessary. The District reserves the right to override any individual passwords and access any and all e-mail messages in order to ensure compliance with District policies. Monitoring will only be done when approved by the Fire Chief or designee.

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| 205 | Educational Assistance | 1 of 4 |

205.0 EDUCATIONAL ASSISTANCE, 12/12/02-12/16/10

The strength of the District is based on the knowledge skills and abilities of its employees, which are learned or acquired, in educational endeavors. While the District will maintain job expectancy requirements and an in house training program, it is understood that much of the acquired knowledge is gained only through outside classes, both seminars and schools or approved college curriculums.

205.1 REQUESTS, 12/12/02-12/16/10

Personnel wishing to attend any seminar, conference, outside training class, vocational training or specialty class, must submit a written request to their Battalion Chief. The coordinator of training shall be consulted for final approval.

Several items will be considered when reviewing the request; inter department training participation, attendance, career development requirements, number of total requests for the class, number of classes attended by the employee already in the calendar year, availability of funds, and any other applicable items.

Upon completion of any seminar or program, it should be expected that the employee might be requested to share their knowledge by instructing a class or part of a class of their fellow employees. Should an employee fail to comply with any or all of the above requirements, any further request for educational assistance may be denied.

205.2 COMPLETION REQUIREMENTS, 12/12/02-12/16/10

If the employee participates in a District funded course and fails to pass the course or does not complete the class, the employee shall refund the District for all costs associated with the course, except for the cost of tuition. The District will not support the employee in any other outside training events until the refund is paid.

If the employee wants to retake the class at a later date, they shall do so at their own expense unless the reason(s) for such are due to mitigation circumstances approved in writing by the Fire Chief or designee. Mitigating circumstances shall include severe personal or family matters that rendered the employee unable to either attend the classes or complete the curriculum.

205.3 OUTSIDE TRAINING CATEGORIES, 12/12/02-12/29/05

The District has separated outside training into four (4) categories for the purpose of compensation consideration and expense justification.

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205.4 CLASS 1, 12/12/02-12/16/10

The school or seminar is directly related to the skills and knowledge of the employee for their current job position, specialty team affiliation, specialty area, or would enhance their skills in areas the District considers important. The District will pay all registration fees, travel expenses, meals on a per diem basis and lodging. Scheduling for coverage of shift personnel to attend the schools or seminars will be provided.

205.5 CLASS 2, 12/12/02-12/16/10

The school or seminar is related to the skills and knowledge of the employee for the current position or for future advancement that the District considers important, but not critical to the employee's current position. The District will pay registration fees, lodging fees, travel expenses, meals on a per diem basis and lodging. Scheduling for coverage of shift personnel to attend the schools or seminars will not be provided. Employees may trade shifts with another qualified employee.

205.6 CLASS 3, 12/12/02-12/16/10

The school or seminar would be beneficial to the employee but is not a job requirement or needed to maintain present skill levels. The District will pay for the registration fees only. All other expenses shall be the employee's responsibility. Employees may trade shifts with another qualified employee.

205.7 CLASS 4, 12/12/02-12/16/10

The District will support approved college level courses by allowing an employee to utilize benefit time off when class falls on a regularly schedule shift days. The District recognizes that college level courses meet regularly during the week and this will conflict with shift work.

205.8 PARAMEDIC EDUCATION, 12/12/02-12/16/10

As emergency medical calls constitute a large majority of incidents for the Nixa Fire Protection District, this policy has been created to provide direction to those employees wishing to attend a Paramedic Training Program.

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205.9 GUIDELINES, 12/12/02-12/16/10

The Nixa Fire Protection District encourages personnel to obtain a Paramedic licensure. The following guideline should be utilized for those wishing to attend an approved Paramedic Training Program.

An approved Paramedic Training Program is defined as any program approved and licensed by the State of Missouri Unit of EMS. Consideration will be given to any program an employee may wish to attend. The final decision will be at the discretion of the Chief, and training coordinator.

Fire department personnel who wish to attend a program should utilize the following guidelines:

- A signed Paramedic Education Promissory Note is required for cost to be covered by the Nixa Fire Protection District. This note further explains requirements for payment of the course.
- The Paramedic Training Program will be considered Class 1 training, minus meals for local programs.
- The Nixa Fire Protection District will pay for the program up front at time of enrollment or as necessary as required by the course coordinator.
- As it is not required to attend any Paramedic program employees will not be paid overtime to attend class, labs, clinical(s), or any other function necessary to complete the program, including attending testing.
- Personnel will not be required to trade time or utilize leave to attend class time on normally scheduled shift days.
- Personnel may not create overtime by requesting leave after a normally scheduled class day. Simply put personnel must return to duty after class on their normal duty day unless they have requested the remaining shift time off pursuant to district policy and it does not create additional overtime.
- Personnel attending Paramedic training will not be guaranteed a district vehicle or be paid mileage to attend any portion of the program.
- Cost associated with trips in conjunction with the Paramedic training program should follow the guidelines below:
 - Lab fees associated with the trip will be paid by the district
 - All other expenses will follow our travel policy

205.10 TESTING, 12/12/02-12/16/10

In order to complete any approved program and obtain a Missouri Paramedic license, students must successfully complete a written and practical exam. Since the State of Missouri utilizes the National Registry exam process fees and travel cost may be

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associated with the testing procedures.

As the National Registry exam process allows for multiple testing attempts the Nixa Fire Protection District will cover the cost associated with testing as described below for one (1) Testing attempt. Personnel who must test more than once in either the written or practical exam shall cover cost associated with those testing attempts on their own

The Nixa Fire Protection District will reimburse personnel all fees for licensure testing associated with the Paramedic training program. These include but are not limited to National Registry fees, testing site fees, and fees associated with pre-testing preparation which is commonly offered prior to actual testing. Travel cost for testing will be covered by the Nixa Fire Protection District in accordance with our travel policy.

205.11 INCENTIVES AFTER PARAMEDIC PROGRAM, 12/12/02-12/16/10

In order to pay for the associated cost after successfully obtaining licensure as a Paramedic, the employee will not be eligible for Incentive pay for four (4) years at the Paramedic rate of One Thousand Dollars (\$1000.00). Total cost for the program will equal Four Thousand Dollars (\$4000). If the employee currently has another degree an agreement can be made with the Chief and Board of Directors to reimburse the district at a higher rate for a time period agreed upon.

Example: If the employee already has a Bachelors Degree the employee could waive their Two Thousand Dollar (\$2000) incentive for only two (2) years. After the four thousand dollar (\$4,000) recoupment, the employee will receive their incentive pay per policy.

If an employee is paying for the course out of pocket or has signed a promissory note with another agency the incentive pay will start per policy.

205.11 SELECTION CRITERIA, 12/12/02-12/16/10

Refer to Procedure # 601

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Paramedic Promissory Note

FOR VALUE RECEIVED, the undersigned student (“**Borrower**”) promises to pay to the order of NIXA FIRE PROTECTION DISTRICT (“**Lender**”), the principal sum of Four Thousand Dollars (\$4000.00) (the “**Maximum Principal Amount**”), or so much thereof as may be advanced from time to time, together with interest on the principal balance outstanding from time to time at the rate of ten percent (10%) per annum from the date of advance until paid, and together with all other sums due hereunder, all in lawful money of the United States of America.

Sums due under this promissory note (the “**Note**”) shall be payable at the office of Lender at 301 South Nicholas Road, Nixa, Missouri 65714, or at such other place as Lender may from time to time designate.

The Note shall be paid over a term, at the times, and in the manner set forth below.

Advances; The date and amount of each advance hereunder will be reflected on the Schedule of Advances attached to this Note and made a part hereof.

Each signer, co-signer, guarantor and endorser of this Note agrees that the signature of any of them on the Schedule of Advances shall constitute an acceptance and acknowledgement by all as to each advance described therein, so long as the total of all advances does not exceed the Maximum Principal Amount.

Payment Provisions; Payments on this Note will be due commencing on a date (the “**Payment Start Date**”) which is the first day of the first calendar month after the month in which the earliest of the following events occurs:

- (i) Borrower withdraws, is removed or otherwise ceases to be enrolled at the School prior to school;
- (ii) Borrower’s Qualified Employment is terminated, with or without cause.
- (iii) Borrower does not obtain Paramedic licensure with the State of Missouri.

As used in this Note, the term “Qualified Employment” means Borrower is employed as a Paramedic.

Subject to the forgiveness provisions set forth below, this Note will be payable in consecutive equal monthly installments of principal and interest in such amount as will fully repay the Note over a term equal to:

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- (i) twelve months, if the principal balance on the Payment Start Date is not more than one-fourth of the Maximum Principal Balance;
- (ii) twenty four months, if the principal balance on the Payment Start Date is more than one-fourth but not more than one-half of the Maximum Principal Balance;
- (iii) thirty six months if the principal balance on the Payment start date is more than one-half but not more than three-fourths of the Maximum Principal Balance; or forty-eight months in all other cases. All remaining principal, accrued interest and other charges due hereunder, if any, shall be due and payable in full at the end of such term. Payments will be applied first to interest and the balance, if any, to principal. Borrower will have the right to prepay this Note, in full or in part, at any time without penalty or premium.

If any payment is made more than 15 days after it is due, in addition to such payment a late charge will be due, without notice or demand, in the amount of 5.0% of the late payment.

Forgiveness Provisions; As used in this Note, the term “**Service Year**” means:

- (i) A 365 day period of full-time Qualified Employment. For each Service Year completed by Borrower after graduation from the School, an amount of principal and interest equivalent to the advance received in descending order on the Schedule of Advances will be discharged utilizing the Borrower’s incentive pay.

Principal amounts will be forgiven in the reverse order in which they were advanced on the Schedule of Advances. Borrower acknowledges that Borrower has not been given any promise or guarantee of employment with lender or any subsidiary or affiliate of Lender, and that this Note does not constitute any offer of employment.

Additional Conditions; Borrower and all other parties to this Note, including co-signers, endorsers, sureties and guarantors, hereby jointly and severally waive presentment for payment, demand, protest, notice of protest, notice of demand and of nonpayment or dishonor and of protest, and any and all other notices and demands whatsoever, and agree to remain bound hereby until the principal and interest of this Note are paid in full.

If, in addition to Borrower, this Note is signed by any co-signers, endorsers, sureties or guarantors, then the obligations of all such persons shall be joint and several.

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If the obligations evidenced by this Note, or any part hereof, are placed in the hands of an attorney for collection, whether by suit or otherwise, at any time, or from time to time, Borrower shall be liable to Lender, in each instance, for all costs and expenses incurred in connection therewith, including, without limitation, reasonable attorneys' fees.

The captions set forth at the beginning of the various paragraphs of this Note are for convenience only and shall not be used to interpret or construe the provisions of this

Note. The provisions of this note shall be governed by and construed in accordance with the laws of the State of Missouri and if controlling, by the laws of the United States and shall be binding upon Borrower, and Borrower's heirs, personal representatives, successors and assigns and shall inure to the benefit of Lender, its successors and assigns.

Employment as a Paramedic with the Nixa Fire Protection District is approved for meeting the obligations of the tuition assistance contract:

IN WITNESS WHEREOF, Borrower has executed this Note under seal as of this

_____ day of _____, 20____.

Borrower (print): _____

Borrower (sign): _____

Cosigner (print): _____

Cosigner (sign): _____

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206.0 INVESTMENTS, 12/12/02

It is the policy of the District to invest public funds in a manner which insures maximum security of principal, produces optimal investment returns, meets daily cash flow requirements, and conforms to all state laws and District ordinances governing the investment of public funds. Effective cash management is recognized as essential to good fiscal management. A stable cash management and investment policy will be pursued to take advantage of investment interest as viable and material revenue to all District funds.

This investment policy applies to activities of the District with regard to investing the financial assets of all funds, including but not limited to, General Revenue Fund, Debt Service Fund, and Capital Projects Fund.

Funds will be invested and collateralized in compliance with the provisions of Missouri Revised Statutes 110.010 and 110.020. Investments will be in accordance with written policies and administrative procedures. Investment of all funds will comply with federal legislation and regulations governing reinvestment of proceeds and arbitrage. Earnings from investments will be used in a manner that will best serve the interests of the District, in accordance with generally accepted accounting principles.

206.1 OBJECTIVES, 12/12/02

As custodians of the public trust, preservation of capital and the protection of investment principal shall be the primary objective. In order to maintain this objective, diversification is required, as much as possible or reasonable, to avoid incurring unreasonable risks regarding specific security types and individual financial institutions. All investments shall be made in conformance with federal, state and other legal requirements.

The District shall maintain sufficient liquidity to meet operating requirements. Attainment of a market rate of return throughout budgetary and economic cycles, acknowledging the District's investment risk constraints and the cash flow needs of the District. It is the District's wish to earn a rate of returns at least equal to a "risk free" rate of return indicator, such as the return on three (3) month Treasury Bills or federal funds. Where possible, prepayment funds for long-term debt service shall be invested to ensure a rate of return at least equal to the interest being paid on the bonds.

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206.2 DELEGATION OF AUTHORITY, 02/01/2015

The Treasurer is the Investment Officer, or designee, of the District and is responsible for investment decisions and activities including requirements for safekeeping, repurchase agreements, wire transfers, collateral/depository agreements and banking service contracts. The Investment Officer shall provide monthly reports to the Board of Directors for their approval.

