

Western Cass Fire Protection District
Minutes from the Work Session
April 7, 2021



Meeting called to order at 7:02 pm.
The meeting was not recorded.

Roll call:

Vice Chairman Terry Magelssen	Present
Treasurer Ed Summer	Present
Director Sue Hosterman	Present
Director Kerri VanMeveren	Present

Public Present: Darvin Schildknecht

1. Reports

a) Vice Chairman Terry Magelssen stated that Image Trend, the program that hosts data for EMS runs, inventory, etc. is ready to send the district the encrypted files from the past. He said there needs to be a special place to keep these encrypted documents.

Vice Chairman Terry Magelssen spoke about continuing to work on the Policy and Procedures Manual. He asked the board if they knew the definition of a resolution. He stated that a resolution is a motion brought to the floor, that is voted on and that is passed. He stated that resolutions and ordinances need to be shored up with the board.

Vice Chairman Terry Magelssen stated there is a document that he found that lists all of the items the boards have voted on and that have passed. The document is not up to date, but it needs to be updated from 2013 to present. He said we can fill in the past in time but going forward we need to get 2021 updated now.

Vice Chairman Terry Magelssen stated that the next board meeting will be in person for the swearing in of the Board and pinning of the Fire Chief. The secretary will swear them in. He will be getting the proper info to the secretary on this.

Vice Chairman Terry Magelssen continues to work on rebuilding the Western Cass Fire website.

b) Treasurer Ed Summer stated that item 13 – Appointment Delegation, for elections states all members shall take an oath of office.

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Treasurer Ed Summer spoke about the state audit still going on. He is still gathering info as they request it.

Treasurer Ed Summer spoke about the management letter from the state auditor. He asked if the date of March 12th needs to stay the same on the letter. Treasurer Ed Summer stated that him and Vice Chairman Terry Magelssen will be signing the letter. Vice Chairman Terry Magelssen advised Treasurer Ed Summer to ask where they were at on the audit. Director Kerri VanMeveren stated that just because they received a management letter does not mean the audit is winding down. It simply could mean that they are verifying the district is providing the most info they can.

Treasurer Ed Summer stated he still is unable to upload documents into the OneDrive and was concerned how to get them there. Director Kerri VanMeveren stated he could send the documents to her and she would upload them, or he could put them on a flash drive and the secretary can upload them.

c) Director Sue Hosterman stated she did not have anything to report.

d) Director Kerri VanMeveren spoke about the reference checks that were completed on the possible IT vendors. She suggested that the board re-group and vote on the new IT vendor during a special session in the near future. She stated that since they are awarding a contract it will need to be an executive session and since pricing will be discussed. She asked the board to send her their **pricing** scoring on the possible vendors.

Director Kerri VanMeveren wanted to clarify that the individual folders are not for dumping or a catch all for each person. She stated that each and every document should have their own place in the OneDrive.

e) Chief George Poulignot asked who will move the existing documents over to the new platform. Director Kerri VanMeveren stated that the new vendor will move all data, but it will still look the same just be in the new platform. Chief George Poulignot then asked if there is a plan to get the info up to date and organized before the new vendor moves the data. Director Kerri VanMeveren stated that they have organized to the best of their ability from the info they were given from former board and former Chief. She did state that we need to be consistent with naming documents and placement so they can easily be found in the future. Vice Chairman Terry Magelssen stated that there might need to be a special meeting on how to make this transition of the data. Director Kerri VanMeveren stated the new IT vendor will have their own process, so we need to let them help us organize and take their suggestions as well.

Chief George Poulignot presented his report to the board. He covered the fleet maintenance. He stated that during training they have been running trucks and finding any issues that need fixed. They have found several issues with all trucks except Squad 1.

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Chief George Poulignot stated that the company Fire Cat will come out and do ladder and hose testing. There testing is up with NFPA standards. After they complete the test everything is inventoried, and bar coded for identification. Chief suggested this be added into the budget for next year.

