



Western Cass Fire Protection District
Minutes from the Work Session
December 1, 2021 at 07:00 pm
Fire Headquarters
5 S. Rogers Road, Cleveland, Missouri 64734

1. Meeting called to order at 07:01 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

4. Personal Appearances: None

5. Reports

- a) Chairman Terry Magelssen stated that it has been a very busy last few weeks. He stated that he has been making sure the bills are registered correctly and getting them approved and in the correct folders for the next step of approval.

Chairman Terry Magelssen stated that he has been working on the District's website. He has updated the website with the upcoming election details and that the District is in need of volunteer fire fighters. Treasurer Kerri VanMeveren stated that she would like to see the website corrected to reflect the paper publication. Chairman Terry stated that he will get this updated and what he had put on the website was just a placeholder.

Chairman Terry Magelssen stated that he spoke with former Chief George Poulignot and he was able to get the login information that Treasurer Kerri VanMeveren was needing. Chairman Terry Magelssen stated that he would get this information to Treasurer Kerri VanMeveren. Treasurer Kerri VanMeveren stated she will send him a link to the spreadsheet for the login information for him to update with the logins he has.

Chairman Terry Magelssen stated that he spoke with Deputy Chris Beal and he is willing to continue to oversee the operational side of things for Western Cass Fire Protection District. Chairman Terry Magelssen stated Deputy Beal will try to maintain everything that is needed and will in turn be the interim Chief until they can get another one hired. Chairman Terry Magelssen asked if the Western Cass Fire Chief email could be forwarded to Deputy Beal's

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Belton Fire email. Treasurer Kerri VanMeveren stated that is not a great idea. She stated that they can set him up with a new account or give him access to the current account, but that the emails cannot be forwarded to another account. Chairman Terry Magelssen stated that the Fire Chief email should only be for operational things that need to be done. Treasurer Kerri VanMeveren stated she will need Deputy Beal's contact information to get him set up under the Fire Chiefs email account. Treasurer Kerri VanMeveren stated that all the bills should be going to the Accounts Payable email. Chairman Terry Magelssen stated that the Spire bill is coded for electricity and should be coded for gas.

- b) Vice Chairman Sue Hosterman asked if they need to start looking for a replacement for the Fire Chief right away. Treasurer Kerri VanMeveren stated that she had some conversations with Belton's Mayor Norman Larkey. He gave her some suggestions on what the board should focus on next. Treasurer Kerri VanMeveren asked the other board members their thoughts on splitting duties of the Fire Chief. She stated have one person for the operational side that will do the building and truck maintenance and have another person for the administrative part of the position. She stated that given the size of the District and the District's budget this is a viable option. Chairman Terry Magelssen asked Director Darvin Schildknecht what his thoughts were. Director Darvin Schildknecht stated he thinks this needs to be split into positions. This should help get things in line. He stated that the last Chief was pulled between too many things. Chairman Terry Magelssen asked Vice Chairman Sue Hosterman what her thoughts were. Vice Chairman Sue Hosterman stated that the District needs to keep someone in the position and she said a couple people splitting the position would be fine. Chairman Terry Magelssen stated that splitting the positions duties is not off at all. He stated that they could use different titles like Chief and Assistant Chief. He stated he thinks that is a great idea to have two officers for the duties for the Fire Chief. He stated then they could help build the volunteers and promote within for Captains etc. Chairman Terry Magelssen stated that he feels bad that former Chief George Poulignot was given so much to do. He stated there is not a great rush to hire for these positions. He stated that given Deputy Beal has offered to continue to oversee the District will be fine for a while. Chairman Terry Magelssen stated that they cannot leave Deputy Beal in a position to struggle though. Chairman Terry Magelssen asked Treasurer Kerri VanMeveren what Mayor Larkey's involvement would be. Treasurer Kerri VanMeveren stated that she didn't have that conversation with Mayor Larkey but he did mention that Randy Power the Fire Marshall in Peculiar might be someone we could talk with. She stated that she wanted to speak with the board first before she had any conversations with anyone. Treasurer Kerri VanMeveren stated that they need to get the house in order first. She stated that there are a lot of things upstairs at the station that need to be gone through. She stated there could be a domino effect when the house is not in order. Treasurer Kerri VanMeveren stated that she would like to see a five-year plan for maintenance stuff that needs repaired or replaced within the District. Chairman Terry Magelssen stated that it is a consensus they need two people for the Fire Chiefs position. Chairman Terry Magelssen stated that he does not have any problems with the board members having conversations with potential people. Treasurer Kerri VanMeveren stated she was just rubbed the wrong way when Chairman Terry Magelssen offered up to 90% of the District's revenue to Dolan West Dolan for contract of

