



Western Cass Fire Protection District
Minutes from the Regular Session
February 17, 2021

Meeting called to order at 7:02 pm.
The meeting was 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. Adopt the regular session agenda for February 17, 2021.

Motion to adopt the regular session agenda for February 17, 2021 by Treasurer Ed Summer.

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

Motion passed.

2. Old Business – Consent Agenda

a) Approval of the regular, executive, and work session minutes.

1. 2021.01.20 Regular Session Minutes
2. 2021.01.20 Executive Session Minutes
3. 2021.02.03 Work Session Minutes

b) Notating and commenting on the January 2021 Financial Package.

- 1) Treasurer Ed Summer stated that it took longer to receive the January Financial Package back from the CPA due to the new format of the budget. **Further, that this was temporary and there should not be delays going forward.**
- 2) Treasurer Ed Summer also stated that there are a couple budget variances that need to be addressed. Building Repair, line 128, item 1010 has an expenditure of \$9,642.00, but a

Western Cass Fire Protection District
Minutes from the Regular Session
February 17, 2021

budget of \$5,000.00. This was for the new furnace at Station 2.

- 3) Director Kerri VanMeveren asked if the insurance money collected from the flood damage claim at Station 2 could be used to pay for the furnace. Vice Chairman Terry Magelssen and Treasurer Ed Summer both agreed that the insurance money could not be used on the new furnace due to the furnace not being covered under that policy.
- 4) Treasurer Ed Summer stated that on the January Financial Package that the district is over budget, \$800.00 due to the one-time fee from Image Trend to transfer the information to the new format.
- 5) Treasurer Ed Summer also stated that the money from the flood insurance claim from the insurance company and the grant from The Cares Act is showing on the Financial Package.
- 6) Treasurer Ed Summer spoke about he has looked into putting a tracking on the debit card transactions for the district. This is to ensure that he receives all receipts on debit transactions.
- 7) Vice Chairman Terry Magelssen stated that the furnace was a capital expense. He said he believes the building/repairs budget is too low. He asked how they prepare for unexpected expenses. He stated that the Image Trend fee was a one-time fee and not worrisome.
- 8) Director Kerri VanMeveren stated that there needs to be a separate line item for the unexpected expenses. Vice Chairman Terry Magelssen agreed.

3. Reports

- a) Vice Chairman Terry Magelssen stated he met with Chief George Poulignot to get his work area set up and access to the computer. Chief Poulignot should have his computer later this week.

Vice Chairman Terry Magelssen has still been working on getting quotes for new signage at the stations and to enhance the curb appeal to Station 1.

Vice Chairman Terry Magelssen is still researching the needed changes to the Policy and Procedure Manual.

- b) Treasurer Ed Summer stated he was contacted by the MO State Auditor to gather more information for the audit. They requested each board members training certificates. The auditor also requested documents of where the debit card expenses were paid in 2020. There were 11 items requested and there is only 1 receipt that he can provide. Bill Franse had the other receipts. The auditor also requested the 1099's for 2020.

Treasurer Ed Summer stated that he canceled the service on old iPads from former

Western Cass Fire Protection District
Minutes from the Regular Session
February 17, 2021

members Carl Nannon and Tom Reinjtes.

Treasurer Ed Summer stated that the districts attorney, Frank Foster, contacted him for the dues for March 14, 2021 through March 14, 2022. The dues total \$950.00. Treasurer Ed Summer asked the board for consensus to pay Frank Foster the \$950.00 for the yearly dues.

Motion to agree to continue utilizing attorney, Frank Foster and authorize Treasurer Ed Summer to pay the \$950.00 by Director Kerri VanMeveren.

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

Motion passed.

Treasurer Ed Summer stated that the districts attorney, Frank Foster, provided a list of 33 items that he handled for the district in 2020. Treasurer Ed Summer stated he would get this document scanned and uploaded to the OneDrive. He also stated that Frank needs to be contacted and let him know that Tom Reinjtes is no longer on the Western Cass Fire Board. Vice Chairman Terry Magelssen stated he would contact Frank tomorrow morning on this.

Treasurer Ed Summer received a notice for public hearing in the mail for a landowner's lot split. The board agreed there was not a reason to attend the public hearing February 23, 2021.

Treasurer Ed Summer stated that he needs a board member to sign checks and the ACH transactions. Director Kerri VanMeveren stated she could meet Treasurer Ed Summer Friday at Station 1 to sign check and the ACH transactions.

Treasurer Ed Summer stated the Bond for the Board is still hanging out there. Director Sue Hosterman is keeping in touch with the insurance company on the bonds.

Treasurer Ed Summer stated he would speak more on the budget amendment later in the meeting during the New Business section.

- c) Director Sue Hosterman stated she is still working with the insurance company on the bonds for the boards but is having a hard time getting any information from the insurance company.

Director Sue Hosterman asked if the board still wanted to get bids for the insurance for the property, auto, liability and work comp. This will be discussed later in the meeting since Chief George Poulignot is working on this.

Western Cass Fire Protection District
Minutes from the Regular Session
February 17, 2021

- d) Director Kerri VanMeveren stated she is still working with potential vendors for the IT RFP. She sent out the list of questions she had for the potential vendors. The questions should all be answered by the potential vendors and submitted by February 23, 2021. Vice Chairman Terry Magelssen asked when Director VanMeveren would share the financial side of the proposals. Director VanMeveren stated that the scoring needs to be completed bases on the technical proposals and questions, they respond to. Vice Chairman Terry Magelssen asked if the IT RFP could be voted on in the March board meeting and Director VanMeveren thought that would be possible.

