



Western Cass Fire Protection District

Minutes from the Special Session

Wednesday, March 23, 2022

1>Meeting Called to order at 7:01 PM

Roll Call:

Chairman Terry Magelssen (2018 – 2022)	Present
Vice Chairman Sue Hotterman (2019 – 2025)	Present
Treasurer Kerri VanMeveren (2020 – 2026)	Present
Director Darvin Schildknecht (2021 – 2027)	Present

2 .Guests : Monte Olsen, Dale Doughty, Ed ?

2> The Pledge of Allegiance

3 >Motion made to accept the resignation of current secretary Beth Block - Passed

Chairman Terry Magelssen - Aye
Vice Chairman Sue Hotterman - Aye
Treasurer Kerri VanMeveren - Aye
Director Darvin Schildknecht – Aye

4> Motion made to elect Chris Johnson to fill the remainder of the secretary's term - Passed

Chairman Terry Magelssen - Aye
Vice Chairman Sue Hotterman - Aye
Treasurer Kerri VanMeveren - Aye
Director Darvin Schildknecht – Aye

5>Motion made to appoint Chris Johnson Keeper and Custodian of Records – Passed

Chairman Terry Magelssen - Aye
Vice Chairman Sue Hotterman - Aye
Treasurer Kerri VanMeveren - Aye
Director Darvin Schildknecht – Aye

The board discussed the remuneration rate for the Custodian of Records and it was set at \$25.00 per hour when preparing record requests. Sue inquired whether the Custodian position needed to be advertised and if applications should be accepted. Monte Olsen informed the board that there were no legal requirements to do that and the matter was tabled by the chair.

6> Policies and Procedures

The board reviewed a draft of new policies and procedures provided by Monte Olsen. The draft contains new district policies and job descriptions. Several mistakes were found in the wording of the draft by board members and they asked that they be corrected.

The material stated that a quorum for the board would consist of two members, but that applies only to three member boards. The board requested the quorum number to be changed to three because we have five members on the board.

The general conduct section references Henry County and it should say Cass County instead.

The Western Cass Fire Protection District was mentioned in the non-discrimination section of the draft but the address was incorrect.

The internet policy section lists a contact for Henry County fire department and it should be hello@westerncassfire.org.

The board discussed the issue with the department voicemail password needing reset so the voicemails can be heard. UMA must be contacted to do this. The number in question is the number of the chief at headquarters and it is a published contact number for the department.

Motion made to adopt the thirteen draft proposals offered by Monte Olsen to the board with noted correction to the draft - Passed

Chairman Terry Magelssen - Aye
Vice Chairman Sue Hotterman - Aye
Treasurer Kerri VanMeveren - Aye
Director Darvin Schildknecht – Aye

Meeting adjourned 7:48 P.M.