

Western Cass Fire Protection District  
Minutes from the Work Session  
February 2, 2022 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. 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 got the email notifications set up for temperature alerts from Honeywell to be sent to Director Darvin Schildknecht and the hello email for Western Cass Fire Protection District. Treasurer Kerri VanMeveren stated that she has not seen any email alerts from Honeywell. Director Darvin Schildknecht stated that he had not either. Chairman Terry Magelssen stated that Station 1 is set at sixty-nine degrees. Director Darvin Schildknecht stated that he went to Station 1 on Sunday afternoon and the training room was set at seventy-seven degrees, so he changed the setting to sixty degrees. Treasurer Kerri VanMeveren stated that she received the natural gas bill from Station 1, and it was very high. Director Darvin Schildknecht stated that the truck bay was set at seventy-five degrees, so he changed the setting to fifty degrees. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen if he had any alerts from Honeywell for Station 1. Chairman Terry Magelssen stated that he doesn't have full access to Station 1 for the temperature alerts from Honeywell. He stated that he is still working on this. Director Darvin Schildknecht stated he is concerned the temps are being set too high at both stations. Chairman Terry Magelssen stated he is making a note for the thermostats and he will check the truck bay before he leaves Station 1 tonight.

Chairman Terry Magelssen asked if they ever made a decision on if the District would reimburse employees for EMT training classes. Treasurer Kerri VanMeveren stated that there needs to be a program in place first before they match funds or reimburse. She stated there needs to be an agreement in place first. She stated that normally when an employer helps pay for schooling or training you come to an agreement on staying with the employer for a certain length of time after completing the schooling or training. Chairman Terry Magelssen stated that is standard practice and usually it is two years if the District helps pay for the training. He stated that he agrees with Treasurer Kerri VanMeveren that a Policy needs to be in place first before they help pay any reimbursements for training. He stated that he thought there was a SOP already or something in the Policy and Procedures Manual. Treasurer

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Kerri VanMeveren asked for Monte Olsen's input. Monte Olsen stated that there should be a Policy on reimbursement or training agreement that stated the employees must stay with the District for a certain amount of time. He stated this is up to the board and how they want to handle this. He stated they could agree to pay for half of the training after they complete one year of service with the District and pay the other half after two years of service with the District. Treasurer Kerri VanMeveren asked how much EMT training classes cost. Monte Olsen stated they range from \$1,000.00 to \$2,000.00. He stated he would be shocked to find anything less than \$1,000.00. Chairman Terry Magelssen stated that the two Western Cass Fire Protection District employees are taking the training that cost \$1,000.00; \$500.00 to start the training and another \$500.00 is due about halfway through the training. Monte Olsen stated they need to balance the taxpayer's risk as far as paying for the training for the employees. Chairman Terry Magelssen stated they could say they pay for half of the training with passing of the training and with a two-year agreement to stay with the District. Treasurer Kerri VanMeveren stated that they could make the agreement for up to \$1,000.00. She asked if it was a pass/fail or grade level training. Chairman Terry Magelssen stated it is a pass/fail training. Monte Olsen stated that they could pass the class but fail the test. He stated the test is two parts: a written test and a hands-on test. Monte Olsen suggested they tie the agreement to the license they receive for passing the test part of the class. Treasurer Kerri VanMeveren asked if they can obtain a license if they fail the test. Monte Olsen and Chairman Terry Magelssen both stated, no. Chairman Terry Magelssen stated he feels compelled to help with some reimbursement for the employees that attend training classes. He stated to add this as an agenda item on the next Work Session.

Chairman Terry Magelssen stated that he was able to update the contacts for our vendor, Wex. He asked Treasurer Kerri VanMeveren if this was working properly for her. Treasurer Kerri VanMeveren stated she would speak about this during her report but, yes.

