



Western Cass Fire Protection District
Minutes from the Regular Session
August 18, 2021 at 7:00 pm
Fire Headquarters
5 S. Rogers Rd., Cleveland, MO 64734

1. Meeting called to order at 7:00 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 Ed Summer Absent
 - e) Director Darvin Schildknecht Present
4. Fire Fighter Parker Graves was present in-person, Fire Fighter Kevin Collins was present virtual and Fire Fighter Samantha Allen was present virtual.
5. Adopt June 16, 2021 Agenda
 - a) Addition made by Director Darvin Schildknecht for item h) COVID Policy under New Business.

Motion by Treasurer Kerri VanMeveren to adopt tonight's agenda with the addition.

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 2021.07.12 Regular Session Minutes.
 2. Approval of 2021.08.04 Work Session Minutes.

Motion by Director Darvin Schildknecht to approve the minutes as shown with the corrections.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye

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Treasurer Kerri VanMeveren Aye
Director Darvin Schildknecht Aye

Motion passed.

3. Notating and Commenting of June 2021 Financial Package.

Treasurer Kerri VanMeveren spoke briefly about the June 2021 Financial Package. She stated there was nothing glaring in the package. She stated that the ACH is helping address any outstanding issues they were having.

7. Reports

- a) Chairman Terry Magelssen stated that the board attended the NIMS training that was taught by Chief Beal. All the board members passed the training. Treasurer Kerri VanMeveren stated that he only board members that have uploaded their training certificates are Chairman Terry Magelssen and herself. Chairman Terry Magelssen asked where the certificated need to be uploaded to. Treasurer Kerri VanMeveren stated they are to be uploaded into the board training folder and that a link was sent out to this folder.

Chairman Terry Magelssen stated that he is still working on the AV side of things for recording of the meetings. He has been working on getting the meetings downloaded. All meetings before August have expired and are gone. Chairman Terry Magelssen stated that he has been working on getting all the meetings from last year downloaded. He stated that they need to be mindful of storage space when downloading the meetings. Treasurer Kerri VanMeveren stated there should be plenty of room for all downloads.

Chairman Terry Magelssen stated that he has been working with Fallon at Community Bank of Raymore for the online bill pay. He stated they have it set up and he can see real time on the account.

Chairman Terry Magelssen stated that he has been working on the WCFPD website to get it rebuilt and up and running. He stated that later in the year he would like to outsource the website service, if possible.

- b) Vice Chairman Sue Hosterman stated that she has not heard anything on the Cyber Coverage.

Vice Chairman Sue Hosterman stated that she has been working with SmartPro on things.

- c) Treasurer Kerri VanMeveren stated that she has been working on getting a couple bids for a CPA for the annual financial audit. She stated that she had been in contact Trout, Beeman and Company out of Harrisonville. She also stated that she has talked to 3 – 4 CPAs over the last few months but did not get bids because they were wanting \$10,000.00 or more for the financial audit. She stated that this is way over budget for the district. Treasurer Kerri

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VanMeveren stated that McCoy has not revised the contract with WCFPD yet, because the district has decided to take the online bill pay in-house.

Treasurer Kerri VanMeveren stated that there was some confusion on the Cleveland water bill. There ended up being a late charge on the bill due to the check being sent out two days before the bill was due. This caused the bill to be late and a late charge was added. She stated that the 72-hour approval time needs to be taken seriously. Chairman Terry Magelssen asked if McCoy was concerned about losing the district as a customer. Treasurer Kerri VanMeveren stated that Valerie knows that the district is taking the online bill pay over September 1, 2021. She stated they understand because the district went to online bill pay with them and a month later, they wanted more money for the services they are providing. Valerie at McCoy also suggested they can run standard reports they can pull at any time and that would eliminate two hours of monthly work for the CPA and cut the costs. Treasurer Kerri VanMeveren stated that sometimes smaller companies cost more time and money for CPAs. She stated that Dolan West Dolan does their own finances with a software program they have.

- d) Director Darvin Schildknecht stated that he attended the NIMS training and passed.

Director Darvin Schildknecht stated that he still needs to get with Fallon at Community Bank of Raymore for the coding and online bill pay. Treasurer Kerri VanMeveren stated that she has been trying to get a code from Fallon for a week.

8. New Business

- a) Article 9 Amendment

- 1) Chairman Terry Magelssen stated the Article 9 Amendment is for when board members expend money on things for the district to later be reimbursed. He went over the revisions needed. He stated there might be times a board member will need to use their own bank account, not to exceed \$2,000.00, for purchases for things for the district. There needs to be a consensus, phone poll to all board members. He stated that there needs to be copies of invoices, receipts, etc.