The Nixa Fire Protection District, Missouri (the “District”) has outstanding issues of tax exempt obligations subject to the continuing disclosure requirements of SEC Rule 15c2-12, and shall hereby engage a post-issuance compliance agency to compile and maintain undertaking requirements, provide notice of and file rating changes, offer ongoing training, file and disseminate information in connection with the Districts bond issues, and assist in developing policies and procedures for secondary municipal market securities requirements. The Board of Directors has entered into agreement with Digital Assurance Certification (DAC) to provide the continuing disclosure dissemination services for the following Bond issues:

| | Bond Issue | CUSIP |
|----------|--------------------|------------------|
| <u>1</u> | <u>Series 2015</u> | <u>TBD</u> |
| <u>2</u> | <u>Series 2011</u> | <u>65481ACH9</u> |

The Treasurer, or other person(s) designated by the Board of the District, is authorized and directed to take all actions necessary to assist DAC with ensuring that the District is in compliance with the continuing disclosure requirements of SEC Rule 15c2-12.

206.3 PRUDENCE, 12/12/02

The standard of prudence to be used by investment officials is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived”.

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The Investment Officer, acting in accordance with written policies and exercising due diligence will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations are reported immediately and that appropriate action is taken to control adverse developments.

206.4 INTERNAL CONTROLS, 12/12/02

The District shall establish a system of written internal controls, which shall be reviewed annually by an independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions. Under no circumstances shall the same person conduct the functions of financial record keeping and operational functions such as investments.

206.5 AUTHORIZED INVESTMENT INSTRUMENTS, 12/12/02

Assets of the District may be invested in any of the following manners;

U.S. Treasury Bills – Short-term obligations of the United States Government issued and sold at a discount, with maturities less than two (2) years.

U.S. Treasury Notes and Bonds – Obligations of the United States Government issued with a fixed coupon rate and original maturities less than two (2) years.

Collateralized Public Deposits (Negotiable Certificates of Deposit) – Instruments issued by banks that state specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are to be backed by acceptable collateral securities as dictated by state and local law. The right of substitution of collateral may be granted to the financial institution upon approval of the Investment Officer. Interest will be calculated on a three hundred sixty-five (365) day year/actual day-month basis, or another method approved by the Investment Officer in writing.

Federal Home Loan Bank Discount Notes – Consolidated obligations of the District banks, issued on a discount basis, with maturities under one (1) year.

Repurchase Agreements – Contractual agreements, authorized by a signed Master Repurchase Agreement, with primary dealers and national supervised commercial banks, collateralized by U.S. Treasury securities or U.S. Government Agency instrumentality securities that are market to market.

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Government Investment Pools – Repurchase and reverse repurchase agreements, authorized by a signed Master Repurchase Agreement, collateralized by the investment instruments listed above.

Commercial Paper – Commercial paper rated at no less than A1/P1. Commercial paper is limited to corporations operating within the United States and that have a commercial paper program in excess of \$500,000,000. Commercial paper must mature within one hundred eighty (180) days and shall represent no more than fifteen (15%) percent of the District’s total investments.

Banker’s Acceptances - Bills of exchange or time drafts, known as banker’s acceptances and issued by an issuing bank, chartered within the United States, with no less than an A1/P1 rating. Banker’s acceptances must mature within one hundred eighty (180) days and shall represent no more than fifteen (15%) percent of the District’s total investments.

Other Securities – Securities not specifically mentioned but which are listed in RSMO 30.270 and other enabling statutes.

206.6 INVESTMENT MATURITY SCHEDULES, 12/12/02

Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures as well as considering timing of anticipated revenue. Investments shall be limited to maturities not exceeding two (2) years.

At the end of each maturity date, a competitive, documented telephone bid process shall be utilized before reinvestment to determine the best possible rates for the District. After the District’s cash flow needs have been determined, the request for bids will reflect the appropriate instrument and maturity date. The successful bid will be determined by which provides the best rate of return for the District at the maturity desired.

206.7 AUTHORIZED FINANCIAL INSTITUTIONS, 12/12/02

Banks shall be selected, based on the credit worthiness of the institutions, after a review of the prospective depository’s characteristics and financial history. The Board of Directors shall select from banks located within the boundaries of the District. Banks will be asked to provide their most recent statement of financial condition. The selection of the primary depository shall be made in compliance with RSMO 95.355. In order to maximize investment capabilities and minimize banking costs, centralization of deposits in a primary banking institution will be maintained. The Investment Officer shall prepare a request for proposal and solicit competitive bids for banking services every three (3) years. The Board of Directors shall select the successful depository upon the

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recommendation of the Investment Officer. If a depositor does not meet the District's standards of financial stability by maintaining a bank rating of at least a "B", the bank will be required to come into compliance within six (6) months or lose the depository contract and the opportunity to bid on investment instruments.

206.8 COLLATERALIZATION, 12/12/02

Collateralization will be required on District investments and funds on deposit with a depository bank, other than investments, which are obligations of the United States Government and its agencies, in compliance with RSMO 110.010. The District considers repurchase/reverse repurchase agreements as simultaneous sales and purchases of securities rather than as collateralized loans. The purchase of securities underlying repurchase agreements will be referred to as "collateral" under this policy.

The financial institution will be required to provide delivery of securities pledged as collateral to the District in sufficiently documented form. In compliance with RSMO 110.020, the District's depository bank shall be required to ensure one hundred (100%) percent collateralization of all District funds at all times. The Depository is required to pledge collateral securities with a market value of at least one hundred (100%) percent of the amount deposited plus accrued interest, less the amount which is an insured deposit pursuant to the Federal Deposit Insurance Act of 1950, (64 Statute 873).

The Investment Officer will review pledged collateral no less than once (1) a year to ensure sufficient collateral is in place.

The following securities shall be acceptable as collateral for District funds;

1. Marketable treasury securities of the United States,
2. General obligation debt securities issued by the State of Missouri,
3. General obligation bonds of any city in Missouri having a population of not less than two thousand (2,000),
4. General obligation bonds of any county in Missouri,
5. General obligation bonds approved and registered, on any school district in Missouri,
6. General obligation bonds of any of the fifty (50) states,
7. Debt securities of Federal Agencies allowed by RSMO 30.270 with maturities less than three (3) years,
8. Surety Bonds issued by an insurance company licensed under the laws of the State of Missouri whose claims, paying ability is rated in the highest category,
9. Other securities not specifically mentioned which are listed in RSMO 30.270, as amended, and other enabling state statutes.

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206.9 SAFEKEEPING, 12/12/02

All securities pledged as collateral to the District shall be deemed purchased securities and will be held by the District or the current depository at the time. The custodian shall hold the securities pledged in a segregated account with clearly marked evidence of ownership (safekeeping receipt) supplied to the District. Securities must not be pledged to any other entity.

206.10 INDEMNIFICATION, 12/12/02

The Board of Directors are members of the District and in such capacity are performing a valuable service for the District and its patrons. The District has purchased and presently maintains insurance covering certain liabilities, which may be incurred by its Directors and Officers in the performance of their services for the District. The District shall indemnify each Director to the full extent authorized or permitted by law or statutory provisions authorizing or permitting such indemnification.

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206.0 INVESTMENTS, 12/12/02

It is the policy of the District to invest public funds in a manner which insures maximum security of principal, produces optimal investment returns, meets daily cash flow requirements, and conforms to all state laws and District ordinances governing the investment of public funds. Effective cash management is recognized as essential to good fiscal management. A stable cash management and investment policy will be pursued to take advantage of investment interest as viable and material revenue to all District funds.

This investment policy applies to activities of the District with regard to investing the financial assets of all funds, including but not limited to, General Revenue Fund, Debt Service Fund, and Capital Projects Fund.

Funds will be invested and collateralized in compliance with the provisions of Missouri Revised Statutes 110.010 and 110.020. Investments will be in accordance with written policies and administrative procedures. Investment of all funds will comply with federal legislation and regulations governing reinvestment of proceeds and arbitrage. Earnings from investments will be used in a manner that will best serve the interests of the District, in accordance with generally accepted accounting principles.

206.1 OBJECTIVES, 12/12/02

As custodians of the public trust, preservation of capital and the protection of investment principal shall be the primary objective. In order to maintain this objective, diversification is required, as much as possible or reasonable, to avoid incurring unreasonable risks regarding specific security types and individual financial institutions. All investments shall be made in conformance with federal, state and other legal requirements.

The District shall maintain sufficient liquidity to meet operating requirements. Attainment of a market rate of return throughout budgetary and economic cycles, acknowledging the District's investment risk constraints and the cash flow needs of the District. It is the District's wish to earn a rate of returns at least equal to a "risk free" rate of return indicator, such as the return on three (3) month Treasury Bills or federal funds. Where possible, prepayment funds for long-term debt service shall be invested to ensure a rate of return at least equal to the interest being paid on the bonds.

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206.2 DELEGATION OF AUTHORITY, 12/12/02

The Treasurer is the Investment Officer, or designee, of the District and is responsible for investment decisions and activities including requirements for safekeeping, repurchase agreements, wire transfers, collateral/depository agreements and banking service contracts. The Investment Officer shall provide monthly reports to the Board of Directors for their approval.

206.3 PRUDENCE, 12/12/02

The standard of prudence to be used by investment officials is the “prudent investor” rule, which states, “Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived”.

The Investment Officer, acting in accordance with written policies and exercising due diligence will be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations are reported immediately and that appropriate action is taken to control adverse developments.

206.4 INTERNAL CONTROLS, 12/12/02

The District shall establish a system of written internal controls, which shall be reviewed annually by an independent auditor. The controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions. Under no circumstances shall the same person conduct the functions of financial record keeping and operational functions such as investments.

206.5 AUTHORIZED INVESTMENT INSTRUMENTS, 12/12/02

Assets of the District may be invested in any of the following manners;

U.S. Treasury Bills – Short-term obligations of the United States Government issued and sold at a discount, with maturities less than two (2) years.

U.S. Treasury Notes and Bonds – Obligations of the United States Government issued with a fixed coupon rate and original maturities less than two (2) years.

NIXA FIRE PROTECTION DISTRICT

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Collateralized Public Deposits (Negotiable Certificates of Deposit) – Instruments issued by banks that state specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are to be backed by acceptable collateral securities as dictated by state and local law. The right of substitution of collateral may be granted to the financial institution upon approval of the Investment Officer. Interest will be calculated on a three hundred sixty-five (365) day year/actual day-month basis, or another method approved by the Investment Officer in writing.

Federal Home Loan Bank Discount Notes – Consolidated obligations of the District banks, issued on a discount basis, with maturities under one (1) year.

Repurchase Agreements – Contractual agreements, authorized by a signed Master Repurchase Agreement, with primary dealers and national supervised commercial banks, collateralized by U.S. Treasury securities or U.S. Government Agency instrumentality securities that are market to market.

Government Investment Pools – Repurchase and reverse repurchase agreements, authorized by a signed Master Repurchase Agreement, collateralized by the investment instruments listed above.

Commercial Paper – Commercial paper rated at no less than A1/P1. Commercial paper is limited to corporations operating within the United States and that have a commercial paper program in excess of \$500,000,000. Commercial paper must mature within one hundred eighty (180) days and shall represent no more than fifteen (15%) percent of the District's total investments.

Banker's Acceptances - Bills of exchange or time drafts, known as banker's acceptances and issued by an issuing bank, chartered within the United States, with no less than an A1/P1 rating. Banker's acceptances must mature within one hundred eighty (180) days and shall represent no more than fifteen (15%) percent of the District's total investments.

Other Securities – Securities not specifically mentioned but which are listed in RSMO 30.270 and other enabling statutes.

206.6 INVESTMENT MATURITY SCHEDULES, 12/12/02

Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures as well as considering timing of anticipated revenue. Investments shall be limited to maturities not exceeding two (2) years.

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At the end of each maturity date, a competitive, documented telephone bid process shall be utilized before reinvestment to determine the best possible rates for the District. After the District's cash flow needs have been determined, the request for bids will reflect the appropriate instrument and maturity date. The successful bid will be determined by which provides the best rate of return for the District at the maturity desired.

206.7 AUTHORIZED FINANCIAL INSTITUTIONS, 12/12/02

Banks shall be selected, based on the credit worthiness of the institutions, after a review of the prospective depository's characteristics and financial history. The Board of Directors shall select from banks located within the boundaries of the District. Banks will be asked to provide their most recent statement of financial condition. The selection of the primary depository shall be made in compliance with RSMO 95.355. In order to maximize investment capabilities and minimize banking costs, centralization of deposits in a primary banking institution will be maintained. The Investment Officer shall prepare a request for proposal and solicit competitive bids for banking services every three (3) years. The Board of Directors shall select the successful depository upon the recommendation of the Investment Officer. If a depositor does not meet the District's standards of financial stability by maintaining a bank rating of at least a "B", the bank will be required to come into compliance within six (6) months or lose the depository contract and the opportunity to bid on investment instruments.

206.8 COLLATERALIZATION, 12/12/02

Collateralization will be required on District investments and funds on deposit with a depository bank, other than investments, which are obligations of the United States Government and its agencies, in compliance with RSMO 110.010. The District considers repurchase/reverse repurchase agreements as simultaneous sales and purchases of securities rather than as collateralized loans. The purchase of securities underlying repurchase agreements will be referred to as "collateral" under this policy.

The financial institution will be required to provide delivery of securities pledged as collateral to the District in sufficiently documented form. In compliance with RSMO 110.020, the District's depository bank shall be required to ensure one hundred (100%) percent collateralization of all District funds at all times. The Depository is required to pledge collateral securities with a market value of at least one hundred (100%) percent of the amount deposited plus accrued interest, less the amount which is an insured deposit pursuant to the Federal Deposit Insurance Act of 1950, (64 Statute 873).