Chairman Terry Magelssen stated that he has been working on gathering information to have the website sourced out. He asked again who the producer of Tigtwad's Fire District website is. Monte Olsen stated that it is getstreamlined.com. Monte Olsen stated he had asked what the price would be to clone the Tigtwad's website for Western Cass Fire Protection District. He just received a quote and if the District is a member of the Missouri Fire District the fee is \$50.00 per month, if the District is a non-member the fee is \$75.00 per month. Chairman Terry Magelssen stated that he got another bid from Prime Design Agency in California. They have a flat fee of \$800.00. There is a \$250.00 fee for design and a \$600.00 annual fee for maintenance. Treasurer Kerri VanMeveren asked if these prices were just for hosting. Monte Olsen stated, yes and that the domain is usually around \$25.00 to \$40.00 per month. Chairman Terry Magelssen stated that is just for hard coding it. Treasurer Kerri VanMeveren asked if that included being able to connect to SharePoint. Monte Olsen stated that if they do the hard coding the vendor would be in control of the updates. Treasurer Kerri VanMeveren stated that if the company goes out of business the District is without a website. Chairman Terry Magelssen stated that the money value of this does not require an RFP, but he thinks they need to take a deeper look into this. Chairman Terry Magelssen stated he likes the direct links to social media pages on the Tigtwad's website. He stated that Treasurer Kerri VanMeveren had a good point too about being able to link to SharePoint. Monte Olsen stated he used to use Word Press because he thought it was easy to use but now Word Press takes a little longer than Streamline takes. He stated that Streamline is cheaper and easier to update for him. Chairman Terry Magelssen stated that he wanted to make a point that if

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there was one board member that could make the updates once the website was set up that would be a cost and time savings. Instead, they would have to pay the website designer and wait for the changes to be made. Chairman Terry Magelssen stated that he will contact Streamline.

Chairman Terry Magelssen stated that he still does not have full access or control of the District's Facebook page.

Chairman Terry Magelssen stated that he would speak about the Robert's Rule of Order book later when they get the New Business part of the meeting.

Chairman Terry Magelssen stated he has created the folders for job descriptions in Teams. He stated that he is 99% finished with the job descriptions for Fire Chief and Deputy Fire Chief. Chairman Terry Magelssen stated they could discuss this during the next meeting after the other board members can review the job descriptions he has put together. He stated that the way he has put them together is the Fire Chief is mostly an administrative position that oversees the Deputy Fire Chief. The Deputy Fire Chief position is mostly operational but still needs to report budget recommendations, training, discipline, and mentoring needs to the Fire Chief. Chairman Terry Magelssen stated that he will be sending links to the job descriptions so the other board members can review them. Treasurer Kerri VanMeveren stated that with the support from Monte Olsen so far there has been some things that have come to light that might not have been getting done properly in the past. She stated that a segregation of duties might be best, but the board needs to work with Monte to fully develop the job descriptions. Chairman Terry Magelssen stated he agreed but the folders and drafts have been created as he said he would get done.

b) Vice Chairman Sue Hosterman stated that she cannot get anywhere with getting ahold of Deputy Chris Beal. She needs to get the insurance information back to the insurance company as soon as she can. Vice Chairman Sue Hosterman asked if they need to come up with a communication agreement. Treasurer Kerri VanMeveren stated that when she has asked a question but has not heard back in a few days she will reach back out. Chairman Terry Magelssen stated they only have a verbal agreement with Deputy Chris Beal, nothing in writing. He stated that Deputy Chris Beal keeps telling him that he wants to join the meetings but the never does. Chairman Terry Magelssen asked the board if they need to give Deputy Chris Beal a better punch list or what their thoughts were. Vice Chairman Sue Hosterman stated there needs to be more guidance given on what is expected and what needs to be done. Vice Chairman Sue Hosterman stated that Chief Sapp in Belton told her the highest ranked official appoints the Medical Director, but the board is not allowed to do that. Chairman Terry Magelssen stated he will have a conversation with Deputy Chris Beal about reporting to the board every two weeks. Especially if he is unable to attend the board meetings. He stated that Deputy Chris Beal needs to keep them updated on personnel, truck status, station status, etc. Treasurer Kerri VanMeveren stated that it was a struggle to get the W9s from him and the proper coding on the TransWest bill. Treasurer Kerri VanMeveren stated she wants to discuss increased compensation for Deputy Chris Beal's services. She stated this has been added to the next meeting's agenda. Chairman Terry Magelssen stated he was told by Deputy Chris Beal he was not allowed to take a stipend from Western Cass Fire Protection District because he was Deputy Chief at Belton as well. Chairman Terry Magelssen asked if he was being paid. Treasurer Kerri VanMeveren stated yes, they are paying him \$400.00. Chairman Terry Magelssen and

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Vice Chairman Sue Hosterman both agreed they had been told he was not able to collect pay from WCFPD. Chairman Terry Magelssen stated he would be in contact with Deputy Chris Beal and get this cleared up.

