



Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm
Fire Headquarters
5 S. Rogers Rd., Cleveland, MO 64734

1. Meeting called to order at 7:02 pm.
The meeting was recorded.

2. Pledge of Allegiance

3. Roll call:

a) Chairman Terry Magelssen	Present
b) Vice Chairman Sue Hosterman	Present
c) Treasurer Kerri VanMeveren	Present
d) Director Darvin Schildknecht	Present

4. Fire Fighter Kevin Collins was present virtual.

5. Adopt the September 15, 2021 Agenda.

Motion was made by Director Darvin Schildknecht to approve tonight's agenda as posted.

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

Motion passed.

6. Old Business

a) Consent Agenda

1. Approval of 2021.08.18 Tax Levy Hearing Minutes.
2. Approval of 2021.08.18 Regular Session Minutes.
3. Approval of 2021.08.18 Executive Session Minutes.
4. Approval of 2021.09.01 Work Session Minutes.

Chairman Terry Magelssen asked for any changes to any of the minutes from 2021.08.18 and 2021.09.01 and there were no changes that were mentioned.

5. Notating and commenting on the July 2021 Financial Package

Treasurer Kerri VanMeveren stated that she had been in communication with Chief George Poulignot about the next budget amendment that was needed.

Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm

Treasurer Kerri VanMeveren asked the board to not make changes to any of the official documents that are in Teams. She stated that all need to be mindful of any modifications that they make. She stated that if any modifications are made the person that made the modification will see their name next to the file.

Treasurer Kerri VanMeveren stated that other board members have made comment on wanting more real time information on the financial package. She stated that there are reports that can be ran in the CPA's system, Zero, that are real time. She is going to be running some of these reports and see if this is what is wanted. She stated that she would be putting together documents for the different reports and titling them differently too. Treasurer Kerri VanMeveren stated that the CPA encourages the use of these reports out of their system, Zero. She stated that she doesn't think these need to replace the financial package right now, but this is something they can look into for future. Chairman Terry Magelssen stated that he thinks this is great news to be able to get real time reports for the financials. He stated that maybe eventually the reports from Zero could replace the financial package. Treasurer Kerri VanMeveren stated if that is so, the contract with the CPA could be renegotiated on what services they provide us. Treasurer Kerri VanMeveren stated that the ACH Stipend Program is not something the District would want to take over at this point. She stated that even Fallon at Community Bank of Raymore stated the ACH Stipend Program is very complicated. Chairman Terry Magelssen stated that he sees an advantage for Chief George Poulignot to have access to the Zero System so he can see real time finances. Treasurer Kerri VanMeveren asked what Chief would need from Zero. Chief George Poulignot stated so he can see real time on the reports. Treasurer Kerri VanMeveren stated that she would need to talk to Amy at the CPA's office about granting access to Chief. Chairman Terry Magelssen stated that he does not see a problem at all with granting Chief George Poulignot to information. He is not asking for access to accounts. Vice Chairman Sue Hosterman and Director Darvin Schildknecht agreed that Chief should have access to the informational reports in Zero.

7. Reports

a) Chairman Terry Magelssen stated that he uploaded all the files to Teams from the external hard drive that was found by Fire Fighter Kevin Collins. The external hard drive was one of Bill Franse's.

Chairman Terry Magelssen stated that has continued to work on the job description for new board members. He stated that he also has been working on a document that explains the process of electing a board member, their duties, and expectations on serving their term, required training, and leaving the board member position. Treasurer Kerri VanMeveren stated that she skimmed the document and had a few comments and questions. She asked about the harassment training that is stated in the document as required training. She stated that if it is going to be in the document, they all need to have the training complete. Chairman Terry Magelssen agreed and stated he would address this soon. He stated that maybe Chief could help set this up like he did with the NIMS training. Treasurer Kerri VanMeveren asked where the language came from under the Board Discipline section that talks about case law. Chairman

Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm

Terry Magelssen stated that either from the Missouri Fire Marshall documents or our Policy and Procedures Manual. Treasurer Kerri VanMeveren stated it didn't come from either of those places. She also stated that acronyms need to be spelled out for those that don't know what they stand for. An example she gave was EOC. Chairman Terry Magelssen stated this stands for, Emergency Operating Center. Treasurer Kerri VanMeveren also stated that she would like to see something in the job description on being computer savvy or having computer knowledge with the technology changes the board faces from time to time. Chairman Terry Magelssen stated that over the next month he would like the board members to review this document and give feedback to him.