The Investment Officer will review pledged collateral no less than once (1) a year to ensure sufficient collateral is in place.

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The following securities shall be acceptable as collateral for District funds;

1. Marketable treasury securities of the United States,
2. General obligation debt securities issued by the State of Missouri,
3. General obligation bonds of any city in Missouri having a population of not less than two thousand (2,000),
4. General obligation bonds of any county in Missouri,
5. General obligation bonds approved and registered, on any school district in Missouri,
6. General obligation bonds of any of the fifty (50) states,
7. Debt securities of Federal Agencies allowed by RSMO 30.270 with maturities less than three (3) years,
8. Surety Bonds issued by an insurance company licensed under the laws of the State of Missouri whose claims, paying ability is rated in the highest category,
9. Other securities not specifically mentioned which are listed in RSMO 30.270, as amended, and other enabling state statutes.

206.9 SAFEKEEPING, 12/12/02

All securities pledged as collateral to the District shall be deemed purchased securities and will be held by the District or the current depository at the time. The custodian shall hold the securities pledged in a segregated account with clearly marked evidence of ownership (safekeeping receipt) supplied to the District. Securities must not be pledged to any other entity.

206.10 INDEMNIFICATION, 12/12/02

The Board of Directors are members of the District and in such capacity are performing a valuable service for the District and its patrons. The District has purchased and presently maintains insurance covering certain liabilities, which may be incurred by its Directors and Officers in the performance of their services for the District. The District shall indemnify each Director to the full extent authorized or permitted by law or statutory provisions authorizing or permitting such indemnification.

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207.0 PURCHASING, 12/12/02-12/16/10

All goods or services must be accompanied by a purchase order form and the receipt for such goods and services. Any purchase, outside of reciprocating monthly bills, that exceeds five hundred (\$500.00) dollars shall be accompanied by a purchase order number. Any purchase made that exceeds the authorized spending level shall be approved (with a signature) by an immediate supervisor. The District shall strive to purchase goods and services locally.

Captain and Lieutenant; may purchase goods or services for station and apparatus maintenance to a limit of one hundred (\$100.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by a Chief Officer.

Battalion Chief; may purchase goods or services for the District to a limit of five hundred (\$500.00) dollars without prior approval. Any purchase exceeding this limit will require prior approval by a Chief Officer.

Assistant Chief; may purchase goods or services for the District up to a limit of one thousand (\$1,000.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Fire Chief.

Deputy Chief; may purchase goods or services for the District up to a limit of one thousand five hundred (\$1,500.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Fire Chief.

Fire Chief; may purchase goods or services for the District to a limit of two thousand five hundred (\$2,500.00) dollars without prior approval, if the item or service was a budgeted item. Any purchase exceeding this limit will require prior approval by the Board of Directors.

207.1 BIDDING PROCESS, 12/12/02-12/16/10

Any single item or service that costs less than \$500.00 shall require no special bidding requirements.

Items \$500.00-\$4,999.99 shall receive a minimum of two (2) telephone bids.

Items \$5,000.00-\$9,999.99 require a minimum of three (3) written proposals.

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The purchase of goods or services over ten thousand (\$10,000.00) dollars, except those professional services exempt by state statute, will require advertisement in at least one (1) local newspaper.

Bids must be sealed until the advertised date to open the bids. Staff will open bids, review, and prepare a spreadsheet and recommendation for Board approval. Advertisement of request for bids includes publishing in the local newspaper once, fourteen (14) days prior to the closing date of bid acceptance.

On specialty items (where there are limited numbers of fire apparatus manufacturers or fire appliance manufacturers) invitations to bid will be sent so as to insure that a competitive sampling of the market is obtained.

At times, the District may request bids for goods and services from employees with specific talents or desires. These goods and services will be outside the normal scope of job duties. Requests for bids will be posted in each station and or sent to each station by e-mail. Posting shall be no less than seven (7) calendar days.

Under no condition will employees of the District enter into arrangements with distributors affecting pricing or undermining fair competition.

Staff may utilize bids for goods or services that were awarded to other governmental entities without completing the policy above.

207.2 INSUFFICIENT FUNDS/RETURNED CHECK, 12/12/02

When personal checks from individuals, other than employees, are returned to the District for reasons of insufficient funds from the bank on which the check is drawn, the responsible party will be charged twenty (\$20.00) dollars. In addition, the responsible party will be required to make payment in cash or money order. If the responsible party is a student in a Nixa Fire Protection District sponsored training program, the student will be denied entry into the class until such time as the payment and penalty is paid.

207.3 SURPLUS PROPERTY, 06/26/08

This policy shall establish the process of the Nixa Fire Protection District in removing surplus property from the District. The District recognizes all assets are purchase with public funds and the District should follow a standard to relinquish surplus property in a manner that allows the fire service abroad as well as the community members and opportunity of purchasing surplus property. The District shall divide items into two categories, General Items and Firefighting Equipment.

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207.4 FIREFIGHTING EQUIPMENT, 06/26/08

This category shall include items that are specific to fire fighting operations, technical in nature, and would be of little to no use to the general citizen. The District shall promote firefighting equipment surplus throughout the fire service arena. This may be done via any combination of the following, but not limited too; email systems, faxes, postings, websites, or newspaper advertisements.

207.5 GENERAL ITEMS, 06/26/08

This category shall include items that could be of use to the general citizen. The District shall promote general items within the District. This may be done via any combination of the following, but not limited too; email systems, faxes, postings, websites, or newspaper advertisements.

207.6 GIFTS/TAX EXEMPT LETTERS, 12/12/02-06/28/07

All contributions, monetary or otherwise, to the District shall be recorded. The contributing individual(s) or organization, upon request, will be issued a tax exemption receipt signed by the Fire Chief or designee. Such tax exemption receipt shall note the name of the contributing individual(s) or organization and the full cash value of the contribution. This receipt must be dated and a copy filed with the District bookkeeper.

State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

NIXA FIRE PROTECTION DISTRICT
301 S NICHOLAS RD
NIXA MO 65714

Missouri Tax ID
Number: 13339303

Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.1, RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Agency are not subject to sales or use tax if within the conduct of your Agency's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Agency only if your Agency issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.

Sales by your Agency are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Agency ceases to qualify as an exempt entity, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

OGDEN UT 84201-0038

In reply refer to: 0441927992
Jan. 20, 2004 LTR 147C
43-1499643 200312 01 000
Input Op: 0441927992 01828
BODC: TE

NIXA FIRE PROTECTION DISTRICT
711 N MAIN
301 S NICHOLS
NIXA MO 65714-7174017

Employer Identification Number: 43-1499643

Dear Taxpayer:

Thank you for the inquiry of Jan. 08, 2004.

It isn't necessary to get a new employer identification number (EIN) when new officers are elected. The EIN belongs to the organization and should be kept in the permanent records maintained by the organization.

This letter confirms that your employer identification number (EIN) as shown on our records is 43-1499643 and your name as shown on our records is Nixa Fire Protection District

Please attach a copy of this letter to a copy of the "B" Notice you received and return both items to the payer(s) who requested verification of your EIN.

We also see that your company listed under the same name was also assigned the EIN 52-1771448. It appears the most recent returns are filed under 43-1499643 and your deposits for the tax period listed above are also under this EIN. Please make sure to use the 43-1499643 EIN. If you need to verify your EIN with other companies, please keep this letter to copy and use.

If you have any questions, please call us toll free at 1-800-829-0115.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number () _____ Hours _____



NIXA FIRE PROTECTION DISTRICT

Price Comparison Sheet

*This form to be completed on Purchases of \$500-\$5000
Purchases below \$500 need only one price.*

DESCRIPTION OF GOODS/SERVICES:

A. COMPANY: _____

SALES REP: _____ PHONE: _____

PRICE: _____ 2. _____ 3. _____

CASH DISCOUNT _____

SHIPPING \$ _____ SHIPPING\$ _____ SHIPPING \$ _____

B. COMPANY: _____

SALES REP: _____ PHONE: _____

PRICE: _____ 2. _____ 3. _____

CASH DISCOUNT _____

SHIPPING \$ _____ SHIPPING \$ _____ SHIPPING \$ _____

C. COMPANY: _____

SALES REP: _____ PHONE: _____

PRICE: _____ 2. _____ 3. _____

CASH DISCOUNT _____

SHIPPING \$ _____ SHIPPING \$ _____ SHIPPING \$ _____

PRICE INQUIRY BY: _____ DATE: _____

VENDOR SELECTED: _____

AUTHORIZED BY: _____ ACCOUNT # _____

Nixa Fire Protection District

301 South Nicholas Road
 Nixa, Missouri 65714
 Phone: (417) 725-4025 - Fax: (417) 725-2393
 Missouri Tax Exemption Number: **13339303**



PURCHASE ORDER
 REQUISITION FORM

For purchases over \$100, the P.O. Number must appear on all related correspondence, shipping papers, and invoices.

P.O. NUMBER:

 Authorized Signature

Officer:

 Fire Chief Signature

****NOTICE:** If the total amount of this order is over \$1,000 a second signature of the Fire Chief is **REQUIRED!**

Vendor-

To: _____
 Address: _____
 City: _____ State: MO Zip Code: _____
 Phone: _____

Payment Method Used:

Charge on Account
 Department Credit Card
 Personal Cash/ Charge

| | | | | |
|------------|----------------|--------------|---------------|--------|
| P.O. Date: | Requisitioner: | Shipped Via: | F.O.B. Point: | Terms: |
|------------|----------------|--------------|---------------|--------|

| Quantity: | Account: | Unit: | Description: | Unit Price: | Total: |
|-----------|----------|-------|--------------|-------------|--------|
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| | | | | | \$0.00 |
| | | | | | \$0.00 |

| | |
|----------------------|---------------|
| Subtotal: | \$0.00 |
| Shipping & Handling: | _____ |
| Other: | _____ |
| **TOTAL: | \$0.00 |

Special Instructions or Comments:

NIXA FIRE PROTECTION DISTRICT

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| 208 | Conflicts of Interest | 1 of 2 |

208.0 CONFLICTS OF INTEREST/ETHICS, 12/12/02

No employee shall engage in any organization or business, which is in direct conflict to the stated mission of the District or its ideals and principles. Employees engaged in off duty employment or public activities, must not utilize the name of the District or state that they are in any way endorsed by the Fire District.

208.1 GIFTS AND GRATUITIES, 12/12/02-06/28/07

No employee shall accept or request free gifts, monetary gratuity or any other item or service for personal gain. Any gifts, service, or monetary gratuity may be accepted in the form of donation to the District for the good of the District and shall only be accepted upon notification of a Chief Officer. Any food item shall be placed so that all employees may partake and/or divided equally between shifts and stations. Non food items shall be given to the Deputy Chief and placed in storage. These items will be used as prizes and such during District events.

208.2 BUSINESSES OFFERING DISCOUNTS

Business offering discounted rates and prices to employees of the District, generally, may be accepted by employees provided that the employee did not request or demand a discount, the employee was quoted a specific price or rate of which he/she paid, and there are no special requirements such as in uniform. The employee shall not misrepresent themselves or wear the District uniform for only such purposes.

208.3 POLITICAL ACTIVITY, 12/12/02-08/28/08

No employee shall seek or campaign for office as per RSMO 321.017, unless he/she shall first resign from his/her position with the District. The provisions of this section shall not apply to incumbent directors seeking re-election to the Board of Directors of the Nixa Fire Protection District.

No appointed officer or employee while in uniform, or on duty or performing their official duties, or participating in sponsored activities of the District shall;

1. Directly or indirectly promote, speak in favor or opposition to a candidate for election to office,
2. Display or distribute badges, buttons, signs or stickers, colors or indicia favoring or opposing a candidate for election to office, provided however, a bumper sticker affixed to an appointed officer or employee's private vehicle, which does not

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display a name of any candidate for the Board of Directors of the Nixa Fire Protection District,

3. Act as a worker at the polls for or against any candidate for election to office.

No appointed officer or employee shall, in any District election for the election of a director to the Board of Directors shall;

1. Serve in any official administrative or management position or capacity on behalf of a candidate for the Board of Directors of the Nixa Fire Protection District,
2. Directly or indirectly solicit money, funds or contributions on behalf of any candidate for the Board of Directors of the Nixa Fire Protection District,
3. Act as a worker at the polls for or against any candidate for the Board of Directors of the Nixa Fire Protection District while representing the Fire District.

Any person violating the provisions of this policy shall be subject to disciplinary action authorized by law including suspension without pay, dismissal, or other appropriate action.

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| 209 | District Vehicles | 1 of 4 |

209.0 DISTRICT VEHICLES, 12/12/02-12/20/07

The District intends for all employees to meet and maintain requirements to operate District owned vehicles. All occupants within District vehicles shall have passenger restraint devices in place while the vehicle is in motion.

209.1 REQUIREMENTS, 12/12/02-12/20/07

District vehicles shall be operated within all applicable laws and District policies and procedures. All personnel shall have a valid Missouri Operators License. All personnel must meet the requirements of the current District insurance carrier. The insurance companies regulate certain items that must be met for them to provide insurance. The District recognizes any and all requirements set by its current carrier.

District vehicles shall not be driven to and parked at any location, which can be considered a bar, nightclub, tavern, pub, liquor store, or other location, which could be considered as detrimental to the District and its policies. The exceptions would be when the vehicle must respond to such locations in an official capacity such as inspections, occupancy reviews or an emergency call.

