



Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm  
Fire Headquarters  
5 S. Rogers Rd., Cleveland, MO 64734

1. Meeting called to order at 7:03 pm.  
The meeting was recorded.
2. The Pledge of Allegiance was said by all present member of the board, the fire chief and secretary.
3. Roll call:
  - a) Chairman Terry Magelssen Present
  - b) Vice Chairman Sue Hosterman Present
  - c) Treasurer Kerri VanMeveren Present
  - d) Director Ed Summer Absent
  - e) Director Darvin Schildknecht Present
4. Public present: Fire Fighter Kaitlyn Smith
5. Adopt May 19, 2021 Agenda. There was a motion to approve tonight's agenda by Director Darvin Schildknecht.
6. Old Business
  - a) Consent Agenda
    1. Approval of 2021.04.21 Regular Session Minutes
    2. Approval of 2021.05.05 Work Session Minutes

There was a motion by Treasurer Kerri VanMeveren to approve the minutes as published.

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

Motion passed.

3. Notating and Commenting of April 2021 Financial Package.

Treasurer Kerri VanMeveren stated her goal is to get the financial package out to the board at least a week in advance so there is time to review before the next meeting.

Treasurer Kerri VanMeveren looked at each month's financial package from December 2020 until present along with the approved budget to assure they were matching up.

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

Treasurer Kerri VanMeveren stated that asking the CPA to have the financial package ready before the monthly regular session meetings is causing mis-matched numbers. There are bills that have not been paid or invoiced when the financial package is sent.

Treasurer Kerri VanMeveren is going to high light what is showing a difference from the previous month for easy understanding, but she is still asking the board to review before the meeting in case there are any questions.

Treasurer Kerri VanMeveren stated there is a \$6.99 IT Solutions charge to Microsoft that is reoccurring monthly. She stated that the programs for the Fire Chief's and Secretary's computers were purchased out right so there should not be charges reoccurring for them.

Treasurer Kerri VanMeveren stated there is an overspend in the Insurance Umbrella category. Chief George Poulignot stated this was mis-coded and should be coded as Work-Comp. Chief George Poulignot stated that he did send an email on this to Treasurer Kerri VanMeveren.

Treasurer Kerri VanMeveren stated that she believes getting the financial package a month in arears would be best so all bills would be cleared or accounted for, and it will be accurate when reviewing with the board at the regular session meetings. She stated if they start this there will not be a financial package to review next regular session meeting. Chairman Terry Magelssen stated that he is okay with the financial package being a month in arears, but he wants Treasurer Kerri VanMeveren to note anything that looks off and asked for an explanation if that happens.

Treasurer Kerri VanMeveren stated that if there was a bill that was late getting sent out to WCFD and was not reflected on the monthly financial package she would put a note in the margin, so the board is aware.

7. Reports

- a) Chairman Terry Magelssen has been researching equipment for video recording for in-person meetings. There are options of an on the desk recorder that sends the recording directly to a SD disc. The name of this equipment is Pearl. He stated that you can have a laptop with dual screens. You can have a document on one side and the video recording on the other. The price for this level of service is \$1,500.00 to \$3,400.00 with no monthly fee. Chief George Poulignot asked if you can live stream this and Chairman Terry Magelssen stated that you can live stream. Chairman Terry Magelssen will continue to collect data on this project.

Chairman Terry Magelssen stated that himself, Treasurer Kerri VanMeveren, and Chief George Poulignot have been working with the district's new IT vendor, Smart Pro.

Chairman Terry Magelssen stated that the resolutions and bonds need to be sent to the city clerk asap. He will work with the secretary to get this accomplished.

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

- b) Vice Chairman Sue Hosterman stated that she had the bonds for the board members, and she uploaded them in the cloud and sent them in email to Treasurer Kerri VanMeveren.

Vice Chairman Sue Hosterman stated that she also brought the iPad that was issued to her to give to Chief George Poulignot for use in the apparatuses.

- c) Treasurer Kerri VanMeveren stated she was contacted by the senior state auditor for some administrative processes. She stated that they are wrapping up the audit. When the audit is available for review, they will contact her.

