A RESOLUTION

OF THE BOARD OF DIRECTORS OF

SOUTHERN DALLAS COUNTY FIRE PROTECTION DISTRICT

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections **610.010** to **610.030**, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record, or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That **DAVE MOORE**, Secretary of the Board, has been appointed custodian of the records of Southern Dallas County Fire Protection District (SDCFPD) and that such custodian's business address is 322 Red Top Road, Buffalo, MO, 65622. **Contact Phone: 417-345-6060.** Records requests may also be submitted via e-mail to: info@southerndallasfire.com.

2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute, except in those circumstances authorized by statute.

3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided:

    a) Clerical staff time (hourly rate) - $21.50
    b) Technical staff time (hourly rate) - $21.50
    c) Paper copies (less than 9 inches by 14 inches) - $0.10 per page
    d) Printer/plotter from digital files or paper copy (oversize copies) - $3 per sheet
    e) USB Thumb Drive - $7 each
    f) CD ROM - $3 per CD

4. Payment shall be made to the District prior to delivery of said copies.

5. That it is the public policy of SDCFPD that meetings, records, votes, actions, and deliberations of SDCFPD shall be open to the public unless otherwise provided by law. The term "public record" shall not include any internal memorandum or letter received or prepared by or on behalf of a member of SDCFPD consisting of advice, opinions, and recommendations in connection with the deliberative decision-making process of SDCFPD, unless such records are retained by SDCFPD or presented at a public meeting.

6. That the following records shall not be considered "public" and are not subject to public document requests:

    a. Legal actions, causes of action or litigation involving SDCFPD and any confidential or privileged communications between SDCFPD or its representatives and its attorneys. Minutes, votes, or settlement agreements relating to legal actions, causes of action or litigation involving SDCFPD, or any agent or entity representing its interests or acting on its behalf or with its authority, including any insurance company acting on behalf of SDCFPD as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written

finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section 610.011 RSMo, however, the amount of any moneys paid by, or on behalf of, SDCFPD shall be disclosed; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record.

b. Leasing, purchase, or sale of real estate by SDCFPD where public knowledge of the transaction might adversely affect the legal consideration therefore. However, any minutes, vote or public record approving a contract relating to the leasing, purchase, or sale of real estate by SDCFPD shall be made public upon execution of the lease, purchase, or sale of the real estate.

c. Hiring, firing, disciplining, or promoting of particular employees by SDCFPD, when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by SDCFPD, to hire, fire, promote or discipline an employee of SDCFPD shall be made available to the public, with a record of how each member voted, within seventy-two hours of the close of the meeting, where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees. (Volunteer firefighters are considered unpaid employees.)

d. Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

e. Individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries, and lengths of service of officers and employees of SDCFPD once they are employed as such. (Volunteer firefighters are considered unpaid employees.)

f. Records which are protected from disclosure by Missouri law.

g. Confidential or privileged communications between SDCFPD and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records.

h. Operational guidelines, policies and specific response plans developed, adopted, or maintained by SDCFPD, for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health.

i. The portion of a record that identifies security systems or access codes or authorization codes for security systems of real property.

7. That SDCFPD shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

This resolution was adopted by a majority vote of the Board of Directors of Southern Dallas County Fire Protection District on:

September 17, 2026

Date

Dave Moore

(Secretary of the Board)

(Corporate Seal)