209.2 NON-DISTRICT EMPLOYEES, 12/12/02-12/20/07

Only District employees are allowed in District vehicles with the exception of approved personnel such as maintenance, service, and sales personnel. The Fire Chief or designee must approve all non-district personnel. This policy is not meant to govern staff vehicles, which transport personnel for meetings and such for District business. The general public upon approval may ride in District vehicles once the District waiver has been completed and signed, (Exhibit 5). Any Chief Officer may approve the waiver. The ride along program is not intended to allow the general public to ride on a regular basis. It is intended to allow individuals a chance to gain inside knowledge of the district's operations to better their understanding and workings of the fire service.

209.3 COMPANY VEHICLES, 12/12/02-12/20/07

The District owned and operated vehicles may be temporarily assigned to individual employees for official District business. Vehicles shall remain within the district boundaries unless ordered to respond to an incident or perform other specific functions outside the District.

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A vehicle will be permanently assigned to the Fire Chief for his/her proper use. Additional vehicles may be provided for Assistant Chiefs to utilize. These vehicles may be used for limited personal use while on call.

209.4 EMERGENCY VEHICLE OPERATION, 12/12/02-12/29/05

The District intends for all employees to meet and maintain requirements to operate vehicles in the emergency mode.

209.5 GENERAL REQUIREMENTS, 12/12/02-12/29/05

All personnel must meet the District's driving requirements before operating the apparatus.

All occupants of the vehicles shall have passenger restraint devices in place.

All emergency equipment, lights and sirens must be utilized while responding in the emergency mode. Vehicles operating in the emergency mode are requesting the right of way and are not given full right of way and are subject to all applicable laws. Emergency equipment shall not exceed the posted speed limit more than 10 mph.

Vehicles must stop at all controlled intersections and proceed with caution ensuring all other approaching vehicles have stopped.

Vehicles must stop for all school buses that have lights flashing and stop signs extended.

Vehicles must be operated in conjunction with the road and weather conditions. When conditions such as; rain, snow, sleet, hills, blind corners, residential streets, etc. exist speeds should be reduced.

209.6 PERSONAL VEHICLES, 12/12/02-12/29/05

Personal vehicles must respond direct to District stations. Personal vehicles may only be on scenes when cleared and/or requested by a Chief Officer. Personal vehicles shall not be operated in the emergency mode.

209.7 APPARATUS, 12/12/02-12/20/07

The District intends to prevent backing accidents involving District vehicles. All personnel operating District apparatus will use a ground safety person. This person is responsible for watching for hazards, as the apparatus is backing up. The ground safety

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person will stay in the sight of the operator at all times. The ground safety person will not use hand signals to direct the apparatus. However, when a hazard is noticed, the ground safety person will use crossed arms to signal the operator to stop. In any regard the operator is responsible for the safety and backing of the vehicle.

209.8 OTHER VEHICLES, 12/12/02-12/20/07

Other vehicles such as staff cars and explorers should when possible use a ground safety person at emergency scenes. When the vehicles are being operated alone the driver shall perform a walk around of the vehicle prior to backing to check for hazards. In any regard the operator is responsible for the safety and backing of the vehicle.

209.9 SCENE EXAM/INVESTIGATION, 12/12/02-12/18/08

All employees involved in an accident shall make a statement in writing and submit the forms to their immediate supervisor.

An onsite review of an accident shall be completed by the Battalion Chiefs or in his/her absence any Chief Officer. The appropriate forms and interviews will be completed for review. The following forms shall be utilized if appropriate; 1) employee's statement, 2) vehicle accident investigation, (Exhibit 3), 3) non-vehicle accident investigation, 4) scene diagram, (Exhibit 4), 5) exposure event, 6) casualty report.

209.10 ACCIDENTS, 12/12/02-12/18/08

Any employee of the District, full time or volunteer, involved in or witness to any accident involving damage to District property shall immediately notify their supervisor and also submit a written narrative detailing the events surrounding the accident.

The incident will be investigated by the Battalion Chiefs or in his/her absence any Chief Officer. Command Staff shall review the findings for potential policy changes, improvements, or disciplinary action necessary.

Employees of the District shall complete a drug and alcohol screening per Policy 210.2 when involved in an accident.

209.11 VEHICLE ACCIDENTS, 12/12/02-12/18/08

All vehicular accidents involving District vehicles shall; 1) contact dispatch advising the location of accident and any injuries, 2), secure vehicle, set brake, shut down engine, etc.

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3) check personnel of apparatus and of other vehicles and provide first aid if necessary, 4) request the State Highway Patrol, 5) request Battalion Chief or designee.

The operator shall give information concerning the accident to police officers at their request.

The Company Officer shall only give insurance information, their name, District address and phone number to the other vehicle operators involved.

209.12 NON-VEHICLE ACCIDENTS, 12/12/02-12/18/08

All non-vehicular accidents involving District property shall be reported immediately in writing to your supervisor on the appropriate form(s), (Exhibit 2).

209.13 NOTIFICATION OF HAZARDS, 12/12/02

If a hazard has been identified, the employee shall complete a "Notification of Hazard Report" and submit it to their supervisor, (Exhibit 1). This form is to formally report any existing or potentially hazardous situation for review by the District. Any situation that presents an immediate and serious threat should be reported to your supervisor as soon as possible for immediate abatement.

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Policy
209 Exhibit 1

Title
Notification of Hazard Report

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209 EXHIBIT 1 – NOTIFICATION OF HAZARD REPORT, 12/12/02

NAME _____ DATE _____

What is the hazardous situation or potential hazard?

Why do you feel this is a hazard?

Have any injuries or property damage resulted?

Have any steps been taken to abate the hazard?

What is your recommendation to address this situation?

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209 Exhibit 2

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Non-Vehicle Accident

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209 EXHIBIT 2 – NON-VEHICLE ACCIDENT

NAME _____ DATE _____

What specific task was being performed when accident occurred?

Give a description of the accident?

Were there any witnesses?

If yes, please provide their names.

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209 Exhibit 4

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Scene Sketch

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209 EXHIBIT 4 – SCENE SKETCH, 12/12/02

NAME _____ DATE _____

INCIDENT # _____ TIME OF ACCIDENT _____

LOCATION OF ACCIDENT _____

NOT TO SCALE

TOP OF PAGE NORTH

NIXA FIRE PROTECTION DISTRICT

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Ride Along Waiver**

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209 EXHIBIT 5 – RIDE ALONG WAIVER, 12/12/02

In consideration of receiving permission from the Nixa Fire Protection District to enter upon its premises, and to accompany its employees, while engaged in their assigned duties, including emergency and non-emergency alarm responses, I (print your name) _____ hereby releases the Nixa Fire Protection District and its agents and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss or damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon these premises, vehicles, or equipment, under the control or supervision of the Nixa Fire Protection District, or in route to or from premises of the Nixa Fire Protection District or other premises at or around a site of an emergency or non-emergency alarm response.

The undersigned being duly aware of the risk and hazards, including but not limited to physical, physiological and emotional hazards, inherent upon entering said premises and/or in participating or accompanying its employees on emergency or non-emergency alarm responses, hereby elects voluntarily to enter upon said premises, knowing their present condition, and knowing that said condition may become more hazardous and dangerous during the time the undersigned is upon premises or accompanying its employees on its alarm responses, and further knowing they may witness severe injury to, or the death of human beings. The undersigned hereby voluntarily assumes all risk of loss, damage, or injury, including death, that may be sustained by the undersigned, or any property of the undersigned while in, on, or upon said premises, or accompanying the District's employees upon their assigned duties. This release shall be binding upon the distributes, heirs, next of kin, executors, administrators, personal representatives of the undersigned.

In signing the foregoing release, the undersigned hereby acknowledges and represents:

- a) The undersigned has read the foregoing release, and understands it, and signs it voluntarily:
- b) The undersigned is over eighteen (18) years of age and of sound mind; or the undersigned is below eighteen (18) years of age and the witness, is signed by a parent or legal guardian.
- c) The undersigned is not an agent, servant or employee of the Nixa Fire Protection District or any of the agents, officers, servants, or employee of the Nixa Fire Protection District.

Signature _____ Date _____

Witness _____ Date _____

NIXA FIRE PROTECTION DISTRICT

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Title
Vehicle Accidents

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209 EXHIBIT 3 – VEHICLE ACCIDENTS, 12/12/02

NAME _____ DATE _____

INCIDENT # _____ TIME OF ACCIDENT _____

LOCATION OF ACCIDENT _____

RESPONSE MODE _____

ROADWAY CONDITIONS: ___ STRAIGHT, ___ CURVED, ___ LEVEL, ___ HILL,
___ DRY, ___ WET, ___ MUDDY, ___ SNOWY, ___ ICY, ___ OILY

ACCIDENT OCCURRED: ___ STATION, ___ ON SCENE, ___ RESPONDING,
___ RETURNING TO QUARTERS, ___ DRIVER TRAINING, ___ OTHER

Was your line of vision impaired?

Were you performing another function while driving? Explain

Did you attempt to avoid a road hazard?

Did the accident occur at an intersection?

How many times or hours have you operated the vehicle before?

Have many hours of training have you received for the vehicle?

Was the vehicle examined prior to operation for obvious problems?

Was the road familiar to you?

Did all motorist yield to your response?

Do you feel that mechanical failure contributed to the accident? Explain

NIXA FIRE PROTECTION DISTRICT

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| Policy 210 | Title Substance Abuse | Page 1 of 4 |
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210.0 ALCOHOL/DRUG ABUSE, 12/12/02-06/26/08

In recognition of the public service responsibilities entrusted to this District, and that drug and alcohol usage can hinder an employee's ability to perform their duties safely and effectively at all times, the following policy against drug and alcohol abuse is hereby adopted. It is this District's intent to not only; eliminate substance abuse and its effects in the workplace, but also to be compliance with the Drug Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D.

210.1 EMPLOYEE RESPONSIBILITIES, 12/12/02-06/26/08

It is the individual responsibility of each employee and applicant for employment to understand and abide by the policy. Any questions about the application of the policy may be directed to an employee's supervisor or any Chief Officer.

Employees with substance abuse problems must understand that they are personally responsible for seeking evaluation and undertaking rehabilitation. Any employee who is aware that they are dependent upon alcohol or drugs and who either voluntarily admits their dependency to their supervisor or voluntarily seeks treatment will not be subject to discipline for the first instance of admitting the problem or seeking treatment, provided the admission is not in any manner associated with a work related incident or, improper on-duty behavior; employees who are forthcoming in admitting a problem or seeking treatment for the first time will not be disciplined for doing so, however, the District will not consider the employee's actions to be voluntary and forthcoming if prompted by an accident, investigation, arrest or other incident. Moreover, employees who conceal substance abuse problems from supervisors or who fail to voluntarily seek help place their employment with the District in jeopardy.

Employees must notify the District of any criminal drug statute conviction for a violation occurring in or out of the workplace no later than five (5) calendar days after such conviction.

210.2 DISTRICT RESPONSIBILITIES/DRUG TESTING POLICY, 12/12/02-06/26/08

The official policy of the District shall be to encourage and assist employees to voluntarily seek and treat substance abuse problems. In appropriate cases, as an alternative to or in conjunction with disciplinary action, an employee may be ordered to seek assistance for substance abuse problems. Supervisors are responsible for reasonable enforcement of this policy.

NIXA FIRE PROTECTION DISTRICT

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A. Supervisors may request that an employee submit to a drug and/or alcohol test when they have a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol.

Employees in safety sensitive positions shall be subject to reasonable suspicion testing based upon the employee's drug or alcohol use or impairment while on the job, after being called for duty, or for off duty use that may impact upon the employees ability to perform the job when on duty or when called for duty.

Employees not in safety sensitive positions shall be subject to reasonable suspicion testing based upon the employee's drug or alcohol use or impairment while on the job of after being called for duty.

1. "Reasonable Suspicion" shall include, but shall not be limited to a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol. Reasonable suspicion exists when there is a specific factual reason(s) for suspecting that the employee is using illegal drugs or alcohol, or where there is evidence that a specific employee is using drugs or alcohol in violation of the policy. Reasonable suspicion may be based on factors such as; 1) observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of drugs or alcohol; 2) a pattern of abnormal conduct or erratic behavior; 3) arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking; 4) information provided either by reliable and credible sources or independently combined; 5) sudden changes in work performance including unexplained or excessive absenteeism, tardiness or workplace negligence; or 6) newly discovered evidence that the employee has tampered with a previous drug or alcohol test.

2. "Safety Sensitive Positions" shall include Firefighters, EMT's, Paramedics, and other employees that are engaged in hazardous work involving public safety and who must be able to think and react quickly, and uniquely depend on their judgment and dexterity in carrying out their duties, including the suppression of fires and the operation of emergency vehicles.

B. Post-Accident Testing. All safety sensitive employees who are directly involved in an accident while on duty are required to submit to a drug and/or alcohol test. The District reserves the right not to require post-accident testing after minor accidents or accidents that result in no injuries or no property damage in excess of five hundred (\$500) dollars.

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C. Applicant Testing. All applicants for employment with the District, who advance beyond the written test, physical fitness test and interview stages, shall be required to take and pass a drug test, in accordance with Policy 102.4.

D. Request for Testing. A request for an employee to submit to drug and or alcohol testing will be documented in writing, with the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol, or that an accident requiring testing has occurred.

E. Stopping Work Pending Completion of Testing. In any case where there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, or immediately following an accident that will require testing, the supervisor shall stop the employee from engaging in work and detain the employee for a reasonable time until the employee can be safely transported from the work site to the test site.

