



Western Cass Fire Protection District
Minutes from the Work Session
January 26, 2025 at 07:00 pm
Fire Headquarters
5 S. Rogers Road, Cleveland, Missouri 64734

1. Meeting called to order at 07:00 pm.
This meeting was recorded.

2. Pledge of Allegiance

3. Roll Call:

Chairman Terry Magelssen (2018 – 2022)	Present
Vice Chairman Sue Hosterman (2019 – 2025)	Present
Treasurer Kerri VanMeveren (2020 – 2026)	Present
Director Darvin Schildknecht (2021 – 2027)	Present

3. Personal Appearances: Monte Olsen

4. Reports

a) Chairman Terry Magelssen stated that he has been working on the job descriptions for Fire Chief and Deputy Fire Chief.

Chairman Terry Magelssen stated that he did get the alerts from Honeywell for the thermostat at Station 2 transferred to Director Darvin Schildknecht and the hello email for Western Cass Fire Protection District. He stated that he set the alert at 50 degrees.

b) Vice Chairman Sue Hosterman stated that she still needs to respond to the insurance company but is waiting on the information from Deputy Chief Chris Beal.

Vice Chairman Sue Hosterman stated that she needs to get with Director Darvin Schildknecht so they can compare the quotes from the insurance company on the remodel at Station 2 with what has already been completed.

c) Treasurer Kerri VanMeveren stated that Deputy Chief Chris Beal has been helping her with getting the W4s completed for the volunteers. The people that receive a stipend will now be considered employees instead of contractor and will need to fill out a W4 and submit them to the Treasurer. She stated that she will be sending the secretary a W4 form to fill out as well.

Treasurer Kerri VanMeveren stated that there were errors on the November 2021 and December 2021 stipends and Deputy Chief Chris Beal sent her the updates on these corrections today.

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d) Director Darvin Schildknecht stated that he continues to play phone tag with the contractor that will be doing to remodel work at Station 2. He stated that he will reach back out to him tonight after the meeting.

5. New Business (continued from the January 5, 2022 Work Session)

- a) Initial District Assessment Interview
- b) Planning for Future District Assessment Interview(s), Tasks, and Activities

Monte Olsen asked the board if they had any policies on vacancy appointments. Treasurer Kerri VanMeveren stated yes, in the Policy and Procedures Manual.

Monte Olsen asked the board if they had any policies on election of officers or who holds what chairs or if there is a process they follow. Treasurer Kerri VanMeveren stated no, only what is shown on the agenda.

Monte Olsen stated that April's meeting will start with the current board. There will then be a declaration of who is elected and to which term then the current board will adjourn. At that time the oaths for the new board members will be taken and the secretary will call the meeting to order. The new chairman will be appointed, and the secretary will then pass the gavel to the new chairman. Then the new board can open with new business. Chairman Terry Magelssen can attend the second meeting at a public guest since he will no longer be chairman. Treasurer Kerri VanMeveren asked Monte to send over information on this process so we can assure it is handled correctly. Chairman Terry Magelssen asked if Vice Chairman Sue Hosterman will still be vice chairman or if a new one will be appointed. He asked if those seats are one- or two-year terms. Monte Olsen stated that it normally is two-year terms, but the Western Cass Board has been appointing every year. Monte Olsen stated that they will need to decide what term the two elected officers will each serve. Monte Olsen stated that it would be a good idea to have a Notary of the Public to attend so the oaths can be notarized when signed. Treasurer Kerri VanMeveren stated that there is not a notary on the board. Monte Olsen stated that he is a notary and will see if he is able to notarize virtual. Chairman Terry Magelssen stated that Section 3.3 in the Policy and Procedures Manual covers board officers. Monte Olsen stated that there will also need to be a Budget Officer and Custodial Records named at the meeting. He stated this will also need to be reflected in the meeting minutes and on the District's website.

Monte Olsen asked the board if they have a segregation of powers or who reconciles the bank accounts after the Treasurer. Treasurer Kerri VanMeveren stated no, we do not have that right now. Monte Olsen stated that the Chairman can be the one to look over the reconciliation of the bank accounts after the Treasurer.

Monte Olsen asked the board if they have job descriptions for all positions. Treasurer Kerri VanMeveren stated they do not for the board members. Monte Olsen asked if they have job descriptions for the fire fighters. Chairman Terry Magelssen stated that there is a generic SOP for the

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fire fighters. Treasurer Kerri VanMeveren asked if Chairman Terry Magelssen knew the SOP number this is under. Chairman Terry Magelssen stated no.

