



Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 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 Present
  - e) Director Darvin Schildknecht Present
4. Fire Fighter Kevin Collins was present at the in-person meeting.
5. Adopt June 16, 2021 Agenda  
  
Motion by Director Darvin Schildknecht to adopt tonight's agenda.  
All members present said Aye.
6. Old Business
  - a) Consent Agenda
    1. Approval of 2021.05.19 Regular Session Minutes.
    2. Approval of 2021.06.02 Work Session Minutes.
    3. Approval of 2021.06.02 Executive Session Minutes.
    4. Notating and Commenting on the May 2021 Financial Package.

Chairman Terry Magelssen and Treasurer Kerri VanMeveren stated that they both have a few corrections to the minutes and will send those to the secretary to be corrected.

Treasurer Kerri VanMeveren stated that she should have the financial package on the 10<sup>th</sup> of each month from the CPA. She stated that she will have the financial package sent to the board at least seven days in advance of the regular session meetings. Director Ed Summer stated that he believes the financial package should include the previous months records as well. Chairman Terry Magelssen stated he was hoping to see May and some of June's financial records in the

Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 2021 at 7:00 pm

package. Treasurer Kerri VanMeveren stated that being a month in arrears will clear up any outstanding transactions. Chief George Poulignot stated there are still outstanding transactions that he is seeing. Director Ed Summer stated that the board is a five-member board and not a one-member board and he does not agree with the way the financial package is being presented now. Chairman Terry Magelssen asked if the highlighted sections were upcoming budget amendments. Treasurer Kerri VanMeveren confirmed that and stated that she and Chief will have the budget amendment to present soon.

7. Reports

a) Chairman Terry Magelssen stated that he has ordered the items needed for virtual meetings. He ordered the web camera, speakers, and purchased a laptop.

Chairman Terry Magelssen stated that he has updated his folder in Teams, so he receives notifications when invoices are uploaded, approved and such.

Chairman Terry Magelssen stated that he has a drawing of Station 2 for the other board members to review. Treasurer Kerri VanMeveren asked who the drawing was done by. Chairman Terry Magelssen stated that he did the drawing as Station 2 sits now. He stated it is just a beginning phase drawing to get an idea of what is needed.

Chairman Terry Magelssen stated that he met with Mayor Larkey and he now has several titles to the apparatuses. He has handed them over to Chief George Poulignot.

b) Vice Chairman Sue Hosterman stated that the insurance company will only cover what was physically damaged, only the items listed by the insurance adjuster.

Vice Chairman Sue Hosterman stated that they need to decide if they want any extra cyber insurance coverage.

Vice Chairman Sue Hosterman stated that there is a \$0.80 discrepancy on the information she received from the insurance money on the claim check and what is showing on the financial package for Station 2. Treasurer Kerri VanMeveren stated that there was an insurance check that was deposited on July 1, 2021 for \$19,253.00, but that will not reflect on the May financial package. Vice Chairman Sue Hosterman stated that the info she received from the insurance company that the check was \$18,335.80. Chief George Poulignot stated that the insurance company never said what the amounts of the claim checks would be. He stated that the checks have been sent in different amounts to the District.

c) Treasurer Kerri VanMeveren stated that she is restoring documents and downloading bank statements to Teams by month and year. She continues to add documents as she finds them and gains more access to everything.

Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 2021 at 7:00 pm

Treasurer Kerri VanMeveren stated that the new laptop for virtual meetings is ready and she will pick it up tomorrow and install MS Office, Adobe, and Teams on it. Chairman Terry Magelssen stated that he knows it needs Teams and the ability to access documents.