Director Kerri VanMeveren stated that Chief Poulignot’s laptop would be ready soon. It will have Office 365 on it. There will also be a laptop for the fire fighters to use at the Station. Director Kerri VanMeveren stated that she thinks its best to pay for the Office 365 monthly until we contract a new IT vendor. Vice Chairman Terry Magelssen and Treasurer Ed Summer will go tomorrow to pick up and pay for the laptops for Chief and the fire fighters.

- e) Chief George Poulignot stated he would like to have Office 365 with Publisher. He uses this for training documents and scanning them into the computer. There was a discussion between the board on the need for Publisher. Chief stated he needs the correct tools to get the job done.

Chief George Poulignot has been working on getting bids for insurance but has found they require 60 days to get a quote typed up and to the district. March 1, 2021 is the due date for the insurance policies. The board discussed the comparison of the current insurance to the quoted insurance. The quote included the increase due to the flood claim Station 2 just had in December 2020. The main concern is to keep the insurance current and not have it lapse. Chief Poulignot stated they quoted the policies the same as what the district currently has.

Motion to make a check for \$16,075.00 payable to Mike Keith for all four policies and keep the insurance current to cover areas we currently have coverage in.

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

Motion passed.

Chief George Poulignot stated the district has 27 calls for the year so far. He was not sure how many have been EMS and/or fire related calls. **He also was not aware how many of those calls WCFD responded to.**

Chief George Poulignot has been working to get things organized and has made progress with that and getting his office ready. He spoke with Belton’s Fire Department and said the relationship is great and WCFD needs to maintain that relationship with them.

Western Cass Fire Protection District
Minutes from the Regular Session
February 17, 2021

Chief George Poulignot stated there need to be some upgrades in the future on the telephone system, the generators needs serviced, the multi gas detector needs serviced and calibrated and there are trucks that need some tires.

Chief George Poulignot stated he would speak about any promotions during the Executive Session.

Chief George Poulignot spoke about needing protocols for the emergency medical service function as first responder. He met with Dolan West Dolan for input on how they handle this.

Chief George Poulignot stated that the radios that the fire fighters use are out of date and are not able to be serviced by Motorola. He is fairly confident this is not going to be an expense the district must pay, but a grant will be made to purchase the radios for Cass County like that was done last time, years ago. Director Kerri VanMeveren asked if there is enough budget to replace the radios. Chief said there is not the radios are very expensive. Chief said there will be more information to come on the radios.

Chief George Poulignot stated that the fire fighters are entering calls/runs into Image Trend and that is going well.

Chief George Poulignot stated that every third day he is on duty and may not be able to attend all the meetings. He asked if the meetings would be moved. The board said they will stay on Wednesday's. Once Chief Poulignot is comfortable with a second in command that team member can take his place during the meetings, if necessary.

Chief George Poulignot stated he went to Jays Uniform and got his uniforms ordered.

Chief George Poulignot stated that the station needs a petty cash drawer for small purchases. He said fire fighters are buying things with their own money for the stations. He also spoke about needing access to the accounts so he can make purchases for the station.

Chief George Poulignot spoke about a new volunteer that he contacted and one return volunteer. He stated he is trying to create a warm, happy, and opening environment for new or returning volunteers.

4. New Business

a) MO State Audit

- 1) Treasurer Ed Summer asked everyone to be responsive with any questions or needs from the auditors.

b) Promotions

Western Cass Fire Protection District
Minutes from the Regular Session
February 17, 2021

- 1) Chris Beal from Belton is leading the training right now. Chief George Poulignot spoke about fire service leadership being very important. He also said the way the station is running now is working and there are no immediate changes needed.
 - 2) Director Kerri VanMeveren mentioned that the infrastructure has been neglected and that needs a strong foundation to get things going in the right direction.
- c) Amend 2021 Budget
- 1) Treasurer Ed Summer stated a budget amendment is needed, but the board needs to decide where the amendments need to be made. He asked the board how they want to address the amendment. He stated that to amend the budget he will have to take from another line to cover other lines on the budget. Director Kerri VanMeveren mentioned again, that there needs to be a line item on the budget for unexpected expenses. Treasurer Ed Summer agreed and said it should be worded as capital expenditures. He stated they will have an amendment plan by next board meeting.
5. Miscellaneous
- a) Treasurer Ed Summer spoke about the Stipend Program. He stated they need to have a review of the 2021 Stipend Plan. He stated they need to make sure all Stipend payments are appropriate. He also stated that the Auditors requested the 2020 Stipend Program.
 - b) Vice Chairman Terry Magelssen stated there will be a pinning ceremony and swearing in for Chief George Poulignot. The date and time will be announced soon. He also stated they will swear in Darwin Schildknecht to his board position and that date and time will be announced soon.
 - c) Director Kerri VanMeveren stated that Chief Poulignot should meet with Norm Larkey if he has any questions on the assessment that Norm put together. She stated it is not necessary to double the work that has already been completed.
 - d) Director Sue Hosterman found where last year payments were made to the insurance company. May 5, 2020 and June 25, 2020 were the dates from the check register.

Motion to adjourn from Regular Session my Vice Chairman Terry Magelssen.

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

Motion passed.

Meeting adjourned at 9:08 pm.