F. Searches. In any case where there is reasonable suspicion or following an accident that will require testing, a District supervisor has the right to search an employee or his/her clothing, lockers, bags, or equipment, with or without the consent of the employee. No employee shall have any expectation of privacy in lockers, quarters or equipment owned and issued by the District, and all lockers, quarters and or equipment and their contents shall remain at all times under the exclusive control of the District. The District, therefore, retains the right to inspect any locker, quarters or equipment for any reason at any time.

G. Notice to Law Enforcement. The District reserves the right to notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in their possession or in an area not jointly or fully controlled by the District.

H. Effect on Worker's Compensation Benefits. If an employee fails to obey any rule or policy adopted by the District relating to the use of alcohol or non-prescribed controlled drugs in the workplace, the workers compensation and death benefit provided for in Chapter 287, RSMO shall be reduced to fifty percent if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled drugs.

If the use of alcohol, drugs or non-prescribed controlled drugs in violation of the District's policy is the proximate cause of the injury, then the benefits or compensation otherwise payable under the workers compensation system, Chapter 287, RSMO, for death or disability shall be forfeited. If an employee's voluntarily use of alcohol results in intoxication, a rebuttable presumption exists that the voluntary use of alcohol in those circumstances was the proximate cause of the injury.

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An employee's refusal to take a test for alcohol, drugs or a non-prescribed controlled substance, as defined by section 195.010, RSMO, at the request of the District, shall result in the forfeiture of workers compensation benefits under Chapter 287, RSMO if the District had sufficient cause to suspect use of alcohol, drugs, or a non-prescribed controlled substance by the employee or if the test was requested or required as a result of an accident.

210.3 APPLICATION, 12/12/02-06/26/08

This policy shall apply to all employees of and to all applicants for positions with the District. This policy shall apply to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job. Employees may be subject to disciplinary action for any of the following reasons;

1. Reporting for work, or performing work while under the influence of illegal drugs or intoxicants, or failing to notify their supervisor before beginning work when taking prescription medications or drugs which may interfere with the safe and effective performance of duties or operation of District equipment. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician will be required.
2. Using, selling, possessing, manufacturing, or delivering controlled substances (including prescription drugs) or drug paraphernalia at any time or place except as authorized by law, whether on or off duty.
3. Consuming intoxicants while on duty, or possession of intoxicants on District property with the intent to consume them while on duty.
4. Providing or selling intoxicants to any person while on duty.
5. Testing positive for the presence of drugs or alcohol by a confirmed test.
6. Failing or refusing to submit a test sample within two (2) hours after the request for a test sample was made, causing or attempting to cause the adulteration of a test sample, submitting or attempting to submit a false test sample, or otherwise obstructing the testing process. Disciplinary action, which may be undertaken pursuant to this policy and the provisions of the personnel policies, shall not be dependent upon or controlled in any manner by any other civil, administrative, or criminal proceedings, which are or may be instituted against the employee.

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| Policy | Title | Page |
| 210 Exhibit 1 | Alcohol/Drug Abuse Signature Page | 1 of 1 |

DRUG AND ALCOHOL TESTING POLICY

I _____ (name of employee) acknowledge that I have received a copy of the Nixa Fire Protection District's Alcohol and Drug Abuse Policy, including the policies on Alcohol and Drug Testing. These are set forth in Policy 210. I have reviewed the Policy and I understand the requirements of the Policy.

As shown by my signature below, I consent to the drug and alcohol testing described in the Policy. I also agree to comply with all requirements of the Alcohol and Drug Abuse Policy.

Employee

Date

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**Policy
211**

**Title
Return To Work**

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211.0 TRANSITIONAL RETURN TO WORK, 05/25/06

The Nixa Fire Protection District wishes to provide an early and safe return to work opportunity for employees who experience work related injuries. The objective of the return to work policy is to deliver an injured employee back to the workplace safely and successfully.

The District defines transitional duty as modified duties within the employee's physical abilities, knowledge and skills. Transitional duty positions are developed and assigned using the known physical condition as clarified by the attending physician. Transitional duty positions are developed with consideration of the employee's physical condition, the business needs of the District and the availability of transitional duties. Employees who have injuries causing restriction of regular duties will be evaluated by a physician for placement in an appropriate transitional duty position. The attending physician shall complete a Return to Work/Physical Capability Form. While off work or performing a transitional duty assignment for a work related injury, an injured employee may receive disability payments from Missouri Employers Mutual (MEM) as specified by law.

Transitional duty will be coordinated by staff based on the need and the condition of the employee. This duty is intended to work normal business hours, Monday through Friday, 0800-1700 hours. This will include hours that are required for diagnostic visits and physical therapy appointments. The requirements, duties, rules and regulations will follow existing policy. If the employee works a shift schedule their hourly rate of pay shall be adjusted to a 40 hour per week rate so that the employee does not lose any salary.

During transitional duty the employee is required to update staff on any changes in status or additional requirements from the physician. The transitional duty status shall be evaluated by staff, the employee and the physician on a weekly basis to assist in planning for the full return of the employee. If the employee has permanent work restrictions beyond six (6) months preventing a return to regular work, the transitional duty may end. The District will determine if the physical condition presents a substantial obstacle to the employment and if worksite modifications would allow continued employment.

The employee shall be restricted to the physician agreed limitations. This will apply to outside employment also. If the outside employment is in question while on transitional duty the employee shall obtain written approval from the fire chief and the local representative. If an employee is witnessed outside the limitations set they shall be subject to the disciplinary process. The District shall report any known violations to the work comp carrier for further follow up. The employee may not return to work without a signed release from the attending physician.

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| 211 Exhibit 1 | Letter to Attending Physician | 1 of 1 |

211 Exhibit 1 - LETTER TO ATTENDING PHYSICIAN, 05/25/06

(Date of Letter)

(Doctor's Name)

(Doctor's Address)

Dear Dr. (Name),

(Employee's Name) is employed by the Nixa Fire Protection District as a (job title). He/she was injured on (date of injury), and you treated him/her on (date of treatment).

The Nixa Fire Protection District has implemented a return to work program. This program is designed to return an injured employee to the workplace as soon as medically appropriate. If (employee name) is unable to return to his/her original job, we will make every attempt to return this employee to modified duties or an alternative duty position. We will ensure that this position meets all medical restrictions that you prescribe. (Employee's name) is aware of our desire to return him/her to the workplace. If necessary, we are willing to rearrange work schedules around diagnostic or treatment appointments.

The District has identified job duties that may be suitable for a "return to work" situation. Enclosed is job with attached physical demands that may be appropriate for (employee name) based on our knowledge of his/her injury. Please assist us by reviewing the attached position and providing your recommendations. We would also like updated recommendations after each appointment.

Please call me at 417-725-4025 if you have any questions about our return to work program or the proposed job position. The District appreciates your participation in our efforts to return (employee's name) to a safe and productive workplace.

Sincerely,

(Company's Representative)

(Title)

(Company Name)



NIXA FIRE PROTECTION DISTRICT PHYSICIAN'S RELEASE TO RETURN TO WORK FORM



| | |
|-------------------|--------------|
| Employee's Name: | Date: |
| Physician's Name: | Telephone #: |

To be completed by Physician

After reviewing the attached job description and the specific tasks within the job description please complete either (A) or (B) as appropriate and sign and date below.

- (A) The above named employee has been released by the above named physician to return to Full Duty as of _____(Date) with NO RESTRICTIONS.
- (B) The above named employee has been released by the above named physician to Return to Work on _____(Date) WITH THE FOLLOWING RESTRICTIONS through _____(Date):

| | |
|--|--|
| Check applicable boxes and provide limitations/restrictions. | |
| <input type="checkbox"/> Lifting (Max weight in lbs) _____ lbs. | <input type="checkbox"/> Walking _____ % degree of motion |
| <input type="checkbox"/> Repetitive Lifting _____ lbs. | <input type="checkbox"/> Standing _____ % degree of motion |
| <input type="checkbox"/> Carrying _____ lbs. | <input type="checkbox"/> Sitting/Driving _____ % degree of motion |
| <input type="checkbox"/> Pushing/pulling _____ lbs. | <input type="checkbox"/> Crawling _____ % degree of motion |
| <input type="checkbox"/> Pinching/Gripping _____ lbs. | <input type="checkbox"/> Kneeling _____ % degree of motion |
| <input type="checkbox"/> Reaching over head | <input type="checkbox"/> Squatting _____ % degree of motion |
| <input type="checkbox"/> Reaching away from body | <input type="checkbox"/> Climbing _____ % degree of motion |
| <input type="checkbox"/> Repetitive Motion Restrictions: | |
| <input type="checkbox"/> Other Restrictions: | |
| These limitations/restrictions are: | <input type="checkbox"/> Temporary limitations/restrictions <input type="checkbox"/> Permanent limitations/restrictions |
| Have medication(s) been prescribed that could impair his/her ability to safely operate a motor vehicle or operate machinery? | |

IF THE ABOVE RESTRICTIONS CONSTITUTE LIGHT DUTY, THE NIXA FIRE DISTRICT POLICY IS TO ACCOMMODATE WHEN POSSIBLE. My signature indicates that I have read and understand the employee's job description and the listed tasks within the job description and that my findings are based on my medical assessment of this employee's physical capabilities as compared to the essential functions of the job.

| | | | |
|----------------------------------|--|-------|--|
| Physician's Name (Please Print): | | | |
| Physician's Signature: | | Date: | |

I AGREE THAT:

I will follow through with all of the restrictions listed above. I will notify my supervisor of any departure from these restrictions.

| | | | |
|-----------------------|--|-------|--|
| Employee's Signature: | | Date: | |
|-----------------------|--|-------|--|

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements

Vision sufficient to operate hand and power tools; and conduct patient evaluations; read video monitors, gauges, maps, SOPs, rules regulations, and training documents;

Hearing sufficient to hear conversation in person and over radios and telephones;

Speech sufficient to make oneself understood in conversation, on fire scenes, in person, and over radios and telephones;

Mobility sufficient to effectively perform fire suppression activities such as climbing ladders; removing trapped individuals from confined spaces; and operating power saws and axes while wearing a Self-Contained Breathing Apparatus (SCBA), and full protective clothing;

Dexterity to operate tools and apparatus associated with fire suppression and emergency services work, office equipment including computer keyboards and medical equipment;

Strength sufficient to lift and carry patients and equipment weighing in excess of 50 pounds; open fire hydrants and perform firefighting and ventilation work;

Endurance sufficient to maintain appropriate level of performance in extreme heat while wearing an SCBA and full protective clothing; and to maintain efficiency throughout the entire work shift.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives, and risk of vibration. The noise level in the work environment is usually moderate to loud.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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212.0 MEDICAL STANDARDS, 12/12/02-06/26/08

It is the intent of this District to provide as safe an environment as practical for our employees to perform their duties. Due to the closeness and the necessity of relying on fellow employees to perform our major job functions, it is necessary that each employee be medically and physically fit to safely perform those job functions. Therefore, any member who participates in suppression activities will be required to complete the physical agility test. This is an occupational qualification for all positions which may be required to participate in fire suppression activities.

212.1 ILLNESS/INJURY, 12/12/02-06/26/08

Should any immediate illness, injury, condition or disease warrant, the District shall require a doctor's release for the employee to continuing working, or to return to work. Depending on the time off and the condition or illness of the employee the District may administer the physical agility test prior to the employee returning to work. In the event that the employee fails to pass the physical fitness portion of the test, the employee will be allowed to retake the agility test within thirty (30) calendar days. If the employee fails the agility test the second time and there is no medical reason, condition or disease, in the opinion of the District's physician that would have prevented the employee from successfully completing the physical standards, ground for disciplinary action shall exist.

212.2 INFECTION CONTROL, 12/12/02-12/29/05

It will be the responsibility of the District to designate a Chief Officer as the infection control coordinator for the District. The District shall instruct all employees about the epidemiology, modes of transmission, and prevention of HIV and other blood borne infections and emphasize the need for routine use of universal precautions for all patients. The District shall provide equipment and supplies necessary to minimize the risk of infection with HIV and other blood borne pathogens. The District will monitor employee adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, appropriate counseling, education, or retraining will be provided.

The employee must learn the basics of infection control, including modes of disease transmission, and exposure risks.

212.3 TOBACCO USE, 12/12/02-07/31/08

In the interest of providing a safe and healthy environment for employees, residents, and visitors, all district grounds, facilities, apparatus, functions, and scene operations shall be

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tobacco free. This philosophy promotes a healthier work environment and all conflicts shall be brought to the attention of the appropriate supervisory personnel.

212.4 EMPLOYEES, 12/12/02-07/31/08

Employees shall not utilize tobacco while on duty or performing duties for District business.

212.5 GUESTS, 12/12/02-07/31/08

All guests shall adhere to the “Tobacco Free” policy while visiting or utilizing District facilities and property.

212.7 ACCOUNTABILITY, 12/12/02

The District shall maintain an accountability system to promote firefighter safety. The purpose is to account for all firefighters, at any given time within a geographic area, working within the hazard zone of an incident.

Use will enhance personnel safety, incident management, and tracking for all personnel working in the hazard zone. The accountability system involves a personal commitment to the organization and other personnel.

212.8 EMERGENCY INCIDENT REHABILITATION, 12/12/02

The District will ensure the physical and mental condition of personnel operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each person or that jeopardizes the safety and integrity of the operation.