Chief George Poulignot spoke about the facility maintenance at both stations. At Station 1 the standby generator was serviced by Smart Power KC. They did find that it will start manually, but not automatically. They are trying to source parts for the generator. It needs a fuel pressure sensor. He spoke about purchasing an extractor, plumbing and drain for Station 1 with the COVID funding the district received. He stated the generator at Station 2 was serviced and does not need any repairs. He stated that the drive at Station 2 is still in the works. At one time the rock quarry offered to donate the gravel. He reached out to them to see if this was still an offer but has yet to receive a response back on that. He said he will continue to work on this project. He spoke about the roof leak at Station 2. The leak has been ongoing for quite some time. This is due to bad guttering dumping onto a bad spot on the roof. He had a roofing company come out to give an estimate and the company did a temporary fix and sealed the roof. The seal will slow down the problem, but not solve it. He did receive a quote but will continue to work on this and find others to quote the job as well. Chief Poulignot stated they found the trim around the bay doors to be cracked apart all the way around. He said the benefits to keeping the seals in good shape is for HVAC reasons and to keep bugs and moisture out. He spoke again about none of the lights in the bay at Station 2 are working. He believes that the ballasts are bad. He did meet an electrician at Station 2 to get a quote on getting the bay lights working. He said the quote was very vague and he asked for a more detailed quote from the company. Chief Poulignot looked into any tax credits the district would receive for upgrading to energy efficient lighting. He said there is only a \$200.00 tax credit, but he will continue to work on this.

Chief George Poulignot stated that all fire extinguishers are out of date on service and there are 5 extinguishers that need filled. He will present costs of this at the next board meeting.

Chief George Poulignot stated he met with Chief Sapp of Belton. Chief Poulignot is open to moving dispatch services from Lee's Summit to Belton. He said going outside of the county for services can often cause issues. He stated that Lee's Summit dispatch is not doing the best to service our dispatch. There was a fire in Peculiar and Western Cass was alerted on the second call. He stated it is highly unlikely that 3 fire fighters missed the first call. Chief Poulignot stated he thinks it is wise to have this conversation with Belton on using their dispatch services. Vice Chairman Terry Magelssen stated that one reason he joined the board was in an effort to reduce response time. He also stated that we need to ensure the fire fighters in the field have the best communication possible with radios and tablets. He also agrees that it would be wise to speak with Belton on the dispatch services. Director Kerri VanMeveren asked about the Cass County Sheriff and why they don't dispatch WCFD when they dispatch several districts around. Vice

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Chairman Terry Magelssen asked Chief George Poulignot to reach out to Cass County Sheriff to speak with them and to mend that bridge, if needed.

Chief George Poulignot stated that Harrisonville offered to get oxygen from them for no cost. He stated that he is sure he can get the same from Belton. He said that the district pays \$ 165.00 per month now for oxygen.

Chief George Poulignot stated that the radios will need to be replaced sooner than later and that is our responsibility, and they need to act on that in a timely manner. He stated that cells phones could possibly be used.

Chief George Poulignot stated the they have made some progress and have a lot of irons in the fire as of now.

2. New Business

a) Policy and Procedures

1) Vice Chairman stated that the finance part of Section 9 was updated. Director Kerri VanMeveren presented changes that should be looked at and made. **She stated the there are several items listed in the manual that reflect things that the board is not doing, such as requiring sexual harassment training and other activities that the board is not currently doing. She is in favor of the board taking the training but that nobody has taken the training to date and before listing these activities, we need to ensure there is a plan for the board to be in compliance. Kerri stated the** second to the last paragraph on page 5 should be worded differently. She also stated that the wording needs to be cleaned up on access to documents by the board. Director Kerri VanMeveren asked if the internal training calendar was accessible to the board. Vice Chairman Terry Magelssen verified this was accessible to the board, but it will require some training to get to. Chief George Poulignot stated it can be found in the "I Am Responding" app. Director Kerri VanMeveren asked about the working on internal district info and not being distributed to the media without permission of the Board or of the Fire Chief. She said the board needs to establish a process for evaluating the Fire Chief. She briefly spoke about the board purchasing small ticket items and being reimbursed, but not on approved big-ticket items. She also spoke about if the debit card is lost or stolen it needs to be reported within 48 hours. Director Kerri VanMeveren also asked if the CPA were the only ones issuing checks. Treasurer Ed Summer verified that they are. Director Kerri VanMeveren stated that the seconds on the motions needs to be removed since we don't require a second. Vice Chairman Terry Magelssen asked if the modifications required a vote. Director Kerri VanMeveren stated that the change order document template should be used so we can see what changes are made without reading the entire document.

b) Debit Card Policy and Purchasing Policy

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1) Director Kerri VanMeveren stated there needs to be itemized receipts and not just **summary** receipts. She also stated that all expenditures need to be in-line with the current budget.