Monte Olsen asked the board if they are a member of the Missouri Fire Protection District. Chairman Terry Magelssen stated that the District has been on and off. He stated that he isn't sure if they are currently. Treasurer Kerri VanMeveren stated that the District is not a member. Monte Olsen asked if they found any good when they were a member. Chairman Terry Magelssen stated that they have not renewed the membership, but he does see value in it. He stated that maybe there is a forum that could help the board and it would be nice to know what is going on legislatively. Monte Olsen stated that is where the information on the early and shorter filing period was released for this year.

Monte Olsen asked the board if they were members of the Missouri Ambulance Association. He stated with Belton running their ambulances for us we probably are not and would not know due to privacy laws. Chairman Terry Magelssen stated no. Monte Olsen stated that EMT's can belong to the EMT Missouri Association also.

Monte Olsen asked the board if they were past Fire Chiefs were members of the Missouri Chief's Association. He stated it is \$100.00 for a paid Chief and \$10.00 for a volunteer, non-paid Chief. Chairman Terry Magelssen stated he was not sure.

Monte Olsen asked the board if they were members of the Missouri Association for Fire Fighters. Chairman Terry Magelssen stated yes. Treasurer Kerri VanMeveren stated she had not seen any renewals for this since she has been Treasurer. Monte Olsen stated it is around \$10.00 per member. He stated the fire fighters can get eye glass replacement benefits and such. Chairman Terry Magelssen stated the membership is probably not current. He stated that he does get a newsletter in the mail from them. Monte Olsen stated that board members can usually join for free. He asked if anyone else receives the newsletter. Treasurer Kerri VanMeveren stated no.

Monte Olsen asked the board if the regular session board meetings were the third Wednesday of every month at 07:00 pm and if the work sessions board meetings were the first Wednesday of every month. Chairman Terry Magelssen stated yes, and this is in the Policy and Procedures Manual. He stated it notes there is no voting at the work sessions. The work sessions are meant for discussion and to develop an agenda for the regular session board meetings. Monte Olsen asked the board if the work session was an adequate meeting. Chairman Terry Magelssen stated that when the old administration left, the board could not go thirty days in between board meetings so the work sessions were used as damage control. Monte Olsen asked the board if they would rather only have one meeting a month. All the board members agreed with this statement.

Monte Olsen asked the board if there is a list of meeting dates posted at the stations. He also asked if the agenda that is sent out by the secretary is posted at both stations. Chairman Terry Magelssen stated yes, there is a list of work session and regular session meetings posted at both stations. He stated the agendas always get posted at both stations because he thought that is what should be done. Monte Olsen stated that the agenda only needs to be posted at the meeting place.

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Monte Olsen asked if the agenda is posted anywhere else, like gas station, city hall, etc. Chairman Terry Magelssen stated that this is posted on the website. Monte Olsen asked who oversees the website and Facebook account. Chairman Terry Magelssen stated that he has been handling the website and trying to gain full access to the District's Facebook account. He stated that Bill Franse is still the owner of the Facebook account. Chairman Terry Magelssen stated that if he can't gain full control of the Facebook account, he will need to set up a new account and direct the followers on the old account to follow the new account.

Monte Olsen asked the board if there was a social media policy. Treasurer Kerri VanMeveren stated that no, that it has only been talked about. Monte Olsen stated that on an account like Facebook two members should have access, an editor and an admin. Monte Olsen asked if there is a policy on what fire fighters can post on social media. Chairman Terry Magelssen stated that this was talked about with the fire fighters during a training session but that is as far as it went. Monte Olsen asked if Bill Franse was contactable. Chairman Terry Magelssen stated last he knew he was out of state. Monte Olsen stated it might be best to just announce there is a new Facebook account and go from there.

Monte Olsen asked the board if they were aware of the rules for having a quorum over a virtual meeting. Chairman Terry Magelssen and Treasurer Kerri VanMeveren both stated no. Monte Olsen stated that they could have the District's attorney approach a county judge and explain to him about the pandemic and asked for permission to hold a quorum through a virtual meeting. Treasurer Kerri VanMeveren asked if this is in the Roberts Rules of Order. Monte Olsen stated it is a Sunshine Law. He stated that if there is not a quorum at the meeting place the board could be fined \$1,000.00.