Treasurer Kerri VanMeveren stated that she contacted the District's attorney, Frank about disposing of old equipment. The district can not just give the equipment away. The old laptop that was in reference cannot be used for the virtual meetings, as hoped. Chief George Poulignot asked if the laptop could be used to keep inventory of the equipment the District has. The board agreed. Chief George Poulignot asked if Chrome could be accessed on the computer. Chairman Terry Magelssen said, yes. Chief George Poulignot stated they would not need any programs on the laptop, just to be able to access Chrome. Treasurer Kerri VanMeveren stated that she would drop it off in Chief's office tomorrow.

Treasurer Kerri VanMeveren stated that the CPA contacted her stating that all the research they have been doing is taking more time than the contract with them allows. They will be sending a revised engagement contract to her by the next board meeting. They will be billing for additional hours of work they are putting in. Treasurer Kerri VanMeveren suggested that the District shop around for another CPA, not that the current one isn't doing what they need, but so they get the best price for the services the District requires.

Treasurer Kerri VanMeveren stated that she has reached out to different CPAs for bids on financial audits that need completed. She was quoted \$12,000.00 from one vendor. She stated that was not feasible. She said another vendor she reached out to, could not fit the District in. Treasurer Kerri VanMeveren reached out to Dolan West Dolan to see who they use, and they are in the process of finding a new CPA as well. She will continue to work on this.

Treasurer Kerri VanMeveren stated that the Tax Levy is finalized September 1, 2021. There must be a meeting 2 weeks prior to the finalization. There needs to be publication in the local paper 2 weeks prior. The August 18, 2021 board meeting is 2 weeks in advance. The paper has a Wednesday morning cut-off to publish in the paper, so timing is an issue. Treasurer Kerri VanMeveren stated that the info provided to the state and county were wrong amounts last year. There was an over collection of taxes last year. She has been working on this with the state auditors. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen about his thoughts on this. Chairman Terry Magelssen stated he will work on this. He stated in the RSMo manual that a notice shall be published seven days in advance. He stated there might need to be a special meeting for this.

Treasurer Kerri VanMeveren stated that she spoke with Jordan about the lawn mowing service he provides the District. She stated that he has not been very responsive. She did ask him to break the costs down per Station on what he is charging. She stated that he does not do the snow removal for the District. Chief George Poulignot stated he was told there was not any snow removed last winter. Fire Fighter Kevin Collins stated they did not have a snow removal company. Chief George Poulignot stated the District has been lucky enough to operate without any snow removal. Chief George Poulignot asked if the Treasurer needs the updated invoices

Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 2021 at 7:00 pm

before the lawn mowing service bills are paid. Treasurer Kerri VanMeveren stated yes, she needs the invoices to show what is being charged to each Station. She stated that she wants to stay current on the mowing services bills. Chief George Poulignot stated he would reach back out to Jordan on this. He stated he doesn't recall seeing any bills sent out to the District yet for mowing.

Treasurer Kerri VanMeveren stated that the items on the financial package that are highlighted in yellow are for the upcoming budget amendments. She stated that in one week to ten days they will have the budget amendment ready for the board to review. She stated this will include the Cares Act money on the correct lines. Treasurer Kerri VanMeveren asked Chief George Poulignot if he has any issues with the budget and he stated just with the vehicle maintenance section. He stated they are finding issues daily on the apparatuses that need to be taken care of. Treasurer Kerri VanMeveren asked if the ladder truck was going to require anymore maintenance. Chief George Poulignot stated that he needs to get a duplicate title for the ladder truck. Chairman Terry Magelssen asked if it will need a DOT inspection done. Chief George Poulignot stated that the ladder truck would be sold as-is.

d) Director Ed Summer stated he had nothing to report.

e) Director Darvin Schildknecht stated he is ready to work with Chairman Terry Magelssen on the Station 2 project.

f) Chief George Poulignot stated that he sent an email to the board with the electrician's bids and info. He stated that one electrician needs to be selected to do the work. Chief George Poulignot stated that he also has two good bids from plumbers, and he sent out a list of clarifications to them. He stated one bid was \$7,300.00 and the other bid was \$8,400.00. He is waiting to see the list of clarifications before a decision will be made. Chief George Poulignot stated that one vendor has been difficult to work with while the other has been very easy to work with. Treasurer Kerri VanMeveren stated there is a term that is final and best offer when a contractor is preferred. She stated that after a vendor is chosen you can ask the vendor what the "best" price is that they will offer.