Treasurer Kerri VanMeveren stated that DWS, the financial audit is being done 2 years in arrears. She stated that the 2019 financial audit should be completed by the end of June. She stated that the state audit is a compliance audit and DWS is completing the financial audit. Treasurer Kerri VanMeveren stated it is best practice to have a financial audit completed each year. Chairman Terry Magelssen stated he agreed, and the district should not wait two years for a financial audit. Chief George Poulignot believes there is a policy that states there needs to be a semi-annual audit completed. Treasurer Kerri VanMeveren asked the state auditors about the financial audits and they told her that since the district has a bond, they are required to have a financial audit completed yearly. Treasurer Kerri VanMeveren stated it is best practice to get 3 bids for the company that will complete the 2020 financial audit. Chairman Terry Magelssen agreed that 3 bids would be great, but he will still be happy with 2 bids.

Treasurer Kerri VanMeveren spoke about the fire fighters washing or mis-placing their stipend checks. She stated that when this happens the district must pay a stop check fee of \$29.00 per check. She stated that to do an ACH payment for all stipends it would cost the district \$30.00 per month. Treasurer Kerri VanMeveren stated there is paperwork that is involved with this for the CPA to do the ACH. The CPA already does this for another client they currently work with. Going to ACH would eliminate the lost checks and the check stop fee the district is paying. Treasurer Kerri VanMeveren stated that the district should offer the ACH payment option to the fire fighters. She also recommended that if they do not want ACH that they will be liable to any stop check fees if they have a lost check. Chief George Poulignot stated they should not offer this as optional but tell them this is what they are doing. Treasurer Kerri VanMeveren stated she would get the ACH paperwork to Chief George Poulignot. Treasurer Kerri VanMeveren asked if there needed to be a motion to approve the \$30.00 per month charge for the ACH for the stipends. Chairman Terry Magelssen stated there did not need to be a motion made.

Treasurer Kerri VanMeveren stated that the bank cannot put the Western Cass Fire Protection District on the debit card, only a name. The current card needs to be deactivated and a new card activated in Chief George Poulignot's name.

- d) Director Darvin Schildknecht stated he went to Station 2 to get an idea of the damage from the flood that occurred there in December 2020. He was shocked with the amount of damage that was done. He stated that the flooring and sheetrock throughout needs

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

replaced. Director Darvin Schildknecht stated that the platform in the board office is wasted space and needs to be taken out so there is more room in there for public attendees. He stated that once repaired the county could do their voting at Station 2. Director Darvin Schildknecht and Chief George Poulignot discussed what should be done at Station 2 with the floors. They both agreed, that while it is costly, that epoxy floors would be best, and they last for years. This would keep the station much cleaner and be a healthy place for the districts fire fighters to live. Director Darvin Schildknecht stated that he went in the attic above the station and could not find anywhere that the roof was leaking from all the rain we have received lately. He was not able to go above the truck bay. Director Darvin Schildknecht stated he has been trying to find a contractor that will even bid the repair jobs for the district. Chairman Terry Magelssen stated he hopes that Station 2 will be repaired in 2021. He stated that once the IT vendor is lined out that the repairs at Station 2 need to be top priority.

Director Darvin Schildknecht stated he would like to see the agenda and financial package at least a week before the meeting so there is time to review the documents.

Director Darvin Schildknecht stated that he signed the stipend checks and helped Treasurer Kerri VanMeveren verify that each stipend check was correct. Treasurer Kerri VanMeveren stated that she added a cover page where you print, sign and initial for the check signing.

- e) Chief George Poulignot stated that since the repairs at Station 2 will far exceed the \$10,000.00 there needs to be 3 bids in place. He stated that he is having a difficult time finding a contractor that is readily available to even give a quote. Chief George Poulignot stated that him and Director Darvin Schildknecht will put their heads together to get 3 contractors to bid the repairs needed at Station 2. He stated they need someone that will do good work, but that will also make good use of the taxpayers' dollars.

Chief George Poulignot stated that the driveway and drainage issue at Station 2 still need attention. He is continually working on this.

Chief George Poulignot stated there are four of the fire fighters that are at training classes right now. One fire fighter is at Fire 1 & 2 class in Hutchison, KS. This is a 14-day training. He also stated there are 3 fire fighters at Summer Fire School. The district paid for 2 of them to go to this and the other fire fighter paid so he could attend.

Chief George Poulignot stated that they welcomed a new fire fighter to the crew recently. He comes with experience and is eager to get going.

