

Initial Certified Fire Chief and Ambulance District Administrator Topics

(15 topics to be covered during twelve 60–75-minute classes in a thirteen-week calendar quarter)

Topic	Description
Budgeting In Depth	<p>Discusses budgeting in depth, including approval of the budget for the next fiscal year prior to setting the tax levy rate(s) for the current year (by September 1st for most counties, October 1st for 1st class charter counties)</p> <ul style="list-style-type: none"> • Fiscal year options • Budget Officer appointment and duties • Budget approval resolution
Budgeting and Setting Tax Rates	<p>Discusses process for setting tax levy rate(s) which must be done for most counties by September 1st (October 1st for 1st class charter counties)</p> <ul style="list-style-type: none"> • Calculating revenue from the County and State’s assessed valuation • Public hearing notice and content requirements • Tax rate approval resolutions • Completion of State Auditor’s forms
Call for Election and Candidate Filing	<p>Discusses the process of calling for an election of director, which must be done in mid-December to mid-January (every year for ambulance districts and every other year for fire protection districts)</p> <ul style="list-style-type: none"> • Call for election resolution • Public notice requirements • Candidate qualifications and required forms • Filing period, location, and fees • Taking candidate statements of qualifications, including avoiding candidates camping out before filing opens • Personal financial disclosure within 14 days of candidate filing
Ballot Certification	<p>Discusses the process of certifying the ballot for an election of director, which must be done by late January</p> <ul style="list-style-type: none"> • Non-elections due to single candidate filing • Role of the Election Authority and deadlines • Order of election resolution and sample ballot or notification of non-election
Declaration of Elections and Reorganization of the Board	<p>Discusses the process of declaring election results and reorganization of the board</p> <ul style="list-style-type: none"> • Non-elections due to single candidate filing • Verification Report from the Election Authority • Agenda for the outgoing board’s final meeting • Declaration of election resolution • Oaths of office • Agenda for the incoming Board’s first meeting • Election process for district and board officers • Personal financial disclosure within 30 days initial election
Personal Financial Disclosure	<p>Discuss compliance with Missouri’s personal financial disclosure laws for districts with revenues more than \$1 million</p> <ul style="list-style-type: none"> • Adoption of district-specific personal financial disclosure method • Personal financial disclosure with Missouri Ethics Commission <ul style="list-style-type: none"> ○ Allowable redactions ○ Within 14 days after candidate filing ○ Within 30 days of initial election, appointment, or employment ○ Annually by May 1st ○ Penalties for non-disclosure

Changing District Boundaries	<p>Discusses various ways a District’s boundaries can be changed</p> <ul style="list-style-type: none"> • Expansion of the district by petition to become part of the district • Annexation by a city • Petition for exclusion from a district • Consolidation and shared services • Economic development impacts (TIFs, EEZs, etc.) • Dissolution of a district
Property Taxes, Sales Taxes, and Service Fees	<p>Discusses all the possible district revenue sources</p> <ul style="list-style-type: none"> • Understanding how assessed valuation is calculated and its impact on property taxes • Levy options • Revenue from bond issues • Sales taxes, especially property tax relief by sales taxes • Service fees • Hazmat spill reimbursements
Bond Issues	<p>Explains the purpose and different types of bonds</p> <ul style="list-style-type: none"> • Bond relief for the general fund • General obligation bonds versus revenue bonds • Interest rate for bonds and duration of bonds • Maximum borrowing amount • Debt retirement fund (aka sinking fund)
Initiative Referendums and Recalling Directors	<p>Discusses the power invested in voters to initiate referendums and recall directors</p> <ul style="list-style-type: none"> • Initiative referendum petition • Petition process to recall directors, including which directors are exempt from being recalled • Petition for audits by the State Auditor
Donations to Districts and Fundraising by Districts	<p>Discusses aspects of receiving donations to districts and fundraising by districts</p> <ul style="list-style-type: none"> • Board acceptance of donations • Donation conditions and concerns • Donor charitable deductions for donations to districts • Determination of value for non-cash donations • Accounting for donations on a district’s financial report • Legality of district fundraising • Liability insurance for certain fundraising activities • Prohibition on districts conducting raffles • Prohibition of loaning money to fundraise • Promotion of charitable deductions for fundraising event • Ensuring proper accounting for fundraising revenues and expenses
District Investments	<p>Discuss legal investments of district funds</p> <ul style="list-style-type: none"> • Cash management program • Professionally investment portfolio management • Fixed income investments, e.g., certificates of deposit (CDs) • Collateralization of investments
Effective Leadership Team	<p>Discuss board member expectations and responsibilities as well as how to handle a problematic board member</p> <p>Discuss the chief’s role and responsibilities as well as how to handle problems with the chief</p>

Benefit Programs	Discuss the opportunities for the district to provide benefits for accident and sickness (A&S) insurance and/or accidental death and dismemberment (AD&D) insurance that supplements workers compensation insurance
Governance of Emergency Medical and Ambulance Services	Discuss governance specific to providing emergency medical and ambulance services <ul style="list-style-type: none">• Rules & regulations• Licensing• EMS Personnel licenses & certifications• Medical director• Medicare participation• Privacy laws• Patient safety organizations• Management contracts