Chief George Poulignot stated that he met with the extractor team and they gave him some pointers for the work that needs to be done to get the extractors ready for installation. Chief George Poulignot asked if there were any questions about the extractor process. Chairman Terry Magelssen asked if they were 30 or 60 days away from washing their first load in the extractor. Chief George Poulignot stated that the funds for the work that needs to be done is not available yet with a budget amendment. He stated they might need to postpone the electrician for the budget amendment.

Chief George Poulignot stated that the lighting at Station 2 is still an issue. He has continued to work with contractors on getting bids for this. He is still waiting to hear back. He stated there needs to be a study done to see about the energy savings or rebate that is available to the District. Vice Chairman Sue Hosterman stated that GSC in Belton, MO could help with the study

Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 2021 at 7:00 pm

and tell them any energy savings and rebates that are available. Chief George Poulignot stated that a drawing will need to be made for them to be able to be considered for a rebate.

Chief George Poulignot stated that the truck that is out of service might need to be fixed ahead of the budget amendment. Treasurer Kerri VanMeveren stated that this would fall under the two-board member approval term. Treasurer Kerri VanMeveren stated that an expenditure of greater than \$2,000.00 requires the two-board member approval and an expenditure of greater than \$5,000.00 requires the full board to approve. Chairman Terry Magelssen stated he doesn't see a problem with getting the approvals done electronically. Director Ed Summer stated he is in favor of moving forward with this.

Chief George Poulignot stated that money needs to be moved from the Cares Act to the correct budget line items.

Chief George Poulignot stated that he reached out to Central Power to get the cost of repair for the generator.

Chief George Poulignot stated that they do need to get a locking safe since they do have the cd and titles in hand now.

Chief George Poulignot stated that the Emergency Services Board (ESB) is looking forward to more funds that will be available as relief funds. Chief said there is a process to this, but he doesn't have any answers to that yet.

Chief George Poulignot stated that WCFPD sent one of the engines to the county fair for motor cross night.

Chairman Terry Magelssen asked how recruitment and volunteers have been coming along. Chief George Poulignot stated that there have been no other interests as of recent.

Chief George Poulignot stated there are still four fire fighters that are ready to move into Station 2 once the repairs are completed. Treasurer Kerri VanMeveren asked when the Policy and Procedures would be available and presented to the board for the fire fighters that want to live at Station 2. Chief George Poulignot stated that he is still working on this and has no update on this from the last time.

Chief George Poulignot stated he hopes to have the stipend production bonuses in effect soon. He stated that Parker Graves has put in a lot of time already on the inventory management of all equipment that is owned by the District. Chairman Terry Magelssen stated that the state auditors requested the stipend program policy. Chief George Poulignot stated he is getting the production bonuses policy in place.

Treasurer Kerri VanMeveren asked when the inventory list will be completed. Chief George Poulignot stated that there is no time frame, and they are continuing to work on this. They are

Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 2021 at 7:00 pm

about a third of the way through the list they have now. He stated there are 956 records in there already. Treasurer Kerri VanMeveren stated this is a compliance issue and it needs to be resolved in a timely manner and they need a time frame. She stated they need a inventory list with the documents to back it up and back to state auditors to be back in compliance. Chairman Terry Magelssen stated he was in hopes to have this in the year end statement, by the end of 2021. Chief George Poulignot stated 90 days is a time frame he could give them. Treasurer Kerri VanMeveren stated she would like to see this by September 15, 2021. Chairman Terry Magelssen said to continue to work on this, since it is a working document. Chief George Poulignot stated that an extra \$200.00 per month exchange for completing this project sounds fair. Treasurer Kerri VanMeveren agreed contingent on the completion date of September 15, 2021. Chairman Terry Magelssen stated he agreed with the extra stipend but believes this does not need a deadline tied to it. Chairman Terry Magelssen stated he would like to see a draft policy for the stipend production bonuses by the next work session. Chief George Poulignot stated that is doable. Vice Chairman Sue Hosterman asked if this could be something that was completed on training night. Chief George Poulignot stated he needs someone to do the data entry and they are only a third of the way through the list they have now. Vice Chairman Sue Hosterman asked if the new equipment has been added to the inventory list. Chief George Poulignot stated that it would be, yes.

