



Western Cass Fire Protection District
Minutes from the Work Session
October 6, 2021 at 7:00 pm
Fire Headquarters
5 S. Rogers Rd., Cleveland, MO 64734

1. Meeting called to order at 7:02 pm.
The meeting was not recorded.

2. Pledge of Allegiance

3. Roll call:

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

4. Fire Fighter Kevin Collins was present virtual.

5. Reports

a) Chairman Terry Magelssen stated that he and Director Darvin Schildknecht worked on the demolition in the board room at Station 2. The platform has been removed from the board room.

Chairman Terry Magelssen stated that he has been working with Community Bank of Raymore on the bill pay services. He is getting very familiar and comfortable with the process.

Chairman Terry Magelssen stated that he has been working with the other board members and the evaluation process for the hired employees.

Chairman Terry Magelssen stated that he also has been working on relaunching the WCFPD Website and it should be ready in the next 30 days.

b) Vice Chairman Sue Hosterman stated that Chief George Poulignot will speak about the Cyber Terrorism Insurance Coverage under the New Business section.

Vice Chairman Sue Hosterman stated that she has had trouble with logging into the bank website and will have to make time to go to the bank soon to get this corrected.

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c) Treasurer Kerri VanMeveren stated that Director Darvin Schildknecht had some issues with moving documents around. She stated that if anyone finds documents out of place to let her know.

Treasurer Kerri VanMeveren stated that she was able to run the reports in Xero. She stated that there is not much support from the CPA on running these reports, but she did get this accomplished and sent the reports off to the board members. She stated that the reports are not real-time like they thought it would be. The reports are only updated once a month and that is after the bank statement has ran. She asked the board to look at the reports. Chairman Terry Magelssen stated he liked them, and Vice Chairman Sue Hosterman agreed. Treasurer Kerri VanMeveren stated that she does not see why they can't grant Chief George Poulignot access to Xero, it just will not be real-time like originally thought. She stated the CPA stated they don't think we need real-time data. Chairman Terry Magelssen stated that he likes that the reports are from the current month and not 1-2 months in arrears. Treasurer Kerri VanMeveren stated they went to the financial package being a month in arrears so they would have it in a timely manner.

Treasurer Kerri VanMeveren stated that she spoke with Jason at Dolan West Dolan again and they do not outsource their finances. She stated that she will reach back out to him on what software packages they use. One that will sync with the bank will be the best option.

Treasurer Kerri VanMeveren stated that she is not ready to take over the Stipend Payments.

Treasurer Kerri VanMeveren stated that she finally received communication from BG Wolfe on the 2019 Financial Audit. They stated they would have the 2019 Financial Audit completed by November 1, 2021. She stated that she continues to look into other audit firms for future audits. She stated there is one firm that would be interested in taking on the audit, but the District has to focus on 2021. She stated a couple different firms would not take the District on due to the small size and the proper documents not being available.

Treasurer Kerri VanMeveren stated she is trying to make the Treasurer position an easy position to step into by another board member.

d) Chief George Poulignot stated that he would still like access to the CPA's system, Xero. He stated that even looking at past information will be beneficial for him.

Chief George Poulignot stated that he uploaded the Chief's Report in Teams for the board to review. Treasurer Kerri VanMeveren asked him to send out a link of this in an email when he uploads it.

Chief George Poulignot stated that last month was very busy. The call volume was up 60%, staffing hours were up 30%, and staffing event hours were up 34%. Chief George Poulignot

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stated that he worked over double the hours that he is expected to put in with the project at Station 1 and the inventory project that is ongoing.

Chief George Poulignot stated that the Station 1 Extractor Project is coming to a close, there are just a few things to be cleared up and it will be done.

Chief George Poulignot stated that Apparatus Services has been at the station doing repairs to the fleet.

Chief George Poulignot stated that there is a meeting with the Railroad next week on getting one or two of the derailed cars to place at Station 2 for training.

Chief George Poulignot stated that they have been working on a smoke detector program from the Red Cross. It is no cost to the District. They will install smoke detectors in community members homes and send in paperwork to receive more free smoke detectors. Treasurer Kerri VanMeveren asked if he was implementing this smoke detector program. Chief George Poulignot stated that it was not being implemented yet, but just getting started. He stated that they hope to advertise this program on the District's Facebook page and the District's Website, and possibly flyers to be handed out.

Chief George Poulignot stated that the empty oxygen cylinders have been refilled. Fire Fighter Kevin Collins took them to be filled. He also returned five of the cylinders to save on costs each month.

