



Western Cass Fire Protection District

Minutes from the Special Session

Wednesday, April 6, 2022

Fire Headquarters

5 S. Rogers Road, Cleveland Missouri 64734

1) Meeting Called to order at 9:00 PM

2) Roll Call:

Director John Webb (2022 - ) Present

Director Sue Hosterman (2019 – 2025) Present

Director Kerri VanMeveren (2020 – 2026) Present

Director Darvin Schildknecht (2021 – 2027) Present

Director Marty Hardman (2022 - ) Present

Guests : Monte Olsen

3) Special Orders of the Day

a) Votes and Affirmations and Oaths

1) Motion made to elect John Webb as President was passed.

Sue Hosterman – aye

Kerri VanMeveren – aye

Darvin Schildknecht - aye

2) Motion made to elect Marty Hardman as Vice Chairman was passed.

John Webb – Aye

Sue Hosterman - aye

Kerri VanMeveren - aye

Darvin Schildknecht – aye

3) Motion made to elect Chris Johnson as Secretary was passed.

John Webb – aye

Marty Hardman - aye

Sue Hosterman - nay

Kerri VanMeveren - aye

Darvin Schildknecht – aye

4) Motion made to elect Chris Johnson as Custodian of Records was passed.

John Webb – aye

Marty Hardman - aye  
Sue Hosterman - nay  
Kerri VanMeveren - aye  
Darvin Schildknecht – aye

5) Motion made to elect Kerri VanMeveren as Treasurer was passed.  
John Webb – aye  
Marty Hardman - aye  
Sue Hosterman - nay  
Kerri VanMeveren - aye  
Darvin Schildknecht – aye

b) A motion made to adopt the banking agreements containing business online authorization, entity authorization, originator agreement, and a treasury management agreement was passed.

John Webb – aye  
Marty Hardman - aye  
Sue Hosterman - aye  
Kerri VanMeveren - aye  
Darvin Schildknecht – aye

5) A motion made to adopt the 2022.04.06 Incoming Board Agenda was passed.

John Webb – aye  
Marty Hardman - aye  
Sue Hosterman - aye  
Kerri VanMeveren - aye  
Darvin Schildknecht – aye

7) New Business

a) A motion made for President John Webb to sign a contract with Dr. Gustavsen to be the new Medical Director for the fire district at a rate of \$600.00 per year was passed.

John Webb – aye  
Marty Hardman - aye  
Sue Hosterman - aye  
Kerri VanMeveren - aye  
Darvin Schildknecht – aye

b) Special Rules of Order – decision made to postpone consideration and a vote until a future meeting

1) 001 Parliamentary Authority  
2) 002 Consent Calendar

c) Standing Rules – decision made to postpone a vote and consider at future meeting

1) Meeting Dates, Times, and Locations – The law states that we must meet at least one time per month and post the time and location 24 hours in advance.

2) Reimbursements – Board members can be reimbursed expenses while carrying out their duties.

3) Officer Compensation

a) The Secretary may be paid up to \$300.00 per month.

b) The Custodian of Records may be paid \$25.00 per hour when preparing record requests.

4) Citizen Input – May be limited to three minutes per citizen or a time determined by the board.

5) Attorney Privilege – The District has Frank on retainer but the board needs to establish who may contact the attorney so that we do not run up a bill for the district.

6) Meeting Agendas – The district needs to make sure agendas follow the same format.

7) Photographing and Recording Board Meetings – Citizens may photograph and record board meeting as long as doing so not disruptive and they may not record closed sessions.

8) Official Business Hours and Holidays – The board should define official operating hours and designate holidays so we can accurately make schedules.

9) Tax Information Authority – Establish that the treasurer and board president are the only ones to have authority to speak with the I.R.S.

d) Contract for I.T. Services – Kerri assisted the previous board in the outsourcing of the District's email and video recording with third party services, so that the district will not lose control over these as they have in the past when individuals were managing them.

e) A motion made to set a town hall meeting for April 22, 2022 was passed.

John Webb – aye

Marty Hardman - aye

Sue Hosterman - aye

Kerri VanMeveren - aye

Darvin Schildknecht – aye

f) A strategy planning session was postponed until a future meeting. The district lawyer needs to be consulted to determine whether the board can have a closed session with only four members. Sue Hosterman has refused to sign the district privacy policy and the board wished to exclude her from closed sessions due to this.

g) A motion made to sign a Personal Services Agreement with Chris Johnson for the positions of Secretary and Custodian of Records was passed.

John Webb – aye

Marty Hardman - aye

Sue Hosterman - aye

Kerri VanMeveren - aye

Darvin Schildknecht – aye

h) Review of Directors Job Descriptions – It was agreed that the board needs to agree on job descriptions for the different board members.

i) It was decided to discuss putting video recordings of board meetings on the web in a future board meeting. Costs of hosting and bandwidth costs must be calculated before any decision can be made.

8) Adjourn – 10:38 P.M.