

AGENDA OF THE REGULAR SESSION
Cass County Emergency Services Board
801 S. Commercial Street, Harrisonville Missouri 64701
August 23, 2017
8:00 A.M.

- I. Call to Order
- II. Roll Call (Quorum)
- III. Pledge of Allegiance
- IV. Public Participation
- V. Old Business
 - A. Consent Agenda
 1. Approval of Account Statements
 2. Approval of Payables
 - B. Approval of the July 19, 2017 Meeting Minutes
 - C. Reports
 1. Chair
 2. Treasurer
 3. Board Members
 4. Committees
 5. Executive Director
 - a. APCO Conference, Denver Colorado August 12-17, 2017
 - b. MFA Site Visits the week of August 21, 2017
 - c. UPS RFP with corrected dates advertised August 10, 2017
 - D. Draft Resolution for Bylaws Changes
 - E. Job Description for the Part-time Position
 - F. Draft Request for Qualification for Centralized Communications Center
- VI. New Business
 - A. Resolution 17-015 Personal Financial Disclosure Reports to the Missouri Ethics Commission
 - B. MPR 2017 Board of Directors Election
- VII. Adjourn to Executive Session - The Cass County Emergency Services Board may enter into a closed session pursuant to Sections 610.021.1 (legal), 610.021.2 (real estate), 610.021.3 (personnel), 610.021.12 (bid proposals and contract negotiation), and 610.021.14 (records which are protected from disclosure by law), RSMo.
- VIII. Next Meeting Date – September 27, 2017, 8:00 a.m. 801 S. Commercial Street, Harrisonville
- IX. Adjourn from Regular Session

Posted on this 21st day of August by 5:00 p.m.

The Cass County Emergency Services Board meeting is an open meeting but is not a meeting of the public. There is a place on the agenda for comments of citizens under PUBLIC PARTICIPATION. Our rule is that comments by any individual or group shall not exceed (5) minutes.

**CASS COUNTY
 9-1-1 BOARD DIRECTOR
 801 S COMMERCIAL STREET
 HARRISONVILLE MO 64701**

Missouri Department of Revenue

07/20/17

We have instructed the Central Bank, Jefferson City, to distribute your local sales tax monies in the amount of \$0.00 by electronic funds transfer (ACH) to COMMUNITY BANK OF RAYMORE CASS COUNTY EMERGENCY SERVICES/AC for your credit and use on 07/07/17. Your wire included semi-annual interest of \$ 1,603.74. Total wire is \$ 1,603.74. If you do not receive your distribution or if you have questions concerning the amount of your distribution, please contact the Missouri Department of Revenue at (573) 751-4876.

**Local Sales Tax
 Account History**

CO CAP IMP

CASS COUNTY EMERGENCY SERVICES/AC

	2015	DSP	2016	DSP	Variance 15 TO 16	2017	DSP	Variance 16 TO 17
June	552,920.03	A	534,819.65	A	18,100.38-	607,030.99	A	72,211.34
Year to Date	2,753,550.72		2,935,580.39		182,029.67	2,937,064.12		1,483.73

801 W Foxwood Dr 300 S State Route C 1503 N State Rt 291 Hwy
Raymore, MO 64083 Peculiar, MO 64078 Harrisonville, MO 64701
(816) 322-2100 (816) 779-2100 (816) 884-5400

RETURN SERVICE REQUESTED

CASS COUNTY EMERGENCY SERVICES BOARD
KIMBERLY ROBIN TIEMAN
801 S COMMERCIAL ST
HARRISONVILLE MO 64701-1603

Managing Your Accounts

-  Support Number (816) 322-2100
-  Telephone Banking (866) 322-7030
-  Online Access www.cbronline.net
-  Mailing P O Box 200
Raymore, MO 64083

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS INT. CKING	XXXXXXX	\$2,750,812.80

BUSINESS INT. CKING-XXXXXXX

Account Summary

Date	Description	Amount
07/01/2017	Beginning Balance	\$2,322,873.44
	3 Credit(s) This Period	\$607,262.07
	28 Debit(s) This Period	\$179,322.71
07/31/2017	Ending Balance	\$2,750,812.80
	Service Charges	\$1.84

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.10%
Interest Days	31
Interest Earned	\$231.08
Interest Paid This Period	\$231.08
Interest Paid Year-to-Date	\$1,482.52
Average Ledger Balance	\$2,720,734.15
Average Available Balance	\$0.00

Account Activity

Post Date	Description	Debits	Credits	Balance
07/01/2017	Beginning Balance			\$2,322,873.44
07/03/2017	CHECK # 2243	\$554.04		\$2,322,319.40
07/03/2017	CHECK # 2250	\$620.10		\$2,321,699.30
07/03/2017	CHECK # 2244	\$3,655.00		\$2,318,044.30
07/03/2017	CHECK # 2246	\$27,371.66		\$2,290,672.64
07/05/2017	CHECK # 2251	\$6,384.90		\$2,284,287.74
07/07/2017	CO CAP IMP MO DOR		\$605,427.25	\$2,889,714.99
07/12/2017	CHECK # 2259	\$2,164.86		\$2,887,550.13
07/13/2017	IRS USATAXPYM1	\$1,454.40		\$2,886,095.73
07/13/2017	INTUIT PAYROLL S QUICKBOOKS	\$2,020.65		\$2,884,075.08
07/13/2017	CHECK # 2257	\$280.18		\$2,883,794.90
07/14/2017	CHECK # 2253	\$704.00		\$2,883,090.90
07/17/2017	CHECK # 2254	\$48.05		\$2,883,042.85
07/17/2017	CHECK # 2256	\$1,780.48		\$2,881,262.37
07/18/2017	CHECK # 2255	\$80.02		\$2,881,182.35
07/18/2017	CHECK # 2263	\$97,030.17		\$2,784,152.18
07/19/2017	CHECK # 2252	\$475.00		\$2,783,677.18
07/20/2017	CHECK # 2269	\$291.68		\$2,783,385.50

BUSINESS INT. CKING-XXXXXXX

(continued)

Account Activity (continued)

Post Date	Description	Debits	Credits	Balance
07/20/2017	CHECK # 2258	\$495.66		\$2,782,889.84
07/20/2017	CHECK # 2260	\$498.00		\$2,782,391.84
07/20/2017	CHECK # 2262	\$798.00		\$2,781,593.84
07/21/2017	CHECK # 2268	\$453.28		\$2,781,140.56
07/24/2017	CO CAP IMP MO DOR		\$1,603.74	\$2,782,744.30
07/24/2017	CHECK # 2261	\$750.00		\$2,781,994.30
07/25/2017	CHECK # 2266	\$82.50		\$2,781,911.80
07/26/2017	CHECK # 2264	\$70.00		\$2,781,841.80
07/26/2017	CHECK # 2267	\$1,000.00		\$2,780,841.80
07/27/2017	CHECK # 2265	\$27,211.34		\$2,753,630.46
07/28/2017	INTUIT PAYROLL S QUICKBOOKS	\$2,020.65		\$2,751,609.81
07/31/2017	LAGERS PAYMENT	\$1,026.25		\$2,750,583.56
07/31/2017	INTEREST		\$231.08	\$2,750,814.64
07/31/2017	SERVICE CHARGE	\$1.84		\$2,750,812.80
07/31/2017	Ending Balance			\$2,750,812.80