Chief George Poulignot stated that Director Darvin Schildknecht retrofitted lights at Station 2 and they look wonderful. He stated that the bay lights still need work.

Chief George Poulignot stated that the fire fighters have been cleaning at Station 2 as well. They bug bombed the station to get it ready for the next stage or renovation. Chief George Poulignot stated that he wants to get a document together that outlines the insurance responsibility and the District's responsibility room by room at Station 2. He stated this would be a template to work from for contractors and such.

Treasurer Kerri VanMeveren asked where he was on the inventory project. Chief George Poulignot stated that they are continuing to work hard on this project. He stated they have 574 items entered and is moving forward. Treasurer Kerri VanMeveren stated she was hoping to hear more clarity on this project. Chairman Terry Magelssen stated there has been extra time involved having to transfer information from Image Trend to Excel since Image Trend is not user friendly when it comes to reports. Chairman Terry Magelssen stated that they were focusing on the higher dollar items. Treasurer Kerri VanMeveren asked for clarification on what was being considered high dollar items. Chairman Terry Magelssen stated that electronic communication, computers, fleet, SCBA's are all considered higher dollar items. Treasurer Kerri VanMeveren stated that it needs to include the District's operations and this

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needs to have clear direction. Chief George Poulignot stated that his instruction to Fire Fighter Parker Graves is to do all inventory. Treasurer Kerri VanMeveren stated that the number of items entered is the same from last month. Chief George Poulignot stated that last month's numbers were incorrect and only about ½ of what was mentioned. So, they have made tremendous progress. Treasurer Kerri VanMeveren stated that audit firms are turning the District down due to lacking financial documents and this is one document. Chief George Poulignot stated that they are doing the best they can do with a volunteer staff. Treasurer Kerri VanMeveren stated that she thought they were going to do the divide and conquer to get the inventory project done. She stated that this project needs to have a higher priority on it. Chief George Poulignot said, okay. Treasurer Kerri VanMeveren stated that her duties have been impacted by this project and to do her duties, as assigned, this project needs higher priority. Chairman Terry Magelssen stated that Treasurer Kerri VanMeveren voice does not dictate the board. They are not just one voice. Chairman Terry Magelssen just asked Chief George Poulignot to do the best he can with what he has. Chief George Poulignot asked Treasurer Kerri VanMeveren to stop interrupting him several times. He stated that he worked over double hours and will not continue to do that and be disrespected when he is doing the best, he can with volunteer staff. Further that being told to just ignore her emails isn't going to work. He stated the staff is going above and beyond as well. Chief George Poulignot stated he has had several deadlines to keep track of along with this project. Treasurer Kerri VanMeveren asked Chief George Poulignot to name a couple deadlines he has had. Chief George Poulignot stated the plumbers, electricians, radio updates and many more. Treasurer Kerri VanMeveren asked if the radios were not supported any longer. Chief George Poulignot stated that the updates must be done prior to a certain date, with a date being unknown. He stated that Motorola will no longer provide parts and service to the radios, but with the update they will continue to work. Treasurer Kerri VanMeveren asked when the radios would need to be replaced. Chief George Poulignot stated in a couple years.

6. New Business

a) Budget Amendment #3

1) Treasurer Kerri VanMeveren stated that Chief George Poulignot has been working on this and it will need to be pushed off to next meeting since it isn't ready to be presented. Chief George Poulignot asked what more he needs to provide to the Treasurer on this. Treasurer Kerri VanMeveren stated they need to meet and work together to get the amendment going. She stated that Chief George Poulignot is not ready to discuss this. Chairman Terry Magelssen asked Treasurer Kerri VanMeveren if she just wants the information sent to her and not the other board members. Treasurer Kerri VanMeveren stated that this needs to be discussed between the Chief and Treasurer first before including the other board members and Chief if refusing to do this. Chief George Poulignot stated that he uploaded all supporting documents that the Treasurer has asked for and a draft of the amendment but does not understand what else is needed or he is refusing to do. Treasurer Kerri VanMeveren stated this does not need to be on the agenda if Chief is not ready to discuss this with her first. Chief George

