



Western Cass Fire Protection District  
Minutes from the Regular Session  
June 16, 2021 at 7:00 pm  
Fire Headquarters  
5 S. Rogers Rd., Cleveland, MO 64734

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

2. Pledge of Allegiance

3. Roll call:

a) Chairman Terry Magelssen	Present
b) Vice Chairman Sue Hosterman	Present
c) Treasurer Kerri VanMeveren	Absent
d) Director Ed Summer	Absent
e) Director Darvin Schildknecht	Present

4. There were no public present in-person or virtual.

5. Adopt June 16, 2021 Agenda

a) Chairman Terry Magelssen stated that item a) Performance Review for Fire Chief, under new business needs to be eliminated since this was discussed during an executive session.

Motion by Director Darvin Schildknecht to adopt tonight's agenda with the elimination.  
All members present said Aye.

6. Old Business

a) Consent Agenda

1. Approval of 2021.05.19 Regular Session Minutes.
2. Approval of 2021.06.02 Work Session Minutes.
3. Approval of 2021.06.02 Executive Session Minutes.

Chairman Terry Magelssen stated that in the 2021.06.02 Work Session Minutes that there needs to be a correction on page 4, item f. When Chief Poulignot spoke about attending the ESB meeting. The correction is ESB, not ESP as the secretary had recorded. This will be corrected by the secretary.

Motion by Vice Chairman Sue Hosterman to approve the minutes with the corrections.

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All members present said Aye.

7. Reports

a) Chairman Terry Magelssen stated that the board met with the state auditors through a virtual call to presents the responses to their findings. The auditors are getting ready to prepare the final report. Once the final report is ready the state auditors will send an email to Chairman Terry Magelssen.

Chairman Terry Magelssen stated that the SmartPro training has been going well.

Chairman Terry Magelssen stated that he brought in a laptop and it is on Chief George Poulignot's desk. He said it was the former secretary's laptop that was used. He stated he would like for Treasurer Kerri VanMeveren to look at it since it is an older one.

Chairman Terry Magelssen stated that he looked at July and August To Do Calendars and in July the tax rate forms come out. In August the tax rate hearing needs to be posted in the paper.

Chairman Terry Magelssen stated that he continues to get alerts from the thermostat from Station 2. He is going to talk to Chief George Poulignot on this.

b) Vice Chairman Sue Hosterman stated that all the paperwork for the debit cards are completed.

Vice Chairman stated that Treasurer Kerri VanMeveren had a question on insurance coverage, and she is looking into that for her.

c) Director Darvin Schildknecht stated that he went to Fair Grove to attend the mandatory FEMA board training on Saturday, June 12, 2021. He stated that he learned a lot of new things that have changed from years ago.

Director Darvin Schildknecht asked about the clean-up at Station 2. He volunteered to help clean-up before remodel, if needed.

Director Darvin Schildknecht stated that he has found a couple contractors that are willing to bid for the work at Station 1. He sent this information to Chief George Poulignot, but Chief has yet to reach out the contractors. Vice Chairman Sue Hosterman asked what the bidding was for. Chairman Terry Magelssen stated it was for the hose reel, electrical and plumbing.

8. New Business

a) SmartPro Onboarding

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Chairman Terry Magelssen stated that if anyone is struggling with anything for the new platform, they need to speak up now so it can be reviewed with SmartPro.

Chairman Terry Magelssen stated that he still needs to work more in SharePoint to become more comfortable and to know where things are placed.

Vice Chairman Sue Hosterman stated that she was looking for an insurance policy in SharePoint and could not find it.

b) Station 2 RFP

Chairman Terry Magelssen stated that the extractor has been purchased. He said that Treasurer Kerri VanMeveren stated that Cares Act will accept an invoice or ACH to show the funds were spent on an extractor. Director Darvin Schildknecht stated that the extractor has shipped and is being stored in a warehouse in Kansas City until they can install it at Station 1.

9. Miscellaneous

a) Chairman Terry Magelssen asked if the bonds and oaths have been sent to the county clerk. The secretary stated they have not, she is waiting on the cover letter needs and this will be completed. Chairman Terry Magelssen stated he would work on that first thing in the morning.

b) Director Darvin Schildknecht stated that he is taking more computer training classes.

c) Chairman Terry Magelssen stated that Fire Chief George Poulignot and Deputy Beal need to know if August 11, 2021 will work for the NIMS training for the board.

d) Chairman Terry Magelssen stated that the next work session is July 7, 2021 at 7:00 pm and the next regular session is July 21, 2021 at 7:00 pm. He stated that public are welcome at both. The public is encouraged to speak at the regular session.

Motion by Director Darvin Schildknecht made to adjourn from tonight's regular session meeting.

Adjourn from the regular session meeting at 7:22 pm.