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2243	07/03/2017	\$554.04	2255	07/18/2017	\$80.02	2263	07/18/2017	\$97,030.17
2244	07/03/2017	\$3,655.00	2256	07/17/2017	\$1,780.48	2264	07/26/2017	\$70.00
2246*	07/03/2017	\$27,371.66	2257	07/13/2017	\$280.18	2265	07/27/2017	\$27,211.34
2250*	07/03/2017	\$620.10	2258	07/20/2017	\$495.66	2266	07/25/2017	\$82.50
2251	07/05/2017	\$6,384.90	2259	07/12/2017	\$2,164.86	2267	07/26/2017	\$1,000.00
2252	07/19/2017	\$475.00	2260	07/20/2017	\$498.00	2268	07/21/2017	\$453.28
2253	07/14/2017	\$704.00	2261	07/24/2017	\$750.00	2269	07/20/2017	\$291.68
2254	07/17/2017	\$48.05	2262	07/20/2017	\$798.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
07/03/2017	\$2,290,672.64	07/17/2017	\$2,881,262.37	07/25/2017	\$2,781,911.80
07/05/2017	\$2,284,287.74	07/18/2017	\$2,784,152.18	07/26/2017	\$2,780,841.80
07/07/2017	\$2,889,714.99	07/19/2017	\$2,783,677.18	07/27/2017	\$2,753,630.46
07/12/2017	\$2,887,550.13	07/20/2017	\$2,781,593.84	07/28/2017	\$2,751,609.81
07/13/2017	\$2,883,794.90	07/21/2017	\$2,781,140.56	07/31/2017	\$2,750,812.80
07/14/2017	\$2,883,090.90	07/24/2017	\$2,781,994.30		

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Service Charge Summary

Description	Amount
TOTAL CHARGE FOR CHECKS:	\$1.84
Total Service Charge	\$1.84

**CASS COUNTY
9-1-1 BOARD DIRECTOR
801 S COMMERCIAL STREET
HARRISONVILLE MO 64701**

Missouri Department of Revenue

08/02/17

We have instructed the Central Bank, Jefferson City, to distribute your local sales tax monies in the amount of \$401,448.40 by electronic funds transfer (ACH) to COMMUNITY BANK OF RAYMORE CASS COUNTY EMERGENCY SERVICES/AC for your credit and use on 08/07/17. If you do not receive your distribution or if you have questions concerning the amount of your distribution, please contact the Missouri Department of Revenue at (573) 751-4876.

- CO CAP IMP

Local Sales Tax Account History

CASS COUNTY EMERGENCY SERVICES/AC

	2015	DSP	2016	DSP	Variance 15 TO 16	2017	DSP	Variance 16 TO 17
July	345,204.42	A	389,449.56	A	44,245.14	401,448.40	A	11,998.84
Year to Date	3,098,755.14		3,325,029.95		226,274.81	3,338,512.52		13,482.57



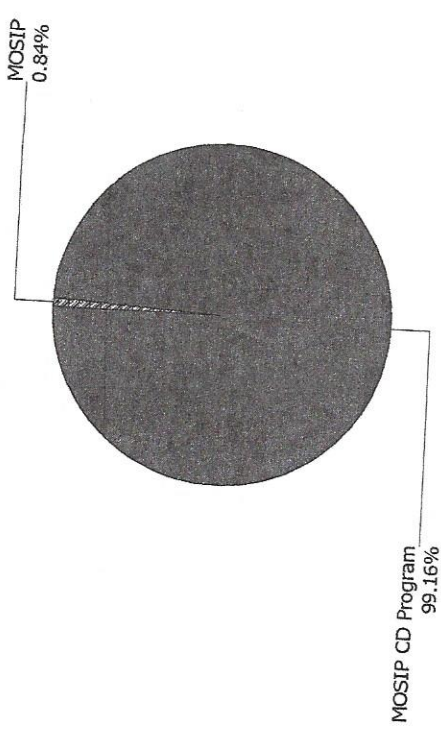
Account Statement - Transaction Summary

For the Month Ending July 31, 2017

Cass County Emergency Services Board - Reserve Fund - MOSIP

Opening Market Value	40,462.93
Purchases	32.20
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$40,495.13
Cash Dividends and Income	32.20
MOSIP CD Program	\$4,800,000.00
Opening Market Value	4,800,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$4,800,000.00
Cash Dividends and Income	0.00

Asset Summary	July 31, 2017	June 30, 2017
MOSIP	40,495.13	40,462.93
MOSIP CD Program	4,800,000.00	4,800,000.00
Total	\$4,840,495.13	\$4,840,462.93
Asset Allocation		



Investment Holdings

For the Month Ending July 31, 2017

Cass County Emergency Services Board - Reserve Fund -

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
MOSIP CD Program							
03/18/16	03/18/16	CD - Bank Leumi Usa, NY	09/14/17	1.05	246,000.00	3,545.43	249,856.81
03/18/16	03/18/16	CD - State Bank Of India (New York #33682 & Illinois #33664), NY	09/14/17	0.95	246,000.00	3,207.77	249,489.49
03/18/16	03/18/16	CD - Great Midwest Bank, Ssb, WI	09/14/17	0.95	246,000.00	3,207.77	249,489.49
03/18/16	03/18/16	CD - Industrial & Commercial Bank Of China Usa, NY	09/14/17	0.95	246,000.00	3,207.77	249,489.49
03/18/16	03/18/16	CD - Community West Bank N.A., CA	09/14/17	0.91	216,000.00	2,697.99	218,934.94
03/18/16	03/18/16	CD - Cit Bank, N.A. (Fka Onwest Bank, N.A.), CA	03/19/18	1.25	243,000.00	4,169.28	249,083.32
03/18/16	03/18/16	CD - Bank Of China, NY	03/19/18	1.15	244,000.00	3,851.52	249,619.69
03/18/16	03/18/16	CD - Southern States Bank, AL	03/19/18	1.10	244,000.00	3,684.06	249,375.35
03/18/16	03/18/16	CD - Blackridge Bank, ND	03/19/18	1.10	225,000.00	3,397.19	229,956.78
03/18/16	03/18/16	CD - Crestmark Bank, MI	03/19/18	1.15	244,000.00	3,851.52	249,619.69
03/18/16	03/18/16	CD - Affiliated Bank, TX	09/14/18	1.20	242,000.00	3,986.04	249,240.11
03/18/16	03/18/16	CD - Regent Bank, OK	09/14/18	1.25	242,000.00	4,152.12	249,541.78
03/18/16	03/18/16	CD - Enerbank Usa, UT	09/14/18	1.16	242,000.00	3,853.17	248,998.77
03/18/16	03/18/16	CD - Modern Bank, N.A., NY	09/14/18	1.15	232,000.00	3,662.11	238,651.73
03/18/16	03/18/16	CD - Bank Of The Ozarks, AR	09/14/18	1.17	242,000.00	3,886.39	249,059.11
03/27/17	03/27/17	CD - Farmers & Merchants Union Bank, WI	03/27/19	1.60	242,000.00	1,347.24	249,744.00
03/27/17	03/27/17	CD - Capital Bank, N.A., MD	03/27/19	1.55	242,000.00	1,305.14	249,502.00
03/27/17	03/27/17	CD - Southside Bank, TX	03/27/19	1.55	242,000.00	1,305.14	249,502.00
03/27/17	03/27/17	CD - First Internet Bank Of Indiana, IN	03/27/19	1.56	242,000.00	1,313.56	249,550.40
03/27/17	03/27/17	CD - Franklin Synergy Bank, TN	03/27/19	1.51	232,000.00	1,218.92	239,006.40
Total					\$4,800,000.00	\$60,850.13	\$4,917,711.35



