Fire Protection District Outgoing Director Checklist

□ Login Information, including passwords, for online accounts in which no one else has administrative privileges to de-active and add new users:
   □ Physical security systems, including closed circuit television cameras
   □ Vendors/Merchants, e.g., IAMRESPONDING, AutoZone, O’Reilly, workers compensation insurance company, etc.
   □ Fleet fueling programs, e.g., WEX, MFA, etc.
   □ Financial institutions, including for P-Cards and online credit/debit card processing
   □ Utility companies, e.g., propane, natural gas, electricity, water/sewer, internet, etc.
   □ Accounts for organizations providing resources and support, e.g., Missouri Buys (for disbursement of State grants), Missouri Association of FPDs, National Volunteer Fire Council, etc.
   □ Social media, e.g., Facebook, Instagram, Twitter, website (both domain registrars and hosting platforms), Nixle, Everbridge, etc.

□ As appropriate, notify the following of a Director leaving office:
   □ Insurance agent
   □ Media contacts
   □ Financial institutions
   □ Other agency and government officials
   □ Organizations provided resources and support, e.g., Fire Fighters Association of Missouri, Missouri Association of FPDs, National Association of Emergency and Fire Officials, etc.
   □ FPD Attorney and Auditor and other FPD retained professionals
   □ Vendors/Merchants (change who is authorized to charge)
   □ Utility companies (change who is authorized to make changes)
   □ Labor organizations
   □ Physical security monitoring company and locksmith
   □ Dispatch agency
   □ As appropriate, turn in the following items possessed:¹
      □ Pager, wireless telephone, scanner, and/or radio
      □ Debit card, P-Card, fleet fueling card, and/or telephone calling cards
      □ Badge/ID and/or keys (maybe appropriate to provide a “retired” badge)

¹ Probably going to be given to the new Director
Fire Protection District Outgoing Director Checklist

☐ Books, files, binders, reports, financial statements, and manuals:
  ☐ Robert’s Rules of Order (or whatever parliamentary law book is used)
  ☐ Resolutions and Ordinances binder
  ☐ Policies and administrative procedures binder
  ☐ Operating Procedures/Practices/Guidelines binder
  ☐ Contracts, including any labor contracts
  ☐ Current reports from Treasurer, Chief, committees, etc.
  ☐ Most recent financial statement and audit reports
  ☐ State statutes or subsets thereof, e.g., Sunshine Law Booklet
  ☐ Photocopy of the Sales/Use Tax Exemption Letter
  ☐ Pending files of lawsuits and other appropriate closed records

☐ As appropriate, any possessed key District-related information (see attached list)

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2 Probably going to be given to the new Director
Fire Protection District Outgoing Director Checklist

☐ As appropriate, any possessed key District-related information:  
  ☐ Roster(s) with contact information for key personnel, e.g., Chief  
  ☐ FPD mailing address; telephone number; fire station address(es) and telephone number(s); dispatch address and telephone number; and website  
  ☐ History of the FPD, including the court case number assigned to creation of the FPD  
  ☐ FPD boundaries and master street address guides (Master Street Address Guides)  
  ☐ Census-type statistics, e.g., population; registered voters; average education, salary, housing values; square miles; zoning; water hydrant suppliers, ISO public protection classification; etc.  
  ☐ Statistics, e.g., number and types of calls for service; number of positions; budget; tax rate levy(ies) and ceilings; aggregate assessed valuations; etc.  
  ☐ Educational information, e.g., acronyms, definitions, dispatch protocols, etc.  
  ☐ List of mutual aid and interfacing agency(ies) and contacts for their corresponding official(s)  
  ☐ List of other city, county, special purpose district, state, and federal elected officials and contacts thereof  
  ☐ Contact information for:  
    ☐ Insurance agent  
    ☐ Media contacts  
    ☐ Financial institutions  
    ☐ Other agency and government officials including the Missouri Association of FPDs and National Association of Elected Fire Officials  
    ☐ Other directors, Secretary, and Treasurer  
    ☐ FPD Attorney and Auditor and other FPD retained professionals  
    ☐ Vendors/Merchants  
    ☐ Utility companies  
    ☐ Labor organizations  
    ☐ Physical security monitoring company and locksmith  
    ☐ Dispatch agency

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3 Probably going to be given to the new Director