Monte Olsen asked the board if they are ADA compliant. He stated that in 1992 they did have a ADA audit and had to make some changes then. He stated any attempt to see if they are ADA compliant is needed. Treasurer Kerri VanMeveren stated that as a board they did know that Station 2 was not ADA compliant due to the parking lot not being paved. She stated that Station 2 used to be a voting place for the county, but it is no longer due to as least the parking lot. She stated that she assumes Station 1 is ADA compliant. Monte Olsen stated that a fire extinguisher cannot stick out more than four inches from the wall. They must be recessed into the wall in a box that sticks out less than four inches. Chairman Terry Magelssen stated that the bathrooms at Station 1 are not wheelchair accessible. He stated that the bathroom at Station 2 is wheelchair accessible, but the drive is not paved.

Monte Olsen asked the board what the meeting recordings are used for. Chairman Terry Magelssen stated they are downloaded into Teams and used for review. Treasurer Kerri VanMeveren stated there has been a couple times the secretary could not be present at the meeting and used the recordings to gather the meeting minutes from the session. Monte Olsen asked the board if there were any rules around the recordings. Chairman Terry Magelssen and Treasurer Kerri VanMeveren both stated no. Chairman Terry Magelssen asked if this addresses the media. Monte Olsen stated yes, this will tell the public and/or media where they can place cameras or recording devices during a public meeting.

Monte Olsen asked the board if there is an SOP on citizen input at the public meetings. For example, can anyone show up and how long are they allowed to speak. Chairman Terry Magelssen

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stated that this should be in the Policy and Procedures Manual. He stated there is a three-minute maximum on speaking and it is for comment only, not discussion. Chairman Terry Magelssen stated that section 6.8 in the Policy and Procedures Manual talks about public comment.

Monte Olsen asked the board if there is a policy on hiring, firing, promotion, demotions of fire fighters. He asked if there a policy on fire fighters purchasing items. He asked if there is a policy on vacancy appointments. He also asked if there is a policy on recusal. Chairman Terry Magelssen stated that there have been board members that have recused themselves, but there is nothing in writing on this.

Monte Olsen asked the board if there are key performance indicators like response times or dollar amounts that are lost in fires in the District. Treasurer Kerri VanMeveren stated no.

Monte Olsen asked the board if they had a formal goal they have been working on. Treasurer Kerri VanMeveren asked like strategic planning. Monte Olsen stated yes.

Monte Olsen asked the board if they had a newsletter that they send out to the community. Treasurer Kerri VanMeveren stated no, but this is a big desire of hers. Chairman Terry Magelssen stated the intent might not be to do a monthly newsletter, but a quarterly newsletter should be done. Monte Olsen stated that doing a newsletter does take a lot of time to put together. Treasurer Kerri VanMeveren stated that we are in the digital era and maybe the 1500 followers on Facebook would sign up for an online subscription to a digital newsletter. Treasurer Kerri VanMeveren stated that a digital newsletter would eliminate the cost of postage. Monte Olsen stated that on the Tigtwad website there is an area you can click to join their mailing list.

Monte Olsen asked the board if there are notice boards at the stations. He stated he remembered the one that was placed at Station 1 years ago that you could change the letters one. Chairman Terry Magelssen stated that sign fell apart and is no longer usable. He stated there are only lockable boards at both stations where the notices are placed. Chairman Terry Magelssen stated he looked into getting digital signs for at least Station 1, but they are very expensive. The price he was quoted was \$7,000.00 for one digital sign.

Monte Olsen asked the board how they kept their records and if they had a record retention policy. Chairman Terry Magelssen stated that the short answer is no. He stated at Station 2 there are binders of old and current meeting minutes. He stated there are also totes of old documents that are not in binders. Chairman Terry Magelssen stated that Station 2 records are almost to the hoarding point. Monte Olsen stated that the Secretary of the State website offers information on retention guidance.

Monte Olsen asked the board if the District has a mission or vision statement. Chairman Terry Magelssen stated the last Fire Chief started working on this, but it was never completed. Treasurer Kerri VanMeveren asked if this could be part of the strategic planning. Monte Olsen stated yes.

