

Western Cass Fire Protection District
Minutes from the Special Session
February 23, 2022 at 07:00 pm



1. Meeting called to order at 07:02 pm.
This meeting was recorded.
2. Roll Call:

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| 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 |

Director Darvin Schildknecht was having internet issues and was present via phone with Treasurer Kerri VanMeveren.
3. Personal Appearances: None
4. Reports
 - a) Chairman Terry Magelssen stated that he has been in contact with GetStreamlined for the District's website. He stated that he sent an email out to the board on the website demo. He stated they will be doing a virtual demo a week from today at 10:00 am to 11:00 am. He stated that during the demo GetStreamlined will be answering any questions the board may have. Treasurer Kerri VanMeveren asked if they can record the demo in case, she is unable to attend.
 - b) Vice Chairman Sue Hosterman stated that she received the insurance quote back from Mike Keith today. She stated that she did send this out to the board. She stated the premium went up over \$1,000.00. She said that after looking at the quote there are things, they should be able to change for some cost savings. Chairman Terry Magelssen agreed that they can trim it down for cost savings.
 - c) Treasurer Kerri VanMeveren stated that she had spoke with Deputy Chris Beal on setting up a time to meet up to fix the Wex account and to work on the budget for the apparatuses. She stated she has not received a response from Deputy Chris Beal after multiple attempts to contact him. She stated she will do her best on the budget and put together the apparatuses that have the most issues together and break it out that way. Treasurer Kerri VanMeveren stated that she would have to go to the stations and see which cards are being used in which apparatuses and try to figure that out on her own. She stated that would be timely, but she needs to get this taken care of.

Chairman Terry Magelssen asked Treasurer Kerri VanMeveren what the status was on the stipend payments. Treasurer Kerri VanMeveren stated that January's stipend has been paid out. She stated she was missing a couple W4's from employees and still missing Kevin Collins ACH paperwork, but that Deputy Chris Beal was aware of these things. She asked Chairman Terry Magelssen what he was

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hearing. Chairman Terry Magelssen stated that he heard only one employee had been paid a stipend in the last couple months.

d) Director Darvin Schildknecht stated that he has been working on the doors at Station 1. He stated the doors are up, stained and is working on the electrical now at Station 1. Treasurer Kerri VanMeveren stated that he is working on Phase 2 from his spreadsheet he sent out to the board. Vice Chairman Sue Hosterman stated that the doors look good. Chairman Terry Magelssen stated that it is much better than it was.

5. New Business

a) District's Insurance Renewal

1) Chairman Terry Magelssen stated that the District's Insurance expires at 12:01 am on March 1, 2022. He stated that the renewal shows the total premium to be \$17,161.00 that covers structures, apparatuses, and all property at both stations. Chairman Terry Magelssen stated that he is ready to entertain a motion to approve the insurance renewal.

Vice Chairman Sue Hosterman made a motion to renew the District's Insurance with Mike Keith for this next year.

Treasurer Kerri VanMeveren asked what the accident and sickness was and it that was considered work comp. Vice Chairman Sue Hosterman stated that is the policy to pay injured employees if they are not able to work. She stated this is the policy that Monte Olsen had recommended to increase. Treasurer Kerri VanMeveren asked what the work comp premium cost. Vice Chairman Sue Hosterman stated that she could not remember but that policy is paid at a different time than this policy. Treasurer Kerri VanMeveren stated that \$17,200.00 was budgeted for the insurance this year. She stated that she would get with Vice Chairman Sue Hosterman on what all was included in the policy so they can make sure enough is budgeted. Treasurer Kerri VanMeveren asked if the board liability was included. Vice Chairman Sue Hosterman stated that is \$1,487.00 but that policy does not include the bonds for the board members. Treasurer Kerri VanMeveren stated again, they must make sure all is accounted for, so they know enough is budgeted. Vice Chairman Sue Hosterman stated that there were a couple changes to the autos from last year. She also stated that the premium went up because of the claim for Station 2.

Chairman Terry Magelssen called for a roll call vote to approve the insurance renewal.

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| Chairman Terry Magelssen | Aye |
| Vice Chairman Sue Hosterman | Aye |
| Treasurer Kerri VanMeveren | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

b) Renewal with District's Attorney

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1) Chairman Terry Magelssen stated that the contract with Frank Foster, the District's Attorney expires on March 14, 2022. He stated that the last contract was around \$950.00. Treasurer Kerri VanMeveren shared her screen with everyone showing the renewal invoice retainer with Frank Foster for \$950.00.

Vice Chairman Sue Hosterman made a motion to renewal the EMS legal services with Frank Foster for \$950.00 for the 2022 to 2023 service year.

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| Chairman Terry Magelssen | Aye |
| Vice Chairman Sue Hosterman | Aye |
| Treasurer Kerri VanMeveren | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

Vice Chairman Sue Hosterman asked if they need to amend the motion to include authorization to sign the insurance renewal and loss settlement. Treasurer Kerri VanMeveren asked if the premium payment is due to the insurance company at the time of renewal or if they will bill us. Vice Chairman Sue Hosterman stated she believes they will bill us. Treasurer Kerri VanMeveren asked to make sure they send the bill to the accounts receivable email. Chairman Terry Magelssen stated he saw they want a current list of drivers. Vice Chairman Sue Hosterman stated that Deputy Chris Beal was supposed to get them this information but did not get that section filled out. Treasurer Kerri VanMeveren asked if the insurance company does Driver's License background checks. Vice Chairman Sue Hosterman stated yes, they will let them know who can drive and who can't. Vice Chairman Sue Hosterman stated they need a signature on the loss statement and renewal insurance statement.

Chairman Terry Magelssen made an amended motion to authorize Vice Chairman Sue Hosterman to sign the insurance renewal contract with Mike Keith and to sign the loss statement.

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| Chairman Terry Magelssen | Aye |
| Vice Chairman Sue Hosterman | Aye |
| Treasurer Kerri VanMeveren | Aye |
| Director Darvin Schildknecht | Aye |

Motion passed.

Vice Chairman Sue Hosterman asked if the EMS legal needs a signature. Treasurer Kerri VanMeveren and Chairman Terry Magelssen both stated no.

Treasurer Kerri VanMeveren stated again to make sure the insurance company sends the insurance premium invoice to the accounts receivable email.

Adjourned from the Special Session at 07:26 pm.