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services before speaking with the rest of the board about that. Treasurer Kerri VanMeveren stated she agrees it will take two people to run the role of Fire Chief. She stated that the kingdom building stuff needs to stop. She stated that they need to start spending money wisely and not thinking they can count on the taxpayers for more money. Director Darvin Schildknecht stated with this District being a volunteer District they will need two people to oversee the operational and administrative sides. Chairman Terry Magelssen stated that they should advertise for the two positions. Treasurer Kerri VanMeveren stated that job descriptions need to be written up.

Vice Chairman Sue Hosterman stated she has been working with the insurance company on the Station 2 claim. She stated she is still trying to find out about an extension for claiming any extra monies that might be available. She stated she knows that supplies have gone up since the flood happened at Station 2 last year.

Vice Chairman Sue Hosterman asked if they will be voting on the CPA next meeting. Treasurer Kerri VanMeveren stated that is what the Executive Session was for last meeting. They have already agreed which vendor to use for the CPA services. Vice Chairman Sue Hosterman asked if they would be able to start January 1, 2022. She stated she is resending this to everyone. Treasurer Kerri VanMeveren stated that she is still working with the CPA to get that contract signed but has not heard from anyone except Darvin on this contract. Chairman Terry Magelssen asked if this was in a folder in Teams. The CPA contract for the audit firm the CPA contract was signed last night. Treasurer Kerri VanMeveren stated that she needs feedback from everyone. Treasurer Kerri VanMeveren stated she just resent it to everyone just now. Treasurer Kerri VanMeveren stated that she needs everyone to read over the scope of services they will offer. She stated that once this is signed anything extra would be extra cost. She stated they need to set up a time frame in which the bills need to be paid. She stated that McCoy were paying bills late because they were only cutting checks twice a month.

Vice Chairman Sue Hosterman asked for an update on the inventory project. Treasurer Kerri VanMeveren stated that she has not heard a word on this. Chairman Terry Magelssen stated that Parker Graves told him he was 99.9% completed and he just needed to dump the information into an excel spreadsheet. Treasurer Kerri VanMeveren stated that she would like to meet with Parker Graves for about one hour. Chairman Terry Magelssen stated that he will start with Belton Fire on December 7, 2021.

Vice Chairman Sue Hosterman stated that they need to get the volunteers into Fire 1 and Fire 2 training after the first of the year. Treasurer Kerri VanMeveren stated they need to have policies in place to pay for those classes. She stated that they need to sign a contract to stay with the District for a certain amount of time if the classes they attend are paid for by the District. Chairman Terry Magelssen stated this policy is not unusual. Treasurer Kerri VanMeveren stated there is not anything in SOPs for training. She stated that signing a

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contract for paid classes is a standard practice. Chairman Terry Magelssen stated they need to have a Christmas Dinner for the volunteers. He stated something that is low ticker. Treasurer Kerri VanMeveren stated they were dinged on the audit for the year ending spending. Chairman Terry Magelssen stated they were dinged for purchasing gas cards for all the volunteers. Chairman Terry Magelssen stated that he would let Deputy Chris Beal make the announcement and let him find out a good date. Chairman Terry Magelssen stated the District could purchase the meat and have a potluck for the rest of the items. Treasurer Kerri VanMeveren stated that if they decide to go with Jack Stack Catering, they need to get the order in right away. She asked if Chairman Terry Magelssen would check into this tomorrow. Chairman Terry Magelssen stated yes.

- c) Treasurer Kerri VanMeveren stated that she picked up the District's mail. The last time it had been picked up was November 2, 2021.

Treasurer Kerri VanMeveren thanked Chairman Terry Magelssen for processing a lot of the bills in the last couple weeks. She asked about getting the Lowe's receipt from George Poulignot coded. She also stated that she needs to get access to all accounts so she can get the new CPA access.

Treasurer Kerri VanMeveren stated that she picked up the debit card. She stated that the billing for Zero reporting is being charged to the debit card now. Treasurer Kerri VanMeveren stated that she thinks it would be best to get a credit card for the District instead of a debit card. She stated that credit cards have much more protection on them, and it will limit the liability for the District. She stated that she is asking for permission to look into a credit card for the District. Director Darvin Schildknecht stated that all three of the other board members agree the District needs a credit card instead of the debit card.