Account Statement

Cass County Emergency Services Board - Reserve Fund -

For the Month Ending July 31, 2017

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Opening Balance					
07/31/17	08/01/17	Accrual Income Div Reinvestment - Distributions	1.00	32.20	40,462.93
Closing Balance					
40,495.13					
Opening Balance					
Purchases					
			40,462.93		9,170.09
			32.20		1,234,925.04
			0.00		(1,203,600.00)
			0.00		0.00
Closing Balance					
			40,495.13		40,495.13
Cash Dividends and Income					
			32.20		141.08
				40,495.13	
				40,463.97	
				0.94%	

Closing Balance
Average Monthly Balance
Monthly Distribution Yield

Cass County Emergency Services Board

8/21/2017 2:55 PM

Register: Community Bank - Interest Check

From 07/24/2017 through 08/21/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/24/2017			Interest	Deposit		X	1,603.74	2,753,630.46
07/28/2017		MO LAGERS	LAGERS Retirement		1,026.25	X		2,752,604.21
07/28/2017	2270	Williams & Campo, ...	Professional Services		617.50	X		2,751,986.71
07/28/2017	2271	CITY OF RAYMORE	-split-		11,708.07	X		2,740,278.64
07/28/2017	2272	CenturyLink	-split-		554.13	X		2,739,724.51
07/28/2017	2273	KC Web	-split-		3,987.00	X		2,735,737.51
07/28/2017	2274	Midwest Public Risk ...	MPR Health Insurance		1,780.48	X		2,733,957.03
07/28/2017	2275	KANSAS CITY STAR	-split-		31.81	X		2,733,925.22
07/28/2017	2276	KCP & L	-split-		923.74	X		2,733,001.48
07/28/2017		QuickBooks Payroll ...	-split-	Created by Pay...	2,020.65	X		2,730,980.83
07/31/2017			Interest	Deposit		X	231.08	2,731,211.91
07/31/2017			Bank Service Charges		1.84	X		2,731,210.07
07/31/2017	2277	Odom's Bugs-B-Gon...	-split-		70.00	X		2,731,140.07
07/31/2017	2278	MISSOURI GAS EN...	Utilities		43.93	X		2,731,096.14
07/31/2017	2279	Kimberly R Tieman	-split-		359.28	X		2,730,736.86
07/31/2017	2280	VISA	-split-		481.69	X		2,730,255.17
07/31/2017	DD1057	Kimberly R Tieman	-split-	Direct Deposit		X		2,730,255.17
08/04/2017		KCP & L	Utilities		854.72	X		2,729,400.45
08/05/2017			Sales Tax	Deposit		X	401,448.40	3,130,848.85
08/07/2017	2281	KCP & L	Utilities	VOID:		X		3,130,848.85
08/07/2017	2282	KCP & L	-split-		992.74	X		3,129,856.11
08/07/2017	2283	OVEC	Utilities		600.00	X		3,129,256.11
08/07/2017	2284	VERIZON WIRELE...	Telephone	442107501-00...	80.02			3,129,176.09
08/07/2017	2285	KCP&L	-split-		4,329.72			3,124,846.37
08/07/2017	2286	Office Products Allia...	Office Supplies		115.46	X		3,124,730.91
08/10/2017	E-pay	United States Treasury	-split-	45-5361335 Q...	1,454.40			3,123,276.51
08/11/2017	2287	Jim Kuntz	Tower Land Maintenanc...		600.00			3,122,676.51
08/11/2017	2288	MID-AMERICA RE...	MARC Coordination		26,871.70			3,095,804.81
08/11/2017	2289	AT&T	Advertising and Website		82.50			3,095,722.31
08/14/2017		QuickBooks Payroll ...	-split-	Created by Pay...	2,020.66			3,093,701.65
08/15/2017	DD1058	Kimberly R Tieman	-split-	Direct Deposit		X		3,093,701.65
08/21/2017	2290	KCP & L	-split-		972.31			3,092,729.34
08/21/2017	2291	CAROL STAFFORD	Office Rent		1,000.00			3,091,729.34

Cass County Emergency Services Board Meeting
801 South Commercial Street, Harrisonville, Missouri
Wednesday July 19, 2017
Meeting Minutes

1. Call to Order – The meeting was called to order at 7:59 a.m. by Kristofer Turnbow.

2. Roll Call:

Norman K. Larkey Sr.	Present
Roger Mayberry	Present
Max Schmoll	Present
Doug Stark	Present
Karen Steele	Present
Kris Turnbow	Present
Jeff Weber	Excused

Quorum was present.

Members of the Audience:

Robin Tieman	JD Shrewsbury	Norman Shriver	Randy Powers
Mark Terman	John Hofer	Jason Honderick	

3. Pledge of Allegiance

4. Public Participation
There was no public participation.

5. Old Business

a. Approval of Consent Agenda

Roger Mayberry motioned to approve the consent agenda including account statements and payables. Norman K. Larkey, Sr. seconded the motion. Motion carried.

b. Approval of the June 28, 2017 Meeting Minutes

Norman K. Larkey, Sr. motioned to approve the May 24, 2017 meeting minutes with no changes. Karen Steele seconded the motion. Motion carried with one Abstention.

c. Reports

i. Chair
No report

ii. Treasurer
No report

iii. Board Members
No report

iv. Committees
No report

v. Executive Director Report

1. Second Quarter 2017 Budget Figures

All line items are at 50% or below, except the CAD Recurring

Updates and PSAP Training, which incur their expenses early in the year.

2. MARC TUSA Next Generation Report is July 20, 2017 at 1:30 p.m. at Mid-America Regional Council.

6. New Business

a. Bylaws Changes Discussion

The members agreed that the CCESB meetings should continue with monthly occurrences, the meeting should be moved to the second Wednesday of each month, the meeting order of Roll Call and Pledge of Allegiance should be reversed, and the CCESB Committees shall meet quarterly or more frequently if necessary. The Bylaws Changes will be presented at the August meeting and voted on at the September meeting.

b. Dolan West Dolan Fire Protection District Request

Dolan West Dolan passed a bond to build a new fire station. They have requested the Fire Station Alerting equipment be placed in the new building and are requesting more equipment to accommodate the new building. The cost is \$1,744.25.