This policy shall apply to all emergency operations and training exercises where strenuous physical activity, prolonged exposure to heat or cold, or operations of an extended nature exist.

212.9 PERSONNEL REQUIRED FOR INITIAL OPERATIONS, 12/12/02

The District is committed to providing an adequate number of personnel on the scene to safely conduct emergency scene operations. All operations shall be limited to those that can be safely performed by the personnel at the scene. The incident commander must make the determination of what operations can be safely conducted.

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Interior attack is defined as, “the physical activity of fire suppression, rescue, or both inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage”. Any structure fire beyond the incipient stage is considered to be an IDLH atmosphere and there shall be a minimum of four personnel on the scene before an interior attack is made.

All personnel shall be in the appropriate personal protective equipment. The four personnel should be broken into two attack personnel and two safety or rapid intervention personnel.

As an incident commander, if you find a life safety hazard where immediate action could prevent the loss of life, deviation from the minimal personnel requirement is permitted.

212.10 RAPID INTERVENTION CREW, 12/12/02

The District shall provide for the possible rescue of members operating at emergency scenes within the hazard zones. This crew shall consist of a minimum of two (2) personnel equipped with the appropriate protective equipment and supplies for immediate operations. The crew shall be staged in an area for immediate deployment.

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212 Exhibit 1

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Hazard Exposure Report

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212 EXHIBIT 1 – HAZARD EXPOSURE REPORT, 12/17/09

Date: _____ Station: _____ Shift: _____

Incident number: _____

Reason for Exposure / Narrative:

Symptoms (if any):

Reporting party (hospital or health dept.):

Doctor's Name: _____

Phone # _____

Hospital / urgent care _____

Phone# _____

Other Information:

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| Policy 213 | Title Abuse/Neglect Reporting | Page 1 of 2 |
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213.0 ABUSE AND NEGLECT ASSESSMENT/REPORTING, 07/18/06-08/19/10

The purpose of this policy is to uphold the mission and values of Nixa Fire Protection District by appropriately identifying and responding to persons suspected of having been abused or neglected.

The policy gives direction to the Fire District employee for mandated reporting as required by state law of child abuse, older adult abuse in persons over 60 years of age, and abuse of disabled persons who are between the ages of 18 and 59.

213.1 CHILD ABUSE/NEGLECT

- A. Any District employee directly involved with care of children will be alert to signs and symptoms of physical assault (bruises, welts, burns, lacerations, head injuries, internal injuries, and fractures); sexual assault; physical neglect; emotional or psychological abuse, and/or inconsistent/inappropriate parental behavior (inappropriate clothing for season, malnutrition, lice, dehydration, etc.); hazardous living conditions; or alcohol/drug abuse by caregiver.
- B. Any employee of Nixa Fire Protection District who is directly involved with care of a child and has reasonable cause to suspect that the child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, is responsible for assuring that a report is made to the designated state agency in accordance with the procedures of the Nixa Fire Protection District.

213.2 ADULT ABUSE/NEGLECT

- A. Any District employee involved with patient care of adults 60 years of age or older and disabled persons between the ages of 18 and 59 who are unable to protect his/her own interests or adequately perform or obtain services which are necessary to meet his/her essential human needs, will be alert to signs and symptoms which may indicate the possibility for abuse, neglect, or exploitation such as physical injury (burns, bruising, fractures, decubiti, etc); sexual assault; physical neglect (inappropriate clothing for season, malnutrition, lice, dehydration, etc.); hazardous living conditions; or alcohol/drug abuse by caregiver.
- B. Any employee of Nixa Fire Protection District who is directly involved with the care of a person 60 years of age or older, or a disabled person between the ages of 18 and 59 and has reasonable cause to suspect that the person has been subjected to abuse or neglect or observes such a person being subjected to conditions or circumstances which would reasonably result in abuse or neglect, is responsible

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for assuring that a report is made to the designated state agency in accordance with the procedures of Nixa Fire Protection District.

812.3 ASSESMENT OF SUSPECTED ABUSE

Use "Protective Services Kit" in procedure manual.

812.4 REPORTING

Any suspected child abuse and/or adult abuse should be reported to the Fire Chief, or designee. These individuals are authorized to report cases of suspected abuse or neglect to designated state agencies. They have the responsibility to see that all preliminary steps have been taken and that legal responsibilities are met.

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| Policy 214 | Title Cell Phones | Page 1 of 3 |
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214.0 PURPOSE, 12/16/10

The intent of this policy is to provide guidelines for use of mobile communication devices for Nixa Fire District purposes and compliance with the Internal Revenue Service (IRS) regulations. Further, the policy will assist in meeting the District's fiduciary responsibility to our citizens and transparency in the use of public funds. The policy covers the following types of mobile communication devices:

- Personally owned device with taxable allowance paid to employee to cover business use
- District owned device with employee reimbursing Nixa Fire District for personal calls
- Personally owned device with no reimbursement for business use

214.1 DEFINITIONS, 12/16/10

Mobile Communication Device - A mobile communication device is a mobile telephone, email appliance, wireless personal digital assistant, or a device combining two or more of those functions.

Adequate Service – A mobile communication device service is adequate when it is sufficiently fast, sufficiently convenient, and sufficiently secure to allow the user to conduct District business in an efficient manner that safeguards the integrity and security of sensitive District information.

Essential personal calls – These are defined as personal calls of minimal duration and frequency that are essential to allowing the employee to continue working and cannot be made at another time from a different telephone. Examples of essential personal calls are calls related to a family emergency, to arrange for unscheduled or immediate care of a dependent, or to alert others of an unexpected delay due to a change in work or travel schedule.

Personal calls – Non-business phone calls that are made to or received on District owned devices that are of more than minimal duration and are non-essential.

214.2 POLICY, 12/16/10 – 11/16/11

In general, the Fire District will own mobile communications devices or service plans for Chief Officers and on duty shift supervisors. To reduce staff time required for tracking

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incidental personal usage, each employee assigned a District-owned device will be charged \$3.50 a pay period (15% of plan cost) in accordance with IRS regulations and deducted from the employee's paycheck.

If utilized during a disaster, expenses incurred using WPS will be reimbursed. WPS is a government initiative to provide wireless priority access capabilities to leaders and responders of emergency preparedness and disaster recovery positions authorized for higher level of communications capabilities.

All other employees of the Fire District at the discretion of the Fire Chief may receive a stipend for the use of their personal mobile communication device for District business. The stipend amounts will be periodically reviewed, adjusted as necessary, and outlined in the *Program Entry Form*.

214.3 Usage

Mobile communications devices should not be selected as an alternative to other means of communication (i.e., land lines, pagers, radio devices) when such alternatives would provide adequate but less costly service to the Fire District.

The Fire District has a strict standard for safety regarding mobile communication and driving. Under no circumstance will the driver of a fire suppression apparatus (Brush, Tanker, Engine...) use a mobile communication device. Use of a mobile communication device while driving a staff vehicle is also discouraged unless operationally necessary.

Personal mobile communication devices are permitted to be carried while on duty, but must be placed on silent/vibrate mode, and allow voice mail to answer the call during work related activity. Messages may be checked on "down time" when not actively involved in a call or about to perform or in the process of performing work duties. All personal mobile communication devices must be carried in a safe and concealed area on the person that does not fall off, or cause others to be distracted by the presence or appearance of the device.

Due to the nature of their job assignments, some employees are required to carry a mobile communication device. District employees that are required to carry a mobile communication device will either be given a District-owned device or will receive a monthly stipend. Employees issued a District-owned device may be charged a monthly fee to cover personal use. A District-owned device that is shared and used while on-duty shall at no time be used for personal calls of any nature.

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Those employees required to carry a mobile communication device as part of their duties may be issued a District-owned device or may be paid a stipend for use of a personally owned device. If employees required to carry a mobile communication device receive a monthly stipend allowance, they shall accept District business calls on that phone.

Employees in this program will be paid a taxable allowance for the purchase and maintenance of a mobile communication device per month as outlined on the *Program Entry Form*. Employees receiving the allowance will be responsible for both their mobile device and their bill. An allowance-based mobile communication device is the property of the employee and will be retained by the employee when they terminate employment with the District. Any equipment purchased by the Fire District is owned by the District and shall be returned to the District when the employee separates from service or when the need for such equipment no longer exists.

Unplanned circumstances may result in an employee with an allowance-based mobile communication device incurring a substantial increase in their usage in pursuit of their required duties. In such event, at the recommendation of the Fire Chief, an employee with an allowance-based mobile communication device may submit their detailed bill for reimbursement of business calls in excess of minutes available and in excess of their monthly allowance.

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Mobile Communication Device Program Entry Form

I, the undersigned, understand that I am employed by the Nixa Fire Protection District in a position that requires the use and possession of a mobile communication device. I will be required to possess an operable mobile communication device for as long as I am enrolled in the program. I understand that the restrictions of this program are as follows:

1. I will be entered into the Mobile Communication Device Program effective _____.
2. I will be required to possess a mobile communication device. A limited number of these devices are owned by the Nixa Fire District and available for use by employees in mobile communication device required positions. If such a District-owned device is not available at this time then I will be required to purchase one of my own, at my own expense.
3. I will be required to acquire and maintain service so that I may send and receive calls on my mobile communication device. The service agreement, plan, or package will be sufficient for me to make and receive the calls that are necessary for my position.
4. I will submit my mobile communication device number to my supervisor, who will make that number available to all necessary District personnel.
5. I will be responsible for paying any fees and expenses related to this mobile phone service. The Nixa Fire Protection District will add a monthly allowance to my regular paycheck in order to cover the costs of purchasing the mobile phone and acquiring the requisite service for it. I understand that this allowance will be taxable (i.e., it will be subject to federal income taxes).

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6. By choosing the text only plan, I understand occasional District information and communication will be sent to my mobile communication device. I will allow the District to send these messages, but will not receive any reimbursement. The amount of my allowance/stipend will be (CHECK ONE):
- \$0 per month, for receiving text only
 - \$20 per month, for basic voice plan
 - \$30 per month, for voice and data plan
7. If extraordinary circumstances exist, the Fire Chief may make an exception to this clause and authorize other mobile communication device related reimbursements. Such exceptions will be granted on a case-by-case basis.
8. If asked, I will present my mobile phone to my supervisor in order to demonstrate that I am in compliance with the rules of this program. If my phone ever ceases to function due to damage, expiration of service, or for any other reason, I will notify my supervisor as soon as reasonably possible, and I will endeavor to replace and re-establish phone service as quickly as reasonably possible.
9. In addition to these requirements, I have read and will abide by all of the requirements detailed in the Nixa Fire Protection Cell Phone Usage policy.

Employee Signature

Date

Employee Name (Please Print)
Provider

Mobile Device Number/Service

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215.0 PURPOSE 10/16/2012

The Nixa Fire Protection District endorses the secure use of social media to enhance communication and information exchange; streamline processes; and foster productivity with its employees. This policy establishes the Nixa Fire District's position on the use and management of social media and provides guidelines on the management, administration, and oversight. This policy is not meant to address one particular form of social media; rather social media in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use.

215.1 PHILOSOPHY

Social media provides a valuable means of assisting the Nixa Fire Protection District and its personnel in meeting community education, community information, fire prevention, and other related organizational and community objectives. This policy identifies possible uses that may be evaluated and utilized as deemed necessary by fire administrative and supervisory personnel. The Nixa Fire District also recognizes the role that social media tools may play in the personal lives of department personnel. The personal use of social media can have an effect on fire departmental personnel in their official capacity as firefighters. This policy is a means to provide guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by department personnel.

215.2 POLICY

1. All department social media sites or pages shall be approved by the Fire Chief or designee and shall be administered by the departmental information services section or designee.
2. Social media pages shall clearly indicate they are maintained by the Nixa Fire Protection District and shall have the department logo and contact information prominently displayed.

215.3 POTENTIAL USES

1. Social media is a valuable tool when providing information about
 - a. road closures,
 - b. special events,
 - c. weather emergencies, and major ongoing events in the jurisdiction that affects the entire community.
2. Employment Opportunities - Persons seeking employment and volunteer positions use the Internet to search for opportunities.

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214.4 PERSONAL USE

Precautions and Prohibitions

1. Nixa Fire District personnel shall abide by the following when using social media.
 - a. Nixa Fire District personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.
 - b. As public employees, department personnel are cautioned that their speech either on or off duty, and in the course of their official duties that has a nexus to the employee's professional duties and responsibilities may not necessarily be protected speech under the First Amendment.
 - i. This may form the basis for discipline if deemed detrimental to the department.
 - ii. Department personnel should assume that their speech and related activity on social media sites will reflect upon their position within the department and of this department.
 - iii. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Fire Chief or designee.
2. Nixa Fire District personnel are cautioned not to do the following:
 - a. Display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.
 - b. Post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, fire officer or employee of this department without prior written permission.
 - c. When using social media, department personnel should be mindful that their speech becomes part of the World Wide Web.
3. Adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:
 - a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b. Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

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- c. Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:
 - i. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - ii. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- d. Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.
- e. Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

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A. Purpose

Nixa Fire Protection District (the “Obligated Person”) is committed to providing timely and consistent dissemination of financial information in accordance with Securities and Exchange Commission (“SEC”) Rule 15c2-12 (the “Rule”) and the Obligated Person’s continuing disclosure undertakings.

This policy affirms the Obligated Person’s commitment to fair post-issuance disclosure. The goal is to establish and maintain guidelines for presenting related financial reports and events to interested third parties, financial institutions and the general public in compliance with the Rule and the Obligated Person’s continuing disclosure undertakings.

