

BOARD MEETING MINUTES  
HIGHLANDVILLE RURAL FIRE PROTECTION DISTRICT  
**November 4, 2025, at 6:30 PM**  
11542 US 160, SPOKANE, MO 65754

**Attendance:**

Board Member - Steve Miller  
Board Member - Caleb Baker  
Board Member - Darrell Wade  
Board Member - Rick Farley  
Board Member - Kevin Kelly  
Chief - Kevin Stephens  
Asst. Chief - Alan Furman  
Captain - Chuck Spencer  
Captain - Adam Coates  
FF R. Manning  
Debbie Manning

**Absent:**

Deputy Chief - Jeff Gallant

There was a quorum present.

**Order of Business**

**Roll:**

- Caleb Baker took roll call at 6:36 pm.

**Agenda:**

- Caleb Baker moved to approve the agenda, seconded by Kevin Kelly, and with all in favor, the agenda was approved.

**Minutes:**

- Caleb Baker moved to approve the meeting minutes from 10/07/2025 without any changes, seconded by Darrell Wade. Kevin Kelly & Rick Farley abstained as they were not present, all others were in favor, and minutes were approved.

**Outstanding Bills:**

- Bills for October were discussed.

- Caleb Baker moved to approve the October bills and it was seconded by Kevin Kelly. All were in favor, and the outstanding bills were approved.
- Motion made to pay Shawna Stephens her annual stipend in November made by Darrell Wade, second by Rick Farley. All in favor and the motion passed.
- Outstanding check 9605 to Caleb Baker for points totalling \$355, motion made by Steve Miller to approve, second by Rick Farley. Caleb Baker recused himself, all others in favor and the motion passed.
  
- Update:
  - Received a letter from Ted Nichols, Christian County Collector advising per MO Statute 137.1050.5, counties that have enacted the Senior Citizen Tax Credit. Our budget for Christian County is being reduced \$4,074.85.

**Open Forum:**

- None

**Chief's Report:**

- **October Calls**

Medical	33
Service Call	14
MVA	11
Electrical Hazards	0
Rescues	1
Explosion	0
Vehicle Fire	0
Structure Fire	1
Outside Fire	0
Water Rescue	0
Mutual Aid	3
Fire Alarms	2
Total	<b>66</b>
Unanswered Calls	<b>N/A</b>

- Engine 73 is at FireMaster due to striking a deer. There is damage to the bumper, exhaust
- Heaters still need to be installed at Station 4.
- Propane tanks need to be installed at Stations 71,72,73,74
- Generators need to be hooked up at Stations 71,73,74. (propane lines needed first)

**Unfinished Business:**

- Lawn care extended on year 3 as part of the original RFP.
- Discussion to move forward with advertising for the April 2026 tax increase for paid staffing during the daytime hours.

**New Business:**

- First Due Software - New platform to move away from FirePrograms to a better online platform with more versatility. Kevin Kelly 1st, Rick Farley 2nd, all in favor and the motion passed.
- Board Election: President Steve Miller, Vice President Rick Farley positions are up for election April 2026.
  - December 30th, 4pm - 5pm Station 75 will be staffed for anyone wanting to file for the election.
- December 13th @ 5pm will be the annual Christmas party at Station 75.

**Closed Session per RSMO ( 610.021 [12] ):**

- None

**Closed Session per RSMO ( 610.021 [3] ):**

- None

**Adjournment:**

- The next meeting is on 12/02/25 Darrell Wade made a motion to adjourn, seconded by Rick Farley. With all in favor, the motion passed.

The meeting adjourned at 7:51 pm.

President: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