Vice Chairman Sue Hosterman also stated that she needs to get an update on the progress at Station 2 for the insurance company. She asked if the District would have to pay prevailing wages on this project. Director Darvin Schildknecht stated that he continues to try to get ahold of the contractor but has not had any luck. He stated that the full bid from the contractor was \$16,950.00. Vice Chairman Sue Hosterman stated that she was given a lot higher price from the insurance adjuster. Director Darvin Schildknecht stated that the contractor went room by room on what needed repaired, and the bid even includes some new lighting fixtures. Vice Chairman Sue Hosterman stated that they need to match the claim with the contractor's bid. Director Darvin Schildknecht stated that the claim stated that the sheetrock needs replaced. He stated that he contracted said the sheetrock does not need replaced. Treasurer Kerri VanMeveren stated that they need to make sure the contractor will comply with the needed things they found out last week when talking with Monte Olsen on what is required of vendors. Chairman Terry Magelssen stated that the contractor needs to be shown the claim from the insurance company, so they understand what the insurance company is saying needs to be repaired. Vice Chairman stated that this needs to be done as soon as possible. She asked if we need to get new bids and find a new contractor. Treasurer Kerri VanMeveren stated they need to get new bids from different contractors. Chairman Terry Magelssen stated he agreed, the contractor has been too slow to respond, and the board needs to look at other options. Vice Chairman Sue Hosterman stated that they did agree upon this contractor, but the contractor is not fulfilling their part of the contract.

c) Treasurer Kerri VanMeveren stated that she stumbled upon something the District was not compliant with. She stated that when the District changed from Citizen's Bank to Community Bank of Raymore they were not collateralized. Anything over \$250,000.00 needs to be collateralized ~~per~~ by law (RSMo 110.010(1), anything over \$250,000 has to be collateralized and the securities must be from the list found in RSMo 30.270.1RSMo. She stated that the bank sent her the legal document called a Pledge of Equity. She then sent this on to the District's attorney, Frank. He sent it back after review and Treasurer Kerri VanMeveren signed the document to bring the District back in compliance. Monte Olsen stated there needs to be a retroactive resolution made for Treasurer Kerri VanMeveren signature on the Pledge of Equity document. Treasurer Kerri VanMeveren stated for this to be added to the next board meeting's agenda.

Treasurer Kerri VanMeveren stated that she has received the paid in full letter from Commerce Bank on the debit services account. She stated that it is in Teams in the Financial Folder under Debt Services.

Treasurer Kerri VanMeveren stated that she continues to work with the CPA on getting the accounts set up as we need them. She stated they are trying to get it set up so they can pull reports on what has been spent on each station and each piece of equipment as well. She stated that she does need Deputy Chris Beal's help on figuring out how much to budget for each apparatus.

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Treasurer Kerri VanMeveren contacted Wex, the District's fuel vendor. They had her on hold for a long time then came on the phone and helped her for a little bit then asked if they could pass her on to someone else because that person's shift was over. She was able to get a little of the information needed but did hang up the second time she was put on hold. She stated she needs help understanding how the diesel and unleaded fuel is broken down. Monte Olsen stated that he could show her how to find the fuel usage by apparatuses. Treasurer Kerri VanMeveren stated the account is not matched up by cards or apparatuses. She stated she needs to know what diesel and unleaded fuel is used for each apparatus because the budget is set up to track these items. Chairman Terry Magelssen stated that each apparatus has its own fuel card in the apparatus. Monte Olsen stated they can turn on the function where the person that is fueling must enter the odometer reading before they begin fueling. He stated this could be a better way to track the fuel usage she is needing.

d) Director Darvin Schildknecht stated that he spoke with Rural Water #2 about the hydrant at 231<sup>st</sup> and Eisle Road. He stated that there would be someone out there this week to do a hydrant check. Treasurer Kerri VanMeveren stated that she heard from Ursula on a follow-up on the hydrant in front of her house. Director Darvin Schildknecht stated that Rural Water District #2 owns it. Chairman Terry Magelssen asked to refresh his memory on the complaint about the hydrant. Director Darvin Schildknecht stated that it was overgrown around the hydrant and appeared no maintenance had been done on it. And Ursula was concerned it was not usable or in service.