- c. Resolution 17-014 Dolan West Dolan Fire Station Alerting Equipment
Norman K. Larkey, Sr. motioned to approve Resolution 17-014 and amendment to the Fiscal year 2017 budget in the amount of \$1,744.25 to increase the number of speakers at the new Dolan West Dolan Fire Station. Doug Stark seconded the motion. Motion carried.

7. Executive Session

There was no executive session.

8. Next Meeting

The next meeting is August 23, 2017 at 801 South Commercial, Harrisonville.

9. Adjournment

With no further business or discussion, Max Schmoll made a motion to adjourn. Roger Mayberry seconded the motion. Motion carried at 8:19 a.m.

Respectfully Submitted by:
Robin Tieman, Executive Director
Cass County Emergency Services Board

A RESOLUTION APPROVING AMENDMENTS TO THE CASS COUNTY EMERGENCY SERVICES BOARD'S BYLAWS.

BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE CASS COUNTY EMERGENCY SERVICES BOARD, AS FOLLOWS:

SECTION 1. That the Board of Directors ("Board") for the Cass County Emergency Services Board hereby approves the amended Bylaws, a copy of which is attached.

SECTION 2. That the officers of the Board, including the Chairman and Secretary, are hereby authorized and directed to execute all documents, and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and the execution or taking of such action shall be conclusive evidence of such determination.

PASSED THIS 27TH DAY OF SEPTEMBER, 2017, BY THE BOARD OF DIRECTORS OF THE CASS COUNTY EMERGENCY SERVICES BOARD.

ATTEST:

Chairman

Secretary

Cass County Emergency Services Board

801 S Commercial Street, Harrisonville, Missouri

BYLAWS

These Bylaws are written pursuant to Missouri State Statutes regulating emergency telephone service and centralized dispatching boards.

ARTICLE I Organization Name

The name of this Organization (a political subdivision) shall be as the:

"Cass County Emergency Services Board" (CCESB).

On April 3, 2012, the voters of Cass County approved a sales tax initiative for the upgrade of the current radio infrastructure for Cass County. With the passage of this sales tax Initiative it also creates this political subdivision.

Article II Board of Directors

Pursuant to RSMO 190.335.8 and RSMO 190.335.9, the Cass County Commissioners appointed seven (7) members to the Board of Directors. Following the initial appointment, the Board of Directors shall be elected pursuant to RSMO 190.335.10

There shall be seven (7) members of the Board of Directors

A. Qualifications

1. Member must have lived in Cass County for a minimum of one (1) year
2. A member must live in the district in which they represent
3. A member must be at least twenty-one (21) years of age

B. Removal from Board of Directors

1. Failure to attend three (3) consecutive meetings without good cause.
Good cause shall include at least 24 hours notice to the Chair unless there is an emergency. Good cause shall be determined by the Board on a case-by-case basis.
2. Conduct prejudicial to the good order and operation of the Centralized Dispatching of emergency services

3. Neglect of Duty

4. Moving from represented district

5. Resignation

C. Filling a vacancy

1. Vacancy on the Board of Directors shall be filled by the remaining members of the Board. The appointee(s) shall act upon the next general municipal election which a Director(s) are elected to serve the remainder of the unexpired term. (RSMO 190.339.8)

Article III Officers

- A. Chairperson of the Board of Directors – It shall be the duty of the Chairperson to preside at Board meetings, to act as the Official head of the Board of Directors and to execute all contracts required to be executed by the Board of Directors. The Chairperson shall be the member of the Board of Directors elected at-large.
- B. Vice Chairperson – It shall be the duty of the Vice Chairperson to assume the duties of the Chairperson in their absence or disability. (RSMO 190.340.1)
- C. Secretary – The Secretary shall keep the official records of the meetings of the Board of Directors, shall attest all official documents with the seal of the Board of Directors, shall when called upon, make reports pertaining to the business of the Secretary's Office, attend the Board of Director's meeting and perform such other duties as may be imposed upon the Secretary by the provisions of RSMO 190.335 to 190.342 and the rules of the Board of Directors (RSMO 190.340.2). The Secretary may delegate duties relating to record keeping and the drafting of reports to the Executive Director of the Board. The Secretary shall preside over the meeting in the absence of the Chairperson and the Vice Chairperson.
- D. Treasurer - The Treasurer shall be the head custodian of the funds of the Board of Directors and pay money out of the treasury only upon valid checks or drafts drawn from the treasury (RSMO 190.340.3 The Treasurer shall work with the Chair and Executive Director of the Board to construct an annual budget for presentation to the board.
The Treasurer shall enter into the surety bond with a surety company authorized to do business in Missouri, and the cost of such bond shall be paid by the Board of Directors (RSMO 190.339.4).
All members of the Board of Directors shall be covered by the surety bond, and all members shall be authorized to pay money out of the treasury, only upon valid checks or drafts drawn from the treasury. Checks or drafts require two (2) signatures of the Board of Directors
- E. Terms for Officers – With the exception of the Chairperson, Officers shall be elected annually by the members at the April regular meeting of the Board of Directors. Elections shall be by roll call vote and a majority of the votes cast shall elect. Each officer shall take office immediately upon election, and serve a one-year term and may be reelected consecutively to the same office

for an additional one-year term. Officer vacancies may be filled by said process at any regular meeting of the Board of Directors.

Article IV Meetings

- A. The Board of Directors shall hold regular meeting on the 2nd Wednesday of each month. These meetings will be held at the Executive Director's Office located at 801 S. Commercial Street, Harrisonville, Missouri. The regular meeting may be held at a different date by a vote of the Board in accordance with the requirements of Sunshine Law Policy regarding meeting notices.
- B. Special Meeting may be called by the Chairperson.
- C. A regular meeting or special meeting may meet in a different location within the County of Cass when so called by the Chairperson.
- D. It is the policy of the CCESB to comply with the provisions of the Missouri Sunshine Law, Chapter 610, RSMo. In furtherance of this policy, the CCESB adopts the Sunshine Law Policy, attached hereto and incorporated herein by reference.
- E. The board meeting agenda shall be as follows:
 - a. Call to Order
 - b. Roll Call (Quorum)
 - c. Pledge of Allegiance
 - d. Public Participation
 - e. Old Business
 - f. New Business
 - g. Executive Session
 - h. Next Meeting Date and Time
 - i. Adjourn from Regular Session

Article V Committees

- A. Committees may be appointed by the Chairperson when deemed necessary by the Board of Directors.
- B. Committees shall meet quarterly at a minimum or more often if needed.
- C. The following committees shall be considered to be standing committees that are empowered to address the Board of Directors and advise them on the committee's respective subject:
 - a. Technical Committee. The Technical Committee consists of one member from each of the five PSAPs. The Technical Committee assists the

Executive Director with 9-1-1, computer issues, and radio programming. Quorum shall be three (3) members.