Chairman Terry Magelssen stated he was present when the ladder truck was driven away by Girard Fire after they purchased it from Western Cass Fire Protection District.

b) Vice Chairman Sue Hosterman stated that she has a couple auditors names to share with Treasurer Kerri VanMeveren and she will be emailing that information over to her. Vice

Vice Chairman Sue Hosterman also stated that she found a place to give a bid for CPA work for the District.

Vice Chairman Sue Hosterman stated that Chief was having to resend the forms on the Cyber Terrorism Coverage to the insurance company. The insurance company stated they never received them.

Vice Chairman Sue Hosterman asked where they were at on Station 2 progress. Chief George Poulignot stated there was a focus group created, but no progress had been made. Vice Chairman Sue Hosterman reminded them of the deadline. Chairman Terry Magelssen stated that he will start working on this asap. Treasurer Kerri VanMeveren stated they were going to meet up to see what the board wanted at Station 2. Chairman Terry Magelssen stated that a rough draft scale drawing of how it sits now has been completed. He stated this project is top of his list and will get the focus group back together and get to work.

Vice Chairman Sue Hosterman stated that the only other thing she had was in March they will need to get bids on insurance coverages.

c) Treasurer Kerri VanMeveren stated that she emailed JD again on the 2019 audit and she said she is being ignored by them. She stated that JD has said they are understaffed and haven't had time to get to the audit yet. Treasurer Kerri VanMeveren stated that she has been looking for auditors also. She stated that it is difficult to find affordable auditors for small entities like Western Cass Fire Protection District. She stated they need to find something comparable to the price they are paying now.

Treasurer Kerri VanMeveren stated that she forwarded an email on the on-line bill pay on setting the dates on when bills need to be paid. She stated that she did get information back on that and the date that they set is the date the check or payment should arrive to the vendor plus

Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm

or minus a day. The board member stated they did receive her email. Treasurer Kerri VanMeveren stated that it is very important to continue to stay on track with the 72-hour rule on getting invoices approved and ready to pay. She stated it has been a challenge this month. Treasurer Kerri VanMeveren stated the longer it takes to get the bills paid the real time reports will not be as accurate.

Treasurer Kerri VanMeveren stated that she also has not seen anyone upload the needed training into Teams.

d) Director Darvin Schildknecht stated he had nothing to report.

e) Chief George Poulignot stated that he uploaded the Chief's Report for last month into Teams. Treasurer Kerri VanMeveren stated she wants this sent out prior to the meetings so they can review it. Chief George Poulignot stated he understands and will get this taken care of next time.

Chief George Poulignot stated that the District sold the ladder truck for \$25,000.00 to Girard Fire Department. He stated that Fire Fighter Kevin Collins took care of this transaction and he owes him all the credit. Treasurer Kerri VanMeveren asked where the documents for the ladder truck sale were. Chief George Poulignot stated they were uploaded into Teams just as she had asked. Chief George Poulignot stated that he has the paper documents that include the contract and copy of the check from Girard Fire Department and asked what needs to happen with them. Treasurer Kerri VanMeveren stated there needs to be a box or folder for the secretary to have so she can file the paperwork.

Chief George Poulignot stated that the extractor project is still going well. It is entering the final stages and should be wrapped up within a month. He stated that the fire fighters have really stepped up and helped with this project. He stated it has been a great team effort and the result will be spectacular. Chief George Poulignot stated that the plumbers have done a fabulous job and the electricians have done good work as well.

Chief George Poulignot stated that everyone is aware of the derailment he spoke about during the work session. He stated that Deputy Beal and Fire Fighter Kevin Collins are still working with the railroad to obtain a couple of the damaged railcars for training building at Station 2.

Chief George Poulignot stated he has been working on a rough draft of the FY22 Budget. He also has been working on the budget amendments that will be needed for the rest of the year.

Chief George Poulignot stated he and a couple fire fighters went to Furniture Deals in Belton, Missouri to see what they had to offer for the rooms at Station 2. He stated the only thing that would work would possibly be the recliners. He stated they need better made furniture for the residents there. He stated that he reached out to a cabinet manufacturer on dressers and desk that are dormitory style. They are very strong and durable. Treasurer Kerri VanMeveren asked if

Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm

every room needed a desk. Chief George Poulignot stated that they do not need anything fancy, but they do need affordable, but durable furniture. Treasurer Kerri VanMeveren stated she wants to see pictures of what Chief has in mind for the furniture needs. Chief George Poulignot stated that he doesn't want to spend money on lower end furniture just for it to break and not last. Treasurer Kerri VanMeveren stated that she agrees not to purchase lower end furniture that won't work, but she stated that custom made furniture can be very costly and she believes there are other options for higher end furniture. Chief George Poulignot stated they were just trying to get an idea of what would work for them. He doesn't have numbers or pictures yet of what they need. He was just letting everyone know what he has been working on.