Treasurer Kerri VanMeveren stated that when she picked up the mail there was a notice that UPS had tried to deliver a package, but it will need to be picked up now. Director Darvin Schildknecht stated that he could go tomorrow to pick up the package.

Treasurer Kerri VanMeveren stated there will be no financial packages until they get back on with the CPA.

Treasurer Kerri VanMeveren stated that nothing has been done in Zero since services were ended with McCoy. She stated that they need to make bill pay as simple as possible for themselves. Treasurer Kerri VanMeveren stated that she does not know how to code all the bills that come through. She stated that the CPA can initiate payments after they are coded. The bills can be approved then the CPA can issue the payments. Treasurer Kerri VanMeveren stated a 48 – 72 hours time of notification of bill payment and 48 – 72 hours for the payment to be processed. She stated that she wants to make this process as user friendly for the next Treasurer as possible. Chairman Terry Magelssen asked if there was a cheat sheet for coding. He also asked if the

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CPA could code them. Treasurer Kerri VanMeveren stated they need to be careful on adding extra work because that could increase the cost per month for the District. Treasurer Kerri VanMeveren asked what the approval process will look like. Treasurer Kerri VanMeveren asked if oil, lubricants, fluids coding categories needs to be kept since they haven't used them. Treasurer Kerri VanMeveren stated the CPA is very open to make changes in the beginning, but they don't need to create any extra work for the CPA either. She stated the CPA is charging a base price that is calculated on the number of hours a month they will be working for us. Chairman Terry Magelssen stated that the coding needs to be done by the District and that between Deputy Beal and himself they can help her. Treasurer Kerri VanMeveren stated that she had never seen a full detailed bill from First Net before, but they received one showing the service for the five iPads. She stated they are paying different subscription prices for the services for them. She stated that three of the services for the iPads are \$29.92 per month and the other two services for the iPads are \$19.92 per month. She stated they are paying more per month on iPad services that are not being used per the itemized bill. Chairman Terry Magelssen stated that Fire Fighter Kevin Collins knows more about the iPads than he does. He stated that the price for service should all be the same price. Chairman Terry Magelssen stated that he will see what he can find out from First Net. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen to update the vendor spreadsheet with First Net's information.

Treasurer Kerri VanMeveren stated there are a couple bills still addressed to former volunteer members and employees and this needs to get changed.

- d) Director Darvin Schildknecht stated that he has two bids for the Station 2 project. He was supposed to have the third one by tonight, but still has not received it. Bid #1 for Roger requires 60% up front to purchase materials. Bid #2 is from Creative. Bid #3 is from Tom M. Chairman Terry Magelssen asked if the proposals need to be scanned and uploaded into Teams. Treasurer Kerri VanMeveren stated yes, please. Chairman Terry Magelssen stated that they will eventually have the third bid, but only have the two right now. Vice Chairman Sue Hosterman stated that therefore she has asked for an extension because prices have gone up. Chairman Terry Magelssen stated that this needs to be voted on at the next meeting. Treasurer Kerri VanMeveren stated that this needs to be during Executive Session.

Director Darvin Schildknecht stated that he can have the doors and trim work done at Station 1 by the end of the year. He asked what they needed to do about the lighting at Station 1. Chairman Terry Magelssen stated that should be typical maintenance. He also stated that any electrical could come after the first of the year.

6. New Business

a) Medical Director

- 1) Treasurer Kerri VanMeveren stated that they spoke about this earlier in the year, but nothing more has been said about it. She stated that at the last meeting Fire Fighter

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Kevin Collins made comment that the Medical Director was in place, but the only thing holding it up was the payment being made to Belton. Chairman Terry Magelssen stated that he never received a quote from Belton on this. Vice Chairman Sue Hosterman stated that someone had suggested \$500.00. Chairman Terry Magelssen stated that they do need a Medical Director and that we are in Belton's Medical District and that Chief Sapp had said he felt this was appropriate. Chairman Terry Magelssen stated that he would confirm with Chief Sapp on the commitment with Belton's Medical Director. He stated he would find out a cost as well. He stated that \$300.00 to \$500.00 is appropriate for our needs. Chairman Terry Magelssen stated this fell through the cracks because he was waiting on Belton with a response, but he will reach out to them on this. Treasurer Kerri VanMeveren stated that would be great. That she was working on the budget draft and came across this and needed to know how much to budget. She asked if they would have an update before the next board meeting. Chairman Terry Magelssen stated yes.