B. Scope

This policy covers all the Obligated Person’s employees and officials. It covers disclosure documents filed with the SEC, statements made in the Obligated Person’s Audited Financial Statements and in any unaudited interim reports, as well as public statements made by authorized officials.

C. Responsibility of the Disclosure Working Group

The Nixa Fire Protection District has established a Disclosure Working Group (“DWG”) consisting of the Obligated Person’s Fire Chief. In connection with each primary offering subject to the Rule, as well as annually in connection with its continuing disclosure filings required by the Rule, the DWG will systematically review filings, reports and other public statements to determine whether any updating or correcting of information is appropriate. The DWG will review and update, if necessary, this disclosure policy on an annual basis. Finally, the DWG will react quickly to developments and events that affect the Obligated Person and notify its dissemination agent or the SEC, when appropriate.

The Obligated Person’s primary spokesperson related to the Obligated Person’s financial information, debt and financings, and other financial reports and events is the Obligated Person’s Fire Chief. Others within the Disclosure Working Group may, from time to time, be designated by the Fire Chief as spokespersons on behalf of the Obligated Person and respond to specific inquiries. It is essential that the DWG be fully apprised of all material developments of the Obligated Person in order to evaluate, discuss those events and determine the appropriateness and timing for release.

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The Obligated Person or its designated agent will provide continuing disclosure documents and related information to the Municipal Securities Rulemaking Board's EMMA System <http://dataport.emma.msrb.org>. The continuing disclosure documents, which include annual financial statements, operating data of the Obligated Person and event notices, will be posted to the EMMA website by the 's Disclosure Dissemination Agent, Digital Assurance Certification, LLC ("DAC"), or its successor.

D. Annual Reporting Date Requirements

Appendix A contains the Continuing Disclosure Agreements and the disclosure requirements for the debt issues outstanding as of February 23, 2015, which are subject to the Rule. The CUSIP numbers for each of these debt issues are attached as Appendix B. For a current list of the Obligated Person's debt issues, including those which are not subject to the Rule, please refer to the Obligated Person's long-term debt note found in its most current Audited Financial Statements.

E. Event Notice Requirements

1. For any debt issues (subject to SEC Rule 15c2-12) issued on or after December 1, 2010, the following events would need to be provided to the Obligated Person's Disclosure Dissemination Agent, for further filing with the MSRB, *within ten (10) business days of their occurrence.*

Unless otherwise specified, the Obligated Person's Fire Chief will be responsible for monitoring the occurrence of these events, determining (if necessary) their materiality, and notifying the Dissemination Agent of the occurrence of an event for further filing with the MSRB:

- Principal and interest payment delinquencies
- Non-payment related defaults, if material
- Unscheduled draws on debt service reserves reflecting financial difficulty
- Unscheduled draws on credit enhancements reflecting financial difficulty
- Substitution of credit or liquidity providers, or their failure to perform
- Adverse tax opinions, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701 TEB) or other material notices of determination with respect to the tax

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status of the security or other material events affecting the tax status of the security

- Modifications to rights of security holders, if material
 - Bond calls, if material, and tender offers
 - Defeasances
 - Release, substitution, or sale of property securing repayment of the securities, if material
 - Rating changes
 - Bankruptcy, insolvency, receivership or similar event of the obligated person
 - The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material
 - Appointment of a successor or additional trustee or the change of name of a trustee, if material.
2. For any debt issues (subject to SEC Rule 15c2-12) issued prior to December 1, 2010, the following events, *if determined to be material*, would need to be provided to the Obligated Person's Disclosure Dissemination Agent, for further filing with the MSRB, "in a timely manner."
- Principal and interest payment delinquencies
 - Non-payment related defaults
 - Unscheduled draws on debt service reserves reflecting financial difficulty
 - Unscheduled draws on credit enhancements reflecting financial difficulty
 - Substitution of credit or liquidity providers, or their failure to perform
 - Adverse tax opinions, or events affecting the tax-exempt status of the security
 - Modifications to rights of security holders

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- Bond calls
- Defeasances
- Release, substitution, or sale of property securing repayment of the securities
- Rating changes

In addition, the Obligated Person's Fire Chief will be responsible for providing notice, in a timely manner, of a failure to provide any of the Obligated Person's required annual financial information by the date specified in the continuing disclosure undertaking.

F. Voluntary Disclosure Requirements

In addition to preparing annual reports and event notices, the Obligated Person may wish to keep investors informed by providing information that is not required to be provided under the Rule (for example, direct placements with banks, i.e., "bank loans") or its continuing disclosure undertakings. Examples of such types of information are investments, interim financial information, capital improvement plans, fund balance policies, etc. and financial forecasts.

Because providing this information is voluntary, the Obligated Person's Fire Chief must constantly monitor and seek out events which may impact the Obligated Person, so that a determination can be made if the event should be disclosed.

The below list is comprised of events and financial disclosure which the MSRB has suggested issuers may wish to voluntarily disclose. Some of these are not applicable to the Obligated Person's bonds, but the DWG may wish to consider filing some of these with the Obligated Person's Disclosure Dissemination Agent for further filing with the MSRB:

1. "amendment to continuing disclosure undertaking;"
2. "change in obligated person;"
3. "notice to investors pursuant to bond documents;"

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4. “certain communications from the Internal Revenue Service;”
5. “secondary market purchases;”
6. “bid for auction rate or other securities;”
7. “capital or other financing plan;”
8. “litigation/enforcement action;”
9. “change of tender agent, remarketing agent, or other on-going party;”
10. “derivative or other similar transaction;”
11. “other event-based disclosures;”
12. quarterly/monthly financial information;”
13. “change in fiscal year/timing of annual disclosure;”
14. “change in accounting standard;”
15. “interim/additional financial information/operating data;”
16. “budget;”
17. “investment/debt/financial policy;”
18. “information provided to rating agency, credit/liquidity provider or other third party;”
19. “consultant reports;” and
20. “other financial/operating data.”

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Evidence of the filings for each of the above event notices, when made, shall be maintained on the DAC system, for so long as DAC is the Obligated Person's Disclosure Dissemination Agent.

Also, if the Obligated Person maintains an "Investor Relations" website, or routinely posts member packages, including interim financial information, capital improvement plans, etc. on its website, the Obligated Person's Fire Chief should review and, in some cases, the DWG should "reissue" the posted material with an explanatory note (e.g., the interim financial information is presented on a cash, as opposed to accrual basis).

G. Third Party Information/Quarterly Disclosure Requirements

Currently, the Obligated Person is not required to file interim financial information. In the future, if such filings are required in continuing disclosure undertakings, the Obligated Person's Fire Chief will notify the Disclosure Dissemination Agent for assistance when these filings become necessary.

H. Coordinating Continuing Disclosure with Primary Disclosure

It is expected that the DWG will be responsible for collecting and reviewing information set forth in official statements prepared in connection with new bond offerings.

The "Management's Discussion and Analysis" from the prior year's audited financial statements should be reviewed to ensure that the unaudited information which was provided in that portion of the financial statements is updated.

Careful review of the long-term debt notes in the financial statements and the checking of all bond ratings before each EMMA filing should be made. Measures should be taken to assure information publicly available to investors is accurate.

Coordination between the DWG and the Obligated Person's website manager is essential before posting of any financial information is made.

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I. Website Disclosure

It is expected that the Obligated Person will be responsible for monitoring website content and reviewing the information set forth on such website. Appropriate “disclaimer” language on the website will be considered in order to educate the viewer in terms of where information intended for investors can be found and the investor’s acknowledgement of the limitations of such reliance. Coordination between the DWG and elected officials will occur before the release of any public statements about any financial condition.

J. Training for Employees and Issuer Officials

For elected officials, compliance with federal securities law should be considered as important as compliance with local public meetings and records laws. An annual review of the continuing disclosure policies of the Obligated Person will be attended by each elected official and member of the finance department.

Additionally, on-going education will involve guest speakers, webinars and conference attendance, as well as, continuing legal and accounting education courses. Applicable policies and procedures will be updated by the Obligated Person to reflect such changes on an as-needed basis.

K. Disclosure Dissemination Agent

The SEC has recognized Digital Assurance Certification with the issuance of a “No Action” Letter. A copy of this SEC letter is posted to DAC’s website at www.dacbond.com and in Appendix C.

DAC also offers 15-20 hours of CPE credit annually on topics related to municipal securities, in which the Obligated Person’s employees and elected officials may participate. Updated schedules of upcoming webinars are available on www.dacbond.com.

L. Date

This Policy shall become effective immediately.

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Appendix A: Continuing Disclosure Agreements and Requirements

CONTINUING DISCLOSURE AGREEMENT

This Continuing Disclosure Agreement (the “**Disclosure Agreement**”) by and among the Nixa Fire Protection District (the “**Obligated Person**”), The Bank of Kansas City, N.A., Kansas City, Missouri, as Trustee (the “**Trustee**”), and BOKF, N.A., d/b/a Bank of Kansas City, a national banking association, Kansas City, Missouri, as the issuer (the “**Issuer**”), is entered into in connection with the issuance of \$1,350,000 Nixa Fire Protection District, Certificates of Participation (Refunding Project) Series 2011 dated September 2, 2011 (the “**Certificates**”). The Certificates are being issued pursuant to a Declaration of Trust dated as of September 1, 2011 (the “**Declaration of Trust**”) made by the Trustee. The proceeds of the Certificates are being used by the Issuer to currently refund certain obligations of the Obligated Person as the agent of the Issuer and which will be leased by the Issuer pursuant to the Lease Agreement dated as of September 1, 2011 (the “**Lease**”) to the Obligated Person. The Certificates represent proportionate, undivided fractional interests in the right to receive rental payments under the Lease. This Disclosure Agreement constitutes the written undertaking by the Obligated Person for the benefit of the Owners required by Section (b)(5)(i) of the Securities and Exchange Commission Rule 15c2-12 under the Securities Exchange Act of 1934, as amended (17 CFR Part 240, Section 240.15c2-12) (the “**Rule**”). The parties hereto covenant and agree as follows:

Section 1. Definitions.

“**Annual Information**” shall mean the information specified in Section 3 hereof.

“**EMMA**” means the Electronic Market Access System.

“**GAAP**” shall mean generally accepted accounting principles as in effect from time to time in the United States of America.

“**Holder**” shall mean any registered owner of Securities and any beneficial owner of Securities within the meaning of Rule 13-d under the Securities Exchange Act of 1934.

“**MSRB**” shall mean the Municipal Securities Rulemaking Board established in accordance with the provisions of Section 15B(b)(1) of the Securities Exchange Act of 1934.

“**Obligated Person**” shall mean the Nixa Fire Protection District; provided that such person shall only be an Obligated Person if and so long as such person is an “Obligated Person” within the meaning of the Rule.

“**Repository**” shall mean any nationally recognized municipal securities information repository within the meaning of Rule 15c2-12.

“**Rule**” shall mean Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended through the date of this Disclosure Agreement.

“**Securities**” shall mean the Obligated Person’s \$1,350,000 Certificates of Participation (Refunding Project) Series 2011, dated September 2, 2011.

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"State Information Depository" shall mean any appropriate state information depository for the state of Missouri within the meaning of the Rule.

"Underwriter" shall initially mean Piper Jaffray & Co.

Section 2. Obligation to Provide Continuing Disclosure.

I. The Obligated Person hereby undertakes, for the benefit of Holders of the Securities to provide or cause to be provided electronically (through EMMA if applicable either directly or indirectly through the Trustee:

(a) to each Repository and to the State Information Depository, no later than 110 days after the end of each fiscal year, commencing with the fiscal year ended December 31, 2011, the Annual Information relating to such fiscal year;

(b) if not submitted a part of the Annual Information, to each Repository and to the State Information Depository, audited financial statement of the Obligated Person for such fiscal year when and if they become available;

(c) notice to each Repository and to the MSRB, within ten days of the occurrence, notice of any of the following events with respect to the Securities.

(1) Principal and interest payment delinquency;

(2) Tender offer

(3) Bankruptcy, insolvency, receivership, or a similar proceeding by the District.

(4) Unscheduled draw on credit enhancement on the securities reflecting financial difficulties;

(5) Unscheduled draw on debt service reserve reflecting financial difficulties;

(6) Substitution of credit or liquidity providers, or their failure to perform;

(7) Adverse tax opinion, or events affecting the tax-exempt status of the Securities. Adverse tax opinion, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, notice of Proposed User IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material event affecting the tax status of the security;

(8) Securities call;

(9) Defaults;

(10) Release, substitution or sale of property securing repayment of the Securities and

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(I) Rating change .

(d) Notice to each Reporting or to the MCRB and to the State Information Depository with ten days of the occurrence of any of the following events with respect to the Securities, if material:

(1) Non-payment related defaults;

(2) Modification to the rights of Security holders;

(3) Release, substitution, or sale of property securing repayment of the securities; and

(4) Consummation of a merger, consolidation, acquisition involving a borrower, other than in the ordinary course of business, or the sale of all or substantially all the assets of the issuer or borrower, or the entry into a definitive agreement to engage in such a transaction, or termination of such an agreement, other than in accordance with its terms.

(C) Appointment of a successor or addition trustee, or the change in the name of the trustee.

(I) Notice to each Repository or to the MSRB and to the State Information Depository, in a timely manner, notice of a failure to provide any Annual Information required by clause 1(a) of this Section 2.