Chief George Poulignot also spoke about Fleet Maintenance. He stated that Engine 1 has the radiator repairs complete and it is back in service at the station. He stated that Apparatus Services still have parts for Engine 1 and will get back out soon to install these parts.

Chief George Poulignot stated that they are doing what repairs they can in house, so they don't have to pay the extra labor charges.

Chief George Poulignot stated that they are continuing to work on the inventory project. He stated they were able to get a report from Image Trend that shows what they have entered thus far. He stated the reports can be customizable. He stated the report that he has is not a refined report, but just the standard report from Image Trend. He stated they are still working on input of the inventory. He has changed this project to a team project in hopes to get it completed in a timely manner. He stated that for future reports in Image Trend that training might be a need. Treasurer Kerri VanMeveren asked what percentage of the inventory has been completed. Chief George Poulignot stated that approximately 50% has been completed along with the know financial information on the items. Treasurer Kerri VanMeveren stated that she can not turn in a report that is only 50% completed to the CPA. Chief George Poulignot stated that they are working on this and he has been keeping them motivated to get this completed as quickly as they can. Treasurer Kerri VanMeveren stated that a couple CPAs would not even bid our District due to not having proper documents at the time. Chairman Terry Magelssen stated that he thinks it sounds like progress is being made. Chief George Poulignot stated they ran into roadblocks with the admin side of Image Trend. Treasurer Kerri VanMeveren stated that this is a violation to Missouri Statute, and they need to move forward in a timely manner. Chief George Poulignot stated they are doing all they can do to continue this project and keeping on track. Chairman Terry Magelssen stated that he thinks the group effort is a great way to work on this going forward. Treasurer Kerri VanMeveren asked if the person that was working on this can be in charge and delegate the work to others and he can go back and double check the work. Chairman Terry Magelssen stated that they are stretching the volunteers to the max.

8. New Business

a) Lawncare Invoices

Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm

1) Chairman Terry Magelssen stated there have been no updates on the lawncare invoices.

b) Future Board Member Job Descriptions

1) Chairman Terry Magelssen stated that this had already been addressed earlier in the meeting. He did add that there is a folder with the Board Member resignation letters in it in Teams. Treasurer Kerri VanMeveren stated that she could not read the document from Ed Summer's resignation. Chairman Terry Magelssen stated he would get this taken care of. Chairman Terry Magelssen stated there is a working spreadsheet document that shows former board members and their terms along with term expiration dates. He stated this document only reflects from 2001 on. He stated we need to keep this document updated.

c) Removal of Ed Summer from the District's Bank Accounts

1) Chairman Terry Magelssen stated that Director Darvin Schildknecht brought the documents that needed signed tonight and they will be returned to the bank tomorrow to remove Ed Summer from the bank accounts.

9. Miscellaneous

a) Chairman Terry Magelssen opened the floor for any other discussions.

1) Vice Chairman Sue Hosterman asked where the money for the ladder truck sale went and where will it be used. Treasurer Kerri VanMeveren stated there was a deposit of \$25,065.00 from the ladder truck sale and UMKC training refund to the general account. Vice Chairman Sue Hosterman asked where this will be on the budget. Treasurer Kerri VanMeveren stated that all board members have access to see the deposits in the bank account and it is reflected in the balance on row 8 on the excel document. Treasurer Kerri VanMeveren stated that she talked with Chief on a budget amendment. She stated that there were concerns with apparatuses needing repair. She said the money from the ladder truck sale should be used on these repairs. Vice Chairman Sue Hosterman stated they could use some of the money on the repairs to the Stations. Chief George Poulignot stated he will have something prepared for the next work session for a budget amendment. Treasurer Kerri VanMeveren asked if he could send that to just her first before sharing it with the board. Chief George Poulignot stated that he would.

b) Chairman Terry Magelssen stated that the action items he has are to turn up the heat on the focus group for the Station 2 Project. Treasurer Kerri VanMeveren stated that she still has not seen a Policy and Procedures for the resident program for Station 2. Chief George Poulignot stated there has not been any progress on this. He said the farthest the has got is asking other stations for information on their resident programs.

Western Cass Fire Protection District
Minutes from the Regular Session
September 15, 2021 at 7:00 pm

Chairman Terry Magelssen stated he agrees that this needs to be done, but it will all fall into place.

Motion by Director Darvin Schildknecht to adjourn from tonight's regular session meeting.

Adjourn from the regular session meeting at 8:20 pm.