8. New Business

a) Expend monies on webcam, speakers, and cart.

1) Chairman Terry Magelssen stated this has already taken place since it was a low-ticket item and is needed for virtual meetings. The total for the purchase was about \$250.00. He stated that another webcam would run \$150.00 if they wanted to get one for each station so they didn't have to move it each time they wanted to have the meetings at a different station.

b) 2021 Budget Amendment

1) This was already covered during the Treasurers report.

c) Article 9 Amendment

1) Treasurer Kerri VanMeveren stated she sent the Article 9, Section 9.3 revision over the weekend. She asked if there were any questions and if everyone understood the process.

Treasurer Kerri VanMeveren briefly went over the process. Chief George Poulignot receives the bills within 72 hours he codes them, signs, and uploads them to be approved by a board member. The board member then has 72 hours to approve and move to the Treasurer's folder or reject them and move to the rejection folder. Chairman Terry Magelssen stated he has set up a schedule on what months the board members are to approve/reject the bills. Treasurer Kerri VanMeveren

Western Cass Fire Protection District  
Minutes from the Regular Session  
July 21, 2021 at 7:00 pm

stated that the bills always need to be moved to another folder, so the rest of the board knows the bills were reviewed and so that they get paid in a timely manner. The Treasurer then has 72 hours to review and move on to the CPA's cloud called Zero. They will be paid either ACH or online bill pay by the CPA. Treasurer Kerri VanMeveren stated that the board needs to identify this process if there is a rejection. She stated there needs to be something marked on the bill stating it will not be paid and left in the rejection folder. It also needs to be documented why it will not be paid on the bill for historical documentation. Treasurer Kerri VanMeveren stated that paper checks can still be issues, but they are an exception and a one off.

Treasurer Kerri VanMeveren stated there is a Financial Teams folder for any documentation that is needed to be uploaded there. Chairman Terry Magelssen stated that he appreciates the board members not being able to spend money and expect to be reimbursed. Treasurer Kerri VanMeveren stated this is shielding from liability for purchases. Director Darvin Schildknecht stated he is concerned with the process of board members purchasing anything. Chairman Terry Magelssen stated that the board can wait to approve this until the next regular board meeting. Treasurer Kerri VanMeveren stated the bill process in Teams can be approved tonight with the addition of 72 hours for the Chief to upload the bills. She stated this would replace the current Section 9.3. Chief asked who will take care of the formatting issues. Treasurer Kerri VanMeveren stated the secretary will copy and paste and take care of the formatting issues. Chairman Terry Magelssen stated he would entertain a motion to approve Article 9 Amendment for moving bills along to the proper folders so payment of bills can be made. Director Ed Summer stated that the section needs to be used so the board knows what is being amended. Treasurer Kerri VanMeveren verified this would be replacing Section 9.3.

Motion made by Chairman Terry Magelssen to take amendment to Article 9, Section 9.3 that was proposed with addition of 72 hours to Chief's responsibilities. Director Darvin Schildknecht second the motion.

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

Motion passed.

9. Miscellaneous

a) Chief George Poulignot stated that the NIMS training will be August 11, 2021.

Motion to adjourn from the regular session by Director Darvin Schildknecht.  
Meeting adjourned at 8:41 pm.