- b. PSAP Committee. The PSAP Committee consists of the five PSAP managers to advise the ESB on issues related to 9-1-1 and radio dispatching needs. Quorum shall be three (3) members.
- c. Radio System Users Committee. The Radio System Users Committee consists of one representative from each of the public safety and public works agencies that are on the Cass County Radio System. Quorum shall be five (5) members.

Article VI Election of Members

- A. The members of the Board of Directors shall be elected pursuant to RSMO 190.335.10. Three (3) members shall be elected from each district that coincides with the Cass County Commission Districts and 1 member shall be elected at large. The member elected at-large shall serve as the Chairperson of the Board of Directors. Of those first elected, four members from the districts shall be elected for a term of two (2) years and two members and the member at-large shall be elected for a term of four (4) years, thereafter, all terms shall be for four (4) years.

Article VII Quorum and Action

- A. A quorum will consist of four (4) members of the Board of Directors. The concurrence of four (4) members of the Board of Directors is required to be valid as the act of the Board of Directors.

Article VIII Amendments

- A. An amendment to these bylaws may be proposed through a resolution by majority vote at any meeting and then be approved by majority vote at the next meeting.

Article IV Parliamentary Authority

- A. The Cass County Emergency Services Board will follow the Revised Roberts Rule of Order, as maybe waived or modified at any time by the Board of Directors.

Article X Employees

- A. The Cass County Emergency Services Board shall reserve the right to hire employees to serve the Board of Directors as needed.

ARTICLE XI Fiscal Year and Audit

- A. The fiscal year shall end each year on the 31st day of December. The Board of Directors shall direct that an annual audit of the books of account and financial records of this political subdivision be performed by an independent accounting firm.

These official bylaws adopted the 27th day of September, 2017

Signed:

Kristofer P. Turnbow, Chair

Date

Attest:

Jeff Weber, Secretary

Date

CASS COUNTY EMERGENCY SERVICES BOARD

SUNSHINE LAW POLICY

SECTION 1. POLICY

It is the public policy of the Cass County Emergency Services Board ("Board") that meetings, records, votes, actions and deliberations of the body shall be open to public unless otherwise prohibited by law or this policy and that the Board shall comply with the Missouri Sunshine Law, Chapter 610, RSMo.

SECTION 2. CUSTODIAN OF RECORDS DESIGNATED

The Executive Director is hereby designated as the "custodian of records." Such designation does not mean that the Executive Director will necessarily have all the records in his or her possession, but simply is an indication to whom requests for copies of records and information regarding the Board government shall be directed. Requests for records made to persons other than the Executive Director shall not be considered to be requests that are made pursuant to the Missouri Sunshine Law, Chapter 610, RSMo. Nonetheless, any official or employee of the Board who receives a request is directed to inform the Secretary of the request in a timely fashion, so that a response may be made to the request.

SECTION 3. HOW RECORDS ARE REQUESTED

- A. *In writing.* All requests for records, notices, or information shall be in writing, and shall be accompanied by a deposit of the estimated cost of reproducing the requested information. Any request received by the custodian of records shall be initialed by him/her, with the date and time of receipt noted.
- B. *Response to be noted on request.* The requesting party shall indicate on the request the manner in which a response is desired. In absence of instructions to the contrary, it will be assumed that the requesting party wants to receive a response in the same form and manner as the original request.
- C. *Documentation of response.* The custodian of records should document the response provided either by (1) making an extra copy of the response and attaching it to the original request; (2) noting on the request what documents were provided; or (3) keeping a copy of any letter or note requesting additional information in order to process the request.

SECTION 4. REQUEST FOR SEARCHES

- A. *Generally.* Any search request that will require more than fifteen (15) minutes of the Custodian's time may be refused without a substantial advance deposit for the estimated time required to search for the records.
- B. *Fees.*

1. Fees for search, retrieval, accompanying, and returning to their proper storage all Board documents shall be:
 - a. For a search of fifteen (15) minutes or less – no retrieval fee.
 - b. For a search, retrieval, accompanying, and return of documents requiring more than fifteen (15) minutes – as may be provided in Section 610.026.1(1), RSMo.
 2. Fees for copies of documents shall be:
 - a. Ten cents (\$.10) per side of a page.
 - b. For copies that must be made elsewhere – the actual charges imposed for making the copies as well as the fee provided above for search, retrieval, accompanying and returning to proper storage, in accordance with Section 610.026.1(2), RSMo.
- C. *Inspection of Records.* To reduce the cost to both the requesting party and the Board, the Custodian of Records may permit a physical inspection of the records by the requesting party to help specify what documents are needed. The Custodian may impose such security as is deemed appropriate to guarantee that no record is removed from the Board files.
- D. *Waiver of Fees.* The Custodian of Records is authorized to waive the collection of any of the fees totaling less than Five Dollars (\$5.00) to any citizen of Cass County, or to any representative of news media that frequently sends a reporter to cover meetings of the Board.

SECTION 5. CLOSED RECORDS AND NOTICES

- A. *Records closed.* All records of the Board which are permitted to be closed records by reason of the Sunshine Law, or any other law, are and shall be maintained as closed records.
- B. *Public Notices.* The Custodian of Records shall establish a fixed place where all public notices and agenda will be posted. This notice board should be in a place that is accessible to members of the public.

CASS COUNTY EMERGENCY SERVICES BOARD

Assistant Job Description

Employee Name:	
Reports To:	Executive Director
Date of Hire:	
Full-Time / Part-Time:	Part-Time
Department:	911 Emergency Services
Location:	Harrisonville, Missouri
Supervisory Responsibilities:	No
FLSA Status:	Non-exempt \$20/Hour
Essential Duty: The Assistant's primary responsibility is:	
Assists the Executive Director in the daily operations for Cass County Emergency Services Board.	
Essential Functions:	
<p>The following duties are normal for this positions. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.</p> <ul style="list-style-type: none"> *Prepare monthly billing for signatures *Prepare Emergency Notification Databases for loading *Assist Citizens with signing up for the Emergency Notification System *Prepare training materials for 9-1-1 Telecommunicators *Attend the Cass County Emergency Services Board meetings *Prepare Cass County Emergency Services Board meeting materials 	

I have read and accept the duties for the position of Executive Director. I also understand and agree that the omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification and that other duties may be required and assigned.

Employee Signature: _____ Date: _____

CASS COUNTY EMERGENCY SERVICES BOARD

Qualifications

To perform the job successfully, an individual should demonstrate the following competencies:

Language Skills

- *Ability to read and comprehend instruction, correspondence, and memorandums.
- *Ability to write correspondence.
- *Ability to effectively present understandable information in one-one-one and small group situations to customers, clients, and other employees of the organization

Mathematical Skills

- *Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- *Ability to compute rate, ratio, percent, and to draw and interpret bar graphs.

Reasoning Ability

- *Ability to apply common sense understanding to carry out detailed written or oral instructions.
- *Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- *Accounting software
- *Order Processing systems
- *Microsoft Excel Spreadsheets
- *Microsoft Word

Other Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects on time and budget.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Respond well to questions; Demonstrates group presentations skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Judgement - displays willingness to make decisions; Exhibits sound and accurate judgement; Makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; Takes calculated risks to accomplish goals.