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Poullignot asked what needs to be done. Treasurer Kerri VanMeveren stated that Chief is not communicating with her and the amendment is still in draft mode. Chief George Poullignot asked what was wrong with draft mode and asked the Treasurer to stop interrupting him again. Chairman Terry Magelssen stated he likes hearing the update, but thinks a deadline needs to be set. He asked what meeting this needs to take place at. Treasurer Kerri VanMeveren stated it doesn't matter, she just asks for a few days advance notice. Chief George Poullignot stated he is doing the best he can. He stated that maybe there is a better fit Chief that is in District that can spend more time on these needs. Chairman Terry Magelssen stated that if it is important that a deadline needs to be made. He stated that he appreciates what Chief does and what he has done for the District. Chairman Terry Magelssen stated that Chief George Poullignot is doing duties of 2-3 people. He stated that everyone needs to breathe and take a step back and get a plan in place. Treasurer Kerri VanMeveren stated that Chief can email her with a couple dates/times, at least 48 hours in advance, that work for him and she will do her best to accommodate. Chairman Terry Magelssen stated that everyone understands the timeline on this business.

b) FY22 Operating Budget

1) Chief George Poullignot stated he is not ready to share the FY22 Budget.

c) Fire Chief Access to Xero

1) Chairman Terry Magelssen stated this has already been covered earlier in the meeting.

d) Cyber Terrorism Insurance

1) Chief George Poullignot asked if they need this coverage or not. He stated that he found out after going through the process that this is a second route comprehensive package that requires IT Security in place before the District can be insured. Chief George Poullignot stated that this is beyond his scope of work and ability. He stated they will not provide a quote without having everything else in place. Chief George Poullignot suggested if the District needs this coverage to outsource this. Treasurer Kerri asked if there was a list of requirements for this insurance coverage. Chief George Poullignot stated he will send a link of the requirements. Chairman Terry Magelssen stated the District has more pressing issues to deal with than this at the moment. Vice Chairman Sue Hosterman asked if this is a service that SmartPro can offer. Treasurer Kerri VanMeveren stated she would look into this.

e) Station #2 Renovation

1) Chairman Terry Magelssen stated that himself and Chief George Poullignot already discussed this on their reports tonight. He stated that he will get with Director

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Darvin Schildknecht and they will take this project back over. They will get the insurance papers to vendors and get bids going. He stated it would be nice to be able to give vendors phases to get this moving forward. Chairman Terry Magelssen asked Chief George Poulignot to focus on Station 1 and he and Director Darvin Schildknecht will take care of Station 2.

f) Vacancy on Board

1) Chairman Terry Magelssen stated that he updated the Board Member Job Description document in Teams with the language for skill sets so the potential board member is aware how to operate computers and different software.

Chairman Terry Magelssen stated that the District is close to making it known that they are looking for a Director. Treasurer Kerri VanMeveren stated that this needs to get rolling. Vice Chairman Sue Hosterman asked if the District would wait until Election time in April 2022. Chairman Terry Magelssen stated that there will be an election, but he asked if the position needs to be filled now or if they can wait until April 2022. Vice Chairman Sue Hosterman stated that she thinks they can wait until April 2022. Treasurer Kerri VanMeveren stated that on the notice is published, applications are collected that it will be into next year anyway. She agrees that they can wait until April 2022. Chairman Terry Magelssen stated they would wait until April 2022 to elect a new Director.

7. Miscellaneous

Chairman Terry Magelssen opened the floor for any further comments or discussions for tonight's work session.

Treasurer Kerri VanMeveren stated there is one firm that might be willing to take us on for the financial audit for 2020. The firm stated that the District would need to move to a Modified Cash or Cash Basis for them to take the District on. There are three different accounting methods that they use. They are as follows:

Cash Basis: This is cash in and cash out. Many smaller governments prefer this method for its ease. Users of these financial statements (i.e.; boards, taxpayers, etc.) are often mainly concerned with how much cash they started with in the year, how much they took in, how much they spent, and the remaining cash balance at the end of the year. It is the most simplistic form of financial reporting.

Full Accrual (U.S. GAAP): This is the basis you said you have historically reported on internally and externally. This is a collection of commonly followed accounting rules and standards for financial reporting. This is where revenue is recognized in the period it is earned vs. received and expenditures are recognized when incurred vs. disbursed. This results in receivables and

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payables and other accruals are recorded on the balance sheet along with capital assets, depreciation, and any debt. It is the most complex basis of accounting.

Modified Cash: This basis has modifications to the cash basis. The modifications must be rooted in a cash transaction to be reported. This results in receivables and payables not being recorded, but modifications can be made to include things like fixed assets and related debt. It is basically a hybrid between the cash and full accrual.

Treasurer Kerri VanMeveren stated that if there are any questions the board has for the firm to let her know and she will reach out to them.

Adjourn from the work session meeting at 8:29 pm.