There was a motion made by Director Darvin Schildknecht to approve the Article 9 Amendment.

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

Motion passed.

- b) Online Bill Pay Services with Community Bank of Raymore (CBR)

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- 1) Treasurer Kerri VanMeveren stated that everyone needs to be comfortable with moving the invoices around for approval. Chairman Terry Magelssen stated that he knows the process in Teams, but he asked if the process is the same for the online bill pay. Treasurer Kerri VanMeveren stated it is a very different process. She asked if any of the board members have used an online bill pay service before. Only Vice Chairman Sue Hosterman and herself has used any sort of online bill pay service.

c) Stipend Policy

- 1) Chief George Poulignot stated he found little to nothing on a SOG or SOP for a Stipend Policy. Chairman Terry Magelssen stated that he always asked for a solid format for the Stipend Program. Chief George Poulignot stated that he has developed a SOP for the Stipend Policy. The policy includes job descriptions, pay, etc. He stated that the Stipend Bonus is also included in the policy including requirements for the program. Chief George Poulignot stated that the Stipends and Stipend Bonuses fit within the budget. Treasurer Kerri VanMeveren asked if a copy of the SOP will be sent out to the board for review. Chairman Terry Magelssen stated that the Stipend Policy will help with audit requirements, and it is something that has been needed for a long time. Treasurer Kerri VanMeveren stated that the SOP for the Stipend Policy must be approved by the board. She stated that she would like it 7 days in advance of the meeting this will be voted on. Chief George Poulignot stated that he also created a Table of Contents for the Stipend Policy. He stated that the rough draft was previously sent out on 08/16/2021. Chief George Poulignot sent the Stipend Draft PDF back to Treasurer Kerri VanMeveren and Director Darvin Schildknecht. Treasurer Kerri VanMeveren did a screen share so the board could discuss the Stipend Policy together. Chairman Terry Magelssen asked if the Stipend Policy was only for Operations. Chief George Poulignot said, yes, this is only for the Operations side of the district. Chief George Poulignot stated that the policy includes minimum job requirements. The Stipend Bonus Program must be approved through him before it will be paid out. He stated that there needs to be an additional 20 event hours a month to receive the Stipend Bonus. He stated again that this Stipend Program is within the budget that was planned. Chairman Terry Magelssen asked if Chief was prepared to have several Fire Fighters working towards the Stipend Bonus. Chief George Poulignot stated that approval is needed on all projects. Chairman Terry Magelssen stated that the Inventory Program will be taking a lot of time at first but once it is all entered and just needs to be updated with new equipment the hours will not be as many. Chief George Poulignot stated that the Stipend Bonus is to be used for short term. He stated that another upcoming Stipend Bonus can be used for the hose testing project. Treasurer Kerri VanMeveren stated that staying within budget is great and that there is plenty of work to go around. She asked if there was a time frame for the \$200.00 Stipend Bonus. She also asked how many monthly hours are needed to qualify. Chief George Poulignot stated there needs to be at least 20 hours over the normal monthly hours. He also stated that anything under the 20 hours would disqualify the Fire Fighter from the Stipend Bonus. Chairman Terry Magelssen stated that for the

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Stipend Bonus Program there needs to be a start and end date and Chief needs to let the board know of any approved projects that will involve Stipend Bonuses. Treasurer Kerri VanMeveren stated that there doesn't need to be any delay in finishing projects that are related to the Stipend Bonuses. Vice Chairman Sue Hosterman stated that she thinks the Stipend Bonus is a great idea. She believes there needs to be more parameters put on it. She thinks putting a time limit on the inventory project is tough due to the amount of work involved. Chief George Poulignot stated that he is monitoring the project closely. Director Darvin Schildknecht stated it is a good project and he thinks a timeline is needed and asked Chief to give updates on how things are going with each project. Treasurer Kerri VanMeveren stated she would like to see the language on how the timelines will be addressed and monitored. Chairman Terry Magelssen stated that Chief did a great job creating the SOP and he added the Stipend Bonus in the SOP. He stated that Chief can go back in and make adjustment to the timeline part, if needed.

d) Budget Amendment

- 1) Treasurer Kerri VanMeveren explained the budget amendment. She stated the Cares Act money needs to show how the district spends the money. They need to be able to show everything for audit purposes. For the budget amendment there needs to be \$25,570.66 moved. Chairman Terry Magelssen stated that he feels good about the budget amendment. Vice Chairman Sue Hosterman stated that it all looks fine to her. Director Darvin Schildknecht stated he thinks it all looks very good to him. Treasurer Kerri VanMeveren stated that all extra monies need to be moved to cover any over budgets there are. Chief George Poulignot stated there needs to be a total of \$14,887.83 moved for the Extractor Project. This includes \$8,425.00 for plumbing, \$4,300.00 for electrical, and \$2,162.44 for the general contractor purchases. Chairman Terry Magelssen stated that he would like to see a motion made to approve the budget amendment and move forward with the Extractor Project.