5. New Business

a) Roberts Rule of Order

1) Chairman Terry Magelssen stated that the 12<sup>th</sup> Edition of Roberts Rules of Order was adopted in August 2020. He stated that this edition is available in hard back, paperback, ebook, usb thumb drive or a subscription service. He stated that an electronic version could possibly be put in Teams but that only three users were able to access it unless they purchased more than the three users. He stated that all the forms range from \$15.00 each to \$150.00. He stated that the ebook for three users is \$24.99. Chairman Terry Magelssen stated that it appeared the electronic version came with hyperlinks that could be clicked on for more information. Monte Olsen stated that he had not ever purchased the electronic versions, but they are only good for three users to access them. He stated they also need to make sure it is compatible with Teams. Chairman Terry Magelssen stated that the electronic version is encrypted and only the paid user can view it. He stated that the electronic version is from \$75.00 to \$100.00. He stated that additional users are \$55.00. Treasurer Kerri VanMeveren stated that she is interested in the online version. Chairman Terry Magelssen stated that he would send out this information in an email to the board. Monte Olsen stated that one-way directional emails are fine as long as they are not responded to, just as a reminder to the board. Chairman Terry Magelssen stated that there is one authority on the ebook versions. He will do more research and get better detail on this before sending over the information.

b) Job Descriptions for Fire Chief and Deputy Fire Chief

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1) Chairman Terry Magelssen stated they already went over this earlier in his report and this is a work in progress.

6. Miscellaneous

a) Chairman Terry Magelssen stated that he was opening the floor for general discussion. Treasurer Kerri VanMeveren stated that she didn't have anything.

Chairman Terry Magelssen asked if the agenda was set for the February 16<sup>th</sup> Regular Session Board Meeting. The secretary stated yes.

Vice Chairman Sue Hosterman asked if there needed to be a vote on getting new bids for Station 2. Treasurer Kerri VanMeveren and Chairman Terry Magelssen both stated, no. Treasurer Kerri VanMeveren asked Director Darvin Schildknecht to make this part of his report for the next meeting. Director Darvin Schildknecht agreed.

Chairman Terry Magelssen asked Treasurer Kerri VanMeveren if the offboarding and onboarding of new board members was her agenda item for the next meeting. Treasurer Kerri VanMeveren stated yes. She stated they need to come up with a list of things that are taken care of when board members leave and when new board members are onboarded. Monte Olsen stated there are certain things that are needed, that can easily get overlooked, and a checklist would be sufficient. Chairman Terry Magelssen stated there is a section in the Policy and Procedures Manual, but it does not go as deep as assigning an email address. He stated that they could make an Appendix D to the offboarding and onboarding of board members and make that the checklist. Monte Olsen stated that would be fine, all that is needed is a current or updated check list of what needs to be done.

Chairman Terry Magelssen stated that he was concerned about not having a vendor to push snow at the stations. He stated there is not enough snow to hinder the apparatuses to get out if needed for a call. He also stated the board should be thinking about the lawn service vendor as well.

Monte Olsen stated to look in the chat on the prevailing wage question that was asked earlier in the meeting. Per Monte Olsen's note in chat, you only pay prevailing wages for anything over \$75,000.00 per RSMo. 290.230.5 and RSMo. 290.230.7.

Monte Olsen stated he also sent a couple email addresses in the chat so the board could look at the Financial Audit for the TIGHTWAD Fire District. He stated to look at the second footnote on collateralization. He stated this is something that Western Cass Fire Protection will get hit with but now that it is correct, they won't going forward. Per Monte Olsen's note in chat, <https://tfpd.specialdistric.org/2018-financial-audit> or <https://www.tightwadfpd.org/2018-financial-audit> are the web addresses where they can find this.

Director Darvin Schildknecht asked if someone on the board needs to be a notary. The secretary stated that she would like to become a notary but is not sure how to go about that. Monte Olsen stated that he will find out if he can notarize via virtual meetings. He also stated to become a

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notary you must get a bond, take an online test, pay a fee, then the county clerk will contact you about taking your oath for notary and then you sign your oath. He stated the cost is approximately \$50.00 every four years. Vice Chairman Sue Hosterman asked if the board could notarize their own documents. Monte Olsen stated that the board notarizing their own documents is not good form. He stated the secretary could be a notary for the board, if needed. He stated that oaths must be notarized and they cannot notarize their own. Chairman Terry Magelssen stated that the Chairman gives the secretary position their oath so that would have to be notarized by someone else. Chairman Terry Magelssen stated he would look at the formatting of the oaths so we would know for sure.

Chairman Terry Magelssen stated he has several to-dos on his list including contract updates, thermostats, working with Deputy Chris Beal and Roberts Rule of Order.

Chairman Terry Magelssen asked the board to stay in touch with one another.

Vice Chairman Sue Hosterman asked if Chairman Terry Magelssen was able to change the temperature at the stations on his phone. Chairman Terry Magelssen stated, yes, he can at Station 2. He stated that he needs to get Station 1 updated as soon as possible and he will pass that information on.

Adjourned from the Work Session at 08:19 pm.