2. The obligation of the Obligated Person pursuant to subsection 1 above may be terminated if such Obligated Person is no longer an "Obligated Person" as defined herein. Upon any such termination, the Obligated Person shall provide notice of such termination to each Repository, the State Information Depository and the MSRB.

3. Nothing herein shall be deemed to prevent the Obligated Person from disseminating any other information in addition to that required hereby in the manner set forth herein or in any other manner. If the Obligated Person disseminates any such additional information, the Obligated Person shall have no obligation to update such information or include it in any future materials disseminated hereunder.

Section 3. Annual Information.

I. The required Annual Information shall consist of the following:

(a) The financial statement of the Obligated Person as of and for each fiscal year and its independent accountants' report with respect thereto and Supplementary information.

(b) Current information to reflect material changes in matters of the type described in the Official Statement delivered in connection with the issuance of the Certificates under (a) the heading "**SECURITY FOR THE CERTIFICATES**" and (b) all tabular information contained in the heading "**THE DISTRICT**".

2. All or any portion of the Annual Information may be incorporated in the Annual Information by cross reference to any other documents which have been filed with (i) the Repositories, the State Information Depository, if any, and, if the document is an official statement, the MSRB or (ii) the securities

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and Exchange Commission.

3. Annual Information for any fiscal year containing any modified operating data or financial information (as contemplated by Section 7(c) hereof) for such fiscal year shall explain, in narrative form, the reasons for such modification and the effect of such modification on the annual information being provided for such fiscal year. If a change in accounting principle is included in any such modification, such annual information shall present a comparison between the financial statement or information prepared on the basis of the modified accounting principle and those prepared on the basis of the former accounting principles.

Section 4. Financial Statements. The Obligated Person's annual financial statements for each fiscal year shall be prepared in accordance with GAAP as in effect from time to time for governmental units.

Section 5. Remedies. If the Obligated Person shall fail to comply with any provision of this Disclosure Agreement, then the Trustee or any Holder of Securities may enforce, for the equal benefit and protection of all Holders similarly situated, by suit or proceeding at law or in equity, this Disclosure Agreement against the Obligated Person and any of the officers, agents and employees of the Obligated Person, and may compel the Obligated Person or any such officers, agents or employees to perform and carry out their duties under this Disclosure Agreement; provided that the sole and exclusive remedy for breach of this Disclosure Agreement shall be an action to compel specific performance of the obligations of the Obligated Person hereunder and no person or entity shall be entitled to recover monetary damages hereunder under any circumstances, and provided further, that any challenge to the adequacy of any information provided pursuant to Section 2 shall be brought only by the Trustee or the Holders of 25% in aggregate principal amount of the Securities at the time outstanding which are affected thereby.

Section 6. Parties in Interest. This Disclosure Agreement is executed and delivered solely for the benefit of the Holders. No other person (other than the Trustee) shall have any right to enforce the provisions hereof or any other right hereunder.

Section 7. Amendments. Without the consent of any Holder of Securities, the Obligated Person, the Issuer and the Trustee at any time and from time to time may enter into any amendments or changes to this Disclosure Agreement for any of the following purposes:

- (a) to comply with or conform to the Rule or any amendment thereto or authoritative interpretation thereof by the Securities and Exchange Commission or its staff (whether required or optional);
- (b) to add a disclosure agent for the information required to be provided hereby and to make any necessary or desirable provision with respect thereto;
- (c) to evidence the succession of another person to the Obligated Person and the assumption by any such successor of the covenant of the Obligated Person hereunder;
- (d) to add to the covenant of the Obligated Person for the benefit of the Holder, or to surrender any right or power herein conferred upon the Obligated Person;
- (e) to modify the content, presentation and format of the Annual Information from time to time as a result of a change in circumstance, that arises from a change in legal requirement, change in law, or change in the identity, nature or status of the Issuer or the Obligated Person, or type of business conducted;

3/4/2015

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provided that (1) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the offering of the Securities, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and (2) the amendment or change does not materially impair the interest of Holders, as determined either by a party unaffiliated with the Obligated Person (such as the Trustee or bond counsel), or by the vote or consent of Holders of a majority in outstanding principal amount of the Securities affected thereby at or prior to the time of such amendment or change.

Section 8. Termination. This Disclosure Agreement shall remain in full force and effect until such time as all principal, redemption premiums, if any, and interest on the Securities shall have been paid in full or the Securities shall have otherwise been paid or legally defeased pursuant to the Declaration of Trust. Upon any such legal defeasance, the Issuer shall provide notice of such defeasance to each Repository, the State Information Depository and the MSRB. Such notice shall state whether the Securities have been defeased to maturity or to redemption and the timing of such maturity or redemption.

Section 9. The Trustee.

1. This Disclosure Agreement shall not create any obligation or duty on the part of the Trustee and the Trustee shall not be subject to any liability hereunder for acting or failing to act as the case may be.

2. The Obligated Person shall indemnify and hold harmless the Trustee in connection with this Disclosure Agreement, to the same extent provided in the Declaration of Trust for matters arising thereunder.

Section 10. Governing Law. THIS DISCLOSURE AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF MISSOURI DETERMINED WITHOUT REGARD TO PRINCIPLES OF CONFLICT OF LAW.

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Appendix A: Continued



SEC POST-ISSUANCE COMPLIANCE SERVICES PRICING AGREEMENT NIXA FIRE PROTECTION DISTRICT, MISSOURI

Nixa Fire Protection District, Missouri (the "District") has bond issues subject to the continuing disclosure requirements of SEC Rule 15c2-12, and hereby engages DAC to compile and maintain undertaking requirements, provide notice of and file rating changes, offer ongoing training, file and disseminate information provided to DAC in connection with its bond issues, and assist in developing policies and procedures for secondary municipal market securities requirements. The District may apply the DAC Bond logo to future bond issues alerting regulatory bodies, rating agencies, broker-dealers and investors of ongoing information filings to the DAC system upon the execution of the Continuing Disclosure Agreement by both parties. DAC will provide the following services in its role as Disclosure Dissemination Agent for all bond issues listed in the attached Exhibit A.

1. Review the historical information on file at EMMA and update or create filings as instructed by the issuer representative.
2. Provide templates in Excel format for completion of all operating data as required by each Disclosure Agreement to meet EMMA formatting and identification requirements for all filings effective July 1, 2009.
3. Establish an automated tickler system with reporting due dates as required in each Continuing Disclosure Agreement and linked to the Excel template prepared as stated above.
4. Provide notification for rating agencies' actions affecting any outstanding bonds.
5. Disseminate and provide receipt of all filings of ongoing financial information, material event notices, irrevocable failure to file notices, press releases, management discussions, and supplemental information to EMMA.
6. Offer a minimum of 12 hours of continuing education annually as approved by the National Boards of Accountancy (NASBA)
7. Assist in developing written SEC policies and procedures.

For the services outlined above, DAC charges a one-time \$5,000 set-up fee for each new issue, including direct bank loans and private placements. The total fees due, are:

| | |
|---|----------|
| One-time set up fee for bond issues listed on Exhibit A | \$ 5 000 |
| Due Upon Execution | U!U!!! |

The services and this contract in its entirety described herein will be exclusively performed in Florida. DAC will bill for its services at the time of initial set-up on the DAC system, prior to releasing information to investors. All bond calls, defeasance notices or other material event notices will be disseminated by DAC at a cost of \$250.00 each, billed annually.

| | |
|---|--|
| <p>By: c9a-L- Paula Stuart CEO Digital Assurance Certification Dated: January 14, 2015</p> | <p>By: 4P'''S<-- Title: Boa't-'Q dv?T Nixa Fire Protection District, Missouri Agreed to and effective on this date:</p> |
|---|--|

DAC Bond''' 390 N. Orange Avenue, 17th Floor, Orlando, FL 32801
Ph. 407-515-1100 Fax 407-515-6513 www.dacbond.com

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Appendix B: CUSIPs

| | <u>Series</u> | <u>Dated Date</u> | <u>Maturity Date</u> | <u>CUSIP</u> |
|-----|---------------|-------------------|----------------------|--------------|
| 1. | 2011 | 09/02/2011 | 06/01/2019 | 65481ACG1 |
| 2. | 2011 | 09/02/2011 | 06/01/2013 | 65481ACA4 |
| 3. | 2011 | 09/02/2011 | 06/01/2020 | 65481ACH9 |
| 4. | 2011 | 09/02/2011 | 06/01/2014 | 65481ACB2 |
| 5. | 2011 | 09/02/2011 | 06/01/2012 | 65481ABZ0 |
| 6. | 2011 | 09/02/2011 | 06/01/2016 | 65481ACD8 |
| 7. | 2011 | 09/02/2011 | 06/01/2015 | 65481ACC0 |
| 8. | 2011 | 09/02/2011 | 06/01/2017 | 65481ACE6 |
| 9. | 2011 | 09/02/2011 | 06/01/2018 | 65481ACF3 |
| 10. | 2005 | 05/12/2005 | 03/01/2012 | 65481ABQ0 |
| 11. | 2005 | 05/12/2005 | 03/01/2008 | 65481ABL1 |
| 12. | 2005 | 05/12/2005 | 03/01/2018 | 65481ABW7 |
| 13. | 2005 | 05/12/2005 | 03/01/2016 | 65481ABU1 |
| 14. | 2005 | 05/12/2005 | 03/01/2017 | 65481ABV9 |
| 15. | 2005 | 05/12/2005 | 03/01/2011 | 65481ABP2 |
| 16. | 2005 | 05/12/2005 | 03/01/2019 | 65481ABX5 |
| 17. | 2005 | 05/12/2005 | 03/01/2014 | 65481ABS6 |
| 18. | 2005 | 05/12/2005 | 03/01/2015 | 65481ABT4 |
| 19. | 2005 | 05/12/2005 | 03/01/2020 | 65481ABY3 |
| 20. | 2005 | 05/12/2005 | 03/01/2013 | 65481ABR8 |
| 21. | 2005 | 05/12/2005 | 03/01/2010 | 65481ABN7 |
| 22. | 2005 | 05/12/2005 | 03/01/2006 | 65481ABJ6 |
| 23. | 2005 | 05/12/2005 | 03/01/2007 | 65481ABK3 |
| 24. | 2005 | 05/12/2005 | 03/01/2009 | 65481ABM9 |

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Appendix C: DAC Securities and Exchange Commission No Action Letter



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549

September 21, 2001

Monty Humble, Esq.
Vinson & Elkins LLP
3700 Trammell Crow Center
2001 Ross Avenue
Dallas, Texas 75201-7700

Re: Digital Assurance Certification L.L.C.

Based on your representations and the facts presented in your letter dated September 7, 2001 (the "Request"), the Division of Market Regulation will not recommend any enforcement action to the Commission against any broker, dealer, or municipal securities dealer (each, a "dealer") for violation of Subsection (c) of Rule 15c2-12 of the Securities Exchange Act of 1934 because the dealer uses the DAC Database as its source of Information in the procedures it establishes in order to have reasonable assurance that it will receive prompt notice of any event disclosed pursuant to paragraph (b)(5)(i)(C), paragraph (b)(5)(i)(D), and paragraph (d)(2)(ii)(B) of Rule 15c2-12 for DAC Bonds.

For purposes of this letter, the "DAC Database" is an Internet-accessible database maintained by Digital Assurance Certification L.L.C. ("DAC") and a municipal security included in the DAC Database is a "DAC Bond." "Information" refers to the Annual Financial Information, Audited Financial Statements, Notice Event notices, and Voluntary Reports, as such terms are used in the Request.

In reaching this position, we note in particular that:

1. Pursuant to a Continuing Disclosure Agreement for a DAC Bond, the issuer or obligated person will name DAC as its exclusive dissemination agent. The issuer or obligated person will agree to provide DAC with the Annual Financial Information and Audited Financial Statements (certified by a designated representative of the issuer or obligated party) by deadlines described in the Agreement and with all Notice Events notices and Voluntary Reports (each certified by a designated representative of the issuer or obligated party) for filing with nationally recognized municipal securities information repositories, state information depositories and/or the Municipal Securities Rulemaking Board (collectively, "Repositories") as required by Rule 15c2-12. DAC will agree to make such filings promptly upon its receipt of the Information.

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2. DAC will be irrevocably instructed by the issuer or obligated person to file Notice Event notices of failure to file accurate financial information with the appropriate Repositories at the times and under the circumstances which you have described in the Request.
3. Information in the DAC Database, including Notice Event notices, will be identical to the information DAC files with the Repositories.
4. Whenever DAC enters into a Continuing Disclosure Agreement with respect to an issue of municipal securities that is already outstanding, it will use its best efforts to obtain all information with respect to that issue from the Repositories and include that information in the DAC Database.

This no-action position is expressly conditioned on the current and continuing accuracy of the facts and representations contained in the Request; any different facts or conditions might require a different response. This position is based on current laws, rules, and regulations governing participants in, and the markets for, municipal securities. Any changes in such laws, rules, or regulations may supersede this no-action position or require the Division to reevaluate its position. In addition, DAC shall advise the Division of any material change in its standard form of Continuing Disclosure Agreement or the operations and procedures described in the Request, and, if possible, shall provide such information 30 days prior to any contemplated change, to enable the Division to reevaluate this no-action position in light of such change.

This no-action position is subject to modification or revocation at any time the Division determines that such action is necessary or appropriate. The Division may, from time to time, request that DAC provide it with additional information concerning the DAC Database and the DAC System referred to in the Request.

The position expressed herein is the Division's position on enforcement action only; it does not represent a legal conclusion on the question presented.

Sincerely,

Martha Mahan Haines, Chief
Office of Municipal Securities