Monte Olsen asked the board if they knew what the District's ISO (Insurance Services Office) Rating is for Cleveland and the rural area. Chairman Terry Magelssen stated this is not known to

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the board. He stated that the Fire Chief is usually aware of this rating. Treasurer Kerri VanMeveren asked if this is updated yearly. Monte Olsen stated no, every five years. Monte Olsen stated it is important to prep for the ISO audit to get a better rating. The better the rating the better prices citizens should receive on their homeowner's insurance. Monte Olsen stated that one major component of the audit is having three consecutive years of written hose and pump testing records. He stated if the District does not have this it devalues the rating by half. The other components are 40% for water accessibility and 10% 911 dispatch. Treasurer Kerri VanMeveren asked how the rating is figured if the District were to contract services with another District. Monte Olsen stated that it is the fire station not the agency that the ratings are based on. He stated that Class 10 is a District without a pumper truck or station within five miles of the citizen's address. Monte Olsen stated that the City of Cleveland used to be a 7 or 8 rating. Chairman Terry Magelssen stated he believes the City of Cleveland is a 6 rating and the county area is a 7 or 8 rating. Monte Olsen stated that hopefully the last field audit for the ISO is in the paperwork at Station 2, if not, it can be requested from the state on official District letterhead. Chairman Terry Magelssen stated that this information might be going to former operations administration or former board members. Monte Olsen stated this should fall in the lap of the board administration. Chairman Terry Magelssen stated this brings up a good point. He stated he wants the board to know they are in charge; the Fire Chief is not in charge. Monte Olsen stated yes, the board is responsible for administration.

Monte Olsen asked if the CPA advised the District to withhold taxes and making the stipend paid personnel employees instead of paid contractors. Treasurer Kerri VanMeveren stated yes. She stated that she put together language to make the volunteers paid employees instead of paid contractors. She asked all board members for any questions they may have and if they approved this or not. She also asked the secretary to create a resolution for this so it can be documented. Treasurer Kerri VanMeveren stated this was very time sensitive and needed to be handled right then. Monte Olsen stated there needs to be a discussion on what to do going backwards on this. Treasurer Kerri VanMeveren stated that she can have the CPA go back and look at all of last year's pay, but this will have to be done after tax season is over. Monte Olsen stated the board can deal with this or let it be this time, knowing what they do now for the future. Treasurer Kerri VanMeveren asked Monte to add this to their list of to-dos with priority. Monte Olsen stated this doesn't have to be discussed next meeting because the CPA can't get to this until after tax season anyway. Treasurer Kerri VanMeveren stated she will start by asking the CPA on a price this will cost for them to look into this. Monte Olsen stated he agreed on that place to start.

Monte Olsen asked the board if they were aware of danger in emailing or using chat in Teams for advice or a decision from at least three board members. He stated this is a quorum and is in the Sunshine Laws. Treasurer Kerri VanMeveren stated they have not used chat, but they have used emails to do this. She stated this will be covered with the new board members as well. She stated that Norm Larkey cautioned them on this when he was sitting in as Fire Chief. She stated the boards intent was to keep everyone informed of all communication. Treasurer Kerri VanMeveren stated that Vice Chairman Sue Hosterman sent an email asking a question to all board members, but only to keep everyone in the loop. Monte Olsen stated that they do need to get away from that. He stated emailing three to all board members constitutes a quorum. Chairman Terry Magelssen stated they need help with language for electronic communication because a decision was made outside of public quorum.

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Monte Olsen stated that any emails that are sent to three or more boards members that are making decisions need to be loaded in the cloud or in Teams.

Monte Olsen asked the board if there is a retirement program or length of service program. Treasurer Kerri VanMeveren stated no.

Monte Olsen asked the board if there is extra insurance for fire fighters that get hurt on the job and are recovering at home. Vice Chairman Sue Hosterman stated she doesn't remember that being on the policy but will check. Monte Olsen stated this lack of supplemental policy could keep volunteers from joining the District. Chairman Terry Magelssen stated that there is a line item on the budget for employee physicals. He asked if this is something they should require. Monte Olsen stated NFDA requires the money up front for physicals. Chairman Terry Magelssen stated they have run into volunteers having medical issues and wanting to drive the apparatuses. He stated this could pose a risk to the District. Monte Olsen stated that rural Districts don't have as many volunteers or employees as larger Districts do. Treasurer Kerri VanMeveren suggested this should be in the job descriptions. Monte Olsen stated that once the job descriptions drafts are done to have the District's attorney look them over.

