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 renumeration 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.