CASS COUNTY EMERGENCY SERVICES BOARD

Planing/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Reacts well underpressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follow through on commitments.

Dependability - Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.

Innovation - Displays orgianl thinking and creativity; Meets challenges with resourcefulness; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets other's attention.

Other Qualifications

Physical Demands

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

- * While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- * The employee must occasionally lift and/or move up to 50 pounds.

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.

- * The noise level in the work environment is usually quiet.

REQUEST FOR QUALIFICATIONS

Cass County Emergency Services Board – Centralized Communications Center Feasibility Study

Point of Contact: Robin Tieman, CCEsb Executive Director, 801 South Commercial Street, Harrisonville, Missouri 64701; robint@casscountyesb.com; 816-887-1952

Submittal deadline: Friday, September 1, 2017, 4:30 p.m.

Background: Cass County is located south of Kansas City, Missouri. The county is 702 square miles with a population of 99,478. CCEsb currently utilizes five (5) Public Safety Answering Points (PSAP) for the provision of public safety and public service telecommunication services. These PSAPs are located as follows: Belton Police Department, Belton, Missouri; Cass County Sheriff's Office, Harrisonville, Missouri; Harrisonville Police Department, Harrisonville, Missouri; Pleasant Hill Police Department, Pleasant Hill, Missouri; and Raymore Police Department, Raymore, Missouri.

CCEsb is investigating the feasibility of consolidating the PSAPs/dispatch centers within Cass County. CCEsb desires professional consulting services to conduct a PSAP Centralized Communications Center Feasibility Study that will provide a comprehensive overview of current conditions, financial considerations, drawbacks, benefits, and options for consolidating the five (5) PSAPs/ dispatch centers within Cass County.

Cass County is home to 14 law enforcement agencies, 9 fire departments/districts, five PSAPs. The five PSAPs handled 118,548 administrative and 9-1-1 calls in 2016; and 157,466 calls for service were dispatched to Police, Fire, or EMS services, and 2,621 calls for service handled by a secondary PSAP outside of Cass County for three Fire Districts.

Proposal Format

Proposals should be submitted on 8.5 by 11 inch paper and bound securely. Use the following organization for the proposal:

1. Introduction
2. Organizational Capabilities
3. Staff Qualifications
4. Experience/References
5. Project Schedule
6. Response to Requirements
7. Cost Summary
8. Any additional material or brochures

General Proposal Requirements

1. **Introduction/Cover Letter.** State the full name and address of your firm, including the name, address and telephone number of the person in your firm who has the primary responsibility for developing this proposal and to whom technical questions can be addressed.
2. **Organizational Capabilities.** Provide an overview of the firm.
3. **Staff Qualifications.** Proposals shall identify only member(s) of the firm's staff who would be assigned to work on this project and the role they would perform. A resume of each individual named should be included in this section. Particular attention shall be given to the individual named as the project coordinator.
4. **Experience/References.** Proposals shall include a description of the firm's overall experience in handling projects similar in character or scope to this project. A list of references of similar projects from at least three different projects, including the customer name, address, telephone number and contact person shall be included in the proposal.
5. **Project Schedule.** As part of this proposal, the consultant must submit a proposed preliminary project schedule. The consultant must identify all assumptions and constraints on which the project schedule is based. The consultant must prepare an estimate of hours for the project.
6. **Requirements.** The following requirements must be addressed in the project description and schedule:
 - 6.1 Provide an explanation of your understanding of the tasks believed to be necessary to accomplish the objectives outlined herein.
 - 6.2 Discuss the overall approach the consultant proposes to use with this project.
 - 6.3 Demonstrate a working knowledge of current state-of-the-art design practices and operations of PSAPs in the State of Missouri.
 - 6.4 Illustrate the firm's experience with public sector consolidation feasibility studies.
 - 6.5 Demonstrate the consultant's track record with successful consolidation strategies that have been implemented by public entities clients over the past five (5) years.
7. **Fee Proposal.** Provide a fee proposal to perform all tasks described in the Project Scope of Services.

Project Scope of Service

1. Feasibility Study Requirements. The Feasibility Study shall include all of the following elements:

1.1 Benchmarking of current conditions.

Using various types of data collection methods report on:

- 1.1.1 Current organizational structures and governance.
- 1.1.2 Staffing levels
- 1.1.3 Compensation
- 1.1.4 911 and administrative call volumes
- 1.1.5 Call processing statistics
- 1.1.6 Training and QA practices
- 1.1.7 Budget overviews
- 1.1.8 Technology in use
- 1.1.9 Facilities
- 1.1.10 Stakeholder perspectives
- 1.1.11 Non-dispatch tasks performed by employees

1.2 Technological Feasibility

Examine and identify any technological roadblocks to consolidation.

1.3 Facility Options

- 1.3.1 Identify facility locations and options to meet current operational needs, as well as future operational needs based on 20 year county-wide growth predictions.
- 1.3.2 Provide a cost for renovation of an existing facility and for new construction. This cost estimate is for preliminary planning purposes only, it is understood that an in-depth analysis will require an architect and/or engineer independent from this study.
- 1.3.3 Identify backup and redundant facilities and equipment available in the event of a primary facility failure.

1.4 Projected Call Volume/Workload

Project the workload for the consolidated PSAP for the purpose of establishing initial staffing levels, including:

- 1.4.1 Processing incoming 911 calls
- 1.4.2 Processing non-emergency public safety calls
- 1.4.3 Incoming and outgoing administrative calls
- 1.4.4 Events dispatched to participating agencies. Projections shall be made for five and ten-year post-consolidation
- 1.4.5 Projected volume of police/fire/EMS radio traffic. Projections shall consider population trends and other known factors that affect 911 call volumes as well as public safety radio traffic.
- 1.4.6 Projected Staffing Levels. Using industry standards, estimate the number and type of staff that will be required to operate the consolidated PSAP.

This should consider factors that impact staffing such as call for service volume and shift relief in a twenty-four hour/seven day per week dispatch center environment.

1.5 Projected Cost Estimates

Cost estimates shall include:

- 1.5.1 Personnel costs (salary and benefits) based upon proposed staffing.
- 1.5.2 A comparison of current and post-consolidation personnel costs.
- 1.5.3 Technological costs, to include CAD, RMS, 911 answering equipment, radio consoles, and cost associated with procurement and maintenance of required systems. Wherever practical, the use of existing equipment shall be considered.
- 1.5.4 A comparison of current and post-consolidation maintenance costs.
- 1.5.5 Facility construction costs, to include capital costs associated with new facilities.
- 1.5.6 Identification of one-time project costs Human Capital Management Costs (training, selection, payroll, etc.) Risk Financing & Risk Control (workers compensation, error & omissions, general liability, etc.)
- 1.5.7 Ten-year projections of operations costs that will identify what cost savings are achievable.
- 1.5.8 Costs to cover non-dispatch related tasks, if no longer provided by PSAP personnel.