Monte Olsen asked the board if the District's insurance was bid within the last six years and if so was it posted in the paper they were looking for bids. Vice Chairman Sue Hosterman stated that they could not find when it was last bid. Treasurer Kerri VanMeveren stated that they were not able to find anything. Vice Chairman Sue Hosterman stated they went through the broker and received three bids for the upcoming renewal, but they did not post in the paper stating they needed bids. Monte Olsen asked when the deadline is. Vice Chairman Sue Hosterman stated March 1, 2022. Monte Olsen provided a couple more contacts for insurance bids that they could look into if time allows, FirstFire and VFIS.

Monte Olsen asked the board if they require a COI (Certificate of Insurance) when contractors come on site. Treasurer Kerri VanMeveren stated no. Monte Olsen asked if they require to see the contractors W9 or tax number for a 1099. Treasurer Kerri VanMeveren stated no.

Monte Olsen asked the board if they have a 2022 Budget that has been approved. He stated that the budget should be approved before the tax levy information is sent to the county, usually by September 1st. Treasurer Kerri VanMeveren stated yes, there is an approved 2022 Budget. Monte Olsen stated that in July or early August is when the next years budget should be approved and a budget amendment can then be made in November or December, as needed.

Monte Olsen asked the board if they still had the debit card. He was aware of the purchasing card they have now. Treasurer Kerri VanMeveren stated that the debit card is still active but is not being used. She stated it is too much of a pain to reinstate it that is why they have kept it active for now but have not used it. Treasurer Kerri VanMeveren asked if they moved banks in 2019 from Citizen's bank to Community Bank of Raymore. Vice Chairman Sue Hosterman stated she thought it was 2018. Treasurer Kerri VanMeveren stated that when the account was set up the set up a separate account for the debit card only. The debit card is not linked to the general ledger account. Treasurer

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Kerri VanMeveren stated there is \$200.00 in the debit card account. Monte Olsen stated that is like an electronic petty cash fund. Treasurer Kerri VanMeveren stated they did it this way so the Treasurer could move money each month to replenish the debit card account to \$1,500.00 for general purchases needed at the stations. Chairman Terry Magelssen asked Monte what the best way is to go about having a petty cash fund. Monte Olsen stated that having a small amount of cash or small debit card account is fine. He stated even using your own cash and being reimbursed if okay too. Chairman Terry Magelssen stated with people using their own cash and not using the Tax-Exempt Letter they will not be reimbursed tax. Monte Olsen stated they ran into this issue at Tightwad, and they put the Tax-Exempt form on the website so they could pull it from there when purchasing things for the station.

Monte Olsen asked the board if there is a policy in place for opening and purchasing on merchant accounts. Treasurer Kerri VanMeveren stated there is something in the Policy and Procedures Manual on opening new merchant accounts. There needs to be board approval to open new accounts. Monte Olsen asked if the past administration still has access to the merchant accounts. Treasurer Kerri VanMeveren stated that there are some that past administration names are on the accounts. She stated that, Wex, is an example. There are people named on that account that haven't been with the District for a long time. Chairman Terry Magelssen stated that some merchants will not remove names on the accounts, but they will put them as inactive. Treasurer Kerri VanMeveren stated there are still some accounts she cannot access because others are named on the accounts. Monte Olsen stated that when naming members on accounts needs to go by rank. Chairman Terry Magelssen stated there needs to be a member of operations named on the account and a board member needs to be named on the account. Monte Olsen stated that Kevin Collins needs to add Treasurer Kerri VanMeveren to the account he has access to, sooner than later.

Monte Olsen asked the board if they check to see if all employees of contractors have had their E-Verification done. He stated this goes along with requiring the COI and W9s. If they can work legally in the United States. Treasurer Kerri VanMeveren stated no. Monte Olsen asked if they check to see if the contractors have their ten-hour OSHA training completed. Treasurer Kerri VanMeveren stated no. Treasurer Kerri VanMeveren asked if this training was needed for the fire fighters too. Monte Olsen stated no. Treasurer Kerri VanMeveren asked if there was a threshold for contractors that do small jobs for the District. She asked if a local person needs to be OSHA certified. Monte Olsen stated yes, but there is also no penalty for this. Treasurer Kerri VanMeveren asked Monte to create a list for contractors if he would. She asked if Director Darvin Schildknecht got all of this information that contractors will need. Director Darvin Schildknecht stated yes. Monte Olsen stated this makes it very tough to have work completed. Chairman Terry Magelssen stated that if it is known up front what is needed to provide services, they can let possible contractors know. Monte Olsen stated that this can eliminate smaller contractors from bidding on jobs that need done. Monte Olsen stated that anything over \$25,000.00 they must pay prevailing wages. If not, there is a \$500.00 per day.