b) 2022 Draft Budget

- 1) Treasurer Kerri VanMeveren walked everyone through the tax money that has been collected and how it is figured. She explained the regular tax levy and the debit services tax levy. She stated that they are supposed to be transferring over the tax levy amount monthly and has never been done in the past. Treasurer Kerri VanMeveren stated that she needs to move the \$43,788.14 to the debt services account. She stated that she spoke to the District's attorney, Frank Foster, on this. She also spoke with Commerce Bank about early payoff for the bond and there is no longer a penalty for early payoff as of March 2021. Treasurer Kerri VanMeveren asked if anyone has any concerns about moving the money to the debt services account. No one had any concerns. Treasurer Kerri VanMeveren stated that the 2022 Draft Budget took a great amount of time to complete. Treasurer Kerri VanMeveren explained the 2022 Draft Budget to everyone. She stated that she asked Mayor Norman Larkey about the cash carry over to enter on the budget. He stated that he could never get a straight answer from Ed Summer on it so he took a guess. Mayor Larkey stated that right after the first of the year when you know your exact cash carry over your supposed to do a budget amendment. Treasurer Kerri VanMeveren asked if there would be any sale of assets this next year. Chairman Terry Magelssen stated that he does not for see selling of any assets this next year. Treasurer Kerri VanMeveren stated that Mayor Larkey said there should be an actual and projected column in the budget so it is easily identified as what was budgeted. She stated that the CPA should be able to help with this. Chairman Terry Magelssen stated that instead of renting the SCBA bottles from Airgas the District should see if Belton can help us out on this. Chairman Terry Magelssen stated that fire school is less expensive than EMS training. Treasurer Kerri VanMeveren stated that she would like to see what is being spent on each vehicle the District has. Chairman Terry Magelssen agreed and stated that way they can tell if they are becoming upside down in a vehicle. Treasurer Kerri VanMeveren stated that if they

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were in need of a new vehicle, they can present the numbers to the public for better understanding of the need. They would have the numbers to back up the need. Chairman Terry Magelssen stated that the ladder testing is more than for the ladder truck, this also includes the ground ladders the District has. Treasurer Kerri VanMeveren asked about the building repairs. Chairman Terry Magelssen stated the number for building repairs should stay high for another year. Treasurer Kerri VanMeveren stated that she added more for extra website charges. Chairman Terry Magelssen stated that the agendas could be emailed to the website vendor and they could place on the website every month. Chairman Terry Magelssen stated that the levy money for dispatch should include enough for radio replacement. She stated that before the District can apply for grants, they will need current financial documents in order to even apply for any funding for the District. Chairman Terry Magelssen stated that the upgrades are easier when they are all purchased together and they are all on the same program. Chairman Terry Magelssen stated that when leasing radios, the vendor will do the upgrades and repairs on the radios. Chairman Terry Magelssen stated that AT&T provides phone at Station 2 but do they provide the internet as well. Treasurer Kerri VanMeveren stated that she has spoke with Go Brolly to see if they are able to provide internet at Station 2 since they do at Station 1. She will set up a time for Go Brolly to check this. Treasurer Kerri VanMeveren stated that she added more to the budget for board training. She stated that board meetings at Station 2 are not supposed to be happening since it is not handicap accessible. She stated this is why Station 2 is no longer a polling station for Cass County. She stated that the budget should have been completed for FY22 in September 2021. Treasurer Kerri VanMeveren stated that she spoke with Monty Olson about consulting for the District. She stated that he could help us with reducing the need for so many work sessions. Chairman Terry Magelssen stated that he is good with that. Director Darvin Schildknecht stated that he is good with that too. Treasurer Kerri VanMeveren stated that Monty Olson would be prepared to start helping January 1, 2022. She stated that he could be virtual and that would be less cost for the District. She stated that in FY23 they need to be much more mindful of spending. Treasurer Kerri VanMeveren stated that there will be a budget amendment in January 2022 after they know the cash carry over. Treasurer Kerri VanMeveren asked about the Lowe's receipt again. Chairman Terry Magelssen stated it was for the general contracting of the extractor project and should be coded as such. Treasurer Kerri VanMeveren asked if the other receipts and bills would be taken care of and Chairman Terry Magelssen stated that is on the list for in the morning. Chairman Terry Magelssen stated that if Monty Olson can start consulting January 1, 2022 this needs to be added to the agenda for December 15, 2021 Regular Session. Treasurer Kerri VanMeveren stated that she would send out what Monty Olson proposed for the District and they can get a more formal proposal when he returns from vacation.

Adjourn from the Work Session at 09:53 pm.