1.6 Non-Dispatch Tasks

Identify any non-dispatch tasks that are currently performed that cannot or should not be performed post-consolidation. Consider:

- 1.6.1 Walk-in complaints
- 1.6.2 Jail duties
- 1.6.3 Sex Offender's Registration
- 1.6.4 Warrant Entry
- 1.6.5 Monitoring Camera Alarms
- 1.6.6 Administrative Phone Calls
- 1.6.7 Dispatching of Public Works and Parks Departments
- 1.6.8 Utility Phone Calls and Dispatching
- 1.6.9 Monitoring Local Government Radio Traffic
- 1.6.10 Emergency Management Phone Calls and Dispatching
- 1.6.11 Running Criminal History
- 1.6.12 R.E.G.I.S. Entry or M.U.L.E.S. Entry

2. On-site Agency Visits. This study will require on-site agency visits in addition to agency interviews.

3. Status Reports. The consultant shall provide a minimum of one (1) written and two (2) oral status report(s). The oral reports shall be at a regular meeting of the CCESB. The written report shall be at the approximate mid-way point in the study and the verbal reports shall be approximately one-quarter and three-quarters of the way through the study.

4. Final Report

The consultant shall present a final report in two forms, a formal written report and an oral presentation.

- 4.1 Twenty (20) exact copies of the formal written report and one (1) copy on a flash drive. The written report shall include, but is not limited to:
 - 4.1.1 Executive Summary
 - 4.1.2 Commentary on the present system
 - 4.1.3 Conclusions regarding the costs and benefits consolidation efforts, with consideration given to all of the Feasibility Study Requirements elements.
- 4.2 The oral presentation shall include visuals and must be a synopsis of the formal written report.

General Provisions.

- 1.1 Pursuant to RSMo 285.530(1), by its sworn affidavit, the successful vendor will be required to affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services and that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- 1.2 A policy of insurance for Commercial General Liability Coverage and Automobile Liability Coverage shall be provided in the aggregate amount of not less than \$1,000,000 for all claims arising out of a single accident or occurrence and \$500,000 for any one person in a single accident of occurrence.
- 1.3 The selection process will be followed by contract negotiation. If negotiations are unsuccessful, CCEBSB will proceed with negotiations with the next qualifying vendor.
- 1.4 The CCEBSB reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the CCEBSB; and to reject the low-price proposal.
- 1.5 The CCEBSB in its sole discretion reserves further right to:
 - 1.5.1 Waive any formality.
 - 1.5.2 Cancel or terminate this RFQ, at any time, without penalty.
 - 1.5.3 Reject any or all Proposals received in response to this RFQ.
 - 1.5.4 Waive any undesirable, inconsequential, or inconsistent provisions of this RFQ, which would have any significant impact on any Proposals.
 - 1.5.5 Make any investigations it deems necessary to evaluate the Vendor's ability to provide the solution CCEBSB desires.
 - 1.5.6 Not award, or if awarded, terminate any Agreement if CCEBSB determines adequate funds are not available, or it elects not to pursue this project.
 - 1.5.7 To seek clarification of Proposals. Vendors shall designate a contact person, email, and telephone number for questions that may arise during the Proposal evaluation period as designated on the RFQ Cover Sheet.
 - 1.5.8 Issue amendments in the form of addenda to this RFQ prior to the date for Proposal to CCEBSB which will be provided via the CCEBSB's website.

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RESOLUTION NO. 17-015

**A RESOLUTION ADOPTING A POLICY RELATING TO PERSONAL
FINANCIAL DISCLOSURE REPORTS.**

WHEREAS, Section 105.485.4, RSMo, authorizes each political subdivision of the state to biannually adopt an ordinance or resolution to establish its own method of disclosing potential conflicts of interest and substantial interests, which ordinance, if so adopted, excludes the political subdivision and its officers and employees from the requirements of Section 105.485.2, RSMo; and

WHEREAS, the Board of Directors desires to adopt a resolution in accordance with Section 105.485.4 RSMo.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR THE CASS COUNTY EMERGENCY SERVICES BOARD, AS FOLLOWS:

Section 1.

Each elected official and the Executive Director shall disclose the following information by May first (1st) if any such transactions were engaged in during the previous calendar year.

1. For such person, and all persons within the first (1st) degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars (\$500.00), if any, that such person had with the CCESB, other than compensation received as an employee or payment of any tax, fee or penalty due to the CCESB, and other than transfers for no consideration to the CCESB; and
2. The date and identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the CCESB other than payment of any tax, fee or penalty due to the CCESB or transactions involving payment for providing utility service to the CCESB, and other than transfers for no consideration to the CCESB.
3. The Chairman and Executive Director also shall disclose by May first (1st) for the previous calendar year the following information:
 - a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement.
 - b. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture unless such names and addresses are filed by the

partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests.

- c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 2. Duplicate disclosure reports made pursuant to this Resolution shall be filed with the Missouri Ethics Commission and the Board of Directors. The Executive Director shall maintain such disclosure reports available for public inspection and copying during normal business hours.

Section 3. That the Executive Director shall file a certified copy of this Resolution with the Missouri Ethics Commission within ten (10) days after its adoption.

Section 4. That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED THIS 23RD DAY OF AUGUST, 2017, BY THE BOARD OF DIRECTORS OF THE CASS COUNTY EMERGENCY SERVICES BOARD.

Chairman

ATTEST:

Secretary

RESOLUTION NO. 17-015

**A RESOLUTION ADOPTING A POLICY RELATING TO PERSONAL
FINANCIAL DISCLOSURE REPORTS.**

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2. The date and identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars (\$500.00), if any, that any business entity in which such person had a substantial interest, had with the CCESB other than payment of any tax, fee or penalty due to the CCESB or transactions involving payment for providing utility service to the CCESB, and other than transfers for no consideration to the CCESB.
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 - a. The name and address of each of the employers of such person from whom income of one thousand dollars (\$1,000.00) or more was received during the year covered by the statement.
 - b. The name and address of each sole proprietorship that he/she owned; the name, address and the general nature of the business conducted of each general partnership and joint venture unless such names and addresses are filed by the

partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent (10%) or more of any class of outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent (2%) or more of any class of outstanding stock, limited partnership units or other equity interests.

- c. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

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PASSED THIS 23RD DAY OF AUGUST, 2017, BY THE BOARD OF DIRECTORS OF THE CASS COUNTY EMERGENCY SERVICES BOARD.

Chairman

ATTEST:

Secretary



Alexa Barton
City of Belton

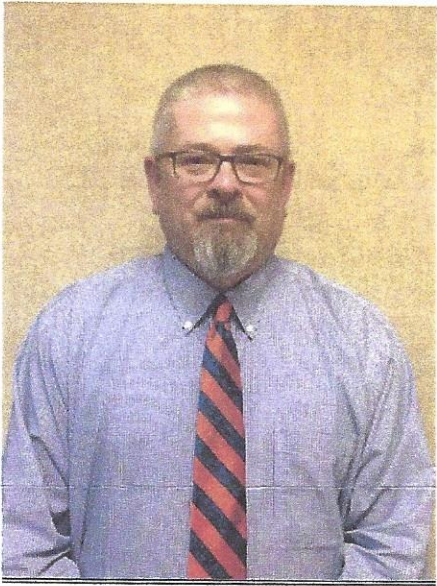
Ms. Barton has 30 years of professional Public Executive experience with over 15 years city/county management and supervisory experience. She has been affiliated with MPR for 15 years having served as Member Representative, Finance Committee, Board Chair as well as participating in the pre-employment panel assessment.