Chief George Poulignot stated that Deputy Chief Chris Beal will do the online NIMS training for the district. They just need to come up with a date and time. Treasurer Kerri VanMeveren stated she is okay with this. Chairman Terry Magelssen stated that they need 2-3 hours for the training. He stated it would need to be a focus session or special session.

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

Chief George Poulignot was asked by Chairman Terry Magelssen how many alarms and mutual aid they had for last month. Chief George Poulignot stated he did not have that information to share, but it has been unusually slow for the last 6 weeks.

Chief George Poulignot stated that the ladder testing will be completed next week.

8. New Business

a) IT Vendor Onboarding

Treasurer Kerri VanMeveren stated it has been a rough start so far getting the new IT Vendor going. There was one training last week and another training tomorrow. The new IT Vendor did give Treasurer Kerri VanMeveren access to document depository, but she is having issues with figuring out how to do it. Treasurer Kerri VanMeveren stated she would like to see some testing for the messaging part the IT Vendor offers. She stated that the email seems to be working correctly now. Director Darvin Schildknecht stated he could not attend the first training, so he went directly to the IT Vendors office for help. He stated that Tyler showed him how to set up the email on this computer and his phone. Vice Chairman Sue Hosterman stated that her email is finally updating. She already knows how to use TEAMS. Vice Chairman Sue Hosterman asked if they call, do they charge by the hour. Treasurer Kerri VanMeveren stated that falls into tech support. Chairman Terry Magelssen stated to see what assistance they can get now and wait until after we are on board to see about the extra assistance they offer. Chairman Terry Magelssen stated that he is dissatisfied with the training so far. He said it needs more structure and help with accessing through the web browser. Chairman Terry Magelssen also stated he wants to be able to use TEAMS to the full potential and is looking forward to moving to the document storage. Treasurer Kerri VanMeveren stated that if the new IT Vendor continues to not get the job done how the district needs, they can use another vendor down the road and that the transition should be much smoother next time. Vice Chairman Sue Hosterman asked if it is possible to record the training sessions. Treasurer Kerri VanMeveren stated that she will email the IT Vendor to see about that.

b) Cares Act Money Expenditure

Treasurer Kerri VanMeveren stated there has been \$8,935.00 in stipends so far for 2021. There were \$2,505.00 in December 2020. Bringing the total to \$11,440.00. The cares act has reimbursed just under \$16,000.00 for the stipends from December 2020 through May 2021. Treasurer Kerri VanMeveren stated that the Cares Act Funding can be used to purchase an extractor for the district to be placed at Station 1. The extractor will cost just under \$10,000.00. There was a discussion on how to word that the money would be spent from the Cares Act Funding. Treasurer Kerri VanMeveren stated that they could word it, the board agrees to spend money that is not showing in the bank but that the district does have from the Cares Act Funding. She stated that they need to send the county invoices for the \$13,640.00 for stipends and \$10,000.00 for the extractor so they can be reimbursed. Chairman Terry Magelssen asked if the money had to be spent by June 30, 2021. Treasurer Kerri VanMeveren verified that it needs to be "spent". She stated that spent means that it has cleared and out of the bank account. Treasurer Kerri VanMeveren stated there is a 90-day grace period, but that the state does not have to honor that. Treasurer Kerri VanMeveren suggested there be a special meeting for the budget amendment so that it

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

reflects the correct Cares Act Funding. Vice Chairman Sue Hosterman agrees that the purchase of the extractor is important and needs to happen. Chief George Poulignot stated that the extractor company requires 20% down. The extractor is not in stock, but he will find out the eta on one will be. He also stated that a contract needs to be signed with the company from where they will purchase the extractor. The exact amount of the extractor is \$9,838.00. Director Darvin Schildknecht stated that he thinks they need to proceed with the purchase of the extractor but is curious as to when delivery will be. Chairman Terry Magelssen stated that it is a consensus that when you explain to a company that you will be using Cares Act Funds, they will make it happen for you in a timely manner. Chairman Terry Magelssen also stated that he believes this is a good purchase for the district and that Chief George Poulignot can work with the extractor vendor to make this happen. Treasurer Kerri VanMeveren asked what the plan is if they are not successful in showing the money spent and getting reimbursed. Chairman Terry Magelssen stated that whatever budget amendment needs to be made that the board needs to do it to get the extractor purchased for the fire fighters. Director Darvin Schildknecht agrees with Chairman Terry Magelssen's comment. Vice Chairman Sue Hosterman also agrees, especially if they pay for the extractor 100% up front.