There was a motion made by Director Darvin Schildknecht to approve the Budget Amendment as presented by Treasurer Kerri VanMeveren.

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

Motion passed.

Treasurer Kerri VanMeveren stated there needs to be all supporting documentation uploaded for the budget amendment.

Chief George Poulignot asked if there were any questions on the Extractor Project. There were no concerns or questions.

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Chairman Terry Magelssen stated that he would like to see a motion made to expend the funds for the Extractor Project.

There was a motion made by Director Darvin Schildknecht to approve the expenditure of monies, that falls within the budget for the Extractor Project as presented from Chief George Poulignot.

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

Motion passed.

e) Lawn Service Invoicing

- 1) Chairman Terry Magelssen asked if there was any update on the lawn service invoicing. Chief George Poulignot stated that the invoices from the lawncare service are sitting in the rejected folder because the invoices do not include all the proper information needed. He also stated that there might not have been any invoices paid last year. Treasurer Kerri VanMeveren stated that the prices are very reasonable, but the invoices need to be sent in a timely manner to keep the account current. She stated that maybe they need to reach out to Frank, the District's attorney, stating that we need proper invoicing for the lawncare services or services will need to be terminated. Chairman Terry Magelssen stated that allowing a vendor to complete services and not pay them for 1 – 2 years is not acceptable. He stated that the district needs to make good with this vendor on rendered services. Chairman Terry Magelssen asked if there is a contract with the current lawncare service. Chief George Poulignot stated he never found a check to the lawncare company or the owner of the company. Treasurer Kerri VanMeveren stated that the invoices are not proper and that is why they have not been paid. Chairman Terry Magelssen stated that the invoices need to be paid for the services that have already been completed. He stated that next year they can work on lawncare bids, if that is what the board feels needs to happen. Vice Chairman Sue Hosterman agreed that the invoices need to be paid and account brought to current. She stated that she believes he was paid last year for the lawncare services. Chairman Terry Magelssen stated he will table this item and is willing to let JG Lawncare get the District better invoices then he can be paid.

f) Cyber Terrorism Coverage

- 1) Chairman Terry Magelssen asked what amount of coverage the District needs. Chief George Poulignot stated that he is waiting on quotes from two vendors on this.

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g) COVID Policy

- 1) Chairman Terry Magelssen asked what the COVID Policy was and what the enforcement policy was pertaining to this. Chief George Poulignot stated they follow the Cass County Guidelines. Treasurer Kerri VanMeveren stated they are at liberty to set their own policy, that other districts have their own policies that they enforce. Chairman Terry Magelssen stated that if there is not a current policy, he would like to see a policy in place asap. Chief George Poulignot stated they wear mask on all calls and anytime there is patient contact. Treasurer Kerri VanMeveren stated that the SOP needs to address board meetings as well. Chairman Terry Magelssen stated the Chief adopted the BSI Policy. Treasurer Kerri VanMeveren asked if this was outside of Operations. Chairman Terry Magelssen stated there needs to be an addition to the Policy and Procedures Manual to add an article for public meetings and pandemics. Chairman Terry Magelssen stated that the COVID Policy needs to be added to the next work session. This will be for the Board Policy and Fire Fighter Policy.

9. Miscellaneous

- a) Treasurer Kerri VanMeveren asked if there were microphones included in the new AV system. Chairman Terry Magelssen stated that the webcam has the microphone on it but the webcam is not in yet.
- b) Treasurer Kerri VanMeveren asked who will take over the online bill pay for September since Ed Summer is no longer on the board. Chairman Terry Magelssen stated they will move on in the rotation of board members. Treasurer Kerri VanMeveren stated that all board members will have access to putting in the amount for the bills and schedule the date of when it needs to be paid. She stated that all the vendors should be set up but if not, the board members will have to set them up. The set-up process is very easy. Chairman Terry Magelssen stated that everyone needs to keep a close eye on the online bill pay process.
- c) Chairman Terry Magelssen stated that he looked at the calendar of events and there is a debt service payment due in September and he asked what that payment was for. Treasurer Kerri VanMeveren stated it is an interest payment for \$1,800.00.
- d) Treasurer Kerri VanMeveren stated that she would like to see things in adequate time before meetings to be able to review them.

Chairman Terry Magelssen stated he is looking for a motion to adjourn tonight's meeting.

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

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

Motion passed.

Adjourn from the regular session meeting at 8:52 pm.