Monte Olsen asked the board if they have a list of all assets. Treasurer Kerri VanMeveren stated no. There was a good attempt at getting the inventory list done but it is not complete as they need. Monte Olsen asked if Trout and Beaman was handling the 2021 Financial Audit. Treasurer Kerri VanMeveren stated that they are working on the 2020 Financial Audit then will move onto the 2021 Financial Audit. Monte Olsen stated that they could pay people have the inventory done.

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Treasurer Kerri VanMeveren stated that with more guidance she is confident it can be done. She stated it seems overwhelming at first but once they start it should go smoothly. She stated she would like to see tags on items especially in case of a natural disaster. Monte Olsen stated that the hard part is getting the information on how much was paid for each item. Chairman Terry Magelssen stated that past administration started this, as there are tags on some items. Monte Olsen stated they could spend a lot of money tagging items or just write them down on note cards. He thinks somewhere in the middle is good for the District. But it is up to the board on how to handle the inventory process.

Monte Olsen asked the board if they were aware of the donation process if they receive a donation. They need to track this just as they purchased it. Treasurer Kerri VanMeveren stated no.

Monte Olsen asked the board if they have a process of how to dispose of old inventoried items. Treasurer Kerri VanMeveren stated no.

Monte Olsen asked the board if they have a chart of accounts or definition of each line item on the budget. Treasurer Kerri VanMeveren stated no. Monte Olsen stated he can help with this by line items. Treasurer Kerri VanMeveren stated she would like to see the apparatuses broken down by each and what expenses were made on each. Monte Olsen agreed and stated this is a good way to know what is being put into each apparatus. Treasurer Kerri VanMeveren stated she was told they don't even have a maintenance log for the apparatuses. Monte Olsen stated that some important things to have are checklists, logs, and training logs.

Monte Olsen asked the board if the annual reports have been sent to the County Clerk by April 1st of each year and the State Auditor by June 1st each year. Treasurer Kerri VanMeveren stated no, but this did come up on the State Audit. She stated they do need help and clarity on this. Monte Olsen stated that the CPA should provide the District with that information.

Treasurer Kerri VanMeveren asked Monte Olsen if they do need to run background checks on potential board members and fire fighters. Monte Olsen stated yes, this could be part of the qualifications. He stated to run Driver's License check it is \$7.00, to run a background check it is \$14.95 and to do drug testing it is \$75.00. Treasurer Kerri VanMeveren stated that the level of testing can depend on the job rank.

Chairman Terry Magelssen asked Monte Olsen what the current law on blue lights is. Monte Olsen stated that the Fire Chief issues the blue lights.

Treasurer Kerri VanMeveren asked Monte Olsen if they should have a conversation with the insurance company on Driver's License checks. Monte Olsen stated the insurance company should ask for a list of drivers for the apparatuses. Treasurer Kerri VanMeveren asked how frequent they should recheck the Driver's License. Monte Olsen stated this is up to the board on how often to run the checks. He stated that normally the insurance company asks for list of drivers each year. Monte Olsen stated that there should be a judicial policy to have the employees self-admit of any changes to their records.

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Monte Olsen stated that he will not be able to attend the next board work session on February 2, 2022. He stated that he will deliver the assessment report to the board at the regular session meeting in February. Monte Olsen asked if there were any questions. Treasurer Kerri VanMeveren stated she is thankful for anything Monte can do to help them with language in the Policy and Procedures Manual. Chairman Terry Magelssen stated that the board will get through this list one bite at a time. He stated they didn't know what they needed to know and he's confident Monte is leading them in the right direction.

Vice Chairman Sue Hosterman stated that the accident/sickness policy the District has is the basic policy that pays \$150.00 per month. Monte Olsen stated they might want to consider raising this policy.

Director Darvin Schildknecht stated he appreciates Monte and all of the information he has give them thus far. Treasurer Kerri VanMeveren stated she is very thankful.

Chairman Terry Magelssen asked for any other closing thoughts. He stated he would like to entertain a motion to adjourn tonight's session.

Director Darvin Schildknecht made a motion to adjourn from the Work Session.

Adjourned from the Work Session at 09:34 pm.