There was a motion to move forward with the purchase of the extractor and to expend the funds of \$9,838.00 for the total cost of the extractor.

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

Motion passed.

Chief George Poulignot asked if Treasurer Kerri VanMeveren if she wanted the payment for the extractor to be ACH. Treasurer Kerri VanMeveren said she would check and get back with him. Chief George Poulignot stated that the new hose reel and sink for Station 1 will be part of the budget amendment they are putting together as well.

c) Article 9 – Policy and Procedures Manual

Treasurer Kerri VanMeveren stated that the board needs to get the changes that were discussed on Article 9 last week, agreed upon tonight. This way the debit card can be reissued in Chief George Poulignot's name. Chief George Poulignot stated he did not have any additions to Article 9. Chairman Terry Magelssen stated that they need to get the Article 9 in place tonight as they discussed last week and approved. Vice Chairman Sue Hosterman agreed they needed to move forward with the changes and so did Director Darvin Schildknecht.

There was a motion made by Director Darvin Schildknecht to adopt Article 9 as published by Treasurer Kerri VanMeveren.

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

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

Motion passed.

Chief George Poulignot asked who will update Article 9 for the final version. Treasurer Kerri VanMeveren stated that the secretary will make the changes and add the cover sheet for the changes that were made as well. She stated she will work with the secretary on this.

d) Laundry Area Scope of Work

Chief George Poulignot stated it is a struggle right now to find the right contractors to even bid the job. They will need a general contractor, plumbing contractor, and an electrical contractor. He will continue to work on this.

e) Board iPads to Fire Chief

Chairman Terry Magelssen stated that the iPads the board members were issued would be a great tool for the fire fighters to use for inventory control, Image Trend, and training. The fire fighters could put them to much better use than the board members can. Chairman Terry Magelssen stated that the iPads are set up for each board member and will need to be reset. Chief George Poulignot stated there are 5 iPads and they have 5 vehicles in the fleet they could be used in. He stated they could run the programs; I Am Responding and AVL (Automatic Vehicle Location). Chairman Terry Magelssen stated that they could be used for inventory control of laptops, radios, hardware, and anything else they need to inventory. This would allow the district to see inventory control. Chief George Poulignot stated this is a big task to take on but is doable in time. Chief George Poulignot stated he has checked with AT&T on a Pool Data Plan that is \$44.00 per device per month. He is waiting to hear back if there is a less costly plan that will suit the district for the iPads. Chairman Terry Magelssen stated that a couple of the iPads have been turned off due to non-use. Chief George Poulignot stated that AT&T will give them a buy back credit on all the Netgear Wifi not spots the district currently has and that they are not using. Chief George Poulignot stated that the only expense to get the iPads in the vehicles will be the mounting hardware. Vice Chairman Sue Hosterman stated the iPads need to be turned over to Chief so they will get some use. Director Darvin Schildknecht agreed that this needs to happen as well. Treasurer Kerri VanMeveren asked if they will be keeping inventory of the iPads. Chief George Poulignot stated yes, they will. They use the I Am Responding platform on them 7 days a week, so they will know if one is missing right away. Treasurer Kerri VanMeveren stated that once the tracking programs are installed the fire fighters can begin to use the iPads. Chairman Terry Magelssen stated that they can be added to the weekly truck checks.

There was a motion made by Director Darvin Schildknecht to transfer 5 iPads that were allocated for the board members to be reallocated to Chief George Poulignot for use in the 5 apparatuses.

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

Motion passed.

Western Cass Fire Protection District  
Minutes from the Regular Session  
May 19, 2021 at 7:00 pm

9. Miscellaneous

There was a motion made by Treasurer Kerri VanMeveren to shut down or suspend the debit card that is in Director Ed Summer's name and have a new debit card issued in Chief George Poulignot's name in care of the Western Cass Fire Protection District.

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

Motion passed.

Chairman Terry Magelssen stated that he will be sending out weekly updates to the board members on Wednesday's. He stated he is looking forward to an update from Chief George Poulignot on the extractor.

There was a motion made by Director Darvin Schildknecht to adjourn from tonight's meeting.

Adjourned from the regular session meeting at 9:14 pm.