

## **Formation of a Fire Protection District Check List**

Inquire with County Assessor or County Clerk (or Board of Election Commission) as to the establishment of legal boundaries

New boundary lines or follow existing boundaries of other entities?

Include or exclude city(ies)?

Within all areas not served by an existing FPD(s)?

Meet with other fire protection associations (FPAs) and municipal fire departments to avoid boundary disputes, hard feelings or missed consolidation opportunities

Determine proposed legal boundaries (assessor/county clerk and attorney)

Retain a local attorney to prepare legal documents

Retain an attorney specializing in local government or FPD law

Contact the Missouri Association of Fire Protection Districts

Determine how to pay for legal fees (court fees and attorney fees)

Will the petition be "quiet" or very "public"?

Avoid protest petitions!

Gather signatures on the petition, remember:

Many say they are registered but they are not

Many say they live one place but in fact live in another (E9-1-1 addresses help)

Anticipate citizen and media concerns

Not everyone likes governments and taxes—even to save lives!

Pick the right (or least expensive?) election

High or low turnout?

Will there be conflicting ballot issues?

Remember tax rates generally must be set by Sept 1 to receive tax monies Nov 1

Put both the incorporation and tax rate questions on the ballot

Director candidates must meet the statutory and constitutional qualifications

Existing FPA and/or municipal fire department assets and leases must be handled

If appropriate, FPA dissolution (including the issue of unearned income from dues)

If approved by the voters, the new FPD must acquire liability insurance