



Western Cass Fire Protection District  
Minutes from the Work Session  
January 6, 2021

Meeting called to order at 7:00 pm.  
The meeting was recorded.

Roll call:

Chairman Tom Reintjes	Present
Vice Chairman Terry Magelssen	Present
Treasurer Ed Summer	Absent
Director Sue Hosterman	Absent
Director Kerri VanMeveren	Present

Public Present: Auditor John Lieser and Auditor Joyce Thomson

1. Reports

- a) Chairman Tom Reintjes stated that two board members were attending the required FEMA training and could not attend the Work Session, Treasurer Ed Summer and Director Sue Hosterman.

Chairman Tom Reintjes suggested there be a special meeting set up soon to vote on the best bid for the new furnace that is needed for Station 2. Chief Norm Larkey received four bids and sent them out to the board for review before the special meeting is held. Date and time for the special meeting is TBD.

Chairman Tom Reintjes spoke about the in person meeting they have scheduled with the Fire Chief Candidate. This will take place on 01/13/2021 at a tentative time of 7:00 pm.

- b) Vice Chairman Terry Magelssen spoke about the flood at Station 2 and that some of the board members and the Chief have been working on the cleanup.

Vice Chairman Terry Magelssen stated he has made updates to the Policy Manual. He updated 6.2 with the Work Sessions being the first Wednesday of the month and the Regular Sessions being the third Wednesday of the month. This was approved and in place since June of last year.

Vice Chairman Terry Magelssen also made updates to 7.2 Public Record Access. This now states that the public can request access to documents to view in person or email. They can

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also have this mailed to them, but this may involve a per page fee. This fee will need to be reviewed by the board.

Vice Chairman Terry Magelssen agreed that a special meeting is needed to vote for the best bid for the new furnace for Station 2. He said they should also be hearing back from the district's insurance company on the flood of the station.

Vice Chairman Terry Magelssen spoke about the board calendar he has been working on. The 1099's are due this month and need to be mailed. Chief Norm Larkey stated they are up to date for current team members.

Vice Chairman Terry Magelssen mentioned the filing for the open board position is January 19, 2021 at 5:00 pm. Chairman Tom Reintjes verified that was the correct date and time.

Vice Chairman Terry Magelssen spoke about February being the month to purge old files. He will be working on finding the retention policy for all district paperwork. The secretary will work on this once the retention policy is confirmed.

Vice Chairman Terry Magelssen participated in the employee counseling session along with Chief Norm Larkey.

- c) Director Kerri VanMeveren stated there has been decent activity for the RFP for the district email/data services. The deadline for questions from possible vendors is 01/08/2021 with a closing date of 01/22/2021 to put in bids.

Director Kerri VanMeveren spoke about the billing from vendors and mentioned it would be helpful to have the vendors email invoices instead of mailing them. Chief Norm Larkey has been getting the mailed invoices to the CPA on a regular basis.

- d) Chief Norm Larkey spoke about the four bids for the new furnace for Station 2. He resent the bids to all board members to review. Chief Larkey suggested one bid since the price was fair and he knows that they do good work.

Chief Norm Larkey stated that Engine 2 is back from being repaired by TransWest. Engine 1 is now at TransWest for the radiator repairs and should be repaired 01/06/2021. Once Engine 1 is back in service Chief Larkey will take the Tanker to TransWest for service/repairs.

Chief Norm Larkey received a check from The Cares Act for reimbursement of labor due to Covid. He will get the check to Treasurer Ed Summer tomorrow, 01/07/2021.

Chief Norm Larkey stated that the fire fighters training will resume tomorrow, 01/07/2021. Due to the holidays, training was put off for 3 weeks.

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Chief Norm Larkey also participated in the employee counseling along with Vice Chairman Terry Magelssen. More will be discussed during the Executive Session on January 20, 2021.

Joyce Sigman, Wea Township's board representative, reached out to Director Kerri VanMeveren regarding questions on mutual aid with WCFD. Director Kerri VanMeveren connected Joyce with Chief Larkey for further discussion. Chief Larkey suggested that Western Cass discuss providing mutual aid for Wea Township, Louisburg and Miami County.

Chief Norm Larkey also stated he will have the Assessment Report completed and ready next week.

2. New Business

a) Introduction of State Auditors

1. Chairman Tom Reintjes and Vice Chairman Terry Magelssen will sign the audit document sent from the auditors, scan it and email back to Auditor John Lieser.
2. Auditor John Lieser, manager at the Auditors office, introduced himself and Sr. Auditor Joyce Thomson. John Lieser stated that Joyce Thomson will carry out the audit and draft the audit report along with some help from him. He also spoke about the Sr. Audit Director, Randy Gordon. Randy Gordon will help with the planning, review and edit of the audit. John Lieser stated that on the audit report they will include findings and any recommendations for the district. Once the report is finished, they will share with the board members during a closed session meeting. The final audit report will be posted on the auditor's website. The audit period will include the year ended December 31, 2020 but may be extended to earlier years depending on their findings. The timeline for the audit is approximately 3 months. Billing for the audit is based on time and the hourly rate of the auditors. The districts prompt response with requested information will be cost effective. The audit objectives are to evaluate the internal controls over management and financial functions, compliance with certain legal provisions and economy and efficiency of certain management practices and procedures. The auditor's methodology may include reviewing minutes of meetings, written policies and procedures, financial records and other pertinent documents, interviewing various personnel and possibly external parties and testing selected transactions.
3. The auditors have sent a list of needs to Chief Larkey. Chief Larkey is getting the info gathered and will email it back to them.
4. Director Kerri VanMeveren is giving the auditors access to the OneDrive so they can review documents there.

b) Policy Manual

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c) Develop To-Do List

1. The districts to-do list is a standard list that needs to be completed each year. This goes along with the district calendar that Vice Chairman Terry Magelssen has put together.
  - a) Special Meeting to vote on furnace bids via Zoom. Furnace vendors are available to start installation within a week
  - b) Audit
  - c) RFP
  - d) Election – This has already been set and advertised.
  - e) Candidate for Fire Chief
  - f) What the future holds for the district. Whether they are contracting or will be merging.
  - g) Repair/Remodel to Station 2

d) Calendar of Events

1. Vice Chairman Terry Magelssen has created a calendar of events for the district. He will be sending this out and it will be uploaded in the OneDrive.

4. Miscellaneous

- a) Chief Larkey stated that the new Furnace for Station 2 will take up all that was budgeted for repairs for 2021.
- b) The board agrees that budget amendments can be made whenever needed.
- c) The board needs to get confirmation on where the check from The Cares Act can be spent.

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- d) Vice Chairman Terry Magelssen spoke about the technology in the emergency vehicles need to be upgraded. He suggested iPads for the vehicles. The fire fighters need enter the run reports into Image Trend Elite. One of the fire fighters need the access to be able to enter the run reports as well.
  
- e). Vice Chairman Terry Magelssen received a call about there being Covid vaccines available for the first responders. Chief Larkey was going to follow up on this for the fire fighters.

Meeting adjourned at 8:36 pm.