Education and Associations:

Masters of Public Affairs – The Hauptmann School of Public Affairs at Park University, Parkville, Missouri
 Bachelor of Public Administration – Park University, Parkville, Missouri

“The reason I wish to serve on the board is that I understand the value of being on the board. As a prior board member, I understand the numbers associated with our risk pool have a dollar (\$) sign at the beginning, which impacts all of our organizations. Being able to relate to, network with, and assist our neighboring communities by implementing best practices as it relates to these services is ultimately what we do every day at our own business. This is a large part of each of our entity’s budget(s) and we are all better served by helping and being an active member of MPR.”

Individual	Member Entity
Prior Insurance / Pool Experience	MPR Program Participation
<ul style="list-style-type: none"> • Member & Chair, MPR Board of Directors • Member & Chair, MPR Missouri Board of Directors 	<ul style="list-style-type: none"> • Workers’ Compensation • Property & Liability
<u>15</u> Individual Years in a Pool	2017 Contribution: \$575,965.42
<u>15</u> Years associated with MPR	<u>34</u> Year Member with MPR



**David Haugland
City of Marshall**

Mr. Haugland has served more than 29 years in the public sector. He is currently the City Administrator of the City of Marshall.

Mr. Haugland is a former Board member of MPR and MPR MO and served as the Chair.

Education and Associations:

- Masters of Public Administration – Iowa State University, Ames, IA
- Bachelors of Arts – Buena Vista College, Storm Lake, IA
- Member-International City/County Manager Association
- Member-Missouri City Management Association
- Member-Marshall Rotary Club
- Board Member-Marshall Saline Development Corporation

“I had the opportunity to serve on the MPR MO Board from 2008-2014. At that time the Board was extremely busy growing and expanding services and products to our members. We expanded across the state of Kansas and also constructed the current office facility in Independence. If elected, I will be an advocate for all of our members. I believe my past experience with the Board will serve me well and I would greatly appreciate your support.”

Individual	Member Entity
<p>Prior Insurance / Pool Experience</p> <ul style="list-style-type: none"> • Member, MPR Board of Directors • Member, MPR Missouri Board of Directors <p><u> 23 </u> Individual Years in a Pool</p> <p><u> 13 </u> Years associated with MPR</p>	<p>MPR Program Participation</p> <ul style="list-style-type: none"> • Workers' Compensation • Property & Liability <p>2017 Contribution: \$435,381.03</p> <p><u> 1 </u> Year Member with MPR</p>



Ryan Hunt
City of Grain Valley

Mr. Hunt has been a leader in the public sector for 18 years and has served on both the MPR and MPR MO Board of Directors since his appointment in February 2017. Ryan began working for the City of Grain Valley as the Assistant City Administrator/Director of Community Development in 2009 and became the City Administrator in 2014.

Education and Associations:

- Bachelor of Public Administration - Park University Hauptmann School of Public Affairs, Program completion, Completion Spring 2019
- Certified Public Manager (CPM) - Mid-America Regional County
- Emergency Medical Technician (EMT-B) – Central Jackson County Fire Protection District, 2006
- Crisis Intervention Officer – National Alliance for Mental Illness, 2004
- POST Certified Motor Vehicle Accident Reconstructionist – Missouri State Highway Patrol, 2005
- POST Certification Class A – Blue River Police Academy, Independence, MO

“Having been a member of MPR since 2000, I have a vested interest in working with staff in shaping the best policies, procedures and practices to ensure the health of the organization. With 18 years of experience in local government, I understand the needs and challenges that member entities face. By serving on the MPR MO Board, I am able to use my experience to help lead MPR as a best in class pool, focused on serving and protecting all aspects of our members’ interests.”

Individual	Member Entity
Prior Insurance / Pool Experience	MPR Program Participation
<ul style="list-style-type: none"> • Member, MPR Board of Directors • Member, MPR Missouri Board of Directors 	<ul style="list-style-type: none"> • Workers’ Compensation • Property & Liability • Employee Benefits
<u>12</u> Individual Years in a Pool	2017 Contribution: \$727,126.44
<u>12</u> Years associated with MPR	<u>6</u> Year Member with MPR



**Stacey Rasco
City of Riverside**

Ms. Rasco began working for the City of Riverside in 2013 as the Executive Assistant to the Mayor and City Administrator. Stacey currently is the Benefits Advisor and Human Resources Generalist for the City of Riverside.

She is passionate about her work in the benefits arena and is very active in her community and church. In her spare time she enjoys kayaking, fishing and shooting with her husband, Bill. She also likes spending time with her kids and granddaughter.

Education and Associations:

Associates in Medical Office Administration – Platte College

"I am running for MPR Board to help make decisions that impact lives today and in the future. I want to make sure that processes and outcomes are second to none and make the pool stronger. Being a part of MPR these past 5 years has helped me to understand what it takes to bring together more than 150+ organizations, build programs and services for each but work for all, plus give that customer service with the highest of quality and pride. My goal is to be part of a growing and multifaceted environment while making a lasting difference."

Individual Prior Insurance / Pool Experience	Member Entity MPR Program Participation
<ul style="list-style-type: none"> • Member Representative • Member, Benefits Advisory Committee 	<ul style="list-style-type: none"> • Workers' Compensation • Employee Benefits
<p><u>5</u> Individual Years in a Pool</p>	<p>2017 Contribution: \$983,781.74</p>
<p><u>5</u> Years associated with MPR</p>	<p><u>16</u> Year Member with MPR</p>



Scott Wingerson
City of Gladstone

Mr. Wingerson currently serves as the City Manager for the City of Gladstone. He has worked for the City for 22 years. Scott was appointed to fulfill the remaining term of a vacancy on the MPR MO Board this year. His long time experience in the public sector provides him with a wealth of knowledge to assist in making the necessary decisions required by the Board.

Education and Associations:

Master in Public Administration – University of Southern Mississippi

"Having been appointed by the Board to serve an unexpired term, I have learned how critically important the work of MPR is in serving public entities. If elected, I would work to continue MPR's focus on member needs, transparency, the highest quality service, and flexibility to meet the emerging challenges we face as a risk pool."

Individual	Member Entity
Prior Insurance / Pool Experience	MPR Program Participation
<ul style="list-style-type: none"> • Member, MPR Board of Directors 	<ul style="list-style-type: none"> • Workers' Compensation • Property & Liability • Employee Benefits
<u>22</u> Individual Years in a Pool	2017 Contribution: \$3,115,800.00
<u>22</u> Years associated with MPR	<u>34</u> Year Member with MPR