

Incoming Fire Protection District Director Checklist

- Take Oath or Affirmation of Office and File Oath of Office with Circuit Court Clerks(s) within 15 days of being elected or appointed
- File Director surety bond with Circuit Court Clerk(s) within 15 days of being elected
- If also Treasurer, file corporate fidelity bond with County Clerk(s)
- Attend Certified Fire and Ambulance District Board Member Training within 12 months of being elected or appointed
- 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 new Director:
 - 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

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- As appropriate, receive the following items: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
- Books, files, binders, reports, financial statements, and manuals¹:
 - 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
- If paying attendance fees, provide Treasurer with IRS W-4 and MO W-4
- As appropriate, any possessed key District-related information (see attached list)

¹ Probably going to be given by the outgoing Director

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- As appropriate, key District-related information:²
 - 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

² Probably going to be given by the outgoing Director