2) Treasurer Ed Summer verified that anything over \$10,000.00 required 3 bids and anything over \$5,000.00 requires the full board agreement.

3) The petty cash fund will require receipts. Handwritten receipts are approved for less than \$5.00. This purpose is so the petty cash fund can be balanced and audited. The handwritten receipts require the amount of purchase, what was purchased and from where, the person that made the purchase along with the date. Once per month the secretary needs to scan the receipts into the cloud. Two board members will audit the petty cash fund twice per year.

c) Compare Budget to Monthly Financial Package and 2021 Budget Amendment

1) Director Kerri VanMeveren stated there are differences in line items and titles between the approved budget and amended budget. Treasurer Ed Summer stated that he sent the latest amendment to the board before tonight's meeting. Chief George Poulignot asked if he was the one that should be presenting the budget amendments. Vice Chairman Terry Magelssen gave Chief George Poulignot permission to take over the budget since he will be the one to request to spend the money and he can present that to the board. Chief George Poulignot agreed that the budget should be his responsibility. Treasurer Ed Summer asked that they keep the same format at least for the remainder of this year. Chief George Poulignot agreed that the format is workable. Director Sue Hosterman stated that there should be a "Budget Officer" title given to either the Chief or one of the board members. The board along with Chief George Poulignot will decide if the Chief or Treasurer should also carry the "Budget Officer" title. Treasurer Ed Summer stated he would like to amend the budget as soon as next meeting. Chief George Poulignot suggested they do it later because next meeting is when the members will be sworn in.

d) Apparatus Repair Costs

1) Chief George Poulignot stated there should be a budget amendment for the repair needs on the apparatuses. Vice Chairman Terry Magelssen stated that since the apparatuses were not maintained as they should have been in the past there will be more repairs needed. Vice Chairman Terry Magelssen asked Chief George Poulignot if he was comfortable with what is budgeted for the repair needs. Chief George Poulignot said, "No.". Director Kerri VanMeveren asked if there was potential to sell the ladder truck apparatus. Chief George Poulignot stated that there is no intention to keep the ladder truck. He stated that the repair budget for the apparatuses is almost depleted for

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maintenance and there are still more repairs that need to be made. He stated there are valves on the trucks that need to be rebuilt and this is a costly repair. He stated that the budget needs to be rebalanced and then get the repairs they can do within budget. Chief George Poulignot stated that the overall condition of the apparatuses are fair, but they do need a lot of work still.

e) Recording Options/In-Person Meetings

1) Vice Chairman Terry Magelssen stated that he would like to see the in-person meetings recorded or live streamed for people to the community to view if they are not able to attend. Director Kerri VanMeveren made a suggestion to publish on Youtube since video files are heavy on **data storage**.

f) Miscellaneous

1) Director Sue Hosterman stated that the lawn care service reached out to her to make sure the district was still going to use them this year. Chief George Poulignot verified that the district would use them and that they had already mowed at both stations.

2) Director Sue Hosterman asked if the exit signs/lights would be replaced at Station 2. Chief George Poulignot said that was going to be in the quote with from the electrician on other lighting issues.

3) Vice Chairman Terry Magelssen stated that there needs to be a roster for the board members that includes their contact information. He asked that the secretary get this together soon after the members are sworn in.

4) Director Sue Hosterman asked if the district had a medical director. Chief George Poulignot verified that there was not.

5) Director Sue Hosterman asked Treasurer Ed Summer if the Bonds for the Treasurer position were taken care of. He said he thought she was handling that. Chief George Poulignot has followed up on the Bonds without any response. He will reach out to them again.

6) Director Sue Hosterman asked if the iPads the board members have should be passed on to the fire fighters for usage in the trucks. Vice Chairman Terry Magelssen agreed that the fire fighters could use them in the field. Chief George Poulignot also agreed they would be beneficial in the trucks for the fire fighters.

Adjourn from the work session meeting at 9:21pm.

